

APPENDIX Q.2

ART

- JO 7210.3, Ch 2-2-6 “Sign In/Out and On/Off Procedures.”
- JO 7210.3, Ch 4-6-8 “Time and Attendance (T&A) Recording.”

(1706 - 1790)

(1937 - 2008)

ART

The Cru-ART is the sole source for time collection and reference. It is required because when any investigation is conducted after the event, the controller working the position must be identified.

Developmental Training

- Ensure developmental OJT is maximized (4 hrs per/ dev/ shift).
- Monthly skill checks.
- 3120-25 accuracy and timeliness.
- 3120-25 shift and monthly reviews.
- Meaningful work when not assigned OJT.
- Training Team meetings regularly.

Mandatory Training

- Annual and semi-annual refresher.
- Special and GENOT briefings prior to assuming control positions.
- Crew briefings – priority over spot leave.
- Every shift, the FLM will make an effort to review training requirements for that shift and plan it.

Duty Hours

- Make every effort to report to work $\frac{1}{2}$ hour before each assigned shift (flex).
- Ensure 8 hours between shifts.
- During the shift, review posted watch schedules and make corrections.
- Be fiscally responsible when filling vacancies on shifts.

Duty Familiarization and Position Relief

- MBIs are completed in a timely manner.
- R & Is are completed in a timely manner.
- PRBs conducted using SIA & checklist.
- Ensure PRB overlap is 5 minutes.
- All PRBs are recorded.
- Briefings to CICs include direction from OMIC – including sector combinations, staffing, etc.

Operation

- Provide guidance and goals.
- Actively monitor – increase vigilance during OJT, holding, sector traffic impacts.
- Watch – Listen – Act!
- Monitor and manage traffic flows.
- Interact with TMU and adjacent airspace.
- Manage available resources.
- Knowledgeable of employee whereabouts.
- Assign work.

Operation

- Ensure breaks are reasonable.
- Make required entries into 7230-4.
- Report to am and pm roundups on time.
- Take appropriate action when equipment malfunctions.
- Report and participate in incidents, errors, deviations, accidents.
- Make on-the-spot corrections.

Work Area Cleanliness

- Ensure a clean and professional appearance.
- Promote a productive work area free from obstacles and harmful FOD.
- Keep Area free from clutter, food wrappings/ containers by making personnel responsible for themselves.

Dress Code

- Ensure personnel are well groomed and attired in a neat, clean manner.
- Dress issues will be handled as soon as possible and brought to the attention of the OMIC.
- FLMs – shoes, slacks, collared shirt, tie Monday thru Thursday day shift. Holidays, swings, weekends - business casual. Jeans ok on mids. **NO SHORTS** on any shift.

Managing Leave, OT, Shift Chgs, Credit Hours & Comp Time

- Ensure requests for leave cancellation is done in accordance with contract. For Supervisors, advise the OMIC.
- Sick leave is in accordance with the contract. For Supervisors, make request with OMIC.
- Leave for Holiday Leave, special circumstances, Jury Duty, Court Leave, etc. are in accordance with contract.

Managing Leave (cont.)

- Ensure your earning of credit hours, comp time and overtime is approved PRIOR to earning by the OMIC.
- Overtime requests due staffing must be approved by OMIC.
- Ensure ALL in-lieu-of shift changes are approved by OMIC (Supe & controller).

Model EEO

- Ensure any comment/ remark that is derogatory or hostile is addressed – by you – immediately. Even if that person is engaged and inviting (3rd person).
- Zero tolerance for harassment or discriminatory behavior/ language.
- Report any possible Accountability Board incidents immediately to your OM (or OMIC).

(1905 - 1961)

(121 AD - 180 AD)

Offices & Support

- ZNY 1 David LeCates

The Air Traffic Manager used to be called the Chief (still is – but unofficially) – as in Chief Controller. The ATM is the highest level of air traffic management in the building (not a money machine).

Offices (cont.)

ZNY 2

Lois Esposito

Currently, this position is named Staff Manager. However, Lois is filling in as Assistant Air Traffic Manager also. The AATM used to be called The Deputy. The second in command; a tin star.

She has the lowdown on the role of Supervisors and what controller performance should look like.

Offices (cont.)

ZNY 1A Patty D'Alo

The Secretary is responsible for many important items including organizing ZNY 1 & 2's daily activities (you wouldn't believe the telcons). Patty also keeps a book of all ZNY Orders, Notices, correspondence.

Overnight parking permits and visitor log information goes through Patty.

Support

ZNY 10 Nancy Osani

- Personnel issues – pay, actions, insurance
- OWCP – processing, controversion
- Grievances – focal, guidance
- Conduct & discipline – guidance, action writer (reprimand, suspension)
- PMS – ratings, CADA, OSI/ SCI, what-to-do, when to do it
- SF-278

Support – Personnel cont.

SF-278

- Why?
- When to file?
- What if I don't?
- Fine

Support (cont.)

ZNY 11 Eileen Zahn

- Administration
- Overtime – what's spent, codes
- Travel orders – GovTrip focal
- Headsets – new, exchange
- Supply – paper, pens, furniture

Support (cont.)

ZNY 11.1 Terry Kirk

ZNY 11.2/3 Denis Yurgel

- Pay Coordinators – take info out of ART for pay purposes
- T & A amendment focals – any amendments must be brought to them
- Deadlines for pay – Tue following pp end
- Terry is an Administrative Asst – main focus is tracking personnel.

Support (cont.)

ZNY 17 Jerry Bordeaux – Workforce
Development (Training)

- Training
- Developmental training – form 3120-25, OJT, OJTI
- DySim
- MBI / R & I / CBI – completions and entries into training folder
- Physicals

Support (cont.)

Dynamic Sciences Inc. (DSI) Paul Jan

- Contractors to FAA Training Dept
- Developmental training
- Stage III / IV
- DySim / Classroom
- Stage lengths
- Training goals
- Supervisors certifying in DySim

Support (cont.)

ZNY 300 Dr. Jordan & Audrey

- Scheduling physicals
- Med disquals
- Medicine (Prescrip / OTC) checks

718-553-3300 or call EA ROC

Keep OMIC in loop

Support (cont.)

ZNY 504

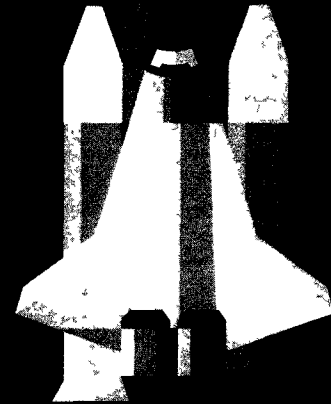
Tom Kelly (Actg)

- Traffic Management Unit (TMU)
- STMCs / TMCs – staffing, roles
- Weather Coordinator – pireps, mids
- Delays, restrictions, route closures, reroutes
- TMA – what airports, benefits?
- DSP / ETMS
- NORDOS / Emergencies / Bad Routings / Lost Aircraft

Support (cont.)

MOS Steve Tucci, Scott
Boucher

- Military missions
- Photo missions
- Special missions / events
- Airspace restrictions due
SUAs



Support (cont.)

ZNY 505 Safety Sam Shelton

- Quality Assurance (QAR)
- New QA / QC Order
- Performance investigation focal / verification
- Air traffic events – incidents, flight assists, accidents
- OE / OD / PD investigations / reports / forms / procedures
- ESAT / NTAP / FALCON / ATQA

Support (cont.)

ZNY 510 Paul Fairley

- Air Traffic equipment / space
- Radar, frequencies, landlines
- VSCS – db alts
- URET
- Desks, chairs
- CEDAR – administrator
- ERAM

Support (cont.)

IT Jon Fuss

- Computers / printers
- Hardware / software
- Lotus notes
- NSC Helpdesk (866-954-4002)

Support (cont.)

ZNY 530 Airspace & Procedures
Chris Winkeleer actg

- Airspace & Procedures
- Pref routes
- LOAs / SOP
- Maps
- TFRs
- ERIDS

Airspace Re Design

Kevin Delaney OM

Manager who oversees ZNY's portion of
Airspace Re Design.

Phase 2A & 2B

Support (cont.)

ZNY 540 Operations Managers

- Role of the OMIC
- 2nd Level Supervision
- Performance mgmt
- Supervisor (FLM) performance & expectations
- Controller performance

Support (cont.)

Flight Data John Coppola

- NOTAMs
- PIREPs
- TFRs
- Flight plans
- Mids
- HOST shutdowns (DARC)
- STI card

Support (cont.)

AJE 1600

Jim Pellechi

- HEARTS – NAS trouble
- NAS Software
- Flight plan processing
- Radar processing
- ERAM

Support (cont.)

Tech Ops

Ted Kiliditis

- The NAS / NOM (or SE)
- Trouble tickets
- Freq problems – static, loss
- Radar problems – ghost targets, etc
- Printer problems
- Environmental issues – lighting, heat, ac, janitorial
- FOD on equipment

Labor Management Relations

- *2009 FAA / NATCA Agreement*
- US Code, Title 5, Part III, Subpart F,
Chap 71, Subchapter 1 *General Provisions:*
 - S 7101. Findings and Purpose
 - S 7102. Employees Rights
 - S 7103. Definitions; applications
 - S 7104. Fed Labor Relations Authority
 - S 7105. Powers and Duties of the Authority
 - S 7106. Management Rights.

LMR

Subchapter II *Rights and Duties of Agencies and Labor Organizations:*

- . Exclusive recognition of labor organizations
- . Determination of appropriate units for labor organization representation
- . National consultation rights

LMR

Subchapter II (cont):

- . Representation rights and duties
- . Allotments to representatives
- . Unfair labor practices

LMR

Subchapter II (cont):

- . Duty to bargain in good faith; compelling need; duty to consult
- . Prevention of unfair labor practices
- . Negotiation impasses; Federal Service Impasses Panel
- . Standards of conduct for labor organizations

LMR

Subchapter III *Grievances, Appeals, and Review:*

- . Grievance procedures
- . Exceptions to arbitral awards
- . Judicial review; enforcement

LMR

Subchapter IV *Administrative and Other Provisions:*

- . *Official time*
- . *Subpoenas*
- . *Compilation and publication of data*
- . *Regulations*
- . *Continuation of existing laws, recognitions, agreements, and procedures*

FAA / NATCA Contract

- In 2009, the 2006 Contract was renegotiated due to a new Administration, Administrator, and COO.
- Because of NEXGEN, FAA wanted NATCA's involvement. New Administrator thought 2006 Contract too restrictive on workforce.
- 2009 Contract went into effect October 1, 2009.

2009 Articles

We will go over some Articles in the Contract but not all.

The Articles that most apply to the operation and administration of control room floor.

A few Articles had to be arbitrated by a special mediation panel.

Special Emphasis Topics

- CruART – how to, ins and outs
- SF-278 – why, when, what if I don't
- ATOP
- CEDAR
- Accountability Board / Model EEO
- ATO Portal / Leave Tracker
- TMA
- ERAM

Special Topics

ATO Portal / Leave Tracker (L Weber)

- How to get in
- What info is there for Supe to search for

Special Topics

Cru-ART (L Weber)

- Signing-in / Signing-out
- Assigning OJT
- Assigning Other Duties – Codes (what/when)
- Assigning Leave
- Editing
- Certifying entries

Special Topics

ATOP (J Webb)

- What is it? & How does it work?
- Midnight shifts
- Error cue
- Sigmets
- Requests for maintenance / updates –
how to handle; what coordination is
required

Special Topics

CEDAR (W Engelhardt)

- What information is in it?
- What is required to be entered? (TTDs, Training Plans and more)
- How do I search?
- 7230-4 entries

Special Topics

Accountability Board/ Model EEO (AEA)

- What is it?
- Why does it exist?
- Requirements
- Reporting
- Deadlines
- Follow-up

Special topics

TMA (C Jamotta)

- What is it?
- How do I interact with it?
- My requirements? Controllers?
- What is Supe responsibility if numbers excessive?
- Does it work?

Grievance Processing

- What is a grievance?
- What do I do when I get one?
- How long do I have?
- Do I sustain, deny or abey?
- How do I write a response?
- Do I give response to grievant or Rep?

OWCP

- Office of Workmens Compensation Program
- What do I do when someone asks for a CA-1?
- What is the employee's responsibility to fill out?
- What is my responsibility?
- Am I responsible for form even if I am not Immediate Supervisor or was not present when alleged injury occurred?
- What do I do with completed form?
- Should I let others know about it?

(THEN, yer dun.)

PMS

- Performance Management System
- What is it?
- When does it begin?
- How do I communicate the expectations?
- Do I give copies?
- Do I have to do Check-In?
- Do I have to do Mid-cycle?
- Do I give final and initial at same time?
- What do I do with final cover sheet?
- What do I do with initial cover sheet?

PMS, cont.

- What is the 90 day thing?
- Can the rating period be extended?
- Do they all end on the same date?
- What if my employees change crews?
- What is a CADA?
- Do I have to do a Narrative Summary?
- Does an employee have to give me a Self-Assessment Summary?
- Does an employee have to be on a IDP?