

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N JC 7210.677

Central Service Area Policy

Effective Date:
June 1, 2010

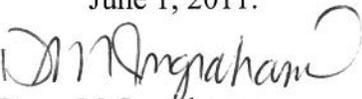
Cancellation Date:
June 1, 2011

SUBJ: Terminal Position Relief Overlap

- 1. Purpose.** To ensure when position relief occurs, the controller being relieved stays engaged for a period of time to verify that all pertinent information has been transferred and that all conflicts have been resolved.
- 2. Audience.** This notice applies to all Central Terminal Service Area facilities.
- 3. Where can I find this Notice?** This notice is available on the following website: MyFAA Employee site at https://employees.faa.gov/tools_resources/orders_notices/.

This guidance supplements Order 7210.56, Air Traffic Quality Assurance, Chapter 2, Quality Assurance (QA) Programs. Each facility shall initiate the following procedures.

- a. After giving the required position relief briefing, the controller being relieved shall remain plugged in for a minimum of two minutes with the relieving controller to make sure all pertinent information and traffic situations are communicated and understood.
- b. This overlap requirement may be waived by the supervisor/controller-in-charge (S/CIC) if the situation warrants. If the requirement is waived and an operational error/deviation occurs, the person waiving the requirement could be found responsible for the incident.
- c. This requirement will remain in place through June 1, 2011, and may be extended.
- d. Random audits on the Position Overlap Program will be performed by the Central Service Area (CSA), Quality Control Group, results will be shared with Terminal Director/District Manager/Air Traffic Manager.
- e. The requirements set forth in this notice shall be incorporated in a facility directive prior to June 1, 2011.


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Acting Director of Terminal Operations
Central Service Area