



**Federal Aviation
Administration**

***55054003
EN ROUTE
RADAR ASSOCIATE
CONTROLLER TRAINING PART C:
ADVANCED CONCEPTS***

**Handout 1: Practice Exercise
Lesson 20: Transfer of Position
Responsibility**

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PRACTICE EXERCISE: TRANSFER OF POSITION RESPONSIBILITY

Practice Exercise: Transfer of Position Responsibility <ul style="list-style-type: none">• Purpose<ul style="list-style-type: none">– Rate the quality and completeness of two (2) sample position relief briefings• Materials<ul style="list-style-type: none">– Practice Exercise, Transfer of Position Responsibility– Pen or pencil• Directions<ul style="list-style-type: none">– Before watching each situation, review the observer checklist and read the discussion questions	Practice Exercise: Transfer of Position Responsibility (Cont'd) <ul style="list-style-type: none">– Watch the video– Do not try to complete the checklist or answer the questions during the video<ul style="list-style-type: none">➢ Concentrate on watching the position relief briefing; then complete the checklist and answer the questions– Be prepared to share your responses during the discussion after each video
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Purpose

In this exercise you will rate the quality and completeness of two (2) sample position relief briefings.

Materials



Handout:

- ⦿ Practice Exercise, Transfer of Position Responsibility
- ⦿ Pen or pencil

Directions

This exercise takes approximately 30 minutes to complete.

- ⦿ Before watching each situation, review the observer checklist and read the discussion questions
- ⦿ Watch the video
- ⦿ Do not try to complete the checklist or answer the questions during the video
 - Concentrate on watching the position relief briefing; then complete the checklist and answer the questions
- ⦿ Be prepared to share your responses during the discussion after each video

PRACTICE EXERCISE: TRANSFER OF POSITION RESPONSIBILITY (CONT'D)

Situation 1 Observer Checklist

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, and 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
 - Special Activity 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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PRACTICE EXERCISE: TRANSFER OF POSITION RESPONSIBILITY (CONT'D)

Situation 1 Discussion Questions

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?

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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PRACTICE EXERCISE: TRANSFER OF POSITION RESPONSIBILITY (CONT'D)

**Situation
2
Observer
Checklist**

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, and 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
 - Special Activity 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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**Situation 2
Discussion
Questions**

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?

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?