



Federal Aviation
Administration

FAA ACADEMY PARTICIPANT HANDBOOK

JANUARY 2017



AIRPORTS AND INTERNATIONAL
TRAINING DIVISION (AITD)

405-954-3508

BLDG. 12 ROOM 101

WWW.ACADEMY.FAA.GOV/INTERNATIONALTRAINING

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FAA Academy Participant Handbook

Instructions This handbook is provided as an information and reference tool for all FAA Academy international participants. The contents of this handbook includes information that will be discussed with you during your participant/student orientation on your first day of training.

What to Expect On your first day of training upon arrival at the Mike Monroney Aeronautical Center, if you are driving a vehicle, you should be prepared to present a temporary facility pass at the gate. Drivers should enter the “Visitors” lane at the guard station and you will be directed to the Visitors Center. If you will be using the FAA shuttle service for transportation, you will need to show your temporary facility pass for access onto the shuttle and you will be dropped off at the Visitors Center.

- A staff member from the International Training Division will be waiting to meet you at the Visitors Center.

At the Visitor’s Center You will be provided with the following:

- Temporary Visitor’s Badge (Official passport required for verification)
 - This badge allows you access onto the Aeronautical Center.

The identification badge must be worn at all times when at the Mike Monroney Aeronautical Center and for access to the FAA Van Shuttle service. You will be required to carry your official passport at all times.

- International Participant Information Form
 - The International Participant Information Form should be filled out as completely and accurately as possible. The card will be used in case of an after duty emergency. The International Participant Orientation provides information that is specific to international visitors of the FAA Academy.
- Orientation Packet
 - Includes helpful visitor and participant information.
- Parking Permit (Only if you will be driving to the center.)

Classroom At the start of class, the instructor will conduct introductions and provide a student orientation. This orientation discusses important information for FAA Academy students and general visitor information. Training will begin after introductions are conducted and student orientation is completed.

The FAA Academy

About the Academy

On a weekly basis, the Academy hosts approximately 1000 participants. We also have many visitors, including local, national, and international dignitaries. We convey the importance of the role of training in the agency and to some extent throughout the aviation communities of the world. 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.

ICAO Accredited

The Academy is a member of the ICAO Global Aviation Training Trainair Plus. Regional Training Center of Excellence Flight Safety and Safety Management. Federal Aviation Administration (FAA) Academy and the United States.

Academy International Training Division (AITD) (AMA-800)

The International Training Division (AITD) supports the Academy's international training program. It is part of the FAA Administrative Services Franchise Fund and operates on a fully reimbursable basis. In addition to the technical training curriculum, AITD provides training support and consulting services. The AITD has trained international participants from over 172 countries.

The AITD office is responsible for helping ensure your stay at the Academy is a pleasant one. The office provides access to:

- Telephones- for official business calls within the United States
- Copier and Printer
- Facsimile- must be sent in English
- Computers- accessing material of a sexual nature or offensive material while using participant computers is prohibited.

Academy International Training Division

ANF-2 Building 12, Room 101

Oklahoma City, OK 73169

Phone (405) 954-3508 (on campus dial 4-3508)

Fax (405) 954-4779

Monday- Friday from 8:00 a.m. to 4:30 p.m.

Website: <http://www.academy.faa.gov/internationaltraining>

If you have an emergency after normal office hours, please contact:

Oklahoma City Police Department, (OCPD) (405) 297-1000.

The FAA Academy (Continued)

**Academy
International
Training
Division
(AITD)
(AMA-800)
(Cont.)**

The Airports Service fosters and promotes the development of our national system of airports. This mission includes:

- Providing advice and assistance to state and local aviation authorities
- Administering financial aid for airport planning and development
- Certifying airports served by scheduled air carriers
- Assessing environmental impacts on and near airports.

The Airports training program offers courses in:

- Airport planning
- Engineering
- Airport Improvement Program (AIP) and Passenger Facility Charge (PFC) project management
- Environmental assessment
- Airport safety data.

**Regulatory
Standards and
Compliance
Division
(AMA-200)**

The Regulatory Standards Division plans, coordinates, and directs training programs based on job functions and job tasks for the Flight Standards Service and the Aircraft Certification Service. Multimedia training methods are utilized to maintain technical and professional proficiency of FAA certification, manufacturing, operations, and maintenance personnel. Responsibilities of trained personnel include:

- Certification and surveillance of air carriers
- Surveillance of General Aviation activities, including ensuring the airworthiness of aircraft while in service and operating in U.S. airspace
- Examining the qualifications and ratings of airmen, and providing oversight of their activities
- Approving the design of, and ensuring the airworthiness of aircraft and aircraft parts and systems
- Oversight of designees who approve the design of, and ensuring the airworthiness of aircraft and aircraft parts and systems
- Investigation and reporting of violations of the Code of Federal Regulations (CFR's) relating to above detailed activities

**Training
Support
Division
(AMA-20)**

The Training Support Division develops, schedules, conducts, and supervises programs to qualify, certify, and enhance the faculty within the Academy and field facilities. Primary training areas:

- Classroom presentation
- Curriculum development
- Instructor skills enhancement.

The FAA Academy (Continued)

Correspondence Study (AMA-405)

Correspondence Study provides economical instruction in the fields of technology and management. Over 100 courses are available and range from courses in supervision and management to technical courses in electronics and computer theory.

Participants at the Academy may obtain information regarding Correspondence Study in the International Training Division.

Participants already enrolled in correspondence study courses may wish to extend or suspend their enrollment for 3 months or so while they are in resident training. To do this, FAA Form 1360-49, Speed Memo, signed by the AITD Manager, should be forwarded to AMA-405 stating the:

- Reason for the extension request
- Participant name
- Course to be extended.

Airway Facilities Division (AMA-400)

The Airway Facilities Service is responsible for the continuous and reliable operation of electronic navigation, communication, control, and automation equipment used by pilots and controllers in the National Airspace System.

To accomplish this, approximately 12,000 Airway Facilities technicians and engineers annually are educated in courses directly related to the actual equipment installed in the field. These courses provide instruction in theory of operation, installation, maintenance, adjustments, and evaluation techniques. The AMA-400 training program is the largest in the FAA Academy, considering both the number of participant enrollments as well as course lengths.

Air Traffic Division (AMA-500)

The Air Traffic Service is responsible for operating the agency's air traffic control and aeronautical communications system. Air traffic control specialists number approximately 18,000 and many have participated in Academy courses at some point in their career. This training is conducted or supported by AMA-500, and ranges from initial training conducted for new employees, to programmer training for computer support personnel at computer-equipped facilities.

FAA Academy Commitments and Standard Operating Procedures

Commitment to Participants

The Academy's commitment to participants is 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's commitment to instructors is to:

- Provide the support necessary to achieve the training mission
- Provide sufficient resources to complete the training task
- Provide support from the entire organization in managing the classroom/laboratory.

Expectations of Participants

The Academy expects participants to be committed to:

- Cooperating in the management of the training environment
- Adhering to the training schedules
- Attending all classroom/laboratory activities unless excused
- Respecting fellow participants and avoiding disruptive behavior
- Representing the FAA and your country professionally on and off the job.

Expectations of Instructors

The Academy expects instructors to be committed to:

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

Standard Operating Procedures

The following are the Academy standard operating procedures:

- The worksite of all participants is the classroom or laboratory.
- The normal work schedule is either 7:00 a.m. to 3:30 p.m., 8 a.m. to 4:30 p.m., or 3:30 p.m. to midnight.
- Breaks and lunch periods are scheduled every day.
- All absences will be handled as follows:
 - Sick leave only.
 - The lead instructor and AITD must approve other leave.
 - AITD must be notified of leave as soon as possible.
 - All unexplained absences are reported to AITD within 1 (one) hour of the scheduled class start time.
 - All participant absences will be reported to AIA.
- The instructor maintains a good learning environment that is free of disruptions.

General Information

Participant Responsibility

You are responsible for providing the course instructor and AITD with:

- Enrollment data
- Vehicle registration information
- Local address
- Emergency medical information
- Other needs directly associated with your training course.

Resolution of Personal Problems

If you encounter personal problems that may impact your training you should contact the FAA Academy International Training Division.

Conduct

The following are some basic reminders for participants:

- 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.
 - 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 a written test, laboratory problem, other evaluation, or controlled material from classrooms or laboratories.
 - Do not provide unauthorized assistance to other participants. 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 manager.
- Observe parking and traffic at the Mike Monroney Aeronautical Center, and other orders as they relate to participants.
- 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

A dress code has not been considered necessary since, generally, employees and participants recognize their professional level standing and the positive image they wish to project in dress and decorum. The following information is offered as guidance.

Participants 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 country. 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

Sexual Harassment

Sexual Orientation Complaints actions to prevent and eliminate inappropriate behavior in the workplace. The U.S. Department of Transportation (DOT) recently implemented "Procedures for Processing Complaints of Discrimination Based on Sexual Orientation." The full text of this DOT means of redress may be found on the web at www.faa.gov/acr/soproc.htm.

Class Hours Class schedules are as follows:
The regular work week at the FAA Academy is Monday through Friday. Classes are scheduled from 7:00 a.m. to 3:30 p.m., 8:00 a.m. to 4:30 p.m., and 3:30 p.m. to midnight.

There will be no classes or other work on holidays recognized by the United States government.

U.S. National Holidays are: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, and Christmas.

National holidays generally observed by your respective country will not be observed by the Academy. Consequently, except for the holidays noted above, you are expected to attend class each day unless you are ill. In the event you should become ill, you must contact your instructor or AITD office at 405-954-3508 and advise of your illness and whether or not assistance is needed. This must be done any time you are absent due to illness.

Certificates At the completion of your training, you will be issued a certificate. Some of the Academy courses include examinations that require a grade of at least 70% to successfully complete the course.

Course Critique We request you keep notes as you go through the course for inclusion in final critiques requested on the last day.

Instructors The Academy is composed of both FAA and contract instructors. Besides the classroom instructor, each course has a course manager. 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 participants.

If you have any problems while attending an Academy course, please discuss it with your instructor or a member of the AITD staff.

Withdrawal from Training In the event a participant experiences a problem they cannot handle while remaining at the Academy, the AITD should be contacted to request appropriate action be considered.

Telephones Phones located in break rooms are for personal, local, and long distance calls. A long distance calling card is necessary in order to place calls to

**Care of
Buildings
and
Classrooms
Smoking**

locations other than the USA.

We solicit your cooperation in keeping our buildings, classrooms, and labs clean and in good condition. The Academy is your home 8 hours a day. Help us keep it clean.

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. Located at each building is one **nonsmoking** entrance.

NOTE: Smoking is prohibited on all FAA vans.

Aeronautical Center Services

Blue Sky Credit Union

The FAA Blue Sky Credit Union is located in Building 106, The Credit Union offers banking services to all FAA participants. International Participants may open temporary accounts while they are in training at the Academy. The account will not earn interest. Approximately three days before closing an account, please coordinate with the Credit Union to ensure they will have sufficient cash available.

Some restrictions have been set on cashing checks and traveler's checks. They are as follows:

- The maximum amount is \$500 a day through departure date.
- With proper identification, travelers checks, money orders, travel allowance checks, etc., made out to the participant will be cashed at no charge.

Participants are invited to take advantage of all services offered by the Credit Union. Money orders and traveler's checks are available at minimum cost.

Hours of Operation	Monday - Friday, 7:30 a.m. - 4:30 p.m.
Telephone Number	682-1990

There are four Automatic Teller Machines (ATM's) at the Aeronautical Center.

- 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 Location:

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

They offer the same services as the Aeronautical Center location.

Aeronautical Center Services (Continued)

Mail Service Official and stamped personal mail can be left in the Airports & International Training Division office, building 5, room 220.

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

Official Correspondence You may have your official mail addressed to you at your hotel or you may use the following address to have it sent to you at the Aeronautical Center:

Your Name
c/o FAA Academy, AMA-800
Course # _____, Class# _____
P.O. Box 25082
Oklahoma City, Oklahoma 73125

Bookstore The Bookstore is located in Building #14, Room 114.
 Hours: Monday – Friday
 8:30am – 3:30pm
 Phone: (405)681-3513

A variety of office supplies, FAA souvenirs, as well as many reference texts are available at substantial discounts. Stamps and gift items may also be purchased at the Bookstore.

Visit the Website at www.eabookstore.com.

Virtual Library There is a Technical Reference and Research Library that can be located at <http://207.67.203.68/F10011/OPAC/Index.aspx>

Shipment of Course Materials to Home Country International participants are authorized to use FAA mail services to ship training materials to their home facility upon training completion. The training instructor or the International Training Division staff will provide the necessary materials. The AITD will assist you with packing your course materials. The following procedures will apply:

- Only training materials will be authorized for shipment.
- All packages will be mailed via parcel post. Please allow eight

weeks for delivery.

- Packages must be mailed and delivered to your official place of employment.
- The total weight of the package(s) can not exceed 20 pounds.
- All packages will be weighed to ensure that weight limits are not exceeded.
- The name of the Country must be printed or typed in English on the mailing label. All printed labels must be legible.
- Participants must bring the package(s) to the AITD to be inspected and weighed.
- All packages must be inspected by the AITD prior to sealing.
- Packages will be sealed and mailed from the AITD.

Packages in excess of weight limits -

- Additional material in excess of the authorized limit must be mailed at the participant’s expense utilizing the U.S. Postal Service or be hand-carried. The AITD will provide assistance to participants upon request.

Should you have any questions regarding the above procedures, please contact the AITD at 954-3508 or stop by ANF-2 Building 12, room 101.

Eating Facilities

Cafeterias, operated by private concessionaires, are located in the:

Building	Hours	Meals Served
Airmen Records Building (Blue Sky Café)	Monday through Friday 6:30 a.m. - 9:30 p.m. 10:30 a.m. - 1:00 p.m.	Breakfast, lunch, and various snacks.
Laughing Cafe	Monday through Friday 6:30 a.m. - 1:30 p.m.	Breakfast, lunch, and various snacks.
Thomas P. Stafford Snack Bar	Monday through Friday 6:30 a.m. - 1:30 p.m.	Breakfast, lunch, and various snacks.
Einstein’s, located in Headquarters Building.	Monday through Friday 6:30 a.m. - 2:30 p.m.	assorted pastries, yogurt, and various coffees

Vending machines are located in all main buildings.

Evening Meals: Since the cafeterias and snack bars are closed in the evening, microwaves, refrigerators, and vending machines with sandwiches and other convenient foods are available for participant and employee use. If you elect to eat off campus, there are facilities north of the Aeronautical Center on Meridian between the airport and I-40. Also, facilities are located east of the Aeronautical Center along I-240. Contact the instructor for details. Both the instructor and participant should remember the time allotted for meals.

Aero-Fitness

The Aero-Fitness Center is located in the basement of the Registry Building,

Health Center

which is west of the ARB, and is a full service facility equipped with state-of-the-art exercise equipment. The professional staff is comprised of degreed and certified exercise specialists qualified in all aspects of fitness assessment and exercise design.

The main exercise area contains a complete line of weight training equipment for body conditioning, as well as a full line of cardiovascular equipment, including stair-masters, stationary bikes, and treadmills.

The exercise area is surrounded by a running track requiring 12 laps to make a mile. There are areas for racquetball (walk-ons only) and aerobics. There are also showers, locker rooms, and saunas.

Fitness Center passes are available for employees and anyone attending classes at the Academy. These passes can be purchased for 1 day or for a period of from 1 to 6 weeks. If a participant wishes to have a screening and/or individualized exercise program designed, there will be an additional charge.

**Hours: Monday – Friday, 5:30 a.m.-7:30 p.m.
Saturday, 8:00 a.m. - 12:00 p.m.**

For additional information or a current price listing, call the Fitness Center at (405) 954-8440.

Housing Selecting Housing

To assist participants with efforts to locate satisfactory housing, the FAA Academy International Training Division office has a Participant Housing List that is provided to incoming participants. The listing is updated often so it may be a helpful resource in planning apartment hunting efforts. The housing list, including photos, is also included on the Internet at: http://www.faa.gov/about/office_org/headquarters_offices/arc/programs/academy/international_training/

Long-term Housing

We recommend participants carefully inspect housing facilities, with very close attention to the *smoke alarms and security of the building and parking areas*, and carefully read all lease agreements prior to committing themselves. This precaution will reduce the possibility of dissatisfaction later. 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.

Reservations

DO NOT MAKE RESERVATIONS AT MORE THAN ONE APARTMENT. IF POSSIBLE, DO NOT ACCEPT AN APARTMENT SIGHT-UNSEEN. Participants are responsible for

making their own housing arrangements. ITD will provide assistance when necessary.

Short-term Housing

Before departing please dispose of all trash and used food products.

There are many excellent hotels and motels in the Oklahoma City area suitable for participants at the Academy for a short period of time.

The area near the Center which seems to be the most popular is along I-40 and South Meridian Avenue. This area has quality lodging accommodations and restaurants.

Transportation

Transportation

Van transportation to the Aeronautical Center is available to students and visitors on all regular workdays from locations on the following routes: Meridian/East, Northwest, South and Meridian/West.

Van schedules are included in the packet of materials given to you. Since alternate transportation is not provided for you, we encourage you to arrive at the van stop early enough to ensure you do not miss the van. Participants must display identification (ID) in order to board the van. The Aeronautical Center is relatively distant from the general lodging areas and the expense of a taxi can be costly. In the event your class schedule should change, you will be notified of the van schedule which will accommodate your class starting time.

Registration

All participants providing their own transportation must register their vehicles upon entering the Aeronautical Center.

- Participants who have not received a parking permit should enter the “visitors” lane at the guard station and you will be directed to the Visitors Center. The parking permit used by international participants is issued by the International Training Division on the first day of class.
- Participants with the parking permit should use the “employee” lane at the guard station with the parking permit placed on the driver’s side dashboard of the registered vehicle and it should remain there at all times while at the Aeronautical Center.
- The permit should be removed when you are away from the Center. If you are scheduled to attend consecutive courses, you will be provided the required additional parking permits.
- The parking permit will allow:
 - Access to the Center
 - A means for locating the owner if:
 - The lights are left on

- An accident occurs
- A car has to be moved for road maintenance, etc.

Please contact the International Training Division should any locator or vehicle information change while you are in training. Remove and destroy the permit upon course completion or if for any reason the rental car is returned, i.e., you take the car in for service.

Traffic and Parking

Traffic

All participants must:

- Observe all traffic signs and directives. Extreme care should always be exercised because of the heavy traffic near the Academy.
- Be courteous and **alternate** upon leaving the Center. A traditional courtesy, unique to the Center, is the pattern of vehicles alternating “**one-at-a-time**” to enter the flow of traffic leaving the Aeronautical Center.
- Yield to pedestrians in the crosswalks.
- Not exceed the 15 miles per hour speed limit on posted roads or the 10 miles per hour speed limit in the parking lots.
- Drive carefully at all times while in the city.

Parking

Participants are allowed to use those parking spaces within the designated parking lots.

Parking Continued

DO NOT PARK in spaces marked:

- Visitors Only
- Reserved
- Government Vehicles
- Contractor Service Vehicles
- Handicapped

Do not park in fire lanes or backed into spaces adjacent to curbs, fences, and buildings.

Medical Assistance

Accidents, Illness and Injury Notify your instructor and International Training Division (AITD) of any accident, illness, injury, or hazardous condition you encounter while in training.

Medical Care The Aeronautical Center operates an employee health clinic located in the Civil Aerospace Medical Institute (CAMI) Building 13. Parking is available on east side of building on Frontage Rd/MacArthur Blvd. - Front door entrance. The clinic is equipped and staffed to assist you with minor medical problems only. If you should require further care from a doctor or specialist, the clinic personnel, in conjunction with this office, will assist you. Prior to going to the clinic, you should obtain a signed form requesting medical assistance from your instructor or AITD.

- **EMERGENCIES (Day or Night):** It is recommended you go to a hospital emergency room, where doctors are on duty or on call at all times, and treatment is more readily available than if you try to locate a physician and have him/her come to you. Below is a listing of hospital emergency rooms.

NOTE: If appropriate, Agency for International Development (AID) or International Civil Aviation Organization (ICAO) regulations concerning medical treatment will be in effect when you use a private doctor or hospital in Oklahoma City.

HOSPITAL EMERGENCY ROOMS		
Name	Address	Telephone
Integrus Baptist Medical Center	3300 NW. Expressway	949-3155
Integrus Southwest Medical Center	4401 South Western	636-7230
University Tower/OU Medical Center	1200 N Everest Avenue	271-4363

Safety Alert for FAA Academy Be on the alert and practice good safety rules while on your training assignment at the Academy. Ninety-nine percent of injuries occur away from the Aeronautical Center. However, you should be alert both on the Center and away from it.

Also, take a good look around your temporary residence. Be aware of poorly lighted stairways, porch railings, and sidewalks. Note any faulty maintenance that exists and report any deficiencies to your instructor or the Airports & International Training Division staff.

Driving Under the Influence (DUI) Any individual driving under the influence (DUI) of alcohol and caught will be incarcerated and required to post bond and the vehicle will be impounded. Please use taxi or public transportation if you have had too much to drink.

Personal Security

Keep in mind common sense security precautions to help ensure your safety while in Oklahoma City.

- Keep your car windows and doors locked at all times.
- Keep the windows and doors to your apartment locked at all times.
- Do not allow anyone to access your apartment without identification.
- Check with lodging management prior to allowing access to maintenance employees.
- Do not give anyone the apartment complex gate code.
- Do not walk on city streets alone, especially at night.

Personal Security Checklist

To ensure personal safety consider the following questions.

- ❑ Do you walk confidently? Are you alert? Do you notice who passes you and who's behind you?
- ❑ While walking at night, do you avoid taking shortcuts through parks, tunnels, parking lots, or alleys?
- ❑ Do you avoid poorly lit streets, doorways, and stairwells?
- ❑ Do you hold your purse tightly, close to your body? Do you keep your wallet in a front pocket or in a buttoned hip pocket?
- ❑ Do you carry as little cash as possible?
- ❑ Do you check your car before you get in?
- ❑ Do you lock your car doors when you drive?
- ❑ Do you look for a well-lit area for parking your car?
- ❑ Are you careful when people stop you for directions?

Personal Security Checklist Continued

(Checklist provided by the U.S. Postal Inspection Service and the Federal Bureau of Investigations)

Photographs

In accordance with Order AC 1600.21F, Mike Monroney Aeronautical Center Physical Security Handbook, photography in nonpublic areas is strictly prohibited without the consent of the Manager, Public Affairs Staff (AMC-5), or higher authority. Except where security regulations apply or a Federal court order or rule prohibits it, photographs for news purposes may be taken in public areas such as entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings without the coordination of AMC-5.

Physical Security

For information on physical security, please refer to the FAA Academy Emergency Readiness Plan.

Weather Information

Climate

Oklahoma weather can change very rapidly. The descriptions below will give you a general idea of what to expect from Oklahoma weather.

- **General**
Oklahoma City's climate is pleasant. It is rare when the wind stops blowing in Oklahoma. The city's average hourly wind velocity is 12 miles per hour.

Climate Cont.

- **Temperature**
The average annual temperature is 60 degrees.

Summers are usually hot with an average of 10 days with 100 degrees or warmer. The normal daily maximum temperature in August, the hottest month, is 94 degrees. Effects of the heat are somewhat mitigated by low humidity and moderate southerly winds.

Winters are relatively mild, but an occasional cold outbreak will lower temperatures to the teens or below for a short period. A temperature of zero or below is rare. The coldest month is January with a normal daily minimum of 28 degrees.

- **Precipitation**
Normal annual precipitation is 30.82 inches, most of which falls as showers and thundershowers of comparatively brief duration. Normally the wettest month is May with 5.19 inches and the driest is January with 1.31 inches. Snow is infrequent and seldom remains on the ground very long. Normal annual snowfall is 9.5 inches.
- **Sunshine**
The percentage of possible sunshine normally ranges from 78% in August to 58% in January, above the average for much of the country. On average, weather is clear about 3 days for every 2 that are cloudy.

Severe Weather For information on severe weather, please refer to the FAA Academy Emergency Readiness Plan.

Important Telephone Numbers

Helpful Telephone Numbers

Emergency.....911

International Training Division.....954-3508

Bookstore.....681-3513

Credit Union..... 682-1990

Aero-Fitness Health Center..... 954-8440

Post Office.....681-8236

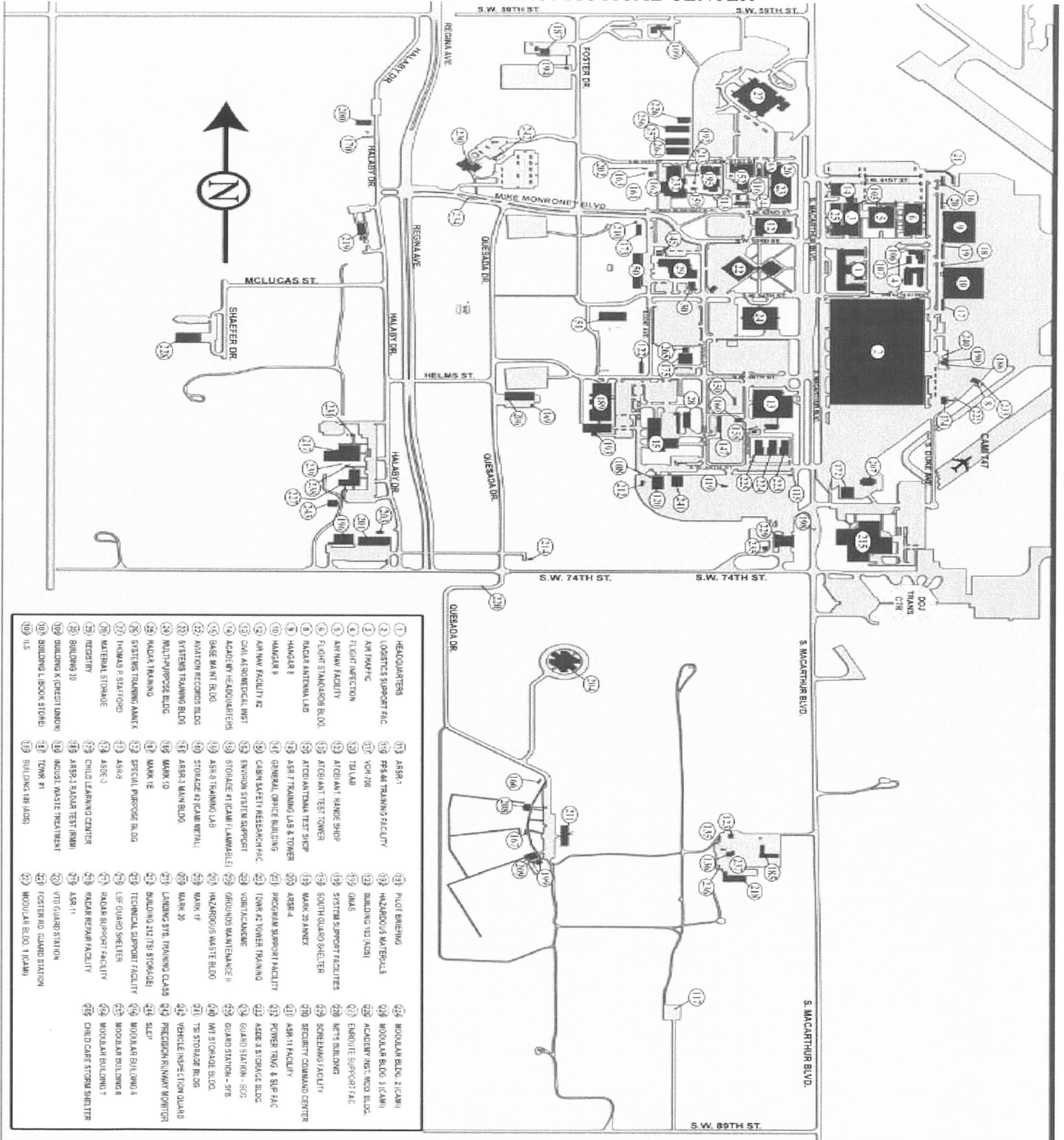
Student Services (Academy Closure Information).....954-3923

Airport Shuttle.....681-3311

Taxi (ABC Cab Company).....619-3434

Taxi (Checker Cab Company).....239-7710

Federal Aviation Administration MIKE MONRONEY AERONAUTICAL CENTER



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| 1 HEADQUARTERS | 13 ASRS-1 | 19 PILOT BERING | 42 MODULAR BLDG 1 (CAM) |
| 2 LOGISTICS SUPPORT FAC | 14 ASRS-2 | 20 HAZARDOUS WASTE | 43 MODULAR BLDG 2 (CAM) |
| 3 AIR TRAFFIC | 15 FFS AIR TRAINING FACILITY | 21 VOR DME | 44 ACROBAT WET MOD BLDG |
| 4 FLIGHT INJECTION | 16 TALEAD | 22 OAS | 45 ENROUTE SUPPORT FAC |
| 5 AIR NAV FACILITY | 17 AIRCRAFT RANGE SHOP | 23 SYSTEM SUPPORT FACILITIES | 46 NET BUILDING |
| 6 FLIGHT STANDARDS BLDG | 18 ATC/ART TEST TOWER | 24 SOUTH GUARD SHELTER | 47 SCHEMATIC FACILITY |
| 7 FLIGHT STANDARDS LAB | 19 AIRCRAFT TEST SHOP | 25 ASRS-4 | 48 SECURITY COMMAND CENTER |
| 8 HANGAR 1 | 20 AIRCRAFT TRAINING LAB & TOWER | 26 PROGRAM SUPPORT FACILITY | 49 ASR-11 FACILITY |
| 9 AIR NAV FACILITY #2 | 21 GENERAL OFFICE BUILDING | 27 CASIN SAFETY RESEARCH C | 50 POWER TRNG & SUP FAC |
| 10 CAL AERONAUTICAL INST | 22 ENVIRON SYSTEM SUPPORT | 28 ENGINE SYSTEM SUPPORT | 51 ACUTE & STORAGE BLDG |
| 11 OPERATIONAL HEADQUARTERS | 23 ASRS-3 | 24 STORAGE ATICAM (LAWMABLE) | 52 GUARD STATION - 802 |
| 12 GAGE MAINT BLDG | 25 ASRS-4 | 26 ASRS TRAINING LAB | 53 GUARD STATION - 878 |
| 13 ANATOMY RECORDS BLDG | 27 STORAGE ATICAM (VERNA) | 28 ASRS-1 | 54 INT STORAGE BLDG |
| 14 SYSTEMS TRAINING BLDG | 29 ASRS-1 MAIN BLDG | 30 HAZARDOUS WASTE BLDG | 55 INT STORAGE BLDG |
| 15 MULTIPURPOSE BLDG | 31 MARK-10 | 32 MARK-11 | 56 VEHICLE INSPECTION QUAD |
| 16 NAVAL TRAINING | 32 SPECIAL PURPOSE BLDG | 33 LANDING STR. TRAINING CLASS | 57 FREEDOM RIVWAY HANGAR |
| 17 THOMAS P. SUTHER | 33 ASRS-3 | 34 BUILDING 212 (S) STORAGE | 58 SLEEP |
| 18 MATERIAL STORAGE | 34 ASRS-3 | 35 TECHNICAL SUPPORT FACILITY | 59 MODULAR BUILDING A |
| 19 RECEIVING | 35 CHILD LEARNING CENTER | 36 LIP GUARD SHELTER | 60 MODULAR BUILDING B |
| 20 BUILDING 10 | 36 ASRS-3 | 37 RADAR SUPPORT FACILITY | 61 MODULAR BUILDING C |
| 21 BUILDING K (CREW LUNION) | 37 ASRS-3 | 38 WALKER REPAIR FACILITY | 62 CHILD CARE STORGE WAREHOUSE |
| 22 BUILDING L (BOOK STORE) | 38 ASRS-3 | 39 ASR-11 | |
| 23 BUILDING M (BOOK STORE) | 39 TOWER #1 | 40 VTO GUARDSTATION | |
| 24 BUILDING N (ASB) | 40 TOWER #2 | 41 FOSTER RD GUARD STATION | |
| 25 BUILDING O (ASB) | 41 TOWER #3 | 42 MODULAR BLDG 1 (CAM) | |
| 26 BUILDING P (ASB) | 42 TOWER #4 | 43 MODULAR BLDG 2 (CAM) | |
| 27 BUILDING Q (ASB) | 43 TOWER #5 | 44 MODULAR BLDG 3 (CAM) | |
| 28 BUILDING R (ASB) | 44 TOWER #6 | 45 MODULAR BLDG 4 (CAM) | |
| 29 BUILDING S (ASB) | 45 TOWER #7 | 46 MODULAR BLDG 5 (CAM) | |
| 30 BUILDING T (ASB) | 46 TOWER #8 | 47 MODULAR BLDG 6 (CAM) | |
| 31 BUILDING U (ASB) | 47 TOWER #9 | 48 MODULAR BLDG 7 (CAM) | |
| 32 BUILDING V (ASB) | 48 TOWER #10 | 49 MODULAR BLDG 8 (CAM) | |
| 33 BUILDING W (ASB) | 49 TOWER #11 | 50 MODULAR BLDG 9 (CAM) | |
| 34 BUILDING X (ASB) | 50 TOWER #12 | 51 MODULAR BLDG 10 (CAM) | |
| 35 BUILDING Y (ASB) | 51 TOWER #13 | 52 MODULAR BLDG 11 (CAM) | |
| 36 BUILDING Z (ASB) | 52 TOWER #14 | 53 MODULAR BLDG 12 (CAM) | |