



Federal Aviation
Administration



Facility Orientation Guide

Andrews AFB Air Traffic Control Tower
"Home of Air Force One"

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#UMD030905





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Welcome Letter

Andrews ATC Tower
Andrews AFB Bldg 1216
Andrews AFB MD. 20762

Dear New Employee:

Welcome to Andrews Tower! Here you will have an opportunity to work with an outstanding team of professionals that help make this a great place to work. Your knowledge, abilities and positive attitude make you a highly regarded addition to our team, and I am certain that you will make a positive impact on our future.

All of us want to make your tenure at this facility as enjoyable and rewarding as possible. Please feel free to ask any questions and express your thoughts and ideas to our staff and management. Our aim is to create an informal atmosphere and involve everyone in the process of making our facility an exceptional place to work.

I look forward to working with you, and would like to welcome you again to our team! If you need additional time for move related activities, please contact me as soon as possible at (301) 735-2380, to make other arrangements.

Sincerely,

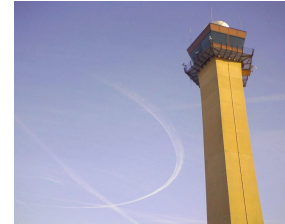
Norma Ely.
Air Traffic Manager
Andrews ATCT



Andrews Tower Today

Federal Aviation Administration

Federal Aviation Administration personnel at Andrews are responsible for the air traffic control and airway facilities over and around Andrews Air Force Base airfield.



There are 13 air traffic controllers and 4 Front Line Managers assigned to Andrews (ADW) ATC tower. The FAA provides services for approximately 110,000 aircraft operations each year including movements of the president (Air Force One), vice president (Air Force Two), foreign heads of state and all types of aircraft from the Air Force, Navy, Marines, Army, Coast Guard and their reserve forces, as well as civil aircraft and chartered commercial airliners.

The men and women at ADW control and service a complex network of air traffic as part of the national airspace system. Their mission is the safe movement of air traffic through a very secure piece of our nation's airspace.

In addition to the highly complex air traffic control responsibility they performs, the ADW tower plays a major role in the base's community relations program, taking hundreds of tour group visitors through the facility each year foreign and domestic.



Management Support Staff and Operational Teams

The Management team consists of the following:

Norma Ely, Air Traffic Manager (Acting)

Four (4) Front Line Managers

James Ampey

Jose Calderon

David Maddox

Howard Sapp

The Support Staff:

Candy Buckler, Secretary

The Operational team consists of the following:

Mark Hines, NATCA Facility Representative

Thirteen (13) Air Traffic Control Specialists



Directions to Andrews Tower

Address: FAA/ADW ATCT Bldg 1216 Andrews AFB MD 20762

From Washington, DC:

- From S Capitol St. Merge onto S. Capitol St SW Slight left turn onto Suitland Pkwy E (entering Maryland). Take exit towards Suitland Rd. Turn Rt at Suitland Rd. Continue onto Suitland Rd. to Andrews Air Force Base

From Points West:

- **Via I-66** east to I 495 S towards Richmond. Continue on I 495 through the Wilson Bridge into Maryland. Take exit 9. Turn Left at light and then right onto Andrews Air Force Base.
- **VIA VA-267** (Toll Road) to I 495 S towards Richmond, Continue on I 495 through the Wilson Bridge into Maryland. Take exit 9. Turn Left at light and then right onto Andrews Air Force Base.

From Points East

- Take US 50 W towards Washington DC. Take exit **7A** to merge onto **I-495 S/I-95 S** toward **Richmond**. Take exit **9** toward **Allentown Rd/Morningside**. Turn Right onto Allentown Rd. Goto light turn left onto Andrews AFB.

From Points North

- Follow I 95 S / I495 S. Take exit **9** toward **Allentown Rd/Morningside**. Turn Right onto Allentown Rd. Goto light turn left onto Andrews AFB.

From Points South

- Take **I-95 N to I-495 E/ I-95 N** (towards Baltimore, cross the Wilson Bridge entering Maryland). Take exit 9. Turn Left at light and then right onto Andrews Air Force Base.



Expectations of All Employees

Andrews Tower Leadership Team expects all employees to:

- Come to work, be on time
- Be prepared – mentally and physically
- Understand leave policy and manage your leave appropriately
- Be cooperative and professional
- Treat people with respect and dignity
- Take initiative
- Be accountable
- Lead by example – be a good role model
- Do not tolerate or engage in any form of harassment or discrimination
- Actively participate in training
- Know your airspace and systems, know your equipment
- Use prescribed phraseology/correct facility and equipment names
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member



Andrews Tower Policies

Reporting for Duty

Please arrive at the Andrews visitor center at 0800 for your first day at Andrews Air Traffic Control Tower. If you encounter difficulty getting here, please call the administrative office at (301) 735-2380 and or the control tower at (301) 981-4768 and advise them of your arrival time. An employee or manager will come out to the gate to escort you into the facility.

You will need a “Pathfinders” badge to gain access to the tower, however until you are issued this badge, you will be required to call the tower each day at the pathfinders gate to get in. So please keep the tower number handy.

Admin office number: (301) 735-2380

Tower number: (301) 981-4768

Hours of Duty

Initially, you will be assigned to the Training Department; your manager is Mrs. Norma Ely. Your shift will be Monday thru Friday, 0800am – 1630pm, until you are assigned to the operation and have successfully completed the first tier of your training. Your Front Line Manager (FLM) will discuss your new schedule once you are assigned to the Training Team. Upon arrival, policies will be discussed with you concerning breaks, leaving the facility, recall policies, emergencies, leave, etc.

Parking

The tower parking lot is adjacent to the tower in front of the fire station.



Security

Security is of the highest priority. Badges are to be worn at all times. There are special security measures when answering FAA official phones and the handling of aircraft. Security will be a part of your training. When entering or exiting security gated roadways, do not drive off until the gate has closed behind you.

Cell Phones

Cell phones are not allowed in the tower cab. You may use them on your breaks in an area away from the operations room. This is strictly adhered to as an interference with air traffic systems could occur if they are on in the tower cab. The tower cab must be free from distractions at all times. Phone calls are allowed on break and the use of FAA phones is for official calls or in special circumstances only. When dialing outside the building, you must dial (9) first, followed by (1) plus the area code and number. Use 800 numbers when possible.



Local Area Information and Online Resources

Local Area Resources

Loudoun County - www.loudoun.gov

Fairfax County - www.fairfax.gov

Prince Georges County MD- www.princegeorgescountymd.gov

Arlington County VA. - www.arlingtonva.us

Chamber of Commerce

Virginia Chamber of Commerce – www.vachamber.com

Fairfax County Chamber of Commerce – www.fccc.org

Loudoun County Chamber of Commerce – www.loudouchamber.org

Maryland Chamber of Commerce - www.mdchamber.org

Maryland Chamber of Commerce / Visitor Bureau Directory -
www.2chambers.com/maryland.htm

Annapolis and Anne Arundel County Chamber of Commerce -
www.annapolischamber.com

Greater Bowie Chamber of Commerce - www.bowiechamber.org

DC Chamber of Commerce - www.dcchamber.org



Housing and Relocating Assistance

www.crossroadsrealtors.com

www.varealtors.com

www.virginiahometownrealtors.com

www.weichert.com

www.century21.com

www.longandfoster.com

Restaurants

On Base:

Taco Bell
Charley's
Robin Hood
Captain D's
Burger King
Starbucks Coffee

Off Base:

McDonalds
Dunkin Doughnuts
Popeye's Chicken
Checkers
Arbys
Other local Restaurants

Shopping

Wal-Mart
Lowe's