ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SOUTHERN REGION

SO 3510.4A

11/3/77

SUBJ: IMPLEMENTATION GUIDELINES FOR FACILITY RECLASSIFICATION

1. PURPOSE. This order prescribes procedures for effecting facility level changes for en route and terminal facilities.

2. DISTRIBUTION. This order is distributed to branch level in the regional Air Traffic Division; Area Offices; Personnel Management Division, and to all en route and terminal facilities in the Southern Region.

3. CANCELLATION. SO 3510.4 dated February 17, 1971, is cancelled.

4. BACKGROUND. The new GS-2152 Classification Standard establishes traffic density measures as the grade-controlling criteria. The standard prevents unwarranted grade level fluctuations by delaying action to change grades until it can reasonably be established that traffic density factor changes are permanent. All density factor calculations are based on a 12 consecutive month period and are recalculated monthly by dropping the oldest month and adding the new month. Only a full month's data will be used in calculating density factors. Determinations of probable permanency of density changes will be based on 18-month traffic activity projections. A five percent buffer zone is also prescribed for use in lowering controller grade levels in facilities where the traffic density factor drops below the minimum criteria established for a particular grade level.

5. ACTION. Beginning with the December submission of FAA Form 7230-11 and FAA Form 7230-12, each terminal and en route facility shall provide the following information to the Air Traffic Division, Attention: ASO-510:

a. Include in the remarks column of the monthly summary of activity the hourly traffic density range computed for the most recent 12-month period. (En route--column 11, FAA Form 7230-12; Terminal--column 20, FAA Form 7230-11.) Thereafter, report the hourly traffic density range semiannually--with the October and April reports.

b. Each facility that will reach the criteria for reclassification within the next six months shall submit the hourly density range on a monthly basis. (See Appendix 1.)

c. Sixty days prior to attaining the hourly traffic density range for reclassification, information supporting the requested change should be submitted. Minimum information required is:

(a) Hourly traffic density range as computed for the past six months.

(b) Actual activity by month for past 12 months.

(c) Activity projection by month for 18 months.

(d) Narrative justification that traffic projections will support and sustain the density measure required for reclassification.

(e) An estimate of the time that the hourly traffic density range necessary for reclassification will be reached. (See Example--Appendix 3.)

6. PROCEDURES. Grade-controlling criteria of the GS-2152 Classification Standard is established by traffic density measurement and a step-by-step description of the normal process of facility level adjustments follows:

a. The hourly density range is calculated. (See Appendix 2).

b. Regional AT Division will forward the required data to AAT-1 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. (A copy of the transmittal memo is sent to the regional Personnel Management Division and APT-1).

c. AAT-1 notifies regional AT Division of approval/disapproval of traffic density factor projections within five work days upon receipt of the request.

d. Immediately on receipt, regional AT Division forwards approved traffic density projections and copies of supporting documentation to the regional Personnel Management Division.

e. If the facility does not meet the qualifying factor in the next month as anticipated, the Air Traffic Division will forward a position to AAT-1 within five days regarding the facility's upgrading status.

f. When the facility actually reaches the qualifying density factor required to effect a facility level change, the regional AT Division notifies the Personnel Management Division and AAT-1 within five working days. Include with the AAT-1 notification, the actual factor and the related traffic data for the qualifying month.

g. Regional Personnel Management Division prepares Position Descriptions and transmits wire within five 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 more positions, also 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.

h. APT-1 approves/disapproves regional submission or, if the proposed action changes grade levels of 20 or more positions, forwards case to the Civil Service Commission (as required by Appendix A-4.a.(2), Chapter 511 of the FPM).

i. APT-1 notifies region of approval/disapproval within five work days of receipt of commission concurrence.

j. Region classifies Position Descriptions and effects required personnel actions only after receipt of APT's approval.

for Harry A. Adler
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CLASSIFICATION STANDARD
TERMINAL HOURLY TRAFFIC DENSITY RANGE TO DETERMINE CONTROLLER GRADES

GS-10 VFR Towers - Up to 34 airport operations per hour.

GS-10 Non-Radar Approach Control - Up to 24 airport/instrument operations per hour.

GS-11 VFR Towers - 35-89 airport operations per hour.

GS-11 Non-Radar Approach Control - 25-79 airport/instrument operations per hour.

GS-11 Radar Approach Control - Up to 19 instrument operations per hour.

GS-11 Limited Radar Approach Control - Up to 24 instrument operations per hour

GS-12 VFR Tower - 90 or more airport operations.

GS-12 Non-Radar Approach Control - 80 or more airport/instrument operations.

GS-12 Radar Approach Control - 20-59 instrument operations.

GS-12 Limited Radar Approach Control - 25-59 instrument operations.

GS-13 Radar Approach Control - 60-99 instrument operations.

GS-13 Limited Radar Approach Control - 60 or more instrument operations.

GS-14 Radar Approach Control - 100 or more instrument operations.

HOURLY TRAFFIC DENSITY RANGE TO DETERMINE CENTER CONTROLLER GRADES

GS-12 ARTCC Radar Controller (Levels Ia/Ib) - Up to 169 IFR aircraft handled per hour.

GS-13 ARTCC Radar Controller (Level II) - 170-274 IFR aircraft handled hourly.

GS-14 ARTCC Radar Controller (Level III) - 275 or more IFR aircraft handled hourly.

HOURLY TRAFFIC DENSITY RANGE

(MEASURES DAY AND EVENING SHIFT HOURS OR HOURS OF OPERATION IF LESS THAN 16 HOURS PER DAY)

CENTERS

Sum of aircraft handled on busiest 183 days ÷ 183 ÷ 16.

TERMINALS

VFR Towers

Sum of airport operations on busiest 183 days ÷ 183 ÷ 16 (or hours of operation if less than 16).

Non-Radar Approach Control ATCTs

Sum of airport operations and instrument operations on each of the busiest 183 days ÷ 183 ÷ 16. (Hours of operation if less than 16).

Limited Radar Approach Control ATCTs

Sum of instrument operations on busiest 183 days ÷ 183 ÷ 16. (Hours of operation if less than 16).

Radar Approach Control ATCTs

Sum of instrument operations on busiest 183 days ÷ 183 ÷ 16. (Hours of operation if less than 16).

EXAMPLE

FACILITY NAME

SUMMARY OF AIR TRAFFIC FOR RECLASSIFICATION

PERIOD	INSTRUMENT OPERATIONS	HOURLY TRAFFIC DENSITY RANGES
February 1976	6,661	
March 1976	6,773	
April 1976	6,601	
May 1976	5,808	
June 1976	6,958	
July 1976	6,596	
August 1976	6,884	19.74
September 1976	6,880	19.68
October 1976	7,100	19.78
November 1976	6,699	19.81
December 1976	5,974	19.89
January 1977	6,431	19.99
12-Month Total	79,325	

PROJECTED ACTIVITY

PERIOD	INSTRUMENT OPERATIONS	PERIOD	INSTRUMENT OPERATIONS
February 1977	6,694	November 1977	6,732
March 1977	6,767	December 1977	6,004
April 1977	6,634	January 1978	6,463
May 1977	5,837	February 1978	6,727
June 1977	6,993	March 1978	6,801
July 1977	6,629	April 1978	6,667
August 1977	6,918	May 1978	5,866
September 1977	6,914	June 1978	7,028
October 1977	7,136	July 1978	6,662

CUMULATIVE TOTALS

PERIOD	INSTRUMENT OPERATIONS	% OF CHANGE	HOURLY TRAFFIC DENSITY RANGE
Actual CY 1976	78,794	+ 1%	19.89
Estimated FY 1977	79,590	+ 3%	20.06
Estimated CY 1977	79,689	+ 1%	20.13
Estimated FY 1978	81,182	+ 2%	20.51

SUPPORTIVE DATA

The Meridian RATCF hourly traffic density range for the period ending February 28, 1977, is expected to exceed the required hourly traffic density range for upgrading of the facility.

The major portion of activity at the Meridian RATCF is generated by the U. S. Navy at McCain. The following factors relate to the increase in activity at the RATCF:

(1) In April 1977, the Navy training syllabus calls for an increase of formation flights returning to home base as single flights in lieu of maintaining formation flights.

(2) A new instrument approach will become effective within 30 days at one of the auxiliary fields used by the training flights. This is expected to increase instrument operations by at least 2000 per year.

(3) The Base Administrative/Currency Search and Rescue Aircraft are now operating under positive control, generating an estimated 3500 instrument operations per year.

(4) The Navy anticipates increasing the number of student pilots by 20 or more in FY 1978. This will result in an estimated increase of 2020 sorties equating to an estimated increase of 12,000 instrument operations per year.

(5) Medium altitude training routes will be brought under positive control in July 1977. Low altitude training routes to and from entry and exit points will also be under positive control.

In summary, with the Navy entering fully into the IFR system at Meridian, our traffic estimates are considered very conservative. Using these conservative estimates, all indications are that the facility will meet and sustain a level of activity above that contained in the classification standard for upgrading.