



Federal Aviation
Administration



Facility Orientation Guide

New York ARTCC





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Dear New Employees:

Welcome to New York Center (ZNY). We are located next to the Long Island MacArthur Airport, about 50 miles east of Manhattan. As the first Enroute Control Facility in the world, we have a rich and accomplished legacy. You are joining a long and continuing line of dedicated professionals who work some of the busiest and most complex airspace in the world. ZNY has six areas of specialization, two oceanic and four domestic areas, each under the leadership of an experienced Operations Manager Team. Each Area has seven crews that work a 24 hours/7 days rotation led by a Front Line Manager who will guide you on your journey to become a Certified Professional Controller. Every one of us looks forward to meeting and working with you, and to help make your transition here as enjoyable an experience as possible. Please feel free to ask any questions, give input, or discuss any issues you may have so we will better assist you in achieving your goals. I am passionate about Aviation and Air Traffic Control. I know you will find the experience gratifying and one of the most challenging and rewarding you will ever undertake.

I look forward to meeting you upon your arrival, and would like to welcome you once again to our Team!

Sincerely,

Michael J. Golden, Air Traffic Manager
ZNY ARTCC
631-468-1001



About New York Air Route Traffic Control Center (ZNY)

New York Air Route Traffic Control Center (ZNY) is located at 4205 Johnson Ave, Ronkonkoma, N.Y. The New York ARTCC is one of 21 Air Route Traffic Control Centers in the U.S. Our primary responsibility is the separation of overflights, and the expedited sequencing of arrivals and departures for the entire New York Metropolitan Area and Philadelphia.

Altogether, New York Center "owns" 3.27 million square miles of airspace, of which, 17,000 square miles (44,000 km²) are comprised of mainland airspace, and the remaining 3.25 million square miles are oceanic airspace. The sector shelves start as low 0 AGL (The Ground) and top out as high as Flight Level 600 (60,000 ft) AGL. ZNY handles a total of 38 sectors, including Oceanic sectors.



ZNY Staff Manager
Michael Coulter

My name is Michael Coulter, Staff Manager at ZNY ARTCC and I am proud to call Ronkonkoma, New York, home. I've been employed with the Federal Aviation Administration for nearly 22 years and during my tenure I have performed a number of challenging, safety related jobs; Air Traffic Controller, Traffic Management Specialist, Front-line Manager; NextGen project lead, and Regional and Headquarters Support Specialist. I've exhibited progressive thinking, professionalism, excellent communication skills, and technical expertise in both my personal and professional life, all of which have prepared me for the unique challenges that come with the Staff Manager position at ZNY ARTCC. My personal goal is to maximize job strengths and capabilities while fostering overall personal growth.

New York Center is rich in tradition and accomplishments dating back to 1936 when they opened the doors of the center at EWR airport. ZNY has remained the standard bearer of all that is safe and efficient, and a model of consistency with the movement of aircraft. I wanted to surround myself with hardworking, employees and a management team that exemplifies what it means to be the best and the brightest in the NAS. With the past recognized, I desired to be a part of ZNY's bright future. A future filled with transitions; a new and more strategically innovative way of doing business, stemming from new technologies and initiatives exacting a broader, all-encompassing mindset; one that values and involves employee input, one that collaborates with labor and stakeholders, to shape the future of ZNY ARTCC, and to realize the FAA's vision of the future. I'm extremely proud of the employees at ZNY and I'm truly excited to be a part of the team that is ZNY ARTCC...I'm ALL IN!!!!!!

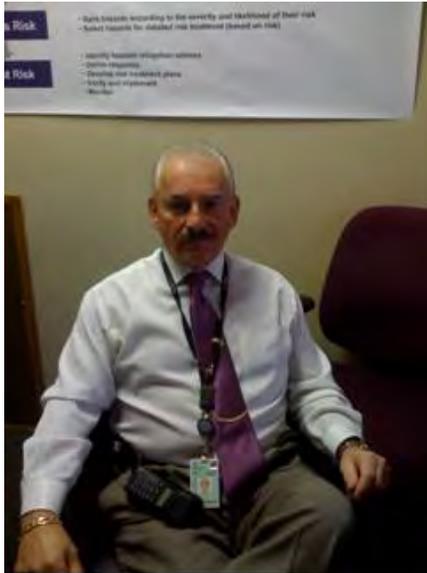


**ZNY Executive Officer
Kevin Delaney**

The Executive Officer is a new position at New York Center created in September of 2011. The Executive Officer is responsible for New York Center's operational requirements. The Operations Managers and the Traffic Management Officer report to the Executive Officer. The primary goal of the Executive Officer is to ensure that the Facility has the knowledge and resources needed to conduct daily operations. The Executive Officer works closely with the Staff Manager and Air Traffic Manager in setting facility policies and strategies.

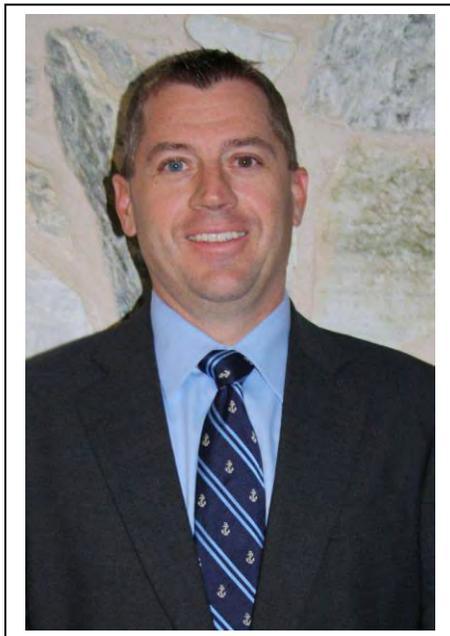


Area Breakdown in ZNY: The 6 Areas are Lettered A through F



John Azzarone, Area A Operations Manager

Area A covers the southern edge of Pennsylvania and feeds arrivals into PCT (Potomac Consolidated TRACON) which runs arrivals and departures for Ronald Reagan Washington National Airport (DCA), Baltimore-Washington International Thurgood Marshall Airport (BWI), Washington Dulles International Airport (IAD), and other area airports. Area A also handles traffic landing Philadelphia from the west, and aircraft departing from PHL and the New York metro area headed to the west and southwest.



James Schultz, Area B Operations Manager

Area B covers the East side of Pennsylvania, all of New Jersey, and Long Island west of Deer Park (DPK). Area B controls departures heading west, south, and southwest out of N90 (New York TRACON). Area B also sequences all Boston Logan (BOS) arrivals traveling over JFK Airport (JFK) and Hartford's Bradley International Airport (BDL).



Chris Winkeleer, Areas C and D
Operations Manager

Area C covers the northern edge of Pennsylvania and borders the Boston Center to the north and Cleveland Center to the west. Area C controls both eastbound arrivals into JFK and westbound departures out of the New York tracon (N90.)

Area D is in the middle of Pennsylvania and borders the Cleveland ARTCC's (ZOB) east border. Area D handles Philadelphia arrivals and departures to the west and northwest. Area D's High Altitude sectors handle all westbound N90 departures, and arrivals into LGA and into EWR. Area D is also unique in that in it serves as a full time approach control to such airports as State College (UNV), Williamsport (IPT) as well as other surrounding airports.



Kim DeMarco, Area E Manager

Area E is the first set of Oceanic sectors that mainly have control over the Atlantic just offshore from New York and New Jersey. Area E maintains one "mainland" Oceanic sector that feeds arrivals and departures transitioning from the NATS (North Atlantic Tracks) into airports such as IAD, JFK, EWR, and PHL.

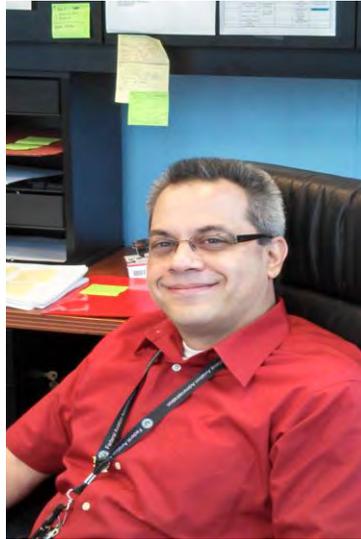


Torrance Branch, Area F Manager

Area F is the other set of Oceanic sectors, and maintains control of the South Atlantic. Just like Area E, Area F assumes responsibility for two "mainland" high altitude Oceanic sectors just off the coast of New York. Area F also controls the area of the North Atlantic including Bermuda and the Caribbean area. (Bermuda International Airport only controls flights on approach, departure, and while on the ground.)



System Operations



William Ruggiero, Traffic Management Officer

On behalf of System Operations, welcome to New York Center. You have joined a team of over 275 professional Air Traffic Controllers as well as over 150 Operations Managers, Frontline Managers, Support Managers, Specialists, Analysts, Staff, and Technical Operations personnel that manage air traffic through the busiest part of both the country and the world. An intricate maze of arrival and departure routes in and out of the New York Metropolitan airports as well as Philadelphia, Washington, DC, and New England, makes New York Center one of the most complex in the system. In addition, the facility manages traffic flows through 3.5 million square miles of oceanic airspace. Pretty impressive! Being selected for New York Center is an accomplishment unto itself; for that, you should be extremely proud.

Over the next three years you will be working hard to meet your individual training requirements and expectations in the achievement of your ultimate goal, a Certified Professional Controller. This takes a full commitment and effort on your part. As you move forward in the training process, all of us at New York Center will be there to both assist and support you.

In the next few days, I hope to personally meet with you and welcome you to our facility.

Once again, good luck in your training and welcome to the “Broadway of Air Traffic Control.”



About System Operations

Services offered by System Operations:

- Provides safe, secure, and efficient Air Traffic Management services and Flight Services to Air Traffic Organization (ATO) customers. In addition, we act as the ATO service provider for operational air transportation security issues, airspace and aeronautical information management, and Area Navigation/Route Navigation (RNAV) Program criteria and procedures development.
- Establishes policies, standards, and procedures covering air traffic flow management, airspace management, and aeronautical information management to support the safe, secure, and efficient use of navigable airspace.
- Develops organizational operations security policy and procedures, and serves as the ATO representative with external stakeholders.
- Establishes program directives, policies, standards, strategies, plans and management methods to support the operational requirements (current and future) of national and international flight services operations.



New York Center Training Department



Martin Fournier, Acting Support Manager

Training, ZNY-17

Welcome aboard to New York Center and welcome to the training department. I am the Acting Support Manager for Training and look forward to your arrival as you begin your journey into air traffic control. You have chosen one of the most exciting, rewarding, and challenging careers in the world. I have been working in air traffic control since June 1986 and bring many years of experience from the diverse positions I have held thus far. I have enjoyed my own path from the moment I was hired by the FAA and I feel very privileged to now be a part of your career development.

You join a group of employees who are highly motivated and eager to encourage you throughout your training process. Our goal is to assist you in learning new skills as well as incorporating your personal strengths, with the ultimate destination being a diverse, well rounded member of the workforce. New York Center stands on a strong foundation that is the result of thousands of employees with a multitude of experience that will be an important aspect of your development from here forward.

We take pride in being your coach and mentor as we assist you in your navigation through the training process from new arrival to fully certified employee. Your journey may seem daunting and at times, impossible, however our goal is to ensure you are provided the resources necessary in reaching your final destination, as smoothly as possible. Throughout this exciting and rewarding journey, you will realize the importance of taking ownership in the profile of your flight and the almost infinite opportunities that will become available as you travel along your career path. This can only be accomplished by your commitment in maintaining the highest of standards, along with your cooperation as you work among the dedicated team of employees you will meet along your journey.

Once again, welcome to New York Center and the training department. We look forward to your journey and the successes that await you. Safe travels.



For more information on leave and leave use read the following leave policies:

[Types of Leave and When Each Should Be Authorized or Denied](#)

[Sick Leave for Personal Medical Needs LWS-8.1](#)

[Leave Options to Care for a Family Member LWS-8.2](#)

[Annual Leave LWS-8.3](#)

[Holiday Absences LWS-8.9](#)

- Absence of more than 10% of a class may be cause for removal and reassignment at a later date.
- The telephone numbers for the Training office are (631) 468-1052 & (631) 468-1059. The DSI Site Supervisor number is (631) 468-1057. The Training and DSI office are usually open by 7:00 a.m. If you are unable to contact the Training office, call the Operations Manager-in-Charge whose phone number is (631) 468-5959. Calls placed to the Operations Manager shall be calls of an emergency nature only, no routine calls. Ensure the party you speak with understands that you are assigned to the Training office.
- The sign-in/out logs will be located in the hallway near the Training office. It is your responsibility to sign-in and indicate the time you reported to duty. At the completion of your scheduled shift, it is your responsibility to indicate the actual time you completed your workday.
- While assigned to training, all shifts are 8 ½ hours which includes a half hour unpaid meal break. These hours are non-flex; Stage 2 trainees are not authorized to sign in prior to the assigned shift time.

Congratulations on choosing the exciting career of an Air Traffic Controller. I look forward to working beside you in the future. I realize that you may be a little confused by the numerous changes you are about to encounter. The Web offers an enormous amount of information concerning your FAA employment and the Long Island area. I will try to organize some useful information for you. This information should answer many questions you have. Most of these web sites are FAA and Government maintained but some are not.



It will be necessary to have an active internet connection in order to navigate to most of the links provided in this document.

Press CTL + CLICK THE LINK

- **Please complete and print the following forms:**
 1. [Employee Eligibility Verification \(I-9\)](#)
 2. [Identification Card / Credential Application \(DOT F 1681\)](#)
 3. [PIV Card Application \(done online\)](#)
 4. [NY ARTCC Vehicle Tag Registration](#)
 5. [New User Account Request](#) Open as Read Only (Maybe sent electronically ahead of arrival)

Please have these forms, along with proper identification, ready for collection on your first day reporting to NY Center.

- Below is a list of enrollment forms for which you may choose to fill out prior to reporting date at NY Center:
 1. [Life insurance election \(Form SF2817\)](#)
 2. [Designation of Beneficiary FEGLI \(Form SF2823\)](#)
 3. [Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee \(Form SF1152\)](#)
 4. [Direct Deposit Sign-Up \(Form SF1199A\)](#)
 5. [Employment Information, Direct Deposit, Allotment Request & W-4 Change of Address \(Form DOT 2730.2\)](#)
 6. [Federal Employees Health Benefits \(FEHB\) Registration \(Form SF2809\)](#)
 7. [The Federal Flexible Spending Account Program](#)



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Please feel free to contact the New York ARTCC Training department if you encounter any problems, need to request annual leave (AL) to move, or if you have additional questions. You can also e-mail the Support Manager for Training at Martin.J.Fournier@faa.gov, if you prefer.



Facility Address and Contact Info

New York ARTCC
4205 Johnson Avenue
Ronkonkoma, NY 11779

Personnel Office
Janice.Scott-Richards@FAA.gov
(631) 468-1007

Training
Martin Fournier, Manager
Martin.J.Fournier@FAA.gov
(631) 468-1052

John Kontje
(631) 468-4207

Sunny Lewitt
(631) 468-1059

Jill Di Rienzo
(631) 468-1056

John Segelken
(631) 468-1191

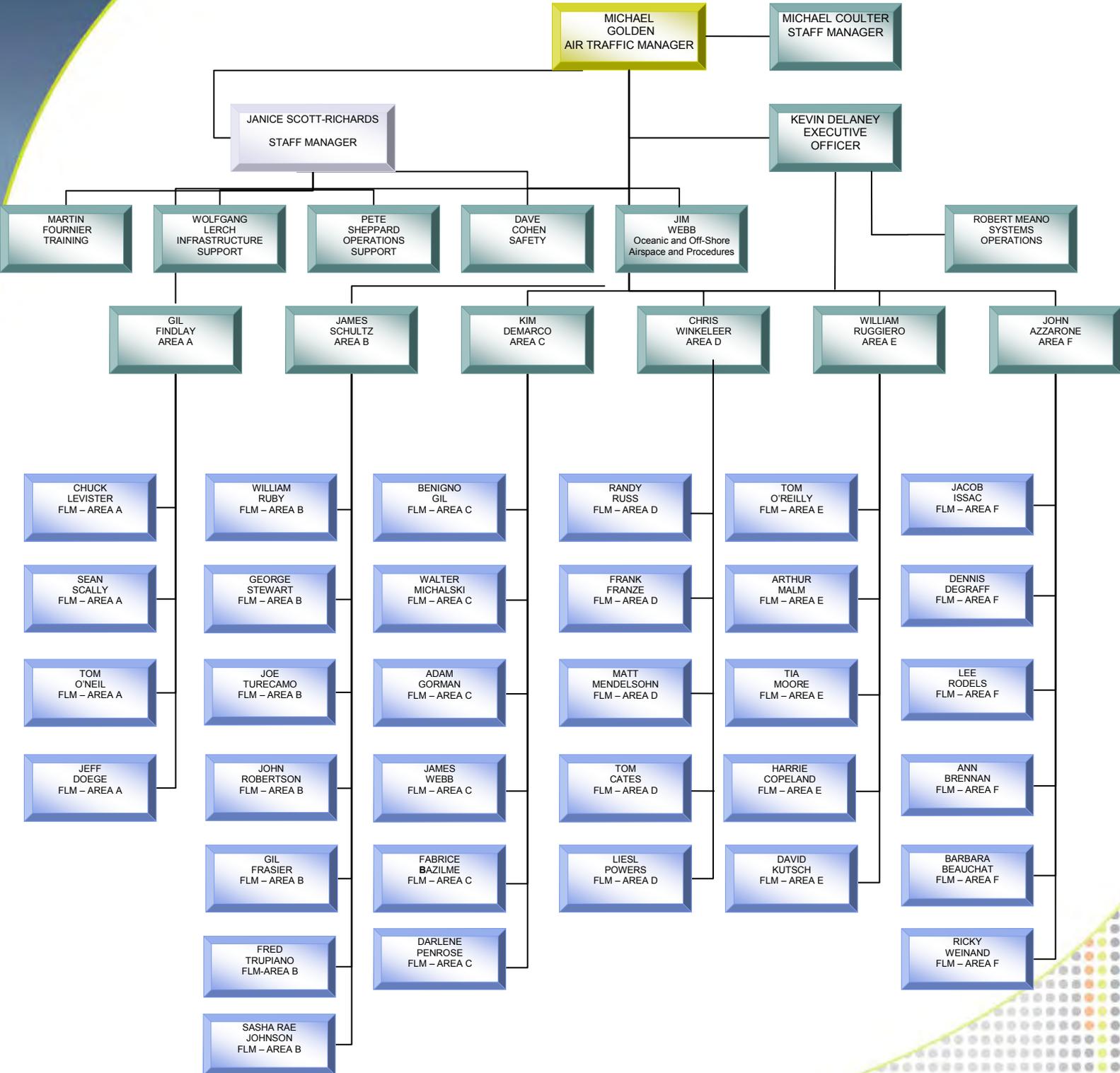
Tess Zwicky
(631) 468-1096

Dynamics Science Industries (DSI)
Peter McCloskey, email Peter.CTR.McCloskey@FAA.Gov
(631) 468-1057



NY/ARTCC Organizational Chart

This organizational chart depicts the structure of the New York Air Route Traffic Control Center Management Team.





Mandatory "Policy Statements" Links

You will be required to sign an acknowledgement that you received the following:

- **New Hire Probationary Period EMP-1.4**
- **EMP 1.14 Permanent Internal Assignment**
- **Policy on Substance Abuse Administrator's Memo (Dated 10/14/99)**
- **Secretary's Policy Statements on Harassment, EEO, Advancement of Persons with Disabilities, and Access to Programs, Services, Information, and Technology (1/05)**
- **ER-4.1 Standards Of Conduct**
- **Accountability Board**
- **Internet Use Policy**
- **FEGLI Program Booklet (RI 76-21)**
- **FEHB Frequently Asked Questions for Federal Civilian Employees**
- **Guide to Federal Employees Health Benefits Plan RI 70-1**
- **Federal Employees Retirement System (FERS) Overview**
- **Summary of the Thrift Savings Plan for Federal Employees)**
- **Next Gen**
- **"No Fear Act" - Anti-discrimination and Whistleblower Protection**
- **"FAA "Flight Plan"**
- **" FAA Fact Sheet"**

Press CTL + CLICK THE LINK



New FAA Employees Course 50145

En Route Travel

As a newly hired FAA employee, you are responsible for traveling, at your own expense and on your own time, to your first permanent duty station. You have been told to report, instead, to a temporary duty station-your training site in Oklahoma City. Therefore, you are entitled to be reimbursed for costs of travel from your home to Oklahoma City and return back to your home.

You should contact SATO at your convenience to make your arrangements for air travel at 1-800-753-7286. We will furnish SATO Travel with a list of student's names, and the required accounting data approximately 2 weeks prior to your travel date, then the cost of the ticket will be billed to the government. Your reservation will not be ticketed until then. A couple of days prior to your travel date, you should call SATO to confirm your reservation. If you have any questions concerning this, you may call the FAA travel office in Oklahoma City, at (405) 954-2695, OR (405) 954-7274. Please ask for the Student Technician.

If you should choose to travel by personal vehicle (POV), you will be assisted in preparing a cost comparison, your mileage vs. contract airfare. Reimbursement will be the lesser amount of the two. Generally, the contract airfare is more advantageous to the government.

Reimbursements are calculated using travel by Government contract airfare, if available or commercial airfare, coach class. If you travel by privately owned vehicle (POV), your reimbursement may not exceed the cost by Contract airfare. Travel time will generally be limited to air travel time for flights to the first permanent duty station. In order for a cost comparison to be computed, **you must maintain the following record: dates, times, mileage readings and toll receipts (if in an automobile); you must submit airline receipts, and taxi or airport limousine receipts for fares of \$75.00 and above.** The GSA has entered into contracts with certified air carriers to furnish air passenger transportation for official Government travel at reduced fares between selected city-pairs as shown in the Federal Contract Air Service and Travel Directory. Contract airfares are mandatory for all official travel by air between the city-pairs listed in the directory.

The Federal Contract Air Service, administered by General Services Administration (GSA), must be used when preparing a cost comparison.

When you have completed your final voucher, it should be signed in block 14 by your new Manager and returned to Oklahoma City to the following address for processing.

DOT/FAA/MMAC/AMZ-130
P O BOX 25082
OKLAHOMA CITY, OK 73125-4915
(405) 954-7274



Local Area Information and Online Resources

- **Long Island, New York**
- **Getting Here**
- **MapQuest**
- **Public Transit - Busses**
- **Public Transit - Trains**
- **Public Transit - Ferries**
- **Traffic Reports**
- **Where to Stay**
- **Government Travel**
- **State Tax**
- **Department of Motor Vehicles**
- **New York State Tourism**
- **Cable**
- **Satellite**
- **Power**
- **Water**
- **Suffolk Government**
- **Nassau Government**
- **Long Island Newsday** (Newspaper)
- **Hospitals**
- **Police**

Moving

- **Resource1**
- **Resource2**
- **Renting1**
- **Renting2**

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