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
Mike Robicheau, New England Regional Vice President
Jim Ullmann, Northwest Mountain Regional Vice President
Victor Santore, Southern Regional Vice President
Tim Smith, Southwest Regional Vice President
Hamid Ghaffari, Western Pacific Regional Vice President
Mike MacDonald, Region X Vice President
Barry Krasner, Executive Director

Nathan Burch, John Bratcher and Aaron Kratz were also in attendance.

Old Business

Currency Requirements: Progress has been made on securing the initial certification language which will reside in FAA Order 3120.4N as follow:

JO 3120.4N, Air Traffic Technical Training, Chapter 4, Training Requirements for Air Traffic Control Specialists, par. 2, Field Qualification Training, par. c; Controllers selected for a field facility traffic management position must complete the facility's En Route or Terminal controller qualification training prior to assuming traffic management duties. JO 3120.4N, Appendix G, Traffic Management Instructional Program Guide, Facility Traffic Management Coordinator Training, Stage 2, Course 55116, Part B:

Prerequisite: Completion of field-facility En Route or Terminal controller qualification (i.e., full performance level at the facility), and completion of Course 55116 Part A. The above-mentioned changes will be published coincidental with the following changes to FAA order 7210.3 Currency requirements 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 joint workgroup has meetings scheduled into the first quarter FY2014. The next meeting in the beginning of November will include a briefing from MITRE regarding their work on the Enroute standard. (Gilbert/Barbarello – OPEN)

**Traffic Mix Formula:** This issue will be discussed at the National Validation Team meeting taking place this week. (Santore – OPEN)

**Complexity Appeal Review Committee:** Several facilities have submitted requests for review to the NVT to see if the recent TEB CARC decision is applicable to their airspace. The NVT is currently working with the FacReps of those facilities to get the required documents. Additionally MCO has filed an appeal to the CARC regarding their runway factor setting. (Barbarello – OPEN)

**Staff Specialist Work Assignments:** The CSC has created a small workgroup that will meet on October 3rd to discuss the need for amended position descriptions to account for duties performed on a regular basis for other facilities. (Zilonis – OPEN)

**Interest Based Communications (IBC):** Region X training - Fulfilling a commitment made late last year, the Region X "Joint Sponsors" are getting the basic, 3 day IBC course that ATC Joint Sponsors got last Fall. The training had been planned to be conducted last Mar/Apr but was delayed by sequestration cuts.

To date 3 of the 4 sessions have been held: Ft Worth, Seattle, and Atlanta. An additional session is planned for mid December in OKC. Combined, these classes should capture approximately 60 participants targeted nation-wide. The class case studies were tweaked to use issues that would more likely trigger FAA engineers. Region X RCs (the only RCs still active) were trained and then involved in the instruction. The original estimate for NATCA's share of expenses was $34K ($45K for the Agency's share).

Level Down training - Earlier this month, an IBC Train the Trainer class was conducted. A new business case has been submitted, to accomplish IBC Level Down training classes during FY2014. It would cost the Agency roughly $300K to conduct the training at these locations: CLT, D21, F11, HCF, L30, NCT, P50, PCT, PHL, SCT, ZAB, ZAN, ZAU, ZBW, ZDC, ZDV, ZFW, ZHU, ZID, ZIX, ZKC, ZLA, ZLC, ZMA, ZME, ZMP, ZNY, ZOA, ZOB, ZSE, ZSU & ZTL. When training is accomplished at these locations, nearby facilities will be invited to participate. The first classes (2 day and a half classes conducted) would take place October 22-24 at ZDC. (Smith – OPEN)

**Mentorship Program:** The Reloaded Committee met August 26th-28th in Portland, OR. As per previous NEB approval, at this meeting Dawn Johnson began being mentored as the future chair of the NATCA Reloaded Committee. The new and improved Reloaded website was unveiled and
should be available soon. There was a need for a new website because updating information on the previous website platform’s was inefficient and untimely. The NATCA 101 class was again given to the Reloaded Committee members and final changes were made. The current schedule calls for classes on October 13, October 30 and November 11. First priority will be given to members of the formal mentorship program.

Regional Reloaded reps were tasked with contacting their respective RVP’s NLT September 16, and names of potential mentees are due NLT October 14. Region X RVP Mike MacDonald was in attendance at the committee meeting, and discussions were held on specific Region X issues. Reloaded will be working with the Organizing Committee to develop and implement a plan to focus on Region X membership. (Ullmann – OPEN)

**Performance Based Navigation:** At the recent Center FacRep meeting in MEM, a panel discussed ongoing problems associated with the implementation of new routes and procedures. A telcon is scheduled for Wednesday, September 25, to discuss formation of a team to document issues and develop processes and strategies with a goal of improving the effects on the controller workforce when implementing Performance Based Navigation Routes. (Ullmann – OPEN)

**LAX TBIT/Taxiway T Delay:** The agency has authorized the establishment of a 5th STARS suite for the new GC-3 position at LAX. We are still waiting on a timeline for implementation. (Ghaaffari – OPEN)

**Training Order 3120.N:** The FAA has secured approval to implement the .4N version. NATCA is collaborating on the Change 1 workgroup created to remedy the deficiencies in the Order as written. NATCA participation has eliminated the need to continue unilateral creation of a new Training Order. (Zilonis – CLOSED)

**ERAM/ERAM CHI/System Enhancements:** The ERAM National User Team and ERAM Steering Committee meetings took place September 17-19 in Kansas City. Testing is scheduled the week of September 23 at the Tech Center, focusing on transmitted altitude problems. Recent milestones include ZFW declaring IOC on September 14, ZID formally declaring ERAM ORD on August 28 and ZOA on Sept 23. ZME, ZFW and ZBW currently have live ERAM operational runs scheduled over the next 4-6 weeks. (Ullmann – OPEN)

**Dues Workgroup:** A comprehensive package has been prepared by the workgroup explaining the recommendation to modify the dues calculation. The information will be distributed at the beginning of October (Revised for distribution by the end of October). (MacDonald – OPEN)

**ZMA/ZHU/ZAB Update:** We filed remedy briefs on ZAB and post-hearing briefs on ZHU/ZMA. Our reply briefs on ZHU/ZMA are due on Oct 31. (Santore – OPEN)

**PL 92-297 v. OPM MRA:** A one-pager on the issue is being developed to give to S. Harman to use in the retirement briefings. (Gilbert – OPEN)
Guam Base Privileges: The issue is going to be dealt with at a level lower than the Secretary of Defense and Transportation. Additionally a collaborative effort is underway to work on mitigating the loss of services. (Rinaldi – OPEN)

C90/N90: Very little work has been accomplished on this subject due to numerous canceled meetings. The next scheduled meeting is late October. Trish has indicated to the Agency that their workgroup participants need to have a more clear understanding of their role and their authority to make decisions/recommendations. (Gilbert – OPEN)

AOS Bargaining Unit Representative: The Organizing Committee has taken over the organizing and membership aspect of this matter. In regards to authority of representation, the workgroup recommends no change to the representation structure of the AOS unit. The National Reps will continue to coordinate their issues through the NGL RVP. Recommend this matter be closed as the Organizing Committee has taken the only open issue. (Zilonis – CLOSED)

National Employee Services Team (NEST) Issues: It has been agreed that the NEST will review all instances where employees are not successful in training. Additionally, work is continuing on the formula used to identify vacancies as well as reconciling vacancies between hardships and training failures. (Barbarello – OPEN)

Southwest Collaborative Aviation Resource Training (CART): Coordination of expansion will continue with Bryan Zilonis as the National Lead. The program will be next expanded to ZFW. Jeff Richards is working on incorporating the plan into the Professional Standards umbrella. If the program continues to demonstrate continued success inclusion may be offered to additional airlines. (Zilonis – OPEN)

Proposed NATCA Standardized Local Constitution: An audit of all the constitutions uploaded into Unionware indicates that we have 213 constitutions out of 398 active locals. Also indicated is that some of these locals are still using the 2003 standardized constitution. The NCC members will be soliciting their locals to provide more constitutions so as to bring Unionware up to date. There are still questions with regard to updating the Standardized Local Constitution and how future post-Convention amendments should be made to those Constitutions. The NCC is meeting on September 28, 29, 30 (Barry will be in attendance), and from the discussion at that meeting, final recommendations will be brought forth to the NEB. (Krasner – OPEN)

Within-Band and Reassignment Increases: No change (MacDonald – OPEN)

Ops Assessment Notice Expired: Due to many other higher priority items getting a meeting scheduled to review OAP data has been difficult. (Ghaffari – OPEN)

Travel Audit issues: The CSC has established a collaborative forum to deal with travel policy audit concerns identified in Region X. October 22nd meeting scheduled (Krasner – OPEN)

Airport Surface Surveillance Capacity (ASSC): An SMS panel was convened on Sept 10th. The mitigation was to equip all the vehicles, except the tugs, with the tug’s ground movement becoming proceduralized. (Munroe – OPEN)
National Grievance re: Agency’s Decision to mandate Sleep Apnea testing: The parties have agreed to hold the arbitration in abeyance in an attempt to resolve this matter without the need for third party intervention. To that end the Parties have engaged in settlement discussions. (Barbarello – OPEN)

Accountability Board: On July 25th Anna Jancewicz, Jim Ullmann and Kevin Peterson received a briefing from the agency concerning the Accountability Board. Maria Fernandez is the AB Director. She briefed us for a few minutes on how the process works and how she determines what she accepts as an accountability board issue. She stated that in order for the accountability board to accept an issue it must be a Title VII issue as per the Civil Rights Act of 1964.

Maria is the sole deciding official on what is accepted. Those items not considered as an accountability board issue are turned over to HR for tracking and processing.

The agency (Shelly Mlakar, Ron James and Mike McCormick) continued the discussion with us. The agency stated that we needed to have further discussion as to how Professional Standards fit into these issues. Specifically, could an issue be referred or turned over to Pro Standards after an accountability report is filed. The FAA stated that there was nothing preventing the facility or region from working the issue to an agreeable resolution even after accepted by the AB. NATCA felt that the facility and even the region hides behind the fact an issue is an AB issue in order not to work. The agency felt they needed to do a better job of explaining the process in the field. (Ullmann/Peterson – OPEN)

Wireless Intrusion Detection System (WIDS) and Internet Access Points (IAP) Waiver: We have sent the Agency an MOU on WIDS which is an addendum to the IAP waiver. It ensures that the Agency will not use WIDS to examine wireless network traffic and has provisions for NATCA provided information on routers and other equipment via a KSN site so that the Agency does not have to investigate unknown wireless actively at field locations. We await their response. (Santore/Robicheau – OPEN)

Furlough Days FY13: The Agency has still not made a decision on the half (approximately) of the workforce that took a furlough day in April prior to legislation being signed into law that allowed the Administrator flexibility to move dollars from the AIP budget into Operations. In the meantime an arbitration is scheduled to make whole all members who were furloughed. (Gilbert – OPEN)

New Business

Regional Coordinators Reengagement: The NEB discussed, with Russ Miller – Collab Lead, on the appropriate level of regional coordinator engagement we need to advocate for with the Agency. The absence of the Regional Coordinators has resulted in a great many managers and reps untrained in collaboration. The issue will be brought up at the next CSC meeting. We will further work this issue at a joint meeting scheduled with the Directors of Operation in early December. (Gilbert – OPEN)
Basic Rep Training Curriculum: Trish conveyed her desire to bring in the NATCA cadre and revisit and revitalize the BRT curriculum. The goal is to ensure that the material does not become stale and is also updated periodically to most adequately reflect the needs of facility reps. The cadre of instructors will conduct a review of the existing curriculum to ensure it portrays relevant current day practices surrounding labor relations and collaboration at the facility level. (Gilbert – CLOSED)

2014 NATCA Academy Line-up: The NEB discussed the schedule and locations for the 2014 classes. After taking into account obligations to certain locales due to cancellations during the spring sequester cuts and planned furloughs as well as the NATCA 2014 convention; the line-up was changed a bit. The schedule is as follows: (Ghaffari – CLOSED)

BASIC REPRESENTATIVE TRAINING
February 3-7, 2014
March 10-14, 2014
April 28-May 2, 2014
December 8-12, 2014

ADVANCED REPRESENTATIVE TRAINING
October 21-24 Hilton Orange County, Costa Mesa, Calif.
November 18-21 Sheraton DFW Airport, Irving, Texas
April 7-10, 2014
October 20-23, 2014

SECRETARY/TREASURER TRAINING
November 13-14 The Paramount Hotel, Portland, Ore.
June 3-4, 2014
September 9-10, 2014
November 18-19, 2014

CONTRACT TOWER
May 6-7, 2014

ARBITRATION ADVOCATE TRAINING I
December 2-5 Hilton Orange County, Costa Mesa, Calif.
February 24-27, 2014
October 6-9, 2014

ARBITRATION ADVOCATE TRAINING II
February 3-6, 2014
December 1-4, 2014
DRUG & ALCOHOL TRAINING

November 13-14
Hilton San Diego
(Pressley)

May 7-8, 2014

November 12-13, 2014

*NEW* TRAINING REVIEW BOARD (TRB)
January 28-29, 2014
September 9-10, 2014

OCCUPATIONAL SAFETY AND HEALTH &
May 7-8, 2014

WORKERS COMPENSATION
May 7-8, 2014

BASIC LEGISLATIVE ACTIVISM TRAINING
January 27-28, 2014, Tampa
April 9-10, 2014, Gaylord Hotel, National Harbor, Md.
September 8-9, 2014, Denver
November 11-12, 2014, New Orleans

ADVANCED LEGISLATIVE ACTIVISM TRAINING

Tuition Reimbursement: Russ Miller’s request for tuition reimbursement was approved in accordance with SRF-14 (Smith – CLOSED)

Tuition Reimbursement: Hamid Ghaffari’s request for tuition reimbursement was approved in accordance with SRF-14 with Ghaffari abstaining. (Gilbert – CLOSED)

Document Retention: The National Executive Board unanimously adopted the following policy language regarding document retention: (Rinaldi – CLOSED)

NATCA will maintain a policy for the retention of organizational documents which are (1) necessary to the current conduct of Union business; (2) required to be retained by applicable statute or regulation; (3) relevant to pending or foreseeable investigations or litigation; or (4) of historical value to the Union. This policy shall be maintained under rules and regulations as promulgated by the National Executive Board.
**Dan Stefko Untimely Vouchers:** In accordance with SRF-20 the NEB approved the vouchers with Rinaldi, Santore, Robicheau, Smith and Zilonis voting in opposition. (Gilbert – CLOSED)

**Continued Problems with AWP RFS:** A meeting has been requested with the Federal Air Surgeon regarding the work performance of the Deputy Regional Flight Surgeon in the Western Pacific region. (Barbarello/Santore – OPEN)

**Open Season:** After a presentation from the Chairman of the Organizing Committee – John Bratcher on the proposed “NATCA Difference” campaign the NEB unanimously voted for an Open Season from May 19th to August 17th (Rinaldi – CLOSED)

**Historical Committee:** The National Executive Board authorized two additional positions to be added to NATCA’s Historical Committee. (Rinaldi – CLOSED)

**Reloaded Committee:** Joe Allen has been added to the Reloaded committee representing the New England region. (Robicheau – CLOSED)

**ASI Committee:** The National Executive Board has reappointed Chad Sneve as the chair of the ASI committee. Additionally, Michelle Wrobleski and Sean Jordan have been reappointed for another term. (Zilonis – CLOSED)

**Briefings**

**Training Representative:** Trish Gilbert and Tom Adcock (National Training Representative) briefed the NEB on the current state of the Barrier Analysis Recommendations Workgroups. Trish, Tom, and Connie Thompson (DCA) participated on several workgroups involving the Barrier Analysis at the Academy on September 24th and 25th. Tom briefed on the proposed three different options for how the Agency would make the announcements on Jobs USA and applicants would fill out on the Aviator website. The first proposal would roll all applicant sources into one announcement, the second proposal discussed using two announcements. One that would include all hiring sources with the exception of those with prior controller experience. Those with prior controller experience would be treated as a separate announcement. The third option was still being worked at the end of the meeting and will continue to be discussed at the next meeting of the workgroup.

Trish briefed the Board on the Job Task Analysis (JTA) workgroup. The workgroup needs to conduct an additional survey of the workforce to build on the JTA that Raytheon has already completed. Before and after the survey, the workgroup also needs to use focus groups from several facilities to review the survey. NATCA would assist the Agency in notifying the bargaining unit that the surveys need to be completed to ensure that enough incumbent controllers participate.

Tom also briefed the Board on the impending release of the new national training order (3120.4N, September 30, 2013). He also briefed on the objective grading update to the Academy RTF course and the Agency’s hiring plan for the first half of FY2014.
Operational Planning and Scheduling (OPAS): OPAS representative Jen McCoy provided the following program briefing.

ATO Finance initiated OPAS with the intent to provide more national scheduling control and observation through an auto-schedule process based on preset application parameters. When NATCA was briefed on OPAS (formerly known as RMT), it quickly became clear that the program needed heavy improvement. NATCA agreed to work collaboratively with the agency on OPAS testing and development at three sites, DCA, SCT and ZBW.

DCA and SCT chose not to continue the program, but testing continues at ZBW in area C and TMU, and has expanded to include one area in ZOA. We are tracking around 800 feedback items with 100 or so that still need to be fixed before we could begin implementation. The FAA’s goal of implementing 10 centers in 2014 will be impossible.

OPAS is a Java based scheduling program with planning and bidding capabilities. It utilizes a "staffing curve" to which it attempts to "optimize" a schedule to based on locally set application parameters. The "optimizer" is not a stand-alone feature that can be turned on or off. The optimizer affects shift start times, shift line creation and more. The staffing curve can be imported or set locally. CRU-ART data is mainly used to import a curve.

OPAS does have beneficial features such as added transparency, it is very customizable by facility, supports rotating days off or virtually any work patterns, and includes text notifications and a mobile website.

We have encountered vendor support and network problems that need to be addressed. The ease of auto-scheduling could be dangerous. Our strategy continues to be mitigating harm and making the program as useful as possible to our membership. Possible implementation in 2014.

Patricia C. Gilbert
Executive Vice President