

Air Traffic Control System Command Center



National Traffic Management Course 50113

Pre-Course Information

National Traffic Management Training
February 2009

Course Description

This seminar-style course involves a diverse group of aviation professionals in lectures and open discussions of current traffic management philosophy, as well as exploring the roles and relationships of the various entities influencing the daily operation of the National Airspace System. Participants will receive informative briefings from a variety of subject matter experts, review operational scenarios, and be afforded the opportunity to visit the Air Traffic Control System Command Center operational floor for familiarization.

Location

David J. Hurley Air Traffic Control System Command Center

13600 EDS Drive, Suite 100
Herndon, Virginia 20171-3233
(703) 904-4400 (business hours)
(703) 904-4525 (non-business hours)

Dress

Although we do not have an "official" dress code, we are tenants on the EDS campus. EDS has requested that all personnel dress in a professional manner. Business casual (no T-shirts or shirts without collars, no jeans or dungarees, no sandals or tennis shoes, no capri pants or shorts) is the norm. Your cooperation is greatly appreciated.

Class Schedule

Tuesday-Thursday (7:30 – 4:00)
* Friday (7:30 – 11:00)

Accommodations



We encourage all out-of-town guests stay at the Courtyard Dulles Airport Chantilly.

This facility is conveniently located 10 minutes from the ATCSCC and is centrally located to the Dulles Airport, restaurants, and shopping.

The **Courtyard Dulles** has put together a **special package** that is designed to meet our needs and enhances the value for each visitor lodging there. The package includes **complimentary rental car**, buffet breakfast, and high-speed internet access at the appropriate **government-lodging rate**. Check out their website!

<http://cwp.marriott.com/iadca/tfm>

Courtyard Dulles Airport

3935 Centerview Drive
Chantilly, VA 20151
(703) 709-7100 - phone
(703) 709-8672 - fax

Hotel Reservations

In order to receive this package, you must make your reservations at least 10 days prior to the start of class. The hotel will release rooms to the public after this point and you may not be able to obtain lodging if you wait.... and you certainly won't get a car.

To make reservations call (800) 321-2211 or the hotel directly (703) 709-7100. Ask for the "FAA National Traffic Management Room Block" and provide the appropriate date. Or simply provide the 7-letter group code - "FTCFCA" ("A" for standard king rooms at government per diem rate).

To make reservations online, go to <http://cwp.marriott.com/iadca/tfm> and enter the date and group code "FTCFCA" and follow the instructions.

Hotel/Airport Shuttle Service

Upon arrival at Dulles Airport, **call** the Courtyard Dulles (703) 709-7100 and proceed to the ground transportation area "**2H**" for pickup. Airport shuttle service is provided 24/7 and runs on the hour and half hour.

Rental Cars

Due to budgetary constraints, separate rental car charges are **NOT** authorized ([please see note below](#)). ATCSCC visitors may take advantage of the special package being offered by the Courtyard Dulles. The hotel is working with **Hertz Rent-a-Car**, which has an office in the front lobby of the hotel. The hotel will coordinate with Hertz to reserve a rental car for you by forwarding a list of names that have confirmed room reservations the week prior. Hertz rental office is open from 7:30AM-6PM. For late arrivals on Monday, Hertz will open their office at 6 AM Tuesday morning.

After check-in, proceed to the Hertz Rent-a-Car office for pickup of your rental car. Upon your departure on Friday, you will be expected to return the rental car to the hotel and if necessary, take the hotel shuttle to the airport. All car-related requests and questions should go through our Hertz office, 703-435-8581, 703-928-0033 (manager's cell). Prior arrangements must be made if you wish to return your car at the airport instead of the hotel.

NOTE:

Please note that this is a centrally funded course from Oklahoma City, for which a "rental car is not authorized." The Marriott Courtyard at Dulles Airport has made arrangements for their guests to obtain a rental car as an optional benefit. If you elect to use their rental car service, you will not be covered by the government liability insurance provision afforded to individuals using their government issued credit card while on official travel. All rental car insurance and expenses will be the responsibility of the individual and is not reimbursable. Many private car insurance policies cover rentals. Please confirm your coverage and deductible with your insurance carrier. Taxi service is available between the Marriott Courtyard at Dulles Airport and the Command Center (distance is 6 miles round trip) and may be vouchered.

Check-out

Check-out time is at 12:00 noon. Late check-outs (1:00 P.M.) may be requested. Please schedule your departure flight to allow sufficient time for this to be accomplished.

Directions to Courtyard Dulles Hotel

From Washington Dulles Airport

- Exit Dulles Airport & take Rt. 28 South to Rt. 50 Centreville/Manassas exit
- Take Rt. 50 East (Lee Jackson Memorial HWY) towards Fairfax.
- Stay in left-hand lane and turn left at the first light onto Centerview Drive.

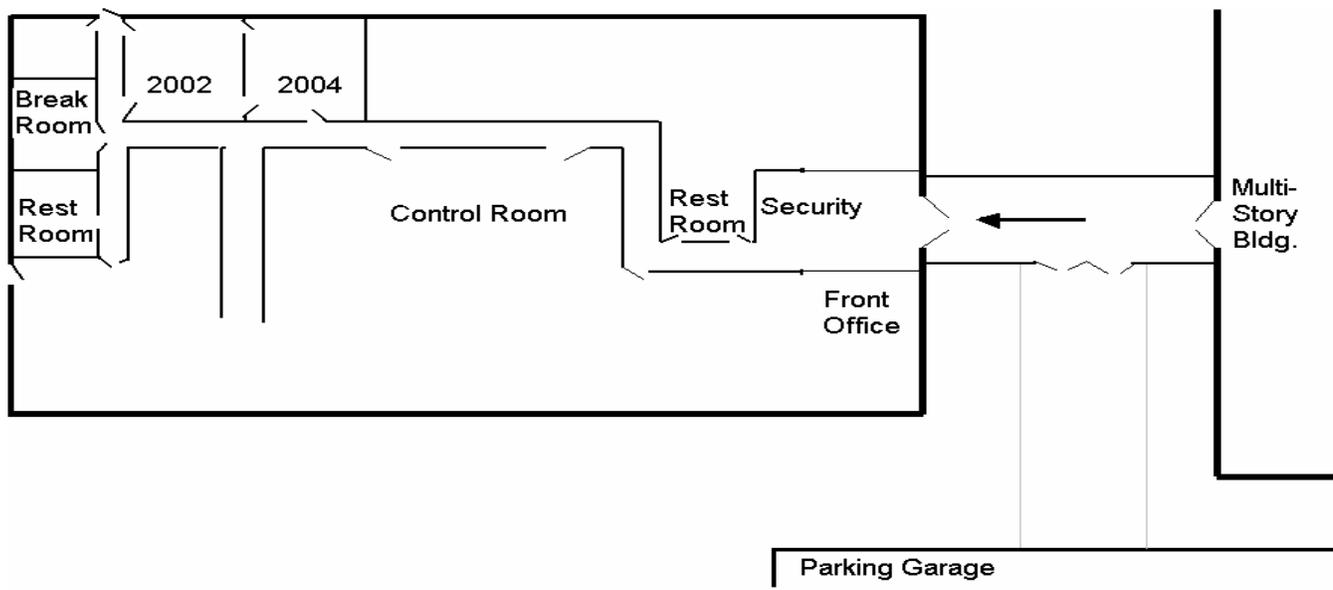
From Washington DC

- Take I-66 West to Rte. 50 West.
- Once on Rte. 50, proceed 5 miles to Chantilly.
- Turn right onto Centerview Drive.

Directions to ATCSCC from Courtyard Dulles Hotel

- Exit hotel, turn left at light onto Lee Jackson Mem. Hwy., Rte. 50 East.
- Stay in left lane, turn left at 1st traffic light onto Centreville Rd.
- Proceed 2 miles and turn left on McLearen Rd.
- Stay in left lane, turn left 1st traffic light onto EDS Drive.
- Stay in left lane, turn left at 1st EDS entrance marked visitors/employees/vendors to gate.

Map from parking garage to room 2002



Parking and arriving

EDS Visitor/Employee/Vendor Gate #2

The EDS Visitor/Employee/Vendor Gate #2 will be operational 24 hours, 7 days a week. **Visitors** should use the **far right in-bound lane** when entering the campus for the first time. Access Cardholders will be able to use any in-bound lane to access the campus.

The Visitor Lane (Far Right) will be equipped with one remote processing station (POD). It will contain a card reader, intercom, CCTV camera and CCTV monitor.

Visitors will have to come to a complete stop and press the intercom button to speak with the Security Officer. The Security Officer will verify that the visitor is registered prior to allowing the visitor to enter the facility. If an unregistered visitor arrives at the gate, the Security Officer will attempt to contact the requested sponsor to verify that the visitor is authorized to access the facility. If the sponsor cannot be located, the visitor will be asked to briefly enter the gate and make an immediate U-TURN to exit the campus. Failing to exit the campus will be considered trespassing and appropriate security measures will be taken.

Access Cardholders will have to come to a complete stop and present their cardkey to the card reader. Upon receiving a valid access, the gate arm will raise and the traffic light will turn GREEN. If you are unable to access the gate using your access card, use the intercom by pressing the WHITE button to contact Security. If your employment/access need is verified, the Security Officer will allow you to enter the facility. If your employment cannot be verified, you will be asked to briefly enter the gate and make an immediate U-TURN to exit the campus. Failing to exit the campus will be considered trespassing and appropriate security measures will be taken.

Parking

Park in the garage on the third level (one level down from the top). The ATCSCC is the single-level building just east of the multi-story building that faces out to Route 28 and Dulles Airport. Enter the ATCSCC through the glass connector between the two buildings. Check in with the security guards before proceeding to class; ***have your official I.D. ready.***