ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

CT 5310.1F

January 20, 2004

FAA WILLIAM J. HUGHES TECHNICAL CENTER MASTER
SUBJ: PLANNING AND SITE SELECTION

1. PURPOSE. This order assigns responsibilities for Master Planning and Site Selection at the FAA William J. Hughes Technical Center. It applies to all Center organizations, contractors and tenants.

2. DISTRUBUTION. This order distributed to branch level and includes tenants and contractors.

3. CANCELLATION. Order CT 5310.1E, Technical Center Master Planning and Site Selection, dated July 19, 1996, is canceled.

4. REFERENCE. Space Management Policy, dated August 13, 2003, FAA Order 4600.22A, Facility Management and Master Planning, dated June 10, 1991, FAA Order 1050.1D, Policies And Procedures For Considering Environmental Impacts, updated with changes on June 14, 1999, and Order CT 4443.1, Construction Authorizations, dated September 25, 2000.

5. DEFINITIONS.

a. Master Plan. An outline for the planned near-term and long-range development of the Technical Center, first published as "Master Planning Report," and subsequently updated to include airport layout plans, the South Jersey Transportation Authority's (SJTA) Airport Master Plan Update, the New Jersey Air National Guard's Master Plan, the FAA William J. Hughes Technical Center's Strategic Land Use Plan, and accompanying master plan documentation.

b. Master Planning. Actions which change, add to, subtract from, elaborate on, or otherwise affect the Master Plan.

c. Updating the Master Plan. Periodic revision of Master Plan documents and drawings to account for progressive accomplishments and authorized changes.

d. Site Selection. Official designation of the best available site for a structure, project or facility under the Master Plan.

e. Facility. For purposes of this order, a facility results when physical action takes place that results in the change of land use, either temporary or permanent. Land includes the space above the land as well as the surface and subsurface.

f. Utilities. Overhead or subsurface lines, pipes, and duct banks used for the distribution of natural gas, electric, water (both potable and fire water supply systems), sewage, storm drainage, fuel storage, and communication (telephone and fiber optic) lines.

6. POLICY. The Master Plan, with all updated and approved changes, governs planning and site selection of new construction, field installations, demolition, exterior structural alterations, land clearing, earthwork, drainage, installation of utilities, roads, trailers, antenna, real estate acquisition, and environmental matters. The Technical Center Director shall approve or disapprove all master planning actions.

7. ACTION.

a. A Center Master Planning and Siting Board is established.

(1) Members are:

(a) Director, Chairman, ACT-1
(b) Deputy Director, ACT-2
(c) Chairman of the Working Committee and Permanent Secretary to the Board. (To be appointed by the Chairman, ACT-1)
(d) Chief of Staff, ACT-3
(e) Chief Counsel, Technical Center Counsel, ACT-7
(f) Manager, Office of Security and Investigations, ACT-8
(g) Managing Director, Office of Innovations & Solutions, ACB-1
(h) Program Director, Office of Knowledge Management, ACK-1
(i) Program Director, Office of Human Capital Strategies, ACH-1
(j) Program Director, Office of Enterprise Performance, ACF-1
(k) Managing Director, Office of Operations Technology & Acquisition, ACX-1
(l) Program Director, Airport and Aircraft Safety Research and Development Division, AAR-400
(m) Director of Administration, Transportation Security Laboratory, TSL-1
(n) Special Agent In Charge, Federal Air Marshals Program, ACT-700
(o) Airport Manager, South Jersey Transportation Authority, SJTA

(2) Ex officio members representing other Center organizations and tenant organizations will participate in Board meetings when the Chairman of the Working Committee indicates the need for their participation.

(3) The Chairman of the Working Committee will call meetings, if required.

(4) Duties.

(a) Master Planning
(b) Updating Master Plan.
(c) Approving site selections.
(d) Supervising the Working Committee activities.

b. A Working Committee is established.

(1) Members.

(a) Chairman, appointed by the Director.
(b) Designated representatives from each Division and staff having members on the Master Planning and Siting Board; and,
(c) Representatives of Center organizations and tenant organizations when the need for their participation is indicated by the chairman.

(2) Meetings will be called by the chairman.

(3) Duties include:

(a) Attendance at meetings.
(b) Preliminary master planning.
(c) Preparing staff studies for the Board.
(d) Coordinating Siting studies for the Board.
(e) Coordinating Siting actions with the transportation master plans of the State, County, South Jersey Transportation Authority, South Jersey Planning Organization, New Jersey Air National Guard, FAA Eastern Region, and other transportation master plans as applicable; and,
(f) Recommending site selection to the Board.

(4) Subcommittees may be appointed by the Chairman of the Working Committee as required.

8. APPROVAL.

a. Major Planning actions must have:

(1) The consensus of the Master Planning and Siting Board. Representation of eight of the fifteen Board member organizations constitutes a quorum.

(2) The approval of the Director.

b. Site Selection relevant to Master Planning must be approved by the Chairman of the Master Planning and Siting Board or his/her designee.

c. Approval does not relieve the project proponent from complying with the National Environmental Policy Act or obtaining the necessary environmental construction permits or approvals.

9. PROCESS. The sponsor of a Siting Action will contact the ACX Trouble Desk, either by telephone (X-5-4122) or e-mail (9-ACT-TROUBLEDESK) and request a Work Order. ACX-40

personnel will contact the requestor and they will assist the requestor in preparing the documents to forward to the Working Committee. The sponsor will submit two copies of an appropriate sketch and letter of description and justification to the Chairman of the Working Committee. The sketch together with the description should provide enough detail for the reader to determine the contact person for additional questions, the project location, its intended use, why that specific location is requested and needed, when it is needed and for how long, and placement options in other areas, as appropriate. The Working Committee Chairman reviews the documents for completeness and distributes the request to the Working Committee for review and comment. The review process takes two (2) weeks. If, after two weeks, unresolved situations arise, the sponsor together with the full Working Committee, meets to resolve the issue. The consensus of the Working Committee is then forwarded to the Chairman of the Master Planning And Siting Board for approval or disapproval. Disapproved requests can be modified and resubmitted by the sponsor through the Trouble Desk.

/s/

Anne Harlan
Director, FAA William J. Hughes Technical Center