NATCA Grievance Automated Tracking System G.A.T.S. Training



August 2008

Slides by Bill Holtzman



Outline 1

- General background
 - History and status
 - Agency integration
- Getting started
 - New accounts
 - Preferences
 - Facility
 - Start screen



Outline 2

- Grievances
 - Creating
 - Listing display
 - Listing options
 - Edit
 - Copy
 - Print
 - Deadline dates

- Attachments
- Notes
- Censoring
- Elevations
- De-elevate
- Templates
- Groups



Outline 3

- Other features
 - Reduction of service (ROS) tracking
 - Article 7 tracking
 - ULP tracking
 - Library
 - Document tab
 - Search
 - Support



History and status

GATS

- Created, developed, and coded by Bill Holtzman since 2004.
- Supported by the NATCA Communications Committee
- Oracle Application Express platform commercial grade scalability, security, reliability and integrity.
- Continuing development by Sumner Technologies, Ashburn, VA. Upcoming deployments:
 - Rollout to all members
 - Auto-generated PDFs (grievances, letters, etc.)
 - Information requests
 - Expedited arbitrations





Agency integration



- There is absolutely no integration between GATS and the Agency's systems.
- All grievances, letters, and other documents generated by GATS must be delivered to the Agency in paper form.





http://grievance.natca.net

RVP office manages all user accounts, including lost passwords, FacRep changes, etc.





New account email

From: gats@mail.natca.net [Add to Address Book]

- To: skyworker@comcast.net
- Subject: Your New NATCA GATS account
 - Date: Wednesday, August 06, 2008 8:19:12 PM

You have been issued a NATCA GATS (Grievance Automated Tracking System) account by Mike Robicheau. Your account can be accessed with the username blester and the password kalajo at the following URL: <u>http://grievance.natca.net</u>

Please contact the NATCA National Communications Committee at gatsadmin@natca.net with any questions.

This message was generated automatically by the NATCA GATS.



Start screen





Preferences



Preferences include password, email, notification settings, management addresses, other options



Preferences page





Preferences > Address List

All Age	ncy A	ddres	ses: Active				Your List	
Contact ye	ld New Mar our RVP to	nagement edit any	t Address		Viev	v inactive addresses	Click on a name to make Name Remove (* - default)	e it your default. Region
Search by Jones	/ Last Nam		ldress	Region NEA	~	Go	REMOVE Bill Allen	NEA
Select	Name	Region	Address		De-Activate			1.1
ADD	Jo. Jones	NEA	1 Old Way Indiana, PA 20445		De-activate			
ADD	Da. Jones	NEA	825 E. Market St. Leesburg, VA. 20177		De-activate			
ADD	Ro. Jones	NEA	1471 Airport Road Huntington WV 25704		De-activate			
					1-3			

Select those managers you will file against by clicking . They will move to Your List. Remove from your list with REMOVE .



Address List > Add New





Facility settings

NATCA.	Grievance Tra Washingt	acking: RVP Level on Center: ATC	Start Dreference Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout
BILL : August 7, 2008	Start Groups E1	E2/U1 3rd Arb	Art 7	ULP Search	Docs
	Your Facility Cor	respondence Info	rmation		
Facility ID	ZDC 👻	Signature image		Brows	e
Facility	Washington Center	Delete image			
NATCA Local Address This appears in the grievance letterhead.	825 East Market Street Leesburg VA 20175	Current signature in	nage:		
FacRep (with title)	Richard Santa NATCA ZDC, President	*		SAVE CHA	
Note: To enter Age (check to make	ncy addresses, go to Preferences>A sure the address isn't already in the d	ddress List atabase)			



Creating a grievance





Grievance form (upper)

		NEW UNION GRIEVANCE			
BLESTER : July 22, 2008	Grievar	nce Tracking: FacRep Level Washington Center: ATC	Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout
 Crievant William Holtzman Optiona Union Rep Bob Lester Optiona Union Date 07/22/2008 Send to: Bill Allen ✓ Send Third Level letter to: Steve Brienza Kequest Oral Regarding Request Oral Presentation 	ZDC	 BU ATC Grievant E-mail E-mail Yes grievant? No Year 2008 * Required Fields All dates are mm/dd/yyyy format. SUBMIT CANCEL 	Date Submitted at E2/U1 Clear		



Grievance form (lower)

SUBMIT CANCEL	
(You no longer need to specify whether to save these or not.)	
Censor Words (separate by a comma, as in "bill,smith,mary,jane")	
 Copy and paste is best. Copy and paste is best. 	6
Censoring: When the grievance is viewed by another facility, these will be XXX'd out Review how it displays using the "View XXX" button on the appropriate grievance is viewed by another facility.	
	uspiay
The Agency shall pay Mr. Holtzman for 2 hours of overtime at his current rate of pay.	dieploy
Font Arial Format Size Size	for
	shrunk
E Source X 唱 僧 像 象 ● い い A 4 1 圓	are
Corrective Action Desired (may take a few seconds to load)	
	fields
On July 22, 2008, FLM Scott Ring ordered ATCS William Holtzman to holdover for 30 minutes in violation of the CBA.	Note:
Font Arial Format Size Format	
B I U ASC ×₂ ײ 등 등 등 등 등 등 등 등 등 등 등 6	
2003 collective bargaining agreement between NATCA and the FAA, 5 USC Chapter 71, and Insert	
This grievance is filed pursuant to Article 9 of the 2003 collective bargaining	
Boilerplate	



Grievance entered





Grievance options



Buttons and light brown text items are links to additional features



Union/Employee

union (or employee) grievance



- U grievance was originally filed as a Union grievance (U1)
- E grievance was originally filed as an Employee grievance (E1)
- In some cases, user can click on E or U to "deelevate" in the case of error







- Change grievance text
- Update dates
 - Date submitted
 - Agency reply
 - Due dates
- Add censor words
- Etc.



Partial edit screen

	EDIT UNION GRIEVANCE			
BLESTER : July 23, 2008	Grievance Tracking: FacRep L Washington Center: ATC	evel	MessagesStartBUE listPreferencesAttachmentsFacilityROS Tracking	Library BBS Email Logout
NATCA Number 08-ZDC-3	# BU ATC ✓ Grievant E-mail	Date Submitted at E2/U1 Cle	ear	
	E-mail O Yes	FAA Number		
* Union Rep Bob Lester	grievant? O No	FAA Response Due	Clear	
Violation Date 07/22/2008	Grievance Event History	FAA Response Received	Clear	
* Send to: Bill Allen	E1 Received	Edit Submit by Date	08/11/2008	
Holdover overtime	E3/U2 Arb	3rd Level Letter Date Mailed	Clear	
Regarding	* Required Fields	Certified Mail Number]
* Request Oral ◯ Ido	All dates are mm/dd/yyyy format.	Help	on using 3rd level dates	
Presentation 💿 I do not	SAVE CHANGES CANCEL			



NATCA

dit	NATCA/FAA (Copy)	Griev
ЫТ	08-ZDC-3	[BU: ATC]
	auto-gen natca #	erated

- NATCA # format:
 - Last two digits of year
 - Facility ID
 - Sequence number by facility
- Click on the NATCA # to start a new grievance copied from this one



Grievance regarding

FAA y)	Grievance (Viev	e Regarding v/Print)	Date s or day
2-3	[BU: ATC] Holdo	over overtime	20
	top	ic	
	and viev	N	
	grie	vance	

- BU shown in brackets
- Group ID also shown if grievance is part of group
- Click to view printable grievance



Printable grievance (upper)



NATCA ZDC 825 EAST MARKET STREET LEESBURG VA 20175

NATCA Grievance Number 08-ZDC-3

Formal Grievance Washington Air Route Traffic Control Center 825 East Market Street Leesburg, VA 20175

FAA Grievance Number ____

Re: Grievance Regarding Holdover overtime

Dear Ms. Powell,

This grievance is filed pursuant to Article 9 of the 2003 collective bargaining agreement and 5 USC 7103 (a) (9). The Agency's actions constitute a violation of the 2003 collective bargaining agreement between NATCA and the FAA, 5 USC Chapter 71, and all applicable laws, rules, regulations, and past practice.

Name of Grievant: William Holtzman Name of Representative: Bob Lester Date of Violation: July 22, 2008 Request Oral Presentation: No

Nature of the Grievance:

On July 22, 2008, FLM Scott Ring ordered ATCS William Holtzman to holdover for 30 minutes in violation of the CBA.

Remedy Sought:

The Agency shall pay Mr. Holtzman for 2 hours of overtime at his current rate of pay.



Printable grievance (lower)

Jurisdictional Note:

The National Air Traffic Controllers Association, AFL-CIO ("NATCA") and the Federal Aviation Administration ("FAA") have, since at the impasse over the multi-unit bargaining in 2003, been parties to an ongoing legal dispute regarding the applicable legal procedures and requirements for negotiation of collective bargaining agreements and for resolving impasses in such negotiations – whether such impasses remain under the jurisdiction of the Federal Service Impasses Panel ("FSIP"). See, e.g., Nat'l Air Traffic Controllers Ass'n. v. Federal Service Impasses Panel, et al., 437 F.3d 1256 (D.C. Cir. 2006). This fundamental issue of law has never been resolved by the Federal Labor Relations Authority or by the Courts.

Most recently, on March 21, 2008, NATCA filed suit in the U.S. District Court for the District of Columbia seeking a final legal resolution of the question. National Air Traffic Controllers Association, AFL-CIO v. Federal Labor Relations Authority, et al., Civil Action No. 1:08-cv-00481 (U.S.D.C. D.C.).

The FAA has recently advised the Union that hereafter it will insist that any and all grievances be processed pursuant to the terms and conditions that it believes are in effect, the validity of which NATCA has disputed and will continue to dispute until the underlying legal issue is finally resolved, and that the Agency will refuse to process grievances under the neutral process the parties had previously utilized as an interim measure until the legal issue was ultimately resolved. It is the Union's view that the FAA's change of position is improper and unlawful.

Nevertheless, to protect bargaining unit employees during the pendency of the litigation, NATCA has determined to follow the procedures that the FAA claims to be applicable, but the Union does so on three conditions: first, that it does so under duress and under protest; second, that it takes this position temporarily and without prejudice to its longstanding legal position that the FAA has improperly imposed these terms and conditions of employment in violation of the existing laws and procedures, in particular that the FAA has bypassed the impasse-resolution procedures of the FSIP; and, third, that the Union's position will remain in effect only until a final decision can be obtained from the Courts.

Respectfully Submitted,

Richard Santa NATCA ZDC, President

I acknowledge receipt of this grievance.

Signature

Title

Date



Date subm'd or days left

Date subm'd or days left	(F
06/02/07	D
05/27/07	D
2 📕	D
6 <mark>N</mark>	D
14 <mark>N</mark>	D

- Shows date grievance was submitted at this level
- If not submitted, shows how many days before it must be submitted (or elevated) and color urgency indicator







- Click to track any resolutions associated with this grievance
- Number of resolutions will show in parentheses if there are any



Resolutions

BLESTER : July 2	€4, 2008	Gri	ievance Tracking: FacF Level Washington Center: ATC	Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout
Dea	adline	Re NATCA #: 2 Closed?	solution Log for Grieva 07-ZDC-14681, FAA #: , Grievant: Hours on Position Article 33 Section esolution	NCE: ZDC NATCA on 1		
				SUBMIT	RETU	JRN
Current	t Resolutions	;				
Edit Er	ntered by Deadline	Resolution	Status			
Edit Le	ester 25-JUL-08	Manager agreed	to Open 1 - 1			



FAA Reply By

FAA Reply By (Elevate)
PAST
7/30/08 F
-

- Shows FAA deadline to respond
- Color indicator shows urgency of deadline
- PAST indicator shows deadline passed
- Dash indicates no deadline (not yet submitted)
- Click to "Push" grievance to next level without Agency response



Attachments



- Number indicates how many files have been uploaded to this grievance
- Click to access attachments page



Attachments - upload



Browse to find your file, select a category, enter a description and click "Upload" to attach a new file to this grievance.



Attachments - associate

NATCA # 07-ZDC-14	681, Gri	evant: ZDC NATCA	, Grievanc	e Regarding: 2 H	lours on F	Position Artic	le 33 Section 1
File Name (To d/l, right click, save target)	Category	Description (or hover on green block)	Delete	Upload: Max fil File Name	e name lengt	th - 74 characters	s; Max file size - 4 M
board.htm	Evidence	Log files from NAS.	DELETE	Category		Description of File	e (Max characters: 2
			1-1	Select>	~		~
					0	of 2000	
				RETURN			UPLOA
				Associate: Sel	ect from store	ed files to associ	ate with this grievan
				Part or all of	file name 36	00.3	Go
					Fi	le name	
				Associate	(Click	to preview)	Description
				୍ଲେଲ	ZDC Order	3600.3 page 2.pd	f None
					ZDC Order	3600 3 page 1 pc	If None

Enter part of the file name to find a file that has already been uploaded, then click "Go" next to the file name to associate the file with this grievance.







- Number indicates how many notes have been entered for this grievance.
- Click to access notes page.



Notes page

ER : July 24, 2008		
Comment Log for Grievance	e:	
NATCA #: 07-ZDC-14681, FAA #: , Grievant: ZDC 2 Hours on Position Article 33 Section 1	CNATCA	
Add comment		DETUDN
		RETURN
		SUBMIT
(Comments can be edited or deleted only by the origin	nator)	
Edit Comments	Made by	Date
Edit The supervisor had previously approved leave for his girlfriend.	B Lester	Jul 24, 2008
		1 - 1

To add a comment just enter the text and click "Submit".







- A submitted grievance can be viewed by any user from the Search page
- Check your censoring with this button
- Censoring not in effect for:
 - RVP level users
 - National level users
 - Users from your facility



Censored grievance



NATCA ZDC 825 EAST MARKET STREET LEESBURG VA 20175

NATCA Grievance Number 08-ZDC-3

Formal Grievance Washington Air Route Traffic Control Center 825 East Market Street Leesburg, VA 20175

FAA Grievance Number

Re: Grievance Regarding Holdover overtime

Dear Ms. Powell,

This grievance is filed pursuant to Article 9 of the 2003 collective bargaining agreement and 5 USC 7103 (a) (9). The Agency's actions constitute a violation of the 2003 collective bargaining agreement between NATCA and the FAA, 5 USC Chapter 71, and all applicable laws, rules, regulations, and past practice.

Name of Grievant XXXX XXXX Name of Representative: Bob Lester Date of Violation: July 22, 2008 Request Oral Presentation: No

Nature of the Grievance:

On July 22, 2008, FLM Scott Ring ordered ATCS XXXX XXXX to holdover for 30 minutes in violation of the CBA.

Remedy Sought:

The Agency shall pay Mr. XXXX for 2 hours of overtime at his current rate of pay.



Elevation letter



- Only on E2/U1 and 3rd
 Level pages.
- To elevate more than one grievance use the Multi-feature.



Elevation letter to print



Washington Center 825 East Market Street Leesburg VA 20175

July 24, 2008

Mr. Steve Brienza, Manager FAA Labor Relations Branch 1 Aviation Plaza Jamaica, NY 11434-4809

Certified Mail #

Dear Mr. Brienza:

The Union requests the following grievance be reviewed by the Manager, Air Traffic Division or designee in accordance with Article 9 of the NATCA/FAA agreement: NATCA # 08-ZDC-3

Pursuant to Article 9 the agency is directed to respond to this grievance in writing, within twenty (20) calendar days to the following address:

NATCA Eastern Region 1303 Main Street Port Jefferson NY 11777

Sincerely,

Richard Santa NATCA ZDC, President



Multi 3rd level letter - 1





Multi 3rd level letter - 2

NATCA.	Grievance Tracking: FacRep Level Washington Center: ATC	Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout
BILL : August 1, 2008	Start Groups E1 E2/U1 3rd Arb	Art 7 UL	.P Search	Docs
First select the grievances you want to ele this point because you will not get a seco date information and then click Submit De	vate. Second, enter the certified mail number and then click View. You d chance after you click Submit. Finally, hit the back button to return ta to update each grievance with the dates and certified mail number.	i must print the to this screen, e	letter at enter the	
Select	Data			
Your Facility Only? Go Grievances to Elevate (08-ABE-87) (08-ABE-88) (08-ABE-99) (08-ABE-90) (08-ABE-91) (08-ABE-91) (08-ABE-92) (08-ABE-93) (08-ABE-94) (08-ABE-95) (08-ABE-96) (08-ABE-96) (08-ABE-97) (08-ABE-97) (08-ABE-96) (08-ABE-98) (08-ABE-97) (08-ABE-98) (08-ABE-98) No FAA number (07-ACY-182) (08-ABE-98) No FAA number (07-ACY-183) (08-ABE-98) No FAA number (07-ACY-185) (08-ABE-98) No FAA number (07-ACY-186) (08-ABE-98) No FAA number (07-ACY-188) (08-ABE-98)	Date Letter Sent Date Received by FAA (estimated) Certified Mail Number Note: When you view the letter, it will be addressed to the 3rd Level letters in the first grievance selected in the list. T elevation letters to more than one office. View Submit Data Clear	Agency office his should't m	e you have ide hatter unless y	entified for ou send



Close grievance



Entering FAA response date



Grievances below Arb level automatically move to the next level when you enter an FAA response date.



FAA response date result



3rd Level tab after entering FAA response date at U1 level.



Printing from the browser

File	Edit	View	Favorites	Tools	Helj
Ne	w Tab			Ctrl+1	Г
Ne	w Wind	low		Ctrl+M	N I
Op	en			Ctrl+()
Ed	it with I	Microsof	t Office Wor	d	
Sa	ve			Ctrl+9	5
Sa	ve As				
Clo	ose Tab)		Ctrl+\	N
Pa	ae Seti	ID.			
Pri	ᆎᄷ	30.00		Chrl+P	
Dri	nt Drev	iow		Carri	
	inci i cov	1011111			
Se	nd				•
Im	port an	id Expor	t		
Pro	operties	5			
We	ork Offl	ine			
Ex	it				



If you don't do this, the print will contain extraneous header and footer info. Future versions of GATS will use PDFs and not have this issue.



How to de-elevate

An asterisk (*) in the Date Subm'd column indicates the 3rd level letter has been mailed. It disappears when the Date Submitted is entered (either as an estimate or using the date on the green card). Don't forget to check "Include Groups?" if you need to see your grouped grievances here.									
	Windows Internet Explo	rer						Þ	L GRIEVANCE
Status Active	Status Are you sure you want to de-elevate grievance 07-ZDC-14610 to Step E2/U1? Your 3rd Level dates and your E2/U1 date received will be deleted. ps? Active OK Cancel								
Deadlines	- FAA first then NATCA	ATC	~		X	X	NATL	GO	RESET
			Read this	first					
MULTI-PRINT	Read this first Date submitted Date of response FAA/GETS MULTI-PRINT MULTI-DUSH MULTI L3 LETTER MULTI-DUBATE X X X								
	NATCA/FAA Edit (Copy)	Grievance Regarding (View/Print)	Date subm'd or days left	Rep (Resolution)	FAA Reply By (Req Arb)	Attach (View)	Notes	View L3 XXX Lette	Close/ er Status
	EDIT 07-ZDC-14610	[BU: ATC] Temporary Medical assignment of duties	19 <mark>N</mark>	John Heamstead	-	0	0	XXX VIEV	

This feature is to be used to correct a mistake.



Templates - national





Previewing templates

Gr RELESTER : July 22, 2008	ievance Tracking: FacRep Le Washington Center: ATC	Vel Start Preferences Facility d Arb Art 7 L	Messages Library BUE list BBS Attachments Email ROS Tracking Logout
	<i>Your deadlines</i> Start a New Grievance	· · · ·	· · ·
Filing Level Year Select> 2008 BU Grievant ATCOptional Select> PREVIEW NEW GRIEVANCE	Templates are optional when starting new grievan National Templates EMP A17- Assigned Duties Local Templates Select>	plates ces. Click here to add or edit Name William Holtzman Date of Incident 07/26/2008	your local templates. Wild1 making copies Wild2
Stats	Security	Trai	ning
Leading facilities by grievance count	It depends on you:	User's Guide (Bac	kup) 4/9/06 (11 MB)
Grieve-o-meter	Don't leave your session open Don't give out your upperson and personword	Groups User	Guide 1/3/07
National Stats	Change your password occasionally	BUE List User	r Guide 1/3/07
NEA Regional Stats	Your last login attempt: Jun 26 11:13 AM, last session page view: (eastern time)	Quick Re	eference
ZDC Facility Stats		First time?	Before you print
Download grievance data		New hire losses	Live web training!

Use the preview to see how your grievance will look. WILD1 and WILD2 are optional in each template. Use preview to see if there are any wilds. Click New Grievance once you are satisfied with the preview.



Template preview

NATCA Grievance Number 08-ZDC-XX

July 26, 2008 [Management address]

FAA Grievance Number

Re: Grievance Regarding Improper assignment of duties

Dear [Management official],

This grievance is filed pursuant to Article 9 of the 2003 collective bargaining agreement and 5 USC 7103 (a) (9). The Agency's actions constitute a violation of the 2003 collective bargaining agreement including, but not limited to, Article 17 of the 2003 collective bargaining agreement between NATCA and the FAA, 5 USC Chapter 71, and all applicable laws, rules, regulations, and past practice.

Name of Grievant: William Holtzman Name of Representative: Bob Lester Date of Violation: July 26, 2008 Request Oral Presentation: Yes

Nature of the Grievance:

On July 26, 2008, the FAA assigned me to engage in the following activities:

making copies

Such activities do not have a reasonable relationship my official position description.

Issue: Whether the Agency's action against me violated the Parties' Agreement or all applicable laws, rules and regulations.

Remedy Sought:

- 1. Revoke any order given to me to engage in making copies.
- 2. Make me whole in every way and any other remedy deemed appropriate.

Respectfully Submitted,

[Your facility/BU Facrep]



Create/edit local templates

NATCA. G	rievance Tracking: FacRep Le Washington Center: ATC	vel	Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout					
BLESTER : July 22, 2008	Start Groups E1 E2/U1 3	d Arb /	Art 7 UL	.P Search	Docs					
	<i>Your deadlines</i> Start a New Grievance									
Filing Level Year Select> 2008 BU Grievant ATC Optional Select> PREVIEW NEW GRIEVANCE	Templates are optional when starting new grievan National Templates Select> Local Templates Select>	plates ce : Click here t Name Date of Incid	add or edit y	our local templa Wild1 Wild2	tes.					
Stats	Security		Traini	ing						
Leading facilities by grievance count	It depends on you:	User's Gu	ide (Back	up) 4/9/06 (11	I MB)					
Grieve-o-meter	Don't leave your session open Don't give out your upproach and paperword	Grou	ups User G	Guide 1/3/07						
National Stats	Change your password occasionally	BUE	List User (Guide 1/3/07						
NEA Regional Stats	Your last login attempt: Jun 26 11:13 AM, last session page view: (eastern time)		Quick Ref	erence						
ZDC Facility Stats		First tim	e?	Before you	ı print					
Download grievance data		New hire lo	osses	Live web tra	aining!					



Create new template

Cre	ate New T	emplate						
To create a template, enter your text into the appropriate fields. Wherever you want to leave a space blank for a name, put the exact text *NAME* (including the stars) into your text. For dates, use *DATE*. You can also include *WILD1* or *WILD2* for other text you'd like to substitute in later. When you create the grievance from a template, you can specify a name, date, wild1 and wild2 and these will be automatically substituted into the new grievance text. Templates are facility-specific.								
Edit a Template								
Select> *NAME* *[DATE*	*WILD1*	*WILD2*	(copy and paste)				
Name of Template								
Grievance Regarding				BROWSE OTHER FACILITIES				
	~			CREATE NEW CLEAR CANCEL				
<u>Note: For new grievances, there will no longer be automa</u> Click the Insert button to use approved boilerplate language. Enterin	<u>tic boilerplate</u> ig an article nu	language added! umber to the Cita	The boilerplate v tion field will incl	<u>vill be as you enter right here.</u> ude a contract citation in the boilerplate.				
Bollerplate				Optional Citation				
Nature of Grievance (may take a few seconds to load)								
Image: Source X Image: Source Image: Source </td <th>🌍 🍫 🕴 🔲</th> <td></td> <td></td> <td></td>	🌍 🍫 🕴 🔲							
Corrective Action Desired (may take a few seconds to load)								
Image: Source X Image: B	🎲 🐴 • 🛯 🔲							



Edit template

Edit a Template						
CIP Reduction	*	*NAME*	*DATE*	*WILD1*	*WILD2*	(copy and paste)
Name of Template						
CIP Reduction						
Grievance Regarding						BROWSE OTHER FACILITIES
CIP Reduction *NAME* *DATE*			~			
						SAVE DELETE CLEAR CANCEL
			<u>v</u>			
Note: For new grieval	ices, there w	ill no longer be a	utomatic boilerpla	ate language adde	d! The boilerplate	will be as you enter right here.
Click the Insert button to use ap	proved boiler	rplate language. E	Entering an article	e number to the C	itation field will inc	clude a contract citation in the boilerplate.
Boilerplate						
This grievance is fi	led pursu	ant to Artic	le 9 of the c	collective ba	rgaining agre	ements Optional Citation
and 5 USC 7103 (a) (9). The A	MATCA and the	DNS CONSTITUT	te a violatio: Chapter 71	n of the col	icable
laws, rules, regulat	ions, and	past practi	ce.	chapter /1,	and arr appr	
Nature of Grievence (may take a few						
			-			
E Source 1 & 42 E F 1		- • (≥ [8449] (C)B				
B I <u>U</u> ABC $\times_2 \times^2$ $\stackrel{1}{3}\equiv$	三口律 律		I 🔲 🚝 🌍			
Font Format		▼ Size	- T <u>-</u> - 🍋-			
On *DATE* *NAME* was improperly of	omnensated	for their Controller	Incentive Pay (CIE	P) The proper rate	for Washington	C area employees is 5 79% according to
the current NEGOTIATED Collective B	argaining Agr	eement. Accordin	g to *NAME*'s leav	e and Earning Stat	tement dated *DAT	'E*, *NAME* received approximately 20%
less than he/she should have been c	mpensated.					
Corrective Action Desired (may take	a few second	ls to load)				
🛛 🔄 Source 🛛 🐰 🖻 🛍 🔀 🕷		🖸 🍽 🚺				
B I U ABC ×₂ ײ ≛Ξ			i 📰 🏪 🦚			
Fort Arial		- ▼ Size	• To • Ao •			
1. *NAME* shall receive compensation	to equal 5.79	9% of their prevaili	ng base rate plus	interest, in accord	ance with the Back	Pay Act and other federal and/or state law.
3. *NAME* shall be made whole in eve	ry way.	15.				
4. NATCA shall be made whole in eve	y way.					
5. *WILD1* shall be removed from fed	eral service.					



Browse other facilities

BLESTER : July 30, 2008		Grievance Tracking: FacRep Level Washington Center: ATC				Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout
			Create New	Template				
To create a template, enter y the stars) into your text. For the grievance from a template Templates are facility-specifi Edit a Template	vour text into the dates, use *DAT e, you can speci c.	appropriate fields 'E*. You can also fy a name, date, '	a. Wherever you v include *WILD1* wild1 and wild2 a	vant to leave a spa or *WILD2* for ot nd these will be a	ace blank for a na her text you'd like utomatically subs	ime, put the exact text e to substitute in later. tituted into the new grid	*NAME* (includ When you creat evance text.	ng e
Select>	*	*NAME*	*DATE*	*WILD1*	*WILD2*	(copy and paste	e)	
Name of Template Grievance Regarding			× ×			CREATE NEW	CLEAR	TIES CANCEL

You can copy other facility's templates to your local templates and then use them in your grievances. Make sure to edit them and remove references to the other facility.



Attachments wizard

NRTCR.	Grievance Tracki Washington Co	ng: RVP Level enter: ATC	Mess Start BUE Preferences Attac Facility ROS	ages Library list BBS hments Email Tracking Logout
BILL : July 31, 2008	Start Groups E1 E2/U1	3rd Arb Art 7	7 ULP Search	Docs Adm
Upload files				
File Name	Category BrowseSelect>	BU Desc ATC V 0 of 2	cription of File (Max charac 200	ters: 200)
lust use the search fields to nom	File Assoc	lations	which groupped and hit "	"Accession " It's accul
Select Files	wyour insting, then select which attachmen	Select Griev	ances and main a	HSSOCIATE : IT'S easy!
Search 2205 (<i>use CTL or Shift keys</i>) Denial Letter 2205.pdf	Go <associat< th=""><th>Search Failure to use Hol (use CTL or Shift) 06-ZDC-465: Fail 06-ZDC-466: Fail 06-ZDC-467: Fail</th><th>Idover keys) ure to use Holdover L: Arb ure to use Holdover L: Arb ure to use Holdover L: Arb</th><th>Go</th></associat<>	Search Failure to use Hol (use CTL or Shift) 06-ZDC-465: Fail 06-ZDC-466: Fail 06-ZDC-467: Fail	Idover keys) ure to use Holdover L: Arb ure to use Holdover L: Arb ure to use Holdover L: Arb	Go

Associate previously uploaded files to multiple grievances

•Associate multiple files to multiple grievances in one click



Generic upload

NATCA.	Grievance Tracking: FacRep Level Washington Center: ATC	Messages Library Start BUE list BBS Preferences Attachments Email Facility ROS Tracking Logout
BLESTER : July 31, 2008	Start Groups E1 E2/U1 3rd Ar	b Art 7 ULP Search Docs
Upload files		
File Name E:\ZDC\The Study\reprimand.pdf	Category BU Description of File (Max Browse Other ATC Letter of Reprimar from Steve Smith 36 of 200	characters: 200) nd Vpload
	File Associations	
Just use the search fields to nar Select Files	row your listing, then select which attachments you want to associate with which gri Select Grievance	ievances and hit "Associate". It's easy!
Search	Go Search	60
(use CTL or Shift Keys)	Use CTL or Shift keys)	

An upload from the Upload Files section is not associated with any grievance until you create an association later from the lower section.





NATCA			Grievance Tra Washingto	Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout			
BILL : August 1, 200	8		Start Group	os E1	E2/U1 3rd	i Arb	Art 7 💙 🛛 Ul	P Search	Docs
			Facility Select - RVP Users	only ZDC	∀ G	0			
Current G	Groups								
		C	Create new group of grievances		Edit your custon	n BUE list			
	Count	Multiprint	Group Name (Stats)	Group ID (Members)	Date Created	Created By	Description	I	
	39	Go	Mar21	ZDC-B242	03/21/07	Wayne McKenna	-		
	39	Go	Mar20	ZDC-B241	03/21/07	Wayne McKenna	-		
	42	Go	Bay 3	ZDC-B240	03/20/07	Greg Wojcik	Schedule As	signment 3/21	
	42	Go	Bay 3	ZDC-B239	03/20/07	Greg Wojcik	Schedule As	signment 3/20	
	41	Go	Bay 8	ZDC-B238	03/19/07	Brian Shallenberg	er Schedule As	signment 3/19	
	39	Go	Mar19	ZDC-B237	03/19/07	Wayne McKenna	-		
	39	Go	Mar18	ZDC-B236	03/19/07	Wayne McKenna	-		
	39	Go	Mar17	ZDC-B235	03/19/07	Wayne McKenna	-		



Group create

BILL : August 1, 2008	Grievance Tracking: FacRep Level Start BUE list Washington Center: ATC Preferences Facility ROS Tracki				Messages BUE list Attachments ROS Tracking	Library BBS Email Logout	
Create Group							
	Please visit the BL your BUEs by area the links for the B	IE List page and ent a if applicable, beca UE List User Guide	er/update data for your l use that will enable you or Groups User Guide.	BUEs. You will want to use the Groups fe	to create areas an ature more effecti	nd categorize ively. Click	
Group Name		Description					
Template							
NONE		*					
Violation Date	Wild1	Wild2					
BU	Filing Level	Send to:	Area F	Request Oral?			
ATC 💙	Select> 💙	Theresa Hudson	n 🝸 Facility-wide 🍸	Yes 🚩			
Union Rep							
Bill Holtzman	Opti	onal Select> ⊻					
Preview	Generate	group and all grievand	ces Cancel				
	To crea	te a group with no grie	evances, leave the templa	te drop-down in the	NONE selection.		



ROS Tracking

Washington Center Reduction of Service Tracking						ges ht nents acking ne	Library BBS Email Logout					
		What is ROS T	acking?	•		ROS T	racking F	Form				
Data Filt	ter		0				0					
		Only facilitie	s that hav	e entered	an ROS will ap	pear in the	e drop dow	n.				
	Facility ALL FACILIT	Service ALL SERVICES		~	Cause ALL CAUS	ES 💌	Start Dat 07/04/20	e 08	End Date 08/01/2008		Go	
ROS Dat	ta									Add a Ne	w ROS I Downloa	Entry
ROS Dat	ta DS ID <u>ROS Date</u>	<u>Service</u>	Cause	Duration	Author	Facility 4	Entered	Us	er Commen	Add a Ne	w ROS I Downloa Attach	Entry d
ROS Dat	ta DS ID <u>ROS Date</u> 8-64 07/18/08	<u>Service</u> Closed Position / Combined Secto	Cause r Staffing	Duration 1	<u>Author</u> Ballard, Mike	<u>Facility</u> ▲ ZAU	Entered 07/19/08	Us Danville and	er Commen I Kankakee s	Add a Ne nt sectors	w ROS I Downloa Attach 0	Entry d
ROS Dat RO (EDIT/VIEW) 08 (EDIT/VIEW) 08	S ID ROS Date 8-64 07/18/08 8-65 07/09/08	Service Closed Position / Combined Secto Cancelled or Reduced OJT	Cause r Staffing Staffing	Duration 1 2	Author Ballard, Mike Ballard, Mike	<u>Facility</u> ▲ ZAU ZAU	Entered 07/19/08 07/19/08	Us Danville and Scheduled (ser Commen I Kankakee s OJT reduced	Add a Ne nt sectors due to s	w ROS I Downloa Attach 0 0	Entry
ROS Dat RO (EDIT/VIEW) 08 (EDIT/VIEW) 08 (EDIT/VIEW) 08	DS ID ROS Date 8-64 07/18/08 8-65 07/09/08 8-66 07/08/08	Service Closed Position / Combined Secto Cancelled or Reduced OJT Cancelled or Reduced OJT	Cause r Staffing Staffing Staffing	Duration 1 2 8	Author Ballard, Mike Ballard, Mike Ballard, Mike	Facility ZAU ZAU ZAU ZAU	Entered 07/19/08 07/19/08 07/19/08	Us Danville and Scheduled Scheduled	er Commen I Kankakee s OJT reduced OJT canceller	Add a Ne nt sectors due to s d due to	w ROS I Downloa Attach 0 0 0	Entry d
ROS Dat EDIT/VIEW 08 EDIT/VIEW 08 EDIT/VIEW 08 EDIT/VIEW 08	S ID ROS Date 8-64 07/18/08 8-65 07/09/08 8-66 07/08/08 8-67 07/07/08	Service Closed Position / Combined Secto Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT	Cause r Staffing Staffing Staffing Staffing	Duration 1 2 8 8	Author Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike	Facility ▲ ZAU ZAU ZAU ZAU ZAU	Entered 07/19/08 07/19/08 07/19/08 07/19/08	Us Danville and Scheduled Scheduled	er Commen I Kankakee s OJT reduced OJT canceller OJT canceller	Add a Ne nt sectors d due to s d due to	w ROS I Downloa Attach 0 0 0	Entry
ROS Da1 EDIT/VIEW 08	SID ROS Date 8-64 07/18/08 8-65 07/09/08 8-66 07/08/08 8-67 07/07/08 8-68 07/15/08	Service Closed Position / Combined Secto Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT	Cause r Staffing Staffing Staffing Staffing	Duration 1 2 8 8 8 8	Author Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike	Facility ▲ ZAU ZAU ZAU ZAU ZAU	Entered 07/19/08 07/19/08 07/19/08 07/19/08 07/19/08	Us Danville and Scheduled Scheduled Scheduled	er Commen I Kankakee s OJT reduced OJT cancellee OJT cancellee	Add a Ne at sectors d due to s d due to d due to d due to	w ROS I Downloa Attach 0 0 0 0 0 0	Entry
ROS Dat (EDIT/VIEW) 08 (EDIT/VIEW) 08	DS ID ROS Date 8-64 07/18/08 8-65 07/09/08 8-66 07/08/08 8-67 07/07/08 8-68 07/15/08 8-69 07/15/08	Service Closed Position / Combined Secto Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT	Cause r Staffing staffing Staffing Staffing Staffing staffing Staffing staffing Staffing	Duration 1 2 8 8 8 8 8 3	Author Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike	Facility ▲ ZAU ZAU ZAU ZAU ZAU ZAU	Entered 07/19/08 07/19/08 07/19/08 07/19/08 07/19/08	Us Danville and Scheduled Scheduled Scheduled Scheduled	eer Commen Kankakee s OJT reduced OJT canceller OJT canceller OJT canceller OJT canceller	Add a Ne nt sectors due to s d due to d due to d due to d due to s	W ROS I Downloa Attach 0 0 0 0 0 0 0 0	Entry d
ROS Dat (EDIT/VIEW) 08	DS ID ROS Date 8-64 07/18/08 8-65 07/09/08 8-66 07/08/08 8-67 07/07/08 8-68 07/15/08 8-69 07/15/08 8-70 07/16/08	Service Closed Position / Combined Secto Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT Cancelled or Reduced OJT	Cause r Staffing Staffing Staffing Staffing Staffing Staffing Staffing	Duration 1 2 8 8 8 8 8 3 2 2	Author Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike Ballard, Mike	Facility ▲ ZAU ZAU ZAU ZAU ZAU ZAU ZAU	Entered 07/19/08 07/19/08 07/19/08 07/19/08 07/19/08 07/19/08	Us Danville and Scheduled Scheduled Scheduled Scheduled Scheduled	er Commen I Kankakee s OJT reduced OJT canceller OJT canceller OJT canceller OJT reduced OJT reduced	Add a Ne nt due to s d due to s d due to d due to s due to s	W ROS I Downloa Attach 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Entry d



Article 7

NATCA.	Grievance Tr Washing	acking: FacRep Level ton Center: ATC	Start Preferences Facility	Messages BUE list Attachments ROS Tracking	Library BBS Email Logout
BILL : August 1, 2008	Start Grou	ps E1 E2/U1 3rd Arb	Art 7 UL	_P Search	Docs
National Mid Terr	n Bargaining	New Agency Notification New Unilateral Agence	New Unic	on Initiated Barga View Local	ining Notices
Include notifications closed within 1 💌 day	/s 💿 틙				

Note: You can download the FAA Notice from the listing below. For other files, click the number in the Attachments column.

U/A/N	Notice Title Notice Document Notice Date	FAA Reply Due	FAA Response and Date	NATCA POC	Meeting Request Due	NATCA Response Due	Notes	Attach- ments	Status
А	Functional Training Program	F			N	N	0	0	Open
А	ATC Performance Standards Competency Model November 9, 2006 Article 7 ATC PSCM.pdf	F			N	N	0	2	Open
А	Job Analysis Protocol for TRACON and Tower Controllers October 19, 2006 Article 7 Job Analysis.pdf	F			N	N	0	5	Open
A	Unilateral Change to the Process for Recording OT on Cru-X/Art and Castle November 22, 2006 Article 7 Request Changes to Recordation of OT.pdf	F			N	Ш	0	2	Open



- Enter new Art 7 into GATS only when:
 - Mutually agreed between Local and Agency
 - Appropriate notice has been given to Union
- Otherwise, email <u>kguinn@natcadc.org</u> or <u>mshapiro@natcadc.org</u> including:
 - Nature of change
 - Date local became aware of change and how
 - Potential impact and harm
 - Local Point of Contact (POC) info



- LR staff will enter the info into GATS and transmit to the Agency a letter delegating the issue back to the local
- A copy of this letter will be uploaded to GATS and the POC and RVP will receive automated email from GATS
- POC and RVP will work the issue using GATS to track their work, including notes and file uploads



- If the Agency does not respond to the delegation letter, it is recommended that you file a grievance over a ULP
- To re-delegate the issue back to National, click the "Redirect" button and select "Kendal Guinn"
- Continue to upload new documents and information to GATS



ULP

NATCA.	Grie	Grievance Tracking: FacRep Level Washington Center: ATC					sages list chments Tracking	Library BBS Email Logout	
BILL : August 1, 2008		Start Groups	Art 7	ULP	Search	Docs			
BILL : August 1, 2008 Start Groups E1 E2/U1 3rd Arb Art / OLP Search Docs The ULP portion of GATS is for tracking only. You will need to create your ULPs outside of the program and then upload them. Track Create Track Create MATL REGL Facility ZDC BU ATC Sort by Date Filed Go									
Edit Date Filed To	opic (Click for ULP if available)	Filed By	FLRA Number	Attach Notes	Facility	BU Ca	tegory	Status	
EDIT 01/23/2008 Ri	ight To Representation	Mark Trent	-	0 0	ZDC	ATC Employe	ee meetings	Filed	
								1-1	

ULP tracking will be enhanced to include full data field capture in future versions of GATS.



Library







BILL : August 1, 2008	0	Grievan Wa Start	Grievance Tracking: FacRep Level Washington Center: ATC Start Groups E1 E2/U1 3rd Arb					Messages BUE list Attachments ROS Tracking P Search	Library BBS Email Logout Docs
		Document Board Download							
		Category All Documents		Search		Go			
	(To d/l, rigl	File Name ht click, save target)		Category	Description (or hove on green block)	r	Date	Delete	
	FOIA_SCI.zip			Info Requests	SCI data 2006-2007		06/04/08	DELETE	
	Art 24 FAA LTR.pdf			General	Basic Watch Sche		05/27/08	DELETE	
	BWS.Schedule Example.doc			General	Basic Watch Sche		05/22/08	DELETE	
	BWS.MOU Template.doc			General	Basic Watch Sche	(05/22/08	DELETE	
	BWS.Guide.doc			General	Basic Watch Sche	(05/22/08	DELETE	
	BSW.Cover Memo.doc			General	Basic Watch Sche	(05/22/08	DELETE	
	Grievance discipline expedited	protest-4.doc		Employee Grievances	Employees Grieva	(05/12/08	DELETE	
	Guidance on ULPs filed that rela	ate to the imposed work rulesrev1	_2pdf	ULP	UPDATE - FLRA Re		04/09/08	DELETE	



Search

NATCA.	Gri	evance Tracking: FacRep Lev Washington Center: ATC		N Start B Preferences A Facility R	lessages UE list ttachments OS Tracking	Library BBS Email Logout				
BLESTER : August 1, 2008	TER : August 1, 2008 Start Groups E1 E2/U1 3rd Arb						Docs			
Search Word annual leave	Search the National Grievance Database Enter *HQ in the Facility ID field for National grievances only. (The National "Level" includes all facilities.) Don't forget to check "Groups?" if you need to see your grouped grievances here. Search Word FAA Number NATCA # Facility ID BU Year Status Level Rows Groups? annual leave ATC All Current ZDC Fac 50 Image: Comparison of the section of th									
Edit this Vie Grievance Gri	ew this NATCA/FAA ievance (Copy)	Торіс	Attach # (View)	Notes	In-Process Status	Final Status				
EDIT	VIEW 06-ZDC-17 NC-AEA-06-7905-ZDC	[BU: ATC] Violation of ZDC Order 3600.2 Chg 1, 3 Leave bidding Round 3	1	1	Open - Req Art	CLOSE				
EDIT 06-ZDC-106 NC-AEA-06-9478 [BU: ATC] Failure to consider leave request in the order received. 1 0 Open - Req Arb						CLOSE				
EDIT	VIEW 06-ZDC-38 NC-AEA-06-7906-ZDC	[BU: ATC] Violation of ZDC Order 3600.2 Chg 1 3 Leave Bidding Round 3	1	1	Open - Req Art	CLOSE				
EDIT	VIEW 06-ZDC-211 NC-AEA-06-8514	[BU: ATC] denied annual leave Johnson	3	1	Open - Req Art	CLOSE				



Support – message forum

NATCA BILL	⊚ Grievance Tracking: F Washington Cent Message Board	Start B Preferences A Facility R Subj	lessages Library OE list BBS ttachments Email OS Tracking Logout ects Add Subject		
Type All	Search Go Show new messages		New me: 06/27/0	ssages as of: 8 03:09 PM	Mark all read
	Threads are now listed by order of mo	ost recent po	sting		
Category	Topic (Click to view or add messages)	New Msgs.	All Msgs.	Started by	Last post by
Feature	Multiple file upload	2	2	Vivian Lumbard 07/20/08 12:44PM	Bill Holtzman 07/21/08 07:55 AM
Fix	Multi L3 Letter	1	3	Jeff Blow 06/27/08 12:35PM	Jeff Blow 07/02/08 08:29 AM
Question	Jurisdictional Note	0	3	Dale Boyer 05/15/08 01:05PM	Dale Boyer 05/19/08 08:36 PM
Question	Step 1 Language	0	3	David B Caldwell 03/18/08 11:51AM	Joe Yannone 03/21/08 02:36 PM
Fix	Dear Mr	0	5	Dale Boyer 02/12/08 06:36PM	Bill Holtzman 02/13/08 08:24 PM
Feature	BUE List	0	7	Jeff Blow 12/21/06 09:57AM	Bill Holtzman 02/04/08 12:25 PM



Support - contact

gatsadmin@natca.net

Your support team includes the following members of the National Communications Committee:

- •Bill Holtzman, System Administrator
- •Mike Robicheau, NNE RVP and Team Lead
- Howard Blankenship, NCE RVP
- •Joe Yannone, NRX ARVP