

**Memorandum of Understanding  
between the  
National Air Traffic Controller Association, AFL-CIO  
and the  
Federal Aviation Administration**

This Agreement is entered into by and between the National Air Traffic Controller Association, AFL-CIO ("NATCA" or "Union") and the Federal Aviation Administration ("FAA" or "Agency"), collectively known as "the Parties". This Agreement represents the complete understanding between the Parties at the national level concerning the application parameter settings listed in Appendix M of the 2016 Collective Bargaining Agreement (CBA).

**Section 1.** The attached represents the agreement of the Parties at the national level regarding the OPAS parameter settings listed in Appendix M of the CBA.

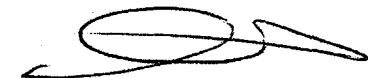
**Section 2.** The Parties at the local level shall collaborate on any modification to the parameter settings marked with an asterisk (\*). All other parameter settings are not subject to modification at the local level.

**Section 3.** In accordance with Article 118 of the CBA, both local and national parameters settings shall be reviewed once annually.

**Section 4.** This agreement shall remain in effect for the term of the CBA and may only be opened by mutual agreement of the Parties.

Effective this 15 day of February 2017.

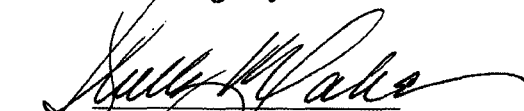
For the Union:



Dean Iacopelli

  
Ryan Smith

For the Agency:

  
Shelly Mlakar  
Michael Doss

## OPAS Parameter Settings

BIDDING		
Maximum Number of Prime Time Weeks		2 (Two)
Maximum Bids per Employee per Round		10 (Ten)*
Automatic Bidding Notify Window Buffer (Bidding Window)		60 (Sixty) minutes*
Warning Prior to Bid Window Close		10 (Ten) minutes*
Allow Changes to Sort Order During Bidding		Selected*
Default Leave Type		AL (Annual Leave)
Staffing Factor for Supply versus Demand Calculation		1 (One)
Bidding Total	Leave Balance + Amount to Be Accrued (current Year)	Not Selected*
	Leave Requested	Not Selected*
	Leave Approved	Not Selected*
	Leave Amount To Be Accrued ( next year)	Not Selected*
Shift & Schedule Parameters		
Shift Category Based on Start Time		Selected
Shift Category Based on the Majority of Hours		Not Selected
Shift Definition Parameters	Minimum Shift Duration	7 (Seven) Hours
	Maximum Shift Duration	10 (Ten) Hours
	Maximum Flex Time	1 (One ) Hour*
	Standard Shift Duration	8 (Eight) Hours
Scheduling Parameters	Default Schedule Length	14 (Fourteen) Days
	Extra Days Surrounding Selected Schedule	5 (Five) Days*
	Schedule Should be Published Before	28 (Twenty-Eight) Days
	Enable Email Notifications	Selected
Auto-Create Return to Shift Requests for Moved Employees		Not Selected*
Shift Category Parameters	Day (D) Category Start Time	5:00*
	Day (D) Category End Time	12:00*
	Day (D) Category - Developmentals Allowed to Provide Coverage	True*
	Evening (E) Category Start Time	12:00*
	Evening (E) Category End Time	22:00*
	Evening (E) Category - Developmentals Allowed to Provide Coverage	True*
	Midnight (M) Category Start Time	22:00*
	Midnight (M) Category End Time	5:00*
Midnight (M) Category - Developmentals Allowed to Provide Coverage		True*
Assignment Rules		
Maximum Consecutive Midnights		2 (Two)*
Minimum Days Off in One Week Period		2 (Two)
Maximum Days Off in One Week Period		3 (Three)
Non Overtime Working Hours per Week		40:00 Hours
Briefing Period Day of Work Pattern		<>*
Briefing Period Start Time		0:00*
Briefing Period Duration		0:00*
Statistical Counters		
Overtime Counters Reset By		Not Selected*
Overtime Counters Reset Date		Left Blank/Entered Locally*
Shift Counters Reset By		Not Selected*
Shift Counters Reset Date		Left Blank/Entered Locally*
Move Counters Reset By		Not Selected*
Move Counters Reset Date		Left Blank/Entered Locally*
Training Counters Reset By		Not Selected*
Training Counters Reset Date		Left Blank/Entered Locally*

\*Annotates that these application parameters may be modified collaboratively at the local level.

## OPAS Parameter Settings

Request		
Request Type Sorting	Leave Weight	1 (One)
	Leave Sort By	Time of Request
	Shift Change Weight	1 (One)
	Shift Change Sort By	Time of Request
	Shift Swap Weight	1 (One)
	Shift Swap Sort By	Time of Request
	RDO Swap Weight	1 (One)
	RDO Swap Sort By	Time of Request
	Other Duties Weight	1 (One)
	Other Duties Sort By	Time of Request
	Multi Action Weight	1 (One)
	Multi Action Sort By	Time of Request
	Cancellation Weight	1 (One)
	Cancellation Sort By	Time of Request
RDO Change Weight	1 (One)	
RDO Change Sort By	Time of Request	
Request Restriction	Maximum Number Employee Requests (per Day)	999
	Maximum Active Employee Requests (Total)	999
	Allow Partial Leave in Unpublished Schedule	Not Selected*
Default Request Type - Holiday Excused Absence		Holiday Leave
Request Approve/Deny - Required Authorization Level		CIC+*
Request Time Limits Leave	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*
	Decision Timeframe	Not Selected*
	Scheduled	Left Blank*
Request Time Limits Shift Change	Current	Left Blank*
	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*
Request Time Limits Shift Swap	Decision Timeframe	Not Selected
	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*
Request Time Limits RDO Swap	Decision Timeframe	Not Selected
	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*
Request Time Limits Other Duties	Decision Timeframe	Not Selected
	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*
Request Time Limits Multi Action	Decision Timeframe	Not Selected
	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*
Request Time Limits RDO Change	Decision Timeframe	Not Selected
	Start of Next Leave Year	Selected*
	Specified Number of Days	Not Selected*

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## OPAS Parameter Settings

Overtime		
Scheduling Parameters	Overtime Not Normally Canceled Within	7 (Seven) Days
	Holdover Overtime Min Duration	1 (One) Hour
	Full Shift Overtime Min Duration	8 (Eight) Hours
Call List Sort Criteria	Historical OT Hours Weight	1 (One)
	Include Historical OT Hours	Not Selected*
	Unpublished OT Hours Weight	1 (One)
	Include Unpublished OT Hours	Not Selected*
	Published OT Hours Weight	1 (One)
	Include Published OT Hours	Not Selected*
	Offered but not Assigned OT Hours Weight	1 (One)
	Include Offered but not Assigned OT Hours	Not Selected*
	Full Shift Overtime Sort Includes	Full shift hours only*
Holdover Sort Includes	Holdover hours only*	
Full Shift OT/Holdover OT Call List Response	Voicemail will Increase Offered Hours	Not Selected*
	No Answer will Increase Offered Hours	Not Selected*
	Excused will Increase Offered Hours	Not Selected*
	Declined will Increase Offered Hours	Not Selected*
Canceling Overtime	Receive OT Count Increases	Not Selected*
	Give OT Count Decreases	Not Selected*
	User Cancels OT Decreases Count (Leave Request)	Not Selected*
Role Setup	Role	Select All BUEs
	Can Earn Comp Time	True
	Can Earn Credit Time	True
Overtime Reasons	Code	Set by National Workgroup
	Reason	Set by National Workgroup
	Overtime Code	Set by National Workgroup

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