

**INSTRUCTIONS FOR COMPLETING NCP COORDINATOR  
AND  
CM POINTS OF CONTACT INFORMATION**

**Purpose:** The purpose of this form is to collect pertinent contact and coordinator information that will assist in the facilitation and management of CM in the ATO. Since the inception and implementation of the ATO, many of the individuals providing CM activities have moved to new organizations, and are not clear if the responsibilities associated with NCP review and coordination remain with them in their current position/location. It is imperative that all CCBs know where and to whom to send case file/NCPs for prescreening and must evaluation. Compilation of an updated list of NCP Coordinators, CM points of contact, prescreeners, and must evaluators is critical to sustaining effective NAS CM and NCP processes.

This exercise will support Operations Planning CM in ensuring that all proposed changes to the NAS are accounted for, assigned to the appropriate organization, and reviewed appropriately.

***Responses are due by April 23, 2004 and are to be submitted to Faye Jordan, Manager, Operations Planning CM.***

An example of the requested information has been provided. Please proceed to the page below for your respective organization and provide the following information for En Route & Oceanic, Flight Services, System Operations, Technical Operations, and Terminal:

**Name** – enter the name of the individual performing the task of NCP Coordination and CM Point of Contact, and/or must evaluators within your organization. You may possibly have numerous individuals in each category. Please identify all NCP Coordinators, CM points of contact, prescreeners, and must evaluators within your organization.

**Must Evaluator Org Code** – enter the code that represents the official responding organization (new ATO identifier).

**Must Evaluation Review Perspective** – enter description of functional area of NCP review for your organization.

**Prescreening Perspective** – enter description of functional area for case file prescreening as appropriate.

**Primary CM Functional Area** – Identify individual responsible for over-all CM activities, i.e., Configuration Management Officers and Configuration Management Points of Contact.

**E-mail address** – enter the e-mail address of the person performing the respective task.

**Telephone #** – enter the individuals direct telephone number.

**SYSTEM OPERATIONS NCP COORDINATORS AND CM POINTS OF CONTACT**

<i>NCP COORDINATOR (S)</i>	<i>MUST EVALUATOR ORG CODE</i>	<i>MUST EVALUATION or PRESCREENING REVIEW PERSPECTIVE</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>
<i>CM POINTS OF CONTACT</i>	<i>ORG CODE</i>	<i>PRIMARY CM FUNCTIONAL AREA</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>

**TERMINAL NCP COORDINATORS AND CM POINTS OF CONTACT**

<i>NCP COORDINATOR (S)</i>	<i>MUST EVALUATOR ORG CODE</i>	<i>MUST EVALUATION or PRESCREENING REVIEW PERSPECTIVE</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>
<i>CM POINTS OF CONTACT</i>	<i>ORG CODE</i>	<i>PRIMARY CM FUNCTIONAL AREA</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>

**EN ROUTE & OCEANIC NCP COORDINATORS AND CM POINTS OF CONTACT**

<i>NCP COORDINATOR (S)</i>	<i>MUST EVALUATOR ORG CODE</i>	<i>MUST EVALUATION or PRESCREENING REVIEW PERSPECTIVE</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>
<i>CM POINTS OF CONTACT</i>	<i>ORG CODE</i>	<i>PRIMARY CM FUNCTIONAL AREA</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>

**FLIGHT SERVICES NCP COORDINATORS AND CM POINTS OF CONTACT**

<i>NCP COORDINATOR (S)</i>	<i>MUST EVALUATOR ORG CODE</i>	<i>MUST EVALUATION or PRESCREENING REVIEW PERSPECTIVE</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>
<i>CM POINTS OF CONTACT</i>	<i>ORG CODE</i>	<i>PRIMARY CM FUNCTIONAL AREA</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>

**TECHNICAL OPERATIONS NCP COORDINATORS AND CM POINTS OF CONTACT**

<i>NCP COORDINATOR (S)</i>	<i>MUST EVALUATOR ORG CODE</i>	<i>MUST EVALUATION or PRESCREENING REVIEW PERSPECTIVE</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>
<i>CM POINTS OF CONTACT</i>	<i>ORG CODE</i>	<i>PRIMARY CM FUNCTIONAL AREA</i>	<i>E-MAIL</i>	<i>TELEPHONE</i>

EXAMPLE

<b>TERMINAL NCP COORDINATORS AND CM POINTS OF CONTACT</b>				
<i><b>NCP COORDINATOR (S)</b></i>	<i><b>MUST EVALUATOR ORG CODE</b></i>	<i><b>MUST EVALUATION or PRESCREENING REVIEW PERSPECTIVE</b></i>	<i><b>E-MAIL</b></i>	<i><b>TELEPHONE</b></i>
Scott Schlegel	ATB	Terminal CIs/Systems	*****	*****
<i><b>CM POINTS OF CONTACT</b></i>	<i><b>ORG CODE</b></i>	<i><b>PRIMARY CM FUNCTIONAL AREA</b></i>	<i><b>E-MAIL</b></i>	<i><b>TELEPHONE</b></i>
Scott Schlegel	ATB-400	Terminal Surveillance, Exec Secretary	*****	*****
Ted Page	ATB-200	Terminal Automation, CMO	*****	*****
Denise Glass	ATB-300	Terminal Facilities	*****	*****