

Day 1 FacRep Guide

This is a guide is to assist you in your Day 1 transition of becoming the new FacRep.

- Contact your RVP -----LINK-----
 - Inform the RVP that you are the newly elected Rep.
 - Ask to be put in the Regional List serve

- Contact your Regional Admin Coordinator
 - Email your completed local worksheet -----LINK-----
 - Fillable PDF version on NATCA.org

- Contact your membership
 - If you do not have a local list serve, work on getting one. Email your membership indicating you are the new rep, thank the old rep, and express your gratitude to lead the facility -----LINK-----

- Contact your Air Traffic Manager
 - Write letter indicating you are the new FacRep and who your designee will be -----LINK-----
 - Write letter indicating when you plan to attend RT1 class -----LINK-----
 - Schedule official time (Article 2) with ATM to prepare for meetings with management and perform other representational duties

- Contact your local E-board
 - Schedule first E-board meeting
 - Establish an open communication with your E-board -----LINK-----
 - What your vision and their vision is for the local

- Financial Business
 - Document the transfer of finances and assets
 - Change bank account signature authorization
-----LINK-----
 - Secure checks and credit/debit cards
 - Status of accounts (balances, outstanding vouchers, dues rebate amounts, etc)
 - Find out if you have a financial policy or budget

- NATCA Training
 - Schedule Representative Training 1 (RT1) Class
(portal.natca.org)

- Secure Local NATCA Keys
 - NATCA office
 - PO Box
 - Filing cabinets
 - Bulletin board(s)

Regional Vice Presidents

Joel.ortiz@natca.net

Alaskan Regional Vice President

Clint Lancaster
2452 Fantail Circle
Anchorage, AK 99515
Cell 907-240-3044
Fax 800-251-8932
clinten.lancaster@natca.net

Eastern Regional Vice President

Rich Santa
P.O. Box 66
Cavetown, MD 21720
240-291-1266
nearvp@natca.com

New England Regional Vice President

Mick Devine
32 Manter Mill Rd.
Londonderry, NH 03053
718-751-5117
Nnervp@gmail.com

Southern Regional Vice President

Jim Marinitti
P.O. Box 441
Miami, FL 33233
Cell 305-502-6686
Fax 305-503-4546
nsorvp1@gmail.com

Western Pacific Regional Vice President

Joel Ortiz
25579 Foxglove Lane
Corona, CA 92883
951-870-0050

Great Lakes Regional Vice President

Drew MacQueen
9267 Victoria Lane
North Ridgeville, OH 44039
440-506-7954
Dmacqueen@natca.net

Northwest Mountain Regional Vice President

Alex Navarro III
8019 173rd Avenue E
Sumner, WA 98390
206-406-0194
anavarro@natca.net

Southwest Regional Vice President

Andrew LeBovidge
P.O. Box 62529
Houston, TX 77205
Cell 713-301-0195
Fax 281-605-1415
alebovidge@natca.net

Region X Regional Vice President

Curt Howe
P.O. Box 499
Enumclaw, WA 98022
253-569-9909

chowe@natca.net

Central Regional Vice President

Aaron Merrick

12710 W 138th Terrace

Overland Park, KS 66221

816-914-7701

Amerrick@natca.net



<DATE>

Brothers and Sisters,

I am honored to serve as your representative and look forward to working to improve our facility and to maintain the strength and solidarity of our local. I want to thank <“*outgoing facrep*”> for <“his/her”> dedication and the amazing job they have done in serving as our representative.

I will keep everyone informed of local, regional and national issues and news. Please keep me informed of any issues that arise as soon as possible.

If you have any questions, concerns or need my help in any way, please don't hesitate to get in touch with me. You can reach me via email, phone or text.

In Solidarity,

<SIGN HERE>

<FacRep Name>

<email address>

<(555) 555-5555>

Hello,

Effective <Insert Date>, I will take over as the Principle Facility Representative. I look forward to serving, working hard, and representing the facility well. My contact information is listed below. Don't hesitate to contact with concerns, issues, or items that you think need to be addressed. In the near term, a local union meeting will be organized to discuss current issues as we transition to new leadership. I look forward to seeing everybody there.

<Insert Name>

<Insert Phone Number>

<Insert email address>



<DATE>

Mr./Mrs./Ms. <ATM Last Name>,

I am writing to inform you that I *am/will be* principal facility representative of <Facility> effective <date>. Please send any written correspondence to me at <email address>. You can also reach me on my cell phone <(555) 555-5555>.

In the event that I am unavailable, I hereby designate <designee's name> to represent the Union for local matters.

At your earliest convenience, I would like to meet with you to discuss matters that are currently active and to plan for upcoming events.

Respectfully,

<SIGN HERE>

<FacRep Name>

<Email Address>

<(555) 555-5555>

Date: <Insert Date>

To: <Insert ATM Name>, Air Traffic Manager, <Insert Facility Name>

From: <Insert Name>, <Title>, <Insert Facility Name>

SUBJ: Change of Principle Facility Representative

Effective <Insert Date>, <Insert Name> is designated as the Principal Facility Representative for NATCA <Insert Local Name> Local. The Principal Facility Representative, unless otherwise designated in writing, is the exclusive bargaining representative authorized by NATCA <Insert Local Name> Local to negotiate on behalf of the local with the Air Traffic Manager or his/her designee. Contact information is listed below:

Principal Facility Representative <Insert Name>

<Insert Preferred Phone Number> <Insert Preferred Email Address>

Please inform the supervisors of the change in NATCA local representative. If you have any questions, please feel free to contact me at any time and I will respond as promptly as possible.

Respectfully,

<Insert Name>

<Title>



Date: <INSERT DATE>
To: <INSERT ATM NAME>, Air Traffic Manager, <FACILITY NAME>
From: <INSERT NAME>, NATCA Facility Representative, <FACILITY NAME>
Subject: NATCA Facility Representative Training Class

Mr./Ms./Mrs. <ATM LAST NAME>,

Please consider this letter my official notification that I will be attending the NATCA Facility Representative Training Class that will be held on <dates>.

In accordance with the 2016 Collective Bargaining Agreement, specifically Article 2 Section 13, I would like to request forty (40) hours of official time to attend this training class.

If I can be of any assistance regarding this matter, please do not hesitate to contact me at any time.

Received By:

(Name)

(DATE)

Respectfully,

<SIGN HERE>

<INSERT NAME>
<INSERT FACILITY> NATCA Facility Representative
<INSERT PHONE NUMBER>
<INSERT E-MAIL ADDRESS>

ARTICLE 2, Section 15

Absent an emergency or other special circumstance, upon request, each Principal Facility Representative shall be granted the following amounts of official time, per pay period, to prepare for meetings with Management and perform other representational duties:

- a. nine (9) hours in facilities with 1-20 combined bargaining unit employees
- b. fourteen (14) hours in facilities with 21-35 combined bargaining unit employees;
- c. eighteen (18) hours in facilities with 36-50 combined bargaining unit employees;
- d. twenty-six (26) hours in facilities with 51-75 combined bargaining unit employees;
- e. thirty-six (36) hours in facilities with 76-150 combined bargaining unit employees;
- f. fifty-six (56) hours in facilities with 151 or more combined bargaining unit employees.

The main purpose and use of NATCA official time is to prepare for meetings with Management and to perform other representational duties on-site.

Open two-way communication is essential for your success and the success of the local.

A typical day might start off by meeting with a member to identify an issue, and if appropriate, communicating the issue to the Local Executive Board (LEB) to analyze the facts. Once a course of action has been determined, communication with local management is the next step to achieve resolution. Inevitably, the outcome should be shared with those that were made aware of the issue and if appropriate, the membership. The order of this path can change but very often all three of the groups will be involved and the FacRep will oversee the process.

It is imperative that a foundation is built and the expectation is pervasive in the facility that communication is important.

Communication is needed to:

- Educate and brief
- Diffuse situations
- Negotiate
- Collaboration
- Gather data
- Inclusion
- Activism

SkyOne Federal Credit Union

The responsible securing of property, files, and in particular the funds of NATCA is paramount. Responsibility is placed mainly on the FacRep to ensure that Union assets are protected. Inventorying keys and closing financial gaps should be considered required.

Many NATCA facilities use SkyOne for their accounts. They are happy to assist with changing the authorized account signatories.

SkyOne Federal Credit Union
Dina Jimenez Earl
Business Development Manager, Existing Markets

14600 Aviation Blvd.
Hawthorne, CA 90250

800-421-7111 EXT. 7620
310-491-7620
310-487-1680 Cell
310-491-7417 Fax

dearl@SkyOne.org
www.SkyOne.org



LOCAL UPDATE WORKSHEET

Facility Name: _____

FAA Identifier: _____

Region: _____

Facility Rep Mail Address (if different from President's address): _____

Facility Phone #: _____

NATCA Office Phone #: _____ FAX # _____

Local Officers Information

<u>President</u>		Street Address: _____	
Name: _____		City: _____	State: _____ Zip: _____
Email: _____		Cell Phone: _____ Fax: _____	
Member #: _____	Date Effective: _____		
<u>Vice-President</u>		Street Address: _____	
Name: _____		City: _____	State: _____ Zip: _____
Email: _____		Cell Phone: _____ Fax: _____	
Member #: _____	Date Effective: _____		
<u>Secretary</u>		Street Address: _____	
Name: _____		City: _____	State: _____ Zip: _____
Email: _____		Cell Phone: _____ Fax: _____	
Member #: _____	Date Effective: _____		
<u>Treasurer</u>		Street Address: _____	
Name: _____		City: _____	State: _____ Zip: _____
Email: _____		Cell Phone: _____ Fax: _____	
Member #: _____	Date Effective: _____		
<u>Legislative Representative</u> (if applicable)		Street Address: _____	
Name: _____		City: _____	State: _____ Zip: _____
Email: _____		Cell Phone: _____ Fax: _____	
Member #: _____	Date Effective: _____		

FACILITY REPRESENTATIVE SIGNATURE

SIGN
HERE *x*

DATE _____

Updates for locals from all regions should be faxed or emailed to Mickela Gillfillan:

FAX: 760-477-6080

EMAIL: mickela@natca.net