



Member Update

NATCA Update on OPM Email Response for Slate Book BUEs

Dear NATCA Family,

This message contains guidance on your response to the February 22, 2024, email from hr@opm.gov with the subject line “What did you do last week?” The email states, “Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.” The deadline for response was set as Monday, February 24 at 11:59 p.m. **The DOT/FAA has informed us that it expects its employees, including NATCA BUEs, to respond to this email. All employees should be afforded sufficient duty time to respond. Employees on RDO and leave are expected to respond when they return to duty.**

Further down in this email, there are templates for each facility type/position covered under the Slate Book. Templates can also be found [online](#).

If you are an air traffic controller who does not regularly access government email, you should consider using a personal email address for your response and reference your FAA.gov email address in the body of your message.

Please keep a record of when and for how long you worked to prepare your response. If you were on leave, on your regular days off, or did not receive the email until after the deadline, please respond when you return to duty. The templates page will include specific language to use in your email if this situation is applicable to you.

Please reach out to your regional leadership with any questions or concerns about this issue.

In Solidarity,

The National Executive Board

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently managed and communicated flight data and weather information to pilots, including the development, translation, processing, and coordination of aeronautical, meteorological, and aviation information.
- Conducted intra-facility and inter-facility coordination.
- Forwarded departure, progress reports, and arrival reports to air traffic controllers.
- Compiled, evaluated, recorded, and disseminated data.
- Managed outbound traffic, revised flight data, and correctly formatted and edited flight data messages.

En Route

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently controlled and separated en route air traffic within designated airspace.
- Provided approach control services and radar separation for IFR and VFR aircraft operating to and from non-approach controlled and non-controlled airports.
- Operated automated radar systems, including computer routines for inputting and/or obtaining pertinent control data, and detects malfunctions or interferences in the system.
- Issued speed, altitude, and directional instructions to pilots to keep aircraft properly separated.
- Provided advisory service to pilots such as status of navigational aids, other air traffic, weather and airport conditions, and status of restricted and military operating areas.

If applicable may use:

- Provided training to developmental air traffic controllers and other employees in the facility.
 - Provided watch supervision for the continuous operation of a facility or area where a supervisor is not available.
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I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently ensured that traffic management instructions/restrictions are initiated in accordance with established procedures to maintain a safe and expeditions flow of traffic and minimize the impact of heavy flight demands.
- Issued appropriate traffic flow restrictions to adjacent facilities, to space, hold and reroute aircraft to distribute the flow of traffic and equalize workload among positions.
- Maintained awareness of the traffic flow, equipment status, airport/weather conditions and traffic forecasts to ensure acceptable levels of traffic, mitigate delays and avoid flights into undesirable atmospheric conditions.
- Maintained familiarization of all phases of facility operations and aeronautical/meteorological conditions.

If applicable may use:

- Provided training to developmental air traffic controllers and other employees in the facility.
- Provided watch supervision for the continuous operation of a facility or area where a supervisor is not available.

NOTAM

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently provided NOTAM services in accordance with FAA Order 7930.2, Notices to Air Missions (NOTAM) applicable LOAs, and approved local procedures.
- Ensured that all NOTAM information received is from an authorized source and handled any information from a potential nonauthorized source in accordance with FAA Order 7930.2, paragraph 5-1-2, Handling Reported Aerodrome Conditions.
- Monitored assigned NOTAM system and processed requests.
- Processed requests received via telephone, and processed corrections

requested by the USNOF via phone or SVC B.

- Accepted and submitted all D-NOTAMS for locations within the NAS.

TRACON

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently provided radar approach control services for one or more airports and domestic and international enroute air traffic control for a large area of airspace.
- Operated automated radar systems, including computer routines for inputting and/or obtaining pertinent control data, and detects malfunctions or interferences in the system.
- Issued speed, altitude, and directional instructions to pilots to keep aircraft properly separated.
- Provided advisory service to pilots such as status of navigational aids, other air traffic, weather and airport conditions, and status of restricted and military operating areas.
- Completed mandatory training and briefings to ensure the safety of the National Airspace system.

If applicable may use:

- Provided training to developmental air traffic controllers and other employees in the facility.
- Provided watch supervision for the continuous operation of a facility or area where a supervisor is not available.

Tower, Radar

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently provided separation for aircraft operating under IFR and VFR procedures from other aircraft landing, departing and/or overflying within their designated airspace.
- Operated radar and communication equipment to apply radar separation standards and vectoring procedures.

- Detected and adjusts malfunctions and interferences in the equipment.
- Issued speed, altitude, and directional instructions to pilots to keep aircraft properly separated.
- Provided air traffic advisory services to pilots including clearances to operate aircraft, weather and field conditions, and safety and traffic alerts.

If applicable may use:

- Provided training to developmental air traffic controllers and other employees in the facility.
- Provided watch supervision for the continuous operation of a facility or area where a supervisor is not available.

Tower, Non-Radar

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. Please note that I am using my personal email because I do not have access to government furnished equipment and do not regularly check my FAA email. My faa.gov email address is [email address].

The bullets in response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

- Safely and efficiently separated airplanes, primarily under VFR procedures, by sequencing, spacing, and issuing clearances and instructions to aircraft landing, departing or operating in the tower's area of responsibility.
- Operated various tower cab equipment such as communications systems, runway visibility measuring equipment, navigational aid monitors, and direction-finding equipment.
- Coordinated the orderly exchange of aircraft among other facilities to expedite the flow of air traffic.
- Provided air traffic advisory services to pilots including issuing clearances to operate aircraft, weather and field conditions, and safety and traffic alerts.

If applicable may use:

- Provided training to developmental air traffic controllers and other employees in the facility.
- Provided watch supervision for the continuous operation of a facility or area where a supervisor is not available.

Could Not Timely Respond

I am writing in response to the HR@opm.gov email which instructed me to list approximately five things I accomplished in my position as a [JOB TITLE] last week. I was away from work and unable to respond to the request.

I am sending the email now because I have returned to duty. The bullets in

response to the HR@opm.gov email are below. Please let me know if you have any questions about my response.

[Add bullets from template relevant to your position.]

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