AMERICAN AIRWAYS, INC.
MUNICIPAL AIRPORT
4848 WEST 63RD STREET
CHICAGO

April 3, 1933

Mr. Amon Carter,
Ft. Worth Star Telegram,
Ft. Worth, Texas

My dear Amon:

Enclosed please find a revised and new form T-1 pass, which will replace the one you have now.

Also, am forwarding for your guidance a copy of the new traffic regulations.

Sincerely yours,

Lou.

LBM:D

AMERICAN AIRWAYS, INC.,
Traffic Department,
Chicago, Ill.

GENERAL TRAFFIC OFFICE BULLETIN NO. 14 March 24, 1933

Subject: Non-Revenue and Reduced
Fare Transportation

TO ALL AMERICAN AIRWAYS PERSONNEL:

In accordance with Mr. Seymour's instructions, and for the information and guidance of American Airways employes, the following "Regulations" covering the issuance and use of Non-Revenue and Reduced Fare transportation are issued:

Effective April 5, 1933, all existing rules and regulations on the subject are rescinded and each employe will be expected to be familiar with, and be governed by, the new regulations herein contained.

FREE TRANSPORTATION FOR PERSONS NOT CONNECTED WITH THE COMPANY, except representatives of the Post Office Department, and the Department of Commerce, traveling on official business, will not be issued except on authority of:

E. L. Cord, Chairman of the Board, The Aviation Corporation,
L. B. Manning, President, The Aviation Corporation,
Lyndol L. Young, Vice President, The Aviation Corporation
L. D. Seymour, President, American Airways, Inc.,
F. Warren Oakes, Jr., Vice Pres. - Traffic, American Airways, Inc.

Transportation will be issued by these officers on a must-ride or space-available basis as the circumstances may warrant.

TRANSPORTATION FOR EMPLOYES ON COMPANY BUSINESS will be issued on a space-available basis.

Unless an employe holds an identification card (T-2), authority for any trip must be obtained in writing from one of the following officers of American Airways, who are authorized to issue free transportation over our lines to employes when engaged in the pursuit of duties incident to the conduct of the company's business within his jurisdiction:

L. D. Seymour, President,
F. Warren Oakes, Jr., Vice President - Traffic
C. R. Smith, Vice President - Southern Division
R. C. Marshall, Vice President - Eastern Division
T. J. Dunnion, Treasurer
C. C. Shangraw, Manager of Communications,
C. J. de Goveia, Publicity Director
Earl F. Ward, General Superintendent, Eastern Division
Hugh L. Smith, General Superintendent, Southern Division

In an emergency any of the officers listed above may authorize must-ride free transportation for employes under their jurisdiction, when the emergency is of a nature having to do with the serious interruption of the services for which they are responsible. In each case, however, written explanationof the circumstances will be forwarded to Mr. Seymour's office.

SPACE-AVAILABLE IDENTIFICATION CARDS (Form T-2) will be issued to certain employes which will be honored for such transportation when on duty. Such T-2 identification cards will be issued only on the recommendation of officers mentioned in the foregoing, certifying the necessity of same to the conduct of the company's business.

A complete record of transportation so issued will be kept by the Treasury Department and presented monthly to each of the above officers covering all non-revenue transportation issued, which will include the reason for issuance, person authorizing travel, the amount involved had the trip been paid for, the origin and destination of the trip, and the name of the person who so traveled.

Any one of the nine officers listed above may authorize the issuance of Free or Half-Fare Transportation to employes, or Half-Fare Transportation to relatives of employes within his jurisdiction under the following conditions:

1 - Vacation Passes.

Employes of the company, after one year's satisfactory service will be eligible for one free vacation roundtrip per year between their home station and points within the distances listed in the following, routing both going and returning by the most direct route, distances to be computed on airway mileage basis:

1 year	-	To points not to exceed			600	miles	distant	
2 years		"	"	"	1200	"	"	
3 years		"	"	"	1800	"	"	
4 years		To any point on American Airways System.						

2 - Families of Employes, upon recommendation of the Department Head in whose Department the employe is located, will be eligible for transportationat half-fare at any time. Transportation so sold to members of employes' families will receive in every way the same consideration as fully paid fares. Employes' families as described in the foregoing, include husband, wife, sons and daughters.

Father, mother, brothers and sisters of an employe, dependent on and domiciled with the employe, may be considered eligible for half-fare consideration, with the restriction,

however, that not more than one such trip may be made annually.

3 - EMPLOYES ARE ELIGIBLE FOR HALF-FARE TRAVEL over the routes of the company in addition to their annual free vacation travel when such transportation can be made use of at periods which do not interfere with their duties in the discretion of the Department Head in whose department they are employed.

EXCESS BAGGAGE CHARGES will not be collected from passengers traveling on Non-Revenue basis, who are not connected with the company, but it is expected that baggage carried will be within the thirty pound, (30 lb.) allowance.

Persons connected with the company, including directors and former directors, employes traveling non-revenue or half-fare, and all persons traveling half-fare or on any reduced fare basis, will be charged for baggage in excess of thirty pounds at the rate per pound of one-half of one percent of the regular published air passenger fare (not one-half of one percent of collected fare).

NON-REVENUE OR HALF-FARE TRANSPORTATION WILL NOT BE TRANSFERABLE IN ANY CASE.

All of the officers mentioned above will be supplied with new and proper forms for authorizing such transportation as required. Form T-38 is abolished, and the new forms must be exchanged for tickets before boarding airplanes.

NO TICKET will be issued unless identification card is presented and ticket endorsed on back by holder, or unless AUTHORITY FOR NON-REVENUE TRANSPORTATION (Form T-3) or AUTHORITY FOR EMPLOYES' TRANSPORTATION (Form T-4) is surrendered and attached to auditor's coupon of ticket so issued.

F. W. Oakes Jr.

F. Warren Oakes, Jr.,
Vice President - Traffic

FWO:MFK

AMERICAN AIRWAYS, INC.,
Traffic Department
Chicago, Ill.

March 24, 1933

TO: CITY TRAFFIC MANAGERS
TRAFFIC REPRESENTATIVES
STATION MANAGERS
TICKET AGENTS

GENERAL TRAFFIC OFFICE BULLETIN NO.15

Subject: Regulations Covering the Issuance and Use of Non-Revenue and Reduced Fare Transportation

Your particular attention is called to General Traffic Office Bulletin No. 14, issued March 24, 1933, which is made a part hereof.

It is expected that you will familiarize yourself fully with the contents of that bulletin and be guided accordingly in the issuance of all tickets. Much uncertainty has existed in the past, but by careful observance of these new regulations on your part that uncertainty will be eliminated and you will find your work simplified.

THERE WILL BE NO EXCEPTIONS.

TICKETS MUST BE ISSUED TO EVERYONE BEFORE BOARDING ANY AIRPLANE.

YOU ARE AUTHORIZED TO ISSUE TICKETS TO HOLDERS OF THE FOLLOWING FORMS ONLY, unless you are in possession of Written Instructions (Letter, Telegram, or Radiogram) from an officer qualified to authorize such transportation as is requested.

1. IDENTIFICATION CARD FORM T-1. Directors and officers of The Aviation Corporation will be issued special identification cards, (Form T-1), signed by the President of American Airways, which will entitle them to free, must-ride transportation over all lines of American Airways upon presentation at any time, if the seats they request have not previously been sold.

2. IDENTIFICATION CARD FORM T-2. Space available identification cards, (Form T-2), will be issued to certain employes which will be honored for such transportation on duty when presented. This same form (T-2), will also be issued to certain former directors of The Aviation Corporation, which will entitle them to space-available transportation over all lines of the company during the periods indicated thereon.

3. AUTHORIZATION FOR NON-REVENUE TRANSPORTATION FORM T-3. These forms will only be honored when signed by:

E. L. Cord, Chairman of the Board, The Aviation Corporation,
L. B. Manning, President, The Aviation Corporation,
Lyndol L. Young, Vice President, The Aviation Corporation,
L. D. Seymour, President, American Airways, Inc.,
F. Warren Oakes, Jr., Vice President - Traffic, American Airways, Inc.

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March 24, 1933

Subject: Regulations Covering the Issuance and Use of Non-Revenue and Reduced Fare Transportation

4. AUTHORIZATION FOR EMPLOYES' TRANSPORTATION FORM T-4. These forms will be honored only when signed by:

L. D. Seymour, President,
F. Warren Oakes, Jr., Vice President - Traffic
C. R. Smith, Vice President - Southern Division,
R. C. Marshall, Vice President - Eastern Division,
T. J. Dunnion, Treasurer
C. C. Shangraw, Manager of Communications
C. J. de Goveia, Publicity Director
Earl F. Ward, General Superintendent, Eastern Division
Hugh L. Smith, General Superintendent, Southern Division

5. U.S.POST OFFICE DEPARTMENT TRAVEL COMMISSIONS. Representatives of the Post Office Department, traveling on Post Office business will be given non-revenue must-ride transportation upon presentation of their commissions.

6. DEPARTMENT OF COMMERCE AIRLINE INSPECTORS. Representatives of the Department of Commerce, designated by that department as eligible for free transportation over our lines in the performance of their official duties, will be issued free, must-ride or space-available transportation (their option) at any of our ticket offices upon the presentation of proper identification.

Holders of IDENTIFICATION CARDS (Forms T-1 and T-2), POST OFFICE TRAVEL COMMISSIONS and DEPARTMENT OF COMMERCE IDENTIFICATION CARDS, will be expected to sign on the back of ticket issued. The card number and signature should plainly appear on the back of the ticket for the benefit of the Treasury Department.

Whenever AUTHORIZATION FORMS T-3 or T-4 are presented for transportation, such forms should be lifted and attached to the auditor's coupon of the ticket, for the information of the Treasury Department.

These regulations shall not be construed to interfere with the movement of pilots in the performance of their regular duties. Such pilot movements will be authorized specifically by the General Superintendents, or will automatically be assumed as included in orders for airplane movements. A record of such trips made by pilots will be kept by the Treasury Department and presented monthly to Divisional Vice Presidents.

It is noted that the above orders cover Non-Revenue Transportation only. Present regulations for Half-Fare Transportation, and for persons traveling on U. S. Government Requests for Transportation, known and usually bulletined as "Government Transportation Orders", and on U.S.Government Travel Commissions, remain in effect, except that it shall be noted that

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baggage of persons connected with the company, weighing in excess of thirty pounds (30 lbs.) will be charged for at the rate per pound of one-half of one percent of the regular published air passenger fare, not one-half of one percent of the collected fare.

F. W. O. Jr.

F. Warren Oakes, Jr.,
Vice President - Traffic

FWO:MFK