



U.S. Department
of Transportation

**Federal Aviation
Administration**

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intercom:

Office of Public Affairs
Alaskan Region
701 C Street, Box 14
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December 1988

88-09

NUMERO UNO VISITS ALASKA



Alaskan Region employees enjoyed the visit this month by Administrator Allan McArtor, and the opportunity to ask him questions at an all-hands meeting and press conference. The Administrator expressed his appreciation and admiration for FAA employees as they conduct their mission as "keepers of the flame of aviation regulation."

NEWS! NEWS! NEWS! NEWS! NEWS!

At last! It's back! By popular demand! The "EMPLOYEE NEWSLINE" message recorder is back in operation.

For those of you who want to know the latest breaking news out of Washington, Anchorage, Iliamna, Cold Bay, etc., your prayers have been answered.

Paul Steucke, our Public Affairs Officer, now has in his office a handy-dandy message recorder on which he can program a half-hour's worth of the latest news that could affect FAA employees. According to Paul, he will update the recording on a weekly basis; usually every Thursday afternoon. Facility managers can keep up-to-date on this news through their Service B lines via the Regional Operations Center (ROC).

For those of you who just can't wait to check out this new system, call 279-6544. The news will be waiting for you 24 hours a day, 365 days a year.

Information on the recordings will be targeted to FAA employees as a whole rather than news items about individual employees. We still reserve the INTERCOM for those more personal news items.

Should any employee have a news story, a suggestion, a comment, or some constructive criticism concerning the Employee Newsline, don't keep it to yourself. Call us at 271-5293, or drop us a note at AAL-5. We are always looking for new news and helpful feedback.

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FOOD DRIVE SPEEDS THROUGH FEDERAL OFFICE BUILDING

The Federal Woman's Program is sponsoring a food drive December 1-22 at the Federal Office Building. All food items will be donated to the Brother Francis Shelter for the homeless in Anchorage. Any contributions will be greatly appreciated by the Brothers at the shelter in their never-ending endeavor to feed and shelter those unfortunate souls who have no home in the city and nowhere else to turn.

Food drive boxes have been placed in each division and near the main bank of elevators. It's difficult to believe that just a can of beans can make the difference between one of these "street people" eating or going hungry for a day or two, but even the smallest donation can help.

Let your heart be your guide on this one.

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INTERCOM is published for the employees of the Alaskan Region by the Public Affairs Office. Articles and photographs are welcomed.

If you have questions, suggestions, or complaints, please call the Editor at 271-5293.

AWARDING EXPERIENCES AT FAA

We have a number of awards to shout about this month at FAA.

The National Flight Assist Award plaques for 1987 were delivered and presented to the two men of the hour, **Stephen Hubbert** and **Earl Scott** from the McGrath Flight Service Station. Through their quick thinking and professional skills, these two men were credited with saving the life of a pilot in distress. We are very proud of **Earl** and **Stephen**, and we consider both of them great assets to our organization.

One interesting note about **Stephen Hubbert's** award is the fact that his father, **Ford Hubbert**, also was a recipient of this same type of award during his career as a flight service specialist back in 1963 in Oklahoma City. He basically saved the life of a pilot who had become disoriented during a flight, was low on fuel, and needed help. Like father, like son -- 24 years later!



Our FAA folks in Homer just received an award for public service from the Homer Chamber of Commerce at their annual Awards Banquet. Doesn't it feel great to be appreciated by other members of the business community? That's quite an honor, and we are very proud of our FAA family in Homer. Now if only we could find a way to keep those darn coyotes off the runways again, we would have it "made in the shade" in Homer.

Chuck Hallett received a Letter of Commendation for his exceptional performance while he was acting as Air Traffic Manager at the Kodiak Tower. **Chuck** has now returned to his usual home away from home at the Fairbanks Tower where he is the Air Traffic Manager.

Paul Wegrzyn recently received a Certificate of Appreciation from the Associate Administrator for Administration, GSA. (How's that for a title?) **Paul** was honored for his outstanding contributions to the President's Council on Management Improvement's Cooperative Administrative Support Unit. (Don't try to read this all in one breath -- it's impossible!) Job well done, **Paul**.

Anchorage Airport Traffic Control Tower received a Certificate of Appreciation from the Travel Academy in Anchorage for the professionalism, courtesy, and excellent facility tours that our people provide. Three cheers for the gang at the Tower!

Mike Conner and **Albert "Rusty" Murphy** both received a Letter of Appreciation from the Juneau Sector Field Office for the hard work they expended during the rebuilding of the ground check platform of the Wrangell localizer-type directional aid. **Mike** is a carpenter and **Rusty** is a laborer over at the South Alaska Sector Field Maintenance Support Unit.

Jim Houston (Electronics Technician) received a Letter of Commendation for his efforts as Acting Manager of the Anchorage Airway Facilities International office for nearly 3 months. **Mary (Maggi) Grier** at the Anchorage AFI office also received a Letter of Commendation for her untiring efforts in assisting **Jim** while he was Acting Manager.

*Peace
on Earth*

FLYING EARS

by Pat Sanders, R.N., AAL-300

With all of the holiday air travel that takes place this time of year, it seemed very appropriate to discuss the ins and outs of the ear that can affect one's comfort while flying.

The ear is composed of three sections: the outer ear, the middle ear, and the inner ear. The outer ear includes the auditory canal, which ends at the eardrum. The middle ear is located within the temporal bone of the skull and is separated from the outer ear by the ear drum. A short slit-like tube that connects the middle ear cavity and the back wall of the throat is called the eustachian tube. The inner ear is used for both hearing and certain equilibrium senses.

During ascent or descent, air must escape or be replenished through the eustachian tube to equalize the pressure in the middle ear cavity with that of the atmosphere. If you are unable to equalize this pressure because of a head cold or an infection in the tube, pain and discomfort will result.

Equalizing pressure during descent can be accomplished by swallowing, yawning, or tensing the muscles of the throat at intervals. During sleep, the rate of swallowing slows down. It is advisable to awaken sleeping passengers prior to descent so they can ventilate their ears. Infants can be given a bottle or pacifier. Small children can avoid difficulty by chewing gum. If the preceding actions fail to equalize the pressure, you can use valsalva. The valsalva procedure is done by closing the mouth, holding the nose and blowing. This will force air up the eustachian tube and into the middle ear. This is not a dangerous procedure and should not be delayed until the pressure in the ears becomes painful. Otherwise it may be extremely difficult to open the eustachian tube. Painful ear block generally occurs when descent is made too rapidly. To relieve this pain, ascent to a higher altitude is recommended. This should be followed by a slower descent.

Prudent use of nasal inhalants such as Bazedrex, Afrin, or Neosynephrin may also prove to be very helpful but should be used sparingly due to their compounding

effect with hypoxia. After a flight in which you use 100% oxygen, the valsalva procedure should be accomplished several times to ventilate the middle ear. This is recommended because the middle ear will be filled with pure oxygen, which is then gradually absorbed by the tissue of the middle ear. This causes a reduction in pressure which may become painful later in the day or night.

The sinuses present a condition in flight similar to that of the middle ear. The sinuses are air-filled, rigid, bony cavities lined with mucous membrane. They connect with the nasal cavity by means of one or more small openings. When these openings into the sinuses are normal, air passes in and out of these cavities without difficulty. If the openings of the sinuses are obstructed by the swelling of the mucous membrane lining, equalization of pressure becomes difficult. When frontal sinuses are affected, the pain will be located above the eyes and usually is quite severe. This type of sinus problem is the most common. Equalization of pressure to relieve pain in the sinuses is best accomplished by use of the valsalva procedure, and/or inhalants previously mentioned in conjunction with ear block. Reversing the direction of pressure change as rapidly as possible may be necessary to clear severe sinus blocks.

Whether traveling as a pilot or a passenger, these procedures for clearing our auditory passages and sinuses can be real lifesavers. The only thing worse than ending a flight with a severe headache might be having to sit in front of a 5-year-old child on a flight from Anchorage to Chicago, who gets a charge out of kicking your seat with great gusto during the entire trip.

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MISS MANNERS REQUESTS YOUR ATTENTION

Rather than going through the Federal Office Building with a bullhorn, we have decided to use the more subtle approach on our employees in the Regional Office.

It is obvious to all of us that most work areas in the regional office are very cramped and have no insulation from the noise and business being conducted at your neighbor's desk. This is a fact of work life that will be with us forever. For that reason, we are asking employees and guests to be considerate of their co-workers and try to keep hallway chatter, conversations, and salutations down to a dull roar.

It is very difficult, if not impossible, for some people to concentrate on their work when their desk is adjacent to a busy corridor that constantly bustles with noise and activity. (Of course, if you start whispering they will become paranoid and think you are talking about them.)

Seriously, perhaps a New Year's resolution that all of us could swear to, would be to better control our voice volume when walking through or near busy offices. Don't yell over that divider panel between

offices; Don't holler a message down the length of the hallway because you are in a hurry in the opposite direction; Don't park your bones in the corridor next to someone's desk and proceed to tell a friend a blow-by-blow account of your ski weekend in a loud voice.

This is just part of the teamwork concept. We all try to do the best job possible -- and sometimes that requires a little help from our friends. Just a little courtesy can go a long way.

Think about it!

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WORDS OF A FOUNDING FATHER

"In the representative system, the reason for everything must publicly appear. Every man is a proprietor in government, and considers it a necessary part of his business to understand. It concerns his interest because it affects his property. He examines the cost, and compares it with the advantages; and above all, he does not adopt the slavish custom of following what in other governments are called leaders."

Tom Paine, Rights of Man (1791-92)

SERVICE IS THEIR MIDDLE NAME

Congratulations to the following employees on their celebration of many years of service to the federal government:

Carl Anderson, Technician-in-Depth at the En Route Automated Radar Terminal System at the Anchorage Center -- 30 years of service.

James D. Walcutt, Area Supervisor at the Anchorage Flight Service Station -- 25 years of service.

John L. Haynes, II, Training Specialist at the Anchorage FSS -- 15 years of service.

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STEUCKE STILL SITS ON THE SAC

Congratulations to Paul Steucke (Public Affairs Officer, AAL-5) on his recent reappointment by Governor Cowper to the Governor's Safety Advisory Council (SAC). His new term will extend through August 1990. This is quite an honor for Paul to be appointed to a second term.

Paul spends a great number of hours in the evenings and weekends responding to members of the media in regards to FAA business, and the time that he contributes to the SAC even further utilizes what private time he has with his family. We applaud his dedication, and we are very proud of his accomplishments with this volunteer council.

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*May the quiet peace
of Christmas
fill your heart and home.*

1988 WILL BE A YEAR TO REMEMBER

Donald E. Schultz is retiring this month from the Fairbanks Sector Field Office. After working for 30 years and 8 months for the Federal Government, Don should well remember 1988 as a monumental milestone in his life. Our best wishes go out to him for a happy and healthy retirement.

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CORRECTION: The November INTERCOM contained an error in the date for the Federal Employees Group Life Insurance coverage. Employees retiring after December 31, 1989, will be required to pay 40.1 cents monthly for every \$1,000 of coverage to keep the insurance after retirement.

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FASCINATING FACT -- Though it may look more austere, toast contains all the calories of the bread it is made from. Toasting removes only moisture, not calories.

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THRIFTY NEWS -- The rate of return in November on the federal employee tax-deferred thrift investment government securities (G) fund was 8 5/8 percent, down from the October rate of 8 7/8 percent.

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FAA EMPLOYEES GET FIRED UP AT YAKUTAT AND BETHEL

When things get HOT, call Rick Sudano or his wife Karen, Craig Sutphin, or Dan Brekke. All four of these folks are official volunteer firefighters for their local Fire Departments. Rick (Electronics Technician at the Yakutat FSS) and Karen live in the Yakutat area, and Craig and Dan both work at our Flight Service Station in Bethel.

Speaking of Bethel, we might also add that Shari Stanfield was the lady of the day with her photo and a nice article in the Tundra Times newspaper recently. Shari is our Air Traffic Manager at the Bethel FSS. We are proud of the fine job Shari does in Bethel, and we are happy to see other members of the community recognize her dedication and hard work.

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We would like to express our sincere condolences to the following FAA employees (past and present) on the recent losses in their families:

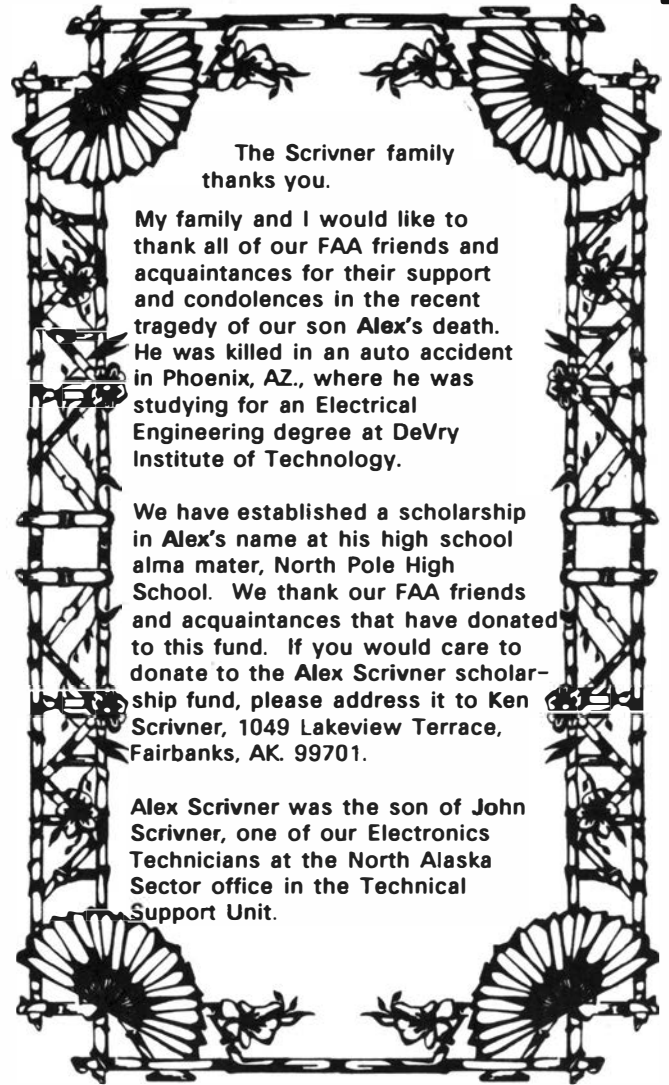
Henry Sam, our Maintenance Mechanic at the Ketchikan FSS, recently suffered the loss of his father.

Jessie E. Bailey passed away at the age of 80 years old. She had worked for FAA as a Library Assistant back in the 1960's and 70's, up to her retirement in 1972. Jessie was a true Alaskan at heart in that she arrived in Alaska back in 1947 and homesteaded at Mile 88 of the Glenn Highway with her family in 1957. She is survived by a daughter in Anchorage, a brother in Washington, and three grandchildren.

Our condolences go to the family of William H. Horton, former FAA employee at Murphy Dome, Alaska, back in 1972. Bill recently passed away at his home in El Paso, Texas. He is survived by his wife Clara, one daughter and five sons.

We were sad to hear about the auto accident that took the life of Bill Dotson last month. Bill was driving back to Alaska from a vacation in the Lower 48 when the accident occurred in the Yukon Territory near Watson Lake. He had worked as a carpenter at our South Alaska AF Sector office. Condolences can be sent to his widow at the following address: Clara Dotson, 7001 E. 10th Ave., Anchorage, AK. 99504.

William A. "Smitty" Smith, a retired FAA Electronics Engineer, died last month at the age of 73 years in Athens, Greece. He had been a resident of Alaska for 36 years. At the time of his death, he and his family resided in Wasilla, Alaska, where they owned Smith's Laundromat. He is survived by his wife, three sons, two daughters, a brother, sister, 11 grandchildren, and two great-grandchildren.



The Scrivner family thanks you.

My family and I would like to thank all of our FAA friends and acquaintances for their support and condolences in the recent tragedy of our son Alex's death. He was killed in an auto accident in Phoenix, AZ., where he was studying for an Electrical Engineering degree at DeVry Institute of Technology.

We have established a scholarship in Alex's name at his high school alma mater, North Pole High School. We thank our FAA friends and acquaintances that have donated to this fund. If you would care to donate to the Alex Scrivner scholarship fund, please address it to Ken Scrivner, 1049 Lakeview Terrace, Fairbanks, AK. 99701.

Alex Scrivner was the son of John Scrivner, one of our Electronics Technicians at the North Alaska Sector office in the Technical Support Unit.

Peace on Earth



WASHINGTON REPORTS



TRANSITION REPORT: Before Secretary **Jim Burnley's** last day at the helm of DOT, he plans to present President-Elect **George Bush's** transition team with a transportation reorganization "working paper." **Burnley** requested that the analysis zero in on two major points:

*Establishing DOT undersecretaries with operational responsibilities for FAA and the other modal agencies.

*Separating air traffic control from the department, but keeping aviation safety and promotional functions. While emphasizing these two "organizational options," **Burnley** gave latitude to DOT Assistant Secretaries for Administration and Budget and Programs to widen the scope of the report.

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NEW INSPECTOR'S HANDBOOK: General aviation operations inspectors will soon receive a new handbook. Using a task-oriented format that emphasizes procedural steps separate from background information, the General Aviation Operations Inspector's Handbook is being printed by the U.S. Government Printing Office. It's part of the FAA's plan to consolidate several handbooks now used by general aviation inspectors into one easily referenced volume. The initial publication contains tasks relating to FAR Part 125. Other chapters on FAR Parts 137 and 141 will be published in early 1989. This is the first in a series of handbook updates to be used by general aviation, air carrier and airworthiness inspectors.

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SAFETY INDICATORS IMPROVE: Airline safety and service indicators show a major improvement during the first 9 months of 1988.

Near midair collision reports, air traffic controller errors, air fatality rates, flight delays and airline consumer complaints all declined significantly.

Near midair collision reports dropped by 35% in the January-September period when compared with the same months a year ago.

Operational errors were down by 15% during the same reporting period.

The DOT reported that the on-time performance of the nation's major airlines improved. In September, the 13 largest passenger carriers recorded an 85.6% on-time arrival record, their best month since they began reporting data to DOT more than a year ago. September was the sixth consecutive month in which the carriers' overall on-time performance exceeded 80%. That's compared to the 66.4% reported in December 1987.

Fatal accident rates for scheduled air carriers declined markedly. The rate for the first 9 months of this year was 0.031 fatal accidents per 100,000 hours compared to 0.041 for all of 1987 -- a 24% decline.

Consumer complaints against airlines for the first 9 months of 1988 also declined. Some 20,504 complaints were registered with DOT's Office of Consumer Affairs from January through September compared with 35,118 during the same period in 1987 -- a 42% decline.

For the first 9 months of 1988, FAA tallied 246,518 delays of 15 minutes or more at airports and in the nation's airspace. That's 12% less than the 280,514 for the same period last year.

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JET SMOKER GIVEN JAIL TERM: In Los Angeles a man was sentenced to 15 days in jail for bullying a flight attendant who ordered him not to light up in a no-smoking section. "For the safety of the flying public, it is necessary that all passengers abide by the law of flying conduct and not take the law into their own hands," U.S. District Judge Wallace Tashima said in sentencing James Tabacca. (Interesting name for this offender). The 34-year old undertaker from North Hollywood also was placed on 2 years' probation, fined \$500, and ordered to perform 100 hours of community service.

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THE GIFT OF TIME: When it comes to helping fellow employees during emergencies, FAAers are hard to match. The success of the temporary leave transfer program, recently extended through September 30, 1989, is a good barometer of their generosity.

The last count shows that 1,169 agency employees from across the country have donated a total of 14,201 hours of annual leave.

The 50 FAAers who are on the receiving end have been given from 20 hours to more than 1,000 hours. These fellow workers are struggling with terminal cancer, other serious illnesses or taking time to care for a family member who is the victim of a disease or accident.

Congress is expected to vote next year on whether to make this a permanent program. If you are interested in donating leave time or want to find out if you qualify to receive leave from others, contact Ray Reeves at 271-5726 in our HRM Division.

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INCREASE IN THRIFT SAVINGS PLAN

PARTICIPATION: According to the Federal Retirement Thrift Investment Board, the number of employees with tax-deferred thrift savings accounts has grown steadily since the start of the plan in 1987. At present, some 1.3 million federal and postal employees have a total of nearly \$2.2 billion invested. Both FERS and CSRS employees are eligible to participate in the thrift savings plan. A new open season, during which employees can join or change their contribution into the plan, is being held November 15, 1988, through January 1, 1989.

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SAFETY COSTS \$\$\$: Air safety doesn't come cheaply. Take Transportation Secretary Jim Burnley's word for it. Appearing at a congressional hearing recently, he pointed out that new FAA regulations have imposed costs of more than \$450 million on the large (Part 121) air carriers since 1984.

He then listed the five most expensive items: fire resistant seat cushions -- \$28.8 million; fire resistant liners for baggage compartments -- \$23 million; tougher flammability standards for cabin interior materials -- \$250 million; installation of improved cockpit voice recorders and flight data recorders -- \$27.6 million; and more effective protective breathing equipment -- \$61.1 million. Not included in Burnley's presentation was the recently adopted regulation requiring on-board windshear warning and flight guidance equipment and the pending rule that will mandate traffic alert and collision avoidance systems (TCAS).

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SEAT BELTS: Seat belt use by drivers of earth-bound vehicles hit an all time high of 46%, according to recently released DOT statistics. The belts are credited with saving 4,000 lives in 1987.

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FEDERAL EMPLOYEES -- STAND UP AND TAKE A BOW

We are proud to report that the civilian and military employees in the Anchorage area have contributed over \$735,000 to local and national charities this year through the Combined Federal Campaign that ended November 11. Federal employees put over \$241,000 into the United Way of Anchorage funding campaign alone.

This enormous level of contributions, during an economic recession, is greatly appreciated by the various social service and non-profit agencies.

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HOLIDAY HEALTH TIPS

by Mary Grindrod, R.N.
AAL-300

The Medical Division wishes each of you a Happy Holiday season. It is a busy time. A time of excitement and good will toward our fellow workers. Please don't forget a few of the basic rules of preparing for a good time.

If you plan to have a party, make your schedule well ahead in order to prevent a high level of stress in the preparation. Invite a congenial group of people. Plan for activities that will hold the interest of the group.

If alcoholic beverage is being served, remember to drink in moderation. Alcoholic beverages are high in calories and low in other nutrients. Have plenty of alternate beverages available for non-drinkers. Provide plenty of food to help absorb some of the alcohol. If a person is unable to operate a motor vehicle safely, see that he or she is provided with safe transportation home.

In planning your food for the holidays, remember some of the basic good nutrition guidelines. You should avoid too much fat. Often a few minor changes can be made in a favorite recipe to decrease the fat, sugar, or salt content of a dish and still not detract from the UMM GOOOOOD taste that we remember. It is estimated that each American uses an average of 130 pounds of sugar per year. Be conscious of the sugar content when you make your selections. Try to add more fresh fruits to your snack trays. Be selective of your choice of foods that may be high in salt. Take time to read the labels.

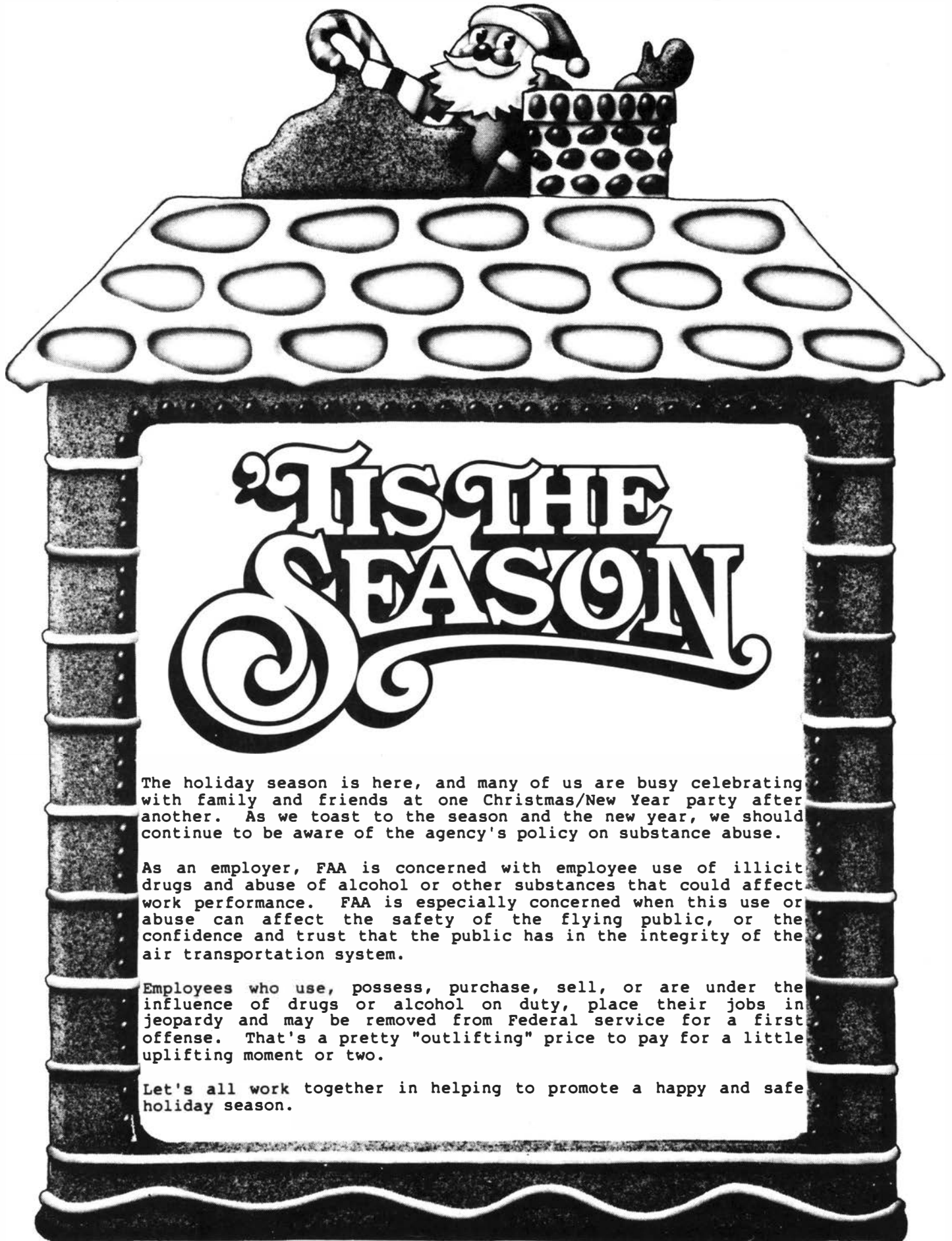
The best way to have a healthy holiday season is to remember the word moderation. Take the time to enjoy the true spirit of the season. Plan your time well and save some time for yourself.

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FASCINATING FACT -- Within 2 years of quitting smoking, much of the tobacco-related risk of heart disease will have disappeared. Within 5 to 10 years, your risk will probably be no greater than if you had never smoked.

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ON THE MOVE

The winter weather sure hasn't slowed down any of our FAA folks from moving on to other positions. For those of you who are always trying to keep track of everybody's whereabouts, here is the latest news:

Jimmy Boyd has moved over to the Anchorage Center as the Environmental Unit Supervisor. He previously worked as a Plant Foreman at our Sector Field Office in Bethel.

Audrey Campbell really made a big move when she accepted the job of General Supply Specialist for the South Alaska Sector Field Office. **Audrey** transferred from her FAA job in the sunny climate of Sacramento, California, just in time to enjoy a beautiful Alaskan winter. We welcome her to our Alaskan family, and we might suggest the first thing she purchase is a hat, mittens, and mukluks.

Ron Cowles transferred from his job as Establishment Branch Manager in Airway Facilities to take the reins as Sector Manager at the Anchorage Center. **Mike Wise** left the hectic pace of Washington, D.C., where he was an Electronics Engineer with FAA, to become the new Assistant Manager for Technical Support at the Anchorage Center. Anchorage should provide quite a unique cultural change of environment for **Mike** in comparison to our nation's capitol.

Air Traffic Controller **Karl Elwood** has moved over from the Merrill Airport Traffic Control Tower to a position at the Anchorage Flight Service Station.

Doug Stockwell has departed from his Electronics Technician job at the Sector Field Office in our capital city of Juneau to take over his new position at the South Alaska Airway Facilities Sector office in Anchorage as a Technician in Depth. Welcome to the big city, **Doug**.

Gene Wehe accepted the challenge of becoming Acting Air Traffic Manager and Local Coordinator for the Kodiak Tower. This temporary promotion and detail should not exceed 120 days for **Gene** while a permanent facility manager is being sought. We know **Gene** will do a great job in this new capacity.

Our folks in Sitka have rolled out the welcome mat for Air Traffic Control Specialist **Mike Caskey** and his family. **Mike** left our Kotzebue FSS behind to take over the ATCS position at the Sitka FSS. Since nearly everyone who sees Sitka always proclaims it to be the most beautiful town in Alaska, we are not too worried about **Mike** and his family not liking their new surroundings.

Welcome to our new FAA employee **Dennis Markey**, who recently arrived at our North Alaska Airway Facilities Sector office where he is putting his civil engineer skills to good use. **Dennis** has been maintaining a house in Fairbanks but working for the State of Alaska in Anchorage up until now. We hear he is thrilled to be able to now commute to work every day. Welcome aboard **Dennis**!

Robert "Mitch" Clark left the big city of Fairbanks and the North Alaska SFO behind to become the Manager of the Bethel SFO. At the same time, **Joel Henkelman** moved up from an Engineer Technician position in the Airway Facilities office to become the new Manager of the Nome Sector Field Office. We congratulate both these men on their promotions, and wish them well in their new ventures.

Merrill Tower in Anchorage gained two new Air Traffic Controllers from the Anchorage Airport Traffic Control Tower. **Allen Hoffman** and **Tammy Ford** are now in place at **Merrill Tower**, along with **Larry Lescanec** who just moved into a permanent status at the tower.

Jim Huteson is getting ready for his big move in January from his Electronics Technician position at the Bethel SFO to the same type of job at Ketchikan. Best of luck to **Jim** in the rainy city.

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ATTENTION ALL EMPLOYEES!

We have been asked to call your attention to a crime that is being committed in our agency. It's not the kind of offense that will send us to the slammer, but we can get our hands slapped if we don't stop it.

IMPROPER USE OF "FOR OFFICIAL USE ONLY" ENVELOPES!

You say, "Just the facts ma'am." OK, here's the case. "For Official Use Only" envelopes are intended to be used for sending classified/secure material. However, many of us are haphazardly using these envelopes to relay information for other than "official" purposes.

The kinds of information that can be transmitted through use of these envelopes is described in Order 1600.15D or is listed under the Privacy Act guidelines. Some of those materials might include:

- Social security numbers
- Dates of births
- Home addresses
- Home telephone numbers
- Medical information
- Employee insurance information
- Payroll allocations
- Disciplinary actions
- Performance appraisals

Whenever Privacy Act or FOUO information is transmitted, it **MUST** be enclosed in a sealed opaque envelope marked "To Be Opened by Addressee Only." No other information (such as INTERCOM articles or training class information, etc.) should be sent using these FOUO envelopes.

If you do have something that you want to be seen by a specific person only, then seal it inside a plain white envelope and mark it "for their eyes only."

There are many good reasons for these rules, so let's make it an everyday practice to use our FOUO envelopes for the purpose for which they were intended.

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For those of you who are not into the amateur radio business, the above heading hopefully spells out the word ATTENTION in Morse Code.

We received a special request from Donald L. Trackwell, N7BOG, an FAA retiree who served in the Nome Flight Service Station in 1944-45. Don asked us to mention that there is a nationwide network of FAA retirees who are amateur radio operators. They meet every Monday morning at 1600Z on 14282 KHZ, (20 meters). They have retirees reporting in from all over the continental United States and Hawaii, but none from Alaska.

According to Don, their net control is usually Sam Lewbell, W7JHQ, located in Sun City, Arizona. Sam publishes a roster twice a year and has agreed to furnish that listing to any FAA retiree HAM upon receipt of an SASE.

So warm up those tubes and get those radio waves buzzing, you Alaskans. You know how we hate to be outdone by those folks down in America!

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TUTKO'S TRAVEL TIP #3**SO YOU NEED A TICKET?**

Here you are, sitting in Dillingham, with a trip to Fairbanks scheduled for next week, and you haven't got a GTR (Government Transportation Request). No problem. Just go down to Quickie Travel, buy your ticket, and put it on your VISA card. You can claim reimbursement on your travel voucher. Right?

Wrong! When you buy a ticket costing in excess of \$100 using other than a GTR or a Government Diner's Club Card, reimbursement isn't all that easy.

You'll have to submit a voucher to AAL-34, who in turn will have to write a letter to the GSA in Washington requesting their authority to reimburse you. That can take from 4-6 weeks.

Besides, using a travel agent other than a GSA Travel Management Center is prohibited by the travel regulations.

So what to do? Just use the GSA Travel Management Center (Travel Center). They are located in Anchorage, Fairbanks, Juneau, Kodiak, King Salmon, Nome, and even in Prudhoe Bay. In addition, they have a toll-free number that can be used from any place in Alaska (1-800-478-2700). It works 24 hours a day, 7 days a week. You can arrange with them to have your ticket available at the airline counter.

You'll need your Travel Order number, and the coding on the order found in the lower righthand corner.

Have a nice trip!

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Happy Holidays

ATTENTION ALL DOG LOVERS

Vickie Sherburne (Secretary, Airway Facilities Establishment Branch) and her yellow Labrador Retriever (named "No Tribble at All") qualified this past summer at the North American Hunter Retriever Association Field Test in Palmer.

Vickie and her husband, Ben, maintain a kennel of four hunting retrievers, and specialize in breeding and training quality hunting dogs. Vickie also has expanded her talents into pet photography and dog obedience classes.



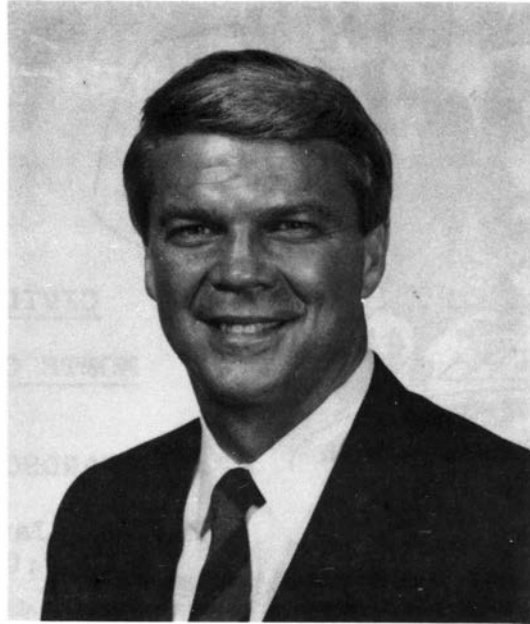
Vickie and No Tribble At All, WC

Vickie agrees that most pet owners seem to think it takes a lot of time to train animals. She and her husband spend about 15-20 minutes daily on each dog they train. Repetition is the key to a happy, well-mannered, obedient pet.

Many pet owners don't stop to realize that a well-trained dog not only is more pleasant to have around, but it also is a safer animal. When a pet is in potential danger, it can many times be saved from harm by having it respond to a command from its owner. Think about it!

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POLICY STATEMENT ON AVIATION EDUCATION



The FAA has a rich history of dedication and commitment to aviation education. The Congress has recognized this historic leadership role by requiring a civil aviation information distribution program within each FAA region to support the agency's aviation education program.

Aviation education is inextricably bound up with the agency's mission and essential to carrying out its responsibilities to promote aviation and flight safety.

Therefore, it will be the policy of the FAA to support aviation education and to expand its scope under the theme of "aviation awareness" with new, broader program initiatives.

This expanded effort will focus on the general public, through partnerships with the private sector, States and communities; pilots, mechanics and other airmen; colleges, universities as well as public and private schools at all levels.

Our goal is to provide increased awareness of civil aviation to assure intelligent, informed decisions about aviation by citizens and community leaders. We aim to promote an aviation aware society, which understands and respects the economic importance of aviation at the national and community levels.

We also must interest America's youth in aviation careers to provide a steady flow of skilled professionals into all segments of aviation to promote America's continuing preeminence in world aviation in the future.

I ask for your support at all levels of the FAA in this important endeavor.

A handwritten signature in black ink, which appears to read "T. Allan McArtor". The signature is fluid and cursive.

**T. Allan McArtor
FAA Administrator**



CIVILAIR CLUB

MONTE CARLO NIGHT

FT. RICHARDSON OFFICER'S CLUB

**Friday, January 27, 1988
7:00 P.M.**

\$2.00 Per Person Admission

200 Tickets Available

**No Host Bar
Free Hors d'oeuvres**

Grand Prize Door Drawing

**Numerous Prizes Available To Be Purchased
& Auctioned Off With Winnings**

BLACKJACK * WHEEL OF FORTUNE * POKER * CRAPS * CHUCK-A-LUCK

(10 to 1 Money/Funny Money Exchange)



Other non-gambling games that people would like to play -- such as cribbage, pinochle, canasta, etc., will be scheduled and prizes available IF people notify their Civilair rep by January 15 as to what games they are interested in playing.

People willing to deal or run a game for even an hour, please contact Terry Saldana (271-5248), Bea Wenzel (266-8516), Laura Warrell (243-4575), or your Civilair Club rep. Volunteers also are needed for a set-up crew, tear-down crew, chip runners, etc.

COME JOIN THE FUN!!!

