



Federal Aviation  
Administration



# Facility Orientation Guide

## Shreveport RAPCON/ATCT





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## *Welcome Letter*

Dear New Employee,

Welcome to SHV RAPCON/ATCT! Here you will have an opportunity to work with an outstanding team of professionals that help make us a great place to work and develop your skills. Your knowledge, abilities and positive attitude made 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 the staff and senior leadership. 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!

Sincerely,

Karen Harris

SHV RAPCON/ATCT Manager



### *SHV RAPCON/ATCT Today*

SHV RAPCON/ATCT is a 24 hour Level 7 facility. The Tower is located at Shreveport Regional Airport and the RAPCON is located on Barksdale AFB in Bossier City, LA. Although the facilities are 10 miles apart, controllers regularly rotate through both facilities.

Utilizing STARS and ASR9, the RAPCON provides approach control service to Shreveport Regional Airport, Shreveport Downtown Airport, Barksdale AFB, and several other satellite airports.

Currently, the staff at SHV consists of an Air Traffic Manager, 4 Front Line Managers, a contract Staff Specialist, a contract Training Specialist, an Administrative Assistant, 14 fully certified controllers, and developmentals.

### *SHV RAPCON/ATCT Directory*

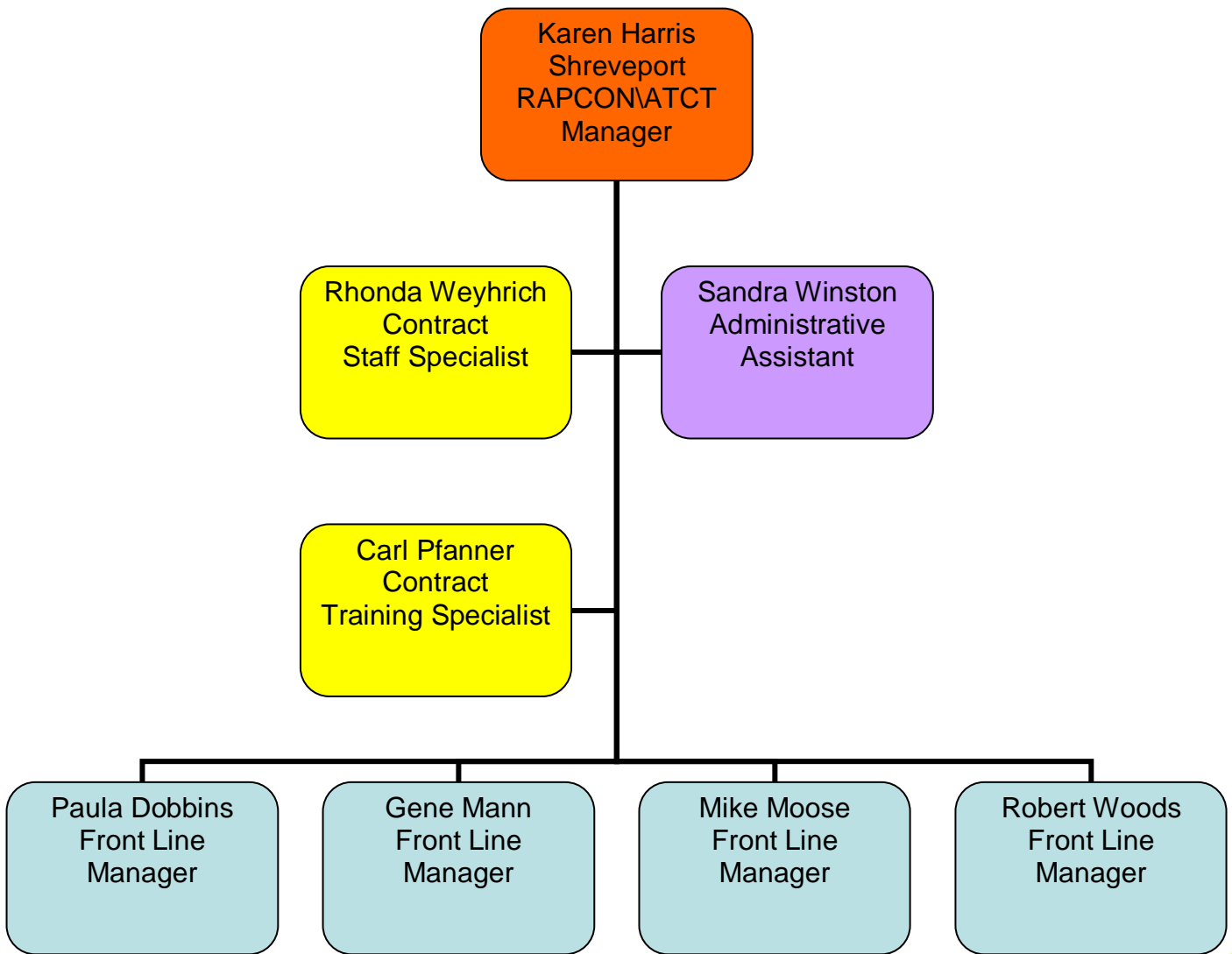
>> Front Desk	(318) 747-8500
>> Manager's Office	(318) 747-8566
>> Facility Fax	(318) 747-8536





### *SHV RAPCON/ATCT Organizational Chart*

The following organizational chart depicts the structure of the SHV RAPCON/ATCT Management Team.





## *Our Expectations of All Employees*

At Shreveport RAPCON/ATCT, **Quality, Pride and Professionalism**, are the three main qualities that we look for in our employees.

As a representative of the United States Government you are expected to:

- Treat people with respect and dignity
- Be accountable
- Lead by example – be a good role model
- Do not tolerate or engage in any form of harassment or discrimination
- Adhere to all procedures and regulations

As an employee you are expected to:

- Arrive for work each day both mentally and physically prepared.
- Understand our leave policy and manage your leave appropriately
- Be cooperative and professional.
- Take initiative
- Actively participate in your training
- Be willing to provide and receive constructive feedback
- Be an effective team member



## *Policies*

### *Reporting for Duty*

SHV administrative office is located at the RAPCON on Barksdale AFB. On your first day of duty, arrangements will be made to meet you at one of the gates. You will need proof of insurance, a valid driver's license, and vehicle registration in order to secure a temporary pass to drive on the base.

### *Security - ID Cards*

As soon as possible, after arrival, you will be issued an FAA ID card, a proximity card, a Shreveport Regional Airport ID card, and a Barksdale AFB Combined Access Card. In order to drive through security to the Tower, you will also be issued a hang tag for your vehicle after completing airport driving training.

### *Hours of Duty*

Classroom training is conducted in the RAPCON. Initially, developmental controllers will generally work Monday through Friday from 0800 - 16:30. After completing classroom training, developmental controllers are placed on shift to facilitate OJT.

### *Cell Phones*

All cell phones and PDAs must be completely turned OFF prior to entering any operational area. The use of cell phones while in classroom training should be limited to break periods.

### *Guests and Visitors*

Guests, visitors, or tours must be pre-approved. Visitors will be escorted into the building and must have an escort at all times.



## *Local Area Information*

### *Shreveport-Bossier City Profile*

This area is known as the Ark-La-Tex since it is located in the northwest corner of the state adjacent to both Arkansas and Texas.



<sup>1</sup>: Louisiana Boardwalk, Bossier City

The cities of Shreveport and Bossier City are divided by the Red River and, regardless of which side you choose, there is something here for everyone. Our weather, our food, our sports, and our culture are perfect for every taste.



<sup>2</sup>: Skyline, Shreveport





### *Barksdale AFB*

Home to the newly established Global Strike Command, the 2d Bomb Wing, the 917<sup>th</sup> Wing, and the Mighty 8th Air Force, Barksdale Air Force Base, Louisiana is situated on over 22,000 acres of land in the northwest corner of Louisiana. The A10s, B52s, and warriors of Barksdale have a proud tradition serving both at home and abroad in support of the Global War on Terrorism; they have played vital roles in combat operations supporting Operation Enduring Freedom in Afghanistan and Operation Iraqi Freedom.

Serving almost 58,000 active duty, reservist, civilian employees, family members and retirees, Barksdale is an integral part of the local communities. The local area is extremely supportive of the base and its mission.

[http://en.wikipedia.org/wiki/Barksdale\\_afb](http://en.wikipedia.org/wiki/Barksdale_afb)





### ***Online Resources***

<http://www.shreveport-bossier.org/>

<http://www.bossiercity.org/>

[http://en.wikipedia.org/wiki/Bossier\\_City](http://en.wikipedia.org/wiki/Bossier_City)

<http://www.ci.shreveport.la.us/>

[http://en.wikipedia.org/wiki/Shreveport,\\_Louisiana](http://en.wikipedia.org/wiki/Shreveport,_Louisiana)

### ***Just For Fun***

<http://www.shreveportbossierfunguide.com>

### ***Housing and Relocating Assistance***

<http://www.shreveport-real-estate.net/>

### ***Local News***

<http://www.shreveporttimes.com/>

### ***Schools***

<http://www.shreveport-real-estate.net/bossier-caddo-parish-schools.htm>

### ***Local Sports Teams***

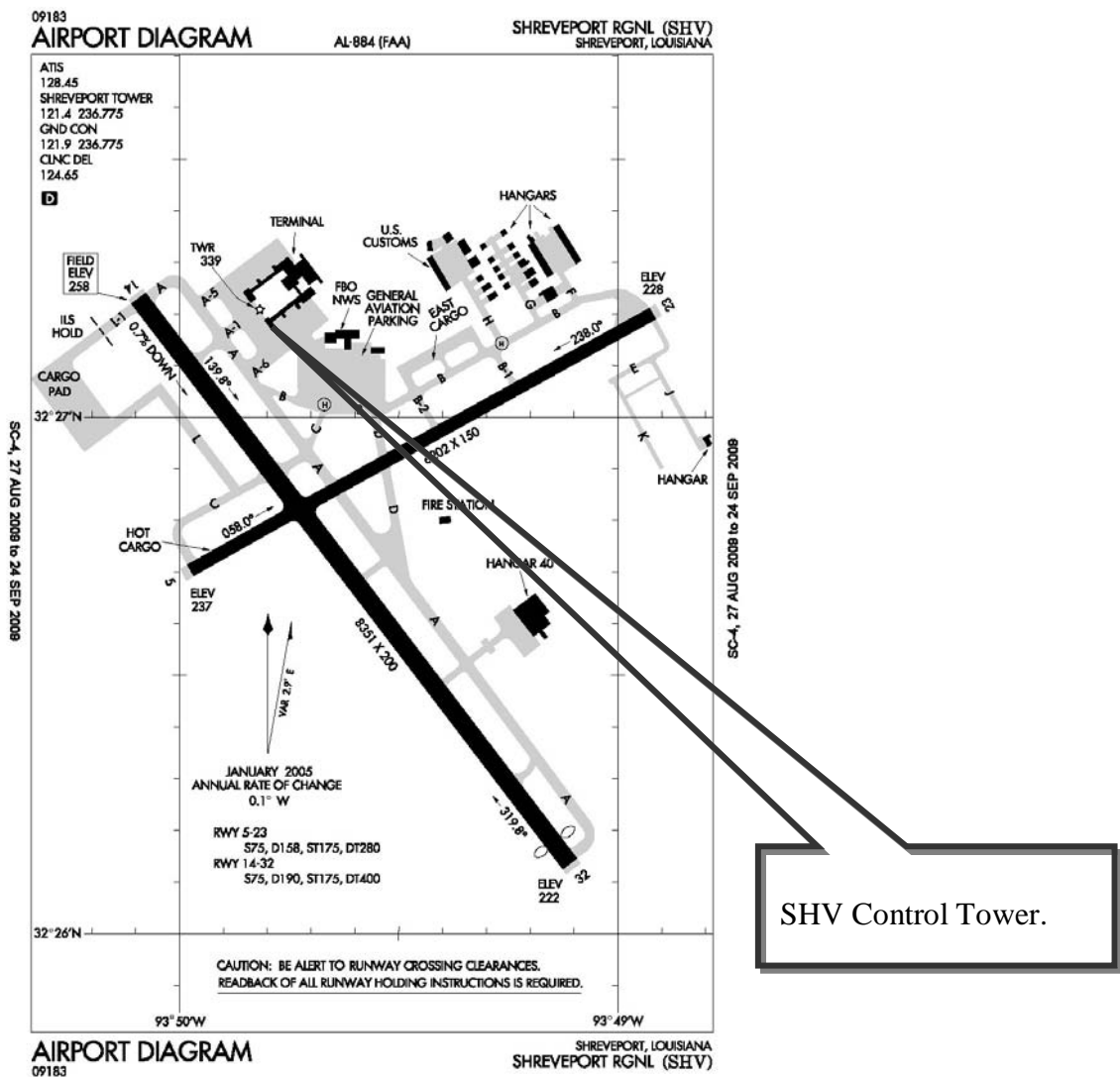
Baseball: Captains      <http://www.sbcaptains.com/>

Football: Battle Wings      <http://battlewings.com/>

Hockey: Mudbugs      <http://www.mudbugshockey.com/>



### SHV RAPCON/ATCT and Airport Area Map





## *Photos of the Airport*



**<sup>2:</sup> Shreveport Regional Airport Aerial Map**



**<sup>3:</sup> Shreveport Regional Airport Terminal**





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