

Northern California TRACON



**“THROUGH THESE DOORS PASS
THE WORLD’S FINEST CONTROLLERS”**

Established June 1, 2007

WELCOME - Developmental Pathway to Success

To: Northern California TRACON (NCT) Employee

Congratulations on your accomplishments to date. Your journey as a federal employee continues or begins here at NCT. It is a great place to work and the community is a super place to live. The City of Sacramento, Sacramento County, California, was founded in 1849, and is the oldest incorporated city in California.

You'll find that our seasons are relatively mild, with multitudes of variations in climates, depending on your location in the area. The Sacramento area has a lot to offer; it is close to Lake Tahoe and equally as close in proximity to the San Francisco Bay area. You'll also discover that the Sacramento area has a large array of cultural and recreational activities, including professional sports teams that provide year round entertainment.

While in initial training at NCT, you will be on an administrative work schedule Monday through Friday. Personnel on administrative work schedules do not work on government observed holidays. Everyone at NCT is committed to providing you with the tools you will need to be successful. Our expectation is that you will exhibit the same attitude and come to work prepared to study and learn.

The road to becoming a Certified Professional Controller (CPC) is a demanding one. Once attained, it is an accomplishment and title that you can be proud to hold. At Northern California TRACON we care about all of our employees. Welcome to the FAA family!

Donald H. Kirby
Air Traffic District Manager
Northern California TRACON



A TRADITION OF PRIDE AND EXCELLENCE

Northern California TRACON welcomes you on your way to becoming a Certified Professional Controller.

PREFACE — Developmental Pathway to Success

The intent of this manual is to assist the CPCIT/developmental in attaining certification. The manual outlines many of the steps required to achieve Certified Professional Controller (CPC) status. This manual does not cover every step necessary to reach the Certified Professional Controller level. Specific objectives along with training initiatives will be introduced to each developmental candidate by the training department, the training team, and the employee's supervisor of record.

The developmental will receive classroom, simulation, and on-the-job-training as part of their training. The future of the Air Traffic System lies within the expertise of today's developmental, a full rewarding career is only one commitment away.

INTRODUCTION - Developmental Pathway to Success

We are very proud of our facility, our employees, and the awards we have earned by accomplishing the shared goal of air safety.

HISTORY

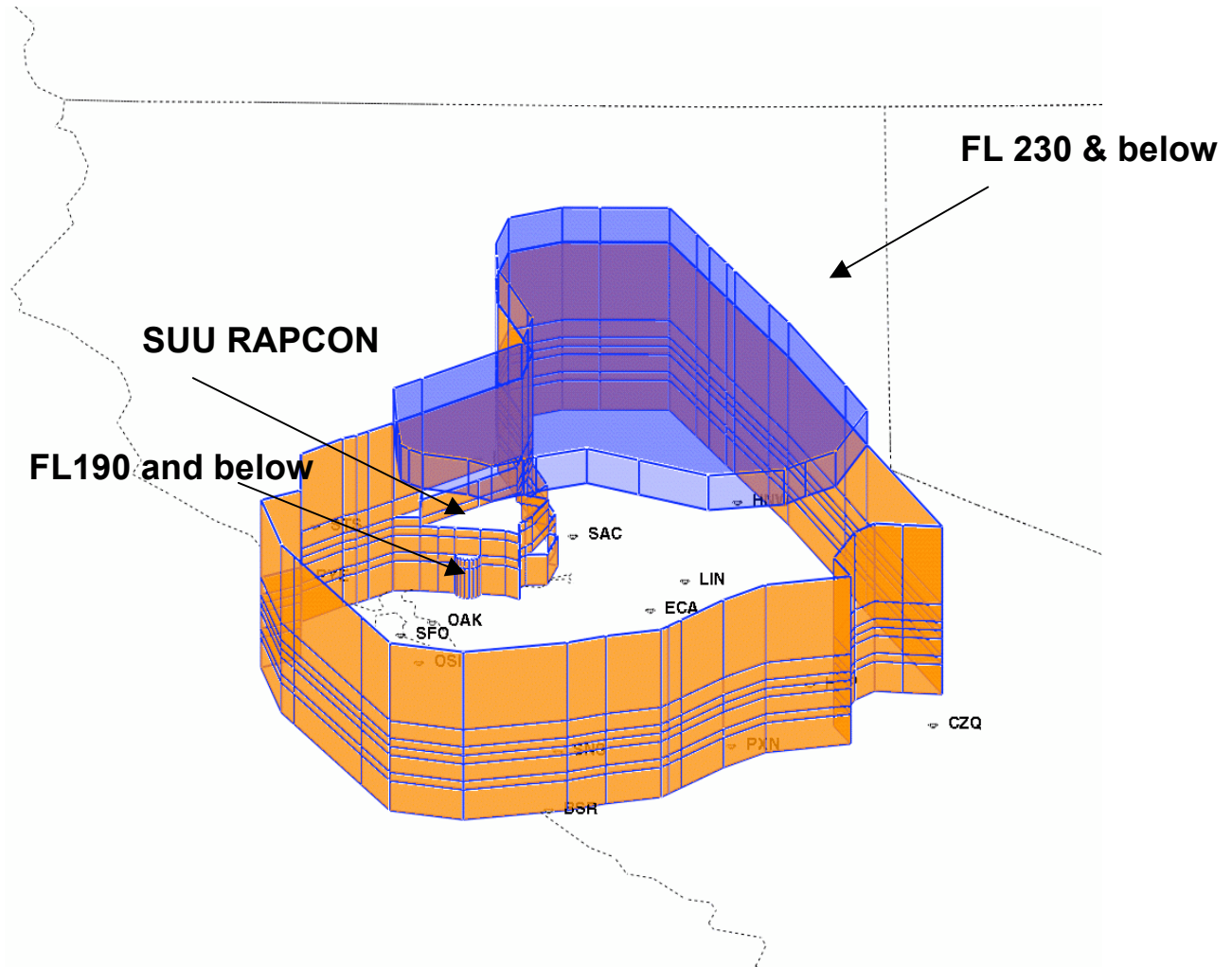
Northern California TRACON is part of the Western Terminal Service Area of the Air Traffic Organization (ATO), regulated through the Federal Aviation Administration under the Department of Transportation. The facility was commissioned on August 28th, 2002. It is a Level 12 large TRACON and was created by consolidating four TRACONS; Sacramento TRACON in August, 2002, Bay (formerly located in Oakland) and Monterey TRACONS relocated in October 2002, and Stockton TRACON relocated into NCT in February 2003.

AIRSPACE OPERATIONS

Since the commissioning of NCT, the facility has been actively engaged in consolidating a significant portion of Oakland ARTCC enroute and terminal airspace into the facility operation. The facility has assumed operational responsibility for the 4th busiest TRACON in the country and provides services to three of the top 25 busiest airports nationwide. Of those airports serviced by the facility, 18 are tower controlled, and the largest airport, San Francisco International, is a pacer airport for the National Airspace System.

NCT airspace reaches from a point well beyond the coastline out over the Pacific Ocean, and stretches over most of northern California, extending from the surface up to FL190 in the south and up to FL230 in the north, encompassing over 21,000 square miles of airspace. The facility provides approach control service to 73 public/municipal airports, as well as a myriad of active private airports, comprising one of the largest and busiest TRACON facilities, with daily operations averaging between 4800-5200 per day.

NCT AIRSPACE DIAGRAM



NCT OPERATIONAL AREAS

NCT has five (5) operational areas. In addition, the facility is provided with a Traffic Management Unit (TMU) constituting the “sixth area.” The TMU is physically located in the center of the operating quarters and oversees facility wide traffic management requirements and initiatives.

AREA A

South Bay and Monterey

Background. Area A provides radar services to south San Francisco Bay airports and the Monterey/Salinas area.

The area currently consists of 7 active radar sectors with 6 associate positions, one flight data function, and two overhead coordinator positions.

The area provides approach/departure control service for eleven airports. Of these, nine have instrument approaches and/or IDPs, and six are tower controlled, either on a full or part time basis. Airports under the jurisdictional control of the area are listed below.

Tower controlled airports with instrument procedures:

MRY: Monterey Peninsula Airport
NUQ: Moffett Federal Airfield
PAO: Palo Alto Airport
RHV: Reid-Hillview of Santa Clara Co. Airport
SJC: San Jose International Airport
SNS: Salinas Municipal Airport

Uncontrolled airports with Instrument procedures:

OAR: Marina Municipal Airport
E16: San Martin S. Co. Santa Clara Co. Airport
WVI: Watsonville Municipal Airport

Uncontrolled airports without instrument procedures:

000: San Luis Airport
CVH: Hollister Municipal Airport

AREA B

San Francisco Arrivals

Background. Area B primarily performs approach and final control service for the San Francisco International Airport.

The area consists of six active radar sectors with six associate positions, one flight data function, two overhead coordinator positions, and one dedicated CI position with an associated radar display. It also contains two radar monitor positions with associated Precision Runway Monitor (PRM) equipment to monitor Simultaneous Offset Instrument Approach (SOIA) approaches to SFO.

The area provides approach/departure control service for three airports with instrument approaches and/or IDPs. Two of the three are tower controlled, either on a full or part time basis. Airports under the jurisdictional control of the area are listed below.

Tower controlled airports with instrument procedures:

SFO: San Francisco International Airport
SQL: San Carlos Airport

Uncontrolled airports with instrument procedures:

HAF: Half Moon Bay Airport

AREA C

Oakland-East Bay Area and Central Valley Area

Background. Area C provides radar services to east San Francisco Bay airports and the Stockton/San Joaquin Valleys.

The Area currently consists of 6 active radar sectors with 6 associate positions, one flight data function, and three overhead coordinator positions.

The area provides approach/departure control service for twenty five airports. Of those twenty five, fifteen have instrument approaches and/or IDPs. Five are tower controlled, either on a full or part time basis. Airports under the jurisdictional control of the area are listed below.

Tower controlled airports with instrument procedures:

HWD: Hayward Executive Airport
LVK: Livermore Municipal Airport
MOD: Modesto City-Harry Sham Field
OAK: Oakland International Airport
SCK: Stockton Metropolitan Airport

Uncontrolled airports with Instrument procedures:

CPU: San Andreas-Calaveras Co. Airport
C83: Byron Airport
LSN: Los Banos Municipal Airport
MCE: Merced Municipal – Macready Field
MER: Atwater - Castle Airport
O22: Columbia Airport
O27: Oakdale Airport
O88: Rio Vista Municipal Airport
TCY: Tracy Municipal Airport
F34: Firebaugh Airport

Uncontrolled airports without instrument procedures:

| | | | |
|------|-------------------|------|-----------------------|
| O15: | Turlock Airport | O20: | Kingdon Airpark |
| 103: | Lodi Airport | 1C9 | Frasier Park Airport |
| L53: | Lodi Park Airport | 1Q4: | New Jerusalem Airport |
| M90: | Mendota Airport | 2O6: | Chowchilla Airport |
| S74: | Lost Isle Airport | 3O1: | Gustine Airport |

AREA D

Bay Area Departures

Background. Area D primarily performs departure control service for the San Francisco International and Oakland Metropolitan Airports.

The area currently consists of five radar sectors with five associate positions, a dedicated coordinator position located between two departure sectors, a flight data position, two overhead coordinator positions, and one additional dedicated CI position with an associated radar display.

Two of the five sectors are departure control sectors with a dedicated coordinator position (CI-1) located between them to assist both positions. One of the other radar sectors, with an Associate position, handles mostly Bay Area VFR traffic, and on a southeast weather operations (20% of the year), that sector provides approach and final control service for the Oakland International Airport and the Livermore Municipal airport.

Current Tower controlled airports with instrument procedures:

| | |
|------|-------------------------------------|
| LVK: | Livermore Municipal Airport |
| OAK: | Oakland International Airport |
| SFO: | San Francisco International Airport |

AREA E

Sacramento Area

Background. Area E provides radar services to the Sacramento Valley in the northern portion of NCT's airspace.

The area currently consists of eight active radar sectors with eight associate positions, one flight data function, and two overhead coordinator positions. The area also contains two radar monitor positions and associated equipment to monitor simultaneous ILS approaches to Sacramento International Airport.

The area provides approach/departure control service for twenty three airports. Of those twenty three, twelve have instrument approaches and/or IDPs; five are tower controlled, either on a full or part time basis, and one is a military installation. Airports under the jurisdictional control of the area are listed below.

Tower controlled airports with instrument procedures:

BAB: Beale Air Force Base
MCC: Sacramento - McClellan Airfield
MHR: Sacramento – Mather Airport
SAC: Sacramento Executive Airport
SMF: Sacramento International Airport

Uncontrolled airports with Instrument procedures:

AUN: Auburn Municipal Airport
LHM: Lincoln Regional Airport
MYV: Marysville-Yuba Co. Airport
OVE: Oroville Municipal Airport
017: Grass Valley–Nevada Co. Airpark
070: Jackson Co.-Westover Field

Uncontrolled airports without instrument procedures:

| | | | |
|------|------------------------------|-------|-------------------------|
| C14: | Borges-Clarksburg Airport | F27: | Franklin Airport |
| C39: | Folsom Lake Airport | E36: | Georgetown Airport |
| O52: | Yuba City-Sutter Co. Airport | 00CL: | Natomas Airport |
| O61: | Cameron Park Airpark | RIU: | Rancho Murietta Airport |
| F25: | Brownsville Airport | L36: | Rio Linda |
| E27: | Elk Grove | | |

The air flow map has been redacted for posting on the web.
This information will be available in the guide you will receive from your facility.

FACILITY STAFFING

1. Air Traffic District Manager

The Air Traffic District Manager is charged with the responsibility of all operations of the facility and the NCT District facilities. The office is near the front entrance to the building in room 105.

2. Staff Manager

The Staff Manager assists and supports the District Manager. The office is in room 103.

3. Operations Managers—(OMs)

Northern California TRACON has five Operations Managers (OMs) who provide second level managerial oversight for the five specialty areas.

Area A

Area B

Area C

Area D

Area E

4. Front Line Manager

Each specialty area is subdivided into a range of 5 to 7 teams, and the Front Line Managers supervise each team.

5. Traffic Management Officer (TMO)

The Traffic Management Officer provides oversight to the Traffic Management Unit (TMU). The TMU monitors and balances traffic flows into/out of, and within NCT. This unit is charged with the responsibility of implementing the necessary restrictions to ensure an orderly flow of traffic.

6. Support Managers

NCT has four Support Managers that provide oversight for the four support sections.

a. Plans and Requirements - Primary responsibilities are to support the ARTS IIIE automation system, identify facility infrastructure, and equipment needs. Secondary responsibilities are to serve as the Facility Security Coordinator (FSC), the Occupational Safety and Health Committee Chairperson, and the Unsatisfactory Condition Report (UCR) focal. The P & R Support Manager's office is located in room 115.

b. Safety Assurance - The Safety Assurance office is responsible for the facility's internal evaluation program and administering the National Operational Error/Deviation Program. This office serves as the focal point for initiatives to reinforce and enhance facility operations. The Safety Assurance office investigates Operational Errors,

Operational Deviations, Pilot Deviations and Accidents. This office is located in room 106.

c. Systems Support - The Systems Support office is responsible and accountable for letters of agreement, airway structures, airspace usage, airspace actions, cartographic activities, users' meetings, analyzing and evaluating national and regional policies and regulations, and developing standard operating procedures. This office is located in room 111.

d. Training - The Training department is responsible for the implementation of all stages of facility training and management of all national training requirements, including academy and CMEL classes. In addition, the Training department tracks all district facility training requirements. The Support Manager for Training is the facility training liaison officer for the Washington Consulting Group (WCG). The Support Manager for Training office is located in room 104.

7. Washington Consulting Group (WCG)

The Washington Consulting group is a private contractor hired to accomplish most of the initial training of the developmental. They also do supplemental and refresher training for CPCs. The WCG offices at NCT consist of a supervisor, instructors, administrative assistants, and a CBI (computer based instruction) administrator. The instructors have all worked as air traffic controllers. They prepare you to go into the control room and receive on the job training (OJT) with live traffic. This is accomplished, for the most part, by providing classroom stage training and testing on facility airspace, standard operating procedures (SOP), and letters of agreement (LOA). Training and review of Air Traffic rules and regulations is also provided during stage training. Developmentals and CPCITs are given a series of area and sector specific simulated radar traffic control problems. These problems (ETGs) are developed and run by the WCG instructors and provide scenarios of increasing intensity so as to teach and evaluate individual progress without impacting live traffic. The WCG office is located in room 211.

8. Business and Administrative Services

The Manager for Business and Administrative Services provides oversight for the administrative and clerical staff, and is located in room 101. The staff is responsible for planning, developing, monitoring, and the execution of a full range of administrative functions including: fiscal budget, travel, time and attendance processing, and human resource personnel management. The staff is located in or near room 100.

Additional Facilities and Resources Located and NCT

Security and Safety

Armed security guards are stationed at the entrance to the facility. Each vehicle's occupant is required to display the required FAA ID prior to entering the property. Vehicles are subject to random searches. Weapons of any kind are not allowed on the property, this includes inside your vehicle.

FAA First Federal Credit Union

There is a FAA First ATM in the main lobby of the building at the entrance of the lunch room. FAA First Federal Credit Union has a representative present at the facility on a periodic basis.

Developmental Pathway to Success

Expectations

Developmental Expectations:

1. Be prepared to train each day of your watch schedule.
2. Utilize assigned study time to enhance your learning process and document study time on FAA Form 3120-25.
3. Keep your supervisor apprised of any situation(s) that may compromise your ability to learn.
4. Ask questions when you do not understand the material being presented or the expectation being levied upon you.
5. If you choose to express a difference of opinion, it should be done during the debriefing session. Having a difference of opinion while OJT and/or an assessment are being conducted is always unacceptable.
6. It is more productive to learn the required information and/or the expected application than to make excuses for why your performance did not meet expectations. Being able to work with others is a condition of employment.
7. Keep track of your daily training times.
8. Fill out a training sheet (FAA Form 3120-25), blocks 1, 2, 3, 7, and 8 for each training session and present it to your OJTI for completion and comments. Training sessions conducted during the same day and on the same position may be combined on a single training form, for cumulative time for that day listed in block 7 of the form.
9. Sign and date each training sheet in block 12. If you disagree with the write up, you may record your comments in the space provided in block 12 and attach a continuation sheet, if required.
10. Exercise a professional demeanor at all times.
11. Ask the watch supervisor for a "be back" time for subsequent training sessions after the assigned break period.
12. Expect skill enhancement training if the learning process becomes stalled. Skill enhancement training may consist of, but is not limited to, one or any combination of the following: CBI training, classroom training, self-study assignments, ETGs, or supervisory skill checks.
13. When traffic is light, you should monitor operations in your own area, or in one of the other areas in the facility, to familiarize yourself with all operations.
14. Business casual attire is the mark of a true professional.
15. Ensure your personal hygiene habits are consistent with a professional work environment.

Note: Annual leave. Developmentals that have bid their vacation leave are entitled to use this leave. Remember, training is a priority for any developmental. Spot leave requests may or may not be granted if the developmental is at a critical point in training. Many times a developmental has reached a critical juncture in their training and then has taken scheduled or spot annual leave that has adversely impacted their training. If you believe you are at a critical juncture or unsure of your status in the learning process, consult with your supervisor for guidance. If you are at a critical juncture in your training and have flexibility in your scheduled annual leave plans, your supervisor may be able to adjust your leave schedule to accommodate training and vacation needs. Remember, if you have any questions reference any type of leave, your training status, or questions in general, your supervisor is the person to see.

Training is an extensive and ongoing process. Air traffic controllers receive approximately 2 years of training prior to attaining the certified professional controller (CPC) level. Training consists of hundreds of hours of classroom and computer based instruction (CBI), plus enhanced target generator (ETG) lab scenarios. After completion of each phase of academic and lab training, on-the-job training (OJT) is conducted in a live environment.

Developmental Pathway to Success

Terms of Reference

Terms of Reference: The developmental should be familiar with the following terms:

1. **Certification Skill Check** —an assessment used to determine if an individual demonstrates the knowledge and skill level necessary to certify on an operational position.
2. **Classroom Training**— Instructional presentations administered away from operational positions.
3. **Computer Based Instruction (CBI)** — Instructional delivery method using interactive computer technology.
4. **Combined Positions** —those operational positions of the same nature which are routinely combined.
5. **CPCIT/ Developmental**—Certified Professional Controller in Training or developmental - an air traffic control specialist (ATCS) who has not achieved certified professional controller (CPC) level in any facility/area.
6. **Developmental's Supervisor**—The supervisor of record for the developmental.
7. **Discontinuation of Training**— A recommendation from a training review board to the Air Traffic Manager that no further training be conducted.
8. **Early Stage of Learning** — this is defined as the period in which the developmental relies heavily on the input of the OJTI. At this stage of training, the developmental begins to have a clear understanding of what is to be learned. The early stage of learning typically occurs within the first 30 percent of the allotted target hours.
9. **Intermediate Stage of Learning** - In this stage of learning, the developmental knows the expectation and skill but still requires practice to eliminate excess verbiage and apply the proper procedure. The intermediate stage of learning typically occurs at or prior to 50-60 percent of the allotted target hours.
10. **Late Stage of Learning**- In the late stage of learning, a skill set becomes habit or second nature. The developmental executes a procedure because she or he knows this is the correct action for the situation without thinking or hesitation. The late stage of learning typically occurs at some point after 60 percent of the allotted target hours have been utilized.
11. **Minimum certification hours** — the number of training hours required before becoming eligible for certification on any given operational position.
12. **Needs Improvement** — (Pertains to FAA Form 3120-25) A mark in this column indicates that the CPC in training/Developmental observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements.
13. **On the Job Familiarization (OJF) Hours**- Time that a developmental is assigned direct monitoring of an operational position.
14. **On-the-Job-Training (OJT)** — Training conducted by a Supervisor or an OJTI that provides direct experience in the work environment.
15. **On-the-Job-Training Instructor (OJTI)** — an individual who instructs the developmental during OJT.
16. **Performance Skill Check** —an assessment used to evaluate training progress by comparing a developmental knowledge and skill levels to those required for certification.

17. **Proficiency** — knowing, understanding, and applying air traffic procedures in a safe and efficient manner.
18. **Proficiency Training**— Training conducted to maintain and update the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner.
19. **Refresher training** — Training conducted to maintain and update previously learned knowledge and skills.
20. **Remedial Training** — Training provided to correct specific identified operational deficiencies.
21. **Satisfactory** — (Pertains to FAA Form 3120-25)
 - a. **Performance Skill Check.** A mark in this column indicates the CPC in training. Dev/CPCIT observed performance in the session meets expected level of performance for this stage of training.
 - b. **Certification Skill Check.** A mark in this column indicates the CPC in training. Dev/CPCIT observed performance in the session meets expected CPC performance requirements and indicates the CPC in training/developmental demonstrates the ability to work independently for this performance item.
 - c. **Performance Skill Check for CPC.** A mark in this column indicates that the observed performance in the session meets expected CPC performance requirements to work independently for this performance item.
22. **Self-Study**—Training situation wherein the study/learning is accomplished by the individual.
23. **Skill Enhancement Training** — Training used to improve knowledge level or skill performance.
24. **Supplemental Training**—Training conducted when changes occur pertaining to new/revised procedures, regulations or equipment.
25. **Suspension of On-the-Job Training (OJT)** —An action taken by the developmental supervisor to temporarily stop OJT, when the developmental has exhausted 100 percent of target hours or extension hours and the observed performance during a certification skill check does not meet expected CPC performance requirements. A certification skill check is mandatory whenever target hours have been exhausted.
26. **Termination of Training** —An action taken by the Air Traffic Manager determining that no further training shall be conducted.
27. **Target Hours** — The training hours normally required for certification on a position.
28. **Training Review Process** — The purpose of the training review process is to ensure that opportunities for training success were utilized while maintaining the integrity of the training program. Training reviews shall be conducted when requested by the ATM or when training has been suspended due to the CPC in-Training or developmental performance.
29. **Training Team** — Designated individuals who facilitate the training of a developmental.
30. **Unsatisfactory** — (Pertains to FAA Form 3120-25).
 - a. **Performance Skill Check for CPC in Training/Developmental.** A mark in this column indicates that the CPC in Training/Developmental observed performance is unsatisfactory at this stage of training.
 - b. **Performance Skill Check for CPC.** A mark in this column indicates that the observed performance in the session fails to meet expected CPC performance requirements to work independently for this performance item.

Developmental Pathway to Success

Assessment Milestones: You will be provided every opportunity to become fully successful. You are expected to have a satisfactory working knowledge of the subject areas listed below. Failure to complete these tasks in a timely manner may adversely affect the learning process.

Early Stage of Learning: (examples)

Phraseology
Airspace
LOAs/SOP
Equipment position relief briefings
Non-radar

Intermediate Stage of Learning: (examples)

Special Use Airspace
Adjacent sector airspace
Air-Refueling procedures
CTAS Metering
ESP/DSP
Offshore/Oceanic procedures

Late Stage of Learning: (examples)

Multi-tasking
Controlling vs. putting-out fires
Timely execution
Combining transmissions
Traffic awareness in other sectors
Not thinking while transmitting over the frequency
Ability to filter out superfluous conversation
Ability to adapt to changing situations/traffic scenarios
Full realization of priority of duties from adjacent positions

Training Forms

FAA Form 3120-25, Instructor Evaluation Report
NCT Form 3120-1, Training Plan
NCT Form 3120-2, Training Team Status report

**ATCT/ARTCC OJT
INSTRUCTION/EVALUATION REPORT**

| | | | | |
|---|--|--|-----------------------|------------------------------|
| 1. Name | | 2. Date | 3. Scenario/positions | |
| 4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR <input type="checkbox"/> Other _____ | 5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy | 6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult | | 7. Hours |
| | | | | 8. Total Hours This Position |
| 9. Purpose <input type="checkbox"/> OJT <input type="checkbox"/> OJF <input type="checkbox"/> Familiarization <input type="checkbox"/> Instructional <input type="checkbox"/> Evaluation | | | 10. Routing | |
| Scenario <input type="checkbox"/> Skill Check <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Skill Enhancement <input type="checkbox"/> Other | | | | |

| 11. | Job Task | Job Subtask | Observed | Comment | Satisfactory | Improvement | Unsatisfactory | Simulation Training |
|-----|------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| | | | | | | | | |
| A. | Separation | 1. Separation is ensured. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 2. Safety alerts are provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| B. | Coordination | 3. Performs handoffs/pointouts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 4. Required coordinations are performed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| C. | Control Judgement | 5. Good control judgement is applied. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 6. Priority of duties is understood | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 7. Positive control is provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 8. Effective traffic flow is maintained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| D. | Methods and Procedures | 9. Aircraft identify maintained | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 10. Strip posting is complete/correct | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 11. Clearance Delivery is complete/correct and timely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 12. LOAs/directives are adhered to. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 13. Additional services are provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 14. Rapidly recovers from equipment failures and emergencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 15. Scans entire control environment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| E. | Equipment | 17. Equipment status information is maintained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 18. Equipment capabilities are utilized/understood. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| F. | Communication | 19. Functions effectively as a radar/tower team member. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 20. Communications is clear and concise. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 21. Uses prescribed phraseology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 22. Makes only necessary transmissions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 23. Uses appropriate communications methods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | 24. Relief briefings are complete and accurate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| G. | Other | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

NCT TRAINING PLAN

| | | | | |
|--|---------------|------------------------|-----------------|-------|
| Developmental: | | Area: | Position: | Date: |
| Supervisor: | | Primary OJTI: | Secondary OJTI: | |
| Track: | Target Hours: | Minimum Hours: | OJF Hours: | |
| PURPOSE | | | | |
| <p>The purpose of this document is to outline the training objectives for the above identified developmental. The members of the training team agree to implement these objectives in a positive and timely manner. The training team will meet on a monthly basis to discuss this developmental's training performance and will revise this training plan as appropriate.</p> | | | | |
| OBJECTIVES | | | | |
| | | | | |
| SIGNATURES | | | | |
| Developmental: | Date: | Operational Supervisor | Date: | |
| Primary OJTI: | Date: | Secondary OJTI: | Date: | |
| OM: | Date: | SMT: | Date: | |

| NCT TRAINING TEAM STATUS REPORT | | | ROUTING | |
|--|-------------------------|-------------------------|-------------------------|-----------------|
| Developmental: | | Area: | Position: | Date: |
| Operational Supervisor: | | Primary OJTI: | | Secondary OJTI: |
| JOB TASK | # of Occurrences | JOB TASK | # of Occurrences | |
| Separation | | Equipment | | |
| Coordination | | Communication | | |
| Control Judgment | | Other | | |
| Methods/Procedures | | | | |
| OJT This Period: | | Simulation This Period: | | |
| Overall Progress: | | | | |
| Action Plan: | | | | |
| Development's Comments: | | | | |
| Developmental's Signature: | | | Date: | |
| Supervisor's comments: | | | | |
| Supervisor's Signature: | | | Date: | |

Administrative Documentation

Prior to commencing training the following administrative documents must be completed.

| Item | Date Completed |
|--|-----------------------|
| NCT General Personnel Information | |
| NCT Approved Physicians | |
| Operating Initials Selection | |
| FAA ID Application/Photo | |
| Employment Eligibility Verification, I-9 Form | |
| Federal Tax Withholding, W-4 | |
| California Tax Withholding, DE-4 | |
| Race & National Origin Identification, SF181 | |
| Military Status Report, FAA Form 3300-34 | |
| NCT Local Access Network (LAN) Agreement | |
| Government Travel Card Application or Update | |
| Acknowledgement of Travel Card Dos & Don'ts | |
| GovTrip Change Form | |
| Conduct & Discipline Review | |
| | |
| | |
| | |
| Items for New Hires Only | |
| Employee Information Form, DOT Form 2730.2 | |
| Direct Deposit Form, SF 1199A | |
| Health Benefits Election, SF 2809 | |
| Federal Group Life Insurance Election, SF 2817 | |
| TSP-1 (Optional) | |
| FAA ATCS Applicant- Interim Health Status, Medical Condition Declaration | |
| Declaration of Federal Employment, OF 306 | |
| | |
| | |
| Items for Transfers Only | |
| Employee Express Information Update | |
| | |

Policy Statement on the Prevention of Harassment 2007

The U.S. Department of Transportation has zero tolerance for harassment on the basis of race, color, national origin, religion, age, sex, disability, sexual orientation, or protected activity. Harassment in this context refers to unwelcome comments or conduct that is so objectively offensive as to alter the conditions of employment. It is an illegal and offensive form of discrimination that undermines professional, cooperative working relationships, and violates the law and Department policy. As Secretary of Transportation, I am fully committed to our longstanding policy that harassment is wholly unacceptable, will not be tolerated, and must not occur.

Any employee who believes that he or she has been the victim of harassment may, without fear of reprisal, use the Department's informal and formal programs to prevent and eliminate harassment, seek assistance of an Equal Employment Opportunity counselor, or contact the Department's Offices of Civil Rights. Any manager or supervisor who becomes aware of such unacceptable behavior must take immediate and appropriate corrective action, and has a responsibility to ensure that harassment stops and does not recur. Violations of the law prohibiting harassment or violations of this policy will result in appropriate disciplinary actions against the offenders, up to and including dismissal.

Everyone is entitled to a work environment that is free from harassment. Prevention is the best tool we have. I ask all employees to join me in implementing and communicating this policy.

*ADMINISTRATOR'S
POLICY STATEMENT ON...*

THE ACCOUNTABILITY BOARD

Personal accountability is the cornerstone of the Flight Plan's goal for organizational excellence. As professionals in the workplace, we are all accountable for our actions. The Accountability Board was created in 1998 to ensure that each of us lives up to this standard.

Specifically, the Accountability Board reviews responses to allegations and incidences of harassment and misconduct. It was put in place to ensure that our workplace remains free from sexual harassment, offensive behavior, intimidation, hostility, and inappropriate conduct.

The Accountability Board cannot make this happen on its own. Each and every one of us at the FAA has responsibility for ensuring a professional environment in our own organizations and the places where we work. Please join me in making the FAA an example of organizational excellence in the federal service where everyone regardless of gender, race, color, national origin, religion, sexual orientation, age or disability is respected.

Marion C. Blakey
Marion C. Blakey
Administrator

May 2004



*ADMINISTRATOR'S
POLICY STATEMENT ON...*

**PREVENTION OF
SEXUAL HARASSMENT**

Sexual harassment is against the law, and the FAA has put a zero tolerance policy in place to eliminate it from the workplace.

We're all accountable for our actions on the job. We must make sure our workplace is free from inappropriate conduct. The law prohibits sexual harassment, which includes "conduct that interferes with an individual's work or creates an intimidating, hostile, or offensive environment." Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are unacceptable. Using workplace computers to view sexually explicit or pornographic materials on websites is prohibited as well.

Executives, managers, and supervisors are accountable for ensuring that the workplace is free from sexual harassment or other inappropriate conduct of a sexual nature and for taking action to stop such behavior. Employees also are personally accountable for ensuring that they do not engage in such behavior. Any employee who engages in sexual harassment or other inappropriate conduct of a sexual nature or who tolerates or condones such conduct is subject to disciplinary action under FAA's conduct and discipline policy.

As our Flight Plan clearly states, "The people of the FAA are the key to achieving our mission." We strongly believe that fairness and diversity at the agency directly relate to the strength of our organization. Let us work together to maintain a professional workplace at all times.

Marion C. Blakey
Marion C. Blakey
Administrator

May 2004





FEDERAL AVIATION ADMINISTRATION

ADMINISTRATOR'S POLICY STATEMENT ON...

NON-DISCRIMINATION

Discrimination is against the law, and the FAA has put a zero tolerance policy in place to eliminate it from the workplace. In order to achieve organizational excellence, we must have a workplace free of discrimination and harassment based on race, color, religion, sex, national origin, age, disability, or sexual orientation.

Our non-discrimination policy requires us to comply with all equal opportunity laws, rules, and regulations for internal employment, federally assisted programs, and other external activities. I expect all FAA employees to monitor their own behaviors in the workplace and conform to applicable law and agency policy.

Our Flight Plan emphasizes strong leadership. Accordingly, executives, managers, and supervisors are accountable and responsible for ensuring that all programs, practices, and activities are administered in accordance with applicable law and agency policy. Together, we must vigorously eliminate behavior that is harassing, inhospitable, offensive, intolerant, or otherwise inappropriate to the workplace. Any employee who engages in such behavior or who encourages or condones such unlawful conduct or who retaliates against another employee for filing an EEO complaint is subject to disciplinary action under FAA's conduct and discipline policy.

We are committed to finding and eliminating barriers to equity and opportunity at the FAA, for we believe that fairness and diversity at the agency directly relate to the strength of our organization. Let us work together to maintain a professional workplace at all times.

Marion C. Blakey
Marion C. Blakey
Administrator

May 2004



Equal Employment Opportunity Policy Statement 2007

Every employee at the U.S. Department of Transportation is responsible for maintaining a work environment that is free of discrimination. When any employee or job applicant is discriminated against, the work of this Department suffers, opportunities for achievement are lost, and the ability of our employees to reach their full potential is jeopardized.

We must eliminate all barriers to equal employment opportunity for employees and applicants for employment and further ensure that our recruitment and selection processes support the full consideration of talented individuals from groups that were not well represented in the past. All supervisors and managers must ensure that employees receive equal opportunity to obtain the training needed to maintain core competencies and develop to their full potential. We must counsel and mentor all of our employees, and acknowledge accomplishments through formal recognition and opportunities for advancement. Personnel actions must be based upon merit factors, without bias or prejudice.

There is zero tolerance of discrimination in the workplace. Any departmental employee determined to have engaged in unlawful discriminatory practices, and any employee in a position of authority who fosters an environment that allows discriminatory practices to exist, will be subject to appropriate disciplinary action.

Employees who believe they have been discriminated against on the basis of race, color, national origin, religion, age, sex, disability, or sexual orientation; or subjected to reprisal for opposing discrimination in the agency or hindered from participating in the employment discrimination complaint process are encouraged to contact their Office of Civil Rights or the Departmental Office of Civil Rights.

I am committed to ensuring the Department is a model workplace where every employee is valued and has an opportunity to contribute fully to the accomplishment of our mission. I ask you to join me in this commitment. I am counting on each of you to do your part.

Marv E. Peters