

Memorandum

Date: November 16, 2005

From: Air Traffic Manager

To: All Personnel

Subject: Staffing

The Eastern Terminal Service Area Director is requiring that facilities separate the radar function from the tower function. Our staffing rarely allows for a second controller to be assigned to the midshift. Therefore, I've asked ZTD to assume our airspace between the hours of 12A-630A. LEX would operate as a VFR tower during those hours.

ZTD is presently conducting additional training on the approaches in LEX airspace. Once that training is completed, a date will be set for ZTD to assume control of the airspace nightly. In the meantime, there will be occasions when a second controller will be assigned to the midshift. Operations may be combined in the tower (2 positions) or split between tower and tracon, so long as the radar function is separated from the tower function.

Spot leave or non operational duty assignments (such as NATCA official time) shall not be approved if it causes the radar function to be combined with the tower function. These functions may be combined for rest and meal breaks (see LEX N7210.320). Of course, the functions may be combined if an employee is at the end of their shift, or there is a request for sick leave or emergency leave.

AD