



Federal Aviation  
Administration

Savannah ATCT  
550 Gulfstream Road  
Savannah, GA 31408



# Facility Orientation Guide





## TABLE OF CONTENTS

Welcome Letter.....	3
Savannah Tower Organizational Chart.....	4
Savannah Tower Leadership Team.....	5-10
Our Expectations of All Employees .....	11
Policies.....	12-13
Local Area Information.....	14-16
Fast Food.....	17
Online Resources .....	18
Savannah Area Map.....	19
Airport Diagram.....	20
Photos of the Airport.....	21
Savannah Tower Phone Directory .....	22



Federal Aviation  
Administration

## Welcome Letter

Dear New Employee,

Welcome to Savannah Tower! Here you will have an opportunity to work with an outstanding team of professionals that help make this a great place to work and develop your skills. Your knowledge, abilities and positive attitude make you a highly anticipated 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 team. Our aim is to create an informal and creative atmosphere, and we encourage everyone to participate in making our facility an exceptional place to work.

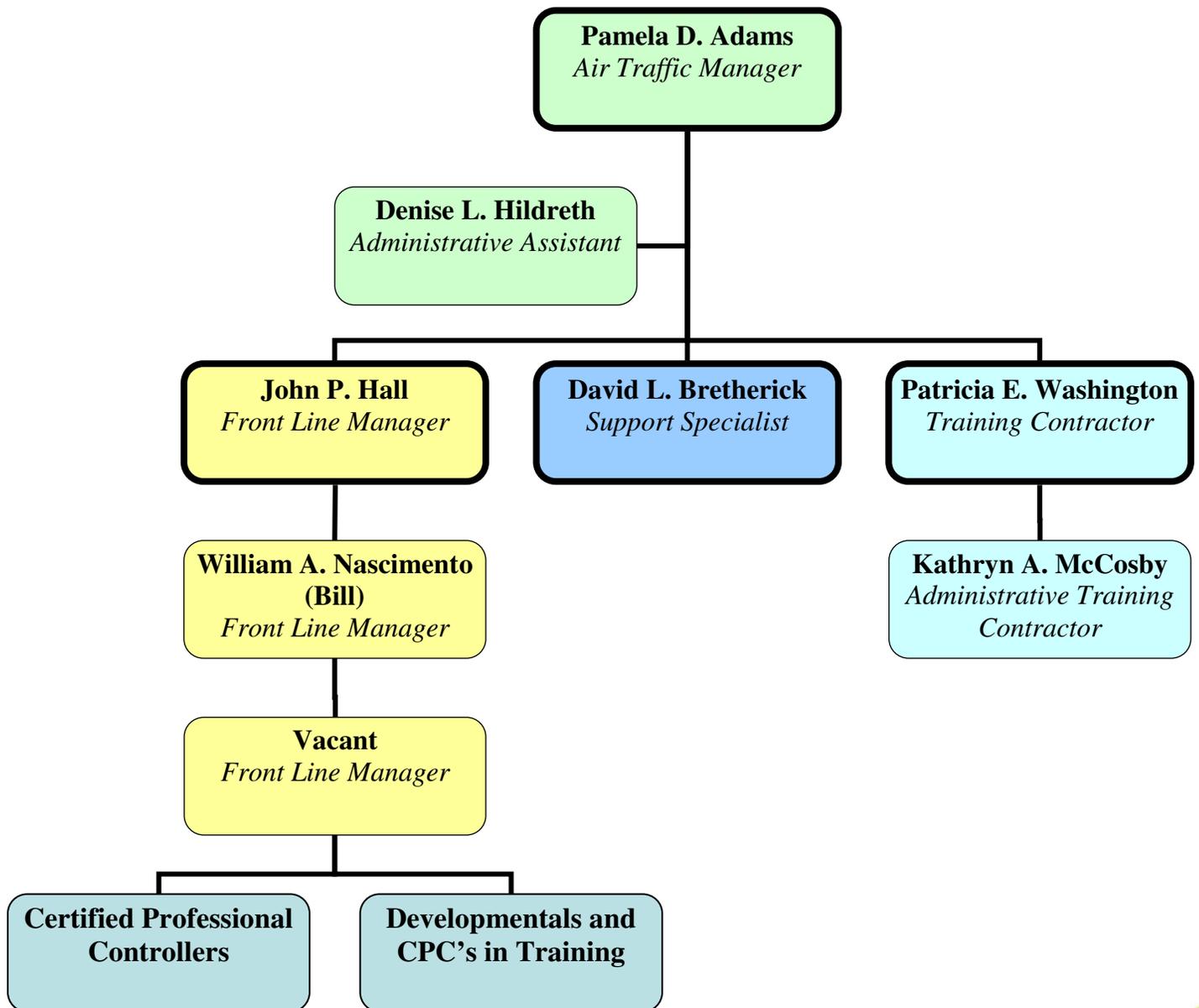
I look forward to working with you, and would like to welcome you again to our team!

Sincerely,

Pamela D. Adams  
Savannah Tower Manager



## Savannah Tower Organizational Chart





## Savannah TOWER Leadership Team

**Pamela D. Adams, Air Traffic Manager, Savannah Tower/TRACON**



Pamela Adams joined the FAA in 1987 as an air traffic controller at San Jose Tower in the San Francisco Bay Area. Prior to that, she was a member of the U. S. Army and was also an employee of the U. S. Postal Service.

She has held various air traffic controller, staff and supervisor positions at Bay TRACON, Oakland ARTCC, the Eastern Regional Office and FAA Headquarters, as well as being a Traffic Management Specialist at the Air Traffic Control System Command Center in Herndon, Virginia.

Pam is a native of Southern California. She enjoys reading, traveling, a good sense of humor, working out occasionally, and when the temperature is just right, riding her Harley!



## Denise Hildreth, Secretary, Savannah Tower



Welcome to the Savannah Tower Team!

In 1987 I joined the agency as a Secretary for the FAA at Kent County Int'l. Airport, in Grand Rapids, MI. Grand Rapids Tower had become a Hub Facility and the secretary was promoted to Administrative Officer. The name of the airport was eventually changed to the Gerald R. Ford Int'l. Airport.

I transferred to Savannah in 2002 as the Secretary at Savannah Tower. I also work part-time at a local golf course and I sell makeup.

I have been the Key Worker for the Combined Federal Campaign (CFC) for about the last 20 years. I am proud to mention that with the help of my co-workers thru the years, we have exceeded our yearly goals which were increased each year. (Hope I didn't just jinx it!)

I moved to Savannah with one cat and have adopted a couple more strays. And that's not to mention my adopted dog and the stray dog that adopted us. Please, no more strays!



Federal Aviation  
Administration

**David Bretherick, Support Specialist  
Savannah Tower**



Welcome to the Savannah Tower Team!

I joined the FAA in 1988 as an ATCS in Beverly, Ma. I have worked in four different regions and numerous facilities over my career. I have held the following positions: air traffic controller and facility staff specialist.



**John P. Hall, Front Line Manager,  
Savannah Tower**



Welcome to the Savannah Tower Team!

John began his ATC career at the New York Tracon in 1995, as an air traffic controller. In continuing his career as a controller, he went to Savannah, GA in 2002. While in Savannah, he moved to the Support Specialist position for about one year. From there he ventured to Charlotte, NC in 2005, and returned to Savannah as a Front Line Manager in 2008.

John is a native of New York. He currently lives in a suburb of Savannah with his wife and two children. John is an Instrument rated pilot.



**William A. Nascimento (Bill), Front Line Manager  
Savannah Tower**



Welcome to the Savannah Tower Team!

Bill has more than 25 years of ATC experience. He began his ATC career in 1982 with the USAF. His first assignment was Selfridge ATCT in Detroit, MI. He was transferred to Eglin AFB, FL where he worked the busiest ATCT in the USAF and Eglin TRACON, one of the largest in the nation.

Bill was hired directly from the USAF to the FAA at Colorado Springs ATCT, CO in 1989. He helped open their first parallel runway and worked with the USAF Academy's flight training wing.

Bill arrived in Macon, GA in 1994 where he was active in NATCA as the Secretary/Treasurer and then Vice President. Bill represented M87 RAPCON on the ATL TRACON Airspace Team in preparation for consolidation in 2002, when he moved to A80. While in A80 he was an OJTI in M87 sector and worked the ATL departure sector until transferring to SAV in May of 2004.

In SAV, Bill has been an OJTI for many of our CPC's. He has completed the Facility ality Assurance course in Oklahoma City, OK and became a Front Line Manager in January 2009.



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Administration

**Vacant, Front Line Manager  
Savannah Tower**



## **Our Expectations of All Employees**

**Savannah 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:

### **Reporting for Duty**

The first day you should arrive at the facility at 8:00 a.m. When you first report to the facility for orientation and classroom training you will work what is referred to as an administrative shift. These shifts last eight and one-half hours with a one-half hour unpaid lunch break. You will be permitted to leave the facility for lunch. Your shift starting time while in class may be different but typically it will be 8:00 a.m. to 4:30 p.m. In the event you have any anticipated delays in your arrival or need more information regarding initial training please contact Patricia Washington, Contract Training Support at 912-964-3646.

### **Hours of Duty**

Once your classroom training has been completed you will be assigned to a Front Line Manager and a set of days off. Controller's work a fixed days off schedule and typically you will work one week of day shifts followed by a week of night shifts. Typically trainees do not work midnight shifts until they are near the completion of their training. Once assigned to On-The-Job training you will work an eight-hour shift. The facility has a break room with vending machines; however, there is not a cafeteria. Most controllers bring a meal to work. Refrigerators and freezer space is available in the break room.

### **Parking**

Parking gate is controlled with access cards. On your first day you will drive up to the gate and buzz the administrative offices. Our staff will be notified when you arrive. At the tower you may park anywhere in the main parking area excluding the areas marked "Visitors". Although the parking lot is gated we recommend locking your vehicle. You cannot park recreational vehicles, boats, campers, extra cars or trailers of any type in the parking lot without prior authorization. Typically only vehicles used to commute to and from work are allowed.

### **Security**

You are the eyes and ears and a key part of security at Savannah Tower. If you see someone without an FAA ID badge ask them if they need help and stay with them until they are escorted to the person they need to see. Your supervisor is your initial point of contact for security questions.



## **Building Access**

Facility access is controlled with access cards. On your first day you will buzz at the main entrance door. You will be met at the door by one of our administrative or training staff personnel.

## **FAA ID Cards**

After reporting you will be issued an FAA ID badge and access card. Your ID must be displayed, between the neck and belt, at all times while on FAA property.

## **Guests and Visitors**

Guests and Visitors are welcome; however, they must be coordinated in advance with the Training Department, the Support Specialist or the Front Line Manager on duty. No visitors under the age of sixteen except employee's relatives, or with management approval. Any international visitors require a two-week minimum notice. All adult visitors must have a picture ID and display a visitors ID issued by the administrative office.

## **Cell Phones**

Cellular telephones are permitted in some areas of the building. Operating a cell phone is strictly prohibited in the operational quarters due to interference issues. We ask that you operate your cell phone on silent/vibrate mode while in the classroom.

## **Smoking Policy**

Smoking is allowed in designated areas only. Our designated smoking room is on the main/ground floor of the building at the end of the first corridor to your left from the main entrance.



## Local Area Information

### Savannah Profile

#### Savannah Secrets

You've walked our streets and admired our beautiful parks, squares and mansions, but underneath the appealing aesthetics of this centuries old city are some historical accounts and quirky facts that helped to shape our nation.

**The Pirates House**, A famous Savannah restaurant, was actually a tavern frequented by pirates who sailed the Caribbean in 1794. Events at the Pirates House were the inspiration for Robert Lewis Stevenson's novel, Treasure Island.

**Midnight in the Garden of Good and Evil**, the John Berendt novel about secrets, socialites and murder spent more than five years on the New York Times best-seller list holding the record for the longest running best-seller in history.

In 2002, the American Institute of Parapsychology named Savannah, "**America's Most Haunted City**." Based on Savannah's history of fires, plagues, wars and voodoo, they determined Savannah was the perfect place for supernatural activity.

While admiring **Savannah's splendid architecture**, you might start to notice a recurring color painted on the door frames, porches and window sills of many Savannah homes. This blue/green color, or "**Haint Blue**," is not only aesthetically pleasing but has an important purpose, and that is to **ward off evil spirits**. "Haint Blue" paint was first used by African Slaves to secure entry-point into their houses from spirits. According to the Geechee/Gullah culture of the Lowcountry, the blue/green color of "Haint Blue" represents water which, it is believed, spirits can not pass over.

Five months after General Oglethorpe and the original settlers landed in Savannah, **42 Jewish refugees from Spain arrived in July 1733**. This was the largest immigration of Jews at one time to the new world during the colonial period.



## Savannah Continued:

**Florence Martus**, born August 7, 1868, is a Savannahian whose understanding and application of the words “Southern Hospitality” brought her fame as the **Waving Girl**. Martus lived with her brother, lighthouse keeper George Martus, between 1887 and 1931 near the entrance of the Savannah harbor. During this time she would wave a welcome to each incoming ship and wave a goodbye to every outgoing vessel. During her years at the lighthouse, she greeted more than 50,000 vessels. A memorial to her legacy is located on Savannah’s Historic River Street. This is the first memorial to a Georgia woman in any city park.

**Tomochichi**, Chief of the Yamacraw Indians, was rumored to stand over seven feet tall, have only one good eye and wear a cape of bear skin. Tomochichi is buried in Wright Square; a large boulder marks his resting place.

While the **Spanish Moss** that hangs from Savannah’s majestic oaks is a true reminder that you are in the romantic deep South, it **does not make a great souvenir**. Often undetectable by the naked eye, a small biting bug called a chigger makes Spanish Moss its home. During the early days of the Colony, residents often stuffed and bounded their mattresses with the soft and bountiful Spanish Moss only to wake up irritated and itchy after the tiny bugs invaded their slumber. As a result, a common phrase emerged in Savannah, and it was – “Goodnight neighbor, sleep tight, and **don’t let the bed bugs bite!**”

**Besides English**, the other languages spoken in the early days of the colony were Indian languages, Spanish, Portuguese, Yiddish, French, Gaelic and German.



## Savannah Continued:

**Savannah over the years has become the fictional home of some of the silver screen's most memorable movies** including "Forrest Gump," "Roots," "Gator," "Glory," "Something to Talk About," "Midnight in the Garden of Good and Evil," "Forces of Nature," "The General's Daughter," and the Robert Redford golf epic, "Legend of Bagger Vance." Hollywood loves Savannah because our beautiful Historic District and Low Country landscape make an instant movie set. While in Savannah take a movie tour and see the sights featured in some of pop culture's favorite films.

In a study published by the Savannah Historic Foundation, one of the most admired preservation groups in the country, **more than 40 percent of 2,500 buildings inventoried in Savannah had architectural or historical significance.**

While wandering around Savannah, if you happen to take a stroll down **St. Julian Street**, you will notice you are walking on **oyster shells**. You have discovered **Tabby**. Tabby is a type of cement or plaster used for mortar, walls and walkways. Because limestone was not available along the coast, the colonists burned oyster shells and mixed the ash with sand and water to make cement.

**The first movie shown at the Lucas Theater** when it opened in 1921 was "Camille." It starred silent film actor Rudolph Valentino.

When the Colony of Georgia was founded in 1733; **Catholics, lawyers and hard liquor were banned.** But considering that Savannah is now home to the largest celebration in the South honoring St. Patrick (an Irish Catholic Saint) and is famous for the "To-Go Cup" (thanks to the city's liberal view on cocktails to-go); Savannah has obviously dropped all bans created long ago.

**Girl Scouts of the U.S.A.** was founded in Savannah in 1912 by a Savannah woman named **Juliette Gordon Low**. Her childhood home now serves as the Girl Scouts' National Headquarters.



## Fast Food

Just down the road and over I-95 you'll find the town of Pooler. (This is considered the newer part of Pooler.) In this area you'll find Wal-Mart, Sam's Club, Home Depot, along with fast food and finer dining restaurants such as: Waffle House, Zaxby's, Sonic, Subway, Chick Fil A, Arby's, Ruby Tuesdays, Carey Hilliards, Cheddars, Longhorns, Cancun, Fatz and Japanese.

The next exit south on I-95 is Highway 80. (This is considered the older part of Pooler.) There are both types of restaurants to the East and West at this exit. The Postal Service is to the right, along with a Piggly Wiggly Food Store, Rite Aid and businesses. In the other direction, there is a Food Lion, Mickey D's, Taco Bell, and various Mexican, Chinese and Japanese restaurants.



## Online Resources

### Local Area Resources

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

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

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

### Chamber of Commerce

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

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

### Local News

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

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

### County Schools

[www.savannah.chatham.k12.ga.us/](http://www.savannah.chatham.k12.ga.us/)

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

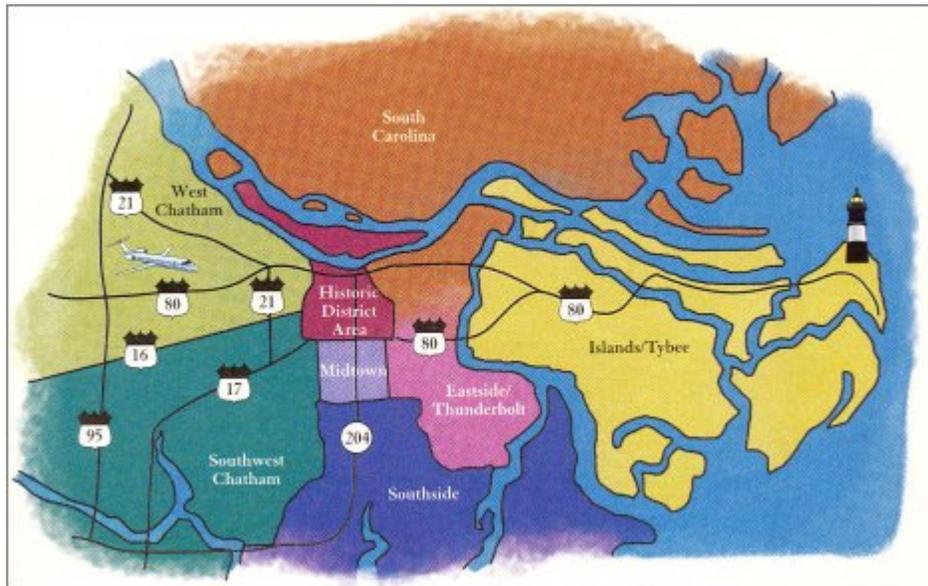
### City Data

[www.ci.savannah.ga.us/](http://www.ci.savannah.ga.us/)



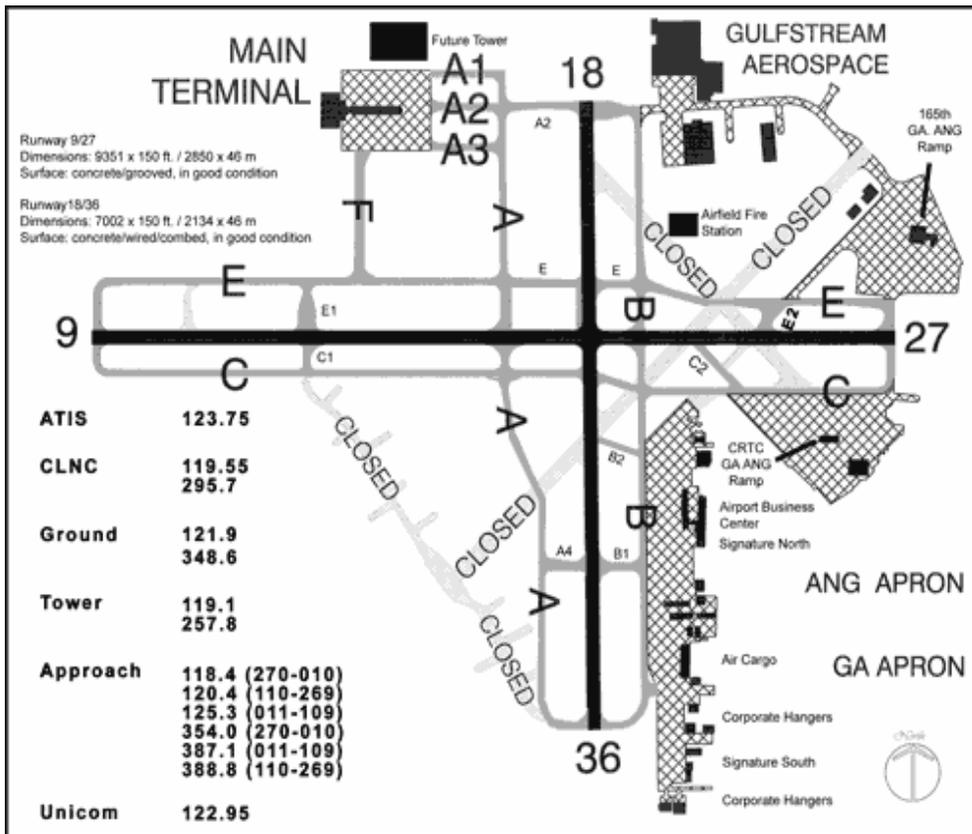
## The Savannah Area

### Savannah Historic Downtown Map





## Airport Diagram





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## Photos of the Airport

### Welcome to the Savannah/Hilton Head International Airport





## Savannah Tower Directory

The following list provides the most commonly used phone numbers within the Savannah Tower facility:

>> Main Office - Secretary	(912) 964-3700
>> Facility Fax	(912) 964-3710
>> Facility Night & Weekend [restricted]	(912) 964-3740
>> Manager's Office	(912) 964-3701
>> Support Specialist	(912) 964-3707
>> Front Line Manager's	(912) 964-3703
>> Emergency Contact Number [restricted]	(912) 964-3740 Tracon 3720 Tower Cab
>> Training Department	(912) 964-3646 3706



## Completing This Document

ATO facilities may complete their own Facility Guides using this sample as a guide. By creating and completing this document, you are helping your employees by providing them with a central resource for information and welcoming them to the community. You are also helping the ATO to ensure that your new employees will have the skills, knowledge and attitude to succeed in today's workplace.

## Sharing Your Knowledge

Once you complete the guide, you may consider posting the document on the ATO Experience website. Fully developed and completed facility guides may be sent to Colleen Janus, Transition Team, Change Management at [Colleen.Janus@faa.gov](mailto:Colleen.Janus@faa.gov) in an electronic format. Colleen will then coordinate with other ATO offices to ensure that the best examples are posted on the ATO website. This will allow us to share the best practices across facilities, showcase some of the work and help other facilities in developing their own customized guides.

We sincerely thank you for your time and efforts in compiling the necessary resources for your new employees and taking an active part in the ATO Facility New Hire Initiative.



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