

FLY BY

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Agency-wide Economy Campaign Announced by Administrator



OFFICE OF
THE ADMINISTRATOR

FEDERAL AVIATION AGENCY
Washington 25, D.C.

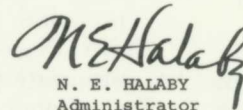
To All Employees of the FAA:

Recently President Kennedy emphasized to Cabinet officers and Agency Heads the need for insistence on economy in executing Government programs. To help achieve this goal in the FAA, I am asking each employee throughout the Agency to participate in a comprehensive Economy Campaign.

The Campaign is being conducted through the Incentive Awards Program to facilitate proper recognition and reward for suggested procedures or improvements which result in demonstrable savings and more efficient operations. You may participate simply by reading and following the Campaign rules and using the suggestion form attached to this special issue.

Each of you should give careful consideration to your specific task, the Agency's mission, other jobs or procedures with which you are familiar, the materials or equipment being used, and the organization structure and submit suggestions for economies or improvement in any of these areas.

I sincerely hope that every one of you will participate.


N. E. HALABY
Administrator

FEDERAL AVIATION
NATIONAL

This campaign is being conducted as partial implementation of Agency Order 74. It is being conducted through the Incentive Awards program to facilitate proper recognition and reward for outstanding results.

The following procedures shall be followed:

Economy Analysis. Careful consideration should be given to specific tasks, the Agency's mission, material or equipment, and/or organizational structure prior to submission of a suggestion.

If an economy or improvement can be made, it should be clearly and concisely outlined on the attached Employee Suggestion form and processed as outlined below.

Suggestion Submission. The suggestion shall be submitted directly to the Incentive Awards Officer, Personnel Office, under whose jurisdiction you work. Suggestions shall be opened *only* by the Incentive Awards Officer or his official designee and immediately time and date stamped.

Suggestion Evaluation. The Incentive Awards Officer or his official designee shall determine the appropriate office(s) for technical and/or substantive evaluation and immediately forward the suggestion to that office(s) through the appropriate Campaign coordinator.

No suggestion shall be retained by an evaluating office for more than two weeks from the date indicated by the time and date stamp without written approval of the Incentive Awards Officer.

After evaluation, the suggestion shall be promptly returned to the Incentive Awards Officer.

Evaluation Review. The Incentive Awards Committee having jurisdiction over the employee shall promptly review the evaluation and make final determination as to the merit of the suggestion. Cash awards shall be made in ac-

cordance with existing Agency Incentive Award practices.

Economy Campaign Consideration. The Field Incentive Awards Committee shall forward directly to the Economy Campaign Board, PT-10, Washington 25, D.C., all suggestions for which cash awards of \$100 to \$300 are approved locally but which do not indicate a change in national policy or possible Agency-wide application.

Suggestions relating to a change in national policy or having possible Agency-wide application shall be forwarded to the Agency Incentive Awards Officer, PT-10, Washington 25, D.C. These suggestions shall be promptly evaluated by the appropriate Washington office(s), reviewed by the Washington Incentive Awards Committee, and those approved for \$100 or more shall be forwarded promptly to the Economy Campaign Board, PT-10.

Selection of Campaign Winners. The Economy Campaign Board shall review all suggestions referred to it and shall determine the Campaign winners. The Board shall base its decisions upon originality, completeness, ease of implementation, amount of savings to be realized and extent of improvement in Agency operations. Decisions of the Board shall be final.

Names of winners will be announced in August.

Economy Campaign Awards Ceremony. The Administrator will hold an awards ceremony during September 1962 at which the following awards will be presented:

First Place—\$1,000 plus an appropriate plaque.

Second Place—\$500 plus an appropriate plaque.

Third Place—\$250 plus an appropriate plaque.

Ten Honorable Mentions—\$50 plus an appropriate certificate.

These awards are *in addition* to any received through the regular Incentive Awards program.

First, Second, and Third place winners will be provided transportation to the ceremony at the Agency's expense. Honorable Mention winners may be present at their own expense or the check and certificate will be mailed to them promptly.

Rules. The following rules shall apply to the Economy Campaign:

- All employees of the Federal Aviation Agency are eligible to participate except members of the Economy Campaign Board and Agency Employees having direct responsibility for the Incentive Awards Program. Approved suggestions submitted by military personnel will not be eligible for FAA cash awards.

Military personnel submissions considered by the Board to be outstanding will be given honorary recognition within the FAA and a letter will be sent to the appropriate military organization recommending a suitable award.

- Suggestions must be submitted on the official Suggestion Form, No. FAA-2333 (6-59).

- Submissions *must* be received by the Incentive Awards Officer having jurisdiction by the close of business May 31, 1962.

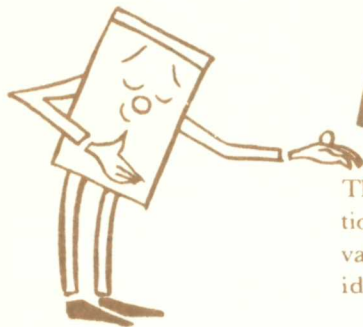
- Submissions must be legible and complete.

- Employees may submit more than one suggestion, but each must be submitted separately on Form FAA-2333 (6-59).

- Eligible employees may collaborate as groups and submit a group suggestion. Regular cash awards and Campaign awards will be divided equally among the group.

- In the case of submissions determined to be essentially duplicate, consideration will be given only to the one bearing the earliest time and date stamp.

- In the event of a tie, duplicate awards will be made for first, second, and third place.



I am the FAA suggestion form

The Administrator is eager to use all of the talent available in our Federal Aviation family. Your ideas may be just what we need to resolve problems to increase the value of the Agency or to make it a better place in which to work. Unexpressed ideas have no value. Adopted suggestions are worth \$10 to \$25,000 to the suggester.

OBJECTIVES

The broad objectives of the Federal Aviation Agency in connection with the Incentive Awards Program are as follows:

1. To increase the efficiency and economy of Government operations through good ideas and superior performance from more employees;
2. To increase employee satisfaction through recognition of their achievements;
3. To increase the prestige of the Federal service through better understanding, in and outside of Government, of the achievements of Federal employees.

The Employee Suggestion Program of the Federal Aviation Agency is a part of the Incentive Awards Program established by the Congress and is fully described in the Agency Practice Manual. If you wish all the details, ask for a copy and read it. The pro-

gram is dedicated to improvement of Government operations by the employees themselves.

The Administrator wants the Agency to function as efficiently and as economically as possible. Therefore, a continuously open door is provided for suggestions which you want to submit and which are designed to improve any phase of Government work—within your work assignment or outside your particular job.

A suggestion proposes a way of improving procedures, equipment, methods, services, etc. It may suggest a change in the way things are done and propose a new method or a new application of an old idea. Merely pointing out a difficulty or shortcoming without providing an answer is not a suggestion. Neither is a proposal in routine maintenance or everyday functions, such as repairing linoleum, keeping aisles clear, replacing light bulbs, ordering supplies, etc., unless it proposes a change in the operations or the physical facilities.

The five work methods listed below may help you think of a good suggestion:

IMPROVING	COMBINING	ELIMINATING	DEVISING	SAVING
QUALITY OF PRODUCT METHODS PROCEDURES TOOLS AND MACHINES SAFETY WORKING CONDITIONS EMPLOYEE MORALE	OPERATIONS PROCEDURES MATERIALS METHODS RECORDS REPORTS	UNNECESSARY WORK DUPLICATION OPERATIONS BREAKAGE WASTE FIRE, HEALTH AND ACCIDENT HAZARDS	NEW TOOLS NEW EQUIPMENT NEW MACHINES NEW METHODS NEW PROCESSES NEW APPLICATIONS OF OLD IDEAS	MANPOWER MONEY MATERIAL TIME SPACE

How your suggestion is handled.....



SUBMITTED

to Immediate Supervisor
or Incentive Awards
Program Officer



EVALUATED

by Responsible Office
Adopted or
Not Recommended



CONSIDERED

by Committee for
Appropriate Award



AWARDED or



NOT ADOPTED

Reason Explained
to Employee

3. MY PROPOSAL FOR CHANGE OR IMPROVEMENT (Continued)

SUGGESTION ACKNOWLEDGEMENT

To be forwarded by the Inspector—

Thank you for your suggestion. It will be reviewed as soon as possible. If a recommendation is made, it will be made in writing. If it is not recommended, it will be explained in writing. In the meantime, if you have any other ideas, please submit them. We are always looking for suggestions to improve our service.

When returning to your suggestion, it is important to include the suggestion number on the reverse side of this form.

SUGGESTION NO.

SUGGESTION NO.

(If more space is needed, continue on a plain sheet of paper, identifying it with your name and suggestion number, and staple it to this form.)

4. GIVE SPECIFIC FACTS AND FIGURES REGARDING SAVINGS AND/OR OTHER BENEFITS WHICH YOU FEEL WILL BE REALIZED IF YOUR IDEA IS ADOPTED

5. I BELIEVE THAT THIS SUGGESTION WILL APPLY

☐ IN THIS REGION ONLY

☐ IN WASHINGTON ONLY

AT

(Organization and Location)

☐ THROUGHOUT THE FAA

☐ THROUGHOUT THE GOVERNMENT

Be sure all attachments are identified with your name and suggestion number, and securely stapled to this form.