

APPENDIX L

ATO Safety

Allegations Reference Guide

Reference Guide Number: 1

Allegation 1 (part a and b): Air Traffic Communication- Air Traffic Controllers do not use standard phraseology. ATCS maintain careless and casual attitude toward radio and interphone communication, which often results in miscommunication and confusion (toward coordination). Lack of Sector/Position identification, lack of use of callsigns, lack of use of operating initials.

Requirement: FAA Order JO 7110.65. 2-1-17. RADIO COMMUNICATIONS

a. Transfer radio communications before an aircraft enters the receiving controller's area of jurisdiction unless otherwise coordinated or specified by a letter of agreement or a facility directive.

b. Transfer radio communications by specifying the following:

NOTE-Radio communications transfer procedures may be specified by a letter of agreement or contained in the route description of an MTR as published in the DOD Planning AP/1B (AP/3).

1. The facility name or location name and terminal function to be contacted. TERMINAL: Omit the location name when transferring communications to another controller within your facility; except when instructing the aircraft to change frequency for final approach guidance include the name of the facility.

2. Frequency to use except the following may be omitted:

(a) FSS frequency.

(b) Departure frequency if previously given or published on a SID chart for the procedure issued.

(c) TERMINAL:

(1) Ground or local control frequency if in your opinion the pilot knows which frequency is in use.

(2) The numbers preceding the decimal point if the ground control frequency is in the 121 MHz bandwidth.

EXAMPLE-

"Contact Tower."

"Contact Ground."

"Contact Ground Point Seven."

"Contact Ground, One Two Zero Point Eight."

"Contact Huntington Radio."

"Contact Departure."

"Contact Los Angeles Center, One Two Three Point Four."

3. Time, fix, altitude, or specifically when to contact a facility. You may omit this when compliance is expected upon receipt.

NOTE-AIM, para 5-3-1, ARTCC Communications, informs pilots

that they are expected to maintain a listening watch on the transferring controller's frequency until the time, fix, or altitude specified.

PHRASEOLOGY- CONTACT (facility name or location name and terminal function), (frequency). If required, AT (time, fix, or altitude).

c. Controllers must, within a reasonable amount of time, take appropriate action to establish restore communications with all aircraft for which a communications transfer or initial contact to his/her sector is expected required.

NOTE- For the purposes of this paragraph, a reasonable amount of time is considered to be 5 minutes from the time the aircraft enters the controller's area of jurisdiction or comes within range of radio communications coverage. Communications include two-way VHF or UHF radio contact, data link, or high frequency (HF) radio through an approved third-party provider such as ARINC. d. In situations where an operational advantage will be gained, and following coordination with the receiving controller, you may instruct aircraft on the ground to monitor the receiving controller's frequency.

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EXAMPLE-

"Monitor Tower."

"Monitor Ground."

"Monitor Ground Point Seven."

"Monitor Ground, One Two Zero Point Eight."

e. In situations where a sector has multiple frequencies or when sectors are combined using multiple frequencies and the aircraft will remain under your jurisdiction, transfer radio communication by specifying the following:

PHRASEOLOGY-

(Identification) CHANGE TO MY FREQUENCY (state frequency).

EXAMPLE-

"United two twenty two change to my frequency one two three point four."

REFERENCEAIM,

Para 4-2-3, Contact Procedures.

f. Avoid issuing a frequency change to helicopters known to be single pilot during air taxiing, hovering, or low level flight. Whenever possible, relay necessary control instructions until the pilot is able to change frequency.

NOTE-*Most light helicopters are flown by one pilot and require the constant use of both hands and feet to maintain control. Although Flight Control Friction Devices assist the pilot, changing frequency near the ground could result in inadvertent ground contact and consequent loss of control.*

Pilots are expected to advise ATC of their single pilot status if unable to comply with a frequency change.

REFERENCEAIM,

Para 4-3-14, Communications.

g. In situations where the controller does not want the pilot to change frequency but the pilot is expecting or may want a frequency change, use the following phraseology.

7JO11 701.6150R.6 5CTH CGH 2G 2 3//150//0171

2/11/10 JO 7110.65T

General 2-1-9

PHRASEOLOGY- REMAIN THIS FREQUENCY.

REFERENCEFAAO

JO 7110.65, Para 4-7-1, Clearance Information.

FAAO JO 7110.65, Para 5-12-9, Communication Transfer.

Requirement: FAA Order JO 7110.65. Paragraph 2-4-9. ABBREVIATED TRANSMISSIONS

Transmissions may be abbreviated as follows:

- a.** Use the identification prefix and the last 3 digits or letters of the aircraft identification after communications have been established. Do not abbreviate similar sounding aircraft identifications or the identification of an air carrier or other civil aircraft having an FAA authorized call sign. REFERENCEFAAOJO 7110.65, Para 2-4-20. Aircraft Identification.
- b.** Omit the facility identification after communication has been established.
- c.** Transmit the message immediately after the call up (without waiting for the aircraft's reply) when the message is short and receipt is generally assured.
- d.** Omit the word "over" if the message obviously requires a reply.

Requirement: FAA Order JO 7110.65. Paragraph 2-4-12. INTERPHONE MESSAGE FORMAT

Use the following format for interphone intra/inter facility communications

- a.** Both the caller and receiver identify their facility and/or position in a manner that insures they will not be confused with another position.

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NOTE

Other means of identifying a position, such as substituting departure or arrival gate/fix names for position identification, may be used. However, it must be operationally beneficial, and the procedure fully covered in a letter of agreement or a facility directive, as appropriate.

EXAMPLE-

Caller: "Albuquerque Center Sixty Three, Amarillo Departure." **Receiver:** "Albuquerque Center."

b. Between two facilities which utilize numeric position identification, the caller must identify both facility and position.

EXAMPLE - Caller: "Albuquerque Sixty Three, Fort Worth Eighty Two."

c. Caller states the type of coordination to be accomplished when advantageous. For example, handoff or APREQ.

d. The caller states the message.

e. The receiver states the response to the caller's message followed by the receiver's operating initials.

f. The caller states his or her operating initials.

g. Identify the interphone voice line on which the call is being made when two or more such lines are collocated at the receiving operating position.

EXAMPLE-

"Washington Center, Washington Approach on the Fifty Seven line."

FAA Order JO 7110.65. Paragraph 2-4-13. INTERPHONE MESSAGE TERMINATION

Terminate interphone messages with your operating initials.

Reference Question:	Compliance Verified? Yes or No	Comments/ Evidence:
1. Is there evidence of the controller identifies him/herself with the facility/position?		
2. Is there evidence between two facilities which utilize numeric position identification; the caller identifies him/herself both with the facility and the position?		
3. Is there evidence the caller states the type of coordination to be accomplished when advantageous? (For example, handoff or APREQ)		
4. Is there evidence the receiver states the response to the caller's message followed by the receiver's operating initials?		
5. Is there evidence the caller states his her operating initials when terminating an interphone message?		

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Sampling Methods (Where to look/find, discuss or interview)		
Additional Comments and Observations: (Use additional pages as needed)		

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Reference Guide Number: 2

Allegation 1 (part a and b): Air Traffic Communication- Air Traffic Controllers do not use standard phraseology. ATCS maintain careless and casual attitude toward radio and interphone communication, which often results in miscommunication and confusion (toward coordination). Lack of Sector/Position identification, lack of use of callsigns, lack of use of operating initials.

Requirement: FAA Order JO 7110.65. 2-4-17. NUMBERS USAGE

State numbers as follows:

a. Serial numbers. The separate digits.

EXAMPLE Number Statement

11,495 "One one four niner five."

20,069 "Two zero zero six niner."

b. Altitudes or flight levels:

1. Altitudes. Pronounce each digit in the number of hundreds or thousands followed by the word "hundred" or "thousand" as appropriate.

EXAMPLE- Number Statement

10,000 "One zero thousand."

11,000 "One one thousand."

17,900 "One seven thousand niner hundred."

NOTE- Altitudes may be restated in group form for added clarity if the controller chooses.

Requirement: FAA Order JO 7110.65. Paragraph 2-4-19. FACILITY IDENTIFICATION

b. Air route traffic control centers. State the name of the facility followed by the word "center."

Requirement: FAA Order JO 7110.65. Paragraph 2-4-20. AIRCRAFT IDENTIFICATION

Use the full identification in reply to aircraft with similar sounding identifications. For other aircraft, the same identification may be used in reply that the pilot used in his/her initial call up except use the correct identification after communications have been established.

Reference Question:	Compliance Verified? Yes or No	Comments/ Evidence:
1. Is there evidence of the controller identifies him/herself with the word "center"?		
2. Is there evidence the controller uses the full aircraft identification when replying to an aircraft with a similar callsign?		

Sampling Methods (Where to look/find, discuss or interview)

Additional Comments and Observations: (Use additional pages as needed)

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Reference Guide Number: 3

Allegation 2 (b1, b2): Air Traffic Procedures. Other than the dissemination of occasional SIGMET and AIRMET advisories, controllers rarely issue weather advisories to aircraft (or observed weather along route of flight). Aircraft routinely fly through moderate, heavy and extreme precipitation without being advised of these conditions. When forced to issue advisories controllers will routinely demand additional spacing between aircraft, miles in trail, in order to issue the advisories.

Requirement: FAA Order JO 7110.65 Section 6. Weather Information

2-6-2. HAZARDOUS INFLIGHT WEATHER ADVISORY SERVICE (HIWAS)

Controllers shall advise pilots of hazardous weather that may impact operations within 150 NM of their sector or area of jurisdiction. Hazardous weather information contained in HIWAS broadcasts includes Airmen's Meteorological Information (AIRMET), Significant Meteorological Information (SIGMET), Convective SIGMET (WST), Urgent Pilot Weather Reports (UUA), and Center Weather Advisories (CWA). Facilities shall review alert messages to determine the geographical area and operational impact for hazardous weather information broadcasts. The broadcast is not required if aircraft on your frequency(s) will not be affected.

a. Controllers within commissioned HIWAS area shall broadcast a HIWAS alert on all frequencies, except emergency frequency, upon receipt of hazardous weather information. Controllers are required to disseminate data based on the operational impact on the sector or area of control jurisdiction.

NOTE- The inclusion of the type and number of weather advisory responsible for the HIWAS advisory is optional.

PHRASEOLOGY- ATTENTION ALL AIRCRAFT. HAZARDOUS WEATHER

INFORMATION (SIGMET, Convective SIGMET, AIRMET, Urgent Pilot Weather Report (UUA), or Center Weather Advisory (CWA), Number or Numbers) FOR (geographical area) AVAILABLE ON HIWAS, FLIGHT

WATCH, OR FLIGHT SERVICE FREQUENCIES.

b. Controllers outside of commissioned HIWAS areas shall:

1. Advise pilots of the availability of hazardous weather advisories. Pilots requesting additional information should be directed to contact the nearest Flight Watch or Flight Service.

2. Apply the same procedure when HIWAS outlets, or outlets with radio coverage extending into your sector or airspace under your jurisdiction, are out of service.

PHRASEOLOGY- ATTENTION ALL AIRCRAFT. HAZARDOUS WEATHER INFORMATION FOR (geographical area) AVAILABLE FROM FLIGHT WATCH OR FLIGHT SERVICE.

c. Terminal facilities have the option to limit hazardous weather information broadcasts as follows: Tower cab and approach control facilities may opt to broadcast hazardous weather information alerts only when any part of the area described is within 50 NM of the airspace under their jurisdiction.

REFERENEAIM, Chapter 7, Section 1, Meteorology, Para 7-1-5 through Para 7-1-9.

2-6-3. PIREP INFORMATION

Significant PIREP information includes reports of strong frontal activity, squall lines, thunderstorms, light to severe icing, wind shear and turbulence (including clear air turbulence) of moderate or greater intensity, volcanic eruptions and volcanic ash clouds, and other conditions pertinent to flight safety.

REFERENCE FAAO JO 7110.65, Para 3-1-8, Low Level Wind Shear/Microburst Advisories.

FAAO JO 7210.3, Para 6-3-1, Handling of SIGMETs, CWAs, and PIREPs. AIM, Para 7-5-9, Flight Operations in Volcanic Ash. FAAO JO 7210.3, Para 10-3-1, SIGMET and PIREP Handling

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a. Solicit PIREPs when requested or when one of the following conditions exists or is forecast for your area of jurisdiction:

1. Ceilings at or below 5,000 feet. These PIREPs shall include cloud base/top reports when feasible.

EN ROUTE. When providing approach control services, the requirements stated in TERMINAL above apply.

2. Visibility (surface or aloft) at or less than 5 miles.
3. Thunderstorms and related phenomena.
4. Turbulence of moderate degree or greater. JO 7110.65T 2/11/10 2-6-2 Weather Information
5. Icing of light degree or greater.
6. Wind shear.
7. Volcanic ash clouds.

NOTE –Pilots may forward PIREPs regarding volcanic activity using the format described in the Volcanic Activity Reporting Form (VAR) as depicted in the AIM, Appendix 2.

c. Obtain PIREPs directly from the pilot, or if the PIREP has been requested by another facility, you may instruct the pilot to deliver it directly to that facility.

PHRASEOLOGY- REQUEST/ SAY FLIGHT CONDITIONS. Or if appropriate, **REQUEST/SAY (specific conditions; i.e., ride, cloud, visibility, etc.) CONDITIONS.**

If necessary, OVER (fix), or ALONG PRESENT ROUTE, or BETWEEN (fix) AND (fix).

d. Handle PIREPs as follows:

1. Relay pertinent PIREP information to concerned aircraft in a timely manner.
2. **EN ROUTE.** Relay all operationally significant PIREPs to the facility weather coordinator.
3. **TERMINAL.** Relay all operationally significant PIREPs to: (a) The appropriate intrafacility positions. (b) The AFSS/FSS serving the area in which the report was obtained.

NOTE -The AFSS/FSS is responsible for long line dissemination. (c) Other concerned terminal or en route ATC facilities, including non-FAA facilities. (d) Use the word gain and/or loss when describing to pilots the effects of wind shear on airspeed.

EXAMPLE-

“Delta Seven Twenty-one, a Boeing Seven Twenty-seven, previously reported wind shear, loss of Two Five knots at Four Hundred feet.”

“U.S. Air Seventy-six, a D-C Niner, previously reported wind shear, gain of Twenty-Five knots between Niner Hundred and Six Hundred feet, followed by a loss of Five Zero knots between Five Hundred feet and the surface.” REFERENCE AIM, Para 7-1-24, Wind Shear PIREPs.

Reference Question:	Compliance Verified? Yes or No	Comments/ Evidence:
1. Is there evidence that controller request PIREPs when there is significant weather along the route or in the area?		
2. Is there evidence that all a) SIGMETS. b) CWA. c) and PIREPs are issued by the controller?	a) b) c)	
3. Is there evidence is proper phraseology used when issuing	a) b)	

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a) SIGMETs b) CWAs c) PIREPs?	c)	
4. Is there evidence that the controller relay all received PIREPs in a timely matter?		
5. Is there evidence that the controller forwarded all PIREPs received to facility weather coordinator?		
Sampling Methods (Where to look/find, discuss or interview)		
Additional Comments and Observations: (Use additional pages as needed)		

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Allegation 2 (b1, b2) Air Traffic Procedures- Other than the dissemination of occasional SIGMET and AIRMET advisories, controllers rarely issue weather advisories to aircraft (or observed weather along route of flight). Aircraft routinely fly through moderate, heavy and extreme precipitation without being advised of these conditions. When forced to issue advisories controllers will routinely demand additional spacing between aircraft, miles in trail, in order to issue the advisories

Requirement: FAA Order JO 7110.65 Section 6. Weather Information

Paragraph 2-6-4. WEATHER AND CHAFF SERVICES

a. Issue pertinent information on observed/reported weather and chaff areas. When requested by the pilot, provide radar navigational guidance and/or approve deviations around weather or chaff areas.

1. Issue weather and chaff information by defining the area of coverage in terms of azimuth (by referring to the 12-hour clock) and distance from the aircraft or by indicating the general width of the area and the area of coverage in terms of fixes or distance and direction from fixes.

PHRASEOLOGY- WEATHER/ CHAFF AREA BETWEEN (number) O'CLOCK AND (number) O'CLOCK (number) MILES, or (number) MILE BAND OF WEATHER/CHAFF FROM (fix or number of miles and direction from fix) TO (fix or number of miles and direction from fix).

2. When a deviation cannot be approved as requested and the situation permits, suggest an alternative course of action.

PHRASEOLOGY- UNABLE DEVIATION (state possible alternate course of action). FLY HEADING (heading), or PROCEED DIRECT (name of NAVAID).

b. In areas of significant weather, plan ahead and be prepared to suggest, upon pilot request, the use of alternative routes/altitudes.

PHRASEOLOGY - DEVIATION APPROVED, (restrictions if necessary), ADVISE WHEN ABLE TO: RETURN TO COURSE, or RESUME OWN NAVIGATION, or FLY HEADING (heading), or PROCEED DIRECT (name of NAVAID).

NOTE – Weather significant to the safety of aircraft includes such conditions as funnel cloud activity, lines of thunderstorms, embedded thunderstorms, large hail, wind shear, microbursts, moderate to extreme turbulence (including CAT), and light to severe icing.

REFERENCE AIM, Para 7-1-14, ATC Inflight Weather Avoidance Assistance.

c. Inform any tower for which you provide approach control services of observed precipitation on radar which is likely to affect their operations.

d. Use the term "precipitation" when describing radar-derived weather. Issue the precipitation intensity from the lowest descriptor (LIGHT) to the highest descriptor (EXTREME) when that information is available. Do not use the word "turbulence" in describing radar-derived weather.

1. LIGHT.

2. MODERATE.

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3. HEAVY.
4. EXTREME.

NOTE- Weather and Radar Processor (WARP) does not display light intensity.

PHRASEOLOGY – AREA OF (Intensity) PRECIPITATION BETWEEN (number) O'CLOCK AND (number) O'CLOCK, (number) MILES, MOVING (direction) AT (number) KNOTS, TOPS (altitude). AREA IS (number) MILES IN DIAMETER.

EXAMPLE-

1. "Area of extreme precipitation between eleven o'clock and one o'clock, one zero miles moving east at two zero knots, tops flight level three niner zero."
2. "Area of heavy precipitation between ten o'clock and two o'clock, one five miles. Area is two five miles in diameter."
3. "Area of heavy to extreme precipitation between ten o'clock and two o'clock, one five miles. Area is two five miles in diameter." REFERENCE/ CG Term- Precipitation Radar Weather Descriptions.
- e. When precipitation intensity information is not available.

PHRASEOLOGY- AREA OF PRECIPITATION BETWEEN (number) O'CLOCK AND (number) O'CLOCK, (number) MILES. MOVING (direction) AT (number) KNOTS, TOPS (altitude). AREA IS (number) MILES IN DIAMETER, INTENSITY UNKNOWN.

EXAMPLE-

"Area of precipitation between one o'clock and three o'clock, three five miles moving south at one five knots, tops flight level three three zero. Area is three zero miles in diameter, intensity unknown."

NOTE- Phraseology using precipitation intensity descriptions is only applicable when the radar precipitation intensity information is determined by NWS radar equipment or NAS ground based digitized radar equipment with weather capabilities. This precipitation may not reach the surface.

- f. EN ROUTE. When issuing Air Route Surveillance Radar (ARSR) precipitation intensity use the following:
1. Describe the lowest displayable precipitation intensity as MODERATE.
 2. Describe the highest displayable precipitation intensity as HEAVY to EXTREME.

PHRASEOLOGY- AREA OF (Intensity) PRECIPITATION BETWEEN (number) O'CLOCK and (number) O'CLOCK, (number) MILES, MOVING (direction) AT (number) KNOTS, TOPS (altitude). AREA IS (number) MILES IN DIAMETER.

Reference Question:	Compliance Verified? Yes or No	Comments/ Evidence:
1 Is there evidence that when a deviation is requested due to the weather by the pilot, and approved by the controller, is the correct phraseology used?		
2 Is there evidence when a deviation due to weather is not able to be approved, are alternate routes/course given to the aircraft?		
3 Is there evidence when a deviation due to		

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weather is not able to be approved, is correct phraseology used?		
4. Is there evidence that precipitation intensity is described accurately?		
Sampling Methods (Where to look/find, discuss or interview)		
Additional Comments and Observations: (Use additional pages as needed)		

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Reference Guide Number: 5

Allegation 3: Coordination. Lack of point outs with adjacent sector/position. Changes to route, speed, and altitude without coordination prior to entering receiving controllers or within someone else's airspace.

Requirement: FAAO JO 7110.65 paragraph 5-3-8. TARGET MARKERS

EN ROUTE

Retain data blocks that are associated with the appropriate target symbol in order to maintain continuous identity of aircraft. Retain the data block until the aircraft has exited the sector or delegated airspace, and all potential conflicts have been resolved; including an aircraft that is a point out. The data block shall display flight identification and altitude information, as a minimum. The displayed altitude may be assigned, interim, or reported.

Requirements: FAA Order JO 7110.65 Section 4. Transfer of Radar Identification paragraph 5-4-1. APPLICATION

To provide continuous radar service to an aircraft and facilitate a safe, orderly, and expeditious flow of traffic, it is often necessary to transfer radar identification of an aircraft from one controller to another. This section describes the terms, methods, and responsibilities associated with this task. Interfacility and intrafacility transfers of radar identification shall be accomplished in all areas of radar surveillance except where it is not operationally feasible. Where such constraints exist, they shall be:

a. Covered in letters of agreement which clearly state that control will not be based upon a radar handoff, or b. Coordinated by the transferring and receiving controllers for a specified period of time. REFERENCE FAAO JO 7110.65, Para 4-3-8, Coordination with Receiving Facility.

paragraph 5-4-2. TERMS

a. **Handoff.** An action taken to transfer the radar identification of an aircraft from one controller to another controller if the aircraft will enter the receiving controller's airspace and radio communications with the aircraft will be transferred.

b. **Radar Contact.** The term used to inform the controller initiating a handoff that the aircraft is identified and approval is granted for the aircraft to enter the receiving controller's airspace.

c. **Point Out.** A physical or automated action taken by a controller to transfer the radar identification of an aircraft to another controller if the aircraft will or may enter the airspace or protected airspace of another controller and radio communications will not be transferred.

d. **Point Out Approved.** The term used to inform the controller initiating a point out that the aircraft is identified and that approval is granted for the aircraft to enter the receiving controller's airspace, as coordinated, without a communications transfer or the appropriate automated system response.

e. **Traffic.** A term used to transfer radar identification of an aircraft to another controller for the purpose of coordinating separation action. Traffic is normally issued:

1. In response to a handoff or point out;
2. In anticipation of a handoff or point out; or
3. In conjunction with a request for control of an aircraft.

f. **Traffic Observed.** The term used to inform the controller issuing the traffic restrictions that the traffic is identified and that the restrictions issued are understood and will be complied with.

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Paragraph 5-4-3. METHODS

a. Transfer the radar identification of an aircraft by at least one of the following methods:

1. Physically point to the target on the receiving controller's display.
2. Use landline voice communications.
3. Use automation capabilities.

NOTE-*ENROUTE*. Interfacility handoff capabilities are available that can be manually initiated and accepted when operating on the backup RDP while FDP is available. The backup RDP by itself does not have the capabilities for interfacility handoffs. Therefore, handoffs between facilities must be made via landline voice communications when operating with the backup RDP only.

4. TERMINAL. Use the "Modify" or "Quick Look" functions for data transfer between the TRACON and tower cab only if specific procedures are established in a facility directive. The local controller has the responsibility to determine whether or not conditions are adequate for the use of ARTS/STARS data on the BRITE/DBRITE/TDW. REFERENCE FAAO JO 7210.3, Para 11-2-4, Use of Modify and Quick Look Functions. FAAO JO 7210.3, Para 11-8-4, Use of Stars Quick Look Functions.

b. When making a handoff, point out, or issuing traffic restrictions, relay information to the receiving controller in the following order:

1. The position of the target relative to a fix, map symbol, or radar target known and displayed by both JO 7110.65T 2/11/10 5-4-2 Transfer of Radar Identification the receiving and transferring controller. Mileage from the reference point may be omitted when relaying the position of a target if a full data block associated with the target has been forced on the receiving controller's radar display.

EXAMPLE-

"Point out, Southwest of Richmond VOR . . ."

2. The aircraft identification, as follows: (a) The aircraft call sign, or (b) The discrete beacon code of the aircraft during interfacility pointouts only, if both the receiving and the transferring controllers agree.

NOTE- Acceptance of a point out using the discrete beacon code as the aircraft's identification constitutes agreement.

3. The assigned altitude, appropriate restrictions, and information that the aircraft is climbing or descending, if applicable, except when inter/intrafacility directives ensure that the altitude information will be known by the receiving controller.

NOTE-

1. When physically pointing to the target, you do not have to state the aircraft position.
2. Those en route facilities using host software that provides capability for passing interim altitude shall include the specific operations and procedures for use of this procedure in a LOA between the appropriate facilities.

PHRASEOLOGY-HANDOFF/ POINT OUT/TRAFFIC (aircraft position) (aircraft ID), or (discrete beacon code point out only) (altitude, restrictions, and other appropriate information, if applicable).

c. When receiving a handoff, pointout, or traffic restrictions, respond to the transferring controller as follows:

PHRASEOLOGY- (Aircraft ID) (restrictions, if applicable) RADAR CONTACT, or (aircraft ID or discrete beacon code) (restrictions, if applicable) POINT OUT APPROVED, Or TRAFFIC OBSERVED, or UNABLE (appropriate information, as required).

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d. If any doubt as to target identification exists after attempting confirmation in accordance with this section, apply the provisions of para 5-3-5, Questionable Identification. REFERENCEFAAO JO 7110.65, Para 5-2-17, Validation of Mode C Readout.

Paragraph 5-4-4. TRAFFIC

- a. When using the term "traffic" for coordinating separation, the controller issuing traffic shall issue appropriate restrictions.
- b. The controller accepting the restrictions shall be responsible to ensure that approved separation is maintained between the involved aircraft.

Paragraph 5-4-5. TRANSFERRING CONTROLLER HANDOFF

The transferring controller shall:

- a. Complete a radar handoff prior to an aircraft's entering the airspace delegated to the receiving controller.

REFERENCEFAAO JO 7110.65, Para 2-1-14, Coordinate Use of Airspace.

FAAO JO 7110.65, Para 2-1-15, Control Transfer.

FAAO JO 7110.65, Para 5-4-6, Receiving Controller Handoff.

- b. Verbally obtain the receiving controller's approval prior to making any changes to an aircraft's flight path, altitude, or data block information while the handoff is being initiated or after acceptance, unless otherwise specified by a LOA or a facility directive.

NOTE-Those en route facilities using host software that provides capability for passing interim altitude shall include the specific operations and procedures for use of this procedure in a LOA between the appropriate facilities.

- c. Ensure that, prior to transferring communications:

1. Potential violations of adjacent airspace and potential conflicts between aircraft in their own area of jurisdiction are resolved.
 2. Necessary coordination has been accomplished with all controllers through whose area of jurisdiction the aircraft will pass prior to entering the receiving controller's area of jurisdiction, except when such coordination is the receiving controller's responsibility as stated in para 5-4-6, Receiving Controller Handoff, and unless otherwise specified by a LOA or a facility directive.
 3. Restrictions issued to ensure separation are passed to the receiving controller.
 - d. After transferring communications, continue to comply with the requirements of subparas c1 and 2.
 - e. Comply with restrictions issued by the receiving controller unless otherwise coordinated.
 - f. Comply with the provisions of para 2-1-17, Radio Communications Transfer, subparas a and b.
- To the extent possible, transfer communications when the transfer of radar identification has been accepted.

NOTE- Before the ARTS/STARS "modify/quick look" function is used to transfer radar identification, a facility directive which specifies communication transfer points is required.

- g. Advise the receiving controller of pertinent information not contained in the data block or flight progress strip unless covered in a LOA or facility directive. Pertinent information includes:

1. Assigned heading.
2. Air speed restrictions.
3. Altitude information issued.
4. Observed track or deviation from the last route clearance.
5. The beacon code if different from that normally used or previously coordinated.

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- 6. Any other pertinent information.
 - h. Ensure that the data block is associated with the appropriate target.
 - i. Initiate verbal coordination to verify the position of primary or nondiscrete targets when using the automated handoff functions except for intrafacility handoffs using single sensor systems or multisensor systems operating in a mosaic RDP mode.
 - j. Initiate verbal coordination before transferring control of a track when "CST," "FAIL," "NONE," "NB," "NX," "IF," "NT", or "TRK" is displayed in the data block.
 - k. Advise the receiving controller that radar monitoring is required when the aircraft is on a direct route initiated by ATC that exceeds usable NAVAID distances.
 - l. Issue restrictions to the receiving controller which are necessary to maintain separation from other aircraft within your area of jurisdiction before releasing control of the aircraft.
 - m. Consider the target being transferred as identified on the receiving controller's display when the receiving controller acknowledges receipt verbally or has accepted an automated handoff.
 - n. Accomplish the necessary coordination with any intervening controllers whose area of jurisdiction is affected by the receiving controller's delay in the climb or the descent of an aircraft through the vertical limits of your area of jurisdiction when the receiving controller advises you of that delay before accepting the transfer of radar identification unless otherwise specified by a LOA or a facility directive.

Paragraph 5-4-6. RECEIVING CONTROLLER HANDOFF

The receiving controller shall:

- a. Ensure that the target position corresponds with the position given by the transferring controller or that there is an appropriate association between an automated data block and the target being transferred before accepting a handoff.

REFERENCEFAAO JO 7110.65, Para 2-1-14, Coordinate Use of Airspace.

FAAO JO 7110.65, Para 2-1-15, Control Transfer.

FAAO JO 7110.65, Para 5-4-5, Transferring Controller Handoff.

- b. Issue restrictions that are needed for the aircraft to enter your sector safely before accepting the handoff.
- c. Comply with restrictions issued by the initiating controller unless otherwise coordinated.
- d. Before you issue control instructions directly to an aircraft that is within another controller's area of jurisdiction that will change that aircraft's heading, route, speed, altitude, or beacon code, ensure that coordination has been accomplished with each of the controllers listed below whose area of jurisdiction is affected by those instructions unless otherwise specified by a LOA or a facility directive.
 - NOTE –Those en route facilities using host software that provides capability for passing interim altitude shall include the specific operations and procedures for use of this procedure in a LOA between the appropriate facilities.

1. The controller within whose area of jurisdiction the control instructions will be issued.

2. Any intervening controller(s) through whose area of jurisdiction the aircraft will pass.

- e. After accepting a handoff from another controller, confirm the identity of primary target by advising the aircraft of its position, and of a beacon target by observing a code change, an "ident" reply, or a "standby" squawk unless one of these was used during handoff. These provisions do not apply at those towers and GCAs which have been delegated the responsibility for providing radar separation within designated areas by the parent approach control facility and the aircraft identification is assured by sequencing or positioning prior to the handoff.

- f. When using appropriate equipment, consider a discrete beacon target's identity to be confirmed when:

1. The data block associated with the target being handed off indicates the computer assigned discrete beacon code is being received, or

2. You observe the deletion of a discrete code that was displayed in the data block, or

NOTE- When the aircraft generated discrete beacon code does not match the computer assigned beacon code, the code generated will be displayed in the data block. When the aircraft changes to the assigned discrete code,

ATO Safety Allegations Reference Guide

the code disappears from the data block. In this instance, the observance of code removal from the data block satisfies confirmation requirements.

3. You observe the numeric display of a discrete code that an aircraft has been instructed to squawk or reports squawking.

g. Initiate verbal coordination prior to accepting control of a track when "CST," "NAT," "NT," "NONE," "NB," "NX," "OLD," "OL," "AMB," "AM," "TU", or "TRK" is displayed in the data block.

1. When an automated interfacility handoff action is initiated and "AMB" or "AM" is displayed in the full data block, advise the other facility that a disparity exists between the position declared by their computer and that declared by your ARTS/PIDP/ STARS system.

2. When an automated inter-facility handoff action is initiated and "NAT," "NT," "TU", or "TRK" is displayed in the full data block, advise the other facility if a disparity exists between the position declared by their computer and the actual target position.

h. Advise the transferring controller, prior to accepting the transfer of radar identification, that you will delay the climb or the descent of an aircraft through the vertical limits of the transferring controller's area of jurisdiction, unless otherwise specified in a LOA or a facility directive.

NOTE- Those en route facilities using HOST software that provides capability for passing interim altitude shall include the specific operations and procedures for use of this procedure in a LOA between the appropriate facilities.

i. If you decide, after accepting the transfer of radar identification, to delay the aircraft's climb or descent through the vertical limits of the transferring controller's area of jurisdiction, advise the transferring controller of that decision as soon as possible. You now have the responsibility to ensure that the necessary coordination is accomplished with any intervening controller(s) whose area of jurisdiction is affected by that delay, unless otherwise specified in a LOA or a facility directive.

NOTE—Those en route facilities using HOST software that provides capability for passing interim altitude shall include the specific operations and procedures for use of this procedure in a LOA between the appropriate facilities

Reference Question:	Compliance Verified? Yes or No	Comments/ Evidence:
1. Is there evidence when the controller initiates a transfer of radar identification are the standard terms: a) handoff, b) point out or c) traffic used ?	a) b) c)	
2. Is there evidence when the receiving controller accepts the transfer of radar identification are the standard terms a) radar contact b) point out approved or c) traffic observed used?	a) b) c)	
3. Is there evidence that standard phraseology completing a transfer of radar identification?		
4. Is there evidence that all pertinent information not contained in the data block is given to receiving controller?		
5. Is there evidence that operating initials are used by the transferring and receiving controllers at the end of each transmission?		

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Sampling Methods (Where to look/find, discuss or interview)		
Additional Comments and Observations: (Use additional pages as needed)		

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Reference Guide Number: 6

Allegation 3: Coordination. Lack of point outs with adjacent sector/position. Changes to route, speed, and altitude without coordination prior to entering receiving controllers or within someone else's airspace.

Requirement: FAA Order JO 7110.65 Paragraph 5-4-7. POINT OUT

a. The transferring controller shall:

1. Obtain verbal approval before permitting an aircraft to enter the receiving controller's delegated airspace. TERMINAL. Automated approval may be utilized in lieu of verbal, provided the appropriate automation software is operational (automated point out function), and the procedures are specified in a facility directive/LOA. J7011 701.6150R.6 5CTH CGH 2G 1 38//1256//0107 2/11/JO 7110.65T Transfer of Radar Identification 5-4-5

2. Obtain the receiving controller's approval before making any changes to an aircraft's flight path, altitude, or data block information after the point out has been approved.

NOTE- Those en route facilities using HOST software that provides capability for passing interim altitude shall include the specific operations and procedures for use of this procedure in a LOA between the appropriate facilities.

3. Comply with restrictions issued by the receiving controller unless otherwise coordinated.

4. Be responsible for subsequent radar handoffs and communications transfer, including flight data revisions and coordination, unless otherwise agreed to by the receiving controller or as specified in a LOA.

b. The receiving controller shall:

1. Ensure that the target position corresponds with the position given by the transferring controller or that there is an association between a computer data block and the target being transferred prior to approving a point out.

2. Be responsible for separation between point out aircraft and other aircraft for which he/she has separation responsibility.

3. Issue restrictions necessary to provide separation from other aircraft within his/her area of jurisdiction.

Requirement: ZNY 7200.1G CHG 1 10/23/08 Chapter 9. POINT OUT PROCEDURES.

a. To eliminate the potential for data block overlap and standardize facility point out procedures, controllers shall:

(1) Use physical point out procedures when an operational benefit is gained and no distraction will be caused.

(2) Use automated point out procedures only when there is absolute assurance that unacceptable data block overlap will not occur.

(3) Use landline point out procedures in all other instances.

Reference Question:	Compliance Verified? Yes or No	Comments/Evidence
1 Is there evidence that the verbal approval is obtained prior to permitting an aircraft to enter the receiving controller's delegated airspace?		
2 Is there evidence the transferring controller obtained approval before making any changes to an aircraft's flight path.		

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altitude, or data block information after the point out has been approved?		
3. Is there evidence that the controller is using standardized Point out procedures?		
4. Is there evidence that separation is maintained between the point out aircraft and other aircraft within the controller's jurisdiction?		
5. Is there evidence that the controller used the landline in all point out transmissions?		
Sampling Methods (Where to look/find, discuss or interview)		
Additional Comments and Observations: (Use additional pages as needed)		

ATO Safety

Allegations Reference Guide

Reference Guide Number: 7

Allegation 3: Coordination. Lack of point outs with adjacent sector/position. Changes to route, speed, and altitude without coordination prior to entering receiving controllers or within someone else's airspace.

Requirement: FAA Order JO 7110.65 Paragraph 5-4-8. AUTOMATED INFORMATION TRANSFER (AIT)

Transfer radar identification, altitude control, and/or en route fourth line control information, without verbal coordination under the following conditions:

- a. During radar handoff; and
- b. Via information displayed in full data blocks; and
- c. Within the same facility, except as provided in para 5-4-9, Interfacility Automated Information Transfer; and
- d. When following procedures specified in your facility AIT directive.

REFERENCEFAAOJO 7110.65, Para 5-4-11, En Route Fourth Line Data Block Usage.

Paragraph 5-4-9. INTERFACILITY AUTOMATED INFORMATION TRANSFER EN ROUTE

Transfer radar identification without verbal coordination under the following conditions:

- a. During radar handoff; and
- b. Via information displayed in full data blocks; and
- c. On aircraft at assigned altitude in level flight; and
- d. Only the first sector within the receiving facility shall utilize the procedure; and
- e. When following procedures specified in your facility AIT directive and LOA.

Paragraph 5-4-10. PREARRANGED COORDINATION

Prearranged coordination allowing aircraft under your control to enter another controller's area of jurisdiction may only be approved provided procedures are established and published in a facility directive/LOA in accordance with FAAO JO 7210.3, para 3-7-7, Prearranged Coordination.

NOTE-Under no circumstances may one controller permit an aircraft to enter another's airspace without proper coordination. Coordination can be accomplished by several means; i.e., radar handoff, automated information transfer, verbal, point-out, and by prearranged coordination procedures identified in a facility directive that clearly describe the correct application. Airspace boundaries should not be permitted to become barriers to the efficient movement of traffic. In addition, complete coordination, awareness of traffic flow, and understanding of each position's responsibility concerning penetration of another's airspace cannot be overemphasized.

REFERENCEFAAO

JO 7110.65, Para 2-1-14, Coordinate Use of Airspace.

FAAO JO 7110.65, Para 5-4-3, Methods

FAAO JO 7110.65, Para 5-4-8, Automated Information Transfer (AIT)

FAAO JO 7210.3, Para 3-7-7, Prearranged Coordination

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Requirement: ZNY 7200.1G CHG 1 10/23/08 Chapter 10. AUTOMATED INFORMATION TRANSFER PROCEDURES (AIT).

a. Where appropriate, the use of specified Automated Information Transfer Procedures is authorized. Any deviation from the specified procedure renders it invalid and control personnel shall revert to the use of applicable facility directive, or manual coordination. Specific Automated Information Transfer Procedures will be incorporated into Appendices of this order and will be identified by the abbreviation AIT-nn/nn identifies the sectors involved. (e.g. AIT 26/92).

Reference Question:	Compliance Verified? Yes or No	Comments/Evidence
1. Is there evidence that automated information transfer (AIT) procedures are completed during the radar handoff?		
2. Is there evidence of that the information is displayed in full data blocks during an AIT procedure?		
3. Is there evidence the aircraft is on level flight during an AIT procedure?		
4. Is there evidence that the controller is utilizing AIT procedures according that area's Standard Operating Procedure?		

Sampling Methods (Where to look/find, discuss or interview)

Additional Comments and Observations: (Use additional pages as needed)

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Reference Guide Number: 8

Allegation 3: Coordination. Lack of point outs with adjacent sector/position. Changes to route, speed, and altitude without coordination prior to entering receiving controllers or within someone else's airspace.

Requirement: FAA Order JO 7110.65 Paragraph 5-4-11. EN ROUTE FOURTH LINE DATA BLOCK USAGE

a. The en route fourth line data block shall be used to forward only the specified control information listed below. Any additional control information shall be forwarded via other communication methods. En route fourth line data block free text area may be 5-4-6 Transfer of Radar Identification used by individual sector teams for recording any additional information the team deems appropriate for managing the sector, but shall be removed prior to initiation of identification transfer.

REFERENCEFAAO JO 7110.65, Para 5-4-5, Transferring Controller Handoff, subpara b.

b. The en route fourth line data block area shall be used for coordination purposes only in association with radar identified aircraft.

c. When automated information transfer (AIT) procedures are applied, en route fourth line usage for transfer of control information shall be specifically defined within facility AIT directive.

REFERENCEFAAO JO 7110.65, Para 5-4-8, Automated Information Transfer (AIT).

FAAO JO 7210.3, Para 4-3-8, Automated Information Transfer (AIT).

d. Coordination format for assigned headings shall use the designation character "H" preceding a three-digit number. EXAMPLE-H080, H270

e. Aircraft assigned a heading until receiving a fix or joining a published route shall be designated with assigned heading format followed by the fix or route.

EXAMPLE-H080/ALB, 080/J121, PH/ALB

NOTE-

1. The notation "PH" may be used to denote present heading.

2. The character "H" may be omitted as a prefix to the heading assignment only if necessary due to character field limitations, and it does not impede understanding.

f. Aircraft authorized specific weather deviation or lateral weather deviation until able to proceed direct to a fix shall be designated with the identified characters: D-deviation, L-left, R-right, N-north, E-east, S-south, W-west. EXAMPLE- DN,D20L, DR/ATL, D30R/ATL

g. Coordination format for assigned airspeeds shall use the designation character "S" preceding a three-digit number. NOTE A"+" notation may be added to denote an assigned speed at or greater than the displayed value. A "-" notation may be added to denote an assigned speed at or less than the displayed value. EXAMPLE- S210, S250, S250+, S280-

h. Aircraft assigned a Mach number shall use the designation "M" preceding the two-digit assigned value. EXAMPLEM80. M80+, M80-

REFERENCEFAAO JO 7110.65, Para 5-4-11. En Route Fourth Line Data Block Usage, subpara g NOTE.

i. Aircraft authorized to conduct celestial navigation training within 30 NM of the route centerline specified within the en route clearance. EXAMPLE-CELNAV

j. Coordination format for aircraft requesting an altitude change shall use the designation characters "RQ" preceding a three-digit number. EXAMPLE-RQ170, RQ410

k. Coordination format for aircraft requesting a route change shall use the designation "RQ." preceding a specific fix identifier. EXAMPLE-RQ/ LAX. RQ/NEUTO

l. The acceptance of a handoff by the receiving controller shall constitute receipt of the information contained within the en route fourth line data block. It is the responsibility of the receiving controller to advise the transferring controller if any information is not understood, or needs to be revised

NOTE- Due to system and character limitations the usage of these standardized entries may require additional

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support via facility directive in order to provide complete coordination. m. All other control information shall be coordinated via other methods.

Reference Question:	Compliance Verified? Yes or No	Comments/Evidence
1. Is there evidence the facility uses the fourth line during AIT procedures?		
2. Is there evidence is that the controller uses the correct coordination format with appropriated characters when coordinating the following: a) assigned headings shall use the designation character "H" preceding a three-digit? b) "PH" may be used to denote present heading? c) "H" may be omitted as a prefix to the heading assignment only if necessary due to character field limitations, and it does not impede understanding? d) authorized specific weather deviation or lateral weather deviation until able to proceed direct to a fix shall be designated with the identified characters: D-deviation, L-left, R-right, N-north, E-east, S-south, W-west? e) assigned airspeeds shall use the designation character "S" preceding a three-digit number. A "+" or "-" may be added to denote greater than or less than with the speed? f) aircraft assigned a Mach number shall use the designation "M" preceding the two-digit assigned value? g) aircraft authorized to conduct celestial navigation training within 30 NM of the route centerline specified within the en route clearance? Ex CELNAV h) for aircraft requesting an altitude change shall use the designation characters "RQ" preceding a three-digit number i) for aircraft requesting a route change shall use the designation "RQ" preceding a specific fix identifier?	<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p>	
3. Is there evidence that when the information contained in the fourth block is not understood, that the receiving controller advises the transferring controller?		

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Allegations Reference Guide**

Sampling Methods (Where to look/find, discuss or interview)		
Additional Comments and Observations: (Use additional pages as needed)		

ORDER

ZNY 7200.1G

NYARTCC
STANDARD OPERATING
PROCEDURES



September 25, 2008

DEPARTMENT
OF
TRANSPORTATION

NEW YORK CENTER

9/25/08

SUBJ: NEW YORK CENTER STANDARD OPERATING PROCEDURES (SOP)

1. PURPOSE. This order standardizes and delineates the duties and responsibilities of New York Center personnel. It contains basic information that is applicable to all areas of specialization within New York Center. The specific duties and responsibilities set forth herein are supplementary to the duties and responsibilities contained in FAA Order 7110.65, Letters of Agreement, facility directives, and ICAO documents. For situations not covered in this or other directives, the person operating the sector or position shall take whatever action that person judges appropriate. The Appendices apply to specific areas of specialization and contain sector areas of jurisdiction, the Traffic Management Unit and Operations Manager-In-Charge (OMIC) position description and responsibilities, SWAP and Oceanic procedures.

2. DISTRIBUTION. All Air Traffic personnel at New York Center, National Air Traffic Controllers Association (NATCA), Washington Consulting Group (WCG), New York TRACON (N90), Boston Center (ZBW), Cleveland Center (ZOB) and Washington Center (ZDC).

3. CANCELLATION. ZNY Order 7200.1F dated January 20, 2005, is cancelled.

4. EFFECTIVE DATE. September 25, 2008.

5. DELEGATION OF AIRSPACE. This order defines areas of responsibility for use by position and/or sector. Airspace shall not be redesignated to another position and/or sector of operation without the express consent of the OMIC.

6. ALTERNATE METHODS OF RADIO AND TELEPHONE COMMUNICATIONS. When primary communication and coordination methods are not available, use the following in priority order:

a. Radio Communications:

(1) BUEC or alternate frequencies.

(a) Air Traffic Control Specialists shall, within the first hour of each watch, check the BUEC transceivers at their assigned sectors. Normal or deficient operations shall be reported to the OMIC.

(b) The OMIC shall ascertain from the specialists that they have completed the BUEC check and when advised of any deficiencies, prepare a ZNY Operational System Trouble Report (Form ZNY-7210.3/AFS-6040.2) and forward a copy in accordance with the latest version of Order 7210.16 (Reporting Facility Operational System Outages). The Operations Supervisor shall also inform the OMIC of the BUEC's status if less than satisfactory.

(2) Utilize other methods, not necessarily in the following order:

- (a) Relay through other aircraft
- (b) Flight Service Station for VOR voice.
- (c) Guard frequency.
- (d) Other facilities with tunable frequencies.
- (e) Other sectors with frequency capability.
- (f) Tactical/company frequencies.
- (g) ARINC (IA 387). Domestic ARINC (800) 621-0140 or (415) 312-7930.
- (h) Previous frequency.

b. Telephone Communications:

- (1) Alternate Line.
- (2) Lines at another position.
- (3) Relay through another facility.
- (4) Autovon.
- (5) Commercial lines.
- (6) Physically go to position.
- (7) "GI" messages through TMU, MOS or AUS.
- (8) Relay through aircraft.

7. STATUS INFORMATION AREA (SIA).

a. The following information shall be entered on the SIA:

- (1) NAVAID changes/status.
- (2) Frequency changes/status.
- (3) Combined sectors.

- (4) Flow restrictions.
- (5) Radar status.
- (6) Special activity within sector.
- (7) Other pertinent information as necessary.

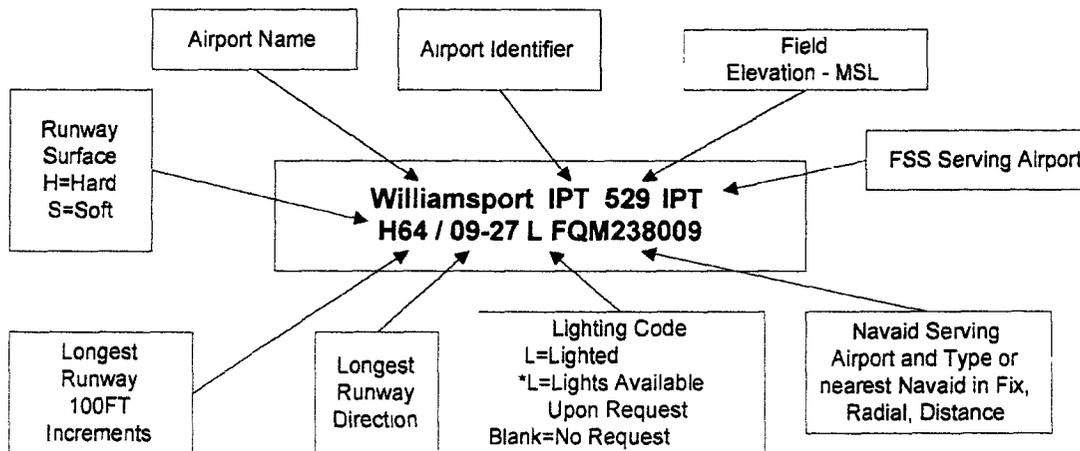
8. EMERGENCY AIRPORT INFORMATION. Emergency airport information is available to controllers and information can be obtained for specific airports by performing the following actions:

- a. Depress the "emergency airport" key to display all airports.
- b. Depress the none key, type AI and either type the desired airport's three-letter identifier and depress the "Enter" key or position the slew ball over the airport symbol and depress the "Enter" key.

The following is an example of the message that will be displayed at the MDM CRD for IPT:

Williamsport IPT 529 IPT
H64/09-27 L FQM238009

Below is the definition of each segment of this message:



9. POINT OUT PROCEDURES.

a. To eliminate the potential for data block overlap and standardize facility point out procedures, controllers shall:

- (1) Use physical point out procedures when an operational benefit is gained and no distraction will be caused.
- (2) Use automated point out procedures only when there is absolute assurance that unacceptable data block overlap will not occur.
- (3) Use landline point out procedures in all other instances.

10. AUTOMATED INFORMATION TRANSFER PROCEDURES (AIT).

a. Where appropriate, the use of specified Automated Information Transfer Procedures is authorized. Any deviation from the specified procedure renders it invalid and control personnel shall revert to the use of applicable facility directive, or manual coordination. Specific Automated Information Transfer Procedures will be incorporated into Appendices of this order and will be identified by the abbreviation AIT-nn/nn identifies the sectors involved. (e.g. AIT 26/92).

11. DUTY FAMILIARIZATION AND POSITION RELIEF.

a. The following personnel are required to accomplish duty familiarization, conduct recorded position relief briefings and maintain operational continuity by transfer of position responsibility when assigned to operational positions:

- (1) Operations Managers
- (2) Traffic Management Coordinators
- (3) Operations Supervisors
- (4) Military Operations Specialists
- (5) Supervisory Traffic Management Coordinators
- (6) Controllers

b. Supervisors shall review and ensure the accuracy of the status information areas, maintain area read binders, and ensure position relief checklists are available at operational positions. They will also directly observe that operational personnel are reviewing the read binder using the checklist and recording the transfer of information in accordance with the procedures/methods described herein.

c. Procedures:

(1) Operational personnel shall accomplish duty familiarization by reviewing the area read binder and status information area located on the MDM "status information area" and conduct position relief/briefings in accordance with the following:

(a) The Supervisor/Specialist being relieved scans the checklist; takes the proper action to ensure the briefing is being recorded; briefs the relieving Supervisor/Specialist on all checklist items.

(b) The relieving Supervisor/Specialist asks questions necessary to ensure a complete understanding of the operational situation and acknowledges for the briefing on a recorded line.

d. Recording Methods:

(1) Operations Supervisors/Controllers-In-Charge (CIC) shall use the SWAP phones located at the OSIC desk for recording position relief briefings as follows:

(2) The Supervisor/CIC being relieved presses the "INTCM" button, lifts the receiver, depresses the transmit key if the phone is so equipped and speaks into the receiver during the entire briefing.

(3) The relieving Supervisor/Specialist speaks into the phone acknowledging the briefing with his/her operating initials. Supervisory Traffic Management Coordinators (STMC)/Traffic Management Coordinators-In-Charge (TMCIC) shall use the desk phone, located at the STMC position for recording position relief briefing as follows:

(4) The STMC/TMCIC being relieved presses the record button, then lifts the receiver, depresses the transmit key if the phone is so equipped and speaks into the receiver during the entire briefing.

(5) The relieving STMC/TMCIC speaks into the phone acknowledging the briefing with his/her operating initials.

(6) Radar (R) and Handoff (H) Controllers shall use the VSCS equipment for recording position relief briefings as follows:

(a) The relieving R/H controller plugs into the dual jack module at the position.

(b) The controller being relieved activates the "PSN REL" button and briefs the relieving controller.

(c) The relieving controller acknowledges for the briefing stating his/her operating initials.

(d) The relieved controller shall remain plugged in at the position for a minimum of five (5) minutes observing the operation.

(7) Operations Managers, Traffic Management Coordinators and Military Operations Specialists shall use the VSCS for recording position relief briefings as follows:

(a) The person being relieved activates the intercom (PRB) key of the VSCS system; depresses the transmit key and briefs the relieving person.

(b) The relieving person acknowledges for the briefing by stating his/her operating initials.

12. COORDINATION PROCEDURES FOR NON-RVSM EXCEPTED FLIGHTS.

a. Definitions:

(1) File-and-Fly: Operators of excepted non-RVSM flights requesting access to RVSM airspace may file a flight plan without pre-coordination. This flight plan will serve as the notification to the FAA of the operator's intention to request to access RVSM airspace.

(2) Conditional Approval: A tentative approval from the FAA for a non-RVSM aircraft to expect clearance into RVSM airspace. It is based on an estimate of the conditions expected at the time of the non-RVSM aircraft entering RVSM airspace. Clearance into the airspace will be on a workload and traffic-permitting basis.

(3) Denial: A negative response to a non-RVSM customer's request to enter RVSM airspace.

(4) Entry Facility (EF): Facility where an aircraft penetrates US domestic RVSM airspace.

(5) Exit Facility (XF): Facility where an aircraft departs US domestic RVSM airspace and remains clear of US domestic RVSM airspace for the remainder of the flight.

(6) RVSM Facility: Air Traffic facility that provides air traffic services in RVSM airspace.

b. Excepted Flights: Under the authority granted in 14 CFR 91.180, the Administrator has determined that the following groups of non-RVSM aircraft may enter RVSM airspace subject to FAA approval and clearance:

- (1) Department of Defense aircraft;
- (2) Foreign State (government) aircraft;
- (3) Active air ambulance utilizing a "Lifeguard" call sign;
- (4) Flights conducted for aircraft certification and development flights for RVSM;
- (5) Aircraft climbing/descending through RVSM airspace without leveling at RVSM altitudes.

c. Controllers will have the following responsibilities when an exception aircraft initially requests clearance to enter RVSM airspace:

- (1) If workload permits accommodation, notify Supervisor/CIC of request.
- (2) Await Supervisor/CIC approval before issuing clearance.
- (3) Coordinate an approved non-RVSM aircraft with adjacent sector in a timely manner. Timely manner means that if the next sector cannot accept the aircraft, there is enough time to initiate an alternative plan.

NOTE: For each non-RVSM aircraft in RVSM airspace, you will need to call the next sector to get approval regardless of supervisory/CIC advance notice.

- (4) Notify Supervisor/CIC of any altitude or route changes that would affect downstream sectors.
- (5) If workload does not permit accommodation, report denial to Supervisor/CIC.

d. Supervisor/CIC responsibilities for airborne requests when a controller reports that a non-RVSM exception is requesting an RVSM altitude, or when advanced notification is received of an inbound exception in RVSM airspace from a prior area/facility:

- (1) Determine if the area can accommodate the exception.

NOTE: Supervisor/CIC should check the traffic situation and staffing at the sectors the exception would traverse and use the TSD (Center Monitor function) to determine if there are other non-RVSM aircraft in the vicinity

(2) If area can accommodate, coordinate with the affected sectors and the next area/facility.

NOTE: Before responding to the prior area/facility's request, the supervisor/CIC goal is to determine if the exception can continue to be accommodated for at least the next 100-150 miles.

(3) If any route or altitude change will affect the next area, re-coordinate with the next facility.

(4) Coordinate with TMU.

(5) If area cannot accommodate the exception, report unable to the prior area/facility.

13. ENROUTE MINIMUM SAFE ALTITUDE WARNING (E-MSAW)

The computer entry of a message suppressing or inhibiting E-MSAW alerts constitutes acknowledgment for the alert and indicates that appropriate action has or will be taken to resolve the situation.

E-MSAW is automatically suppressed when an aircraft is within a locally adapted distance from the destination (varies depending on the airport). E-MSAW is predictive and will activate if an aircraft is descending at a rate that places the aircraft below the E-MSAW altitude prior to the airport suppression distance if the assigned altitude in the data block is below the MIA.

The following shall be accomplished on a Mode C equipped VFR aircraft which is in emergency but no longer requires the assignment of Code 7700:

The appropriate keyboard entry shall be made to ensure en route E-MSAW alarm processing (CA button then type *VO FLID, or type CO then *VO FLID).

E-MSAW enable/suppress messages:

E-MSAW

Suppress Alerts Indefinitely (MOFF message): CA button then type *I FLID, or type CO then *I FLID

Suppress Specific Alert (MIFF message): CA button then type *S FLID, or type CO then *S FLID

Enter VFR Flight: CA button then type *VO FLID, or type CO then *VO FLID

Delete VFR Flight: CA button then type *VF FLID, or type CO then *VF FLID

14. SAFETY MANAGEMENT SYSTEM. New York Center is committed to implementing the national Safety Management System (SMS). All New York Center employees will implement and support all safety policies and commit to a high level of performance. They will lead by example for continually improving safety in all aspects of ATC service. New York Center will ensure that the principles of Safety Risk Management are applied to changes of the National Airspace System. New York Center will comply with all SMS requirements contained in Orders 1100.161, JO 1000.37, JO 1000.39, and ICAO Document 4444.

15. APPENDICES.

- a. Appendix 1 - Area A
- b. Appendix 2 - Area B
- c. Appendix 3 - Area C
- d. Appendix 4 - Area D
- e. Appendix 5 - Area E
- f. Appendix 6 - Area F
- g. Appendix 7 - Traffic Management Unit
- h. Appendix 8 - Watch Supervision
- i. Appendix 9 - OMIC/OSIC
- j. Appendix 10 - OSIC/CIC
- k. Appendix 11 - Severe Weather Avoidance Plan (SWAP) Responsibilities
- l. Appendix 12 - WATRS ROUTES
- m. Appendix 13 - BERMUDA NON-RADAR OPERATIONS
- n. Appendix 14 – Flight Data Procedures
- o. Appendix 15 – ERIDS
- p. Appendix 16 – 3NM Separation


Air Traffic Manager
New York Center

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9/25/08

ZNY 7200.1G
Appendix 2 - Area B

AREA B

FREQUENCY ASSIGNMENT

<u>SECTOR</u>	<u>NAME</u>	<u>VHF FREQ.</u>	<u>LOCATION</u>	<u>UHF FREQ.</u>	<u>LOCATION</u>
39	PARKE	132.1	ALLENTOWN	339.8	ALLENTOWN
42	EAST TEXAS	127.175	MATAWAN	350.3	MATAWAN
55	YARDLEY	134.6	ALLENTOWN	290.2	ALLENTOWN
56	KENNEDY	125.325	MATAWAN	282.3	MATAWAN
68	DIXIE	118.975	COLTS NECK	307.8	COLTS NECK

BUEC SITES

<u>SECTOR</u>	<u>NAME</u>	<u>VHF / UHF FREQ</u>	<u>LOCATION</u>
39	PARKE	132.1 / 339.8	FJC
42	EAST TEXAS	127.175 / 350.3	FJC
55	YARDLEY	134.6 / 290.2	FJC
56	KENNEDY	125.325 / 282.3	ST FRANCIS
68	DIXIE	118.975 / 307.8	SHIP BOTTOM

Automation Messages

MESSAGE TYPE		Available Positions
CS	Resector	423 - 433
MR	Map Request	423 - 433
RC	Sector assignment	423 - 433

MIDNIGHT SECTOR COMBINATIONS

Sectors 39, 42, 55, 56 and 68 will be combined at Sector 56.

PRIMARY AND BACKUP PRINTERS. In the event of a primary printer failure, flight strips will automatically be routed to a back-up printer.

<u>SECTOR</u>	<u>PRIMARY PRINTER POSITION #</u>	<u>BACKUP PRINTER POSITION # 1</u>	<u>BACKUP PRINTER POSITION # 2</u>
39	L436	R439	L433
42	L423	L430	L433
55	R439	L436	L433
56	L433	L430	L436
68	L430	L433	L436

STRIP POSTING. Inactive areas for enroute strips are located above the following fix designator strip at each sector.

<u>SECTOR</u>	<u>FIX DESIGNATOR</u>
39	PARKE
42	ETX
55	ARD
56	JFK
68	DIXIE

Inactive areas for proposed departure strips are located below fix designator strips as follows:

<u>SECTOR</u>	<u>FIX POSTING</u>	<u>DEPARTURES</u>
39	PROPOSAL	ALL
55	PROPOSAL	ALL
68	PROPOSAL	ALL

If a sector receives a proposal strip on an aircraft which normally is cleared by the departure complex, it shall be the responsibility of the sector controller to ensure receipt of the strip in the departure complex.

All enroute inactive strips shall be posted by time sequence in the appropriate inactive bays.

All proposal strips shall be posted by CID in the appropriate inactive bays.

AREA B RADAR

- 1. Sector 39 (PARKE)** - The traffic flows mainly in a southwesterly direction via PARKE J6 and via ELIOT J60/J80 with occasional westbound traffic via RBV J64. Departure traffic is climbed to FL280 or requested altitude if lower, unless otherwise coordinated. IAD jet arrivals received from Sectors 42 and 55 must be sequenced with all IAD jet arrivals departing the New York Metro area and handed off to Sector 26 at or below FL200.
- 2. Sector 42 (ETX HI)** - The traffic flows mainly in a southwesterly direction. This is a high altitude enroute sector whose airspace lies directly above Sectors 35, 36, 39 and 55. The R-42 controller shall ensure proper sequencing of traffic received from ZBW destined for IAD to Sector 39 and traffic destined for DCA and BWI to Sector 55. The sector receives numerous point outs, especially from the sectors that it overlies in order to allow departure aircraft from the New York Metro area to continue transition to requested altitude.
- 3. Sector 55 (ARD LO)** - The traffic flows mainly in a southwesterly and westerly direction via LANNA J48, BIGGY J75 and RBV J64/J230. Departures are climbed to FL280 or requested altitude if lower, unless otherwise coordinated. BWI and DCA jet arrivals received from Sectors 42/56 must be sequenced with BWI and DCA jet arrivals departing the New York Metro area and handed off to Sector 25 at or below FL220 depending on destination.
- 4. Sector 56 (JFK HI)** - The traffic flows mainly in a northeasterly direction, usually converging on JFK. Traffic landing BOS must be sequenced and handed off to ZBW descending to FL240. Traffic landing ALB must be sequenced and handed off to ZBW descending to FL240. Other Northeast bound arrival traffic over flying DPK descends to FL230 or lowest useable flight level depending on destination.

Traffic also flows eastbound, southeast bound, northwest bound and southwest bound, usually at requested altitude. This sector consists of many crossing routes and "traps" that the controller must be aware of.

- 5. Sector 68 (DIXIE)** - The traffic flows mainly in a northeasterly and southwesterly direction. This sector controls New York Metro traffic departing EWR, LGA and their respective satellites. N90 climbs the jet departures to 17,000 or requested altitude if lower and the prop departures to 11,000 or requested altitude if lower. The R-68 controller climbs the departures to FL240 or requested altitude if lower. These aircraft must be separated from traffic departing PHL and from HPN arrivals received from Washington Center's Woodstown Sector.

Sector 68 controls the JFK jet arrivals, which must be sequenced to cross CAMRN at 11,000 at 250 knots and handed off to N90, as well as eastbound traffic via CYN.

Additionally, this sector controls aircraft departing PHL destined for airports in the northeastern United States, eastern Canada and Europe. PHL Approach climbs the jet departures to 12,000 and the prop departures to 9,000. The R-68 controller climbs PHL departures routed via J225 to FL240 or requested altitude if lower. PHL departures routed over CYN are climbed to FL230 or requested altitude if lower.

AREA B

LETTERS OF AGREEMENT

1. Atlantic City Tower
2. Boston Center
3. Flight Data Input/Output
4. Lifeguard
5. McGuire AFB
6. New York TRACON
7. Philadelphia Tower
8. Philadelphia/Wilmington/North Philadelphia/Trenton Tower FDIO
9. Restricted Area R5002
10. Severe Weather Avoidance Plan (SWAP)
11. Washington Center

9/25/08

ZNY 7200.1F
Appendix 2 - Area B

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PARKE SECTOR (39)

MINIMUM REQUIRED NARROWBAND MDM SELECT DISPLAY KEYS

RECOMMENDED RANGE 50

MODE C INTRUDER LIMITS 128B292

KEYS

MAP 1	ESTAB BEACON
POS SYMBOL	NON MODE C
ALL PRIM	FULL DBs
SECTOR BOUND	SELECT LDBs
ACID	SELECT BEACON
ASSIGN ALT	CID
REPORT ALT	

1. Radar Controller (R39)

a. Sector 39 shall ensure that IAD jet arrivals transitioning from flight levels are restricted to cross 20 DME northeast of LRP VORTAC at FL200 or below. Sector 39 shall handoff Dulles prop arrivals to Sector 26 via J6 at the lowest usable flight level and Sector 39 shall initiate a forced data block (PVD) to Sector 92.

b. Sector 39 has control for climb, within 25NM of ELIOT intersection, for EWR satellite departures via ELIOT, requesting flight levels.

c. Sector 39 has control for turns on ELIOT props to remain west of J6/V457.

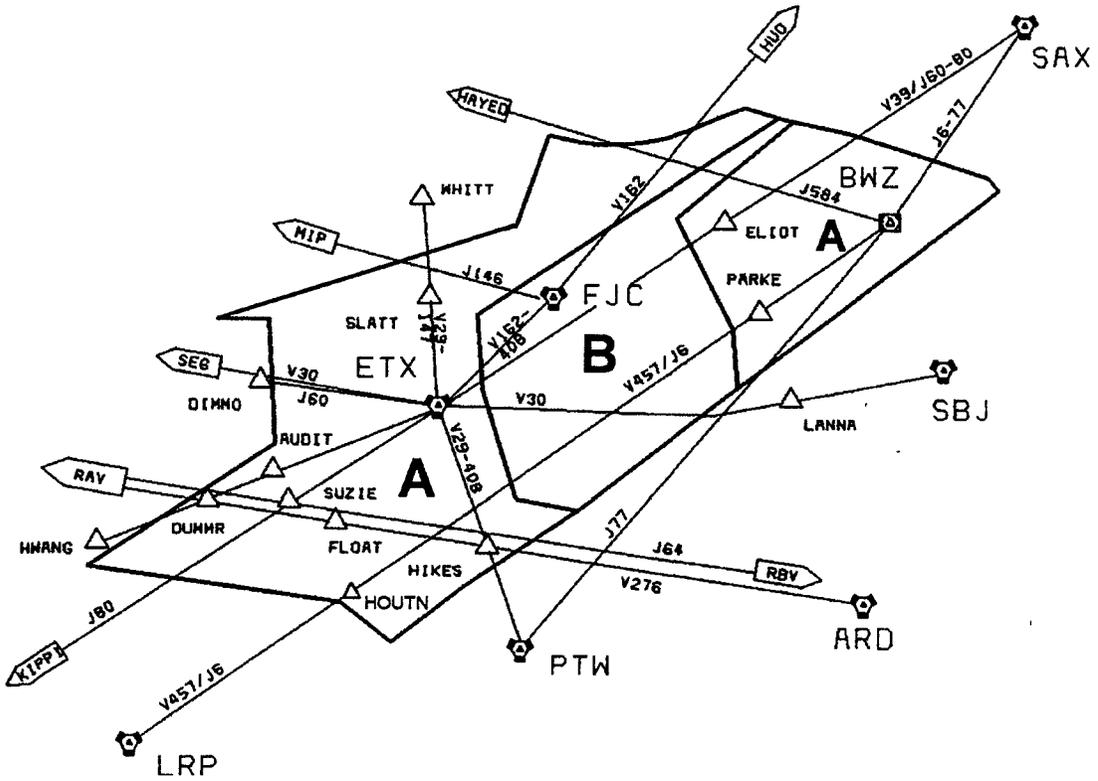
d. Sector 39 may clear aircraft, routed J60, direct DIMMO or headings to join J60 within ten (10) nm of DIMMO. Sector 39 shall be responsible for pointouts to Sector 75.

e. Sector 39 gives Sector 92 control to turn IAD prop. traffic direct to LRP on contact.

f. Sector 39 may clear J6 traffic at or above FL180, routed via J6/V457, direct to LRP from within the confines of Sector 39 airspace.

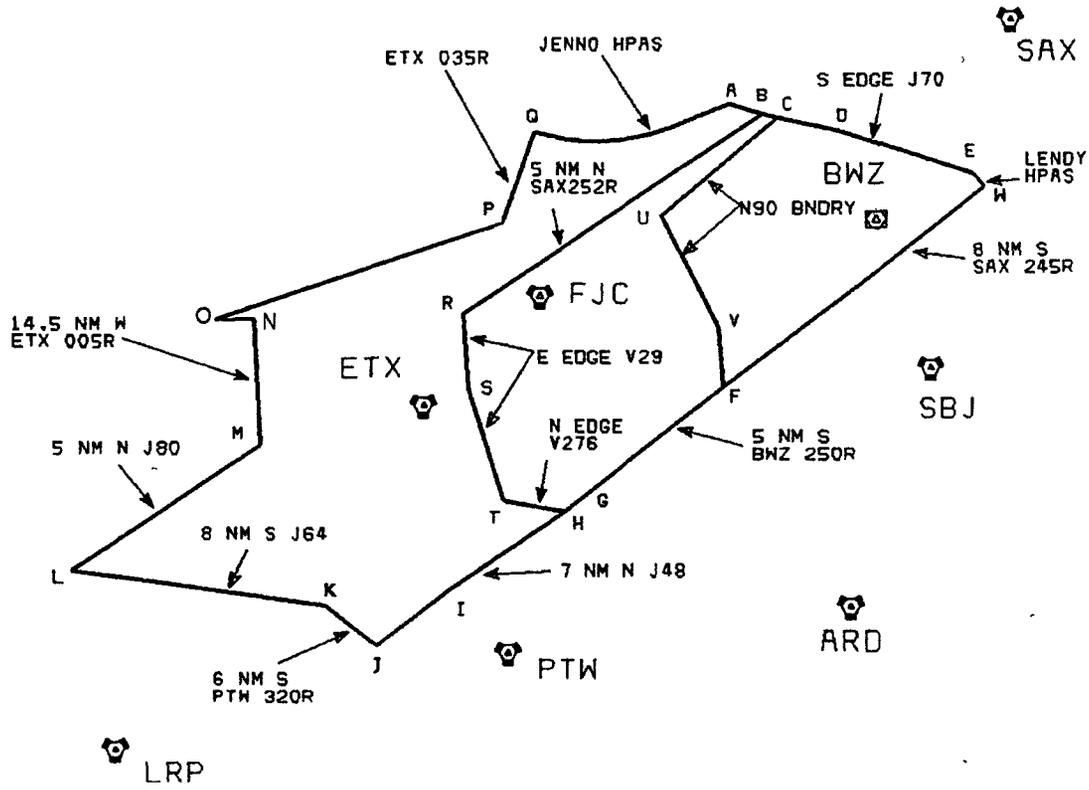
g. Sector 39 may clear J80 traffic requesting FL260 or above direct to KIPPI/LARRI, from within the confines of Sector 39 airspace.

NYARTCC - AREA B
Sector 39 PARKE



SECTION	UNCONDITIONAL
A	FL180 - FL280
B	140 - FL280

NYARTCC - AREA B Sector 39 PARKE



SECTOR 39
LATITUDE / LONGITUDE

A	40° 58' 43" / 75° 04' 30"	M	40 32 00 / 76 01 05
B	40 57 37 / 75 01 00	N	40 43 04 / 75 59 06
C	40 57 15 / 74 59 20	O	40 43 55 / 76 04 42
D	40 55 46 / 74 52 49	P	40 50 00 / 75 30 58
E	40 51 15 / 74 38 00	Q	40 57 30 / 75 26 40
F	40 34 40 / 75 07 30	R	40 42 30 / 75 36 00
G	40 26 30 / 75 23 15	S	40 36 00 / 75 36 00
H	40 26 00 / 75 28 10	T	40 26 55 / 75 33 11
I	40 19 00 / 75 39 45	U	40 49 39 / 75 12 54
J	40 14 40 / 75 48 00	V	40 39 39 / 75 07 33
K	40 18 25 / 75 53 15	W	40 50 03 / 74 36 45
L	40 22 40 / 76 21 10		

EAST TEXAS SECTOR (42)

MINIMUM REQUIRED NARROWBAND MDM SELECT DISPLAY KEYS

RECOMMENDED RANGE 75

MODE C INTRUDER LIMITS 228B600

KEYS

MAP 1

ACID

CID

ASSIGN ALT

FULL DATA

REPT ALT

SELECT LDBs

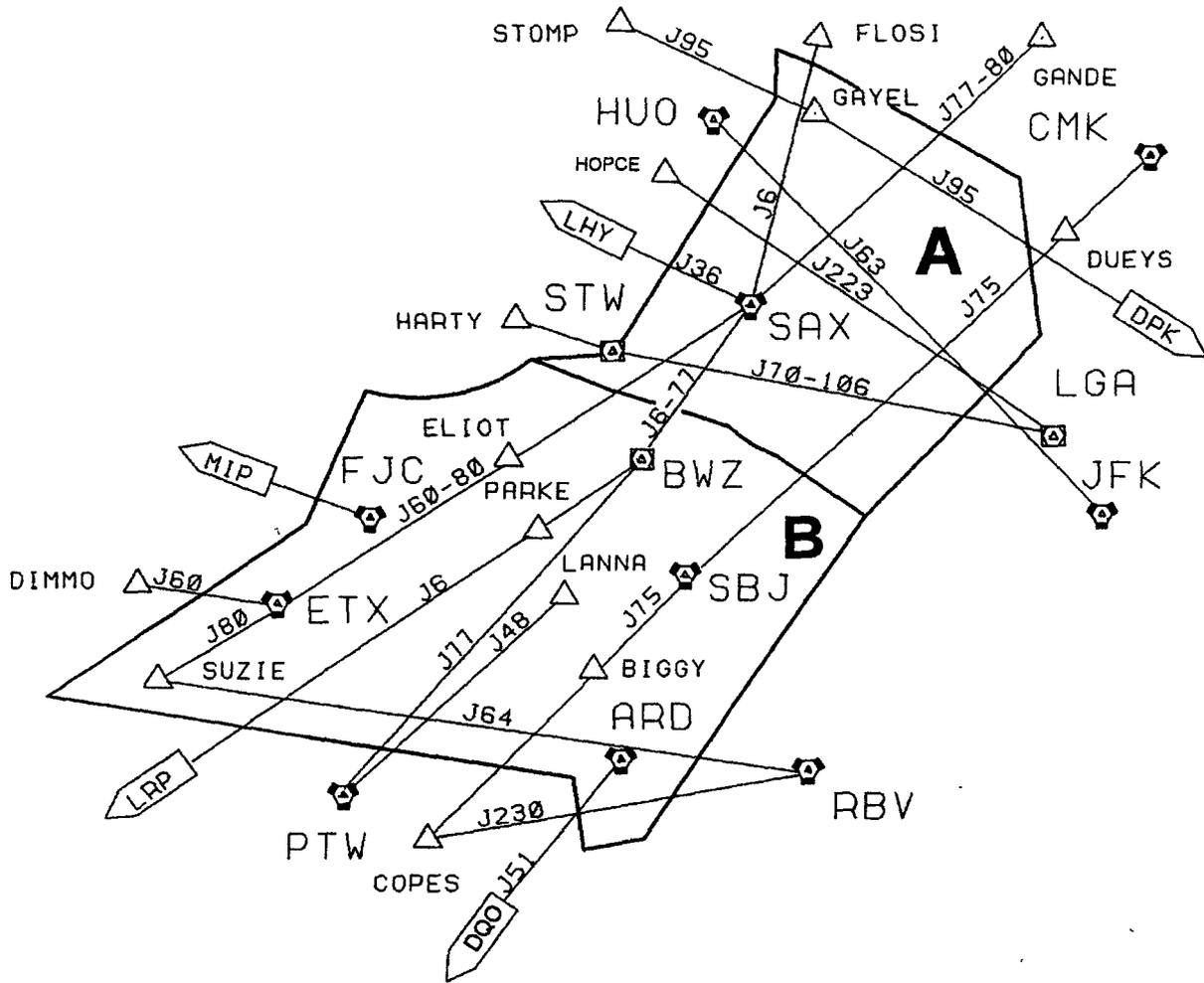
ESTAB BEACON

SECTOR BOUND

POS SYMBOL

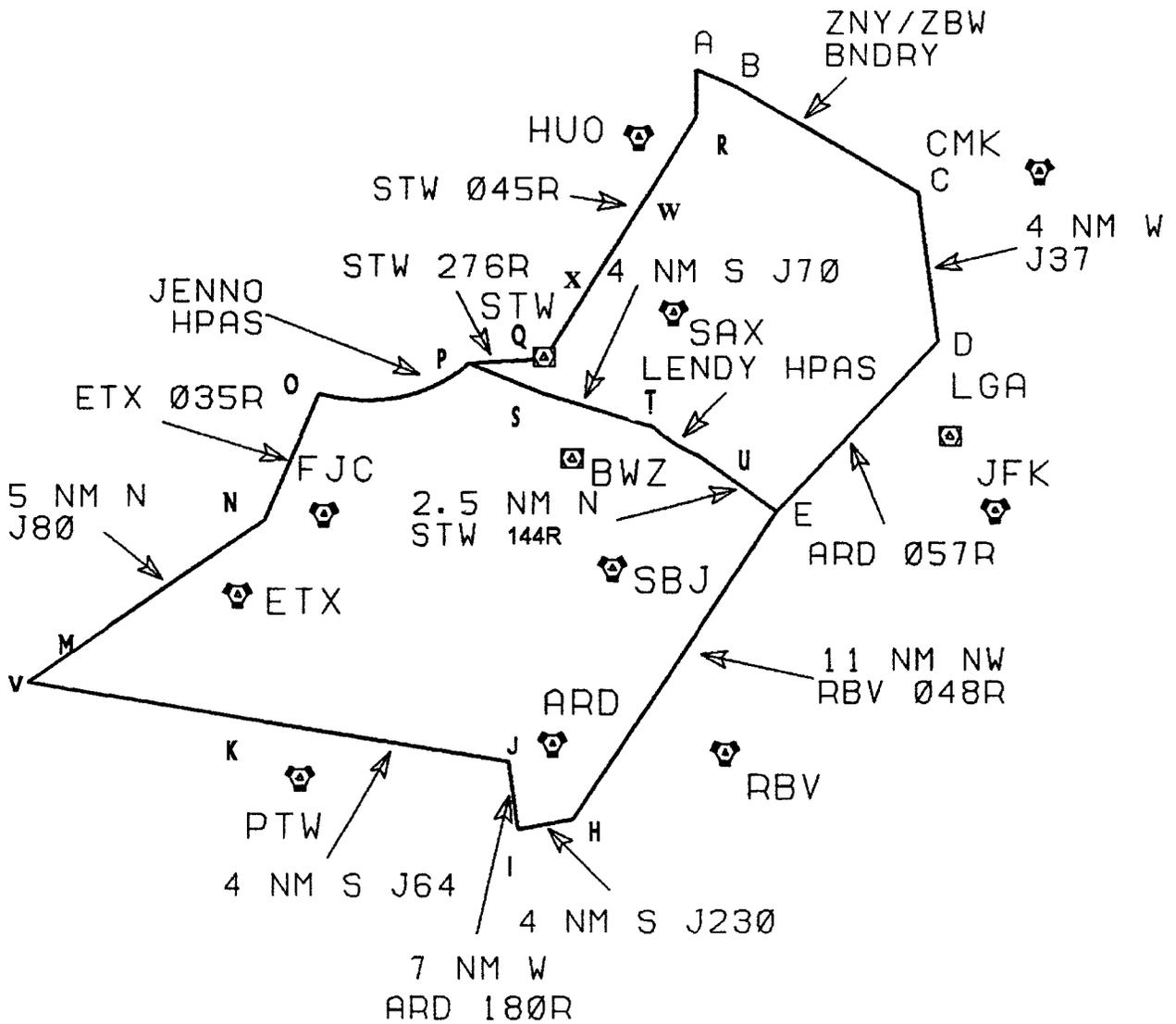
SELECT BEACON

NYARTCC - AREA B Sector 42 EAST TEXAS



SECTION	UNCONDITIONAL
A	FL240 AND ABOVE
B	FL290 AND ABOVE

NYARTCC - AREA B Sector 42 EAST TEXAS



SECTOR 42**LATITUDE / LONGITUDE**

A	41°31'40" / 74°26'00"	M	40 32 00 / 76 01 05
B	41 29 40 / 74 20 40	N	40 43 23 / 75 36 10
C	41 15 30 / 73 53 45	O	40 57 30 / 75 26 40
D	40 58 05 / 73 52 40	P	40 58 43 / 75 04 30
E	40 39 55 / 74 19 15	Q	40 59 45 / 74 52 50
F	NOT USED	R	41 26 15 / 74 26 40
G	NOT USED	S	40 55 46 / 74 52 49
H	40 06 18 / 74 53 10	T	40 51 15 / 74 38 00
I	40 05 35 / 75 01 40	U	40 45 28 / 74 27 00
J	40 13 30 / 75 02 15	V	40 25 47 / 76 14 30
K	40 20 00 / 75 38 30	W	41 17 59 / 74 34 55
L	NOT USED	X	41 04 56 / 74 47 50

YARDLEY SECTOR (55)

MINIMUM REQUIRED NARROWBAND MDM SELECT DISPLAY KEYS

RECOMMENDED RANGE 50

MODE C INTRUDER LIMITS 128B292

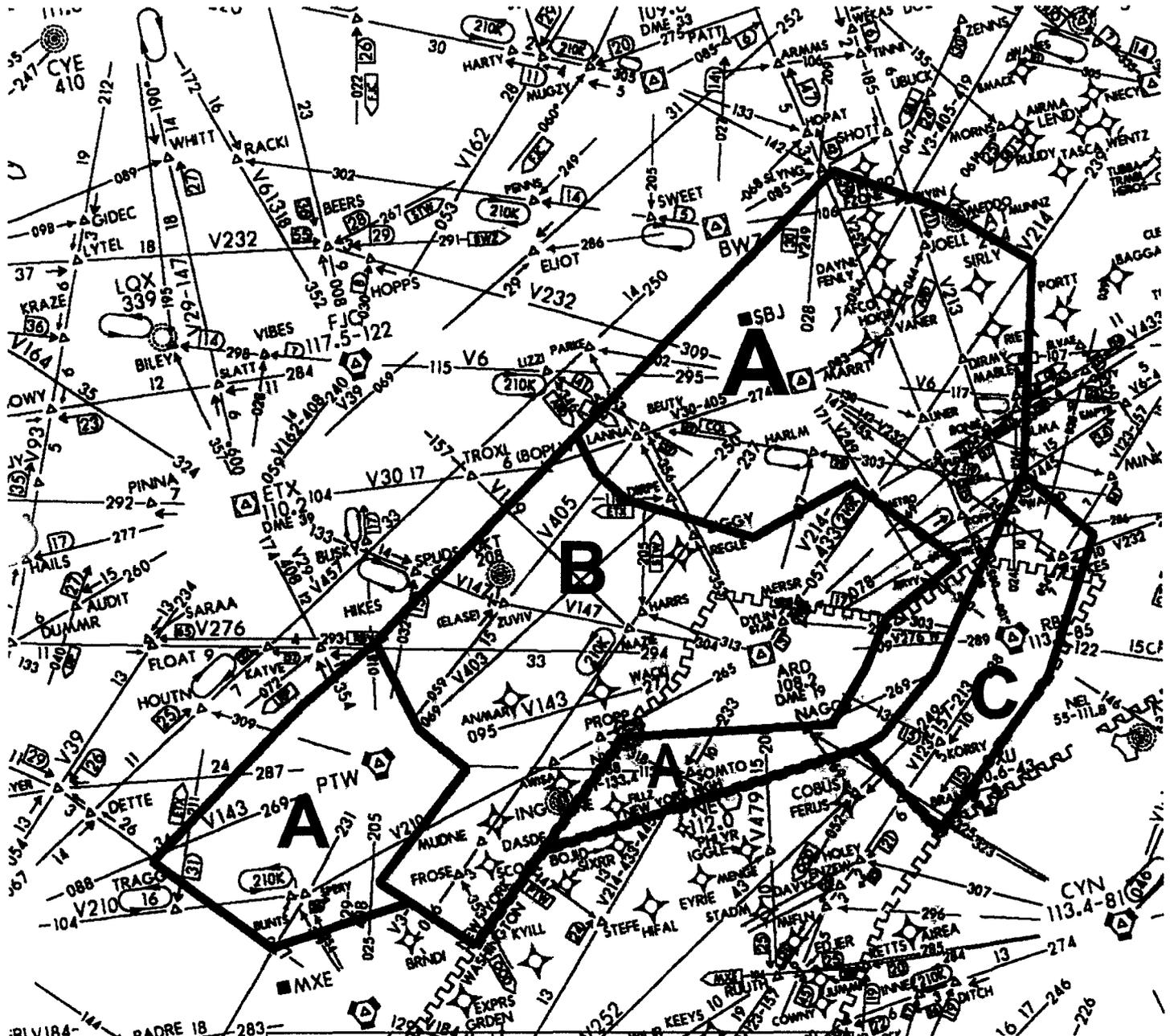
KEYS

MAP 1	ESTAB BEACON
FULL DATA	POS SYMBOL
ALL PRIM	NON MODE C
SEL LDBs	SELECT BEACON
ACID	CID
ASSIGN ALT	SECTOR BOUND
REPORT ALT	

1. Radar Controller (R55)

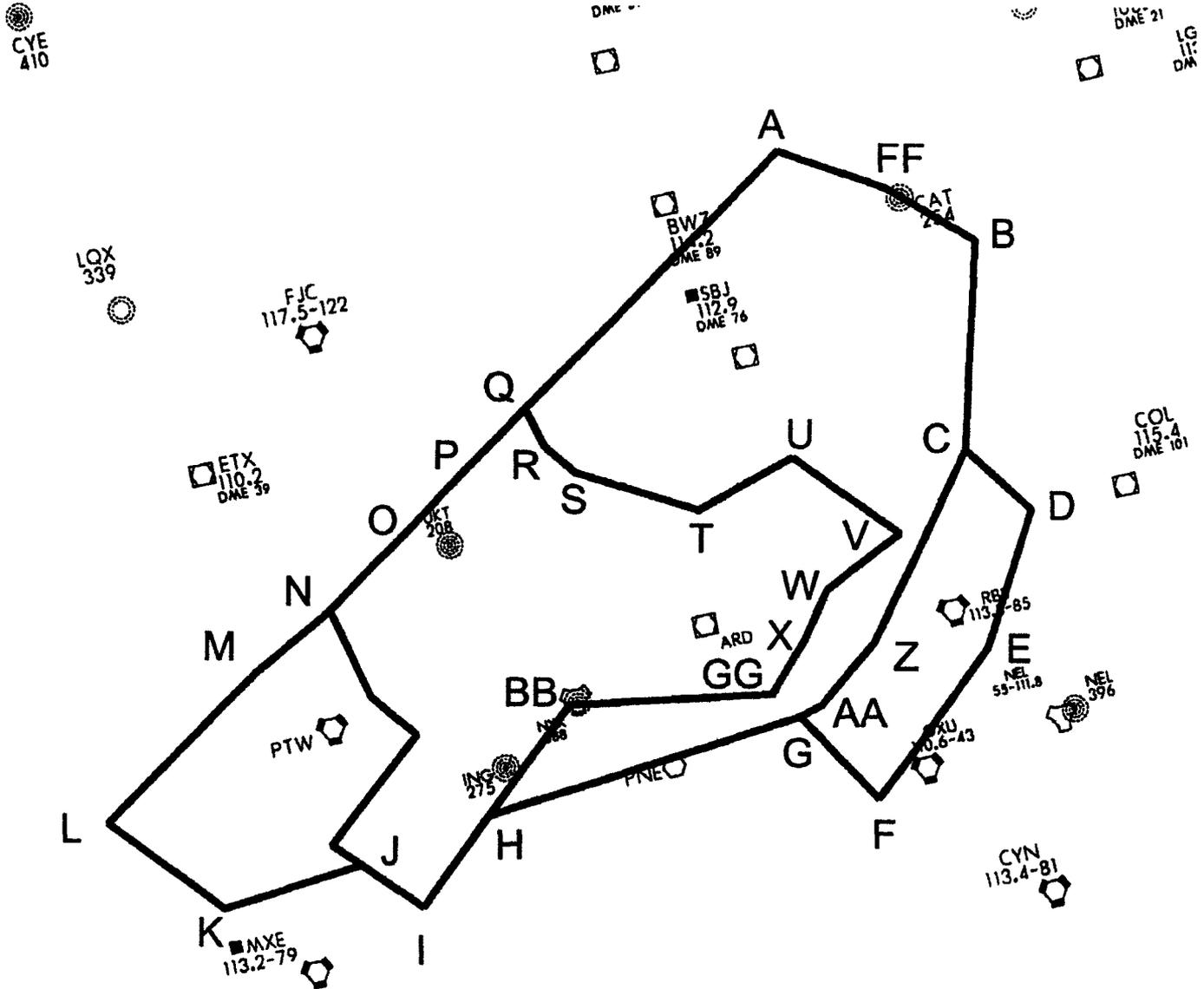
- a. Ensure that departures via RBV J230 cross 17 DME west of RBV at the lowest usable flight level or above.
- b. Ensure that BWI/BWI satellites arrivals transitioning from flight levels cross 10 DME northeast of MXE VORTAC at the lowest usable flight level.
- c. Sector 55 gives Sector 92 control to turn IAD prop traffic direct to LRP on contact.
- d. All props landing DCA or BWI and satellites shall enter Sector 25 in trail at or below 170 and below all jet traffic.
- e. Sector 55 may clear aircraft via J75/V3 direct MXE from within the confines of Sector 55 airspace.
- f. Sector 9 has control for left turns on aircraft cleared via J230 from within the confines of Sector 55 airspace.

NYARTCC - AREA B Sector 55 - YARDLEY



SECTION	UNCONDITIONAL
A	FL180- FL280
B	140 - FL280
C	FL220 AND BELOW EXCLUDING APPROACH CONTROL AIRSPACE

NYARTCC - AREA B Sector 55 - YARDLEY



SECTOR 55**LATITUDE / LONGITUDE**

A	40° 50' 0"3 / 74° 36'45"	Q	40 34 40 / 75 07 30
B	40 39 55 / 74 19 15	R	40 31 30 / 75 06 25
C	40 24 10 / 74 24 55	S	40 29 00 / 75 04 00
D	40 18 30 / 74 19 40	T	40 24 05 / 74 52 35
E	40 08 20 / 74 26 40	U	40 26 30 / 74 42 00
F	39 59 00 / 74 41 05	V	40 18 53.99 / 74 33 11.45
G	40 06 35 / 74 47 00	W	40 15 48 / 74 41 35
H	40 03 55 / 75 19 58	X	40 12 25 / 74 44 50
I	39 57 59 / 75 27 50	Y	Not Used
J	40 02 30 / 75 33 30	Z	40 11 00 / 74 38 05
K	40 01 23 / 75 47 55	AA	40 07 05 / 74 44 40
L	40 09 40 / 75 57 30	BB	40 11 00 / 75 10 10
M	40 19 00 / 75 39 45	CC	40 04 28 / 75 36 06
N	40 22 25 / 75 31 20	DD	40 11 30 / 75 25 15
O	40 26 30 / 75 23 15	EE	40 15 15 / 75 29 00
P	40 31 40 / 75 13 40	FF	40 45 28 / 74 27 00
		GG	40 08 55 / 77 49 05

KENNEDY SECTOR (56)

MINIMUM REQUIRED NARROWBAND MDM SELECT DISPLAY KEYS

RECOMMENDED RANGE 60

MODE C INTRUDER LIMITS 168B600

KEYS

MAP 1	REPORT ALT
FULL DBs	ESTAB BEACON
SELECT LDBs	POS SYMBOL
ACID	SELECT BEACON
ASSIGN ALT	CID
	SECTOR BOUND

1. Radar Controller (R56)

Ensure that traffic transitioning to Danbury Sector via DPK VORTAC cross DPK at FL230 or below.

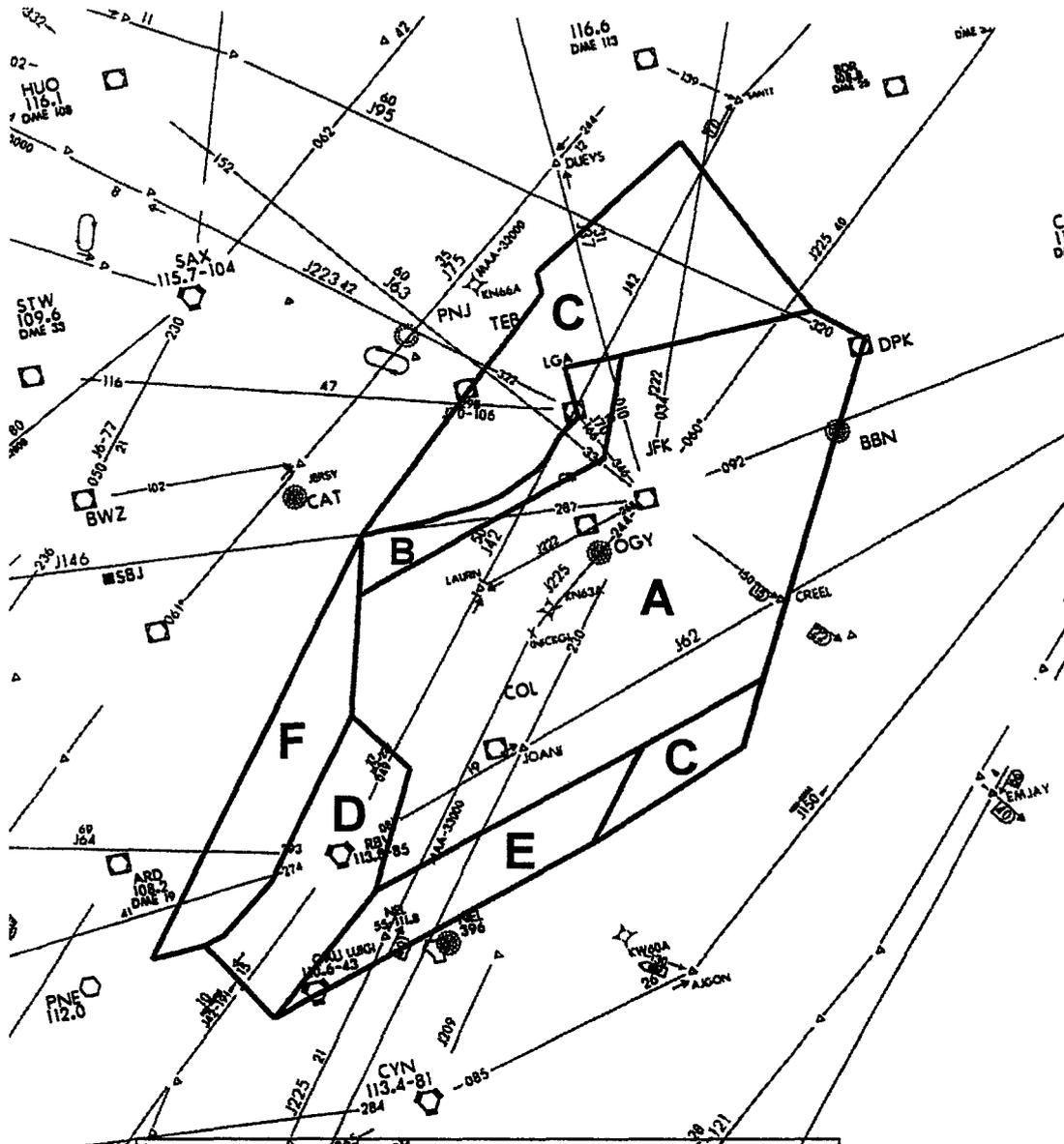
2. Radar Handoff Controller (H56)

Due to the close proximity of the radar handoff point to the LENDY holding pattern, coordination shall be accomplished prior to handoff for those flights entering Sector 36 at FL230 or below.

<u>FIX</u>	<u>DIRECTION / ALTITUDE</u>	<u>HOLDING</u> <u>MAX. LENGTH</u>	<u>MAX. SPEED</u>
JFK230005	Southwest with left turns on JFK230 radial from FL250-L280	1-1/2 Min	265K

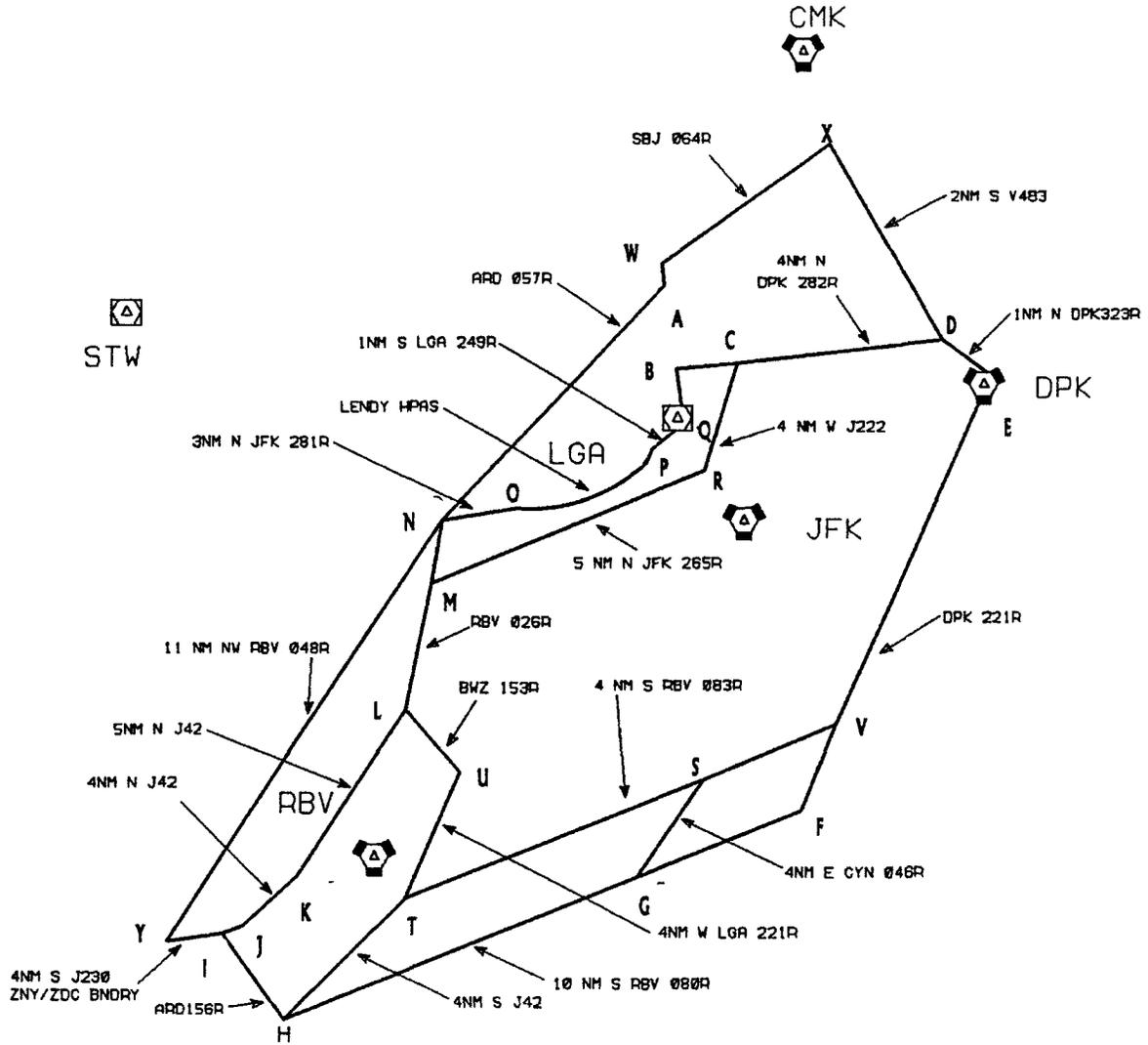
NOTE: JFK230 radial 5NM DME fix is not charted, and this pattern is not depicted on the MDM map (May be used for delay absorption when Boston Center is unable to accept traffic).

NYARTCC - AREA B Sector 56 – KENNEDY



SECTION	UNCONDITIONAL
A	FL180 AND ABOVE N90 170 AND BELOW
B	FL200 AND ABOVE
C	FL240 AND ABOVE
D	FL230 AND ABOVE
E	FL250 AND ABOVE
F	FL290 AND ABOVE

NYARTCC - AREA B Sector 56 - KENNEDY



9/25/08

ZNY 7200.1G
Appendix 2 - Area B

SECTOR 56

LATITUDE / LONGITUDE

A	40° 58'05" / 73°52'40"	N	40 39 55 / 74 19 15
B	40 51 02 / 73 52 05	O	40 39 58 / 74 10 55
C	40 51 05 / 73 45 15	P	40 45 00 / 73 54 30
D	40 51 30 / 73 22 40	Q	40 46 25 / 73 51 50
E	40 48 05 / 73 17 30	R	40 42 20 / 73 49 55
F	40 14 20 / 73 41 55	S	40 16 15 / 73 53 05
G	40 08 30 / 74 01 15	T	40 08 20 / 74 26 40
H	39 59 00 / 74 41 05	U	40 18 30 / 74 19 40
I	40 06 35 / 74 47 00	V	40 19 55 / 73 38 10
J	40 07 05 / 74 44 40	W	41 00 00 / 73 52 42
K	40 11 00 / 74 38 05	X	41 08 45 / 73 33 05
L	40 24 10 / 74 24 55	Y	40 06 18 / 74 53 10
M	40 34 40 / 74 21 00		

DIXIE SECTOR (68)

MINIMUM REQUIRED NARROWBAND MDM SELECT DISPLAY KEYS

RECOMMENDED RANGE 50

MODE C INTRUDER LIMITS 078B252

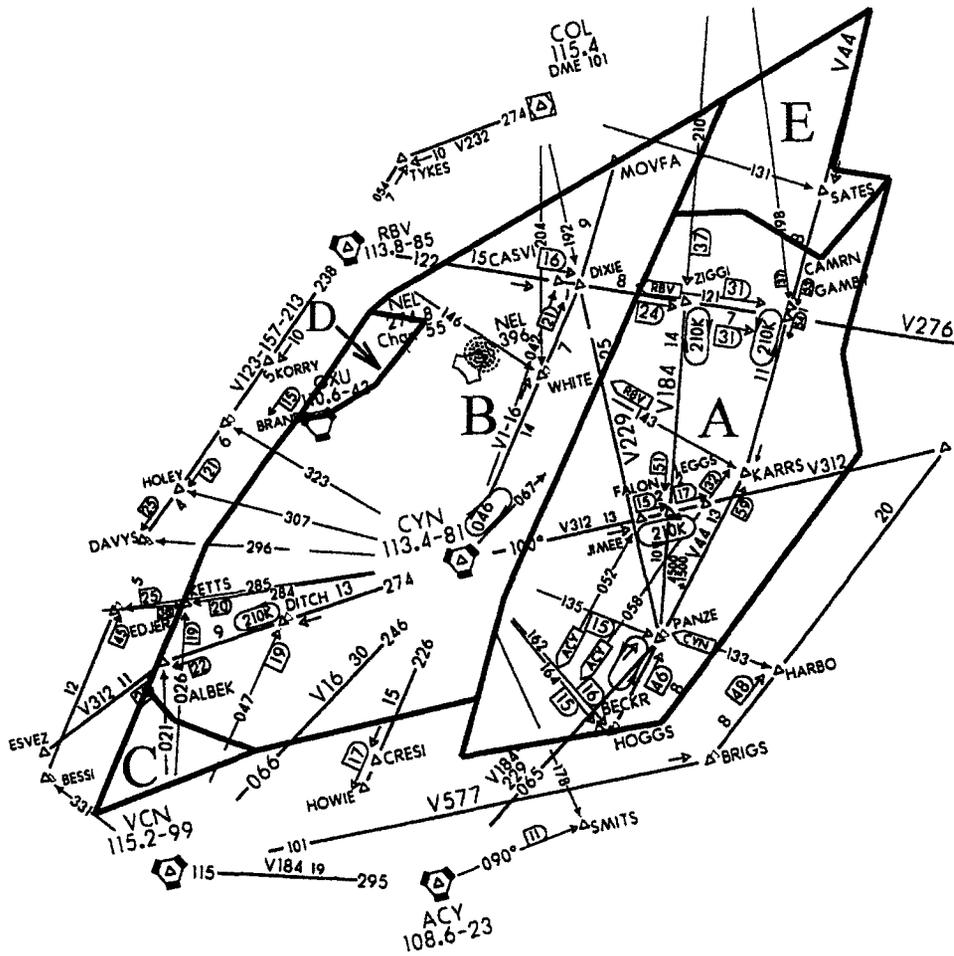
KEYS

MAP 1	NON MODE C
FULL DBs	SELECT BEACON
SELECT LDBs	POS SYMBOL
ALL PRIM	REPORT ALT
ACID	CID
ASSIGN ALT	SECTOR BOUND
ESTAB BEACON	

HOLDING

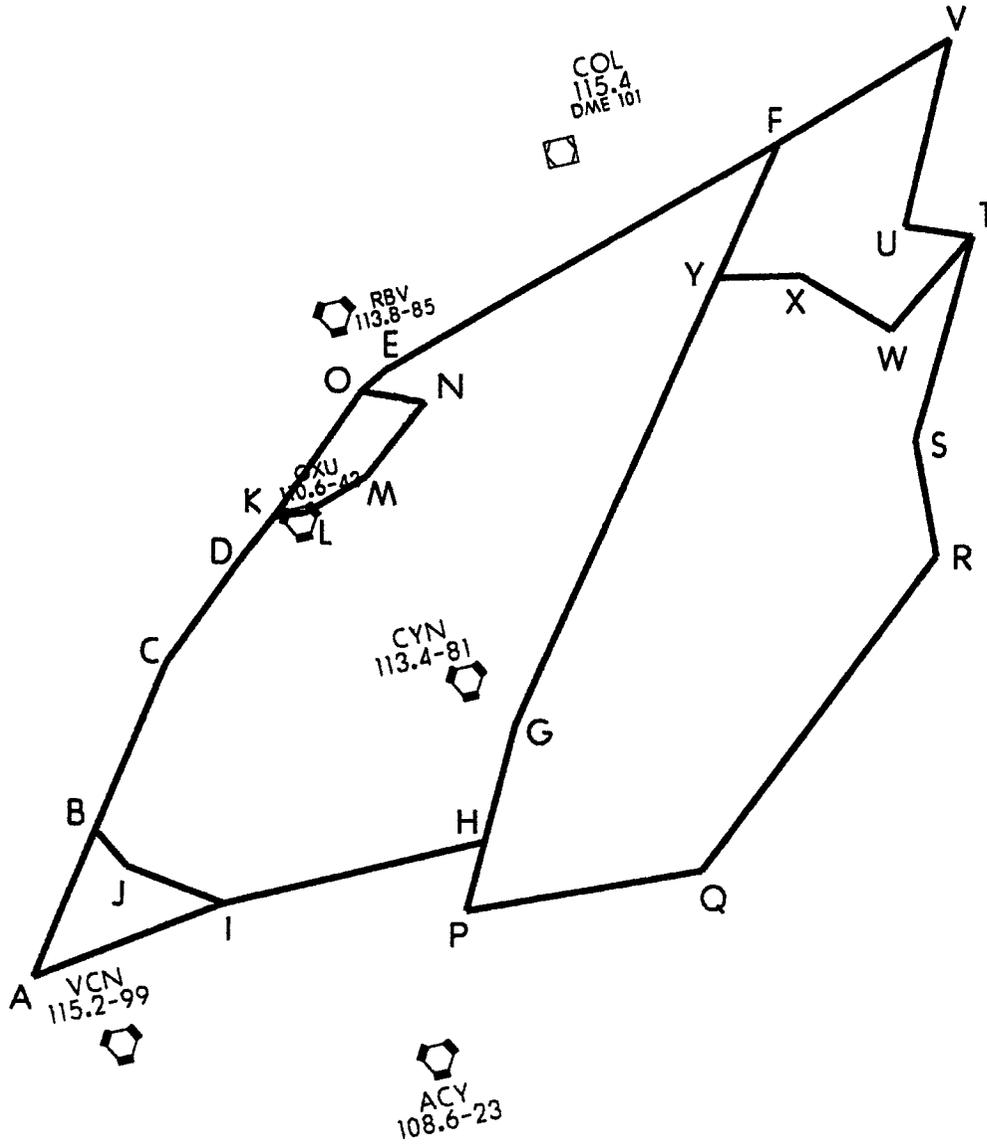
<u>FIX</u>	<u>DIRECTION / ALTITUDE</u>	<u>MAX. LENGTH</u>	<u>MAX. SPEED</u>
CAMRN INT	Southwest with left turns on DPK221 radial from 110-140.	1 Min	210K

NYARTCC - AREA B Sector 68 DIXIE



SECTION	UNCONDITIONAL
A	110-FL230
B	FL240 AND BELOW EXCLUDING APPROACH CONTROL AREAS
C	FL180 - FL240
D	120 - FL240
E	FL230 AND BELOW EXCLUDING APPROACH CONTROL AREAS

NYARTCC - AREA B Sector 68 DIXIE



SECTOR 68**LATITUDE / LONGITUDE**

A	39 ⁰ 37'20" / 75 ⁰ 03'30"	N	40 05 56 / 74 24 16
B	39 45 06 / 74 56 24	O	40 07 25 / 74 28 57
C	39 54 00 / 74 48 15	P	39 35 35 / 74 29 55
D	39 59 00 / 74 41 05	Q	39 34 45 / 74 11 40
E	40 08 20 / 74 26 40	R	39 50 00 / 73 48 35
F	40 16 15 / 73 53 05	S	39 57 05 73 48 00
G	39 45 45 / 74 23 00	T	40 08 10 / 73 40 05
H	39 39 21 / 74 27 20	U	40 09 40 / 73 45 00
I	39 39 10 / 74 48 00	V	40 19 55 / 73 38 10
J	39 42 35 / 74 54 40	W	40 03 50 / 73 47 55
K	40 01 12 / 74 37 40	X	40 08 15 / 73 53 45
L	40 01 02 / 74 35 01	Y	40 09 15 / 74 00 00
M	40 02 23 / 74 29 58		

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**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
ZNY 3120.4**

Effective Date:
8/1/07

SUBJ: Air Traffic Technical Training/Workforce Development

1. Purpose of this Order. This order describes the New York ARTCC (ZNY) training program and is supplemental to FAA Order 3120.4, Air Traffic Technical Training. Intent is not to repeat material already covered by the national order.

2. Audience. This order affects all air traffic personnel at New York Center.

3. What This Order Cancels. New York Center (ZNY) Notice 3120.28, Function Learning Training Method, dated 3/8/07.

4. Designation Of Training Administrator (TA). The Support Manager for Workforce Development (SMWD) is designated as the Training Administrator (TA), and shall satisfy all training requirements for designation as the Facility Technical Training Liaison Officer (FTLO) as specified by the National Contracting Officer's Technical Representative. The Workforce Development Office is also known as ZNY-17.

5. Training Administrator Responsibilities.

a. Satisfy requirements of FAA Order 3120.4 to include maintaining and recording training records, and scheduling of training for operational personnel.

b. Collect, retain, and tabulate total hours in block 8 of daily FAA Form 3120-25/32/36.

c. Scan the daily FAA Form(s) 3120-25/32/36 and save to the employee's electronic folder stored on the share drive. Place the original FAA Form(s) 3120-25/32/36 into the employee's binder.

d. Provide oversight and guidance to the onsite training contractor.

e. Provide Area Training Supervisors and the Area Operations Managers a monthly tracking report of On-the-Job Training (OJT) time totals for each developmental.

f. Maintain, communicate, and distribute required training items.

(1) Maintain a spreadsheet of training items on the ZNY Library.

(2) Spreadsheet will contain a continuously updated list of employees' dates of completion.

g. Maintain on the ZNY Library, a list of employees with special job related qualifications. (i.e. On-the-Job Instructors (OJTIs), Cadre and Facility Instructor Trainers (FITs).

h. Convene monthly meetings of the area training supervisors, Washington Consulting Group (WCG), and Operations Managers (OMs).

6. Operations Manager Responsibilities.

a. Manage OJT and employee development of all personnel under their supervision.

b. Assign the collateral duty of Training Supervisor to one Front Line Manager (FLM) in each area; forward to the TA. Advise the TA of any changes to the Area Training Supervisor.

c. Convene recommendation panels for OJTIs, as per FAAO 3120.4 make selections for OJTIs, and forward current list(s) of OJTIs to ZNY-17 (see paragraph.21).

d. Coordinate directly with ZNY-17 to facilitate the most expeditious and effective ways to ensure workforce development.

e. Ensure effective and timely completion of briefing items for all area personnel.

f. Maintain a list of CICs.

g. Ensure timeliness of developmental training.

7. Area Training Supervisor/Designee Responsibilities.

a. Assist Operations Manager, Training Administrator, and other FLMs in the administration of training.

b. Attend monthly meeting of area training supervisors or arrange for a designee to be present.

c. Maintain and update area specific training materials.

d. Develop, administer, and grade area specific tests. Forward all tests to ZNY-17.

e. Evaluate the pass/fail DYSIM scenarios.

f. Recommend OJTI candidates to Operations Manager.

g. Review all area developmental training plans. Ensure copies are provided to ZNY-17.

h. Routinely assess the performance of OJTIs. Conduct and document evaluations for OJTIs as per FAAO 3120.4.

(1) Conduct an evaluation within 30 days of assignment of OJT duties and at least every six months thereafter. If the last evaluation has exceeded six months, an evaluation shall be conducted within 30 days upon resumption of OJTI duties.

(2) Document evaluations on ZNY Form 3120-11.

i. Recommend areas of development for personnel assigned to area (i.e., correspondence, training courses, eLMS, learning plans).

j. Keep Operations Manager informed of developmental progression and status.

8. Front Line Manager Responsibilities.

a. FLM of record shall direct training activities of employees under their supervision, promote cooperation and communication, and coordinate resources to assist training.

b. Identify, recommend, coordinate, and schedule proficiency/refresher training requirements for all personnel under their supervision.

c. Recommend OJTI candidates to Operations Manager.

d. As a developmental's/CPC-in-training's team leader, ensure development, documentation and review of training plans for those engaged in OJT under their supervision. Training plans and revisions shall be forwarded to the TA and the OM for approval. Training plans and revisions will be included in the employee's training records.

e. Ensure that performance and certification skill checks, CBIs, and MBIs are accomplished.

f. When the developmental/CPC-in-training's FLM will not be available for an extended period of time, the FLM of Record will transfer supervision responsibility to another FLM in order to prevent unnecessary delay of certification.

g. Document training plans and revisions to training plans using a completed ZNY Form 3120-12.

h. Ensure an approved training plan is in place prior to beginning OJT.

i. Document training meetings via memo to ZNY-17. It is suggested that a monthly meeting be conducted with the training team to discuss the developmental/CPC-in-training's progress. Forward a copy of the original signed minutes to the TA.

j. Ensure that any Article 67 time, as per FAA/NATCA Contract, is annotated on FAA Form 3120-25/32.

k. Ensure that OJT is conducted only on those sectors specified in the developmental's training plan.

l. To the extent possible, schedule developmentals to work with their assigned primary and secondary OJTIs.

m. Schedule employee annual medical exams through the medical office.

n. Document training progress as follows:

(1) Ensure a performance skill check is conducted within the first 30 days after OJT begins and then at least every calendar month thereafter, on each position for which the CPC-in-training/developmental is receiving OJT.

(2) Ensure performance skill checks are documented on and clearly marked as such at the top of FAA Form(s) 3120-25/32.

(3) When a developmental is eligible for promotion, prepare a promotion request (ZNY Form 3120-5), and submit to ZNY-17. Provide a copy to the area OM.

NOTE: Workforce Development Office does not make pay determinations, but simply verifies the developmental's training status, and then forwards the form to the ZNY Personnel Office.

9. OSIC/STMC/CIC Responsibilities.

a. Ensure training forms are completed in accordance with FAAO 3120.4 and initialed in box 10.

b. OSIC/STMC/CIC shall file the training forms of the day into the area training folder. Area training folders will be given to the OM/OMIC at the end of night shifts. ZNY-17 will collect training forms from the OMIC the following administrative workday.

c. Get training time from CRU-ART at the end of each session and annotate on each FAA Form 3120-25/32/36.

10. OJT Instructor Responsibilities.

a. Keep developmental's FLM apprised of training progress.

b. Document all training on FAA Form 3120-25.

c. Training time conducted on Radar and Radar Associate concurrently may be distributed at instructors' discretion.

d. Place operating initials following signature in block 12 of FAA Form 3120-25.

e. If the training afforded is Article 67 time, so indicate on the top of FAA Form 3120-25.

f. Conduct thorough debriefings, with references to FAA directives, as needed.

g. Cross-out corrections on FAA Form(s) 3120-25/32/36 shall be initialed.

11. Developmental/CPC-In-Training Responsibilities.

- a. Shall be prepared both physically and mentally to receive training.
- b. Actively participate in training to achieve certification and perform operational assignment in order to maintain proficiency. Maintain a thorough knowledge of FAAO 7110.65, Letters of Agreement (LOAs), Standard Operating Procedures (SOPs), and area airspace.
- c. While assigned to Workforce Development Office (ZNY-17), requests for leave shall be made to the designated TA. Advance leave requests shall be made by completing an OPM Form 71, which is to be forwarded to the designated TA. Contact the TA via 631-468-1323.
- d. Absence of more than 10% of classroom or DYSIM may be cause for removal from the assigned training.
- e. Verify all OJT training time is correctly documented; apprise OJTI and/or Front Line Manager of any discrepancies.
- f. Cross-out corrections on FAA Form(s) 20-25/32/36 shall be initialed.
- g. Forward completed training forms to the Operations Supervisor-In-Charge (OSIC)/ Supervisory Traffic Management Coordinator (STMC), Controller-in-Charge (CIC), as appropriate. Developmentals/CPCs-in-Training can expect work schedules to be adjusted in order to correspond with primary and secondary OJTIs.
- h. Developmentals/CPCs-in-training, are encouraged to monitor operational positions as often as permitted by the OSIC/CIC. A portion of allotted self-study times should be used to conduct monitoring.

12. Orientation. ZNY-17 will ensure all new employees are provided facility orientation. Orientation shall include but is not limited to subjects contained in Appendix F.

Security procedures
Emergency exits and related information
Disaster preparedness
Facility layout
Staff offices
Medical office
Issuance of reference materials
FAA Order 3120.4 and ZNY Order 3120.4
EMP 1.14 Supplement Employment Policy for Air Traffic Control Specialist in Training
Introduction to Computer Based Instruction
Ethics/Conduct & Discipline
Attendance & leave procedures

ART program
Union and Management officials
Leading From Where You Are New Student Orientation

13. Stage II- Assistant Controller (Flight Data). Developmentals shall successfully complete FAA Course 55053 as described in FAAO 3120.4 prior to reporting to Area of Specialization. CPC-in-Training/Developmental will be allowed up to six (6) weeks to complete the classroom portion of this stage.

14. Stage III/IV- Overview. ZNY applies the Function Training Method authorized by FAA Waiver ATO-A-06-05, which allows concurrent training of Stages III/IV. The Function Learning Training Method shall be used at New York Center for training and position certification in all operational areas. Stage III and Stage IV classroom training is administered in unison. Stage IV DYSIM training is administered immediately following Stage III DYSIM. CPCs-in-Training/ Developmentals may be trained/certified on R position prior to or at the same time as the RA position.

15. Stage III/IV- Non-Radar, Radar Associate and Radar Controller. Developmentals shall pass an Area of Specialization map and Area of Specialization knowledge test prior to entering this stage. The Area Training Supervisor will grade (pass/fail) the map and knowledge tests.

a. Courses 55054, 55055, Classroom. CPC-in-Training/Developmental will be allowed up to 160 hours to complete this portion of training.

b. URET Training Course 55087. CPC-in-Training/Developmental will be allowed up to 32 hours to complete this portion of training.

c. DYSIM Training on RA Position(s) Utilizing URET. Specific DYSIM requirements in accordance with Appendix G. CPC-in-Training/Developmental will be allowed up to 160 hours to complete this portion of training.

NOTES:

(1) Radar position for RA DYSIM: Graded / Instructional problems should be worked by a CPC, support specialist, or a contract instructor. A CPC, support specialist, or a contract instructor shall work the R for evaluation problems.

(2) DYSIM completion hours are calculated per student. Multiply 160 by the amount of students per class to more accurately reflect total DYSIM time per class.

d. Area familiarization training Area RA & R positions as specified by Area in Appendix 2. OJF to be documented on FAA Form 3120-25 (see paragraph 16). CPC-in-Training/Developmental will be allowed up to 80 hours to complete this portion of training.

e. DYSIM Training on R Position(s) Using URET. Specific DYSIM requirements in accordance with Appendix A. CPC-in-Training/Developmental will be allowed up to 160 hours to complete this portion of training.

NOTE: DYSIM completion hours are calculated per student. Multiply 160 by the amount of students per class to more accurately reflect total DYSIM time.

f. OJT in Area of Specialization. OJT may be administered on the R and/or RA position(s) as specified on a documented training plan. CPC-in-Training / Developmental will be allowed up to training plan specified hours to complete Area RA & R certification to complete this portion of training.

g. Areas E & F ATOP/OCEAN21 Training. CPC-in-training/developmental will be allowed up to 280 hours to complete this portion of training.

16. On the Job Familiarization (OJF). Document OJF on FAA Form 3120-25, as follows:

a. Developmental shall complete Blocks 1, 2, 3, 4, 5, 6, 7, 9, and 12. In Block 12, the developmental shall describe control techniques observed, sector specific actions observed, traffic flows, etc. The developmental shall indicate, through the use of operating initials, the controller(s) he/she observed.

b. The OSIC/CIC for the shift shall also sign Block 12. Cross-out corrections on FAA Form 3120-25 shall be initialed.

17. On the Job Training (OJT).

a. OJT may be conducted on Radar and Radar Associate positions concurrently. When this is done, the OJTI shall decide how the time will be credited to each position.

b. In Areas E and F, Radar/Radar Associate training/certification and Ocean21 training/certification may be administered in whichever order is most advantageous to the facility operation.

18. Interruption of OJT. When an employee's OJT is interrupted for thirty (30) days or more, the FLM shall follow the provisions of the NATCA/FAA Contract, Article 67, and ensure any training time granted under this Article is clearly documented. Article 67 time is not counted toward target hours for the position(s) concerned.

a. An Interruption of Training letter shall be issued by the FLM, with copies provided to ZNY-17 and the developmental prior to commencing Article 67 hours. The letter shall include as a minimum, any assigned Skill Enhancement Training, reasons for the interruption of training, and proposed date for resumption of regular training.

b. A skill check must be performed prior to the developmental resuming OJT hours. This skill check must verify the developmental has achieved the level of proficiency that was possessed prior to the interruption.

19. Skill Checks/Certifications. Administered in accordance with FAAO 3120.4.

- a. FLMs shall observe the performance for the entire session by plugging into position.
- b. FLMs shall ensure that skill checks for CPCs-in-Training and Developmentals are performed within the first 30 days after OJT begins.
- c. FLMs shall ensure that a skill check for CPCs-in-Training and Developmentals are performed at least every calendar month.
- d. Certification skill checks shall be identified as such to the employee prior to the session.
- e. Clearly document purpose (type) of session in block 9 and at the top of FAA Form 3120-25/32. Position(s) Certification shall be listed in block 3 of FAA Form 3120-25/32. Document each position separately or "All Positions" to indicate an area certification. Times do count toward total OJT hours.
- f. Any FLM may perform a skill check and make recommendation as per box 13 of FAA Form 3120-25. Only the employee's FLM of record has the authority to certify the CPC-in-Training/Developmental or suspend OJT. The authority to implement a recommendation also is the CPC-in-Training/Developmental's FLM of record.

20. Recertifications. Administered in accordance with FAAO 3120.4.

- a. Recertifications may be accomplished by individual position or a single action covering multiple positions.
- b. Clearly document purpose (type) of session in block 9 and at the top of FAA Form 3120-25/32. Position(s) shall be listed in block 3 of FAA Form 3120-25/32. Document each position separately or "All Positions" to indicate an area recertification.

21. OJTIS.

- a. Selection consideration is based on the requirements set forth in the FAAO 3120.4 that includes the need to complete the FAA Air Traffic OJTI course.
- b. OJTI evaluations shall be conducted within 30 days of assignment of OJTI duties for:
 - (1) New OJTIs.
 - (2) OJTIs whom have not conducted OJT in the preceding six months, and at least every six months thereafter.
- c. OJTI evaluations shall be conducted within 30 days of assignment of OJTI duties.
- d. OJTI evaluations/certifications shall be documented on ZNY Form 3120-11.

e. Suspension/revocation of OJTI duties. Operations Managers have the authority to suspend or revoke OJTI duties. The Operations Manager shall inform the individual of any requirement(s) to be completed to qualify for reinstatement, and must advise ZNY-17.

22. Front Line Manager Training. Courses FMC-1 (05005), FMC-2 (01288) and FMC-3 (01292).

a. FMC-1 (05005) web-based training to be completed through eLMS (see paragraph 35).

b. FMC-2 (01288) and FMC-3 (01292) classroom training to be completed through The Center for Management and Executive Leadership (CMEL) (see paragraph 33).

c. ZNY-17 will arrange for FLMs to receive training in the following areas as needed:

- Briefing from all ZNY offices
- Duties and responsibilities
- Facility Administration
- Facility Operation
- Contract Training
- Safety (Quality Assurance)
- Weather Coordinator
- Facility and Area operational information

d. New FLMs must receive 40 hours of OJT from another FLM before assuming the duties of Operations Supervisor-In-Charge (OSIC). Document on FAA Form 3120-25.

e. New FLMs must receive 40 hours of OJF at the OMIC desk before assuming the duties of an OSIC. At least 16 hours must be received on a midnight shift. Document on FAA Form 3120-36.

23. Controller-In-Charge (CIC) Training. FAA Courses 55072 and CBI 57057.

a. Minimum of four (4) hours OJT documented on FAA Form 3120-36. FLM of record shall forward training documents to the Area OM. The Area OM shall attach a separate FAA Form 3120-36, to indicate their recommendation, and forward to ZNY-17.

Note: Blocks 4,5,6,7,8,12,14 of FAA Form 3120-36 may be left blank.

24. Support Specialist Training. Support Specialist training is accomplished through OJT and attendance in classes pertaining to the specific staff position. Minimum class requirements as follows:

- Airspace and Procedures—FAA Courses 50010 and 50018
- Quality Assurance—FAA Course 50314
- Training—FAA Courses 50310 and 10501

Support Managers may identify additional training requirements. Additional requirements shall be coordinated with ZNY-17.

25. Traffic Management Coordinator Training. New Traffic Management Coordinators (TMCs) shall attend FAA Courses 50115, 55116A, and 55116B as described in FAA Order 3120.4, Appendix 7. Modifications to FAA Course 55116A have been made to satisfy local directives and practices. The 40-hour course shall cover, as a minimum, requirements set forth in FAA Order 7210.3, Chapter 17.

a. TMCs will be scheduled to attend Course 50113 as soon as possible.

b. Personnel selected as MOS shall:

(1) Attend FAA Course 50114, CARF, as soon as possible.

(2) OJF requirement to monitor oceanic operations in Areas E and F for a minimum of 40 hours, 20 hours in each area.

26. Certified Professional Controllers (CPCs). Required to perform the technical functions associated with training to include:

a. Complete MBIs, CBIs, and other mandatory training when presented. Failure to complete mandatory training may result in loss of operational currency.

b. Attend training meetings when scheduled or directed.

c. Conduct OJT or supplemental training when directed.

27. Briefing Methods. Each originating office shall determine the appropriate method to brief personnel utilizing the following guidance:

a. **Mandatory Briefing Item (MBI).** ZNY Form 3120-21: MBIs are items that affect air traffic operations. These items are generally considered urgent and regulatory in nature. All MBIs shall be coordinated by the originating office, through Workforce Development Office (ZNY-17). ZNY-17 shall provide the subject, required date of completion and personnel required to be briefed. The MBI briefing package shall be returned to ZNY-17 through area Operations Managers. ZNY-17 will continually update area OMs of delinquent signatures of MBIs. The Workforce Development Office (ZNY-17) will enter completions into TRAX, as required.

b. **Read and Initial Item (R&I).** R&Is are usually items that affect policy. These items are generally self-explanatory. R&I items shall be forwarded directly to the affected area for inclusion into the area briefing binder. The originating office will prepare the R&I items including the required date of completion and identify which personnel are to be briefed.

c. **General Information (GI).** Memos; Pers Info: Exchange of information, usually items that affect environmental (grounds & building) issues. Documents of these types shall be forwarded directly to the affected area(s) for inclusion into the general information section of the area briefing binder.

d. Verbal Briefings. Operational personnel shall attend assigned briefings and are responsible for mandatory briefing items presented. Management shall ensure a management representative is present at all verbal briefings. The Operations Managers, or the OMIC will typically arrange this.

e. Computer-Based Instruction (CBI). Locally and nationally developed. Hosted locally on CBI computers. Department of Transportation (DOT) also hosts certain CBI lessons on the eLMS web-site (paragraph 35).

28. Proficiency Training. Annual requirements for skill reinforcement. ZNY-17 shall distribute monthly requirements.

a. ZNY-17 shall conduct Refresher Training for all operational personnel. This refresher training shall include:

- (1) Items listed in FAA Order 3120.4.
- (2) Items listed in Appendix B of this order.
- (3) Areas identified needing reinforcement.

b. FLMs are required to ensure completion of the Refresher Training, utilizing the MBI cover sheet as a way to track the progress of personnel.

29. Skill Enhancement Training. Proficiency training administered:

a. To a CPC, CPC-in-Training or Developmental when it is determined that a need exists to increase the proficiency of a specialist in a skill on a position(s) on which the specialist is either certified or has been decertified.

b. To CPC-in-Training or Developmental to increase proficiency in a skill on a position(s) that they are not certified. Training that would not be obtained through traditional OJT alone. Skill enhancement training time is not counted toward target hours for the position(s) concerned.

c. In the event that skill enhancement training is recommended on a position that a specialist is certified, FLMs shall document discussions and assignments on ZNY Form 3120-3.

d. In the event that skill enhancement training is recommended on a position that a specialist is not certified, or DYSIM or OJF is performed, clearly document "Skill Enhancement" in block 9 and at the top of FAA Form 3120-25.

30. Technical Training Discussion. Operations Supervisors shall accomplish Technical Training Discussions per FAA Order 7210.56; specific guidance is provided in paragraphs 3-1-3 & 3-1-4. Technical performance issues consist of areas of knowledge and application that might benefit from training. These issues are not necessarily areas of deficiency. An employee may demonstrate overall acceptable technical proficiency, but might benefit from technical training in the application of a particular skill or task.

a. The first-level supervisor shall accomplish the following for each of their employees who are certified on at least one operational position:

(1) Continuously assess the employees' technical proficiency through both direct and indirect methods. Think of the TTD as a means of addressing not only performance deficiencies, but a means of addressing performance *improvement* as well. Indirect methods may include remote monitoring, tape reviews, Continuous Data Recording (CDR) playback, the Systematic Air Traffic Operational Research Initiative (SATORI), Falcon program, and any other playback tool that may be available.

(2) Using the appropriate job functions and indicators described in FAA Order 3120.4 as a guide, develop and direct individualized proficiency (*knowing, understanding, and applying air traffic procedures in a safe and efficient manner*) training as appropriate.

(3) At least once every six months, conduct technical training discussions about the employees' individualized proficiency and any assigned training that has been accomplished since the last TTD, and/or will be conducted to address technical proficiency issues in the near future. If no new technical proficiency issues have been identified, a documented discussion shall still take place to advise the employee of this and of regional, national and/or facility trends. Additionally, these discussions shall be conducted.

b. Whenever the first-level supervisor identifies an area in an employees' technical proficiency that might benefit from individualized technical training.

c. No later than 6 months from the employees' previously documented technical training discussion.

d. No later than 60 days after the first-level supervisor assumes supervisory responsibility for an employee who has not had a technical training discussion documented during the previous 6 months.

e. Ensure all technical training identified is completed in a timely manner. Ensure all discussions conducted under this paragraph are documented on ZNY Form 3120-3.

NOTE: TTD's are intended to provide first-level supervisors a formal process to address or re-address identified proficiency issues and maintain a history of proficiency discussions.

31. Training Review Board. Training Review Boards shall be held in accordance with FAA Order 3120.4.

a. Upon completion of the Training Review Board, the TA shall forward a written report to the ATM. The report shall include the names of all personnel interviewed as well as the board's recommendation, with signatures, of all members of the board.

b. Should the Board be unable to reach consensus, the report shall state the differing views. The report shall be forwarded to ATM or designee.

c. The ATM or designee shall advise the TA as to his/her decision within five business days following receipt of the Training Review Board's findings and recommendations. Should the ATM disagree with the recommendation of the board, the rationale used to substantiate the decision shall be communicated to the board.

32. FAA Correspondence Courses. Employees may enroll in any FAA correspondence studies provided course prerequisites are met. Enrollment is requested electronically by the employee and approved by the first-level supervisor. These courses can be used as a tool for career enhancement and progression. Employees with access to the Internet can use the FAA Academy's Online Correspondence System. To access the system go to:

a. The FAA Academy Website at <http://www.academy.faa.gov/>. Click on the Training link then click on the Correspondence Study link; or,

b. Go directly to the Correspondence Study Web page at <https://www.academy.jccbi.gov/ama310c>.

Once at the Correspondence Study Web page, use the Online Web-Based System to:

- Register as a student.
- Change/update your personal information.
- Search course information.
- Enroll in any FAA Correspondence Study course.
- Request final exam materials.
- Input end-of-lesson test(s) and final exam answers.
- Check status of your enrollments link.
- Check end-of-lesson test(s) and final exam scores.

33. Center for Management and Executive Leadership (CMEL) . CMEL is located in Palm Coast, Florida halfway between Daytona Beach and St. Augustine. CMEL provides a creative and progressive program of leadership and management training for FAA and other public-sector supervisors, managers, executives, and team leaders. The curriculum is clustered into four focused areas of instruction that relate to skills needed to perform successfully in the managerial role. Offerings in these areas include courses, workshops, and distance learning correspondence courses.

A course catalog is available from ZNY-17 or on the Internet at:

[http://www.faa.gov/about/office org/headquarters offices/arc/programs/academy/cmel/courses/course index.cfm](http://www.faa.gov/about/office_org/headquarters_offices/arc/programs/academy/cmel/courses/course_index.cfm)

a. Center for Management and Executive Leadership training is available in accordance with the NATCA/FAA Agreement, Article 95.

b. All classes are approved or disapproved on the basis of budget, staffing, agency requirements, and employee needs. CMEL provides specialized training, primarily for supervisors and managers, but may be available for all personnel. Attendance is subject to approval by management. CMEL Web training facilitates mandatory training for new FLMs (see paragraph 22).

34. Individual Development Plan (IDP).

a. The primary purpose of an IDP is to help you set up reasonable goals, assess individual strengths, and identify opportunities for personal and professional improvement and growth. The IDP gives the employee and the supervisor an opportunity to discuss objectives and plan those experiences that support these objectives. The employee gets information and feedback so that goals can be set that are reasonably attainable.

b. An Individual Development Plan (IDP) is a "road map" to help you identify where you want to go with your career. It is a written schedule or plan intended to address your career development needs. The IDP is a method of systematically planning training and developmental experiences which will prepare you to improve performance in your current line of work, or prepare you for another line of work, or movement into a position of increased responsibility. IDPs should change from year to year. IDPs may be constructed via the FAA intranet:

https://intranet.faa.gov/ARA/workforce/document_library/Individual%20Development%20Planning.doc

c. Develop via logging into the Department of Transportation's enterprise Learning Management System (eLMS) web site (paragraph 35): <https://elms.dot.gov/learner/login.jsp>
Navigate to the Career tab then the Development sub-menu.

35. Enterprise Management System (eLMS). FLMs are encouraged to utilize eLMS as a training resource.

a. DOT's eLMS is a robust learning management system that keeps track of organizational and personal learning needs and requests. View schedules, classes and other learning events from a calendar or catalog.

b. The eLMS provides a comprehensive map of your learning with the Learning Plan, Competency Profile and Curriculum Status. The eLMS is designed to provide full support for career development.

c. The eLMS is an Internet based system for which employees should use their FAA E-mail address for correspondence. Presently eLMS training is considered as optional and not intended to be or imply required training.

d. Training is approved or disapproved on the basis of budget, staffing, agency requirements and employee needs.

e. ZNY-17 shall update employees' FLM of record in eLMS.

36. Tours.

a. Tours shall be coordinated with the Workforce Development Office. Tours may be made available between 10 a.m. and 2:30 p.m., Monday through Friday, and shall be limited to twelve (12) people or fewer per group.

b. Requests for tours on the weekend will be considered individually and must be coordinated with the watch desk. A ZNY employee will be designated as an escort for the tour group. Before observing any area of the control room, participants must report to the OMIC.

c. Workforce Development shall complete a visitor log prior to the tour, and provide ZNY-1 a copy, and then distribute to the necessary offices and the Watch Desk.

37. Appendices. The appendices to this Order provide the regulatory basis for the ZNY forms and checklists specified. To ensure that only the most accurate forms and checklists are used, updated versions may be used immediately upon posting at the OMIC desk and online library, and shall indicate whether previous editions may be used or are superseded. Questions about this or any aspect of this Order may be directed to the Workforce Development Office at any time.

Appendix A. Facility Training Hours

Appendix B. Proficiency & Refresher Training

Appendix C. ZNY Form 3120-12, ZNY Training Plan & Discussion Worksheet

Appendix D. ZNY Form 3120-5, Promotion Request

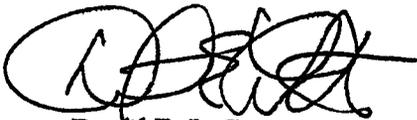
Appendix E. ZNY Form 3120-3, Technical Training Discussion

Appendix F. ZNY Arrival Checklist

Appendix G. ZNY DYSIM Training

Appendix H. ZNY Form 3120-11, OJTI Certification/Evaluation

Appendix I. ZNY Form 3120-21, Mandatory Briefing Item Tracking



David E. LeCates
Air Traffic Manager
New York Center

Appendix A.

FACILITY TRAINING HOURS

FIGURE 1-1

Area A

Sector	Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Sector
ALL	A	80	4	0	
ANY	RA	100	4	4	
ANY	R	120	4	4	
9	RA				R9
	R				R10
10	RA				R10
	R				R9
11	RA				R11
	R				R27
25	RA				R25
	R				R26
26	RA				R26
	R				R27
27	RA				R27
	R				R10

FIGURE 1-2

Area B

Sector	Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Sector
ALL	A	8	2	0	
57	D	40	4	1	D59, 60, 62
59	D	40	4	1	D57, 60, 62
60	D	25	3	1	D57, 59, 62
62	D	25	3	1	D57, 59, 60
64	D	25	3	1	D59, 60, 62
39	RA	120	4	4	R39, RA55
	R	120	4	4	R55
42	RA	100	4	4	R42, RA56
	R	120	4	4	R56
55	RA	120	4	4	R55, RA39
	R	120	4	4	R56
56	RA	120	4	4	R56, RA42
	R	120	4	4	R42
68	RA	140	4	4	R68
	R	140	4	4	R56

FACILITY TRAINING HOURS**FIGURE 1-3****Area C**

Sector	Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Sector
ALL	A	40	4	0	
ANY	RA	100	8	4	
ANY	R	120	8	4	
34	RA				R34, RA49
	R				R49
35	RA				R35, RA36
	R				R36, R34
36	RA				R36, RA35
	R				R35
49	RA				R49, RA34
	R				R34
50	RA				R50, RA51, RA35
	R				R34
51	RA				R51, RA50, RA35
	R				R50/35

FIGURE 1-4**Area D**

Sector	Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Sector
ALL	A	40	4	0	
73	RA	140	4	3	R73, RA75
	R	150	4	3	R75
74	RA	80	4	3	R74, RA92
	R	130	4	3	R92
75	RA	140	4	3	R75, RA73
	R	150	4	3	R73/93
91	RA	100	4	3	R91, RA93
	R	120	4	3	R93
92	RA	80	4	3	R92
	R	130	4	3	R93/91
93	RA	80	4	3	R93, RA91
	R	120	4	8	R91, R92

FACILITY TRAINING HOURS

FIGURE 1-5

Area E

Sector	Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Sector
ALL	A	40	20	1	
ALL	D	100	20	5	
66	RA	120	20	10	R66
	R	180	20	10	
82	RA	40	4	1	R82
	R	80	4	2	R83
83	RA	40	4	1	R83
	R	80	4	2	R82
87	D				D89
88	D				D90
89	D				D87
90	D				D88
ATOP	D	100	20	5	

FIGURE 1-6

Area F

Sector	Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Sector
ALL	A	40	5	1	
65	RA	120	15	2	R65, RA86
	R	120	15	2	R86
SOATL 17	D	90	20	5	GEMINI/MERCURY
GEMINI 18,19	D	90	20	5	SOATL/MERCURY
MERCURY 20,21,22	D	90	20	5	SOATL/GEMINI
80	RA	60	5	2	R80, RA81
	R	80	5	2	R81
81	RA	60	5	2	R81, RA80
	R	80	5	2	R80
86	RA	120	15	2	R86, RA65
	R	120	15	2	R65

FACILITY TRAINING HOURS**FIGURE 1-7****TMU**

Position	Target Hrs.	Minimum Hrs.	OJF Hrs.	Normally Combined At Position
SC	64	40	4	AC
DC	64	40	4	AC, SC
AC	40	24	4	DC, SC
WC	40	24	4	SC
HL	40	24	4	DC, SC
MAC	40	24	4	SC

<p style="text-align: center;">APPENDIX B PROFICIENCY & REFRESHER TRAINING</p>
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New York Center will schedule or conduct annual Proficiency and Refresher Training. This training must include, but is not limited to the following topics:

1. Hijacked Aircraft.
2. Airspace Intruder (Mode C & Non-Mode C).
 - a. Failure to display beacon code.
 - b. Intermittent beacon.
 - c. Mode C Validation.
3. Radio Failures.
4. Emergency.
5. Suspect Aircraft / Airspace Violators.
6. Aircraft Bomb Threat.
7. Transition To/From Non-Radar, During Radar Failure.
8. Equipment Failures.
9. Weather/SIGMETs.
10. Safety Alerts / MSAW
11. Traffic Advisories.
12. Bird Activity.
13. Wake Turbulence Procedures.
14. Similar Call Signs.
15. Aircraft Deicing Operations.
16. Strip Marking.
 - a. Fix Posting.
17. Interphone Format.
18. Point-out Procedures.
19. Radar Alignment Check.
20. Use of Data Blocks.
21. Controller-In-Charge (CIC) (4 hours min.).
22. Enhanced Status Information System (ESIS).
23. National Traffic Management Log (NTML).
24. FAA Order 7110.52 - Suspected Illegal Use of Aircraft.
25. FAA Order 7110.67 - Special Aircraft Operations by Law Enforcement/Military Organizations.
26. FAA Order 1900.47 - ATS Operational Contingency Plan & ACT.
27. JO 7610.4 - Special Military Operations / ESCAT (Emergency Security Control of Air Traffic) Special Use Airspace.
28. 7210.3 - Facility Operation and Administration.
 - a. URET
 - b. RVSM
 - c. Ocean21

Appendix C. TRAINING PLAN
Figure 1. SAMPLE ZNY FORM 3120-12 Front

Issued to: Terry Trainee

Date: 7/4/07

Area: X

Rating(s):

Front Line Manager: T. Manager

The purpose of this document is to outline training goals and objectives. The members of the training team agree to implement these objectives in a positive and timely manner. The training team will meet periodically to discuss your training performance and will revise this training plan as appropriate.

Position(s): RA 01

Stage: III/IV

Proficiency Training:

Course(s): 55054 55055

Target Hours: 120

OJF Hours: 2

Min. Cert Hours: 20

Effective Date: 7/4/07

Primary OJTI: A. Leader

Secondary OJTI: B. Follow

Objectives: 2 hours of OJF will be provided on position(s) RA01. OJT will then commence with a goal of accomplishing four (4) hours training each day. The first five to ten (5-10) hours of OJT will be conducted during light to occasionally moderate traffic volumes. All familiarization and OJT shall be accomplished, to the maximum extent possible, utilizing the primary/secondary OJTI. In the event the primary/secondary OJTIs are not available, then any available OJTI may be used to conduct training.

After reaching the minimum certification hours, and at the training team's discretion, other OJTIs may occasionally be used to help gain exposure to various control techniques. On a monthly basis, a Performance skill check shall be accomplished and the training team may meet to discuss training progress as well as identify any potential problem areas that require resolution.

<u>Terry Trainee</u>	<u>7/04/07</u>	<u>T. Manager</u>	<u>7/04/07</u>
Employee	Date	Front Line Manager	Date
<u>A. Leader</u> <u>AL</u>	<u>7/04/07</u>	<u>B. Follow</u> <u>BF</u>	<u>7/04/07</u>
Primary OJTI/Operating Initials	Date	Secondary OJTI / Operating Initials	Date
<u>O.M. Area X</u>	<u>7/04/07</u>	<u>N.Y. Seventeen</u>	<u>7/05/07</u>
Operations Manager	Date	Training Administrator ZNY-17	Date

Appendix C. TRAINING PLAN
Figure 2. SAMPLE ZNY FORM 3120-12
Back

ZNY TRAINING PLAN DISCUSSION CHECKLIST

This checklist is intended to facilitate discussion on an individual's training plan. Members of the training team shall participate in the discussion. As a minimum, discuss the topics listed below. After the training team has completed the required discussion, forward a copy of the completed training plan to ZNY-17 for entry into employee's FAA Form 3120-1, please **include the date of the discussion. The forwarded copy will be placed in the employee's bulk training file and a copy should be kept for your records.**

- Introduce developmental to primary and secondary instructors.

- Review FAA Order 3120.4, Air Traffic Technical Training, sections concerned with:
 - Training Team Responsibilities
 - OJT-I Responsibilities
 - Developmental Responsibilities
 - OJT and Certification Process
 - Supervisor Responsibilities

- Review ZNY Order 3120.4, New York Center Training Order, sections concerned with:
 - Target Hours
 - Certification Process

- Is OJF required/needed?

- Review SISO procedures.

- Review FAA Form 3120-25 and associated documentation.
 - Appendix 2, FAA Order 3120.4
 - Problem areas; i.e., check one box, block 12 references, last name first, etc.

- Review target dates for:
 - Classroom assignments (see ZNY-17 for dates)
 - Stage II, III and IV completion.

- Review requirements for initialing and /or signing of FAA Form 3120-1.

- Individual and Area specific needs; i.e., shift adjustments, RDO adjustments, AVL needs.

ZNY FORM 3120-12 (REVISED 5/07) SUPERSEDES PREVIOUS EDITION

APPENDIX D. PROMOTION REQUEST (Sample)

ZNY Area D (Name and Operating Initials) Terry Trainee (TT)

(CIRCLE ONE) ---

Developmental

OR CPC-In-Training

Position Certified on RA73 Date of Certification 7 / 05 / 2007

(CIRCLE or HIGHLIGHT CORRECT PERCENTAGE NOW ATTAINED)

	DEV 2(All A-sides) + 50% of Total = Area E ▶ 5 Positions Areas A, C, D, & F ▶ 6 Positions Area B ▶ 7 Positions
DEV 3 (All A-sides) + 75% of Total = Area E ▶ 8 Positions Areas A, C, D, & F ▶ 9 Positions Area B ▶ 11 Positions	CPC = 100%

***** CHECKMARKS SHOW ALL POSITIONS CERTIFIED ON *****

AREA A	✓	AREA B	✓	AREA C	✓	AREA D	✓	AREA E	✓	AREA F	✓
1. R/A 9		1. D 57		1. R/A 34		1. R/A 73	✓	1. D 87		1. Gemini	
2. R 9		2. D 59		2. R 34		2. R 73		2. D 88		2. Mercury	
3. R/A 10		3. D 60		3. R/A 35		3. R/A 74	✓	3. D 89		3. S. Atlantic	
4. R 10		4. D 61		4. R 35		4. R 74		4. D 90		4. R/A 65	
5. R/A 11		5. D 64		5. R/A 36		5. R/A 75	✓	5. R/A 66		5. R 65	
6. R 11		6. R/A 39		6. R 36		6. R 75		6. R 66		6. R/A 80	
7. R/A 25		7. R 39		7. R/A 49		7. R/A 91		7. R/A 82		7. R 80	
8. R 25		8. R/A 42		8. R 49		8. R 91		8. R 82		8. R/A 81	
9. R/A 26		9. R 42		9. R/A 50		9. R/A 92		9. R/A 83		9. R 81	
10. R 26		10. R/A 55		10. R 50		10. R 92		10. R 83		10. R/A 86	
11. R/A 27		11. R 55		11. R/A 51		11. R/A 93				11. R 86	
12. R 27		12. R/A 56		12. R 51		12. R 93					
		13. R/A 68									
		14. R/A 68									

ATCS Terry Trainee has completed certification on 25 % of all positions within Area

of Specialization and is eligible for promotion to DE 1 2 3
(Circle One)

Front line Manager (signature) T. Manager Date: 7/05/07

Verified by ZNY-17 _____ Date: _____

ATCS Terry Trainee has completed certification on 100% of all positions within Area of Specialization and is eligible for promotion to CPC.

Front Line Manager (signature) T. Manager Date: 7/05/07

Verified by ZNY-17 N.Y. Seventeen Date: 7/05/07

Instructions:

1. Keep a running record on each individual.
2. Complete and sign each section as appropriate.
3. Send to ZNY-17 for each request.
4. Copy of this is to be sent to the Area Operations

**Appendix E. TECHNICAL TRAINING DISCUSSION (TTD)
Figure 1. SAMPLE ZNY FORM 3120-3 FRONT**

<p>REASON:</p> <p><input checked="" type="checkbox"/> 6 Month <input type="checkbox"/> Interim <input type="checkbox"/> OE/OD# ↓ </p> <p><input type="checkbox"/> Decertification <input type="checkbox"/> Other</p>	<p>REVIEWED BY: (Please use operating initials)</p> <p>Area Manager: <u>OM</u></p> <p>ZNY-17: <u>TA</u> ZNY-505: <u>QA</u></p> <p>Entered into TRAX: <u>JD</u></p>
<p>TECHNICAL TRAINING DISCUSSION</p>	
<p>To provide for the continuous enhancement of technical proficiency and correction of any performance deficiencies in the air traffic workforce, individualized training requirements for technical performance must be identified and accomplished. Technical Training Discussions (TTD's) are intended to provide formal feedback from first level supervisors regarding an employee's proficiency and to develop plans to enhance their development as appropriate.</p> <p>Think of the TTD as a means of addressing not only performance deficiencies, but a means of addressing performance improvement as well. Indirect methods may include remote monitoring, tape talk reviews, Falcon program and the Systematic Air Traffic Operational Research Initiative (SATORI).</p> <p><small>Example: Technical areas that could be addressed include. Phraseology, Interphone Usage, Emergency Handling, Impact of Actions, Coordination, Sequencing, Speed Control, Position Relief Briefings, and Proper Point Out Procedures.</small></p>	
<p>Employee Name: <u>Terry Trainee</u> Date of TTD: <u>7/4/2007</u></p> <p>Employee Operating Init: <u>TT</u> Date of Last TTD: <u>1/5/2006</u></p> <p>Supervisor: <u>Sam Supervisor</u> Area of Specialization: <u>X</u></p>	
<p><u>THE TTD SHALL INCLUDE THE FOLLOWING</u></p>	
<p>EACH BOX MUST BE DISCUSSED OR INDICATE N/A</p>	<p><input type="checkbox"/> A review of any OE/OD the employee may have been involved in since last TTD. (If applicable, a discussion of the OE/OD must take place. Indicate any training accomplished in the comment section on the reverse side of this form. Indicate N/A in the box if NONE.)</p> <p style="margin-left: 40px;"><input type="checkbox"/> This Discussion is being conducted as a result of OE/OD</p> <p><input type="checkbox"/> A review of any QAR(s) the employee may have been involved in since the last TTD. (If applicable, a discussion of the QAR must take place. Indicate any training accomplished in the comment section on the reverse side of this form. Indicate N/A in the box if NONE.)</p> <p><input checked="" type="checkbox"/> A discussion of facility OE/OD trends and facility evaluation information. (Information on the OE/OD trends and the facility evaluation can be found on the QA Library under TRENDS and EVALS.)</p> <p><input checked="" type="checkbox"/> Skill enhancement resources. (CBIs, Correspondence courses, FAAOs, etc.)</p>
<p><u>CHECK WHICHEVER BOXES BELOW THAT APPLY. MORE THAN ONE BOX MAY BE CHECKED</u></p>	
<p><input type="checkbox"/> Exemplary performance issues are detailed in the comments section on the reverse side of this form.</p> <p><input checked="" type="checkbox"/> No technical performance issues were identified during this period.</p> <p><input type="checkbox"/> Skill Enhancement assigned due to the TECHNICAL performance issues identified in the comments section. (Document skill enhancement training that has been accomplished and/or will be conducted to address technical performance)</p>	
<p><small>NOTE. Technical performance issues consist of areas of technical performance that might benefit from training. These issues are not necessarily areas of deficiency. An employee may demonstrate overall acceptable technical performance, but might benefit from technical training in a particular skill or task. List any comments below</small></p>	
<p><input type="checkbox"/> Remedial Training assigned due to the TECHNICAL performance deficiency(ies) identified in the comments section. (Document remedial training that has been accomplished and/or will be conducted to address technical performance deficiency(ies). Include any training associated with a return to duty plan following an OE/OD.)</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Remedial Training as a result of OE/OD Decertified? NO <input type="checkbox"/> YES <input type="checkbox"/> List Position(s) or ALL for Area ↓ </p>	
<p><input checked="" type="checkbox"/> Training form 3120-25/32/36 attached</p> <p><input type="checkbox"/> Training Plan Attached</p> <p><input type="checkbox"/> Comments on the back of this form</p>	
<p>ZNY Form 3120-3 (Revised 7/2007) Supersedes Previous Edition</p>	

Appendix E. TECHNICAL TRAINING DISCUSSION (TTD)
Figure 2. SAMPLE ZNY FORM 3120-3 Back

FLM COMMENTS:			
EMPLOYEE COMMENTS:			
Employee Signature	Date	Front Line Manager Signature	Date
ZNY Form 3120-3 (Revised 7/2007) Supersedes Previous Edition			

APPENDIX F. ZNY ARRIVAL CHECKLIST

NAME: Terry Trainee

PRE-ARRIVAL ACTION ITEMS:

- 1. PICKUP DATE/ and ON DUTY DATE IF DIFFERENT _____
- 2. REVIEW LESSON PLANS AND HANDOUTS _____
- 3. MAIL PRE-ARRIVAL TRAINING PACKAGE (Time Permitting) _____
- 4. PREPARE: _____
- A. TRAINING FOLDER OF HANDOUTS _____
- B. DAILY OJT FILE _____
- C. 1 YEAR RETENTION DESTROY FILE _____
- D. 3120-1, TTD, & NONOP/CERTIFICATE FOLDERS _____
- E. DEVELOPMENTAL TRAINING FOLDER FOR OS _____
- F. OTHER _____

FACILITY CHECK-IN

1. INTRODUCTIONS and BRIEFINGS

- A. MANAGER'S BRIEFING (date completed)** _____
- B. PMS BRIEFING (date completed)** _____
 - 1. ASSIGN OPERATING INITIALS _____
 - 2. EMERGENCY LOCATOR CARD _____
 - 3. PAY AND DIFFERENTIAL _____
 - 4. START COLA (IF APPLICABLE) _____
 - 5. W2 CHANGE _____
 - 7. PERSONNEL RATINGS _____
 - 8. PHYSICALS _____
 - 9. EMPLOYEE ASSISTANCE _____
 - 10. PERSONNEL MOVES _____
 - 11. CONDUCT AND DISCIPLINE _____
 - 12. SEXUAL HARASSMENT & DIVERSITY _____
 - 13. CAREER OPPORTUNITIES _____
 - 14. EMPLOYEE BENEFITS _____

C. ADMINISTRATIVE OFFICER (date completed) _____

- 1. TRAVEL VOUCHERS _____
- 2. TRAVEL ORDERS _____
- 3. GOVERNMENT PROPERTY _____
- 4. SUPPLIES _____
- 5. BUDGET _____
- 6. CRU SUPPORT _____

D. TRAINING MANAGER (date completed) _____

- 1. TIME AND ATTENDANCE
- 2. FAMILIARIZATION TRAINING
- 3. TRAINING OPPORTUNITIES
- 4. CONTINGENCY PLAN
 - Evacuation
 - Fire Drill
 - OSHA
- 5. PASS/FAIL STANDARD AND REQUIREMENT
- 6. FAPM 330-1 COPY AND OBTAIN SIGNATURE
- 7. POLICIES: Leave, Breaks, Smoking

E. TRAINING CONTRACTOR (date completed) _____

- 1. SIGN ON LOG (ZNY 7230-4.1)
- 2. WORK SCHEDULES
- 3. HOURS OF DUTY AND DAYS OFF
- 4. FOUR STAGE TRAINING PROGRAM
- 5. FACILITY TOUR
- 6. COMPLETES STUDENT INDOCTRINATION

F. AT SECURITY COORDINATOR (date completed) _____

- 1. FACILITY SECURITY RESPONSIBILITIES
- 2. IDENTIFICATION ACCESS CARDS
- 3. KEYS
- 4. HEADSET

G. AUTOMATION (date completed) _____

- 1. DATA BASE INCLUSION
- 2. NOVELL AND NT LOG-ON ACCOUNT
- 3. LOTUS NOTES ACCOUNT

H. NATCA BRIEFING (if applicable) (date completed) _____

- 1. NATCA AGREEMENT
- 2. SENIORITY
- 3. RDO AND LEAVE SELECTION
- 4. OVERTIME

2. TRAINING OVERVIEW (date completed) _____

- 1. QUALIFICATION TRAINING
 - (a) Classroom
 - (b) LAB/DYSIM

- (c) OJT Minimums/Target (Appendix 2 & 3)
- (d) Training Teams
- (e) Certification and current ATC pay bands

A. PROFICIENCY TRAINING (Refresher)

- (a) R&I
- (b) Verbal
- (c) CBI
- (d) Demonstration/ Hands On

B. AGENCY TRAINING

- (a) In Facility
- (b) Out of Facility/CMEL/OKC/Other

C. Training Folder signatures

D. REVIEW TRAINING FOLDER: (date completed) _____

- 1. SIGNATURES
- 2. CURRENT CIC CBI 57057
- 3. CIC 55072 Classroom Lsns 1-17
- 4. CIC OJT 55072 (2 hrs minimum required)
- 5. CURRENT OJTI 55049
- 6. OJTI AREA Certification
- 7. RECEIVED CURRENT GENOT BRIEFINGS
- 8. PROFICIENCY TRAINING
- 9. DATE OF LAST TTD

E. REVIEW FACILITY RECORDS (date completed) _____

- 1. TRAX ENTRIES
- 2. INFORMATION DIRECTORY
- 3. TEAM ASSIGNMENT

3. CERTIFICATION PREPARATION (date completed) _____

A. TRAX ENTRIES: (COURSE #, TITLE, TYPE (CLASSROOM (courses), LAB (courses), OJT (position), ADD. HRS (position), AUTHORIZED HOURS.

*CBIs assigned as part of classroom training are not entered into TRAX. Exception is as qualification training. I.e CBI prerequisite for CIC, TMU course 50115 for TMU cert, 55049 for OJTI qualification.

B. TRAINING FOLDER SIGNATURES

C. TRAINING TEAM ASSIGNMENT

D. SECTORS and AREA CERTIFICATION

E. INITIAL FACILITY OJTI

F. INITIAL FACILITY CIC

APPENDIX G. ZNY DYSIM TRAINING

Radar Associate DYSIM Training

Ten (10) Familiarization Simulations
Ten (10) Graded Instructional at 75% Complexity
One (1) Evaluation (pass/fail)** at 75%
Fifteen (15) Graded Instructional at 90% Complexity
One (1) Evaluation (pass/fail)** at 90%
Twenty (20) Graded Instructional at 100% Complexity
One (1) Evaluation (pass/fail)** at 100%

Radar DYSIM Training

Ten (10) Familiarization Simulations
Ten (10) Graded Instructional at 75% Complexity
One (1) Evaluation (pass/fail)** at 75%
Fifteen (15) Graded Instructional at 90% Complexity
One (1) Evaluation (pass/fail)** at 90%
Twenty (20) Graded Instructional at 100% Complexity
One (1) Evaluation (pass/fail)** at 100%

** If the developmental does not meet the requirements for successful completion of the evaluation scenario, the TA may authorize up to 2 additional skill enhancement training scenarios. Skill enhancement training shall be followed by a re-evaluation scenario at the same complexity.

Appendix H. Training Documentation
Figure 1. Sample Of OJT Instructor Certification/Evaluation,
ZNY FORM 3120-11

OJT INSTRUCTOR CERTIFICATION/EVALUATION FORM			
NAME: Davey Jones		DATE: 3/15/2000	
AREA/TEAM: 5D		THIS REPORT IS A/AN:	
CHECK ONE <input checked="" type="checkbox"/> INITIAL 30 DAY EVALUATION <input type="checkbox"/> 30 DAY EVALUATION AFTER RESUMPTION OF OJTI DUTIES* <input type="checkbox"/> RECERTIFICATION		ROUTING: CHECK BOX AND FORWARD <input checked="" type="checkbox"/> OPS MANAGER <input checked="" type="checkbox"/> ZNY-17C <input checked="" type="checkbox"/> ZNY-17	
OJT DUTIES STATE <input type="checkbox"/> IN CHARGE <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> EVALUATOR			
COMPLETE THIS SECTION FOR INITIAL CERTIFICATION AND RECERTIFICATION			
I CERTIFY THAT THIS EMPLOYEE MEETS THE QUALIFICATION REQUIREMENTS TO PERFORM OJT-I DUTIES ON THE <u>FOLLOWING POSITIONS (LIST):</u> <p align="center" style="margin-left: 100px;">RA93</p>			
SIGNATURE OF SUPERVISOR <u><i>Swell Supervisor</i></u>		DATE <u>3/15/1998</u>	
COMPLETE THIS SECTION FOR EVALUATION			
(Observe while performing OJT-I duties.)			
Position on which developmental receiving OJT		RA93	
1. Reviewed developmental's training history.	Satisfactory	Needs Improvement	Unsatisfactory
2. OJT pre-brief accomplished.	X		
3. Attentiveness during OJT session.	X		
4. Instruction methods - objectivity, human relation skills, etc.	X		
5. Feedback was timely and constructive.	X		
6. Identified strengths, positive reinforcement.	X		
7. Suggestions to improve provided.	X		
8. Completed FAA Form 3120-25 correctly.	X		
9. Discussed session with developmental.	X		
NOTE: A check in the Unsatisfactory column disqualifies the employee from OJT-I duties until the employee recertifies. Comments shall indicate actions required to recertify.			
Comments:			
OJTI Signature <u><i>Benny Best</i></u>		Date: <u>3/15/1998</u>	
OS Signature <u><i>Swell Supervisor</i></u>		Date: <u>3/15/1998</u>	
NOTE* If the last evaluation has exceeded 6 months, an evaluation shall be conducted within 30 days upon resumption of OJTI duties (FAA Order 3120.4 3-3 para c).			
ZNY FORM 3120-11 (REVISED 8/07) SUPERSEDES PREVIOUS EDITION			

