

ERA24FA217

AIR TRAFFIC CONTROL

Group Chairman's Factual Report - Attachment 6

ZME ARTCC Facility Administration

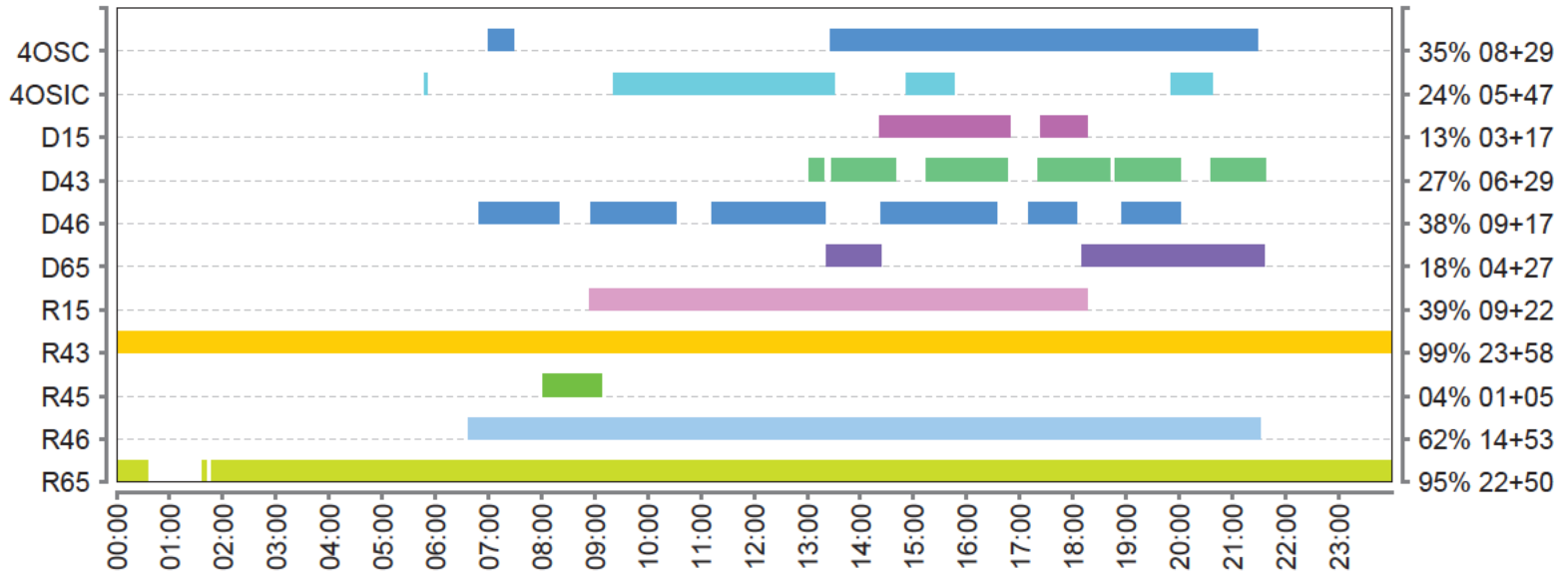
April 16, 2026

Staffed Positions																		
4OSC	4OSIC	D15	D43	D46	D65	R15	R43	R45	R46	R65								
Not-Staffed/Closed Positions																		
4OS	A15	A43	A46	A66	D45	D66	D67	H15	H43	H45	H46	H65	H66	H67	R66	R67	SOS	SOSIC

AREA 4

Date: 05/15/2024 Facility ID: ZME Facility Opens at: 0000 Facility Closes at: 2359

Red bar indicates working position concurrently with a supervisory position.

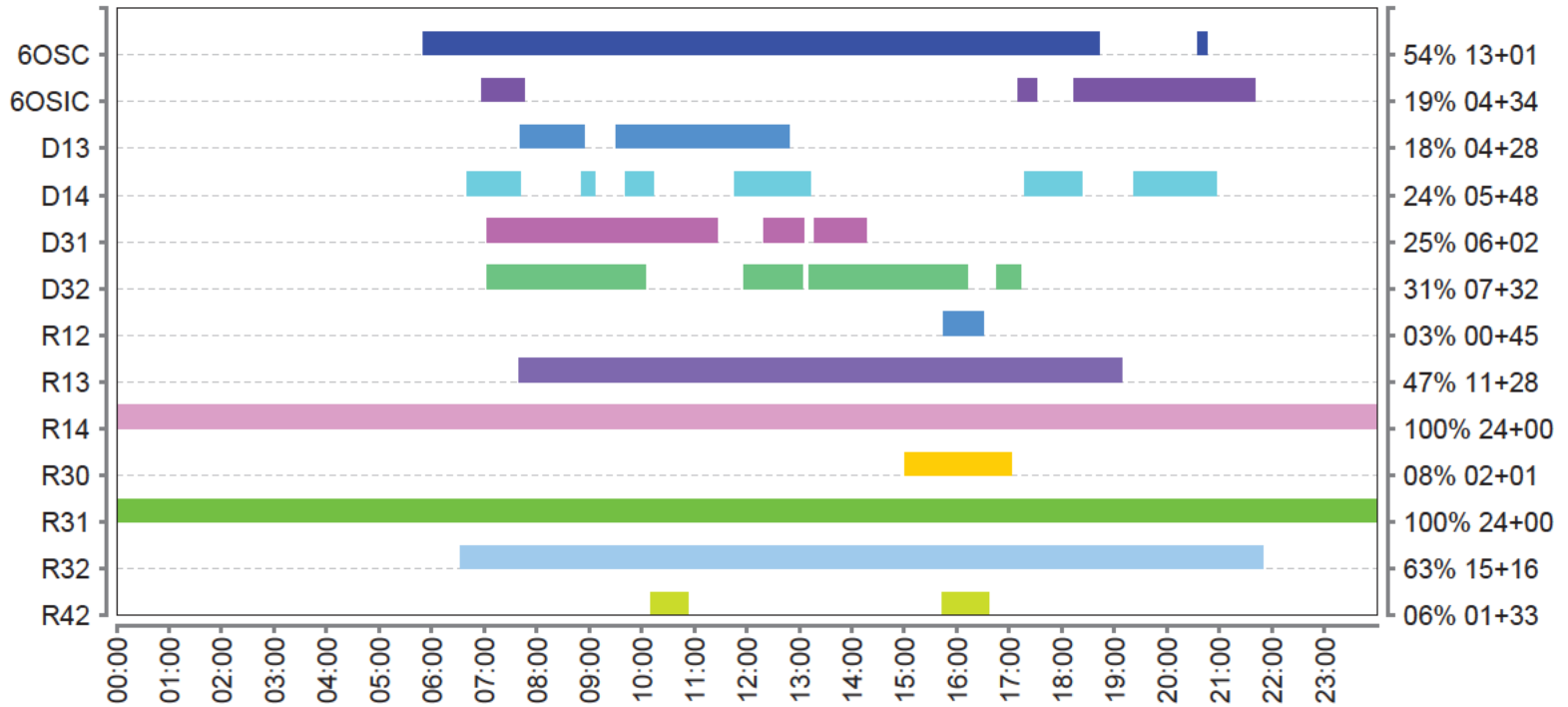


Staffed Positions															
6OSC	6OSIC	D13	D14	D31	D32	R12	R13	R14	R30	R31	R32	R42			
Not-Staffed/Closed Positions															
6OS	A13	A31	A32	COS	COSIC	D12	D30	D42	H12	H13	H14	H30	H31	H32	H42

AREA 6

Date: 05/15/2024 Facility ID: ZME Facility Opens at: 0000 Facility Closes at: 2359

Red bar indicates working position concurrently with a supervisory position.

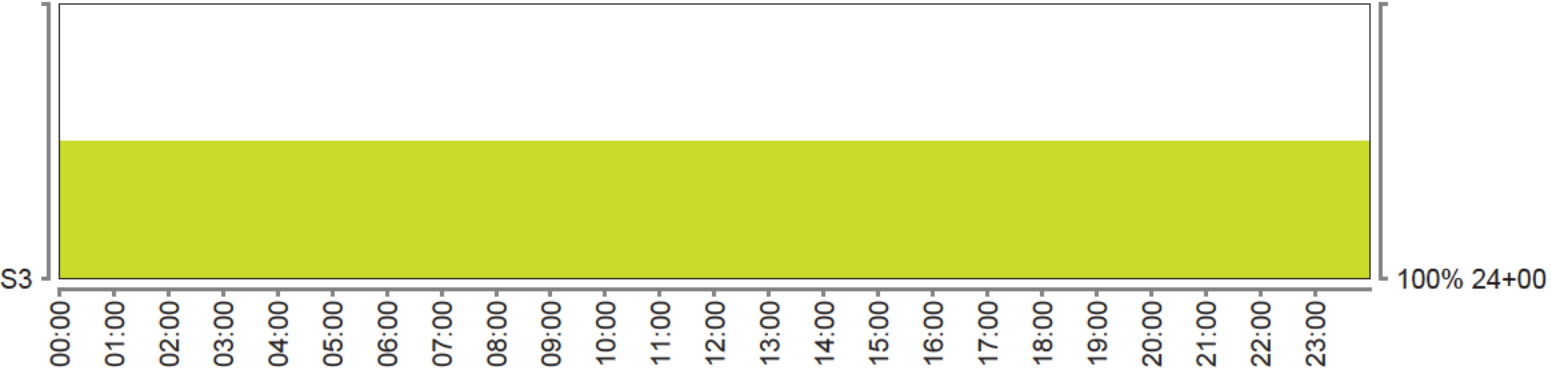


Staffed Positions		
	S3	
Not-Staffed/Closed Positions		
ADIN	S1	SFDCS

FDCS

Date: 05/15/2024 Facility ID: ZME Facility Opens at: 0000 Facility Closes at: 2359

Red bar indicates working position concurrently with a supervisory position.

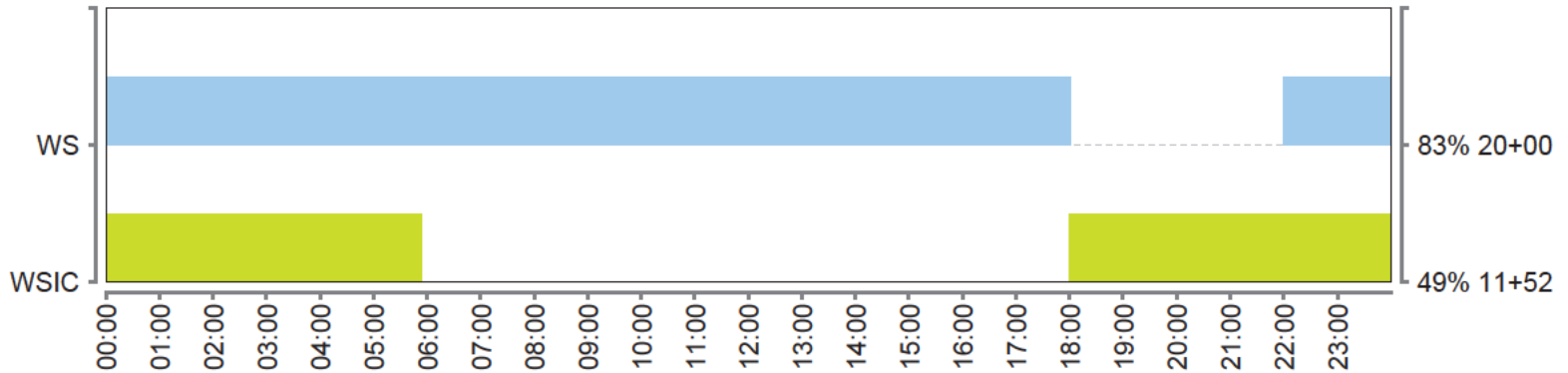


Staffed Positions	
WS	WSIC
Not-Staffed/Closed Positions	
STMC	

OM

Date: 05/15/2024 Facility ID: ZME Facility Opens at: 0000 Facility Closes at: 2359

Red bar indicates working position concurrently with a supervisory position.

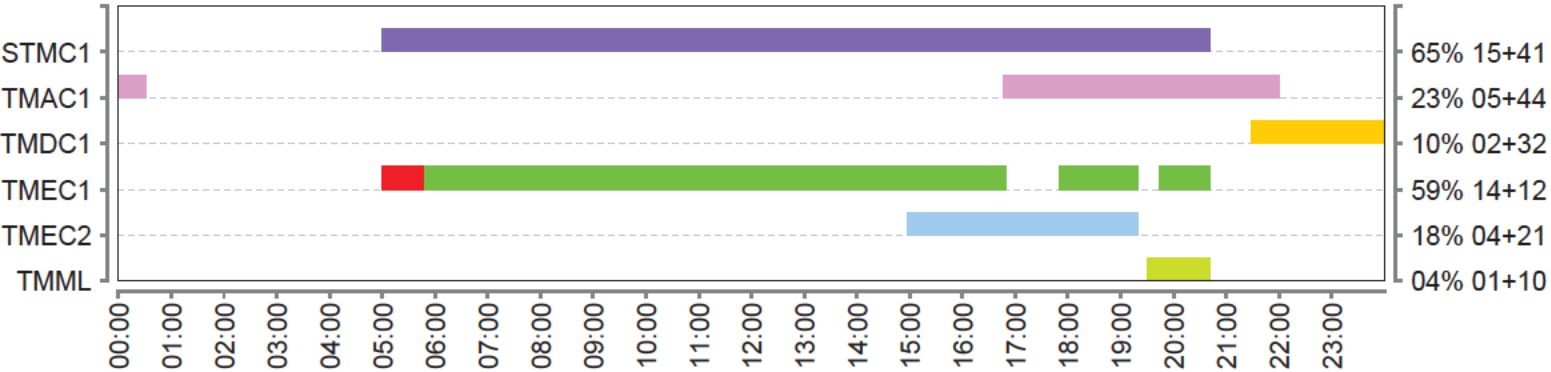


Staffed Positions										
 STMC1	 TMAC1	 TMDC1	 TMEC1	 TMEC2	 TMML					
Not-Staffed/Closed Positions										
STMC	STMC2	TM-ARV/DEP 1	TM-ENRTE 1	TM-ENRTE 2	TM-MIL/SEC	TM-NASC	TM-WC	TMCC	TMNC	TMWC

SYS OPS

Date: 05/15/2024 Facility ID: ZME Facility Opens at: 0000 Facility Closes at: 2359

Red bar indicates working position concurrently with a supervisory position.



[ART VIEWER](#)
[DAILY STAFFING SUMMARY](#)
[DASH-10](#)
[7230-4 PERSONNEL LOG](#)
[SECTOR VIEW REPORT](#)
[CUMULATIVE POSITION TIME](#)
[LOG OUT](#)
[PEEPSIE](#)

JAMES 05/17/2024

Facility **ZME** Area **AREA 4** Date **15 May, 2024** Time **1531** ☐ Local ☒ Zulu [Get Report](#)

Quick Update < Time > Event >

History

1430 SF Available Other Duties
 1435 JZ Available Other Duties
 1436 IQ Available Other Duties
 1438 GS On Position Other Duties
 1438 JZ Other Duties OUTDEV
 1438 GP Other Duties OJT
 1439 IQ Other Duties On Position
 1439 GI On Position Other Duties
 1440 JM Other Duties Available
 1443 GS Other Duties Available
 1444 GI Other Duties Available
 1451 AV Available Other Duties
 1454 AV Other Duties On Position
 1454 EI On Position Other Duties
 1459 EI Other Duties Available
 1500 CT Available Other Duties
 1503 CT Other Duties On Position
 1503 LM On Position Other Duties
 1508 LM Other Duties Available
 1509 GS Available Other Duties
 1512 GS Other Duties On Position
 1512 AV On Position Other Duties
 1514 GI Available Other Duties
 1516 JM Available Other Duties
 1517 AV Other Duties Available
 1519 JM Other Duties On Position
 1519 CT On Position Other Duties
 1524 CT Other Duties Available
 1530 EI Available Other Duties

On Position

On	Elapsed	Op	Last Name	Pos ID
1438	00+54	GP	FIELEK	R65
1438	00+54	JZ	BAHADIRLI	R65
1439	00+53	IQ	LAZARO	R43
1512	00+20	GS	STALCUP	R46
1519	00+13	JM	METTEE	R15

Available List

On	Elapsed	Op	Last Name
1508	00+24	LM	O'CONNOR
1517	00+15	AV	AVEILLE
1524	00+08	CT	TREADWAY

Operations Supervisor / CIC

On	Elapsed	Op	Last Name	Pos ID
1421	01+11	RP	PAULE	4OSIC

Other Duties

On	Elapsed	Op	Last Name	Task Name
1100 04+32		PL	RUSSENBERGER	Leave
1130 04+02		EL	ELROD	Leave
1200 03+32		OG	JONES	Leave
1200 03+32		RQ	QUINLIVAN	Leave
1200 03+32		FG	STEWART	TRAINING OFFSITE - ATC
1514 00+18		GI	GILL	# PRE/POST POSITION BRIEFING - ATC
1530 00+02		EI	WHITE	# PRE/POST POSITION BRIEFING - ATC
1531 00+01		HP	CABRERA	# PRE/POST POSITION BRIEFING - ATC

MyFAA

Government Links

- [USA.gov](#)
- [DOT Intranet](#)
- [MyFAA](#)
- [FAA.gov](#)
- [Privacy Policy](#)

Release 5.7.1

Last Updated: 04:00 PM ET, May 2, 2024

Contact Us



MyFAA

ART VIEWER DAILY STAFFING SUMMARY DASH-10 7230-4 PERSONNEL LOG SECTOR VIEW REPORT CUMULATIVE POSITION TIME LOG OUT PEEPSIE

JAMES 05/17/2024

Facility ZME Area AREA 4
Quick Update Time Event

Date 15 May, 2024 Time 1440 Local Zulu

Get Report

On Position

Available List

Time	Op	From	To	On	Elapsed	Op	Last Name	Pos ID	On	Elapsed	Op	Last Name
1401	GP	Other Duties	Other Duties	1438	00+03	GP	EIELEK	R65	1415	00+26	AV	AVEILLE
1402	GP	Other Duties	Other Duties	1438	00+03	JZ	BAHADIRLI	R65	1433	00+08	CT	TREADWAY
1405	GP	Other Duties	Other Duties	1356	00+45	HP	CABRERA	D46	1440	00+01	JM	METTEE
1406	GP	Other Duties	Other Duties	1410	00+31	ET	WHITE	R46				
1410	GP	Other Duties	Other Duties	1435	00+06	LM	O'CONNOR	R15				
1410	GP	Other Duties	Other Duties	1439	00+02	IQ	LAZARO	R43				

Operations Supervisor / CIC

Other Duties

On	Elapsed	Op	Last Name	Pos ID	On	Elapsed	Op	Last Name	Task Name
1421	00+20	RP	PAULE	40SIC	1100 03+41	PL	RUSSENBERGER	Leave	
					1130 03+11	EL	ELROD	Leave	
					1200 02+41	OG	JONES	Leave	
					1200 02+41	RQ	QUINLIVAN	Leave	
					1200 02+41	FG	STEWART	TRAINING OFFSITE - ATC	
					1438 00+03	GS	STALCUP	# PRE/POST POSITION BRIEFING - ATC	
					1439 00+02	GI	GILL	# PRE/POST POSITION BRIEFING - ATC	

Government Links

- [USA.gov](#)
- [DOT Intranet](#)
- [MyFAA](#)
- [FAA.gov](#)
- [Privacy Policy](#)

Release 5.7.1

Last Updated: 04:00 PM ET, May 2, 2024

Contact Us



JAMES 05/17/2024

Get Report

Local Zulu

Time 1540

Date 15 May, 2024

Facility ZME Area AREA.6 Quick Update Time Event On Position

Time Op From To		On	Elapsed	Op	Last Name	Pos ID	On	Elapsed	Op	Last Name
1449 LR	On Position Other Duties	1441	01+00	HG	GOINS	D31	1510	00+31	YR	JOHNSON
1449 JT	On Position Other Duties	1449	00+52	LR	REPP	R13	1518	00+23	PK	NELSON
1454 TJ	Other Duties OUTDEV	1535	00+06	EJ	JOHNSON	D13	1540	00+01	JT	TAYLOR
1500 PN	Sign-In Other Duties	1441	01+00	RV	MARINO	D31				
1502 BE	Available Other Duties	1449	00+52	TJ	JOLLY	R13				
1503 KP	Other Duties Other Duties	1535	00+06	QT	TAYLOR	D13				
1504 QT	On Position Other Duties	1443	00+58	LP	PINCKLEY	R32				
1505 YR	On Position Other Duties	1505	00+36	KP	PORTANOVA	R31				
1509 QT	Other Duties On Position	1511	00+30	YS	MORELAND	R42				
1510 YR	Other Duties Available	1520	00+21	GO	EDOFF	R14				
1511 YS	Available On Position									
1513 PK	On Position Other Duties									
1517 GO	Available Other Duties									
1518 PK	Other Duties Available									
1520 GO	Other Duties On Position									
1525 EJ	On Position Other Duties									
1532 QT	Available Other Duties									
1534 EJ	Available Other Duties									
1535 QT	Available Other Duties									
1535 EJ	Other Duties OUTDEV									
1535 MI	Other Duties OJT									
1535 SO	OJTDEV Other Duties									
1540 SO	Other Duties Other Duties									
1540 JT	Other Duties Available									

Operations Supervisor / CIC		On	Elapsed	Op	Last Name	Pos ID	On	Elapsed	Op	Last Name	Task Name
1100	04+41	BG	BOWLES	605C	1135 04+06	AZ	ZHANG	1140 04+01	LV	HELVEY	TRAINING INSTRUCTOR - CLASSROOM/SIMULATION - ATC
											TRAINING (CBI MBI REFRESHER ETC.) - MGT
											Leave
											1200 03+41
											SB BURNS
											NN JENKINS
											TRAINING OFFSITE - ATC
											1500 00+41
											PN PETERSON, JR.
											Leave
											1502 00+39
											BE BOWIE
											TRAINING INSTRUCTOR - CLASSROOM/SIMULATION - ATC
											1540 00+01
											MI CAMPBELL
											OJT BRIEFINGS/MEETINGS - ATC
											1540 00+01
											SO SOUTHERLAND
											OJT BRIEFINGS/MEETINGS - ATC

Government Links

- [USA.gov](#)
- [DOT Intranet](#)
- [MyFAA](#)
- [FAA.gov](#)
- [Privacy Policy](#)

Release 5.7.1

Last Updated: 04:00 PM ET, May 2, 2024

Contact Us



MyFAA

ART VIEWER

DAILY STAFFING SUMMARY

DASH-10

7230-4 PERSONNEL LOG

SECTOR VIEW REPORT

CUMULATIVE POSITION TIME

LOG OUT

PEEPSIE

JAMES

05/17/2024

Facility

ZME

Area

AREA 6

Date

15 May, 2024

Time

1645

Local

Zulu

Get Report

Quick Update

Time

Event

On Position

History

Time

Op From

To

On

Elapsed

Op

Last Name

Pos ID

On

Elapsed

Op

Last Name

Task Name

1559 YS Other Duties On Position

1559 LP On Position Other Duties

1600 LP Other Duties Available

1601 KP On Position Other Duties

1601 YR Other Duties On Position

1604 KP Other Duties Available

1618 JT Other Duties

1621 LR OJT Other Duties

1621 JT Other Duties On Position

1621 TJ OJTDEV Other Duties

1625 RV OJTDEV Other Duties

1625 HG OJT Other Duties

1626 TJ Other Duties Other Duties

1626 LR Other Duties Other Duties

1630 LP Available Other Duties

1630 RV Other Duties Other Duties

1630 HG Other Duties Other Duties

1630 BG Watch Desk Available

1630 MT Sign-In Available

1630 CB Sign-In CIC

1636 LR Other Duties Available

1636 TJ Other Duties Available

1637 MT Available Other Duties

1640 YS On Position Other Duties

1640 HG Other Duties Available

1640 MT Other Duties On Position

1640 RV Other Duties Available

1643 PK Available Other Duties

1550 MI CAMPBELL

1550 SO SOUTHERLAND

1604 KP PORTANOVA

1630 BG BOWLES

1636 TJ JOLLY

1636 LR REPP

1640 HG GOINS

1640 RV MARINO

1645 YS MORELAND

Other Duties

Operations Supervisor / CIC

On

Elapsed

Op

Last Name

Pos ID

On

Elapsed

Op

Last Name

Task Name

1630

00+16

CB

HANCOCK

60SC

1135 05+11

AZ

ZHANG

TRAINING INSTRUCTOR - CLASSROOM/SIMULATION - ATC

1140 05+06

LV

HELVEY

TRAINING (CBI MBI REFRESHER ETC.) - MGT

1200 04+46

SB

BURNS

Leave

1200 04+46

NN

JENKINS

TRAINING OFFSITE - ATC

1500 01+46

PN

PETERSON, JR.

Leave

1502 01+44

BE

BOWIE

TRAINING INSTRUCTOR - CLASSROOM/SIMULATION - ATC

1630 00+16

LP

PINCKLEY

Leave

1643 00+03

PK

NELSON

PRE/POST POSITION BRIEFING - ATC

Government Links

USA.gov

DOT Intranet

MyFAA

FAA.gov

Privacy Policy

Release 5.7.1

Last Updated: 04:00 PM ET, May 2, 2024

Contact Us





MyFAA

ART VIEWER DAILY STAFFING SUMMARY DASH-10 7230-4 PERSONNEL LOG SECTOR VIEW REPORT CUMULATIVE POSITION TIME LOG OUT PEEPSIE

JAMES 05/17/2024

Facility ZME Area AREA 6 Date 15 May, 2024 Time 1651 Local Zulu Get Report

Quick Update Event On Position

History		Time		Op		Last Name		Pos ID		On		Elapsed		Op		Last Name	
1604	KT	On Position	Other Duties	EJ	JOHNSON	D13	1550	01+02	MI	CAMPBELL							
1604	KT	On Position	Other Duties	QT	TAYLOR	D13	1550	01+02	SO	SOUTHERLAND							
1618	JT	Available	Other Duties	GO	EDOFF	R14	1636	00+16	TJ	JOLLY							
1621	JT	Other Duties	On Position	YR	JOHNSON	R31	1636	00+16	LR	REPP							
1621	JT	Other Duties	On Position	JT	TAYLOR	R13	1640	00+12	HG	GOINS							
1625	RV	OUTDEV	Other Duties	MT	ALLEN	R32	1640	00+12	RV	MARINO							
1625	HG	OUT	Other Duties	PK	NELSON	D14	1645	00+07	YS	MORELAND							
1626	TJ	Other Duties	Other Duties				1651	00+01	CB	HANCOCK							

Operations Supervisor / CIC					Other Duties				
On	Elapsed	Op	Last Name	Pos ID	On	Elapsed	Op	Last Name	Task Name
1651	00+01	BG	BOWLES	60SC	1135	05+17	AZ	ZHANG	TRAINING INSTRUCTOR - CLASSROOM/SIMULATION - ATC
					1140	05+12	LV	HELVEY	TRAINING (CBI MBI REFRESHER ETC.) - MGT
					1200	04+52	SB	BURNS	Leave
					1200	04+52	NN	JENKINS	TRAINING OFFSITE - ATC
					1500	01+52	PN	PETERSON, JR.	Leave
					1502	01+50	BE	BOWIE	TRAINING INSTRUCTOR - CLASSROOM/SIMULATION - ATC
					1630	00+22	LP	PINCKLEY	Leave
					1651	00+01	KP	PORRANOVA	NON-POSITION OPERATIONAL DUTIES - ATC

Government Links

- [USA.gov](#)
- [DOT Intranet](#)
- [MyFAA](#)
- [FAA.gov](#)
- [Privacy Policy](#)



Release 5.7.1

Last Updated: 04:00 PM ET, May 2, 2024

Contact Us

DAILY RECORD OF FACILITY OPERATION				PAGE NO Page 1 of 1
				DATE May 15, 2024
LOCATION	IDENTIFICATION	TYPE FACILITY	OPERATING POSITION	
Memphis, TN	ZME	ARTCC	ZME Watch Desk W. Chamberlain	
UTC TIME	REMARKS			
0500	CFPL: FSM / RZC ATC Alert for Comms CFPL: TUP ATC Alert for power. CFPL: TUL ATC Alert for Comms CFPL: GPS Mission: FTJNLA 24-18: Active Daily, 4/30/24 - 5/17/24, 0001Z - 1259Z. POC Robert Voss 337-531-2701. Stop Buzzer 337-531-9505. CFPL: GPS Mission: MSOCMS 24 - 01: Active Daily, 5/4/24 - 6/4/24 2300 - 2359Z and 5/18/24 - 6/1/24 0000 - 0200Z. POC Daniel Lopez 910-440-1097. Stop Buzzer 601-558-2709.			
	A. Dickerson and W. Munn on. WCLC. -- WM			
0602	Stuck flight plan report received and vetted. -- AD			
M 0605	ZME-M-2024/05/15-0001 -- N189TK -- AD			
0611	NAS Certified. -- AD			
1052	Paul Hanna on. WCLC. -- HA			
1230	WX/TFC/EQUIP Briefing Complete. -- HA			
1408	Stuck flight plan report received and vetted. -- HA			
1447	B. Branch on. WCLC. -- BX			
1755	Brian Bittick on WCLC -- DB			
2000	WX/TFC/EQUIP Briefing Complete. -- DB			
2200	Stuck flight plan report received and vetted. -- UK			
2300	J. Quenichet on. WCLC. -- GQ			
M 0131	ZME-M-2024/05/15-0002 -- THUNDRI -- GQ			
0238	Digital Audio Legal Recorder (DALR) Checks Complete. -- RP			
0300	P. Rousseau on, WCLC. -- PZ			
0301	R. Paule and P. Bowles on. WCLC. -- RP			
M 0314	ZME-M-2024/05/15-0003 -- RPA4333 -- RP			
M 0322	ZME-M-2024/05/15-0004 -- RPA4333 -- RP			
0333	Backup channel released for chart load. -- RP			
0447	Channel promotion started. On Backup. -- RP			
0459	COB. -- BG			
I CERTIFY that entries above are correct, that all scheduled operations have been accomplished except as noted, and that all abnormal occurrences and conditions have been recorded.		SIGNATURE(S) OF WATCH SUPERVISOR(S) 		

FAA Form 7230-4

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D15	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1921		R15	R
1922	FP	2147	C		
1922	WT	2147	T		
2148		2223		R15	R
2224	FP	2314	C		
2224	WT	2314	T		
2315		2315		R15	R
2316		0234		D65	RA
0235		0459		R15	R

CODE:

C - ATCS/ATA	M - Trainee/Developmental Monitoring
S - Supervisor/Staff Spec	R - Trainee/Developmental Certification/
T - Trainee/Developmental	Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D45	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1149		R45	R
1150		1300		D46	RA
1301		1405		R45	R
1406		1530		D46	RA
1531		1611		R45	R
1612		1818		D46	RA
1819		1923		R45	R
1924		2132		D46	RA
2133		2209		R45	R
2210		2302		D46	RA
2303		2355		R45	R
2356		0059		D46	RA
0100		0230		R45	R
0231		0235		D43	RA

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D46	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1149		R46	R
1150	HP	1318	C		
1319		1355		R46	R
1356	HP	1530	C		
1531		1611		R46	R
1612	HP	1818	C		
1819		1923		R46	R
1924	JA	2132	T		
1924	WR	2132	C		
2133		2209		R46	R
2210	JA	2302	T		
2210	WR	2302	C		
2303		2355		R46	R
2356	JA	0059	T		
CODE: C - ATCS/ATA S - Supervisor/Staff Spec T - Trainee/Developmental M - Trainee/Developmental Monitoring R - Trainee/Developmental Certification/ Evaluation					

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D65	RA	05/15/2024		
⁽⁵⁾ TIME ON	⁽⁶⁾ INITIALS	⁽⁷⁾ TIME OFF	⁽⁸⁾ CODE	WHERE COMBINED	
				⁽⁹⁾ POSITION IDENTIFIER	⁽¹⁰⁾ POSITION TYPE
0500		1820		R65	R
1821	JA	1922	C		
1923		2309		R65	R
2310	XE	0053	C		
0054	YN	0234	C		
0235		0459		R65	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D67	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1921		R67	R
1922		2147		D15	RA
2148		2223		R67	R
2224		2314		D15	RA
2315		2315		R67	R
2316		0234		D65	RA
0235		0459		R67	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R15	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		0534		R65	R
0535		0538		R43	R
0539		0636		R65	R
0637		0647		R43	R
0648		1353		R65	R
1354	JM	1434	C		
1435	LM	1502	C		
1503	CT	1518	C		
1519	JM	1556	C		
1557	LM	1629	C		
1630	LU	1712	C		
1713	LM	1716	C		
1717	EI	1801	C		
1802	LU	1911	C		

CODE:
C - ATCS/ATA
S - Supervisor/Staff Spec
T - Trainee/Developmental
M - Trainee/Developmental Monitoring
R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	R15		R	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
1912	RL	2017	C		
2018	JL	2127	C		
2128	UF	2225	C		
2226	RL	2302	C		
2303	ST	2315	C		
2316		0459		R65	R

CODE:
C - ATCS/ATA
M - Trainee/Developmental Monitoring
S - Supervisor/Staff Spec
R - Trainee/Developmental Certification/Evaluation
T - Trainee/Developmental

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	R43		R	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	BN	0639	C		
0640	NV	0647	C		
0648		0649		R46	R
0650	BN	0733	C		
0734	KZ	1045	C		
1046	CT	1049	C		
1050	RP	1059	S		
1100	RP	1419	S		
1420	CT	1427	C		
1428	GI	1438	C		
1439	IQ	1532	C		
1533	EI	1621	C		
1622	IQ	1657	C		
1658	GS	1816	C		
CODE:					
C - ATCS/ATA			M - Trainee/Developmental Monitoring		
S - Supervisor/Staff Spec			R - Trainee/Developmental Certification/		
T - Trainee/Developmental			Evaluation		

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R43	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
1817	ST	1819	C		
1820	ST	1919	C		
1920	UF	1950	C		
1951	LU	2110	C		
2111	ST	2213	C		
2214	JL	2249	C		
2250	VN	2339	C		
2340	JL	0013	C		
0014	TK	0053	C		
0054	JL	0135	C		
0136	UF	0221	C		
0222	WR	0233	C		
0234	TK	0247	C		
0248	AV	0309	C		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	R45		R	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1137		R43	R
1138		1300		R46	R
1301	IQ	1404	C		
1405	EI	1405	C		
1406		0230		R46	R
0231		0459		R43	R

CODE:

C - ATCS/ATA **M** - Trainee/Developmental Monitoring

S - Supervisor/Staff Spec **R** - Trainee/Developmental Certification/Evaluation

T - Trainee/Developmental

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	R46		R	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1137		R43	R
1138	JM	1151	C		
1152	GS	1312	C		
1313	EI	1321	C		
1322	AV	1409	C		
1410	EI	1453	C		
1454	AV	1511	C		
1512	GS	1604	C		
1605	AV	1747	C		
1748	JZ	1832	C		
1833	VN	1954	C		
1955	ST	2035	C		
2036	VN	2152	C		
2153	LU	2326	C		
CODE: C - ATCS/ATA S - Supervisor/Staff Spec T - Trainee/Developmental M - Trainee/Developmental Monitoring R - Trainee/Developmental Certification/ Evaluation					

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R65	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	NV	0534	C		
0535		0539		R43	R
0540		0636		R66	R
0637	NV	0639	C		
0640		0641		4OSC	O
0642		0647		R43	R
0648	NV	0730	C		
0731	DX	1045	C		
1046	GP	1114	C		
1115	AV	1136	C		
1137	IQ	1226	C		
1227	GP	1355	C		
1227	JZ	1355	T		
1356	GS	1437	C		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R65	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
1438	GP	1606	C		
1438	JZ	1606	T		
1607	GI	1650	C		
1651	JM	1737	C		
1738	IQ	1833	C		
1834	JL	1931	C		
1932	CH	2056	C		
1932	TK	2056	T		
2057	RL	2141	C		
2142	CH	2317	C		
2142	TK	2317	T		
2318	ST	2359	C		
0000	RL	0125	C		
0126	FP	0236	C		

CODE:
C - ATCS/ATA
S - Supervisor/Staff Spec
T - Trainee/Developmental
M - Trainee/Developmental Monitoring
R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	6OSC	O	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1049		Closed	
1050	BG	1059	S		
1100	BG	1629	S		
1630	CB	1650	C		
1651	BG	1829	S		
1830	XW	1844	C		
1845	BZ	1957	S		
1958	CB	2038	C		
2039	BZ	2341	S		
2342		0135		TMEC2	TM
0136	XW	0144	C		
0145		0459		6OSIC	O

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID

(2) POSITION IDENTIFIER

(3) POS

(4) DATE

ZME

A32

A

05/15/2024

(5)
TIME ON

(6)
INITIALS

(7)
TIME OFF

(8)
CODE

(9) POSITION IDENTIFIER

10) POSITION TYPE

0500

0459

A31

A

CODE:

C - ATCS/ATA

M - Trainee/Developmental Monitoring

S - Supervisor/Staff Spec

R - Trainee/Developmental Certification/

T - Trainee/Developmental

Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D12	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1140		R12	R
1141		1239		D14	RA
1240		1241		R12	R
1242		1352		D13	RA
1353		1430		R12	R
1431		1747		D13	RA
1748		0022		R12	R
0023		0155		D14	RA
0156		0459		R12	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/ Evaluation

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	D13		RA	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1140		R13	R
1141		1239		D14	RA
1240		1241		R13	R
1242	MI	1352	C		
1242	SO	1352	T		
1353		1430		R13	R
1431	MI	1534	C		
1431	SO	1534	T		
1535	EJ	1747	C		
1535	QT	1747	T		
1748		0022		R13	R
0023		0155		D14	RA
0156		0459		R13	R
CODE: C - ATCS/ATA S - Supervisor/Staff Spec T - Trainee/Developmental M - Trainee/Developmental Monitoring R - Trainee/Developmental Certification/ Evaluation					

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	D14		RA	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1140		R14	R
1141	TJ	1207	C		
1208	MI	1240	C		
1208	SO	1240	T		
1241		1351		R14	R
1352	LP	1404	C		
1405		1441		R14	R
1442	PK	1512	C		
1513		1645		R14	R
1646	PK	1811	C		
1812		2216		R14	R
2217	BP	2321	C		
2217	EY	2321	T		
2322		0022		R14	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D30	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1203		R30	R
1204		1405		D31	RA
1406		1406		R30	R
1407		1624		D31	RA
1625		1718		R30	R
1719		1803		D31	RA
1804		1817		R30	R
1818		1914		D31	RA
1915		0459		R30	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/ Evaluation

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D31	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1203		R31	R
1204	HG	1405	C		
1204	RV	1405	T		
1406		1406		R31	R
1407	PK	1440	C		
1441	HG	1624	C		
1441	RV	1624	T		
1625		1718		R31	R
1719	HG	1803	C		
1719	RV	1803	T		
1804		1817		R31	R
1818	AZ	1836	C		
1837	HG	1914	C		
1837	RV	1914	T		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	D32	RA	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1203		R32	R
1204	PK	1336	C		
1337	QT	1503	C		
1504		1656		R32	R
1657	SO	1802	C		
1803		1811		R32	R
1812	PK	1924	C		
1925	EY	2111	C		
2112		2145		R32	R
2146	EY	2211	C		
2212		0459		R32	R

CODE:

C - ATCS/ATA	M - Trainee/Developmental Monitoring
S - Supervisor/Staff Spec	R - Trainee/Developmental Certification/
T - Trainee/Developmental	Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	D42		RA	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1140		R42	R
1141		1240		D14	RA
1241		1356		R42	R
1357		1400		D14	RA
1401		1441		R42	R
1442		1512		D14	RA
1513		1645		R42	R
1646		1811		D14	RA
1812		2216		R42	R
2217		2321		D14	RA
2322		0022		R42	R
0023		0155		D14	RA
0156		0459		R42	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R12	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1237		R14	R
1238		2044		R13	R
2045	HR	2129	C		
2130		2141		R14	R
2142		0007		R13	R
0008		0459		R14	R
</					

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	R14		R	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	RW	0659	C		
0700	JB	1047	C		
1048	EJ	1334	C		
1335	BE	1417	C		
1418	EJ	1519	C		
1520	GO	1655	C		
1656	MI	1808	C		
1809	YR	1829	C		
1830	ET	2000	T		
1830	LS	2000	C		
2001	BP	2037	C		
2038	ET	2203	T		
2038	LS	2203	C		
2204	AR	2243	C		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R14	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
2244	ET	2343	T		
2244	LS	2343	C		
2344	AR	0011	C		
0012	BZ	0032	S		
0033	ET	0149	T		
0033	LS	0149	C		
0150	XW	0229	C		
0230	XW	0259	C		
0300	MI	0309	C		
0310	MI	0459	C		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/ Evaluation

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	R31		R	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	VO	0709	C		
0710	DA	1045	C		
1046	LR	1202	C		
1203	YS	1345	C		
1346	YR	1504	C		
1505	KP	1600	C		
1601	YR	1725	C		
1726	CB	1801	C		
1802	YS	1841	C		
1842	BP	1919	C		
1920	BP	1922	C		
1923	XW	2037	C		
2038	EG	2208	C		
2209	HR	2311	C		
CODE:					
C - ATCS/ATA			M - Trainee/Developmental Monitoring		
S - Supervisor/Staff Spec			R - Trainee/Developmental Certification/		
T - Trainee/Developmental			Evaluation		

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R32	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1132		R31	R
1133	YR	1215	C		
1216	LP	1316	C		
1317	GO	1442	C		
1443	LP	1558	C		
1559	YS	1639	C		
1640	MT	1757	C		
1758	JT	1824	C		
1825	EG	1921	C		
1922	AR	2120	C		
2121	XW	2249	C		
2250	MT	2348	C		
2349	XW	0042	C		
0043	TX	0148	C		
CODE:					
C - ATCS/ATA			M - Trainee/Developmental Monitoring		
S - Supervisor/Staff Spec			R - Trainee/Developmental Certification/		
T - Trainee/Developmental			Evaluation		

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	R42	R	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1510		R14	R
1511	YS	1551	C		
1552		2042		R14	R
2043	BP	2134	C		
2135		0459		R14	R

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	S3	F	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	DF	1043	C		
1044	RM	1229	C		
1230	OM	1326	C		
1327	RM	1429	C		
1430	OM	1529	C		
1530	RM	1627	C		
1628	OM	1641	C		
1642	SG	1727	C		
1728	RM	1815	C		
1816	SG	1915	C		
1916	YK	2014	C		
2015	SG	2113	C		
2114	YK	2213	C		
2214	SG	2314	C		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	WS	O	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	WM	1051	S		
1052	HA	1059	S		
1100	HA	1447	S		
1448	BX	1633	S		
1634	RP	1654	S		
1655	BX	1754	S		
1755	DB	2244	S		
2245	DB	2259	S		
2300		0259		WSIC	O
0300	RP	0459	S		

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/ Evaluation

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER		(3) POS	(4) DATE	
ZME	TMAC1		TM	05/15/2024	
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500	RN	0529	T		
0500	ZR	0529	S		
0530		2145		TMEC2	TM
2146	RN	0226	T		
2146	ZR	0226	S		
0227	KX	0259	C		
0300		0459		TMEC2	TM

CODE:

C - ATCS/ATA

S - Supervisor/Staff Spec

T - Trainee/Developmental

M - Trainee/Developmental Monitoring

R - Trainee/Developmental Certification/
Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG					
(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS	(4) DATE		
ZME	TMEC2	TM	05/15/2024		
(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	WHERE COMBINED	
				(9) POSITION IDENTIFIER	(10) POSITION TYPE
0500		1957		TMEC1	TM
1958	KX	2145	C		
2146	JW	2244	C		
2245	KX	0018	C		
0019		0459		STMC1	TM

CODE:

 C - ATCS/ATA
 S - Supervisor/Staff Spec
 T - Trainee/Developmental

 M - Trainee/Developmental Monitoring
 R - Trainee/Developmental Certification/
 Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)

FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

POSITION LOG

[illegible]

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 Electronic Version (OmniForm)
FOR OFFICIAL USE ONLY Public Availability to be determined under 5 U.S.C. 552

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			BAHADIRLI, JEREMY		ZME	AREA 4	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D15	00+03	A15	00+01			R15	108+07		
	D43	22+16					R43	52+20		
	D46	06+07					R45	00+33		
	D65	07+35					R46	58+54		
	R15	03+31					R65	66+09		
	R43	59+53								
	R45	03+52								
	R46	112+17								
Sub Total		215+34		00+01				286+03		

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			BRANCH, BEAU		ZME	OM AREA 3	11/01/2023		05/17/2024	
Sub Total	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D45	01+25			3OSC	21+13	WS	07+39		
	R45	50+50			3OSIC	10+57				
					4OSC	351+28				
					4OSIC	143+43				
					WS	144+24				
					WSIC	137+45				
		52+15				809+30		07+39		

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			FIELEK, TRAVIS		ZME	AREA 4	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D15	03+53			4OSC	38+20				
	D43	08+12			4OSIC	18+38				
	D46	01+15								
	R15	75+14								
	R43	113+28								
	R45	03+18								
	R46	85+25								
	R65	116+55								
	R66	00+38								
Sub Total		408+18				56+58				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			GILL, RICK		ZME	AREA 4	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D43	02+57			4OSC	18+01				
	D65	00+01			4OSIC	33+53				
	R15	32+38								
	R43	81+09								
	R45	04+16								
	R46	54+17								
	R65	77+46								
	R67	01+02								
Sub Total		254+06				51+54				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			PAULE, REAGEN		ZME	OM AREA 3	11/01/2023		05/17/2024	
Sub Total	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D43	06+22			3OSC	14+48				
	R43	07+20			3OSIC	58+50				
					4OSC	127+46				
					4OSIC	198+57				
					WS	111+35				
					WSIC	103+36				
		13+42				615+32				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			BOWLES, PATRICK		ZME	OM AREA 5	11/01/2023		05/17/2024	
Sub Total	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D31	00+46			5OSC	13+04	5OSC	01+03		
	D32	03+40			5OSIC	10+16	WS	02+58		
	R31	01+00			6OSC	477+32	WSIC	03+02		
	R32	50+46			6OSIC	134+43				
					WS	51+41				
					WSIC	97+17				
		56+12				784+33		07+03		

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			EDOFF, JOHN		ZME	AREA 6	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D13	00+16			6OSC	16+56				
	D14	05+48			6OSIC	31+12				
	D31	01+05								
	D32	01+55								
	R13	23+22								
	R14	58+23								
	R30	11+30								
	R31	195+31								
	R32	95+32								
Sub Total		393+22				48+08				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			HANCOCK, JOHN		ZME	AREA 6	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D12	01+06			6OSC	19+50				
	D13	00+56			6OSIC	13+17				
	D14	04+00								
	D31	02+39								
	D32	04+58								
	R12	01+11								
	R13	75+22								
	R14	228+43								
	R30	03+57								
	R31	80+29								
	R32	97+55								
	R42	00+49								
Sub Total		502+05				33+07				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			JOHNSON, ERIK		ZME	AREA 6	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D13	59+49			6OSC	14+54				
	D14	15+32			6OSIC	17+24				
	D31	01+11								
	D32	00+28								
	R12	01+06								
	R13	64+24								
	R14	150+55								
	R30	06+36								
	R31	95+16								
	R32	64+23								
Sub Total		459+40				32+18				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			JOLLY, AMY		ZME	AREA 6	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D12	00+40					R13	20+03		
	D13	09+01					R14	332+56		
	D14	13+00					R32	00+54		
	D31	02+44								
	D32	04+01								
	D42	00+56								
	R14	09+26								
	R30	02+01								
	R31	92+13								
	R32	73+56								
Sub Total		207+58						353+53		

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			NELSON, PAUL		ZME	AREA 6	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D13	08+06					D12	03+14		
	D14	25+29					D13	37+47		
	D30	00+46					D14	249+43		
	D31	62+45					D42	02+17		
	D32	76+18								
Sub Total		173+24						293+01		

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			REPP, LINDSAY		ZME	AREA 6	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D12	00+53			60SC	16+17				
	D13	20+10			60SIC	17+44				
	D14	38+33								
	D30	00+23								
	D31	12+32								
	D32	12+25								
	D42	02+17								
	R12	03+30								
	R13	52+47								
	R14	95+43								
	R30	09+44								
	R31	132+14								
	R32	78+59								
Sub Total		460+10				34+01				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			TAYLOR, JONATHAN		ZME	AREA 6	11/01/2023		05/17/2024	
Sub Total	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D14	00+21			6OSC	11+50				
	D31	00+28			6OSIC	22+12				
	D32	02+19								
	D42	01+42								
	R12	00+40								
	R13	42+18								
	R14	162+08								
	R30	02+17								
	R31	97+02								
	R32	43+32								
	R42	01+04								
Sub Total		353+51				34+02				

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			BOWDEN, SHARONDA		ZME	SYS OPS	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
					STMC1	195+43			TMAC1	02+38
					STMC2	56+04			TMEC1	289+39
					TMEC1	01+35			TMEC2	112+19
									TMML	08+27
									TMNC	06+03
Sub Total						253+22				419+06

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			JOHNSON, DAVID		ZME	SYS OPS	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
					STMC1	234+24			TMEC1	220+41
					STMC2	36+35			TMEC2	93+20
					TMEC1	00+01			TMML	00+42
									TMNC	03+34
Sub Total						271+00				318+17

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			WEYMERS, TIMOTHY		ZME	SYS OPS	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
					STMC1	189+37			TMAC1	22+54
					STMC2	41+17			TMEC1	250+32
									TMEC2	61+51
									TMML	00+01
Sub Total						230+54				335+18

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			INGRAM, REGINALD		ZME	FDCS	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
			ADIN	00+01						
			S1	503+30						
			S3	77+50						
Sub Total				581+21						

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			SMITH, JEREME		ZME	FDCS	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
			ADIN	29+14						
			S1	533+48						
			S3	73+58						
Sub Total				637+00						

Cumulative Position Time			Employee Name		Facility	Area	Date From		Date To	
			BITTICK, BRIAN		ZME	OM AREA 1	11/01/2023		05/17/2024	
	Control		Non-Control		SUP/CIC		OJT Received (T)		TMU	
	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time	Position Id	Time
	D07	04+09			1OSC	132+20	WS	01+18		
	R07	33+09			1OSIC	250+13	WSIC	05+13		
					D34	00+01				
					R07	00+02				
					2OSC	11+30				
					2OSIC	72+08				
					WS	142+33				
					WSIC	177+44				
Sub Total		37+18				786+31		06+31		

Item #19: ZME Facility Staffing Information

Service Unit	Service Area	District	Facility Code	Source / Staffing Category	Current Org Code	Authorized	Actual On Board
AJT	AJTE	MEMPHIS	ZME	AS	TEME1ZME	1	1
AJT	AJTE	MEMPHIS	ZME	ATM	TEME1ZME	1	1
AJT	AJTE	MEMPHIS	ZME	FDCS	TEME1ZME	8	7
AJT	AJTE	MEMPHIS	ZME	OM	TEME1ZME	6	6
AJT	AJTE	MEMPHIS	ZME	OS/FLM	TEME1ZME	36	25
AJT	AJTE	MEMPHIS	ZME	OS/FLM-IT	TEME1ZME		1
AJT	AJTE	MEMPHIS	ZME	SFDCS	TEME1ZME	1	
AJT	AJTE	MEMPHIS	ZME	FDCS Team Lead	TEME1ZME		1
AJT	AJTE	MEMPHIS	ZME	SM	TEME1ZME	3	2
AJT	AJTE	MEMPHIS	ZME	SP/AUS	TEME1ZME	10	9
AJT	AJTE	MEMPHIS	ZME	STMC	TEME1ZME	4	3
AJT	AJTE	MEMPHIS	ZME	SUI/CRWG	TEME1ZME	264	225
AJT	AJTE	MEMPHIS	ZME	CPCIT2	TEME1ZME		1
AJT	AJTE	MEMPHIS	ZME	DEV1	TEME1ZME		13
AJT	AJTE	MEMPHIS	ZME	DEV2	TEME1ZME		18
AJT	AJTE	MEMPHIS	ZME	DEV3	TEME1ZME		9
AJT	AJTE	MEMPHIS	ZME	AG	TEME1ZME		21
AJT	AJTE	MEMPHIS	ZME	TMC	TEME1ZME	19	14
AJT	AJTE	MEMPHIS	ZME	TMCIT	TEME1ZME		2
AJT	AJTE	MEMPHIS	ZME	TMO	TEME1ZME	1	1
AJT	AJTE	MEMPHIS	ZME	TS	TEME1ZME	3	2
AJT	AJTE	MEMPHIS	ZME	XO	TEME1ZME	1	

ATCS

287

**** As of AJT Staffing Workbook PP 2024-11**

TOP50501-Time On Position for Date Range v2.04

For Date Range

Unit(s) included: 0053;0061;0407

Facility: AJT2;ZME

Time Type included: NIS;REGULAR;TOS

Area(s) included: ADMIN;AREA 1;AREA 2;AREA 3;AREA 4;AREA 5;AREA 6;FDCS;TMU;TRAINING

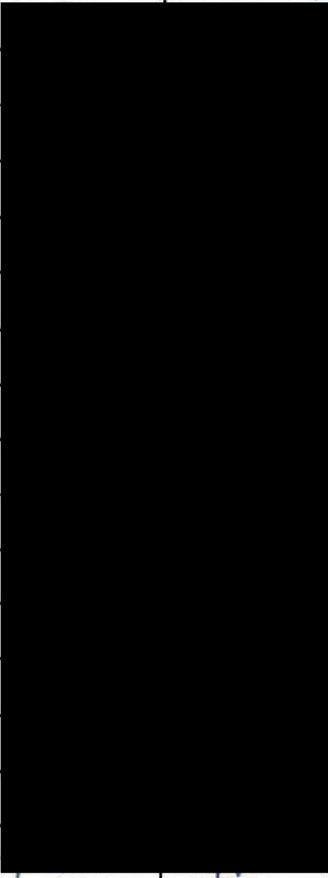
Staffing Category(s) included: CPC;CPCIT;DEV;FDCS;LFDCS;TMC;TMCIT

Data from 11/01/2023 to 05/17/2024 Number of days-199								
Area Name	On Position	Other Duties	Available	Total Time	% On Position	% On Position + Other Duties	TOP for an 8 hour day	TOP + Other Duties for an 8 hour day
ADMIN	62.78	252.08	69.08	383.95	16.35%	82.01%	1:18	6:34
AREA 1	21450.73	8937.58	15083.98	45472.30	47.17%	66.83%	3:46	5:21
AREA 2	21719.97	7125.05	16123.50	44968.52	48.30%	64.14%	3:52	5:08
AREA 3	20400.05	7593.45	17221.17	45214.67	45.12%	61.91%	3:37	4:57
AREA 4	20872.20	7592.40	18081.85	46546.45	44.84%	61.15%	3:35	4:54
AREA 5	21368.50	6696.27	16675.58	44740.35	47.76%	62.73%	3:49	5:01
AREA 6	20155.13	7022.03	17085.80	44262.97	45.53%	61.40%	3:39	4:55
FDCS	4817.15	406.43	3032.95	8256.53	58.34%	63.27%	4:40	5:04
TMU	5910.88	706.68	5438.47	12056.03	49.03%	54.89%	3:55	4:23
TRAINING			9.02	9.02			:	:
	136757.40	46331.98	108821.40	291910.78	46.85%	62.72%	3:45	5:01

The data source for hours in Cru-X/ART. Data for this report is loaded nightly. Data is currently available through: 5/17/24 (PP202411)

1 of 1

Downloaded by: Jacquie Lee on 5/17/24

TMU PRE DUTY BRIEFING			
DATE <u>5-15</u>		WX	STANDUP
BOWDEN, SHARONDA	SY		
CANNON, JEREMIE	OW		
EILAND, SHERMAN	SN		
FRAZIER, ETHAN	FE		
JABR, RANI	RN		
JOHNSON, DAVID	GJ		
KERR, JAMES	KX		
KINSLER, HENRY	HK		
LISI, JENNA	NA		
MAY, AMANDA	AG		
MCCLOSKEY, ALEX	AL		
PEETE, JALEESA	JW		
RANKIN, TESSAS	JO		
ROUSSEAU, NICHOLAS	ZR		
WERTZ, BRACKEN	WZ		
WEYMERS, TIMOTHY	TW		

OMIC

Pre-Duty

Stand-up

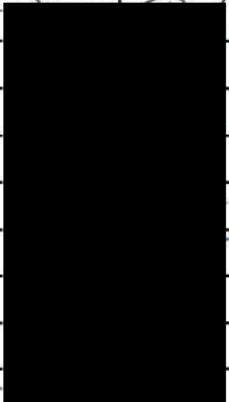
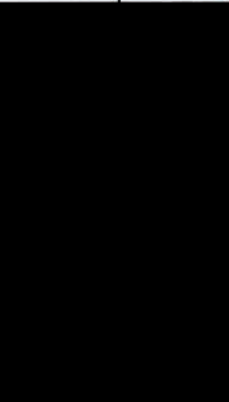
5/15/2024

Bittick, B		
Hanna, M		
House, J		
Williams, S		
ATM		
Supervisor Day		
Supervisor EVE		
Supervisor/s MID		

Daily Pre-duty Weather Briefing & Stand Up

4

Date: 5/15/2024 5:52

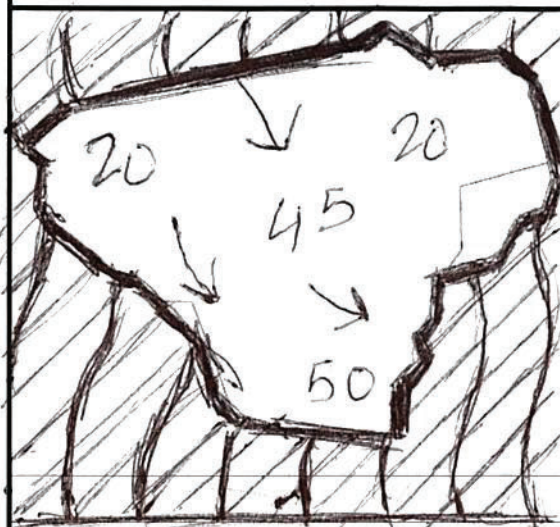
Team 1			
Controller/Sup	Pre-Duty	Stand-up	MID
<i>Beau, B (BX)</i>			
Lucas, K (LU)			
Young, J (JL)			
Vaughn, W (VN)			
Joseph, R (RL)			
Brustuen, S (ST)			
Dickerson, M (MD)			
Ashraf, Z (XE)			
Detwiler, J (JA)			
Team 2			
Controller/Sup	Pre-Duty	Stand-up	MID
<i>Huffman, L (HF)</i>			
Champion, J (CH)			
Robison, W (WR)			
Prince, N (FP)			
Harlow, M (UF)			
Meliti, F (FM)			
Wilson, Tyler (TK)			
Gabrielson, R (YN)			
Weaver, T (WT)			
Team 3			
Controller/Sup	Pre-Duty	Stand-up	MID
<i>VACANT</i>			
Eure, S (SU)			
Mularczyk, A (BT)			
Inzetta, A (TZ)			
Knopf, D (DK)			
Weekes, C (CY)			
Team 4			
Controller/Sup	Pre-Duty	Stand-up	MID
<i>Stanczak, D (ZS)</i>			
Jenkins, J (FL)			
Dadah, R (NK)			
Judy, R (WV)			
Lazaro, E (IQ)			
Smith, A (AB)			

Team 5			
Controller/Sup	Pre-Duty	Stand-up	MID
VACANT			
Vander Linde, N (NV)			
Kunzman, D (DX)			
Kunz, J (KZ)			
Baudhuin, J (BN)			
Elrod, D (EL)			
Bahadirli, J (JZ)			
Cabrera, J (HP)			
Team 6			
Controller/Sup	Pre-Duty	Stand-up	MID
Paule, R (RP)			
Aveille, Michael (AV)			
Russenberger, P (PL)			
Treadway, C (CT)			
Fielek, T (GP)			
Jones, T (OG)			
Quinlivan, R (RQ)			
Team 7			
Controller/Sup	Pre-Duty	Stand-up	MID
VACANT			
Gill, R (GI)			
O'Connor, L (LM)			
Mettee, J (JM)			
Stewart, S (FG)			
White, A (EI)			
Stalcup, J (GS)			
Harris, N (NH)			
McDonald, M (LG)			

AREA 4

DATE

Wednesday, May 15, 2024



ATL

Wgust

HUB DELAYS

DFW

✓

IAH

✓

ORD

✓

NO SHORT CUTS TO

ICING

FREEZING LVL

✓

/

110

INTENSITY

✓

ESIS

MIT

DFW, ORD

KMEM DIR/WX

NORTH / MVFR

TURBULENCE

280 - 380

INTENSITY

MOD

Turbulence always expected near thunderstorms

TOPS

OUTAGES:

LIT #2 BUEC

OTHER:

OTS

MISC/WX:

MVFR / BKN 045

TRAINING

TEAM S

4 Day
Weather

Wed 5/15

80° | 62°F



Partly Cloudy

0 in

Thu 5/16

87° | 67°F



Partly Cloudy

0.16 in

Fri 5/17

78° | 64°F



Rain/Thunder

0.38 in

Sat 5/18

85° | 66°F



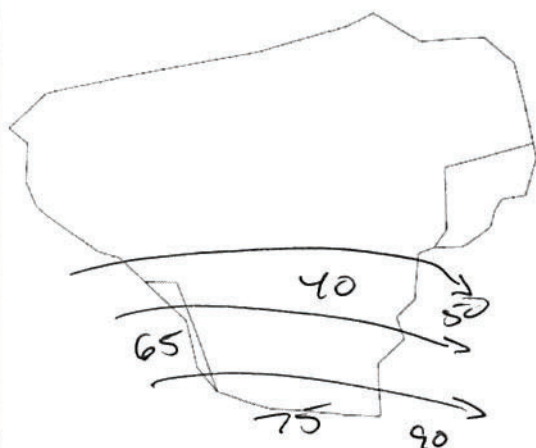
Partly Cloudy

0 in

AREA 4

DATE

Wednesday, May 15, 2024



HUB DELAYS

ATL

WGst/00Z

DFW

IAH

ORD

NO SHORT CUTS TO

CLT Florida

ICING

FREEZING LVL

120-150

INTENSITY

ESIS

MIT DFW

GDP ✓

G/S X

KMEM DIR/WX

South / MVFR → VFR

TURBULENCE

FL 280-300

INTENSITY

MOD

Turbulence always expected near thunderstorms

TOPS

OUTAGES:

OTHER:

MISC/WX:

VFR

TRAINING

4 Day
Weather

Wed 5/15

80° | 62°F



Partly Cloudy

0 in

Thu 5/16

87° | 67°F



Partly Cloudy

0.16 in

Fri 5/17

78° | 64°F



Rain/Thunder

0.38 in

Sat 5/18

85° | 66°F



Partly Cloudy

0 in

Daily Pre-duty Weather Briefing & Stand Up

6

Date: 5/15/2024 6:22

Crew 1			
Controller/Sup	Pre-Duty	Stand-up	MID
Haynes, J (ZJ)			
Jabr, E (EG)			
Jenkins, S (NN)			
Williams, W (XW)			
Chang, N (ET)			
Contreras, D (DG)			
Crew 2			
Controller/Sup	Pre-Duty	Stand-up	MID
Hollie, B (BZ)			
Dixon, A (NX)			
Gerald, A (AR)			
Giacomini, C (EZ)			
Skura, B (BP)			
Trosper, E (TR)			
Espinal, E (EY)			
Crew 3			
Controller/Sup	Pre-Duty	Stand-up	MID
Baarsch, J (JB)			
Hasley, E (UU)			
Jimenez, N (GG)			
Johnson, J (JD)			
Moreland, Z (YS)			
Crew 4			
Controller/Sup	Pre-Duty	Stand-up	MID
Helvey, B (LV)			
Coughlin, Timothy (TI)			
Haliburton, S (HR)			
Keith, J (TX)			
McCarty, L (LN)			
Brown, S (SI)			

Crew 5			
Controller/Sup	Pre-Duty	Stand-up	MID
Goins, J (HG)			
Hall, A (VO)			
Nelson, J (NL)			
Repp, L (LR)			
Rhodes, R (RW)			
Nelson, P (PK)			
Crew 6			
Controller/Sup	Pre-Duty	Stand-up	MID
Bowles, P (BG)			
Campbell, D (MI)			
Johnson, E (EJ)			
Johnson, R (YR)			
King, D (DA)			
Taylor, J (JT)			
Jolly, A (TJ)			
Taylor, S (QT)			
Crew 7			
Controller/Sup	Pre-Duty	Stand-up	MID
Peterson, R (PN)			
Bowie, J (BE)			
Burns, S (SB)			
Edoff, J (GO)			
Hancock, J (CB)			
Portanova, K (KP)			
Southerland, M (SO)			
Zhang, A (AZ)			
Marino, R (RV)			
Crew 8			
Controller/Sup	Pre-Duty	Stand-up	MID
Allen, M (MT)			
Pinckley, L (LP)			
Poteat, L (LS)			
Schwartz, C (OA)			

AREA 6

	Hubs Delays / High Winds / Ceilings ATL: <u>Gust</u> IAD/DCA: _____ IAH: _____ NY METRO: _____ DFW: <u>Gust</u> CLT: <u>TS</u> ORD: _____ SKI ROUTES:															
	Icing Freezing Lvl: N.ZME- <u>120</u> S.ZME- <u>150</u>															
	<u>North ZME</u> NOT EXPECTED LIGHT: MOD SEVERE		<u>South ZME</u> NOT EXPECTED LIGHT: MOD SEVERE													
	MEM WX: <u>VFR-MVFR</u> N/S IFR / VFR		BNA WX: <u>VFR-MVFR</u> N/S IFR / VFR													
Traffic Management/Military																
MIT: <u>DFW/15</u> GDPs: <u>SFO TPA MCO CYUL BOS</u> Ground Stop: MOA's: ATCAA's: REROUTES: <u>CLT Florida</u> RADAR operations: <u>RZC (comms)</u> <u>TOP (BWR)</u> <u>TUL (comms)</u> Training/Briefings:	Turbulence: _____ Expected near Thunderstorms															
	<u>West ZME</u> TURB. NOT EXPECTED LIGHT: CONT. / OCNL. MOD: CONT. / <u>OCNL</u> SEVERE: CONT. / OCNL.		<u>East ZME</u> TURB. NOT EXPECTED LIGHT: CONT. / OCNL. MOD: CONT. / OCNL. SEVERE: CONT. / OCNL.													
	Tops: <u>N-ZME</u> <u>S-ZME</u> <u>E-ZME</u> <u>W-ZME</u> <u>340</u>															
	MISC WX:															
	Miscellaneous:															
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Day</td> <td style="width:25%;">Thursday <u>M. Sunny</u></td> <td style="width:25%;">Friday <u>M. Cloudy</u></td> <td style="width:35%;">Saturday <u>M. Cloudy</u></td> </tr> <tr> <td>Wx---</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Temps---</td> <td>Hi <u>86</u> Low <u>62</u></td> <td>Hi <u>78</u> Low <u>66</u></td> <td>Hi <u>82</u> Low <u>64</u></td> </tr> </table>				Day	Thursday <u>M. Sunny</u>	Friday <u>M. Cloudy</u>	Saturday <u>M. Cloudy</u>	Wx---				Temps---	Hi <u>86</u> Low <u>62</u>	Hi <u>78</u> Low <u>66</u>	Hi <u>82</u> Low <u>64</u>
	Day	Thursday <u>M. Sunny</u>	Friday <u>M. Cloudy</u>	Saturday <u>M. Cloudy</u>												
	Wx---															
	Temps---	Hi <u>86</u> Low <u>62</u>	Hi <u>78</u> Low <u>66</u>	Hi <u>82</u> Low <u>64</u>												

ZME OPERATIONAL BRIEFING WORKSHEET

Date:

05/15/24

Time :

6:22

AREA 6

	Hubs Delays / High Winds / Ceilings ATL: <u>CLG</u> IAD/DCA: _____ IAH: _____ NY METRO: _____ DFW: _____ CLT: _____ ORD: _____ SKI ROUTES:	
	Icing Freezing Lvl: N.ZME- <u>110</u> S. ZME- <u>140</u>	
	North ZME NOT EXPECTED LIGHT: MOD SEVERE	South ZME NOT EXPECTED LIGHT: MOD SEVERE
	MEM WX: N/S IFR/VFR Turbulence: <u>280-380</u> Expected near Thunderstorms <u>SW ZME</u>	BNA WX: N/S IFR/VFR
Traffic Management/Military MIT: <u>DFW, ORD</u> GDPs: Ground Stop: <u>MCO</u> MOA's: ATCAA's: REROUTES:	West ZME TURB. NOT EXPECTED LIGHT: CONT. / OCNL. MOD: CONT. / OCNL. SEVERE: CONT. / OCNL.	
RADAR operations: <u>TUP (Parker)</u> <u>CRX BUCK OTS</u> <u>R14 MSL GUARD</u>	East ZME TURB. NOT EXPECTED LIGHT: CONT. / OCNL. MOD: CONT. / OCNL. SEVERE: CONT. / OCNL.	
Training/Briefings:	Tops: N-ZME S-ZME E-ZME W-ZME	MISC WX: <u>ISOL SHRA AOB 250 IVD BNA</u>
	Miscellaneous: <u>MAND. Briefings today</u> <u>ton of TEAMS</u>	
	Day Thursday <u>MS</u> Wx--- Temps--- <u>80</u> Low <u>62</u>	Day Friday <u>MC</u> Wx--- Temps--- <u>78</u> Low <u>66</u>
	Day Saturday <u>MC</u> Wx--- Temps--- <u>82</u> Low <u>64</u>	

Item #8 Pertinent Training Records

Employees On Duty	MBI in TEAM from MAY 2024 - APRIL 2023															
Area 4	24071QC	24051QC	24035QC	24011QC	24010QC	23128QC	23108QC	23095QC	23081TD	23076QC	23060AP/QC	23058TD	23046TD	23031QC	RECURRENT	REFRESHER
Bahadirli, J. (JZ)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Fielek, T. (GP)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Gill, R. (RI)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Paule, R. (RP)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Area 6																
Bowles, P. (BG)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	N
Edoff, J. (GO)	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Hancock, J. (CB)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Johnson, E. (EJ)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Jolly, A. (TJ)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Nelson, P. (PK)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Repp, L. (LR)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Taylor, J. (JT)	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Taylor, S. (QT)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	N
OMIC																
Bittick, B. (DB)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	Y	Y	Y
Branch, B. (BX)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A	Y	Y
TMU Weather Coordinator																
Bowden, S. (SY)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	Y	Y	Y	Y
Johnson, D. (GJ)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	Y	Y	Y	Y
Weymers, T (TW)	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	Y	Y	Y	Y
FDCS																
Ingram, R. (RM)	N	Y	Y	N/A	Y	Y	Y	Y	Y	Y	Y	Y	N/A	Y	N/A	N/A
Smith, J. (SG)	Y	Y	Y	N/A	Y	Y	Y	Y	Y	N/A	Y	N	N/A	N/A	N/A	N/A



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

**ZME
3120.4B**

Effective date:
03/01/2024

SUBJ: Facility Air Traffic Technical Training (Non-Manager)

1. Purpose of This Order. This order establishes procedures for standardization and administration of technical training for Air Traffic Control Specialists (ATCS) at Memphis Air Route Traffic Control Center (ARTCC). The criteria specified herein is in accordance with FAA Order 3120.4, Air Traffic Technical Training.

2. Audience. ZME air traffic personnel.

3. Where Can I Find This Order. This order can be found in the FAA Facility Directives Repository at <https://loa.faa.gov/> or the ZME Enroute Information Display System (ERIDS).

4. What This Order Cancels. ZME 3120.4A, Facility Air Traffic Technical Training (Non-Manager) dated March 1, 2023, and all associated changes.

5. Explanation of Policy Changes. This revision changes content and formatting throughout the order and appendices.

All references to the A-Side position have been removed.

Added to Figure 6-1 ** Ensure a minimum of 30 minutes of observation time is allotted for a single position CSC, PA, or Recertification or a minimum of 45 minutes on a combined position as specified in the training plan.

Added to Figure 6-1 Tracker training requirement.

6. Acronyms/Definitions. Additional acronyms and/or definitions may be found in FAA JO 3120.4.

a. Area of Specialization (AOS). Home or Parent Area in which employee maintains currency.

b. Biennial Skills Evaluation (BSE). An evaluation, occurring once every two years of employee skills to maintain AOV credentialing.

c. Control Position. A position that provides direct control instructions to aircraft.

d. Cross-Aisle (CA). Secondary AOS.

e. Cross-Aisle Operations Supervisor (CAOS).

f. Operational Position. A position that provides first or second-level supervision of employees working control positions and/or manages the flow of air traffic through the NAS (Flight Data positions).

g. Scenario. Simulation conducted in a laboratory environment that may be familiarization, instructional, or evaluation.

h. Seasoning. A period of time allotted for a trainee to work positions they are certified on before commencing OJT on additional positions.

i. Watch Manager in Charge (WMIC). An Operations Supervisor (OS) assigned to the Watch Desk and authorized to oversee all operational areas in lieu of an Operations Manager (OM).

7. Roles and Responsibilities. All roles and responsibilities are in addition to the requirements outlined in FAAO JO 3120.4.

a. Air Traffic Manager (ATM). The ATM must:

(1) Notify the Training Administrator (TA) of facility personnel gains, losses, and new personnel area assignments.

b. Support Manager for Training (SMT). The SMT must:

(1) Serve as the TA, Contracting Officer Representative (COR), and Flight Deck Training (FDT) program coordinator.

(2) Work in collaboration with the Principal Facility Representative (PFR) to specify facility training requirements.

(3) Collaborate with the Traffic Management Officer (TMO), Operations Manager (OM), and PFR to determine the assigned control positions required for certification of both Traffic Management Unit (TMU) trainees and Operations Supervisors in Training (OS-ITs).

(4) Ensure the completion of the ZME weekly OJTI data update into the National Training Initiative (NTI) KSN site.

(5) Communicate modifications to training requirements with the appropriate OM and/or TMO.

(6) Not participate in any training review board at ZME.

(7) Ensures ZME-17 Support Specialists enter all training plans into TEAM, excluding recertification and management training plans.

c. Support Specialist. The training department support specialists must:

- (1) Assist with TEME district training support duties.
- (2) Assist with ZME administrative tasks, as needed.
- (3) Assign CBIs and proctor examinations in the absence of contract staff.

(4) Ensure training plans are entered for all trainees in TEAM, to include all Radar Associate positions, one Tracker position, and all Radar positions.

d. Principal Facility Representative (PFR). The PFR must work in collaboration with the SMT to specify facility training requirements.

e. Operations Manager (OM)/Traffic Management Officer (TMO). The OM/TMO must:

(1) Appoint an Operational Supervisor (OS) to serve as a training focal for each area under their supervision.

(2) Ensure that all appropriate training checklists have been completed prior to trainee certification on the Watch Desk.

(3) Ensure all employees in their area of responsibility complete daily briefing items (i.e., TEAM), refresher training, eLMS, and other assigned training prior to the completion date.

(4) Ensure that ERAM Scenario Generation Training (SGET) Representatives are removed from the operational schedule for one shift, per pay period, to maintain SGET skills and proficiency. This requirement is staffing and workload permitting.

f. Operations Supervisor (OS)/Supervisory Traffic Management Coordinator (STMC). The OS/STMC must:

(1) Assign an “Acting Role” in TEAM during periods of absence (i.e., Prime Time Leave).

(2) Provide appropriate OJT Checklist to the trainee. as applicable.

(3) Notify the training department, via email, of employee completions/qualifications of CSCs, Recertifications, CIC qualifications, OJT qualifications and evaluations, Mid-Shift Training, and Tracker Training.

(4) Ensure training sessions and OJT reports are discussed with trainees by the end of the shift on which OJT occurred.

NOTE: PAs, CSCs, and Recertifications may only be performed in the area in which the OS maintains currency, or at the discretion of the OMIC. BSEs may be performed in the OS's Cross-Aisle area.

(5) Ensure all written training documentation (checklists, memorandums) are uploaded into TEAM when a Training Team Meeting occurs.

(6) Ensure training forms are handwritten and retained in the event of TEAM outages. Handwritten forms must be entered into TEAM as soon as practical.

(7) Ensure all members of the training team review and acknowledge all OJT forms in TEAM.

(8) Coordinate Skill Enhancement Training (SET) with the OM, using appropriate request forms. NOTE: All SET forms are located on the "T" drive.

(9) Include the phrase "First Radar Associate Position" (D-side) in Block 12 of FAA Form 3120-25 upon certification on the first radar associate position. This is required for credentialing purposes.

(10) Recommend employees for OJT and CIC duties, IAW FAA JO 7210.3, 2-6-3.

(11) Conduct initial OJT certifications and yearly evaluations. Conduct CIC certifications (minimum of 30 minutes).

(12) Place manually completed training forms in the Training mail slot near the Watch Desk.

(13) Respond to information requests from ZME-17 in a timely manner.

g. Controller-in-Charge (CIC). The CIC must:

(1) Make every effort to release the On-the-Job Training Instructor (OJT) and the trainee from performing duties in the area with sufficient time to review and document the performance of the trainee during that day's training sessions.

(2) Consult the OMIC when there are staffing issues that may interfere with training requirements for the day.

h. Training Team. The Training Team must:

(1) Review and acknowledge applicable training forms and ensure forms have been removed from the "pending" status in TEAM, prior to entering a CSC.

(2) By majority, the training team must recommend a CSC. The OS must be among the majority.

i. On-the-Job Training Instructor (OJTI). The OJTI must:

(1) Include appropriate references, on form 3120-25 when documenting areas that need improvement.

(2) Document OJF, in Block 12, detailing information shared (i.e., sector nuances, traffic flow, speed control, “what if” situations).

NOTE: If TEAM is unavailable, handwrite the training report. The OJTI completing the form will retain a copy and enter the information in TEAM as soon as practical.

(3) Provide the trainee a review, upon request, of all pertinent information from the training package (i.e., LOAs), prior to taking the area rating exam.

NOTE: This must be accomplished during Stage 2 training, preferably by a member of the training team.

(4) Complete OJT checklists for each sector/position.

j. Trainee. The Trainee must:

(1) Maintain proficiency and currency.

(2) Ensure completed training packages are submitted to a ZME-17 Support Specialist.

k. Employees. All operational, administrative, and contract personnel (as assigned) must:

(1) Complete and acknowledge any pre-duty briefing items prior to assuming an operational/control position.

(2) Complete all Mandatory Briefing Items (MBIs) in TEAM and training assignments (i.e., eLMS) prior to the due date.

(3) Ensure that all training documents that require a manual signature are followed by legible operating initials.

8. Qualification Training. See Appendices A-C. NOTE: For Management training requirements see ZME order 3120.41A.

9. Minimum and Target Certification Hours. See Figure 6-1 on the next page.

Figure 6-1

CATEGORY 1 NO EXPERIENCE		CATEGORY 2 RECERTIFICATIONS			CATEGORY 3 TRANSFERS		
No previous experience or transfers from terminal option		Require recertification due to loss of currency			Enroute interfacility and area-to-area		
ALL AREAS		Loss of currency**			Loss of Enroute or Area Currency*		
		31 – 119 Days	120 -364 Days	1 – 3 Years	31 -119 Days	120 -364 Days	1 - 3 Years
D-SIDE	(30) 100	(1) 50	(5) 100	(5) 100	(5) 50	(5) 100	(5) 100
R-SIDE	(30) 120	(1) 60	(5) 120	(5) 120	(5) 60	(5) 120	(5) 120
Tracker	(1) 5	N/A	N/A	N/A	N/A	N/A	N/A
TMU	(30) 80	(1) 40	(5) 80	(5) 80	(5) 80	(5) 80	(5) 80
* More than 3 years, CATEGORY 1 applies.							
** Ensure a minimum of 30 minutes of observation time is allotted for a single position CSC, PA, or Recertification or a minimum of 45 minutes on a combined position as specified in the training plan.							
<u>OJF Requirements</u> OJF is a minimum of 1 hour, not to exceed 10 hours, and is required as follows: <u>CATEGORY 1:</u> Trainees in CAT 1 require (1) hour of OJF on first Low D-Side and (1) hour of OJF on first High/Ultra-High D-Side. The (1) hour OJF time may be accomplished on combined positions. <u>CATEGORY 2/3:</u> As determined by TA. <u>TMU:</u> All trainees must complete (1) hour of OJF on initial TMC position.							

Routinely Combined Sectors. See Figure 7-1 below.

Figure 7-1

ARE A	ROUTINELY COMBINED SECTORS/POSITIONS (9/31/22)		
1	5 / 7	25 / 26	33 / 34
2	03 / 04	19 / 22	27 / 35
3	01 / 02	20 / 21	28 / 44
4	15 / 67	45 / 46	65 / 66
	43 / 45 / 46 – Towering Sector Configuration		
	<i>NOTE: OJT <u>may</u> occur in any combination of these sectors however, when Sector 43 is split between Sector 45 and Sector 46, OJT time <u>must not</u> be accumulated on Sector 43. *All three sectors must be specified as OJT sectors.</i>		
5	40 / 41	40 / 41 / 60	62 / 63
6	12 / 13	14 / 42	
	30 / 31 / 32 – Towering Sector Configuration		
	<i>NOTE: OJT <u>may</u> occur in any combination of these sectors however, when Sector 32 is split between Sector 30 and Sector 31, OJT time <u>must not</u> be accumulated on Sector 32. *All three sectors must be specified as OJT sectors</i>		
TMU	TMAC1 / TMDC1/TMEC2	TMEC1 / TMML	TMWC / TMNC

10. Skill Enhancement Training. See Figure 8-1 on the next page.

a. Skill Improvement Training (SIT) provides the opportunity to enrich ATC skills and must be requested via the current SIT request form (located on the "T" drive). This form must be forwarded to the Training Department for scheduling. Paper documentation must be uploaded into TEAM via attachment to the training team meeting.

b. Skill Development Training (SDT) is to improve a specific performance deficiency and must be requested via the current SIT request form (located on the "T" drive). This form must be forwarded to the Training Department for scheduling. Paper documentation must be uploaded into TEAM via attachment to the training team meeting.

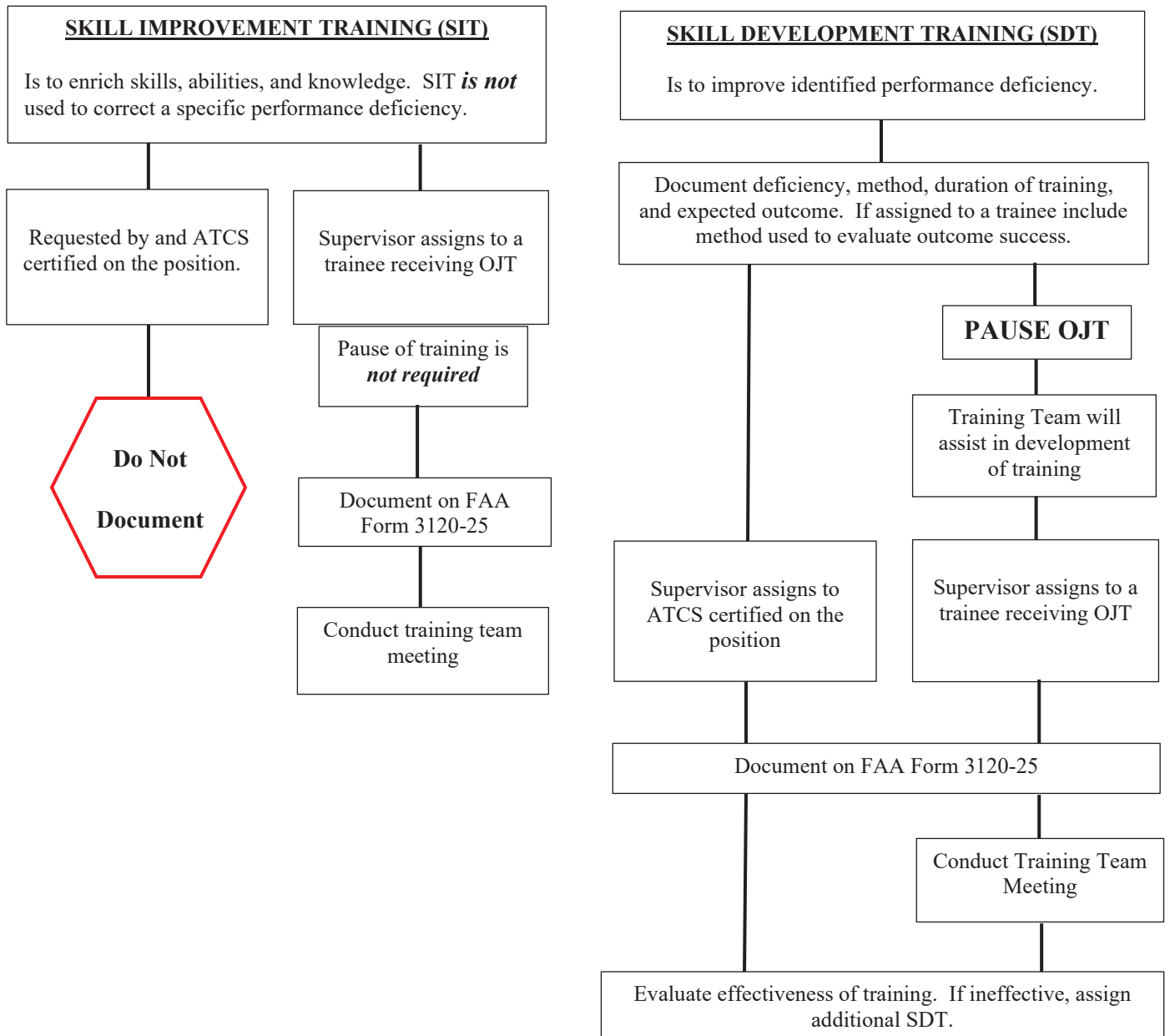
NOTE: ZME-17 will enter SET into TEAM upon completion.

11. OJT Checklists.

a. Initial OJT checklists will be distributed by ZME-17 upon successful completion of the applicable stage, TMU, or OS classroom qualification training and prior to beginning OJT.

b. Trainees must complete OJT checklists for each position prior to certification. (See Appendices)

Figure 8-1



12. Annual Refresher Training. The annual refresher training plan will be maintained by ZME-17 and updated as necessary to meet national and local requirements. Support offices must create and present the training topics that are pertinent to their office.

13. Flight Deck Training Program. Flight Deck Training. Procedures for FDT are outlined in FAAO JO 3120.29, Flight Deck Training Program (FDT). All requests must be submitted to ZME-17 fourteen (14) days prior to the departure date.

Will Chamberlain
Air Traffic Manager
Memphis Air Route Traffic Control Center

Appendix A

Stage II – Radar Associate Facility Qualification Training

1. General. All Stage II, Radar Associate (D-side) facility qualification training will be conducted in accordance with FAAO 3120.4, Air Traffic Technical Training. Additional lessons will be provided at the discretion of the TA.

2. Training Package. Stage II trainees will receive a training package that contains the below contents. Additional training items may be added at the discretion of the TA.

NOTE: Trainees will also receive access to the appropriate Training Package, available electronically, through the HUDDLE website at <https://atoats.huddle.com>. HUDDLE may be accessed outside of the FAA firewall. HUDDLE will be the definitive source for all training and testing material.

a. Memphis Center High and Low Altitude Charts (blank maps will be provided for practice) – Requires a passing score of 70%.

- (1) Label each NAVAID/fix with its identifier (including the first NAVAID outside the area)
- (2) Label sector boundaries, both intra, inter-facility, and approach controls as applicable.
- (3) Label special use airspace
- (4) Label all airways.

b. Area Specialization Low and High Altitudes Charts (blank maps provided for practice) – Requires a passing score of 70%.

- (1) Label each NAVAID/fix with its identifier (including the first NAVAID outside the area)
- (2) Label sector boundaries, both intra, inter-facility, and approach controls as applicable.
- (3) Label special use airspace
- (4) Label all airways extending from the first NAVAID outside the AOS
- (5) Label all intersections.
- (6) Label all airspace altitude limits.
- (7) Complete the following on the low altitude map only: ALL airports (including those within approach control airspace) within the AOS and all airports in adjacent airspace within 10NM.

c. Computer Based Instruction (CBI) Lesson List

- (1) Federal Airway & Jet Route System (FAJRS)
- (2) Voice Switching & Control System (VSCS) Equipment
- (3) Flight Progress Strip Distribution (FPSD)
- (4) Computer Operational Equipment
- (5) Computer Field Format
- (6) Computer Message Composition & Entry
- (7) Ghost Pilot

d. Test Checklist – All tests require a passing score of 70%.

(1) Area Rating Exam. Trainees must pass the area-rating exam for their area. The exam will consist of questions from materials contained in the area package. At a trainee's request, an instructor will review the LOAs prior to the test.)

(2) Sector Specific Tests (completed for initial training sector(s) during the ILT). Trainees must pass tests on every sector on which they will train and certify. The tests consist of, but are not limited to questions on the below information:

- (a) Military Training Routes and Procedures
- (b) Special Use Airspace in/adjacent to the sector
- (c) Frequencies (both VHF & UHF in the sector, surrounding sectors, and airspace either above or below the sector)
- (d) Maps
- (e) LOAs with other facilities
- (f) STARs (initial approach fixes and missed approach holding fixes for the busier airports in the sector that are not located within approach control facilities)

e. Self-study guides (Military Ops, Phraseology/Strip Marking, Approaches, etc.). Each section of the self-study guide includes references to review for the practice test. This is not an all-inclusive reference list for tests. All the material from that particular chapter is the subject material for each test.

3. Lab Environment/Scenario Guidelines.

a. Simulation Training Sectors. Area specific training sectors used for Stage II simulation training are as follows:

- (1) Area 1 – Sector 05
- (2) Area 2 – Sector 03
- (3) Area 3 – Sector 01
- (4) Area 4 – Sector 67
- (5) Area 5 – Sector 60
- (6) Area 6 – Sector 12

b. Part Task Training (PTT). PTT will be locally developed and is not subject to pass/fail criteria.

c. Scenario Descriptions. The number, volume, and type of scenario used in Stage II is identified in Figure A-3-1 below.

Figure A-3-1

Volume	Type	Number of Scenarios
N/A	Radar Associate Part-Tasking	Variable
50%	Instructional	2
60%	Instructional	2
70%	Instructional	10
70%	Pre-Evaluation	1
70%	Evaluation	1
80%	Instructional	12
80%	Evaluation	1
90%	Instructional	14
90%	Evaluation	1

d. Scenario Review. In collaboration with the PFR, the 100% hourly operations rate of aircraft for purposes of scenario development will be reviewed annually and simulation scenarios updated appropriately in collaboration with the PFR.

e. Scenario Evaluation/Scoring Criteria. See Figure A-3-2.

Figure A-3-2

Job Task	Minus (-) Points Deduction per Occurrence	Maximum Deductions per Job Task	Plus (+) Points added per Job Task
Separation	16 points	No maximum	5 points
Weather	8 points	No maximum	4 points
Coordination	8 points	No maximum	4 points
Control Judgment	5 points	20 points	2 points
Methods / Procedures	5 points	20 points	2 points
Equipment	2 points	10 points	1 point

Figure A-5-1

Stage 2 - Radar Associate OJT Checklist					
Name:		Area:	Position(s):		
Skill/Job Task		OS	OJTI	Trainee	Date
1	Amend aircraft departure point				
2	Complete 6-7-10 amendment				
3	Amend field 10 requesting a 25 minute delay				
4	Complete a partial field 10 amendment using latitude and longitude				
5	Amend aircraft type				
6	Amend aircraft speed				
7	Remove strip on aircraft				
8	Demonstrate how to use D-side checklist				
9	Change aircraft destination				
10	Demonstrate correct pointout entry and point out phraseology				
11	Demonstrate giving a clearance through Flight Service				
12	Demonstrate process for taking and forwarding a military change of destination				
13	Specify information required for taking a PIREP and demonstrate appropriate				
14	Specify information required when aircraft declares and emergency				
15	Demonstrate knowledge of pertinent sector frequencies				
16	Specify information for an IFR popup				
17	Specify information required to process a VFR flight following request				
18	Start a track from D-side				
19	Demonstrate correct phraseology for coordinating wrong altitude for direction of flight				
20	Demonstrate knowledge of changing equipment suffix on aircraft				
21	Demonstrate knowledge of information needed for holding aircraft				
22	Demonstrate knowledge of LOAs pertinent to assigned area of specialization				
23	Explain the procedure for calling other adjacent sectors and facilities				
24	Demonstrate procedure for locating airport IDs				
25	Enter flight plan without EDST				
26	Request a strip using a fix posting inside your sector				
27	Obtain flight plan readout on aircraft				
28	Change local altimeter setting				
29	Demonstrate proper technique for signing on and off a position with OJT and without				
30	Demonstrate ability to enter a manual traffic count				
31	Other:				
<i>I acknowledge that all items on this checklist have been completed.</i>					
OJTI:		Date:		Forward original signed document to Training Department (ZME17)	
Trainee:		Date:			
OS:		Date:			

Appendix B

Stage III – Radar Facility Qualification Training

1. General. All Stage III, Radar facility qualification training, will be conducted in accordance with FAAO JO 3120.4, Air Traffic Technical Training. Additional lessons will be provided at the discretion of the TA.

2. Training Package. Stage III trainees will receive a training package that contains the below contents. Additional training items may be added at the discretion of the TA.

NOTE: Trainees will also receive access to the appropriate Training Package, available electronically, through the HUDDLE website at <https://atoats.huddle.com>. HUDDLE may be accessed outside of the FAA firewall. HUDDLE will be the definitive source for all training and testing material.

a. Area Specialization Low and High Altitudes Charts (blank maps provided for practice) – Requires a passing score of 70%.

(1) Label each NAVAID/fix with its identifier (including the first NAVAID outside the area)

(2) Label sector boundaries, both intra, inter-facility, and approach controls as applicable.

(3) Label special use airspace

(4) Label all airways extending from the first NAVAID outside the AOS

(5) Label all intersections.

(6) Label all airspace altitude limits.

(7) Complete the following on the low altitude map only:

(a) Label ALL airports (including those within approach control airspace) within the AOS and all airports in adjacent airspace within 10NM.

b. CBI Checklist. As assigned by TA.

c. Test Checklist – All tests require a passing score of 70%.

(1) Area Rating Exam. Trainees must pass the area-rating exam for their area. The exam will consist of questions from materials contained in the area package. At a trainee's request, an instructor will review the LOAs prior to the test.

(2) Sector Specific Tests (completed for initial training sector(s) during the ILT). Trainees must pass tests on every sector on which they will train and certify. The tests consist of, but are not limited to questions on the below information:

- (a) Military Training Routes and Procedures
- (b) Special Use Airspace in/adjacent to the sector
- (c) Frequencies (both VHF & UHF in the sector, surrounding sectors, and airspace either above or below the sector)
- (d) Maps
- (e) LOAs with other facilities
- (f) STARs (initial approach fixes and missed approach holding fixes for the busier airports in the sector that are not located within approach control facilities)

d. Self-study guides (Military Ops, Phraseology/Strip Marking, Approaches, etc.). Each section of the self-study guide includes references to review for the practice test. This is not an all-inclusive reference list for tests. All the material from that particular chapter is the subject material for each test.

e. Self-study log. Trainees are responsible for maintaining and completing the self-study log issued by ZME-17.

f. Radar OJT Checklist. See Figure B-3-1 on the next page.

3. Lab Environment/Scenario Guidelines.

- a. Simulation Training Sectors. Area specific training sectors used for Stage II simulation training are as follows:
 - (1) Area 1 – Low: Sector 07 and High: Sector 26
 - (2) Area 2 – Low: Sector 04 and High: Sector 27
 - (3) Area 3 – Low: Sector 01 and High: Sector 44
 - (4) Area 4 – Low: Sector 66 and High: Sector 45
 - (5) Area 5 – Low: Sector 60 and High: Sector 62
 - (6) Area 6 – Low: Sector 14 and High: Sector 31
- b. Part Task Training (PTT). PTT will be locally developed and is not subject to pass/fail criteria.
- c. Scenario Descriptions. The number, volume, and type of scenario used in Stage II is identified in Figure B-4-1 below.
- d. Scenario Review. In collaboration with PFR, the 100% hourly operations rate of aircraft for purposes of scenario development will be reviewed annually and simulation scenarios will be updated appropriately.
- e. Scenario Evaluation/Scoring Criteria. See B-4-2.

Figure B-3-1

Stage 3 - Radar OJT Checklist					
Name:		Area:		Position(s):	
Skill/Job Task		OS	OJT	Trainee	Date
1	Demonstrate ability to give/receive a recorded relief briefing				
2	Demonstrate ability to set and adjust sector filter limits				
3	Demonstrate ability to add or remove altimeters from the list				
4	Demonstrate ability to add or remove codes from code list				
5	Demonstrate ability to adjust weather display				
6	Demonstrate ability to save preferential settings				
7	Demonstrate ability to select beacon codes				
8	Explain difference between Main/Standby/BUFC frequencies				
9	Demonstrate ability to change Main/S-BUFC frequencies				
10	Explain and identify areas of limited radar coverage				
11	Explain phraseology and procedure for issuing low altitude alert				
12	Explain phraseology and procedure for issuing traffic alert				
13	Explain phraseology and procedure for issuing a manual and automated handoff				
14	Explain phraseology and procedures for issuing a point-out				
15	Demonstrate knowledge of pertinent sector frequencies				
16	Demonstrate ability to estimate aircraft time at fix				
17	Demonstrate ability to estimate aircraft distance from fix				
18	Demonstrate ability to start track and radar identify aircraft requesting VFR flight following				
19	Demonstrate knowledge of TCAS resolution advisory				
20	Demonstrate knowledge of and phraseology for aircraft requesting VFR-ON-TOP				
21	Demonstrate knowledge of and phraseology for aircraft fuel dumping				
22	Demonstrate knowledge of and phraseology for aircraft declaring hijack				
23	Demonstrate knowledge of and phraseology for aircraft with radio failure				
24	Demonstrate knowledge of and phraseology for aerial refueling				
25	Explain knowledge of and phraseology for MARSA				
26	Explain CELL/NAV procedures and phraseology				
27	Demonstrate knowledge of and phraseology for issuing PIREPs, SIGMETs & CWAs				
28	Demonstrate knowledge of and phraseology for issuing holding instructions				
29	Specify information required for an IFR POPUP				
30	Demonstrate knowledge of LOAs pertinent to area of specialization				
31	Other:				
<i>I acknowledge that all items on this checklist have been completed.</i>					
OJT:		Date:		Forward original signed document to Training Department (ZME17)	
Trainee:		Date:			
OS:		Date:			

Figure B-4-1

Volume	Type	Number of Scenarios
N/A	Radar Associate Part-Tasking	Variable
50%	Instructional	2
60%	Instructional	2
70%	Instructional	10
70%	Pre-Evaluation	1
70%	Evaluation	1
80%	Instructional	12
80%	Evaluation	1
90%	Instructional	14
90%	Evaluation	1

Figure B-4-2

Job Task	Minus (-) Points Deduction per Occurrence	Maximum Deductions per Job Task	Plus (+) Points added per Job Task
Separation	16 points	No maximum	5 points
Weather	8 points	No maximum	4 points
Coordination	8 points	No maximum	4 points
Control Judgment	5 points	20 points	2 points
Methods / Procedures	5 points	20 points	2 points
Equipment	2 points	10 points	1 point

Appendix C

Traffic Management Coordinator (TMC) In-Training

1. General. IAW requirements of FAA JO 3120.4, Appendix G, each Traffic Management Coordinator-In Training (TMC-IT) must complete Course 55116 (or current course) and the local requirements contained in this order. TMC-ITs must certify to perform the duties within the time specifications. Failure to meet the training requirements will result in reassignment to CPC duties.

2. Prerequisite. Inter-facility TMC-ITs must certify on one (1) Radar Associate Position and one (1) Radar Controller position. OJT must be administered under the requirements for CPC-IT. Pass/Fail criteria applies.

3. Assignment to Training. TMC-ITs will be assigned to instructor-led/classroom training, as follows:

a. Intra-facility TMC-ITs will enter Classroom/ILT, Course 55116, "J-School," facilitated by ZME Traffic Management Unit (TMU), prior to beginning OJT in TMU. While assigned, the TMC-IT must complete facility map requirements and forward to ZME-17. When the TMC-IT has completed the ILT portion of Course 55116, the trainee's STMC must notify ZME-17 via memo.

b. Inter-facility TMC-ITs will be initially assigned to ZME-17 for Classroom/ILT to complete map requirements, appropriate tests/exams, simulation training, and CBIs, as applicable.

c. Upon completing ILT, the inter-facility TMC-IT will report to the assigned AOS to receive OJF/OJT on assigned positions. OJT target hours must be based on experience.

4. Training Requirements. Upon completion of initial training requirements, TMC-ITs must be assigned a training team.

NOTE: Only one OJTI is required.

5. OJF. On the initial TMU position, OJF must be completed before commencing OJT on that position. All assignments of OJF must be documented in the Training Plan. OJF hours are listed in Figure 6-1.

6. OJT. OJT Minimum/Target hours are listed in Figure 6-1.

7. Routinely Combined Positions. See Figure 7-1.

8. Documentation. OJF, OJT, and Skill Checks must be documented, in TEAM, using the electronic version of the Traffic Management Coordinator Instruction/Evaluation Report, FAA

Form 3120-26. Debrief should take place after each session and documented in TEAM on the same day the training occurred. If the training form cannot be completed on the same day the training occurred, it must be completed as soon as possible on the next available shift.

9. Course Requirements. TMC-ITs must receive the FAA course Enhanced Traffic Management Coordinator (ETMC) 50115, or current course, within 18 months of accepting the position.



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Memphis Air Route Traffic Control Center**

**ORDER
ZME 3120.41A**

Effective Date: February 7, 2023

SUBJ: Management Training Requirements

1. Purpose of This Order. To establish a standardized training plan for employees assigned to the Operations Supervisor (OS) position at Memphis Air Route Traffic Control Center (ZME) that supplements national training requirements.

2. Whom This Order Affects. This order affects all newly promoted Operations Supervisors and current Operations Supervisors transferred internally or from another facility to Memphis ARTCC.

3. Where Can I Find This Order? This order can be found in the FAA Facility Directives Repository: <https://oa.faa.gov>.

4. What this Order Cancels. N/A

5. Explanation of Changes. N/A

6. Requirements.

- a. The Operations Supervisor-In Training's (OS-IT) Operations Manager will develop a customized Operations Supervisor Training Plan with appropriate requirements based on the knowledge, skills, and abilities of the OS. The Training Administrator or their designee will provide each OS with a Training Package in accordance with the Operations Supervisor Training Plan Worksheet (Appendix A). Information in the Operations Supervisor Training Plan Worksheet and associated checklists (Appendix B & C) will be used to identify and record completion of the required training.
- b. SUPCOM shall review the content of the SUPCOM Training Course annually and collaborate with the Operations Manager Team on the validity of the content to be covered.
- c. Newly promoted permanent OSs and OSs transferred from another facility must be detailed to the Training Office to complete a customized training program in accordance with the current version of FAA Order 3120.4, Air Traffic Technical Training. The training program will provide time in the Test and Training Lab (TTL), as necessary, to ensure familiarization with typical area operations. If an OS has previously been certified in the assigned operational area, the classroom portion of the training may be

waived by the area Operations Manager. Familiarization and Stage 3D and/or Stage 3R training on En Route and/or facility-specific equipment and systems, will be provided based on individual needs.

- d. All position training hours will be in accordance with ZME Local Training Order 3120.24E.
 - All position-training hours will be reviewed annually by the area OM and SUPCOM Facility Chair or SUPCOM designee.
- e. The cross-aisle areas are those areas physically located directly across the aisle from each other with line of sight.
- f. Support Office Familiarization will be scheduled in addition to and completed following the SUPCOM Training Course. Refer to Appendix C for items to be reviewed.
- g. Permanent OSs must complete all items specified in the Operations Supervisor Training Plan Worksheet (Appendix A) as well as Appendix B:
 - 1) Prior to assignment to the OS-IC position in area of specialization, the assigned area operational requirements must be met in accordance with Operations Supervisor Training Plan Worksheet, Sec. I and Appendix B.
 - 2) Prior to assignment to the cross-aisle OS-IC position, the cross-aisle On-the-Job Familiarization/Training must be met in accordance with Operations Supervisor Training Plan Worksheet, Sec II.
 - 3) Prior to assignment to the Watch Desk (OMIC) the Watch Desk Certification Requirement must be met in accordance with Operations Supervisor Training Plan Worksheet Section III.

NOTE: Newly promoted temporary OSs will follow the same path as an OS-IT with the exception of the requirement to complete Section III of the Operations Supervisor Training Plan Worksheet. A temporary assignment to an OS position is not normally lengthy enough to allow for assignment to the Watch Desk.

- h. Operations Supervisors transferring from one area within ZME to another will be provided a Training Package from the Training Office in accordance with the Operations Supervisor Training Plan Worksheet to be customized to the individual needs of the OS.
 - 1) Prior to assignment to the OS-IC position, OSs will accomplish the following requirements in their new operational area in accordance with Operations Supervisor Training Plan Worksheet, Sec. I:
 - a) On-The-Job Training/Familiarization (OJT/OJF)
 - b) Position Certification (2 Positions)
 - In accordance with ZME Local Training Order 3120.24E

- c) Area Specific Test required
 - i. Prior to the end of the one (1) year from the date of assignment, permanent OSs must:
 - 1) Complete all applicable items in the OS Training Plan Worksheet as well as Appendixes B & C.
 - 2) Review the OS Training Program with the Air Traffic Manager and the Operations Manager in accordance with Operations Supervisor Training Plan Worksheet, Sec. IV and provide feedback to improve the program and/or related processes.
 - j. All or a portion of these requirements may be waived with the Air Traffic Manager's concurrence.

MICHAEL T Digitally signed by
BRITTAIN MICHAEL T BRITTAIN
Date: 2023.02.06
10:04:22 -06'00'

Michael Brittain
Air Traffic Manager
Memphis ARTCC

Appendix A: Operations Supervisor Training Plan

Worksheet

Operations Supervisor-IT		Promotion Date	
Assigned Area		Training Plan Start Date	
Operations Manager		Training Plan End Date	

<u>Training Package (to include)</u>	<u>Date received</u>
Maps:	
a) ZME High Map	
b) ZME Lower Map	
c) Area Specific Maps	
Letters of Agreement	
Standard Operating Procedures	
General Knowledge Guide	
Area Specific Test Guide	
Copy of current CBA	
Local MOUs	
National MOUs	

I.

Assigned Area Operational Certification Requirements

1. On-the-Job Training/Familiarization (OJT/OJF)

(All shall be documented on FAA Form 3120-25)

<u>Task/Item</u>	<u>OJT Start Date</u>	<u>Date Completed</u>
Operations Supervisor-in-Charge (OS-IC) OJT (40 hours) to include completion of Training Items Appendix A and at least one opening & one closing shift		
Opening		
Closing		
OJF Each Sector – 2 hours per Sector – Can be combined		
<u>Positions</u>	<u>OJF Start Date</u>	<u>Date Completed</u>
1. Sector #		
2. Sector #		
3. Sector #		
4. Sector #		
5. Sector #		
6. Sector #		
7. Sector #		
8. Sector #		

2. Position Certification (2 Positions)

<u>Sector/ Position</u>	<u>OJT Start Date</u>	<u>Date Certified</u>
1. Sector #		
2. Sector #		

3. Traffic Management Unit Familiarization

OJT Traffic Management Unit 2 Hours OJT per position with minimum of 4 hours (may be combined)		
<u>Positions</u>	<u>OJT Start Date</u>	<u>Date Completed</u>
1. En Route		
2. Arrivals		
3. NAS Coordinator/Departures/Military Ops.		
4. STMC		
5. Severe Weather (if available)		

4. Additional Requirements

<u>Task/Item</u>	<u>Date Completed</u>
NATCA/FAA Contract Briefing	
SUPCOM Training Course (instructor lead)	
<i>To be scheduled following the SUPCOM Training Course (see Appendix C)</i>	
– Support Office Overview • Front Office • Training Office (TO) • Center Weather Service Unit (CWSU) • Technical Operations (ESOC) • Planning and Requirements (P&R) • Quality Control (QC) • Airspace and Procedures (A&P)	
AOV Credentialing/DE Certification	

5. Human Resources (HR)

<u>Human Resources (HR)</u>	<u>(X) Reviewed</u>
Overview of HR Office	
Human Resource Policy Manual (HRPM)	
Leave entitlements, Family Medical Leave Act (FMLA), Leave Without Pay (LWOP), Absent Without Leave (AWOL), Advanced Sick Leave etc. (including documentation requirements)	
Trauma leave, Continuation of Pay (COP)	
CBA Leave Entitlements	
Document Retention	
Employee Assistance Program (EAP)	
Employee Services (Magellan), Equal Employment Opportunity (EEO)	
Voluntary Leave Transfer Program (VLTP)	

6. Labor Relations (LR)

<u>Labor Relations (LR)</u>	<u>(X) Reviewed</u>
Overview of LR Office	
Review conduct/discipline, Douglas Factors and Table of Penalties	
Grievance	
Standards of Conduct	
Investigation techniques and Weingarten meetings	
Addressing unwanted behaviors, conduct vs. performance, union involvement	
Unfair Labor Practices (ULPs)	
Past practice	

7. Operations Manager Review

<u>Task/Item</u>	<u>Date Completed</u>
Review with OM common performance management tools and processes: a) FALCON w/Voice, SATORI, DALR b) Remote Monitor	
Conduct initial performance discussion/change of rating with employees	
<i>Area Specific Test and General Knowledge Test (to be issued by Area OM) Must score 90 percent or greater</i>	
General Knowledge Test	
Area Specific Test	
<i>To be completed within thirty (30) days of promotion or transfer</i>	
Working with OM, identify a mentor to help facilitate expectations and provide coaching	

II.

1. Cross-aisle On-the-Job Training/ Familiarization (OJT/OJF)

(All shall be documented on FAA Form 3120-25)

<u>Task/Item</u>	<u>OJT/OJF Start Date</u>	<u>Date Completed</u>
Operations Supervisor-in-Charge (OS-IC) OJT (24 hours) to include at least one opening & one closing shift		
Opening		
Closing		
OJF Each Position – can be combined to equal 4 hours on low sector and 4 hours on high sectors () Temporary OS (Total 8 hours) or () Permanent OS (Total 8 hours)		
1. Sector#		
2. Sector#		
3. Sector#		
4. Sector#		
5. Sector#		
6. Sector#		
7. Sector#		
8. Sector#		

2. Cross-aisle Training Items

<u>Training Items Required</u>	<u>Date Completed</u>
<u>Not required for OSs with previous experience in Cross-Aisle Area</u>	
Area Specific Map Study	
Letters of Agreement	
Standard Operating Procedures	
<i>Area Specific Test (to be issued by Area OM)</i> <i>Must score 90 percent or greater</i>	
Area Specific Test	

III.

Watch Desk Certification Requirement

1. OMIC Position/Watch Desk On-the-Job Training (OJT)

(All shall be documented on FAA Form 3120-25)

<u>Task/Item</u>	<u>OJT Start Date</u>	<u>Date Completed</u>
Operations Manager in Charge (OMIC) OJT		
to include 3 training sessions (Day Shift)		
to include 2 training sessions (Eve Shift)		
to include 2 full training mid-shifts		
<u>Operations Manager-in-Charge (OMIC)</u>		
		<u>(O/I) Reviewed</u>
1. OMIC desktop shortcut		
2. OMIC PRB		
3. Watch Checklist and OMIC Task list Review		
4. Daily Log entries 7230-4		
5. Midnight-shift operations		
6. Weather Briefings (day/swing)		
7. VTABS		
8. MAP (Monitor Alert Parameters)		
9. Article 45 process at OMIC		
10. DEN & ROC Reporting Requirements		
11. Binder 5 (hard copy and electronic)		
12. ATC Alert, ATC Limited and ATC Zero, Contingency Plans		
13. ERAM Outages (8-1-1 binder)		
14. Facility Emergency Plan Order ZME Order 1900.1(location, hazardous weather, etc.)		
15. Facility Security Plan ZME Order 1600.1		
16. Drug and Alcohol Testing		
17. TFR NES process		
18. VIP TFR process		
19. Knowledge Services Network (KSN)		
20. Article 19 Process at the OMIC		
21. D-NOTAMS		

22. ALNOT procedures	
23. Laser Illumination Events	
24. NAGE contract	
25. Waivers – UAS, Balloon, rocket launch etc.	
26. NATCA Rep of the shift	
27. Medical	
28. OWCP CA-1, CA-16	
29. Facility Tours	
30. Public Affairs	
31. MOR processing	
32. Viper and SAT phone, Madison Scramble Line	
33. Stuck Flight Plan Procedures	
34. FDEP entries	
35. Strip Storage	
36. AT Workstation	

2. Flight Data Training Requirements

(All shall be documented on FAA Form 3120-25)

<u>Task/Item</u>	<u>Date Completed</u>
Position overview	
Equipment overview	
Amending flight plans	
PIREPs	
AIRMETs	
D-NOTAMS	
ALNOT/INREQ	
Special Interest Flights	
Processing international flight plans	
Verifying/entering Altimeter Settings	
Morning Text Files/Approach Control	
Clearance Delivery	

IV. Review of OS Training Program

<u>Task/Item</u>	<u>Date Completed</u>
Provide ATM and OM with a report assessing the effectiveness of the training process after completion of the following:	
SUPCOM Training Course	
Area Certification	
Traffic Management Class for OSs	
Cross-Aisle Certification	
OMIC Certification	
Flight Data Training	

_____ has met all the requirements of ZME 3000.2, Operations Supervisor Training Plan.

OM (Sign): _____ **Date:** _____

Appendix B: Operations Supervisor Training Items

Operational Training Items	
Managing the Operation	<u>(O/I) Reviewed</u>
Day Shift OS-IC Duties: • Receive in-brief from the OMIC • Area Staffing / Area Phone • Area OSIC • Pre-Shift Weather Brief • Sectorization • Resource Decisions • Initial traffic analysis (TSD, monitor alert) • Weather preview • Un-forward Supervisor VSCS and area phones • Open and Review the area log (7230.4) in CEDAR • Review military airspace requests (where applicable) • Review WMT shift notes • Review and address leave requests • Plan shift OJT • Review TEAM briefings • Review Training Requirements (eLMS, Recurrent Training, Refresher Training, Safety Discussions etc.) • Review frequencies and equipment (to include Guard) • Review Swing and Mid shifts staffing • Attend 0715 Stand-up Briefing	
Swing Shift OSIC duties: – Receive in-brief from the OSIC – Area OSIC • Pre-Shift Weather Brief • Sectorization • Resource Decisions • Initial traffic analysis (TSD, monitor alert) • Attend 1500 Stand-up Briefing (1605 on Saturday) • Open the area log (7230.4) in CEDAR • Review military airspace requests (where applicable) • Review WMT shift notes • Review and address leave requests • Plan shift OJT • Review TEAM briefings • Review Training Requirements (eLMS, Recurrent Training, Refresher Training, Safety Discussions etc.) • Review Midnight Shift and next Day Shift staffing ○ Review next day's WMT shift notes and leave requests • Close the area log (7230.4) ○ Log Closed, area combined at OMIC. • Forward VSCS (0234) and desk landline (8234) to OMIC desk. • Brief the OMIC status of area and following day staffing.	

Combining/de-combining sectors with AT Workstation	
Area scheduling and typical staffing requirements	
NORDOs, Emergencies, Safety Events, MORs and related CEDAR entries	
ERAM Outages (811 procedures)	
Tech-Ops interaction/managing equipment outages (ORM)	
Contingency Plans (via ERIDS)	
Information Request (INREQ)/Alert Notice (ALNOT)/Search and Rescue (SAR)	
Special Use Airspace (SUA) posting, military activities including blocks/caps	
Special Interest Flights and Special Interest Locations (nuclear facilities, etc.)	
Special Events (VIP, LASER events, Terrain-Collision Avoidance System (TCAS) RA, etc.)	
Operational Currency Dashboard - Maintaining Operational Currency (OS and BUE)	
PIREP Solicitation, Urgent PIREP process, and entry via ERIDS	
Midnight-Shift configuration	
ATSAP rights, guidelines and NATCA notification	
Absent employee process	

Administrative Duties	<u>(O/I) Reviewed</u>
Schedule analysis and adjustments	
Overtime analysis and filling OT	
Briefing Items (Verbal, Mandatory, Informational, etc.)	
OJT Instructor Evaluations (over the shoulder)	
Area log and facility log (7230-4) entries	
AOV Credentialing	

Equipment/Program Knowledge	<u>(O/I) Reviewed</u>
ARTCC radar sites and coverage	
Frequencies, RCAG sites	
Location of main/standby switches/site selector switches	
BUEC availability and priorities	
VSCS operations (Logical to Physical and Temp Mods)	
VTABS procedures	
TFMS: • Traffic Situation Display (TSD) • ESIS • NAS Monitor Alert	
ERIDS	
AT Workstation	
Weather and Radar processor (WARP) - WX Computer - Corridor Weather Integrated System (CWIS)	
Area Desk Phone Operations	
Office Computer/Fax/Printer/Copier, IT Support Help-Desk	
ZME KSN and my.faa.gov website content	
CRU-X/ART	

CEDAR / REPORTS etc.	
----------------------	--

Form Completion and Management	<u>(O/I) Reviewed</u>
OJT and related training forms	
Communication Trouble Report (RFI)	
ZME Issue Report (ESOC)	
ZME Laser Event Checklist	
Stand-Up and Weather Brief Sheets	
COVID Checklist and Contact Tracing	

Appendix C: Operations Supervisor Training Items Cont:

Support Office Overview

Front Office (FO)	(O/T) Reviewed
1. Air Traffic Manager - District Structure - ATM Expectations	
2. Management Program Analyst (MPA) a) Travel Policy and Travel Card b) Visitor policy c) Medical Certification/MED-DQ, ART-45, Scheduling of Airmen's Physical Exams d) Facility Directives Repository e) Payroll f) Overview of other administrative functions	

Training Office (TO)	(O/T) Reviewed
1. Overview of Training Office	
2. How to formulate a training plan, conduct a training team meeting and identify training opportunities. Training plan documentation and addendums (KSN, CEDAR)	
3. Disposition of developmental training suspensions	
4. Test and Training Lab (TTL) familiarization, lab use requests, conducting lab evaluations	
5. ERAM training requirements-	
6. Flight Deck Training (FDT)	
7. Facility Familiarization (FAM) Trip process	
8. Recurrent training	
9. Refresher training	
10. National Training Order	
11. Memphis Center Air Traffic Training Order	
12. The Recommendation, Certification and Evaluation of OJTIs	
13. e-Learning Management System (eLMS), Computer-Based Instructions (CBIs)	
14. Training Review Board (TRB)	

Center Weather Service Unit (CWSU)	<u>(O/I) Reviewed</u>
1. ZME Pre-duty Recorded Weather Briefing https://www.weather.gov/zme/predutyweatherbriefing (or CEDAR link)	
2. ZME Weather Briefing Sheet • “S/Z” drive, AT Operations, Area (XX), CIC folder	
3. Weather and RADAR Processor (WARP) (Located in your area) a) Log on credentials and basic functions b) Loading and looping Satellite images and Regional Radars c) Loading and displaying PIREPS (customizable by area)	
4. CIWS (Radar/Satellite) a) 1-8 hour of future radar cast b) Radar Growth/Decay Trends c) Customizable with your specific routes d) Winter PRECIP Type mode	
5. Integrated Terminal Weather Station (ITWS) (only in CWSU & TMU) a) Specific to MEM – storm proximity b) Microburst Detection	
6. Other Web Links: a) Graphical AIRMETS, SIGMETS, CWAS, PIREPS https://aviationweather.gov/ b) ZME CWSU Weather Products https://www.weather.gov/zme c) MEM Terminal Forecast https://aviationweather.gov/taf/board?ids=KMEM	

Technical Operations (ESOC)	<u>(O/I) Reviewed</u>
1. Overview of Technical Operations	
2. Daily functions and tasks	
3. Effective coordination/interaction with Tech-Ops and ESOC	
4. Event Playback (CDR Request)	

Plans & Requirements (P&R)	<u>(O/I) Reviewed</u>
1. Overview of P&R Office	
2. Voice Switching and Control System (VSCS) refresher (logical to physical, temp mods, frequency assignments)	
3. VSCS Training and Backup System (VTABS) familiarization (including VTABS Testing)	
4. Voice Over Internet Protocol (VOIP) FAVES Communication issue reporting process	
5. En Route Information Display System (ERIDS) Complete- ZME Issue Report	
6. En Route Automation Modernization (ERAM) overview including Air Traffic Specialist (ATS) workstation review – CDR Report – Time Sensitive	
7. Management Program Analyst (MPA) • PIV • WMT/CRU-X • Payroll Correction/Discrepancy Form	

Quality Control (QC)	<u>(O/I) Reviewed</u>
1. Overview of QC Office • Orders • IPM Order	
2. ATO Quality Control, Safety Culture, Open Reporting, Just Culture	
3. Daily QC functions and tasks	
4. Performance Observations (PO) and Performance Reviews (PR), Operational Skills Assessment (OSA), Hazardous Weather QC-OSAs, System Service Reviews (SSR)	
5. Comprehensive Electronic Data Analysis and Reporting (CEDAR), Facility and Area Daily Log entries	
6. FALCON3, Digital Audio Legal Recorder (DALR)	
7. Internal Compliance Verifications and External Compliance Verifications	
8. ATO Occurrence Reporting (MOR), Safety Event Investigation and Processing, Risk Analysis Events (RAE) via ARIA Dashboard	
9. Quality Control Checks (QCC)	
10. Quality Control Validations (QCV)	
11. Air Traffic Safety Action Program (ATSAP) and Event Review Committee (ERC)	
12. AOV Designated Examiner certification , Air Traffic Safety Oversight Service (AOV) Biennial Skills Evaluation (BSE)	
13. ICV/ECV Checklist Review	

Airspace & Procedures (A&P)	<u>(O/I) Reviewed</u>
1. Overview of A&P Office	
2. Standard Operating Procedures (SOP) and Letters of Agreement review and change process	
3. Chart date activities (Automation, SOP, LOA, etc.)	
4. Requirements for specific events (Fly-In's, College Football, etc.)	
5. Contingency Plan – ERIDS/ACT2, management and changes	
6. SID, STAR and approach - management and changes	
7. RNAV, VNAV, RNP, and other PBN development and changes	
8. TFRs	
9. Military activities (i.e. airspace, procedures, coordination)	
10. President of the United States (POTUS)/VIP procedures	
11. Airspace integration with other facilities, offices, support offices and control floor	
12. Waivers	

Appendix D: STMC Training Requirements

Supervisor Traffic Management Coordinator (STMC) In-Training

1. General. IAW requirements of FAA JO 3120.4, Appendix G, each Supervisor Traffic Management Coordinator-In Training (STMC-IT) must complete Course 55116 (or current course) and the local requirements contained in this order. STMC-ITs must certify to perform the duties within the time specifications. Failure to meet the training requirements will result in reassignment to CPC duties.

2. Prerequisite. Inter-facility STMC-ITs must certify on one (1) Radar Associate Position and one (1) Radar Controller position. OJT must be administered under the requirements for CPC-IT. Pass/Fail criteria applies.

3. Assignment to Training. STMC-ITs will be assigned to instructor-led/classroom training, as follows:

- a. Intra-facility STMC-ITs will enter Classroom/ILT, Course 55116, facilitated by ZME Traffic Management Unit (TMU), prior to beginning OJT in TMU. While assigned, the STMC-IT must complete facility maps requirements and forward to ZME-17. When the STMC-IT has completed the ILT portion of Course 55116, the trainee's STMC must notify ZME-17 via memo.

Inter-facility STMC-ITs will be initially assigned to ZME-17 for Classroom/ILT to complete map requirements, appropriate test/exams and simulation training, as applicable.

Upon completing ILT, the inter-facility STMC-IT will report to the assigned AOS to receive OJF/OJT on assigned positions. OJT target hours must be based on experience. Refer to Figure 6-1 in local 3120.4A for TMU OJT requirements.

4. Training Requirements. Upon completion of initial training requirements, STMC-ITs must be assigned:

- a. A training team.

NOTE: Only one OJTI is required.

- b. OJF Required: 2 hours (one hour each first two positions)

NOTE: OJT checklists (T:\TRAINING INFO\OJT CHECKLISTS)

5. Routinely Combined Positions. All TMU positions may be consolidated as such:

TMU	TMAC1 / TMDC1/TMEC2	TMEC1 / TMML	TMWC / TMNC
-----	------------------------	--------------	-------------

6. Documentation. OJF, OJT and Skill Checks must be documented, in TEAM, using the electronic version of the Supervisor Traffic Management Coordinator Instruction/Evaluation Report, FAA Form 3120-45. Debrief should take place after each session and documented in TEAM on the same day the training occurred. If the training form cannot be completed on the same day the training occurred, it must be completed as soon as possible the next available shift.

7. Certification Requirements.

- a. Temporary supervisors must certify on 2 positions
- b. Permanent supervisors must certify on all positions

8. Prior to full certification on initial positions, the STMC-IT must:

- a. Receive FAA course Enhanced Traffic Management Coordinator (ETMC) 50115 or current course, within 18 months of accepting the position.

Note: The STMC-IT Training requirements may be waived by the TMO and/or STMC of Record.

STMC/TMIC OJT CHECKLIST		
Name:		TMU
Performance Area/Job Task	Trainee	Date Completed
JO 7110.65 Ch. 11 - Traffic Management Procedures		
General Traffic Management System Operations Overview		
Equipment Overview		
- Traffic Flow Management System (TFMS)		
- Time Based Flow Management (TBFM)		
- Integrated Terminal Weather System (ITWS)		
- Airport Resource Management Tool (ARMT)		
ZME - TMU Overview		
- ZME - TMU SOPs		
- Weather Coordinator		
- Shift Coordinator		
- En Route Spacing Position		
- Metering Position		
- Monitor Alert Coordinator		
- Flight Plan Control (PIT)		
- Military Operations Desk (MOS)		
Traffic Situational Display (TSD)		
- Start and setup a TSD		
- Select flights		
- Find a flight		
- Select weather		
- Find fix or airway		
- Departure Viewer		
Monitor Alert Parameters (MAP)		
- What the numbers mean		
- How to retrieve and read the bar chart		
- How to determine if the sector should be split		
- How to look at "time in sector" view.		
Flight Schedule Monitor (FSM)		
- Basic concept		
- How to filter the traffic		
Flow Evaluation Area (FEA)/Flow Constraint Area (FCA)		
- Know the difference		
- Set up area specific FEAs.		
- Save and recall FEAs		

ZME 3120-7 (4/21)

	Trainee	Completion Date
ESIS		
- Open and manipulate screens		
- Display items sent to area's ESIS		
- Enter own information in ESIS		
- Delete entries		
Operational Information System (OIS)		
- ATCSCC Advisories		
- Playbook routes		
TELCONS that are attended by the STMC/TMIC		
Time Based Flow Management (TBFM)		
- Concepts		
- Rescheduling		
Enhanced Departure Capacity (EDC)		
Traffic Management Initiatives (TMI)		
- FEA justification / JO 7210.3 Ch.18		
- Evaluation, Justification and Implementation of Restrictions		
- Protocol for Restriction Compliance		
Midnight Shift Responsibilities		
Weather Coordinator Duties		
- AISR Functions		
- Types of Weather Entries		
- Weather Boundary Map		
NADIN Outage (NADIN Outage Email Account)		
Mission Coordinator Duties		
- Special Use Airspace		
- ELT Reports		
- Special Interest Flight Routes		
PIREP Handling		
Other		
Other		
I acknowledge that all items on this checklist have been completed.		
STMC-IT/TMIC-IT		
STMC		
Forward original signed form to ZME-17.		

ZME 3120-7 (4/21)

Appendix E: Operations Manager Training Requirements

Operations Manager In-Training (OM-IT).

1. **Administration of Training.** This training is designed to provide uniform and quality training for OM-ITs at Memphis Center. The training program is self-paced and should be completed in approximately five (5) weeks. This training is designed for familiarization purposes only. Pass/Fail criteria does not apply.
2. **Indoctrination.** The ATM or designee must appoint a sponsor for each OM-IT. This sponsor should normally be an experienced OM who will serve as the point of contact (POC) and assist in the transition to the OM operational position. The OM-IT must meet with the:
 - a. Facility SUPCOM Chair to receive a briefing on current facility issues and concerns, as well as provide an opportunity to establish and develop a working relationship.
 - b. Facility NATCA Representative to receive an introduction to the NATCA leadership team.
3. **Airspace Familiarization.** Both intra- and inter-facility OM-ITs will be assigned an area of responsibility and must complete area familiarization, as applicable. Inter-facility OM-ITs must also complete Memphis Center Airspace Familiarization contained in the Training Package and complete Memphis Center Airspace Familiarization. The training package may contain:
 - a. A Center High Altitude Map.
 - b. A Center Low Altitude Map.
 - c. Commonly used Identifiers.
 - d. NAVAIDS and airports common to Memphis Center.
 - e. An Area High Altitude Specialty Map.
 - f. An Area Low Altitude Specialty Map.
 - g. Area Letters of Agreement.
 - h. Any additional or requested information that will assist the OM in becoming familiar with the assigned area of responsibility.
4. **Administrative/Operational Familiarization.** Each OM-IT should accomplish the following:
 - a. **Support/Administrative Office Briefings.** One day of observation with each Support Office to become familiar with office requirements, expectations, issues and concerns. In addition to affording an opportunity to build relationships, the OM-IT will have a better understanding of the support each office provides.

NOTE: ZME-505 will ensure the OM-IT has FALCON access.

- b. **Operational Area.** One day of observation in each operational area to become familiar

with airspace, procedures and TMU operations.

- c. Technical Operations (Tech Ops). A briefing to include but not limited to Tech OPs roles, responsibilities and expectations as they relate to operational support.
- d. Traffic Management Unit. Shadow an STMC during a mid-day shift, spanning both the day shift and night shift. This will provide the OM-IT exposure to traffic management issues, expectations for the operations as well as provide an additional opportunity to build relationships.
- e. MEM Tower/M03 TRACON Tour. Tour MEM Tower and M03 TRACON to receive familiarization and exposure to the terminal operation. The visit will also introduce the management teams.
- f. FEDEX Familiarization. Must work a shift that provides exposure to and familiarization with the needs and impact of the midnight FEDEX operation at ZME.
- g. Watch Desk OJT. Receive OJT on the Watch Desk operation. This training will consist of a detailed review of watch desk responsibilities in the facilitation of control room management.

NOTE: OM training requirements can be waived by the Air Traffic Manager and/ or Operations Manager in charge of trainee.

OM checklist:

OMIC OJT and Certification Checklist			
OMIC-IN-TRAINING NAME:			
TRAINING CHECKLIST		DATE	OJTI INITIALS
29	Overtime and Leave Programs		
30	ELT Reports		
31	DALR Certification Nightly		
32	ATCSCC Website		
33	Article 19, 33, and 45		
34	Employees.faa.gov, HRPM's, NATCA Contract		
35	FMLA Procedures		
36	Shared Drive Familiarization		
37	Incident Binder		
38	Processing OE, OD, PD's		
39	Area Specific TMU Initiatives		
40	ALTRVs Processing		
41	Special Interest Flights		
42	SAR: VFR/IFR		
43	TMU Interface		
44	ALNOTs		
45	TFRs		
46	OTHER: (List)		
47	OTHER: (List)		
I acknowledge that all items on this checklist have been completed.			
OM-IT:		Date:	
OMIC:		Date:	
Forward original signed form to ZME-17.			

ZME Form 3120-9 (4/21)

WEATHER COORDINATOR (WC) CHECKLIST

EMPLOYEE INFORMATION					
Trainee:			STMC:		
OJT1:			OJT2:		
☐	POSITION DESCRIPTION AND RESPONSIBILITIES				
- In accordance w/7210.3 Ch 18 and 7110.245 - TMWC is the primary interface between the CWSU and ATC operational personnel. The TMWC duties include, but are not limited to: - Ensure that a complete relief briefing is accomplished before accepting responsibility for the position - Disseminate AIRMETs and Urgent PIREPs (UUA) through the AT workstation - Communicate weather related products (AIRMETs, PIREPs, Urgent PIREPs, Center Weather Advisories, Convective SIGMETs, etc.) to underlying facilities that do not have FDIO - Ensure failed referred messages are distributed to appropriate facilities. (The failed messages can be found under the REFM button on the AT workstation.)					
NOTES & PART TASKS: - When to call other facilities about weather products - Input of Urgent PIREPs into STMC/TMCC computer and advise OMIC - Normally combined up on STMC/TMCC					
☐	WHERE TO FIND ADDITIONAL INFORMATION				
7110.65	7210.63	3120.24	Other TMCs	STMC/TMIC	Overhead charts

Date Completed _____

STMC _____ **OJT1** _____ **Trainee** _____

Local Safety Council Collaborative Workgroup

FACILITY: Memphis ARTCC (ZME)

MISSION: The ZME Local Safety Council (ZME LSC) will serve as a collaborative team to identify and recommend mitigations to safety issues, risks, and hazards to the Memphis ARTCC airspace and the National Airspace System. When requested, the ZME Local Safety Council members will participate in System Service Reviews (SSR), ATSAP support, Internal Compliance Verifications (ICV's), facility audits, and promote Aviation Community Outreach.

TERM: This agreement will be effective beginning the date on which it is signed and shall remain in full force and effect for the duration of the parties' CBA, unless modified by mutual agreement of the joint sponsors.

Collaborative WORKGROUP MEMBERS:

ZME Management Team Lead	Matt Miller
ZME NATCA Team Lead	Curt Burrington
ZME Management SME	Ronnie Peterson
ZME Management SME	Jody Quenichet
ZME Management SME	Dustin Surratt
ZME Management SME	Eric Brown
ZME Management SME	Larry Huffman
ZME Management SME	Bracken Wertz
NATCA SME	Sharonda Bowden
NATCA SME	Mike Tracey
NATCA SME	Adam Jones
NATCA SME	Clay Glenn
NATCA SME	Randall Lee
NATCA SME	Chris Schwartz
NATCA SME	Frank Meliti

****NATCA/Management members subject to change****

SCOPE:

ZME Local Safety Council Members: The ZME Local Safety Council members will be appointed respectively by Management and NATCA. NATCA and Management will choose one member to serve as the lead. Other outside subject matter experts may be assigned to the council on a case-by-case basis as determined by the Leads of the workgroup collaboratively.

1. Schedule: The ZME Local Safety Council will meet bi-monthly. If jointly determined by the Leads of the workgroup that more time is required, they will make the request with the Facility Manager and ZME NATCA FACREP. All work will be performed on duty time.
2. New members: Will receive 4 hours of OJF with the QC department to learn QC directives and processes, attend a 2-hour webinar training session via the Partnership for Safety (PFS) organization, have access in CEDAR to a level equivalent of the ZME NATCA Management facilitator.

Team Responsibilities:

1. Review incident and hazards reports for adequacy of corrective actions for systemic events.
2. Review aviation safety audit reports for applicability and adequacy for corrective actions.
3. Review any safety related problem or occurrence reported by any Bargaining Unit Employee or Management member, via the Voluntary or Mandatory reporting processes. The ZME Local Safety Council will not supersede existing requirements and obligations of the Quality (QC) Office.
4. The ZME Local Safety Council will use the National websites at <https://www.facilitysafety.org/infohub/> and be responsible for entering lessons learned and accompanying documentation into the InfoHub.
5. Identify aviation safety concerns and consider existing issues brought before the ZME Local Safety Council with the aim of providing potential recommendations and/or direct actions.
6. Review the effectiveness of the aviation safety program elements and make recommendations for future program improvements.

7. Utilize Subject Matter Experts (SMEs) from the operation and staff offices to provide technical expertise or assist the group when needed. The use of SMEs in this regard must be coordinated with the ZME Air Traffic Facility Manager and NATCA President (or designees).
8. The Local Safety Council will notify other committees (Professional Standards, Safety Rep, etc.) of any appropriate issues.
9. The Local Safety Council may coordinate activities which include, but are not limited to: inviting Pilots, Aviation Group Representatives, Private Industry Representatives, or other FAA employees to participate in discussions or give briefings on their respective field. The workgroup may assist in the coordinating of local familiarization trips in accordance with the Collective Bargaining Agreement and any pertinent Orders or regulations.

Team Procedures:

The ZME Local Safety Council will self-identify and/or address issues brought to their attention. The committee will utilize consensus for all decisions. Consensus does not mean that all group members believe that the best possible decision may have been reached. However, it does mean that all members are committed to supporting it.

Note: If the council cannot come to a consensus, the committee will forward all recommendations and data to the ZME Air Traffic Manager and NATCA President (or designees) (or their designee) for resolution.

1. The council will present the recommendations to the affected Area NATCA Representative, Area Airspace Rep, and Operations Manager (Management). The Area NATCA Representative and Area Airspace Rep will agree or disagree with the proposed solution.
 - a. If agreed, the proposal will be presented to the Team Leads for final review. The document will be presented to the ZME Air Traffic Manager and ZME NA TCA President (or designees) for final approval. The ZME Air Traffic Manager will assign the work to the appropriate office for implementation as expeditiously as possible.
 - b. If not agreed on, a different solution may be explored or the proposal is terminated at the discretion of the Team Leads.
2. SSR's will be generated for all issues brought before the ZME Local Safety Council. Each SSR will be delegated to the appropriate designee. All correspondence regarding each issue will include the SSR tracking number or local tracking designation.

3. If assigned, the ZME Local Safety Council will collaborate with the appropriate office to develop a detailed implementation plan which includes Standard Operation Procedure and Letter of Agreement changes, briefing, and other items as necessary. If changes to an LSC recommendation are required prior to implementation, changes will be coordinated with the Team Leads to ensure the intent of the recommendation has been met. A completion date for implementation must be defined and coordinated as required.
4. After implementation of a recommendation, a review of the new procedure must be completed within 60 days.
 - a. If the desired result is not achieved from the recommendation, the new data and issue will be re-opened to the ZME Local Safety Council to address any concerns.
 - b. If the recommendation is acceptable and having the desired outcome, then the issue will be closed.

Council Facilitator Responsibilities:

1. Work with the ZME Local Safety Council to determine the best time for the next two meetings.
2. Ensures the group remains focused on objectives and goals.
3. Ensures the minutes of all meetings are recorded.

Responsibilities of the Team Leads:

1. Ensures all members are notified of upcoming meetings.
2. Develops an agenda which the ZME Safety Council will address at each meeting.
3. Distributes agenda to each council member in a timely manner normally 1 week prior to the meeting.
4. Accommodate reasonable requests from the ZME Local Safety Council to further research issues. Such requests may include position monitoring, archive data research, and discussing potential recommendations with Bargaining Unit Members.
5. Coordinate with the 530 office and ZME NATCA 530 Representative prior to each month's meeting to ensure LSC agenda items are not being worked simultaneously.

6. Brief the Air Traffic Manager and NATCA President of the ZME Local Safety Councils activities, findings, and recommendations quarterly.

OUTCOME: By actively engaging in a Partnership for Safety, the ZME Local Safety Council will enhance safety and help reduce risk within ZME airspace and the entire National Airspace System (NAS).

FACILITY COMMITMENT: The undersigned authorize the ZME Local safety Council to operate within the scope above as they seek to resolve mission issues.

Signed this 22 day of March, 2024.

A redacted signature consisting of two blacked-out blocks of text, with a red ink flourish extending from the first block.

Fred Steele
NATCA Facility Representative
Memphis ARTC Center

A redacted signature consisting of two blacked-out blocks of text, with a red ink flourish extending from the first block.

Will Chamberlain
Air Traffic Manager
Memphis ARTC Center

ZME ARTCC Local Safety Council

12:30 pm Wednesday, April 17, 2024

1

ATM

Will Chamberlain

Area/Crew

~ Present

Email

NATCA FAC Rep

Fred Steele, FT

1.7

~ NP

Curt Burrington, CL

2.5

~ Present

Frontline Managers

Matthew Miller, MM

1.7

~ Present

Eric Brown, EC

2.2

~ NP

Joseph Quenichet, GQ

3.7

~ Present

Larry Huffman, HF

4.2

~ Present

Dustin Surratt, DS

5.6

~ NP

Ronnie Peterson, PN

6.7

~ NP

Area Representatives

Adam Jones, KJ

1.6

~ Present

Mike Tracey, XM

2.6

~ Present

Clay Glenn, GN

3.1

~ Present

Frank Meliti, FM

4.4

~ Present

Randall Lee, RJ

5.1

~ Present

Chris Schwartz, OA

6.2

~ Present

Traffic Management Unit

Sharonda Bowden, SY

T.7

~ Present

Quality Control

Peepsie James, PY

T.7

~ Present

Jacqueline Winchel

~ NP

Training

Jason Freeman, OT

517

~ Present

Airspace & Procedures:

Jeff Ross, JR

~ Present

ZME ARTCC Local Safety Council

12:30 pm Wednesday, April 17, 2024

2

Current ZME LSC Issues to discuss:

- SSR covering weather and holding event during FedEx inbound on Mid shift 3/14/24.

Next Meeting:

May 1st, 2024 @ 12:30-14:00

Matthew Miller
ZME OS & LSC Lead

Curt Burrington
ZME NATCA Safety Rep

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 1, 2024

1

ATM		Area/Crew	Email
Will Chamberlain		~ NP	
NATCA FAC Rep			
Fred Steele, FT	1.7	~ NP	
Curt Burrington, CL	2.5	~ Present	
Frontline Managers			
Matthew Miller, MM	1.7	~ Present	
Eric Brown, EC	2.2	~ NP	
Joseph Quenichet, GQ	3.7	~ Present	
Larry Huffman, HF	4.2	~ Present	
Dustin Surratt, DS	5.6	~ NP	
Ronnie Peterson, PN	6.7	~ NP	
Area Representatives			
Adam Jones, KJ	1.6	~ Present	
Mike Tracey, XM	2.6	~ Present	
Clay Glenn, GN	3.1	~ Present	
Frank Meliti, FM	4.4	~ Present	
Randall Lee, RJ	5.1	~ Present	
Chris Schwartz, OA	6.2	~ Present	
Traffic Management Unit			
Sharonda Bowden, SY	T.7	~ NP	
Quality Control			
Peepsie James, PY	T.7	~ NP	
Jacqueline Winchel		~ NP	
Training			
Jason Freeman, OT	517	~ NP	
Airspace & Procedures:			
Jeff Ross, JR		~ Present	

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 1, 2024

2

Current ZME LSC Issues to discuss:

- **3/15/24 Mid WX SSR**
 - **Finding & Recommendations**
 -
- **4/26/24 FedEx WX Mid**
 - **Findings**
 - **Communication is key**
 - **Proactive mindset**
 - **Relay plan in and out of holding**
 - **Identify min fuel A/C**
 - **What RWY config and MIT when coming out of holding?**
 - **Resource management: Being proactive**
- **LoSS Data**
 - **24 LoSS in 2024- On track for 72 this CY. (6/mo)**
 - **Top trends: Inadequate vectors, misapplication of timed clearances, hear-back read-back errors.**
 - **5- January**
 - **5- Feb**
 - **9- March**

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 1, 2024

3

- **5- April**
 - **ATSAP generation-**
 - **Briefing LoSS to workforce -talk about the LoSSs**
 - **Can individual who had the LoSS give permission to use it?**
 - **Reach out to other facility safety reps to see if this trend is nationwide or just local? Are they briefing LoSS?**
 - **Address issue via training: SDT/SET must be approved from ERC.**
 - **Failure to give 2nd vector is seen as embarrassing. Would rather have a deal than turn again?**
 - **Safety stand down?**
 - **Increase size of J-ring?**
 - **Facility incentive for lack of LoSS?**
 - **Time off or cash?**
- **ERC Open Items:**
 - **120.8 HSV freq issue**
 - **Automated point out issue- still not being adhered to facility-wide**
 - **Re-brief correct procedure after gathering ICV data?**
 - **CAP=mitigation**
 - **Training dept**

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 1, 2024

4

- **QC**
- **Get rid of automated PO? Use only verbal coordination**
- **PRB Issue? What quantifies a 100%? Ask QC?**

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 1, 2024

5

Next Meeting:

May 15th, 2024 @ 12:30-14:00

Matthew Miller
ZME OS & LSC Lead

Curt Burrington
ZME NATCA Safety Rep

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 15, 2024

1

ATM		Area/Crew	Email
Will Chamberlain		~ Present	
NATCA FAC Rep			
Fred Steele, FT	1.7	~ Present	
Curt Burrington, CL	2.5	~ Present	
Frontline Managers			
Matthew Miller, MM	1.7	~ Present	
Eric Brown, EC	2.2	~ Present	
Joseph Quenichet, GQ	3.7	~ Present	
Larry Huffman, HF	4.2	~ Present	
Dustin Surratt, DS	5.6	~ NP	
Ronnie Peterson, PN	6.7	~ Present	
Area Representatives			
Adam Jones, KJ	1.6	~ NP	
Mike Tracey, XM	2.6	~ Present	
Clay Glenn, GN	3.1	~ NP	
Frank Meliti, FM	4.4	~ NP	
Randall Lee, RJ	5.1	~ Present	
Chris Schwartz, OA	6.2	~ Present	
Traffic Management Unit			
Sharonda Bowden, SY	T.7	~ Present	
Quality Control			
Peepsie James, PY	T.7	~ Present	
Jacqueline Winchel		~ NP	
Training			
Jason Freeman, OT	517	~ Present	
Airspace & Procedures:			
Jeff Ross, JR		~ Present	

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 15, 2024

2

Current ZME LSC Issues to discuss:

- **Block/Point-out Coordination Issues with BNA (see attachment)**
 - **Determine “best practices” for intra-facility & inter-facility coordination.**
 - **Clarify common language to ensure all parties understand responsibilities of each when protecting airspace for flights transitioning from RADAR/non-radar environments.**
 - **Block/Point-out for arrivals, departures, etc.**
- **N1PM- Crash in Area 4 (coded Green)**
 - **Review SRT/CER complete**
 - **SSR scheduled (Wed 5/22)**
- **QC Audits:**
 - **LoSS data- To be included in monthly all hands briefings.**
 - **WX- Trending down as facility, need to improve**
 - **PRB- Can QC provide details of audits so OS can follow thru w/IPM?**
- **ERC Status (See attachment):**
 - **Automated Point-outs**
 - **Recommend cease and desist on auto p/o during training in lab.**

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 15, 2024

3

- **Makes trainees speak, improves communication, removes reinforcing bad habits, etc.**
- **Frequency issues-Spectrum analysis team**
- **Control room lighting project (ETIC early 2025)**

ZME ARTCC Local Safety Council

12:30 pm Wednesday, May 15, 2024

4

Next Meeting:
May 29th, 2024 @ 12:30-14:00

Matthew Miller
ZME OS & LSC Lead

Curt Burrington
ZME NATCA Safety Rep

5/17/2024



ZME SSR: 3/15/24 WX Event



**Federal Aviation
Administration**

SSR ZME#487401 - 3/15/24 WX Event

- Review and complete SSR checklist
 - Exhaustive TMU discussion on 4/17/24
 - How the TMU plan comes together
 - Lack of clear TMU plan, no backup plan
- Synopsis and Timeline
- Discuss Findings and Corrective Actions



Findings and Corrective Actions

- Planning/Preparation:
 - Resource Management-Holding over OS, CPC, STMC, TMC, WX?
 - Day/Eve planning:
 - OM- Attend SPO briefing (1815L)
 - Discuss at 1500 Standup
 - OS – Holdover personnel
 - Training Issues?
 - SIT for CPC's?
 - SGET- Develop scenarios for trainees based on real events
 - OS- Initial and annual WX Event training



Findings and Corrective Actions

- Planning/Preparation:
 - Proactive Mindset:
 - Educate and brief WX Events
 - Forecast discrepancies: FedEx/CWSU



Findings and Corrective Actions

- Execution:
 - WX Mindset- Starts with day shi
 - Communicate, Communicate, Communicate
 - During the chaos, TMU is heads down, the OS has overall SA
 - Tier 1 Centers do not have TMU on duty after hours. Communication must take place with the OMIC.
 - Holding call needs to be timely
 - Protect this house!
 - Err on the side of safety!



Findings and Corrective Actions

- Controllers:
 - Don't keep taking handoffs
 - Communicate with adjacent sector and OS
 - Don't let A/C deviate all over the place to sector feeding M03, bring order to the chaos, if able



Findings and Corrective Actions

- Supervisors:
 - OS communication with TMU/Floor
 - OS Training with Command Center
 - OS OPCON of TMU
 - OMIC briefing on MID
 - OS/TMU training needs to improve
 - NOM communication is reviewed



Findings and Corrective Actions

- TMU:
 - Use clear/plain language and ask questions when not sure
 - Talking about possible options vs. making decisions
 - Keep communication professional and brief
 - Command Center
 - TMU does not put A/C into holding, they only relay that info
 - TMU familiarization with Area



Findings and Corrective Actions

- LSC: Collaborate with M03 to plan discuss future WX events
- OS/TMU tabletop exercises?
 - Include WX,
- File ATSAP (CPC, TMU, OS)
- Notify LSC member in Area for other issues or events that needs to be looked at
- New OS/TMU training (ZJX)
- OM: New daily 1900 Huddle with TMU/WX for Mid planning



Corrective Action Plan

ZME-CAP-2024-0001

Subject: ICV Item #30 Bird Hazard Procedures/Advisories			
Safety Monitoring Watchlist			
NA - Not Applicable			
Risk or Hazard			
Bird activity and Bird Strikes are not being handled IAW 7110.65 and local expectations. Bird strikes have been a rare occurrence at ZME.			
Validated Safety Issue(s)			
Proper procedures when handling a bird strike should include: 1. Verifying if the aircraft has sustained any damage or if anyone on board has sustained any injuries. 2. Notification of OS or CIC 3. Blanket broadcast every 5 minutes for at least 15 minutes. 4. MOR completed.			
Pertinent Regulations			
7110.65 - 2-1-23, Bird Activity Information			
Mitigation Plan			
Mitigation 1			
Type	Level	Target Completion Date	☒ Complete
Training	Facility	Sep 30, 2024	
Details			
ZME has recently completed mitigations for this item including: 1. All hands briefing. MBI 23108QC October Mandatory Briefing 2. Simulated bird activity in refresher simulation. Both of these items have been completed and we are waiting for bird activity to be reported to ensure mitigations were effective. QC will review MOR entries on a quarterly basis regarding bird activity. Due to the rarity of each occurrence, we will begin monitoring 2nd quarter January 2024 and run through the 4th quarter ending September 2024.			
Monitoring Plan			
Monitoring Item 1			
Type	Level	Target Completion Date	☐ Complete
Audit	Facility	Sep 30, 2024	
Details			
Audit the next 3 quarters for reported bird activity and determine if all requirements are met. Conduct OSA			
Effectiveness Target			
Based on collected data, 80% dissemination rate will need to be observed in order to be marked compliant.			

Corrective Action Plan
ZME-CAP-2024-0001

Monitoring Plan (continued)	
Monitoring Results	
CAP Approval	
☒ Approved	☐ Not Approved
Approved By:	Peepsie James
Approved Date:	Jan 29, 2024

Corrective Action Plan

ZME-CAP-2024-0002

Subject: Situational Awareness and Scanning

Safety Monitoring Watchlist

MDB - Missing Or Dropped Data Block

Risk or Hazard

The Controller dropped data tag and did not recognize that it was an active flight plan in his airspace.

Validated Safety Issue(s)

Acft flew 110nm level at FL200 when ZME 07 reported the acft to ZME 04 just crossing the boundary between the two sectors. ZME 04 re-tagged the acft at 2145Z. ZME 07 contacted acft via guard. Acft passed through ZME 14 and ZME 07 and entered ZME 04 before being re-identified.

Generated from ZME#485152

QTR 3 ICV Item # 44 Data Blocks

Pertinent Regulations

7110.65 - 5-3-8, DATA BLOCKS

Mitigation Plan

Mitigation 1

Type	Level	Target Completion Date	☒ Complete
Equipment	Facility	Feb 24, 2024	

Details

Replace the drop track short cut button on keyboard from QX to QX /R which relinquishes control of the data block when it enters the lateral/vertical confines of an adjacent sector.

FAST Team/FTR has verified that this change can be adapted by the next 56 Day Chart Date.

Mitigation 2

Type	Level	Target Completion Date	☒ Complete
Briefing	Facility	Mar 5, 2024	

Details

Conduct All Hands Briefing to brief workforce on Situational Awareness and Scanning as it relates to dropped data tags.

Mitigation 3

Type	Level	Target Completion Date	☒ Complete
Training	Facility	Feb 25, 2024	

Details

Build dropped data tag scenarios into Refresher Training Problems and Radar Class Problems that would capture controllers' response to a dropped data tag entering their airspace without a handoff.

Corrective Action Plan

ZME-CAP-2024-0002

Monitoring Plan			
Monitoring Item 1			
Type Review	Level Facility	Target Completion Date Mar 5, 2024	☒ Complete
Details Test and Review once FAST/FTR TEAM has implemented the change.			
Effectiveness Target Target Effectiveness will be scaled by collecting and reviewing 85 % of the test period trials.			
Monitoring Results Target Effectiveness Complete. There were no issues.			
Monitoring Item 2			
Type Other	Level Facility	Target Completion Date Mar 5, 2024	☒ Complete
Details Use TEAM to track briefing progress on Situational Awareness and Scanning as it relates to Dropped Data Blocks.			
Effectiveness Target Mark Compliant when 100% of workforce (except for personnel that may be on PPL) is briefed and briefing is signed off in TEAMS.			
Monitoring Results Everyone has signed off in TEAM.			
Monitoring Item 3			
Type Other	Level Facility	Target Completion Date Sep 30, 2024	☐ Complete
Details Once SGET TEAM has added the dropped tag scenarios into Radar class problems and Refresher problems. Use TEAMS to capture controller completion of the training or class problem.			
Effectiveness Target Target effectiveness would be to mark compliant once 100% (except for personnel that may be on PPL) of the refresher training is complete.			
Monitoring Results			
CAP Approval			
☒ Approved Approved By: Approved Date: ☐ Not Approved Peepsie James Jan 31, 2024			

- Home
- Checklist
- Mitigation Plans
- Switch Role
- Reports
- Admin/Help
- ATO-View



MyFAA

Logged in as: **Jacquie Lee** Role:
Internal Evaluator ZME -
Memphis (ARTCC) | Logout

Search

Settings | CVT Help

Internal Evaluator ZME - Memphis (ARTCC)

ICV Checklist Summary			ECV Checklist Summary		
			Most Recent ECV: 26-Aug-2024 - 30-Aug-2024		
Rating	Items Rated	%	Rating	Items Rated	%
Unrated	40	39.22%	Unrated	109	100.00%
Exemplary			Exemplary		
Compliant	53	51.96%	Compliant		
Noncompliant - Low	1	00.98%	Noncompliant - Low		
Noncompliant - High			Noncompliant - High		
Noncompliant - Medium			Noncompliant - Medium		
Not Observed	8	07.84%	Not Observed		
Informational			Informational		
Pending Approval			Pending Approval		
60.78% Approved (?)					
0%100%					
62 of 102 Ratings Approved					

Mitigation Plans

No High Priority Mitigation Plans

No Medium Priority Mitigation Plans

Low Priority Plans

Location	Item	Current Rating	Source	Date Opened	Days Open	Last Update	Status
ZME	30 - Bird Hazard Procedures/Advisories	Noncompliant - Low	ICV	28-Dec-2023	141	29-Jan-2024	In Progress

1 Low Priority Plans
Include Closed Plans
Federal Aviation Administration

Readers & Viewers

PDF
Powerpoint
Zip
Word
Excel
USA.gov
DOT Intranet
MyFAA
FocusFAA
Privacy Policy
Comment on the CVT CVT-AT Role Change Request
CVT app 1.6.4

ECV Checklist for ZME - Memphis (Air Route Traffic Control Center)**Scheduled Dates: 07-Mar-2022 - 18-Mar-2022**

ECV Complete Date: 18-Mar-2022

CVT Year: 2022

Primary Evaluator: Dennis Comstock

Secondary Evaluator: Eric R Mathis

102 of 102 items

id	Item	Description	Reference	Evaluation Area	ECV Rating	ECV Approval	Mitigation Plan?
2	Abbreviated Transmissions	Controllers use standard abbreviated transmissions phraseology	7110.65 par 2-4-9	Operations	Compliant	17-Mar-2022	
359	Air Traffic Control Operational Contingency Plans	Air Traffic Managers are responsible to have Operations Contingency Plans (OCPs) in place to respond to events that affect the Operational Contingency Levels (OCLs) of their facility to provide ATC services. Reference: FAA JO 1900.47 Air Traffic Control Operational Contingency Plans a. Ensure that the OCP conforms to the current version of the FAA JO 1900.47 Chapter 3, Documentation. b. Complete the annual requirements by December 31 of each calendar year.	1900.47 Ch 2 Section J; Ch 5 Section C	Operations	Compliant	17-Mar-2022	



1. Ensure that all network support agreements have been reviewed
2. Ensure that a facility ATC Zero exercise is conducted unless an actual ATC Zero or ATC Limited event occurred during the year.
3. Ensure certification of the facility OCP and support procedures in the National OCP Database.
4. Ensure certification of contact information in OCPs in the National OCP Database.
- c. Ensure the facility has conducted refresher training on the OCP in accordance with FAA JO 3120.4 Air Traffic Technical Training, which includes:
 1. Airspace divestment/assumption procedures
 2. Use of CPSS information, where applicable
 3. Operationally relevant information seen during an

		exercise or event.					
11	Altimeter Issued and Requirements	Altimeter issued in accordance with prescribed procedures	7110.65 Ch 2 Sec 7; 7210.3 par 2-10-3 and 2-10-4	Operations	Compliant	17-Mar-2022	
13	Altitude Assignment and Verification	Controllers apply standardized application of procedures, assigning and verifying altitudes and standard phraseology	7110.65 ch 4 sec 5	Operations	Compliant	17-Mar-2022	
14	Altitude Filter Limits	Mode C targets and data blocks are displayed correctly through the use of appropriate altitude limits and display filters	7110.65 par 5-14-5	Operations	Compliant	17-Mar-2022	
16	AOV Credentialing	All requirements for conducting and recording initial credential ratings and biennial skill evaluations and completing return to duty plans are followed	8000.90	Administrative	Compliant	17-Mar-2022	
17	Approach Clearance Procedures and Phraseology	Controllers issue approach clearances, adhere to separation minima, and issue alternate missed approach instructions using prescribed phraseology	7110.65 ch 4 sec 8; ch 7 sec 4; par 4-7-6 and 4-7-10	Operations	Compliant	17-Mar-2022	

18	Approach Information and Arrival Procedures - Instructions	Controllers provide radar frequency, beacon changes, and advance approach information	7110.65 par 4-7-1; 5-9-4; 4-7-4a and b; 4-7-5 and 4-7-12	Operations	Compliant	17-Mar-2022	
19	Approach Separation Minima	Controllers adhere to separation minima for approach procedures	7110.65 par 5-9-5	Operations	Compliant	17-Mar-2022	
20	Arrival and Approach Information and TCP	Controllers provide arrival and approach information and execute TCP	7110.65 par 4-7-6; 4-7-9 and 4-7-10	Operations	Compliant	17-Mar-2022	
21	Arrival Procedures	Controllers meet required elements and phraseology requirements	7110.65 ch 3 sec 10; ch 4 sec 7; par 5-9-4 and 5-9-5	Operations	Compliant	17-Mar-2022	
22	Arrival Weather, Airport Conditions	Controllers provide and solicit weather information, airport conditions, and below minima reports as required	7110.65 par 4-7-7; 4-7-11 and 4-7-12a	Operations	Compliant	17-Mar-2022	
24	ATC Clearances, Advisories, or Requests	Specialist provides clearances, advisories and requests in accordance with prescribed procedures	7110.10 par 4-3-7	Operations	Compliant	17-Mar-2022	
26	Automated Information Transfer (AIT)	AIT is conducted under the proper conditions	7110.65 par 5-4-8	Operations	Compliant	17-Mar-2022	
29	Beacon Systems	Controllers use standardized procedures and phraseology related to	7110.65 par 5-2-1 through 5-2-16 and 5-2-22	Operations	Compliant	17-Mar-2022	

		beacon systems					
30	Bird Hazard Procedures/Advisories	Controllers issue bird activity advisories using prescribed phraseology. Required notifications are accomplished.	7110.65 par 2-1-23	Operations	Compliant	17-Mar-2022	Has Plan
32	Call Sign Usage	Aircraft identification and similar sounding call signs are handled as required	7110.65 par 2-4-15 and 2-4-20	Operations	Noncompliant - Low	17-Mar-2022	
34	Clearances	Controllers use standardized manual and automated clearance formats and phraseology	7110.65 ch 4 sec 2 and 4; par 4-3-4	Operations	Compliant	17-Mar-2022	
36	Computer Assigned Altitude	Data block reflects current status of aircraft unless specified in a facility directive	7110.65 par 5-14-3	Operations	Compliant	17-Mar-2022	
40	Coordinate Use of Airspace	Controllers ensure necessary coordination is accomplished	7110.65 par 2-1-14 and 2-1-16	Operations	Compliant	17-Mar-2022	
41	Coordinating Delays	Controllers meet requirements for forwarding delays and coordinating departure clearances	7110.65 par 4-3-7 through 4-3-10	Operations	Compliant	17-Mar-2022	
42	Covered Event Reviews (CER)	CERs are conducted as directed and are completed in accordance with applicable directive	7210.634 par 3-4	Quality Control	Compliant	17-Mar-2022	



44	Data Blocks	Controllers display and retain data blocks as required	7110.65 par 5-3-8	Operations	Compliant	17-Mar-2022	
45	Data Blocks-Sector Eligibility	Controllers meet all requirements to override sector eligibility	7110.65 par 5-14-6	Operations	Compliant	17-Mar-2022	
49	Delays	Controllers use standard procedures and phraseology associated with departure delays, releases, ground stops, and delay sequencing	7110.65 par 4-3-4b2 and 4-3-5 through 4-3-7	Operations	Compliant	17-Mar-2022	
51	Departure Procedures	Controllers meet required elements and phraseology requirements	7110.65 par 4-3-1 through 4-3-4	Operations	Compliant	17-Mar-2022	
169	EDST/URET Usage	Controllers use EDST/URET in accordance with prescribed procedures	7110.65 ch 13 sec 1	Operations	Compliant	17-Mar-2022	
52	Emergency Frequencies	Facility ensures emergency frequencies are monitored continuously, in working order, and checked regularly	7210.3 par 3-3-3 and 3-3-4	Operations	Noncompliant - Low	17-Mar-2022	
53	Emergency Procedures	Requirements are met for providing services in/to an emergency in accordance w/ prescribed procedures	7110.65 ch 10 sec 1 and 2	Operations	Compliant	17-Mar-2022	

58	Facility Coordination	The STMC ensures that an operational briefing is conducted at least once during the day and evening shift. The STMC communicates events that have an impact on the NAS.		Operations	Compliant	17-Mar-2022	
59	Flight Check Handling	Controllers use standard flight check handling procedures	7110.65 ch 9 sec 1	Operations	Noncompliant - Low	17-Mar-2022	
62	GENOT Handling	Ensure that all employees with a need to know are thoroughly briefed prior to performing duties	7210.3 par 2-2-8	Operations	Compliant	17-Mar-2022	
64	Handling Coast Tracks	Controllers meet requirement for coast tracks and updating them	7110.65 par 5-14-7 and 5-14-8	Operations	Compliant	17-Mar-2022	
66	Hazardous Weather Broadcast Procedures and Phraseology	Controllers/Specialists use correct procedures and phraseology for HIWAS broadcast	7110.65 par 2-6-6	Operations	Compliant	17-Mar-2022	
67	Inflight Equipment Malfunctions	Controllers properly follow procedures for inflight equipment malfunctions	7110.65 par 2-1-7	Operations	Compliant	17-Mar-2022	
366	International Flight Plan Departure (DEP) Message	Air Route Traffic Control Centers (ARTCC) shall develop and maintain	7210.3AA; 6-3-4; JO 7110.10Z; 7-1-10	Operations	Compliant	17-Mar-2022	



		a comprehensive local order/directive to clearly define responsibilities and procedures that international departure (DEP) messages are correctly processed for all required international departures originating in their airspace. Air Route Traffic Control Centers shall develop and conduct annual refresher training to process international DEP messages, and ensure this is added to their local training plan.					
68	Interphone Format	Standard format is used on interphone	7110.65 par 2-4-12 and 2-4-13	Operations	Informational	18-Mar-2022	
69	Interphone, Frequency Monitoring and Testing	Controllers/Specialists monitor interphones and radio frequencies continuously (to include emergency frequencies when required)	7110.65 par 2-4-2; 7210.3 par 3-3-3 and 3-3-4 (check for emergency frequency testing)	Operations	Compliant	17-Mar-2022	
75	Low Level Wind Shear/Microburst Advisories	Using prescribed phraseology, controllers provide wind shear and microburst advisories	7110.65 par 3-1-8	Operations	Not Observed	17-Mar-2022	

		as reported by equipment and/or pilots					
76	Manual Reported Altitudes	Manual entry of a reported altitude is completed when required	7110.65 par 5-14-4	Operations	Compliant	17-Mar-2022	
79	Merging Target Procedures	Controllers apply merging target procedures as required	7110.65 par 5-1-8	Operations	Noncompliant - Low	17-Mar-2022	
81	Minimum IFR Altitudes	Display minimum IFR altitudes at each sector	7210.3 par 6-4-2	Operations	Compliant	17-Mar-2022	
83	Mode C Validation	Controllers use prescribed phraseology for assigning and verifying altitudes	7110.65 par 5-2-18 through 5-2-22	Operations	Compliant	17-Mar-2022	
84	MSAW/Conflict/MCI Alert	Controllers take appropriate action with E-MSAW, conflict alert, and MCI requirements when a CA or MCI alert is displayed	7110.65 par 5-14-1 and 5-14-2	Operations	Compliant	17-Mar-2022	
86	National Playbook	National Playbook routes are coordinated as required and in compliance with applicable directives	7210.3 ch 18 sec 21	Operations	Compliant	17-Mar-2022	
87	National Traffic Management Log (NTML)	Required information is entered into the NTML	7210.3 par 18-5-3 through 18-5-4	Operations	Compliant	17-Mar-2022	



89	Nonradar Procedures	Controllers apply nonradar procedures as required	7110.65 ch 6; sec 2-1	Operations	Compliant	17-Mar-2022	
90	NORDO/NORAC Aircraft	Proper procedures regarding NORDO/NORAC Aircraft are followed	7110.65 par 10-4-4; 7610.4 ch 7 sec 2 & 3	Operations	Compliant	17-Mar-2022	
93	NOTAM Distribution	Personnel adhere to standardized distribution of received NOTAM information to other ATC facilities	7210.3 par 6-3-2 and para 6-3-4d3; 7930.2 par 3-1-2a; 3-2-1; and 3-2-2	Operations	Compliant	17-Mar-2022	
95	NOTAM Handling	NOTAMs are included on checklists and status information areas and briefed to personnel	7210.3 6-3-4d.3; 7930.2 par 1-3-1a and b; 2-2-3; 3-2-1 and 3-2-2	Operations	Compliant	17-Mar-2022	
106	OJTI Selection, Certification and Evaluation	OJTIs are selected certified and evaluated in accordance with National Directive	3120.4; Ch 6	Training	Compliant	17-Mar-2022	
107	Operational Currency	Operational and staff personnel maintain currency as required	7210.3 Ch 2; Section 3	Operations	Noncompliant - Low	17-Mar-2022	
108	Operational Oversight	FLM/CIC/OS monitors operation, anticipates traffic flow, manages and eliminates distractions, and takes appropriate actions	7210.3 par 2-6-1; 2-6-2; 2-6-5a and 2-6-6	Operations	Noncompliant - Low	17-Mar-2022	



373	Operational Reference Material	Information areas, position binders, etc., are current and accurate.	FAAO 7210.3 paragraph 2-1-3 and 2-1-4	Operations	Compliant	17-Mar-2022	
287	Opposite Direction Operations (ODO)	Description: The facility has developed procedures that have been approved by the service area Director Of Operations (through the Operations Support Group). The facility has captured those procedures in a local directive. The facility complies with those procedures.	7210.3 par. 2-1-34; ATO-SG-15-7 ODO	Operations	Compliant	17-Mar-2022	
110	Overdue Aircraft	Controllers gather and share information on overdue aircraft and properly complete applicable control actions	7110.65 ch 10 sec 3; par 10-4-1 through 10-4-3	Operations	Not Observed	17-Mar-2022	
115	PIREP Dissemination and Classification	PIREPs are disseminated and classified as specified in orders	7210.3 par 6-3-1b	Operations	Compliant	17-Mar-2022	
116	PIREP Information	Controllers solicit, broadcast, and disseminate PIREPs, as required, using prescribed phraseology	7110.65 par 2-6-2	Operations	Noncompliant - High	17-Mar-2022	



117	Point Out Procedures	Controllers use point out procedures and phraseology either manually or via an automated method, as required	7110.65 par 5-4-3 and 5-4-7	Operations	Noncompliant - High	17-Mar-2022	
118	Position Certification Process	Facilities follow established requirements and procedures for OJT and position certification process	3120.4; Chapter 6	Training	Compliant	17-Mar-2022	
120	Position Relief Briefings	Controllers/Specialists ensure position briefings are completed and recorded, and checklists are used	7110.65 Appendix A; 7210.3 par 2-2-4 and 2-2-6	Operations	Noncompliant - Low	17-Mar-2022	
121	Position Staffing	Assign personnel to positions as required by activity, equipment, and facility function	7210.3 ch 2 sec 6	Operations	Compliant	17-Mar-2022	
122	Prearranged Coordination	Specialists comply with the prearranged coordination procedures that have been established and published in a facility directive/LOA	7110.65 par 5-4-9	Operations	Compliant	17-Mar-2022	
127	Qualification Training	All required employees receive field qualification training IAW National and Local Directives	3120.4 par 4-2 and app D; F; G and H	Training	Compliant	17-Mar-2022	



128	Quality Control Monitoring	Quality Control Operational Skill assessments (QCOSA) are performed in accordance with applicable directive and include identified emphasis items (EI) as required	7210.634 ch 3	Quality Control	Noncompliant - Low	17-Mar-2022	
129	Quality Control Programs	Quality Control Checks (QCC) and Quality Control Validations (QCV) are completed as required	7210.634 ch 6	Quality Control	Compliant	17-Mar-2022	
131	Radar Handoff Procedures	Controllers use specified radar handoff phraseology and procedures	7110.65 par 2-1-15; 5-4-1 and 5-4-3 through 5-4-6	Operations	Compliant	17-Mar-2022	
132	Radar Identification Methods	Controllers use specified radar identification procedures and phraseology	7110.65 par 5-3-2 through 5-3-7	Operations	Compliant	17-Mar-2022	
133	Radar Termination	Controllers apply standard radar termination procedures and phraseology	7110.65 par 5-1-13	Operations	Compliant	17-Mar-2022	
134	Radar Vectoring	Controllers use standard radar vectoring procedures and phraseology	7110.65 ch 5 sec 6	Operations	Compliant	17-Mar-2022	



135	Radio Communication	Controllers/Specialists use standard radio transmission format and phraseology and apply correct readback/hearback procedures and phraseology	7110.65 par 2-1-17d; 2-4-3; 2-4-8 and 2-4-14 through 2-4-22	Operations	Compliant	17-Mar-2022	
136	Refresher Training	Each facility must establish and comply with a written annual refresher training program	3120.4 Ch 4 par 5b and Appendix A	Training	Noncompliant - Low	17-Mar-2022	
137	Remedial Training	Remedial Training is administered in accordance with National Directive	3120.4 Ch 4 par 6	Training	Compliant	17-Mar-2022	
141	RVSM Operations	Controllers properly follow procedures for RVSM/non-RVSM operations	7110.65 par 2-1-29	Operations	Compliant	17-Mar-2022	
142	Safety Alerts	Controllers apply safety alert requirements and phraseology	7110.65 par 2-1-6	Operations	Informational	18-Mar-2022	
146	Severe Weather	Facility TMUs coordinate directly with the ATCSCC for matters pertaining to severe weather	7210.3 ch 18 sec 14 and 15	Operations	Compliant	17-Mar-2022	
147	Skill Enhancement Training	Skill enhancement training meets required elements of prescribed procedures	3120.4 Ch 4; Section 5d	Training	Compliant	17-Mar-2022	



268	SOP/LOA Reviews	Review LOAs/SOPs for accuracy and completeness of data annually and as needed.	7210.3 paras 2-1-2; 2-1-3; 2-1-4; 2-1-5; 2-1-6; 2-2-14; 3-3-2; 4-3-3;4-3-5; 4-3-6	Operations	Compliant	17-Mar-2022	
148	Special Flight Handling	Standard procedures are followed when handling Special Flights	7210.3 Ch 5; par 18-4-2	Operations	Compliant	17-Mar-2022	
150	Special Use Airspace Procedures	Controllers use standard special use airspace procedures: separation standards, clearance in and out, and VFR-on-top	7110.65 ch 9 sec 3	Operations	Compliant	17-Mar-2022	
151	Special VFR	Controllers use standard procedures and phraseology for Special VFR operations	7110.65 ch 7 sec 5	Operations	Not Observed	17-Mar-2022	
152	Speed Adjustments	Controllers use standard speed control application, methods, minima, and phraseology	7110.65 ch 5 sec 7	Operations	Compliant	17-Mar-2022	
153	Strip Marking	Controllers use standard flight progress strip marking	7110.65 par 2-3-1 through 2-3-3 and 2-3-5 through 2-3-10	Operations	Noncompliant - Low	17-Mar-2022	
154	Supplemental Duties	Supplemental duties are performed as required	7210.3 ch 18 sec 4	Operations	Compliant	17-Mar-2022	



155	Supplemental Training	Training provided prior to effective date of new/revised procedures, regulations or equipment, etc.	3120.4 Ch 4 par 5C and Appendix A	Training	Compliant	17-Mar-2022	
156	System Service Review (SSR)	SSRs are conducted and documented as required and events were documented and closed	7210.634 ch 4	Quality Control	Compliant	17-Mar-2022	
157	Systemic Issue Reviews (SYSIR)	SYSIRs are conducted when issues that have potential system impact have been identified and are completed in accordance with applicable directive	7210.634 par 4-5	Quality Control	Compliant	17-Mar-2022	
159	TCAS/TAWS	Controllers handle TCAS/TAWS resolution advisories and reporting as required	7110.65 par 2-1-28	Operations	Compliant	17-Mar-2022	
162	TM Responsibilities of FLM/CIC and ATCS	FLM/CICs and ATCSs work to manage flows of traffic as required	7110.65 par 11-1-2b and c	Operations	Compliant	17-Mar-2022	
164	Traffic Advisories	Controllers apply traffic advisories as required	7110.65 par 2-1-21	Operations	Informational	18-Mar-2022	
165	Traffic Management Duties and Responsibilities	TMUs are in compliance with applicable standard operating procedures	7110.65 par 11-1-2; 7210.3 par 18-2-4a and b	Operations	Compliant	17-Mar-2022	



166	Traffic Management Initiatives (TMIs)	System capacity and traffic demands are evaluated and initiatives are implemented as necessary	7210.3 par 18-7	Operations	Compliant	17-Mar-2022	
167	Traffic Management Reviews (TMR)	TMRs are conducted as applicable in order to identify issues that may impact system efficiency	7210.634 par 4-3	Quality Control	Compliant	17-Mar-2022	
170	Vectoring to Final Approach	Aircraft were vectored to the final approach course to intercept at the applicable point using proper procedures and phraseology	7110.65 par 5-9-1 through 5-9-3	Operations	Compliant	17-Mar-2022	
174	VFR-on-Top	Controllers use standard procedures and phraseology for applying VFR-on-top	7110.65 par 7-3-1; 7-3-2 and 9-3-3	Operations	Not Observed	17-Mar-2022	
176	Visual Approaches	Controllers use standard procedures and phraseology for applying Visual Approaches	7110.65 ch 7 sec 4	Operations	Compliant	17-Mar-2022	
178	Visual Separation	Controllers use standard procedures and phraseology for the application of visual separation	7110.65 par 7-2-1b	Operations	Not Observed	17-Mar-2022	



179	Wake Turbulence	Controllers apply standard separation and advisories for flights impacted by wake turbulence	7110.65 par 2-1-19; 2-1-20 and 5-5-4e; N JO 7110.582	Operations	Compliant	17-Mar-2022	
182	Weather Coordinator	WC performs duties as required	7210.3 par 6-3-1; 18-2-4b4; 18-26-3; 18-26-4b and 18-4-4	Operations	Noncompliant - Low	17-Mar-2022	
184	Weather Familiarization	Controllers/Specialists become familiar with pertinent weather information when coming on duty, and stay aware of current weather information needed to perform ATC duties	7110.65 par 2-6-1	Operations	Noncompliant - Low	17-Mar-2022	
186	Weather Processing	Receipt and dissemination of weather products	7110.65 par 2-9-2c and d; 7210.3 par 10-3-1	Operations	Compliant	17-Mar-2022	
187	Weather/Chaff Services	Controllers use correct procedures and phraseology for reporting weather and chaff information to pilots and other affected facilities	7110.65 par 2-6-4	Operations	Compliant	17-Mar-2022	



ICV Checklist for ZME - Memphis (Air Route Traffic Control Center)

CVT Year: 2023

Date of most recent ECV: 26-Aug-2024 - 30-Aug-2024

102 of 108 items

id	Item	Description	Reference	Evaluation Area	ICV Rating	ICV Approval	Mitigation Plan?
2	Abbreviated Transmissions	Controllers use standard abbreviated transmissions phraseology	7110.65 par 2-4-9	Operations	Compliant	13-Sep-2023	
359	Air Traffic Control Operational Contingency Plans	Air Traffic Managers are responsible to have Operations Contingency Plans (OCPs) in place to respond to events that affect the Operational Contingency Levels (OCLs) of their facility to provide ATC services. Reference: FAA JO 1900.47 Air Traffic Control Operational Contingency Plans a. Ensure that the OCP conforms to the current version of the FAA JO 1900.47 Chapter 3, Documentation. b. Complete the annual requirements by December 31 of each calendar year. 1. Ensure that all network support agreements have been reviewed 2. Ensure that a facility ATC Zero exercise is conducted unless an actual ATC Zero or ATC Limited event occurred during the year. 3. Ensure certification of the facility OCP and support	1900.47 Ch 2 Section J; Ch 5 Section C	Operations	Compliant	15-Dec-2022	

		procedures in the National OCP Database. 4. Ensure certification of contact information in OCPs in the National OCP Database. c. Ensure the facility has conducted refresher training on the OCP in accordance with FAA JO 3120.4 Air Traffic Technical Training, which includes: 1. Airspace divestment/assumption procedures 2. Use of CPSS information, where applicable 3. Operationally relevant information seen during an exercise or event.					
11	Altimeter Issued and Requirements	Altimeter issued in accordance with prescribed procedures	7110.65 Ch 2 Sec 7; 7210.3 par 2-10-3 and 2-10-4	Operations	Compliant	16-Mar-2023	
13	Altitude Assignment and Verification	Controllers apply standardized application of procedures, assigning and verifying altitudes and standard phraseology	7110.65 ch 4 sec 5	Operations	Compliant	13-Sep-2023	
14	Altitude Filter Limits	Mode C targets and data blocks are displayed correctly through the use of appropriate altitude limits and display filters	7110.65 par 5-14-5	Operations	Compliant	16-Mar-2023	
16	AOV Credentialing	All requirements for conducting and recording initial credential ratings and biennial skill evaluations and completing return to duty	8000.90	Administrative	Compliant	15-Dec-2022	

		plans are followed					
18	Approach Information and Arrival Procedures - Instructions	Controllers provide radar frequency, beacon changes, and advance approach information	7110.65 par 4-7-1; 5-9-4; 4-7-4a and b; 4-7-5 and 4-7-12	Operations	Compliant	13-Sep-2023	
19	Approach Separation Minima	Controllers adhere to separation minima for approach procedures	7110.65 par 5-9-5	Operations	Compliant	15-Dec-2022	
20	Arrival and Approach Information and TCP	Controllers provide arrival and approach information and execute TCP	7110.65 par 4-7-6; 4-7-9 and 4-7-10	Operations	Compliant	13-Sep-2023	
21	Arrival Procedures	Controllers meet required elements and phraseology requirements	7110.65 ch 3 sec 10; ch 4 sec 7; par 5-9-4 and 5-9-5	Operations	Compliant	13-Sep-2023	
22	Arrival Weather, Airport Conditions	Controllers provide and solicit weather information, airport conditions, and below minima reports as required	7110.65 par 4-7-7; 4-7-11 and 4-7-12a	Operations	Compliant	22-Mar-2023	
24	ATC Clearances, Advisories, or Requests	Specialist provides clearances, advisories and requests in accordance with prescribed procedures	7110.10 par 4-3-7	Operations	Compliant	13-Sep-2023	
26	Automated Information Transfer (AIT)	AIT is conducted under the proper conditions	7110.65 par 5-4-8	Operations	Compliant	16-Mar-2023	
29	Beacon Systems	Controllers use standardized procedures and phraseology related to beacon systems	7110.65 par 5-2-1 through 5-2-16 and 5-2-22	Operations	Compliant	23-Jun-2023	

30	Bird Hazard Procedures/Advisories	Controllers issue bird activity advisories using prescribed phraseology. Required notifications are accomplished.	7110.65 par 2-1-23	Operations	Compliant	22-Sep-2023	Has Plan
32	Call Sign Usage	Aircraft identification and similar sounding call signs are handled as required	7110.65 par 2-4-15 and 2-4-20	Operations	Compliant	13-Sep-2023	
34	Clearances	Controllers use standardized manual and automated clearance formats and phraseology	7110.65 ch 4 sec 2 and 4; par 4-3-4	Operations	Compliant	14-Sep-2023	
36	Computer Assigned Altitude	Data block reflects current status of aircraft unless specified in a facility directive	7110.65 par 5-14-3	Operations	Compliant	16-Mar-2023	
40	Coordinate Use of Airspace	Controllers ensure necessary coordination is accomplished	7110.65 par 2-1-14 and 2-1-16	Operations	Compliant	15-Dec-2022	
41	Coordinating Delays	Controllers meet requirements for forwarding delays and coordinating departure clearances	7110.65 par 4-3-7 through 4-3-10	Operations	Compliant	23-Jun-2023	
42	Covered Event Reviews (CER)	CERs are conducted as directed and are completed in accordance with applicable directive	7210.634 par 3-4	Quality Control	Compliant	15-Dec-2022	
44	Data Blocks	Controllers display and retain data blocks as required	7110.65 par 5-3-8	Operations	Compliant	16-Mar-2023	
45	Data Blocks-Sector Eligibility	Controllers meet all requirements to override sector eligibility	7110.65 par 5-14-6	Operations	Compliant	16-Mar-2023	

49	Delays	Controllers use standard procedures and phraseology associated with departure delays, releases, ground stops, and delay sequencing	7110.65 par 4-3-4b2 and 4-3-5 through 4-3-7	Operations	Compliant	23-Jun-2023	
51	Departure Procedures	Controllers meet required elements and phraseology requirements	7110.65 par 4-3-1 through 4-3-4	Operations	Compliant	14-Sep-2023	
169	EDST/URET Usage	Controllers use EDST/URET in accordance with prescribed procedures	7110.65 ch 13 sec 1	Operations	Compliant	16-Mar-2023	
52	Emergency Frequencies	Facility ensures emergency frequencies are monitored continuously, in working order, and checked regularly	7210.3 par 3-3-3 and 3-3-4	Operations	Compliant	15-Dec-2022	
53	Emergency Procedures	Requirements are met for providing services in/to an emergency in accordance w/ prescribed procedures	7110.65 ch 10 sec 1 and 2	Operations	Compliant	15-Dec-2022	
58	Facility Coordination	The STMC ensures that an operational briefing is conducted at least once during the day and evening shift. The STMC communicates events that have an impact on the NAS.		Operations	Compliant	23-Jun-2023	
59	Flight Check Handling	Controllers use standard flight check handling procedures	7110.65 ch 9 sec 1	Operations	Compliant	15-Dec-2022	
62	GENOT Handling	Ensure that all employees with a need to know are thoroughly briefed prior to performing duties	7210.3 par 2-2-8	Operations	Compliant	23-Jun-2023	
64	Handling Coast Tracks	Controllers meet requirement for coast tracks and updating them	7110.65 par 5-14-7 and 5-14-8	Operations	Compliant	16-Mar-2023	

66	Hazardous Weather Broadcast Procedures and Phraseology	Controllers/Specialists use correct procedures and phraseology for HIWAS broadcast	7110.65 par 2-6-6	Operations	Compliant	22-Mar-2023	
67	Inflight Equipment Malfunctions	Controllers properly follow procedures for inflight equipment malfunctions	7110.65 par 2-1-7	Operations	Compliant	15-Dec-2022	
366	International Flight Plan Departure (DEP) Message	Air Route Traffic Control Centers (ARTCC) shall develop and maintain a comprehensive local order/directive to clearly define responsibilities and procedures that international departure (DEP) messages are correctly processed for all required international departures originating in their airspace. Air Route Traffic Control Centers shall develop and conduct annual refresher training to process international DEP messages, and ensure this is added to their local training plan.	7210.3AA; 6-3-4; JO 7110.10Z; 7-1-10	Operations	Compliant	10-Aug-2023	
68	Interphone Format	Standard format is used on interphone	7110.65 par 2-4-12 and 2-4-13	Operations	Compliant	14-Sep-2023	
69	Interphone, Frequency Monitoring and Testing	Controllers/Specialists monitor interphones and radio frequencies continuously (to include emergency frequencies when required)	7110.65 par 2-4-2; 7210.3 par 3-3-3 and 3-3-4 (check for emergency frequency testing)	Operations	Compliant	14-Sep-2023	

75	Low Level Wind Shear/Microburst Advisories	Using prescribed phraseology, controllers provide wind shear and microburst advisories as reported by equipment and/or pilots	7110.65 par 3-1-8	Operations	Not Observed	22-Mar-2023	
76	Manual Reported Altitudes	Manual entry of a reported altitude is completed when required	7110.65 par 5-14-4	Operations	Compliant	16-Mar-2023	
79	Merging Target Procedures	Controllers apply merging target procedures as required	7110.65 par 5-1-8	Operations	Compliant	14-Sep-2023	
81	Minimum IFR Altitudes	Display minimum IFR altitudes at each sector	7210.3 par 6-4-2	Operations	Compliant	16-Mar-2023	
83	Mode C Validation	Controllers use prescribed phraseology for assigning and verifying altitudes	7110.65 par 5-2-18 through 5-2-22	Operations	Compliant	23-Jun-2023	
84	MSAW/Conflict/MCI Alert	Controllers take appropriate action with E-MSAW, conflict alert, and MCI requirements when a CA or MCI alert is displayed	7110.65 par 5-14-1 and 5-14-2	Operations	Compliant	14-Sep-2023	
229	Multiple Runway Crossings	Facilities obtain administrative approval to conduct multiple runway crossing and operationally conduct multiple runway crossings in accordance with requirements.	7210.3 paragraph 10-3-11 and 7110.65 paragraph 3-7-2 c	Operations	Not Observed	31-Dec-2022	
86	National Playbook	National Playbook routes are coordinated as required and in compliance with applicable directives	7210.3 ch 18 sec 21	Operations	Compliant	23-Jun-2023	
87	National Traffic Management Log (NTML)	Required information is entered into the NTML	7210.3 par 18-5-3 through 18-5-4	Operations	Compliant	23-Jun-2023	

89	Nonradar Procedures	Controllers apply nonradar procedures as required	7110.65 ch 6; sec 2-1	Operations	Compliant	23-Jun-2023	
90	NORDO/NORAC Aircraft	Proper procedures regarding NORDO/NORAC Aircraft are followed	7110.65 par 10-4-4; 7610.4 ch 7 sec 2 & 3	Operations	Compliant	15-Dec-2022	
93	NOTAM Distribution	Personnel adhere to standardized distribution of received NOTAM information to other ATC facilities	7210.3 par 6-3-2 and para 6-3-4d3; 7930.2 par 3-1-2a; 3-2-1; and 3-2-2	Operations	Compliant	22-Mar-2023	
95	NOTAM Handling	NOTAMs are included on checklists and status information areas and briefed to personnel	7210.3 6-3-4d.3; 7930.2 par 1-3-1a and b; 2-2-3; 3-2-1 and 3-2-2	Operations	Compliant	22-Mar-2023	
106	OJTI Selection, Certification and Evaluation	OJTIs are selected certified and evaluated in accordance with National Directive	3120.4; Ch 6	Training	Compliant	23-Jun-2023	
107	Operational Currency	Operational and staff personnel maintain currency as required	7210.3 Ch 2; Section 3	Operations	Compliant	15-Dec-2022	
108	Operational Oversight	FLM/CIC/OS monitors operation, anticipates traffic flow, manages and eliminates distractions, and takes appropriate actions	7210.3 par 2-6-1; 2-6-2; 2-6-5a and 2-6-6	Operations	Compliant	15-Dec-2022	
373	Operational Reference Material	Information areas, position binders, etc., are current and accurate.	FAAO 7210.3 paragraph 2-1-3 and 2-1-4	Operations	Compliant	22-Mar-2023	

287	Opposite Direction Operations (ODO)	Description: The facility has developed procedures that have been approved by the service area Director Of Operations (through the Operations Support Group). The facility has captured those procedures in a local directive. The facility complies with those procedures.	7210.3 par. 2-1-34; ATO-SG-15-7 ODO	Operations	Compliant	14-Sep-2023	
110	Overdue Aircraft	Controllers gather and share information on overdue aircraft and properly complete applicable control actions	7110.65 ch 10 sec 3; par 10-4-1 through 10-4-3	Operations	Not Observed	23-Jun-2023	
115	PIREP Dissemination and Classification	PIREPs are disseminated and classified as specified in orders	7210.3 par 6-3-1b	Operations	Compliant	22-Mar-2023	
116	PIREP Information	Controllers solicit, broadcast, and disseminate PIREPs, as required, using prescribed phraseology	7110.65 par 2-6-2	Operations	Compliant	23-Jun-2023	
117	Point Out Procedures	Controllers use point out procedures and phraseology either manually or via an automated method, as required	7110.65 par 5-4-3 and 5-4-7	Operations	Compliant	22-Mar-2023	
118	Position Certification Process	Facilities follow established requirements and procedures for OJT and position certification process	3120.4; Chapter 6	Training	Compliant	23-Jun-2023	
120	Position Relief Briefings	Controllers/Specialists ensure position briefings are completed and recorded, and checklists are used	7110.65 Appendix A; 7210.3 par 2-2-4 and 2-2-6	Operations	Compliant	16-May-2023	

121	Position Staffing	Assign personnel to positions as required by activity, equipment, and facility function	7210.3 ch 2 sec 6	Operations	Compliant	15-Dec-2022	
122	P rearranged Coordination	Specialists comply with the prearranged coordination procedures that have been established and published in a facility directive/LOA	7110.65 par 5-4-9	Operations	Compliant	16-Mar-2023	
127	Qualification Training	All required employees receive field qualification training IAW National and Local Directives	3120.4 par 4-2 and app D; F; G and H	Training	Compliant	23-Jun-2023	
128	Quality Control Monitoring	Quality Control Operational Skill assessments (QCOSA) are performed in accordance with applicable directive and include identified emphasis items (EI) as required	7210.634 ch 3	Quality Control	Compliant	15-Dec-2022	
129	Quality Control Programs	Quality Control Checks (QCC) and Quality Control Validations (QCV) are completed as required	7210.634 ch 6	Quality Control	Compliant	15-Dec-2022	
131	Radar Handoff Procedures	Controllers use specified radar handoff phraseology and procedures	7110.65 par 2-1-15; 5-4-1 and 5-4-3 through 5-4-6	Operations	Compliant	14-Sep-2023	
132	Radar Identification Methods	Controllers use specified radar identification procedures and phraseology	7110.65 par 5-3-2 through 5-3-7	Operations	Compliant	14-Sep-2023	
133	Radar Termination	Controllers apply standard radar termination procedures and phraseology	7110.65 par 5-1-13	Operations	Compliant	14-Sep-2023	

134	Radar Vectoring	Controllers use standard radar vectoring procedures and phraseology	7110.65 ch 5 sec 6	Operations	Compliant	14-Sep-2023	
135	Radio Communication	Controllers/Specialists use standard radio transmission format and phraseology and apply correct readback/hearback procedures and phraseology	7110.65 par 2-1-17d; 2-4-3; 2-4-8 and 2-4-14 through 2-4-22	Operations	Compliant	14-Sep-2023	
136	Refresher Training	Each facility must establish and comply with a written annual refresher training program	3120.4 Ch 4 par 5b and Appendix A	Training	Noncompliant - Low	23-Jun-2023	
137	Remedial Training	Remedial Training is administered in accordance with National Directive	3120.4 Ch 4 par 6	Training	Not Observed	23-Jun-2023	
141	RVSM Operations	Controllers properly follow procedures for RVSM/non-RVSM operations	7110.65 par 2-1-29	Operations	Compliant	16-Mar-2023	
142	Safety Alerts	Controllers apply safety alert requirements and phraseology	7110.65 par 2-1-6	Operations	Compliant	14-Sep-2023	
146	Severe Weather	Facility TMUs coordinate directly with the ATCSCC for matters pertaining to severe weather	7210.3 ch 18 sec 14 and 15	Operations	Compliant	23-Jun-2023	
147	Skill Enhancement Training	Skill enhancement training meets required elements of prescribed procedures	3120.4 Ch 4; Section 5d	Training	Compliant	22-Mar-2023	
268	SOP/LOA Reviews	Review LOAs/SOPs for accuracy and completeness of data annually and as needed.	7210.3 paras 2-1-2; 2-1-3; 2-1-4; 2-1-5; 2-1-6; 2-2-14; 3-3-2; 4-3-3; 4-3-5; 4-3-6	Operations	Compliant	15-Dec-2022	

148	Special Flight Handling	Standard procedures are followed when handling Special Flights	7210.3 Ch 5; par 18-4-2	Operations	Compliant	22-Mar-2023	
150	Special Use Airspace Procedures	Controllers use standard special use airspace procedures: separation standards, clearance in and out, and VFR-on-top	7110.65 ch 9 sec 3	Operations	Compliant	22-Mar-2023	
151	Special VFR	Controllers use standard procedures and phraseology for Special VFR operations	7110.65 ch 7 sec 5	Operations	Not Observed	22-Mar-2023	
152	Speed Adjustments	Controllers use standard speed control application, methods, minima, and phraseology	7110.65 ch 5 sec 7	Operations	Compliant	14-Sep-2023	
153	Strip Marking	Controllers use standard flight progress strip marking	7110.65 par 2-3-1 through 2-3-3 and 2-3-5 through 2-3-10	Operations	Compliant	16-Mar-2023	
154	Supplemental Duties	Supplemental duties are performed as required	7210.3 ch 18 sec 4	Operations	Compliant	15-Dec-2022	
155	Supplemental Training	Training provided prior to effective date of new/revised procedures, regulations or equipment, etc.	3120.4 Ch 4 par 5C and Appendix A	Training	Compliant	23-Jun-2023	
156	System Service Review (SSR)	SSRs are conducted and documented as required and events were documented and closed	7210.634 ch 4	Quality Control	Compliant	15-Dec-2022	
157	Systemic Issue Reviews (SYSIR)	SYSIRs are conducted when issues that have potential system impact have been identified and are completed in accordance with applicable directive	7210.634 par 4-5	Quality Control	Compliant	15-Dec-2022	

159	TCAS/TAWS	Controllers handle TCAS/TAWS resolution advisories and reporting as required	7110.65 par 2-1-28	Operations	Compliant	15-Dec-2022	
162	TM Responsibilities of FLM/CIC and ATCS	FLM/CICs and ATCSs work to manage flows of traffic as required	7110.65 par 11-1-2b and c	Operations	Compliant	23-Jun-2023	
164	Traffic Advisories	Controllers apply traffic advisories as required	7110.65 par 2-1-21	Operations	Compliant	14-Sep-2023	
165	Traffic Management Duties and Responsibilities	TMUs are in compliance with applicable standard operating procedures	7110.65 par 11-1-2; 7210.3 par 18-2-4a and b	Operations	Compliant	23-Jun-2023	
166	Traffic Management Initiatives (TMIs)	System capacity and traffic demands are evaluated and initiatives are implemented as necessary	7210.3 par 18-7	Operations	Compliant	23-Jun-2023	
167	Traffic Management Reviews (TMR)	TMRs are conducted as applicable in order to identify issues that may impact system efficiency	7210.634 par 4-3	Quality Control	Compliant	23-Jun-2023	
170	Vectoring to Final Approach	Aircraft were vectored to the final approach course to intercept at the applicable point using proper procedures and phraseology	7110.65 par 5-9-1 through 5-9-3	Operations	Compliant	14-Sep-2023	
174	VFR-on-Top	Controllers use standard procedures and phraseology for applying VFR-on-top	7110.65 par 7-3-1; 7-3-2 and 9-3-3	Operations	Not Observed	22-Mar-2023	
176	Visual Approaches	Controllers use standard procedures and phraseology for applying Visual Approaches	7110.65 ch 7 sec 4	Operations	Compliant	14-Sep-2023	

178	Visual Separation	Controllers use standard procedures and phraseology for the application of visual separation	7110.65 par 7-2-1b	Operations	Compliant	14-Sep-2023	
179	Wake Turbulence	Controllers apply standard separation and advisories for flights impacted by wake turbulence	7110.65 par 2-1-19; 2-1-20 and 5-5-4e; N JO 7110.582	Operations	Compliant	15-Dec-2022	
182	Weather Coordinator	WC performs duties as required	7210.3 par 6-3-1; 18-2-4b4; 18-26-3; 18-26-4b and 18-4-4	Operations	Compliant	14-Sep-2023	
184	Weather Familiarization	Controllers/Specialists become familiar with pertinent weather information when coming on duty, and stay aware of current weather information needed to perform ATC duties	7110.65 par 2-6-1	Operations	Compliant	15-Dec-2022	
186	Weather Processing	Receipt and dissemination of weather products	7110.65 par 2-9-2c and d; 7210.3 par 10-3-1	Operations	Compliant	22-Mar-2023	
187	Weather/Chaff Services	Controllers use correct procedures and phraseology for reporting weather and chaff information to pilots and other affected facilities	7110.65 par 2-6-4	Operations	Compliant	22-Mar-2023	