

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

**Handout 1: Practice Exercise** 

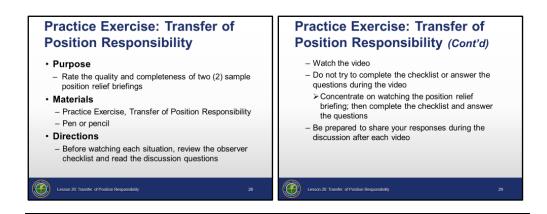
**Lesson 20: Transfer of Position** 

Responsibility

Version: 1.0 2022.08



#### PRACTICE EXERCISE: TRANSFER OF POSITION RESPONSIBILITY



**Purpose** 

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

#### **Materials**



- 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	<u>Sp</u>	ecialist Being Relieved	Re	<u>lieving Specialist</u>
Observer Checklist		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 position Advises of any known omissions, updates, inaccuracies  Observes overall position operation for needed assistance  Signs on relieving controller  Signs off		
				☐ Verifies and updates information

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

Situation	1
Discussion	on
Question	S

SPE	C	ALIST BEING	3 RELIEVED			
,	1.	•	•	formance of the ร <sub>เ</sub> ons 2 and 3 belov	•	relieved?
		Poor	Good	Very Good	Excellent	
I		<u> </u>		<u> </u>	<u>I</u>	l
2	2.	What did the	specialist do w	vell?		
3	3.	What did the	specialist do p	oorly?		
REL	.IE	VING SPECIA	ALIST			
2	4.	-	ou rate the peri questions 5 ar	formance of the rend 6 below.	elieving speciali	st? Explain
		Poor	Good	Very Good	Excellent	
l		<u> </u>		<u> </u>	<u> </u>	_1

5. What did the specialist do well?

6. What did the specialist do poorly?

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

Situation	Specialist Being Relieved	Re	lieving Specialist
Dbserver Checklist	□ 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		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
Discussio	on
Ouestion	•

	How would you rate the performance of the specialist being relieve Explain your rating in questions 2 and 3 below.				
	Poor	Good	Very Good	Excellent	
			<u> </u>		_l
2.	What dic	d the specialist d	o well?		
3.	What dic	d the specialist d	lo poorly?		
	How wou	ECIALIST uld you rate the page in questions s	performance of the re 5 and 6 below.	elieving specialis	st? E
	Poor	Good	Very Good	Excellent	
		<u> </u>	<u> </u>	[	_l
5	What did	d the specialist d	o well?		
٥.					
J.					