

FLY-BY



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No Rate Raise For Gov't. Health Plans

A few of the other 35 plans participating in the program may require premium rate increases. While some plans may make minor perfecting changes in benefits, rate increases will be negotiated only on the basis that they are needed to maintain the proper balance between the cost of present benefits and premium rates. However, any increases in rates by other plans for the next contract year will probably be small, the Commission said.

Although there will be no general "open season" in October of 1962, eligible employees who have previously elected not to enroll will have another opportunity to enroll in a participating plan in October of this year. Also, any employee now enrolled for self-only will be able to change to a self-and-family enrollment in the same plan and option at that time. During a general "open season" eligible employees have an unrestricted opportunity to change from one plan or option to another or, if not enrolled, to enroll in a plan.

The decision to hold no "open season" in 1962 was made after consultation with the Federal Employees Health Benefits Advisory Committee.

Premium rates of the Government-wide Service Benefit Plan and the Government-wide Indemnity Benefit Plan—which together cover about 80 percent of the nearly 2,000,000 employees enrolled in the Federal Employees Health Benefits program—will not be increased for the next contract year which begins November 1, 1962, the Civil Service Commission has announced. The CSC also said the next "open season" of the program is planned for late 1963.

FLY-BY

Editor

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Becomes Effective July 1, 1962

New Procedures Established to Handle Employee Grievances

After July 1, 1962, Federal agencies must follow Civil Service Commission standards in developing procedures for handling employee grievances. This is required by Executive Order 10988.

Grievance procedures are designed to provide for agency handling of matters of employee concern that cannot be resolved at the level of the supervisor and that are not covered by other systems. Grievance procedures generally would cover such matters as working conditions and environment, relationships with supervisors and other employees and officials, and implementation of personnel policies and employee-management agreements.

The Commission pointed out that the standards prescribed are purposely very broad, in line with the view of the Commission and the President's Task Force on Employee-Management Relations that agencies should be able to tailor their procedures to their own specific requirements. Agencies could, for example, decide to use the same procedures for handling grievances and appeals from adverse actions, if they found it desirable and feasible to do so.

Some of the principle concepts and provisions of the new standards state that:

- Wherever possible, employee problems should be resolved informally at the level of the supervisor. When problems cannot be resolved informally, an employee or group of employees should be able to secure consideration of their complaints elsewhere.

- Grievance procedures established for this purpose should be as simple as possible. Ordinarily, there should be no more than two levels of decision above the supervisor.

- Consideration of grievances should be expedited at all points in the interest of prompt resolution.

- An employee should have the privilege of making a personal presentation to an individual or group assigned to report findings of fact or findings and recommendations on his grievance. Copies of the findings or findings and

recommendations must be furnished to the employee and his representative.

- An agreement with an employee organization recognized as exclusive representative may provide for advisory arbitration of grievances.

- Employees should be able to have the help of representatives of their choice in presenting their grievances. When an employee organization has exclusive recognition for a unit, that organization must be given an opportunity to have someone present at discussions between employees and management in the course of grievances.

- An employee and his representative must be assured a reasonable amount of official time for purposes of presenting a grievance, and they must be assured freedom from restraint, interference, coercion, discrimination, or reprisal in connection with the presentation of a grievance.

- Employees and employee organizations should have an opportunity to participate in the development of agency grievance procedures.

- Grievance procedures may be the subject of negotiation with employee organizations with exclusive recognition. Provisions of negotiated agreements must conform with CSC standards for grievance procedures and may not diminish or impair any rights that employees would have if they were not covered by an agreement.



COVER—Passenger jet leaves the runway only seconds after rotation leaving water injection condensation trails. Airport runway boundary lights and localizer monitors are in foreground.



Lt. Gen. Harold W. Grant, the Deputy Administrator, was guest of honor and principal speaker at an annual dinner where he was presented a membership in the Airway Pioneers and OX-5 Club. From left, Carl F. Kusrow, PT-46, Charles I. Stanton, RD-407, Joseph P. Adams, Gen. Grant, W. Buril Barclay, RD-151, Edward Keogh, and E. A. Goff, Jr.



EXAMINING the diploma given at the conclusion of the recent National Security Seminar held in Baltimore, Md., are, from left, Thomas L. Speakman, AT-345, George M. Mathieu, MS-153, and Julius K. Singleton, AF-33. The Seminar, conducted by the Industrial College of the Armed Forces, was attended by selected reserve officers of all branches of the Armed Forces and prominent civic citizens were included.



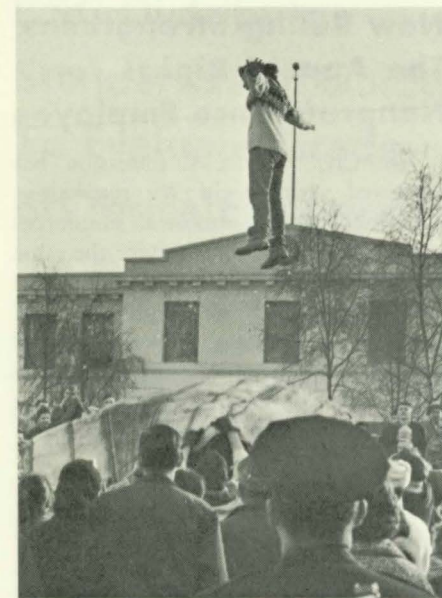
DIRECTOR of the FAA Academy at Oklahoma City Enar B. Olson, handles the controls of an HU1-B Iroquois Helicopter during a visit to the U. S. Army Aviation Center, Fort Rucker, Ala. He visited various facilities of the Aviation School for briefings on the training of Army pilots and developments in techniques and materials. (Army foto).

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

A MILESTONE of twenty years with the CAA/FAA was reached by Frank Kane, Baltimore's Tower Chief, on May 31. In his honor the aviation community of Baltimore, Md., gave him a luncheon. All segments of aviation were represented. John Cotton, Baltimore Manager of Eastern Airlines, praised the fine service and high degree of cooperation which all users of Friendship International Airport receive from Frank and the personnel of the Control Tower. He recalled the fact that Frank has been in Baltimore since 1947 and had opened the Friendship Tower. Mr. Charles P. Crane, chairman, Baltimore Aviation Board, spoke on the qualities which made Frank respected and admired. He said that usually a prophet was without honor in his own country but that Frank was receiving honor which was due him. Mr. John O. Colonna, Director Baltimore Department of Aviation, expressed his appreciation of the assistance and cooperation he has always received from Frank and the personnel of the FAA Tower. . . **RECENTLY** completing a two-week course in Inventory Management conducted by the Federal Supply Service was A. H. Lockwood, property and supply supervisor for WNA. He was awarded a certificate of training. . . **THE OFFICE** of management Services, Management Analysis Division was represented by the installation of Herbert F. Reem as vice president, Ralph Calderone as a director and H. William Kruse as officers of the National Capital Chapter, American Institute of Industrial Engineers. . . **JOHN LANGER**, chief of the personnel operations division, who was nominated by the Agency for the 1962 William A. Jump Memorial Award didn't come up with the top prize but did receive a certificate of meritorious award for exemplary achievement in Public Administration. . . **FAAer MELVIN** Leonberger in the Flight Information Division of the Air Traffic Service is walking around as a mighty proud father these days. He has reason to be. His son, Frederick, was selected as the winner of the Washington, D. C. Junior Chamber of Commerce award for being the outstanding Junior High teenager. . . **HOW's** the economy Campaign going? Well, as of May 31, 5,766 suggestions were submitted. Of these, 1,432 were rejected in the field; 206 were approved for awards in the field; 404 were forwarded by the field to Washington for further evaluation; 3,459 were pending evaluation in the field, and 19 have been awarded \$100 or more. The Western Region was tops with 1,225 suggestions, followed by NAFEC as second with 948 and the Eastern Region with 678. Of those awarded \$100 or more, the Aeronautical Center leads with four followed by a tie for second with three each are the Pacific and Western Regions. . . **ON THE** 18th of May we said our farewells to Tom Wright, FLY-BY's associate editor who left to join the staff of THE AIR RESERVIST at Bolling Field. His loss will be felt by FLY-BY as it isn't often that you run across someone with a background in public relations, internal relations, community relations, photography, printing, layout, writing ability and a just all-around good guy to have around.



North's Mardi Gras



Anchorage Fur Rendezvous

JULY, USUALLY a real hot month when someone comes along and comments, "Wouldn't it be great to have just one of those cold, winter days back again?" FLY-BY can't change the weather but, with a little imagination, perhaps these photos can make at least one unbearable day a little more livable.

The Anchorage Fur Rendezvous, a gala winter event which has been billed as the "Mardi Gras of the North" is a major project of Greater Anchorage, Inc., a non-profit civic group in Anchorage, Alaska. As the largest celebration in the largest city of the largest state, the Rendezvous offers the visitor an opportunity to participate in a celebration which embodies much of the flavor and spirit of the Great Land. The week-long winter carnival is eagerly awaited each February by everyone in the area. Too, each year more and more visitors from all parts of the world are attending the Rendezvous. They are thrilled by the many unusual events, such as World Championship dog sled races, Eskimo pageants and gala historama, ski races, assorted tournaments and exhibits, to name a few.

Naturally, the employees of the Alaskan Region are proud of the unique celebration. They sent along these photos

of some of the various highlights of the Fur Rendezvous to share with their fellow employees in all the regions. Photos are by Howard Potter of the Alaskan Region's Administrative Services Division, Photographic Section.

Photos from lower left and reading clockwise: Some handlers hold spirited dogs just prior to start of a race. On the trail is Dr. Roland Lombard, a veterinarian from New England, who has flown with his team to Alaska for the past several years to participate in dog sled racing events. Blanket toss provides high flying enjoyment to participants and audience alike. Happy Eskimo couple in full winter dress take time out for hot coffee. Another high flyer gains altitude—just after take off. Located in midway area, unique refreshment stand caused comments like, "Where, but in Alaska, could one find 'Reindeer-Burgers'?" Gaining popularity is a modern day mechanical dog sled, called a Sno-Traveller. The start of one of the three-day, 25-mile races. During the three days, winners' time is kept and team making best time for the total of three 25-mile races wins first money. A real fur auction held in front of City Hall. A team pulls hard just after start of a race. Races started and ended in downtown Anchorage.



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JULY 1962



CSC Retirement System

Your retirement deductions are 6.5 percent of your salary, and each agency pays into the retirement fund an amount equal to each employee's deductions.

Retirement—You *must* retire at age 70 after 15 or more years service.

You *may* retire at ages shown in boxed article with at least the amount of Federal service shown.

Most military service counts towards retirement. But in all cases an employee must have had at least 5 years of civilian service in order to be eligible.

How Annuities Are Computed—Your basic annuity is computed on the basis of length of service and "high-five" average salary. Your "high-five" average salary is the average of the basic salary earned during the highest 5 consecutive years of civilian service.

Your basic annuity will be reduced because of retiring before 60, choosing to name a survivor annuitant, or failing to deposit for service during which no deductions were taken from your salary. It won't be reduced for age in cases of disability retirement. Basic annuity is limited to 80% of your "high-five" average salary.

You can increase your retirement income by buying additional annuity through voluntary contributions; should you serve more than the time required to provide the 80 percent rate, deductions withheld thereafter will purchase additional annuity for you.

Your yearly basic annuity will be (a) 1.5 percent of your "high-five" average salary times 5 years of service, plus (b) 1.75 percent of your "high-five" salary times years of service over 5 and up to 10, plus (c) 2 percent of your "high-five" salary times years of service over 10.

For example, an employee retiring at 62 after 25 years' service with a "high-

five" average salary of \$5,000, would figure his basic annuity:

$$\begin{aligned} 1.5\% \times \$5,000 \times 5 &= \$ 375.00 \\ 1.75\% \times \$5,000 \times 5 &= 437.50 \\ 2\% \times \$5,000 \times 15 &= 1,500.00 \\ \text{Yearly basic annuity} &= \$2,312.50 \end{aligned}$$

A substitute formula for figuring any part or all parts of the first formula may be used. It is 1% of the "high-five" average salary plus \$25 times years of service. This formula is used whenever it will produce a higher rate of annuity than any part [(a), (b), or (c)] of the first formula. Its use produces a higher rate of annuity only in lower salary ranges.

A person retiring at 60 after 30 years of service with a "high-five" average salary of \$4,000 would have his basic annuity figured as follows: Notice that the substitute formula is used for the first 5-year period. That is because it is to the employee's advantage to do so.

$$\begin{aligned} [(1\% \times \$4,000) + \$25] \times 5 &= \$ 325 \\ 1.75\% \times \$4,000 \times 5 &= 350 \\ 2\% \times \$4,000 \times 20 &= 1,600 \\ \text{Yearly basic annuity} &= \$2,275 \end{aligned}$$

The basic annuities shown will be reduced if, for example, you chose to name a survivor annuitant.

Minimum Annuity for Disability Retirement—If you retire for disability, you are guaranteed a minimum basic annuity which amounts to the lesser of: (a) 40 percent of your "high-five" average salary or (b) the amount of an annuity figured as shown above after increasing your service by the period from the date of separation to age 60. This guaranteed minimum does not apply if you are already 60 when you retire or if it is less than your "earned" annuity obtained under the regular formula mentioned above.

New Ruling Strengthens The Appeal Rights For Nonpreference Employee

The Civil Service Commission has approved changes in its regulations which will give to almost all employees in the competitive civil service the same appeal rights against adverse actions as are now granted to employees with veteran preference. Adverse actions consist of discharge, suspension for more than 30 days, furlough without pay, and reduction in rank or compensation.

The changes, effective July 1, 1962, will strengthen the appeal rights of more than 800,000 nonpreference Federal employees. The changes will also apply to a small number of employees in Schedule B Jobs who have competitive status. They will not, however, apply to employees serving probationary or trial periods or under temporary appointments or to reemployed annuitants.

In brief, nonpreference employees affected will have their appeal rights from adverse actions strengthened by:

- Permitting them to appeal adverse actions to the Civil Service Commission on the merits of the case—that is, do the facts warrant the decision? At present nonpreference employees may appeal only on the grounds that procedural requirements were violated.

- Requiring the agency to give the employee 30 full days' advance written notice of the proposed action. The notice must set forth any and all reasons, specifically and in detail, for the proposed adverse action. At present nonpreference employees may be given less than 30 days' notice.

- Permitting employees to answer the charges in person or in writing, or both. At present nonpreference employees may answer only in writing.

- Giving employees the right to a hearing before Commission representatives if they appeal to the Commission and request a hearing. Under present rules that permit appeals from nonpreference employees only on procedural grounds, there is no right to a hearing, although one may be granted by the Commission office adjudicating the initial appeal to the Commission.

CSC Distributes Standards and Guide To Evaluate Grade of Clerical Employees

The Civil Service Commission has printed and distributed nine new or revised position classification standards, including a general guide for evaluating the grades of nonsupervisory clerical employees, covering more than 67,000 of the 1,000,000 white-collar jobs in the Federal Government.

The new guide for evaluating nonsupervisory clerical positions will be used to help determine the grade levels of about 6,000 clerks never before covered by classification standards. The Commission previously has followed a practice of issuing separate standards for each kind of clerical work. The new guide is designed for broad application to a number of types of clerical positions where the kinds of work are sufficiently similar to permit the use of common criteria.

The guide, in combination with existing published standards for the many individually treated clerical occupations, now brings to 100 percent classification standards coverage of all Federal Government clerical jobs in grades GS-1 to GS-5 for the first time in the history of the Civil Service Commission's administration of the Classification Act. Generally speaking, grade changes are not anticipated as a result of the issuance of this guide.

Six of the standards are revisions of previously existing standards. They are museum specialist and technician, loan specialist, guide (formerly tour leader), museum curator, historian, and illustrator. The remaining three are for positions not previously covered: the guide for clerical employees, printing specialist and officer, and cartographer. The standard for cartographer is a new one that supplements the standard distributed in June 1961 which covered only cartographers doing nautical work.

In addition to classification standards, the Commission has developed and published 41 qualification standards since the beginning of the fiscal year.

ICAO, Secretariat on Tour

Members of the Air Navigation Commission of the International Civil Aviation Organization (ICAO) and representatives of the Secretariat toured FAA facilities recently.

Included in their itinerary was the Aeronautical Center at Oklahoma City, the Civil Aeromedical Research Institute, in Norman, Okla., and NAFEC in Atlantic City.

Briefings and demonstrations were provided the visitors with background on FAA's research and development, flight inspection and training programs.

The ICAO Group included 10 of the 12 members of the Air Navigation Commission, two members of the Council and eight members of the ICAO Secretariat. They were:

P. Amundsen, Technical Assistance Officer, Technical Assistance Bureau, ICAO, Norway; G. Athayde, Alternate Council Representative, Brazil; T. S. Banes, Assistant Secretary General and Director, Air Navigation Bureau, ICAO, United States; W. J. V. Branch, Chief, Personnel Licensing and Training Section, Air Navigation Bureau, ICAO,

United Kingdom; O. Christiansen, ANC Member, Norway; J. E. Cole, ANC Member, Canada; and J. De Vienne, Chief, Rules of the Air, Air Traffic Services and Search and Rescue Section, Air Navigation Bureau, ICAO, France.

Also: Jose E. Guitian, ANC Member, Venezuela; J. P. Hernandez, ANC Member, Argentina; J. A. Manchego, ANC Member, Peru; H. S. Marzusch, President, ANC, Germany; D. J. Medley, Council Representative, Australia; and T. R. Nelson, Technical Assistance Training Officer, Technical Assistance Bureau, ICAO, United Kingdom.

Other members included: P. Oomen, Technical Officer, Communications Section, Air Navigation Bureau, ICAO, Netherlands; A. M. Raffael, ANC Member, United Kingdom; Felipe Schroth, Permanent Representative to ICAO, Peru; J. S. Shephard, Technical Officer, ICAO Secretariat, New Zealand; E. V. Shores, ANC Member, United States; Y. Tagaya, ANC Member, Japan; and F. Tordesillas, ANC Member, Spain.

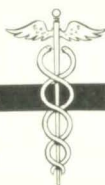


MEMBERS of the Air Navigation Commission of the ICAO and Secretariat representatives disembark from FAA's C-135 at NAFEC after tour of FAA sites.

Earliest age	Years of service	Remarks
62	5	
60	30	
55	30	Annuity reduced for age
50	20	Must be involuntarily separated; annuity reduced if under age 60.
any	25	Must be involuntarily separated; annuity reduced if under age 60.
any	5	Must be totally disabled.

HEALTH FOR ALL

ENVIRONMENTAL HEALTH DIVISION
AVIATION MEDICAL SERVICE



Food Poisoning

Food poisoning is a serious potential threat to your health. It is more likely to occur in warm weather, but cold weather will not prevent it. It generally results from one of the following causes:

1. Contamination of food by food handlers who are suffering from disease or skin infection.

2. Contamination of food by flies, roaches, rats, or mice.

3. Inadequate cooking of food. Certain foods are especially likely to contain germs which cause food poisoning: pork, fowl, and some sea foods.

4. Allowing prepared foods to stand at room temperature between the time of preparation and the time of eating. Certain foods are especially dangerous in this respect: creamed foods, cream soups and sauces, custards, custard pastries, puddings, mayonnaise, and salads containing mayonnaise.

Exercise extreme caution when planning picnics and camping trips.

Home Canning

If you don't know how to can home-grown produce, write to the U. S. Department of Agriculture for information. Home-canned food contaminated with botulinus poison may *not* have a bad odor or taste; it may not even look "spoiled." Never use any canned food if it is moldy, has a bad odor, or comes from a bulging can. Even tasting such food is dangerous. A taste of this poison is as fatal as a cupful. *When in doubt, throw it out.*

Precautions

Always look for a Federal inspection stamp or that of equally reliable state or local authority on the meat you buy.

Clean all foods thoroughly before cooking. Fruits and vegetables may have been contaminated through polluted irrigation water, fertilizer, or insecticide sprays such as paris green.

Eating Out

In selecting a restaurant consideration should be given to wholesomeness and quality of food; appearance and cleanliness of food handlers; and the overall decor and sanitation of the premises.

Geyser Named Deputy For Alaskan Region



Colonel William E. Geyser, USAF, has been named Deputy Assistant Administrator of the Alaskan Region by Administrator Halaby. He reports July 25. He is presently Commander, Headquarters, North Atlantic Communications Region, Westover Air Force Base, Mass.

A Command Pilot with over 5,500 flying hours, Col. Geyser has had extensive operational and command experience with the Air Force Communications Service. A member of the Air Force Reserve, he has been on continuous active duty since September 1951. Prior to 1951, he served three separate tours of active duty with the Air Force and National Guard. His overseas assignments have included three tours of duty in Alaska and one in Newfoundland.

During World War II he flew 153 combat hours on 23 aerial missions in B-26s and B-25s in the Asiatic-Pacific Theater of Operations.

The Agency currently has about 100 military personnel assigned to it under agreements with the Secretary of Defense and the Secretaries of the Armed Services. Participation of military personnel is provided for in the Federal Aviation Act to insure that the interests of national defense are properly safeguarded and that the Administrator is properly advised on special problems of the armed services. It also permits the Agency to use the special training and experience of selected military officers.

Office of GENERAL COUNSEL



On May 10, 1962, Mr. Halaby appeared before Congress and strongly endorsed the Administration's pay bill. While paying tribute to the job being done by Agency employees, he noted that added financial incentives are imperative. He noted many instances, particularly in the technical, professional and managerial areas, where the federal pay scale is substantially below that of private industry for comparable jobs.

In stressing this Agency's broad responsibility for promoting and fostering the development of civil aeronautics and air commerce, the Administrator said that "to meet this responsibility the Agency requires the services of thousands of skilled personnel . . ." Going into specifics he pointed out that "the salary level which we can pay to a qualified radar technician is GS-9 paying \$6,435 to \$7,425. Private industry pays from \$7,280 to \$8,540 for an equivalent level of skills. Studies during the past year indicate that an increase of \$500 to \$1,000 per year at the GS-9 level (\$6,435 to \$7,425) is needed to make our salaries competitive.

"A sampling of job offers made by FAA Experimental Center, Atlantic City, to Electronic Engineers during the last twelve months indicates that 41 percent turned down Electronic Engineering offers because of salary."

He further noted that "an FAA senior flight test pilot, with direct responsibility for planning and carrying out major flight test projects, is a GS-14 receiving \$12,210 to \$13,510 per year. His industry counter-part makes \$16,000 to \$30,000 per year. An increase of \$2,000 to \$3,000 is indicated.

"Beyond recruitment," the Administrator said, "there is the problem of retention. The Agency has attempted to obtain and to retain quality personnel in all positions, but retention of good employees is made difficult by the salary gap between Government salaries and those of private industry. This is especially true of managerial positions, although the responsibilities of safety regulations and control are far more important than sales promotion and advertisement."