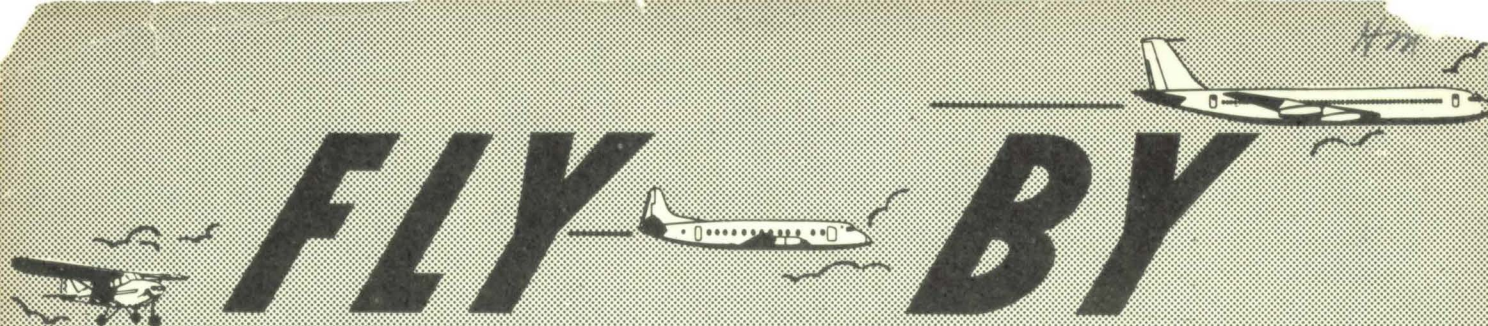




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Personnel To Participate In Manpower Control Program

Agency Order OA 1300.1, while primarily aimed toward Agency managers, contains information for you—the employee.

To bring you up-to-date, the Order establishes the FAA's Manpower Control and Utilization Program. Its issuance is the result of a memorandum from the President to the heads of departments and agencies.

This memorandum stated that increases should be achieved in productivity¹ and efficiency, and the number of Federal employees should be limited to the absolute minimum.

Among other things, the President's memorandum stated that this objective can be accomplished by adding personnel only when it's necessary to carry out essential activities.

In brief, the basic purpose of the Agency's Manpower Control and Utilization Program is to get the same or more work done with fewer people.

This is emphasized by the fact that no vacancy will be filled in this agency unless the head of the region, office, or service, or his designee, has satisfied himself that there is a current need for filling the vacancy.

What can you do to increase productivity in the Agency? How can you help?

Start with your own job. You can simplify it by eliminating the unnecessary steps that are involved.

There is a handy-dandy Work Simplification Card (Form FAA-2870 (9-61)) regarding the questioning attitude, "Why?" Perhaps it would be a good idea to ask yourself these questions:

WHAT is done? — WHY do it at all?
WHERE is it done?—WHY do it there?
WHEN is it done? — WHY do it then?

WHO does it? — WHY does he do it?
HOW is it done?—WHY do it this way?

Don't stop at your own job, though. Ask yourself how the other work of the Agency can be eliminated, reduced, or made easier?

You can use the suggestion program to reach the people who can use your ideas by pointing out various ways the productivity and efficiency can be achieved.

Maybe you have a neighbor or friend who works for another agency or company and who does the same kind of job you do. Talk it over with him. Does his agency or company do it differently? Is it more efficient? If so, make the changes if you can. Or talk it over with your supervisor if he is affected or write it up if the work of others can benefit.

If you write it up, it's possible that your suggestion will help you and the Agency get the job done quicker and easier.

There are correspondence courses you can take to increase your own capacity in the job you're doing.

Of course, there are other ways. You can probably think of a dozen.

Try to keep in mind that, at the same time you are making suggestions, you should also be receptive to suggestions from others—suggestions which would help you do a better job for the Agency.

THE GARBLED WORD

A special edition of FLY-BY (No. 1, January 1963) published last week carried a portion of the transcript made of the Administrator's press conference in which he answered a magazine's attack on the Agency and set the record straight. The stenotypist retained by the Agency made a great number of errors in the transcription,

both in language and statistics, though the Administrator's strong feeling in the matter fortunately came through.

Comments by David Thomas, AT-1, were, however, incomprehensible as transcribed and reprinted, and his remarks are hereby printed accurately, starting where the Administrator asked him how the magazine author could have been so badly in error on the number of traffic control incidents we can expect this year:

Mr. HALABY: But, Dave, if you would, if you could guess, would you tell us as to how you can guess that he got that 1,000 incidents?

Mr. THOMAS: I can guess; we did talk to him and I pointed out that each controller in the center, statistically, will have an error each 14 years of his working life. This is what it averages out. I was talking about controllers in the centers. Statistically, controllers in the tower will run into an error each 55 years of their working life and statistically the man in the Flight Service Station will run into an error once every 455 years, if he works so long.

If you want to know what this means in totals, it is 288 for 1961 and 253 for 1962. It is improving for quite a number of reasons. We have good reason to expect it to be less. It won't come down to zero. We are still dealing with humans. But when I told him that the center controller had an error every 14 years (I notice he said 13 but this is unimportant), I took the number of total personnel we had—13,000 for our centers and towers; this would come out to be 1,000. But we discussed this. So this is the only way they can come to a thousand. 253 is too much for us and we are still working on it.