ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHWEST REGION

SW 1940.2A

2/28/79

SUBJ: AIRWAY FACILITIES MAINTENANCE CONTINGENCY PLAN

1. PURPOSE. This order provides guidelines for courses of action in the event of any significant reduction in the availability of Airway Facilities maintenance manpower resources.

2. DISTRIBUTION. This order is distributed to the branch level in the Airway Facilities Division, all Airway Facilities sector managers and Maintenance Engineering Field Office (MEFO) chiefs, and the following regional offices: ASW-1, ASW-6, ASW-7, ASW-10, ASW-200, ASW-300, ASW-700, and ASW-900.

3. CANCELLATION. SW Order 1940.2, Airway Facilities Maintenance Contingency Plan, is canceled. Offices assigned distribution in paragraph 2 above may not have been on distribution for the original order, SW Order 1940.2.

4. BACKGROUND. A viable, active contingency plan will mitigate the effects of temporary unavailability of maintenance manpower. A local plan structured to respond according to the severity of the temporary manpower shortage will insure continued maintenance of facilities serving the flying public.

5. RESPONSIBILITIES.

a. Airway Facilities Division. The Chief, Airway Facilities Division, shall:

(1) Monitor overall activities embraced by this plan.

(2) Direct reallocation of Regional Office personnel (refer to paragraph 6).

(3) Coordinate details, etc., between regions.

(4) Provide personnel to other regions as directed by Director, Airway Facilities Service.

(5) Coordinate activities with AAF-1 per paragraph 9.

(6) Coordinate with the Regional Director through the Deputy Regional Director before any significant manpower transfers are made.

Distribution: A-X-2 (Minus AP/AS/AU/CR/LG/MS/AF);A-X (AF)-3 A-FAF-2/3/5 (limited)

Initiated By: ASW-460

b. Maintenance Operations Branch. Chief, Maintenance Operations Branch, ASW-460, shall:

(1) Establish an operational command post (refer to paragraph 7b) upon declaration of AF Maintenance Condition 3 or lower (for AF Maintenance Conditions, refer to Appendix 1, paragraph 2).

(2) Keep Chief, Airway Facilities Division, advised of the situation as significant changes develop.

(3) Direct reallocation of AF manpower within the region. (Refer to paragraph 6.)

(4) Maintain and store command post documents per paragraph 7c.

(5) Advise the Airway Facilities sector offices and MEFO's when the decision has been made to proceed with this phase.

c. Sectors.

(1) Sector Managers shall:

(a) Notify Chief, Maintenance Operations Branch, ASW-460, when AF Maintenance Condition 3 is reached and continue to advise as each lower level is reached. If the Chief, Maintenance Operations Branch, ASW-460, cannot be reached immediately, notify the Chief, Operational Standards Section, ASW-462, or the Chief, Technical Standards Section, ASW-461.

(b) Direct reallocation of personnel within their sector.

(c) Provide personnel to other sectors as directed by Chief, Maintenance Operations Branch.

(d) Document personnel actions per paragraph 6b.

(e) Activate the emergency communication network per paragraph 8.

(f) Respond to the contingencies discussed in Appendix 1, paragraph 1.

(2) Supervisors shall:

(a) Be alert to any activity which might be in support of a sick-in, sick-out, undue harassment, picketing, or a slowdown of service. They will record each incident in detail and maintain a continuous chronological log of these incidents.

(b) Relay immediately the details of any incidents noted in either the sectors or MEFO's that appear to support job actions to the appropriate AF Maintenance Operations Branch specialist at the Regional Office each morning prior to 10 a.m. If the incident is considered to be significant, sectors and MEFO's shall contact their specialist immediately. After administrative hours, if the incident is considered to be of a serious nature, the sector manager or MEFO chief or his designee shall contact the Southwest Region Communications Control Center and request a telephone conference with his specialist or the standby duty specialist.

6. SUPPLEMENTING MAINTENANCE MANPOWER.

a. Reallocation of Personnel. The Chief, Airway Facilities Division, will direct reallocation of personnel headquartered in the Regional Office to supplement field maintenance activities if necessary. The Chief, Maintenance Operations Branch, ASW-460, shall monitor, direct, and act as the focal point for reallocation of personnel to field facilities affected by manpower shortages. The Chief, Maintenance Operations Branch, shall direct and utilize the MEFO personnel and available personnel from unaffected sectors as the primary source to supplement sectors experiencing manpower shortages. The Airway Facilities Division Chief shall coordinate reallocation of staffing between regions. Any significant manpower transfers shall be coordinated with the Regional Director through the Deputy Regional Director.

b. Transfer and Travel. Temporary transfers and assignment of personnel shall be handled on a detail basis. Assignments may be made orally and documented on FAA Form 1522, Record of Visit, Conference, Telephone Call. Formal documentation will be made as necessary and as circumstances permit. Transportation allowances and per diem shall be provided in accordance with current agency regulations.

c. Certification Requirements. The assignment of maintenance duties to supplementary personnel shall be in accordance with normal maintenance practices (see Order 6030.22A, Certification of Airway Systems and Subsystems). Personnel certification requirements as set forth in Order 3400.3E, Airway Facilities Personnel Certification Program, shall be adhered to. During AF Maintenance Conditions 1, 2, or 3 (see Appendix 1, paragraph 2), sector managers are authorized to issue temporary certification orally and document the action on FAA Form 1522, Record of Visit, Conference, Telephone Call. Personnel receiving certification under these conditions must qualify for the action per Order 3400.3E (see Appendix 1, paragraph 1c, for availability of certified personnel). The directives listed in this paragraph will not be furnished to offices outside the AF Division.

7. OPERATIONAL COMMAND POST.

a. Establishment of Command Post. Upon declaration of AF Maintenance Condition 3 or lower by any sector, an operational command post shall be immediately established in the Regional Communications Control Center. The Chief, Maintenance Operations Branch, ASW-460, by direction of the AF Division Chief, shall implement and exercise control of the contingency plan for all AF Maintenance Condition levels that require the reallocation of AF manpower resources within the region. The Maintenance Operations Branch will notify sectors and MEFO's when the decision has been made to implement the contingency plan. Sectors and MEFO's will then relay subsequent reports to the Communications Control Center.

(1) This command post will become the focal point for the gathering of all information concerning the disruption of Airway Facilities services, and its primary function will be to:

(a) Keep key Washington and regional personnel advised of the situation.

(b) Maintain a continuous liaison with the sectors and MEFO's.

(c) Coordinate and implement operational changes.

(d) Provide guidance and assistance to the sectors and MEFO's.

(e) Serve as the focal point for the direction and control of personnel assigned to maintain an effective NAS system.

(f) Analyze reports to determine the sectors and MEFO's most affected and establish operational priorities for additional staffing and reduction of services.

(g) Assess the impact of adverse situations and develop appropriate courses of action.

(h) Maintain an effective communications system.

(2) Staffing of the command post will consist of a minimum of one Maintenance Operations Branch specialist and one supervisor from the Airway Facilities Division. The individuals who will man the command post and the hours of duty will be determined by the AF Division Chief or his designee. The supervisor manning the command post may, depending on the situation, request assistance and advice from personnel from the Regional

Counsel, ASW-7; Personnel Management Division, ASW-10; Flight Standards Division, ASW-200; Aviation Medical Division, ASW-300; Air Transportation Security Division, ASW-700; and the Military Representatives, ASW-900.

b. Documents for Command Post. Documents for operation of the command post shall be maintained and stored by the Maintenance Operations Branch, ASW-460. These documents shall include:

(1) Facility Maintenance Management Master File (FMF) by sector.

(2) FMF by facility.

(3) Order 1370.4, FAA Standard Codes Handbook.

(4) Order 6030.31B, Restoration of Operational Facilities.

(5) Sector organizational charts for each sector.

(6) Monthly Staffing and Personnel Report (RIS: SW 3200-1).

8. EMERGENCY PERSONNEL COMMUNICATION SYSTEM. The emergency communications network shall be placed in a state of readiness when reduced manpower conditions are imminent. Field locations shall use telephone communications if available. Field locations may be required to relay messages from the operational command post to insure continuity in communications. Every effort will be put forth by field locations to establish and maintain communications between the Regional Office and other field locations. A certain amount of reliance can be placed on the news media as an alert mechanism for circumstances that may lead to reduced maintenance manpower availability. This possibility should not be overlooked and independent judgment applied to determine if the activation of the emergency communications network is warranted; however, in order to be consistent in our dealings with the news media, the following guidelines will apply.

a. No interviews permitted in operational areas.

b. All interviews with the news media must be cleared through Public Affairs, ASW-5, and Regional Counsel, ASW-7.

c. Silent footage for television may be permitted in operational areas at the discretion of the sector manager or MEFO chief.

d. Interviews may be conducted in nonoperational areas with the sector manager, MEFO chief, or designated spokesman.

e. Interviews with technicians and union officials should not be permitted during normal working hours. Sector managers or MEFO chiefs have the option for providing space for such interviews.

9. AF MAINTENANCE CONDITION CENTRAL. The office of the Director, Airway Facilities Service, shall serve as the focal point on a national level. Immediately upon activation of the regional AF Division Command Post, the Director, Airway Facilities Service, shall be so notified through the Washington Communications Control Center as per paragraph 5a (5). When the severity of the situation exceeds regional capability to cope with the manpower problem, the Director, Airway Facilities Service, shall implement and exercise control of a national contingency plan.

10. SECURITY. Protection of personnel and facilities should also be considered. When necessary, coordination with local, state, and national elements (police, fire, military, etc.) should be effected through the appropriate agency Air Transportation Security elements.

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APPENDIX 1. MANPOWER RESOURCE ALLOCATION PLAN

1. CONTINGENCIES. A reduction of manpower availability would create the necessity of alternate courses of action. The major considerations and alternates are:

a. Maintenance of Facilities by Priority. A serious reduction of manpower could result in maintenance of only the most critical facilities. Determination of these critical facilities shall be made by the local Airway Facilities sector manager through coordination with the local Air Traffic facility chief. Coordination with the ARTCC chief of the control area in which the facilities lie will also be necessary to establish the proper priority.

b. Performance of Maintenance Task by Priority. Maintenance tasks shall be reduced according to the reduction in manpower. Paragraph 3 of this appendix provides guidelines in performing maintenance functions with the available manpower.

c. Availability of Maintenance Manpower.

(1) Reassignment of Personnel. To the extent possible, personnel should be reassigned to a location that has the same or similar type equipment for which certification is held. The 5-digit code on the FMF under the column "number type/model" provides a quick reference. Order 1370.4, FAA Standard Codes Handbook, provides the means to convert this number to equipment type and model.

(2) Temporary Assignment of Other Available Personnel. All technical personnel headquartered in the Regional Office and MEFO's will be considered an alternate source of manpower supplement to locations experiencing reduced manpower availability.

d. Maintenance of Facilities on Overtime. Sector managers shall direct and approve overtime worked. The Chief, Maintenance Operations Branch, ASW-460, will be informed of cost estimates at the beginning of each pay period for overtime to be required during that pay period.

2. IDENTIFYING LEVELS OF AF MAINTENANCE CONDITIONS. A contigency plan must be responsive to AF maintenance conditions or the estimated amount of manpower that is available to perform the required maintenance. In the interest of uniformity and simplicity of communications, the following will be used to identify the different situations:

AF Maintenance Condition	Manpower Level
4	Normal AF manpower available
3	Less than 3/4 of AF manpower available
2	Less than 2/4 of AF manpower available
1	Less than 1/4 of AF manpower available

3. PRIORITIES OF MAINTENANCE COVERAGE AND ACTIVITES. In an AF maintenance condition situation, the number of facilities maintained and the amount of maintenance activities performed will be curtailed proportionately to the amount of maintenance manpower that is available. If the AF maintenance condition situation is expected to deteriorate below the level where the minimum number of critical facilities can be maintained at a satisfactory operational level, then supplementary manpower resources may be reassigned from other segments of the region. Actions are to be taken in the following order:

a. Upon declaration of AF Maintenance Condition 3 (less than 3/4 of AF manpower available), curtail maintenance activities such as:

(1) Noncritical administrative functions at facility level.

(2) On-the-job training.

(3) Noncritical operational equipment modifications.

(4) Facility inspections and technical or program evaluations.

(5) Noncritical materiel activities.

(6) Facility failure and outage reporting on facilities with "B" or "C" restoration levels.

(7) Manpower utilization reportings (if in force).

(8) Reduce watchstanding coverage wherever possible.

b. Upon declaration of AF Maintenance Condition 2 (less than 2/4 of AF manpower available), defer less essential work and complete only the most critical facility maintenance work according to the following priorities:

(1) Restore inoperative facilities by completing corrective maintenance work.

(2) Certify operational facilities.

(3) Complete Facility Maintenance Log, FAA Form 6030-1, but defer less critical recordkeeping.

(4) Accomplish preventive maintenance work.

c. Upon declaration of AF Maintenance Condition 1 (less than 1/4 of AF manpower available), OR when sector maintenance manpower is insufficient to maintain critical facilities at minimum acceptable performance levels, restrict the number of facilities maintained and supplement normal sector complement.

(1) Restore other facilities to meet critical operational needs.

(2) Maintain facilities according to priorities provided in Order 6030.31B, Restoration of Operational Facilities.

(3) Supplement local AF maintenance manpower with appropriately skilled manpower.