

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 7210.11B

8/27/90

SUBJ: GREAT LAKES REGION AIR TRAFFIC HUB PROCEDURES

1. PURPOSE. This order provides Great Lakes Region policy for the operation of Hubs, and establishes the organizational line of supervision between the Air Traffic Division and the Hub facilities.
2. DISTRIBUTION. This order is distributed to division level in regional headquarters, branch level in the Air Traffic and Human Resource Management Divisions, and all Great Lakes Region field offices and facilities, limited level.
3. CANCELLATION. This order cancels GL 7210.11A, dated 3/31/88.
4. BACKGROUND. The Hub organization is designed to improve the management effectiveness of terminal and flight service facilities by reducing the span of control between the Air Traffic Division Manager and field managers, through straight-line authority. This concept will enable Hub facilities to provide additional support to facilities within the Hub by sharing available resources and expertise in the areas of administration, EEO, labor management, air traffic procedures, training, and quality assurance.
5. SCOPE. This order applies to all terminals, and AFSS's/flight service stations.
6. LINE SUPERVISION/DELEGATION OF AUTHORITY.
 - a. The first level supervisor for all Hub Managers is the Assistant Air Traffic Division Manager, AGL-501. See Appendix 1.
 - b. Hub Managers are first line supervisors to the air traffic managers within their Hubs. The alignment of Hub organizations is identified in Appendices 2 and 3.
 - c. During Hub manager absences, line authority reverts to the Assistant Air Traffic Division Manager. However, the Hub manager may delegate signature and program authority for Hub functions which are not supervisory in nature.
 - d. Air Traffic Managers within the Hub shall retain the full range of authority and responsibility for their individual facilities.

Distribution: A-X-2; A-X(AT/RM)-3; A-FOF-0 (1td)

Initiated By: AGL-540

7. FUNCTIONS & RESPONSIBILITIES.

a. Hub managers are responsible for:

(1) Program management within the Hub, including the following areas:

(a) Resource management, including travel, overtime, PCS, procurement requests, and supply funds.

(b) EEO and Affirmative Action efforts within the Hub including selection of personnel, recruiting, air traffic workshops, co-op and affirmative action plans and reporting.

(c) Performance management programs (annual/semi-annual reviews, Individual Development Programs (IDP), Supervisory Identification Development Program (SIDP), and performance improvement plans).

(d) Development and implementation of quality assurance, Survey Feedback and Action plan, Technical Performance Review, and Information Resource Management Plan, and other on-going programs.

(e) Hub awards coordinator.

(2) Administrative processes including the following areas:

(a) Defining Hub administrative processes in directive form.

(b) Selecting managers for facilities within the Hub, after consultation with AGL-501.

(c) Preparing and signing travel orders for facility managers within the Hub.

(3) Serving as consultants to individual facility managers on personnel management issues.

b. All available Hub facility staff personnel shall become a commonly shared resource in matters pertaining to air traffic control procedures, training and quality assurance.

8. RESOURCE MANAGEMENT. Hub managers shall allocate and track program resources commensurate with budget submissions by the facility managers within the respective Hubs.

a. Resources may be reallocated within Hubs but not between Hubs.

b. Hub managers shall manage staffing resources for the Hub in accordance with FAA Orders 1100.126 and 1100.146, and applicable Great Lakes directives and action notices. Each Hub manager is accountable to not exceed total allocated Hub staffing without authorization from the division.

(NOTE: All training failures must be coordinated with AGL-540.)

8/27/90

GL 7210.11B

c. Hub managers shall ensure that all Hub Requests for Personnel Action (SF-52's) are correct and that budget numbers are verified with the printout received from the Employment Branch, AGL-14, prior to forwarding the forms to that branch for processing.

NOTE: Forward SF-52's which establish/classify new positions and those which cause movement out of the Controller Work Force (CWF), to AGL-540 through the Hub manager.

9. LABOR/MANAGEMENT RELATIONS. The Hub Manager shall serve as a consultant to individual facility managers on grievances.

a. All facility managers shall coordinate with the Hub manager on LMR issues as early as possible but prior to answering a formal grievance.

b. Coordination with AGL-540 may be determined appropriate by the Hub manager after discussion of the facts with the facility manager.

10. COMMUNICATION, COORDINATION AND MEETINGS.

a. The Air Traffic Division will conduct monthly telecons with field facilities in accordance with the following schedules:

(1) All terminals: First Thursday of each month. Refer to Appendix 4 for designated time.

(2) All flight service stations: Third Thursday of each month at 10:00 a.m. Central Time.

(3) All Hub managers: Every Friday at 8:30 a.m. Central Time. Hub managers shall ensure that telecon information is forwarded in a timely manner to the Facility managers within their respective Hubs.

b. Routine communication and coordination concerning Hub program responsibility shall be accomplished through the Hub manager. (See Appendix 5.)

c. Communication and coordination for all other programs and functions not specifically identified as a Hub responsibility shall be accomplished directly between the field facility and the appropriate regional office branch, staff, or division affected. However, when responses are required from all facilities, the responses will normally be made through the Hub manager (for consolidation) unless otherwise specified.

d. A quarterly information summary from each Hub manager shall be due no later than October 20, January 20, April 20, and July 20. Reports shall be sent directly to the Assistant Air Traffic Division Manager, with a copy to the Facility Operations Branch. The report should cover the activities, problems, etc., of the entire Hub and follow the format in Appendix 6.

e. Hub managers should attempt to visit each facility within their respective Hubs at least once per quarter. Internal Hub telecons, visits, and meetings may be scheduled as needed within available resources.

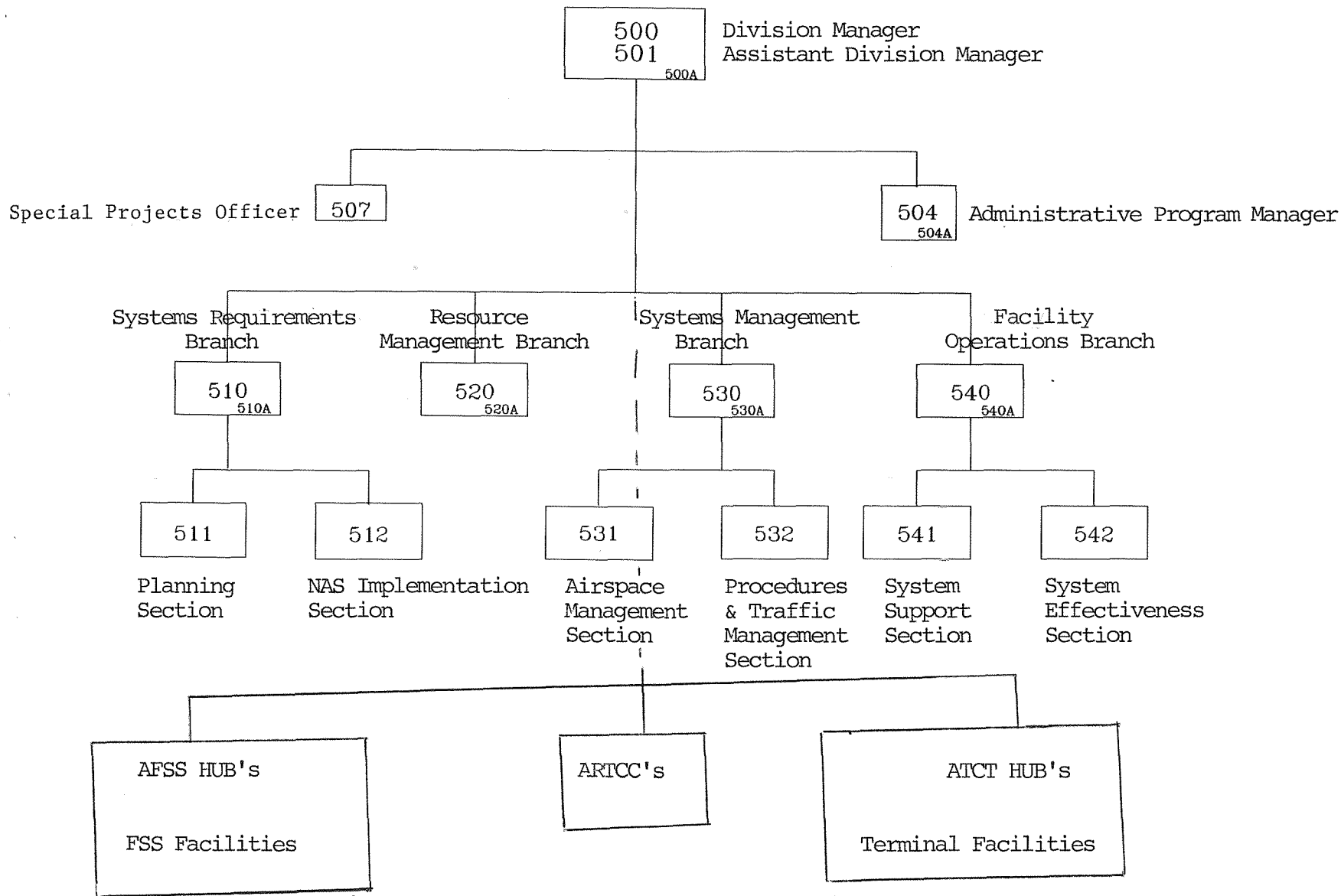
f. Hub managers should meet with the users at all facility locations within their respective Hubs at least annually.

g. A conference for the facility managers within each Hub should be held semi-annually and may be rotated among Hub locations. Employee groups or union participation is at the discretion of the Hub manager.

h. A semi-annual Hub Managers meeting should be scheduled by the Regional Office to resolve current issues, reinforce policies and procedures, and to facilitate standardization of Hub functions. If funds are available, the meeting should include the Hub administrative officers and administrative assistants.


H. W. Burcham
Manager, Air Traffic Division

GREAT LAKES AIR TRAFFIC DIVISION



APPENDIX 2. TERMINAL HUB LOCATIONSNORTHERN IL HUB

*O'Hare Tower
Aurora Tower
DuPage Tower
Meigs Tower
Midway Tower
Palwaukee Tower
Rockford Tower
South Bend Tower

INDIANA HUB

*Indianapolis Tower
Bloomington, IN Tower
Champaign Tower
Evansville Tower
Fort Wayne Tower
Muncie Tower
Terre Haute Tower
West Lafayette Tower

CENTRAL OHIO HUB

*Port Columbus Tower
Mansfield Tower
Ohio State Tower

SOUTHERN ILLINOIS HUB

*Springfield Tower
Alton Tower
Bloomington, IL Tower
Carbondale Tower
Decatur Tower
East St. Louis Tower
Moline Tower
Peoria Tower

SOUTHERN OHIO HUB

*Dayton Tower
Cincinnati/Lunken Tower

DAKOTA HUB

* Fargo Tower
Bismark Tower
Grand Forks Tower
Minot Tower
Rapid City Tower
Sioux Falls Tower

NORTHEAST OHIO HUB

*Cleveland/Hopkins Tower
Akron/Canton Tower
Cleveland/Burke Lakefront Tower
Youngstown Tower

WEST MICHIGAN HUB

*Grand Rapids Tower
Battle Creek Tower
Jackson Tower
Kalamazoo Tower
Lansing Tower
Muskegon Tower
Traverse City Tower

MINNESOTA HUB

*Minneapolis/International Tower
Duluth Tower
LaCrosse Tower
Minneapolis/Crystal Tower
Minneapolis/Flying Cloud Tower
Rochester Tower
St. Paul Tower

WISCONSIN HUB

*Milwaukee/Mitchell Tower
Appleton Tower
Green Bay Tower
Janesville Tower
Madison Tower
Milwaukee/Timmerman Tower
Oshkosh Tower

EAST MICHIGAN HUB

*Detroit/Metro Tower
Ann Arbor Tower
Detroit/City Tower
Detroit/Willow Run Tower
Flint Tower
Pontiac Tower
Saginaw Tower
Toledo Tower

* Denotes Hub facility

APPENDIX 3. AFSS/FSS HUB LOCATIONSINDIANA HUB

*Terre Haute AFSS

MICHIGAN HUB

*Lansing AFSS

MINNESOTA HUB*Princeton AFSS
Hibbing FSS
Redwood Falls FSSNORTH DAKOTA HUB

*Grand Forks AFSS

NORTHERN OHIO HUB*Cleveland AFSS
Youngstown FSSSOUTH DAKOTA HUB*Huron AFSS
Aberdeen FSS
Pierre FSS
Rapid City FSS
Watertown FSSWISCONSIN*Green Bay AFSS
Marquette FSSNORTHERN ILLINOIS HUB

*Kankakee AFSS

SOUTHERN OHIO HUB

*Dayton AFSS

*Denotes Hub Facility

APPENDIX 4. TERMINAL TELECONS - FIRST THURSDAY EACH MONTH*10:00 AM Central

Cleveland/Hopkins
Akron/Canton
Cleveland/Lakefront
Youngstown

Port Columbus
Mansfield
Ohio State

Dayton
Cincinnati/Lunken

Indianapolis
Bloomington, IN
Champaign
Evansville
Fort Wayne
Muncie
Terre Haute
West Lafayette

Detroit/Metro
Ann Arbor
Detroit/City
Detroit/Willow
Flint
Jackson
Pontiac
Saginaw
Toledo

Grand Rapids
Battle Creek
Kalamazoo
Lansing
Muskegon
Traverse City

*1:00 PM Central

Chicago/O'Hare
Aurora
DuPage
Meigs
Midway
Palwaukee
Rockford
South Bend

Springfield
Alton
Bloomington, IL
Carbondale
Decatur
East St. Louis
Moline
Peoria

Milwaukee/Mitchell
Appleton
Green Bay
Janesville
Madison
Milwaukee/Timmerman
Oshkosh

Minneapolis/Int'l
Duluth
LaCrosse
Minneapolis/Crystal
Minneapolis/Flying Cloud
Rochester
St. Paul

Fargo
Bismark
Grand Forks
Minot
Rapid City
Sioux Falls

*Due to circuit limitations, changes to the schedule cannot be accommodated.

APPENDIX 5. FLOW PATTERNS

<u>FUNCTION</u>	<u>FLOW</u>	
Administrative Office Supply Fund	Field - Hub - AGL-540	AFSS
Transition	Field - Hub - AGL-520	
Awards Coordination	Field - Hub - AGL-504	
Field Travel	Field - Hub - AGL-540	
New Managers Training	Field - Hub - AGL-540	
OPS Budget Submission	Field - Hub - AGL-540	
Overtime	Field - Hub - AGL-540	
Part-Time Facilities	Field - Hub - AGL-520	
PCS Moves	Field - Hub - AGL-540	
PMS	Field - Hub - AGL-16	
Reassignments	Field - Hub - AGL-540	
RTF Training Allocation	Field - Hub - AGL-540	
Staffing	Field - Hub - AGL-540	
Standard Form 52's	Field - Hub - AGL-14*	
Supervisory/Management Selection Letters (AGL-9)	Field - Hub - AGL-540	
Temporary Towers	Field - Hub - AGL-520	
Training - Mgmt & Gen/Out-of-agency	Field - Hub - AGL-504	
Training - Technical	Field - Hub - AGL-540	
Waivers - Staffing	Field - Hub - AGL-540	
Waivers - Personnel (i.e., Conflict of Interest, Key Employee, etc.)	Field - Hub - AGL-540	

*Except those noted in paragraph 8.