



Federal Aviation
Administration



Facility Orientation Guide

Bedford Air Traffic Control Tower





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Welcome Letter

Dear New Employee,

Welcome to Bedford Air Traffic Control Tower! 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 have made you a highly regarded addition to our team. I am certain that you will make a positive impact on our future. We hope that you enjoy being part of this facility.

All of us want to make your tenure at this tower 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.

HR should have contacted you directly and sent you the required forms. If not, or if any have been left out, you can access the necessary forms online. Some of the more frequently used forms, as well as a checklist, are readily available from the facility. Remember, if you have any questions, just ask and we will gladly assist you.

I look forward to working with you, and would like to welcome you again to our team at Bedford ATCT!

Sincerely,

Barry Morgan
Manager, Bedford ATCT
Hanscom Field, MA



Bedford Tower Today

The new, state-of-the-art, Bedford Tower was completed in January 16, 2003. At an elevation of 133 feet, the field operates two runways; east-west runway 11/29, 7001 feet long by 150 feet wide, with full ILS/DME instrumentation for all-weather operation; and southwest-northeast 5/23, 5106 feet long by 150 feet wide.

A Historical Perspective

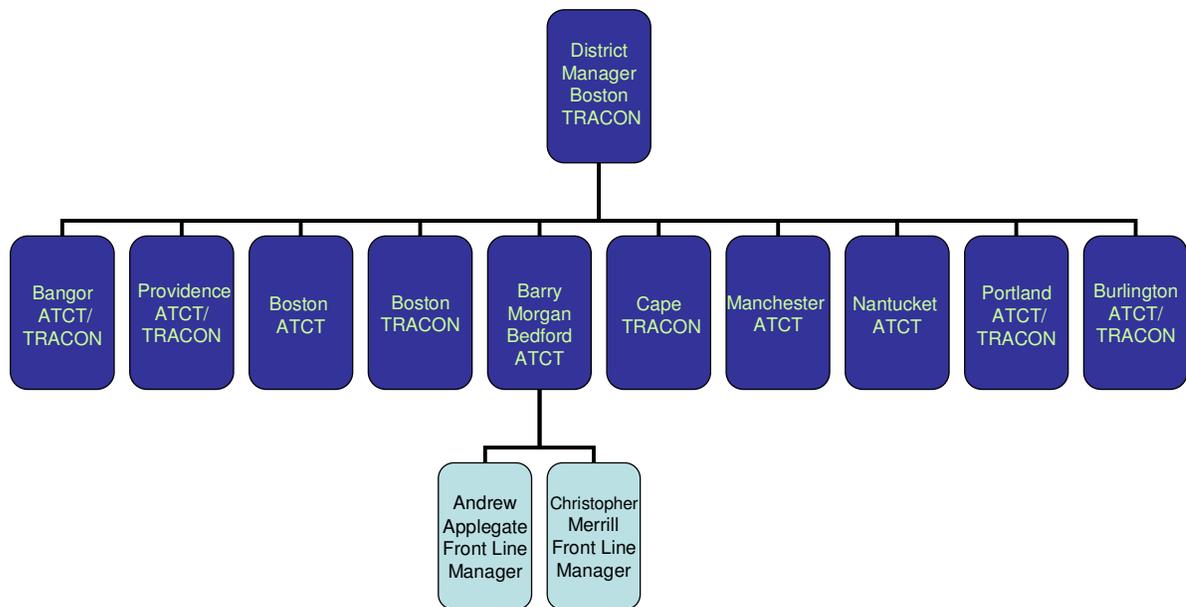
Located about 20 miles northwest of Boston, Hanscom Field has been a major factor in local aviation since 1941, when the Commonwealth of Massachusetts acquired 500 acres of land in the towns of Bedford, Concord, Lexington and Lincoln. The airport was turned over to the Army Air Corps in 1941 and was named the Laurence G. Hanscom Field, in honor of the late Laurence G. Hanscom, a founding member and commander of the Massachusetts Wing of the Civilian Air Reserve, a group interested in military photography and map-making. Military operations dominated until it became a joint military and civilian facility in the 1950's. By 1959, the Massachusetts Port Authority was then formed and assumed control of the state land. In 1974, general operations and maintenance of the airfield became the responsibility of Massport and military operations declined to occasional use. Hanscom has since been managed as a regional aviation facility, whose major users are a mix of commuter/commercial air services, corporate aviation, private pilots, flight schools, some charters and light cargo.

Location is Everything

Hanscom's popularity, especially with business users, can be first attributed to its accessibility to "America's Technology Region," Routes 95/128, and the fact it is only 20 miles from the City of Boston, the hub of the nation's best cultural, educational, financial, medical, and entertainment establishments. Secondly, Hanscom's setting is both modern and historic. Geographically, the airport is part of the towns of Bedford, Concord, Lexington and Lincoln, world-renowned for their rich colonial history and tradition. It is bordered by one of the Commonwealth's most important sites, Minute Man National Historic Park, the early Revolutionary War battle site, and origin of Paul Revere's famous ride and eventual capture.



Bedford ATCT Organizational Chart





Our Expectations of All Employees

Bedford 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



Policies

The section below presents a list of policies and procedures for Bedford Tower:

Reporting for Duty

Reporting time for shifts, reporting policies and procedures, and actions to take in case of unforeseen delays: You are expected to be here for your assigned shift, fit and ready to work. In the event of an unforeseen delay or absence contact your Supervisor, CIC, or lastly your Facility Manager.

Hours of Duty

Bedford Air Traffic Control Tower operates from 0700 to 2300 each day. Hours of duty are as assigned on the official schedule. Typically the scheduled shifts are assigned as a week of days, 7-3, followed by a week of nights, 3-11. The Supervisor or Controller-in Charge (CIC) usually assigns breaks and lunch. Leaving the facility is not permitted without approved leave or for work assigned by management.

Parking

Permitted parking areas are located adjacent to the tower. Massport issues a gate access card to allow access through the gate that separates Massport property from the Air Force base.

Security

Procedures for maintaining security within the facility and around the property, procedures for evacuation and other crises, etc. will be discussed upon arrival at Bedford.



Policies (continued)

Building Access

The first time that you report to Bedford Tower, Massport will escort you from the terminal to the tower. You will be required to obtain an ID from the Hanscom Air Massport will issue a gate access card to allow passage from the Air Force Base to Massport property.

You will receive a tower access key-card that is used to enter the tower shaft/cab and the base building which is where the Administration area & break room are located.

FAA ID Cards

FAA ID cards will be issued at the facility and must be displayed on your self at all times. Notify the facility manager or your supervisor if the FAA ID needs to be updated or replaced.

Guests and Visitors

Guests and visitors are allowed at the Tower with prior coordination through the facility manager.

Cell Phones

Cell phones and electronic devices are required to be turned off in the operational environment.



Local Area Information

Bedford Profile

Welcome to Bedford ATCT, located at Hanscom AFB, situated in the cradle of American liberty. Below is some information on our neighboring towns and the activities they offer.

LEXINGTON

Lexington is a historic town in central Massachusetts, most notable as the site of the shot heard round the world of the Battle of Lexington and Concord, the first engagement of the American Revolutionary War. Today it is a thriving New England town, offering a wide range of activities including historic sites and museums, shopping, dining, and outdoor recreation. The Lexpress is a minibus system offering various routes through the area. More information about Lexington can be found at <http://www.libertyride.us>.

CONCORD

Concord is a picturesque New England community served by commuter rail to Boston, Cambridge and Fitchburg; and a commuter bus to Boston. Popular destinations in Concord include Walden Pond and Louisa May Alcott's Orchard House.

BOSTON

A drive of less than 20 miles will find you in the heart of Boston, a vibrant, thriving city renowned for its cultural facilities, world-class educational institutions, champion sports franchises, as well as its place at the very forefront of American history. Tourism is one of New England's largest industries; as the region's social and commercial "hub", Boston is willing to accommodate and entertain you as few other cities can. Boston is a great city to view by walking but the subway, buses, taxis and boats are also convenient ways to get around the city.



Things to do in Boston

Walk the Freedom Trail

One of America's first historic walking tours, the Freedom Trail is the perfect introduction to Colonial and Revolutionary Boston. The walking tour takes visitors to 16 historical sites, covering two and a half centuries of America's most significant past.

Visit the Famous Faneuil Hall Marketplace

Faneuil Hall Marketplace is a collection of boutiques, eateries and pushcart vendors housed in converted 18th century warehouses. Enjoy the street entertainers that frequently perform outside.

Visit the Harbor Islands

Just a short ferry ride from the city, you can visit the Boston Harbor Islands, the country's newest National Park, composed of 34 islands. Visitors can enjoy swimming, boating, island tours, whale watching, hiking, fishing and bird watching.

Go to a Show or Concert

In the theatre district, you'll find the Opera House, Colonial Theatre, Wilbur Theatre, Shubert Theatre and the Wang Center for the Performing Arts. Outside of the theatre district, you'll also find the Huntington, the American Repertory Theatre, the Lyric Stage, the Calderwood Pavilion and the Emerson Majestic Theatre.

Museums

Experience art, from Ancient Egyptian to Contemporary, at the Museum of Fine Arts or the Isabella Stewart Gardner Museum.

Kids will enjoy exhibits focused on arts, culture and science. The Children's Museum and the Museum of Science offer hands-on exhibits, laser shows and IMAX films that are fun for all ages, or visit the New England Aquarium.

Shopping & Dining

In the Back Bay, visitors can walk the length of Newbury Street for some of Boston's most chic, fashionable stores. The parallel boulevard, Boylston Street, has a number of fine department stores leading to the Shops at the Prudential Center that also connects by a walkway to Copley Place, a marble and brass enclosed mall full of upscale stores and restaurants.

More information on Boston can be found at the city's website: <http://www.cityofboston.gov>.



Sporting and Special Events

In Boston, enthusiasm for sports is vital to the city's character. Fans are especially fond of Fenway Park, home of the 2004 and 2006 World Champion Boston Red Sox. From November to January, the National Football League's three time Champion New England Patriots draw sell-out crowds to Gillette Stadium just outside of Boston. Another draw to Gillette is the New England Revolution, the region's Major League Soccer Team. The Boston Bruins hockey team and the seventeen time World Champion Boston Celtics are here.



Restaurants of Note

Italian

CAFÉ LUIGI
152 Great Road
Bedford, MA 01730
781 271-0666

MARIO'S ITALIAN RESTAURANT
1733 Massachusetts Ave.
Lexington, MA
781 861-1182

Chinese

GREAT WALL RESTAURANT
Great Road Shopping Plaza
Bedford, MA
781 275-7007

Seafood

LEGAL SEAFOODS
75 Middlesex Turnpike
Burlington, MA
781 270-9700

NAKED FISH
15 Middlesex Turnpike
Billerica, MA
978 663-6500

Steakhouse

BUGABOO CREEK STEAK HOUSE
43 Middlesex Turnpike
Burlington, MA
781 221-3543

Fast Food

D'ANGELO'S SANDWICH
363 Great Road
Bedford, MA
781 275-1333

QUIZNO'S CLASSIC SUBS
186 Great Road
Bedford, MA
781 275-1234



Online Resources

Local Area Resources

www.masscities.com

www.bedfordma.com

Chamber of Commerce

www.bedfordcchamber.org

Housing and Relocating Assistance

www.newenglandmoves.com

Local News

www.whdh.com

Bedford Schools

www.bedfordk12.ma.us

Professional Sports Teams

Baseball: Boston Red Soxs www.redsox.mlb.com

Basketball: Boston Celtics www.nba.com

Football: New England Patriots www.patriots.com

Hockey: Boston Bruins www.bruins.nhl.com



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Federal Aviation
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Bedford Tower Directory

BEDFORD TOWER PHONE 781 372-5500 0700-1500 Monday-Friday



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