

CHANGE

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHWEST REGION**

SW 1940.2A CHG 1

11/17/80

**Cancellation
Date: Retain**

SUBJ: AIRWAY FACILITIES MAINTENANCE CONTINGENCY PLAN

1. PURPOSE. This change transmits revised pages and prescribes pen-and-ink changes to SW 1940.2A, Airway Facilities Maintenance Contingency Plan.

2. EXPLANATION OF CHANGES.

a. Reference to the recently abolished Maintenance Engineering Field Office (MEFO) is deleted from this order.

b. Reference to canceled Order 6030.22A, Certification of Airway Systems and Subsystems, has been replaced with Order 6000.15A, General Maintenance Handbook for Airway Facilities.

3. ACTION: Please make the following pen-and-ink changes.

a. Delete reference to Maintenance Engineering Field Office (MEFO) Chiefs in DISTRIBUTION paragraph.

b. Delete reference to MEFO in paragraph 5b(5), page 2, and Appendix 1, page 1, paragraph 1c(2).

c. Under Appendix 1, page 3, paragraph 3c(2), change Order 6030.31B to read Order 6030.31C.

PAGE CONTROL CHART

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
3 thru 6	2/28/79	3 thru 6	11/17/80


Paul N. McMullen
Acting Chief, Airway Facilities Division

Distribution: A-X-2 (Minus AP/AS/AU/CR/MS/AF); A-X (AF) -3 **Initiated By:** ASW-460
A-FAF-2/3 (limited)

(b) Relay immediately the details of any incidents noted in the sectors that appear to support job actions to the appropriate AF Maintenance Operations Branch Specialist at the regional office each morning prior to 10 a.m. If the incident is considered to be significant, sectors shall contact their specialist immediately. After administrative hours, if the incident is considered to be of a serious nature, the sector manager or his designee shall contact the Southwest Region Communications Control Center and request a telephone conference with his specialist, or if his specialist is not available, the standby duty specialist.

6. SUPPLEMENTING MAINTENANCE MANPOWER.

a. Reallocation of Personnel. The Chief, Airway Facilities Division, will direct reallocation of personnel headquartered in the Regional Office to supplement field maintenance activities if necessary. The Chief, Maintenance Operations Branch, ASW-460, shall monitor, direct, and act as the focal point for reallocation of personnel to field facilities affected by manpower shortages. The Chief, Maintenance Operations Branch, shall direct and utilize available personnel from unaffected sectors as the primary source to supplement sectors experiencing manpower shortages. The Airway Facilities Division Chief shall coordinate reallocation of staffing between regions. Any significant manpower transfers shall be coordinated with the Regional Director through the Deputy Regional Director.

b. Transfer and Travel. Temporary transfers and assignment of personnel shall be handled on a detail basis. Assignments may be made orally and documented on FAA Form 1522, Record of Visit, Conference, Telephone Call. Formal documentation will be made as necessary and as circumstances permit. Transportation allowances and per diem shall be provided in accordance with current agency regulations.

c. Certification Requirements. The assignment of maintenance duties to supplementary personnel shall be in accordance with normal maintenance practices (see Order 6000.15A, General Maintenance Handbook for Airway Facilities). Personnel certification requirements as set forth in Order 3400.3E, Airway Facilities Personnel Certification Program, shall be adhered to. During AF Maintenance Conditions 1, 2, or 3 (see Appendix 1, paragraph 2), sector managers are authorized to issue temporary certification orally and document the action on FAA Form 1522, Record of Visit, Conference, Telephone Call. Personnel receiving certification under these conditions must qualify for the action per Order 3400.3E (see Appendix 1, paragraph 1c, for availability of certified personnel). The directives listed in this paragraph will not be furnished to offices outside the AF Division.

7. OPERATIONAL COMMAND POST.

a. Establishment of Command Post. Upon declaration of AF Maintenance Condition 3 or lower by any sector, an operational command post shall be immediately established in the Regional Communications Control Center. The Chief, Maintenance Operations Branch, ASW-460, by direction of the AF Division Chief, shall implement and exercise control of the contingency plan for all AF Maintenance Condition levels that require the reallocation of AF manpower resources within the region. The Maintenance Operations Branch will notify sectors when the decision has been made to implement the contingency plan. Sectors will then relay subsequent reports to the Communications Control Center.

(1) This command post will become the focal point for the gathering of all information concerning the disruption of Airway Facilities services, and its primary function will be to:

(a) Keep key Washington and regional personnel advised of the situation.

(b) Maintain a continuous liaison with the sectors.

(c) Coordinate and implement operational changes.

(d) Provide guidance and assistance to the sectors.

(e) Serve as the focal point for the direction and control of personnel assigned to maintain an effective NAS system.

(f) Analyze reports to determine the sectors most affected and establish operational priorities for additional staffing and reduction of services.

(g) Assess the impact of adverse situations and develop appropriate courses of action.

(h) Maintain an effective communications system.

(2) Staffing of the command post will consist of a minimum of one Maintenance Operations Branch specialist and one supervisor from the Airway Facilities Division. The individuals who will man the command post and the hours of duty will be determined by the AF Division Chief or his designee. The supervisor manning the command post may, depending on the situation, request assistance and advice from personnel from the Regional

Counsel, ASW-7; Personnel Management Division, ASW-10; Flight Standards Division, ASW-200; Aviation Medical Division, ASW-300; Air Transportation Security Division, ASW-700; and the Military Representatives, ASW-900.

b. Documents for Command Post. Documents for operation of the command post shall be maintained and stored by the Maintenance Operations Branch, ASW-460. These documents shall include:

- (1) Facility Maintenance Management Master File (FMF) by sector.
- (2) FMF by facility.
- (3) Order 1375.7, Organization/Cost Center Codes Standard Data Elements.
- (4) Order 6030.31C, Restoration of Operational Facilities.
- (5) Sector organizational charts for each sector.
- (6) Monthly Staffing and Personnel Report (RIS: SW 3200-1).

8. EMERGENCY PERSONNEL COMMUNICATION SYSTEM. The emergency communications network shall be placed in a state of readiness when reduced manpower conditions are imminent. Field locations shall use telephone communications if available. Field locations may be required to relay messages from the operational command post to insure continuity in communications. Every effort will be put forth by field locations to establish and maintain communications between the Regional Office and other field locations. A certain amount of reliance can be placed on the news media as an alert mechanism for circumstances that may lead to reduced maintenance manpower availability. This possibility should not be overlooked and independent judgment applied to determine if the activation of the emergency communications network is warranted.

9. NEWS MEDIA GUIDELINES. In order to be consistent in our dealings with the news media, the following guidelines will apply.

- a. No interviews permitted in operational areas.
- b. News media releases and interviews should be handled in accordance with GUIDELINES FOR INFORMING THE MEDIA/PUBLIC CONCERNING THE ATC SYSTEM, issued by letter from the Associate Administrator for Air Traffic and Airway Facilities, ATF-1; and Assistant Administrator, Office of Public Affairs, APA-1, dated August 21, 1980.
- c. Silent footage for television may be permitted in operational areas at the discretion of the sector manager.

11/17/80

d. Interviews may be conducted in nonoperational areas with the sector manager, or designated spokesman.

e. Interviews with technicians and union officials should not be permitted during normal working hours. Sector managers have the option for providing space for such interviews.

10. AF MAINTENANCE CONDITION CENTRAL. The office of the Director, Airway Facilities Service shall serve as the focal point on a national level. Immediately upon activation of the regional AF Division Command Post, the Director, Airway Facilities Service, shall be so notified through the Washington Communications Control Center as per paragraph 5a(5). When the severity of the situation exceeds regional capability to cope with the manpower problem, the Director, Airway Facilities Service, shall implement and exercise control of a national contingency plan.

11. SECURITY. Protection of personnel and facilities should also be considered. When necessary, coordination with local, state, and national elements (police, fire, military, etc.) should be effected through the appropriate agency Air Transportation Security elements.



Paul N. McMullen
Acting Chief, Airway Facilities Division