

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1100.45J

ALASKAN REGION

August 1, 2005

SUBJ: ALASKA FLIGHT SERVICE OPERATIONS HUB FACILITY ORGANIZATION

- 1. PURPOSE.** This order identifies the Alaska Flight Service Operations (AFSO) hub organizations, provides guidelines for operation of hubs, and defines the requirements of facilities within the hub organization.
- 2. DISTRIBUTION.** This order is distributed to division level in regional headquarters; branch level in the AFSO Service Area Office (SAO); and all AFSO facilities in the Alaskan Region.
- 3. CANCELLATION.** Order AL 1100.45H, Air Traffic Hub Facility Organization, dated August 10, 2004 is cancelled.
- 4. EXPLANATION OF CHANGES.** This amendment reflects Air Traffic Organization (ATO) structural changes implementing the service area concept and AFSO Area Office with responsibilities for Alaskan flight service facilities.
- 5. SCOPE.** This order applies to Automated Flight Service Stations (AFSS), Flight Service Stations (FSS), and the Flight Service Data Processing System (FSDPS) in the Alaskan Region. The structure of the regional hub organization is contained in Appendix 1, Alaska Flight Service Operations (AFSO) Organization.
- 6. BACKGROUND.** FAA Order 1100.153A, Air Traffic Hub Management Organization, provides for the optional implementation of the hub organization concept for certain Air Traffic (AT) facilities.

One of the goals of the straight-lining effort in the ATO is to implement the hub management concept FAA-wide. The hub concept is based on the premise that an AT manager of a large facility becomes the first line supervisor of other AT managers located in a geographical area.

The intent of the hub organization is to strengthen management and administrative support for smaller facilities, support the sharing of resources, and to improve supervisory ratios and span of control. The following factors were taken into consideration when establishing the hub concept in the AFSO:

- (1) Remote locations.
- (2) High cost of government-furnished housing and associated support systems such as power, utilities, roads, water treatment, etc.
- (3) High cost of travel.
- (4) Other pertinent factors.

7. DEFINITIONS.

- a. Hub Facility. A facility where the hub manager is located.
- b. Hubbed Facility. A facility with an on-site AT manager and which reports directly to a hub facility.
- c. Satellite Facility. A facility which has no on-site manager and which reports directly to a hub facility.

8. HUB ORGANIZATION. Designated AFSSO facilities are hubbed as follows:

KENAI AFSS is the hub facility for Dillingham, Cold Bay, Homer, Iliamna, McGrath, Palmer, and Talkeetna FSS, and Anchorage FSDPS.

FAIRBANKS AFSS is the hub facility for Northway, Nome, Kotzebue, Barrow, and Deadhorse FSS.

JUNEAU AFSS is the hub facility for Sitka and Ketchikan FSS.

9. RESPONSIBILITIES.

The AFSSO SAO shall:

- (1) Provide first level supervision to hub managers.
- (2) Provide policy, funding, and program guidance to the hub managers.
- (3) Provide staff support to all facilities through routine communications, site visits, and periodic evaluations.

Air Traffic Hub Managers shall:

- (1) Retain the full range of authority and responsibility for their hub.
- (2) Serve as first line supervisor to all other managers in their hub.
- (3) Provide administrative, fiscal, and training support and guidance to facilities within the hub.
- (4) Ensure continuity and quality of AT services within the hub through a quality assurance program.
- (5) Serve as selecting official for managers within the hub.
- (6) Conduct site visits at hubbed or satellite facilities within the hub at least twice each year, as funding permits.
- (7) Incorporate, in a hub order, the procedures, policies, and methods to be used in conducting hub activities. These hub policies and procedures shall be developed in consonance with the affected facilities and shall include:
 - (a) Meeting and visitation schedules.
 - (b) Routine communication and coordination procedures.
 - (c) Procedures for handling travel, awards, training, overtime, disciplinary actions, and any related budget activities.
 - (d) Hub facility support functions and activities.
 - (e) Procedures for development of facilities and equipment budget requirements.
 - (f) Procedures for development of hub goals and objectives to include affirmative action.

- (8) Review and analyze staffing, training, and other resource requirements received from facilities within the hub and consolidate for submission to the appropriate regional element. Develop budget requirements for the operation of associated hub facilities and allocate authorized resources within the hub as appropriate. Remain within budget allocations. Provide travel/credit card oversight.

Assistant AT managers in hub facilities shall serve as acting AT hub manager during absences of the AT hub manager. In the absence of an assistant AT Manager, the AT hub manager shall delegate responsibility as acting AT hub manager to an individual he/she deems appropriate.

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APPENDIX 1. AFSO ORGANIZATIONAL CHART

Alaska Flight Service Operations (AFSO) Organizational Chart

