FAA Lesson Plan

En Route Stage 4
Radar Controller Training

Instructor

Transfer of Position Responsibility Lesson 14

55055
V.1.06

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LESSON PLAN DATA SHEET

COURSE NAME: RADAR CONTROLLER TRAINING
COURSE NUMBER: 55055

LESSON TITLE: TRANSFER OF POSITION RESPONSIBILITY

DATE REVISED: 2014-04
VERSION: V.1.06

REFERENCES: JO 7110.65V, Air Traffic Control; JO 7210.3Y, Facility Operation and Administration; TI 6110.100, En Route Automation Modernization (ERAM) Air Traffic Manual (ATM): R-Position User Manual

HANDOUTS: NONE

EXERCISES: NONE

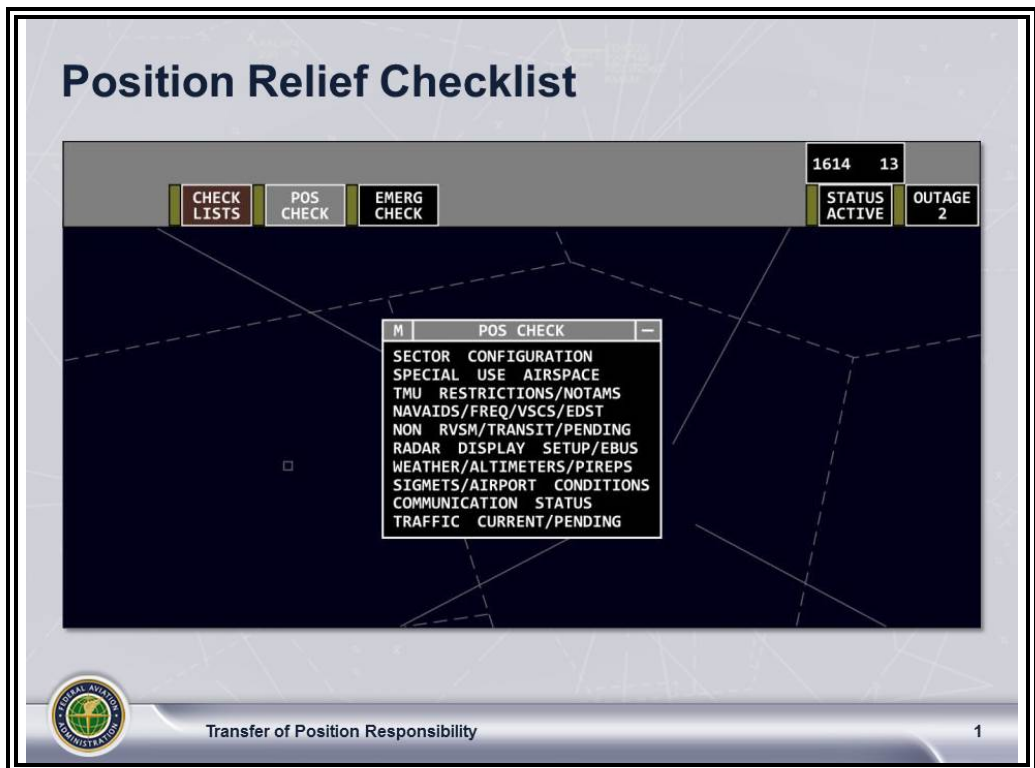**END-OF-LESSON TEST:** YES *(REFER TO 55055-ELT14.PDF)*

PERFORMANCE TEST: NONE

MATERIALS:

OTHER PERTINENT INFORMATION: THIS LESSON IS BASED ON ERAM BUILD EAC1500. THE LESSON HAS BEEN REVIEWED AND REFLECTS CURRENT ORDERS AND MANUALS AS OF APRIL 2014.

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INTRODUCTION

Position Relief Checklist

An awareness of essential items and procedures for transferring position responsibility from one controller to another will greatly reduce your chances of being involved in a loss of separation or deviation because of incorrect or incomplete information transfer.

Purpose   In this lesson, we will cover the responsibilities, terms, processes, and precautions necessary to assume or relinquish control of a position.

INTRODUCTION *(Continued)*

Objectives

🖝 **NOTE:** *Review the lesson objectives.*

GENERAL

Transfer of Position Responsibility
JO 7110.65, par. 2-1-23

FAA JO 7110.65

2−1−23 Transfer of Position Responsibility

The transfer of position responsibility must be accomplished in accordance with the "Standard Operating Practice (SOP) for the Transfer of Position Responsibility," and appropriate facility directives each time operational responsibility for a position is transferred from one specialist to another.
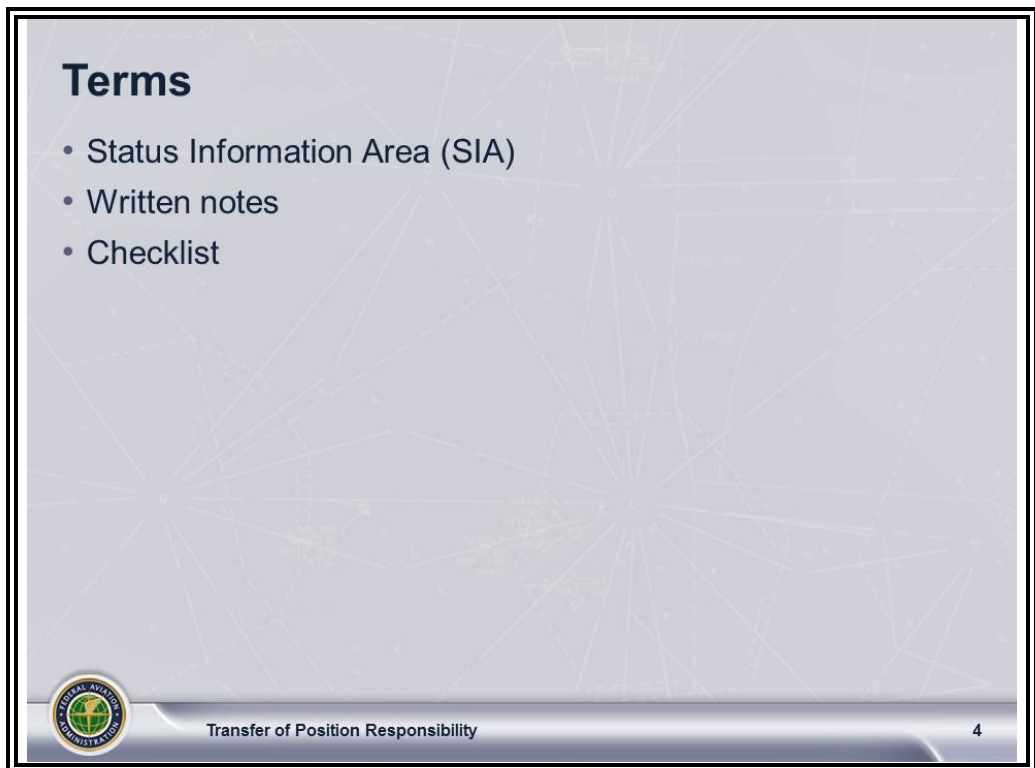
Transfer of Position Responsibility   3

☞ **NOTE:** *Review the statement on the slide.*

GENERAL *(Continued)*

📖 A **Status Information Area (SIA)** is the manual or automatic display of current status of position related equipment and operational conditions or procedures.

📖 **Written notes** are manually recorded items of information kept at designated locations on the position of operation. They may be an element of the Status Information Area(s).

📖 A **Checklist** is an ordered listing of items to be covered during a position relief.

GENERAL *(Continued)*

Sources of Information
JO 7210.3,
par. 2-2-4

⊙ The Status Information Area (SIA):

  • May consist of a single or any combination of information sources where status information can be recorded and displayed

  • May include facility area/position status boards, weather status boards, "hot item" binders, clipboard information sheets or written notes

  • When available must be the first item listed on the position checklist

⊙ Written notes allow the controller to supplement the information already available from other sources.

⊙ Position Relief Briefing Checklist:

  • Benefits controllers by setting standards for checking the status of all briefing items in an orderly and consistent manner

  • Refers the controller to check the SIAs and written notes

GENERAL *(Continued)*

Position Relief Checklist View
TI 6110.100, par. 13.6

Position Relief Checklist
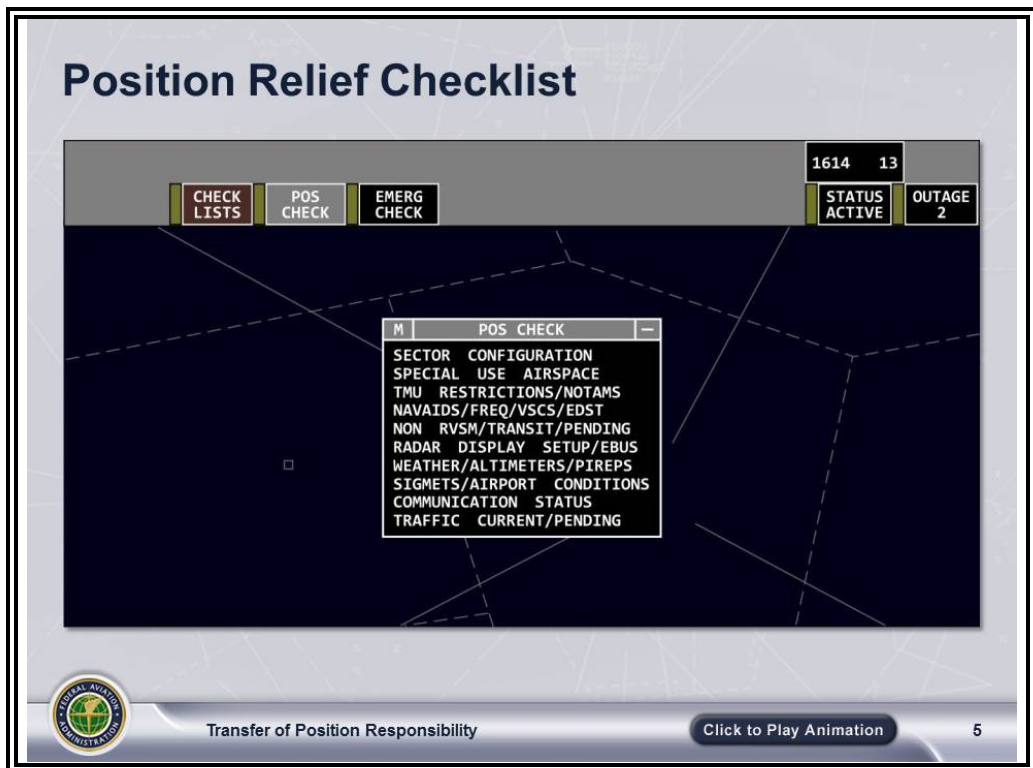
⊙ To access the Position Relief Checklist View:

Click 1 to display toolbar.

1. Left/middle-click the CHECK LISTS button in the Master Toolbar to display Check Lists toolbar menu.

Click 2 to display view.

2. Left/middle-click the POS CHECK button on the Check Lists Toolbar to display the Position Relief Checklist View.

Continued on next page

GENERAL *(Continued)*

**Position Relief
Checklist View
(Cont'd)**
JO 7210.3,
par. 2-2-4

Checklists

Position Relief Briefing Checklist

- SIA
- Equipment
- Airport conditions/status
- Airport activities
- Altimeter trends
- Weather trends
- Flow control
- Special activities
- Special instructions

- Staffing
- Training in progress
- Runway status
- Pertinent operational NOTAMs
- Non-RVSM aircraft operations
- Communications status
- Traffic

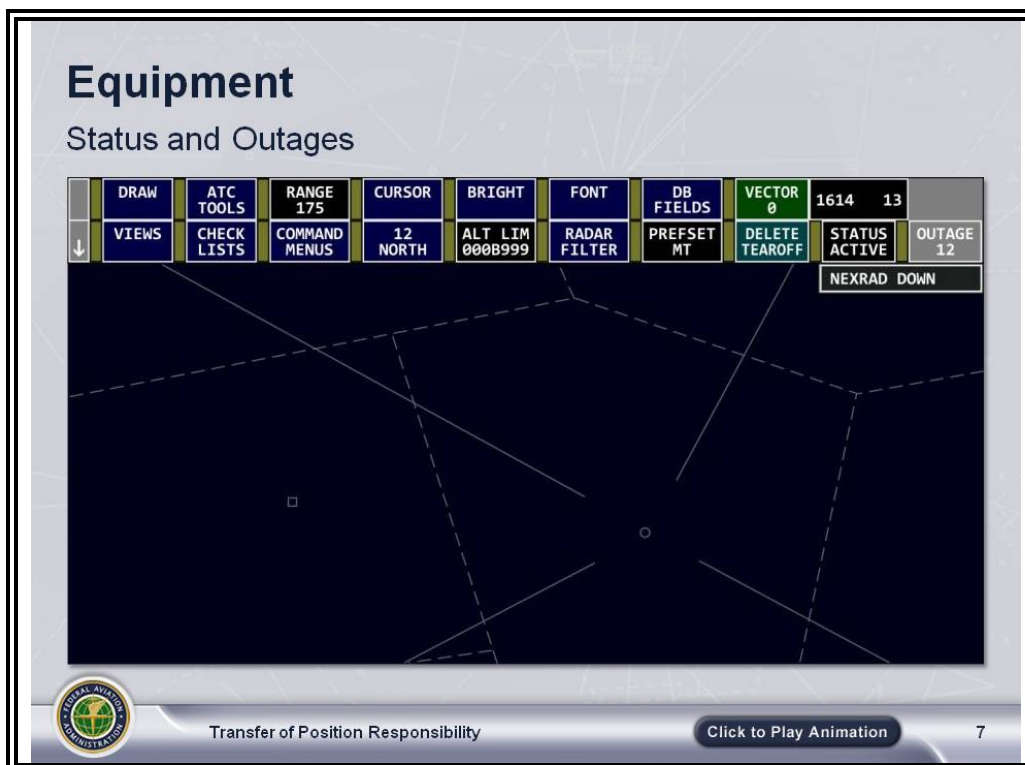Transfer of Position Responsibility   6

⊙   Items that may be included on the checklist, if relevant

GENERAL *(Continued)*

Equipment
Status and Outages

DRAW	ATC TOOLS	RANGE 175	CURSOR	BRIGHT	FONT	DB FIELDS	VECTOR 0	1614 13
VIEWS	CHECK LISTS	COMMAND MENUS	12 NORTH	ALT LIM 000B999	RADAR FILTER	PREFSET MT	DELETE TEAROFF	STATUS ACTIVE	OUTAGE 12

NEXRAD DOWN

Transfer of Position Responsibility   Click to Play Animation   7

Click 1 to display Status View.

⊙ The Status View contains system information.

- The first row of the Status View always contains the current channel ID and the channel mode information.

- When the alternate channel is in backup mode, the Status View also displays the alternate channel ID and BACKUP.

- If the alternate channel is not in backup, the user must select the alternate channel to determine its mode.

⊙ Left/middle-click the STATUS button to toggle the view on and off.

- The STATUS button displays the mode of the selected channel (ACTIVE, BACKUP, PENDING, or TEST).

- When there is a change to the Status View, the button turns yellow.

- The STATUS button can be located anywhere on the display; however, no tear-off (copy) can be made.

CAUTION: A banner appears across the display if the currently selected channel is in PENDING or TEST mode.

Continued on next page

GENERAL *(Continued)*

Status View (Cont'd)
TI 6110.100, par. 14.1

⊙ CA/MCI/EMSAW outages are only shown in the Status View, not the Outage List View.

⊙ System outages in the Outage List View are duplicated in the Status View, including:

- Lost Radar Data

- ADS-B

- Weather

⊙ The display of a service volume outage and individual radio station outages are mutually exclusive:

- Either a service volume outage is displayed or individual radio station outages are displayed but not both simultaneously.

- If the service volume itself is down, only the service volume outage is displayed, the individual radio stations are not displayed.

Outage List View
TI 6110.100, par. 14.2

Click 2 to display Outage List.

⊙ The Outage List View shows system outages.

- The most recent entry is displayed at the top of the list.

- Entries in the Outage List are color-coded:

  − ***White text on red background*** – Flight Data Down or Standby that has not been acknowledged

  − ***Yellow text on gray background*** – Outage list entry (except Flight Data Down) of a down state (Down, Off, OTS, Not in Sync) that has not been acknowledged

  − ***Green text on gray background*** – Outage list entry of an up state (Up, On, RTS, In Sync) that has not been acknowledged

  − ***White text on gray background*** – Outage list entry that has been acknowledged

⊙ Left/middle-click the OUTAGE button in the Master Toolbar to toggle the Outage List ON and OFF.

⊙ To acknowledge an outage, left/middle-click the entry in the Outage List.

⊙ System outages in the Outage List are duplicated in the Status View.

RESPONSIBILITIES

Responsibilities

- Specialist being relieved
- Relieving specialist
- Both specialists

Transfer of Position Responsibility   8

⊙ The Specialist being relieved should:

- Ensure any known pertinent status information is:

    – Accurately relayed to relieving controller, or

    – Displayed in Status Information Area(s), or

    – Relayed to position responsible for displaying it

- Provide a briefing that is complete and accurate.

⊙ Prior to accepting responsibility for the position, the Relieving Specialist must ensure:

- Any unresolved questions are answered.

- The briefing that takes place is to your total satisfaction.

RESPONSIBILITIES *(Continued)*

Responsibi-
lities (Cont'd)
JO 7110.65,
App. D;
JO 7210.3,
2-2-4

⊙ Both specialists share equal responsibility for:

- Completeness and accuracy of briefing

- Conducting the briefing at position being relieved

    – Unless other procedures authorized by the facility air traffic manager have been established

⊙ To the maximum extent practicable the position relief briefing must be recorded.

RESPONSIBILITIES *(Continued)*

Review

◇**QUESTION:** What is the display of the current status of position equipment and operational conditions or procedures called?

ANSWER: *Status Information Area*

◇**QUESTION:** Who is responsible for the completeness and accuracy of the position relief briefing?

ANSWER: *Both specialists*

◇**QUESTION:** Which specialist is responsible for ensuring questions are resolved?

ANSWER: *The relieving specialist*

RESPONSIBILITIES *(Continued)*

Review (Cont'd)

> ## Response Item
>
> Accuracy of information displayed in the Status Information Area is the responsibility of _____.
>
> A. specialist being relieved
>
> B. relieving specialist
>
> C. both specialists
>
> Transfer of Position Responsibility   Click to Show Answer   9

SLIDE ANSWER: A

Continued on next page

RESPONSIBILITIES *(Continued)*

**Review
(Cont'd)**

Response Item

Who is responsible for the completeness and accuracy of the position relief briefing?

    A. Specialist being relieved

    B. Relieving specialist

    C. Both specialists

Transfer of Position Responsibility   Click to Show Answer   10

SLIDE ANSWER: C

STEP-BY-STEP PROCESS

Step-by-Step Process
JO 7110.65,
App. D, par. 6

Preview the Position
JO 7110.65,
App. D, par. 6

⊙ The relieving specialist must conduct a self-briefing using the following steps:

1. Follow the checklist and review Status Information Area(s).

2. Observe:

   – Position equipment
   – Operational situation
   – Work environment

3. Listen to voice communications and observe other operational actions.

4. Observe current and pending aircraft, and correlate with flight and other movement information.

5. Indicate to specialist to be relieved:

   – Preview completed
   – Verbal briefing may begin

NOTE: Steps 2-4 may be completed in any order.

STEP-BY-STEP PROCESS *(Continued)*

Verbal Briefing
JO 7110.65,
App. D, par. 6

⊙ Specialist being relieved must:

- Brief on:

    – Abnormal status of items **not** listed in Status Information Area(s)

    – Items of special interest needing verbal explanation

    – Applicable traffic

    – Communication status

- Completely answer any questions from relieving specialist.

⊙ Relieving specialist must:

- Ensure complete understanding of the operational situation.

- Ask any necessary questions.

Assumption of Position Responsibility
JO 7110.65,
App. D, par. 6

⊙ Relieving specialist must:

- Indicate verbally or by other means that position responsibility has been assumed.

⊙ Specialist being relieved must:

- Release position to relieving specialist and mentally note the time.

STEP-BY-STEP PROCESS *(Continued)*

Review the Position
JO 7110.65,
App. D, par. 6

⊙ Relieving specialist must:

- Check position equipment in accordance with existing directives.

- Check, verify, and update **all** information previously covered.

⊙ Specialist being relieved must:

- Review:

  – Checklist

  – Status Information Area(s)

  – Written notes

  – Other prescribed sources of information

- Advise relieving specialist and any appropriate position of:

  – Known omissions

  – Updates

  – Inaccuracies

- Observe overall position operation and provide any needed assistance or summon help if needed.

- Sign on relieving specialist if facility directive authorizes.

- Sign off in accordance with existing directives or other authorized method.

  – Indicates relief process is complete

STEP-BY-STEP PROCESS *(Continued)*

Review

Response Item

Before receiving a verbal briefing from the specialist being relieved, you must _____.

A. indicate that you have assumed position responsibility

B. sign yourself on the position

C. preview the position

Transfer of Position Responsibility   Click to Show Answer   12

SLIDE ANSWER: C

STEP-BY-STEP PROCESS *(Continued)*

Review (Cont'd)

Response Item

Briefing on applicable traffic is accomplished during which step of the process?

    A. Preview the position

    B. Verbal briefing

    C. Visual briefing

Transfer of Position Responsibility   Click to Show Answer   13

SLIDE ANSWER: B

STEP-BY-STEP PROCESS *(Continued)*

Review (Cont'd)

Response Item

The final act of assuming responsibility for the position is initiated by the _____.

A. area supervisor

B. specialist being relieved

C. relieving specialist

Transfer of Position Responsibility   Click to Show Answer   14

SLIDE ANSWER: C

Continued on next page

STEP-BY-STEP PROCESS *(Continued)*

Review (Cont'd)

Response Item

After the relieving specialist has assumed responsibility for the sector, the relieved specialist _____.

    A. immediately leaves the area

    B. reviews all information for omissions, updates, or inaccuracies

    C. signs off the position and remains at the sector for 10 minutes

Transfer of Position Responsibility   Click to Show Answer   15

SLIDE ANSWER: B

◇**QUESTION:** If the specialist being relieved recognizes an inaccuracy immediately after relinquishing position responsibility, who must be notified?

ANSWER: The relieving specialist and any appropriate position

PRECAUTIONS

Precautions

During Position Operation
JO 7110.65, App. D

⊙ Record each pertinent status information item as soon as operationally feasible to prevent:

  • Omission during briefing

  • Incorrect memory recall

During Relief Briefing
JO 7110.65, App. D

⊙ Do **NOT** rush or allow yourself to be rushed.

⊙ Use extra care when:

  • Simultaneous reliefs (both radar and radar associate) are occurring

  • Combining or splitting:

    – Sectors

    – Positions

Continued on the next page

PRECAUTIONS (*Continued*)

During Relief Briefing (Cont'd)
JO 7110.65, App. D

- ⊙ In a rushed situation, important information can be omitted and potentially cause a loss of separation or other occurrence.

- ⊙ Controllers involved in the position relief process must continually be aware of any distractions that could lead to omission of important operational information.

- ⊙ A large amount of information from multiple sources must be evaluated during the briefing and controllers should make a deliberate effort to go through the position relief briefing thoughtfully and carefully.

CONCLUSION

Summary

☞ ***NOTE:*** *Review and elaborate briefly on the following:*

⊙ Terms

- Status Information Area

- Written Notes

- Checklist

- Equipment

⊙ Responsibilities

⊙ Step-by-step Process

⊙ Precautions

☞ ***NOTE:*** *Ask students if there are any questions.*

End-of-Lesson Test

⊙ Your instructor will now administer the End-of-Lesson Test.

☞ ***NOTE:*** *Distribute and administer the End-of-Lesson Test located in 55055-ELT14.*