

Southern Region

7/18/03

SUBJ: AIR TRAFFIC DIVISION MANAGEMENT PLANNING BOARD

1. **PURPOSE.** This Order establishes the Southern Region Air Traffic Division Management Planning Board (MPB). Additionally, the objectives, responsibilities, composition and procedures for the MPB are contained in this Order.
2. **DISTRIBUTION.** This Order is distributed to the branch level and above in the Air Traffic Division and to all air traffic field managers in the Southern Region.
3. **CANCELLATION.** This Order cancels SO Order 1100.49A, dated 7/25/01.
4. **BACKGROUND.** The Manager, Air Traffic Division, ASO-500, established the Management Planning Board in 1994. The MPB provides a mechanism for field managers to be part of the decision-making process.
5. **OBJECTIVES.** The objectives of the Southern Region Management Planning Board are:
 - a. To ensure maximum efficiency and effectiveness of resources.
 - b. To promote, attract, develop, motivate and retain a diverse and competent work force.
 - c. To empower managers at all levels with decision-making authority and ensure their accountability.
 - d. To report/communicate the status of the Southern Region Air Traffic Division.
 - e. To establish and communicate Air Traffic Division policy, philosophy, and corporate goals.
 - f. To maximize the Air Traffic Division's focus on the system user.
6. **RESPONSIBILITIES.**
 - a. The Management Planning Board is the focal point for the Southern Region Air Traffic Division policy.
 - b. The Management Planning Board is a resource for the Air Traffic Division Manager and may be tasked for input or recommendations on any issue deemed appropriate by ASO-500. Issues may involve but are not restricted to Equal Employment Opportunity (EEO), grievances, the budget,

allocation of permanent change-of-station moves, staffing levels, problems at a facility which have major impact on the national airspace system, and overtime expenditures.

7. PROCEDURES.

a. Normally, the Management Planning Board shall consist of the following:

(1) Terminal Managers

- (a) 5 Terminal Hub Managers, selected by ASO-500/501
- (b) 1 Level 6, 7 or 8 Manager, selected by ASO-500/501

(2) En Route Managers

- (a) Atlanta, GA
- (b) Miami, FL
- (c) Memphis, TN
- (d) Jacksonville, FL

(3) 2 AFSS Managers, selected by ASO-500/501

(4) Regional SUPCOM Representative

(5) Air Traffic Division Branch and Staff Managers

(6) Assistant Air Traffic Division Manager

(7) Air Traffic Division Manager

b. The Air Traffic Division manager shall serve as the Chairperson of the MPB.

c. The MPB will normally meet on a quarterly basis, if resources allow.

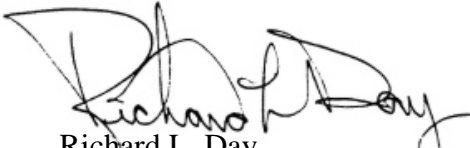
d. The MPB will hold scheduled telcons twice a month.

e. When necessary, MPB meetings will be facilitated by a trained facilitator who is not a member of the Board.

f. ASO-502 or ASO-500H shall be responsible for meeting logistics. ASO-502 or ASO-500H will request agenda items from MPB members prior to the meeting. ASO-500/501 will determine the final agenda.

g. Subgroups will work specific issues as directed by the MPB, when needed. Standing subgroups will be chartered by the MPB to work specific issues.

- h. Southern Region Air Traffic Facility Procedures are specified in Appendix 1.
- i. The Organizational Structure for Southern Region Air Traffic Field Facilities is specified in Appendix 2.



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APPENDIX 1. SOUTHERN REGION AIR TRAFFIC FACILITY PROCEDURES

1. PURPOSE. This appendix provides guidelines, procedures and responsibilities for the operation of Centers, Stations and Hubs in the Southern Region. This appendix also establishes the organizational line of supervision between the Air Traffic Division and Center, Station and Hub facilities.

2. BACKGROUND.

a. The Air Traffic Division recognizes the importance of timely and prudent resource management. Accordingly, the Division, with input from the MPB, will fully distribute funds and program responsibilities to Centers, Stations and Hubs to satisfy system obligations.

b. The Hub organization is designed to improve the management effectiveness of facilities by reducing the span of control between the Air Traffic Division Manager and field managers. Facilities in the terminal option will be organized into geographic hubs. San Juan CERAP and terminal facilities in Puerto Rico and the U. S. Virgin Islands will be organized into a mixed option hub.

c. Hub facilities will provide administrative support to their satellite facilities by sharing available resources and expertise in the areas of budgeting, staffing, administration, EEO, labor management relations, air traffic procedures, training, and quality assurance. Centers and Stations are responsible for administrative support within their respective facilities.

d. In addition, Hub facilities are to provide operational support to satellite facilities through effective air traffic procedures, traffic management, emergency planning, and quality assurance. Centers and Stations are responsible for operational support within their respective facilities.

3. LINE SUPERVISION DELEGATION OF AUTHORITY.

a. The Assistant Air Traffic Manager, ASO-501, is the first-level supervisor for the managers of the Hubs and stand-alone facilities listed below:

Centers

Atlanta ARTCC
Jacksonville ARTCC
Memphis ARTCC
Miami ARTCC

Mixed Option Hub

San Juan Hub

Terminal Hubs

Central Florida Hub
East Carolina Hub
Georgia Hub
Kentucky Hub
North Florida Hub
South Florida Hub
Southern Hub Tennessee Hub
West Carolina Hub
West Florida Hub

Stations

Anderson AFSS
Anniston AFSS
Gainesville AFSS
Greenwood AFSS
Jackson (McKellar) AFSS
Louisville AFSS
Macon AFSS
Miami AIFSS
Nashville AFSS
Raleigh AFSS
San Juan IFSS
St. Petersburg AFSS

b. Hub managers shall serve as first-level supervisors for Air Traffic Managers within their Hub organization as listed in Appendix 2, Figures 1 - 2. Stand-alone facilities are listed in Appendix 2, Figures 3 - 4. For informational purposes, FAA Contract and Non-Federal Control Towers are identified by Hub organization in Appendix 2, Figure 5.

c. During absences, the Center, Station or Hub manager may delegate signature and program authority for facility or Hub functions as appropriate.

d. Each Air Traffic Manager within the Hub shall retain the full range of authority and responsibility for his/her assigned facility.

4. FUNCTIONS. Center, Station and Hub managers shall be responsible for the following areas and programs:

- a. Ensure expenditures remain within allocated resources.
- b. Distribute and track overtime, awards, supply, and travel funds.
- c. Serve as the contact point for questions concerning relocation, travel, and processing of travel vouchers.
- d. Serve as the Awards Coordinator.
- e. Serve as consultant to individual managers in the investigation and resolution of grievances and discrimination complaints prior to elevation to the division level. Serve as deciding official for assigned facilities, as appropriate.

f. Manage staffing within allocated resources in accordance with established staffing directives. Reassignment of positions is permitted to meet unplanned exigencies.

g. Serve as the source of guidance and staff support in matters pertaining to airspace, procedures, traffic management, training, and quality assurance.

h. Review and approve submissions in response to the annual call for training estimates and forward consolidated submission to the Resource Management Branch, ASO-540.

i. Define administrative processes in directive form.

j. Serve as contact point between field facilities and the region.

k. Review all staff, supervisor, and management selections to ensure adherence to EEO/Affirmative Action policies.

l. Hub managers will select managers for facilities within the Hub after consultation with the Assistant Air Traffic Division Manager, ASO-501.

m. Approve overtime and compensatory time for managers within the Center, Station or Hub.

n. Conduct quality assurance evaluations in accordance with regional and national directives in the Center, Station or each facility within the Hub not less than once every two years. These evaluations shall be coordinated with the Evaluations Staff, ASO-505, and when practical, include their participation.

5. RESOURCES. Center, Station and Hub managers shall distribute allocated staffing and all other operational funds within their facilities as common resources.

a. Normally, the Management Planning Board will distribute overtime, travel, supplies, and award allocations to Center, Station and Hub managers.

b. Normally, allocated resources may be redistributed within Centers, Stations or Hubs, but not between Centers, Stations and Hubs.

c. Normally, the Management Planning Board will distribute staffing allocations to Center, Station and Hub managers by November 15 of each year. Each Center, Station and Hub manager shall not exceed total allocated staffing without authorization from the Management Planning Board.

6. COMMUNICATION/COORDINATION AND MEETINGS.

a. Internal telcons, visits, and meetings may be scheduled as needed within available resources. Hub managers should visit each Hub facility at least once per quarter, if resources allow.

b. Routine communication and coordination concerning Hub program responsibility should be accomplished through the Hub manager.

c. Communication and coordination for all other programs and functions not specifically identified as a Hub responsibility may be accomplished directly between the field facility and the appropriate regional office, staff, branch, or division affected. Some programs, such as Labor-Management Relations, require close coordination with the Resource Management Branch, ASO-540, to ensure consistency and to keep the Air Traffic Division informed.

APPENDIX 2. ORGANIZATIONAL STRUCTURE FOR SOUTHERN REGION
AIR TRAFFIC FIELD FACILITIES

FIGURE 1. AIR TRAFFIC TERMINAL HUBS

WEST CAROLINA HUB

Charlotte ATCT - CLT Hub

- Asheville ATCT – AVL
- Augusta ATCT – AGS
- Columbia ATCT – CAE
- Greensboro ATCT – GSO
- Greer ATCT – GSP

EAST CAROLINA HUB

Raleigh ATCT – RDU Hub

- Charleston ATCT – CHS
- Fayetteville ATCT – FAY
- Florence ATCT – FLO
- Myrtle Beach ATCT – MYR
- Wilmington ATCT - ILM

KENTUCKY HUB

Greater Cincinnati ATCT - CVG Hub

- Lexington ATCT – LEX
- Louisville (Bowman) ATCT – LOU
- Louisville (Standiford) ATCT – SDF

TENNESSEE HUB

Memphis ATCT – MEM Hub

- Chattanooga ATCT – CHA
- Huntsville ATCT – HSU
- Knoxville ATCT – BNA
- Nashville ATCT – BNA
- Tri-City ATCT - TRI

SOUTHERN HUB

Pensacola TRACON – P31 Hub

- Gulfport ATCT – GPT
- Jackson ATCT – JAN
- Meridian RATCF – NMM
- Mobile ATCT – MOB
- Montgomery ATCT – MGM
- Pensacola ATCT - PNS

GEORGIA HUB

Atlanta A80/ATCT – ATL Hub

- Birmingham ATCT – BHM
- Columbus ATCT – CSG
- Dekalb-Peachtree ATCT - PDK

CENTRAL FLORIDA HUB

Orlando International ATCT – MCO Hub

- Daytona Beach ATCT – DAB
- Ft. Pierce ATCT – FPR
- Orlando Executive ATCT – ORL
- Sanford ATCT – SFB
- Vero Beach ATCT - VRB

WEST FLORIDA HUB

Tampa ATCT – TPA Hub

- Ft. Myers (Regional SW) ATCT – RSW
- Sarasota ATCT – SRQ
- St. Petersburg/Clearwater ATCT - PIE

NORTH FLORIDA HUB

Jacksonville ATCT – JAX Hub

- Savannah ATCT - SAV
- Tallahassee ATCT - TLH

SOUTH FLORIDA HUB

Miami International ATCT – MIA Hub

- Ft. Lauderdale Executive ATCT – FXE
- Ft. Lauderdale Int'l ATCT – FLL
- Tamiami ATCT – TMB
- West Palm Beach ATCT - PBI

FIGURE 2. AIR TRAFFIC MIXED OPTION HUB

SAN JUAN CERAP – ZSU HUB

San Juan (Isla Verde), PR ATCT – SJU
St. Thomas, VI ATCT – STT

FIGURE 3. AIR TRAFFIC AIR ROUTE TRAFFIC CONTROL CENTERS

ATLANTA ARTCC - ZTL

MEMPHIS ARTCC - ZME

JACKSONVILLE ARTCC – ZJX

MIAMI ARTCC – ZMA

FIGURE 4. AIR TRAFFIC AUTOMATED FLIGHT SERVICE STATIONS

Anderson, SC AFSS – AND
Anniston, AL AFSS – ANB
Gainesville, FL AFSS – GNV
Greenwood, MS AFSS – GWO
Jackson, TN (McKellar) AFSS – MKL
Louisville, KY AFSS – LOU

Macon, GA AFSS – MCN
Miami, FL AIFSS – MIA
Nashville, TN AFSS – BNA
Raleigh, NC AFSS – RDU
San Juan, PR IFSS – SJU
St. Petersburg, FL AFSS – PIE

FIGURE 5. CONTRACT AND NON-FEDERAL CONTROL TOWERS BY HUB

FCT denotes FAA Contract Tower; NFCT denotes Non-Federal Control Tower. Hub managers should provide support to these facilities to the extent needed, requested, and available, with the understanding that they do not have economic responsibility for, or line authority over, FAA Contract and Non-Federal Control Towers. For example, they should serve as a consultant and a source of guidance to the individual managers on matters of airspace, procedures, traffic management, and training. They should also serve as a contact point between the facility and the region, and they should assist in conducting quality assurance evaluations in accordance with regional and national directives.

WEST CAROLINA HUB**Charlotte ATCT - CLT Hub**

Concord, NC – JQF (FCT)
Greenville, SC – GMU (FCT)
Hickory, NC – HKY (FCT)
Winston-Salem, NC – INT (FCT)

KENTUCKY HUB**Greater Cincinnati ATCT - CVG Hub**

Lunken (Cincinnati), OH – LUK (FCT)
Owensboro, KY – OWB (FCT)

SOUTHERN HUB**Pensacola TRACON – P31 Hub**

Dothan, AL – DHN (FCT)
Greenville, MS – GLH (FCT)
Greenwood, MS – GWO (NFCT)
Jackson-Hawkins, MS – HKS (FCT)
Key Field Meridian, MS – MEI (FCT-DOD)
Mobile-Brookley, AL – BFM (FCT)
Panama City, FL – PFN (FCT)

CENTRAL FLORIDA HUB**Orlando International ATCT – MCO Hub**

Kissimmee, FL – ISM (FCT)
Melbourne, FL – MLB (FCT)
Merrit-Titusville, FL – XMR (NFCT)
Titusville-Cocoa, FL – TIX (FCT)
Titusville, FL – X68 (NFCT)

WEST FLORIDA HUB**Tampa ATCT – TPA Hub**

Bartow, FL – BOW (NFCT)
Ft. Myers (Page), FL – FMY (FCT)
Lakeland, FL – LAL (FCT)
Naples, FL – APF (FCT)
St. Petersburg (Albert Whitted), FL –
SPG (FCT)

EAST CAROLINA HUB**Raleigh ATCT – RDU Hub**

Crescent Beach, SC – CRE (FCT)
Kinston, NC – ISO (FCT)
New Bern, NC – EWN (FCT)

TENNESSEE HUB**Memphis ATCT – MEM Hub**

Jackson, TN – MKL (FCT)
Millington, TN – NQA (FCT)
Paducah, KY – PAH (FCT)
Smyrna, TN – MQY (FCT)
Tupelo, MS – TUP (FCT)

GEORGIA HUB**Atlanta ATCT – ATL Hub**

Athens, GA – AHN (FCT)
Fulton County, GA – FTY (FCT)
Gwinnett County, GA – LZU (FCT)
Macon, GA – MCN (FCT)
McCollum, GA – RYY (FCT)
Tuscaloosa, AL – TCL (FCT)

NORTH FLORIDA HUB

Jacksonville ATCT – JAX Hub

Albany, GA – ABY (FCT)
Cecil Field, Jacksonville, FL – VQQ (FCT)
Gainesville, FL – GNV (FCT)
Jacksonville (Craig), FL – CRG (FCT)
Lake City, FL – 3IJ (NFCT)
St. Augustine, FL – SGJ (FCT)
Valdosta, GA – VLD (FCT)

SOUTH FLORIDA HUB

Miami International ATCT – MIA Hub

Boca Raton, FL – BCT (FCT)
Key West, FL – EYW (FCT)
North Perry, FL – HWO (FCT)
Opa Locka, FL – OPF (FCT)
Palm Beach Gardens, FL – UTX (NFCT)
Pompano Beach, FL – PMP (FCT)
Stuart, FL – SUA (FCT)

SAN JUAN CERAP – ZSU HUB

Isla Grande, PR – SIG (FCT)
St. Croix, VI – STX (FCT)