FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE July 6, 1962

file

AERONAUTICAL CENTER Bulletin

SUBJECT Presentation by Northrop Ventura

1. Northrop Ventura will give presentation on their Directional Discontinuity Ring Radiator antenna program.

2. This presentation will take about two hours consisting of 17-minute 16 mm. film, technical presentation of DDRR, applications, question and answer period, and distribution of technical literature.

3. The presentation will be in the Auditorium, first floor, Headquarters Building starting at 9:00 a.m., Tuesday, July 10, 1962. This film and discussion will be of particular interest to avionics engineers and technicians.

4. This bulletin is issued in accordance with the provisions of Aeronautical Center Practice O-6.

Distribution "S"

FAA AC 62-4108

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE July 9, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Care and Protection of Walls

With the present painting program in progress it is appropriate to consider protecting the walls in Aeronautical Center buildings.

The Aeronautical Center policy is restated for information of all concerned:

1. Pictures, charts, blackboards, or other items will not be attached to or hung from walls by building occupants. If such items are needed, the Plant Engineering Division should be requested to do the installation. Extension 685 is the number to call.

2. In order to protect wall surfaces scotch tape, masking tape, or other adhesives, nails, tacks, brads, screws, or other objects will not be affixed to or used to penetrate wall surfaces under any circumstance.

3. Occupants are urged to refrain from standing or sitting with their feet propped against walls, and to attempt to minimize the risk of wall disfiguring from chair backs and furniture being placed against walls.

All employees appreciate a clean, well maintained place to work. Please encourage the few careless employees to help the rest of us minimize the damage to our "work-day homes".

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE July 17, 1962

file

AERONAUTICAL CENTER Bulletin

SUBJECT Accident and Fire Reporting

1. Agency Order PT P 3900.5, Accident and Fire Reporting Handbook, effective July 1, 1962, requires the use of FAA Form 2955, "Supervisor's Report of Accident," in lieu of SF-92.

2. Accidents occurring since June 30 which have been reported on the SF-92 will be returned to originator. The new form, FAA-2955, must be used to report any accident (including motor vehicle) occurring after June 30, 1962.

3. The new forms, FAA-2955, are available through normal supply channels.

Distribution "S"

FAA AC 62-4280

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 2, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Reactivation of the Choral-Aires

1. The first practice session of our singing FAA'ers, the Choral-Aires, will be held Monday, August 6, 1962, in the auditorium of the Headquarters Building at 4:30 p.m. New music has been ordered for the special occasions when the group is normally asked to provide entertainment.

2. The Choral-Aires invite the attendance and participation of any and all employees who enjoy singing. Knowledge of music is not a prerequisite.

Distribution "C"

FAA AC 62-4495

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 3, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Inventory of Training Film

1. Federal Aviation Agency Order MS 1750.3 (Agency Practice 9-4) requires the Film Library to maintain an up-to-date inventory of all Agency owned motion picture film, slide film, and strip film, in order to provide locator service to offices in search of specialized film not in the Library collection. The Film Library will also serve as a centralized location for the General Accounting Office to determine the cost involved in supporting the film services of the Agency.

2. It is requested that each organization assigned a routing symbol furnish a list to the Film Library, AC-142.1, before August 31, 1962, of all motion picture films, slide films, and film strips in its possession purchased with government funds or borrowed on a long-term loan basis. A negative report is requested if the organization has no film. This inventory, prefaced by your routing symbol, should reflect the film number, the film title, whether it is black and white or color, the running time or length, the number of prints of each subject, source, whether borrowed or purchased, and the cost, if known, for film purchased with government funds.

3. It is emphasized that the Film Library wants a listing of films only, not the films themselves. The films will remain where they are.

4. Please contact the Film Librarian before discarding films that have become excess, unserviceable, or obsolete. Also, report lost films to the Film Librarian so that the locator files may be kept current. Please notify the Film Librarian when additional film is borrowed on long-term loans from sources other than the Federal Aviation Agency Film Library.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 7, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT New Parking and Traffic Regulations

1. You have recently been routed a copy of Aeronautical Center Order AC 1600.3 dealing with the new traffic and parking regulations at the Aeronautical Center. Strict monitoring of the provisions of this order will be implemented effective Monday, August 13, 1962.

2. One of the principal changes involved in this order is the establishment of employee and student parking areas. The Security Office has recently issued decals to employees in connection with their vehicle registration program. These decals should be affixed by Monday, August 13, 1962. Please read this order carefully and familiarize yourself with its contents.

FAA AC 62-4566

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT AMERICAN AIRLINES DIRECT ELECTRA FLIGHT BETWEEN OKLAHOMA CITY AND WASHINGTON D.C.

1. American Airlines has announced the reactivation of their direct Electra Flight between Oklahoma City and Washington.

2. For the information of personnel who travel between Oklahoma City and Washington, the flight information is indicated below:

Flight #473,	Lv.	Washington 10:15 a.m.
	Arr.	Oklahoma City 1:46 p.m.
Flight #474,	Lv.	Oklahoma City 2:55 p.m.
	Arr.	Washington 10:00 p.m.

3. Both of these flights are Electra Flights, and both offer Coach and First Class accommodations. Both flights stop in Tulsa and Nashville, but require no change of planes.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Restriction on Access to the Academy Headquarters Building

The Academy Headquarters being constructed north of the Air Traffic Building has not been completed and accepted from the contractor. Until it is accepted, this building does not belong to the FAA.

Trespassing by unauthorized personnel hampers finish work now in progress and delays the workmen.

Only those personnel who have valid need to enter the building on official business will be cleared to gain access.

Clearance, if authorized, must be obtained by signing in at the GSA Field Office southwest of the Headquarters Building.

Distribution "C"

FAA AC 62-4684

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 17, 1962

file

AERONAUTICAL CENTER Bulletin

SUBJECT United Appeal Pledges - 1961 Campaign

1. In a recent meeting of representatives of the various Federal agencies which comprise the Federal Division of the United Fund of Greater Oklahoma City, a report concerning collection of 1961 pledges was submitted.

2. This report reflects that as of the due date for the third quarterly payment, Federal Aviation Agency employees are delinquent on their 1961 pledges in the amount of $1,832.00.

3. Evidently the reported delinquencies result from unintentional neglect or oversight which can be corrected if employees will review their United Appeal pledges for 1961 and make a sincere effort to maintain these pledges on a current basis.

4. Employees who are unable to continue their pledge payments should notify their supervisor or appropriate Personnel Service Branch so that steps may be taken to ask the United Fund to relieve them of their pledges.

Distribution "C" and 25 copies to AC-116

FAA AC 62-4757

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE August 21, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Toll Call Diversion

1. Effective September 2, 1962, toll call diversion equipment will be operating in the Aeronautical Center telephone system.

2. This equipment will prevent toll calls being placed directly with the telephone company operators or direct dialing of long distance calls from Aeronautical Center telephones. When a caller at the Center dials "9" for an outside line then dials "O" or "1", the call will be automatically diverted back to the Center switchboard operator.

3. The above procedure is necessary to assure the recording of complete information on all toll calls by Center operators and to eliminate the difficulty in tracing toll calls billed to the Center in error. The correct method for placing long distance phone calls is to dial "O" (Operator), then follow AC 1770.2 (AC Practice 1-3) or the instructions in the front of your AC Telephone Directory.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 28, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT SAFETY - Labor Day Weekend - September 1, 2 and 3

1. As we approach the Labor Day Weekend, all of us are reminded again to participate in the pilot project, "LIGHTS ON FOR SAFETY."

2. Drivers of automobiles (regular, king size, and compact) are asked to keep their headlights on at all times while on the road. This serves to remind fellow motorists to concentrate on their driving, thereby helping prevent automobile accidents.

3. And once at your destination, retain your attitude towards preventing accidents by following safe practices in work and play.

Distribution "C"

FAA AC 62-4927

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 29, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT: Special Announcement by the Aeronautical Center Educational Society

The results from the recent election of board members for the Aeronautical Center Educational Society are as follows:

Two Year Members	One Year Member	Carry Over Members
Don Lake	Paul McMullen	Neal Vick
Shirley Pfrehm		Buford Farnsworth
Bob Edlund		
Roy Campbell		

At a meeting last week, Mr. Paul McMullen was elected to serve as the new chairman. Outgoing members, Messrs. H. T. Swenson, John Shaw, and Al McDow will continue to assist the board until the final arrangements are made for classes this fall.

It appears, as a result of the survey, that several classes will be formed at the Aeronautical Center. Tuesday and Thursday evenings received a slight edge in preference over Monday and Wednesday evenings as class times. However, three of the OU courses are available only on Monday and Wednesday at 4:45 p.m. These courses are English 21, History 3, and Beginning Shorthand. An enrollment fee of $37.50 (plus text) will cover the cost of the first two courses. The shorthand course is a four semester-hour non-credit course with a fee of $50.00 plus text. Three semester-hours credit will be available through an advanced standing examination for those who wish to receive credit. All inquiries about these three courses should be referred to Shirley Pfrehm, Extension 331.

On Tuesday and Thursday evenings at 4:45, OU will offer Psychology I, Math 2 (Intermediate Algebra), Accounting 51, and Chemistry I. Each three-hour course will cost $37.50 plus text. The four-hour chemistry course, being a laboratory course, will cost $72.00 plus text. A three-hour lab will be scheduled each Saturday on campus.

Please note that all of the foregoing classes are of twelve weeks in duration and will be completed by November 29.

At 7:00 p.m. on Tuesday and Thursday, OU will offer Physics 41. This will be an 18 week class with tuition fees of $50.00 for four semester-hours of credit. The

(Over)

required companion lab course, Physics 30A, will cost $18.00 and will be offered Saturday mornings on campus. Inquiries about the Tuesday and Thursday OU classes should be referred to Paul McMullen, Extension 226. Plan to enroll in the OU classes on Thursday, September 6, from 4:45 to 6:00 p.m. in the Student Lounge of ANF # 2. All classes will have their first session on either September 10th or 11th.

It appears that Oklahoma State University will offer three 18-week classes at the Aeronautical Center this fall. Math 205 (Analytical Geometry/Calculus) is scheduled at 7:00 p.m., Tuesdays and Thursdays. Being a five semester-hour course, tuition will be $62.50 plus text.

Elements of Economics 233 is tentatively scheduled to be offered from 4:45 until 7:30 Friday evenings. This course will cost $37.50 excluding the text.

The remaining OSU course, Switching Circuits (EE-473) may be offered each Monday at 4:45 p.m. Inquiries concerning all three OSU courses should be referred to Bob Edlund, Extension 234.

Other classes may be formed by individual organization. Advise Paul McMullen of any specific needs.

Those planning to attend OSU classes at the Aeronautical Center will enroll during the first scheduled evening session for the class. In the case of Math 205, this will be at 7:00 p.m. Tuesday, September 11. Enrollment times for the other OSU classes will be announced later or will be available from Mr. Edlund.

You may tell your friends that non-employees may enroll in any of the Aeronautical Center classes <u>provided</u> FAA employees are not displaced by these enrollments.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 29, 1962 file

AERONAUTICAL CENTER Bulletin

SUBJECT Requirement for Possession of Operator's Identification Card (SF-46)

1. Federal Aviation Agency Order PT P 3900.3 provides that "No FAA employee shall operate a motor vehicle or powered industrial truck (driver-ride type) on official business unless he has in his possession a valid identification card (SF-46) and a valid State license." This includes the operation of a privately owned vehicle on official business.

2. Supervisors are reminded that in accordance with Paragraph 7a(2) of FAA Order PT P 3900.3, it is their responsibility to ascertain that an employee has the required credentials prior to authorizing or permitting him to drive on official business.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 30, 1962 file

AERONAUTICAL CENTER Bulletin

SUBJECT Demonstration - Holt Instrument Laboratories and Airep Engineering Co.

1. Holt Instrument Laboratories and Airep Engineering Company will conduct a demonstration of precision laboratory instrument and calibration laboratory processing. Personnel engaged in quality control, standards, maintenance engineering, inspection, calibration, and general electronics laboratory work utilizing digital voltmeters and transfer standards should be interested in this presentation.

2. This demonstration will be held in the H & I Building (Amateur Radio Building) on Friday, September 7, 1962, from 8:30 AM to 11:00 AM.

3. This bulletin is issued in accordance with the provisions of Aeronautical Center Order AC-1200.2.

istribution "S"

FAA AC 62-4983

Reno Enid Atlanta

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 30, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Power Outage

In order to make connections for our new underground electrical service, the following buildings will be without power on September 2, 1962, starting at 8:00 A.M.: Headquarters Building, seven (7) hours; Air Navigation Facilities #1, Air Traffic, and Flight Operations and Airworthiness, nine (9) hours.

Distribution "C"

FAA AC 62-4946

FEDERAL AVIATION AGENCY

Aeronautical Center — Oklahoma City, Oklahoma

File

DATE August 30, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT UNITED APPEAL -- 1962

THE 1962 UNITED APPEAL DRIVE will be conducted at the Aeronautical Center and adjacent FAA Facilities from September 24 through October 12. During this three-week period all FAA employees in the Oklahoma City area will be contacted by campaign workers who are our fellow employees.

The United Appeal campaign provides us with an opportunity to contribute to a wide variety and a large number of organizations through a single appeal. We who work in the Federal Government want to assume our full citizen's share of the voluntary support of health and welfare services.

This year 35 separate United Appeal Agencies will benefit from our contributions. Included will be the USO, many health organizations, family and children's services, youth programs, and agencies designed to meet the new and growing problems of the aging.

FAA employees have always ranked among the leaders in contributing to the welfare of their community. The goal this year will again be 100% participation with a "FAIR SHARE" from each employee. Federal Agencies in the Oklahoma City area have subscribed to the one-half day's pay concept. This represents only 4 hours pay from the 2,080 hours for which we receive pay.

Between now and September 24, let's all give thoughtful consideration to this campaign and be prepared to contribute generously and promptly when contacted by a campaign worker.

A schedule showing one-half day's pay for grades in each pay plan appears on the reverse side of this bulletin. To save space the amount shown represents 4 hours pay at the middle step of the grade. If you are in other than the middle step of your grade, the FAIR SHARE will be slightly less or more, depending on your pay step.

R. W. Pulling

R. W. Pulling, Chairman
Fund-Raising Campaigns

Distribution "C"
200 Copies to AC-116

- Over -

ONE-HALF DAY'S PAY BASED ON MIDDLE STEP

SUPERVISORY		LEADERS		WAGE BOARD		GENERAL SCHEDULE	
Grade WS	Middle Step	Grade WL	Middle Step	Grade WB	Middle Step	Grade GS	Middle Step
1	$10.04	3	$ 8.44	3	$ 7.68	2	$ 7.36
2	10.44	4	8.68	4	7.88	3	7.84
3	10.84	5	8.88	5	8.08	4	8.40
4	11.20	6	9.38	6	8.44	5	9.32
5	11.56	7	9.68	7	8.80	6	10.28
6	12.00	8	10.12	8	9.20	7	11.28
7	12.36	9	10.52	9	9.56	8	12.28
8	12.72	10	10.92	10	9.92	9	13.36
9	13.16	11	11.32	11	10.28	10	14.44
10	14.00	12	11.76	12	10.68	11	15.80
						12	18.52
						13	21.72
						14	24.76
						15	27.68
						16	30.36

MAKE MIRACLES WITH YOUR FAIR SHARE

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE August 31, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Adult Education Program - 12 Hour Course to be Offered

1. As a part of the national program for training citizens in general aspects of civil defense, the Department of Defense (Office of Civil Defense, OCD) has arranged with the various State Departments of Education to provide this training. Selected teachers have been trained by the Oklahoma Department of Education and classes are now under way throughout Oklahoma.

2. Training provided under this program is not the specialized training such as the Radiological Monitors Course which OCD also offers, but rather is directed toward the home and community.

3. This course will be taught in four (4) evening sessions. Classes will be held in the auditorium, Headquarters Building, from 7:00 until 9:45 p.m. including a 15-minute break from 8:15 to 8:30 p.m. Classes are open to FAA employees and adult members of their families. The schedule is as follows:

   Class #1, Mondays - September 17 & 24 and
   October 1 & 8

   Class #2, Tuesdays - September 18 & 25 and
   October 2 & 9

   Class #3, Wednesdays - September 19 & 26 and
   October 3 & 10

   Class #4, Thursdays - September 20 & 27 and
   October 4 & 11

4. Areas covered are:

   The Need and Purpose of Civil Defense
   Effects of Nuclear, Chemical, & Biological Weapons
   Natural Disasters
   Protective Measures
   Radiological Instruments
   Home Fire Prevention

(OVER)

Warning Systems
National Civil Defense Plans
State and Local Plans
The Family and Individual Plans
Fallout Shelters and Shelter Living
Psychological Expectations
Emergency Medical Treatment

5. We are emphasizing that attendance to this course is voluntary. However, an evaluation of the course content suggests that this training would provide all the guidance and background necessary for family survival planning. In addition, this course will provide a better understanding of National State, local, and Agency defense planning. All classes will be under the direct supervision of Dr. M. W. Glasgow, Coordinator, CDAE Program, State Department of Education. Certificates of completion will be given to all participants who attend all four sessions.

6. Please fill out the attached form.

Attachment

Distribution "C"

ATTACHMENT

TO: Chief, Training Branch, AC-118

Note: An indication of your plans will assist in determining space and instructors required.

I plan to attend the class checked below. *

☐ Class #1, Mondays - September 17 & 24 and October 1 & 8

☐ Class #2, Tuesdays - September 18 & 25 and October 2 & 9

☐ Class #3, Wednesdays - September 19 & 26 and October 3 & 10

☐ Class #4, Thursdays - September 20 & 27 and October 4 & 11

Place: Auditorium, Headquarters Building
Time: 7:00 to 9:45 p.m.

Name	Routing Symbol	Number of Adults From Your Family Attending

*If a conflict should arise, it will be permissible to attend another class in the same week.

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 4, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Move to FAA Academy Headquarters Building

As of September 8, 1962, the move to the FAA Academy Headquarters Building will be completed. Academy organizational elements who will occupy the new building are listed below:

Federal Aviation Agency Academy

Routing Symbol		Room	Extension
PT-900	Director Enar B Olson	209	318
	Secretary Thelma L Bennett	209	318
PT-900	Assistant Director J B Mitchell	209	310
	Secretary Virginia B Holcomb	209	310
PT-900.2	Special Assistant to the Director Irving D Smith	2	243

Management Staff Division

PT-902	Chief W R Nolan	207	400
	Secretary Muriel A Lowe	207	400
PT-902	Management Analyst Herman E Diffee	207	568
PT-902	Budget Officer Louise H Bode	207	568
PT-902	Adm Officer Loretta G Falvey	207	568
PT-902	Mathematician Lowell L Stellner	207	568

Training Development Division

PT-910	Chief Neil A Fox	112	595
	Secretary Margaret E Luttrell	112	595
PT-911	Instructor Development Branch Chief E H Malone	113	595
PT-912	Training Procedures Branch Chief Robert M Beals	110	595

Technical Services Division

PT-920	Chief C E Gardner	226	361
	Secretary Johnie J Blythe	226	361
PT-920	Engineering Asst Roger M Blizzard	226	561
PT-920	Administrative Asst W T Fears	224	674
PT-921	Pulse Eqpt Branch J E Pritchett	224	674
PT-925	ILS/VORTAC Branch M R Cameron	224	674

(Over)

Air Traffic Training Division

PT-930	Chief George M Waller	124	369
	Secretary Martha Brill	124	369
PT-930	Assistant Chief Perry S Bolyard	124	360
	Secretary Patsy Bonifield	124	360
PT-931	Adm Services Staff N Jane Eastham	123	489
PT-933	En Route Training Branch F N Fairweather	122	488
PT-934	Terminal Training Branch J H Lanius	122	481
PT-935	Special AT Training Branch G J Fulkerson	121	487
PT-936	Field Certification Branch K M Lanter	125	460
PT-937	Field Training Materials Branch A M Waldin	125	461

Aviation Facilities Training Division

PT-940	Chief C W Mueller	203	701
	Secretary Edna M Clabby	203	701
PT-940	Assistant Chief Walter M Hill	203	702
	Secretary Lorna A Best	203	702
PT-941	Chief Div Technical Asst Staff Dan Fritz	222	705
PT-942	Administrative Officer Charles Royer Jr.	205	455
PT-942.1	Programming & Statistical Asst (Vacant)	223	204
PT-942.2	Grades Records & Reports Sect Lois Brasher	220	273
PT-942.3	Printing & Course Matl Liaison Sect J E Freeman	216	28o
PT-944	Communications Eqpt Branch John E Shaw	204	713
PT-945	ILS/VOR Branch H T Swenson	201	707
PT-946	Distance Aids Branch E C Williams	201	711
PT-947	Radar Branch H C Scott	204	709

Management and General Training Division

PT-960	Chief Bill B Werner	3	737
	Secretary Elsie Treger	3	737
PT-961	Supervisory Development Branch (Basic) Chief H R Richardson	3	737
PT-962	Supervisory Development Branch (Intermediate) J C Monroe	3	737
PT-963	General Training Branch Chief (Vacant)	4	738

Distribution C

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 5, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Power Outage

In order to connect primary power to the new Line Maintenance Building, Hangar #8 will be without power Sunday, September 9, 1962. The power outage will be for a period of twelve (12) hours, beginning at 8:00 a.m. and ending at 8:00 p.m.

Distribution "C"

FAA AC 62-5067

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

AC-1
Jac-2

DATE September 7, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Street Closing

On Thursday, September 13, 1962, the intersection of S. W. 62nd Street and Duke Avenue will be closed due to the installation of utility lines. Work will be completed by Tuesday, September 18, 1962.

Distribution "C"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE September 7, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT: Oklahoma State University Engineering Extension, Graduate Credit Program, Fall Semester 1962

Registration of students for courses offered in Oklahoma City through the Engineering Extension Division of Oklahoma State University will take place at a meeting:

WHERE - O.S.U. Center, 1900 N. W. 10th Street

WHEN - 7:00 p.m., Wednesday, September 12, 1962

Representatives from the Schools of Electrical Engineering, Civil Engineering and Industrial Engineering of Oklahoma State will be present to discuss the program and answer questions.

Whether a class in a particular course is taught depends upon the number present and enrolled at this meeting.

The Masters Degree may be obtained by doing a minimum of thirty hours above the baccalaureate degree. Half of these may be secured through Extension courses.

OPPORTUNITIES FOR RESIDENT CREDIT

A requirement for an advanced degree at Oklahoma State University is that one half the credits presented must be taken on the campus.

To accommodate students employed in industry the various schools in the College of Engineering offer classes on Saturday morning. If no commuting student enrolls on the first meeting of the class or has not written the head of the school signifying his intention to enroll in the class the meeting time may be changed.

Classes to be offered during the Fall 1962 are as follows: (Meet in Engineering Building)

Civil Engineering	Head, Prof. Jan J. Tuma
Civen 6A4 Plate Structures	9:00 to 12:00
Electrical Engineering	Head, Prof. Wm. Hughes
Elec. Eng. 503 Linear Systems Analysis I	9:00 to 12:00

Elec. Eng. 503 is required of all E.E. advanced degree candidates and is offered on Saturday infrequently. For this reason it is advisable to enroll this fall.

(Over)

Industrial Engineering — Head, Prof. Wilson Bentley

Ind. Eng. 503 Industrial Quality Control II — 9:00 to 12:00

Chemical Engineering

Chem. Eng. 513 Diffusional Unit Operations or

Chem. Eng. 543 Thermodynamics

Time 8:30 to 10:00 and 11:00 to 12:15

Note: Request that Engineering personnel in your organization be made aware of this opportunity.

Distribution "S"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

file

DATE September 13, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT 12 Hour Civil Defense Adult Education Program

1. Applications for the planned Adult Education Program beginning on Monday evening, September 17, 1962, have been meager; however, sufficient applications have been received to assure conduct of the initial classes. If you have not participated in Community Civil Defense training previously, this is your opportunity to become informed on the whole range of considerations which may affect you.

2. The course is to be conducted by Dr. M. W. Glasgow of the State Department of Education, assisted by other professional members of the Department.

3. If you have not yet forwarded your application to the Training Branch, AC-118, please do so at the earliest moment. This course provides an opportunity for you, your wife and members of your family group to become informed on the hazards of natural disasters as well as nuclear warfare. The material you will receive will cover practical measures for home planning and survival.

4. TIMES (Pick One): 7:00 P.M., Headquarters Building Auditorium

	Mondays	Tuesdays	Wednesdays	Thursdays
September	17	18	19	20
September	24	25	26	27
October	1	2	3	4
October	18	29	10	11

5. Subject areas include such items as: Effects of Nuclear, Chemical & Biological Weapons; Natural Disasters; Protective Measures; Home Fire Prevention; National, State, and Local Civil Defense Plans; The Family and Individual Plans; Fallout Shelters and Shelter Living; Psychological Expectations; and Emergency Medical Treatment.

6. If you require further information, call the Training Branch, AC-118, Ext. 504, or the Emergency Readiness Office, AC-160, Ext. 258.

Distribution "C"

FAA AC 62-5160

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 13, 1962

File

AERONAUTICAL CENTER Bulletin

SUBJECT UNITED APPEAL -- 1962

Approximately a week remains until the beginning of our 1962 UNITED APPEAL DRIVE (September 24 through October 12).

I am hopeful that by September 24, each employee will have already given serious consideration to the needs of the 35 participating agencies and will be prepared to contribute or pledge generously. The Oklahoma County United Appeal Agencies are listed on the reverse side of this bulletin.

This year a provision has been made on the pledge card for employees to designate Oklahoma County or one of the 5 contiguous counties (Canadian, Cleveland, Lincoln, Logan or Pottawatomie) to be the recipient of their contribution. Upon completion of the Oklahoma City Campaign, contributions from employees in the Federal Division which were designated for the contiguous counties will be presented to the campaign officials of these counties in a public ceremony. Employees designating their contributions for Oklahoma County may designate the Agencies which are to receive their contributions.

Approximately 250 of our co-workers will serve as workers in this drive. This is an additional duty for them, and your prompt and willing cooperation will help them to make the 1963 campaign the most successful yet.

Possibly we are inclined not to recognize fully the great service these agencies render to our community unless we or some close friend or relative has received benefits. However, it is reassuring to know that all of them stand ready to serve when the need arises.

The budgets of these agencies are closely reviewed by a group of responsible individuals in the community to assure that funds received are judiciously expended.

LET'S BE AMONG THE FIRST IN THE FEDERAL DIVISION TO REACH OUR GOAL OF 100% PARTICIPATION AND A "FAIR SHARE" FROM EACH EMPLOYEE (4 HOURS PAY). Get behind your workers and put your organization over the top.

R. W. Pulling

R. W. Pulling, Chairman
Fund-Raising Campaigns

Distribution "C"
200 Copies to AC-116

- Over -

UNITED APPEAL AGENCIES
OKLAHOMA COUNTY ONLY

American Hearing Society
American Red Cross
American Social Health Association
Arthritis & Rheumatism Foundation
Boy Scouts
Camp Fire Girls
Central Day Care Center
Children's Convalescent Hospital
Community Council
East Day Care Center
Family Service
Girl Scouts
Home of Redeeming Love
Legal Aid Society
National Council on Crime and Delinquency
National Recreation Association
Neighborhood Centers
Oklahoma Citizens Committee for Delinquency and Crime
Oklahoma City Mental Health Clinic
Oklahoma City Safety Council
Oklahoma County Association for Mental Health
Oklahoma County Council for Mentally Retarded Children
Oklahoma Medical Research Foundation
Oklahoma Health and Welfare Association
Oklahoma State Heart Association
St. Joseph's Orphanage
Salvation Army
Sunbeam Home
Travelers Aid Society
United Service Organizations
Urban League of Oklahoma City
Variety Health Center
Visiting Nurses Association
Young Men's Christian Association
Young Women's Christian Association

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

file

DATE September 18, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT UNITED APPEAL -- 1962

Monday, September 24, is THE DAY -- UNITED APPEAL DRIVE BEGINS!

Quotas have been received and are listed below:

ORGANIZATION	QUOTA
FAA Academy	$8,700.00
Aircraft Services Base	7,810.00
Installation and Materiel Depot	7,120.00
Office of the Manager, Aeronautical Center	3,037.00
Flight Inspection & Procedures Program	1,435.00
Southwest Region Personnel	1,340.00
Control Systems Division	1,180.00
Aviation Medical Service	1,080.00
Operations Airman Examination Staff	190.00
Total Aeronautical Center Drive Quota	$31,892.00

When you are contacted, be prompt in returning your completed pledge card. This is our opportunity to contribute to 35 worthwhile agencies at one time.

R. W. Pulling

R. W. Pulling, Chairman
Fund-Raising Campaigns

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100% PARTICIPATION-FAIR SHARE FROM EACH EMPLOYEE

MAKE MIRACLES WITH YOUR FAIR SHARE

FAA AC 62-214

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 19, 1962

file

AERONAUTICAL CENTER Bulletin

SUBJECT Federal Employees Health Benefits Program: Limited Opportunity to Change Registration

1. During the period October 1 to October 15, 1962, any employee who has not been an enrolled employee at any time during the period May 1, 1962 to September 30, 1962, may register to be enrolled. Also, during the period October 1 to October 15, 1962, any employee enrolled for self alone may change his enrollment to self and family in the same plan and option. No other changes are permitted because of this limited enrollment opportunity. Changes and new enrollments authorized by the present regulations may continue to be made, as usual, between October 1 and 15, 1962.

2. The Service Benefit Plan (Blue Cross and Blue Shield) and the Indemnity Benefit Plan (Aetna Life Insurance Company) are available to all eligible employees. Brochures explaining these plans are available in Room 102, Headquarters Building. In addition there are several organization plans available to members of the sponsoring organizations. Brochures explaining these plans may be examined in the Personnel Division Service Branch which serves your area.

3. Employees who desire to enroll or change type of enrollment because of this limited enrollment opportunity should complete a registration form SF-2809 and return it to the appropriate Personnel Service Branch. Health Benefits Registration Forms SF-2809 are available in Room 102, Headquarters Building. Registration forms dated prior to October 1 or received after October 15, 1962, cannot be processed.

4. New enrollments and changes from self only to self and family will become effective November 11, 1962.

5. All eligible employees not presently enrolled are urged to investigate the available plans. All questions should be referred to your appropriate Personnel Service Branch.

Distribution "C"
50 Additional Copies AC-116

FEDERAL AVIATION AGENCY
Aeronautical Center — Oklahoma City, Oklahoma

DATE September 20, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FAA Academy Headquarters Building Dedication

Saturday morning, September 29, 1962, will mark the formal dedication of the Federal Aviation Agency Academy. Most of the Academy personnel has moved into the new building, but many of the employees at the Aeronautical Center have not had the opportunity to visit this new part of the Center complex.

The dedication - to be held at 11:00 a.m. on the west lawn of the Academy Headquarters building - will feature U. S. Senator "Mike" Monroney as speaker. The ceremonies will be brief - not more than 30 minutes.

An open house from 10:00 a.m. until 2:00 p.m. of all Academy facilities will be held in conjunction with the dedication ceremonies.

All employees and their families are cordially invited to attend the ceremonies and open house.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 24, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Federal Service Entrance Examination

1. The Federal Service Entrance Examination Announcement No. 287 was issued by the Civil Service Commission on September 11, 1962. The following are the dates on which the examinations will be administered in Oklahoma City.

Applications must be filed by:	For the test that is given on:
September 27, 1962	October 13, 1962
November 1, 1962	November 17, 1962
December 20, 1962	January 12, 1963
January 24, 1963	February 9, 1963
February 28, 1963	March 16, 1963
April 4, 1963	April 20, 1963
April 25, 1963	May 11, 1963

2. In order to be scheduled for the written examination, applicants must submit application form No. 5000 AB to the Dallas Regional Office of the Civil Service Commission, 1114 Commerce Street, Dallas 2, Texas. Application card forms and further information concerning this examination announcement can be obtained in Room 101, Headquarters Building.

3. Since eligibility on this examination is required before employees can be considered for promotion or reassignment to certain positions at the Aeronautical Center, we suggest that you file your application as soon as possible so that you will not miss an opportunity to be considered at a later date. The workload in Personnel this year will prevent our giving the written test on a non-competitive basis as often as it was given last year.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 25, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT INFLUENZA IMMUNIZATION BY VACCINE

1. The influenza immunization against the Virus Type A and B will be given during the first week of October beginning October 1, 1962, and ending Friday, October 5, 1962. All assigned personnel of the Aeronautical Center, including students, are urged to participate in this voluntary program.

2. The immunization will be given according to the schedule shown below. The first letter of the employee's surname will be the basis for the reporting date. Due to the limited resources of the Employee Health Branch no exceptions will be made to this schedule except in well justified instances.

A, B, C, D	Monday, October 1	1:30 to 3:30 p.m.
E, F, G, H	Tuesday, October 2	1:30 to 3:30 p.m.
I, J, K, L, M	Wednesday, October 3	1:30 to 3:30 p.m.
N, O, P, Q, R, S	Thursday, October 4	1:30 to 3:30 p.m.
T, U, V, W, X, Y, Z	Friday, October 5	1:30 to 3:30 p.m.

3. The vaccine will be administered at the Employee Health Branch, Room 126, Headquarters Building.

4. Serum will not be given to those with sensitivity to eggs, or who have a high sensitivity to other like substances. Employees with a history of moderate or severe reaction to the serum in the past will not be given the immunization.

Distribution "C"
and All Students

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE September 26, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Chief, Aircraft Services Base

Mr. Robert L. Sicard became the Chief, Aircraft Services Base on September 19, 1962.

Previously Bob served as Assistant Vice-President, Technical Services for Northeast Airlines in Boston, Massachusetts. A man of many talents, Bob has held such positions as: Superintendent of Maintenance for Pan American African Orient Airways; Director of Engineering and Maintenance for Pioneer Airlines; and Vice President in charge of Engineering and Maintenance for Capitol Airways.

During the Second World War, Lt. Colonel Sicard was an aircraft maintenance and engineering officer in the Air Transport Command, United States Air Force. He served in Cairo, Egypt and at various bases in the United States.

Bob is very busy this week trying to get his family settled and children in school.

Distribution C

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE September 26, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT UNITED APPEAL DRIVE PROGRESS REPORT

Our 1962 Campaign is off to a fast start, and the following organizations have already reported 100% participation:

Operations Airman Examination Staff, FS-905

Avionics Instrument Section, FS-995.6

Plans & Administration Division, IM-905
(Includes Depot Manager's Office)

Office of the Chief, Personnel Division, AC-110

U.S. Civil Service Board of Examiners Branch, AC-114

CONGRATULATIONS to the personnel of these organizations. Let's all follow their lead and put our Campaign OVER THE TOP promptly -- complete your pledge card, give a FAIR SHARE and help your organization reach 100%.

R. W. Pulling, Chairman
Fund-Raising Campaigns

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MAKE MIRACLES WITH YOUR FAIR SHARE

FAA AC 62-5408

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 3, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FIRST STATUS REPORT -- UNITED APPEAL - 1962

We are approximately midway through our United Appeal Campaign, and have reached slightly more than 50% of our quota. As of September 28, $18,058.17 has been pledged towards a quota of $31,892.00. A Status Report by organization is shown below:

ORGANIZATION	% PARTICIPATION	% QUOTA
FAA Academy	48	50
Aircraft Services Base	57	67
Installation and Materiel Depot	56	65
Office of Manager, Aeronautical Center	56	63
Flight Inspection & Procedures Program	13	18
Southwest Region Personnel	35	35
Control Systems Division	78	75
Aviation Medical Service	75	77
Operations Airman Examination Staff	100	115
Total	56	57

Some organizational elements have already completed their drive, reaching 100% participation and exceeding their quota. If you have not completed your pledge card won't you do so today and help your organization reach its quota.

The rest of the community is watching the results of the Federal Division. Let's show them that FAA employees in this area accept their FAIR SHARE of community responsibilities.

R. W. Pulling

R. W. Pulling, Chairman
Fund-Raising Campaigns

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MAKE MIRACLES WITH YOUR FAIR SHARE

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 3, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT New Parking

The Civil Aeromedical Research Institute Project has recently been completed and accepted by the Federal Aviation Agency.

Effective this date the parking area north of CARI Building is available for employee parking.

Distribution "C"

FAA AC 62-5076

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 5, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FIRE PREVENTION WEEK, OCTOBER 7-13

1. Safety and Emergency Readiness representatives will press home the lessons of Fire Prevention Week at the Aeronautical Center with fire drills, a movie film, fire hazard Inspections, fire extinguisher demonstrations and other activities designed to build-up recognition of the year-long need for fighting the menace of fire to life and property.

2. Fire Exit Drills are planned by occupants of many of the Center buildings during Fire Prevention Week.

   A Fire Exit Drill will be exercised in the Headquarters Building on Tuesday, October 9, 1962. Building evacuation plans developed under the Aeronautical Center Emergency Readiness Program should be followed. The signal to evacuate the Headquarters Building will be given over the public address system. Occupants of other buildings will be notified of planned fire exit drills for their building.

3. Science of Fire, a 20 minute safety film, will be presented in the Headquarters Building auditorium on Wednesday, October 10 at 10:00 a.m., 11:00 a.m., 12:00 noon, 1:00 p.m., 2:00 p.m., 3:00 p.m., and 4:00 p.m. All employees are urged to attend one of the showings.

4. Portable Fire Extinguisher Demonstrations will be conducted by Inspector Ed Koch, Inspection Bureau, Oklahoma City Fire Department on Friday afternoon, October 12. Three demonstrations are scheduled at the following times and places:

   1:00 p.m. - Truck well, south side of warehouse
   2:30 p.m. - East of equipment sheds between Hangers 8 and 9
   4:00 p.m. - North truck well, west side of warehouse.

   Supervisors are encouraged to send employees assigned to, or most likely to, operate small portable fire extinguishers to view one of the demonstrations.

Distribution C plus students as follows:

PT-910 - 14
PT-930 - 112
PT-940 - 823
PT-950 - 89
PT-960 - 15

STOP THE SIRENS - PREVENT FIRES YEAR 'ROUND



FIRE PREVENTION WEEK

OCTOBER 7-13

Federal Aviation Agency

OCCUPATIONAL SAFETY PROGRAM

FAA AC 62-5573

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 10, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Tom Paxton Show Features the Choralaires

On Thursday, October 18, 1962, the Aeronautical Center Choralaires will appear on the Tom Paxton Show, TV Channel 4, at 12:25 P. M.

Distribution "C"

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 10, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT SECOND STATUS REPORT -- UNITED APPEAL - 1962

We are in the final week of our scheduled three-week United Appeal Drive. Some organizations have done exceedingly well, but overall we are still far short of our quota. It appears that too few employees are giving their FAIR SHARE. Much depends on the success of this Drive. Budgets of participating Agencies were carefully reviewed by the Budget Committee prior to approval and the proposed budgets are the minimum. Failure to reach the proposed quota will necessarily require a reduction in the amounts received by the various agencies.

With the impending pay raise, which will benefit the majority of FAA employees in this area, we should be even more willing to contribute our FAIR SHARE. Based on employee strength at the time quotas were assigned, the following organizational elements have reached 100% participation and/or exceeded their quotas:

MANAGER AND STAFF, AC-1
AVIATION MEDICAL SERVICE, AM-50
OPERATIONS AIRMAN EXAMINATION STAFF, FS-905
FLIGHT SERVICE STATION, SOUTHWEST REGION
PERSONNEL DIVISION, AC-110
ACCOUNTING DIVISION, AC-120
PLANS & ADMINISTRATION DIVISION, IM-905
(INCLUDES DEPOT MANAGER'S OFFICE, IM-900)
MANAGEMENT STAFF, FAA ACADEMY, PT-902
(INCLUDES DIRECTOR'S OFFICE)
CONTROL SYSTEMS DIVISION, FS-945
TECHNICAL SERVICES DIVISION, PT-920

Employees of these organizations have willingly accepted their share of our overall quota and are due our sincere congratulations!

A schedule showing the status of each organization appears on the reverse side of this bulletin. If you are one of the approximately 800 employees who have not yet made a pledge, I urge you to consider the needs of the various agencies and make your pledge today.

R. W. Pulling, Chairman
Fund-Raising Campaigns

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,0 Copies to AC-116

MAKE MIRACLES WITH YOUR FAIR SHARE

(OVER)

SECOND STATUS REPORT -- UNITED APPEAL - 1962
AS OF 10/5/62

ORGANIZATION	%PARTICIPATION	%QUOTA	STILL NEEDED TO REACH QUOTA
FAA Academy	70	70	$ 2645.00
Aircraft Services Base	77	65	2707.00
Installation & Materiel Depot	81	79	1467.00
Office of Manager, AC	81	89	318.00
Flight Insp. & Procedures	60	70	417.00
Southwest Region Personnel	65	61	512.00
Control Systems Division	88	101	----
Aviation Medical Service	100	116	----
Operations Airman Examination Staff	100	115	----
TOTAL	78	75	$ 8066.00

File

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 11, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Economy Campaign Awards Ceremony

1. The Administrator's Economy Campaign Awards Ceremony originally scheduled for September has been postponed until November.

2. This postponement was necessary due to the large number of suggestions which are still pending evaluations and final action.

3. The success of the Campaign requires that all Economy Campaign suggestions be processed to final action prior to the Awards Ceremony in order that all adopted suggestions awarded $100.00 or more may receive additional consideration for one of the Bonus Awards.

Distribution "C"

FAA AC 62-5646

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

File

DATE October 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM: LIMITED OPPORTUNITY TO CHANGE REGISTRATION

1. Employees are reminded that the period during which they may make certain changes in their health benefits registration expires October 15, 1962.

2. Changes which are permitted because of this Limited Opportunity to Change Registration are:

   a. From not enrolled to enrolled, provided the employee has not been enrolled at anytime during the period May 1, 1962 to September 30, 1962.

   b. From self alone to self and family in the same plan and option.

3. Employees desiring to make one of the above changes should complete Form SF-2809. The completed form must be received by the appropriate Personnel Service Branch not later than October 15, 1962.

4. Registration forms are available in Room 102, Headquarters Building. Questions should be referred to your appropriate Personnel Service Branch.

Distribution "C"

file

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 12, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT PAY INCREASE

The pay bill was signed by the President on October 11, 1962, and will be effective October 14, 1962. It is somewhat more complex than previous bills; and, while we have a general idea of its provisions, we have no specific information on the contents of the final version signed by the President.

Please do not contact either Accounting or Personnel Division. We plan to publish a Bulletin containing more detailed information as soon as it becomes available to us. However, until that time we will be unable to answer any questions regarding individual cases.

The salary tables on the reverse of this Bulletin are taken from the most recent version of the bill available, and are probably the same as those in the final bill.

Distribution C

SCHEDULE I
Effective 10-14-62

Per Annum Rates and Steps

Grade	1	2	3	4	5	6	7	8	9	10
GS-1	$3,245	$3,350	$3,455	$3,560	$3,665	$3,770	$3,875	$3,980	$4,085	$4,190
GS-2	3,560	3,665	3,770	3,875	3,980	4,085	4,190	4,295	4,400	4,505
GS-3	3,820	3,925	4,030	4,135	4,240	4,345	4,455	4,580	4,705	4,830
GS-4	4,110	4,250	4,390	4,530	4,670	4,810	4,950	5,090	5,230	5,370
GS-5	4,565	4,725	4,885	5,045	5,205	5,365	5,525	5,685	5,845	6,005
GS-6	5,035	5,205	5,375	5,545	5,715	5,885	6,055	6,225	6,395	6,565
GS-7	5,540	5,725	5,910	6,095	6,280	6,465	6,650	6,835	7,020	7,205
GS-8	6,090	6,295	6,500	6,705	6,910	7,115	7,320	7,525	7,730	7,935
GS-9	6,675	6,900	7,125	7,350	7,575	7,800	8,025	8,250	8,475	8,700
GS-10	7,290	7,535	7,780	8,025	8,270	8,515	8,760	9,005	9,250	9,495
GS-11	8,045	8,310	8,575	8,840	9,105	9,370	9,635	9,900	10,165	-----
GS-12	9,475	9,790	10,105	10,420	10,735	11,050	11,365	11,680	11,995	-----
GS-13	11,150	11,515	11,880	12,245	12,610	12,975	13,340	13,705	14,070	-----
GS-14	12,845	13,270	13,695	14,120	14,545	14,970	15,395	15,820	16,245	-----
GS-15	14,565	15,045	15,525	16,005	16,485	16,965	17,445	17,925	------	-----
GS-16	16,000	16,500	17,000	17,500	18,000	------	------	------	------	-----
GS-17	18,000	18,500	19,000	19,500	20,000	------	------	------	------	-----
GS-18	20,000	------	------	------	------	------	------	------	------	-----

SCHEDULE II
Effective 1-4-64

Grade	1	2	3	4	5	6	7	8	9	10
GS-1	$3,305	$3,410	$3,515	$3,620	$3,725	$3,830	$3,935	$4,040	$4,145	$4,250
GS-2	3,620	3,725	3,830	3,935	4,040	4,145	4,250	4,355	4,460	4,565
GS-3	3,880	3,985	4,090	4,195	4,300	4,405	4,525	4,650	4,775	4,900
GS-4	4,215	4,355	4,495	4,635	4,775	4,915	5,055	5,195	5,335	5,475
GS-5	4,690	4,850	5,010	5,170	5,330	5,490	5,650	5,810	5,970	6,130
GS-6	5,235	5,410	5,585	5,760	5,935	6,110	6,285	6,460	6,635	6,810
GS-7	5,795	5,990	6,185	6,380	6,575	6,770	6,965	7,160	7,355	7,550
GS-8	6,390	6,600	6,810	7,020	7,230	7,440	7,650	7,860	8,070	8,280
GS-9	7,030	7,260	7,490	7,720	7,950	8,180	8,410	8,640	8,870	9,100
GS-10	7,690	7,945	8,200	8,455	8,710	8,965	9,220	9,475	9,730	9,985
GS-11	8,410	8,690	8,970	9,250	9,530	9,810	10,090	10,370	10,650	-----
GS-12	9,980	10,310	10,640	10,970	11,300	11,630	11,960	12,290	12,620	-----
GS-13	11,725	12,110	12,495	12,880	13,265	13,650	14,035	14,420	14,805	-----
GS-14	13,615	14,065	14,515	14,965	15,415	15,865	16,315	16,765	17,215	-----
GS-15	15,665	16,180	16,695	17,210	17,725	18,240	18,755	19,270	------	-----
GS-16	16,000	16,500	17,000	17,500	18,000	------	------	------	------	-----
GS-17	18,000	18,500	19,000	19,500	20,000	------	------	------	------	-----
GS-18	20,000	------	------	------	------	------	------	------	------	-----

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Capitol Hill Beacon

The Capitol Hill Beacon has printed a special issue, dedicated to the Federal Aviation Agency Aeronautical Center.

Every function of the Center will be covered in the newspaper and copies are to be distributed to every employee of the Center.

All employees are urged to read this newspaper and learn of the many functions of the Center complex.

Distribution "C"

A AC 62-5685

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT International Friendship Festival

All Center employees and their families are invited to attend the International Friendship Festival to be held at the Art Center, State Fairgrounds and Northwest 10th Street and May Avenue, Saturday, October 20, with things getting under way at 11:00 a.m.

There is no admission charge, with all guests permitted to take all the pictures they wish.

Twenty-two of the twenty-five booths will be representative of the costumes, manners and customs of such countries as Viet Nam, Turkey, Spain, Hungary, Afghanistan, and Japan. These booths will be prepared with the assistance of local host families and the Festival committee, and manned by International Students from the FAA Aeronautical Center.

The Oklahoma Academy of Judo will give a demonstration during the Festival.

On both Saturday and Sunday afternoons, movies about the representative countries will be shown in the Art Center Auditorium.

On Saturday evening, 7:00 p.m. an "International Fashion Parade" will be featured, with some of the students, between the fashions, giving special numbers.

Please feel free to come and bring the family.

Additional information may be obtained by calling Darwin Maurer's office, Ext. 420.

Distribution "C"

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Employee Promotion Appraisals

This Bulletin attempts to clarify some of the interim procedure pertaining to Employee Promotion Appraisals resulting from the discontinuance of the annual ratings announced in our 10/2/62 Bulletin to all employees.

1. If the EPA rating (Ineligible (I), Qualified (Q) based on an EPA form, or Well Qualified (WQ), now on record reflects in the opinion of the employee's present supervisor, the employee's promotability and supervisory suitability, then no action need be taken. In this regard, supervisors may obtain information as to the current adjective rating from the OF4B Personnel Record Card in their organization.

2. If the immediate supervisor feels there has been a change in an employee's promotability or supervisory suitability sufficient to result in a change in the adjective rating, now or at anytime in the future under this interim procedure, he should prepare a new EPA (Form FAA 2062) and inform the supervisor next in line so that he too may consider the need for his preparing a new EPA form independently. Both forms should be submitted to the Personnel Division through the designated control point of the organization involved. Any changed ratings will become effective as of the date the ratings are entered on the records of the control point. Any supervisor who feels the EPA rating should be changed on an employee who has been under his jurisdiction less than 90 days should consult with the employee's former supervisor, if available at the Aeronautical Center, before acting to revise the employee's EPA adjective rating.

3. Employees entering on duty at the Aeronautical Center will automatically be given an adjective rating of Q (Qualified) as has been the practice. Ninety (90) days after entry on duty, the immediate supervisor should prepare and submit an EPA form and notify the supervisor next in line that he has done so. This will now apply to all those new employees who entered on duty since last February 1st.

Distribution C **plus 25 copies to AC-110**

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Open House Parking Procedures

During the CARI Dedication, Sunday, October 21, 1962, the following parking procedures will be in effect.

1. Parking lots in front of and directly behind the Headquarters Building and the parking areas adjacent to Hangars 8, 9 and 10 along Duke Avenue will be reserved for employees on a regular work schedule and those persons working in connection with the CARI Dedication.

2. A small window sticker will be issued to each employee scheduled to work that day.

3. This sticker should be affixed in a conspicuous area of the front windshield of the employee's vehicle.

Organizations that have employees designated to work on that day should contact the Compliance & Security Division, Ext 213 or 232 to obtain the stickers needed for their employees.

Distribution C

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 15, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT: Salary Reform Act of 1962

The following wire has been received from Mr. Halaby, Administrator of FAA:

"The President has today signed the Salary Reform Act of 1962. This represents a major forward step in the management of the Federal Service. It is one of the most constructive actions taken since the establishment of the Civil Service system.

"As your administrator I am gratified that we in FAA have available to us a responsive instrument for recognizing productivity and efficiency of employees in the accomplishment of FAA's business. The first of two scheduled pay increases provided by the Act will be effective as of October 14. The Act recognizes the need for comparability of federal pay with industry and provides the means by which this principle can be applied. It gives managers a tool for rewarding employee competence.

"This Act offers all of us a special challenge to rededicate ourselves to continuing and even improving the high standards we in FAA have always observed. A Presidential Policy Statement concerning possible absorption of increased costs is expected shortly. Pending receipt of this and determination of its applicability FAA will continue to implement 1963 programs in a normal manner. Please notify all employees.

Halaby OA-1"

AC-1

istribution C

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 17, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT COORDINATOR FOR EMPLOYMENT OF THE HANDICAPPED

1. The Director, Dallas Region, United States Civil Service Commission, has requested that we publicize the name and give a short summary of the duties of our Coordinator for Employment of the Handicapped at the Aeronautical Center.

2. The duties of the Coordinator include the responsibility for monitoring and rendering constructive advice in regard to initial employment, reassignment, or transfer of the handicapped within the Aeronautical Center. When a referral or certification of a handicapped applicant is made by the Civil Service Commission, the Coordinator should arrange for the consideration of the applicant for any vacant position for which he is qualified.

3. The four steps normally employed in effective placement of a handicapped person are:

    a. Analysis of the exact requirements of the position;

    b. Evaluation of the person's capacities to perform the duties of the position;

    c. Matching of the capacities of the person with the demands of the job, with special attention to the degree to which the person has compensated for his limitations; and

    d. Follow-up to check on the adequacy of the placement.

4. Coordinators should be continuously alert to render every possible assistance to the handicapped already on the rolls with respect to protecting their job security. This applies especially to employees whose impairments have resulted from government job-incurred injuries - - whether on or off the rolls. Every legitimate effort should be exerted to forestall disability retirement when continued employment is feasible and not detrimental to either the employee or the government.

5. It is imperative that coordinators see to it that accessions of handicapped persons are reported to the Civil Service Commission. The definition of handicapped includes mental and emotional as well as physical handicaps. Executive Order Number 10994 eliminated the word "physically" as a prefix to "handicapped" in the designation of the President's Committee on Employment of the Handicapped to provide for equal employment consideration for those candidates who have overcome serious mental or emotional impairments, or who can perform their work satisfactorily while undergoing treatment.

6. Mr. William Shelton, Jr., Chief, Employment Branch, has been designated as Coordinator for Employment of the Handicapped at the Aeronautical Center. His office is in Room 101 of the Headquarters Building.

Distribution "S"

FAA AC 62-5785

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 18, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT: CIVIL AEROMEDICAL RESEARCH INSTITUTE (CARI) DEDICATION AND OPEN HOUSE -- (October 19, 20, 21)

Bring your family and friends and attend the Dedication Ceremonies associated with the completion of the new CARI Building.

While there are three days of events associated with the dedication, those on Friday (October 19) and Saturday (October 20) are primarily technical in nature and the general public will not participate.

Sunday, (October 21) will be the actual dedication day. If the weather is favorable we expect a large number of visitors during the day. Sunday's events are:

a. 10:00 AM - 4:00 PM ---------- OPEN HOUSE

Food and drinks will be sold by concessionaires sponsored by the Employees Association.

Various buildings will be open.

FAA and Civilian aircraft will be on display.

b. 2:30 PM - 3:45 PM ---------- DEDICATION CEREMONY

Elements: OU Band

International Flag Presentation

FAA Choralaires

Remarks: Dr. Estes, Congressman Jarman, Senator Monroney, and Mr. Halaby.

Take advantage of this opportunity to show off our facilities. Parking and traffic will be controlled and there will be a fine program.

Distribution C

FAA AC 62-8813

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

File

DATE October 18, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Voluntary Participation in Diabetes Program

1. As a general rule medical experts consider any individual who has sugar in the urine to have diabetes (Mellitus) until proven otherwise.

2. The Employee Health Branch, Room 126, Headquarters Building, is cooperating with the National Program for Detection and Education relative to Diabetes (Mellitus), and invites all employees to participate in this testing program.

3. Interested employees should observe the following procedure and the schedule below:

   A first morning specimen of urine should be placed in a clean one or two ounce bottle and turned in to the Employee Health Branch, Room 126, on the date indicated below. The bottle must be labeled with your name and telephone extension number.

First Letter of Last Name	Date to Bring in Specimen
A and B	Tuesday, November 13, 1962
C and D	Wednesday, November 14, 1962
E and F	Thursday, November 15, 1962
G and H	Friday, November 16, 1962
I, J, and K	Monday, November 19, 1962
L and M	Tuesday, November 20, 1962
N, O, P, and Q	Wednesday, November 21, 1962
R and S	Friday, November 23, 1962
T, U, and V	Monday, November 26, 1962
W, X, Y, and Z	Tuesday, November 27, 1962

4. You will be notified only if there is a finding of sugar in your specimen. It is not necessary to call the Employee Health Branch for results of the test.

Distribution C

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 22, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT THIRD STATUS REPORT -- UNITED APPEAL - 1962

We had hoped that when this, the third, status report was made it would show that the Aeronautical Center United Appeal Drive for 1962 had been successful and had gone "over the top." However, we have pledged only $29,230.00 towards a quota of $31,892.00. This leaves us $2,662.00 under our quota.

Early reports indicate other agencies in the Federal Division will exceed their quota. Will FAA employees be at the bottom of the Federal Division when the final results are in? Surely not!

I do not believe FAA employees are less charitable than other Federal employees in this area as the present status of our drive would indicate. It has been decided to extend our drive in order that we may continue our efforts to go "over the top."

The status of our drive by organizational elements is shown on the reverse side. Has your organization reached its quota? If not, are you partially responsible? If you have not pledged or are willing to raise your pledge if you have already pledged, obtain a pledge card from the United Appeal worker in your area. Additional contributions, without a pledge card, will be accepted by your United Appeal worker if you do not wish to complete a pledge card.

All of our pay checks will be larger in the near future as a result of recent pay raises. An increase for employees subject to the Classification Act has already become effective and increases for Wage Board employees will become effective early in November. A FAIR SHARE of 4 hours pay is only about two-tenths of one percent of our annual pay.

Let's not play second fiddle to any section of this year's drive. See your "worker" today.

R. W. Pulling

R. W. Pulling, Chairman
Fund-Raising Campaigns

Distribution "C"
50 Copies to IM-905

MAKE MIRACLES WITH YOUR FAIR SHARE

(OVER)

ORGANIZATION	QUOTA	PLEDGED	STILL NEEDE
FAA Academy	$ 8,700.00	8,038.00	662.00
Aircraft Services Base	7,810.00	6,494.00	1,316.00
Installation & Materiel Depot	7,120.00	6,239.00	881.00
Office of the Manager, AC	3,037.00	3,145.00	----
Flight Insp. & Procedures	1,435.00	1,386.00	49.00
Southwest Region Personnel	1,340.00	1,003.00	337.00
Control Systems Division	1,180.00	1,396.00	----
Aviation Medical Service	1,080.00	1,309.00	----
Operations Airman Examination Staff	190.00	218.00	----

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 23, 1962

File

AERONAUTICAL CENTER Bulletin

SUBJECT Establishment of FAA Defense Condition 3 (DEFCON 3)

All of you have read or heard President Kennedy's statement on Cuba and the decision to quarantine shipping in that area.

President Kennedy remarked, "It's a hazardous course, but one we must take."

In view of the presidential statement, the FAA Administrator has activated FAA Defense Condition 3 (DEFCON 3). Under DEFCON 3 we are required to review and update our emergency readiness plans.

Normal operations at the Center will not be affected.

Distribution C

FAA AC 62-5904

FEDERAL AVIATION AGENCY
Aeronautical Center — Oklahoma City, Oklahoma

DATE October 23, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FEDERAL SALARY REFORM ACT OF 1962

Basic pay increases for all employees in accordance with the new Pay Act will be made effective October 14, 1962, and will be included in the paycheck received on November 8, 1962. However, procedures for implementing all provisions of the Act have not yet been fully developed. Employees who are eligible for a step increase on October 14, 1962, in accordance with the terms of the Act will not receive this increase in their November 8 check. When more information is received, the step increases will be processed and made effective retro-actively to October 14, the date the employee became eligible. The following represents a digest of currently available information relating to the new Pay Act.

A. Improvements in the Pay Structure

Among the major reforms brought about by the new Act are a number of changes made in the Classification Act pay structure itself. Scheduled to take place in two phases (the first effective October 14, 1962, and the second January 4, 1964), these changes add up to a significant improvement in both internal alinement and comparability:

- The salary intervals from grade to grade will be more regular, especially from GS-5 through GS-15.

- There will be more uniform and useful salary ranges at most grades. For one thing, the percentage ranges will not vary so markedly from grade to grade. For another, the range from minimum to maximum rates will be increased for most grades. Finally, absorption of the longevity rates into the regular rate ranges will make the top three steps of most grades more useful than they were before.

- There will be larger within-grade increases in most of grades and the pattern of within-grade increases will be more uniform from grade to grade.

All of these features make the salary ranges more nearly approximate the kind of structure prevailing in major industrial salary plans.

B. Within-grade Increases

The new method of granting within-grade increases represents a marked improvement over the old. The new waiting period schedule, which is the same for all grades, calls for serving 52 weeks in rates 1, 2, and 3; 104 weeks in rates 4, 5, and 6; and 156 weeks in rates 7, 8, and 9. This graduated schedule recognizes that generally there is greatest increase in work proficiency during the earliest period of service in any grade level. On this basis, within-grade

increases come most often at that time. Conversely, they come less often during later periods when the rate of increase in work proficiency typically levels out and the aim is primarily to motivate continued good performance. Adoption of such a schedule is particularly timely now when grade ranges have been expanded and within-grade increases have been enlarged.

In special cases, where work proficiency grows at a higher-than-average pace and produces high-quality performance above that ordinarily found in the type position concerned, the quality increases described in the next section are available as a means of appropriate recognition.

One of the most beneficial changes in the area of waiting periods is the elimination of longevity step increases, with their cumbersome, difficult-to-administer, and often inequitable requirements. Absorption of the former longevity rates into the regular rate ranges permits applying to these rates the rules governing within-grade increases generally.

Agencies will have greater discretion in the granting of within-grade increases from now on. They may deny within-grade increases to purely marginal workers. This authority stems from the new condition that an employee may be given a regular within-grade increase only if he satisfies the Agency with an acceptable level of competence at the time of eligibility for the increase. The new condition replaces the old requirement for a standing performance rating of satisfactory or better.

C. Quality Increases

Administrative officials will have available a new tool for rewarding and encouraging especially effective job performance. One of the new features of the Act gives agencies authority to grant additional within-grade increases based on "high quality performance" above that ordinarily found in the position concerned. These increases, which are to be governed by Civil Service Commission regulations, cannot be given more often than one every 52 weeks. Since the new increases are additional to other within-grade increases, particularly effective work can be recognized by significant acceleration of pay increases within the grade.

The Commission is now giving careful consideration to the policies that will govern these quality increases. The appropriate regulations and instructions will be issued after consultation with Agency representatives and employee organizations.

D. Salary Retention

Eligible employees at all levels, including GS-16, GS-17, and GS-18 may retain their salaries for two years when a job is graded downward through no fault of the employee. The most widely applicable change, however, is easiest to illustrate with an example. Let us consider an employee who is demoted to GS-4 after a total of exactly two years of continuous service in GS-5 and GS-6 just before the demotion, one year in GS-5 and one year in GS-6. Assuming that he meets the other conditions set by law, this employee is eligible for salary retention if he was in GS-5 at the time of his demotion. But up to now he

would have been ineligible for salary retention if he was in GS-6 at the time of demotion because he did not meet the statutory requirement of two or more years of service in the grade from which demoted or a higher grade. The change made in the new Act quite properly assures salary retention in both situations. The new requirement calls for two years in any grade or grades higher than the grade to which demoted.

E. Increases on Promotion

The new Act provides more liberal minimum benefits to employees who are promoted. From now on, the basic entitlement on promotion is a pay increase at least as large as two within-grade increases in the grade from which promoted (rather than the one-rate increase previously provided). However, if there is no rate in the new grade that is high enough to provide the basic two-rate increase, the employee gets either the top rate of the new grade or he keeps his existing rate, whichever gives him the greater benefit.

Up to now, the law has not spoken specifically to what happens to an employee who is promoted while he is holding a retained rate under the salary-retention provisions. The new Act provides, however, that he is to receive either (1) the basic two-rate increase in the rate he would have been receiving were it not for salary retention, or (2) his retained rate, whichever is higher.

As an added matter, the salary rate schedules reproduced in our Bulletin of October 12, 1962, were identical to those of the final version of the Act. We are therefore not including them in this issuance.

Distribution C

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 24, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT WORK HOURS ACT OF 1962

With the passage of PL 87-581, "The Work Hours Act of 1962", effective October 13, 1962, Wage Board employees are to be paid time and one-half for work in excess of 8 hours per day or 40 hours per week. This is a significant change from the old law, which required the payment of overtime only for work in excess of 40 hours per week.

The new law does not cover Classification Act employees, but does cover all Wage Board employees whether full-time, part-time, WAE, or other. In the past as a practical matter, Wage Board employees would have been paid overtime for work in excess of 8 hours per day unless they were on leave without pay for a time, or failed to complete their basic 40-hour workweek for some similar reason. We therefore do not anticipate any significant effects from the new law. However, in some special cases, such as Wage Board employees on modified workweeks, overtime compensation may be paid for any hours worked in excess of 8 per day.

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 24, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Intercommunication System Test

Friday, October 26, a test will be conducted with the Headquarters Building Public Address System to determine usability in connection with emergency notices. After the test is conducted, please forward the lower portion of this Bulletin to the Communications Office, AC-144.3, indicating whether sound was too loud, good, or poor. Please submit this report to communications by October 29.

Distribution: "S" (Headquarters Only)

Initiated by: AC-144

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 24, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT ABOVE MINIMUM RATE PROVISIONS OF FEDERAL SALARY REFORM ACT OF 1962, PL 87-793

The new Act repeals the former Section 803 of the Classification Act, which authorized increased rates above the normal minimum for certain scarce categories of employees. However, the Act authorizes the President (he has re-delegated this authority to the U. S. Civil Service Commission) to establish higher minimum rates and a corresponding new salary range for positions, or occupations, under certain conditions. The conditions include a finding that the salary rates in private industry are so substantially above the pay rates of the statutory pay schedules as to handicap significantly the Government's recruitment or retention of well-qualified persons.

In effect, this means that, when the above conditions are met, the Commission may select any of Steps 1 through 7 of a particular grade or grades on Compensation Schedule I (this is the schedule which applies to most Classification Act employees) and using it as the Step 1 rate construct a special pay schedule for the occupation in which the scarcity exists. The Commission has exercised its' authority under the new Act, and copies of the Special pay schedules affecting some Aeronautical Center employees are attached. Note that, for example, on Table I Step 1 of GS-5 corresponds to Step 6 of GS-5 on Compensation Schedule I (published in the Bulletin of October 12). Similarly, Step 1 of GS-9 corresponds to Step 3 of GS-9 on Compensation Schedule I.

The waiting periods for employees on the special pay schedules are the same as those for other employees. That is, they call for serving 52 weeks in rates 1, 2, and 3; 104 weeks in rates 4, 5, and 6; and 156 weeks in steps 7, 8, and 9.

Distribution C
25 copies to AC-117

SCHEDULE I

Per Annum Rates

Grade	1	2	3	4	5	6	7	8	9	10
GS-5	$ 5365	$ 5525	$ 5685	$ 5845	$ 6005	$ 6165	$ 6325	$ 6485	$ 6645	$ 6805
GS-6	5545	5715	5885	6055	6225	6395	6565	6735	6905	7075
GS-7	6465	6650	6835	7020	7205	7390	7575	7760	7945	8130
GS-8	6500	6705	6910	7115	7320	7525	7730	7935	8140	8345
GS-9	7125	7350	7575	7800	8025	8250	8475	8700	8925	9150
GS-10	7780	8025	8270	8515	8760	9005	9250	9495	9740	9985
GS-11	8575	8840	9105	9370	9635	9900	10165	10430	10695	--

Occupational categories to which the above rates apply:

All professional engineering series in the GS-800-0 Group.

Professional Engineering Series at present in the GS-800-0 Group are:

GS-801 General
GS-803 Safety
GS-804 Fire Prevention
GS-805 Maintenance
GS-806 Materials
GS-808 Architectural
GS-810 Civil
GS-811 Construction
GS-812 Structural
GS-813 Hydraulic
GS-819 Sanitary
GS-820 Highway
GS-824 Bridge
GS-830 Mechanical
GS-832 Automotive
GS-840 Nuclear
GS-850 Electrical
GS-855 Electronic
GS-861 Aerospace
GS-862 Airways
GS-870 Marine
GS-871 Naval Architecture
GS-880 Mining
GS-881 Petroleum Production and Natural Gas
GS-890 Agricultural
GS-892 Ceramic
GS-893 Chemical
GS-894 Welding
GS-896 Industrial
GS-897 Valuation

SCHEDULE I (Continued)

Science Series and specializations:

1/GS-015	Operations Research	4/GS-1350	Geology
GS-1040	Architecture	GS-1360	Oceanography (Physical)
GS-1041	Landscape Architecture	2/GS-1372	Geodesy
2/GS-1221	Patent Adviser	GS-1380	Forest Products Technology
2/GS-1224	Patent Examining	GS-1390	Technology, in the following specializations:
2/GS-1301.1	Physical Science Sub-series		
2/3/GS-1306	Health Physics		Rubber
GS-1310	Physics		Plastics
GS-1313	Geophysics (Seismology)		Rubber and Plastics
GS-1313	Geophysics (Geomagnetics)		Aviation Survival Equipment
GS-1313	Geophysics (Earth Physics)		Industrial Radiography
4/GS-1313	Geophysics (Exploration)		Packaging and Preservation
GS-1320	Chemistry		Photographic Equipment
GS-1321	Metallurgy	2/GS-1510	Actuary
GS-1330	Astronomy and Space Science	GS-1520	Mathematics
2/GS-1340	Meteorology	GS-1529	Mathematical Statistics

1/ Rates do not apply at grades 5 through 8.

2/ Rates do not apply at grades 6 and 8.

3/ For grades 5 and 7 geographic coverage is throughout the United States.

4/ Rates do not apply at grades 9, 10, and 11.

SCHEDULE II

Per Annum Rates

Grade	1	2	3	4	5	6	7	8	9	10
GS-11	$ 9105	$ 9370	$ 9635	$ 9900	$10165	$10430	$10695	$10960	$11225	--
GS-12	10420	10735	11050	11365	11680	11995	12310	12625	12940	--
GS-13	12245	12610	12975	13340	13705	14070	14435	14800	15165	--
GS-14	13695	14120	14545	14970	15395	15820	16245	16670	17095	--
GS-15	15045	15525	16005	16485	16965	17445	17925	18405	--	--
GS-16	16500	17000	17500	18000	18500	--	--	--	--	--

Occupational categories to which the above rates apply: GS-602 Medical Officer

SCHEDULE III

Per Annum Rates

Grade	1	2	3	4	5	6	7	8	9	10
GS-7	$ 6465	$ 6650	$ 6835	$ 7020	$ 7205	$ 7390	$ 7575	$ 7760	$ 7945	$ 8130
GS-9	7575	7800	8025	8250	8475	8700	8925	9150	9375	9600
GS-11	9105	9370	9635	9900	10165	10430	10695	10960	11225	--
GS-12	10420	10735	11050	11365	11680	11995	12310	12625	12940	--
GS-13	12245	12610	12975	13340	13705	14070	14435	14800	15165	--
GS-14	13695	14120	14545	14970	15395	15820	16245	16670	17095	--
GS-15	15045	15525	16005	16485	16965	17445	17925	18405	--	--

Occupational categories to which the above rates apply: GS-405 Pharmacology

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 25, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT NEW LOCALITY WAGE SCHEDULES FOR WAGE BOARD EMPLOYEES

The new locality wage schedules for Wage Board employees shown on the reverse side of this Bulletin will become effective November 4, 1962.

Despite the fact that the effective date does not coincide with the beginning of a pay period, we hope to have the increases reflected in pay checks received on November 22, 1962. However, if this is not possible the increased pay will be paid on the following pay check retroactive to the effective date.

Distribution C, plus
25 copies to AC-117

Initiated by: AC-117

Shift Differentials: 2nd Shift (10¢)
3rd Shift (10¢)

REGULAR WAGE SCHEDULE							LEADER WAGE SCHEDULE							SUPERVISORY WAGE SCHEDULE						
GR	STEP RATES						GR	STEP RATES						GR	STEP RATES					
	1		2		3			1		2		3			1		2		3	
	From	To	From	To	From	To		From	To	From	To	From	To		From	To	From	To	From	To
1	1.79	1.83	1.88	1.93	1.97	2.03	1	1.97	2.01	2.07	2.12	2.17	2.23	1	2.38	2.45	2.51	2.58	2.64	2.71
2	1.83	1.88	1.93	1.98	2.03	2.08	2	2.01	2.07	2.12	2.18	2.23	2.29	2	2.47	2.55	2.60	2.68	2.73	2.81
3	1.87	1.93	1.97	2.03	2.07	2.13	3	2.06	2.12	2.17	2.23	2.28	2.34	3	2.57	2.63	2.70	2.77	2.84	2.91
4	1.92	1.97	2.02	2.07	2.12	2.17	4	2.11	2.17	2.22	2.28	2.33	2.39	4	2.65	2.73	2.79	2.87	2.93	3.01
5	1.97	2.01	2.07	2.12	2.17	2.23	5	2.17	2.21	2.28	2.33	2.39	2.45	5	2.74	2.81	2.88	2.96	3.02	3.11
6	2.05	2.11	2.16	2.22	2.27	2.33	6	2.26	2.32	2.38	2.44	2.50	2.56	6	2.83	2.91	2.98	3.06	3.13	3.21
7	2.14	2.19	2.25	2.31	2.36	2.43	7	2.36	2.41	2.48	2.54	2.60	2.67	7	2.92	2.99	3.07	3.15	3.22	3.31
8	2.23	2.29	2.35	2.41	2.47	2.53	8	2.46	2.52	2.59	2.65	2.72	2.78	8	3.00	3.09	3.16	3.25	3.32	3.41
9	2.32	2.38	2.44	2.50	2.56	2.63	9	2.55	2.61	2.68	2.75	2.81	2.89	9	3.12	3.19	3.28	3.36	3.44	3.53
10	2.40	2.47	2.53	2.60	2.66	2.73	10	2.64	2.72	2.78	2.86	2.92	3.00	10	3.30	3.38	3.47	3.56	3.64	3.74
11	2.49	2.56	2.62	2.69	2.75	2.82	11	2.74	2.81	2.88	2.96	3.02	3.11	11	3.49	3.58	3.67	3.77	3.85	3.96
12	2.58	2.65	2.72	2.79	2.86	2.93	12	2.84	2.92	2.99	3.07	3.14	3.22	12	3.67	3.77	3.86	3.97	4.05	4.17
13	2.67	2.74	2.81	2.88	2.95	3.02	13	2.94	3.01	3.09	3.17	3.24	3.33	13	3.86	3.96	4.06	4.17	4.26	4.38
14	2.80	2.87	2.95	3.02	3.10	3.17	14	3.09	3.15	3.25	3.32	3.41	3.49	14	4.10	4.22	4.32	4.44	4.54	4.66
15	2.98	3.05	3.14	3.21	3.30	3.37	15	3.28	3.35	3.45	3.53	3.62	3.71	15	4.36	4.47	4.59	4.71	4.82	4.95
														16	4.66	4.79	4.91	5.04	5.16	5.29
														17	4.98	5.11	5.24	5.38	[illegible]	5.65

FEDERAL AVIATION AGENCY

Aeronautical Center – Oklahoma City, Oklahoma

DATE October 26, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT Reassignment, Procurement Branch - Purchase Order/Contract Administration

Effective Monday, October 29, 1962, the present functions and duties of the Contract Management Section, IM-998, will be assigned to individual administration units of the respective purchasing section which originated the purchase order/contract.

The new telephone numbers and routing designations for the administration units are:

IM-992.4 Aircraft Purchasing Administrative Unit, Extension 751 or 752

IM-996.4 General Materiel Purchasing Administrative Unit, Extension 383 or 592

IM-999.4 Aeronautical Center Purchasing Administrative Unit, Extension 110 or 593

The Contract Management Section shall have an interim designation of Contract Staff, IM-998, Extension 113 or 114. The Contract Staff will have the responsibility for the administration only of the following assigned contracts/purchase orders:

Name of Contractor	Contract Number	Expiration Date	Type of Service
American Airlines, Inc.	FA15-6-88	3-14-63	Maintenance of Jets
Allison Division, G.M.C.	FA15-6-192	6-27-63	Support for Converted Electra and Convair
Dallas Airmotive, Inc.	FA/AC-6-227	11-21-62	Overhaul and Repair of Quick Engine Change
Dallas Airmotive, Inc.	FA/AC-6-228	11-21-62	Engine Overhaul
Dallas Airmotive, Inc.	FA/AC-6-230	11-23-62	Rolls-Royce Engine
Glendale Instrument Company	FA/AC-6-246	12-25-62	Instrument Overhaul
Garwin, Inc.	FA/AC-6-269	4-19-63	Instrument Overhaul
Sperry Gyroscope Company	FA/AC-6-270	4-19-63	Aircraft Parts
American Airlines, Inc.	FA/AC-6-275	6-30-63	Lease/Purchase DC-7
American Airlines, Inc.	FA/AC-6-278	4-29-63	Quick Engine Change and GE Engine Overhaul
Southwest Airmotive Company	FA/AC-6-279	4-30-63	Engine Overhaul
Grand Central Aircraft Company	FA/AC-6-286	5-17-63	Engine Overhaul
Building Maintenance	FA/AC-4-518	6-30-63	Cleaning & Stripping Floors, Mopping & Waxing

Name of Contractor	Contract Number	Expiration Date	Type of Service
Philco Corporation	FA/AC-4-527	7-12-63	Out-of-Agency Training
University of Southern California	FA/AC-4-534	6-30-63	Out-of-Agency Training
Wade & Wade, Inc.	C15-ca-593	1-13-63	Establishment and Operation of a Food Service
Texas Cyrstals	FA/AC-4-545	6-30-63	Crystals
Burtek, Inc.	FA/AC-4-396	11-2-62	Mfg. Training Aid
Barrett Cravens	FA/AC-4-511	10-27-62	Material Handling System
Alvey Ferguson	FA/AC-4-515	11-23-62	Materiel Handling System
General Electric X-ray	FA/AC-4-517	11-1-62	X-ray Equipment
Southwest Construction	2AC-27355		Construction
Southwest Construction	3AC-20727		Construction
Southwest Construction	3AC-21226		Construction

Distribution A

Initiated by: IM-990

FEDERAL AVIATION AGENCY
Aeronautical Center – Oklahoma City, Oklahoma

DATE October 31, 1962

AERONAUTICAL CENTER Bulletin

SUBJECT FOURTH STATUS REPORT -- UNITED APPEAL - 1962

The following letter is one I may be required to write to the Chairman of the Federal Employees Division of the United Appeal :

> "With regret, I am reporting that the United Appeal Drive contributions from FAA employees in the Oklahoma City Area have not reached the goal of $31,892. My final report is $29,966 in contributions or 94% of goal. Despite an increase in employees and a less than normal FAIR SHARE required of other Federal employees needed to reach our goal, we have not been able to reach the goal, though last year we reached 105% of goal. I realize that all other Federal Agencies, including Tinker Air Force Base, have exceeded the quota set for them. Again, with deep regret, I must report a less than 100% of goal for the United Appeal Campaign for Federal Aviation Agency Employees."

This is the letter I have not as yet written because I believe all of you want to meet this year's goal. I hasten to point out that many of you have given more than your required share. Many others have been unable to give the FAIR SHARE but have given something to this worthy cause. For your information, the following is last Friday's report of the other Federal Sections:

Veterans Administration.....	131% of Goal
Post Office.....	246% of Goal
Treasury Department.....	105% of Goal
Tinker Air Force Base.....	101% of Goal

Since these Sections have such good reports, and we have not reached our goal, we are riding on the coat-tails of the other Federal Sections, as the Federal Division has reported 100% of Goal. However, we at the Aeronautical Center are being given a second chance as it were. That chance will come through a DOLLAR DAY United Appeal Special next week. Friday, November 9, 1962, is the day for this dollar drive. A dollar from each employee at the Center -- I hope some give more -- will put us over the top and let us march to United Appeal Victory with the other Federal Agencies.

R. W. Pulling, Chairman
Fund-Raising Campaigns

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(OVER)

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ORGANIZATION	QUOTA	PLEDGED	STILL NEEDED
FAA Academy	$ 8,700	8,158	$ 542
Aircraft Services Base	7,810	6,702	1,108
Office of the Manager, AC	3,037	3,145	---
Installation & Materiel Depot	7,120	6,646	474
Flight Insp. & Procedures	1,435	1,386	49
Southwest Region Personnel	1,340	1,003	337
Control Systems Division	1,180	1,397	---
Aviation Medical Service	1,080	1,310	---
Operations Airman Examination Staff	190	219	---
TOTAL	$ 31,892		

94% OF GOAL

CONGRATULATIONS TO THOSE IN THE AREAS WHICH HAVE EXCEEDED THEIR QUOTA!!

Let's all get off the coat-tail ride and go, go, go and exceed our quota.

A WORKER WILL CONTACT YOU TO GET YOUR DOLLAR ON DOLLAR DAY -- FRIDAY, NOVEMBER 9, 1962.