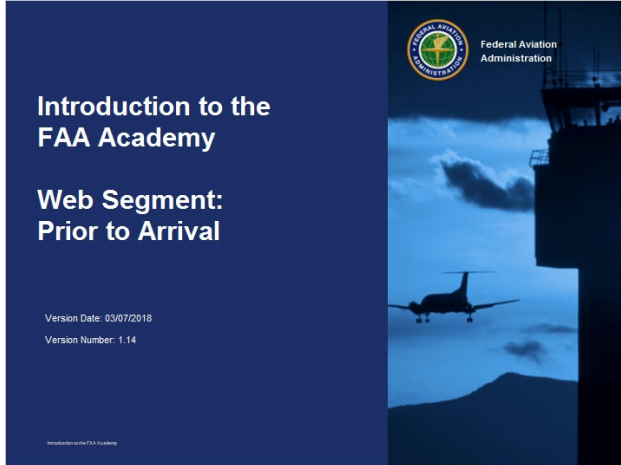


# Academy Introduction

## 1. Academy Introduction

### *1.1 Introduction to the FAA Academy*



#### **Notes:**

The FAA provides a daily shuttle service between the Academy training buildings and a number of hotels.

The shuttle schedule can be located through the Student Services link on the Academy Introduction portion of the Regulatory Standards website.

Industry students who wish to use the shuttle will be dropped off at the Security Center on the first morning. You will be required to go inside to get your temporary ID badge. You will then need to call the appropriate branch office to request a ride to your training building.

## 1.2 Academy Director



### Notes:

Hello, my name is Keith Deberry, Director of the FAA Academy.

I would like to welcome you to what I think will be a pleasant and productive learning experience at the FAA Academy located at the Mike Monroney Aeronautical Center.

We feel it is very important to provide you with information that will make your upcoming trip to Oklahoma City and the Academy both easier and safer. We are providing this short briefing ahead of time to help you plan your trip and to save time in the classroom.

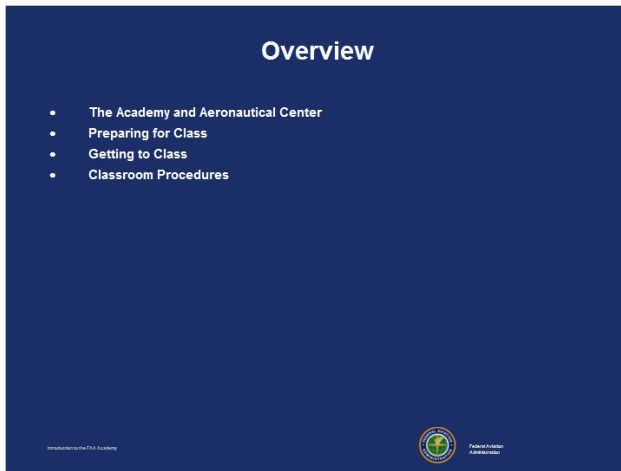
Another segment of the "Academy Introduction" will be presented at the beginning of your class so your instructor can reinforce some of the information in this briefing.

I encourage you to take full advantage of the information provided. In addition to the instructions required to access the facility, we have also included links to helpful websites that provide a great introduction to our city.

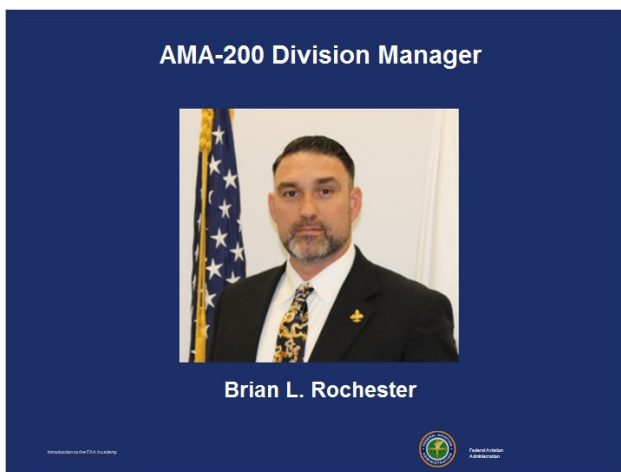
Please do not hesitate to direct any questions about this briefing or relating to your trip to the FAA Academy Student Services representative or the Course Manager prior to your arrival.

Again, welcome to the FAA Academy and enjoy your visit to Oklahoma City.

## 1.3 Overview



## 1.4 AMA-200 Division Manager



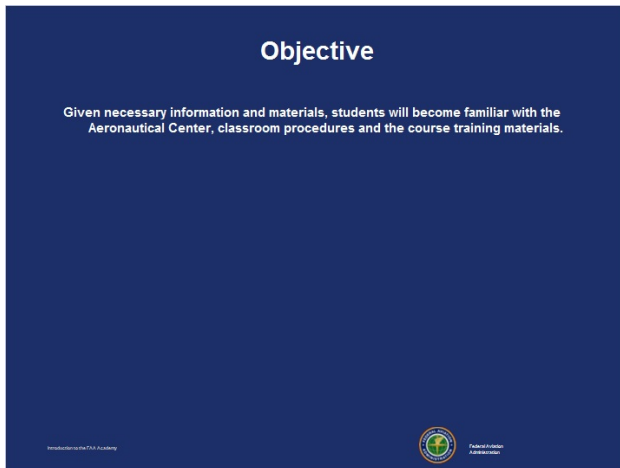
### Notes:

Welcome. The training you are scheduled for will be conducted by Regulatory Standards Division personnel of the FAA Academy. We want to make your visit a positive experience and hope you have taken, or will take, the time to review our website to understand who we are and our role.

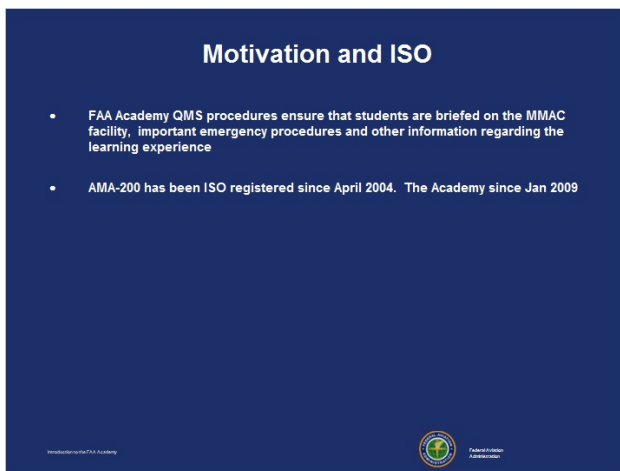
With that in mind, this presentation is the springboard to your time with us. Your review of this material will allow us to devote more class time to the course materials once you are here and, hopefully, will answer any logistical questions you may have before you arrive.

Please do not hesitate to contact us if you have any further questions or needs prior to your arrival. Again, welcome, and we hope your time here is not only enjoyable, but that the knowledge gained from this training will expand your personal skills sets to meet the AVS safety assurance mission.

## ***1.5 Objective***



## ***1.6 Motivation and ISO***



### **Notes:**

The FAA Academy has always been concerned about providing a quality training experience for our students and continuous improvement has been at the heart of our processes. To show our continuing commitment to that goal, the Mike Monroney Aeronautical Center became ISO registered in January 2009 after the Regulatory Standards Division led the way

in April 2004.


## ***1.7 Congressional Training Restrictions***

**Congressional Training Restrictions**

FAA Academy training:

- Meets identified needs for knowledge, skills and abilities relevant to your specific duties
- Does not intentionally induce high levels of stress or emotional response
- Is not offensive to, or designed to change, personal values or lifestyles
- Does not contain content associated with religious or quasi-religious beliefs

Institutional and FAA Academy




Federal Aviation Administration

### **Notes:**


By law the FAA must provide only job-centered training, which means that it must meet identified needs for knowledge, skills and abilities that directly affect the performance of the intended audience.

## ***1.8 Branch Managers***

**Branch Managers**




Richard Michaels  
AMA-220 Aircraft Certification  
(Acting Manager)



Jay Tevis  
AMA-230 Commercial Transportation

Institutional and FAA Academy

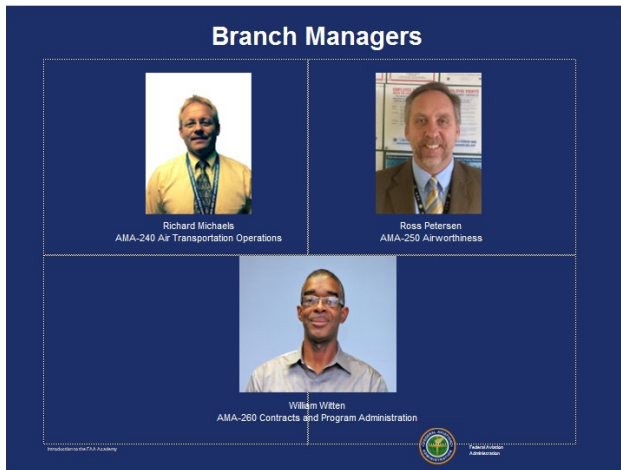


Federal Aviation Administration

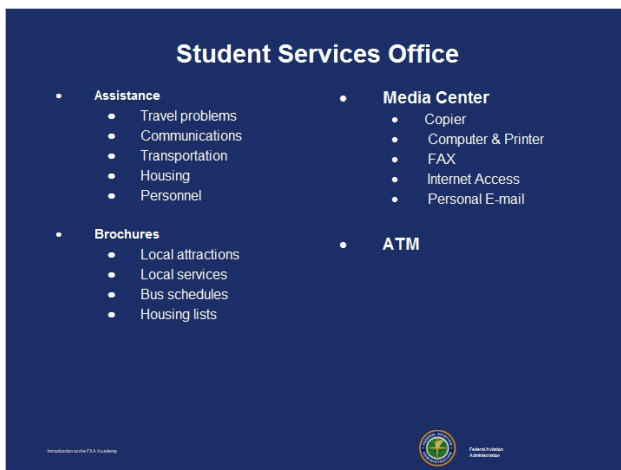
### **Notes:**

If you have a need for management support while in class, our Branch Managers are here to provide that service. You will be given contact information for them when you get to class.

## **1.9 Branch Managers**



## **1.10 Student Services Office**





### **Notes:**


The Student Services office is designed to make your stay as comfortable as possible. They can help with hotel and local attraction information as well as provide basic media support.

## 1.11 Student Services

### Student Services

- Academy Building
  - Bldg. 14 Room 134
- Website link is on the Academy Introduction Website



Introduction to the TMA AcademyRegulatory Standards  
Academy Introduction

### Notes:

The Student Services office is located at the North West corner of Building 14.


NOTE: When you are finished with this presentation and close it, all noted web links are on the Regulatory Standards - Academy Introduction site.

## 1.12 MMAC Services

### MMAC Services

- Credit Union
- Child Learning Center
- Aero Fitness Health Center
- US Postal Service
- Employee Association Bookstore

- Employee Assistance Program
- Blue Sky Cafe
- Einstein Bagels (MMAC HQ)
- Stafford Bldg Snack Bar
- Air Traffic Snack Bar

Introduction to the TMA AcademyRegulatory Standards  
Academy Introduction



### Notes:

These are a few other facilities and services you may be interested in using while you're here.

## 1.13 Smoking Policy

### Smoking Policy

- DOT Policy applies at the MMAC. Smoking is permitted outdoors only, and not within 25 feet of:
  - Doorways
  - Air intake ducts



Public Safety Department  
Marine Corps Air Station

### Notes:

Each building has smoking areas designated nearby. Please be courteous to nonsmokers and also make sure that your discarded tobacco products are disposed of in the containers provided.

## 1.14 When parking at the MMAC comply with signage

### When parking at the MMAC comply with signage

- Park only in spaces outlined by **yellow** lines
- **DO NOT PARK** in spaces marked:
  - Visitors Only
  - Reserved
  - Government Vehicles
  - Contractor Service Vehicles
  - No Parking
  - Motorcycles - unless you are riding one
- **DO NOT PARK** in fire lanes or by fire hydrants



Public Safety Department  
Marine Corps Air Station

## 1.15 Special Use Parking



### Notes:

There are a number of handicapped parking spaces but each space is numerically identified and assigned to an individual. If you happen to have a handicapped parking pass for your vehicle, that does not mean you can park in any handicapped space at the MMAC.

Contact Students Services or your Course Manager prior to your arrival and they will get you an assigned parking space.

We will need to know:


- Your name
- Building where your class will be and the closest access side
- Length of your stay


It will take about two days to complete the process and get the information back to you before you arrive. The sooner you initiate the request, the better chance we will have to help.

## 1.16 Traffic Rules at MMAC

### Traffic Rules at MMAC

- Observe all traffic signs and directives
- Yield to pedestrians
- Observe posted speed limits
  - 25 miles per hour on MacArthur
  - 10 miles per hour in parking lots
- When you are a pedestrian, use the crosswalk
- Local Driving - Oklahoma traffic regulations may differ from your state



Introduction to the Field AcademyOklahoma Department of Transportation

### Notes:

There is a lot of pedestrian traffic on the Center so we have reduced speed limits. Please observe them.

Two specific noteworthy traffic law items in Oklahoma:

- Unless otherwise marked, you may turn right after stopping at a red light.
- A squiggly line on the road indicates you are entering or leaving a school zone. There are also flashing lights when the reduced speed limit of 25 mph is in effect. NOTE: a ticket for speeding in a school zone is very expensive!
- 

## 1.17 Parking Permit

### Parking Permit

Parking permit displayed on the driver's side dashboard while at MMAC



Do not display off MMAC!

Introduction to the Field AcademyOklahoma Department of Transportation

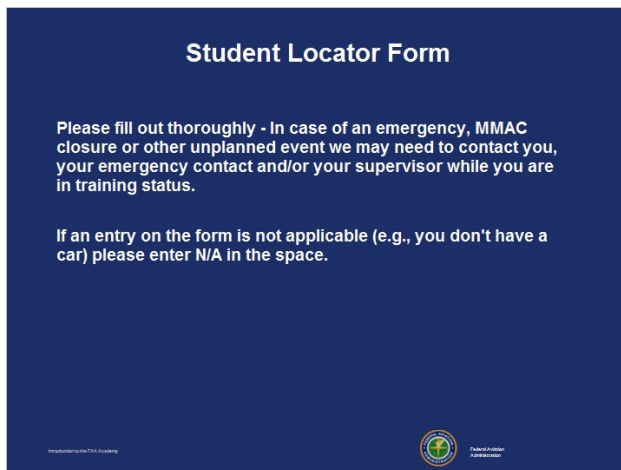
## Notes:

FAA personnel should log into the Academy Student Information System (ASIS) and print a parking pass. Non-FAA students will have a parking pass waiting for them at security (explained on a later slide).

If a windshield sunscreen is used in the car, then the Parking Permit should be placed between the screen and the window.

It is in your best interest to remove the parking pass from the window when off the Center. It tends to advertise that you are from out of town and there is some concern that it makes your vehicle more of a target.

## 1.18 Student Locator Form

A dark blue rectangular graphic with white text. At the top, it says "Student Locator Form". Below that, it says "Please fill out thoroughly - In case of an emergency, MMAC closure or other unplanned event we may need to contact you, your emergency contact and/or your supervisor while you are in training status." Further down, it says "If an entry on the form is not applicable (e.g., you don't have a car) please enter N/A in the space." At the bottom right, there is a small circular logo with a green cross and the text "FAA Academy" and "Training Center".

## Notes:

We need a filled out copy of the Student Locator Form within the first hour of the first class day.

Your managers have entrusted you to our care and we need the necessary information to contact your hotel, your manager, or your designated contact in case of an emergency. Supervisory information is not necessary for non FAA students

**For FAA employees** - please go into ASIS, complete (or update) your information and bring a completed form to class. When you fill in the form it creates entries in the ASIS database, so

do not use the form provided for Non FAA students!

**For Non FAA students** - an electronic version of the form is available on the Academy Introduction website. Please bring a completed copy to class on the first morning.

Handwritten entries are acceptable. Take note that we need rental car and hotel information which you may not have until you arrive.

## 1.19 Student Networking Form

**Student Networking Form**

Your entry is Optional

FAA ACADEMY  
REGULATORY STANDARDS DIVISION ASIA 200  
STUDENT NETWORKING FORM - All Information Optional

If you enter personal phone #, email, etc., you are authorizing release of your Personally Identifiable Information (PII)

COURSE #: SCHEDULED OFFERING #: START DATE:

Course Manager: Branch:

Office Phone: Office E-mail:

NAME: REGION/ROUTING SYMBOL: OFFICE MAIL ADDRESS: WORK E-MAIL: LOCAL HOTEL: LOCAL PHONE: OFFICE PHONE: OTHER:

NAME: REGION/ROUTING SYMBOL: OFFICE MAIL ADDRESS: WORK E-MAIL: LOCAL HOTEL: LOCAL PHONE: OFFICE PHONE: OTHER:

### Notes:

Often students get together after class to enjoy the sights and the local cuisine. To enable this, we provide a networking form for you on which to voluntarily contribute your office and local contact information. It also becomes quite helpful for networking once you get back to your office. The form will be sent around the first day of class, so it would be helpful to make sure you have your office and local contact information available.

You will want to have your hotel phone number or a cell number if you want other students to be able to get in touch with you.

## 1.20 Emergency Information


### Emergency Information

The following radio or TV stations provide announcements as to the "open" status of the Aeronautical Center.  
Website is <https://employees.faa.gov/org/centers/immac/>

WKY-AM	930 KHZ
KOKAM	1000 KHZ
KOKC-AM	1520 KHZ
KOMA-FM	92.5 MHZ
KFOR-TV	Channel 4
KOCO-TV	Channel 5 (Cox 8)
KWTV-TV	Channel 9 (Cox 10)

Area Code:  
405

Student Services	954-3923	CAMI Day	954-3711
Emergency	954-3444	Center Status	954-0040



### Notes:

It is possible that you may experience weather that can effect the first day of class. Here is a list of local media outlets and phone numbers for you to use in case of inclement weather or any other situation which may affect the status of the MMAC. The status of your class will be the same as the Center Status for MMAC.


You can print this page or access the Center information using the Mike Monroney Aeronautical Center Website link on the Academy Introduction website.

## 1.21 Tornado Procedures

### Tornado Procedures

- **Warning:**
  - Tornado has been spotted or indicated by Radar
  - A siren will sound
  - Sirens are tested at noon on Saturday unless there **IS** severe weather
- **Watch:**
  - Conditions are favorable for tornado development
  - Watches/Warnings are issued by county

**KNOW Which County You Are In**  
Map on next slide



### Notes:

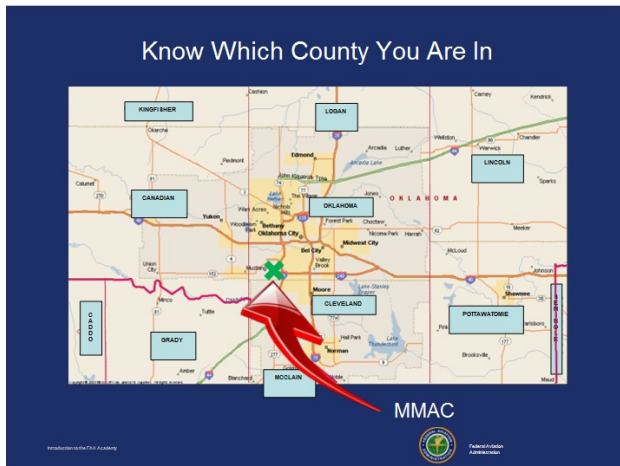
It helps to understand the vocabulary of our local weather stations.

Oklahoma does have a variety of weather phenomenon that can be present any time of the year. If the weather patterns are conducive to forming a tornado the weather service will issue a Watch so that you know the tornado chasers are out and about hunting for funnel clouds and you should be prepared to take cover.

Local TV and radio stations are extremely proficient at providing detailed information about the location and direction of travel when tornadoes occur.

Announcements are made on a county basis so you should become familiar with the counties around the MMAC.

## ***1.22 Know Which County You Are In***



## 1.23 How to Find Us

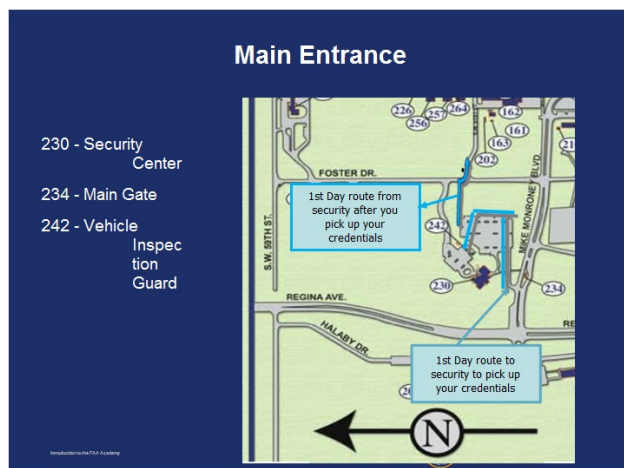


### Notes:

Most students tend to stay on Meridian where many of the hotels servicing the airport are located. One mile west is Macarthur Blvd which heads south to the MMAC. The road will curve to the right and become Regina Avenue. That leads to our main entrance, which is on Mike Monroney Boulevard.

The gate gets busy, especially when new classes are starting, so plan to arrive 25-30 min early the first day. This should give you plenty of time to get through security and then to class.

## 1.24 Main Entrance



## Notes:

There is a stop light on Regina Ave. at Mike Monroney Blvd. Make a left and approach the MMAC main security gate (Bldg 234).

First Day - You must have a FAA issued badge and (if driving) a parking pass (credentials). If you do not have both you must be in the left lane as you approach the Center. If you have both, either lane will be fine.

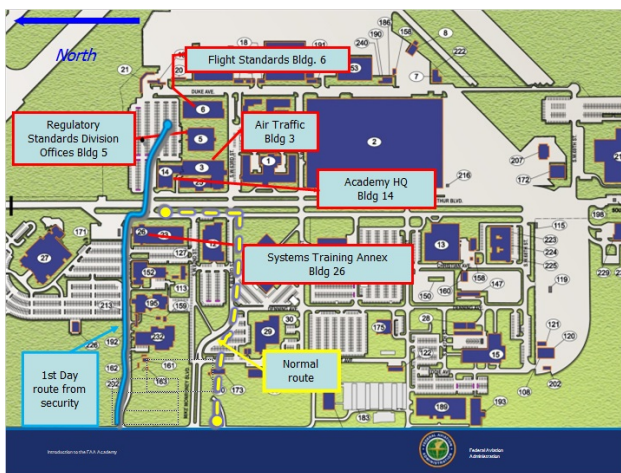
To get your badge and/or parking pass turn left (North) before you get to gate 234 so you can enter the Security Center parking area East of 230. Drive to the north side of the parking lot (follow the cones) to the Vehicle Inspection Guard (242). Show the guard your Welcome Letter and a government issued photo ID. The Guard will have your Parking Pass for you. Non-FAA employees will also receive a temporary Security Badge.

Once through the gate, you will stop at Foster Dr. Turn right and take the first left, 61st street. Follow that until it ends, jog right then left to cross MacArthur and enter the parking lot behind our buildings. The light blue lines on this and the next slide map indicate the route.

Normal Day - Once you have the parking pass and badge you can use the main gate for the rest of your training time. Take Mike Monroney Blvd. to So. MacArthur, turn left (North), then right into the parking area (shown on next slide).

If you forgot to bring your FAA Badge you will need to go into the Security Center to receive a temporary badge.

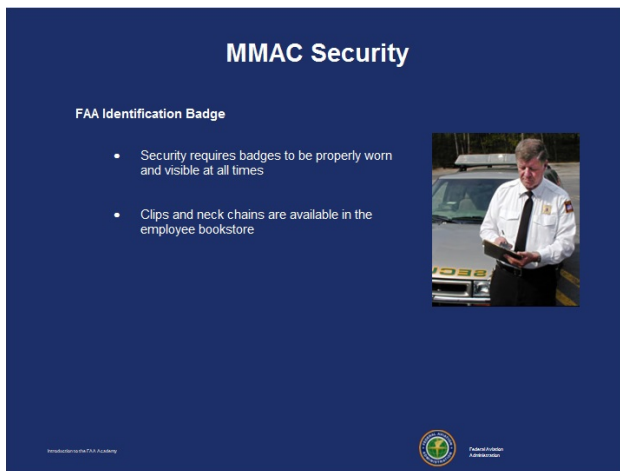
## 1.25 Map



**Notes:**

It helps to know where you are going before you get here. Take a look at the information you were sent regarding which building your class will be in and use this map to get your bearings.

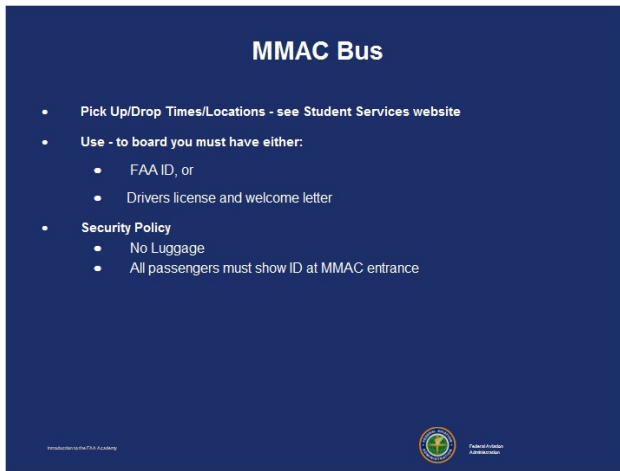
The blue line indicates the rest of the route to our main parking lot from the Vehicle Inspection Guard on the first day. The dotted yellow line shows the normal route when you already have your badge and parking pass.

**1.26 MMAC Security**A presentation slide with a dark blue background. At the top center, the title "MMAC Security" is written in white. Below the title, on the left, is the sub-header "FAA Identification Badge" in white. Underneath this, there is a bulleted list in white text: "• Security requires badges to be properly worn and visible at all times" and "• Clips and neck chains are available in the employee bookstore". To the right of the text is a photograph of a man in a white shirt and tie, wearing an FAA identification badge, standing next to a white vehicle. At the bottom left, there is small white text: "Introduction to the FAA Academy". At the bottom center, there is a circular logo with a green and yellow design. At the bottom right, there is small white text: "FAA Academy" and "Introduction to the FAA Academy".**Notes:**

Security requires that all individuals wear their proper identification at all times.

After the first day, if you have forgotten your FAA or MMAC issued badge, a temporary one will be provided. You must enter the Security Center to obtain it.

## 1.27 MMAC Bus

A dark blue rectangular slide with white text. At the top center is the title "MMAC Bus". Below it is a bulleted list of rules and policies. At the bottom left is the text "Introduction to the FAA Academy" and at the bottom right is the "Federal Aviation Administration" logo.

**MMAC Bus**

- Pick Up/Drop Times/Locations - see Student Services website
- Use - to board you must have either:
  - FAA ID, or
  - Drivers license and welcome letter
- Security Policy
  - No Luggage
  - All passengers must show ID at MMAC entrance

Introduction to the FAA Academy

Federal Aviation Administration

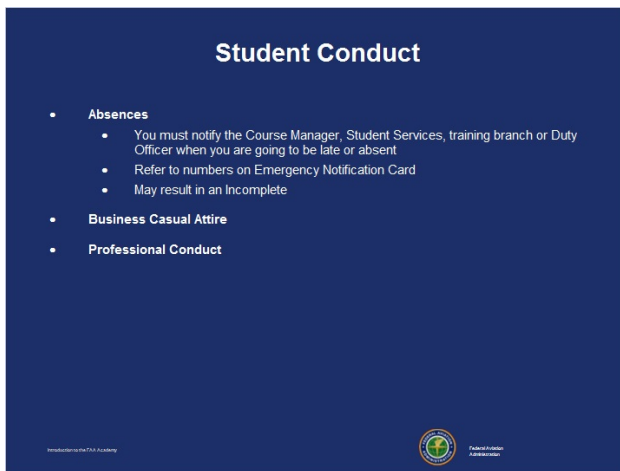
### Notes:

The FAA provides a daily shuttle service between the Academy training buildings and a number of hotels.

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Industry students who wish to use the shuttle will be dropped off at the Security Center on the first morning. You will be required to go inside to get your temporary ID badge. You will then need to call the appropriate branch office to request a ride to your training building.


## 1.28 Student Conduct

A dark blue presentation slide titled "Student Conduct" in white. It contains a bulleted list of three main categories: Absences, Business Casual Attire, and Professional Conduct. The "Absences" category has three sub-bullets. The slide includes the FAA Academy logo in the bottom right corner and small text in the bottom left corner.

### Student Conduct

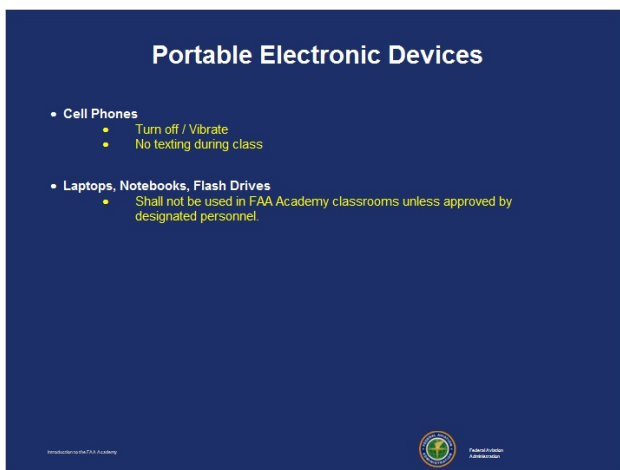
- **Absences**
  - You must notify the Course Manager, Student Services, training branch or Duty Officer when you are going to be late or absent
  - Refer to numbers on Emergency Notification Card
  - May result in an Incomplete
- **Business Casual Attire**
- **Professional Conduct**

Introduction to the FAA Academy



FAA Academy  
Federal Aviation Administration


## 1.29 Portable Electronic Devices

A dark blue presentation slide titled "Portable Electronic Devices" in white. It contains two main categories: Cell Phones and Laptops, Notebooks, Flash Drives. Each category has sub-bullets. The slide includes the FAA Academy logo in the bottom right corner and small text in the bottom left corner.

### Portable Electronic Devices

- **Cell Phones**
  - Turn off / Vibrate
  - No texting during class
- **Laptops, Notebooks, Flash Drives**
  - Shall not be used in FAA Academy classrooms unless approved by designated personnel.

Introduction to the FAA Academy



FAA Academy  
Federal Aviation Administration

### Notes:

Electronic devices can be a significant distraction to the learning environment. If you must bring them to class, please put them on silent to minimize disruption.

All computing equipment required for your class will be provided. If the class does need you to bring equipment you will be contacted by your Course Manager.

### ***1.30 Expectations of Participants***

**Expectations of Participants**

- Cooperate in the management of the training environment
- Attend all classroom and laboratory activities (unless absence is approved)
- Return promptly after breaks and lunch
- Be seated, cease side conversation and be ready to learn when class starts/resumes

Introduction to the FAA Academy

Federal Aviation Administration

#### **Notes:**

We would appreciate basic classroom etiquette and request your help to reduce the number of distractions.

We will be sharing a room together all day. Please be mindful that hygiene issues can be a factor. Strong colognes and perfumes should be avoided.

### ***1.31 Expectations of Participants***

**Expectations of Participants**

- Respect your fellow participants and avoid disruptive behavior such as side conversations during class
- Represent the FAA professionally on and off the job
- Notify the instructor if the training environment is not satisfactory

Introduction to the FAA Academy

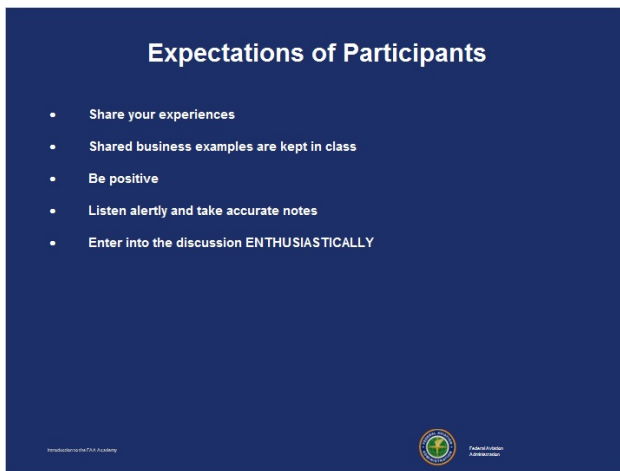
Federal Aviation Administration

#### **Notes:**

If there is something about the class that you feel is a distraction, please notify the instructor

or Course Manager. Too often we have students inform us of a problem at the end of the course that could have been remedied had we known earlier. Please give us the opportunity to address adverse issues in a timely manner.

### ***1.32 Expectations of Participants***



**Expectations of Participants**

- Share your experiences
- Shared business examples are kept in class
- Be positive
- Listen alertly and take accurate notes
- Enter into the discussion ENTHUSIASTICALLY

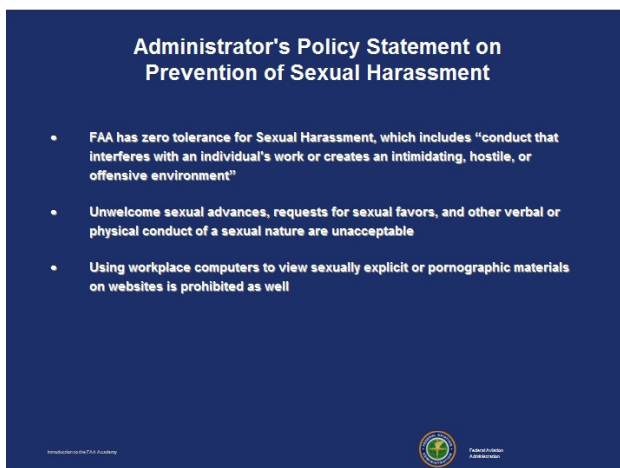
Introduction to the FAA Academy

FAA Academy

#### **Notes:**

The more you put into the class the more you will get out of it. Please participate and share your experiences but remember that not all students will be FAA employees. Feel free to discuss issues that are publicly available but be mindful of proprietary confidences.

### ***1.33 Administrator's Policy Statement on Sexual Harassment***



**Administrator's Policy Statement on Prevention of Sexual Harassment**

- FAA has zero tolerance for Sexual Harassment, which includes "conduct that interferes with an individual's work or creates an intimidating, hostile, or offensive environment"
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are unacceptable
- Using workplace computers to view sexually explicit or pornographic materials on websites is prohibited as well

Introduction to the FAA Academy

FAA Academy

**Notes:**

Students are encouraged to express themselves. In doing so, please exercise tact and be sensitive to the feelings and dignity of fellow students. People are entitled to their opinion, but this does not mean everyone shares the same opinion. Comments that are insensitive or inflammatory will not be tolerated.

**1.34 Administrator's Policy Statement on Non-Discrimination**

The slide has a dark blue background with white text. At the top, the title "Administrator's Policy Statement on Non-Discrimination" is centered. Below the title, there is a bulleted list of three points. At the bottom left, there is small text that reads "Introduction to the FAA Academy". At the bottom right, there is a circular logo with a globe in the center and the text "Federal Aviation Administration" around it.

**Administrator's Policy Statement on Non-Discrimination**

- FAA has a zero tolerance policy
- The workplace must be free of discrimination based on race, color, religion, sex, national origin, age, disability, or sexual orientation
- Leadership must vigorously eliminate behavior that is harassing, inhospitable, offensive, intolerant, or otherwise inappropriate in the workplace

Introduction to the FAA Academy

Federal Aviation Administration

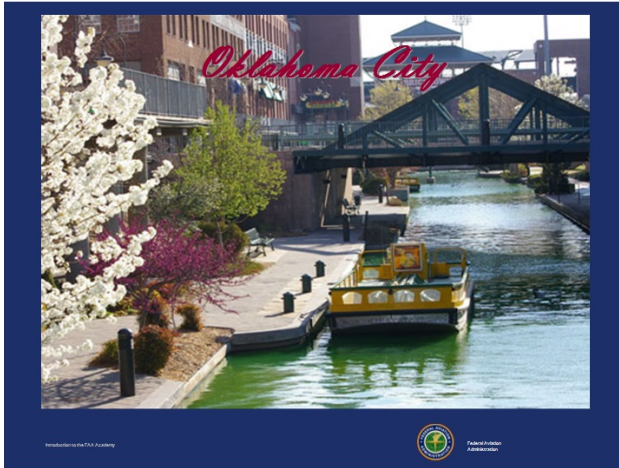
**Notes:**

Please be mindful that our student population is very diverse. As such we expect all students to contribute to an environment conducive to learning.



materials and labels. We can only ship course materials and the mailing address must be your office.

### **1.37 Oklahoma City**



#### **Notes:**

May we suggest that you contact Students Services before coming to town to find out what our city has to offer while you are here.

There are a number of entertainment venues and you should find some interesting diversions for your evening enjoyment.

Thank you for taking the time to review this information. We hope you enjoy your visit.

If you have any questions please contact Student Services, your course manager or the appropriate branch office. The branch information is on the Regulatory Standards website.