



INTERCOM

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Arrestor Bed Saves the Day At JFK



On Saturday, May 8, at JFK International Airport, a soft ground arrestor system developed by the Federal Aviation Administration safely stopped an American Eagle Saab 340, carrying 27 passengers and 3 crew, from possibly plunging off the end of the runway into Thurston Bay. The FAA developed and tested the arrestor system at the Tech Center and installed it at JFK under cooperative research and development agreements with Engineered Systems (ESCO) of Lester, PA, and the Port Authority of New York and New Jersey.

According to preliminary reports, the aircraft, arriving in fog and light rain, landed long on runway 4 Right. It landed just 1,500 ft. from the end of the runway-500 ft. beyond which is Thurston Bay. The aircraft stopped 248 feet into the 400-foot long arrestor bed. All

30 onboard walked off the aircraft. Damage to the aircraft was minimal -- one bent prop and a couple of blown tires. All landing gear remained intact. The National Transportation Safety Board (NTSB) is now gathering data from the flight data recorder, which will give the aircraft's exit velocity, enabling investigators to recreate the incident.

The arrestor bed, installed in 1997, is constructed of cellular concrete and is designed to bring transport aircraft to a safe stop in the unlikely event of a runway overrun. The cost to install the bed at JFK was approximately \$2,620,000. Damage to the bed was restricted to a 30-foot wide and 250-foot long section. ESCO began repairs on Monday morning, May 11.

The genesis for the development of an arrestor bed came in 1984 when a DC-10 aircraft overshot runway 4 Right at JFK and plunged into the bay. Although no serious personal injuries occurred, the incident resulted in \$30 million in damages and prompted the NTSB to issue a safety recommendation to the FAA to ascertain whether an arresting system was feasible.

The Port Authority has installed a second arrestor bed at LaGuardia Airport, and is in the process of installing a second system at that airport. The FAA has issued an advisory circular to provide guidance on the design of engineered arrestor systems, using knowledge gained from the design, installation, and monitoring of the JFK system.





1999 Technology Transfer Awards Ceremony

On May 11, the FAA handed out its 1999 Technology Transfer Awards at a ceremony held at the Tech Center. These awards recognize annually outstanding achievements in technology transfer, such as scientific, engineering, and technical personnel responsible for inventions, innovations, or other outstanding scientific or technological achievements that contribute to the mission of the FAA or the Federal Government. They recognize individuals and organizations that promote the transfer of science and technology. This highly competitive cash awards program is also used to reward inventors whose inventions cannot be commercialized for national security reasons.

The event kicked off with a luncheon for the winners and invited guests. Dr. Jan Brecht-Clark



Herm Rediess and Anne Harlan cut the cake at the luncheon.

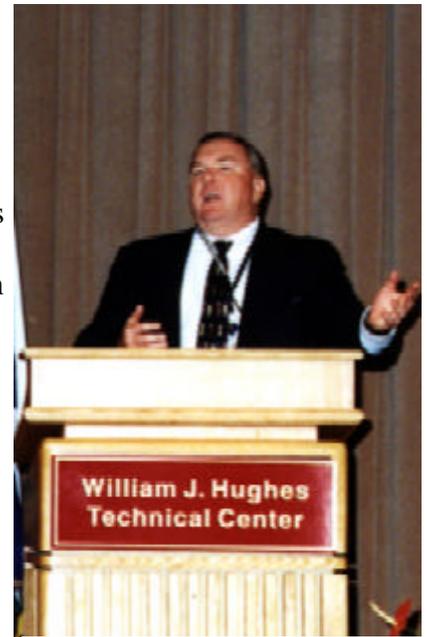
(AAR-2) served as master of ceremonies, and Dr. Anne Harlan (ACT-1) and Dr. Herman Rediess (AAR-1) made the award presentations. As Rediess explained during the ceremony, "aviation R&D has never been more important than it is today. It is clear that a strong and effective R&D program is vital to the FAA's future. The success of our R&D program, however, depends on

continued access to new ideas and innovative technology applications. In part, we gain access to those ideas and innovations through the FAA's Technology Transfer Program."

The FAA's Technology Transfer Program promotes the transfer of technology, personnel, information, intellectual property, facilities, methods, and expertise between the FAA and private industry, academia, and other Government laboratories. It also facilitates the exchange information on R&D programs, provides a forum for technical dialogue, and promotes partnerships between the FAA and private industry.

This year's Technology Transfer Awards Committee Award, presented to the individual or team whose activities in the area of technology transfer are worthy of recognition, as determined by the Technology Transfer Awards Committee went to:

- Richard E. Lyon (AAR-422) for his research in a low-cost, non-combustible resin for use in



Chris Seher discusses Richard Lyons accomplishments.



Dot Buckanin and award winner Joseph Longo.

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Jake Plante
accepting his
award from Anne Harlan.

aircraft interior decorative panels and adhesives;

- Joseph Longo (ACT-310) for the development of a data recorder for the airport movement area safety system (AMASS); and,
- Martha Snyderwine (AAR-510) for developing Blast/FX software, which provides the capability to model terrorist explosive attacks.

Technology Transfer Assistance Awards, presented to the individual or individuals whose direct assistance had the most positive effect on

the transfer of technology went to:

- Dr. Jake Plante (AEE-120) for the analysis and transfer of an integrated noise model over national parks; and,
- Nelson Carey (AAR-530) for the development and transfer of technology regarding bomb resistant baggage containers.

The winners of the Innovative Efforts Award, presented to the individual or individuals whose innovative efforts had the most significant positive impact on transferring technology, were:

- Archie E. Dillard, Ph.D. (AFS-408) for developing a realistic wake vortex model for use on commercial flight simulators; and,
- The team of R. Thomas Chamberlain, J.D., Ph.D., and William Curby (AAR-520) for the characterization and development of detection strategies for the extremely unstable explosive compound triacetone triperoxide or TATP.

The Intellectual Property Award, which refers to those assets created by human ingenuity and includes inventions, chemical and industrial processes, improvements to existing technology, computer software, and medical techniques, went to:

- R. Thomas Chamberlain, J.D., Ph.D. (AAR-520) for the dry transfer method for trace explosives detection; and,

- Robert Filipczak (AAR-422) for a multi-pass expansion nozzle for use as an alternate fire extinguishing method, on which he filed a patent with the Department of Transportation.

Part of the FAA's responsibility under Technology Transfer is to support and encourage inventors to patent their ideas and technologies. The patent process includes submitting a patent disclosure, through the FAA, to the Department of Transportation, who then, after significant research, files a patent application, on which it is expected a patent will be issued. Otto Wildensteiner, the DOT Patent attorney, presented awards to:

- Robert Filipczak (AAR-420), who has gone through the first two steps in this process. Based on the achievement cited in his award, Robert received recognition as an inventor from the U.S. Department of Transportation; and,
- Dr. Jim Fobes and Dr. Eric Neiderman (AAR-510), the inventors of record on the patent application for Threat Image Projection or TIP. The invention address the difficult task the x-ray screener has to detect carefully concealed threats. The human screener often becomes the weak link in security. TIP was developed to address this critical limitation in security screening and threat detection to maintain screener vigilance, provide on-line training, and monitor detection performance.

The FAA also presented awards for Distinguished Achievement in Technology Transfer. Although these individuals did not win cash awards, the evaluation committee believed they deserved special recognition for their accomplishments. The winners of this award in the category of intellectual property included:

- James Dean (AOS-200), for developing ASDE-



Tom Chamberlain
accepting his award
from Paul Polski.

(Continued on page 4)



Chris Seher, Robert Filipczak, and Anne Harlan.

3 software tools;

- Gerry McCartor (AFS-420), for the flight management system approach screening model;
- Brenda A. Klock (AAR-510), for developing a computer based instruction for devices to detect trace explosives;
- The team of Gary Gallant and Bill Schwarz (AMA-450), for the development of training simulator equipment;
- Jim Davis (ACT-310), for the development and maintenance of the radar beacon analysis tool (RBAT) program;
- Ronald Fracchia, Rocky Mountain SMO, for the tone suppression system for the centennial Automated Flight Service Station in Denver Colorado; and
- Tilton C. Meuninck, Atlanta Air Traffic Control Tower, for the enhancement to the airport resource management tool (ARMT).

The winners of the Distinguished Achievement in the category of Innovative Efforts were:

- The team of J. Michael Barrientos (AAR-510) and Brian P. Morris, Atlanta CASFO, for creating and designing a networking threat image projection (TIP) system;
- William Reytar (AND-410), for the development of a hybrid ASR-8/9 antenna system;
- The team of Tim Smyth and David Showers, ACE-100, for developing methods that provide cost effective FAA certification of composite material systems used on aircraft (NASA AGATE);
- Paul Diffenderfer (ASO-510), for developing adaptable software to transfer flight plan information between air traffic control towers and TRACONS;
- The team of James Enias (AFS-400) and William Mosley (ATP-120) for the resolution of technical issues related to specialized applications of cockpit flight management systems; and,
- The team of Walter Woerner, Dimitrios Arhontoulis, Bobby D. Nichols, Jeanne M. Miller, Allen Erickson, Jeffrey Ireland, Timothy Schurig, and Ruben Rivera (ACT-410), for redirecting the enhanced direct access radar channel technology.

Dr. Paul Tan (AAR-431), won the Distinguished Achievement in the category of Cooperative Research and Development Agreements (CRDA) for research in aircraft structural integrity implemented through a CRDA with McDonnell Douglas.

Dr. Jim Fobes (AAR-510), won the Distinguished Achievement in the category of Management Support of Technology Transfer for his support in the development of multiple explosives detection technologies that have transferred to non-aviation settings, such as Federal buildings and military bases worldwide.

The winners of the Distinguished Achievement in the category of Technology Transfer Assistance were:

- Kenneth Wong (AST-200), for the assessment of "Sea Launch" launch vehicle technology to determine the adequacy of key technology with

(Continued on page 5)

- respect to public safety;
- The team of Brenda A. Klock, Eric Neiderman, and Susan Monichetti (AAR-510), for developing a detection analysis and reporting tool (DART) that collects, organizes and analyzes security screener x-ray performance;
- The team of Louis Delemarre and Joseph Diluzio (ACT-510), for developing a unique method of acquiring and disseminating real-time weather information using existing infrastructure; and,
- The team of Don Oplinger and Peter Shyprykevich (AAR-430), for developing a NASA AGATE standardized composite materials database.

And, finally, the Awards committee selected Marilyn Ramsey (AWP-40) for a special award for her work in establishing the FAA Flight Deck Museum and acquiring the American Institute of Aeronautics and Astronautics (AIAA) 1903 Wright Flyer for display after NASA wind tunnel tests. She will be working with AIAA toward building another plane to fly on December 17, 2003, to celebrate the centennial of flight.

For additional information on the agency's Technology Transfer Program, contact Jennelle Derrickson (AAR-400) at (609) 485-4431. For information on the awards program, call Dr. Terry Kraus (AAR-4) at (202) 267-3854.



What is FEGLI and Why Is it Important to Me?

President Clinton signed the Federal Employees Life Insurance Improvement Act (Public Law No. 105-311) on October 30, 1998, making significant changes to the Federal Employee Group Life Insurance (FEGLI) program.

The information below briefly describes the FEGLI open enrollment period required by the act. The Human Resources Management Division (ACT-10) will be providing more information concerning the FEGLI program prior to and during the open enrollment period, which will be held from April 24, 1999, through June 30, 1999.

Who is Eligible to Participate in the Open Enrollment?

All active federal employees are eligible, except those who are in a position excluded from FEGLI coverage by law or regulation. Employees in a non-pay status (including employees receiving workmen's compensation during their first 12 months in nonpay status) may participate, but any coverage they elect cannot become effective until they are back in a pay and duty status. Annuitants cannot participate unless they are reemployed in a position in which

they are eligible for coverage.

What Kinds of Elections Can I Make during the Open Enrollment Period?

During the FEGLI 99 open enrollment period you can elect any life insurance that you don't currently have.

Is There Anything New Available during the Open Enrollment Period?

Yes. Until now, Option C coverage, which is coverage on your eligible family members, was limited to \$5,000 for your spouse and \$2,500 for each eligible child. You can now elect up to 5 multiples of those amounts, making the maximum amounts available \$25,000 for your spouse and \$12,500 for each eligible child. You have to elect the same number of multiples for each family member.

When Will My New Coverage Go into Effect?

Coverage elected during the open enrollment period will become effective the first pay period beginning on or after April 23, 2000. You have to be in pay and duty status during the pay period before the coverage becomes effective. For full-time employees, the amount of pay and duty status required is 32 hours. Employees who are not full-time should check with the Human Resources Management Division (ACT-10).

Will I Have to Start Paying the Premiums for My New Coverage Right Away?

(Continued on page 6)

No. You don't have to start paying the premiums for your new coverage until it goes into effect in 2000.

What If I Don't Want to Change My Coverage? Do I Have to Do Anything?

No. If you don't want to make any changes, you don't have to do anything. You will keep exactly what you have now.

What Do I Have to Do If I Want to Elect More Coverage?

You will receive information about the FEGLI program: a revised FEGLI booklet (RI 76-21) and a special FEGLI 99 Open Enrollment Period Pamphlet (FE 74 A). If, after reviewing the material, you decide you want to elect more coverage, you must complete a special FEGLI 99 Open Enrollment Election Form (RI 76-27), which you can get from ACT-10. You must fill out the form showing ALL coverage that you want, not just the new coverage.

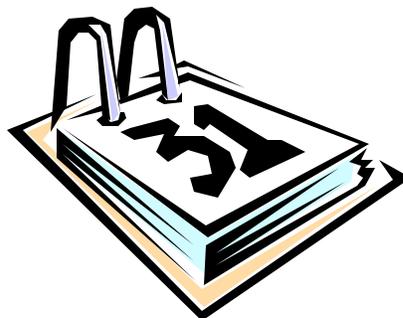
Will I Be Able to Continue this New Coverage If I Retire?

To continue FEGLI coverage when you retire, you must retire on an immediate annuity and you must have had the coverage for the 5 years of service right before you retire. If you don't have the coverage for 5 years, you can continue it if you've had it since your first opportunity to elect it. For instance, if you elect Option B during the open enrollment period, you will have to have it for 5 years before you retire to continue it. This is because the open enrollment period wouldn't be your first opportunity to elect Option B; you could have elected it when you first became eligible for it. However, since 2-5 multiples of Option C coverage never were available before, this open enrollment period is your first opportunity to elect them. If you do so and retire anytime after these additional multiples go into effect in 2000, you will be eligible to continue the coverage when you retire, as long as you meet the 5-year requirement for your previous Option C coverage.

If you need further information or assistance, contact Lana Haug, Benefits Specialist (ACT-10) at extension 6621. You can also obtain information from the Office of Personnel Management's FEGLI web site: www.opm.gov/insure/life.

**THRIFT SAVINGS PLAN UPDATE****DON'T FORGET!!!**

The TSP Open Season extends from May 15 to July 31, 1999. This is your chance to start or change your contributions to your TSP account. You also can change the way your future payroll contributions are invested in the three TSP funds.



Steelman Contributes to Development of New Aquatic Site



Tech Center electronics engineer Dennis Steelman has been instrumental in the creation of a major new tourist

attraction that recently opened in Atlantic City.

The Ocean Life Center, an aquarium, educational center and more, will no doubt help transform the inlet area of Atlantic City into a tourist mecca and hub for community events. The Center adds a major family-oriented attraction and balance to a city better known for its gambling hotels. It is located at Historic Gardner's Basin, a quaint city park containing marinas, restaurants, antique shops, "lobster shanty," amphitheater, and other freestanding exhibits.

Dennis has been a pivotal force in the formation of the Center and in the development of Historic Gardner's Basin overall. He has served on the Board of Directors of the Basin since 1984, and has volunteered there since 1976, starting out doing clam counts, and moving on to a bevy of other jobs ranging from building docks to running tall ship cruises and much more.

He has also spent countless hours over the past two years working on virtually all aspects of

the Center. During recent opening ceremonies for the Center, James L. Cooper, chairman of the Historic Gardner's Basin Waterfront Foundation, gave Dennis high accolades for his tireless, outstanding efforts in launching the Ocean Life Center, as well as his valuable work over the years with Historic Gardner's Basin.

Drawing on his technical skills and know-how, Dennis implemented several technologies pioneered at the Tech Center, using commercial off-the-shelf equipment and integrating it into Ocean Life Center systems. He is currently working with Board members to develop partnerships with the Coastal Monitoring Network, run by Davidson Laboratories of Stevens Institute of Technology. He says the Center hopes to use a radar mosaic, developed by Tech Center employees Lou Delemarre and Joe Diluzio (ACT-540), to assist in analyzing coastal erosion processes.

Another unique aspect of the Center is the Harborview Room, the building's main classroom. Equipped with video capabilities, projectors, internet access, and unobtrusive filming capabilities, the room is an ideal meeting site for corporate customers, and hopefully will draw business to help defray the costs of the Center's operations.

Dennis feels strongly about the positive impact the \$4.4 million facility will have on South Jersey residents, especially area youth. "The Casino Reinvestment Development Authority, city, and foundation have devoted a

tremendous amount of time and money to build the Ocean Life Center. We all believe that if this facility turns even one child on to a career in marine enterprises as opposed to drugs and crime, it is money well spent."

The new Center features eight aquarium tanks, containing more than 100 varieties of fish and marine life from local waters and the tropics; and an array of hands-on, interactive multi-media displays and exhibits, such as a wind tunnel that helps visitors learn the basics of sailing. The Center also features a shipwreck exhibit featuring artifacts and treasures from the Andrea Doria, the Italian luxury liner that sank off the coast of Sandy Hook in 1956.

Gardner's Basin and the Ocean Life Center are a non-profit educational corporation. The Basin hosts several popular annual events including the Jersey Fresh Seafood Festival, the Harbor Music Festival and the Latino Festival.

Steelman has worked at the



Tech Center for almost 22 years. He manages support contracts and serves as the unofficial "chief scientist" for the Aviation Simulation and Human Factors Division.



Headquarters Headlines

FAA Awards Contracts for Security Equipment

Technical Services. On May 12, the FAA announced that it had awarded three contracts

worth up to \$213 million to Raytheon Technical Services of Burlington, MA; Battelle of Columbus, OH; and TRW of Fairfax, VA. These companies will provide the technical services necessary to support the agency's continued deployment of advanced security equipment to the nation's airports. By the end of fiscal year 1999, the FAA will have purchased hundreds of sophisticated security devices for the nation's 80 busiest airports, including 136 bulk explosives detection devices for screening checked bags and 630 trace explosives detectors for scanning carry-on bags. With continued funding from Congress over the next few years, the agency plans to buy additional equipment and expand the deployment to smaller airports. Other purchases for this fiscal year include 420 new X-ray machines capable of running imaging software for training and monitoring checkpoint screeners, as well as 320 computer-based training workstations for screeners. The new contracts will provide the technical support services necessary for all of these deployments.

FAA Demonstrates Satellite Technology At Asian Forum On Intermodalism

From May 5-7, FAA representatives were in Singapore, participating in a forum on "Intermodalism and Satellite-Based Transportation Technologies." At that meeting the FAA demonstrated the potential use of the Global Positioning System (GPS) enhanced by the Wide Area Augmentation System (WAAS). This flight demonstration was the first-of-its-kind in the Asia-Pacific region. The FAA used ACT's Boeing 727 aircraft to perform flight tests to demonstrate the potential benefits of the WAAS. WAAS is an augmentation to the GPS that corrects the GPS standard civil signal to provide the accuracy, integrity, and availability needed for the more demanding civil aviation navigation operations. Previous successful tests have been

conducted in Mexico, Italy, Iceland, and Chile. For this demonstration, the FAA, with support from the Civil Aviation Authority of Singapore, installed a reference station at Singapore Changi Airport. The reference station computed errors for the GPS constellation specific for that area. This information was used to create a corrected WAAS message that was broadcast to the FAA aircraft. The aircraft used the WAAS broadcast to guide the aircraft for Category 1 precision approaches at Changi Airport.

FAA, Unions Agree on Revised Plan For New Terminal Air Traffic System

On April 26, the FAA, along with the National Air Traffic Controllers Association (NATCA) and the Professional Airways Systems Specialists (PASS), announced a revised implementation plan for the Standard Terminal Automation Replacement System (STARS) program. The revised plan will focus on developing the full STARS as soon as possible while simultaneously meeting short-term requirements for controller displays at a small number of FAA facilities. The first STARS is being tested at Eglin Air Force Base in Florida and is scheduled to be operational in April 2000. Under the revised plan, the FAA's first STARS will go into the Syracuse, NY, and El Paso, TX, TRACONS. Initially, they will receive the Early Display Configuration (EDC) of STARS. In parallel, development will continue on the full STARS. Once STARS has the capabilities to handle the needs of higher-level facilities, it will then be deployed throughout the country. In the meantime, to respond to critical requirements for new displays at three existing FAA facilities and two currently under construction, the FAA will buy off-the-shelf color controller displays. These stop-gap displays will be installed in the New York and Reagan Washington National TRACONS in the summer and fall of 2000. The FAA is developing schedules for these displays in the Dallas-Fort Worth and the new Northern California and North Georgia TRACONS.

Administrator's Award for Excellence in EEO, Affirmative Employment, and Diversity

The FAA held its 22d annual Administrator's Award for Excellence in Equal Opportunity Employment (EEO), Affirmative Employment, and Diversity on May 18. Among this year's distinguished winners, was Richard Newman (ACT-9), who received the award for Civil Rights Office Specialist of the Year.

The Administrator recognized Richard for his hard work, dedication, and leadership in ensuring that the Civil Rights goals, policies, and initiatives of the agency's programs are effectively administered for the



approximately 1,500 Tech Center employees.

Richard's many accomplishments over the last year included an Affirmative Employment Program evaluation which was used to develop an Affirmative Employment Program for the Tech Center. He developed

and co-sponsored a two-day Model Work Environment Conference attended by more than 400 people, with programs on a variety of subjects, such as Conflict Resolution, Sexual Harassment, Diversity, and Sexual Orientation.

He also began a quarterly newsletter, "Civil Writes," and initiated development of a Civil Rights Web Page that provides information that expands upon EEO policies and procedures as well as guidance and direction in dealing with civil rights issues.

Kudos also to Pat Mabis (ACT-70), Karen Jost (ACT-9), and Louis Spagnuolo (ACT-400) who were nominated for one of these prestigious awards. Although they were not selected, the nomination itself represents a significant honor, acknowledging their individual accomplishments in EEO, affirmative employment, and

ACT Model Work Environment Awards

The Tech Center recently announced the winners of its first annual Model Work Environment Manager/Supervisor of the Year Award. The award honors managers and/or supervisors who demonstrate an in-depth understanding of managing diversity programs and practices that foster and support a Model Work Environment. A review panel rated nominees on the following factors:

- Demonstrates an interest in the welfare of his/her employees;
- Demonstrates awareness of cultural and gender diversity;
- Hires and promotes

- underrepresented groups;
- Implements programs and practices that supports employee development;
- Demonstrates inclusion in decision-making; and,
- Empowers and promotes full utilization of employees.



And, the winner's were:

- Patricia Mabis, Manager, Communications Management Division (ACT-70);
 - Nelson Miller, Manager, Aircraft Safety Branch (AAR-420); and,
 - Edward Schuman, Manager, National En Route Automation Division (AOS-300).
- The other nominees included:
- Brian Colamosca, Manager NAS International Airspace Analysis Branch (ACT-520);
 - Howard Kimpton, Environmental Services Supervisor, Plant Engineering and Operations Branch (ACT-610);
 - William Klein, Supervisor, Materiel Handling Section (ACT-52A)-- nominated by supervisor and employees;
 - D. Michael McAnulty, Manager, Human Factors Branch (ACT-530); and,
 - Robert Marks, Manager, Imaging Technology Branch (ACT-73)

FAAers Win White House Closing the Circle Award

The team of Jim White (AAR-410), Armando Gaetano (ACT-370), and George Legarreta (AAS-100) has been selected as one of this year's winners of the White House Closing the Circle Award. The team won in the Environmental Preferability-Civilian category for their work in helping design an alternative method for aircraft deicing. This same team recently won a 1999 Office of Environment and Energy's Mitigation of Environmental Impacts Award for this same technology (see April 1999 *Intercom*).

This infrared radiant energy deicing system, called InfraTek™, developed by Process Technologies, Inc. (PTI), of Orchard Park, NY, and tested in cooperation with the FAA, provides deicing for business and general aviation aircraft with considerably less harmful effects on the environment than conventional chemical deicing. The system, which does not require the use of contaminants (deicing fluids), has been installed at the Buffalo, NY, and Rhinelander, WI, airports.

The White House established the award in 1995 to encourage Federal agency innovation in implementing Executive Order 12873, "Federal Acquisition, Recycling, and Waste Prevention." The order helps to weave responsible environmental management into the fabric of federal activity by harnessing the government's purchasing power, incorporating



Armando and Jim

environmental considerations into decision making, and encouraging waste prevention and recycling into daily operations.

The annual award not only highlights the Administration's commitment to environmental excellence in government, it is also designed to showcase model Federal programs and facilities and encourage further endeavors by Federal agencies, other public institutions, and the private sector. This year's winners in the 16 award categories included Department of Defense, U.S. Coast Guard, National Park Service, General Services Administration, and Department of Energy personnel. The awards will be presented in a ceremony scheduled for late June.

Performance Management Reminders



Bargaining Unit Employees

The current performance appraisal rating cycle for bargaining unit employees in ARA ended on March 31, 1999. Supervisors may begin communicating final ratings to employees immediately. As you know, supervisors are responsible for timely completing performance appraisals for all of their employees. This means meeting with your employees and communicating to them both the standards for the upcoming rating cycle and the rating for the recently completed cycle. A rating is not considered complete until you have communicated it to the employee. Please be sure that each of your employees is given a photocopy of his/her completed appraisal. The original document should be sent to ACT-10. All ratings for ARA bargaining unit employees must be submitted to ACT-10 by COB Friday, May 28.



Non-Bargaining Unit Employees

Under the ARA Performance Management Program, managers and employees are responsible for initiating/requesting periodic coaching and feedback sessions. We encourage frequent coaching and feedback sessions concerning employees' performance. These discussions should be documented on the front page of the ARA Performance Appraisal Form.

ACT-540 Hosts Capacity Seminar and Workshop

Over the past 23 years, the Aviation Capacity Group at the Tech Center has developed, tested, and applied fast-time simulation models to evaluate potential capacity improvements in response to the FAA System Capacity, Planning and Improvement Program. The group has over 150 years of collective experience investigating various capacity improvement options at almost every major and medium airport in the United States, and some foreign airports.

On February 2-4, ACT-540 conducted a capacity seminar and workshop to help airport planners in the regions operate more effectively as chairpersons of joint government/industry Capacity Enhancement Design Teams. The seminar was initiated by a request from Carolyn Read, Northwest Mountain Region airport planner. Airport planners from several regions and headquarters attended the 3-day session. The topics included capacity analysis, "rule of thumb" techniques, analytical tools and models, fast-time simulation models, and approaches used for a quick airport analysis.

The seminar was conducted by Helen Monk, with assistance from Dan Penrith, Jennifer Morris, and Tony Bradley. Bob Holaday, Cassandra Miller, Al Schwartz, Doug Frye, and John Zinna provided assistance by reviewing the presentation material. The participants agreed the seminar was successful in accomplishing its objectives. The attendees indicated the discussions were informative, useful, and practical. They believed the seminar would help them be proactive and allow them to make better planning and financial decisions.

Lessons learned produced immediate benefits and were effectively applied two weeks later at the next Capacity Enhancement Design Team meeting. The seminar enhanced the ability of the chairperson to keep the meeting focused and at a good pace. To underscore the success of this first seminar, ACT-540 has received requests from other regional planners and "outside" airport planners for another seminar.



Flight Simulator Moves

ACT-350 recently put on quite a show when it moved its newly renovated flight simulator from the first floor to the fourth floor of the hanger. To accomplish the move, an outside rigging company brought a crane inside the hanger, lifted the unit (base and shell) as high as the ceiling of the hanger permitted, and maneuvered the unit through a 4th floor door not much larger than the simulator. They then rolled it down the hallway and into the refurbished simulator bay.



The unit was originally configured as a KC-135 (Boeing 707) flight simulator. ACT-350 converted it into a flexible simulator which can be reconfigured as a Boeing 737 (600 thru 800 series), a Boeing 757, or a Boeing 767. It will be used to allow airline pilots to "fly" new Datalink configurations.

The photos were taken during the renovation by Sarnicola Simulation Systems in Conklin, NY.



Who Is this ACT Manager?

Number of years in the government? *16.*

What's the best thing about your job? *The people and the mission.*

The worst thing? *Being away from my husband.*

Why do you like working at the Tech Center? *There's a direct connection between what we do and making aviation safer and more efficient.*

Life before the Tech Center? *Was there one?*

Smartest career move? *Coming to the Tech Center.*

Not so smart career move? *Selling encyclopedias door to door.*

Favorite vacation spot? *Two of them . . . anyplace in the Caribbean for scuba; and Nantucket (off the coast of Massachusetts for vegging out.*

Hobbies? *Playing trumpet in a couple of music groups, reading, and I've just gotten hooked on genealogy. I also want to get back into flying and scuba which I really enjoy.*

Last book read? *The Aged of Spiritual Machines, which I highly recommend for anyone in our business.*

Magazines read? *AOPA Pilot, sport Aviation; Flying, Bon Appetit, Dive Travel, Scientific American (occasionally), and Fitness (only in January).*

Proudest Moment? *Getting my pilot's license.*

What's your lifelong ambition? *To go on a deep ocean dive with the Woods Hole team in a submersible like Alvin.*

People are always surprised to learn this about me, but . . . *I helped organize a student strike when I was in college to protest the terrible cafeteria food.*

ANSWER ON PAGE 13

AFTIL Hosts Eastern Region, NY DOT, and GE

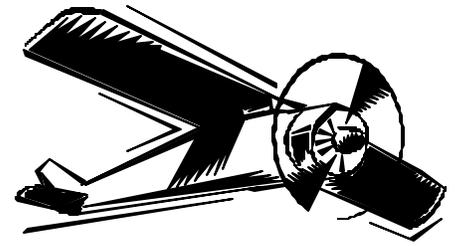
The Airway Facilities Tower Integration Laboratory (AFTIL) hosted a visit for representatives of the Eastern Region AEA-510, ANI-240, General Electric Corp (GE), New York State Department of Transportation, and the National Express Airport Group on May 13, 1999. The purpose of the visit was to evaluate the potential impact on air traffic control operations if a new aircraft hangar were built in front of a proposed new control tower at Stewart International Airport, Newburgh, NY.

To accomplish the simulation, the AFTIL team created a computer model of the Stewart airport, then projected a 240-degree horizontal and six-foot vertical photorealistic display using panoramic photographs taken from the proposed control tower site. After the computer model and photos were processed, they underwent a quality control check to insure accuracy. A computer generated model of the proposed GE hangar was sited onto the panoramic photographs. The AFTIL team then generated an operational scenario with aircraft arriving and departing the airfield. This provided a realistic operational simulation, which was visually accurate, allowing a complete tower siting and shadowing evaluation.

The regional representatives, airport officials, and GE agreed that the potential impact to air traffic control posed a hazard to

aviation and are working on alternate solutions to redesign the hangar, to re-site the hangar, or to re-locate the control tower. The best comments the AFTIL could get came from one of the GE representatives when he said, "You could not put into words the impact this simulation has had on helping us resolve these siting issues."

The AFTIL is an Airport Traffic Control Tower simulation facility and is part of the Structures/Transition Section (ACT-221), Tower/FSS Branch (ACT-220) in the ATC Engineering and Test Division (ACT-200). Its mission is to support control tower siting, tower equipment transition, control tower console mock-ups, and tower integration issues for any Airport Traffic Control Tower (ATCT) facility. The AFTIL is sponsored by ANS-240 and supports ANI Terminal Platform personnel at the Implementation Centers, and local and regional AT and AF personnel.



Plane Safety

On May 15, 1930, the first airline stewardesses boarded planes with the following set of instructions from an early stewardess manual:

- Keep the clock and altimeter wound up;
- Carry a railroad timetable in case the plane is grounded;
- Warn the passengers against throwing their cigars and cigarettes out the windows; and,
- Keep an eye on passengers when they go to the lavatory to be sure they don't mistakenly go out the emergency exit.

(Adapted from *First Draft*)

Who Is This ACT Manager?

Anne Harlan, Director



Anne with Keith Biehl

Come One, Come All

At 1:00 p.m., on Wednesday, June 23, Sharon Graves and Dana Lakeman will be presenting a Y2K briefing in the Auditorium. Come learn how you can be one of Administrator Garvey's Y2K "ambassadors." Don't miss this opportunity to learn about this program and how you can help the agency achieve one of its top priorities.



FREQUENTLY ASKED QUESTIONS REGARDING THE ACCOUNTABILITY BOARD

The following "Frequently Asked Questions" were developed to communicate to managers, supervisors and employees key features of the Accountability Board's process and to clarify existing procedures for reporting, investigating, and processing allegations of sexual harassment, misconduct of a sexual nature and related reprisal as prescribed in FAA Order 1110.125.

FAA Order 1110.125 uses certain terms to define key individuals in the process. Specifically, the "**complaining party**" is the individual alleging sexual harassment or misconduct of a sexual nature; the "**respondent**" is the individual against whom such an allegation is made; and the "**accountable official**" is the management official within the **respondent's** organization who is ultimately responsible for ensuring the agency responds to the allegation in a timely, appropriate, and consistent manner. In Washington headquarters, the **accountable official** is one level below the associate/assistant administrator serving on the Board, except in the Air Traffic Services and Regulation and Certification organizations where the **accountable official** is at the service or office director level. In the field, the **accountable official** is the Division Manager, Regional or Center Counsel, or Regional Administrator or Center Director employing the **respondent**. You will find these terms used throughout these questions and answers.

Frequently Asked Employee Questions

1. What is the Accountability Board?

The Accountability Board consists of senior management officials whose purpose is to oversee how the agency responds to allegations/incidents of sexual harassment, misconduct of a sexual nature, and related reprisal. The Board process outlines standardized procedures and provides aggressive timeframes to ensure that all such allegations are responded to in a timely, consistent, and appropriate manner.

2. Who is on the Board and how often does it meet?

The Board is comprised of senior FAA officials, including the Associate Administrator for Civil Aviation Security, the Assistant Administrator for Civil Rights, the Assistant Administrator for Human Resources and the Associate/Assistant Administrator employing the Respondent. A member of the FAA executive service chairs the Board. For its first year, Carolyn Blum, Southern Regional Administrator, is the Board Chair. In addition, a member from the Departmental Office of Human Resources (HR) serves as an independent member of the Board. A member from the Chief Counsel's Office serves the Board in an advisory capacity. Since July 1, 1998, the Board has met weekly to review reported allegations/incidents and the dispositions of concluded cases.

3. What is the scope of the Board's purview?

The scope of the Board is limited, at this time, to sexual harassment, misconduct of a sexual nature, and reprisal for having reported sexual harassment or participated in a related inquiry or investigation. Misconduct of a **sexual nature** is behavior that falls short of the legal definition of sexual harassment (as set forth in question #4 below), but, nevertheless, is inappropriate behavior in the workplace.

4. What is the difference between "sexual harassment" and "misconduct of a sexual nature"?

Sexual harassment is defined in 29 Code of Federal Regulations (CFR) 1604.11(a) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The threshold for establishing sexual harassment, as defined above, is relatively high. For instance, in most cases a one-time event will not meet this threshold. The majority of allegations/incidents reported to the Board thus far have not met this threshold but fall into the category of misconduct of a sexual nature, i.e., conduct that falls short of the legal definition but is nonetheless inappropriate for the workplace.

Examples of misconduct of a sexual nature that *may* not rise to the definition contained in 29 CFR 1604.11(a) include an inappropriate joke of a sexual nature; an inappropriate picture, poster or other printed sexual material in the workplace; a sexual innuendo; sexual teasing or gestures; or an unwelcome, sexually-related letter or telephone call.

5. Why is the scope of the Board limited to sexual harassment and sexual misconduct?

The decision to initially limit the scope of the Board was based partially on lessons learned from other agencies with similar processes. We are hopeful that the experience gained from the successful implementation of our processes and procedures during the first year of operation of the Accountability Board will enable us to broaden the scope to include other types of inappropriate behavior in the future.

6. Are there plans to expand the scope of the Board into other areas of harassment?

The Administrator has committed to expanding the role of the Board in the

(Continued on page 15)

future to address other issues as well. How and when the Board's scope will be expanded and what other kinds of issues and behavior it will address has not yet been determined. The Order establishing the Board (FAA Order 1110.125) provides for an evaluation of the Board process after one year. The evaluation will provide information relevant to broadening the scope of the Board to include other types of inappropriate behavior contributing to a hostile work environment.

7. Does the Accountability Board process cover same-sex sexual harassment/misconduct?

Yes, *all* allegations/incidents of sexual harassment or misconduct of a sexual nature are covered by the Accountability Board process. The process does not, however, cover other discriminatory issues based on *gender* (e.g., nonselection for promotion because of gender or sexual orientation).

8. Does the Board deal with all allegations of hostile work environment?

No. Only allegations/incidents of hostile work environment related to sexual harassment, sexual misconduct or related reprisal fall under the purview of the Accountability Board. Allegations/incidents of hostile work environment *not of a sexual nature* are not under the purview of the Board.

9. Can I remain anonymous if I report an allegation to my supervisor or to the Board directly?

Generally, the answer is no. Once management becomes aware of an allegation, they have an affirmative responsibility to act. This is the case even if an employee says, "I want you to know about this, but I don't want you to do anything about it." Management must, at a minimum, conduct an inquiry and, based on the facts, take appropriate action. Allegations will be handled, however, with the utmost sensitivity, and only those individuals with a "need-to-know" are apprised of the allegations. In cases where it is not necessary to

reveal the identity of a complaining party to deal appropriately with the allegation, that employee's identity may, in fact, be protected.

10. Can I remain anonymous if I report an allegation to an EEO counselor?

Yes, an individual may remain anonymous during the pre-complaint (informal counseling) phase of the discrimination complaints process. Specifically, an EEO counselor cannot reveal a complainant's identity unless authorized to do so by the complainant or until he or she files a formal discrimination complaint.

11. If I report an allegation to an EEO Counselor, will it be reported to the Board?

Yes. EEO Counselors are obligated to report all allegations of sexual harassment and sexual misconduct to the Board within two days of receipt of the allegation. As a general rule, they will report all information that is available to them unless a complainant has requested anonymity during the informal process. In that case, the allegation will be reported in a manner that does not reveal the identity of the complainant. However, it must be understood that requests for anonymity may limit management's ability to respond to the allegation.

12. As a Complaining Party, what information am I entitled to regarding the outcome of my allegation?

Feedback to both the Complaining Party and the Respondent is an important part of the Accountability Board process and is the responsibility of the Accountable Official or his or her designated management official. During the processing of an allegation, the Complaining Party may receive feedback relating to the status/processing of the allegation/investigation. Substantive information concerning the facts developed, merits of the allegation or disposition of the case generally will not be available. All information generated in this process will be subject to the provisions of the Privacy Act. Disclosures of such information to persons *other than* agency officials who need to know the information to perform their official duties is generally

prohibited.

13. As a Respondent, how much information will I receive regarding the inquiry/investigation, and at what point will I receive it?

Much like a Complaining Party, during the processing of an allegation, the Respondent may receive feedback relating to the status/processing of the allegation/investigation. If an allegation reported to the Board is the subject of a subsequent disciplinary action, a Respondent is entitled to the due process rights granted by the Federal Aviation Administration Personnel Management System (FAPM) 2635 and the Personnel Reform Implementation Bulletin (PRIB) #17. This includes the right to review the material relied upon to take such an action. In addition, in cases where formal disciplinary actions are proposed (e.g., suspensions or removals from Federal service), the Respondent will be given an opportunity to respond to the proposed action. In such cases, the information relied upon to support the disciplinary action will be made available to the Respondent by the appropriate supervisor or management official. It is important to understand, however, that these rights derive from the conduct and disciplinary process, rather than the Accountability Board process. The Accountability Board does not establish any additional rights to information.

In cases where the allegation is not substantiated, under the Board process, the Respondent should receive feedback to that effect but should not receive any documents other than statements he or she provided.

14. How does the Accountability Board process relate to the EEO process, and don't the two processes overlap?

The Accountability Board process and the EEO process share the common goal of ensuring a work environment free of sexual harassment. The EEO process is an avenue for individual employees to seek relief based on unlawful discrimination, including sexual harassment. The Accountability Board, on the other hand, provides senior-level oversight to ensure that managers and

supervisors are held accountable for properly responding to allegations/incidents of sexual harassment and other misconduct of a sexual nature whether or not an EEO complaint is filed. The Accountability Board does not review or consider what relief, if any, to which the Complaining Party may be entitled.

The purpose of the Board is not to redress individual complaints or grievances but to assist senior management in ensuring that FAA managers and supervisors fulfill their responsibilities in the handling of allegations of sexual harassment. The existence of the Board, and management's oversight through the Board, does not change or in any way impact an employee's rights or responsibilities under EEO. The EEO process, for instance, has specific statutory and regulatory bases that are entirely unaffected by the Accountability Board process. If an employee wishes to pursue allegations of sexual harassment through the EEO process, he or she must contact an EEO counselor within 45 days of the date the incident occurred or the date he or she reasonably should have been aware of the alleged discrimination. Reporting of an allegation to the Accountability Board in no way affects these timeliness requirements.

Because the EEO and the Accountability Board processes are separate, it is possible for their respective fact-finding processes to overlap. The timelines associated with them, however, are such that, as a practical matter, any fact-finding or investigation related to the Accountability Board process likely will have been completed before a formal investigation is conducted in conjunction with the EEO process. Information acquired in the course of conducting an inquiry or investigation for the Accountability Board process may be shared with an EEO investigator.

15. What if I do not want my supervisor to initiate any action?

As mentioned earlier, once management becomes aware of an allegation, it has an obligation to act. It must investigate and, based on the facts, take appropriate action. This is the case even if an employee says, "I want to report this, but I don't want you to do anything about it."

16. May I report allegations directly to the Board?

Yes. While we encourage you to use your management chain to report allegations of sexual harassment, you may also report allegations directly to the Board by calling the Board Coordinator at (202) 493-4103.

16. What type of behavior has been reported to the Board so far?

Allegations/incidents reported to the board thus far have ranged from relatively minor misconduct such as inappropriate jokes of a sexual nature to more serious allegations of stalking and quid pro quo sexual harassment. In general, the most prevalent behavior reported can be grouped into four categories of misconduct: inappropriate language/jokes; misuse of government computers to access pornography or to send sexually explicit material via cc-mail; unwelcome attention or requests for dates; and inappropriate touching.

16. How can I get more information about the Board?

FAA Order 1110.125 provides detailed information about the Board and its process. The Board also publishes reports on a quarterly basis, which provide general information about the number and nature of allegations/incidents reported as well as the disposition of actions initiated by management. Copies of the first and second quarterly reports as well as other information about the Board, including these Frequently Asked Questions, can be obtained by accessing the HR Policy and Guidance homepage (<http://interweb.faa.gov/ahr/policy>) and clicking the Employee Relations' linkage button. In addition, if you have questions regarding the Accountability Board, you may contact the Board Coordinator at (202) 493-4103.

Watch this space next month for Manager FAQs.

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