



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Technical Center Policy

**ORDER  
CT 5310.1G**

Effective Date:  
01/01/08

**SUBJ: FAA William J. Hughes Technical Center Master Planning and Site Selection**

---

1. **Purpose of This Order.** This order assigns responsibilities for Master Planning and Site Selection at the FAA William J. Hughes Technical Center.
2. **Audience.** This order applies to all organizations located at the Technical Center, including the South Jersey Transportation Authority, the New Jersey Air National Guard, the Department of Homeland Security, as well as all contractors and tenants.
3. **Where Can I Find This Order?** You can find this order on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and <http://intraweb.act.faa.gov/actlibrary/ctdirectives>.
4. **Cancellation.** This current order replaces Order CT 5310.1F, FAA William J. Hughes Technical Center Master Planning and Site Selection, dated January 10, 2004, is canceled.
5. **Reference.** Space Management Policy, dated August 13, 2003; FAA Order 1050.1E, Policies and Procedures for Considering Environmental Impacts, updated with changes on June 8, 2004; and Order CT 4443.1, Construction Authorizations, dated August 29, 2005.
6. **Definitions.**
  - a. **Master Plan.** An outline for the planned near-term and long-range development of the Technical Center, first published as "Master Planning Report," dated September 15, 1961 and subsequently updated to include airport layout plans, South Jersey Transportation Authority's (SJTA) Airport Master Plan Update, New Jersey Air National Guard's Master Plan, FAA William J. Hughes Technical Center's Strategic Land Use Plan, and accompanying master plan documentation.
  - b. **Updating the Master Plan.** Periodic revision of Master Plan documents and drawings to account for progressive accomplishments and authorized changes.
  - c. **Site Selection.** Official designation of the best available site for a structure or facility under the Master Plan.
  - d. **Master Planning Action.** For purposes of this order, a Master Planning Action results when physical action takes place that results in the change of land use, either temporary or permanent. A Master Planning Action also includes changes that affect airspace above a site or subsurface changes that may affect underground utilities.

e. Utilities. Overhead or subsurface lines, pipes, and duct banks used for the distribution of natural gas, electric, water (both potable and fire water supply systems), sewage, storm drainage, fuel storage, and communication (telephone and fiber optic) lines.

**7. Policy.** The Master Plan, with all updated and approved changes, governs planning and site selection of new construction, field installations, demolition, exterior structural alterations, land clearing, earthwork, drainage, installation of utilities, roads, trailers, antenna, real estate acquisition, and environmental matters. The Chairman of the Master Planning and Siting Board approves or disapproves all Master Planning Actions.

## **8. Roles and Responsibilities.**

a. Center Master Planning and Siting Board is established.

(1) Members are:

- a) Technical Center Director, Chairman
- b) Working Committee Chairman and Permanent Secretary to the Board. (To be appointed by the Chairman)
- c) Chief Counsel, Technical Center Counsel
- d) Manager, Office of Security and Investigations
- e) Manager, Systems Engineering & Supporting Services Group
- f) Manager, Technical Strategies & Integration Group
- g) Manager, Test & Evaluation Services Group
- h) Manager, Laboratory Services Group
- i) Manager, Air Transportation Systems Evaluation Group
- j) Manager, Airport and Aircraft Safety Group
- k) Manager, Center Operations Group
- l) Director of Administration, Transportation Security Laboratory
- m) Special Agent In Charge, Federal Air Marshals Program
- n) Airport Manager, South Jersey Transportation Authority
- o) Base Engineer, New Jersey Air National Guard
- p) Facility Engineer, U.S. Coast Guard Air Station Atlantic

(2) Ex officio members representing other Center organizations and tenant organizations will participate in Board meetings when the Working Committee Chairman indicates the need for their participation.

(3) The Working Committee Chairman will call meetings, as required.

(4) Duties:

- a) Master Planning
- b) Updating Master Plan.
- c) Supervising the Working Committee activities.

b. Working Committee is established.

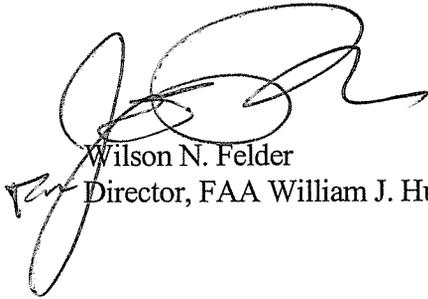
- (1) Members are:
  - a) Chairman, appointed by the Director.
  - b) Designated representatives from each organization and staff having members on the Master Planning and Siting Board; and,
  - c) Representatives of Center organizations, contractors and tenant organizations who express an interest in the Master Planning Action, or who are requested to participate by the Working Committee Chairman.
- (2) The Working Committee Chairman will call meetings.
- (3) Duties include:
  - a) Preliminary master planning.
  - b) Preparing staff studies for the Board.
  - c) Coordinating Siting studies for the Board.
  - d) Coordinating Master Planning Actions with the transportation master plans of the State, County, South Jersey Transportation Authority, South Jersey Transportation Planning Organization, New Jersey Air National Guard, FAA Eastern Region, and other transportation master plans as applicable; and,
  - e) Recommending site selection to the Board.
- (4) Subcommittees may be appointed by the Working Committee Chairman.

**9. Approval.**

- a. Master Planning Actions must have:
  - (1) The consensus of the Working Committee, and
  - (2) The Approval of the Chairman of the Master Planning and Siting Board, (Approvals do not relieve the project proponent from complying with the National Environmental Policy Act or obtaining the necessary environmental construction permits or approvals.)

**10. Master Planning and Siting Board Process.** The sponsor of a Master Planning Action will contact the Working Committee Chairman by telephone or the Trouble Desk, either by telephone (X5-4122) or via e-mail (9-ACT-TROUBLEDESK) and request a Work Order. The Working Committee Chairman will contact the Sponsor and will assist the Sponsor in preparing the documents for the Working Committee. The Sponsor will submit two copies of an appropriate sketch, a letter of description of the Master Planning Action and a justification for the Master Planning Action to the Working Committee Chairman. The sketch together with the description and justification should provide enough detail for the reader to determine the name and telephone number of the contact person, Master Planning Action's location, its intended use, justification for the location, date on which it will be required, duration, and optional locations. The Working Committee Chairman will review the documents for completeness and distribute the request to all Technical Center

organizations, tenants and contractors, to determine the make up of the Working Committee. The Working Committee is given two weeks to review the Master Planning Action. If, after two weeks, an unresolved issue(s) arise, the sponsor together with the full Working Committee will meet to resolve the issue(s). The consensus of the Working Committee is then forwarded to the Chairman of the Master Planning and Siting Board for approval or disapproval. Disapproved requests can be modified and resubmitted.



Wilson N. Felder  
Director, FAA William J. Hughes Technical Center