

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JC 7210.779

Central Service Area Policy

Effective Date:
June 1, 2011

Cancellation Date:
June 1, 2012

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 and the JO 7210.3W, Facility Operation and Administration, Chapter 2, Section 2, Responsibilities and the JO7110.65, Air Traffic Control, Appendix D, Standard Operating Practice (SOP) for the Transfer of Position Responsibility. **Each facility shall initiate the following procedures.**

- a. Upon completion of 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. The controller relieved shall make a statement and/or otherwise indicate to the relieving controller that the time overlap is complete.
- 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, 2012, and may be extended.

Distribution: All Central Service Area Terminal Facilities, Quality Control Group

Initiated By:
AJT-C

- d. Facilities will conduct random audits to ensure that the 2 minute overlap procedures are adhered to. These audits are subject to review by the Quality Control Group, (QCG) and shared with the 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 30, 2012.



Paul J. Sheridan
Director of Terminal Operations
Central Service Area