



## Training Review Board (TRB) Memorandum

A Training Review Board (TRB) evaluates the training process by looking at all training documentation and by interviewing those involved. A TRB determines whether a developmental was given every reasonable opportunity to succeed and then makes a recommendation to the manager to continue or discontinue training. The training review process ensures that all reasonable opportunities for training success were utilized while maintaining the integrity of the training program in accordance with FAA Order 3120.4.



During the pandemic, NATCA and the Federal Aviation Administration (FAA) mutually agreed to temporarily permit TRB interviews to be conducted via videoconferencing. Now that we can return to a pre-COVID-19 posture, we are returning to the 2016 Collective Bargaining Agreement (CBA) compliant position that TRBs should generally be conducted in-person.

However, the CBA does permit the use of telephone (and videoconferencing) at the request of the employee. By mutual consent of the Agency, employee, and the Union, **if requested by the employee**, TRB discussions may be accomplished by telephone or videoconference. See relevant provisions of the CBA below:

### **Article 6 Representation Rights**

**Section 5.** *By mutual consent of the Agency, employee, and the Union, if requested by the employee, discussions under Section 1 of this Article may be accomplished by telephone. By mutual consent of the Agency, employee(s), and the Union, discussions under Section 4 of this Article may be accomplished by telephone.*

### **Article 67 Training**

**Section 8.** *When a training review board is convened, the Union shall have the opportunity to designate a participant to serve as a member of the board. The review board shall be scheduled at a time and date that is agreeable to all board members. If the Air Traffic Manager does not accept the recommendations of the training review board, he/she shall provide written justification to the board. Probationary employees will be included in this process.*

*If the employee meets with the training review board, and the employee reasonably believes disciplinary/adverse action may result from such a meeting, the employee may be accompanied to the meeting by a Union representative in accordance with Article 6 of this Agreement.*

If you have any questions, please contact your facility representative or [RVP](#).

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## **Happy St. Patrick's Day from NATCA**

NATCA wishes you a Happy Saint Patrick's Day. This holiday takes place annually on March 17. It's a time to celebrate Irish heritage and culture, both in Ireland and throughout the Irish diaspora.



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## **Register Now for the 4th Annual NCF Step Challenge**

Registration is now open for NATCA Charitable Foundation's 4th Annual Step

Challenge. The challenge runs from March 20 - May 3. The registration fee is \$25 per person, but we encourage additional donations to support NCF.

Registrants have the option to create a team or enter the challenge solo. If you join a team, your standing in the challenge is determined by the average step count of all team members.

**NCF Charitable Foundation** 4TH ANNUAL STEP CHALLENGE

# HERE COMES THE FUN

Step Up Your Game: Walk With Us and Walk Towards Your Goal In 2024

**SCAN TO REGISTER**



Challenge  
Begins March 20th  
Ends May 3rd

**TEXT 'NCFSTEP' TO 41444**

The top 3 teams and top 3 individual steppers will receive a donation to the charity of their choice (pending NCF approval). There will also be four random drawings throughout the challenge where winners will receive a \$150 donation to their charity.

Below is a breakdown of donation amounts:

#### Teams

- #1 \$2,500
- #2 \$1,500
- #3 \$1,000

#### Individuals

- #1 \$1,000
- #2 \$500
- #3 \$250

#### Random Drawing

- 4 random drawings of \$150 each

To register, click [here](#), or text NCFSTEP to 41444.

[Visit our Website](#)



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