

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.126F

4/13/90

SUBJ: STANDARD ORGANIZATION OF AIR TRAFFIC CONTROL
TERMINAL FACILITIES

1. PURPOSE. This order establishes the standard organizational structures for air traffic control terminal facilities.
2. DISTRIBUTION. This order is distributed to air traffic division level in Washington, air traffic branch level in the regions, the FAA Technical and Mike Monroney Aeronautical Centers, the Office of Personnel, and Office of Training and Higher Education and all air traffic field facilities.
3. CANCELLATION. Order 1100.126E, dated April 25, 1983, Standard Organization of Air Traffic Control Terminal Facilities, is cancelled.
4. BACKGROUND. Modernizing the air traffic system requires improved operational efficiency and accountability of facility personnel. Dynamic growth in technology, user needs, budgetary constraints, environmental concerns, and the hub management concept, require the effective and efficient restructuring of terminal organizations. From this perspective, and from various studies, it becomes imperative that terminals constantly review, update, and restate responsibilities, accountabilities, and staffing within the operational environment.
5. EXPLANATION OF CHANGES.
 - a. Staffing guidelines for facilities have been removed from Order 1100.126 and will be incorporated in Order 1380.33. Order 1380.33 will incorporate all staffing standards for terminals, centers, and AFSS's. Furthermore, the data base must be periodically updated and refined to ensure that the data base is representative of current work methods, procedures, systems, and practices. Placing staffing guidelines in Order 1380.33 will ensure a periodic review and update to facility staffing.
 - b. Because of the complexity involved in managing facilities and the evolution of hub facilities, hub managers, additional assistant managers, staff specialists, and assistant air traffic controllers have been incorporated in the organizational structure.
 - c. In reviewing the examples of organizational structure charts in the appendices, it was determined that 35 to 40 organizational charts would be needed to cover all possible existing terminal facility structures. To reduce the workload of producing and updating these charts, a generic chart is incorporated in this order. If a facility is not authorized a position, the reporting level will automatically proceed to the next level of the structure.

Distribution: A-W(AT/TO/TR/TH/PN/HT)-2; A-X(AT)-3; A-YZ-1;
A-FAT-0 (LTD)

Initiated By: AAT-16

6. DEFINITIONS. The following position abbreviations are authorized for use:

a. 2152:

- (1) Air Traffic Manager/Hub Air Traffic Manager (ATM)
- (2) Assistant Air Traffic Manager (AATM)
- (3) Area Manager (AM)
- (4) Area Supervisor (AS)
- (5) Assistant Managers
 - (a) Automation (AMA)
 - (b) Operations (AMO)
 - (c) Programs (AMP)
 - (d) Traffic Management (AMTM)
 - (e) Training (AMT)
 - (f) Quality Assurance (AMQ)
- (6) Staff Specialists
 - (a) Automation Specialist (AUS)
 - (b) Plans and Procedures Specialist (PPS)
 - (c) Program Specialist (PS)
 - (d) Quality Assurance and Training Specialist (QATS)
 - (e) Quality Assurance Specialist (QAS)
 - (f) Training Specialist (TS)
- (7) Traffic Management Coordinator (TMC)
- (8) Air Traffic Control Specialist (ATCS)

b. Non-2152:

- (1) Administrative Officer (AO)
- (2) Education Specialist (ES)
- (3) Air Traffic Assistant (ATA)
- (4) Clerical

c. Terminal Facility Types:

- (1) Tower Cab -- VFR
- (2) Tower Cab -- Non Radar Approach
- (3) Tower Cab -- Limited Radar
- (4) TRACAB
- (5) TRACON and Tower Cab
- (6) TRACON (Stand Alone -- Not combined with a Tower Cab)

7. REQUIREMENTS. The provisions of this order are effective immediately and shall be completed within 2 years.

a. Regional air traffic divisions shall realign field facility organizational structures within the framework of this order and Order 1380.33 to ensure effective utilization of personnel.

b. An audit of facilities for program effectiveness shall be accomplished during facility evaluations.

c. The Office of Air Traffic shall process requests for waivers that are submitted consistent with paragraph 9.b. of this order.

8. AUTHORIZATION.

a. Regional air traffic division managers shall evaluate position requirements and provide staffing for only those positions necessary to maintain an effective operation consistent with system and user needs.

b. The organizational structures prescribed in this order shall be accommodated within allocated air traffic resources. Air traffic managers, with regional concurrence, are provided flexibility to combine/decombine positions and functions in order to ensure maximum efficiency and productivity. When workload factors necessitate additional functions beyond the scope of this order, regional air traffic divisions are authorized to deviate from prescribed organizational structure for periods not to exceed 1 year. Regions shall forward detailed notification of structural change to the Manager, Executive Staff, AAT-10 prior to the effective date of the change. A summary of benefits derived and recommendations shall be forwarded to AAT-10 at the conclusion of the deviation period.

c. As the hub concept continues to evolve, the regions may, at their discretion, elect to staff some staff specialist positions at the hub manager's facility instead of at the hubbed facilities in order to better utilize the personnel in support of the hub. Should this be done, in no instance shall more than 50 percent of the staff specialists be removed from the hubbed facility without first obtaining a waiver from AAT-10.

9. PROCEDURE.

a. Organizational Structure. The organizational structure in the appendix is generic in nature and not all functions are authorized in each facility.

(1) Appendix 1 - Example - Organizational Structure for Terminal Facilities.

b. Waiver. All waivers previously granted for deviation from Order 1100.126E are cancelled upon the approval of this order. A waiver to the basic structure, in excess of 1 year, may be obtained as follows:

(1) Facility managers shall submit request to regional air traffic division managers 90 days prior to the proposed implementation date of the position.

(2) Regional air traffic divisions shall forward justification to AAT-10 at least 45 days prior to the proposed implementation date of the position.

(3) Based on the justification, a waiver may be issued for a period not to exceed 2 years.

(4) If the duration of the function or position exceeds the 2-year timeframe, the affected facility must again follow the process prescribed in (1) and (2) above.

10. FACILITY MANAGEMENT.

a. Area of Operation. An operational air traffic control (ATC) area consists of a group of ATC facilities, e.g., tower cabs, nonradar approach control or radar approach control, and/or all or part of the operational positions in a radar approach control room/TRACON as determined by operational needs. Personnel assigned duties in this area consist of an area manager and/or an area supervisor as appropriate, radar and/or nonradar ATCS and/or ATA's, where assigned, and others as prescribed by facility management.

b. Organizational Titles and Responsibilities. The following organizational titles are authorized:

(1) Air Traffic Managers.

(a) Air Traffic Manager (Hub) - Reports to the regional air traffic division manager or assistant air traffic division manager, as directed. Provides supervision and support to the air traffic managers at facilities in their assigned hub; provides supervision to their assistant air traffic manager, area managers/supervisors, assistant managers/staff personnel, and ATCS/ATA personnel, as appropriate. This manager is accountable for the overall operational/administrative matters affecting the hub and the facility. This manager is responsible for all duties specified in the Air Traffic Hub Management, Order 1100.153.

(b) Air Traffic Manager (Non-Hub) - Reports to the hub air traffic manager. If a hub does not exist, the ATM will report to the air traffic division manager or assistant air traffic division, as directed. Provides supervision to the assistant air traffic manager, area managers/supervisors, assistant managers/staff personnel, and ATCS/ATA personnel, as appropriate. This manager is accountable for the overall operational/administrative matters affecting the facility.

(2) Assistant Air Traffic Manager. Reports to the air traffic manager. Provides supervision to the area managers/supervisors and assistant managers/staff personnel, as appropriate. Coordinates/integrates operational and administrative workload of line and staff personnel.

(3) Line Personnel.

(a) Assistant Manager for Operations - Reports to the assistant air traffic manager. Responsible for the overall management of the operational areas of the facility. Provides first level supervision for area managers/area supervisors and TMC's, as appropriate.

(b) Area Manager - Reports to the assistant manager for operations or the assistant air traffic manager, as appropriate. Responsible for the overall management of the tower cab and/or radar approach control function, or area thereof, during a specific tour of duty. The area manager provides first-line supervision to area supervisors and is accountable for integrating air traffic operations into an effective and efficient service. When there is not an assistant manager for operations, the area manager will provide direct supervision for the TMC's.

(c) Traffic Management Coordinator - Reports to the assistant manager for traffic management. If a facility is not authorized an AMTM, the TMC will report to the assistant manager for operations or the area manager, as appropriate. Responsible for the implementation of local flow control procedures and other duties as assigned.

(d) Area Supervisor - Reports to the area manager, assistant air traffic manager, or air traffic manager, as appropriate. Provides first-line supervision to a number of radar/nonradar ATCS's and ATA's as appropriate, and is accountable for ensuring that efficient and effective air traffic service is maintained. Assists TMC's in maintaining the integrity of traffic management policies and procedures and will provide this service when a TMC is not available.

(e) Air Traffic Control Specialist - Reports to an area supervisor or air traffic manager, as appropriate. Accountable for providing air traffic control services consistent with operational procedures, equipment, and facility mission. They receive proficiency training and participate in providing OJT to developmental controllers and ATA's.

(4) Staff Personnel.

(a) Assistant Managers - These positions, where authorized in accordance with Order 1380.33, report to the air traffic manager or assistant air traffic manager, as appropriate, and provide supervision to assigned personnel.

(1) Assistant Manager for Training - Accountable for conducting the facility training program, preparing accident/incident reports, operational error reports, monitor reports, processing UCR's, supervisory evaluations, SF-160 program, and performing other duties as prescribed by facility management. Is responsible for facility operational and administrative evaluation where a quality assurance specialist is not assigned.

(2) Assistant Manager for Automation - This position is accountable for all technical matters pertaining to the facility operational computer, automation programs and other related programs at area support facilities, and performing other duties as prescribed by facility management.

(3) Assistant Manager for Programs - This position is accountable for developing operational plans and procedures requirements, leased services, F&E and operations budgets, maintaining traffic and staffing statistics and related reports, developing security policies, and other duties as assigned.

(4) Assistant Manager for Quality Assurance - This position initiates and conducts evaluations of all of the facility's operations and programs for effectiveness and efficiency; acts as the investigator-in-charge for evaluating operational errors or deviations; processes all accident and incident reports, transcriptions, monitor reports, the facility suggestion program, and other duties as assigned.

(5) Assistant Manager for Traffic Management - This position ensures the balancing of air traffic demand with system capacity to ensure maximum efficiency in utilization of the total national system.

NOTE: Where less than four assistant managers are used, the air traffic manager shall assign responsibilities and duties as necessary.

(b) Staff Specialists - They report directly to the related assistant manager, assistant air traffic manager or air traffic manager, as appropriate. They are accountable for completed staff work and may receive assignments in one or more positions as required for effective facility management.

NOTE: Where a quality assurance specialist is not authorized, these duties will be performed by a training specialist who will be called a quality assurance and training specialist (QATS).

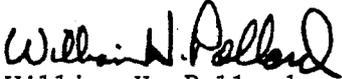
(5) Non-GS-2152 Positions.

(a) Administrative Officer - Reports to the hub air traffic manager or assistant air traffic manager, as directed. Provides technical guidance needed to manage the facility. This officer aids the manager with facility/hub organization, methods, funds, people, equipment, and other tools or resources of management. Also provides key work in several other vital functions such as management analysis, procurement, contract administration, property/space management, security, reports, data processing, and similar related activities as prescribed by facility management.

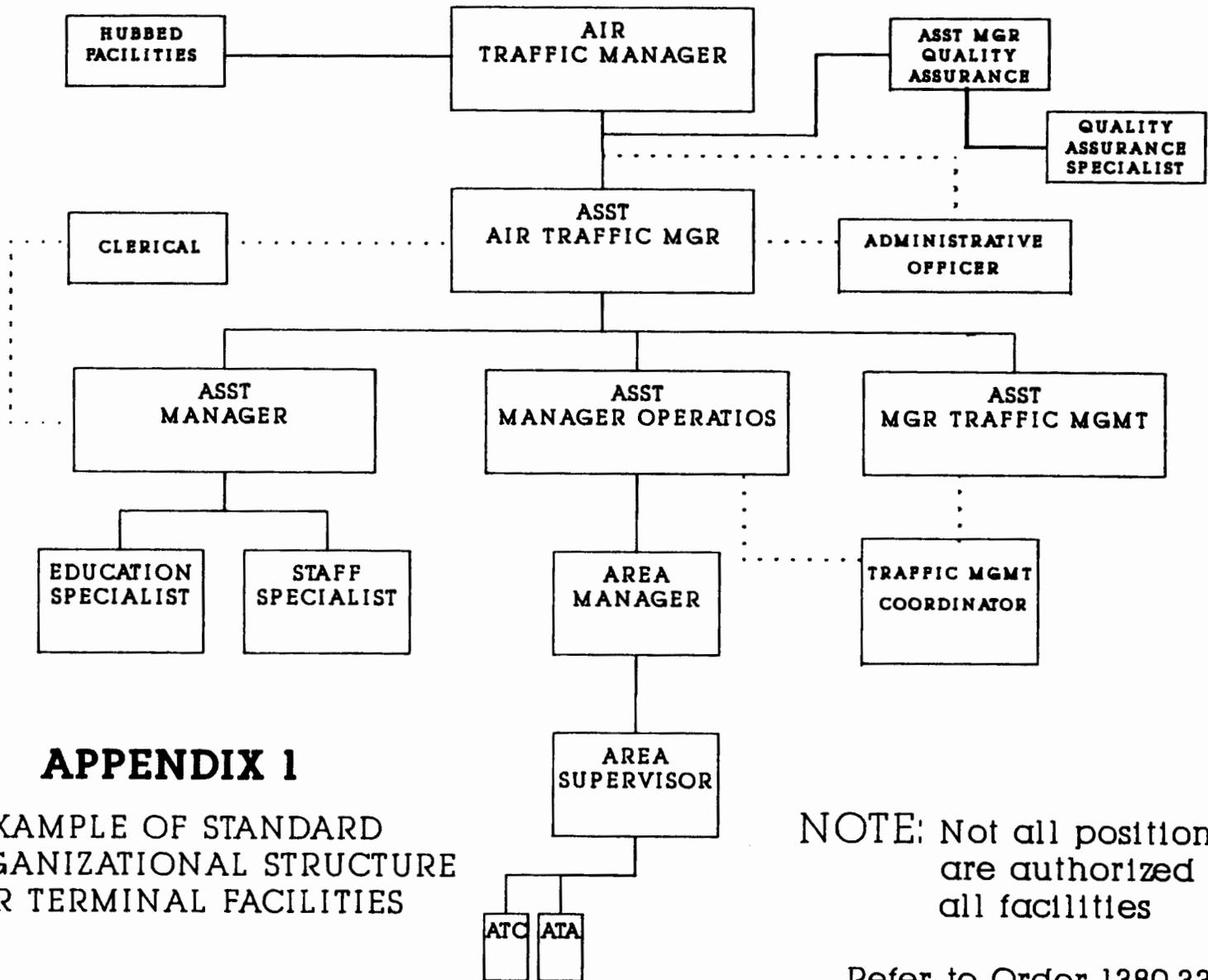
(b) Education Specialist - Reports to the assistant manager for training or assistant manager for programs, as appropriate and is accountable for development of training and testing materials, conducting certain developmental controller training phases, predevelopmental and co-op education training, and supports various training requirements, analyzes and evaluates instructional programs and curriculums. Provides aviation education to system users and special interest groups and performs other duties in support of the facility mission as prescribed by facility management.

(c) Air Traffic Assistant - Reports to an area supervisor or area manager, as appropriate, and is accountable for processing data concerning air traffic movement and performing tasks to facilitate training. Duties consist of, but are not limited to, collecting and disseminating flight plan data and ATC clearances, processing routine and significant weather reports and NOTAM's, operating enhanced target generation equipment for controller training/proficiency, and performing other duties as prescribed by facility management.

(d) Clerical - Responsible for all clerical duties and, in the absence of an administrative officer, assists the air traffic manager or hub air traffic manager, as appropriate, with these functions and other duties as assigned.


William H. Pollard
Associate Administrator
for Air Traffic





APPENDIX 1

EXAMPLE OF STANDARD ORGANIZATIONAL STRUCTURE FOR TERMINAL FACILITIES

NOTE: Not all positions are authorized for all facilities

Refer to Order 1380.33 for authorized positions

