



**Federal Aviation  
Administration**

# **Initial En Route Qualification Training**

## **Lesson 41 Position Relief Briefing**

**Course 50148001**

## LESSON PLAN DATA SHEET

**COURSE NAME:** INITIAL EN ROUTE QUALIFICATION TRAINING  
**COURSE NUMBER:** 50148001

**LESSON TITLE:** POSITION RELIEF BRIEFING

**DURATION:** 3+30 HOUR(S)

**DATE REVISED:** 2022-02  
**VERSION:** V.2022-02

**REFERENCE(S):** FAA ORDER JO 7110.65, AIR TRAFFIC CONTROL; FAA ORDER JO 7110.311C, PROCEDURAL GUIDANCE FOR FAA ORDER JO 7110.65 FOLLOWING EN ROUTE AUTOMATION MODERNIZATION (ERAM) IMPLEMENTATION; FAA ORDER JO 7210.3, FACILITY OPERATION AND ADMINISTRATION

**HANDOUT(S):** NONE

**EXERCISE(S)/  
ACTIVITY(S):** POSITION RELIEF BRIEFING DISCUSSION

**END-OF-LESSON  
TEST:** YES

**PERFORMANCE  
TEST:** NONE

**MATERIALS:** NONE

**OTHER PERTINENT  
INFORMATION:** VIDEO "POSITION RELIEF BRIEFING" (4:56 MINUTES) WILL BE SHOWN DURING THE POSITION RELIEF BRIEFING DISCUSSION AT THE END OF THIS LESSON.

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# INTRODUCTION

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## Initial En Route Qualification Training

### Lesson 41 Position Relief Briefing

V.2022-02  
Presented by  
FAA Academy  
Air Traffic Division



Federal Aviation  
Administration



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In previous lessons you have learned responsibilities and procedures for working aircraft under your control. This lesson will show you how to work your sector while transferring responsibilities to a relieving controller.

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# INTRODUCTION *(Continued)*

## Opening Scenario

**POSITION RELIEF BRIEFING**

<input type="checkbox"/>	Status Information Area
<input type="checkbox"/>	Equipment
<input type="checkbox"/>	Airport Conditions
<input type="checkbox"/>	Weather/Altimeters
<input type="checkbox"/>	Special Activities
<input type="checkbox"/>	Other Information
<input type="checkbox"/>	Traffic
<input type="checkbox"/>	Comm. Status all known aircraft

2

An awareness of essential items and procedures for transferring position responsibility from one controller to another will greatly reduce your chances of being involved in an operational error or deviation due to incorrect or incomplete information transfer.

## Purpose

This lesson covers the responsibilities, terms, processes, and precautions necessary to assume or relinquish control of a position.

# INTRODUCTION *(Continued)*

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## Lesson Objectives

### LESSON OBJECTIVES

**On an End-of-Lesson Test and in accordance with FAA Orders JO 7110.65, 7110.311, and 7210.3, you will be able to identify position relief briefing:**

- Terms
- Responsibilities
- Sequence
- Precautions

# GENERAL INFORMATION

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## Terms

JO 7110.65,  
App. D



A **Status Information Area (SIA)** is the manual or automatic display of the current status of position-related equipment and operational conditions or procedures.



**Written notes** are manually recorded items of information kept at designated locations on the position of operation. They may be an element of the Status Information Area(s).



A **checklist** is an ordered listing of items to be covered during a position relief.

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## Checklists

JO 7110.65,  
App. D;  
JO 7210.3,  
par. 2-2-3

⊙ Many position relief and sector opening/closing briefing checklists contain the following items:

- NAVAIDs
- Equipment
- Radar
- Airport
- Weather
- Staffing
- Flow control
- Special activities
- Traffic
- Comm. Status all known aircraft

**NOTE:** Although most checklists contain similar items, they may be locally developed as needed.

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## GENERAL INFORMATION *(Continued)*

### Checklists (Cont'd)

JO 7110.65,  
App. D;  
JO 7210.3,  
par. 2-2-3

**CHECKLISTS**

**POSITION RELIEF CHECKLIST**

<input type="checkbox"/>	<b>Status Information Area</b>
<input type="checkbox"/>	<b>Equipment</b>
<input type="checkbox"/>	<b>Airport Conditions</b>
<input type="checkbox"/>	<b>Weather/Altimeters</b>
<input type="checkbox"/>	<b>Special Activities</b>
<input type="checkbox"/>	<b>Other Information</b>
<input type="checkbox"/>	<b>Traffic</b>
<input type="checkbox"/>	<b>Comm. Status all known aircraft</b>

EMERG  
CHECK

ALT LIM  
0010242

0800179  
COLUMBUS 3 MOA

N3GW  
190

MERIDIAN 2 MOA

1 WEST

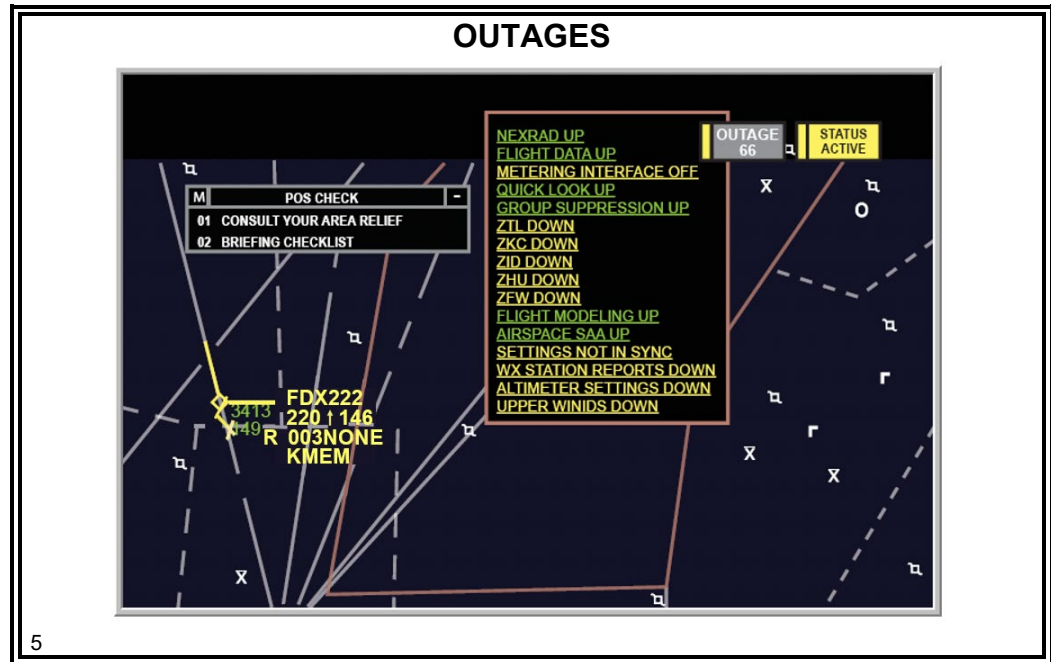
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- ⦿ Position relief briefing checklists are displayed at the sector.

# RESPONSIBILITIES

## Specialist Being Relieved

JO 7110.311C,  
App. D



- ⦿ Ensure any known pertinent status information is:
  - Accurately relayed to the relieving controller, or
  - Displayed in the Status Information Area(s), or
  - Relayed to the position responsible for displaying it
- ⦿ Provide a briefing that is complete and accurate.
- ⦿ **Shall** brief on equipment with the Outage View displayed.

## Relieving Specialist

JO 7110.65,  
App. D

- ⦿ Prior to accepting responsibility for the position, ensure:
  - Any unresolved questions are answered
  - A briefing takes place to your total satisfaction

## Both Specialists

JO 7110.65,  
App. D

- ⦿ Share equal responsibility for:
  - Completeness and accuracy of the briefing
  - Conducting the briefing at the position being relieved
    - Unless other procedures authorized by the facility air traffic manager have been established



## RESPONSIBILITIES *(Continued)*

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### Knowledge Check

#### KNOWLEDGE CHECK

❖ **QUESTION:** What is a display of the current status of position equipment and operational conditions or procedures called?

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#### KNOWLEDGE CHECK

❖ **QUESTION:** Unless otherwise authorized, where **shall** a position relief briefing be conducted?

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#### KNOWLEDGE CHECK

❖ **QUESTION:** Which specialist is responsible for ensuring questions are resolved?

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## RESPONSIBILITIES *(Continued)*

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Knowledge  
Check  
(Cont'd)

### KNOWLEDGE CHECK

❖ **QUESTION:** Accuracy of information displayed in the Status Information Area is the responsibility of \_\_\_\_\_.

- A. the specialist being relieved
- B. the relieving specialist
- C. both specialists

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### KNOWLEDGE CHECK

❖ **QUESTION:** Who is responsible for the completeness and accuracy of the position relief briefing?

- A. Specialist being relieved
- B. Relieving specialist
- C. Both specialists

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# BRIEFING PROCESS

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## Overview

- ⊙ Briefing process consists of four steps:
    - Step 1 – Preview the Position
    - Step 2 – Verbal briefing
    - Step 3 – Assumption of position responsibility
    - Step 4 – Review the position
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## Step 1 - Preview the Position

JO 7110.65,  
App. D

- ⊙ Relieving specialist **shall** conduct self-briefing as follows:

STEP	ACTION
1	Follow checklist and preview Status Information Area(s).
2	Observe: <ul style="list-style-type: none"><li>• Position equipment</li><li>• Operational situation</li><li>• Work environment</li></ul>
3	Listen to voice communications and observe other operational actions.
4	Observe current and pending aircraft and vehicular traffic, and correlate with flight and other movement information.
5	Indicate to specialist being relieved when: <ul style="list-style-type: none"><li>• Preview is completed</li><li>• Verbal briefing may begin</li></ul>

**NOTE:** The second through fourth steps in the chart above may be completed in any order.

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# BRIEFING PROCESS *(Continued)*

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## Step 2 - Verbal Briefing

JO 7110.65,  
App. D

- ⊙ Specialist being relieved **shall**:
    - Brief on:
      - Abnormal status items that are:
        - **Not** listed in the Status Information Area(s)
        - Of special interest and needing verbal explanation
      - Applicable traffic
      - Communication status of all known aircraft
    - Completely answer any questions from the relieving specialist
  - ⊙ Relieving specialist **shall**:
    - Ensure complete understanding
    - Ask any necessary questions
- 

## Step 3 - Assumption of Position Responsibility

JO 7110.65,  
App. D

- ⊙ Relieving specialist
    - Verbally, or by other means, indicate that position responsibility has been assumed
  - ⊙ Specialist being relieved
    - Release the position to the relieving specialist
-

# BRIEFING PROCESS *(Continued)*

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## Step 4 - Review the Position

JO 7110.65,  
App. D

- ⊙ Relieving specialist
    - **Sign on to the position unless a facility directive authorizes otherwise**  
**Check:**
      - **All** information previously covered
      - Position equipment in accordance with existing directives
  - ⊙ Specialist being relieved
    - Review:
      - Checklist
      - Status Information Area(s)
      - Written notes
      - Other prescribed sources of information
    - Advise the relieving specialist and any appropriate position of:
      - Known omissions
      - Updates
      - Inaccuracies
    - Observe overall position operation and provide any needed assistance or summon help if needed
    - Sign on the relieving specialist if a facility directive authorizes
    - Sign off in accordance with:
      - Existing directives, or
      - Other authorized method
    - Indicates relief process is complete
-

## BRIEFING PROCESS *(Continued)*

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### Knowledge Check

#### KNOWLEDGE CHECK

❖ **QUESTION:** What is the first step in the briefing process for the relieving specialist?

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#### KNOWLEDGE CHECK

❖ **QUESTION:** Before receiving a verbal briefing from the specialist being relieved, you **shall** \_\_\_\_.

- A. indicate that you have assumed position responsibility
- B. sign yourself onto the position
- C. preview the position

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## BRIEFING PROCESS *(Continued)*

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Knowledge  
Check  
(Cont'd)

### KNOWLEDGE CHECK

❖ **QUESTION:** Briefing on applicable traffic is accomplished during which step of the briefing process?

- A. Preview of position
- B. Verbal briefing
- C. Visual briefing

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### KNOWLEDGE CHECK

❖ **QUESTION:** The final act of assuming responsibility for the position is initiated by the \_\_\_\_.

- A. area supervisor
- B. specialist being relieved
- C. relieving specialist

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## BRIEFING PROCESS *(Continued)*

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### Knowledge Check (Cont'd)

#### KNOWLEDGE CHECK

- ❖ **QUESTION:** After the relieving specialist has assumed responsibility for the sector, the relieved specialist \_\_\_\_.
- A. immediately leaves the area
  - B. reviews all information for omissions, updates, or inaccuracies
  - C. signs off the position and remains at the sector for 10 minutes

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#### KNOWLEDGE CHECK

- ❖ **QUESTION:** If the specialist being relieved recognizes an inaccuracy immediately after relinquishing position responsibility, who should be notified?

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# PRECAUTIONS

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## **During Position Operation**

JO 7110.65,  
App. D

- ⦿ Record each pertinent status information item as soon as operationally feasible to prevent:
    - Omission during briefing
    - Incorrect memory recall
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## **During Relief Briefing**

JO 7110.65,  
App. D


- ⦿ Do **not** rush or permit yourself to be rushed.
  - ⦿ Use extra care when:
    - Simultaneous reliefs (both Radar and Radar Associate) are occurring
    - Combining or splitting:
      - Sectors
      - Positions
-

# POSITION RELIEF BRIEFING DISCUSSION

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## Discussion

**POSITION RELIEF BRIEFING DISCUSSION**



**Purpose:** to practice the correct way to conduct position relief briefings

**Directions:** watch videotapes and answer the questions

**Video 1**   **Video 2**

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## Directions - Situation 1

You will now watch the first of two videotaped position relief briefings. Review the Observer Checklist below and read the discussion questions on the following pages. The checklist will help you answer the discussion questions. Then watch video situation 1. Do **not** try to answer the questions during the videotape. Concentrate on watching the position relief briefing; then, write your answers after the video. There will be a discussion after each video.

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# POSITION RELIEF BRIEFING DISCUSSION *(Continued)*

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## Observer Checklist – Situation 1

### Specialist Being Relieved

- ☐ Gives thorough and accurate verbal briefing
  - ☐ Briefs from position checklist
  - ☐ Briefs on:
    - Abnormal status items, as needed
    - Applicable traffic
  - ☐ Completely answers questions
  - ☐ Does not rush
  - ☐ Does not permit self to be rushed
- ☐ Releases position
- ☐ Reviews position
  - ☐ Reviews checklist, SIA, written notes, other sources of information
  - ☐ Advises of any known omissions, updates, inaccuracies
  - ☐ Observes overall position operation for needed assistance
- ☐ Signs on relieving controller
- ☐ Signs off

### Relieving Specialist

- ☐ Previews position
  - ☐ Does self-briefing and review of SIA, or receives authorized pre-position briefing
  - ☐ Observes:
    - Position equipment
    - Operational situation
    - Work environment
    - Traffic (current and pending)
    - Other operational actions
  - ☐ Listens to voice communications and correlates with flight information
  - ☐ Familiarizes self with:
    - Relevant weather
    - Pertinent NOTAMs
    - Special Use Airspace
  - ☐ Indicates readiness for briefing
  - ☐ During briefing, ensures complete understanding
  - ☐ Asks any necessary questions
  - ☐ Listens/observes attentively
  - ☐ Does not rush
  - ☐ Does not permit self to be rushed
- ☐ Indicates responsibility assumed
- ☐ Reviews position:
  - ☐ Signs on
  - ☐ Checks position equipment
  - ☐ Verifies and updates information

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# POSITION RELIEF BRIEFING DISCUSSION *(Continued)*

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## Discussion Questions - Situation 1 (Cont'd)

### SPECIALIST BEING RELIEVED

1. How would you rate the performance of the specialist being relieved? Explain your rating in questions 2 and 3 below.

Poor                      Good                      Very Good                      Excellent

|\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||

2. What did the specialist do well?

3. What did the specialist do poorly?

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### RELIEVING SPECIALIST

4. How would you rate the performance of the relieving specialist? Explain your rating in questions 5 and 6 below.

Poor                      Good                      Very Good                      Excellent

|\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||

5. What did the specialist do well?

6. What did the specialist do poorly?
-

# POSITION RELIEF BRIEFING DISCUSSION *(Continued)*

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## Directions - Situation 2

Watch video situation 2 and then answer the discussion questions.

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### Observer Checklist – Situation 2

#### Specialist Being Relieved

- ☐ Gives thorough and accurate verbal briefing
  - ☐ Briefs from position checklist
  - ☐ Briefs on:
    - Abnormal status items, as needed
    - Applicable traffic
  - ☐ Completely answers questions
  - ☐ Does not rush
  - ☐ Does not permit self to be rushed
- ☐ Releases position
- ☐ Reviews position
  - ☐ Reviews checklist, SIA, written notes, other sources of information
  - ☐ Advises of any known omissions, updates, inaccuracies
  - ☐ Observes overall position operation for needed assistance
- ☐ Signs on relieving controller
- ☐ Signs off

#### Relieving Specialist

- ☐ Previews position
  - ☐ Does self-briefing and review of SIA, or receives authorized pre-position briefing
  - ☐ Observes:
    - Position equipment
    - Operational situation
    - Work environment
    - Traffic (current and pending)
    - Other operational actions
  - ☐ Listens to voice communications and correlates with flight information
  - ☐ Familiarizes self with:
    - Relevant weather
    - Pertinent NOTAMs
    - Special Use Airspace
  - ☐ Indicates readiness for briefing
  - ☐ During briefing, ensures complete understanding
  - ☐ Asks any necessary questions
  - ☐ Listens/observes attentively
  - ☐ Does not rush
  - ☐ Does not permit self to be rushed
- ☐ Indicates responsibility assumed
- ☐ Reviews position:
  - ☐ Signs on
  - ☐ Checks position equipment
  - ☐ Verifies and updates information

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# POSITION RELIEF BRIEFING DISCUSSION *(Continued)*

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## Discussion Questions - Situation 2

### SPECIALIST BEING RELIEVED

1. How would you rate the performance of the specialist being relieved? Explain your rating in questions 2 and 3 below.

                    Poor                    Good                    Very Good                    Excellent  
|\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||

2. What did the specialist do well?
3. What did the specialist do poorly?

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### RELIEVING SPECIALIST

4. How would you rate the performance of the relieving specialist? Explain your rating in questions 5 and 6 below.

                    Poor                    Good                    Very Good                    Excellent  
|\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||\_\_\_\_\_||

5. What did the specialist do well?
6. What did the specialist do poorly?
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# IN CONCLUSION

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## Lesson Review

### LESSON REVIEW

**The following topics were covered in this lesson:**

- General information
- Responsibilities
- Briefing process
- Precautions



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## End-of-Lesson Test

### END-OF-LESSON TEST

**Position Relief Briefing**



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