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December 1992  
92-12

FAA—Alaskan Region  
Anchorage, Alaska



U.S. Department  
of Transportation  
Federal Aviation  
Administration



# Alaskan <sup>p-8</sup> Intercom

## TRAVEL UNIT RECEIVES AIRWAY FACILITIES HONORARY AWARD

The employees of AAL-42C were guests of the AF Division at a coffee where the Airway Facilities Associate Administrator's award was presented to them for their contributions to the AF mission.

A letter from **Arnold Aquilano**, AAF-1, stated, "Your nomination demonstrates the value and high regard your co-workers place on your performance. I want you to know the achievements noted in your nominations reflect well on you, this organization, and the Federal Aviation Administration."



*Regional Administrator **Jacquie Smith** (right) and Airway Facilities Division Manager **Robie Strickland** (left) are pictured with those receiving awards: (left to right) **Dick Clark**, **Nora Brueggemann**, **Ron LaCoss**, **Bill Ancheta**, **Pat Stone**, **Terry Saldana**, and **Pat Lucero**.*

# Retirements

THOMAS, Richard W.  
Electronics Tech/ AAL-454  
23 years 5 months  
Retirement effective 9/30/92

ARMSTRONG, Eugene K.  
38 years 7 months  
Maintenance Mechanic Foreman  
NA/SFO Fairbanks  
Retirement effective 10/01/92

GRAU, Leonard J., Jr.  
General Engineer GS 0801-14  
33 years 11 months  
Retirement Effective 10/02/92

## IN MEMORIAM



**Frank E. Smith, 76, died** November 9 at Serenity House in Anchorage after a long battle with the effects of emphysema. He retired from the Air Traffic Division in the Alaskan Region in 1969.

He moved to Alaska with the CAA in 1943 and worked at Summit, Northway, King Salmon, Annette Island, and Cordova (where he served as station manager for 9 years) before moving to Anchorage. The family requests that memorials be sent to the Brother Francis Shelter, 1021 E. Third Avenue, Anchorage, AK 99501.

### Intercom

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The submission deadline is the first Friday of each month.

If you have questions, suggestions, or complaints, please call the Editor at 271-5169.



# Valerie Aron

## *Iditarod Rookie - 1993*

**V**alerie Aron came to Alaska in 1980, lured by her love of the outdoors, animals, and adventure. She holds a Master's degree in Safety and an Airline Transport Pilot rating. Val is employed by the FAA, in Anchorage, as Regional Accident Prevention Program Manager, and has also worked as an Operations Inspector since joining the FAA in 1986.

Val is a dog musher by avocation. She was the 1991-92 president of the Chugiak Dog Mushers Association, and is the current vice-president.

In 1985, Val watched the start of the Iditarod from Anchorage's 4th Avenue. She knew, as she felt the excitement and anticipation of the mushers and their dogs, that this was an event in which she was destined to participate. She was relating her new enthusiasm for dog mushing to her employer, Dr. Ray Lehrman (retired) of Alaska Pacific University, and learned that his next door neighbor was Iditarod musher Jerry Raychel. Ray introduced Val to Raychel, and her apprenticeship began!

Val has worked alongside Raychel and his dogs since 1986 and considers him to be her mentor. For her 1993 rookie race, Val will be using Jerry Raychel's experienced Iditarod team and several of her own dogs. Val completed the Knik 200 in 1992, qualifying her for the 1993 Iditarod.

Contributions for Val's Iditarod race can be mailed to: Valerie Aron, PO Box 670046, Chugiak, AK 99567.



### **Val's Budget for a Dream Adventure**

Race Entry Fee .....	\$ 1,249.00
Food drops for race .....	600.00
Airline transport (dogs & Val)	
back from Nome. ....	400.00
Dogs' booties .....	500.00
Veterinarian expenses for dogs	
(12 mos). ....	2,000.00
Dog food and supplements	
(12 mos). ....	5,000.00
Equipment (sleds, harnesses,	
& survival gear) .....	4,250.00
Cash for trail & in Nome .....	200.00

**TOTAL OPERATING BUDGET .....**      **\$ 14,199.00**

# Telecommunications Management

by Gene Matthews, AAL-481

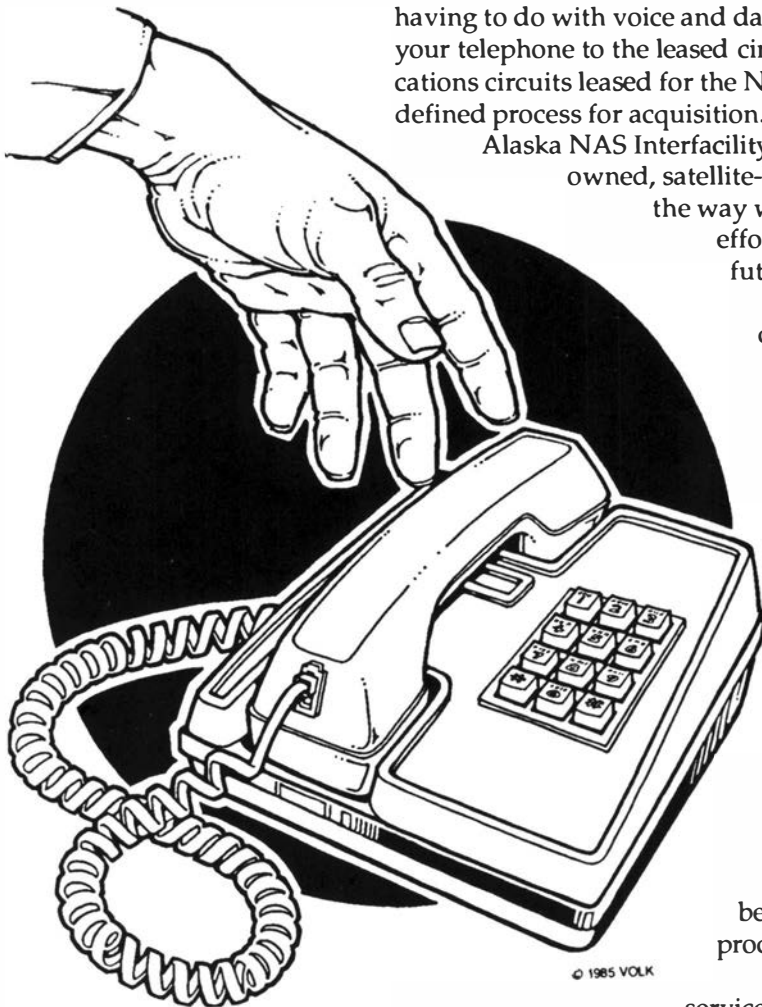
## *Part 3 - Requests for Telecommunications Services/Equipment*

Telecommunication Service and Equipment includes just about everything having to do with voice and data communications from the handset cord on your telephone to the leased circuit from ZAN to ANADYR. Telecommunications circuits leased for the National Airspace System (NAS) have a defined process for acquisition. However, changes are taking place. The Alaska NAS Interfacility Communications System (ANICS), an FAA-owned, satellite-based communications system, will change the way we do business internally in AAL-480. In an effort to improve our process and prepare for future changes, we are revising our procedures.

AL Form 4441-4, Request for Telecommunications Service (RTS), is being revised to accommodate all telecommunication service and equipment requests. The new form will be available by the end of November and will be the only means to convey any request to AAL-480. The new process will provide for better requirements definition and status tracking.

Requirements are what you want a phone, system, or circuit to do. Solutions are how requirements are satisfied. You provide the what on the 4441-4, and the telecommunications staff in AAL-480 will work with you to get the how. The revised form has a large area to explain your requirements in a narrative form. The more explicit you are in this narrative, the better the result will be and the sooner our processing can begin.

When requesting telecommunications service or equipment, please remember that the "service required date" you ask for may be impacted by time frames specified in various contracts. Services and equipment have a wide range of delivery times anywhere from 5 days for a longer telephone cord to 6 months for some service ordered through Defense Commercial Communications Office (DECCO). DECCO is the contracting office which procures operational leased circuits and voice telephone service in Air Traffic facilities. Please coordinate your required date with AAL-480.



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# FIFO Chooses Employee of the Quarter

by Darlene Dubay, FIFO

**Joe Griffin**, aircraft mechanic, was named the first Employee of the Quarter at the Anchorage Flight Inspection Field Office (FIFO).

The Human Relations Committee (HRC) of the Anchorage FIFO initiated a program in September to select an employee of the quarter. The first selection was made at their regular monthly meeting on October 7.

Each employee in the FIFO was given a nomination form which contained criteria, rules for selection, and a space to explain their reasons for nomination. All were encouraged to submit a nomination. Out of the 35 employees, 17 nominations were turned in. These held the names of eleven different employees. The Human Relations Committee then made a selection from these eleven, based on the predetermined criteria.

Every nominee was certainly worthy of the honor, and the committee had a very difficult time making the selection. Working in a facility such as the Anchorage FIFO that has so many outstanding and dedicated employees made it a very difficult decision.

A scrumptious potluck was held in honor of Joe's selection on October 9 at the FIFO. This celebration and the selection process itself, which involved every person in the FIFO, certainly enhanced the positive attitudes of all who participated. It is much easier to see positive things when you are looking for them.



*Left to right: Darlene Dubay, HRC Chairman; Joe Griffin, Employee of the Quarter; Jerry Swanson, HRC member.*

# Wojtalik Wins Chuck Yeager Award



**Mary Lou Dordan Wojtalik**, aviation education coordinator for the Federal Aviation Administration in Alaska, was recently presented the Chuck Yeager Award for aerospace education excellence.



Wojtalik is responsible for coordinating aviation camps sponsored by the agency at various communities in the state. She directs education efforts at the elementary, high school, and college level.

She was nominated for the award by the Civil Air Patrol's Pacific Liaison.

November 23, 1992

## *An Open Letter to All FAA People:*

*How to write a letter just to say "Thanks," when you owe so much to so many?  
On March 4, 1992, we lost our home to fire. Within hours and for days and months after, you kind and wonderful FAA people have responded with kindness and support that has made this painful ordeal a lot more bearable.*

*Now with the approach of Thanksgiving, Carol and I realize this year is very special to us. Our home is almost completely rebuilt and we move back "home" on the 30th. But it is because of FAA people, most we know and some we have never met, that responded when we needed it most.*

*To you all, we simply say, "Thanks." God bless you.  
Sincerely,*

*Spencer and Carol Hill*

# Total Quality Management

by Ben Fish, AAL-44

## **Part 4 of 8: Employee Involvement**

The purpose of employee involvement is to create an environment which encourages innovation by empowering employees to make changes in the process which affect their jobs.

The term employee involvement does not mean that managers and supervisors will abdicate their responsibilities and that employees groups will be expected to do their jobs without any guidance or direction. What it does refer to is an expansion of the employee role in the decision making process. Often employees will be asked to solve a problem within boundaries set by the manager. Particularly when employees have in-depth knowledge of a particular process or issue.

Probably the easiest distinction between management responsibilities and employee involvement is that management is responsible for making policy. However, employees who have

technical understanding of a program or process will have a greater role in deciding how that policy will be implemented.

Over the past several years, the agency has initiated several efforts to increase employee involvement. These include the Survey Feedback Action Program and employee involvement in supervisory selections in the Supervisory Identification and Development Program. Also, the Region has conducted team building sessions and provided training in Communication Skills, 7 Habits of Highly Effective People, Interpersonal Behavior and Problem Solving, Investment In Excellence, and Myers-Briggs Type Indicator.

In addition, managers and employees are working together on quality action teams. Managers are also searching for new ways to empower employees.

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Next Month: Employee Training and Recognition.



# Outreach Efforts Are Key to Recruiting

**R**egional recruiter Vince Casey recently attended the National Black Coalition of Federal Aviation Employees annual conference in Virginia Beach, Virginia. He also attended the Tuskegee Career Fair in Tuskegee, Alabama.

While attending the conference, he showed video tapes about Alaska and the Alaskan Highway. The videos were shown somewhat continuously on a rotating schedule. Vince was present to answer questions about the Alaskan Region employment opportunities and other questions in general. Bobby Gorden's Alaskan picture album was available for viewing at the same time.

Several conference attendees stopped to observe and ask questions about Alaska. About a half dozen said they had been offered jobs in our Region, but turned them down because they did not think there were Blacks in Alaska. This was a great opportunity to share information about the positive benefits of living in the "Great Land."

At the Tuskegee Career Fair, Vince shared recruiting and outreach activities with David Epstein and Vickie Sherburne (both from AAL-450). The first day they responded to questions from alumnae and other graduate students. The



second day was strictly for students currently attending Tuskegee. Much information was exchanged about qualification requirements and potential employment opportunities. It was a very positive experience for all, and the team returned with several resume/applications from individuals primarily interested in engineering positions. The videos about Alaska were also shown at the Career Fair.

Before returning to Alaska, Vince attended the Auburn University Alabama Black Caucus banquet and their business meeting. They allowed him time to show a portion of one of the Alaskan videos and make a few remarks about FAA Workforce 2000 and our recruiting goals.

# Cheechako Catches Caribou

or, *Caribou Meets His Match In Sparrevohn*



by Jay Watson, ANC SFO

(Jay had just moved here from Iowa and was getting his introduction to some of the more unique aspects of the FAA in Alaska. Ed Hyatt has been in Alaska for some time, but was relatively new to the Anchorage Sector Field Office at the time this adventure took place. So it was a horizon-broadening experience for both of them!)



*On access road within 20 feet of the equipment hut.*

On Friday, July 31, Ed Hyatt and I flew to Sparrevohn in response to a VOR outage caused by caribou on the counterpoise. Our intention was to arrive at the site early, fix the fence, check the equipment and return it to service, then return to Anchorage before quitting time. However, things did not work out exactly as planned.

Late Thursday afternoon, Ed and I were assigned to be the fence mending party. Since this would be my second trip to this particular site to mend the fence within 2 weeks, I guessed that I was now an expert in the field of fence mending.

When we arrived at Sparrevohn after a lengthy delay because of poor weather conditions, we made our way to the VOR site and walked the perimeter of the fence to assess the damage.

We gathered our tools and started the repairs. The work was slow going at first. I made new rope sections then helped Ed with remounting the multistrand aircraft wire that is used as the electric fence.

After the first 100 feet or so, we developed a system which proved to speed things up a bit. The job was completed in about an hour and a half. We only had to make some checks to the VOR equipment before it could be returned to service. Then we could leave for Anchorage.

While I performed checks on the equipment in the building, Ed took a walk outside. Yelling at me to join him, he pointed to the counterpoise. About a dozen caribou were inside the fence staring down at us.

We tried to herd these creatures off the counterpoise and through the fence with as little damage as possible. They scattered and chose their own avenue of escape, heading for the wire part of the fence, seemingly because they could not see it.

Ed was out of sight on one side of the counterpoise and I was on the other chasing a buck with a huge set of antlers. This buck finally chose his escape route. He ducked his head to clear the ropes then charged.

This must have been one place that Ed took extra care in attaching the wire to the poles. The buck was having a great deal of trouble knocking it down. He wrestled with the wire for a while until it finally let loose from the poles. The wire was entangled in his antlers. He had pulled about a hundred feet loose by the time he could go no farther down the hill because the wire became snagged by some rocks.

This huge animal was pulling downhill against the wire so hard that it sounded as if it would snap at any second. I was reluctant to get close to the wire because if it did snap, I would probably lose some part of my body (i.e.,





## SPARREVOHN VOR BACKGROUND INFORMATION

by Melissa Berry, ANC FSO Manager

VOR is the acronym for Very High Frequency (VHF) Omnidirectional Range systems, which provide azimuth information to pilots. At Sparrevohn VOR, the radiating antenna system which provides the signal used by pilots is located on top of a hill some distance away from the equipment building. For this reason, Sparrevohn VOR is called a mountaintop facility, as opposed to a standard VOR which includes the antenna mounted on top of the equipment building roof.

The VOR counterpoise referred to in Jay Watson's story is the ground plane in a circular area at a radius of 150 feet from the radiating antenna. Within the counterpoise area, 16 monitor antennas are placed equidistant in a circle around the antenna at a radius of 50 feet. The monitor antennas continually check the signal from the radiating antenna. If anything disrupts the signal, an alarm is sent to the equipment, and VOR shutdown occurs so that a pilot will not be able to use a corrupted signal.

Any significant irregularity in the ground plane between the monitor antennas and the radiating antenna will cause an alarm and shutdown condition. Uneven snow drifts, melted patches of ice, vehicles, vegetation, and animals can all cause system outages.

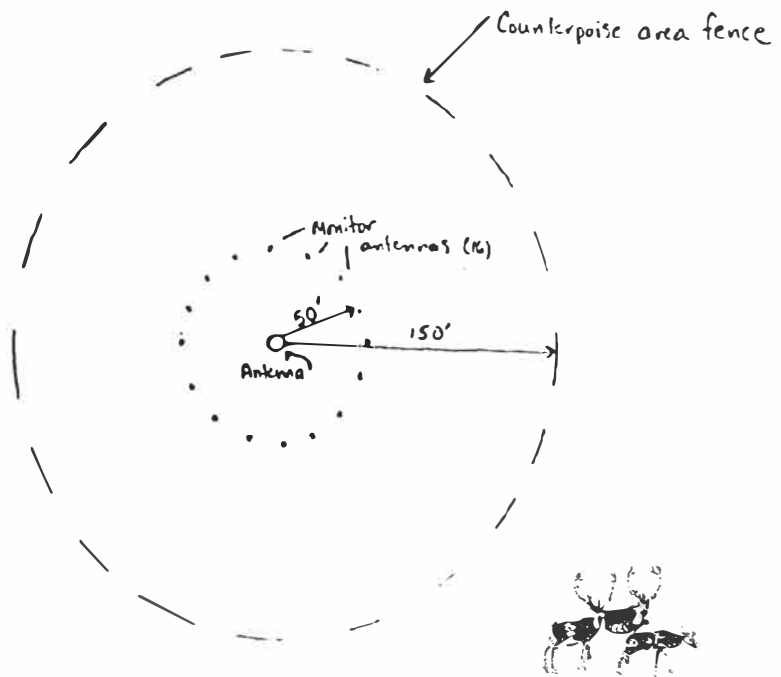
The Sparrevohn VOR counterpoise is in a caribou migration path. This means that every year during caribou migration season, hundreds of the animals are milling around our facility. Over the years, they have been very successful at getting through every type of fence we have come up with. However, progress is being made. Each year we refine our design a little more, and fewer caribou get through to cause outages, thanks to the creativity and persistence of our AF technicians!

an arm or a leg, etc., that I have grown accustomed to) from the whiplash effect. Nevertheless, I knew I had to do something. So I used a pair of side cutters to cut the caribou free leaving about 20 feet of wire attached to his antlers.

After this major setback, we commenced to repair the fence once again. However, when the fence was repaired the caribou were still able to get in. We went through this ordeal several more times (with the exception of catching a caribou by the horns) until we began tying scraps of rope the same height as the wire fence between the poles in the area where the animals were getting through the fence.

We were finally able to get the VOR on the air after working on this fence for 6 hours and repairing it three times. We arrived in Anchorage at 10 o'clock that night.

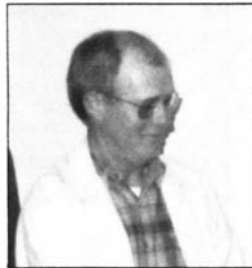
I really didn't expect to get my first caribou this soon after arriving in Alaska.



# AF EMPLOYEES RECEIVE AWARDS



*Benediktsson*



*Brunner*



*Strickland*



*Smith*

On September 9, 1992, employees of the Alaskan Region's Airway Facilities Division were recognized for outstanding contributions and accomplishments in a special "Honorary Awards for Excellence" ceremony.

Ed Kelly, AAF-2, planned a special trip to Alaska in order to present these prestigious awards. The National Honorary Awards Program provides a means for national recognition of employees within the AF organization. It is honorary in nature and uses a co-worker or subordinate nomination and selection process.

Robie Strickland, Airway Facilities Division manager, and Andy Billick, assistant division manager, assisted in the presentations to the following regional nominees:

- Catharine Benediktsson - Leadership Category
- Joseph R. Brunner - Outstanding Employee of the Year
- Robie B. Strickland - Employee Involvement (EI) Non-Bargaining
- Peggy Smith - Human Relations
- William Carson - Operations Technical Employee of the Year
- Henry G. Walters - Mentoring
- Linda Gentry - Administrative Excellence

Team Achievement - Kenai Radar SFO:  
David Baxter, John Beck, Gerry Beltz, Buck Braun, Steve Lefler, James Mann, Marion Moore, James Simpkins, Al Vanhorne, Eugene Webb



*Carson*



*Walters*



*Gentry*



*Gerald Beltz (center) accepts Team Achievement Award from Ed Kelly (left) and Robie Strickland.*





*Jackson*



*Bransky*

The Region recognized two employees who were award winners at the national level. Ed Kelly, AAF-2, was on hand to present awards for:

**Ruben Jackson** - EEO for Excellence

**Bob Bransky** - Supervisory/Managerial

These national selectees and their spouses were guests of the Associate Administrator for Airway Facilities at the National Awards Ceremony in Washington, D.C., on September 17, 1992.

Kelly also presented the Associate Administrator's Key of Excellence Awards to **David Epstein**, NA AFS; **Dorea Swanson**, ZAN AFS; and **Melissa Berry**, SA AFS, for their outstanding leadership abilities. **William Carson** and **Jon Ferguson** also received Key of Excellence Awards. (Picture of Ferguson not available.)



*Epstein*



*Berry*



*Swanson*



*The folks who nominated the award nominees: (left to right) Vickie Sherburne, David Epstein, Steve Bridges, Bob Fairchild, Ken Lauzen, and Nelson Gnirke.*

# DEPENDENT GRANDCHILDREN MAY BE COVERED by HEALTH BENEFITS

by Jean Pershall, AAL-16B

**I**s your grandchild living with you and financially dependent on you? You may be able to claim the child as a dependent for purposes of Federal health benefits coverage.

The Office of Personnel Management (OPM) has recently reviewed the policy with regard to Federal Employees' Health Benefits (FEHB) program coverage for foster children in general and foster children who are also grandchildren, in particular. To be considered a foster child for FEHB purposes, a grandchild must be financially dependent on the employee and the employee must expect to raise the child to adulthood.

OPM has determined that the parent-child relationship requirement, whether or not a natural parent lives in the home, is satisfied if there is evidence that the child lives with and is dependent on the employee. A court order for custody is no longer required when a natural parent lives in the home with the employee and the grandchild. The employee must provide evidence that the child is being claimed as a dependent (for example, on the employee's tax return) and must also provide a written statement that he or she expects to raise the child to adulthood.

The date that the child becomes an eligible family member is the first day of the pay period in which the employing office receives all properly completed documents necessary to establish eligibility of the child as a foster child. For newborns whose birth is covered

under the employee's FEHB plan as a birth expense of the natural mother, the effective date may be, at the employee's discretion, the first day of the pay period in which the child is born.

Coverage will continue until the foster child/grandchild marries, reaches age 22, becomes capable of self-support, or is no longer living with or financially dependent on the employee.

If the child leaves the employee's home to live with a natural parent, the child may not again be covered as a foster child of the employee unless the natural parent subsequently becomes unable to care for the child (for example, through death, incapacitation, or incarceration, but not solely for reason of unemployment); or the employee obtains a court order for custody that takes parental responsibility from the natural parent and gives it to the employee.

If you wish more information about adding a foster child or grandchild to your covered dependents, please contact Jean Pershall, Employee Relations Specialist, AAL-16B, at 271-5804.



# Flight Service Consolidation Is Coming

by Joette Storm

It's been a long time in coming, but the much-talked about consolidation of Flight Service Stations (FSS) is finally going to occur. While many of the Flight Service Specialists scheduled for transfer to one of the three Automated Flight Service Stations (AFSS) are still skeptical about the changes, a team from Air Traffic and Human Resource Management has been working to make the transition as painless as possible.

Almost 2 years ago, Dick Matthews of the Air Traffic Division developed a master plan for the Alaskan Region consolidation, says Ernie Fleece, labor relations specialist. He put together a team comprised of himself; Debbie Roth, AT budget; Rose Feltz, staffing; Jean Pershall, benefits and retirement; and Marge Cholometes, relocation. The plan called for the team to visit each location that was to be affected by the consolidation.

In November 1990, the team visited Homer FSS. Spouses as well as employees were invited to attend information sessions which were held both during the day and in the evening to accommodate various work schedules.

With the Congressional moratorium on the consolidation of flight service stations nationwide in November 1991, the team postponed more briefings.

The employee briefing team members moved on to other jobs, Rick Ericson stepped in for Matthews, but the idea of preparing employees to meet the change remained a priority.

First and foremost was the need to assist employees in bidding on jobs in the AFSS and to identify their rights and responsibilities. Since positions at the automated stations are generally promotions, employees must compete for them, says Carol Hugh, newest team member.

FAA consolidation orders guarantee a position to all flight service specialists who are willing to

relocate and compete. Non air traffic personnel are not covered by the order, but Air Traffic will try to offer

administrative positions to support staff, says Rick Ericson.

With Congressional approval to implement the consolidation plan, a new employee briefing team consisting of Brown, Pershall, Hugh, Carolyn Walker of Logistics, and Terry Saldana of the Resource Management Travel Section, will be traveling to sites around the state. Yakutat was visited in October, McGrath and Barrow in November.

Among the items team members are prepared to discuss are retirement options, moving and relocation benefits, housing, and bidding procedures. They also have a commitment to collect information from the chambers of commerce in Juneau, Kenai, and Fairbanks that will assist employees in learning about those communities.

Some flight service stations have been subscribing to newspapers from those cities as well.

Rick Ericson, consolidation program coordinator, says he knows change is often difficult for people to accept. In this case where it has been so long in coming, employees may find it hard to believe. But many are eager for the new assignments and new challenges.

Any employee with questions is invited to call Jean Pershall, 271-5804, who will coordinate the responses.

A preliminary schedule has Yakutat identified as the first FSS to close, sometime around the beginning of 1993. There will be formal procedures notifying the public and decommissioning the stations as Air Traffic moves into the age of modernization.

"Many are eager for the new assignments and new challenges. "

# BACK DISORDERS and INJURIES

by Charles Gilmore  
Regional Safety and Health Manager, AAL-465

Generally, chronic back disorders can develop gradually as a result of repetitive activity over time. Because of the slow onset and insidious character of this internal injury, the condition is often ignored until the symptoms become chronic.

Chronic back injuries are usually the immediate result of improper lifting techniques or too heavy loading rather than from external agents. Injuries can arise in muscle, tendon, bursa, and ligaments, either singly or in combination.

Although musculoskeletal disorders, including back injuries, account for few work-related deaths, they do account for a significant amount of human suffering, loss of productivity, and economic burden on compensation systems. So far this fiscal year, the Alaskan Region has had eight injuries of various types, associated with the back.

Musculoskeletal disorders are the leading cause of disability of people in their working years, afflicting over nineteen million. One half of the Nation's work force is affected at some time during their working lives.

An increase in musculoskeletal disorders is already evident. The frequency and economic impact of musculoskeletal conditions, including back injuries and disorders, on the work force are expected to increase over the next several decades as the average age of the work force increases and medical costs

go up.

Some of the contributing factors associated with back injuries are fatigue, congenital defects of the spine, increase in service and high tech hand intensive jobs, and an aging work force. Manual materials handling is the principal source of compensable injuries in the American work force, and four out of five of these injuries will affect the lower back.

Factors associated with back disorders result from the cumulative effect of several contributors, such as poor posture, stressful living and working activities, loss of body flexibility with age, faulty body mechanics, poor physical condition, repetitive lifting of awkward items or equipment, and poor design of job or work station.

Most experts maintain that approaches to reducing back disorders and injuries should include injury prevention, such as safe lifting practice, worker protection and training, and job design. Other methods that include employee observation also might be useful, observing how workers make themselves more comfortable at their jobs. For example, employers can look for improvised foot rests, padding, or homemade tools and devices. Watch for repeated motions and the position of arms, wrists, and trunk and check if they involve overstretching or unusual posture.



# AVOID UNAUTHORIZED PROCUREMENT ACTIONS

by Bud Britain, AAL-55

**B**arry Harris, FAA Deputy Administrator, has expressed deep concern about the increase in unauthorized procurement actions. The following is an extract from a September 2, 1992, memorandum that Harris sent to all Administrator's Management Team (AMT) members:

"I am very concerned that unauthorized procurement actions are increasing, not only in the number of such actions but the dollar amount. Every effort must be taken to avoid unauthorized procurement actions.

An unauthorized procurement action is an agreement to provide services or supplies that is not binding on the Government solely because the Government representative who made it lacked the authority to enter into the agreement. Only a duly warranted FAA contracting officer can enter into a contract or purchase order and commit funds for the FAA.

The usual example of an unauthorized procurement action is when a contractor or vendor is told orally or in writing by an FAA employee to provide services or supplies without an agreement signed by the contracting officer.

Such an action is improper, and the employee may be subject to disciplinary action in accordance with FAA Order

3750.4, Conduct and Discipline.

Even if an unauthorized procurement action is eventually ratified, it means the vendor has to wait for payment, the Government employee suffers embarrassment as well as the possibility of disciplinary action, time is wasted, and needless paperwork is generated for the requirements and contracting offices.

Those involved in obtaining services or supplies should never tell a provider to begin work until a contract or purchase order has been signed by a contracting officer.

I expect managers and supervisors to ensure that no unauthorized procurement actions are initiated."

The Office of Acquisition Support, ASU, has increased emphasis with a requirement to identify all unauthorized procurement actions during FY91 and FY92 and to furnish supporting documentation.

Unauthorized procurement actions will almost certainly be an area of emphasis during the National Logistics Evaluation scheduled for next summer in the Alaskan Region.



**FEDERAL AVIATION  
ADMINISTRATION**

*Attention Airway Facilities Employees:*

## **It's a Contest**

sponsored by Alaskan Regional E.I. Joint Steering  
Committee (ARJSC)  
for A.F. employees only.

Win a Civilair Club FAA jacket!!

**Design a logo that reflects FAA-AF and  
PASS as partners  
in Employee Involvement (E.I.)**

(Please use no more than 4 colors)

Submit your entries for "E.I. Logo Contest"  
to Linda Gentry,  
AAL-402, by December 15, 1992.

Entries will be judged by ARJSC at their  
meeting January 20-21.



**PROFESSIONAL AIRWAYS  
SYSTEMS SPECIALISTS**

