



Federal Aviation
Administration



Facility Orientation Guide

Chicago TRACON (C90)





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Welcome Letter

Chicago TRACON, C90
1100 Bowes Road
Elgin, Illinois 60123

Dear New Employee

Welcome! You will soon be a part of the Chicago TRACON. Your commitment toward achieving this success is commendable. A career as an Air Traffic Controller is challenging and rewarding. Your first priority as a member of this agency is to ensure safety of the flying public – this is an awesome responsibility.

You will be in an exciting training program when you report to C90. Your training will consist of classroom, simulation and, ultimately, on-the-job training.

Your new facility is located at 1100 Bowes Road, Elgin, Illinois 60123. Parking is provided at the facility. On your first day please report to: Larry Wright, Contract Site Supervisor, WCG.

The Chicago TRACON is extremely proud to provide the highest level of safety and quality customer service. Our goals are: Achieving Operational Excellence, Enhancing Financial Discipline, Increasing Capacity Where Needed, and Ensuring a Viable Future. You may find more information at the FAA websites: <http://www.faa.gov> or <http://ato.faa.gov>.

Please do not hesitate to call us if you have any questions prior to your arrival.

We look forward to your arrival.

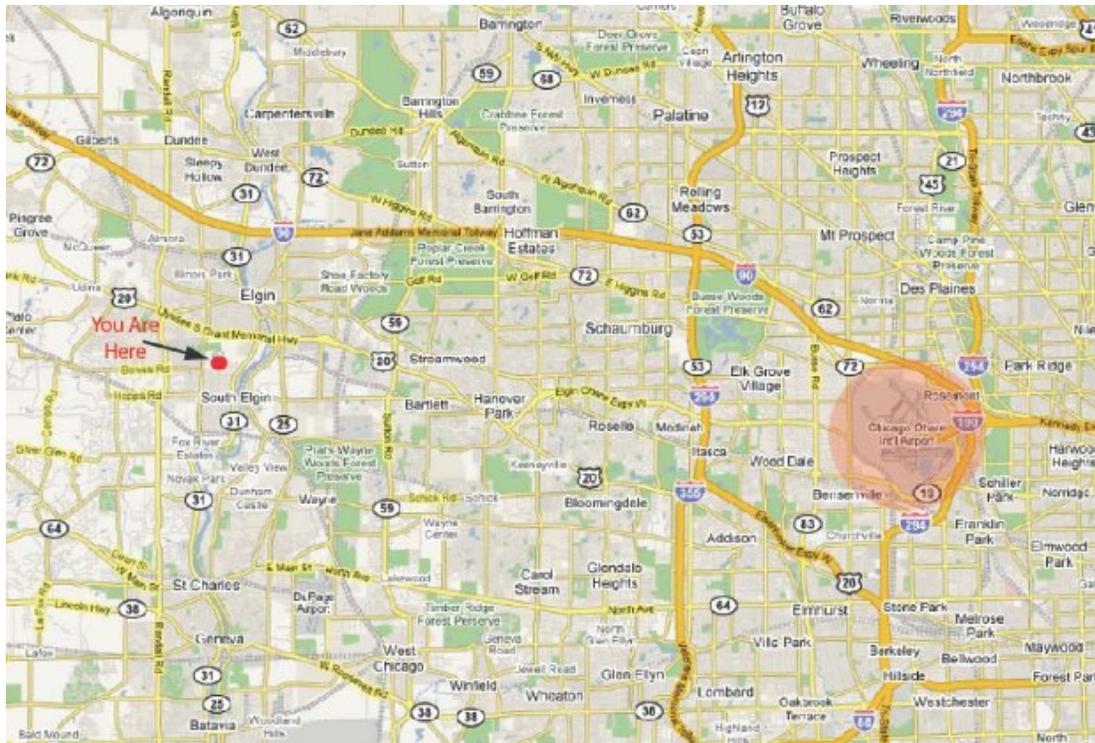
Joanie Linnane
Chicago TRACON ATM
Phone: (847) 608-5515

Al Qualiardi
Chicago TRACON SMT
Phone: (847) 608-5581



Chicago - O'Hare International Airport

O'Hare International Airport (IATA: ORD, ICAO: KORD, FAA LID: ORD), also known simply as O'Hare Airport or O'Hare, is a major airport located in the northwestern-most corner of Chicago, Illinois, 17 miles (27 km) northwest of the Chicago Loop. It is the largest hub of United Airlines (whose headquarters is in downtown Chicago) and the second-largest hub of American Airlines (after Dallas/Fort Worth). It is operated by the City of Chicago Department of Aviation, associated with an umbrella regional authority.



In 2005, the airport had 972,246 aircraft operations, an average of 2,663 per day (64% scheduled commercial, 33% air taxi, 3% general aviation and <1% military). Prior to 2005, O'Hare was the world's busiest airport in terms of takeoffs and landings. That year, mainly due to limits imposed by the federal government to reduce flight delays at O'Hare, Hartsfield-Jackson Atlanta International Airport became the busiest by that metric. Currently, O'Hare International Airport is the second busiest airport in the



United States in terms of traffic, and the second in the world with 76,248,911 passengers passing through the airport in 2006; a -0.3% change from 2005. O'Hare also has a strong international presence, with flights to more than 60 foreign destinations. O'Hare was ranked fourth in 2005 of the United States' international gateways, with only John F. Kennedy International Airport in New York City, Los Angeles International Airport, and Miami International Airport serving more foreign destinations.

O'Hare International Airport was voted the Best Airport in North America for the past nine years by readers of the U.S. Edition of Business Traveler Magazine (1998 - 2003), and Global Traveler Magazine (2004 - 2007); marking the tenth year in a row O'Hare has earned the top honor.

Although O'Hare is Chicago's primary airport, Chicago Midway International Airport, the city's second airport is about six miles closer to the Loop, Chicago's main business and financial district.

O'Hare History

The airport was constructed between 1942 and 1943 as a manufacturing plant for Douglas C-54s during World War II. The site was chosen for its proximity to the city and transportation. The two million square-foot (180,000 m²) factory needed easy access to the workforce of the nation's then-second-largest city, as well as its extensive railroad infrastructure. Orchard Place was a small pre-existing community in the area, and the airport was known during the war as Orchard Place Airport/Douglas Field (hence the call sign ORD). The facility was also the site of the Army Air Force's 803 Special Depot, which stored many rare or experimental planes, including captured enemy aircraft. These historic aircraft would later be transferred to the National Air Museum, going on to form the core of the Smithsonian Air and Space Museum's collection.

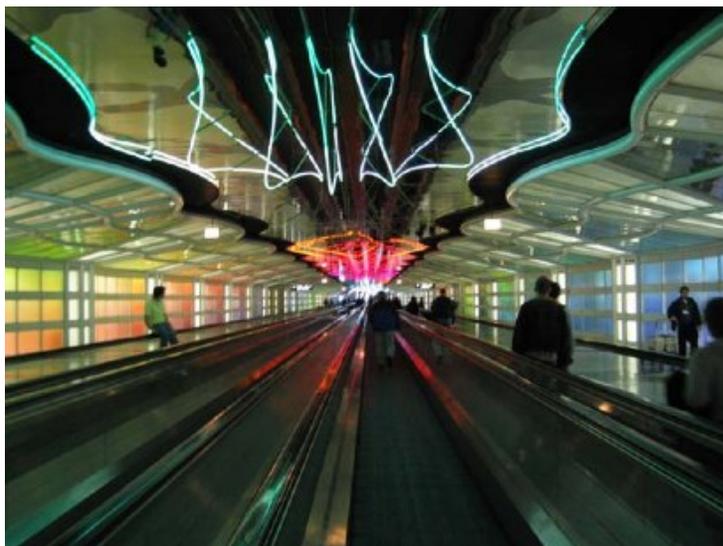
Douglas Aircraft Company's contract ended in 1945, and though plans were proposed to build commercial aircraft, the company ultimately chose to concentrate production on the west coast. With the departure of Douglas, the airport took the name Orchard Field Airport. In 1945, the facility was chosen by the City of Chicago as the site for a facility to meet future aviation demands. Though its familiar three-letter IATA code ORD still reflects the early identity of the airport, it was renamed in 1949 after Lt.



Cmdr. Edward "Butch" O'Hare, a World War II flying ace who was awarded the Medal of Honor.

By the early 1950s, Chicago Midway International Airport, which had been the primary Chicago airport since 1931, had become too small and crowded despite multiple expansions and was unable to handle the planned first generation of jets. The City of Chicago and FAA began to develop O'Hare as the main airport for Chicago's future. The first commercial passenger flights were started there in 1955, an international terminal was built in 1958, but the majority of domestic traffic did not move from Midway until completion of a 1962 expansion of O'Hare. The arrival of Midway's former traffic instantly made O'Hare the new World's Busiest Airport, serving 10 million passengers annually. Within two years that number would double, with more people passing through O'Hare in 12 months than Ellis Island had processed in its entire existence. In 1997, annual passenger volume reached 70 million; it is now approaching 80 million.

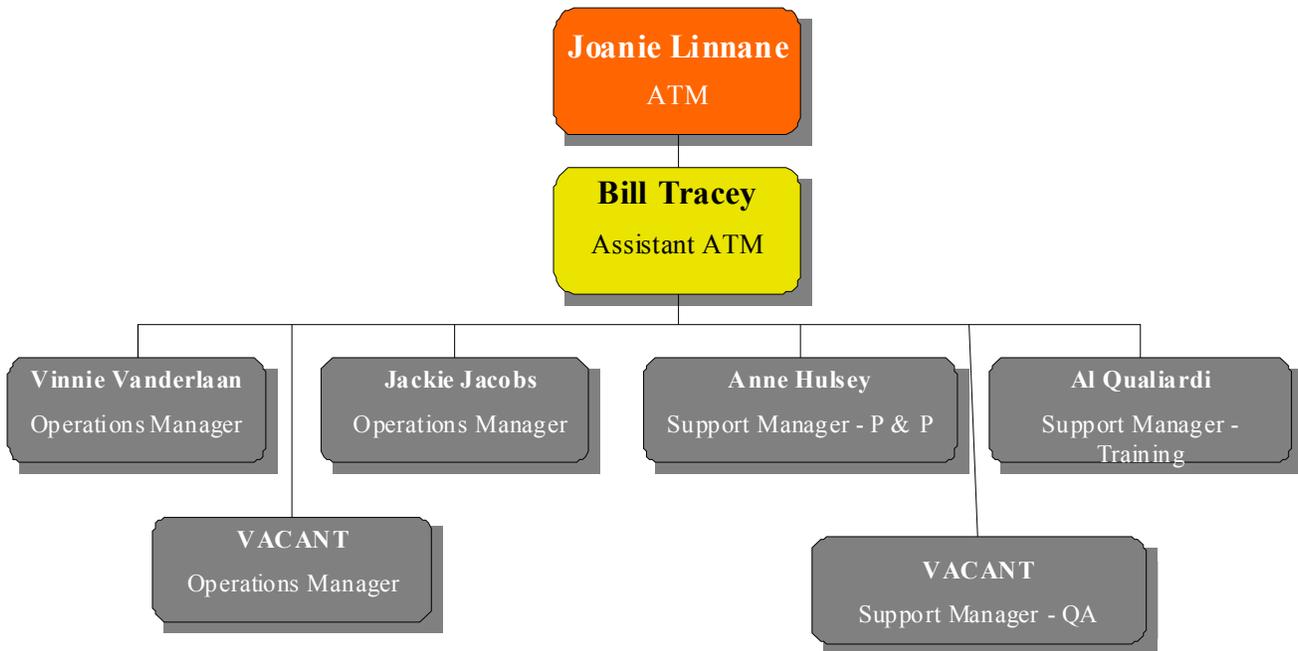
O'Hare Airport is municipally connected to the city of Chicago via a narrow strip of land, approximately 200 feet wide, running along Higgins Rd from the Des Plaines River to the airport. This land was annexed into the city limits in the 1950s to assure the airport was contiguous with the city to keep it under city control. The strip is bounded on the north by Rosemont and the south by Schiller Park. The CTA Blue Line was extended to the airport in 1984.





Chicago TRACON Organizational Chart

The following organizational chart depicts the structure of the Chicago TRACON Management Team.





Our Expectations of All Employees

Chicago 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 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

Reporting for Duty

Employees are to report for their assigned shift on time. If a situation arises that will prevent you from reporting on time, call the TRACON Front Line Manager at 847-608-5642. (While in the classroom, call the WCG CSS at 847-608-5574).

Hours of Duty

Operational personnel are assigned to work 8 hour shifts unless assigned an administrative day. Employees working an 8 hour shift may not leave the facility during their shift, unless they have obtained management approval.

Parking

Parking is provided in the facility parking lot. Employees must display their parking tag at all times within the parking lot. Employees are required to update their vehicle information with the Security Staff.

Security

There are security officers on duty 24 hours a day. The security officers make random patrols within the facility and around the property.

Building Access

Proximity cards are needed to gain access to all facility exterior doors as well as doors to the TRACON, and other restricted areas.

FAA ID Cards

FAA photo ID cards must be worn and visible at all times when on FAA property.



Guests and Visitors

Approval for guests must be obtained from management. After obtaining approval, the employee must advise the security officers of the upcoming visit, ensure the guests register at the security desk, and must escort their guests at all times.

Cell Phones

Cell phones must be in the off position while in the operational area. Personal reading materials and electronic devices are not permitted in operational areas.

Mail

Personal mail and package deliveries are not permitted.

Smoking

There is a smoking room located on the second floor, and outside smoking areas on the property.





Local Area Information

Chicago and Suburb Profile

The Chicago area is unlike any other in the world. The city of Chicago boasts a plethora of world class venues. From historic Navy Pier on the north side, all the way down to museum campus to the south and Millennium Park square in the middle, there is never a shortage of things to do downtown. Chicago is divided into many different and diverse cultural centers such as Chinatown and Greek town that

encompass their culture's heritage and cuisine. Chicago also boasts world class shopping, from the historic Michigan Ave to the many specialty shops that litter the city; you will never have a problem finding what you are looking for.



In addition to the city of Chicago, the area is also densely packed with hundreds of suburbs that stretch nearly fifty miles to the west! What is referred to as the "Chicago Area" is an ever expanding community of suburbs that have grown as the population expanded out of the city. As the population moved south and west so did many of the ideals of the big city. Many suburban communities have museums, concert venues, zoos, and shopping malls. No matter where you choose to call home, you are never far from things to do.



Attractions Abound in Chicago

Chicago is a city that is definitely worth exploring. Not only is Chicago the birthplace of the sky scraper, Chicago is also home to world class architecture. The best way to see the vast and diverse architecture is to take an architectural boat tour on the Chicago River.



Chicago is also home to some world famous museums. Some of the museums to see are the Art Institute, the Field Museum, the museum of Science and Industry, and the Adler Planetarium.

The entertainment in Chicago is second to none. There are several theaters throughout the city offering many different shows.

Chicago is also famous for its diverse cuisine. From the “Chicago style hotdog” to deep dish pizza, to world class five star restaurants, no matter what you are craving you are sure to find what pleases you.





Sporting and Special Events

Chicago is a world renowned hotspot for sporting events, concerts, comedy shows, and energetic nightlife with too many events to name. On the list of places to see are Wrigley Field (home of the Cubs), US Cellular Field (home of the White Sox), Soldier Field (home of the Bears), and the United Center (home of the Bulls and Blackhawks).



Throughout the year the city of Chicago has many festivals spread through the city. Two of the larger festivals held annually are Blues Fest and the ever popular Taste of Chicago. The taste is by far the largest festival held the week leading to July 4th. The highlight of the taste is the city's fireworks display on the 3rd.

A good resource for finding what is going on throughout Chicago is www.chicagofests.com. Another great resource for finding what is going on throughout the Chicago area is metromix.com (<http://chicago.metromix.com/>) where they have listing for concerts, festivals, and nightlife throughout the year.





Local Sports Teams

- Baseball (MLB): Chicago Cubs - www.cubs.com
Chicago White Sox - www.whitesox.com
- Baseball (Minor League): Kane County Cougars - www.kccougars.com
Joliet JackHammers - www.jackhammerbaseball.com
Schaumburg Flyers - www.flyersbaseball.com
Windy City ThunderBolts - www.wethunderbolts.com
- Softball (NPF): Chicago Bandits – www.chicagobandits.com
- Basketball (NBA): Chicago Bulls - www.nba.com/bulls
- Basketball (WNBA): Chicago Sky - www.wnba.com/sky
- Football (NFL): Chicago Bears - www.chicagobears.com
- Football (Arena): Chicago Rush - www.chicagorush.com
Chicago Slaughter - www.chicagoslaughter.com
- Hockey (NHL): Chicago Blackhawks - blackhawks.nhl.com
- Hockey (AHL): Chicago Wolves - www.chicagowolves.com
- Soccer (MLS): Chicago Fire - chicago.fire.mlsnet.com
- Lacrosse (MLL): Chicago Machine - www.chicagomachine.com
Chicago Shamrox - www.chicagoshamrox.com

The phone list and facility maps in this guide have been redacted for posting on the web. They will be provided to you in the guide you will receive. The main switchboard number is 847-608-5500.