



Federal Aviation  
Administration



# Facility Orientation Guide

## Southern California TRACON





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## WELCOME LETTER

Dear New Employee,

Welcome to Southern California TRACON! Here you will have an opportunity to work with an outstanding team of professionals that help make SCT 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.

We all 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,

A handwritten signature in black ink that reads "Charles A. Ullmann".

Charles A. Ullmann  
Southern California TRACON Manager



## SOUTHERN CALIFORNIA TRACON YESTERDAY AND TODAY

Southern California TRACON (SCT) was commissioned in 1992. The first consolidating TRACON facility to arrive was in 1994, Los Angeles TRACON, followed by Coast, Burbank, Ontario and then San Diego. The consolidation was complete in 1995. In 2007, Palm Springs Radar sectors were absorbed into Southern California TRACON.

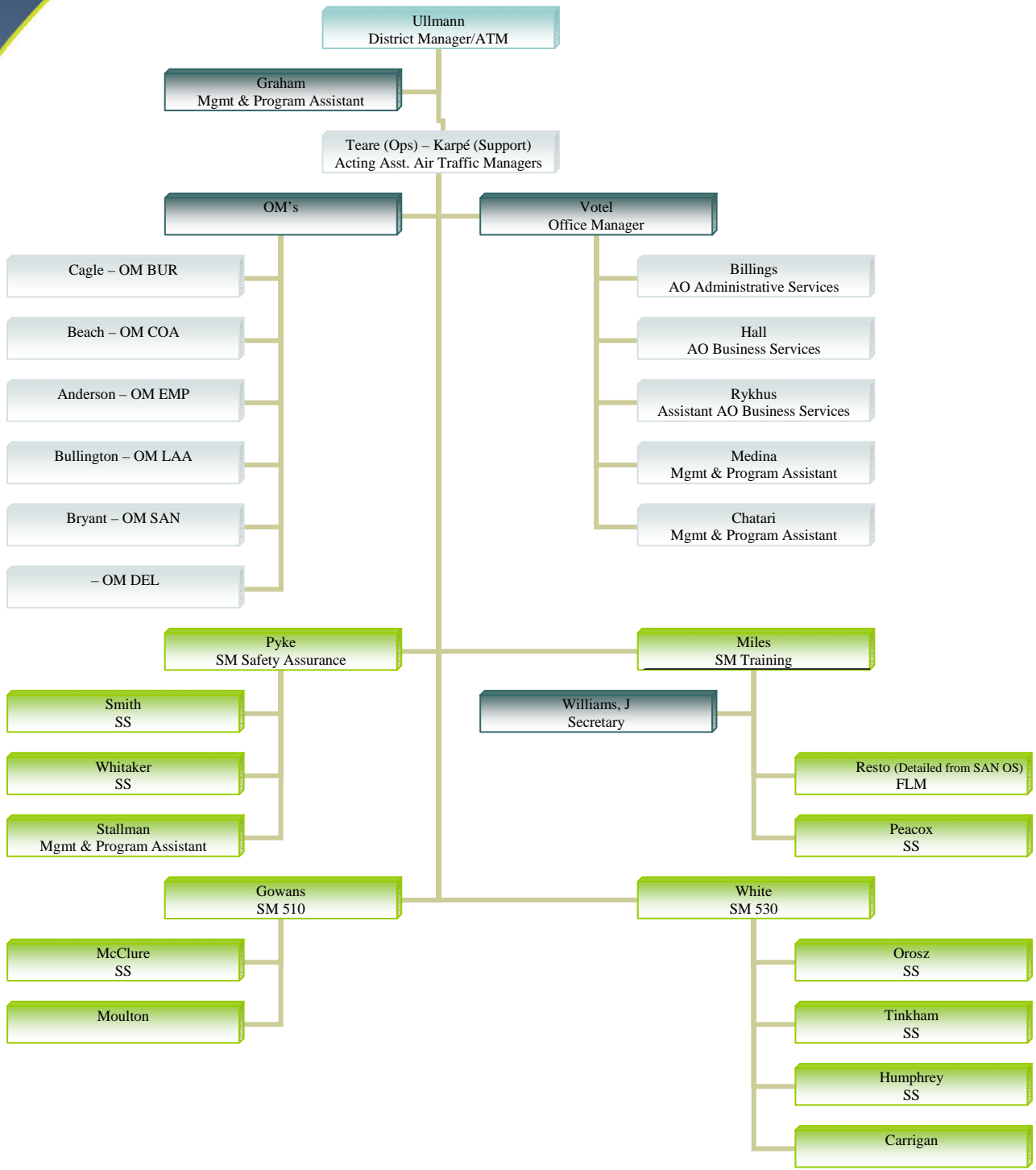
SCT serves most airports in Southern California and guided about 2.2 million planes over roughly 9,000 square miles last year, making our facility one of the busiest in the world. SCT, or SoCal TRACON, as it is nicknamed, provides radar air traffic approach control services to all arriving and departing aircraft for most airports in southern California. SCT's airspace covers an area from 20 miles north of Burbank to the US/Mexican border and from San Bernardino to Santa Catalina Island. Airports receiving SCT services include Burbank Airport, John Wayne Airport, Los Angeles International Airport, Long Beach Airport, March AFB, MCAS Miramar, NAS North Island, Ontario Airport, San Diego International Airport, Van Nuys Airport and many more smaller airports that service general aviation.

In the Operations room, air traffic control duties are divided into six areas. You will be assigned to one of those areas after your arrival at SCT. Control Areas are Los Angeles (LAA), Del Rey (DEL), Coast (COA), Burbank (BUR), Empire (EMP), and San Diego (SAN). You will be assigned to the training department for training. A training team will work with the training department to ensure you have the necessary skills to train in the operations room.

SCT has an on-site day care center, banking ATM and workout room for use by its employees. Upon arrival, you will go through a comprehensive orientation before beginning classes. You will have classes in your assigned area as well as practice in the Radar Simulation Lab before you work live traffic. All developmentals progress at a different rate through the training program, so do not get discouraged. You are the future of SCT, so it is up to you to be ready for the challenge. This very well could be the most challenging job and career that you'll ever love.

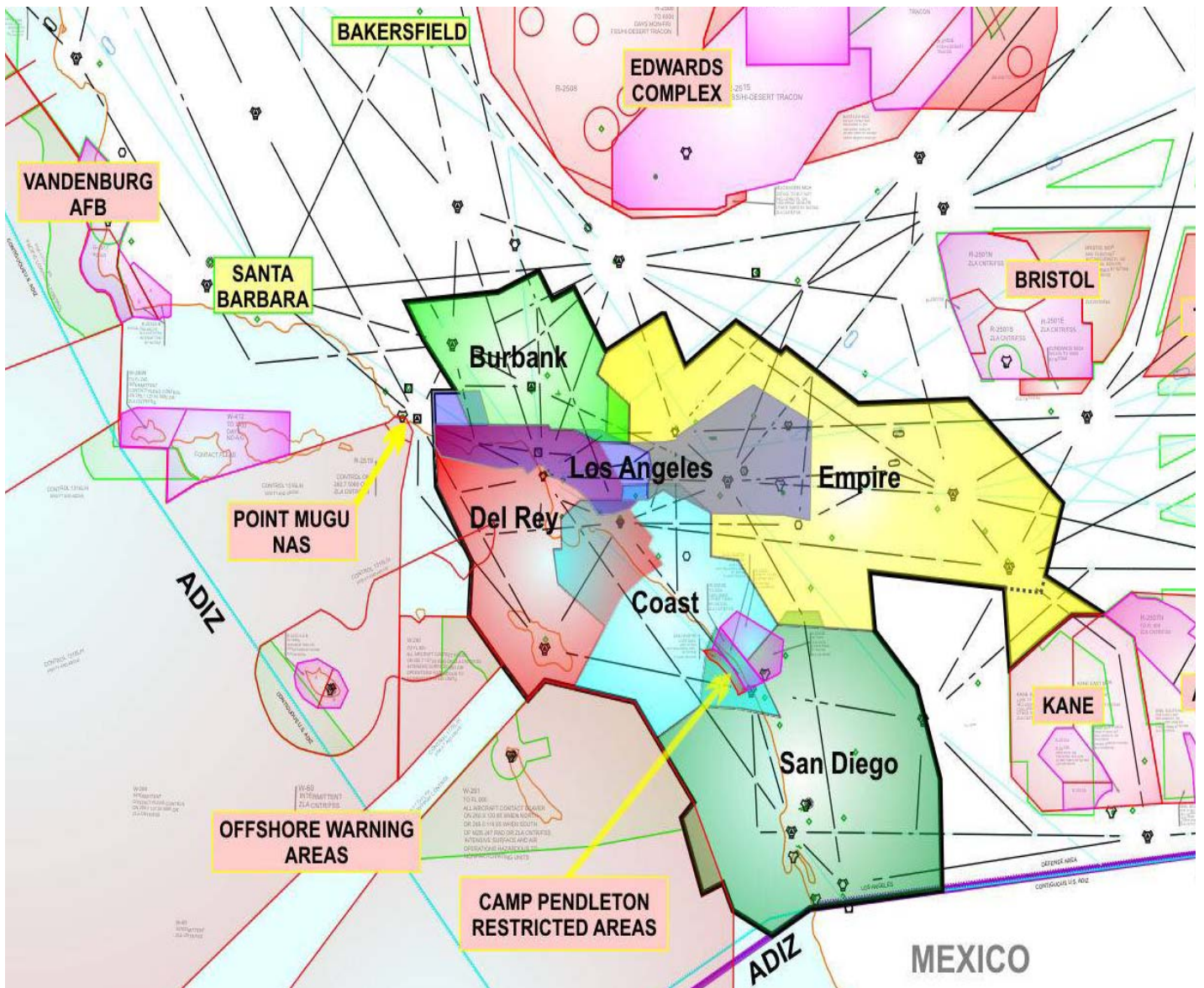


# SOUTHERN CALIFORNIA TRACON ORGANIZATIONAL CHART





## SOUTHERN CALIFORNIA TRACON (SCT) AIRSPACE MAP





## OUR EXPECTATIONS OF ALL EMPLOYEES

Southern California TRACON 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, procedures (7110.65, SCT SOP), your equipment, and develop eXpert Knowledge (APEX)
- Use prescribed phraseology/correct facility and equipment names
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member
- Ensure you know what is expected of you and if you ever have any questions  
**ASK!**



## **POLICIES**

### **Reporting for Duty**

When you first arrive, check in at the security gate at 0700 for your first day at Southern California TRACON (if you encounter difficulty getting here, please call the Operations Manager's desk at (858) 537-5900 and advise them of your arrival time). The security guard will notify the Training Department you have arrived. Initially, you will be given a temporary pass for your vehicle and a visitor's badge. They will direct you to parking and the cafeteria entrance of the building where you will be met by the Training Specialist. You will receive an FAA ID that will allow for building access and a parking sticker for your vehicle. The visitor's pass will need to be returned as you leave the facility at the end of your shift. .

### **Hours of Duty**

Initially, you will be assigned to the Training Department. Your shift will be Monday to Friday, 0600-1430 until you have successfully completed the first tier of your training and assigned to the Operations Room. 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**

Any vehicle you will be driving to SCT will need a parking sticker. You can get a parking sticker from the Support Manager for Planning and Requirements. They are to be placed on the driver side, lower left of your windshield. Please bring all registrations and proof of insurance for any vehicle you intend to drive at SCT.

### **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 handling of aircraft. Security will be a part of your training.

### **FAA ID Cards**

The Support Manager for Planning and Requirements is responsible for issuing your SCT FAA ID. An appointment will be scheduled for you as soon as possible to apply for your





badge. Until your badge is received and issued, you will be required to wear a temporary badge issued daily by the security guards. Once you have your official badge, you are required to wear it at all times and displayed at a level above your waist for security purposes. If you lose your badge or it is stolen, you must notify management immediately to process appropriate paperwork and to be re-issued a replacement badge.

### **E-Access**

You will receive user id's and passwords for access to the different electronic information platforms you will use.

### **Guests and Visitors**

Guest and visitor access is extremely limited due to security reasons. You must discuss this with your FLM for approval. Your FLM will advise you of the required coordination and forms necessary along with required procedures once they arrive. Approval is not automatic, and as much advance notification as possible is suggested for coordination.

### **Cell Phones**

Cell phones must be off while in the classroom and operations/control room. 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 control room. The control room must be free from distractions at all times. If there is an unusual circumstance requiring you to be available please discuss this with the FLM in your area. Cell phones also must be off while in the classroom and lab during instruction as well.

### **FAA Phone Use**

Phone calls are allowed on break, however, the use of FAA phones are for official calls or in special circumstances only. Coordinate with Management to use the phones and limit the time. When dialing outside the building, you must use (9) first, followed by (1) plus area code and number. Use toll free numbers when possible.



## LOCAL AREA INFORMATION

### San Diego Facts and Points of Interest

It is no wonder that you have been hearing about San Diego from your family and friends! California's second largest city and the United States' seventh largest, San Diego boasts a citywide population of nearly 1.3 million residents and more than 3 million residents countywide. Within its borders of 4,200 sq. miles, San Diego County encompasses 18 incorporated cities and numerous other charming neighborhoods and communities, including downtown's historic Gas Lamp District, [Little Italy](#), [Coronado](#), [La Jolla](#), [Del Mar](#), [Carlsbad](#), Escondido, La Mesa, [Hillcrest](#), Barrio Logan, and Chula Vista just to name a few.



San Diego is renowned for its idyllic climate, 70 miles of pristine beaches and a dazzling array of world-class family attractions. Popular attractions include the world-famous San Diego Zoo, Sea World, Belmont Amusement Park, San Diego Wild Animal Park and Lego Land. San Diego offers an expansive variety of things to see and do, appealing to guests of all ages from around the world. Balboa Park, the largest urban cultural park in the

U.S., is home to 15 museums, numerous art galleries, beautiful gardens, the Tony Award-winning The Old Globe Theatre and the San Diego Zoo.

San Diego County also features 92 [golf courses](#) and a variety of exciting participatory and spectator sports, beachfront resorts and luxury spas, gaming, a dynamic downtown district, annual special events and unique holiday offerings, multicultural festivals and celebrations, colorful neighborhoods and communities, a rich military history and much more. In the Spring time, make sure you head North to Carlsbad to see the beautiful flower fields and stop at the fresh fruit stands to sample the strawberries.

In San Diego's East County, the terrain varies from gentle foothills to mile-high mountains and the historic mining town, Julian, down to the 600,000 acre Anza-Borrego State Park, offering nature-conscious visitors endless opportunities to hike, camp, fish, observe wildlife and much more. In San Diego's North County, the agricultural community produces quantities of flowers and magnificent produce. Wine growers are also making a mark by



growing and harvesting quality grapes that become excellent wines, which are served at some of the most elegant restaurants and resorts in the region. Along the west, 70 miles of Pacific Ocean coastline not only supports year-round outdoor recreation, such as surfing, boating, sailing and swimming, but also important scientific research at the Scripps Institution of Oceanography. To the south, it's a whole different country, Mexico featuring its own cultural offerings in various towns along the border and coastline, including Tijuana, Rosarito and Ensenada.

### Sports and Special Events

San Diego has the type of ideal climate that encourages year-round outdoor excitement. The region has more than 70 miles of coastline to explore, and many great locales to experience sports and recreation in the great outdoors. Sports fans are sure to have a great time at a Chargers or Padres game while in town. Action sports are prevalent among the locals, with San Diego producing legends like Tony Hawk and Shaun White.



San Diegans embrace an active, healthy, lifestyle, full of surfing, skating, hiking, biking, and more.

The two biggest events in San Diego area are in Del Mar just north of the city. These two events put Del Mar on the map – nationally for the San Diego County Fair and internationally for the Del Mar Thoroughbred Club – they are the very ones that drive many residents of our seaside city up the wall from June clear through to September.

You can love these events. You can hate them. You can be a sport and grin and bear them. But the one thing you can't do is make the fair and the races go away. Both are institutions that have been part of the fabric of Del Mar and San Diego since its incorporation.



## ONLINE RESOURCES

### San Diego Local Area Resources

[www.sandiego.org](http://www.sandiego.org)

[www.sandiego.gov](http://www.sandiego.gov)

[www.infosandiego.com](http://www.infosandiego.com)

[www.balboapark.org](http://www.balboapark.org)

[www.sandiegozoo.org](http://www.sandiegozoo.org)

[www.aroundandaboutsandiego.com](http://www.aroundandaboutsandiego.com)

[www.visitsandiego.com](http://www.visitsandiego.com)

### Chamber of Commerce

[www.sdchamber.org](http://www.sdchamber.org)

### Housing and Relocating Assistance

[www.SanDiegoRealEstateInsider.com](http://www.SanDiegoRealEstateInsider.com)

[www.californiamoves.com](http://www.californiamoves.com)

[www.realtor.com](http://www.realtor.com)

[www.redfin.com](http://www.redfin.com)

[www.rent.com](http://www.rent.com)

### Restaurant Resources

[www.sandiego.citysearch.com/find/section/sandiego/restaurants.html](http://www.sandiego.citysearch.com/find/section/sandiego/restaurants.html)

[www.sandiegomagazine.com/media/San-Diego-Magazine/Best-Of/](http://www.sandiegomagazine.com/media/San-Diego-Magazine/Best-Of/)



[www.opentable.com](http://www.opentable.com)

### Local News

San Diego Union-Tribune: [www.signonsandiego.com](http://www.signonsandiego.com)

### San Diego Schools

Poway Unified School District: [www.powayusd.com](http://www.powayusd.com)

San Diego County Office of Education: [www.sdcoe.net/district.asp](http://www.sdcoe.net/district.asp)

Great Schools: [www.greatschools.net/city/San\\_Diego/CA](http://www.greatschools.net/city/San_Diego/CA)

### Local Sports Teams and Venues

San Diego Padres: [http://sandiego.padres.mlb.com/index.jsp?c\\_id=sd](http://sandiego.padres.mlb.com/index.jsp?c_id=sd)

Petco Park: <http://www.petcoparkevents.com/>

San Diego Chargers: [www.chargers.com](http://www.chargers.com)

Qualcomm Stadium: <http://www.sandiego.gov/qualcomm/>

### Children's Sports Leagues

Southeastern Little League:  
[http://sandiego.citysearch.com/profile/471953/san\\_diego\\_ca/southeastern\\_little\\_league.html?publisher=smx\\_noncust&reference\\_id=1&placement=bar](http://sandiego.citysearch.com/profile/471953/san_diego_ca/southeastern_little_league.html?publisher=smx_noncust&reference_id=1&placement=bar)

### Soccer Leagues

FC Bratz Soccer: [www.fcbratz.com](http://www.fcbratz.com)

Cal South Soccer: <http://www.calsouth.com/en/>



## **SOUTHERN CALIFORNIA TRACON PHONE DIRECTORY**

The following list provides the most commonly used phone numbers within Southern California TRACON.

<b>Air Traffic Manager</b>	<b>Charles A. Ullmann</b>	<b>(858) 537-5800</b>
<b>Acting Staff Manager - Support</b>	<b>Kevin Karpé</b>	<b>(858) 537-5800</b>
<b>Acting Staff Manager - Operations</b>	<b>Kevin Teare</b>	<b>(858) 537-5900</b>
<b>Manager, Business &amp; Admin Svcs.</b>	<b>Jodi Votel</b>	<b>(858) 537-5811</b>
<b>Support Manager for Training</b>	<b>Quentin D. Miles</b>	<b>(858) 537-5810</b>
<b>SM (Plans and Programs)</b>	<b>Annette Gowans</b>	<b>(858) 537-5809</b>
<b>SM (Airspace and Procedures)</b>	<b>Walter White</b>	<b>(858) 537-5830</b>
<b>Operations Control Room</b>	<b>OM on Duty</b>	<b>(858) 537-5900</b>



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