

LIST OF CONTENT

1. REPORT TITLE	
2. ADMISSION	
3. APROVAL	
4. CURICULUM VITAE	i
5. DEDICATION	ii
6. ACKNOWLEDGEMENTS	iii
7. MOTTO	v
8. LIST OF CONTENT	vi
9. LIST OF APPENDIX	xi
10. CHAPTER I : INTRODUCTION	1
1.1 History of Radin Inten II Airport	2
1.2 General information of Radin Inten II Airport.....	3
1.3 Facilities of Raden Inten II Airport	5
1.3.1 Run way facility	5
1.3.2 Building Facilities	5
1.4 Characteristics, Main Duties, and Function of Airport.....	6
1.4.1 Characteristic of airport.....	6
1.4.2 Main Duties of Airport.....	6
1.4.3 Function of the Airport.....	7
1.5 Work unit and Work Discipline of Radin Inten II Airport	8
1.5.1 Head of Radin Inten II Airport.....	8
1.5.2 Head of General Sub Division	9
1.5.3 Head of Land Operation.....	9
1.5.4 The Technician Division	10
1.6 The Organization Chart of Radin Inten II Airport	11
1.7 The personal data of Radin Inten II airport.....	12
1.8 Vision, Mission and Strategies in Radin Inten II Airport	13

1.8.1	Vision	13
1.8.2	Mission	13
1.8.3	Strategis	14
1.9	Product and Service in Radin Inten II Airport	14
1.10	Job Description	17
1.11	Ticket Agent	19
11.	CHAPTER II : DISCUSSION	24
2.1	Notam (Notice to airman)	24
2.1.1	The Definition of Notam	25
2.1.2	The Function of Notam	25
2.1.3	Basic Notam Elements	25
2.1.4	Notam Format	26
2.1.5	Message Series, Number and Identification Series	26
2.1.6	Example of Notam	28
2.1.7	Information to be promulgated by Notam	28
2.1.8	Information not to be promulgated by Notam	29
2.2	Briefing Office to Publish the Notam	30
2.3	The Relation With the Staff in Raden Inten II Airport	30
2.3.1	The Relation with Briefing Office Staff	31
2.3.2	The Relation with Information Service Staff	31
2.3.3	The Relation with Information Service Staff	32
2.4	The Relation with the Facilities in Briefing Office	32
2.4.1	Telex Machine	32
2.4.2	Speaker	32
2.4.3	Telephone	33
2.4.4	Single Side Band	33

2.5 Relation With the Client in Briefing Office.....	34
2.6 Adaptation with the Norms	34
2.7 Problem Encountered and Solution	34
2.7.1 Problem Encountered.....	35
2.7.2 Solution	35
2.8 Important Skill to Develop in the future.....	36
2.8.1 Listening Skill.....	36
2.8.2 Translation Skill.....	36
2.8.3 Computer skill.....	37
12. CHAPTER III : CONCLUSION AND SUGGESTION.....	38
3.1 Conclusions	38
3.2 Suggestion	39
REFERENCE	41
APPENDICES.....	42