

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP AT 1100.33E

07/05/02

SUBJ: AIR TRAFFIC HUB ORGANIZATION

1. **PURPOSE.** The Air Traffic Hub Organization is established to improve our customer service. This order identifies the Air Traffic Hub Organization in the Western-Pacific Region, Air Traffic Division and outlines the function of the Hub Facility Manager.
2. **DISTRIBUTION.** This order is distributed to division level and above in the Regional Headquarters, to branch level and above in the Air Traffic Division, and to all Air Traffic Field Offices and Facilities at the standard level.
3. **CANCELLATION.** WP Order 1100.33D, Air Traffic Hub Organization, dated 12/15/97, is cancelled.
4. **BACKGROUND.**
 - a. The Hub concept is based on the premise that an Air Traffic Manager (ATM) of a facility becomes the first-line supervisor of other facility Air Traffic Managers located in the same general geographical area. Centralization provides an opportunity for such things as system planning, improved airspace utilization for orderly development of procedures, navigational aids, and resource management. The role of the Assistant Air Traffic Manager in the Hub facility becomes more important since the Hub Manager has expanded responsibilities to other facilities in the Hub. The shared staff of the Hub facility and other facilities enables associated facility managers to more efficiently manage their facility by affording them access to needed support expertise, such as training and procedures, administrative support, labor/management relations, etc.
 - b. The Hub organization is designed to improve the overall management of associated air traffic facilities. It also generates a systematic approach to promoting affirmative action/diversity, and equal employment opportunity activities. It provides personnel resources in support of an effective quality assurance program.
 - c. Other benefits of the Hub management include the opportunity for better communications among managers, which can lead to better understanding of, and support for, national/regional programs and policies. The span of control between the Air Traffic Division Manager and the field managers is enhanced, providing improved accountability and interaction involving both federal and non-federal contract towers and military assets.
5. **IMPLEMENTATION.**
 - a. AWP Hub Organizations. Hub organizations are located at designated Air Route Traffic Control Center locations and terminal areas. (See Appendix 1.)

b. Implementing or Realigning a Hub Organization. The following actions are to be accomplished when implementing or re-aligning a Hub organization.

(1) The designated Hub Manager and associated facility ATMs will conduct briefings for all affected air traffic personnel.

(2) The designated Hub Manager and associated facility ATMs will conduct briefings for the local users, Federal Aviation Administration personnel, and Regional Office entities.

(3) Air Traffic Division personnel will meet with the designated Hub Manager and associated facility ATMs to assist in the preparation of a Hub plan. Hub operating procedures will contain as a minimum:

- (a) Meeting and visitation schedules,
- (b) Routine coordination procedures,
- (c) Delegation of approval authority for travel, awards, training, overtime, and disciplinary actions,
- (d) Hub facility support functions and activities, and
- (e) Development of Hub goals.

(4) The Hub Manager is the first-line supervisor for each facility Air Traffic Manager in the Hub organization.

(5) All staff personnel shall become a commonly shared resource within the Hub organization; however, they shall not have line authority.

(6) Regional support organizations will continue to provide assistance to all air traffic facilities.

(7) Air Traffic Division personnel will accomplish routine site visits to all facilities and provide support, guidance, advice, information, and coordination as required.

(8) Air Traffic Managers within the Hub shall retain the full range of authority and responsibility for their individual facility.

(9) Hub Manager functions/responsibilities.

(a) Measures quality of facility performance through review of associated Hub facility operations and administration.

(b) Identifies to the Facility Administration Branch, assignment of positions and funds required for the operation of associated Hub facilities.

(c) Analyzes associated Hub facility actions and/or recommendations, where air traffic system errors/deviations by facility personnel are involved.

(d) Exercises line authority over associated facility managers within their Hub area.

- (e) Participates and assists in the investigation of aircraft accidents and incidents.
- (f) Ensures the periodic updating of associated Hub facility contingency plans to provide continuity of air traffic services during natural disasters, national emergencies, or unusual situations.
- (g) Reviews and analyzes staffing, training and other resource requirements received from associated Hub facilities and consolidates these for submission to the appropriate regional elements. Develops budget requirements for the operation of associated Hub facilities.
- (h) Reviews and analyzes training requirements, consolidates requirements and develops the Hub plan. Establishes priority of need and recommends establishment of new national training programs to meet associated Hub facility training requirements. Identifies the need for air traffic technical training and recommends specific training courses; evaluates the effectiveness of the training conducted.
- (i) Identifies and reports equipment requirements and deficiencies affecting associated Hub facilities to the appropriate branch or staff.
- (j) Through continuous review of personnel actions such as promotions, details, selections, training, etc., assures that associated Hub facility managers maintain a clear understanding of, and are properly applying, the agency's Diversity Programs.
- (k) Provides direct contact with associated Hub facilities through scheduled personal visits. In so doing, keeps the division up-to-date on the facility's ability to provide essential ATC services.
- (l) Evaluates associated Hub facilities adherence to policies, procedures, programs, and standards.
- (m) Serves as the focal point for the Hub review of proposed policies, procedures, programs, and standards.
- (n) Allocates authorized staffing, monies, and other resources to associated Hub facility managers.


John Clancy
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APPENDIX 1. AWP HUB ORGANIZATION

HONOLULU HUB (HCF)

Guam CERAP
 Hilo ATCT
 Honolulu Control Facility
 Kwajalein ATCT
 Maui ATCT
 Pago Pago ATCT
 Agana ATCT FCT
 Kona ATCT FCT
 Lihue ATCT FCT
 Molokai ATCT FCT
 Saipan ATCT FCT

JOHN WAYNE HUB (SNA)

Brackett ATCT
 Chino ATCT
 John Wane ATCT
 Long Beach ATCT
 Ontario ATCT
 Torrance ATCT
 Riverside ATCT FCT
 Fullerton ATCT FCT
 Hawthorne ATCT FCT

LAS VEGAS HUB (L30)

Grand Canyon ATCT
 Las Vegas ATCT
 Las Vegas TRACON
 North Las Vegas ATCT
 Reno ATCT

Bullhead/Laughin ATCT FCT
 Elko ATCT FCT
 Henderson Exec. ATCT FCT
 South Lake Tahoe FCT

SAN DIEGO HUB (SAN)

Gillespie ATCT
 Lindbergh ATCT
 Montgomery ATCT
 Palomar ATCT
 Brown Field ATCT FCT

LOS ANGELES ARTCC

High Desert TRACON

NORTHERN CALIFORNIA TRACON (NCT)

Monterey ATCT
 Sacramento TRACON
 Stockton ATCT

OAKLAND HUB (OAK)

Concord ATCT
 Hayward ATCT
 Livermore ATCT
 Napa ATCT
 Oakland ATCT
 Sacramento Int'l ATCT
 Chico ATCT FCT
 Redding ATCT FCT
 Modesto ATCT FCT
 Sacramento Exec ATCT FCT
 Mather ATCT FCT

VAN NUYS HUB (VNY)

Burbank ATCT
 Santa Monica ATCT
 Van Nuys ATCT
 Mojave ATCT NFCT
 Palmdale ATCT FCT
 Whiteman ATCT FCT
 William J. Fox ATCT FCT
 So. California Int. ATCT FCT

PHOENIX HUB (P50)

Deer Valley ATCT
 Falcon Field ATCT
 Phoenix ATCT
 Phoenix TRACON
 Scottsdale ATCT

SAN FRANCISCO HUB (SFO)

Palo Alto ATCT
 Reid-Hillview ATCT
 San Francisco ATCT
 San Jose ATCT
 Santa Rosa ATCT
 Salinas ATCT FCT
 San Carlos ATCT FCT

CENTRAL CALIFORNIA HUB (SBA)

Bakersfield ATCT
 Camarillo ATCT
 Fresno ATCT
 Santa Barbara ATCT
 Oxnard ATCT FCT
 San Luis Obispo ATCT FCT
 Santa Maria ATCT FCT

TUCSON HUB (U90)

Prescott ATCT
Tucson ATCT
Tucson TRACON
Chandler ATCT FCT
Flagstaff ATCT FCT
Glendale ATCT FCT
Goodyear ATCT FCT
Ryan ATCT FCT
Williams-Gateway ATCT FCT

SOUTHERN CALIFORNIA HUB (SCT)

Palm Springs ATCT
Southern California TRACON

STAND-ALONE FACILITIES

Bay TRACON
Los Angeles ATCT
Oakland ARTCC

FLIGHT SERVICE STATION

FACILITIES

Hawthorne AFSS
Honolulu AFSS
Oakland AFSS
Prescott AFSS
Rancho Murieta AFSS
Reno AFSS
Riverside AFSS
San Diego AFSS