



Discussing Flying Tigers' new connection with our worldwide airfreight system are, above l-r, John Walsh, the airline's district sales manager-DEN; Jerry Gray of Honeywell, a guest at the DEN reception; and Pete Hubbard, Flying Tigers senior vice president-marketing & sales.

## Building Our Business

### New DEN Service Celebrated

Shippers, business and civic leaders and Flying Tigers gathered in Denver November 16 to celebrate the airline's inauguration of scheduled jet-freighter service between Denver and Chicago, linking the intermountain area with markets throughout North America, Asia and Europe.

#### Return to DEN

The event actually marked a return of airfreight service in Denver for Flying Tigers, after more than 25 years. The airline opened an interline sales office there in 1974.

The new service will connect

Denver with Flying Tigers' extensive transportation system that provides overnight distribution of goods domestically with direct connections to flights destined for Asia and Europe. The airline's fleet of trucks provides delivery to approximately 6,000 cities in the United States.

#### Fast-Growing Market

"In spite of the nation's recession, Denver continues to grow in local manufacturing, employment and income," said Pete Hubbard, Flying Tigers' senior vice president-marketing and sales. Denver is a fast growing

*Continued on Page 2.*

## Employees Express Concern

### Article Vindictive, Inaccurate

A few employees have expressed concern over an article that appeared in the (San Francisco) *Daily Commercial News* on November 16 beneath the headline: "Flying Tigers faced with image and bureaucracy problems — trouble ahead for largest cargo carrier."

Nissen Davis, vice president public relations and advertising, said the article was a direct result of the airline's declining to advertise in the publication's annual "airline" issue.

"The paper made strenuous efforts to persuade the advertising department to buy space in this issue. At the same time it asked the public relations department to prepare a statement quoting a senior Flying Tigers executive for the annual forecast section of

the issue.

"When I told the publisher that we would not be advertising in the Nov. 16 issue he told me to 'save the postage' on the forecast piece as they would now not run it.

"The article that did appear was riddled with errors and vindictiveness. It was also written without any effort having been made to obtain facts or comments from Flying Tigers.

"Quotes came from a 'former manager', a 'West Coast marketing authority', 'an analyst' and 'a forwarder'. Not a single source was identified.

"Attacks by disgruntled publications that link advertising and editorial are far more harmful to them than to Flying Tigers," Davis concluded.

## Hoffman, Grojean Address Issues At Top Management Forum

Wayne Hoffman, chief executive officer of Tiger International, and Tom Grojean, president of Tiger International and Flying Tigers, headlined the annual Top Management Forum November 17 conducted by Flying Tigers Management Association.

Hoffman and Grojean answered questions submitted by Association members on subjects ranging from Flying Tigers' LAX pilot advertising and sales campaign to the operating structure of Tiger International, parent company of the airline.

Following are some of the issues and answers put forth during the evening gathering at the Los Angeles Marriott Hotel.

#### Purolator Investment

Wayne Hoffman provided the group with an update on Tiger International's investment in Purolator Courier.

"Our interest lies mainly in its surface transportation operation," he said. "We are not really interested in trying to marry the air capabilities of Flying Tigers and Purolator Courier."

Hoffman noted that even if the Corporation's acquisition attempt is not successful, the purchase of Purolator Courier stock

### LTL Program Discontinued

In keeping with our objective to transport high yield cargo, Flying Tigers has discontinued the Less-Than-Truckload (LTL) Express program.

Implemented in July 1980, LTL Express was a joint project between Flying Tigers and Hall's Motor Transport Co. designed to fill vacant space on our trucking by offering air service at trucking rates to customers who normally trucked their freight.

Under the arrangement, Hall's sold, picked up and tendered freight to Flying Tigers' eastern region stations for shipping by air to the West Coast. Flying Tigers, in turn, carried the cargo on a space available basis, guaranteeing delivery within five working days.

Although the program operated primarily from East to West, Seattle offered LTL Express to the East Coast. Since Hall's does not have a facility in Seattle, SEA was responsible for selling, picking up, transporting and delivering LTL cargo.

"Discontinuation of LTL Express and other discount programs aimed at attracting surface shippers is the result of the current economic environment, our profit situation and the need to realign aircraft capacity with high yield, profitable volume," explained Bob Jenkins, director of product and industry marketing. "We are concentrating on developing products and services which will support our objectives for achieving high load factors and high yield flights."



Hoffman



Grojean

has been a good investment for Tiger International.

#### Reliance —

##### Trying to Take Over?

Though the Reliance Goup now owns 20.59 percent of Tiger International stock — amounting to some 3.5 million shares — Hoffman said that he remains convinced that Reliance purchased Tiger International's stock for its investment value.

"Reliance's fundamental business is casualty insurance which makes its money on portfolios.

"I don't believe Reliance is interested in taking over Tiger International," Hoffman said. He added, however, that Tiger has taken some legal actions against Reliance to establish the intent to oppose a takeover should an attempt materialize.

#### Tiger International

##### Companies —

##### Their Financial Status

One question dealt with the operating structure and financial status of Tiger International companies. Tom Grojean told the group that the cushions in Tiger International's financial plan have deteriorated because

### DOT Support in Canada Case

The U.S. Department of Transportation has supported Flying Tigers' complaint to the U.S. Civil Aeronautics Board against the Canadian Transport Commission and Air Canada regarding the CTC's refusal to allow Flying Tigers to initiate U.S./Canada scheduled all cargo service.

The DOT told the CAB that "the actions of the Canadian government constitute an imposition of unjustifiable and unreasonable restrictions on the access of Flying Tigers to the Canadian market."

### Incidents Ground Two Aircraft

Two of our DC-8 aircraft were put out of commission during the week of November 16 by ground incidents. As the result of high winds ripping through Hartsfield International Airport at Atlanta the #4 engine and pylon were separated from aircraft #776FT, and the plane was further damaged by light aircraft and ground equipment that were blown into it. It will be out of service for three to five weeks.

DC-8 #860 was damaged when the tail support strut punctured the lower fuselage during loading at San Francisco. It was out of service for three days.

of the current economic situation.

Hoffman pointed out that a similar situation occurred during the fuel crisis of 1973 and 1974.

"I am confident that a situation like this is made to order for a company of our kind," he said. "and I believe we will come out

*Continued on Page 2.*

### All You Have To Do Is Ask . . .

It wasn't enough that among scores of people and hundreds of tickets, Russ Kissinger, manager of flight training services, had won three door prizes at the dinner following the Top Management Forum — each of his winning tickets drawn by a different person.

Management Association President Bob Schnepf then called Chairman Wayne Hoffman to the podium to draw the next ticket.

"Pull my ticket out of there Wayne," quipped President Tom Grojean from a nearby table. "C'mon, draw mine."

Hoffman smiled and plunged his hand into the cage, studied his pick and announced the winner: "410739."

There was a shriek followed by peals of laughter from a nearby table . . . and eventually the entire room: Hoffman had indeed pulled Tom Grojean's ticket!

## In This Issue

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- Clean Air The Issue for Airborne Porsche . . . . . 2

### SPECIAL SUPPLEMENT

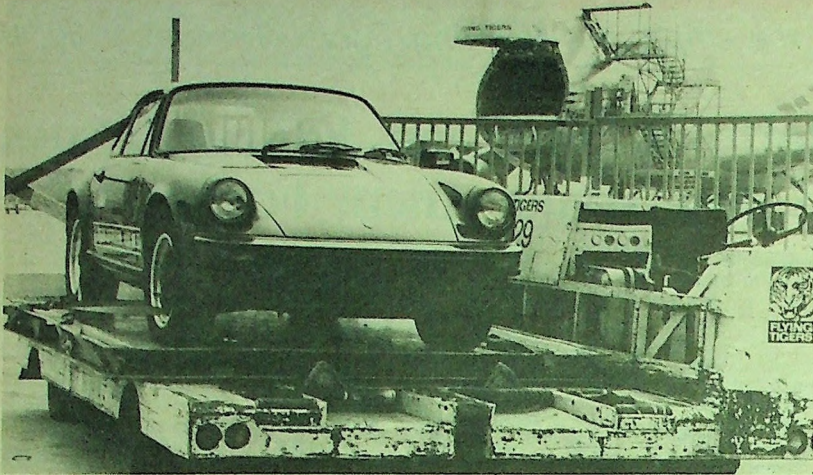
- Your Get Away Guide to travel benefits and how to use them.
- CLIP AND SAVE . . . . 5

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**GET AWAY!** Your new, updated "Get Away" guide to Flying Tigers travel benefits and how to use them is on pages 5 and 6 in this issue. **CLIP AND SAVE IT** for "getting away to it all" soon!



**Clean Air the Issue for Airborne Porsche**

A Porsche 911 SC air-cooled, rear-engine sports car classic recently travelled from Frankfurt, West Germany to the U.S., not in the usual way by ship — as its exported "brother" normally would — but by air, on board a Flying Tigers B747 jetfreighter. The 180 horsepower, 130-mph car will be tested by the U.S. Environmental Protection Agency (EPA) in Ann Arbor, Michigan and receive its "4,000-mile emission certification". Consumption and emission figures indicated by the manufacturer in Germany are corroborated in the U.S. by testing a vehicle that has already driven 4,000 miles. The EPA tests are conducted every time a car undergoes powerplant modification. According to Porsche in Stuttgart, Germany, time is crucial when a new certification is required before a car can be marketed in the U.S. Airfreight saves weeks of delay and is the safest transportation solution in terms of handling. New certification requirements arise several times a year for the Porsche models 911, 924 and 928. A new EPA test is performed even when minor changes are made to an engine.

**TIGER**  
Tiger International News

**Hoffman, Grojean**  
Continued from Page 1.

of this stronger than before. We've got plenty of courage."

**Pay Cuts — Are They Imminent?**

Grojean said that pay cuts, like those implemented in recent months at other airlines, are not now being considered at Flying Tigers.

"I think we can tighten our spending and make ourselves more efficient without having to go so far as to implement a pay cut," he said. "I think that would be demoralizing for our employees."

Hoffman pointed out that the executive incentive plan — providing bonuses for executives — had been eliminated this year and that salary reviews will be considered even more carefully than usual.

**Also on the Agenda . . .**

Other subjects included Tiger-Air's move to Atlanta, Georgia ("We're delighted with the results so far." — Grojean); Road Railer ("I'm sure it will be successful. We're expecting more orders in the next three to four months." — Grojean); an employee stock participation program (under review, according to Hoffman); and the outlook for continuation of Metro International (Flying Tigers Executive Vice President John Flynn said the Metro operation is expected to continue for at least a few more years).

The meeting concluded with a dinner and door prize drawing, highlighted by a few surprises and amazing coincidences! (See "All You Have To Do is Ask . . ." on page 1.)

**NAC to Market New Railcar Coatings**

North American Car has reached an agreement with Products Research and Chemical Corporation to apply and market the company's unique new coating system for railcars.

Called Permapol, the polyurethane coating systems have been designed to provide longterm abrasion and corrosion protection for both the interior and/or exterior of many types of railcars. The coating systems are developed and manufactured by PRC, an international speciality chemical company headquartered in Glendale, California.

**Tiger Financial Tops \$1 Billion in Equipment Financing**

Tiger Financial Services has exceeded one billion dollars in third party equipment cost financing, according to Robert Parsons, vice president of the company.

Tiger Financial Services is a subsidiary of North American Car Corporation and is a financial intermediary arranging third party tax-oriented base financing of primarily transportation and energy related equipment.

Tiger Financial is one of the ten largest finance lease brokers in the United States.



Celebrating Flying Tigers' new service in Denver were, above left, Sally Pasiuk, second from left, Flying Tigers regional sales director-Northwest Region, with, l-r, Jack Vincent, Jim and Thayvis Dionne of United Floral Exchange. Above center, Senior Vice President-Scheduled Services Russ Emerson, left, renews acquaintance with R.A. Fraser, who worked for the airline in Denver more than 25 years ago. Above right: A bit of nostalgia . . . Flying Tigers' Denver facility in 1952!



**Denver**

Continued from Page 1.

market especially in the manufacture of high technology products. Growth is expected to continue steadily in the 1980s as Denver becomes the focus of the energy-related business in Colorado. Our jetfreighter service will complement this mushrooming growth."

The flight #924 will depart Stapleton International Airport Monday through Friday at 9:20 p.m., arriving in Chicago at 12:30 a.m. Inbound, flight #925 will leave Chicago at 5:25 a.m. arriving in Denver at 6:55 a.m. Monday through Friday.

**Commodities**

Principal commodities moving in and out of Denver via Flying Tigers' new service include: electronics, such as semiconductors, computers and computer parts; instruments; cameras and camera equipment; energy and high-technology equipment; machinery and wearing apparel.



Pictured above, l-r, John Hunter of the U.S. Postal Service in Denver with Pete Hubbard; and John Walsh and Flying Tigers Denver Sales & Customer Service Representative Rich Neill.



Denver — Growing market for Flying Tigers.

**FLYING TIGERS review**

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Flying Tigers is a Tiger International Company

# Flying Tigers in ASIA

## Bigger Challenges

### New Sales Manager Tay Has Plans for Singapore

"I am looking for bigger challenges, new ground to break and better exposure for Flying Tigers," explained Terrence Tay, the airline's new manager of terminal sales in Singapore.

For Tay, the new position — effective October 1 — marked a return to Flying Tigers. He was previously a sales representative and account executive, prior to the airline's inauguration of jet-freighter service in Singapore. "At that time, all of us did everything and anything," Tay commented. "Once in awhile, we even handled cattle charters."

Tay left Flying Tigers in June of 1978 for Freight Express In-

ternational (FEI) and a chance to broaden his experience and learn new skills. He joined FEI's sales marketing department where he worked at developing new markets in Hong Kong, Indonesia, Sri Lanka, Malaysia and the United States.

With his agency background, Tay was a natural choice for sales manager-SIN when the position opened recently. Managing terminal sales is a new and bigger responsibility for Tay. "A line job allows me to reach my career goals faster," he said. "As for the job, I have a lot of goals. I would like to see Flying Tigers be better known throughout Singapore. More sales and groundwork should help to increase our market, and my ultimate goal is to see that Flying Tigers in Singapore does increase its market share."

Tay places great emphasis on teamwork among employees, as a key to accomplishing this goal. "Employees should all feel that they are a big part of the company," he said.

Tay's other work experience includes training in cargo handling with the Singapore Airport Terminal Services, and service as a combat engineer officer in the Singapore Armed Forces.

He is married and has one daughter, Nyree, age seven.



Terrence Tay, above, new manager of terminal sales in Singapore.



### Introducing Kuala Lumpur!

Flying Tigers in Kuala Lumpur are proud to introduce their force of nine capable personnel. Mike Choo, above center, supervises a staff of eight and all the airline's airport activities at KUL. Mike, more than a three-year Flying Tiger, says that teamwork and spirit are the orders of the day for the KUL Flying Tigers, pictured clockwise, above, from the 12 noon position, Christina Cheong, clerk accountant; Yew Choong Leong, account executive; Irene Kong, customer service supervisor; Penny Foo, customer service agent; Thien Chooi Yeoh, traffic agent; You Leong Chan, traffic agent; Zamzuri Bin Ithnain, traffic agent; and Pooi Heong Teh, senior cargo operations agent.

— Designed and submitted by Penny Foo-KUL



Following SIN's "double" celebration, Flying Tigers got together for a happy "family" portrait. Pictured above, front row, l-r, Terrence Tay; Dennis Strauss; Francis Tan; Jessie Lau; Jessie Phua; Brooke Harwood, GM-Hong Kong & Southeast Asia; Florence Goh; Susie Toh; and Sathar Moulabaksh. Back row, l-r, Alvin Koh; Jeffrey Chua; William Wong; Roger Foo; and Kia Sing Boon.

## "Double" Celebration: Tariff and Tay

by Florence Goh-SIN

The approval of the Double-Pivot Weight Tariff — the first of its kind in Singapore — by the Department of Civil Aviation, couldn't have been timelier. It came just as SIN Flying Tigers were preparing a cocktail reception to introduce our new manager of sales, Terrence Tay, to agents, shippers and interliners in Singapore. So... Tay and the innovative Double-Pivot rate application were officially introduced on October 22.

Some 170 guests were present at The Gallery of the Mandarin Hotel, where they enjoyed drinks and a variety of foods to include chicken, sausage and fishballs.

### "Weigh-In Contest"

The highlight of the evening was a "Weigh-In Contest". Arriving guests were invited to weigh themselves in, and their weights were recorded on their respective nametags issued upon

entry. Halfway through the reception, a speech was delivered by Brooke Harwood, general manager for Hong Kong and Southeast Asia, after which Tay was officially introduced. After addressing the crowd, Tay took his turn to introduce Susie Toh as the new account executive — much to the delight of everyone present!

### Two by Two

When all speeches and introductions were said and done, the contest began. Guests standing next to one another had to pair off and combine their weights to qualify for the "double-pivot" weight. Prizes were awarded to two couples: the first with a combined weight of 397 pounds, and the second to a couple with a combined weight of below 220 pounds. The "heavyweight" winners were Robert Teh of Air-cargo Novo and M.S. Lim of Fairchild. The "featherweight" champs were Jen Tang of Freight Express International and Judy Chin of the Department of Civil Aviation.

The party ended with the snapping of a happy family photograph featuring all of the Flying Tigers in Singapore and their "top Tiger", GM Brooke Harwood.



"Weigh-in" — At the podium, Terrence Tay announces winners of SIN's "light-weight" and "heavy-weight" contest with the help of Susie Toh, pictured at left. Heavy-weight winners are at right — Robert Teh and M.S. Lim.

### SIN on the Beach

## Time Out For A Barbeque

Singapore employees, their families and friends gathered at the beach for their annual company picnic recently.

SIN Flying Tigers rented a chalet on the beach for the occasion, and although the party didn't officially begin until sunset, some employees were there all day preparing.

The dinner began with barbequed squid and prawns on a stick and everyone's favorite — satay and curry. There were also the more traditional foods, including barbequed chicken, salads, watermelon and breads. The eating, drinking, talking and laughing lasted until sometime after midnight.

The next picnic is slated for Christmas time, and everyone is looking forward to the usual fun found among the Singapore Flying Tigers.



Enjoying the SIN outing, above, l-r, Sathar Moulabaksh; Alice Long; Alvin Koh; Genieve Goh and her mother, Florence Goh; and a guest.



Above left, Mary Choo and her sister Florence Choo enjoy the barbeque fare. Above right, Susie Toh and her boyfriend Patrick.



# Flying Tigers in EUROPE

## Toasting a New Terminal

### FRA's "Wild West" Event

The theme was western for the opening of Flying Tigers' new air-freight terminal and administrative offices in Frankfurt, West Germany last October 1. Flying Tigers, shippers, and business, industry and government leaders gathered in the huge warehouse-turned-corral for the event, sampling beer and barbeque fare from cleverly "westernized" serving stations and dancing to the country-western strains of a cowboy band.

Flags and banners from Flying Tigers cities around the world hung high around the expansive area, and Flying Tigers wore cowboy hats for the successful event. Many employees were on hand to help prepare and serve the food and beverages, and tour guests around the impressive new

quarters. One of the most modern freight terminals in Europe today, the new \$6.4 million terminal is Flying Tigers' largest in Europe, covering 80,000 square feet.

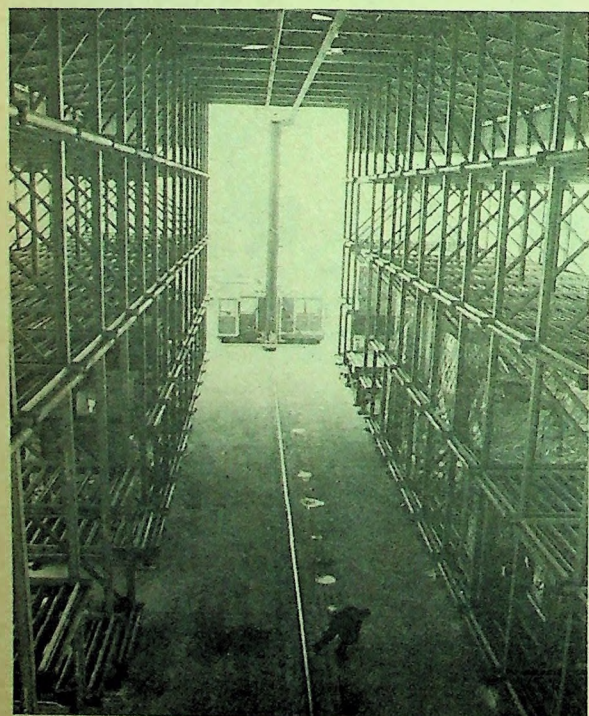
The facility, houses the offices of Flying Tigers' European and German management; storage space; a spare parts depot and repair shops; and space left over for further expansion.

The new complex also includes four-story stacker unit with space for 157 20-foot containers, or 314 10-foot containers/pallets. The stacker is fed by two elevated transportation vehicles with built-in weighing scales.

On this page are some shots of the new Frankfurt terminal and its "wild west" opening.



Exterior of Flying Tigers' new terminal and office complex in Frankfurt, West Germany, above.



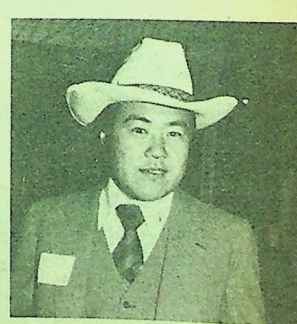
Four-story stacker system, above, is a key feature of the new FRA complex.



In the spirit for Flying Tigers' grand opening "round-up" were three key organizers, at left, l-r, Dieter Weckesser, marketing manager; Arnold Bothe, ULD planning and control; and Gerd Zausch, country sales manager for Germany. Below left, master chefs for the evening included l-r, Rolf Mahr, Michael Zimmerman and Gustav Recksiek, duty manager. Below right, toasting the new terminal were Ursula Kohlmann, left, administrative assistant in Frankfurt, and Jules Schnyder, Flying Tigers general manager for Switzerland.



Flying Tigers enjoying the grand opening event included, above left, l-r, Domingo Gonzales-Rua; Leonard Zizzi, Abdullatif Oezmen, and Orhan Akcora, senior cargo agents. Above left, l-r, Fevzi Ertence, cargo agent and Mehmet Yaman, senior cargo agent.



Among the celebrators, above left, Oswald Buttlar, general manager-Germany and a key organizer of the event; above center, l-r, Norbert Mahr, manager of terminal operations; and Ursula Seckert, Michael U Villinger and Karl Heinz Kuhn of Emo-Trans, Frankfurt; above right, Mike Miami, manager of Asian accounts for Europe. At left, l-r, Gunter F. Mosler, journalist; guest Susan Baark; and Willi Purm, Flying Tigers' deputy general manager.

# Get Away!



Your guide to Flying Tigers' travel benefits and some hints on how to use them.

## Traveling On Company Aircraft

**Who can fly on Flying Tigers aircraft?**

**DC-8-63s** — Full-time Flying Tigers employees and members of their immediate families. *Immediate family* is defined as spouse and dependent children under the age of 21. Dependent children under the age of 23 may be granted trip passes if they are full-time students carrying 9 or more units per semester.

**DC-8-61s & B747Fs** — Full-time employees only. Family members are not eligible.

**How often can I travel?**

**Domestic** — Unlimited domestic pass privileges will be granted after the employee has completed 3 months of full-time service.

**International** — One international pass per year after one year of full-time service.

**Where can I fly?**

You may fly anywhere between our domestic, Asian and European terminals (except the United Kingdom). Call your local operations, customer service or

sales office to obtain schedule information.

**How do I get a pass?**

Complete FTL form 1220, *Request for Transportation on Company Aircraft*. New York and European-based employees make application for travel through the Personnel Department in Building 178. All other employees should apply either through Employee Benefits or your local Benefits Coordinator. (Since international passes are limited to one per year, they are only issued through Employee Benefits or the Personnel Department at Building 178.) Please be aware that there are specific boarding priorities as follows:

**Positive space** — Is limited to company business. (Pass valid 30 days)

**Space Available A** — Emergency (death or serious illness) in the employee's immediate family. (Pass valid 15 days)

**Space Available B** — Is for employees using vacation time. A copy of your vacation P-2 must be attached to your application. (Pass valid 90 days)

Your pass jacket and insert will give you all the information you'll need regarding listing for the

• It's your trip... and it's your responsibility to make all travel plans and arrangements for yourself and your eligible family members. The Employee Benefits staff will process your requests for authorizations or tickets on other airlines, supply letters of introduction, give fare quotes as indicated in this "Get Away" supplement, and guide you to helpful resources. **However, they cannot plan your trip for you.**

• There are a number of information sources you can consult including: airline schedules, the Official Airline Guides (OAG), fliers posted in the Employee Benefits office and on bulletin boards at local terminals, interline travel magazines to which you can subscribe and the *Flying Tigers Review*

"Get Away" section. (Do not contact other airlines directly to request passes or reduced-rate transportation or to seek information about discounts unless directed by Employee Benefits.)

• Keep in mind that during periods of heavy revenue travel you may not be able to board a particular flight, or you may be "bumped" enroute. Allow plenty of time for your trip, and avoid planning your return so closely that these possible delays might create problems due to a late arrival at your work location.

• Good grooming and proper attire reflect on both you and Flying Tigers. The following general dress code has been established as a guideline: **First class:** Men — suit or sport coat, dress slacks

and shirt and tie; ladies — dresses, suits, dress skirts or slacks, or well coordinated denim-type suits. **Coach:** First-class attire, or for men — turtleneck sweater or open collar dress/leisure shirt; ladies — pants/gauche leisure, or coordinated denim-type suits. Children under age 16 should be well groomed and dressed in clothing suitable for travel.

*The Employee Benefits office is located on the ground floor of the Lo-Tiger Building at World Headquarters in Los Angeles; mail code K16; telephone (213) 646-7363. In addition, benefits coordinators who can supply resource material and are authorized to issue Flying Tigers passes have been designated at some terminals.*

flight, meal service, restricted article information, and more.

## Shipping Privileges

**May I ship my personal belongings on Flying Tigers aircraft?**

Yes! There are three different shipping programs available to all full-time employees:

**Non-revenue** — On a space available basis you may ship personal cargo twice each calendar year without charge. The total weight of the two shipments must not exceed 500 pounds. (Sorry, no live animals or plants can be shipped non-revenue.)

**Service Charge Coupon** — On a space available basis you may ship up to 200 pounds of personal cargo for \$.05 per pound domestically, or \$.10 per pound internationally. You may apply for as many 200-pound coupons as you wish throughout the year, but only one of these coupons will be accepted per shipment. A shipment with several pieces totaling 200 pounds is acceptable, however, no individual piece in the shipment may weigh more than 150 pounds.

**50% Coupon** — In order to accommodate shipments which weigh more than the 200-pound service charge coupons allow, employees may ship on a positive-space basis at 50 percent of the General Commodity Rate reflected in the Rates and Tariffs Manual.

**How do I get authorization for a shipment?**

**Non-revenue** — Complete FTL form 1275, *Personal Property*

*Shipment Authorization* and apply either through Employee Benefits or the highest management level at your location.

**Coupons** — Apply through Employee Benefits by memo containing your name, employee number, position, routing desired and weight of the shipment.

**Note:** Travel and shipping embargoes are usually in effect in late fall. Notices will be posted and circulated throughout the system stating exact embargo periods.

## Ticketing — WAL/UAL

Employee Benefits provides actual tickets only for Western Airlines. Actual tickets or authorizations are available for United Airlines. When requesting tickets for either WAL or UAL, please call Employee Benefits for a fare quote, make check payable to Flying Tigers and attach to the application. (Employee's personal check is O.K.)

## No Personal Checks

When you are required to send payment along with your request for any airline other than United or Western, please use a cashier's check, credit union check or money order — no personal checks, please.

## I.D. Letters

**Hotel/Rent-A-Car:** When checking into a hotel or renting

an automobile at discount rates, your identification card is generally sufficient as proof of your airline affiliation. If you want to reserve rooms or cars in advance, Employee Benefits can provide you with a hotel or rent-a-car letter. Request these letters in writing — making certain to include your full name, employee number and job title.

**Letter of Introduction:** If you have won a trip pass on another airline or are booking an interline-tour directly with the tour organizers and are obtaining your tickets by mail, you may need a letter of introduction from Employee Benefits to verify your airline affiliation. Request the letter in writing and include your full name, employee number, job title, hire date and photocopy of your trip pass verification or tour itinerary and completed tour application.

**NOTE:** Five days required to process all identification letters.

## Days to Process

"Required Working Days to Process" on the Plan-A-Trip chart next page means the number of days — not counting weekends — you should allow for Employee Benefits or your Benefits Coordinator to process your requests for travel authorizations and/or tickets. In most cases, after obtaining an authorization, you must also secure your tickets in advance of your travel. Be sure to check all aspects of ticketing for your planned travel and allow enough time.

## Special Fares

In addition to the discounts shown on our "Plan a Trip" list next page, Flying Tigers' employees are able to participate in special fare programs offered by many airlines. The following is a summary of these special fares. Please note the fares are offered year round except where noted differently in the comments column; however, seasonal embargoes may be in effect. Always check for embargoes before making your plans. For more details, copies of individual brochures are available from Employee Benefits.

AIRLINE	NAME OF FARE	ORIGIN	DESTINATION	(P)*	(R)*	(C)*	COMMENTS
Alitalia	Regional	JFK	Italy	X		X (22)	Employee must be employed one year.
Avianca	Red Ruana	LAX, JFK	South America	X		X (18)	Price varies according to destination. Three stopovers permitted free.
British Airways	Speedbird	North American Gateways	London	X		X (24)	
El Al	Shalom Fare	JFK	Israel	X	X	X (21)	Stopovers okay if scheduled.
Iberian	Fanfare	JFK, MIA	Spain			X (22)	
Japan Airlines	Tomadachi	HNL, LAX, ANC, JFK	Japan, Taiwan			X (21)	Usually offered in December. Check with Pass Bureau.
KLM Royal Dutch Airlines	Amsterdam Fare	JFK, IAH, ORD, LAX, ANC	Holland	X		X (26)	
Lufthansa German Airlines	Fly/Drive	LAX, JFK	Germany			X (21)	Car rental included. Offered October thru April.
Mexicana	Fiesta Fare	Any U.S. Mexicana Gateway	Mexico			X (21)	Children under 12 half price. \$15 extra for stopover. Price more outside of Mexicana's domestic system.
TAP Portuguese Airways	Navigator	JFK, Montreal	Portugal	X	X	X (21)	
TWA	Eurofare	TWA Gateway	Europe	X	X	X (21)	Offered November thru March.
UTA French Airlines	Tahiti Tour	LAX	Tahiti	X		X (21)	Hotel cost included. Brothers & sisters eligible.
Varig	Amigo Fare	LAX, MIA, JFK	So. America, Japan			X (21)	

Certified check or money order made payable to the airline must accompany request on all special fares.

\*P = Parents. R = Retirees C = Children to age ( ),

# PLAN A TRIP

... with this roundup of airline travel benefits available to Flying Tigers and their families.

AIRLINE	REQUIRED* WORKING DAYS TO PROCESS	DISCOUNT: POSITIVE SPACE/ SPACE AVAILABLE	ALSO ELIGIBLE**			COMMENTS
			(P)	(R)	(C)	
Aer Lingus Irish (EL)	21(A)	50%/-			(18)	Within Europe (Domestic).
Aer Lingus Irish (EL)	21(A)	50%/75%			(18)	Transatlantic only. <i>Dependent</i> parents of unmarried employees eligible when IRS statement or other valid proof of dependence is attached.
Aerolineas Argentinas (AR)	21(A)	50%/75%			(21)	
Air Afrique (RK)	21(A)	50%/75%			(21)	
Air California (OC)	21(A)	50%/-		X		Employees & retirees limited to three 50% tickets per calendar year. Dependent children <i>not</i> eligible.
Air Canada (AC)	5(A)	50%/75%		X	(21)	
Air Florida (OH)	21(A)	50%/75%	X		(21)	Parents one 50% and one 75% per year.
Air France (AF)	21(A)	50%/75%			(21)	
Air India (AI)	21(T)	50%/75%			(21)	Call airline for fare quote.
Air New Zealand (TE)	21(A)	50%/75%			(21)	
Alaska Airlines (AS)	21(A)	50%/75%	X	X	(21)	Parents eligible for one 50% and one 75% per year.
Alitalia (AZ)	21(A)	50%/75%			(21)	Must be employed one year. Include travel date and airport where you wish to purchase tickets.
Aloha (TS)	5(A)	50%/75%	X	X	(21)	Parents one 50% and one 75% per year (no 90%). 75% must be purchased in Honolulu.
Aloha (TS)	21(A)	Service Charge			(21)	One service charge application per year (non-refundable/non-extendable) after one year of service. (Service charge for all Aloha routes is currently \$16 round trip per person.)
American (AA)	5(A)	50%/75%		X	(21)	
Ansett of Australia (AN)	5(A)	50%/75%			(21)	Employee to take I.D. letter to airport manager on duty in Sydney and/or Melbourne. Manager will consider pass request and process authorization.
Aspen (AP)	21(A)	50%/75%/90%	X	X	(21)	One 90% application per year after one year service. Parents one 50% and one 75% per year. 50% will be space available Dec. 15-Mar. 31 on Friday afternoons, all day Sat. and Sun. morning. 50% available with I.D. at ticket counter.
Avianca (AV)	21(T)	50%/75%		X	(21)	Call airline for fare quote.
Braniff (BN)	5(A)	50%/-			(21)	Children's birthdate must be entered on application.
British Airways (BA)	21(A)	-/75%			(21)	
British Caledonian (BR)	21(T)	50%/75%			(21)	Call airline for fare quote.
Canadian Pacific (CP)	21(A)	50%/75%			(21)	
Cathay Pacific (CX)	21(T)	50%/75%			(18)	Must be employed one year. Call airline for fare quote.
China Airlines (CI)	21(T)	50%/75%	X		(21)	Pass Bureau will call for your fare quote.
Continental (CO)	10(A)	50%/75%		X	(21)	First class not available at 75%. CO requires 24 hours to ticket.
Czechoslovak Airlines (OK)	21(A)	-/80%			(21)	
Delta (DL)	21(A)	50%/-	X		(21)	Domestic system. Parents one 50% per calendar year.
Delta (DL)	21(A)	50%/75%	X		(21)	International system. (Bermuda/Nassau only) Parents one 75% per calendar year.
Eastern (EA)	5(A)	50%/-			(18)	
El Al Israel (LY)	21(A)	50%/-			(21)	
Flying Tigers (FT)	5 (Pass)	-/100%		X	(21*)	Domestic travel after 3 months of full-time employment. One international pass annually after one year of service. Dependents eligible to travel on DC-8-63 only, subject to restricted articles. *Children up to 23 if full-time student.
Frontier (FL)	5(A)	50%/100%	X	X	(21)	One service charge application per year after one year of service. Parents one service charge per year.
Golden West (GW)	21(A)	50%/-			(21)	Employees limited to three 50% applications per calendar year.
Hawaiian Airlines (HA)	21(A)	50%/75%		X	(21)	
Japan Airlines (JL)	21(A)	50%/-	X		(21)	50% only within the Orient.
Japan Airlines (JL)	21(A)	50%/75%		X	(21)	Transpacific routes only. Parents and dependents not traveling with employee allowed 50% discount only.
KLM Royal Dutch Airlines (KL)	21(A)	50%/75%	X		(21)	
Korean Air Lines (KE)	21(T)	50%/-	X		(21)	Pass Bureau will call for fare quote. Parents one 50% per year.
Laker Airways (GK)	5(A)	50%/75%/90%			(21)	One 90% application per year after one year of employment. Employee must call Laker at least one week prior to departure to list for flight.
Lufthansa German Airlines (LH)	21(A)	50%/75%			(21)	Must be employed one year. No discount in Germany.
Mexicana (MX)	21(A)	50%/75%	X		(21)	Parents one 50% and one 75% per calendar year.
Midway (ML)	21(A)	75%/90%		X	(21)	One 90% application per year after one year of service. No positive space for personal travel.
Northwest Orient (NW)	21(A)	50%/-			(21)	
Ozark (OZ)	21(A)	50%/75%		X	(21)	
Pacific Western (PW)	21(A)	50%/75%/90%	X	X	(21)	One 90% application per year after one year service. Parents one 50% and one 75% per year.
Pakistan International (PK)	21(A)	50%/75%			(21)	75% on transatlantic only.
Pan American (PA)	5(A)	50%/75%		X	(21)	All departures other than LAX. PA requires up to 3 days to ticket.
Pan American (PA)	21(T)	50%/75%		X	(21)	LAX departures only. Pass Bureau will call for fare quote. First class travel not permitted at 75%. Retirees 50% space available only.
Philippine Airlines (PR)	21(A)	50%/75%			(21)	
Piedmont (PI)	21(A)	50%/-			(21)	
Republic (RC)	21(A)	50%/75%/90%	X	X	(21)	One 90% application per year after one year of service. Parents & retirees one 50% and one 75% per year.
Sabena Belgian World (SN)	21(A)	50%/-			(21)	
SAS Scandinavian (SK)	21(A)	50%/75%	X		(21)	
Sierra Pacific (SZ)	21(A)	50%/-			(21)	
Swissair (SR)	21(A)	50%/75%			(21)	75% on inter-continental only.
TAP Portuguese Airways	21(T)	50%/75%/90%	X	X	(21)	One 90% application per year after one year of service. For 90% discount, family members must travel with employee. Parents one 50% and one 75% per year. Call airline for fare quote.
Texas International (TI)	21(A)	50%/75%		X	(21)	
Thai International (TG)	21(T)	50%/75%			(21)	Call airline for fare quote.
Trans Central (ZM)	21(A)	50%/100%		X	(21)	Service charge for non-revenue transportation.
Transamerica (TV)	21(T)	50%/75%			(21)	Scheduled flights - Shannon/Amsterdam. Contact representative for flight/fare information: (800) 772-2694.
Transamerica (TV)	21(A)	-/100%			(21)	Charter routes only. Application must include flight numbers and exact travel dates.
TWA (TW)	5(A)	50%/-			(21)	Domestic system.
TWA (TW)	5(A)	50%/75%			(21)	International system.
United (UA)	5(A)	50%/75%	X	X	(21)	Must take authorization to UAL sales office and allow 3 days for ticketing.
United (UA)	5(T)	50%/75%	X	X	(21)	Minimum \$15 one way, \$30 round trip. Call Pass Bureau for fare quote. Parents one 50% and one 75% per year.
U.S. Air (AL)	21(A)	50%/-			(21)	
UTA French Airlines (UT)	21(A)	50%/75%		X	(21)	
Varig (RG)	21(A)	50%/75%			(21)	
Western (WA)	5(T)	50%/75%		X	(21)	Tickets only, no authorizations. Minimum \$15 one way, \$30 round trip. Call Pass Bureau for fare quote.
Wien Air Alaska (WC)	21(A)	50%/75%	X	X	(21)	One 90% application per year after one year of service. Parents one 50% and one 75% per year.
Wings West (RM)	21(A)	50%/75%/100%	X	X	(21)	One 90% application per year after one year of service. Parents one 50% and one 75% per year.

\*Required working days to process. PLEASE allow the number of days shown.

(A) = An authorization to purchase ticket is issued.  
(T) = Actual tickets are issued. When tickets are issued, they must be paid for in advance. For Western and United, personal checks (payable to Flying Tigers) are acceptable. All others require certified check or money order (payable to specific airline requested).

\*\*P = Parents  
R = Retirees  
C = Children, to age ( )



our shipments will also be handled with the careful attention Jerry displayed.

**Robert B. Maidman**  
 Manager Corporate Transportation and Distribution  
 Honeywell  
 Minneapolis, Minnesota

**MAC Kudos**

• Recently I flew on a Military Airlift Command Flying Tigers charter from Travis Air Force Base. The flight crew from Anchorage was most pleasant and made the long trip most enjoyable.

I would like to bring to your attention **Linda Fries** who was the flight attendant for the upper deck passengers on the B747. Her friendly smile and nice personality went a long way in making a good impression. I have flown many times and it is always nice to be fortunate enough to have a flight attendant who is willing to ensure the passengers are taken care of.

**Timothy J. Pavelle**  
 Ensign, U.S. Navy  
 USS California

• I would like to commend your flight attendants **Joan Arthur, Phil Beckerman, Ann Mont-**

**gomery, Janine Jurgens, Patti Lynch, Ruth Fields, and Robert Pretari.** In my 20 years in the Navy I have flown on many MAC flights across both oceans. This crew was by far the best I have ever had the pleasure to fly with. Hopefully I will have the good fortune to fly with them again.

**NCC Wallace E. Wood**  
 Command Career Counselor  
 USS Orion

**Interline Praise**

• Recently I had the privilege of traveling on Flying Tigers from Anchorage to Seattle. I wish to commend the folks in Anchorage operations who assisted me with pass and travel information and who put up with my phone calls regarding the flight's delay — fog in Seattle delayed arrival in Anchorage.

Your pilots, **Captain Leon Lowery, First Officer Neal Ketchen and Second Officer Ken Gronwald** were most professional and gracious. It was a pleasant and very quick flight with three real pros.

**Linda D. Moore**  
 Flight Attendant  
 Reeve Aleutian Airways, Inc.  
 Anchorage, Alaska

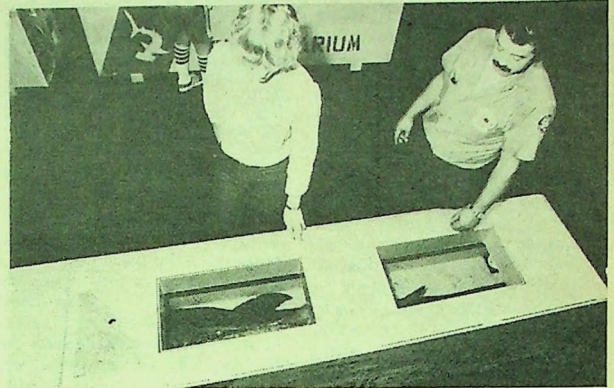
**Shark-Felt Thanks**

• The personnel at Shark-Arium, Inc. would like to extend our many thanks to the personnel at Flying Tigers. To name a few, **Harry Bushway** (account executive-MIA); **Vince Del Marco** (district manager-MIA); **William Khoury** (account executive-MIA); **Lydiette Pedreira** (customer service representative-MIA); **Art Hiltz** (senior operations supervisor-MIA); and **all the operations and loading personnel in Miami.** We would also like to extend our thanks to the person-

nel in Atlanta, Chicago, Philadelphia, New York and Frankfurt.

Without this help and the extra effort, our shipments of live sharks would not go as smoothly as they do. It gives us great peace of mind doing business with Flying Tigers these past few years. Thanks again!

**Gerrit Klay**  
**Denise Bowers**  
**Don Chittick**  
**Guy Almerico**  
 Shark-Arium, Inc.  
 Marathon, Florida



Shark-Arium shipment gets a little help from Miami's Lydiette Pedreira, above left, customer service representative, and Jose Rivera, right, ramp serviceman.

**Customer Confidence**  
 • I want to express my appreciation of the efforts made by your Chicago Director of National Accounts Sales **Jerry Miller**, for his assistance in resolving a long-standing loss our company suffered in March 1980 on a Boston to London shipment. His unfailing commitment to end equitably this festering subject has given me reassurance that Flying Tigers recognizes its responsibilities and obligations to its largest clients.

Jerry has proven to me that a return to use of Flying Tigers services would be in Honeywell's better interests, and steps will be taken accordingly. I trust that

**Flying Tigers On the Move**

Promotions and new positions around the system:

**HEADQUARTERS**

**Kathleen Cass** . . . to crew controller, from crew scheduler. **Leticia Chevez** . . . to customer finance job "3", from senior clerk. **Ricardo Cullman** . . . to manager systems engineering, from senior service engineer. **Gordon Feest** . . . to supervisor maintenance standards, from maintenance methods analyst. **Patricia Franco** . . . to crew scheduler, from crew data operator "B". **William Gro-**

**ver** . . . to manager terminal services, from marketing manager. **Robert Guibord** . . . to service engineer, from mechanic. **Terry Hillis** . . . to personnel relations specialist, from training specialist. **Warren Martin** . . . to foreman maintenance supply, from stock clerk. **Stanley Mason**, to flight ops. support analyst, from flight planner. **Philip Meredith** . . . to foreman maintenance supply, from stores foreman-JFK. **Hien Nguyen** . . . to senior financial analyst, from performance analyst. **Charles Ortiz** . . . to manager purchasing, from senior buyer. **Adrienne Ravis** . . . to customer finance job "3", from office services clerk "1". **Albert Schaaf** . . . to senior flight ops. engineer, from senior financial analyst. **Robert Stoltz** . . . to foreman maintenance supply,

from lead stock clerk. **Scott Strathearn** . . . to product manager, from senior marketing analyst. **Patricia Hasty, Julia Torregano and Lennette Tyler** . . . to computer recorder "B", from records retrieval clerk. **Andrew Bowden, Mary Mangrum, Marilyn Menefee, Angie Saavedra and Silvia San Juan** . . . to customer finance job "1", from records retrieval clerk. **Christina Douroux, Linda Sabatella and Mary Sekula** . . . to customer finance job "5", from customer finance job "4".

**ANCHORAGE**

**Terry Hiatt** . . . to terminal administration clerk, from custodian.

**CHICAGO**

**Elsie Campbell** . . . to terminal administration clerk, from senior clerk. **Annette Rothig** . . . to CSR "II", from CSR "I". **Theresa Wnukowski** . . . to CSR "I", from terminal administration clerk.

**JFK**

**Thomas Boreman, Douglas Harpell and Paul Lielberg** . . . to senior ops. supervisor, from ops. supervisor.

**LOS ANGELES**

**Dale Wu** . . . to accounting clerk "B", from terminal administration clerk.

**BOSTON**

**Joyce Munoz** . . . to telephone sales supervisor, from telephone sales rep.

**YOKOTA**

**George Kosen** . . . to maintenance manager, from maintenance rep.

opment. **Craig Johnson** . . . senior financial analyst. **Susan Lewis** . . . senior clerk. **Judith Morimoto** . . . confidential secretary. **John Rancken** . . . tax manager. **James Rivett** . . . systems analyst. **Douglas Rogers** . . . data network support coordinator. **Leslie Semel** . . . computer programmer "C". **Etta Suslin** . . . manager employee benefits. **William Sweeney** . . . manager financial accounting. **Kerri Tucker** . . . publications coordinator. **Germaine Wensley** . . . relief nurse. **Louise Blocker, Mira Gold and Bonnie Heney** . . . personnel relations specialist. **Lori Kimball and Malia Newhouse** . . . accounting clerk "C". **Bruce Wimberley and John Witkowski** computer programmer "B".

**BOSTON**

**Carl Fisher** . . . account executive.

**CHARLOTTE**

**Betty Warren** . . . CSR "I".

**COLD BAY**

**Janell Greig** . . . cook.

**JFK**

**Daniel Claffey** . . . general clerk. **Thomas Sanders** . . . manager catering. **John Kilidjian, Clive Pierre, Michelle Scalis and Michael Gettler** . . . ops. supervisor.

**LOS ANGELES**

**Donna Vincent** . . . terminal administration clerk.

**SAN FRANCISCO**

**Marcela De La Paz** . . . terminal administration clerk.

**ST LOUIS**

**Richard O'Keefe** . . . account executive.

**Retirements**

**Martin Salva, captain-JFK. 26 years.**



Swiss salute — B747 flight 05 of October 22, was handled somewhat differently from the routine by operations staff in Zurich, Switzerland. The aircraft was taken over at ZRH by Captain Martin Salva, who was on his last trip for the airline prior to retirement. Captain Salva is well known and very popular among the Swiss staff through 20 years of association. On behalf of all Swiss Flying Tigers Operations, Manager **Bob Widmer** said goodbye and presented him a farewell gift — a small, colorful Swiss cowbell. "Swiss staff has appreciated the excellent cooperation during the past years and will miss Captain Salva," Widmer said. We think he speaks for many around the Flying Tigers system.

**Welcome**

Flying Tigers welcomes the following new employees:

**HEADQUARTERS**

**Victoria Aid** . . . chief ops. supervisor. **Alice Arvisu** . . . market analyst. **Tina Dalton** . . . personnel clerk. **Holly Gretsch** . . . crew records clerk. **Warren Hanke** . . . manager system devel-



**They're Off and Running . . .**

Some 50 Flying Tigers got together for a "day at the races" Nov. 21 at Hollywood Park near headquarters, organized by **Frank Yim, maintenance planner, and Al Cormier, manager of special projects & events.** Two of the day's winners, **Fred Gladney, above left, lead mechanic-building maintenance, and Bonnie Willis, above right, rating specialist, enjoy a photo with jockey Marco Castaneda.**

# Get Away!

Interline travel information to help you get away to it all.

## Caesar's Week In Paris: Ooo-La-La!

An addition to Caesar Hotels' January to March *Europe Sales* is *Paris on a Shoestring* featuring one whole week in Paris for just \$199 including interline airfare!

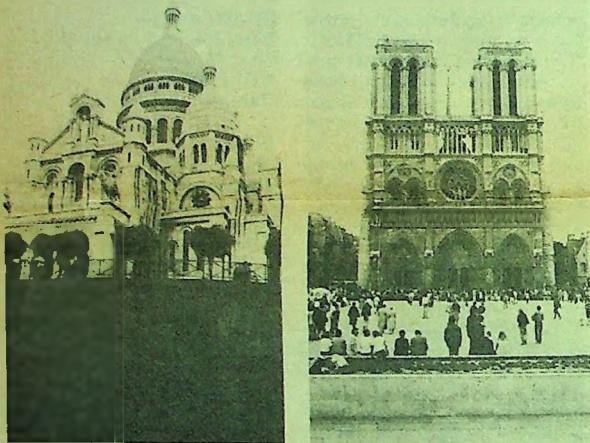
Trips depart every Sunday during January, February and March 1982 from New York, Los Angeles, Dallas, Washington, D.C. and Miami via Pan Am. \$199 includes round-trip interline airfare, 5-nights hotel accommodations with private bath, continental breakfast daily, services of a Caesar host or hostess, a bottle of wine waiting in the interliner's hotel room, a 2-day pass for unlimited travel on the Paris Metro system, a tourist map of Paris, and Caesar Hotel's special list of selected moderately priced restaurants. Optional tours of Paris and the environs are available. The supplement

for a single room is \$35.

For the traveller who has three extra days, Caesar offers a 3-country extension to Holland, Belgium, and Luxembourg. This includes a special Caesar visit to the French champagne country including champagne tasting. The price for the extension is \$175 per person, single supplement — \$45.

Those eligible for *Paris on a Shoestring* are full-time airline employees, spouses and dependent children of employees, retired employees, and their spouses. Parents are eligible at a supplemental cost of \$186 per person, with or without extension.

For reservations or information phone Caesar Hotels at (314) 727-1503.



Two of Paris' most famous landmarks... Sacre Coeur Basilica, above left, and Notre Dame, above right.



Hong Kong's famous Star Ferry against the Crown Colony's distinctive skyline.

## Hong Kong Hotel Discount

The Mandarin Hotel, Hong Kong is offering discounts to interliners effective December 1, 1981 through February 28, 1982.

All rooms at The Mandarin will be discounted 50 percent and are subject to space availability.

The hotel is located in the heart of Hong Kong, overlooking the harbor and 100 yards from the Star Ferry.

All discounted rooms must be reserved in advance.

Reservations may be made through the Mandarin International Hotels sales office in Los Angeles (213) 649-1634 and New York (212) 838-7874.

## January Sale Shopping in Europe With a Guide

Aero-Marine Interline Tours is offering interliners guided shopping tours to four European cities during the traditional January sale period. They are Lon-

don, Paris, the Riviera (Nice), and Athens, Greece.

Each tour will offer the services of a guide to take you to where the bargains are located. Each tour includes a hotel with bath, continental breakfast daily and inter-city transportation, and sightseeing.

London, priced at \$169 includes airport transfers and a play.

Paris, priced at \$169 includes airport transfers and a boat ride on the river Seine.

The Riviera, priced at \$199, includes space available airfare from Paris to Nice.

Athens, priced at \$179, includes a full-day cruise to three Greek islands, two lunches and one dinner with a floor show.

It is possible to combine visits to two or more cities. Phone for specific prices.

Each tour requires five days to participate including travel time. Three full days of touring and shopping are included in each city.

These packages are for ground arrangements only and with the exception of the Riviera do not include airfare. However, Aero-Marine can arrange space available transportation.

For further information and your departure dates, contact:

Aero-Marine Interline Tours Inc., 412 E. Shore Trail, Sparta N.J. 07881; or phone (201) 729-5004.

## Ireland: Gardens and Castles

Limited space is now available on a 6-night tour of Southern Ireland for airline employees, their families, parents, and accompanying friends, as well as airline retirees.

Two tour dates are offered in 1982 — for the spring, April 16 to 22 — for the fall, October 22 to 28. Tour begins in Dublin and ends in Shannon. Included features are: first-class hotels for 6 nights; groups transfers to and from airport; full Irish breakfast daily; a medieval castle banquet; sightseeing with English-speaking guide; visits to Blarney Castle, the Muckross House and Gardens, and a singing pub; baggage handling on tours; and all taxes and gratuities on rooms and meals. Interline rates are: \$320 twin per person, \$310 triple per person and \$355 for a single.

For details, contact: Interline Division, Hallmark Travel Inc., 56 E. Andrews Drive, NW, Atlanta, Ga. 30305.



## On the Safe Side

A. W. Brunetti  
Director-Safety

## The Office — Hazards There, Too

The office accident: It doesn't get a lot of publicity... but every year thousands are injured and some people even killed in office accidents.

They generally occur when an unsafe act is combined with an unsafe condition. Generally, office accidents can be classified in six categories: slipping, tripping or falling; using equipment improperly or using faulty equipment; collisions or obstructions; falling objects; fire and electricity; and "horse-play" and other actions which do not fit into the other categories.

By far, the greatest number of accidents occur in the slips and falls category. Floor areas, including storage spaces, should be well lighted and clean, dry and free of debris which could cause

a fall. Spills also should be cleaned up as soon as possible and when bad weather occurs, slip-resistant mats should be placed in building entrances. Carpeting also can cause some problems if it is allowed to deteriorate. Rugs and carpeting should be secured to prevent slipping or creeping.

If office manuals and supplies are stored on shelves which hamper ready access, use a ladder designed for the purpose and not a chair or other office furniture. We have had employees suffer concussions and lost time after falling off chairs with rollers.

While some causes of accidents can be remedied by constant vigilance and timely action, others are a matter of planning. For

example, desks and file cabinets should be arranged so that they do not open into aisles or walkways. It's also a good idea to leave drawers closed when you have finished retrieving what you're looking for. Materials should not be stored in corridors or lanes of traffic. In addition to being "traffic" hazards, the materials may fall over if they are improperly stacked. Telephone lines and typewriter and other electrical equipment cords are obvious tripping hazards.

Office safety is probably one of the most neglected aspects of an overall safety program; but simple common sense — and awareness of potential hazards — can prevent unnecessary and painful consequences.

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