



Federal Aviation
Administration



Facility Orientation Guide

Baltimore Air Traffic Control Tower





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Federal Aviation
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Welcome Letter

Date

Federal Aviation Administration
Airport Traffic Control Tower
4th Floor Terminal Building
BWI Airport, MD 21240

Dear New Employee:

Welcome to Baltimore 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 the 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! Your reporting date is Reporting Date. If you need additional time for move related activities, please contact me as soon as possible at (410) 859-7255/7583, to make other arrangements.

Sincerely,

Susan O'Brien Knox
Air Traffic Manager, Baltimore Tower



Baltimore Tower Today

Baltimore/Washington International Thurgood Marshall Airport is a public airport located approximately 10 miles south of the city of Baltimore it serves the greater Baltimore/Washington, D.C. metropolitan area. The official airport designator is BWI. The airport is named after Thurgood Marshall who was a member of the U.S. Supreme Court (1961-1991)

On a typical day, 700 to 800 flights are now handled at Baltimore. It is among the top fifty busiest airports in the National Airspace System. The airport occupies approximately 3,200 acres of land, in Anne Arundel County, MD. The airport is South of Baltimore, MD and Northeast of Washington DC.

It is an ATC-09 level facility. The airport has four runways.

The Federal Aviation Administration (FAA) controls all four (4) runways and adjoining taxiways. There are eleven (8) operational positions in the control tower. The Maryland Aviation Administration (MAA) operates the airport and controls the inner ramp area (push backs off gates).



Management Support Staff and Operational Teams

The Management team consists of the following:

Susan O'Brien Knox, Air Traffic Manager
William Kimmel Operations Manager
Four Front Line Managers

The Support Staff team consists of the following:

One (1) Support Specialists
One (1) Administrative Officer
One (1) Secretary
One (1) Training Contractor

The Operational team consists of the following:

John Dunkerly, NATCA Facility Representative
Twenty Seven (27) Air Traffic Control Specialists
Two (2) Traffic Management Coordinators



Directions to Baltimore Tower

Address: Airport Traffic Control Tower 4th Floor Terminal Building, BWI Airport, MD 21240

From Points South:

Take 295 N until you reach I-195E (the ramp is on the right) follow East for 1.3 miles, arrive BWI Airport. Stay to the left and park in the hourly garage.

From Points North:

Take 95 South (going thru the Ft. McHenry Tunnel) (until you reach I-195 E, (Take the I-195 E/MD-166 exit, Exit 47B-A, toward BWI Airport/Catonsville ramp is on the right) (Take the I-195 E exit, Exit 47A, on the Left toward BWI Airport) Merge onto I-195 E follow 4.3 miles until you arrive at BWI Airport. Stay to the left and park in the hourly garage.

For further directions click on this website link:

http://www.bwiairport.com/directions_parking/door_to_door_directions/



Expectations of All Employees

Baltimore 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



Baltimore Tower Policies

Reporting for Duty

Park in the hourly garage directly across from the terminal. Go to the upper level in front of concourse C security. You can dial 7255 on any white courtesy phone or dial 410-859-7255 from your cell phone. Someone will be down to escort you up to the Tower.

Please bring with you your driver's license, and another form of identification (i.e. social security card, birth certificate, passport). It is imperative that you bring these items; you will need them in order to get your airport identification badge on the first day you report to duty.

Hours of Duty

Initially, you will be assigned to the Training Department; your Manager is Ms. Susan O'Brien Knox. Your shift will be Monday thru Friday, 0800am – 1630pm, until you successfully complete the first tier of your training and are assigned to the Operation. 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 Baltimore ATCT will need a car hangtag; this will be given to you on your first day. Your hangtag is to be placed on your rear view mirror.



Security

Security is of the highest priority. Badges are to be worn at all times. Security will be a part of your training.

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.



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Online Resources:

BWI Airport Website: <http://www.bwiairport.com/>

New Employee Information https://employees.faa.gov/employee_services/new_employees/