CHANGE

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 8000.42A
CHG 1

3/12/86

Cancellation Date:

SUBJ: SELECTION OF SUPPORT PERSONNEL FOR DUTY DURING THE ANNUAL EXPERIMENTAL AIRCRAFT ASSOCIATION (EAA) CONVENTION

1. PURPOSE. This change revises Appendix 1 to better clarify the method of completion of the volunteer application form for temporary assignment of support personnel at Oshkosh, WI ATCT, Oshkosh, WI temporary FSS, and Green Bay, WI FSS for the annual EAA Convention.

PAGE CONTROL CHART

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Appendix 1	4/8/82	Appendix 1	3/12/86

Peter H. Salmon
K. C. Patterson
for Manager, Air Traffic Division

Distribution: A-X(AT)-4; FAT-2; FAT-5(STD)

Initiated By: AGL-540

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
GREAT LAKES REGION

GL 8000.42A

4/8/82

SUBJ: SELECTION OF SUPPORT PERSONNEL FOR DUTY DURING THE ANNUAL EXPERIMENTAL AIRCRAFT ASSOCIATION (EAA CONVENTION)

1. PURPOSE. This order establishes Great Lakes Region policies, procedures, and responsibilities for the selection of support personnel for temporary duty at Oshkosh ATCT and Green Bay FSS for the annual EAA Convention.

2. DISTRIBUTION. This order is distributed to section level and above in the Air Traffic Division and to all airport traffic control towers and flight service stations.

3. CANCELLATION. Order GL 8000.42, Selection of Support Personnel for Duty During the Annual Experimental Aircraft Association (EAA Convention), dated April 15, 1981, is cancelled.

4. BACKGROUND. The Federal Aviation Administration has been involved in furnishing support for the EAA Convention since 1952. The Great Lakes Region has been engaged in support such as temporarily assigning personnel to assist the associated field facilities, acquiring automobiles for use at the fly-in, procurement of essential supplies and services, leasing property for temporary buildings, leasing additional telephone lines, etc. The fly-ins have grown from small air shows requiring two or three support specialists to an event attended by a half million people requiring many support personnel.

5. POLICY. The Great Lakes Region will continue to provide support, subject to budgetary limitations, to regional facilities, as needed, for the annual EAA Convention.

6. PROCEDURES AND RESPONSIBILITIES.

a. The supporting facility chief shall:

(1) Complete the application information required in the format shown in Appendix 1 for each eligible ATCS desiring consideration.

(2) One hundred days prior to the first day of the convention, submit the application information to the appropriate associated facility chief.

(3) Provide selected personnel with the opportunity for a travel advance.

(4) Make necessary adjustments to the work schedule to coincide with the convention site work schedule plus travel time. (The facility should receive a convention site work schedule 50 days prior to the first day of the convention.)

(5) Maintain T & A cards for personnel working at the convention. The facility will be advised of any changes to the convention site work schedule.

b. The Chief of the Oshkosh ATCT Shall:

(1) Make SATCS/ATCS selections through and with the concurrence of the supporting facility chiefs.

(2) Make selections and notifications at least 60 days prior to the first day of the convention.

(3) Prepare a personnel work schedule for the convention and forward to each facility providing support personnel.

(4) Forward any changes to the personnel work schedule to the concerned support facility chief.

(5) Make arrangements for accommodations for selectees during the period of assignment.

(6) Provide selectees with the following information to assist and prepare them:

(a) City/County map showing motel location, parking facilities, and routes to the airport.
(b) Current fly-in site NOTAM's as published in the AIM
(c) Airport diagram
(d) Sectional chart
(e) Motel reservation card
(f) Arrival/departure/NORDO route graphics
(g) Emergency notification card
(h) Watch schedule
(i) Other information deemed pertinent

c. The Chief of the Green Bay FSS Shall:

(1) Make SATCS/ATCS selections through and with the concurrence of the supporting facility chiefs.

(2) Make selections and notifications at least 60 days prior to the first day of the convention.

(3) Select FPL ATCS's with a minimum of 1 full year experience as an FPL at their present facility.

4/15/82

(4) Select at least one-third of the support ATCS's from applicants who have never worked at an EAA Convention.

(5) Select the remaining support ATCS's from applicants with 5 years or less EAA convention experience. If there is an insufficient number of qualified applicants, then selections may be made from among applicants with over 5 years EAA convention experience.

(6) Select only ATCS's and EPDS's for controller/specialist vacancies.

(7) Select supervisors who are first line and current for supervisory positions.

(8) Prepare a personnel work schedule for the convention and forward to each facility providing support personnel at least 50 days prior to the first day of the convention.

(9) Forward any changes to the personnel work schedule to the concerned support facility chief.

* (10) Make arrangements for accommodations for selectees during the period of assignment. *

(11) Provide selectees with the following information to assist and prepare them:

(a) City/County map showing motel location, parking facilities, and routes to airport.
(b) Current fly-in site NOTAM's as published in the AIM
(c) Motel reservation card
(d) Arrival/departure/NORDO route graphics
(e) Emergency notification card
(f) Watch schedule
(g) Other information deemed pertinent

d. The Eligible Interested Terminal/FSS Journeymen Shall:

(1) Complete the application information required in the format shown in Appendix 1 and return to the facility chief in time for submission to the fly-in site chief.

(2) Bring the following items, as needed, to the fly-in site:

(a) Headset
(b) Sunglasses
(c) Wind Breaker
(d) Insect Repellent
(e) Chapstick
(f) Suntan Lotion

GL 8000.42A

by Gordon B Carroll
NNETH C. PATTERSON
ief, Air Traffic Division, AGL-500

Information Submitted is Voluntary, Which Will Be Used in Case of Emergency

SAMPLE FORMAT
VOLUNTEER APPLICATION
FOR
TEMPORARY ASSIGNMENT AT OSHKOSH ATCT, OSHKOSH TEMPORARY FSS,
OR GREEN BAY AFSS, WISCONSIN
TO PROVIDE
ATC SERVICES IN CONJUNCTION WITH THE
EXPERIMENTAL AIRCRAFT ASSOCIATION NATIONAL
CONVENTION FLY-IN

Complete the following information and return it to the Manager of Oshkosh ATCT/Green Bay FSS.

NAME _____ SIGNATURE _____
(Please Print)

HOME ADDRESS _____

FPL DATE _____ SHIRT SIZE _____

HOME FACILITY _____ FTS/PHONE _____

ACCOMMODATION PREFERENCE: MOTEL _____ CAMPING _____ OTHER _____

CAN BRING STAR/PLANTRONIC HEAD SET: YES _____ NO _____

FORMER EAA CONVENTION EXPERIENCE: _____

_____

_____.

I certify that the above named individual is in compliance with Order 3120.4 (current suffix). Additionally, if this person is selected I will require _____ hours of backup overtime.

_____
ATM Signature

Following Information is Only Required of Terminal Option for CTO Certification:

DATE OF BIRTH _____ HEIGHT _____ WEIGHT _____
HAIR COLOR _____ COLOR OF EYES _____ SEX _____
YOUR CTO NUMBER _____ NATIONALITY _____

MAIL APPLICATION TO: FAA
Oshkosh ATCT
P.O. Box 2606
Oshkosh, WI 54903

or Green Bay AFSS
1977 Airport Drive
Green Bay, WI 54303