



Federal Aviation
Administration



Facility Orientation Guide

Indianapolis ARTCC
Indianapolis, Indiana





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Welcome

On behalf of the Indianapolis Air Traffic Control Center, I would like to take this opportunity to extend a warm welcome to the start of your ATC career. Indianapolis ARTCC (ZID) is one of 21 en-route centers that operate under the Air Traffic Organization (ATO), and one of the eight centers that make up the Central En route and Oceanic Service Area. The other seven centers are Albuquerque, Chicago, Cleveland, Fort Worth, Houston, Kansas City and Minneapolis.

Our goal is to be the best ARTCC in the ATO. Indianapolis Center provides radar and non-radar control and advisory services to aircraft operating on both visual and instrument flight rules (VFR and IFR) plans. Control is provided along domestic routes and in certain airport terminal areas within our boundaries. Our mission is to assure the safe and expeditious movement of air traffic.

The ARTCC covers an area of approximately 73,000 square miles. To the west and southwest are Kansas City and Memphis Centers. North is Chicago and Cleveland, and east and south are Washington and Atlanta Centers. We have three (3) major TRACONs in our airspace. They are Cincinnati, Indianapolis, and Louisville, Kentucky. We also provide spacing services to the Chicago O'Hare airport and traffic crossing through America's heartland.

Considering the size and complexity involved in controlling traffic in some of the busiest airspace in the world, we expect excellent air traffic control service by our controllers. The facility has a training program that will give you, the developmental air traffic controller, a structured way of learning the procedures necessary for controlling airplanes at the Indianapolis ARTCC. The training program will insure that you learn all aspects of Air Traffic Control so that you can certify in your area of specialization as a Certified Professional Controller (CPC).

If you have any questions please feel free to contact us at the facility. We will do our best to respond to your questions promptly.

A handwritten signature in black ink that reads "Charles R. Smith".

Charles R. "Randy" Smith
Air Traffic Manager
Indianapolis ARTCC





Indianapolis Center History

Air traffic control services in the United States are provided by a number of interrelated ATC facilities and are part of the National Airspace System (NAS). Indianapolis Center is an important part of this system. The center's role is to provide air traffic control services in the United States for aircraft en-route between airports, and approach and departure control service at airports not served by IFR certified ATC facilities.

Indianapolis Center is responsible for the safe, orderly, and expeditious flow of air traffic over an area extending more than 73,000 square miles. Geographically, all or part of seven states (Indiana, Illinois, Kentucky, Ohio, West Virginia, Virginia and Tennessee) is included. In order to provide quality service to the aviation community, 18 remote radio transmitter/receiver sites and 7 remote radar systems are used to supply the radio/radar requirements for the control room. Indianapolis Center's airspace is divided into 7 areas of specialization, which are further divided into 43 sectors. This allows the individual controllers to give the best ATC service to any particular aircraft.

This Center was established in 1940 at the Lunken Airport in Cincinnati Ohio. It was the 14th Center in the U.S., and employed 12 people. In September 1954, the Center was relocated to Indianapolis in order to work with the Technical Development Center (forerunner of the FAA Technical Center that is now located in Atlantic City NJ). In November 1962, the Center was moved to its present location.



Indianapolis Center has a proud history of firsts in the FAA. The first computer in the FAA used to process strips was started in 1957. In August 1958, the first Long Range En route Radar and Radar Bright Display was installed. SPAN (Stored Program Alpha Numeric) was the forerunner of today's digitized National Airspace System, which began in 1964. The first Automatic Altitude and Beacon Reporting Equipment was installed in 1968. April 1973 saw the changeover to today's National Airspace System. January 1997, VSCS (Voice Switching Communications System) was commissioned, replacing the 301 Switching System. In September 1997, URET (User Request Evaluation Tool) was installed. URET is a computer that replaces flight progress strips. The transition from the old style M1 console to the DSR (Display System Replacement) took place in March 2000. A newer version of URET was commissioned in November 2001 - CCLD (Collaborative Routing Coordination Tool). EBUS (Enhanced Backup Surveillance) replaced the DARC backup radar system in November 2005. Indianapolis center is currently preparing for the Next Generation (Nex-Gen) Air Traffic Control system with the installation of ERAM, the En Route Automation Modernization system that will replace the current HOST system.



There are currently over 500 employees in the Center, with a variety of backgrounds and skills. They include air traffic control, electronics, computer science, telecommunications, meteorology, management, personnel, secretarial services, training, logistics, evaluations, electrical, heating, plumbing, refrigeration, security, food services, janitorial, and others. All these skills are required to ensure a smooth operation of the air traffic system. There are



over 350 operational controllers which include both certified professional controllers and developmental level controllers.

A variety of equipment is used to enhance the controller's ability to safely move airplanes through the skies. These include radar scopes, radios, teletype systems, weather radar, flight strip printers, and assorted computer components. There are numerous technical operations employees responsible for maintaining this equipment, as well as the physical equipment of the building.

Careful records of flight operations handled by the Center are kept for a variety of reasons. As of March 2008, the busiest day was August 27, 2004, during which 9,652 IFR operations were recorded in one 24

hour period. The traffic count for calendar year 2007 was 2,682,569 operations, with a peak traffic day in 2007 on June 21st with 9,053 operations. Indianapolis Center consistently is one of the ATO's busiest ARTCC'S.

The responsibilities are tremendous.

The challenge of the future is great.

We must meet the challenge.

WE NEVER CLOSE—SAFETY IS OUR BUSINESS



Indianapolis Center Information

With our airspace being centrally located within the continental United States, we are involved in a major part of the intercontinental route structure and volume. Through strategic Letter of Agreement (LOA) procedures and tactical Traffic Management Initiatives (TMI) we assist in the safe, orderly, and expeditious flow of aircraft to the major terminals in our airspace as well as adjacent ARTCC's airspace.

Indianapolis ARTCC (referred to as "*Indy Center*") also faces many seasonal challenges each year. During the summer months our airspace is often plagued with both long lines and scattered cell thunderstorms. These not only impact major traffic routes but also affect operations in and around our airports. Winter poses hazardous flying conditions in the hills of the southeast part of our airspace and all major airports are impacted with reduced arrival rates and delays. With the facility's location playing a major role in spacing to Chicago O'Hare, Atlanta Hartsfield, the Washington Basin and the entire Northeast (Newark, LaGuardia, JFK and Boston), any unusual weather east of the Mississippi impacts the entire facility with increased traffic and complexity.

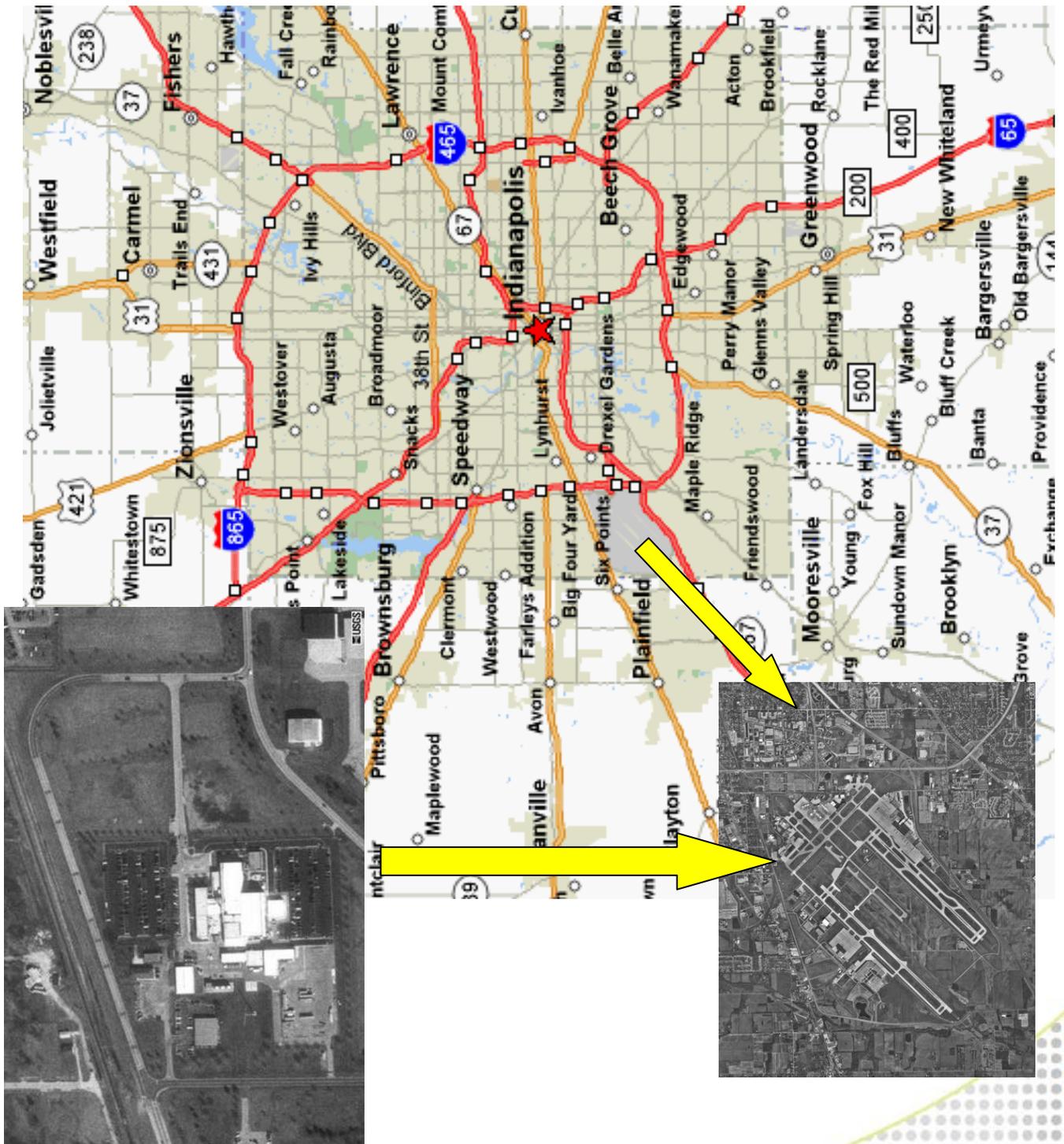
Indianapolis ARTCC has been recognized for outstanding achievement in the development of a Safety Culture, Resource Management and Controller Developmental Training (the amount of time required to develop a Certified Professional Controller). All of these achievements are the result of a collective team effort and a testament to doing business in a manner that is goal driven, metrics driven, data driven and performance driven.

Indianapolis Center is currently preparing for the En Route Automation Modernization (ERAM) program. The En Route Automation Modernization (ERAM) system architecture replaces the En Route Host and backup computer systems.

Over the next two to three years you will be involved in your own personal training as you learn, in depth, the traffic flows and procedures for your own individual areas. The management team at Indianapolis center is dedicated to providing you with the best training and tools to successfully complete this process.



Location of Indianapolis ARTCC





What to Expect on Your First Day

Your workday will begin at 0700 (7:00 am) to 1530 (3:30 pm) local time. Indianapolis is on Eastern Standard Time and participates in daylight savings time.

Business casual attire is required via the Agency's dress code.

You should plan on arriving at 0700. Access into the facility is controlled and restricted. You will need to stop at the guard house and pick up a temporary identification badge. ID badges are required for entrance to the facility and must be displayed while you are on the property. Ask the guard where to park and directions to the front entrance. He will then contact the training department to have your escort greet you at the front door and lead you to your classroom.

The rest of the day you will receive briefings on security issues, conduct and behavior, asbestos awareness, the training program, and human resource issues. You will also be given instruction on a number of personnel issues, as well as being provided time to fill out a number of forms: W-4's, Direct deposit, and your insurance options as a Federal Employee.

There are a number of items that you need to bring with you to class on your first day. You will need:

- 2 pieces of identification for employment eligibility verification. Identification that qualifies is a driver's license, social security card, a valid passport, military card, or a birth certificate.
- Your vehicle license plate number for a parking permit. You are allowed up to two permits. The permit is to be displayed on the windshield of your vehicle, on the lower corner, driver's side.
- If you are changing banks, your bank name, account number, and routing number for starting direct deposit of your pay.
- The social security numbers of each person to be insured under your government medical insurance. Information on the various health plans will be provided at the facility, but are also available online on the US Government's Office of Personnel Management web site (<http://www.opm.gov/insure>).

Indianapolis ARTCC has limited meal service available through a private contractor. The food service is open daily Monday through Saturday for breakfast, lunch and dinner. The café is closed on Sundays and holidays. The café accepts cash, credit and debit cards.

Some employees elect to bring their own meals or enjoy snacks from a variety of vending machines. A dollar bill changer is available. There is no ATM on the facility property.



Reporting for Duty

If you need to request Change of Station Leave for your trip to Indianapolis – please FAX a SF-71 form (available at the academy) to the training department (Attn: Training Manager) along with your justification for the leave. The Fax Number is: 317-247-2356.

Our Expectations of All Employees

The Indianapolis leadership team expects all employees to:

- Come to work, be on time
- Be prepared – mentally and physically
- Understand national and local leave policies 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 and correct facility and equipment names
- Follow rules and procedures
- Be open to feedback – provide honest information
- Be an effective team member



Policies

Hours of Duty

All developmental controllers, while assigned to the training department, work an administrative eight and one-half hour day, including a non-paid thirty minute lunch break. Once training starts on operational positions, some shifts are eligible for a fifteen (15) minute flex start and stop time. Various shift assignments are used with a wide variety of start and stop times. All leave (including annual, sick, credit and comp) must be approved by the employee's supervisor. All employees are expected to honor a maximum forty minute break period, and are available for immediate recall based on operational needs of the facility.

Parking

Free paved parking is available inside a secure fenced area with restricted admission. All vehicles entering the facility parking area must have a ZID parking decal displayed on the lower left (driver's side) windshield. Special accommodation is available for motorcycles with concrete parking pads available in both the north and south parking lots. All employees are allowed a maximum of two parking decals. Vehicle information should be updated through the Human Resource Office.

Security

Procedures for maintaining security within the facility and around the property, procedures for evacuation and other events are briefed annually and are posted throughout the facility.

Building Access

Access to the facility is controlled by security procedures that include security guards for admission to the facility, cyber-locks, FAA issued ID badges, keys and other access tools.

Guests and Visitors

Guests and visitors at the facility are allowed with concurrence of the Operations Manager and facility manager, and are dependent on current security levels.



Indianapolis Local Area Information

Indy Profile

It's no wonder that you've been hearing about Indianapolis from your family and friends! It's a city that's perfect for those stretching their minds or muscles...offering big-city amenities in a convenient, easy-to-navigate package wrapped in a friendly, inviting atmosphere. Indianapolis...so easy to do so much.

The nation's 12th largest city has gone through a dramatic revitalization and a stunning renaissance that makes it a different place than it was just a decade ago. Indy is the perfect balance of cosmopolitan style and small-town charm that makes it a successful destination for leisure travel, conventions and group tours, catering to more than 20 million visitors a year.

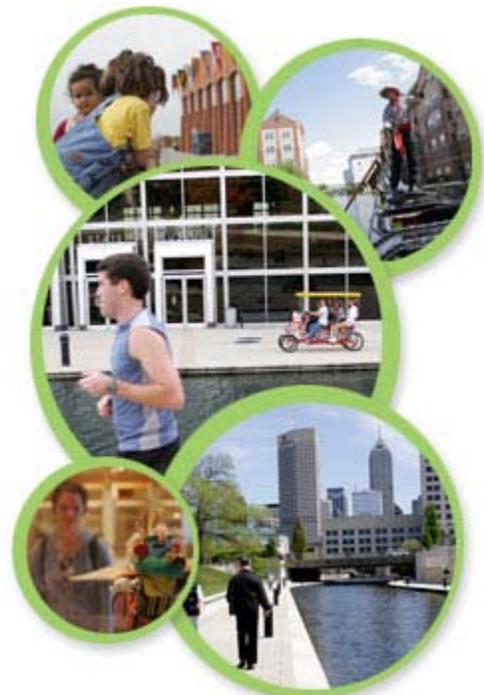
Crossroads of America

Indianapolis is known as the Crossroads of America and is easily accessible from a wide variety of locations, as more interstate highways bisect our city and state than any other in the country. Not only that, but half the nation's population is within a day's drive, which makes traveling to Indy by car an attractive option for many. If flying is more your speed, the Indianapolis International Airport offers travel on 11 airlines daily departures and nonstop and direct flights to 39 destinations. And it's only a short 12-minute drive to the heart of downtown.

Attractions Abound in Downtown Indy

Once you arrive, you'll find Indy to be a fresh and diverse cultural city with an enriching array of arts, attractions, historical sites and special events. Visit the Indiana Repertory Theatre for the best in professional theatre including comedies, dramas and musicals, both contemporary and classic, on two stages. Take a listen to the Indianapolis Symphony Orchestra while they move you with music at the Hilbert Circle Theatre. With a year-round performance schedule of 200 classical, pop and seasonal concerts, you can't miss it.

Let Indiana history and reverence stir your spirit. Monument Circle is home to the 284-foot Soldiers' &





Sailors' Monument. Dedicated in 1902 and made of Indiana limestone, the Soldiers' & Sailors' Monument stands as a tribute to the Indiana servicemen who served in the Civil and Spanish-American Wars. Thirty-two stories up, an observation tower provides a panoramic view of the city skyline. Considered second only to Washington, DC in number of memorials, Indianapolis pays homage and respect to Medal of Honor recipients, fallen law enforcement and firefighters and Indiana servicemen and women who died in conflicts from the Civil War to Somalia. Indianapolis is also home to one of only 26 national monuments in the country. Situated on the east bank of the Central Canal, the USS Indianapolis Memorial recognizes those who died on the last U.S. ship to sink during World War II. Etched on one side is the story of the sinking with the names of all those who served on the other.

Please everyone in your party by visiting attraction-filled White River State Park. White River State Park, nestled in the heart of downtown Indianapolis, has cultural, educational and recreational activities to offer something interesting to each visitor. The Eiteljorg Museum of American Indians and Western Art is a showplace for the art, culture and history of the American West and its indigenous people. Indian Market is their signature event, held each summer, featuring works from more than 150 Native American artists from across the country. Follow the journey of the student-athlete at the NCAA Hall of Champions. Through a variety of highly interactive displays and video presentations, visitors are able to see and hear athletes and coaches describe how they excelled in their respective sports.



Get back to nature at the Indianapolis Zoo and White River Gardens, where plants and animals are the main attraction. The nation's only accredited combined zoo, aquarium and botanical garden; it occupies 64 acres in White River State Park. The Indianapolis Zoo, divided into biomes, features nearly 4,000 animals and is home to the state's largest aquarium and the country's first totally submerged, underwater dolphin viewing dome. White River Gardens gets two green thumbs up for its seasonal botanical shows, theme

demonstration gardens and 5,000 square-foot conservatory filled with tropical plants. Explore Indiana's past, present and future through a variety of interactive exhibits at the Indiana State Museum. While there, get a first-hand account of the state's African-American history in the Legacy Theater, where four themed performances stages provide a diverse cultural experience of black heritage in Indiana, or see a larger-than-life movie at the IMAX Theater.



Get your Cultural Kicks in Indy

Venture to outside of our compact, convenient downtown and you'll find more of the same...exciting and educational attractions for all ages. Feast your eyes on paintings, sculptures, photographs and textiles from African, American, Asian and European



collections at the Indianapolis Museum of Art (IMA), one of the largest general art museums in the United States. While on the IMA grounds, glimpse Indiana history and take a tour of Oldfields - Lilly House and Gardens museum home with eight restored and furnished historic rooms. After undergoing an extensive expansion and renovation in 2005, the IMA now offers 50% more gallery space, new visitor amenities and a Puck's Restaurant.

Plan to explore Conner Prairie, too. Each year, more than 320,000 people visit this 19th century (1836 and beyond) living history museum and frontier village where the past becomes the present. Experience authentic frontier activities, including a pioneer wedding celebration and baseball game or immerse yourself in 1886 with a Weekend on the Farm. In this 2 and 3day program, experience life on a farm more than a century ago. Wake up in 1886 at the Victorian farmhouse, where life as you know it has disappeared! It's good, old fashioned family fun...19th century style.



Speaking of families and fun, one cannot visit Indianapolis without frolicking at the Children's Museum of Indianapolis. The five-story museum houses 100,000 artifacts in 10 galleries that explore the physical and natural sciences, history, foreign culture and the arts.



Many of the exhibits are interactive and participatory, encouraging hands-on learning. Take a ride on the turn-of-the-century carousel or get a great view of the stars at SpaceQuest Planetarium. Dinosphere, the museum's newest permanent exhibit, represents one of the largest displays of real juvenile and family dinosaur fossils in the United States and invites you to experience the Cretaceous Period in a multi-level, multi-sensory, immersive environment that intrigues and educates visitors of all ages.

Racing Reigns Supreme in Indy

When it comes to racing, Indianapolis takes the checkered flag every time. Commonly referred to



as the "Racing Capital of the World," Indianapolis hosts the two largest single-day sporting events in the world: the Indianapolis 500 and the Allstate 400 at the Brickyard. Visit the Hall of Fame Museum on the grounds of the Indianapolis Motor Speedway to discover how the city's love affair with racing started, where it's been and where it's going.

Be part of more high-octane action at O'Reilly Raceway Park at Indianapolis (ORP), just a few short miles from the Indianapolis Motor Speedway and home to the richest drag racing event in the world. Lightning speeds and the deafening roar of massive motors return to the quarter-mile drag strip each Labor Day weekend for the Mac Tools U.S. Nationals. ORP's six-month season includes more than 100 days of racing excitement, including the Kroger SpeedFest, NASCAR Busch and Craftsman Truck Series and five annual USAC races.

Sporting & Special Events Score Big



Racing is certainly not all Indy has to offer the sports-minded. The city boasts professional teams in most major sports including basketball, football and baseball. Enjoy America's favorite pastime with an incredible view of the downtown skyline with the Indianapolis Indians at Victory Field. Watch the NBA's Pacers or WNBA's Fever drive and score at Consecro Fieldhouse, a monument to Indiana's rich basketball tradition reminiscent of times gone by with the state-of-the-art capabilities for today. The NFL's Indianapolis Colts, Super Bowl XLI Champions, take to the gridiron in the new Lucas Oil Stadium for high energy, adrenaline pumping excitement.

From sporting events to special events, Indianapolis hosts all kinds. In May, swells of people come to the city to participate and spectate during the 500 Festival, a series of fun and family-friendly events culminating in the running of the Indianapolis 500. Events include the Mini Marathon, Community Day at the Indianapolis Motor Speedway and the 500 Festival Parade. Listen to the smooth sounds of the Indy Jazz Fest in White River State Park. Explore the city's African-American heritage and culture with the Indiana Black Expo Summer Celebration. This weeklong event includes an employment fair, health and wellness fair, concerts and more than 1,000 consumer exhibits. Revel in the sights, sounds, smells and sensations of the Indiana State Fair, the oldest state fair in the country held for a dozen days each August.

Superb Shopping

Explore the Circle Centre mall, where you'll find the





state's only Nordstrom among 100 other specialty stores. For an upscale shopping experience, visit the Fashion Mall at Keystone Crossing, featuring Saks Fifth Avenue, Crate & Barrel and Tiffany & Co. Check out Indy's interesting cultural districts, including Massachusetts Avenue with its galleries, shops and one-of-a-kind restaurants. If antiques are what you're looking for, take a short drive southeast of downtown to Fountain Square, where you'll find more than 200 antique dealers in specialty stores and art galleries. Or, browse the eclectic boutiques and vintage clothing shops of Broad Ripple Village and dine in one of their many restaurants, featuring a vast array of offerings from sandwiches to sushi to steak. Stroll the brick-lined streets of quaint and quiet Zionsville, located 20 minutes north of downtown Indianapolis, where more than 50 specialty shops and restaurants await.

Delectable Dining

Did someone mention food? Indy's diverse and abundant restaurant selection gives diners a lot to chew on, from familiar chain restaurants to exciting and surprising independent, local establishments. Tempt your taste buds with succulent steak or savory seafood. Travel around the globe without ever leaving the city with Indy's impressive variety of ethnic eateries, located all across town. Catch the big game on one of the many TVs at area sports bars and neighborhood pubs, many located in or near hotel properties. The nightlife in Indianapolis is as varied and vibrant as its other offerings. Relax in a cozy lounge while listening to cool jazz, get your groove on in a high-energy dance club or sip sophisticated concoctions in an upscale martini bar. Whatever your pleasure, Indianapolis promises to not go to sleep until you do!



Absolutely Accommodating

First-class accommodations are available all over the city and surrounding areas. Try the downtown ambiance for a romantic weekend for two and experience the classic charm of Indianapolis. Seven downtown hotels with more than 2,800 rooms are connected via skywalk to the Indiana Convention Center, which creates a convenient package for convention delegates. Affordable, family-focused properties are abundant and located only a short distance from area attractions. Looking for some quiet time?

Indianapolis has an array of quaint bed and breakfast inns that will pamper and rejuvenate the weariest of travelers.

Indianapolis delivers an outstanding and exciting visitor experience with a wide variety of easy to get to attractions coupled with friendly people in a warm environment! Be part of the



action now and return again soon with your family and friends! Indianapolis...so easy to do so much!

(from <http://indy.org>)

Indianapolis Area Websites

General information about the City, County and State

<http://indy.org>
<http://indygov.org>
<http://in.gov>

Housing

<http://www.mibor.com>
<http://helloindianapolis.com/Housing>
<http://apartments.com>

News

<http://indystar.com>
<http://theindychannel.com>

Schools

Hendricks County: <http://indiana.schooltree.org/Hendricks-County-Schools.html>
Marion County: <http://indiana.schooltree.org/Marion-County-Schools.html>
Johnson County: <http://indiana.schooltree.org/Johnson-County-Schools.html>

Sports

Baseball – Indians
<http://indyindians.com>
Basketball – Pacers (Men)
<http://nba.com/pacers>
Basketball – Fever (Women)
<http://wnba.com/fever>
Football - Colts



<http://colts.com>

Hockey – Ice

<http://indianaice.com>

Other Sites to Explore:

1. Indiana Motor Vehicles – <http://www.in.gov/bmv/>
2. Banks –
 - a. M & I Bank: <http://mibank.com>
 - b. Horizons Credit Union: <http://familyhorizons.com>
 - c. FAA First Credit Union: <http://faafirst.com>



Contact Information

For non-emergency calls, employment questions, etc (317) 247-2200

For emergencies, sick leave, etc.

When assigned to the Training Dept (317) 247-2529

When assigned to an Area of Specialization (317) 247-2242

For Employment Questions:

Human Resource Management

Supervisory Personnel Management Specialist (SPMS)

Karen Davison (317) 247-2225

Personnel Management Specialist (PMS)

Anita Overton (317) 247-2571

Employment Verification (Web Based Only)

<http://www.theworknumber.com>

(1-800-966-7566 to obtain PIN Number)

For Training Questions

Training Support Manager (317) 247-2529

Support Specialist

New Developmental Specialist (317) 247-2485