

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

EA AT 1110.3F

February 17, 2004

**SUBJ: EASTERN REGION AIR TRAFFIC HUB MANAGEMENT ORGANIZATION**

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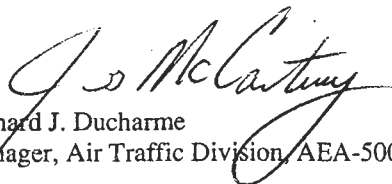
1. **PURPOSE.** This Order defines the organization, responsibilities, and objectives for the Eastern Region Air Traffic HUB and Standalone facilities.
2. **DISTRIBUTION.** This Order is distributed to the Division level in the Regional Headquarters, the Branch level in the Air Traffic Division, and all Air Traffic Facilities in the Eastern Region, with information copies distributed to selected Divisions in Washington Headquarters.
3. **CANCELLATION.** Order EA AT 1110.3E, Eastern Region Air Traffic HUB Management Organization, dated October 1, 2003.
4. **EFFECTIVE DATE.** February 17, 2004.
5. **BACKGROUND.** The HUB concept has proven to be an effective organizational arrangement. The intent of the HUB organization is to emphasize management support, the sharing of resources, and improved span of control. The HUB concept is designed to improve overall management effectiveness of field Air Traffic facilities. It has been determined that the AFSS facilities, Centers and TRACONs would be better served as Standalone facilities under the HUB structure.
6. **RESPONSIBILITIES.**
  - a. The Air Traffic Division Manager shall determine the Hubs, Alternate Hub Managers (if required) and Standalone facilities.
  - b. The Assistant Air Traffic Division Manager shall serve as first-line supervisor to HUB Managers and Standalone facilities as indicated in Appendix 1 of this Order.
  - c. The HUB Manager shall be first-line supervisor to FAA facility managers as indicated in Appendix 1 of this Order.
  - d. The Alternate HUB Manager (if required) shall assume the duties of the HUB Manager when he/she is unavailable.
  - e. Facility staff personnel shall become a commonly shared HUB resource.
  - f. FAA Air Traffic Managers within the HUB structure shall retain the full range of authority and responsibility for their individual facility.
  - g. HUB Managers are the selecting officials for FAA Air Traffic Manager positions within the HUB.
  - h. The Assistant Air Traffic Division Manager shall serve as the selecting official for FAA Air Traffic Manager position for the Standalone facilities.

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- i. Each FAA Air Traffic Manager within the HUB shall keep the HUB Manager informed of pertinent activities taking place in their facility.
- j. FAA Air Traffic Managers shall coordinate with the HUB Manager on all formal matters such as Labor Management Relations, Discipline, Civil Rights, Legal and Security.
- k. All facilities shall continue to follow reporting requirements and provide information to appropriate Air Traffic Branches as required.
- l. HUBS shall develop an operating order which shall include as a minimum:
  - (1) Reporting procedures
  - (2) Resource allocation and tracking procedures

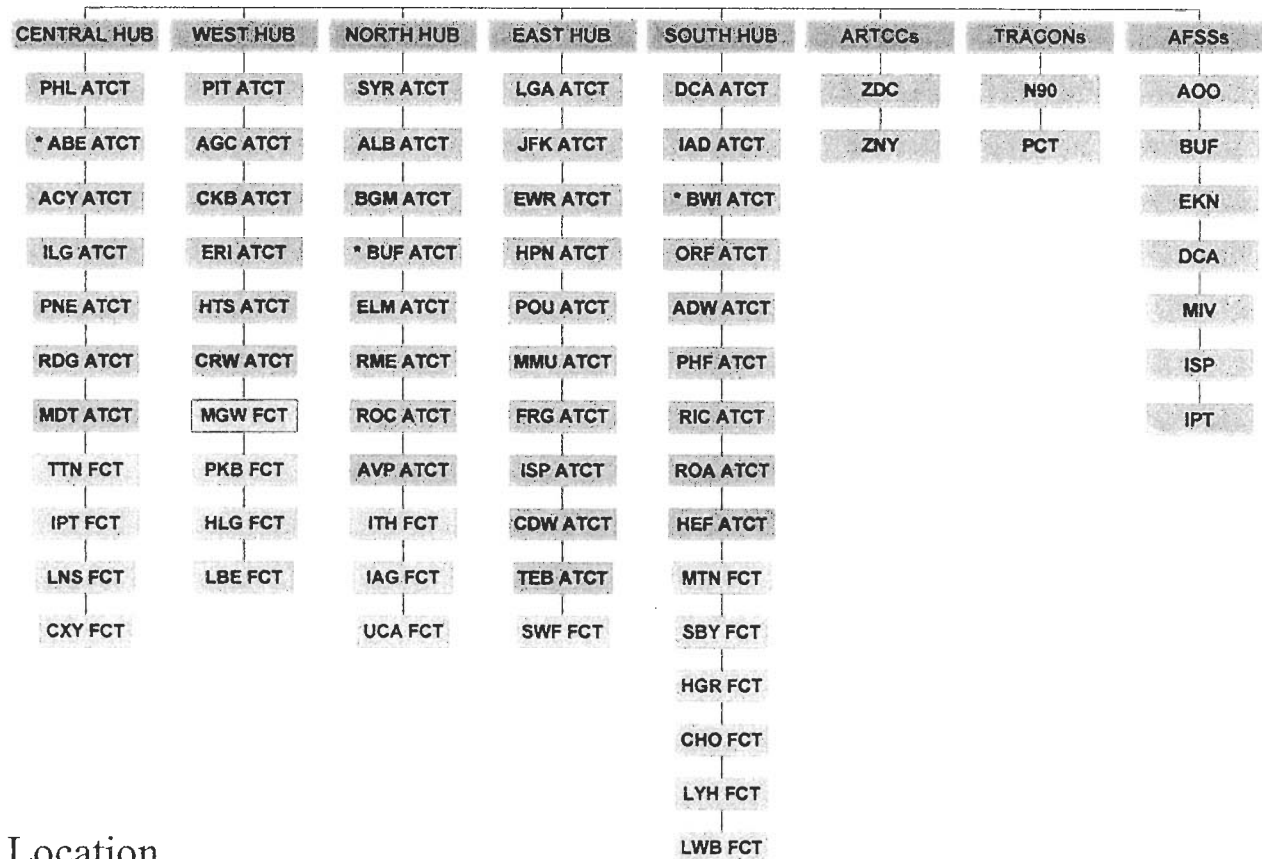
## 7. RESOURCES.

- a. The HUB Manager and Standalone facilities shall submit resource requirements for their HUB/Standalone facility to the Air Traffic Division.
- b. The Air Traffic Division shall allocate resources to the HUB Manager for redistribution throughout the HUB.
- c. The Air Traffic Division shall allocate resources to the Standalone facilities.

  
Richard J. Ducharme  
Manager, Air Traffic Division, AEA-500

# AEA AT HUB ALIGNMENT

Appendix 1



\*Alternate HUB Location