



# INTERCOM

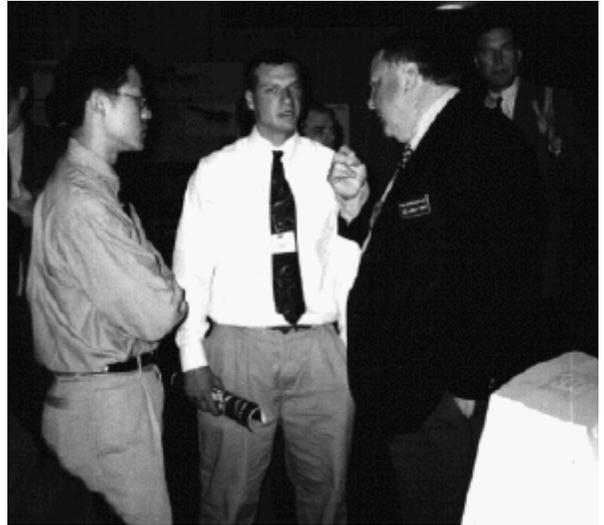
Volume 2, Issue 5

June 1999

## Strutting Our Stuff On Capitol Hill I

On May 26 and 27, the FAA joined NASA in showing off some of our technological achievements on Capitol Hill. On Wednesday, the exhibit, "Technology, Transportation, and the Economy," was set up for Senators and staffers in the Dirksen office building. That evening, the displays moved to the Rayburne office building, for a Thursday showing to House staffers and Congressmen. Turnout for the event was tremendous, and several Congressmen suggested this become an annual event.

Special thanks go to Sue Wall (ACT-73) for her help in overseeing exhibit setup and teardown and for serving as one of the hosts for the 2-day event.



Chris Seher explains the importance of the Tech Center to some House staffers.



Administrator Garvey welcomes Congressman James Oberstar (DFL-MN) to the exhibits.



Staffers go "Back to the Future" at NASA's design tools exhibit.

Bruce tries to convince Vic Lebacqz of NASA's Ames Research Center, that the Tech Center rules!



Sue at her duty post.

## FAA Fellow Joins Airport Technology R&D Branch



Dr. David Brill (AAR-410)

When civil engineer Dr. David Brill joined the Airport Technology R&D Branch (AAR-410) in February, he became the first Ph.D. alumnus of the FAA University Fellowship program to be hired by the FAA, says AAR-410 manager Dr. Satish

Agrawal. In his new position, Dr. Brill is leading a project to develop advanced computer-based airport pavement design procedures, using data from the newly constructed National Airport Pavement Test Facility (NAPTF). Brill, who received his Ph.D. in civil engineering from Rutgers University in 1996, was first introduced to the Tech Center in 1991 as a doctoral student in the FAA University Fellowship program (formerly the FAA/Rutgers Fellowship program).

Established in 1987 between FAA and Rutgers University, the FAA University Fellowship program provides fellowships for master's and Ph.D. students to study issues related to aviation safety. Fellows are encouraged to spend summers at the Tech Center conducting research and interacting with their Center "mentors." In 1997 the Fellowship program was expanded to include Drexel University. Since the program inception, several former Fellows have gone on to positions with Tech Center contractors. However, Dr. Brill, who previously worked for FAA contractor Galaxy Scientific Corporation of Egg Harbor Township, is the first Ph.D.-level ex-Fellow to be hired directly by the FAA.

As a graduate student, Brill worked on developing three-dimensional computer models of airport pavements. One of his chief projects while at Galaxy was a three-dimensional finite element

pavement model for the FAA, which he now has the opportunity to implement as part of the FAA's advanced design procedures. Agrawal, who was also Brill's FAA Program Manager in the Fellowship program, agrees that the program has proved its value: "We were able to grow talent for the future."

## Kudos

The Tech Center recently received a series of letters, praising employees for a job well done.

Below are excerpts from some of those messages.

James McCain, Facility Manager of the Fort Worth Facility Management Office, wrote, "The Fort Worth Air Route Traffic Control Center would like to express its' appreciation to the ACT-230 Display System Replacement Site Familiarization Team. Your dedicated professionalism and thorough understanding of the DSR system provided us with "real world" experience in troubleshooting a wide range of DSR failures, scenarios, and situations that would have been almost impossible to duplicate at the local level. The result of your efforts were clearly visible on April 24, 1999 when Fort Worth ARTCC declared Initial Operational Capability with DRS. The indepth training opportunities you provided prepared us for what has been the most successful DSR transition to date."

William B. Lenoir, Vice President of Booz-Allen & Hamilton, wrote, "I would like to express my sincere appreciation for the outstanding support provided by your staff to our evaluation team during their recent visit to the Technical Center . . . I would like to specifically recognize Ms. Carole Bralski of ACT-4 and Ms. Deborah Germak of ACT-50 for the assistance that they provided to our team. Ms. Bralski provided invaluable service in coordinating our visit and scheduling interviews with key staff members. Ms. Germak, in addition to providing conference facilities and critical contracting information, took time out of her busy schedule to conduct a tour of Technical Center activities for our evaluation team . . . Our team's interaction with the Technical Center's staff was

*(Continued on page 3)*

certainly one of the high points of our assessment project and you can take great pride in the professional manner in which they approach their aviation safety mission.”

Susan Kurland, formerly FAA’s Associate Administrator for Airports, wrote, “As you are well aware, a commuter aircraft that overran the runway on May 8 with 27 people aboard at John F. Kennedy International Airport was brought to a safe stop by the prototype Engineered Materials Arresting System. There is little doubt that lives were saved by the performance of the system. The research project that resulted in the installation of the system was a cooperative effort among the Port Authority of New York and New Jersey, Engineered Systems Company, and a team of dedicated FAA professionals. The team was led by Jim White of the Airport Technology R&D Branch, and included engineers, technicians, test pilots, imaging specialists, fire fighters, aircraft mechanics, and operations personnel from both the William J. Hughes Technical Center and the Office of Aviation Research.”

Ross Hamory, Director FAA’s Asia-Pacific Area Office, wrote via email, “Just a short note to let everyone know that the participation of the FAA in the APEC Forum here . . . was a huge success. All involved, the Singaporeans, the delegates from the APEC countries, ICAO, IATA, the FAA team which conducted the Flight Demo’s, the Industry and the folks from DOT were pleased with the outcome . . . The FAA team, supported by Raytheon, did a superb job of explaining and demonstrating GPS applications and the WASS . . . I can’t say enough about the professionalism of the team which fielded the airplane and conducted the flight demos. They were tireless in their desire to explain the GPS and WASS technologies at every opportunity . . . In my view this effort considerably advanced FAA’s credibility and standing in the region. The quality of the folks we brought to this conference, combined with the actual demonstration of the technology, demonstrated not only our commitment to GNSS and WASS, it was an affirmation of our interest in Asia. Thanks to all who made and let this happen.”

## The Human Side of Y2K Testing

If you walk into the ACT Director’s conference room you’ll see the Y2K wall of fame. The names listed on the wall represent the large number of people and organizations who have contributed to the Y2K End to End Testing series conducted at the Tech Center and the Mike Monroney Aeronautical Center. Those tests not only validated Y2K compliance for the major NAS Systems, but they also brought a few unforeseen benefits to the FAA.

The planning, teamwork, and toil that went into this massive cross organizational effort created a host of new working relationships, friendships, and alliances. These, in turn, resulted in newly founded respect and admiration for people working in different agency organizations -- people that may have never met one another if not for this project. This windfall of enthusiasm has created a networking dynamic which should prove both mutually beneficial to the employees as well as the agency in the near future. Below are the reflections of some of the employees who were deeply involved in the Y2K testing.



Sheryl Scherr, Y2K Lab Director, System Resources Corporation, tells us, “We developed a very close relationship with all the members of the team. I could walk down the hall to get a cup of coffee and see several people who were working on the

project — I could actually get half my work done enroute. I remember everyone being helpful and everyone was willing to accept the challenge. What I would have missed most had I not been involved in the project was the great energy level exhibited by all the participants. We did things we never would have done before. My personal goal is to manage people and this project went beyond my expectations. The greatest reward that I could receive from this project

*(Continued on page 4)*

is for people to just thank me for the work I've done."

Angela Lewis, Computer Scientist, Oceanic and System Architecture Branch, ACT-240, explains, "I



realized that an End to End test of this scale had never been attempted before and I thought everyone on the test team responded well to that challenge. We drew encouragement from each other and from the feeling that we could make this happen. What I would have missed if I were not a part of this effort is the first hand experience of seeing all the systems coming together as one and being a part of collectively working

together to accomplish a task that was a first for the Technical Center. I never doubted that this project would not succeed and I felt that I was empowered and supported by the test management team from the very beginning to make decisions."

Cheryl Matthews, Computer Specialist, Flight Service and Weather Systems Engineering Branch, AOS-540, says, "The Y2K Test Program was a



collaborative effort with all levels of management and all lines of FAA business working together to get the job done! In developing an architecture which linked the multi-system interfaces within the FAA, and extending to the airlines, the Department of Commerce and the

Department of Defense, we learned each others

business culture through experience. I know we all will work better together from this experience in the future. What I would have missed if I did not participate in the Y2K effort was the opportunity to work with relentless, enthusiastic professionals within AOA, ACT, ARA, AOP, AMA, and AUA, and more importantly to understand and actively support their priorities and mission, what they need to be successful . . . that is the true learning experience that this agency will grow from past the year 2000."

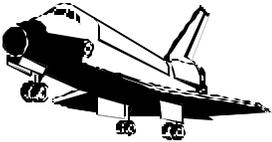
Steve Reynolds, Acting Manager, Host Systems Support Branch, AOS-310, points out, "I have been involved in the Y2K testing effort since its'

inception in 1997.



The greatest dynamic that I have witnessed during the entire effort is the diversity of specialties and functions in the agency, which I never would have experienced had I not been involved in this project. Though I knew of other labs in other organizations and

specialists working in those labs, I have now worked closely with them and know them well enough to call on them in the future for expertise and guidance. I personally enjoyed playing in the labs, debugging problems, which arose during the course of testing, and meeting other specialist with different ways of doing things. Since the beginning of the end to end testing I was impressed with the way that organizations lines blurred and a true team emerged from that process which had one goal and one goal only . . . to validate the integrity of our systems."



## Safety Tips!

Below are some announcements heard over the intercom systems of some well-know airlines.

"Thank you for flying Delta Business Express. We hope you enjoyed giving us the business as much as we enjoyed taking you for a ride."

"This aircraft is equipped with a video surveillance system that monitors the cabin during taxiing. Any passengers not remaining in their seats until the aircraft comes to a full and complete stop at the gate will be strip-searched as they leave the aircraft."

"To operate your seatbelt, insert the metal tab into the buckle, and pull tight. It works just like every other seatbelt, and if you don't know how to operate one, you probably shouldn't be out in public unsupervised."

"In the event of a sudden loss of cabin pressure, oxygen masks will descend from the ceiling. Stop screaming, grab the mask, and pull it over your face. If you have a small child traveling with you, secure your mask before assisting children with theirs. If you are traveling with two small children, decide now which one you love more."

"Weather at our destination is 50 degrees with some broken clouds, but they'll try to have them fixed before we arrive. Thank you, and remember, nobody loves you, or your money, more than Southwest Airlines."

From the pilot during his

welcome message: "We are pleased to have some of the best flight attendants in the industry— Unfortunately none of them are on this flight!"

After a very hard landing in Salt Lake City the flight attendant came on the intercom and said, "That was quite a bump and I know what y'all are thinking. I'm here to tell you it wasn't the airline's fault, it wasn't the pilot's fault, it wasn't the flight attendants' fault . . . it was the asphalt!"

On one airline, policy required the first officer to thank exiting passengers. After a particularly bad landing, he had a hard time looking the passengers in the eye, thinking that someone would have a smart comment. Finally everyone had gotten off except for this little old lady walking with a cane. She said, "Sonny, mind if I ask you a question?" "Why no Ma'am," said the pilot, "what is it?" The little old lady said, "Did we land or were we shot down?"

## Who is this ACT Manager??

Number of years in Gov't: *31 1/2.*

What's the best thing about your job? *The reward of seeing safety enhancements enacted in commercial and general aviation.*

The worst? *The layers of bureaucracy needed to go through to get the job done.*

Why do you like working at the Tech Center? *Rural area vs. big city traffic like D.C. and close to home (3 mile drive) and where I was born and raised (Ventnor).*

Life before the Tech Center? *Started as 1st year co-op at age 18, didn't have a life.*

Smartest career move? *Getting "fired" from security R&D and ending up in safety R&D.*

Not so smart move? *Getting the Center Director mad enough to "fire" me in the first place.*

Favorite vacation spot? *Backyard pool or Ventnor beaches.*

Hobbies? *Golf and whatever my 4 kids are into.*

Last book read? *Unlimited Access by Gary Aldrich.*

Magazines read? *Golf, Biography, People.*

Proudest Moments? *My children's accomplishments.*

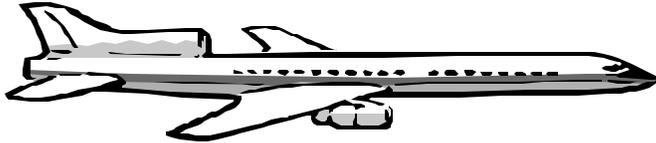
What's your lifelong ambition? *To retire with a sense of having made a positive influence on my children, my local community, and my job.*

People are always surprised to learn this about me, but . . . *I referee and umpire high school basketball and baseball.*

**ANSWER ON PAGE 12**

**HIGH SCHOOL STUDENTS ARE INVITED TO PARTICIPATE IN**

**THE  
1999 AVIATION CAREER EDUCATION  
(ACE) ACADEMY**



**Locations**

**Atlantic Cape Community College Campus  
FAA William J. Hughes Technical Center, Atl. City International Airport**

**Dates and Time**

**August 9 through 13 1999, from 8:00 am to 4:30 p.m.**

**ACE PROGRAM INSTRUCTION PROVIDED BY:**

**Mr. Marvin Morris**

**ROLE MODELS YEAR 2000, INC.**

**ACE PLANNING COMMITTEE POINTS OF CONTACT:**

**Ken Hitchens, NBCFAE TCR President (609) 485-6125**

**David Taylor, ACE Academy Director (609) 485-5558**

**Cheryl Wilkes (609) 485-6676**

**Pat King (609) 485-7030**

**Doris Hopkins (609) 485-5709**

**Cathy Jaggard (609) 485-8992**

**EDUCATION, FIELD TRIPS, FLYING LESSONS**

**Class Room Instruction & Mock Flight Simulations**

**Hands-On Demonstration at FAA WJHTC Laboratories**

**Private Flying Lessons & Airplane Rides**

**177<sup>th</sup> Fighter Wing Air National Guard Day**

**ACE Career & Graduation Ceremony**

**THIS IS A FREE ONE-WEEK PROGRAM FOR CHILDREN IN GRADES 8 THROUGH 12  
SPONSORED BY THE FAA WJHTC, THE NBCFAE TECHNICAL CENTER REGION, ATLANTIC COMMUNITY COLLEGE, AND  
ROLE MODELS YEAR 2000, INC.**

## Laboratory Security Policy

The following statement addresses the the Laboratory Management Division's (ACT-400) revised building 300 and building 316 NAS Laboratory Security policies and procedures. The revisions are intended to informally supplement FAA Order 1600.69 and 1600.54 respectively and are effective immediately.

### NAS Lab Security Policy And Procedures

The Tech Center Labs form a valuable National resource supporting the operation and upgrades to the NAS. Establishment of an adequate, cost effective, security environment is necessary to protect this resource. Physical Security and Information System Security (ISS) requirements for FAA facilities are promulgated in FAA Order 1600.69 and 1600.54 respectively. In response to the Strategic Planning Initiative, the Laboratory Management Division ACT-400 has implemented the following policy and guidance procedures. NAS lab users can decrease security risk in proportion to the strengths of the protective measures in place by practicing and enforcing the following security measures as listed below.

### ACCESS CONTROL

The Customer Service Center (CSC) Specialist will approve all access clearance forms. Clearance Forms are processed between the hours of 8:30 and 3:30 Monday through Friday, at the CSC located on the 3<sup>rd</sup> floor of building 300 between column C-27 and D-

27. Access Clearance Forms must be filled out completely, with all requested information. This includes lab doors required and proper signatures "COTR for contractors and FAA managers for FAA personnel." Access to specific doors may require a written request.

### PHYSICAL SECURITY



- Always display security identification badge.
- Never use security identification badge to obtain access into the labs for visitors, guests or relatives.
- Never loan security identification badge to anyone.
- The holder of an appropriately authorized identification badge must escort all short-term visitors.
- Promptly report loss or theft of security identification badge to the Security Console located in the atrium of building 300 on the first floor at column H-31 extension 5-5246.
- If lab access doors are not working properly, promptly notify the Customer Service Center on the third floor of building 300 at extension 5-4614 or extension 5-4615.
- Do not allow visitors into lab areas if you are uncomfortable" with the

purpose of their visit or there appears to be a problem. Call Security Console at once.

- Do not allow persons visiting your lab area to have access to other lab areas.
- Immediately report persons who appear unannounced in your lab area or who say they "opened the wrong door" or "looking for another office" to the Customer Service Center.
- Do not admit unexpected maintenance and/or delivery personnel without first verifying their right to be in your lab area.
- Challenge unknown persons in your lab area.
- Keep all security doors locked at all times, including those leading from a public area into a restricted area such as the NAS Labs.
- Keep sensitive files in locked security cabinets.
- Keep all valuables in locked drawers or cabinets. Never leave wallets, handbags, cash, or credit cards on your desk or unsecured in your lab work area.
- Never touch or disturb a strange package or briefcase



(Continued on page 8)

(Continued from page 7)



found in your lab area, call Security Console at once at ext 5-5246.

- Follow Center Bomb Threat Procedures as per FAA Form 1600-53 if you should receive a bomb threat call.
- Report missing, stolen, misuses of, or destroyed government property to the Security Console at extension 5-5246.
- Securely store new PC components before they become operational.
- Do not allow excess property to lay about the labs unprotected.
- Ensure all lab equipment is accounted for, inventoried, and bar coded as necessary.

### **INFORMATION SYSTEMS SECURITY (ISS):**

- Treat ISS information as you would any valuable asset.
- Use government computer systems only for lawful and authorized purposes.
- Observe policies and procedures established by agency management.
- Recognize that you are



accountable for your activities on government computer systems.

- Report security violations and unusual occurrences to your lab management.
- Make certain no one can impersonate you.
- Safeguard sensitive information from disclosure to others.
- Avoid costly disruptions caused by data or hardware loss.
- Maintain the authorized hardware/software configuration.
- Protect lab equipment.
- Protect lab areas.
- Protect lab passwords and change them often.
- Protect lab documents/files.
- Protect against viruses and use approved FAA anti-virus software.
- Lock up storage media containing sensitive data.
- Backup and secure lab data.



With your cooperation, in the adherence of these policies and procedures, we can enhance our

working environment by ensuring a safe and secure place of business, provide exceptional service to our customers and continue to maintain an efficient state of the art facility.

## **Employee's Daughter Begins Career at U.S. Naval Academy**

Melissa Reichenbach, daughter of Patty Reichenbach (AAR-530) is bound for the U.S. Naval Academy to join the class of 2003. Melissa, a 1998 graduate of Absegami High School, Absecon Highlands, NJ, recently finished a year of post-high school education at the Hill School in Pottstown, PA.

The U.S. Naval Academy Foundation contributed to Reichenbach's year at the school. She is the first female member of The Hill School to attend the Naval Academy. In addition to an outstanding academic performance, Melissa played varsity tennis and basketball at the school.

Melissa reports to the Academy for her plebe year on July 1. Her childhood dream has been to become a naval pilot. Congratulations to Melissa, Patty, and the entire Reichenbach family!





## Headquarters Headlines

FAA Preliminary Information on American Flight 1420 at Little Rock. On June 2, the FAA released the following

information: American Airlines Flight 1420, originating in Dallas-Fort Worth, was involved in an accident while landing at Little Rock Adams Field, approximately 11:50 p.m. CDT. Reports indicate that there were 139 passengers and six crew aboard. The aircraft was an MD-82, which is a stretched version of the DC-9 aircraft. Preliminary reports indicate that the aircraft ran off the end of Runway 4R, broke into three pieces, and ended up about 1,000 feet off the end of the runway. The aircraft fuselage is described as being intact from the wings forward. The tail section is separated from the majority of the wreckage. A third section of the aircraft apparently caught fire. The FAA is participating in the accident investigation and lending its technical expertise to the National Transportation Safety Board (NTSB), which is the federal agency leading the investigation. Two FAA aircraft ferried FAA and NTSB members of the investigative team to the accident site. ACT personnel participating in the investigation include Jim White (AAR-411) and Dave Blake (AAR-422). As part of the FAA's operational and regulatory responsibilities, the agency is conducting its own concurrent accident investigation. Should any safety problems be identified during the course of the investigation, the FAA will notify the NTSB and act immediately to address them. The FAA will share all pertinent information with the NTSB, and participate in the analysis of the data.

FAA Names Flight Standards and Aircraft Certification Executives. On May 25, FAA's Associate Administrator for Regulation and Certification Thomas E. McSweeney announced that Ava L. Mims has been named deputy director, Flight Standards Service; and Ronald T. Wojnar, deputy director, Aircraft Certification Service. With nearly 20 years of aviation experience, Mims will work with

Flight Standards Service Director Nick Lacey to lead an organization of more than 4,500 safety inspectors and other aviation professionals. Their main focus is to set safety standards for the aviation industry and oversee regulatory compliance. Working in partnership with other government agencies, and commercial and general aviation groups, Mims will play a key role in implementing the agency's Safer Skies agenda.

As deputy director of the FAA's Aircraft Certification Service, Wojnar will work with Director Elizabeth Erickson to oversee a staff of 1,000 engineers, inspectors and other aviation professionals. Together they will establish standards for the design, testing and production of civil aircraft and aircraft components, oversee regulatory compliance, and monitor the continued safety of these products. Wojnar will continue to play a major role in the implementation of the Safer Skies agenda.

Mims is now working in her new position. Wojnar will begin his new position in July.

FAA Releases New Aircraft Engine Safety Tool To Industry. On May 24, the FAA announced release of a new computer tool designed to reduce the disk failure rate in turbine-powered jet engines. The computer tool complements the actions announced earlier by FAA Administrator Jane F. Garvey, that required enhanced inspections of engine fan disks to detect cracks that are precursors to uncontained disk failures. The disk design and life management tool, called "Design Assessment of Reliability with Inspection," allows engine manufacturers to improve disk structural integrity. The code runs on a computer workstation. Engine manufacturers can use the code with their design systems as a FAA recommended method to meet a planned advisory circular on disk life management.

"This new tool represents a major breakthrough in our safety research program," said Steve Zaidman, FAA's Associate Administrator for research and Acquisitions. "As part of the agency's Safer Skies Agenda, Administrator Garvey promised to reduce

*(Continued on page 10)*

the rate of accidents caused by uncontained engine failures, and this technology will help us accomplish that goal."

Disks are heavy high-speed rotating parts inside an engine with attached fan blades that produce thrust. When the disk fails, it can have catastrophic results. Fast-moving fragments from the disk can disable or damage the airplane. Undetected material or manufacturing flaws in turbine engine disks can undermine a disk's structural integrity. For example, investigators traced the 1989 fatal accident of a DC-10 at Sioux City to an undetected material defect in the disk that resulted in an uncontained disk failure. While historically the current engine rotor design and life methods have served the industry well, the new computer code will enhance these methods by explicitly addressing these defects. Advances in nondestructive inspection and manufacturing process improvement through new technology, in conjunction with the announced engine inspection program, have

significantly reduced the occurrence and enhanced the detection of these already rare defects. The application of this new tool will provide a further measure of safety by allowing disk designers to assume the potential presence of tiny flaws in the design life determinations. This new method also will give insight into planning the most effective inspection program.

This technology is the result of a four year FAA-funded research, engineering and development grant, sponsored by FAA's Engine and Propeller Directorate with the Southwest Research Institute (SwRI) in San Antonio, TX. SwRI developed the tool in collaboration with engine manufacturers Allied Signal, Rolls Royce-Allison, General Electric, and Pratt & Whitney.

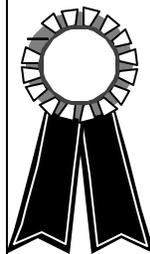
## Comings and Goings

### Promotions:

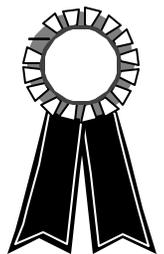
ACT-320	Adamskyj, Cynthia L.	4/25/99
ACT-231	Badger, Blair A.	5/9/99
ACT-420	Brown, Tyrone	4/25/99
ACT-052	Carlson, Marilyn J.	5/9/99
ACT-300	Childs, Jason	5/23/99
ACT-300	Colon, Magda	5/9/99
ACT-250	Elkan, Elizabeth M.	4/25/99
ACT-530	Galushka, Joseph J.	4/25/99
ACT-070	Greis, Lois A.	4/11/99
AAR-411	Hampton, Lawrence M., Jr.,	4/11/99
ACT-240	Lipscomb, Jamaal A.	5/9/99
ACT-250	Woods, Darrell K.	4/25/99

### Retirements:

AAR-433	Lawrence, David M.	5/3/99
ACT-010	Thompson, Elviter	4/2/99
ACT-421	Walsh, Michael J.	4/3/99



## Tech Center Award Nominees



The Tech Center's 22<sup>nd</sup> Annual Awards Ceremony for Achievement and Excellence will be held on July 21, at 1:00 p. m., in the auditorium. So you can root for your favorites, *Intercom* will provide a list of all nominees in the June and July issues. In August we will feature the winners. And, the nominees are:

### For Publication of the Year:

- \* Richard Lyon, AAR-422
- \* Richard Hill, AAR-422
- \* Louise Speitel, AAR-422
- \* Xiaogong Lee, AAR-431
- \* Tong Vu, AAR-431
- \* Robert McGuire, AAR-431
- \* John Bakuckas, AAR-431
- \* Paul Tan, AAR-431
- \* Dominic Timoteo, ACT-250
- \* Mike Paglione, ACT-250
- \* Mary Lee Cale, ACT-250

(Continued on page 11)

**For Field Support:**

- \* Steven Craig, AOS-320
- \* Howard Wilson, AOS-320
- \* Allen Schlimper, AOS-626
- \* Joseph Evans, AOS-340
- \* Mary Rozier-Wilkes, ACT-510
- \* Richard Ozmore, ACT-540
- \* Dan Warburton, ACT-510
- \* Adam Greco, ACT-510
- \* Ernest Heintz, ACT-210
- \* Al Nagy, JAXARTC

**For Technical Program:**

- \* Richard Lyon, AAR-422
- \* Shiu Cheung, AAR-520
- \* James Riley, AAR-421
- \* Michael Vu, AAR-424
- \* Tyrone Brown, ACT-421
- \* Lou Bnaventura, ACT-421
- \* Tim Henry, ACT-330
- \* Donald Oplinger, AAR-431
- \* Leroy Walker, AOS-320
- \* Thomas Malandrucio, ACT-234
- \* David King, AOS-340
- \* Tuan Ahn Tran, ACT-330
- \* Richard Dunklee, ACT-330
- \* Jerry Morrow, ACT-421
- \* Fran Ramsey, ACT-421
- \* Tony Chiari, ACT-421
- \* Beverly Hite, ACT-421
- \* Ralph Caprio, ACT-421
- \* Bill Capo, ACT-421
- \* Tonya Neuweiler, ACT-421
- \* Courtney Dudley, ACT-240
- \* Angela Lewis, ACT-240
- \* Robert Pappas, AAR-433
- \* David Taylor, AAR-540

**For Administrative Support:**

- \* Alexander Storoz, ACT-400
- \* Chinita Roundtree-Coleman, ACT-202
- \* Jean McNeil, ACT-202
- \* Sandra Herbert, ACT-202
- \* Joseph Salvatore, ACT-202

- \* Patricia Turner, ACT-202
- \* Diane Cherinchak Loughrin, ACT-7
- \* Donna Turner, AOS-600
- \* Betty Pallant, ACT-032
- \* Robert Gross, ACT-30
- \* Kenneth Dobis, ACT-7
- \* Deborah Krumaker, ACT-10
- \* Doris Black, ACT-420
- \* Lynn Jones, ACT-503
- \* Sharon Moore, AAR-540

**For Innovator of the Year:**

- \* Leonard Turreen, ACT-421
- \* Russell Atwood, ACT-421
- \* Donald Cross, ACT-421
- \* R. Thomas Chamberlain, AAR-520
- \* Susan Hallowell, AAR-520

**For Community Outreach:**

- \* Orpha Beth Burkett, ACT-400
- \* Rosanne Weiss, AAR-420
- \* Peter Sparacino, AAR-410
- \* Dennis Steelman, ACT-500
- \* Stacey Hamilton, ACT-240
- \* Margaret D'Ambra, ACT-9
- \* Stacey Hamilton, ACT-240
- \* Diana Trazzera, AOS-310
- \* Carleen Genna-Stoltzfus, ACT-70

**For Intern of the Year:**

- \* Juana Derrick, ACT-410
- \* Vivian Freeman, ACT-70
- \* Edem Akpan, AAR-431
- \* Peilin Zhange, AAR-431
- \* Tyrone Brown, ACT-421
- \* Debra Monzo, ACT-51

**For Secretary of the Year:**

- \* Jennifer Hall, ACT-530
- \* Barbara Davenport, AAR-420
- \* Susan Cefaretti, ACT-050
- \* Kathleen Fleming, ACT-030
- \* Sharon DeMatte, ACT-360
- \* Carol White, AOS-600

- \* Sheila Sporkin-Edel, ACT-410
- \* Patricia Lui, ACT-001
- \* Joan Feurstein, ACT-250
- \* Vivian Freeman, ACT-70
- \* Barbara Smith-Horn, ATQ-2S
- \* Deborah Waters, ACT-370
- \* Carma Belton, ACT-230
- \* Karen Jost, ACT-9

**For Leadership:**

- \* Nelson Miller, AAR-420
- \* Sue Spurgeon, ACT-200
- \* Pamela Helbig, AOS-630
- \* Kaye Jackson, ACT-004
- \* Thomas Dehel, ACT-360
- \* Francis Valleley, ACT-70
- \* Chris Seher, AAR-400
- \* Sherry Taylor, ACT-420
- \* Richard Page, ACT-250
- \* Soncere Whitecloud, AOS-540
- \* Angela Hassan-Miller, ACT-240
- \* Angela Lewis, ACT-240
- \* Peter Sparacino, AAR-410

**For Employee of the Year:**

- \* Adam DiBartolo, ACT-240
- \* Holly Baker, ACT-003
- \* Thomas Dehel, ACT-360
- \* Kathy Fazen, AAR-424
- \* John Bakuckas, AAR-431
- \* Stacie Graves, AAR-421
- \* Cheryl White, ACT-231
- \* Karen Cicatiello, ACT-70

**Remember watch this space in the July issue, for a listing of the remaining nominees.**

## Tech Center Essay Contest Winners

The NAS Simulation and Support Branch (ACT-510), in conjunction with the Aviation Education and Community Outreach Program Manager, Carleen Genna-Stoltzfus (ACT-70) recently conducted an essay contest for students in the five counties in South Jersey. Held in association with National Transportation Week celebrations, this year's essay theme was "the future of transportation."



Left to right, Carleen, winner Brianna Finn, teacher Valeria Benson, winner Brittany Garcia, and Adam at A.W. Goetz Middle School.

Judges from ACT-510 and ACT-70 determined the following winners from the 300 entries:

### 8th Grade

1. Sorochi Esochagi, William Davies Middle School;
  2. Chris Mazzone, Gateway Regional Middle School;
- Honorable Mention: Alec Ferrell, Gateway Regional Middle School.

### 7th Grade

1. Jackie Van Horn, Pineland Regional Middle School;
  2. Christina Sebastiani, Nehauncey Middle School;
- Honorable Mention: Kerri Reardon, Pineland Regional Middle School.

### 6th Grade

1. Brianna Finn, C.W. Goetz Middle School;
2. Davida Respes, Mullica Township Middle School;

Honorable Mention: Brittany Garcia, C.W. Goetz Middle School.

Adam Greco (ACT-510) and Carleen visited each of the winning schools to present plaques to the winners.



Left to right, Adam, Chris Mazzone, and Carleen at Gateway Regional Middle School.

## Who Is This ACT Manager??

Chris Seher, Program Director for Airport and Aircraft Safety R&D Division (AAR-400)





## Accountability Board Manager FAQs

(Continued from May issue)

### **1. Whose responsibility is it to report allegations/incidents to the Board?**

The "Accountable Official" bears responsibility for reporting all allegations/incidents to the Board.

### **2. Can the responsibility for reporting allegations be delegated?**

The responsibilities of the Accountable Official may not be delegated below the Deputy level (see paragraph 11f of FAA Order 1110.125). The underlying reason for establishing the Accountability Board and creating the Board process is to hold senior management officials accountable for how allegations/incidents are responded to and to ensure that they are aware of such incidents within their organizations. Allowing Accountable Officials to further delegate that responsibility would undermine that purpose. A management official who is "acting" in the position held by an Accountable Official (e.g., Division Manager) would, however, assume responsibilities of the Accountable Official. (Note: "Acting" in a position is not the same as a delegation of authority.)

### **3. Who has reporting responsibility if the Complaining Party and the Respondent are from different organizations?**

By definition, the Accountable Official is the management official employing the individual against whom an allegation is made (i.e., the Respondent) – see definition in introductory paragraph -- and has the primary responsibility for reporting an allegation to the Accountability Board. However, when the Complaining Party and the Respondent are in different

organizations or the Respondent is not an FAA employee (e.g., a contractor), the equivalent manager for the Complaining Party has a responsibility to make sure the allegation is reported to the Board, either by reporting the matter to the Board directly or by ensuring that the appropriate manager in the Respondent's organization has reported the allegation. Duplicate reports will be consolidated.

For example, if the Complaining Party is from Airway Facilities and the Respondent is from Air Traffic, the manager at the Accountable Official level in the Airway Facilities organization has the responsibility to notify the Accountable Official in Air Traffic in sufficient time for that Accountable Official to meet his or her two-day reporting requirement to the Board. In the alternative, the Airway Facilities manager can report the matter directly to the Accountability Board Coordinator who will, in turn, notify the appropriate Accountable Official.

In those situations where the identity of the Respondent is not known, or the Respondent is not an FAA employee (e.g., a contractor or pilot), the manager at the equivalent level of the "Accountable Official" for the Complaining Party is responsible for reporting the allegation to the Board and for providing oversight to ensure appropriate action is taken throughout the processing of the allegation/incident.

### **4. I am typically the manager responsible for all personnel-related matters within my organization (e.g., a 540 Branch Manager). Is it okay for me to report allegations/incidents to the Board or to provide the close out at the end of the process?**

No. The only exception is when the Manager is acting for the Accountable Official in his or her position as Division Manager. As noted above, the responsibility for reporting allegations/incidents to the Board as well as providing the close out of cases cannot be delegated below the Deputy level. Only those individuals **acting in the position** held by the Accountable Official may assume those responsibilities. It is perfectly okay for you to be involved in your organization's disposition of an allegation; however, you simply cannot

assume the reporting requirement of the Accountable Official.

### **5. Whose responsibility is it to provide information/feedback at the end of a case to the Complaining Party and the Respondent?**

The Accountable Official is responsible for ensuring the proper manager or supervisor provides "appropriate" feedback to both the Complaining Party and the Respondent. In situations where the Respondent and Complaining Party are employed in different organizations, the Accountable Official (see earlier definition) must ensure that his or her counterpart in the Complaining Party's organization is advised of the closure of a case, so that appropriate feedback can be given to the Complaining Party. The HR specialist must be consulted prior to providing feedback to ensure appropriate information is provided, consistent with the requirements of the Privacy Act and other pertinent laws, regulations, and negotiated agreements. Feedback is a very important part of the Board process!

### **6. When does the two-day period in which an allegation must be reported by the Accountable Official start?**

At the time a manager or supervisor, regardless of his or her level within the organization, becomes aware of the allegation.

### **7. How much information will the Accountable Official be expected to have at the time I report an allegation?**

When reporting an allegation to the Board Coordinator, the Accountable Official is expected to provide only as much pertinent information as is known at the moment an allegation or incident becomes known to that official, **without additional inquiry**. (At a minimum, the identities of the parties involved, to the extent known, and a general description of the allegation should be reported. Additional facts will be developed during the course of the management inquiry or security investigation.) The purpose for the early reporting is to "start the clock" for the tracking and monitoring that is part of the Board process.

**8. What if there is no "Complaining Party," or no one has made an allegation?**

All allegations or incidents of sexual harassment or misconduct of a sexual nature must be reported to the Board, **even if there is no Complaining Party.** For example, if someone left pornographic material on a common-use computer, or a supervisor found an inappropriate poster of a sexual nature posted on the bulletin board in the break room, the misconduct must be reported to the Board even if no one complained. In these circumstances, the individual who saw the inappropriate material, even if he or she does not find it personally offensive, is obligated to report the matter (preferably to a management official), but is not considered to be a "complaining party." There is also an obligation to report such misconduct to the Board, even if it is not known who was responsible for the misconduct. Similarly, even though an individual has said, "I am not complaining," or "I did not find the incident personally offensive," the Accountable Official still must report the incident to the Accountability Board.

**9. What if you do not know who is responsible for the alleged behavior (i.e., there is no "Respondent")?**

All allegations or incidents of sexual harassment or misconduct of a sexual nature must be reported to the Board, even if there is no Respondent. For example, if graffiti of a sexual nature is found on a restroom wall, it must be reported, even if the individual responsible for the graffiti is not initially known. Similarly, if an anonymous note or picture of a sexual nature is posted on a bulletin board, that, too, must be reported to the Board. In some cases the subsequent inquiry or investigation may determine the individual(s) responsible, and management can initiate appropriate corrective action. In other situations, however, the inquiry may not be able to determine who was responsible for the misconduct. In those cases, appropriate action may include providing a general notice to employees advising them that the incident occurred and warning that such behavior will not be tolerated.

**10. Should all allegations/incidents of hostile work environment be reported to the Board?**

No, report only those allegations/incidents of hostile work environment that result from misconduct **of a sexual nature.** A common misperception of the Board process relates to allegations involving hostile work environment, which is a very general term and may include issues of harassment, based on gender, race or other discriminatory bases. At this time, only those allegations/incidents of hostile work environment that involve **sexual** misconduct (not gender-related or sexual orientation) are under the purview of the Board.

**11. I often hear the Board referred to as the "SHAB" (Sexual Harassment Accountability Board). Does this mean that if the behavior that is alleged to have occurred is not "sexual harassment," it is not a Board issue?**

First, the term SHAB is really a misnomer in that it is the "Accountability Board" not the "Sexual Harassment Accountability Board." Unfortunately, this term has contributed to the misperception that "if it's not sexual harassment, it's not an issue the Board should be concerned about," which is not the case. If the allegation involves **misconduct of a sexual nature**, it is under the purview of the Board and must be reported.

**12. What does "coordination with the Human Resource Specialist designated for Accountability Board matters," as required by FAA Order 1110.125, really mean?**

Coordination, as required by the Order, is an opportunity for the HR Specialist to provide meaningful input into **all** phases of the process. The HR Specialist must be consulted when interviewing the Complaining Party, to ensure appropriate questions are asked, and when notifying the Respondent, in the event there are unique circumstances that must be considered prior to notifying the Respondent. The HR Specialist must also be consulted as to how the management inquiry is to be conducted and what specific questions should be asked. Once an internal inquiry or formal investigation

has been completed, the HR Specialist must be consulted when reviewing the facts developed and determining whether to take corrective or disciplinary action. Finally, the HR Specialist must be consulted prior to giving feedback to both the Complaining Party and the Respondent.

Consulting with the HR Specialist for the first time to determine appropriate disposition of the allegation is too late for appropriate HR involvement and is not consistent with the intent of FAA Order 1110.125.

**13. Is HR coordination optional?**

No. FAA Order 1110.125 **requires** coordination of all Accountability Board cases with the appropriate HR Specialist in the Human Resource Management Division throughout the process, which includes final decisions issued on proposed disciplinary actions as well as decisions made on subsequent grievances or settlements reached in connection with actions taken.

**14. Is coordination with the Civil Rights Office required?**

No. However, there is a requirement to coordinate with the Civil Rights Office with regard to the EEO complaints process. As such, Order 1400.8, paragraph 810, provides that "Any decision which constitutes an adverse or disciplinary action or any change in duty station, or job assignment, or supervision of an employee who has contacted an EEO counselor or who has filed a discrimination complaint must be coordinated with the Assistant Administrator for Civil Rights through the Regional Civil Rights Officer, prior to being effected."

**15. When should the Respondent be notified?**

Generally, as soon as possible after an allegation is made. However, in some unusual cases, it may not be appropriate to notify the Respondent at the outset (e.g., where criminal conduct is implied). Whenever criminal conduct is suspected, it is critical to consult with your HR point of contact, as well as your local security office, prior to giving notice to the Respondent. Coordination with security is necessary to ensure that any subsequent criminal investigation is not compromised.

**16. What information should be provided to the Respondent?**

The Respondent should be advised of the nature of the allegation against him or her and that at an appropriate time he or she will be given an opportunity to respond to that allegation. Appendix 5 of the Order provides specific information to be provided during this session. A form notification is provided at Appendix 6. One of the purposes in notifying the Respondent is to advise that in the event he or she has engaged in such misconduct, the misconduct must cease. Accordingly, it is necessary to provide the Respondent with at least enough specificity that he or she will know what misconduct is alleged and that an inquiry/investigation will be conducted.

This is a critical point in the process and one that can be highly charged emotionally. A lesson learned from our experience during the first and second quarters is that, in some cases, supervisors need to be more sensitive in their delivery of the notices to respondents and to spend more time explaining to them the process and what they should expect. Again, the HR Specialist must be consulted on how to handle the notification.

**17. Are there cases in which the Respondent should not be provided the notice in Appendix 6 of FAA Order 1110.125?**

Yes. For example, in cases in which the conduct in question appears to be criminal in nature, Security and the HR Specialist must be consulted as to whether such notification should be given, as well as its proper timing. In addition, in cases involving pornography on government computers, where notification could lead to compromising a subsequent investigation, notice should be delayed until Security and HR are contacted.

**18. Whose responsibility is it to notify the Respondent?**

The Accountable Official is responsible for ensuring that appropriate notification is provided by the appropriate management official. In most cases, this will be the Respondent's first-line supervisor.

**19. What if I cannot meet the ten-day time requirement but still believe I can handle the matter without requesting a formal security investigation?**

The timeframes set out in the Order are goals that, depending on the circumstances, may require some flexibility. The complexity and seriousness of the case are more important factors than timing in determining whether to proceed internally or to request a formal investigation. If internal resolution is otherwise appropriate, the Accountable Official may request an extension to the ten-day period from the Board, provided there is a reasonable basis for requesting additional time and the amount of additional time required is reasonable.

**20. As a supervisor, what are my responsibilities beyond notifying the appropriate Accountable Official of an allegation?**

Once the Accountable Official is informed of an allegation, the primary responsibility for ensuring compliance with the Accountability Board process is his or hers. Depending on the circumstances of individual cases, however, supervisors may be tasked by Accountable Officials to perform such functions as notifying the Respondent of the allegation or conducting the management inquiry. In addition, supervisors are still responsible for their basic supervisory functions and may be involved in determining what, if any, disciplinary or corrective action is warranted and for implementing that action, as appropriate.

**21. As a first-line supervisor, once I have notified my facility manager about a sexual harassment allegation, then my job is done! My facility manager then deals with the Accountability Board. Is this correct?**

Not necessarily! It is true that the interface with the Board is generally between Accountable Officials and the Board Coordinator, including the initial reporting. However, subordinate supervisors often have important roles to play in the processing of an allegation, including interviewing a Complaining Party and notifying the Respondent, conducting an internal management inquiry and determining what, if any,

corrective or disciplinary action is warranted. Since the Accountable Official is the individual ultimately responsible for ensuring allegations/incidents are properly responded to, any action taken by a subordinate supervisor must be in consultation with the Accountable Official and in coordination with the designated HR point of contact.

**22. If supervisors are expected to conduct an internal management inquiry, will they receive any specialized training?**

We are in the process of working with the Center for Management Development to include appropriate training in managerial and supervisory courses. However, your best resource is the HR specialist designated within your region or center to provide advice and assistance on Accountability Board cases. Generally, these individuals are labor and employee relations specialists with training and experience in handling all types of misconduct cases, including sexual harassment and misconduct of a sexual nature. In short, they do this kind of work every day! In addition, they have received specialized training in sexual harassment, including what it is (and what it is not), the elements of sexual harassment, the law and regulations on sexual harassment, investigation methodology, employee rights and obligations in investigations, etc.

HR points of contact can provide guidance and assistance on what questions to ask of the Complaining Party and how to notify the Respondent, including what information should be provided, how to conduct an internal inquiry and, based on the results of an inquiry or investigation, what is the appropriate action to take. The Accountability Board Order requires coordination with the designated HR point of contact prior to taking any action. These individuals must be involved in the processing of such cases from the time an allegation is reported until the matter is closed, which includes the feedback phase at the end of the process. Guidance related to interviewing complaining parties and notifying respondents also can be found in the Accountability Order (FAA Order 1110.125) in appendices 4, 5 and 6.

**23. As a first-line supervisor, how much time do I have to notify my supervisor of an allegation or incident?**

Generally speaking, allegations/incidents should be made known to Accountable Officials immediately after they come to a supervisor's attention. AO's have two days from the time an allegation or incident is first reported to you to report it to the Board Coordinator.

**24. Will the Board deal with complaints from third party individuals such as facility representatives?**

Yes. All reports of sexual harassment and other misconduct of a sexual nature are under the purview of the Board and will be tracked and monitored by the Board. Third party allegations are handled the same way as allegations made by Complaining Parties or incidents that come to light through other means. This does not mean, however, that the individual to whom the incident occurred can be left out of the inquiry process.

**25. Should allegations/incidents involving contractors be reported to the Board?**

Yes. The reporting requirements are the same, regardless of whether any of the parties are contractor personnel. If the Respondent is an FAA employee, the procedures described in paragraph 12 of the Order apply in its entirety. In addition to reporting to the Board, when the Respondent is a contractor, the appropriate management must report the allegation to the cognizant Contracting Officer for referral to the contractor for action. In this case, it is entirely appropriate for the Contracting Officer to request feedback as to the disposition of the matter. While we cannot impose our procedures and time requirements on contractors for resolving cases involving their employees, these cases will also be tracked and monitored by the Accountability Board to ensure, to the extent possible, timely and appropriate

action is taken.

**26. Should incidents reported by outside entities (e.g., pilots, airline companies) be reported to the Board?**

Yes. Again, all reports of sexual harassment and other misconduct of a sexual nature involving FAA employees or occurring in FAA workspaces are under the purview of the Board and must be tracked and monitored by the Board.

**27. If an individual reports an allegation of sexual harassment to a human resource specialist or EAP counselor will it be reported to the Board?**

If an allegation is reported to a HR resource specialist, it must be reported to the Board. An EAP counselor, on the other hand, is required by statute to ensure the confidentiality of an employee's contact and, unless authorized by the employee to do so, cannot report the allegation if doing so would result in a breach of confidentiality.

**28. Should all cases involving computer pornography or sexually-explicit material from the Internet require a formal investigation by Security?**

No, not necessarily. In some instances, management inquiries are sufficient to address such cases, with managers relying on their internal resources such as management information specialists to determine the nature and extent of the misuse. **However**, in **all** cases involving sexually-explicit material downloaded from the Internet or received via cc-mail, managers must consult with their local security office before **any** action is taken, including notifying the Respondent.

The purpose of this initial consultation with security is primarily to determine if there is any criminal conduct involved, such as child pornography that requires the involvement of the Department of Justice. In addition, your local security office can assist you in determining how and when to secure the computer equipment involved, if, and when, you should notify the Respondent and whether a formal security investigation under the Board process is

required. When a formal investigation is determined to be necessary, the Accountable Official must coordinate with the Board Coordinator who will, in turn, coordinate with the Security Manager for Accountability Board investigations.

**29. Who maintains Accountability Board records?**

Individual case files are maintained in the human resources office as provided for by FAA Order 1110.125. The Board Coordinator maintains tracking and status information only.

William J. Hughes Technical Center  
Intercom

**Editor:**

Terry Kraus

**Contributors:**

Margaret D'Ambra

Tom Christian

Bill Dawson

Genia Embrey

Adam Greco

Annette Harrell

David Hess

Erin Holloway

Cathy Jaggard

Carol Martin

Patty Reichenbach

John Tye

Sue Wall

Rosanne Weiss

Tom Wood

Laurie Zaleski

William J. Hughes Technical Center  
Atlantic City International Airport, NJ  
08405

For comments or questions call the editor at  
(202)-267-3854