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**ORDER**

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

WP 1100.33D

12/15/97

**SUBJ: AIR TRAFFIC HUB ORGANIZATION**

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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 in the regional headquarters, branch level in the Air Traffic Division, and all Air Traffic field facilities in the Western-Pacific Region.

3. **CANCELLATION.** Order WP 1100.33C, dated 11/15/96, Subject: Air Traffic Hub Organization Implementation is canceled.

4. **BACKGROUND.**

a. The Hub concept is based on the premise that an air traffic manager 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 manager 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 opportunity for better communications among managers which can lead to better understanding of, and support for, national/regional programs and policies. Span of control between Air Traffic Division Manager and field managers is enhanced, providing improved accountability and interaction involving both federal and non-federal contract towers and military assets.

5. **IMPLEMENTATION.**

a. Hub organizations are located at designated ARTCC locations and terminal areas.  
(See Appendix 1.)

b. The following actions are to be accomplished when implementing or realigning 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, FAA 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/responsibility


(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 Hub facility manger.

- (f) Assures implementation of, and provides guidance to, associated Hub facilities on national and regional policies and programs.
- (g) 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.
- (h) 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.
- (i) 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.
- (j) Identifies and reports equipment requirements and deficiencies affecting associated Hub facilities to the appropriate branch or staff.
- (k) Through continuous review of personnel actions such as promotions, details, selections, training, etc., assures that associated Hub facility managers maintain clear understanding of, and are properly applying, the agency's diversity programs.
- (l) 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.
- (m) Evaluates associated Hub facilities' adherence to policies, procedures, programs, and standards.
- (n) Serves as the focal point for the Hub review of proposed policies, procedures, programs, and standards.
- (o) Allocates authorized staffing, budget, and other resources to associated Hub facility managers.



George D. Williams  
Manager, Air Traffic Division

**APPENDIX 1. AWP HUB ORGANIZATION****BURBANK ATCT (BUR)**

Santa Monica ATCT (SMO)  
 Van Nuys ATCT (VNY)  
 Mojave ATCT (MHV) (NFCT)  
 Palmdale ATCT (PMD) (FCT)  
 William J. Fox ATCT (WJF) (FCT)  
 Whiteman ATCT (WHP) (FCT)

**HONOLULU ATCT (HNL)**

Guam CERAP (ZUA)  
 Hilo ATCT (ITO)  
 Kona ATCT (KOA)  
 Kwajalein ATCT (KWA)  
 Maui ATCT (OGG)  
 Pago Pago ATCT (PPG)  
 Agana ATCT (PGUM) (FCT)  
 Lihue ATCT (LIH) (FCT)  
 Molokai ATCT (MKK) (FCT)  
 Saipan ATCT (GSN) (NFCT)

**JOHN WAYNE ATCT (SNA)**

Long Beach ATCT (LGB)  
 Torrance ATCT (TOA)  
 Fullerton ATCT (FUL) (FCT)  
 Hawthorne ATCT (HHR) (FCT)

**LAS VEGAS TRACON (L30)**

Grand Canyon ATCT (GCN)  
 Las Vegas ATCT (LAS)  
 North Las Vegas ATCT (VGT)  
 Henderson Executive (L15) (NFCT)

**LINDBERGH ATCT (SAN)**

Brown ATCT (SDM)  
 Gillespie ATCT (SEE)  
 Montgomery ATCT (MYF)  
 Palomar-Carlsbad ATCT (CRQ)

**LOS ANGELES ARTCC (ZLA)**

High Desert TRACON (E10)

**OAKLAND ATCT (OAK)**

Concord ATCT (CCR)  
 Hayward ATCT (HWD)  
 Livermore ATCT (LVK)  
 Napa ATCT (APC)

**ONTARIO ATCT (ONT)**

Brackett ATCT (POC)  
 Chino ATCT (CNO)  
 El Monte ATCT (EMT)  
 Palm Springs ATCT (PSP)  
 Riverside ATCT (RAL) (FCT)  
 So. Calif. Int'l. ATCT (VCV) (NFCT)

**PHOENIX TRACON (P50)**

Deer Valley ATCT (DVT)  
 Falcon Field-Mesa ATCT (FFZ)  
 Phoenix ATCT (PHX)  
 Prescott ATCT (PRC)  
 Scottsdale ATCT (SDL)  
 Tucson ATCT (TUS)  
 Tucson TRACON (U90)  
 Chandler ATCT (CHD) (FCT)  
 Flagstaff ATCT (FLG) (FCT)  
 Glendale ATCT (GEU) (FCT)  
 Goodyear ATCT (GYR) (FCT)  
 Laughlin/Bullhead City ATCT (IFP) (NFCT)  
 Ryan ATCT (RYN) (FCT)  
 Williams-Gateway ATCT (IWA) (FCT)

**SACRAMENTO TRACON (MCC)**

Chico ATCT (CIC)  
 Redding ATCT (RDD)  
 Reno ATCT (RNO)  
 Sacramento Metro ATCT (SMF)  
 Stockton ATCT (SCK)  
 Elko ATCT (EKO) (FCT)  
 Modesto ATCT (MOD) (FCT)  
 Sacramento Executive ATCT (SAC) (FCT)  
 South Lake Tahoe ATCT (TVL) (FCT)

**SAN FRANCISCO ATCT (SFO)**

Monterey ATCT (MRY)  
 Palo Alto ATCT (PAO)  
 Reid-Hillview ATCT (RHV)  
 San Jose ATCT (SJC)  
 Santa Rosa ATCT (STS)  
 Moffet Airfield (NFCT)  
 Salinas ATCT (SNS) (FCT)  
 San Carlos ATCT (SQL) (FCT)

**SANTA BARBARA ATCT (SBA)**

**Bakersfield ATCT (BFL)**

**Camarillo ATCT (CMA)**

**Fresno ATCT (FAT)**

**Oxnard ATCT (OXR) (FCT)**

**San Luis Obispo ATCT (SBP) (FCT)**

**Santa Maria ATCT (SMX) (FCT)**

**STAND-ALONE FACILITIES**

**Bay TRACON (O90)**

**Honolulu CERAP (ZHN)**

**Los Angeles ATCT (LAX)**

**Northern California TRACON (NCT)**

**Oakland ARTCC (ZOA)**

**Southern California TRACON (SCT)**

**AUTOMATED FLT. SERVICE STNS.**

**Hawthorne AFSS (HHR)**

**Honolulu AFSS (HNL)**

**Oakland AIFSS (OAK)**

**Prescott AFSS (PRC)**

**Rancho Murieta AFSS (RIU)**

**Reno AFSS (RNO)**

**Riverside AFSS (RAL)**

**San Diego AFSS (SAN)**