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FLY BY

OFFICIAL EMPLOYEE PUBLICATION OF THE FEDERAL AVIATION AGENCY



SEPTEMBER 1961

DIRECTIVES IN BRIEF

This listing is intended only for general information and as an index of current Agency Orders, Bulletins, Practices and Practice Bulletins. They can be seen at your personnel office.

Agency Orders

No. 3 (28 July 61)—Establishes the order of precedence governing service as Acting Administrator of FAA in absence or disability of Administrator.

Agency Bulletins

No. 61-13 (28 July 61)—FAA organizational chart.

No. 61-14 (1 Aug 61)—Places Office of Manager, Aeronautical Center, under direction of Deputy Administrator for Administration.

No. 61-15 (1 Aug 61)—Provides for changing titles of Regional Division and Facilities and Materiel Depot.

Agency Practices

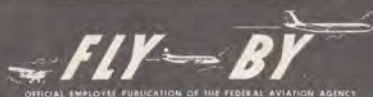
No. 6-3 (14 June 61)—Establishes Agency policies and procedures for protection of classified information.

No. 3-335 (24 July 61)—A revision of Agency Practice 3-335, Merit Promotion Plan of 4 Nov 1959.

Agency Practice Bulletin

No. 3-2 (23 July 61)—Delegates authority to certain Agency officials to authorize and approve overtime, compensatory time and holiday work.

FRONT COVER—Testing 1-2-3. Edward H. Adams (left) and William Dale, electronic engineering technicians, adjust Test Monitor Control at Herndon, Va., TACAN.



Editor

Thomas J. Wholey

Associate Editor

Thomas Wright

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Procedure on Ready Reserve Participation Spelled Out for Key Agency Employees

Agency Practice 3-337.1 has been issued regarding military reservists. It's entitled Military Service-Ready Reserve Participation. It spells out the policy and procedure regarding the transfer from the Ready Reserve of key Agency employees who fill key Agency positions. If this applies to you, then you won't be available for active duty in a national emergency because of the critical nature of your civilian position.

In pulling excerpts from the Agency Practice, FLY-BY presents a short run-down of what it contains.

Under definitions, you are a Key Agency Employee if you occupy an FAA key position and there is no adequate replacement for you or if your duties cannot be reassigned to other employees. A Key Position is one which is vitally necessary to the mobilization functions of the Agency and which (1) appears on the Department of Labor List of Critical Occupations for Screening the Ready Reserve; or (2) has a current shortage of qualified personnel and requires a minimum of two years of specialized training or experience.

Who is a Ready Reservist? He is a reservist (either officer or enlisted) who may be ordered to active duty involuntarily: (1) in time of war or national emergency declared by Congress; (2) in a national emergency declared by the President; (3) or when otherwise authorized by law.

What is a Standby Reservist? He is a reservist (either officer or enlisted) who may be ordered to active duty involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law, if the Selective Service System has determined that he is available.

The Agency Practice spells out the fact that the policy of the Agency is to encourage Reserve membership to the fullest extent. But it goes on to say that it is of vital importance to both the Agency and the Department of Defense that dual dependence on the same personnel be eliminated. Because of this, employees who fill key positions and are Ready Reservists will be reported to their military services as being unavailable for military service. However, final determination of the Ready Reservist's

status will be made by the military service involved.

The Department of Defense' exception to policy states that the screening operation is not applicable to individuals who are deferred from induction because of their service in organized units of the Ready Reserve. The Agency's exception to policy states that employees who have completed 18 years but less than 20 years of military service creditable toward military retirement will not be reported as unavailable for military service.

The responsibility for assuring the proper completion and maintenance of the Reserve Status Report will be up to Assistant Administrators; Manager, Aeronautical Center; Director, The Aviation Research and Development Service (for NAFEC); and Chief, Washington Personnel Operations Division. But if you are a key employee, you share the responsibility with the Agency for keeping your military service informed of your status at all times. You will also notify your Personnel Office when you enter or leave Ready Reserve status.

You or your supervisor may initiate a request for an exception to the Agency's designation of key positions and key personnel. But it should be submitted only in an instance where: (1) the position occupied by a Ready Reservist, although listed on the Agency's list of key positions, is not so considered by the appellant; or (2) the incumbent of a position listed as critical is not considered critical and essential to the Agency. Procedures for submitting requests such as this and complete details on this subject are spelled out in their entirety in the Agency Practice.

There is one thing to bear in mind. The Department of Defense's action to transfer a critical Agency employee from the Ready to the Standby Reserve does not negate his opportunity to qualify for full Reserve military retirement. Regardless of his status — Ready or Standby — a Reservist may continue to be eligible to earn points toward military retirement under current Department of Defense policy.

Further information can be found by checking your Personnel Office and looking over Agency Practice 3-337.1.

Who's Who and What's What In and Around the Agency

On page 2 of the August issue of FLY-BY, the story headed "Regional Designators" had —we must admit—an error. Where the name Southwest appears in the last paragraph, it should, of course, be Southern . . . WHILE on the subject of errors, our Editor-in-Charge of charts and graphs pulled a beaut. The Agency's Organization chart on page 12 of the August issue was printed in error. The one appearing on page 12 of this issue is correct. Please use the correct one. . . AT NAFEC employees are getting ready for the Fall Semester of the Evening College Program which is under the sponsorship of the U. S. Department of Agriculture Graduate School . . . STANLEY W. Henceroth, formerly with the CAA and the Atomic Energy Commission in Washington, has returned from an assignment with the FAA in Los Angeles to be Executive Officer of Flight Standards Service . . . VETERANS, if you believe there are any inaccuracies in your World War II service record which may interfere with your entitled VA benefits, make corrections before October 26, 1961 by using DOD Form DD 149, "Application for Correction of Military or Naval Record." Your nearest VA office can supply the form . . . SEVENTY-FOUR members of the International Flying Farmers spent two days at the FAA Station, Northway, after bad weather forced them to extend their visit at that Alaskan port of entry. The Flying Farmers, hailing from as far away as Connecticut, Louisiana, and California, included contingents from 17 states and three Canadian provinces. They arrived in Comanches, Bonanzas, Cessnas, and Stinsons, and two days of driving rain with low ceilings failed to dampen their enthusiasm for this, their second tour of Alaska. Faced with the prospect of feeding and housing more than 80 people until the weather broke, residents of FAA station Northway and the surrounding community combined their efforts. Flying Farmers unable to be accommodated at a jammed lodge, were transported to a motel and landing by FAAers. Other tour members were taken in by FAA families and sheltered in FAA homes . . . Mr. VOR, Briggs Edney, Head of the Airways Aids Section in the Navigational Aids Branch of Aviation Facilities Service retired after 37 years of service August 4 to the sunny shores of Myrtle Beach, South Carolina. Since some of FAA is located there in the form of a VOR station his co-workers can't object too strenuously to this location of activity. Briggs appears to be heading back home since he came to Washington from the old Region 2 office in Atlanta . . . AMONG a group of pilots and observers who flew in France during WWI and who attended a 3-day reunion in June at Wright-Patterson AFB in Dayton, Ohio, was Edward C. Landon of headquarters Emergency Readiness Division. Ed's old squadron, the 135th Aero Squadron, had a representation of 18 of the pilots and observers who flew with him in France. Before WWI ended, Ed was acting c. o. of the 135th . . . SUMMER STUDENT Tom Weinberg, a 21-year-old summer student aide, working in the Agency's Office of Public Affairs, shared top honors with Ed Lukas, Beverly Hills Citizen editor, in the annual Southern California Matrix Table journalism awards competition.

TECHNICIANS—The Personnel Programs Division reports good progress in the development of an Agency Classification Guide for Electronic Installation Technicians. The guide, being prepared by the Program Standards Branch, follows two weeks of conferences with Establishment field representatives.

The guide's immediate purposes are to clarify application of the CSC's classification standards covering Installation Technician jobs; to supplement the standards by identifying work at grade levels which are above those covered by the standards; and to resolve some problems that have arisen in the classification of these jobs. It is expected that the guide, when issued, will make it possible for management to classify some positions at higher grades than now prevail.

The project was initiated by the Aviation Facilities Service and Office of Personnel and Training in recognition of the constantly increasing complexity of the Establishment functions in the field. It is part of a much broader effort to give due recognition to the hard work and real contributions of all classes of Electronic Technicians in the Agency. Mr. William Burko, Assistant Chief of the Systems Equipment division in Washington, is leading and coordinating Establishment Branch efforts in the field, assisted by Mr. Tim Hartnett, Assistant Chief of the Establishment Branch in the Eastern Region.

COMPTROLLER'S DECISION—Certain employees of the Agency may be entitled to a beneficial adjustment in their salary. A recent Comptroller General decision makes this possible. Here is what happened. In a specific case involving an FAA employee who returned from an ICA assignment, the Comptroller General in a recent decision B-145498 ruled that the Agency's pay policy in effect prior to June 1, 1960, deprived the employee of a salary benefit granted under the Mutual Security Act. The employee affected was in a GS-14 position when selected for the ICA mission job. He returned from overseas to a GS-15 position and was placed at the first step rate.

Under the law, upon his return he was entitled to all the step increases he would have earned had he remained in the GS-14 position. This would have placed him at the top step rate of GS-14 at the time he returned. Since he returned to a GS-15, he was entitled to at least the equivalent of a step increase which under the law, an employee normally receives when he's promoted. This would have placed him in the second step of GS-15 rather than the first step.

Employees returning from ICA missions since June 1, 1960, are not affected by this ruling.

AVIATION MILESTONES—Here are a few aviation dates occurring in September . . . 1908—First test flight of Army flying machine made at Ft. Myer, Va., by Orville Wright . . . 1911—C. P. Rodgers began first transcontinental flight from N. Y., to Pasadena, completing it 49 days later . . . 1911—B. L. Ovington became America's first airmail carrier covering a set route from established post offices . . . 1916—Plane to plane radio demonstrated by Navy at San Diego, Calif. . . . 1919—R. Rohlfs set world altitude record of 32,450 ft., over Garden City, N. Y. . . . 1922—First transcontinental crossing of U. S. within a single day made by Lt. J. H. Doolittle from Pablo Beach, Fla., to San Diego . . . 1925—Morrow Board appointed by President Coolidge to determine U. S. air policy . . . 1928—First diesel engine for heavier-than-air craft flight tested . . . 1936—Louise Thaden and FAAer Blanche Noyes won Bendix Trophy Race setting women's east-west transcontinental speed record from Floyd Bennett Field, N. Y. to L. A. . . . 1938—First airplane instructor's license issued by CAA to A. J. Banks of Atlanta, Ga.

Health Plan Offers "Open Season" Oct. 1-16

More than 1,800,000 Federal employees and annuitants enrolled in the Federal Employees Health Benefits Program will be faced with the question of whether they should or should not change their enrollments during the Open Season scheduled for October 1-16, 1961.

In addition, eligible employees who elected not to enroll at their first opportunity will be given a chance to obtain coverage. Annuitants who, as active employees, elected not to enroll in the program in June 1960 are not eligible to enroll in the Federal Employees Health Benefits Program. This Open Season *does not apply* to annuitants enrolled under the *Retired Federal Employees Health Benefits Act of 1960*.

During the Open Season, enrolled employees and annuitants will be able to change:

- From one plan to another;
- From one option to another in the same plan;
- From Self-Only to a Self-and-Family enrollment;
- From a Self-and-Family to Self-Only enrollment.

Effective Date of Changes

Any changes which an employee or annuitant elects will become effective on the first day of his first pay period which begins on or after October 31, 1961. However, if an employee or annuitant elects a change of plans, or options in a plan, and he or a covered member of his family is confined to a hospital or institution on the date of the change would otherwise be effective, the benefits provided by the new option or plan will not begin for the confined person until (1) he is discharged from the hospital or institution, or (2) the 92nd day after the effective date of the change in enrollment, whichever occurs first. However, until the new plan or option takes over, the confined person will be entitled to the benefit offered under the option or plan from which he changed.

Under present Civil Service Commission regulations, future open seasons for employees will be provided not less often than once every three years, but *annuitants* have no guarantee of another open season. Both employees and annuitants will continue to be able to make changes in enrollment when certain events occur,

such as a change in marital or family status.

Distribution of Materials

Prior to the October open season each eligible employee will receive, through his employing office, the following materials: The instructions pamphlet, a brochure on the Government-wide Service Benefit Plan and one on the Government-wide Indemnity Benefit Plan, and a brochure on any comprehensive medical plan which services the area in which he lives. If he is a member of an employee organization which sponsors a health benefits plan, he will receive, through the mail, the brochure on the plan. In addition, if an employee is interested in joining an employee organization which sponsors a plan, he may obtain a brochure on the plan from his supervisor.

Steps For Changes

The steps which employees and annuitants are to take after they make up their minds to change or not to change their enrollments are simple. An employee or annuitant who decides not to make any changes does nothing. He simply keeps the new brochure on his plan and the identification cards he already has.

An employee who decides to make a change does the following:

- Obtains a Health Benefits Registration Form (Standard Form 2809) from his supervisor;
- Completes the form to show the change he elects;
- Returns the completed form to his supervisor no later than October 16, 1961 (or a date set in your region).

An annuitant who decides to change:

- Requests a Health Benefits Registration Form from his retirement system;
- Completes the form to show the change he desires;
- Mails it to his retirement system in time to reach that office by October 16, 1961.

Participating Plans

Three categories of health benefits plans will participate in the program during the next contract period. These are: The Government-wide plans, Federal employee organization plans, and comprehensive medical plans.

The Government-wide Service Benefit Plan and the Government-wide Indem-

nity Benefit Plan are open to all eligible employees.

Federal employee organization plans are open to eligible employees who are or become members of the sponsoring organization. Information concerning dues, membership, or the organization itself may be obtained from the organization's local representative or from its headquarters office. All of these plans are listed here as a matter of interest. The organization and plan is listed first; who may join that organization is carried in italics.

American Federation of Government Employees, 900 F Street, N. W., Washington 4, D. C. (*AFGE Health Benefit Plan*).

All Federal employees under the Classification Act (and various other employees) regardless of agency in which employed.

American Foreign Service Protective Association, 1908 G Street, N. W., Washington 6, D. C. (*Foreign Service Health Benefit Plan*).

Certain officers and employees of Department of State, International Cooperation Administration, and United States Information Agency.

Federal Postal Hospital Association, 3221 Troost Avenue, Kansas City 9, Missouri (*Federal Postal Hospital Association Plan*).

All Federal employees regardless of agency in which employed.

Group Insurance Board (Panama Canal), Box Q, Balboa Heights, C. Z. (*Canal Zone Health Benefit Plan*).

Federal employees working in the Canal Zone.

National Association of Letter Carriers, 100 Indiana Avenue, N. W., Washington 1, D. C. (*NALC Health Benefit Plan*).

Letter carriers of the Post Office Department, and all other Federal employees on an associate membership basis.

National Association of Post Office and General Services Maintenance Employees, 724 9th Street, N. W., Washington 1, D. C. (*Maintenance Employees Benefit Plan*).

Custodial employees of the Post Office Department and all maintenance employees of the Public Buildings Service, General Services Administration.

National Federation of Post Office Motor Vehicle Employees, 412 5th Street, N. W., Washington 1, D. C. (Motor Vehicle Employees Benefit Plan).

Employees of the Post Office Motor Vehicle Service, and all other employees of the Post Office Department on an associate membership basis.

National League of Postmasters of the United States, 12th and Pennsylvania Avenue, N. W., Washington, D. C. (Postmasters Benefit Plan).

Postmasters, assistant postmasters, and acting postmasters in all Post Offices, and clerks in third- and fourth-class Post Offices.

National Postal Union, 509 14th Street, N. W., Washington 4, D. C. (National Postal Union Benefit Plan).

All employees of the Post Office Department below supervisory levels, and all other Federal employees on an associate membership basis.

National Rural Letter Carriers' Association, 1040 Warner Building, Washington 4, D. C. (Rural Carrier Benefit Plan).

Rural letter carriers.

Special Agents Mutual Benefit Association, 1720 Massachusetts Avenue, N. W., Washington 6, D. C. (SAMBA Health Benefit Plan).

Employees of the Federal Bureau of Investigation.

United Federation of Postal Clerks, 817 14th Street, N. W., Washington 5, D. C. (United Federation Postal Clerks Benefit Plan).

Clerks in the Postal Service, and certain other employees of the Post Office Department eligible for membership.

Comprehensive Medical Plans

The comprehensive medical plans participating in the program are open to eligible employees and enrolled annuitants who are in the particular geographic area served by the plan. To determine eligibility for any of these plans, the employee or annuitant must consult the plan's brochure. The participating comprehensive plans, listed by State, are:

California

California Counties Medical Societies' Foundation for Medical Care, Stockton, Calif.

Kaiser Foundation Health Plan, Inc., Los Angeles, Calif.

Kaiser Foundation Health Plan, Inc., San Francisco, Calif.

Physicians and Surgeons Association, Los Angeles, Calif.

Ray E. Harris, M. D. and Staff, San Francisco, Calif.

Ross-Loos Medical Group, Los Angeles, Calif.

District of Columbia

Group Health Association, Inc., Washington, D. C.

Hawaii

Hawaii Medical Service Association, Honolulu, Hawaii

Kaiser Foundation Health Plan, Inc., Honolulu, Hawaii

Idaho

North Idaho District Medical Service Bureau, Inc., Lewiston, Idaho

Michigan

Community Health Association, Detroit, Mich.

Minnesota

Group Health Plan, Inc., St. Paul, Minn.

New York

Group Health Insurance, Inc., New York, N. Y.

Health Insurance Plan of Greater New York, New York, N. Y.

Oregon

Kaiser Foundation Health Plan of Oregon, Portland, Ore.

National Hospital Association, Portland, Ore.

Physicians Association of Clackamas County, Oregon City, Ore.

Washington

The Bridge Clinic, Seattle, Wash.

Group Health Cooperative of Puget Sound, Seattle, Wash.

Seattle Letter Carriers Medical Service, Inc., Seattle, Wash.

Washington Physicians Service, Seattle, Wash.

Western Clinic, Tacoma, Wash.

Puerto Rico and Virgin Islands

Seguros de Servicio de Salud de Puerto Rico, Inc., Santurce, P. R.

Make Sure You're Getting All of Your Benefits

Many employees insured under the Health Benefits Plan have not been claiming all of the benefits to which they are entitled. This information is a result of a Civil Service Commission study. If you are a subscriber to one of the Health Benefits Plans, it might pay you to check the list of benefits to be certain you are not missing out on available assistance.

Under the majority of the plans, a subscriber is entitled to reimbursement from their plan (after payment of a deductible by the subscriber) for usually 75 to 80 per cent of the costs incurred for such medical expenses as:

- Visits to a doctor's office.
- Doctor calls at subscriber's home.
- Prescription drugs and medicines used outside of hospital.
- X-ray and diagnostic laboratory procedures in out-patient department of hospitals or in doctor's office.
- Blood and plasma.
- Professional ambulance service.
- Rental of durable medical and surgical equipment.

- Special duty nurses in home or hospital.

- Crutches, braces, artificial limbs and related items prescribed by doctor.

- In-patient and out-patient care for mental or nervous disorders or pulmonary tuberculosis.

- Hospitalization *primarily* for diagnostic tests or treatment or for physiotherapy.

- Services of qualified professional physio-therapist outside of hospital.

- Charges for Consultants and surgeons in a hospital to extent they are not covered by Basic Benefits.

- Hospital room and board up to \$25 per day to extent not covered by Basic Benefits.

Remember too, that it is not necessary that all charges for which you ask reimbursement be connected with one illness. Charges for unrelated illnesses may be lumped in determining payment of the "deductible" and claims may be made for expenditures over the deductible amount.

TANANA RIVER ICE BREAK UP

by
Ralph L. Hazelton
Nenana Station Manager

AFTER MUCH TENSION, anxiety and suspense the Tanana River ice at Nenana, Alaska, moved and officially went out at 11:31 a.m., May 5, 1961. It was an unusual breakup this year. In fact, breakups don't set any certain pattern as there are so many variables to

consider. This year a channel opened up on the south bank about 150 feet wide. Float-ice from up river moved into this open water and the whole thing jammed a half mile below Nenana at the mouth of the Nenana River. This wedged-in the tripod and there was no hope of it moving on downstream until the jam below moved out.

Old timers in this locality have certain ideas of when the ice will move—and they are all different. The type of winter, amount of snow fall on the mountains and winter temperatures have a great bearing on the amount of ice, thickness, etc. And then in the Spring the amount of warm or cool weather which raises the water level all add up to making the actual breakup unpredictable. But each year a hundred thousand or more persons within Alaska and the Yukon Territory match their wits with nature trying to guess the exact day, hour and minute the tripod mounted on the ice will move about 300 feet downstream, thus tightening and cutting the rope and pulling a pin that stops the clock to mark the minute of the official breakup time.

Considerable preparation and work in and around Nenana is involved to get the Ice Classic underway shortly after the first of each year. Tickets are printed and distributed. These tickets (sold for \$1.00 each) entitle the buyer to make a guess as to breakup time. Generally, early in April the sale is closed, the tickets returned and work begins in earnest by local towns-people sorting, checking, and cataloging each and every ticket. Most local people have their hand in this more or less which takes at least 10 days. Each firm selling tickets receive a catalog so that they can immediately see the winners' names and also those of the losers who guessed either too early or too late.

This year there were just a dozen winning tickets. Eleven of these tickets were for individual pools or "Companies." Only one private individual was listed on a winning ticket. There are obvious reasons why individual pools or "Companies" are formed to guess; among them taxes, etc. The take this year was \$76,000 to be split equally among the 12 winning tickets. After some of the pools and "Companies" split their portions many ways, some realize very little. But that is better than nothing as there is not too much involved by each individual. The



WHEN it becomes obvious that the time is near for the break up, crowds begin to gather and picture taking helps relieve some of the waiting and wondering.

highest amount ever won in the Classic by an individual on a ticket alone was \$102,000 and this was several years ago.

It is amusing to note the names of some of the pools that buy tickets in the Ice Classic—"Dizzy Dollar Pool," "Mighty Ten Pool," "Dirty Pool," and on down to "Good Guess Pool." In browsing through the catalog, the only FAA pool I ran across was the Galena FAA Pool and that guess was for 3:59 p.m. on May 10. There are a number of oddities in this guessing game; rather amusing, too. The earliest guess this year was for January 29 and the latest for December 12. Real optimistic! The actual earliest breakup ever was on April 20 and the latest May 16.

All tickets incorrectly marked are rejected. It is interesting to note that this year 50 tickets were marked for April 31. Ten had no date; 12, no month and 12 were blank. Wonder where some of these were bought and processed? There were at least 125 tickets otherwise improperly marked and about 150 with no names at all. Figure this out!

The total take this year was \$140,000. Out of this come administrative costs, taxes, licenses, labor, scholarships. Each of the last 10 years the Classic has given a \$1,000 scholarship to the University of Alaska. The Federal Government takes a flat 10 per cent of the gross and the Classic must buy a gambling license for each dealer in tickets which is \$50.00 each. Other expense is for the upkeep of the Civic Center here at Nenana which was built and owned by the Ice Classic Committee which is composed of a manager and 6 other members, usually Nenana businessmen. A certain amount of the take is held back for operating expenses the next year to finance the operations until the proceeds come in.

The Nenana Ice Classic first came into existence in 1917 when it was organized by members of the Alaska Engineers Commission. For several years the sale of tickets was limited to the city of Nenana. Then it was agreed upon to sell to adjoining communities. It was difficult to keep the sales territory within the limits of Alaska and Yukon Territory. No tickets may be purchased outside these two districts. It has grown to such an extent that it is perhaps Alaska's biggest sporting event.

It is odd to note that the sale of tickets has fallen off somewhat since Alaska became a state and the Nenana Ice



REFLECTION in window catches interested bystanders checking clock which stopped when tripod pulled away snapping trigger and stopping clock at 11:31.

Classic was made legal by legislation. Previously, the whole operation was considered illegal by certain factions. But it is expected that it will again regain its former popularity within the next few years.

Nenana is located at the confluence of the Tanana and Nenana Rivers, about 60 miles southwest of Fairbanks. Years ago, it was a section point on the Alaska Railroad and humming with activity.

But with the coming of the diesel locomotive and other factors the section was moved and Nenana withered. The population is about 600 at this time, over half of which are Athabascan tribe Indians and the balance, whites. Nenana is where rail meets water and is the shipping point for most freight going down river into the Yukon as far up as Fort Yukon and down to Marshall, almost to the mouth of the river.



TRIPOD is moving down stream after having broken the rope which stopped the clock declaring official time of another Tanana River ice break up.

Southern Region Takes Shape

Space requirements for the Southern Region's headquarters were requested through GSA for 50 key personnel who moved into the Atlanta office around the first of September. These key personnel are not taking on operational responsibilities at this time but will concentrate on streamlining operational procedures and phase in work taking over air traffic and flight standards in January with other activities being relocated as feasible. Until that time, the Southwest Region in Ft. Worth will remain responsible for both regions.

By January, it is hoped that there will be 200 on duty in Atlanta. Between January and June staffing will be increased and procedures established to round out the total region. This will include airports and business administration. On July 1, 1962, it is anticipated that the region will be fully operational.

A request has gone to GSA to locate the headquarters for the Southern Region within a mile of the Atlantic Municipal Airport. Location of the building close to the airport is important because it will make it easily accessible to all aviation interests including general aviation, inspection, manufacturing and all other users of airspace. Other space does not afford this accessibility to all in aviation.

The new regional headquarters is intended as a model. In an effort to reduce regional headquarters' cost through prudent management, the Southern Region's Assistant Administrator asked for and got several operational concepts:

- That the Region will execute Agency programs consistent with plans, policies, and standards established by the Washington headquarters.
- Delegations of authority for action will be made to the lowest organizational level consistent with efficient operations. That is, the Region will look to the Agency's headquarters for definition of "what" is to be accomplished; the Region will be responsible for "how" the Agency's programs are performed in its area. This will involve more responsible decision making at the district office or facility level.
- There will be close, direct coordination between segments and functions of the Region, i.e., team work.
- The internal organization of the Southern Regional headquarters should



Arvin O. Basnight

not be bound by the existing Washington Headquarters structure.

Here is the Divisional Organization Plan for the Southern Region:

Assistant Administrator, Arvin O. Basnight; Deputy Assistant Administrator, Paul H. Boatman; Executive Officer, Chester Wells; Air Traffic, Richard E. Thomas; Aviation Facilities, Wilborn B. Rucker; and Regional Counsel (Legal), Joseph N. Coker. The names of those heading Aircraft Management, Aviation Medical, Airports, Flight Standards, and Public Affairs, will be submitted for confirmation.

Under the Executive Officer will be: Emergency Readiness Staff, Budget, Personnel, Management Analysis, Supply, and Office Services which will include accounting, auditing, and administrative services.

The Southern Region has a staffing target of 400. Of these, 300 will be transferred from the Ft. Worth office; 100 will be "new" positions. With the exception of a few positions, and those names already mentioned, FAAers in the Ft. Worth office will have first crack at all positions open in the Southern Region. If the quota is not met by Ft. Worth volunteers, then these vacancies will be advertised.

Appointments of grades GS-15 and higher who are not division chiefs will be appointed by the Southern Regions' Assistant Administrator after consultation with Washington Service Directors.

Selection of lower grade jobs will be through the National and Executive Promotion Plans, with candidates from the Ft. Worth office receiving first consideration.

HEALTH FOR ALL

About one person in ten is allergic to something. An allergic person is one who is hypersensitive to one or more substances which are harmless to most people. Certain foods may bring out hives, pollen in the air may start hay fever, or face powder may cause an itching skin eruption. These substances which hurt allergic people are called allergens. The hundreds of possible allergens include certain foods, pollens, house dust, animal dander (bits of flaky skin or fur), feathers, cosmetics, bleaches, dyes, medicines, and even heat, cold and sunlight.

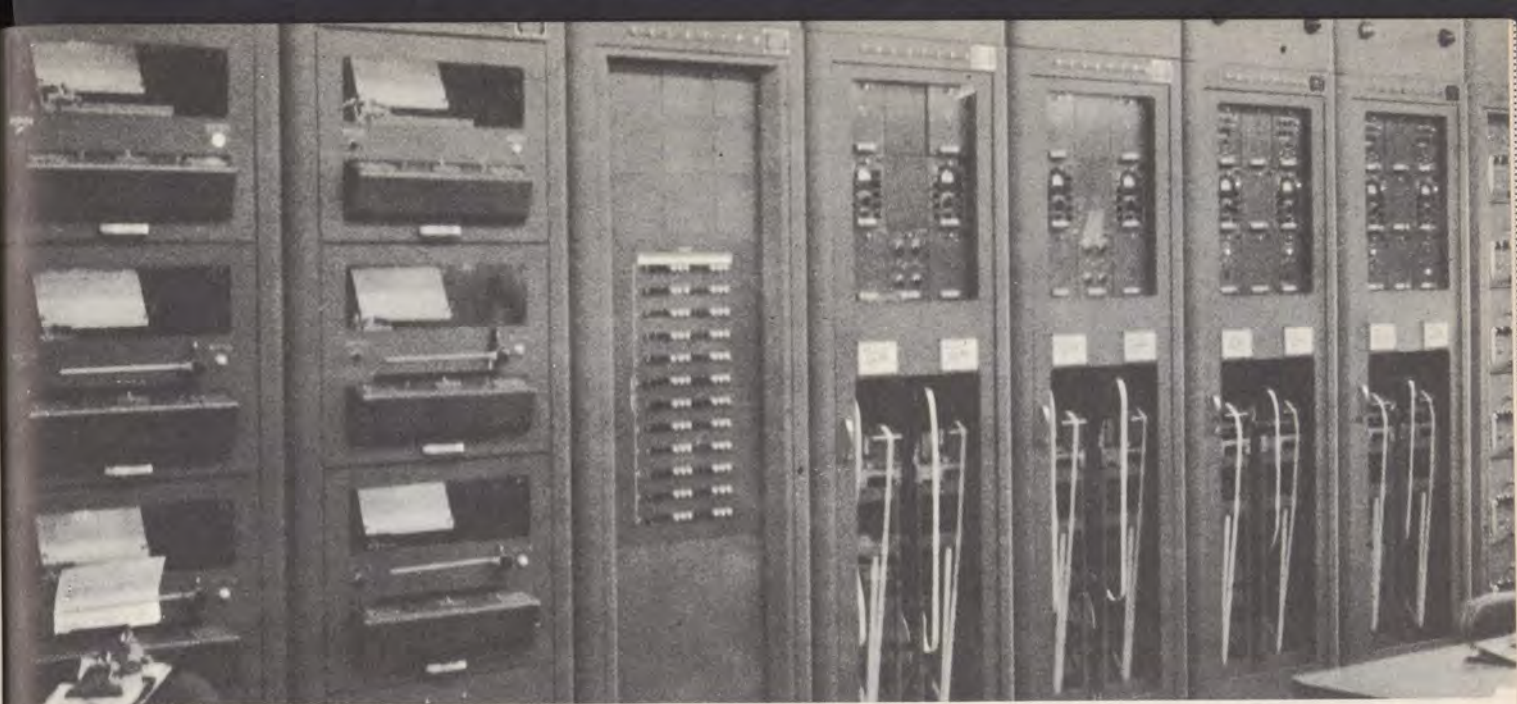
People vary in their reactions to allergens. For instance, a person who is allergic to eggs may be slightly upset by eating one as frequently as every day; another might become violently ill from the amount of egg he would get in a trace of mayonnaise dressing.

Heredity is believed to play a part in the development of allergic diseases. Although people do not inherit a specific disease such as hay fever, they do inherit the tendency to become sensitive to certain things.

It has been noted that at times an allergy to a certain food has made its first appearance following an occasion when that food has been eaten in excess. Too, it is known that worry and other forms of emotional stress have caused allergies to flare up. In some cases, the appearance of an allergic illness is due to disturbances inside the body rather than to outside irritants such as pollens. The sensitivity may be associated with bacterial infection, especially of the sinuses, nose, or throat. When such is the case, symptoms usually disappear after the infection has subsided.

Allergens can gain access to the body by being swallowed or inhaled, by coming in contact with the skin, or by injection (drugs and serums). The most common illnesses which these allergens cause are: hay fever, asthma, skin disease, and digestive disturbances.

Medical care is necessary in all cases of allergy for immediate relief of discomfort and for protection against future allergic illness. Sometimes the identity of the allergen is known. At other times it may take many tests and great patience on the part of the patient and his physician, and possibly a specialist, to arrive at a true diagnosis.



CABINETS 1 and 2 contain six monitor receivers (100 WPM); 3, push key for monitor equipment; 4 and 5, spares for high to low operation; 6 and 7, low to high speed circuits 8027-8031-8032; 8, automatic program unit low speed (APULS).

ADIS Speeds Communications

Many field-specialists have been interested in the Automatic Data Interchange System (ADIS) operation at Kansas City, Missouri. Kansas City is the Master Control Station for this system with Ft. Worth as an alternate. Other Interchange Centers are Cleveland, Ohio; Atlanta, Ga.; and San Francisco, Calif. In addition, there will be a total of thirty Send-Receive Centers throughout the United States that will operate on a reduced scale for back-up and local transmission conversion where required.

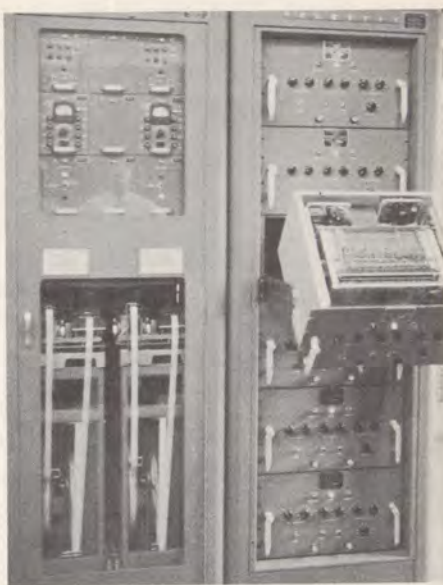
Over the years, it has been the responsibility of the Federal Aviation Agency and its predecessors to observe, report, collect and distribute weather data. Tied in with this function is the collection and distribution of NOTICES TO AIRMEN. These are notifications of the status of Aids to Air Navigation, airport conditions, lighting of obstructions and other information deemed necessary for the safe conduct of flight.

As improved equipment and refined circuitry becomes available, there continues to be a steady improvement in the communications system required to handle efficiently the huge volume of information required by the aviation industry. Many other industries and services benefit by this continued striving for speed and accuracy in making up-to-the-minute weather information

available to all who need it. Approximately 2,000 subscribers receive weather data via the FAA 'SERVICE A'; a large percentage is non-aviation.

In 1948, the 'torn tape' method of weather relay was discarded in favor of MEDIS (Message Division System). This was a semi-automatic operation in which incoming data was edited automatically and certain portions were copied on perforated tape for later, manually operated, relay. In this system, reports or other data progressed from circuit to circuit with the ever present possibility of garbling caused by momentary line fluctuations or malfunction of any of the multitude of mechanical operations involved. The initial speed of MEDIS was 60 WPM, later increased to 75 WPM. This was the limit of its capability. The MEDIS comprised 12 send-recv teletype circuits interconnected by 7 MEDIS Relay Centers located at New York, Atlanta, Cleveland, Ft. Worth, Kansas City, Denver and Salt Lake City. There were approximately 33 reporting stations on each circuit and their reports were collected in a prearranged sequence. Each station prepared its report on punched tape and manually started his transmitter when his turn came in the sequence. All transmissions to a circuit were copied in tape at the Relay Center controlling

the circuit. This tape was edited automatically for relay into adjacent circuits which also fed into adjacent Relay Centers. In this manner, data was relayed from circuit to circuit. In the case of reports originating on the East coast and needed on the West Coast, as many as five relays were involved. During periods of adverse weather, there was a serious breakdown in this multiple re-



LOW to high speed converter and reperforator transmitter distributor and automatic program unit for low speed.



SUPERVISORS Leon Turk (left) and Joe Fife handle hot lines to interchange centers and send-receive centers.

lay procedure and many reports did not get through to where they were needed. In January 1961, MEDIS was discarded in favor of the Automatic Data Interchange System (ADIS).

The Automatic Data Interchange System is designed to speed up the collection, relay and dissemination of data on the Service A data handling network.

The ADIS interconnects 15 Area circuits, 14 Supplementary circuits and an indefinite number of local circuits. Terminating equipment is grouped into two configurations which are designated as Interchange Centers and Send-Receive Centers. In addition to the five Interchange Centers, the system has approximately 33 Send-Receive Centers located at major cities throughout the United States. At the present time, each Interchange Center terminates three Area circuits, three Supplementary circuits and three Local circuits. All Interchange Centers and Send-Receive Centers are inter-connected by the high speed (857 WPM) party line circuit.

The Kansas City ADIS Center, being the Master Control, must at all times

maintain the utmost vigilance and preparedness in order to control the high speed circuit.

As Master Control Interchange Center for the ADIS high speed Service A system, the automation program analyst at this position is in control of the network. Being in control, he takes on all the duties of the controller of the entire Service A system.

The automation program analyst is responsible for the starting of the scheduled collection of weather reports and Notice to Airman data throughout the nation and analyzing all operations to insure that relay of this material is performed satisfactorily. By constantly monitoring the progress of the high speed circuit operation, the automation program analyst is able to prevent loss of valuable material necessary to the numerous airline offices, military Base Operations offices, Weather Bureau Forecast Centers, FAA Flight Service Stations, Air Route Traffic Control Centers, Towers, radio stations, television stations, newspapers and many others who subscribe to the service.

A thorough understanding of the equipment and system under the automation program analyst's control is essential in order to isolate any malfunctioning of the system. If any indication is received of an unsatisfactory operation, the analyst coordinates with any one of the four other Interchange Centers, the Telephone Company, or the maintenance personnel as required to correct the irregularity noted.

As an Interchange Center, at specific times during each hour, personnel determine that the ADIS equipment is in proper operating condition. This is achieved through monitoring the electrical and mechanical indicators on the individual equipment units; the control panel connecting three Area circuits,

three Supplementary circuits and two Local circuits; and the High Speed Interchange circuit. If any irregularities are observed, the automation program analyst must promptly and accurately determine which of several possible malfunctions are indicated and change units of the equipment as may be necessary to restore normal operation.

The automation program analyst is also responsible for operating the controls of the Automatic Program Unit Low Speed (APULS) on three Area circuits and the collection of weather information and Notice to Airman data. All operations are monitored closely to determine if material is being handled satisfactorily. In the event of unsatisfactory operation, the other Interchange Centers are notified and the Telephone Company and/or the maintenance personnel are notified in order that corrective action may be taken. The automation program analyst is also responsible for requesting the temporary removal of any stations which may be responsible for the malfunctioning of the system.

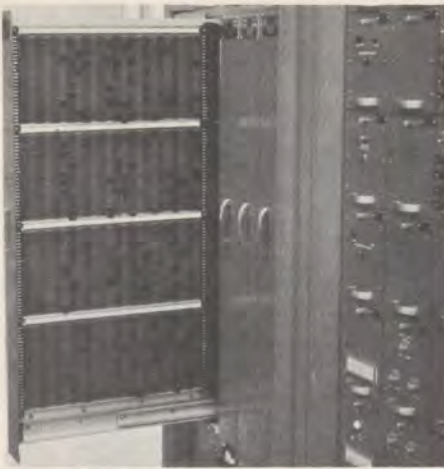
All data appearing on the circuits under the Kansas City ADIS Center's control is monitored for procedural correctness and any station whose transmissions deviate from standard procedures and/or instructions is advised by teletype message or telephone and requested to take corrective action.

Master Control Center personnel are required on occasions to place into effect temporary procedures to handle non-routine situations in order to maintain satisfactory operation. The Washington and Regional Offices are then advised as soon as practicable of any temporary procedures utilized in the operation of the Center or the network.

The automation program analyst is responsible for re-programming the message directories to effect changes in

THE ADIS in Kansas City's Telecommunications Center; (center) Service "B" teletypewriter loop; (right) "A" and "C" teletypewriter loop in background with automatic relay units at right center and portion of "B" loop in foreground.





ONE of the message director drawers.

schedules and relays to the Area, Supplementary and Local circuits under the Kansas City ADIS Center's jurisdiction.

The personnel assigned to the ADIS Center must be alert and vigilant in the performance of their duties. They are responsible for the control of a number of circuits forming an integral part of the Service A System and, as the Master Control Center, are in continuous control of the entire Service A System.

The 'on-the-hour' hourly sequence operation of the system starts with operators at each of the outlying weather observation stations making the necessary meteorological observations, perforating a tape containing the weather information and placing this tape in a transmitter at that location. Six Automatic Program Units Low Speed, three main and three standby, are provided at each Interchange Center. The Low

Speed Scanner polls each of the 40 or more transmitting stations associated with its Area circuits. As each station is polled, the transmitter at that location is started and its weather data is transmitted to that Area circuit.

At the conclusion of each transmission by an outlying station, the Automatic Program Unit Low Speed restarts and calls the next station. This continues until all 40 stations have had an opportunity to transmit their weather data. Equipment at all stations connected on each Area circuit record all information transmitted on the circuit and the standard speed reperforator (100 WPM) at the Interchange Center reperforates the data for retransmission on the high speed circuit.

At four minutes past each hour, the High Speed Program Unit located at the Kansas City Interchange Center is manually started. The High Speed Scanner polls each of the fifteen Area circuits sequentially for traffic which has been reperforated by the standard speed reperforators and is ready for transmission by the associated high speed transmitters. Information stored on the tape is transmitted over the high speed circuit. In this manner, all traffic originated on all of the Area circuits appears on the high speed circuit.

Means are provided in the Message Director Unit at each Interchange Center and Send-Receiver Center for identifying the prefix of each message as it appears on the high speed circuit and to reperforate only that data in which the standard speed circuits have an interest.

It is possible, by inserting or removing a small diode plug, for an analyst to easily change the program for each reperforator. Each Interchange Center and Send-Receive Center is capable of identifying up to eleven hundred message identifying sequences as well as other high speed line control sequences.

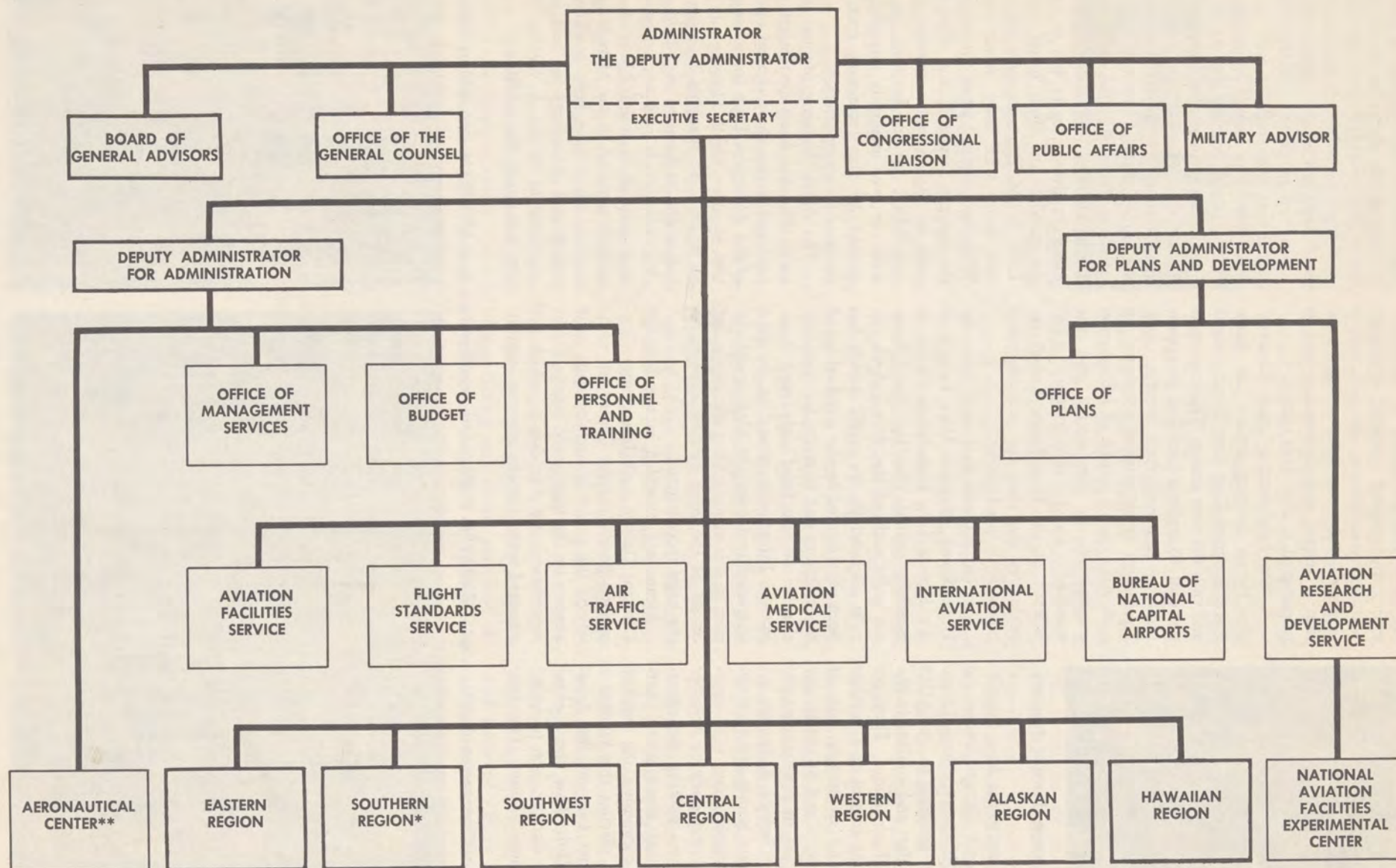
The initial cost of the ADIS High Speed equipment as now installed in the Kansas City Master Control Center is approximately \$300,000.00. However, this equipment is now handling more traffic in thirty minutes than MEDIS did in an hour and with far less loss. Plans are already under way to increase the speed of the High Speed circuit to 1,000 WPM. The equipment can handle this speed with only minor changes. With the proposed plans for converting the present Service C and Area B circuits to high speed operation (Codis and Bdis), we are keeping "in step" with the ever mounting responsibilities created by the increasing speed and range of jet transportation.

The ADIS Training Manual of January 1961 has been distributed to the field and covers the technical operation of the Automatic Data Interchange System in more detail. However, it might be pointed out that this Training Manual is not to be used as a field operations manual. It was not written with that purpose in mind. Numerous procedures outlined in the Manual are not used at all or have been modified. All operational procedures for field use are contained in Service A Weather Schedules and applicable GENOTs.

HIGH to low speed converter circuits; (right) 800 WPM high speed reperforators and 100 WPM transmitter-distributor.



FEDERAL AVIATION AGENCY



*To be activated approximately January 1, 1962. Until then, regional program will be under direction of Southwest Region.

**Programs conducted at the Aeronautical Center are under the direction of the respective Services and Office.

Approved

NE Halaby

July 1, 1961

Administrator

FLY BY

OFFICIAL EMPLOYEE PUBLICATION OF THE FEDERAL AVIATION AGENCY

SPECIAL EDITION NO. 6

SEPTEMBER 1961

Agency Requests Act Amendment; Seeks Federal Aviation Service

The Administrator has proposed legislation to create a Federal Aviation Service. Senator A. S. Monroney (D.-Okla.) has already introduced it in the Senate as S. 2599, declaring "I believe it will be another important milestone on our way to safety in the air."

The proposed bill would amend the Federal Aviation Act of 1958. The Service would be administered by and under the supervision of the Administrator.

The Service would be basically civilian in character. However, in time of war or emergency involving national defense, the President could place the Service in a military status. In addition, when deemed necessary in the interest of national defense by the Secretary of Defense, and after consultation with the Administrator, selected members and selected elements of the Service could be placed in a military status.

The report was prepared in consultation with the Department of Defense, Civil Service Commission and other agencies. The Bureau of the Budget stated that legislation enacted along the lines of the report would be consistent with the objectives of the Administration.

The Service would include only those positions essential to the performance of the Agency's national defense responsibilities. FAA employees occupying such positions who volunteered and were accepted for membership by the Administrator would make up the FAS.

Present employees engaged in the designated critical occupations would be given the option to become Federal Aviation Service members. No present employee would have adverse action taken against him for not accepting FAS membership. However, acceptance of membership in the Service henceforth could be made a condition of appointment in filling Federal Aviation Service positions in the Agency.

The Administrator would retain administrative and technical control of the militarized FAS but would be responsible to the Secretary of Defense for the discharge of the functions of the Service.

Whether in a civilian or military status, members of the Service would be subject to all obligations and benefits which apply to civilian employees of the Agency except as otherwise provided for in the bill. They would also be subject

to assignment as required in the interest of the Service either within or outside the geographic limits of the United States.

Members of the Service would be in a military status with the Service only at such times as might be determined under the bill. They would be members of the Armed Forces only during those times.

While serving in a military status, Service members would come under the Uniform Code of Military Justice. This is necessary to assure their availability and responsiveness to meet the needs of civil aviation and national defense. The UCMJ would be administered through the organization of the Agency and Service in the same manner as within other branches of the Armed Forces.

Members of the Service in a military status could not resign from the Service except under regulations which the President would prescribe.

The President would, from time to time, prescribe Service regulations for the:

- Size and composition;
- Designation of members;
- Ranks, titles, privileges, and uniforms;
- Termination of ranks, titles, and memberships of members;
- Procedures to be followed in placing members of the Service in, and taking them out of, military service.

The Administrator would be authorized to issue regulations, orders and directives consistent with regulations issued by the President.

While in military status, members of the Service would acquire many of the privileges and benefits now accorded members of the Armed Forces. The exact benefits which the Agency hopes to have for members of the FAS while in military status still requires considerable additional study.

In addition, the normal civilian benefits, such as pay and leave, will remain in effect.

Recommendations also include provisions for early retirement. This will

effect two groups: (1) those who are members of the FAS who have reached age 50 and completed 20 years of service as a member of the Service; (2) those not in the FAS who have reached age 50 and 20 years of service who served in the direct performance, or supervision of, air traffic control work. Service in either category could be combined with the other to meet minimum eligibility requirements. But either retirement would only be effective while serving in a civilian status.

Retirement could be voluntary with the Administrator's approval. Or the Administrator could retire an employee involuntarily if he determined that it would be in the interest of the Service and the Agency. But this action would be taken only after obtaining the recommendation of a Retirement Board which would be appointed by him and to function under regulations which he would prescribe. This would be done after giving the employee at least 60 days' written notice.

Anyone retired under these provisions would receive a full annuity with no reduction for age.

It would be computed on the basis of 2 percent of the highest 5-year average salary multiplied by the total years of service.

This, in effect, provides the same retirement benefits currently granted to certain investigatory and law enforcement positions.

Annuity payments would be paid from the Civil Service retirement and disability fund.

The Federal Aviation Service proposal is designed to take into account the problems recognized by Congress in Section 302(g) of the Federal Aviation Act. The recommended legislation and the supporting report are the Administrator's response to Congress' request.

The FAA will continue very helpful and cooperative discussions with representatives of the Civil Service Commission and the Department of Defense with respect to the provisions for retirement and other conditions of employment in the interest of assuring that members of the FAS receive full recognition in the light of the obligations they assume.

You will be kept informed on the status of FAS whenever additional developments occur.