

CIC REPORTING REQUIREMENTS

WHAT ARE YOUR THE REQUIREMENTS TO REPORT, AND WHEN DOES FILING AN AT SAP REPORT SATISFY THAT REQUIREMENT WHILE WORKING CIC?

ATSAP (VOLUNTARY)

Ref: JO 7200.20 2-8(b)(3) & Safety Orders MOU

ATSAP satisfies a CIC's requirement to report under the following circumstances:

- If the employee working CIC is directly involved in the occurrence.

For example: If CIC is combined with a control position (i.e. Ground, Local, Flight Data, Radar, Sector 72, etc.) and the CIC/Radar controller has an airspace deviation; filing an ATSAP report satisfies that employee's responsibility to report the occurrence to management.

- If the employee working CIC observes an occurrence, but is unable to correct the situation.

For example: A CIC observes an airspace deviation, but is unable to correct the situation – filing an ATSAP report satisfies the employee's requirement to report the occurrence to management.

MOR (MANDATORY OCCURRENCE REPORT)

Ref: JO 7210.632, JO 7200.20 2-8(b)(1&2) & Safety Orders MOU

When ATSAP does not satisfy a CIC's requirement to report, you must report MORs in accordance with JO 7210.632 under the following circumstances:

- If an event is reported to an employee working CIC, the CIC must report the event as an MOR in accordance with JO 7210.632 – and may also file an ATSAP report.
- If an employee is working CIC, and observes a developing situation, the CIC must take action to correct the situation and report the occurrence in accordance with JO 720.632 if it meets the criteria for an MOR – the CIC may also file an ATSAP report.

NOTE: For a complete list of occurrences that you are required to report, MORs, refer to JO 7210.633 Appendix A.

Email your questions to qaqc@natca.net