

**ORDER**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
GREAT LAKES REGION

GL 3510.6A

5/11/83

SUBJ: PROCEDURES FOR EFFECTING FACILITY LEVEL CHANGES

1. PURPOSE. This order prescribes the procedures for effecting facility level changes for air route traffic control centers and air traffic control towers. The GS-2152 classification standard establishes traffic density measures as grade controlling criteria. The standard provides for preventing unwarranted grade level fluctuations by delaying action to change grades until it can reasonably be established that traffic density factor changes are permanent.
2. DISTRIBUTION. This Order is distributed to the branch level and above in the Air Traffic Division, Personnel Management Division in the Great Lakes Region, and to all air route traffic control centers and air traffic control towers.
- \*3. CANCELLATION. This order cancels Order GL 3510.6, Procedures for Effecting Facility Level Changes, dated February 25, 1977.
4. REFERENCES. Procedures for effecting Air Traffic Facility grade level changes, dated August 1, 1980. \*
- \*5. ACTION. When there is a need, the Air Traffic Division, in conjunction with the facility, shall make the appropriate calculations and compile the required data.
6. Delegation of Authority. The Regional Director has been delegated the authority to make facility level changes. The Air Traffic Division Manager on behalf of the Director is responsible for administering the procedures for effecting facility level changes.
7. PROCEDURES. Grade controlling criteria of the GS-2152 classification standard is established by traffic density measurement. All density factor calculations will be based on a 12 consecutive month period and can be updated monthly by dropping the oldest month and adding the new month. Data for an entire month shall be used in calculating density factors. Determinations of probable permanency of density changes are to be based on 12 month traffic activity projections. A 5 percent buffer zone is also described for use in lowering controller grade levels in facilities where the traffic density factor drops below minimum criteria established for a particular grade level. \*

Distribution: A-X(AT/PM)-3; A-X-FAT-1, 2(LTD)

Initiated By: AGL-510

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a. Upgrading Facilities.

(1) A facility that is within two points of reaching the density level for upgrading shall notify the Plans and Programs Branch, AGL-510, Attention: AGL-513.

(2) When it is anticipated that a facility will reach the density level for upgrading, the facility shall calculate a new density factor monthly and make a projection of the traffic density factor to assure that the increased level will be maintained. Density figures cannot be rounded upward, i.e., where the required value is 60, a value of 59.9 will not meet the requirement.

(3) Facility management shall be responsible for the accuracy of recordkeeping that could raise or lower facility grade levels, and such data will be a part of the regional validation process.

\* (4) Once the region is satisfied that the supporting data indicates the higher level density factor will be reached within a month and maintained the facility becomes a candidate for upgrading. A 12 month projection of monthly traffic operations, calculated density factors for the 6 previous months, monthly traffic totals for the last 24 months, and any additional supporting information will be forward to the Resource Management Division, AAT-700 for review in accordance with the provisions described below. \*

b. Downgrading Facilities.

(1) When a facility's monthly traffic is decreasing and its density factor is near (1 or 2 points) the lower limits of a grade level breakpoint, the facility, in conjunction with the region, should monitor the situation by recalculating the density factor monthly.

\* (2) When a a facility's monthly traffic density factor drops below the lower limit of the 5 percent buffer zone, a 12 month projection of the monthly traffic should be made to determine whether the traffic density factor will remain below this limit. If the projection shows that the density factor will not increase to a point within the buffer zone during the 12 month period, the facility will be downgraded.

NOTE: A brief narrative explaining growth trends is required for all submissions.

c. Buffer Zone.

(1) If the projection shows that the facility traffic density factor will increase to a point within the buffer zone during the 12 month period, the region will recompute its 12 month projection each month. (The projection will always be made from the month the facility first passed below the lower limit of the buffer zone.) When one of these subsequent projections shows that the activity will not increase to a point within the buffer zone, the facility will be downgraded. \*

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(2) A facility that remains below the buffer zone for 6 consecutive months shall be downgraded regardless of subsequent projections.

\* (3) When a facility drops below the lower limit of the buffer zone, the region will forward to AAT-700 the density factor, the 12 month monthly traffic projection, a calculated density factor for the six previous months and monthly traffic totals for 24 months, and any additional supporting information. Also, subsequent monthly status reports, while the factor is below the lower limits of the buffer zone. \*

\* d. Procedures In-depth Review. A step-by-step description of the normal process of facility level adjustments follows.

(1) The Air Traffic Division shall make the appropriate calculations identified above and compile the required data prescribed above.

NOTE: The formula for the density factor is: Sum of daily traffic for busiest 183 days; divided by 183; divided by the 16 hours or actual hours of operation if a facility is open for less than 16 hours.

(2) The Air Traffic Division will forward the required data to AAT-700 within 15 calendar days after the time a facility's 12 month traffic density factor makes it a candidate for a facility level change or when its density factor is below the lower limit of the buffer zone for 6 months. (A copy of the transmittal memo is sent to the Personnel Management Division and the Office of Personnel and Training, APT-1.)

(3) AAT-700 notifies the Air Traffic Division of approval/disapproval of traffic density factor projections within 5 work days upon receipt of the request. \*

(4) Immediately on receipt, the Air Traffic Division forwards approved traffic density projections and copies of supporting documentation to the Personnel Management Division.

\* (5) If the facility does not meet the qualifying factor in the next month as anticipated, forward a position to AAT-700 within 5 days regarding the facility's upgrading status.

(6) When the facility actually reaches the qualifying density factor required to effect a facility level change, the Air Traffic Division notifies the Personnel Management Division and AAT-700 within 5 working days. Include with the AAT-700 notification, the actual factor and the related traffic data for the qualifying month.

(7) The Personnel Management Division reviews and classifies position descriptions and transmits wire within 5 working days to APT-1 identifying facility, location, traffic density measures, anticipated number of promotions or downgrading actions that will occur, and estimated date of facility level change. If the proposed facility level change affects 20 or

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more positions, submit the position descriptions, comprehensive evaluation statements for each type of position affected, and information about the mission and place of the positions in the organization as required by Appendix A-4.a.(2), Chapter 511 of the FPM. Include a chronological listing and rank order listing using the qualifying 12 months of data. The "Supervision Received" portion of the full performance level (FPL) position description should be as follows:

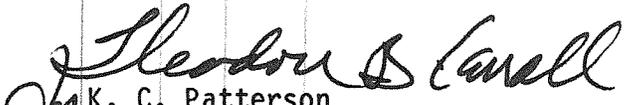
"Works under the general supervision of the Area Manager" (or Area Supervisor, if appropriate) "who relies on the incumbent to perform established duties independently. On new or revised control procedures, the supervisor gives detailed instructions and observes and checks work during or immediately after completion according to complexity of the task or until satisfied the incumbent can perform it independently."

(8) AAT-700 approves/disapproves regional submission or, if the proposed action changes grade levels of 20 or more positions, forwards case to the Office of Personnel and Management.

(9) AAT-700 notifies region of approval/disapproval within 5 work days of receipt of OPM's decision.

(10) The Personnel Management Division effects required personnel actions only after receipt of APT's approval.

NOTE: Flow chart 1 in the Procedures for Effecting Air Traffic Facility Grade level Changes, dated August 1, 1980, should provide guidance and better understanding of the procedural steps in reclassification actions. \*

  
K. C. Patterson  
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