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INDUSTRIAL RELATIONS BULLETIN

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INFO FOR NAVY CIVILIANS AND THEIR SUPERVISORS

AN ALERT TO EMPLOYEES CONTEMPLATING RETIREMENT . . . Federal employees must retire by 30 December 1963 to get the four per cent increase in annuity. On 31 December 1963 (and through 30 December 1964), the annuity increase will drop to three per cent. However, Federal employees' salary will be increased on 1 January 1964 and employees who retire on or after that date will be paid for their accumulated annual leave at the high pay rate. For this reason, it may be to the advantage of some employees to forego the one per cent difference in annuity increase and retire in 1964 rather than in 1963.

NEWS FROM THE BOARD OF EXAMINERS . . . Applications for Aircraft Instrument Mechanic, W-08/10; Aircraft Sheetmetal Template Jig & Fixture Maker, W-11; Industrial Electronic Control Repairer, W-10; Electroplater, W-07/09; Machine Operator, W-08; Sewage Disposal Plant Operator; Electric Accounting Machine Operator, GS-2/3/4; and Staff Nurse, GS-5/6, are being accepted by the Board of U. S. Civil Service Examiners, Building 37, Naval Air Station. Consult the bulletin boards for filing instructions and information concerning these and other examination announcements.

CONGRATULATIONS ON YOUR PROMOTION TO . . . Jeannie K. Pinto and Edward P. Barrera of NAS Supply Department - Lucile M. Dunn, NAS Comptroller Department and to Rodney Stirk of NAAS Kingsville on your Quality Increase !!!

HELLO AND WELCOME ABOARD TO . . . Mary P. Sorsby and Juan F. Canales who have recently come to work at NAS Supply Department. We are happy to have you working with us.

GOOD-BYE AND GOOD LUCK TO . . . Wilma Jean Burton, Method R. Kaspar and to Fred G. Morford.

MUTUAL AID SOCIETY NOTICE NO. 84 announces the death of Richard O Moffatt of NAAS Kingsville and Howard L. Schutze of NAS Security.

BENEFICIAL SUGGESTION AWARDS . . . These employees of NAS Public Works have recently received checks for their good ideas: James B. Lackey and Enrique Martinez. Submit a Beneficial Suggestion TODAY!

ELECTION FOR EMPLOYEE COUNCIL AND CIVILIAN RECREATION & WELFARE COUNCIL MEMBERS TO BE HELD SOON . . . Notices announcing the election for members to the Employees' Council and the Civilian Recreation & Welfare Council will be published and posted on bulletin boards in the near future. The elections will be conducted jointly in November so be thinking of the fellow employees you want to nominate and elect to these important offices.

DID YOU KNOW ? ? ? More than 8,300 Federal employees work in automatic data processing operations, which were virtually nonexistent in 1950.

NEW DEPARTMENT OF DEFENSE POLICIES AND PROCEDURES FOR MINIMIZING ECONOMIC IMPACT ON COMMUNITIES RESULTING FROM ADJUSTMENTS IN DEFENSE PROGRAMS . . .

A new Department of Defense Directive reads in part as follows:

"Our present efforts to place career employees adversely affected by reductions or shifts in staffing, by base closures, and by other management decisions, should be expanded and given greater Department of Defense-wide emphasis. Firm measures are required to promote greater stability of of employment for career employees whose positions are affected by shifting defense staffing requirements.

Specific steps, . . . , will be initiated at once with regard to: advance planning and notice to employees, payment of transportation and travel expenses for employees who must be relocated, priority referral and placement within the Department of Defense for Department of Defense employees being involuntarily separated, and retraining of employees made surplus in their present positions. Separation of employees by reduction-in-force will be used only as a last resort and after all other measures have failed.

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This is also the country where economy means the large size in soap flakes and the small size in automobiles.

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EXPLAIN IT CLEARLY . . .

If others look to you for instructions be sure that you make yourself understood. Be clear - be explicit - be helpful - and BE PATIENT.

If in doubt, put it in writing. Much time is lost - many errors are made - and the spirit of employees broken by failure to explain things clearly.

Everything that affects the efficient operation of a station affects its product.

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Have YOU made your contribution to the United Fund ? ? ?

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