The meeting was called to order by President Paul Rinaldi, and the following individuals were in attendance:

Paul Rinaldi, President  
Patricia Gilbert, Executive Vice President  
Steve Munroe, Alaska Regional Vice President  
Kevin Peterson, Central Regional Vice President  
Phil Barbarello, Eastern Regional Vice President  
Bryan Zilonis, Great Lakes Regional Vice President  
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Victor Santore, Southern Regional Vice President  
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Hamid Ghaffari, Western Pacific Regional Vice President  
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**Old Business:**

**Currency Requirements:** Currency requirements for TMCs have been agreed to as follows: All TMCs are required to fully certify in an operational area outside the TMU at the facility they are assigned as a TMC. TMCs and STMCs at enroute facilities, N90, SCT, NCT and PCT shall not be required to maintain currency on operational/control positions outside the TMU, but may request to maintain currency on such positions (i.e. dual currency). Requests to maintain dual currency shall be granted, subject to staffing and workload in the TMU. TMCs and STMCs at all other facilities must maintain currency on a minimum of two, and a maximum of six, operational/control positions outside of the TMU. (Barbarello/Smith – OPEN)

**Facility Staffing:** The collaborative resource workgroup is meeting on a monthly basis. Members of the workgroup briefed the National Academy of Science on the flaws in the agency's current Controller Workforce Plan. The joint workgroup is working to more accurately reflect the staffing needs at field facilities. (Gilbert/Barbarello – OPEN)

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PIV: The workgroup established provided the following update –

PIV CARD UPDATE – January 11, 2013

FAA's PIV card program is required by government wide regulations; an executive order; and by the Federal Information Security Management Act.

We are currently engaged in the process to “Fully Enable” your PIV Card. This will consist of several intermediate steps, rolled out in the coming months. Not all applications are “PIV Ready” at this time. The immediate result is to provide the ability for Government Employees to gain access to buildings and secure rooms. All field Air Traffic Facilities, Mike Monroney Aeronautical Center, Washington Offices and their employees have completed this process. Current “Enabling” endeavors are being applied to the Regional Offices. Below is an example e-mail being sent nationwide to employees in the current week’s target audience.

** Please pay particular attention to the BOLD sentences. **

The FAA is continuing to move toward expanding the use of the PIV card to access computers, facilities and resources. The next step in that process is to ensure that the PIV card you have been issued is “enabled” or updated with your network username and the proper certificates. All personnel are asked to comply and update their card; however some LOB/SOs may want to apply additional computer updates before you use your card.

Your LOB IT staff will coordinate with you when they want you to begin using your
PIV card.

Once you begin using your PIV card, you will be able to:
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- Digitally sign documents using your PIV Card, and
- Logon to applications that are able to accept PIV cards (such as eLMS and Ideahub; Employee Express, Castle and others will be able to accept PIV cards soon)
- Reduce the number of username and passwords that you will need to remember.

If you don’t have a smart card reader, FAA email address, FAA network account or FAA Windows XP or 7 UNPWD, you can disregard this email and enabling your PIV Card at this time. Please contact your local helpdesk for support.

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Thank You,

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If an employee loses or misplaces his card, he will be furnished a temporary card
that would be valid for up to one week. Forgotten or lost PIV card passwords/PINs can also be re-set using biometric (fingerprint) data embedded within the card's computer chip itself. There are also instances where some employees may need to access multiple systems simultaneously and would need more than one card. FAA has not worked out the solution for this problem so far, but is attempting to do so.

Send Questions, Comments, Concerns to: PIV@natca.net. (Santore – CLOSED)

**EAP Assessment Issues:** They are being addressed on a case-by-case basis with members of the Drug & Alcohol joint team. (Santore – CLOSED)

**ZMA/ZHU/ZAB Update:** Briefs are being filed for the ZAB arbitration. ZMA/ZHU arbitration is ongoing. There have been a great many issues being raised by the agency regarding ancillary concerns. (Santore - OPEN)

**Region X, Staff and 2186 CBA Update:** In accordance with the ground rules, the Parties pursued mediation on a couple outstanding issues and are now schedule for Arbitration on the last three issues. (Zilonis – OPEN)

**Dues Workgroup:** Workgroup recommendations have been presented to NEB and an education campaign has begun. (MacDonald – OPEN)

**Shared Services:** Administrator responded to letter regarding the AFN cross-functional review team. NATCA will respond to Huerta's letter in light of new information obtained by NATCA that does not comport with agency's initial response. (MacDonald – OPEN)

**ERAM/ERAM CHI/D-POS:** ZMP, ZDV and ZAB have all declared ORD, bringing total number of ORD facilities to 5. ZOB declared IOC on January 13th and the next two facilities scheduled are ZDC (2/23/13) and ZME (3/2/13). ZFW, ZTL, ZJX and ZMA are currently scheduled to declare IOC by the end of 4QFY13.

Jeff Richards has begun activities associated with his placement on the ERAM CHI team.

Ullmann, Henriques and Richards are scheduled to visit the London Control Facility the week of February 11th. The purpose of the visit is to look at the sector configurations and discuss issues associated with the possible change in the role of what is currently referred to as the D-Side in the Enroute environment. (Ullmann – OPEN)

**PL 92-297 v. OPM MRA:** No change since last NEB meeting. (Gilbert-OPEN)

**CIP:** The parties are in settlement discussions regarding the National Grievances. If no settlement is reached the arbitration is scheduled for February 15th. Since the NEB the FAA has withdrawn their settlement offer and we are now scheduled for Arbitration on February 13th. (Barbarello – OPEN)

**Complexity Appeal Review Committee:** The TEB Complexity Appeals Board (CAB) is scheduled for February 22nd. (Barbarello – OPEN)

**Career Level Descriptors (CLD):** Should have been closed last meeting. (Gilbert - CLOSED)

**Mentorship Program:** NATCA 101 class associated with the Mentorship program is being finalized. Current class is approximately 3 hours in duration and the plan is to conduct a majority of NATCA 101 classes online via Go-To-Meeting.

The NATCA Reloaded regional reps will be contacting their respective RVP’s NLT February 8th.
to discuss rollout of the formal Mentorship program. (Ullmann – OPEN)

**Guam base privileges, DOT-1:** We will again approach the new DOT Secretary on the issue once that person is named and confirmed. In the meantime, the Union has formally proposed to work this issue collaboratively through the CSC to mitigate the impacts of the loss of privileges. (Rinaldi/Barbarello – OPEN)

**VNY Tower remodel vs. New Tower:** The issue has been moved to the CSC agenda. (Gilbert – CLOSED)

**NATCA Charitable Foundation (NCF):** The NCF Executive Board will have their annual meeting at NATCA on January 28th. NATCA General Counsel’s office and the NATCA Comptroller are working with the NCF Executive Board (Directors and Officers) on transitioning compliance and accounting functions to NATCA in order to allow the volunteers to focus on fundraising and disbursement of donations to entities in need. (Gilbert – OPEN)

**C90/N90:** We are looking at the severity of the staffing situation at these two very busy facilities. With the number of those eligible and mandatory as well as the difficulty in certifying in these two facilities recommendations have been submitted to the FAA for consideration. (Gilbert – OPEN)

**NATCA Information Technology Committee:** Following their April meeting, due to retirements we will be soliciting for some new members. (Robichaud – OPEN)

**NOP at FCTs:** The issue has been moved to the CSC agenda. (Gilbert – CLOSED)

**New Business:**

**Instructors for Secretary-Treasurer Course:** We need to recruit some more instructors for this new NATCA Academy course. A solicitation will be sent out to see if there is interest in the position. (Ghaffari – OPEN)

**Regional Meetings Agenda:** A checklist of relevant issues will be developed on an annual basis. The issues will be briefed at all regional seminars so that all facility reps will be up to date on pertinent issues. (Peterson – OPEN)

**Interest Based Communication (IBC):** The Collaborative Oversight Group (COG), formerly named the Collaborative Working Group (CWG) has put together a strategy for continuing the Interest Based Communications training throughout field facilities. The plan calls for IBC training for the “next levels down” in management and labor in enroute and large terminal facilities, which will be conducted at the enroute centers and include IBC training to address turnover in management or labor at any facilities nearby. Additionally, there will be joint training for the E & A and Multi-Units bargaining units. Training for additional groups, to include HR/LR, ETRs and others at the service centers, will also be scheduled. Due to FAA budget constraints we may not be able to train all that we would like to in the next fiscal year. (Smith – OPEN)

**Airport Surface Surveillance Capacity (ASSC):** Over the past several months NATCA has been participating in Safety Risk Management (SRM) Panel discussions and SBS Article 48 Team meetings on the Airport Surface Surveillance Capabilities (ASSC). NATCA believes this system would be a great addition to airports that currently do not have any type of surface surveillance. We are however very concerned with the ASSC in its present state being installed at the remaining nine (9) ASDE-3/AMASS facilities. These facilities currently have systems that show primary radar returns of vehicles and aircraft. While NATCA does not support the installation of ASSC in its present state at airports currently utilizing ASDE-3 or ASDE-X we do support the development and deployment to airports that do not have surface surveillance. Steve
Munroe will continue to work the issue with the Safety and Tech Department and the Article 48 rep. (Munroe – OPEN)

**Tuition Reimbursement:** Samed Rizvi's request for tuition reimbursement was approved in accordance with SRF-14 (Barbarello - CLOSED)

**Tuition Reimbursement:** Patrick Gamble's request for tuition reimbursement was approved in accordance with SRF-14 (Santore - CLOSED)

**Tuition Reimbursement:** Marie Terrazas's request for tuition reimbursement was approved in accordance with SRF-14 (Munroe – CLOSED)

**Accident/Incident Notification:** The Eastern Service area has been testing electronic notifications of accident/incidents to NATCA. The test has been very successful and will be expanded nation-wide. (Robicheau – CLOSED)

**AOS Bargaining Unit Representation:** The existing AOS Union structure does not appear to be as effective as we need it to be. A NATCA workgroup will be established to review the current structure and make recommendations to the National Executive Board for a more effective structure. The workgroup will be comprised of one rep from a TRACON, enroute facility and AOS in addition to NATCA's Organizing Chairman and the RVPs from Great Lakes and Region X. (Zilonis – OPEN)

**Contract Weather Observers:** The agency has notified NATCA that they intend to eliminate contract weather observers due to budget shortfalls. We will put together a workgroup to identify where the loss of these individuals could present a safety problem. (Peterson/Robicheau – OPEN)

**NATCA Logo and ATC Code:** A NATCA member has inquired about using the NATCA Logo and the ATC code used in the Professional Standards Program. NATCA has strong guidelines about the use of the NATCA name, acronym, and logo in order to protect its ownership of those properties and its investment in registering them with the U.S. Trademark Office. Although the national office will sometimes approve the use of the name, acronym, or logo on particular merchandise made available for sale to NATCA members, NATCA has never approved the use of the properties with regard to any business service (such as a consulting service). The national office has significant legal concerns about approving the use of these properties in connection with any business service for which NATCA exercises no oversight. Similarly, NATCA owns the copyright protection on the ATC Code and is not able to approve the use of it with regard to an effort unrelated to NATCA. (Gilbert/Peterson – OPEN)

**Constitution Committee Charter:** The NEB adopted the revised Constitution Committee Charter below (Gilbert - CLOSED)

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**CHARTER of the NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION NATIONAL CONSTITUTION COMMITTEE**
(revised 1/23/2013)

The NATCA National Constitution Committee, hereafter referred to as the Committee, is charged with the task of protecting the integrity of the NATCA bylaws (National Constitution, Standing Rules and Policy & Position Statements), and the Constitutions/Bylaws of the NATCA Locals. The Committee shall formulate interpretations in accordance with the National Constitution. Membership of the Committee is defined by the National
The Committee shall take a proactive approach to improve Association bylaws and Constitutions. Committee members act as a resource for regional and local representatives concerning National and Local Association bylaws and Constitutions. The Committee shall meet at least annually.

Prior to each Convention, the Committee shall meet to review and publish proposed changes to the bylaws in accordance with the National Constitution. During this review, the Committee shall:

a. Ensure all proposed amendments to the Constitution are correctly formatted, and make suggestions for clarification.

b. Review all proposed resolutions to determine whether or not the resolutions are in violation of the Constitution or any applicable Law or Rule.

The Committee shall act as the Convention Rules Committee, which formulates rules to expedite the flow of business during the Convention.

ASI Committee Charter: The NEB adopted the revised Constitution Committee Charter below (Zilonis – CLOSED)

Air Safety Investigation Committee Charter (1/2013)

The NATCA Air Safety Investigation Committee (ASIC) shall be an ad hoc committee responsible to the National Executive Board. Its purpose is to be the focal point for the Union on policy and procedural matters related to NATCA participation in National Transportation Safety Board (NTSB) aircraft accident investigations.

Composition:

The NATCA ASIC shall be comprised of NATCA members and NATCA staff appointed by the National Executive Board (NEB). The NEB shall appoint one of the committee members as chairperson.

Subject to SRH-13, NATCA ASIC’s will serve a 3 year term which may be renewed by the NEB. The ASIC Chairperson must be a member of the committee and serve a 3 year term with no limit to the number of terms.

Meetings:

The NATCA ASIC shall meet at least once per year, or as deemed necessary by the President. In accordance with standard budgetary and financial requirements, the NATCA National Office shall reimburse committee members for normal and typical reimbursement of expenses for committee activities.

Roles and Responsibilities:

All NATCA ASIC members shall be trained as Union air safety investigators;
All NATCA Party Submissions, presented to the NTSB as the Union's official position and proposed findings shall be submitted to NATCA General Counsel, NATCA Safety and Technology, and the NEB for their opportunity to review and submit comments:

The NATCA Air Safety Investigation Committee shall, through the Department of Safety and Technology, (a) coordinate the activities of, and provide support and training to NATCA air safety investigators; (b) facilitate interdiction between NATCA air safety investigators through Internet based information sharing, regional or national meetings, conference calls, and other means as appropriate; (c) prepare an annual report on NATCA air safety investigator participation in NTSB investigations for the National Executive Board.

Service Area Representation: We are having trouble working with some lines of business in the service areas. A meeting will be scheduled with the VP of Mission Support and the RVPs responsible for the service centers. (Ullmann – OPEN)

NATCA.net email: Mike Robicheau moved that the NEB purchase “Mobile Sync functionality” for NATCA members with natca.net email accounts that want that functionality. The cost is a little less than $1 per account per month (to be pd. by NATCA) and should only be needed by members that use webmail so they can sync their calendar and contacts there. The tool is only available for members using the following devices:
*Apple iOS devices (iPhone, iPod Touch, iPad, etc)
*Android Devices (Samsung Galaxy S3/S2, Samsung Galaxy Note, HTC Evo, DROID RAZR, etc)
*Windows Phone 7 and Windows Phone 8

The motion passed with Peterson, Ullmann and Munroe voting against.

If you have any questions about mobile sync functionality, please contact the Information Technology Committee for more information at itc@list.natca.net. (Robicheau – CLOSED)

FSS Hiring and CR: Steve raised concerns about the inadequate hiring of FSS for Alaska. He will gather the data on retirements, eligibility and hiring for Trish to use to inquire about the hiring as it pertains to the memo from Finance on constraints due to the Continuing Resolution. (Munroe/Gilbert - OPEN)

CLD: Towers Watson was hired by the FAA to evaluate its various compensation plans. They have presented several recommendations to the FAA workforce council. We expect a further update from both that council and the ad hoc group set-up as per the Labor/Management Forum as they enter into a possible design phase. CLDs might be included in this work however it is too early to tell whether anything will come from Towers Watson’s recommendations. The work of the group will not supersede NATCA’s legal right to negotiate compensation. (Gilbert – CLOSED)

Staff Specialists Work Assignments: The Northern Lights District is proposing changes to the utilization of Staff Specialists within the district. We will conduct a labor relation’s review of the agency’s proposal. In the meantime, we will inquire further with the FAA and NATCA reps on state of work assignments in other areas of the country. (Peterson – OPEN)

Internal Grievance SO-12-02: Grievant Jeffrey Olson v. Charged Party Ben Murray. The NEB voted to dismiss this internal grievance. (CLOSED)

Scott Pressley Un timely Voucher: In accordance with SRF-20 the NEB unanimously approved the voucher. (Gilbert – CLOSED)
Jim Vantine Untimely Vouchers: In accordance with SRF-20 the NEB unanimously approved two untimely vouchers. (Gilbert – CLOSED)

Assignments to the Basic watch Schedule: A workgroup will be established to determine the intent of the collective bargaining agreement with regard to placement of individuals to the basic watch schedule following a certification. (Smith – OPEN)

DTO Charter: Tim moved to charter DTO (Denton, TX) FCT, NATCA’s newest local. Vote passed unanimously. (Smith – CLOSED)

Mike Collins NSC appointment: Due to a vacancy on the National Safety Committee Mike MacDonald asked to add Mike Collins from Region X. Vote passed unanimously. (MacDonald – CLOSED)

SERCO FCTs: SERCO has indicated that it will move to open the contract in 2013. The opening period begins on March 22, 2013 (120 days prior to expiration) and ends on May 21, 2013 (60 days pre-expiration). The NEB agreed to form a team to begin preparations for bargaining. John Bratcher (National SERCO Rep), NATCA LR, Facrep MKK and WP ARVP Garth Koleszar will be on the negotiating team.

Performance Based Navigation (PBN): Some of the procedures and demands on the workforce due to PBN were discussed. The NEB, via Jim Ullmann, will ask the ARTCC reps to add this issue to their upcoming meeting agenda. (Ullmann – OPEN)

Briefings:

Training: There are concerns that the ATSAT test is not sufficient by itself to make for a fair standard for hiring. An outside contractor has been hired to evaluate the existing practice. An internal review of the OJTI program has been scaled down to a very limited sampling of facilities. If the agency proceeds with the reduced sampling NATCA will not be able to support the results.

The budget for ATC training redesign has been reduced by 66%. This will have a significant impact to the programs initial goals. The parties are currently prioritizing training needs based on the reduced budget.

Section 804 joint workgroup: Section 804 of the FAA Modernization and Reform Act requires FAA to develop a plan for realigning and consolidating facilities.

-Realignments and consolidations include any action or combination that
  • Relocates functions, services, or personnel positions
  • Discontinues or severs existing facility functions or services

The FAA’s plans must support transition to NextGen, and reduce capital, operating, maintenance, and administrative costs. Past realignments had mixed results and did not consistently involve Labor. They did not consistently apply a recommended business case approach nor provide consistent information between headquarters and field facilities.

A collaborative workgroup of FAA, NATCA, and PASS was stood up in August 2012 to address Congressional requirements as per section 804 of the FAA Reauthorization bill. The work of the group will be jointly presented to the Aviation subcommittee. As the NATCA lead Mitch Herrick is briefing the NATCA reps at the regional meetings this spring.

Patricia C. Gilbert
Executive Vice President