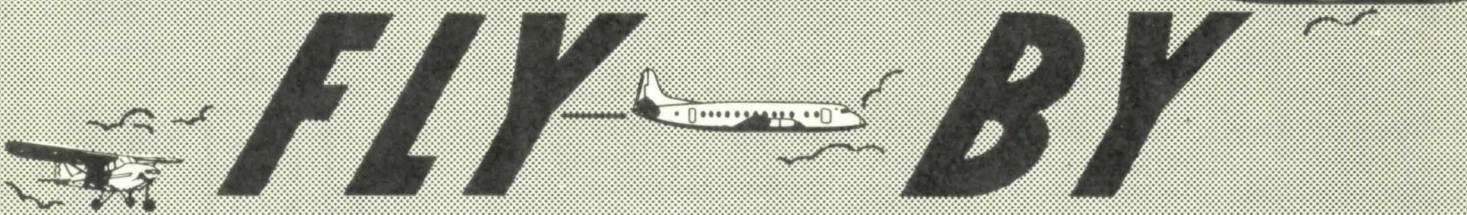


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Regions Get Standard Organization

Effective October 1, 1962, each of the Agency's seven regions will conform to a standard regional organization. This marks the first time that the Administrator has laid down a specific pattern for regions to follow. This pattern is generally similar to the existing organization already in effect in most of the regions. It includes one new feature. Paralleling the change at the Agency headquarters level, the Aviation Facilities Division is being discontinued in the regions. Established in its place are two new divisions—an Installation and Materiel Division and a Systems Maintenance Division. These divisions, counterparts of the Installation and Materiel Service and the Systems Maintenance Service at the Agency headquarters, will receive technical guidance from them.

Another new feature in the new organization is the establishment of an executive officer who will be responsible for all the administrative management and service functions of the regions. He will be responsible for the following divisions: Budget, Personnel and Training, Management Analysis, Accounting, Administrative Services, and Auditing. Some regions already have executive officers. In most instances under the old plan, the Compliance and Security Division reported to the executive officer. This division will now report to the Regional Assistant Administrator.

The standard regional organization establishes a pattern only

down to the division level—but with one exception. Only in the case of the Flight Standards Division does the pattern extend to the branch level. And this is in only two instances. The Flight Standards Division will include an air carrier branch and a general aviation branch. This marks a difference from the pattern which existed up until now in the regions, with one exception—the Southwest Region which set an example for the others. Administrator Halaby decided that the Southwest Region's experience was successful and he is requiring all regions to organize on this basis.

It should be noted that this branch organization in the Flight Standards Division differs from the counterpart division in the Agency headquarters.

In the Agency headquarters, however, the Flight Standards Division is organized on a functional basis to include an Operations Division and a Maintenance Division.

In the regions, the Air Carrier Branch is concerned with operation and maintenance functions of commercial carriers. The General Aviation Branch performs these same functions for general aviation.

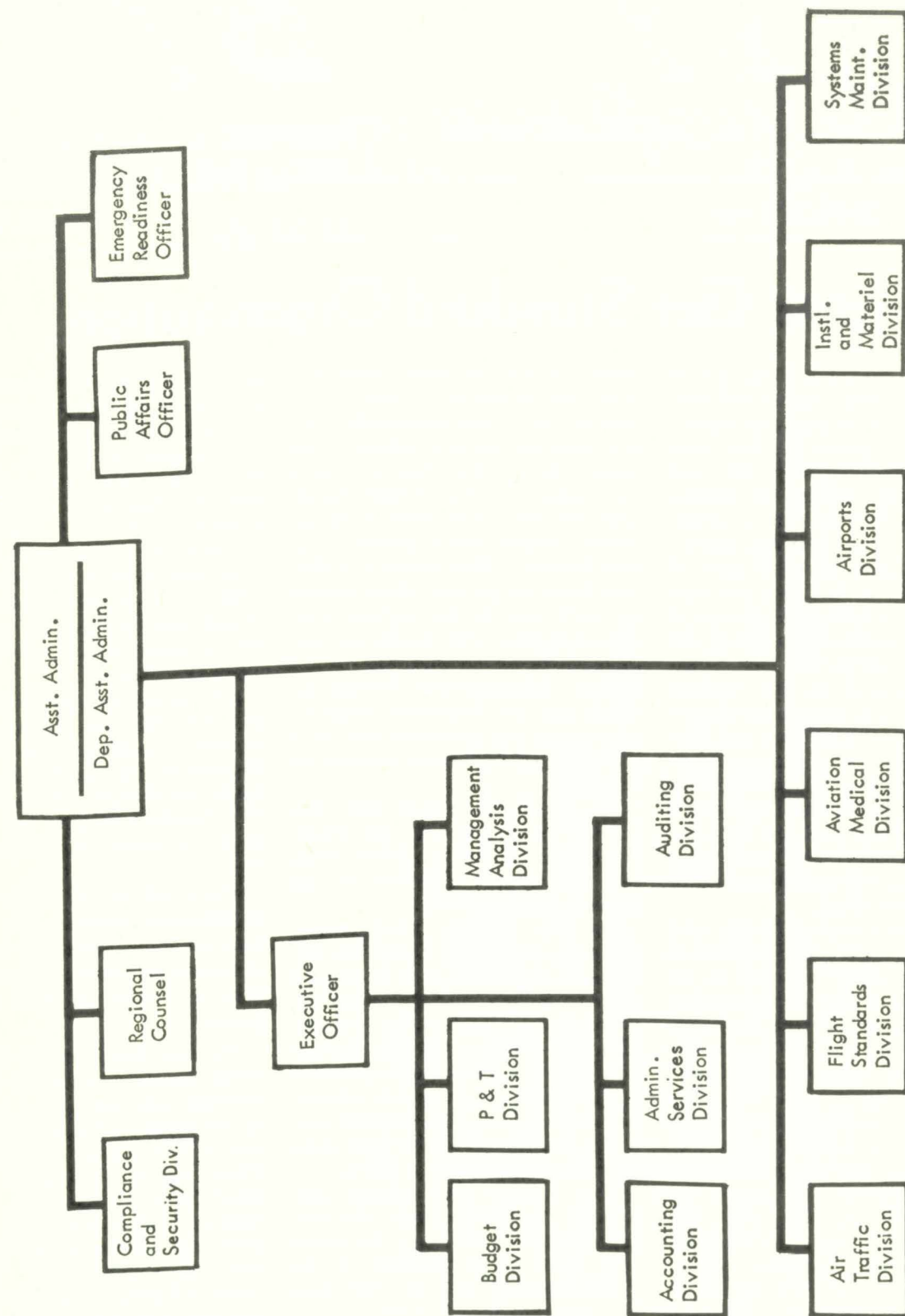
The regions may request permission to deviate from the new organization. But any deviations will have to be justified to the Administrator and he will have to approve them. One has already been authorized on a test basis. In the Southern Region, Aircraft Management, which is

part of the Flight Standards organization in the Agency headquarters and other regions, is set up as a separate division. The Administrator has authorized the Southern Region to continue with a separate Aircraft Management Division for a six-month trial period, from June 30 to December 31, 1962. If it is successful the Administrator may ask all regions to set up separate Aircraft Management Divisions.

All regions are required to comply with the new change to the Agency Handbook, OA P 1100.1 Chapter 60, by October 1, but can make the changes effective sooner. The Southern Region has already done this except for the six-month trial.

There will be relatively few job adjustments because the change does not discontinue any functions or operations but simply establishes them in a more effective working pattern.

The first drafts of the organizational descriptions for the regional divisions are now being prepared by the Office of Management Services in the Agency headquarters. These will be thoroughly coordinated with all elements in the Agency headquarters and the regions and will be revised as necessary before publication. The regions will prepare their own organizational statements at the branch levels for their own branches except for the two prescribed branches of Flight Standards.



Approved June 19, 1962

Effective October 1, 1962

Administrator Signs New Orders:

To Affect Employee's Rights

Here are two Orders which were signed by the Administrator last month. FLY-BY, distributed on a one-for-one basis to all FAAers, is printing the contents of these Orders verbatim so that all employees may have their own copy for easy reference.

1. PURPOSE. This order, OA 3710.1 dated June 29, 1962, provides a statement of employee rights with respect to those employee organizations primarily concerned with improved personnel policies and working conditions, and related information concerning the nature of such organizations and the Agency's relations with them.

SUBJ: EMPLOYEE-MANAGEMENT COOPERATION IN THE FAA

2. POLICIES:

a. In the interest of effective and efficient operation of the Federal Aviation Agency and of equitable treatment for employees, the Agency recognizes the right of employees to form, join, and assist any lawful employee organization, or to refrain from any such activity and to exercise this right freely, without interference by Agency officials, and without fear of penalty or reprisal. This right shall extend to participation in the management of the employee organization and to acting as an employee organization representative, including presentation of its views to officials of the executive branch, the Congress, or other appropriate authority, except where such participation or activity would result in a conflict of interest or otherwise be incompatible with law or with the official duties of an employee.

b. Whenever a group of employees organize for the primary purpose of improving their working conditions through consultation and/or negotiation with management officials of the

Agency, the Agency hereby expresses its willingness to grant appropriate recognition upon request to such organizations, in conformance with existing standards and regulations, and to strive toward effective relations with them.

3. DEFINITION OF EMPLOYEE ORGANIZATION. An employee organization as used herein, is any lawful association, labor organization, federation, council or brotherhood having as a primary purpose the improvement of working conditions among Federal employees, or any craft, trade or industrial union whose membership includes both Federal employees and employees of private organizations. However, this shall NOT include any organization which:

- Asserts the right to strike against the Government of the United States or any agency thereof, or to assist or participate in any such strike.
- Advocates the overthrow of the constitutional form of Government in the United States.
- Discriminates with regard to the terms or conditions of membership because of race, color, creed or national origin.
- Is determined by the Administrator, or other appropriate authorities, to be subject to corruption, or to the influences of any party, movement, or other group which is opposed to basic democratic principles.

4. THE SCOPE OF CONSULTATIONS AND NEGOTIATIONS WITH EMPLOYEE ORGANIZATIONS. It is recognized that employees and employee organizations have a legitimate contribution to make in improving personnel policies and working conditions, and the right to consult and/or negotiate with Agency officials on such matters.

a. Agency officials cannot negotiate on salaries, basic hours of work, or most fringe benefits

since these matters are established by law.

b. Generally, negotiations may take place in such areas of employee concern as working conditions, promotion policies, grievance procedures, safety, transfers, meal periods, and other similar matters, consistent with merit system principles.

5. THE PUBLIC INTEREST:

a. The first responsibility of management officials and employees in the Federal Service, is to serve the public interest.

b. The public interest establishes a framework for employee-management relations in the Government. The following principles must be considered in this respect:

- No interruption of government services is permitted.
- The merit system for entry, retention and advancement in the Federal Service must be maintained.
- The most economical use must be made of Government funds, and this includes the improvement of efficiency through the introduction of new machinery, and the transfer or termination of operations.
- In emergency situations a Government activity must be free to take whatever actions are necessary to carry out its mission, regardless of prior commitments to employee organizations.

6. PROFESSIONAL EMPLOYEES:

a. Professional employees and non-professional employees may not be in the same employee organization unit granted "exclusive" recognition unless a majority of such professional employees vote for inclusion in such unit. ("Exclusive" recognition gives the organization the broadest possible privileges as well as obligations in employee-management relations in the Agency.)

The appropriate Personnel Office shall determine in each instance which employees are in a professional category.

b. Professional employees may form or join their own professional organizations. Those which have as their primary purpose the improvement of working conditions are employee organizations as defined in paragraph 3, and are therefore entitled to all the rights and privileges of such organizations, in accordance with the form of recognition they receive from the Agency.

7. CONFLICT OF INTEREST:

a. **Restriction.** Certain officials and employees are restricted from serving as an officer or representative of an employee organization where such activity would result in a conflict of interest or otherwise be incompatible with law or with the official duties of an employee. (This does not prevent them from being members of such organizations.)

b. **Criteria.** A conflict of interest may arise in the case of the following employees:

(1) Employees who have responsibility for directing and controlling the program operations of the Agency.

(2) Those supervisors who have significant managerial responsibilities.

(3) Employees serving activities whose principal duties involve advising or assisting management on program administration and/or manpower utilization.

(4) Employees directly engaged in personnel work in other than a clerical capacity.

(5) Employees whose assigned duties require that they represent the interests of the Agency or activity in consultations or negotiations with representatives of employee organizations.

c. **Responsibility of Individual Employee.** Whenever an employee is concerned with a possible conflict of interest in terms

expressed in subparagraphs a and b, he may request the advice of his Personnel Office on this question.

8. **DEALINGS WITH INDIVIDUAL EMPLOYEES OR OTHER ORGANIZATIONS.** Official recognition of employee organizations by the Agency under existing rules and regulations does not:

a. Preclude any employee, regardless of employee organization membership, from bringing matters of personal concern to the attention of appropriate officials in accordance with applicable law, rule, regulation, or established Agency policy, or from choosing his own representative in a grievance or appellate action.

b. Preclude or restrict consultations and dealings between the Agency and any veterans organizations with respect to matters of particular interest to employees with veterans preference.

c. Preclude the Agency from consulting or dealing with any religious, social, fraternal or other lawful association, not qualified as an employee organization, with respect to matters or policies which involve individual members of the association or are of particular applicability to it or its members. Such dealings may not cover matters outside the special concerns of these groups. Such dealings also are not appropriate if they result in discriminations against or injury to the interests of other employees.

SUBJ: ADVERSE ACTIONS, APPEALS, AND GRIEVANCES

1. **PURPOSE.** This order, OA 3770.1 dated June 29, 1962, supplies information to employees about FAA's revised system for grievances and appeals from adverse actions. Detailed information may be secured from supervisors or personnel officers.

2. **COVERAGE.** All Agency employees are covered by the FAA system except temporary employees, and employees serving probationary or trial periods.

3. **GRIEVANCE AND APPEAL CHANNELS.** A description of the FAA system is contained in the Appendices to FAA handbook, OA P 3770.2 Adverse Actions, Appeals and Grievances Handbook for Use by Supervisors. Your supervisor will provide this handbook to you on request.

4. HIGHLIGHTS OF FAA SYSTEM:

a. **Employee Right to Hearing and Representation.** An employee (or employees) shall have a right to a hearing and to be accompanied, represented and advised by a representative of his own choosing. A reasonable amount of time (administrative leave) will be given an employee and his representative, if an employee, to present his case. In presenting the case, the employee and his representative, if an employee, are assured of freedom from restraint, interference, coercion, discrimination, or reprisal. Hearings will normally be held at or near an employee's work site. Hearings will be conducted by an Agency Hearing Officer.

b. **Types of Adverse Actions Which May be Appealed.** These actions include discharge, suspension, furlough without pay, and reduction in rank or compensation. Notices of proposed adverse action or adverse decisions will always tell an employee how to make an appeal.

c. **Grievances.** Employees should make every effort to resolve any differences with their immediate supervisor. If they are unsuccessful, they may present a written grievance within 30 days after the management action which resulted in the grievance. Grievances may concern working conditions and environment, relationships with other employees and officials, management decisions covered by Agency procedures, and implementation of personnel policies. Grievances are restricted to questions of the application of established policies to an individual employee or group of employees. The policies themselves are not proper subject for grievance actions.