

# NOTICE

**U.S. DEPARTMENT OF TRANSPORTATION**  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

**N JO 7210.902**

**Effective Date:**  
July 31, 2017

**Cancellation Date:**  
October 12, 2017

**SUBJ:** Duty Familiarization and the Transfer of Position Responsibility

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- 1. Purpose of This Notice.** This notice amends paragraph 2-2-4, Duty Familiarization and the Transfer of Position Responsibility, in Federal Aviation Administration (FAA) Order JO 7210.3, Facility Operation and Administration.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, Mission Support, and System Operations; and all associated terminal air traffic control facilities.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
- 4. Explanation of Policy Change.** This change amends FAA Order JO 7210.3, paragraph 2-2-4, to require a pre-duty weather briefing for Air Traffic Control Specialists, Front-Line Managers, and Operations Manager personnel at air traffic control facilities to mitigate weather-related accidents or incidents while raising situational awareness among pilots and controllers. This does not eliminate the responsibility to get complete position relief briefings (including weather) when assuming a control position.
- 5. Procedures/Responsibilities/Action.** Amend FAA Order JO 7210.3, paragraph 2-2-4, to read as follows:

**2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY**

Title through 2-2-4a, no change

- b. All operational personnel, prior to working their first control position of their duty day, must view and listen to the recorded Center Weather Service Unit (CWSU) briefing, when available.
  1. ATMs must designate, through a facility directive, the procedures to have CWSU recorded weather briefings available for viewing and listening by operational personnel.
  2. Viewing this briefing does not eliminate the responsibility to get a complete position relief briefing (including weather) when assuming a control position.

Paragraphs b through e are re-lettered as c through f.

**6. Distribution.** This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, and System Operations, and Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

**7. Background.** "Take A Stand For Safety" is a joint campaign between the ATO and NATCA leadership to address emerging trends and hot topics related to safety. The first area of focus is on weather.

Weather awareness saves lives, and controllers are the critical link. We know a pilot's equipment alone cannot provide the full weather picture.

This is such an important safety issue that the FAA and NATCA have made weather awareness a joint priority and are placing an emphasis on weather dissemination.

Original signed by Heather Hemdal

Heather Hemdal  
Director, Air Traffic Procedures  
Mission Support Services

5-23-2017

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Date Signed