



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Academy Student Information Handbook

March 2011

FAA Academy Student Information Handbook

**Student Services
Training Services Support Division
Federal Aviation Administration Academy**

**Mike Monroney Aeronautical Center
Oklahoma City, Oklahoma**

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Welcome

Welcome to the FAA Academy and Oklahoma City

Welcome to the FAA Academy! As a student, you are part of a group of associates who will help ensure the safe and efficient use of the airways. Whether this is your first training experience at the Academy or you have trained here before, our team is dedicated to accommodate you and your training needs.

The future of the FAA depends in large part upon the success of you and other well trained employees working together toward one common goal—increased air safety. The course you are about to attend is based on this philosophy. Training plays an ever increasing role in the FAA.

The Academy is required to ensure maximum utilization of available time, and provide an environment supportive of learning. We hope this training will prove valuable and your stay in Oklahoma City will be pleasantly remembered long after you return home.

About the Academy

Academy training courses utilize the latest instructional systems and techniques that take full advantage of training equipment which duplicates or simulates operational facilities and the field environment.

On a daily basis, the Academy has approximately 1000 students in attendance. We also have a large number of visitors, including local, national, and international VIPs. We convey the importance of the role of training in the agency and to some extent throughout the aviation communities of the world.

The FAA Academy

Student Services Student Services is the office responsible for helping ensure your stay at the Academy is a pleasant one. The main Student Services Office is located in the Academy Building (Bldg. 14), Room 137, (405) 954-3923. There is also a satellite location “Student Services at the Atrium” located in the Thomas P. Stafford Building (TPSB, Bldg. 27), Room 148C. Staffed by friendly people, trained to help you with virtually any problem that should arise, Student Services is one of the Academy’s most important resources. They will provide assistance related to any non-academic area.

Student Services is open Monday through Friday from 7:00 a.m. to 6:00 p.m. Please feel free to drop in anytime to discuss problems you may be experiencing. If the staff is not equipped to deal with your problem, someone can direct you to people who are so equipped.

Please contact the MMAC Duty Officer at (405) 954-3583 if you have an emergency after normal office hours.

In the Student Services Offices, you will find many brochures on local attractions and services, Aeronautical Center transportation schedules, and weather information. The Student Services office also provides employees attending Academy courses access to telephones for official business calls and authorized calls home. **International calls are prohibited.** The Student Media Center provides students access to copiers, computers, scanners, and fax machines. Access on the student computers of material of a sexual nature or offensive material is prohibited.

At the end of your training, you will be asked to fill out a Student Services survey. You are requested to rate your housing, Student Services, the Academy transportation service, and other MMAC offices and services. You are encouraged to provide suggestions and comments.

Public Law

Purpose:

The purpose of Public Law, Congressional Training Restrictions Guidelines, Treasury and General Government Appropriation Act, is to provide information governing how the Department of Transportation (DOT) and the FAA must manage, design, develop, deliver, procure, and evaluate employee training. This is to ensure effective and efficient employee training, based on actual identified needs. Each year’s appropriation act has similar language regarding this topic.

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The FAA Academy (Continued)

Public Law (Cont.)

Type of Training:

All training conducted by or supported for FAA employees is covered by the restrictions, regardless of funding methodology or type, if the primary purpose is to develop or maintain individual or team knowledge, skills, or abilities necessary to carry out official duties.

Six Restrictions:

There are six restrictions which must be in place **before** funds are obligated:

- Training must be based on needs identified through an assessment that identifies training as appropriate to develop knowledge, skills, and abilities bearing directly on the performance of official duties.
- Employees must receive prior notification of the content and methods to be used in the training. End-of-course evaluations must be conducted.
- Training cannot contain elements likely to induce high levels of emotional response or psychological stress. Training that simulates stress that is actually present in the employee's work environment is permissible. Individual assessment and feedback by the instructor must respect the individual's privacy rights.
- Training must not contain any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in Equal Employment Opportunity Commission Notice N-915.22, Policy Guidance on "New Age" Training Programs which Conflict with Employee's Religious Beliefs, dated September 22, 1988. Training must accommodate an employee who objects to participating in a training program because it utilizes techniques or exercises which conflict with the employee's religious beliefs.
- Training content cannot be offensive to or be designed to change participant's personal values or lifestyle outside the workplace. Training must focus on workplace knowledge, skills, and abilities and behavior that employees are expected to exhibit in the workplace.
- Training must not contain information related to human immunodeficiency virus/acquired immune deficiency syndrome (HIV/AIDS) other than that necessary to make employees more aware of the medical ramifications of HIV/AIDS and the workplace rights of HIV-positive employees.

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The FAA Academy (Continued)

Accreditation

The Academy is a member of the North Central Association (NCA) of Colleges and Schools, an accredited training organization. Accreditation means the Academy meets or exceeds all NCA standards for instructional quality.

How to Obtain College Credit

Courses that have been evaluated for college credit are listed on the Academy Homepage on the Internet at the following address:

<http://www.academy.faa.gov/catalog/ACE/>

To obtain credit for courses taken at the FAA Academy,

- Consult *The National Guide* online at <http://www.acenet.edu/nationalguide/> to see if the courses have been recommended for credit.
- Contact the regional training program management office to obtain an application form and request a certified (signed) copy of your FAA training history to be sent to ACE.
- Send the completed application form, along with a registry participation fee to:

American Council on Education
Registry of Credit Recommendations
One Dupont Circle, NW, Suite 250
Washington, DC 20036-1193
Phone: (202) 939-9434

After receiving your application, the ACE registry will create a computerized record of your evaluated courses and send you a copy of the record. If you have any questions or require additional information concerning courses recommended for college credit, contact the Academy ACE Coordinator at (405) 954-5872.

Academy Commitments and Standard Operating Procedures

Commitment to Students

The Academy is committed to students to:

- Provide the best possible training.
 - Ensure maximum utilization of available time.
 - Provide an environment supportive of learning.
 - Provide knowledgeable instructors to aid learning.
 - Provide a comfortable workplace.
-

Commitment to Instructors

The Academy is committed to providing instructors:

- The support necessary to achieve the training mission.
 - Sufficient resources to complete the training task.
 - The backing of the entire organization in managing the classroom/laboratory.
-

Expectations of Students

The Academy expects students to be committed to:

- Cooperating in the management of the training environment.
 - Adhering to the training schedules.
 - Attending all classroom/laboratory activities unless excused through approved leave.
 - Directing all requests for leave through the Supervisor or Manager.
 - Respecting other students and avoiding disruptive behavior.
 - Representing the FAA and region professionally on and off the job.
-

Expectations of Instructors

The Academy expects instructors to be committed to:

- Notifying the course coordinator/manager when attendance requirements are not met.
 - Counseling students when behavior is disruptive.
 - Managing the classroom/laboratory environment.
-

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Academy Commitments and Standard Operating Procedures (Continued)

Standard Operating Procedures

The following are the Academy standard operating procedures:

- The worksite of all students is the classroom or laboratory.
 - The normal work schedule is either 7:00 a.m. to 3:30 p.m., 8:00 a.m. to 4:30 p.m., or 3:30 p.m. to midnight.
 - Breaks and lunch periods are scheduled every day.
 - Official leave for any reason other than sickness is not granted to students during course attendance except in an emergency.
 - All absences will be handled as follows:
 - Only sick leave and emergency annual leave can be approved.
 - All leave must be approved by the Supervisor or Manager.
 - Course coordinators/managers must be notified of leave as soon as possible.
 - All unexplained absences are reported to Student Services within 1 (one) hour of the scheduled class start time.
 - All student absences will be reported to their facilities.
 - Unreported absences will be cause for concern on the part of the staff and will require a visit to the student's place of residence to investigate his/her welfare.
 - Absence without leave and disruptive behavior will be resolved at the lowest level possible. Listed below are the steps to be taken if problems do occur.
 - The instructor will counsel the student in an effort to resolve concern.
 - The course coordinator/manager will counsel the student and contact the student's manager.
 - The division manager will contact the regional division manager to seek resolution.
 - The Division manager, or Student's Supervisor/Manager, at his/her discretion, may return a student to his/her facility without a certificate of completion.
 - The instructor maintains a good learning environment, which is free of disruptions.
-

General Information

Student Responsibility

You are responsible for providing the course instructor and course coordinator or course manager with:

- Enrollment data
- Parking permit information
- Local address
- Emergency medical information
- Other needs directly associated with your training course

The Academy Student Information form should be filled out as completely and accurately as possible. Return the form to your instructor. All other forms and documents may be retained.

Resolution of Personal Problems

Students who have problems should use the following process to help resolve the problem:

| If | Then |
|---|---|
| A student has a problem | Contact your instructor. |
| The instructor is unable to resolve the problem | Contact your first-line supervisor for direction. |
| Additional assistance is required | Contact Student Services. |
| The problem still cannot be resolved | Contact the division manager. |

Conduct

Students are responsible for conducting themselves, both on and off duty, in a manner that will ensure their activities reflect credit on the Federal Government and the Federal Aviation Administration. Misconduct could result in your behavior being reported to your supervisor in your parent region. **You could be terminated from training and returned to your duty station, depending on the severity of the circumstances.**

The following are some basic reminders for students:

- Report to class on time and in a condition that will ensure the highest level of learning.
 - Put forth your best effort toward the satisfactory completion of the training course you are attending.
-

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General Information (Continued)

- Conduct (Cont.)**
- Do not accept or use any form of unauthorized assistance or material (written or verbal) during any classroom activity, laboratory, or any written or oral test.
 - Do not attempt to remove, reconstruct, or duplicate by any method, any portion of written test, laboratory problems, or any other evaluation or controlled material from classrooms or laboratories.
 - Do not provide unauthorized assistance to other students. You should report any instance of unauthorized activity, cheating, removal or duplication of classroom or test material, or any other form of improper or unethical behavior to your instructor or course coordinator/manager.
 - Conserve and protect Federal funds, property, equipment, and materials. Many of the Academy classrooms and laboratories are equipped with computers and other equipment; therefore, limitations have been placed on having food and drinks in the classroom.
-

Dress

Students are encouraged to dress in a manner that reflects credit on themselves as professionals and the Academy as a professional training institution and in a way that upholds the professional image of their service organization. Address any questions to the instructor or course coordinator/manager for clarification as each division may have specific requirements to which you must adhere.

Sexual Harassment

Sexual harassment is an unlawful and offensive behavior and will not be tolerated. The Academy upholds the FAA policy against sexual harassment. All employees are to behave in an appropriate manner and to take necessary actions to prevent and eliminate inappropriate behavior in the workplace.

Inappropriate conduct of a sexual nature should be immediately reported to your manager or supervisor. If the person is your manager or supervisor, you have various options by which to address the behavior:

- Telling/asking offender to stop
- Reporting the behavior to an instructor or other official
- Contacting the Accountability Board
- Filing an EEO complaint. (Please refer to "EEO - Civil Rights" located under the Aeronautical Center Services section of this handbook on pg. 17)

For further information on Prevention of Sexual Harassment in the Workplace please visit the Office of Civil Rights Website.

Continued on next page.

General Information (Continued)

Sexual Orientation Complaints

The U.S. Department of Transportation (DOT) Office of Civil Rights provided procedures for processing complaints of Discrimination based on sexual orientation effective March 7, 1998. These procedures specify that DOT employees or applicants for DOT employment may also initiate a discrimination complaint based on sexual orientation. (Please see "EEO - Civil Rights" located under the Aeronautical Center Services section of this handbook on pg. 17).

End of Course Critique

We request you keep notes as you go through the course for inclusion in final critiques.

Each year's appropriation act has a section containing the following language:
Attendance at final end-of-course critique is mandatory and required by public law.

Post Course Questionnaire

Approximately 90 - 180 days after graduation, you will receive a short post course questionnaire, via e-mail, to determine the effectiveness of your training. Since we are interested in how the training improved your job performance, please complete the questionnaire and return it to the FAA Academy.

Instructors

The Academy is composed of both FAA and contract instructors. Besides the classroom instructor, each course has a course coordinator/manager assigned. All instructors are technical experts interested in you successfully completing the course. Each faculty member has been trained as an instructor for the Academy and acts as a role model for students.

If you have any problems while attending an Academy course, please discuss it with your instructor, course coordinator/manager, or Student Services.

Withdrawal from Training

An employee may depart from training in the event of an emergency or other unusual circumstance upon approval of their manager and by also notifying the FAA Academy Instructor or Student Services.

If reasonable grounds for withdrawal are determined, the employee will be removed from training and possibly rescheduled.

Continued on next page.

General Information (Continued)

Care of Buildings and Classrooms We solicit your cooperation in keeping our buildings, classrooms, and labs clean and in good condition. The Academy is your home eight hours a day. Help us keep it clean.

Smoking There is a **NO SMOKING** rule in all buildings. Smoking is only permitted in designated outdoor areas. Smokers are encouraged to keep the smoke area clean and use the containers provided to dispose of smoking materials.

Smoking is prohibited inside of buildings and outside the buildings within 25 feet from building doorways or air intake systems. Smoking outposts (consisting mainly of cigarette disposal containers) have been relocated to at least 25 feet from these areas.

NOTE: Smoking is prohibited on all FAA student shuttles.

Aeronautical Center Services

Dining & Vending Facilities

The Blue Sky Cafe, operated by a private vendor, is located in the Aviation Records Building (Bldg. 22). The cafeteria is open Monday through Friday serving breakfast, lunch, and a variety of snacks. There is also an Einstein Bros Bagels located in the Headquarters Building (Bldg. 1). In addition, the private vendor operates a specialty shop located in the basement of the Airmen Records Building and a smaller satellite dining area located in the Technical Support Facility. Both of these dining facilities offer breakfast, lunch, and various snacks.

The Department of Rehabilitation Services operates two snack bar facilities which are located in the Air Traffic and Thomas P. Stafford Buildings. These facilities are open Monday through Friday serving breakfast and lunch.

In addition to the above mentioned dining facilities, the majority of the buildings located at the Aeronautical have vending machines which are serviced by the Department of Rehabilitation Services. The vending machines offer a variety of drinks and snacks.

Financial Matters

The Academy has no means for making loans to students. The employing regions are responsible for making travel arrangements for their employees who are to report to the Academy.

NOTE: Current per diem rates for training are available from the facility, regional travel office, or the Academy Student Services office. The rates are based on GSA rates, as determined by Washington or as negotiated by a bargaining unit. **The Academy does not have the authority to change these rates for any reason. If you are unable to locate housing within the per diem rate, please contact Student Services for assistance at (405) 954-3923.**

FAA Employees Credit Union

- An FAA Credit Union Branch is located at the Mike Monroney Aeronautical Center and invites you to join. Once you become a member of the Credit Union, you have the same privileges as other members.

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| Hours of Operation: Monday - Friday 7:30 a.m. to 4:30 p.m. |
|---|

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Aeronautical Center Services (Continued)

There are five ATMs at the Aeronautical Center:

- Outside of Student Services, Academy Building, Room 137
- Northeast corner of the Headquarters Building (outside)
- Inside the Aviation Records Building (ARB), east side, inside hallway
- Main lobby of the CAMI Building
- Hallway west of the snack bar in the Thomas P. Stafford Building

Branch Locations:

8230 NW Expressway
Oklahoma City, OK

10201 S. Western
Oklahoma City, OK

3805 S. Western
Oklahoma City, OK

361 E. State Hwy 152
Mustang, OK

2800 N. Kelly, Suite 100
Edmond, OK

Day Care

There is a childcare facility, the Launching Pad, located at the Aeronautical Center. The facility is open primarily to Center employees but anyone wishing to use the facility, if space is available, may do so. The hours of operation are 6:30 a.m. to 6:00 p.m. The Launching Pad management recommends that students call at least two weeks prior to arriving for training to make child care arrangements for their children. There may be a long waiting list for space and drop-in slots may or may not be available during a given time period. The Launching Pad may be contacted at (405) 954-4901.

Oklahoma Child Care Resource and Referral Association, with the assistance of the Department of Human Services' Office of Child Care, offers information, referrals, and choices of programs through Rainbow Fleet. The Rainbow Fleet will provide names of day care facilities. The phone number for The Rainbow Fleet is (405) 525-3111.

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Aeronautical Center Services (Continued)

EEO – Civil Rights

Employees who believe they have been discriminated against because of their race, color, religion, sex (including sexual/gender harassment), national origin, age, disability (physical or mental), sexual orientation, or reprisal may file an EEO discrimination complaint. Employees must consult an EEO counselor prior to filing a formal complaint in order to try to informally resolve the matter.

To initiate counseling under the National EEO Pre-complaint Process, contact the National Intake Unit at 1-888-WK IT OUT (1-888-954-8688) or 1-800-877-8339 (TTY relay service) within 45 calendar days of the date of the matter alleged to be discriminatory, or in the case of a personnel action, within 45 calendar days of its effective date. The duty hours of operation are from 6:30 a.m. to 6:00 p.m. Eastern Standard Time, Monday through Friday and via voicemail after duty hours, on weekends and holidays. All voicemail messages will be returned within 24 hours of the documented call (except for holidays and weekends).

If you have any questions about filing a complaint, please contact the National Intake Unit at the number above, or the Office of the Director, Civil Rights Southwest Region and Aeronautical Center, at 817-222-5009. You can also access the Office of Civil Rights Website.

Alternative Dispute Resolution

The MMAC has a mediation program for all disputes that arise outside the EEO process called Alternative Dispute Resolution (ADR). The goal of the process is not to find winners or losers, but to develop a solution that is acceptable to both parties. Questions regarding the program should be directed to the ADR Coordinator at (817) 222-5034.

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Aeronautical Center Services (Continued)

Bookstore

The Bookstore is located in Building #107, next to the Credit Union. The phone number is (405) 681-3513. Hours are Monday & Friday 8:30 a.m. to 3:30 p.m.; Tuesday, Wednesday & Thursday 8:30 a.m. to 4:00 p.m. A variety of office supplies, FAA souvenirs as well as many reference texts are available. Visit the website at <http://www.eabookstore.com>.

Aeronautical Center Employees' Association

The Aeronautical Center has an active Employees' Association and welcomes all those attending training at the Center to participate in its activities. The association provides discount tickets to its members for select entertainment venues in Oklahoma City and surrounding areas. Members also receive discounts on merchandise purchased in the Bookstore.

Employee Assistance Program (EAP)

The EAP is an FAA-wide program for providing short-term counseling for personal problems affecting the employee or employee's family. For additional information or to make an off-site appointment call 1-800-234-1327 or visit their website at <http://www.magellanhealth.com> or on the MMAC Employee Services website. You do not need a referral from your branch manager or instructor to use the program.

Mail Service

Outgoing Mail:

Official and stamped personal mail can be left in the Student Services office, Academy Building, room 137.

| Postal Service Locations | |
|--------------------------------------|---|
| Service | Location |
| Postal service box for personal mail | Near the entry of the cafeteria. |
| U.S. Post Office Substation | Basement of the Multi-Purpose Building (MPB), room B-15. Phone number is 405-954-8639. NOTE: The substation's operating hours are 8:30 a.m. to 1:00 p.m., Monday through Friday. |

Personal Correspondence:

Students temporarily assigned to the Center should have their personal correspondence mailed to their local residence address.

Official Correspondence:

Students may receive work related mail at the Academy. Official mail should be addressed as follows:

Aeronautical Center Services (Continued)

Mail Service (Cont.)

Your Name
Federal Aviation Administration
Mike Monroney Aeronautical Center
Student Services, Academy Building, Room 137
Course # _____, Class # _____
P.O. Box 25082
Oklahoma City, OK 73125

Federal Express mail should be addressed as above except the street address is used rather than the post office box. That address is:

Your Name
Federal Aviation Administration
Mike Monroney Aeronautical Center
Student Services, Academy Building, Room 137
Course # _____, Class # _____
6500 South MacArthur Boulevard
Oklahoma City, OK 73169

NOTE: If you do not know your course number, class number, building, and room number, it may be obtained after arrival at the Academy.

Upon course completion, you are permitted to mail **course materials** to your business address using FAA postage and fee-paid mailing labels. Take the **sealed** box to the MMAC distribution bins located in each of the main classroom buildings. Distribution employees will pick up the boxes on a scheduled day. **The weight of each container may not exceed 25 pounds.**

Students whose duty stations are outside the United States should contact the Post Office for mailing instructions for customs declaration and weights involved on items being sent outside the United States.

Aero-Fitness Health Center

The Aero-Fitness Center is located in the basement of the Registry Building, which is west of the ARB. The hours of operations of the Fitness Center are Monday through Friday from 5:30 a.m. until 7:00 p.m. and Saturday from 8:00 a.m. to 12:00 p.m. For additional information or a current price listing, call the Fitness Center at (405) 954-8440. The Fitness Center also has a website at [Mike Monroney Aeronautical Center Employee Services](#).

Aeronautical Center Services (Continued)

Library

The Aeronautical Center Library is conveniently located in the Academy Building, Room 114, in the breezeway between the Academy Building and the Air Traffic Building. Library hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. The telephone number is (405) 954-2665.

The collection includes books, periodicals, and reports on a wide range of topics to complement the FAA's many training programs. These include supervision, management, mathematics, electronics, and all aspects of aviation. The library has a variety of both general and special subject dictionaries, encyclopedias, and other reference works. Internet access is available for work-related projects. A paperback book exchange for your leisure reading is also available. Students are encouraged to use the library frequently. A professionally trained staff is available to assist you.

Housing

Housing

To assist students with efforts to locate satisfactory housing, the Student Services office has a Student Housing List that is provided as a service to incoming students. The housing list is on the Student Services Website. It is an alphabetical listing of some lodging providers in the Oklahoma City area. The FAA does not have business relationships or contractual agreements with these providers, nor does the FAA in any manner sponsor or endorse any of the lodging providers. This information is provided as a courtesy to the students.

Selecting suitable quarters is the responsibility of the student. If you are bringing a pet, remember to make arrangements prior to arrival in Oklahoma City.

Long-Term Housing

We recommend students carefully read all lease agreements prior to committing themselves. Since your basic assignment may be terminated or a succeeding class canceled, an agreement should be arranged with the landlord, if possible, that any advanced payment will be returned if this assignment terminates early under circumstances beyond your control.

With the current market conditions and availability of housing, students should be able to locate properties that do not require a lease or deposit.

Change of Residence

It is necessary for all students to keep the Academy advised of their local place of residence. The student must provide this information on the Academy Student Information form when starting a new class.

Any change of local, duty, or emergency address while at the Aeronautical Center should be reported to your instructor.

Transportation and Parking

Transportation The Academy provides contract transportation services for Academy students while in training at Oklahoma City. This service is limited to transportation to and from the student's place of residence at housing facilities (specific hotels and apartments) on the shuttle route/schedule. Transportation to and from the airport is not included in this service and should be arranged separately.

Transporting of student luggage on the final day of class is not available due to the lack of secured storage for personal luggage at the Academy.

Please review the current schedule for times of arrival and departures. Schedules are maintained in Student Services, on FIST, or www.academy.faa.gov.

Access to MMAC All students must register vehicles by filling out the requested information on the Academy Student Information form. Display the MMAC numbered parking permit on the driver's side dashboard of the registered vehicle.

All individuals must provide an approved Department of Transportation photograph identification to the guard force prior to entering the Aeronautical Center. All vehicles must be identified by approved Department of Transportation media.

The entrances of the Aeronautical Center have been closed to the general public. Guard gates are located on the West side of the Campus at the intersection of S. Regina and Mike Monroney Blvd. And at the south end of the campus just North of the intersection of MacArthur Boulevard and S.W. 74th Street. The West guard gate will be open 24-hours a day, 7 days a week. The South gate is open from 5:30 a.m. to 7:30 p.m., Monday through Friday, except Federal holidays. There are times when the South gate is closed except for arrival and departure times.

If you are driving your personal vehicle and using GPS to arrive at the West entrance, you will want to enter the following address to arrive at the Visitor's Center: 6501 Mike Monroney Boulevard.

NOTE: Students with a Mike Monroney Aeronautical Center (MMAC) temporary parking permit may use either entrance to access the Aeronautical Center. A parking permit must be placed on the driver's side dashboard of the vehicle, and it should remain there at all times while on the MMAC. Students who enroll late, etc, should go to the Visitors Center upon arrival at the Aeronautical Center. Students should be prepared to present travel orders, proof of vehicle insurance, and FAA identification badge at the gate.

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Transportation and Parking (Continued)

Parking

Parking facilities are provided for your benefit, the FAA assumes no liability for your vehicle while it is parked here. If you do experience a loss while your personally owned vehicle is parked at the Aeronautical Center, it is your responsibility to:

- Immediately report it to the Security Guards at (405) 954-4566.
- Complete and submit AC Form 1600-5, Report of Missing/Stolen/Damaged Property, to the Servicing Security Element. (AMC-700), HQ, Rm, 321, (405) 954-3212 or 7629.
- File a police report with the Oklahoma City Police.

Students shall:

- Park over-sized vehicles (motor homes, etc.) in outlying areas.
- Pedestrians should use the crosswalks when crossing streets.

Notices of violations are issued in the form of written citations. Offenders are subject to appropriate disciplinary action.

Handicapped Parking

Physically disabled students with mobility restrictions who require a special parking space should contact the Student Services office prior to arrival and inform them of your needs.

Medical Assistance

Accidents, Illness and Injury Notify your instructor or course coordinator/manager of any accident, illness, injury, or hazardous condition you encounter while in training status. Proper documentation cannot be accomplished unless your instructors are aware of injuries and accidents occurring while on travel status which subsequently may determine sick leave use versus continuation of pay “traumatic” leave.

Medical Care

Treatment of illness or injuries may be obtained as follows:

- During duty hours

The MMAC Civil Aerospace Medical Institute (CAMI) Clinic is available to treat on-job injuries, illness, and provide general medical care, similar to your own family physician or urgent care facility. There are no fees for these services. To utilize these services, your instructor or course coordinator/manager may use form AC 3900-8, Medical Services Request, to refer you to the Clinic. The Clinic is located in Room 104 of the CAMI Building (Bldg. 13). Medical personnel are on duty between the hours of 8:30 a.m. – 12 noon and 1 p.m. – 4 p.m., Monday through Friday, except on federal holidays. The clinic is staffed with physicians, registered nurses, and support personnel who are able to treat most routine illnesses and injuries. Outpatient services are provided to students to encourage early medical management of illnesses and injuries – with emphasis on returning students to class quickly. Students with conditions beyond the clinic capability will be referred to community providers for interim care. For any questions regarding clinical services call (405) 954-3711.

- On-the Job Injuries - Federal Employees

Students may seek care from the CAMI Clinic or may choose a community provider. Your instructor or course coordinator/manager, may use form AC 3900-8, Medical Services Request, to refer you to the CAMI Clinic, room 104, CAMI Building or provide you with a DOL CA-16 should you request care from a local provider. Students on temporary detail for training purposes are considered to be in travel status. Federal employees in travel status are generally protected by the provisions of the Federal Employees' Compensation Act (FECA), including necessary medical treatment and hospitalization for accidents and injuries. However, the fact an employee is in travel status does not guarantee he/she is protected under the Act for injuries sustained under any and all circumstances. The office of Workers' Compensation administers the Act and has basic guidelines for compliance at the DOL website:

Medical Assistance

http://www.dol.gov/esa/owcp/regs/compliance/ca_feca.htm. Each claim is adjudicated in the light of the particular circumstances involved.

Accident Reports

Students and their instructors are responsible for completion of DOL CA-1, Federal Employee's Notice of Traumatic Injury available at <http://www.dol.gov/esa/owcp/regs/compliance/ca-1.pdf>. This notice is forwarded to AHP-500, FAA National Workers Compensation Team, fax (202) 493-4140. Program Consultants are assigned by alphabet and

contact information is available through student services. Additionally a MMAC mishap report is required. It is available at: [Feds Form: AC3900-11](#). Failure to promptly report accidents, both to instructors and supervisors, and file claim in a timely manner may jeopardize payment of claims or require explanations to acquire benefits.

Non-Job Related: For off duty or after hours care, the student may choose to seek assistance immediately rather than wait for CAMI Clinic hours. CAMI Clinic is unable to provide care to dependents unless they are also FAA employees/students.

Non-Emergencies: Make an appointment with a physician, dentist, or other care provider, or visit an AM/PM – Urgent Care Clinic just as you would if you were at home. Students should be sure to advise their instructor if they are going to be absent from class. Remember to inquire in advance if the physician or facility accepts your insurance and what payment arrangements are necessary.

Emergencies (Day or Night): It is recommended you go to the nearest hospital emergency room. Below is a list of hospital emergency rooms. If related to an accident, report to an instructor as soon as possible for accident reporting as noted previously.

HOSPITAL EMERGENCY ROOMS:

| Name | Address | Telephone |
|-----------------------------------|---------------------------------|-----------|
| Community Hospital | 3100 SW 89 th Street | 602-8100 |
| Deaconess Hospital | 5501 North Portland | 604-6106 |
| Integris Baptist Medical Center | 3300 N.W. Expressway | 949-3155 |
| Integris Southwest Medical Center | 4401 South Western | 636-7230 |
| Mercy Health Center | 4300 West Memorial Road | 752-3715 |
| Midwest Regional Medical Center | 2825 Parklawn Drive | 610-8800 |
| Moore Medical Center | 700 S Telephone Road | 793-9355 |
| Norman Regional Health System | 901 N Porter | 307-1000 |
| OU Medical Center – Trauma | 700 NE 13 th Street | 271-4363 |
| St Anthony | 1000 North Lee | 272-6137 |

Safety and Security at MMAC

Identification Badge

All students and employees at the Academy are required to have their FAA identification (ID)/Personal Identify Verification (PIV) visible at all times while at the Aeronautical Center. The badge should be worn on the outer clothing above the waist and below the neck. If you need a clip or chain to display your ID/PIV, contact your instructor or Student Services.

If a student needs a temporary ID, visit the Security Command Center at the west entrance to campus. A copy of your travel orders and picture ID are required.

Security of Buildings

A private, uniformed security guard force has the responsibility of enforcing local rules and regulations of the Aeronautical Center. It is the responsibility of students and employees to cooperate with the guards in protecting Government property and facilities. The guards are authorized to ask questions and make requests of students and employees in the performance of their duties. During other-than-normal duty hours, all buildings are locked. Access to any building for any reason other than a regularly scheduled class should be coordinated with your instructor. Please report suspicious people or activities to your instructor and/or MMAC security personnel.

All personal items are the responsibility of the owners and should not be left unattended in buildings or classrooms or in unsecured vehicles.

Weapons on the MMAC

The MMAC is a leased Federal facility. Federal law prohibits possession of a firearm or other dangerous weapon in or on a Federal facility.

Continued on next page.

Safety and Security at MMAC (Continued)

Photographs

AC Order 1600.21H, Chapter 11, Paragraph 11-22

Photography by AMC-700 personnel in conjunction with their official duties is allowed. Photography for news, advertising, or commercial purposes is strictly prohibited without the consent of the Manager, Public Affairs, AMC-5 or higher authority. Except where security orders prohibit it, photographs may be taken in MMAC buildings in public areas such as entrances, lobbies, foyers corridors, auditoriums, etc., when approved by the organizational manager and does not require the coordination and approval of AMC-5. Photography is strictly prohibited in closed and restricted areas as well as areas that depict the location of Security Systems, CCTV cameras and monitors, intrusion detections systems, and alarm monitoring equipment. Additionally, photography is strictly prohibited in Computer Rooms or any other locations that facility management deems as sensitive areas. Escort officials will be responsible to ensure their visitors understand and comply with MMAC photography requirements. Whenever unauthorized photography is observed it shall be reported to the MMAC security guards.

Weather Information

Hazardous Weather

Please Review the FAA Academy Emergency Readiness Plan for specific information regarding hazardous weather in Oklahoma City.

The following radio or TV stations provide updates during hazardous weather and announcements as to the status of the Aeronautical Center:

| | |
|----------------------------------|-----------|
| WKY – AM | 930 Khz |
| KOMA – AM..... | 1520 Khz |
| KTOK – AM..... | 1000 Khz |
| | |
| KFOR – TV | Channel 4 |
| KOCO – TV..... | Channel 5 |
| KWTV –TV | Channel 9 |
| | |
| Aeronautical Center Status | 954-0040 |

Important Telephone Numbers

Emergency (MMAC Phone)911
 Emergency (Cell Phone)..... 954-3444

If an Aeronautical Center phone is available, you can dial either **4-3444** or **911**.

If you are using a cellular phone, you must dial **(405) 954-3444**.

The security guard dispatcher will answer the call. This extension is available 24 hours a day.

Its use is restricted to only emergency calls.

ALL EMERGENCY CALLS MUST GO THROUGH THE SECURITY GUARD DISPATCHER TO ENSURE EMERGENCY VEHICLES ARE MET AT THE ENTRANCE GATE, CLEARED, AND ESCORTED TO THE EMERGENCY LOCATION.

| | | |
|--------------|--|--------------|
| Aeronautical | Center (Duty Officer)..... | 954-3583 |
| Aeronautical | Center (Guard Station)..... | 954-4566 |
| | Area Hospitals -- (see Medical Assistance) | |
| Bookstore | | 681-3513 |
| CAMI | | 954-3711 |
| | Center Closure Information (Voice Mail Box)..... | 954-0040 |
| Credit | Union..... | 682-1990 |
| | Day Care Center..... | 954-4901 |
| EAP | (national)..... | 800-234-1EAP |
| EEO/Civil | Rights..... | 954-4381 |
| | International Training Division (AMA-800)..... | 954-3508 |
| | Oklahoma City Police..... | 297-1000 |
| | Oklahoma Highway Patrol (road conditions)..... | 425-2385 |
| | Oklahoma City Fire Department..... | 297-3439 |
| PAACE | | 954-3685 |
| | PASS (Red River SMO Representative)..... | 798-2000 |
| Post | Office..... | 954-8639 |
| | Sato Travel (travel arrangements)..... | 800-919-7286 |
| Student | Services..... | 954-3923 |
| | Travel Branch (AMZ-130)..... | 954-9453 |
