



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

# Memorandum

Subject: INFORMATION: Full-Facility Evaluation,  
Anytower TRACAB (ATY), Texas;  
November 5, 2001

Date: 9/24/01

From: Manager, Air Traffic Evaluations Branch,  
AAT-130

Reply to  
Attn. of:

To: Manager, Anytower TRACAB

In accordance with Order 7010.1, members of the Air Traffic Evaluations and Investigations Staff, AAT-20, will conduct a full-facility evaluation of the Houston Hobby TRACAB during the week of November 5. This evaluation will consist of a review of published procedures, a screening of records, personnel interviews, direct observation, monitoring of operational positions and in-flight monitoring.

You may provide a union representative and management or staff representative to participate as members of the evaluation team. This participation is encouraged, as it provides an excellent educational opportunity for these individuals. You will be contacted by the lead evaluator, Lead Evaluator Name, who will explain this process and request you identify, by name, the individuals who will be participating.

Upon arrival of the evaluation team at your facility, the team lead will conduct an inbriefing with you and any members of your facility who you wish to invite to attend. During this briefing, the lead evaluator will discuss all aspects concerning the conduct of the evaluation. Please ensure the individuals from your facility, who will be participating as members of the evaluation team, attend this meeting.

Following completion of the inbriefing, the lead evaluator may request an operational briefing be provided to the evaluation team by a member of your facility to ensure a more thorough understanding of local and internal procedures.

Throughout the evaluation, you, or your designated representative, will be kept thoroughly informed of the progress of the evaluation. This is normally accomplished through daily briefings of the facility manager by the lead evaluator. Upon completion of the evaluation, an exit briefing covering the evaluation team's findings will be conducted. Attendance of facility and guest personnel at the exit briefing is at your discretion.

Please ensure all facility personnel are informed of the dates of the upcoming evaluation and that members of the evaluation team will be available to conduct interviews, should any member of your facility wish to speak with them.

If there is a particular area of concern or noteworthy item that you would like the team to address during the evaluation, please advise the lead evaluator at Phone Number.

Evaluator In Charge