



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

**ORDER  
NUMBER  
JO 1110.90K**

Effective Date:  
09/26/2022

**SUBJ:** Air Traffic Supervisors' Committee (SUPCOM)

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- 1. Purpose of This Order.** This order establishes and defines guidelines for the organization, operation, and function of an Air Traffic Supervisors' Committee (SUPCOM), to maintain open communication with all levels of Air Traffic Organization (ATO) management.
- 2. Audience.** This order affects all ATO Air Traffic Managers and supervisors.
- 3. Where Can I Find This Order?** Find this order at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).
- 4. What This Order Cancels.** This order cancels Order 1110.90J, dated January 14, 2020.
- 5. Explanation of Policy Changes.** This revision includes the following changes:
  - a. Removes references to Deputy Service Area Officer,
  - b. Adds Management Development Plan Portal/Management Development Plan Portal/Management Development Plan, Air Traffic Supervisor Onboarding Memorandum in Appendix E.
  - c. Changes the Operations Supervisors Workshop (OSW) Focal position assignment from 2 years to 3 years.
  - d. Adds guidance on the approval for credit hours while conducting SUPCOM duties.
  - e. Changes to allow Deputy District Chair positions and above to meet the eligibility requirements for nominations and voting. This change also allows Focals, with the exception of the Administrative Focals, to also meet the eligibility requirements for nominations and voting.
- 6. Background.** SUPCOM is removing the position of Deputy Service Area Officer to become aligned with the reorganized Air Traffic Services (AJT) structure. At the direction of ATO Leadership, nomination and voting requirements have been expanded to include District Chairs, Deputy District Chairs, and Focals (with the exception of the Administrative Focals who serve as elections officials). In an effort to provide more continuity, the OSW Focal position is being extended from 2 years to 3 years. Guidance was added on the approval of credit hours while performing SUPCOM duties. In conjunction with Employee Development, Safety and Technical Training, and AJT, SUPCOM has been working on improving personal development for FAA Operations Supervisors (OS). This effort looks to meet current requirements, create consistency, and improve the culture through self-assessment and

professional development. A Policy Memorandum relating to the Management Development Plan Portal and the Air Traffic Supervisor Onboarding Program for New Supervisors has been added to Appendix E.

## 7. Responsibilities.

- a. **General.** The establishment of SUPCOM mirrors the ATO's organizational structure. This includes area, facility, district, service area, and national levels, and consists of operations supervisors in air traffic operations, traffic management, command center, flight service, and flight data.
- b. **Participation.** ATO management will include SUPCOM in decision-making processes for achieving FAA/ATO goals and objectives.
- c. **Resources.** ATO service units will equally share funding for national SUPCOM activities. Corresponding ATO stakeholders will provide administrative time and other resources necessary for SUPCOM leaders to carry out their responsibilities. Operational and related responsibilities are a supervisor's first priority. SUPCOM responsibilities are considered high priority and require efforts at all levels to provide the resources necessary to allow SUPCOM leaders to comply with the requirements of this order.
- d. **Variances.** On occasion, situations may occur that prevent filling vacancies in accordance with the provisions of this order. The National SUPCOM Chair and the corresponding level of ATO management have approval authority when a variance from this order is required to fill these vacancies. This approval remains in effect until SUPCOM and the corresponding level of management agree to revert to the organizational structure set forth in this order, or until the end of the elected term, whichever occurs first.

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Timothy L. Arel  
Chief Operating Officer (A)  
Air Traffic Organization

September 26, 2022

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Date Signed

## **Appendix A. Terms and Definitions**

**National Chair:** The SUPCOM Officer who serves as the national lead for SUPCOM.

**National Officers Group:** The SUPCOM group that consists of the National Chair and Officers. It consists of two National Deputy Chairs, two Service Area Officers from each service area, one Officer from the Air Traffic Control Systems Command Center (ATCSCC), and one Officer from Flight Services.

**Officer:** A SUPCOM leader who serves on the National Officers Group.

**Chair:** A SUPCOM leader who serves in an elected or appointed position, other than the National Officers Group.

**Focal:** A SUPCOM member who serves as lead for operational safety initiatives, programs, and/or SUPCOM activities. The focal is appointed by the National Chair and may serve on the National Officers Group at the discretion of the National Chair.

**Operations Supervisors' Workshop for Operations Supervisors (OSW):** A workshop for Operations Supervisors, designed and facilitated by Operations Supervisors, that improves supervisory and leadership skills.

**OSW Oversight Group (OSWOG):** A group assembled to manage and deliver the OSW to field supervisors. The group consists of field supervisors who serve as workshop facilitators, and support personnel from Headquarters.

**OSW Focal:** An appointed SUPCOM member who serves as lead for the OSWOG.

**Appendix B. Roles and Responsibilities****National Chair:**

1. Serve as the national focal on issues of concern and interest to operations supervisors.
2. At least monthly, provide input and serve as a resource to the Deputy Chief Operating Officer of the ATO on matters of operational consequence. Liaise with the ATO Officers Group.
3. Liaise with various ATO Headquarter offices relevant to SUPCOM priorities and activities. Plan for and chair the annual National SUPCOM meeting.
4. Plan for and chair a bi-annual National Officers Group meeting to review organizational goals, objectives, priorities, and activities.
5. Liaise with Technical Operations SUPCOM on matters of mutual concern or interest.
6. Provide the Deputy Chief Operating Officer a budget request to finance the National SUPCOM requirements and initiatives.
7. Manage the national SUPCOM budget.
8. Attend service area meetings to provide continuity, counsel, and support.
9. Participate in service area telcons in support of the Service Area Officer.
10. Attend various SUPCOM meetings to provide support for local efforts.
11. Appoint members to serve on the OSWOG.
12. Appoint the OSW Focal.
13. Appoint SUPCOM members as necessary as focals to address needs of the organization.
14. Appoint Deputy District Chairs.

**Deputy National Chair:**

1. Serve as the national focal on items of interest and in support of the National Chair.
2. At least monthly, provide input and serve as a resource to their respective Vice President and/or their staff on matters of operational consequence.
3. Attend service area meetings to provide continuity and counsel.
4. Participate in service area telcons in support of the Service Area Officer.
5. Attend meetings called by the National Chair.
6. Assist the National Chair in fulfilling their duties.
7. Coordinate with the National Officers Group on concerns of national significance.

**Service Area Officer:**

1. Serve as the service area focal on items of interest that pertain exclusively to their service area.
2. At least monthly, provides input and serve as a resource to their respective Director and/or their staff on matters of operational consequence.
3. Plan for and chair service area telcons.
4. Provides the National Chair with a budget request to finance the SUPCOM requirements for their service area.
5. Attends meetings called by the National Chair/Deputy National Chair.
6. Coordinates with the National Officers Group on concerns of national significance.+

**District Chair:**

1. Serve as the District focal on items of interest that pertain exclusively to the facilities within their District.
2. At least monthly, provide input and serve as a resource to the General Manager/ District Manager of Operations on matters of operational consequence.
3. Participate in service area telcons.
4. In coordination with the General Manager, plan for and chair a District meeting/telcon on a quarterly basis or asneeded.
5. At least quarterly meet face-to-face with the General Manager

6. Attend meetings called by the National Officers Group.
7. Coordinate with the Service Area Officer on concerns of National, Service Area, or District significance.
8. Canvass and/or visit areas/facilities in their area of jurisdiction on a periodic basis.
9. Communicate with Facility Chairs in their area of jurisdiction.
10. Assist the Service Area Officer in fulfilling their duties.

**Deputy District Chair:**

1. Assist District Chair on items of interest that pertain exclusively to their district.
2. Participate in Service Area telcons.
3. Assist District Chair in communication with Facility Chairs
4. Participate/Assist the District Chair with quarterly District telcons/meetings.

**Facility Chair:**

1. Serve as the Facility focal on items of interest that pertain exclusively to their facility.
2. At least monthly, provide input and serve as a resource to the Operations/Facility Manager on matters of operational consequence.
3. Attend/participate in facility/district meetings/telcons.
4. Canvass supervisors in their area of jurisdiction on a periodic basis.
5. Communicate information to supervisors in their area of jurisdiction.
6. Assist the District and Deputy District Chair in fulfilling their duties.

**Area Chair:**

1. Serve as the Facility Focal on items of interest that pertain exclusively to their operational area.
2. At least monthly, provide input and serve as a resource to the Facility Chair on matters of operational consequence.
3. Attend/participate in facility/district meetings/telcons.
4. Canvass supervisors in their area of jurisdiction on a periodic basis.
5. Communicate information to supervisors in their area of jurisdiction

6. Assist the Facility Chair in fulfilling their duties.

**NOTE:** In nonstand-alone Terminal facilities with more than one Operations Manager, and as deemed beneficial to the facility, Facility Chairs may allow one SUPCOM member to serve as a focal on items that pertain exclusively to each Operations Manager. If utilized, the term "Team Chair" identifies this member.

**System Operations Officer:**

1. Serve as the System Operations focal on items of interest that pertain exclusively to the Air Traffic Control System Command Center(ATCSCC).
2. At least quarterly, provide input and serve as a resource to the Vice President and Director of System Operations Services and/or their staff on matters of operational consequence.
3. At least monthly, provide input and serve as a resource to the ATCSCC Manager and/or their staff on matters of operational consequence.
4. Plan for and chair a quarterly supervisors meeting at the ATCSCC.
5. Attend meetings called by the National Chair.
6. Coordinate with the National Officers Group on concerns of national significance.

**Flight Services Officer:**

1. Serves as the Flight Services focal on items of interest that pertain exclusively to Flight Services.
2. At least quarterly, provide input and serve as a resource to the Director of Flight Services and/or their staff on matters of operational consequence.
3. At least quarterly, provide input and serve as a resource to the Vice President and Director of System Operations Services and/or their staff on matters of operational consequence.
4. At least monthly, provide input and serve as a resource to the Manager of Alaska Flight Services and/or their staff on matters of operational consequence.
5. Plan for and chair a quarterly Flight Services telcon.
6. Attend meetings called by the National Chair.
7. Coordinate with the National Officers Group on concerns of national significance.

### Appendix C. Elections

1. **National Chair:** The elected National Officers Group and District Chairs will elect a National Chair at the Annual National Meeting every third year.
  2. **Deputy National Chairs:** The elected National Officers Group and District Chairs will elect the Deputy National Chairs at the Annual National Meeting. Each term is 2 years. There are two Deputy National Chairs who will alternate election years.
  3. **Service Area Officer:** District Chairs will elect a Service Area Officer for their corresponding service area at the Annual National Meeting.
  4. **District Chair:** Operations Supervisors within the District will elect a District Chair no later than March 15 in years ending with an odd number.
  5. **Facility Chair:** Operations Supervisors will elect a Facility Chair no later than March 15 in years ending with an even number.
  6. **Area Chair: En Route and large stand-alone TRACON facilities:** Areas of Specialization and the Traffic Management Unit will elect an Area/Unit Chair no later than March 15 in years ending with an odd number.
- NOTE:** Nonstand-alone Terminal facilities with more than one Operations Manager who utilize Team Chairs will elect a Team Chair no later than March 15 in years ending with an odd number.
7. **Flight Service:** Operations Supervisors from within Flight Service will elect a National Officer no later than March 15 in years ending with an even number.
  8. **Air Traffic Control System Command Center:** Operations Supervisors from within the Air Traffic Control System Command Center will elect a Facility Chair no later than March 15 in years ending with an even number.
  9. **Eligibility Requirements:**
    - a. Any eligible supervisor may serve as Facility or Area Chair.
    - b. To serve as a District Chair or Deputy District Chair one must have held at least a Facility Chair or Focal position. Administrative Focals who serve as elections officials may only also serve as Deputy District Chair.
    - c. To serve as a Service Area Officer, one must have held a District Chair or Deputy District Chair or Focal position (with the exception of the Administrative Focals who serve as elections officials) within the previous 4 years.
    - d. To serve as a Deputy National Chair, one must have held a Service Area Office, District Chair, Deputy District Chair, or Focal position (with the exception of the



Administrative Focals who serve as election officials) within the previous 4 years.

- e. To serve as the National Chair, one must have held a Deputy National Chair, Service Area Officer, District Chair, Deputy District Chair, or Focal position (with the exception of the Administrative Focals who serve as elections officials) within the previous 4 years.

**10. Additional Guidance:**

- a. A simple majority (more than 50 percent of the total votes cast) will decide elections. In elections with more than two candidates where a simple majority is not reached, the candidate with the lowest number of votes is removed from the ballot and the election continues until a candidate emerges with a simple majority. If the candidates remain tied, a single coin toss determines the outcome.
- b. Unless otherwise authorized by the National SUPCOM Chair, no person may serve in more than one elected position at any given time.
- c. Outcomes of elections held at the annual national meeting for members of the National Officers Group become effective at the close of business of the annual national meeting. To ensure continuity, there will be a transition period for the outgoing National Chair to coach and assist the incoming National Chair. The transition period shall not exceed 45 days.
- d. The earning of credit hours for work supporting SUPCOM may be approved in advance by the employee's approving official. The requesting SUPCOM chair, officer, or focal must provide sufficient proof to the approving official of any duties taking place outside of normal working hours. Earning credit hours for SUPCOM duties or any other reason is subject to approval.

- 11. Terms of Office:** Unless elected or appointed to fill out the remainder of a vacant position, all SUPCOM positions are 2 year terms with the exception of the OSW Focal and National Chair which are 3 year terms. The OSW Focal serves a single 3 year term and all other positions have unlimited terms.

- 12. Process:** The responsible overlying Chair/Officer advertises pending elections at least 30 days in advance. Nominations, including self-nominations, are accepted up to 10 days prior to election, and only those candidates nominated at least 10 days in advance of the election are eligible. In the event we receive no nominations for positions on the National Officers Group prior to the annual national meeting, we will accept nominations at the annual national meeting.

- The overlying Chair/Officer responsible to conduct the election should select an elections official to conduct and oversee the election.
- Elections should be decided by secret ballot, and are conducted in a manner that avoids activities that would compromise the integrity of the election. Forward disputes, challenges, or irregularities to the National Officers Group for reconciliation.

**13. Voting Eligibility:**

- **National Chair:** National Chair: In order to vote for the National Chair, one must be serving as a Deputy District Chair or above or a Focal (with the exception of the Administrative Focals who serve as elections officials).
- **Deputy National Chair:** Deputy National Chair: In order to vote for the Deputy National Chair, one must be serving as a Deputy District Chair or above or a Focal (with the exception of the Administrative Focals who serve as elections officials).
- **Service Area Officer:** Service Area Officer: In order to vote for the Service Area Officer, one must be a Deputy District Chair or above or a Focal (with the exception of the Administrative Focals who serve as elections officials).
  - **District Chair:** In order to vote for the District Chair one must be a current Operations Supervisor in a permanent or temporary status.
  - **Deputy District Chair:** The Deputy District Chair will be appointed by the National Chair.

**14. Removal:** To remove a member of the National Officers Group (excludes Focals) or chair requires a two-thirds vote of the National Officers Group at a meeting called for that purpose.

**15. Fulfillment of Terms:** If any SUPCOM leader who serves on the National Officers Group vacates their position as a supervisor due to a permanent or temporary promotion, they vacate their SUPCOM position no later than the effective date of the promotion.

- a. If any SUPCOM Chair vacates their position as a supervisor, or is detailed to another position, they may, by majority vote of their SUPCOM electorate and the approval of the corresponding level of ATO management, continue in office for the duration of the elected term or until a replacement is elected or appointed per the provisions of this order.

**16.** The National SUPCOM Chair has final authority for concerns, questions, or challenges relevant to this appendix.

### **Appendix D. Operations Supervisor's Workshop (OSW)**

1. SUPCOM collaborates with various Headquarter offices to develop and deliver the OSW for Operations Supervisors in Air Traffic, Flight Service, Traffic Management, and Flight Data in a manner that meets the needs of the ATO.
2. An OSW Oversight Group (OSWOG) manages and administers the OSW and consists of SUPCOM and Headquarters personnel assigned by the National SUPCOM Chair. The term "OSW Focal" identifies the member who leads this group.
3. Differing levels of skill, experience, and expertise determine facilitator categories. These categories are lead facilitator, co-facilitator, and developmental facilitator. Each OSW has at least one lead facilitator.
4. Each Operations Supervisor shall receive OSW training once every 36 months.

## Appendix E.

**Federal Aviation  
Administration**

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**Memorandum**

Date:

To: Distribution JEFFREY U VINCENT

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Date: 2021.11.09 17:38:21  
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From: Jeffrey U. Vincent, Vice President, Air Traffic Services, AJT-0

Subject: Management Development Plan Portal/Air Traffic Supervisor Onboarding

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**Management Development Plan (MDP) Portal**

The MDP Portal can be located on the Air Traffic SUPCOM KSN. Detailed instructions on how to complete an MDP form are located on the portal.

Through this program, users will develop a new MDP annually. This program provides a step-by-step roadmap containing the required elements for an MDP with timeframes for meetings and approval from the next level manager. The MDP Portal will be open every year from November 15 through January 31. Therefore, users will be required to complete their MDP by January 31 annually.

The Human Resources Policy Manual (HRPM) 5.5 specifies Individual Development Plan (IDP) requirements for FAA Managers. This MDP meets all IDP requirements and expectations for FAA managers. Operations Supervisors (OS), Support Managers (SM), Traffic Management Officers, and Operations Managers (OM) are required to complete their MDPs on the MDP Portal annually. Air Traffic Managers (ATM) are invited to create an MDP, but are not required.

There are a few exceptions to those who are required to complete an MDP. New OS managers are not required to complete an MDP while they are enrolled in the eLMS Air Traffic Supervisor Onboarding (ATSO) Program (see the ATSO section below). Managers who are on detail to other than OS, SM, and OM positions are not required to complete the MDP. For example, an OS on detail to an ATM position has the option to complete an MDP, but they would not be required. An OS on detail to another OS or OM/SM position would be required to complete the MDP.

The MDP personal development resources are built from the Strategic Leadership Capabilities (SLC). Users will be required to take the SLC Assessment prior to starting

their MDP. The Portal will not allow a user to continue through the MDP process until their assessment is completed and attached to the MDP. The MDP Portal will utilize the behavioral assessments to target development and address identified gaps.

Users can efficiently develop an MDP while utilizing the portal. Benefits for using the MDP Portal include:

- The capability to search for personal development resources that have been completed.
- The employee's next-level manager is involved and must meet with the employee to complete the process.
- The ease of developing and executing the MDP.
- Streamlined tracking of training requests and interest that can help to inform future development resources.
- Managers have access to their employee's MDP status/progress.
- Training departments will have access to approved training requests.

### **Air Traffic Supervisor Onboarding (ATSO) Program**

All newly assigned OSs who are also first-time managers (including temporary supervisors on details of 6 months or longer) will be assigned the ATSO Program in the Electronic Learning Management System (eLMS). This program provides a step-by-step roadmap containing all of the training requirements and timeframes for completing those requirements. There are no new requirements. This new program bundles all current mandatory training requirements into one place. Completion of this program satisfies the IDP requirement for new supervisors.

Through the eLMS program, the new OS will complete the following educational materials:

- Addressing targeted behaviors assessment gaps
- Engaging in ongoing dialog with their new manager (check-in meetings)
- Working through technical onboarding checklist
- Completing mandatory eLMS courses
- Attending New Manager's Course (NMC)
- Attending Succeeding in Your First Year (SYFY)
- Completing a final check-in meeting

This one eLMS program will make tracking progress easier to manage, provide focus for participant's training and development, and promote training consistency for all new supervisors across the NAS. The learned experience of honest dialogue with managers will promote a professional atmosphere that they can apply to their own employee's development.

The ATSO Program should automatically be assigned to new supervisors upon selection. If the new supervisor has not been assigned the Onboarding Program, your local training department can assign this manually.

**NOTE:** If a new supervisor completes the ATSO Program during MDP open season, the completion of a new MDP is optional that year.

If you have any questions or need further information, please contact Don Moran, National Chair Air Traffic SUPCOM, at [Donald.J.Moran@faa.gov](mailto:Donald.J.Moran@faa.gov).

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