



**Federal Aviation  
Administration**

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

**Lesson 20: Transfer of Position  
Responsibility**

Version: 1.0 2022.08

***INSTRUCTOR LESSON PLAN***

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# LESSON PLAN DATA SHEET

Course Name	En Route Radar Associate Controller Training Part C: Advanced Concepts
Course Number	55054003
Lesson Title	Transfer of Position Responsibility
Duration	1 hour 45 minutes (includes lesson, practice exercise, and ELT)
Version	1.0 2022.08
Reference(s)	JO 7110.65, Air Traffic Control; JO 7210.3, Facility Operation and Administration; TI 6110.101, En Route Automation Modernization RA-Position User Manual
Prerequisites	NONE
Handout(s)	Part-Task Exercise <i>HO01_L20 (Print prior to class)</i>
Exercise / Activity	Refer to handout for: <input type="radio"/> Practice Exercise: Transfer of Position Responsibility
Scenario	NONE
Assessments	<input type="radio"/> YES - Written (Refer to ELT01_L05 , print prior to class)
Materials and Equipment	<input type="radio"/> Pencil and/or pen
Other Pertinent Information	<input type="radio"/> <b>Ensure lesson materials are downloaded to the classroom computer</b> <input type="radio"/> This lesson is based on ERAM EAE410 <input type="radio"/> The lesson has been reviewed and reflects current orders and manuals as of April 2022












*As you prep for this lesson, recall and be prepared to talk about examples and personal experiences that illustrate or explain the teaching points in the lesson.*

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# LESSON ICON LEGEND

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	Description
	The Activity icon indicates an exercise, lab, or hands-on activity.
	The Discussion Question icon signals a discussion question to be asked to the students.
	The Handout icon indicates a handout is to be distributed to the students.
	The Instructor Note icon is in hidden text and indicates text that is for the instructor only.
	The Multimedia icon indicates a video or audio clip is in the presentation.
	The Phraseology icon indicates that phraseology is in the content.
	The WBT icon indicates a component of web-based training.
	The Click icon indicates a PPT slide with click-based functionality to present additional information.
	The Definition icon indicates a published definition.

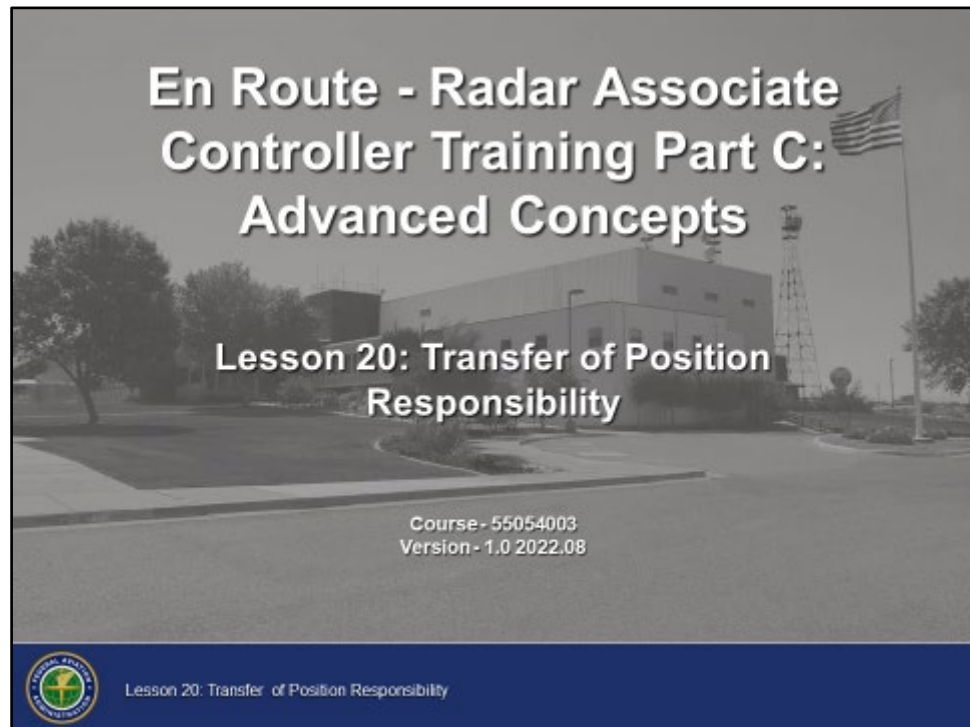
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# LESSON INTRODUCTION

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## Overview



Awareness of essential items and procedures for transferring position responsibility from one controller to another will greatly reduce your chances of being involved in a loss of separation or deviation because of incorrect or incomplete information transfer. The methods and practices used for transfer of position responsibility vary. Pertinent information may be forgotten or incompletely covered.

In this lesson, we will cover the responsibilities, terms, processes, and precautions necessary to assume or relinquish control of a position.

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# LESSON INTRODUCTION (CONT'D)

## Lesson Objectives

### Lesson Objectives

**At the end of this lesson, you will be able to identify transfer of position:**

- Responsibilities for each specialist
- Items on the position relief checklist
- Steps to transfer responsibility



Lesson 20: Transfer of Position Responsibility

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*Review the lesson objectives.*

☉ At the end of this lesson, you will be able to identify transfer of position:

- Responsibilities for each specialist
- Items on the position relief checklist
- Steps to transfer responsibility

**NOTE:** There will be a graded end-of-lesson test upon completion of the lesson. The passing score is 70%. If you do not achieve a score of 70%, you will be provided study time and one retake of an alternate end-of-lesson test.


# RESPONSIBILITIES

## Transfer of Position Responsibility

JO 7110.65, par.  
2-1-24,  
Appendix A

### Transfer of Position Responsibility

- **Transfer of position responsibility must be accomplished in accordance with:**
  - Standard Operating Practice (SOP) for the Transfer of Position Responsibility
  - Appropriate facility directives
- **Must be accomplished each time operational responsibility for a position is transferred from one specialist to another**

 Lesson 20: Transfer of Position Responsibility 2

- ⦿ Transfer of position responsibility must be accomplished in accordance with:
  - Standard Operating Practice (SOP) for the Transfer of Position Responsibility
  - Appropriate facility directives
- ⦿ Must be accomplished each time operational responsibility for a position is transferred from one specialist to another
- ⦿ In all operational facilities, the increase in traffic density and the need for the expeditious movement of traffic without compromising safety have emphasized the importance of the transfer of position responsibility




# RESPONSIBILITIES (CONT'D)

## Terms

JO 7110.65,  
Appendix A, par.  
3

### Terms

- **STATUS INFORMATION AREA (SIA)**
  - Manual or automatic display of current status of position-related equipment and operational conditions or procedures
- **WRITTEN NOTES**
  - 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)
- **CHECKLIST**
  - An ordered listing of items to be covered during a position relief

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**STATUS INFORMATION AREA (SIA)** - Manual or automatic display of current status of position-related equipment and operational conditions or procedures.



**WRITTEN NOTES** - 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).



**CHECKLIST** - An ordered listing of items to be covered during a position relief.

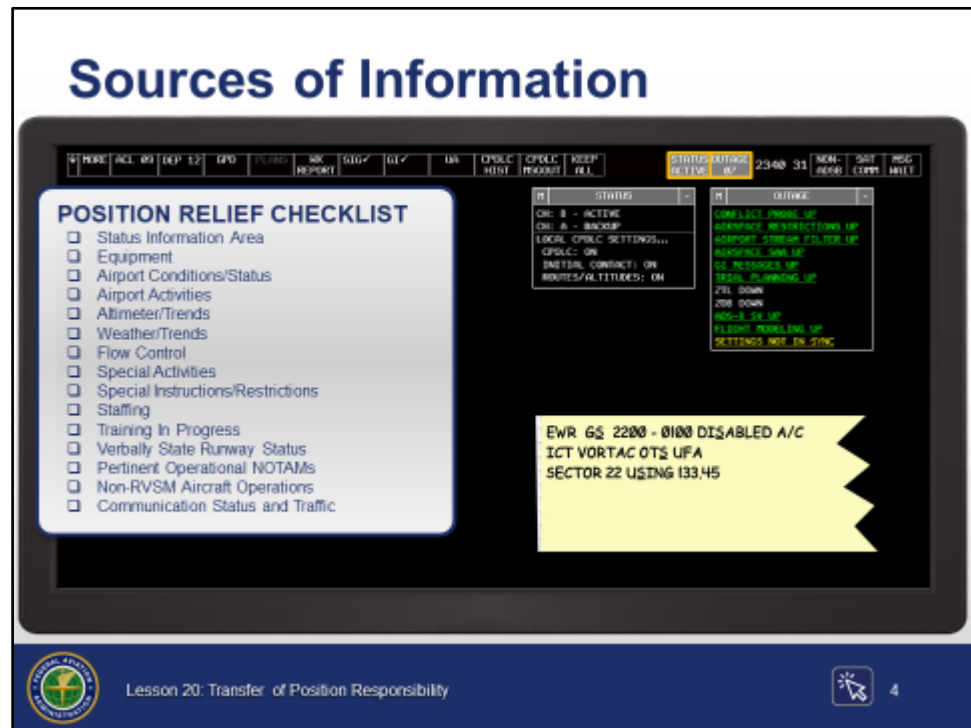
# RESPONSIBILITIES (CONT'D)

## Sources of Information

JO 7110.65,  
Appendix A

TI 6110.101,  
secs. 2.2, 4.14,  
4.15

JO 7210.3, par.  
2-2-4



*Slide is animated, 3 clicks. Click where indicated by click icon.*

- ⦿ Checklists



*Discuss local checklist procedures and locations.*



*Click to show Status Information Area*

- ⦿ Status Information Area, such as

- Written notes
- Plexiglass boards



*Click to show Status view*

- ⦿ Status View



*Click to show Outage view*

- ⦿ Outage View

- ⦿ Status boards, such as

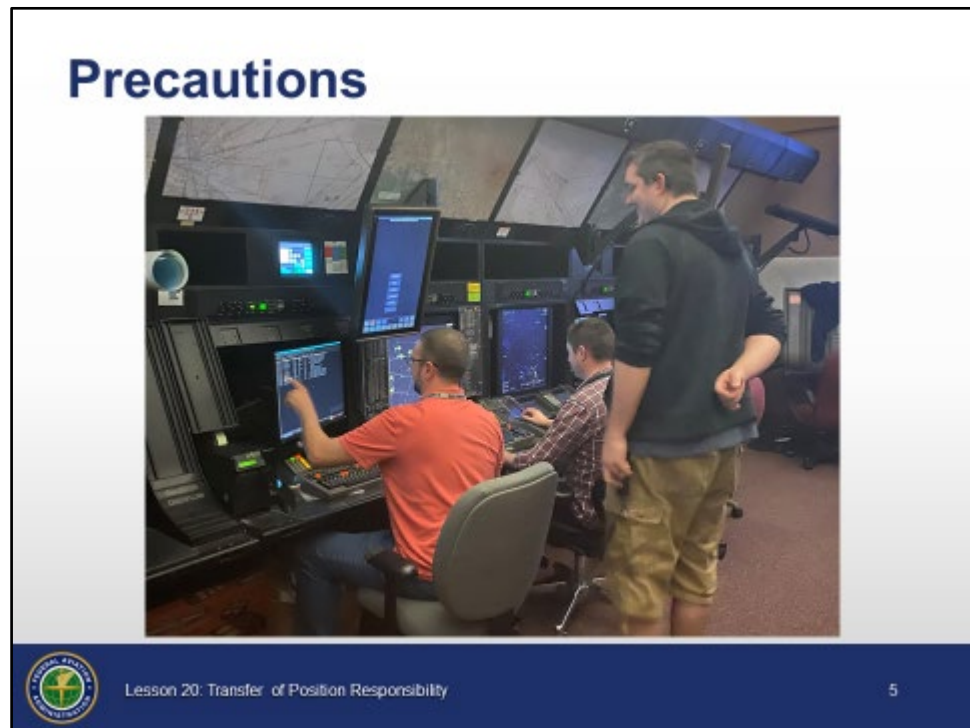
- ESIS
- ERIDS

# RESPONSIBILITIES (CONT'D)

## Precautions

JO 7110.65,  
Appendix A, par.  
4

JO 7210.3, par.  
2-2-4



- ⦿ Specialists involved in the position relief process should not rush or be influenced to rush
  - Important information can be omitted and potentially cause a loss of separation or other occurrence
- ⦿ Take extra care when:
  - More than one specialist relieves or is being relieved from a position(s) at the same time
  - Combining or decombining positions
- ⦿ Controllers involved in the position relief process must be aware of any distractions that could lead to omission of important operational information
- ⦿ A large amount of information must be evaluated during the briefing
  - Make a deliberate effort to go through the position relief briefing thoughtfully and carefully
- ⦿ To the maximum extent possible, position relief briefings must be recorded


# RESPONSIBILITIES (CONT'D)

## Specialist Being Relieved

JO 7110.65,  
Appendix A, par.  
5

### Specialist Being Relieved

- **Must be responsible for ensuring that any pertinent status information of which they are aware is relayed to the relieving specialist and is either:**
  - Accurately displayed in the Status Information Area(s) for which they have responsibility, or
  - Relayed to the position having responsibility for accurately displaying the status information

 Lesson 20: Transfer of Position Responsibility 6

- ⦿ Specialist being relieved must be responsible for ensuring that any pertinent status information of which they are aware is relayed to the relieving specialist and is either:
  - Accurately displayed in the Status Information Area(s) for which they have responsibility, or
  - Relayed to the position having responsibility for accurately displaying the status information


# RESPONSIBILITIES (CONT'D)

## Relieving Specialist

JO 7110.65,  
Appendix A, par.  
5

### Relieving Specialist

- **Responsible for ensuring that, prior to accepting responsibility for the position, any unresolved questions pertaining to the operation of the position are resolved**
- **Relieving specialist and the specialist being relieved must share equal responsibility for the completeness and accuracy of the position relief briefing**

 Lesson 20: Transfer of Position Responsibility 7

- ⦿ The relieving specialist must be responsible for ensuring that, prior to accepting responsibility for the position, any unresolved questions pertaining to the operation of the position are resolved
- ⦿ The relieving specialist and the specialist being relieved must share equal responsibility for the completeness and accuracy of the position relief briefing

**NOTE:** The sharing of this responsibility means that the specialist being relieved is obligated to provide a complete, accurate briefing and the relieving specialist is obligated to ensure that a briefing takes place and is to their total satisfaction.


# RESPONSIBILITIES (CONT'D)

## Knowledge Check


### Knowledge Check

Who is responsible for the completeness and accuracy of the position relief briefing?

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



Lesson 20: Transfer of Position Responsibility

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



**Answer:** C. Both specialists



# RESPONSIBILITIES (CONT'D)

## Knowledge Check

### Knowledge Check

Accuracy of information displayed in the Status Information Area is the responsibility of \_\_\_\_\_.

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

 Lesson 20: Transfer of Position Responsibility  9

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



**Answer:** A. specialist being relieved

# RESPONSIBILITIES (CONT'D)



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## Knowledge Check

### Knowledge Check

Which specialist is responsible for ensuring questions are resolved?

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

 Lesson 20: Transfer of Position Responsibility  10

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



**Answer:** B. Relieving specialist

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# POSITION RELIEF BRIEFING CHECKLIST


## Status Information Area

JO 7110.65,  
Appendix A,  
pars. 2, 4

JO 7210.3, par.  
2-2-4

### Status Information Area

- **During position operation:**
  - Record status information which is or may be an operational factor
  - Record Information as soon as it is operationally feasible so that it will not be forgotten or incorrectly recorded
- **Status Information Area begins the self-briefing**
  - The relieving specialist obtains needed status information by reading from the Status Information Area(s)

 Lesson 20: Transfer of Position Responsibility 11

- ⊙ During position operation:
  - Record status information which is or may be an operational factor
  - Record information as soon as it is operationally feasible so that it will not be forgotten or incorrectly recorded
  - Major problems occur whenever there is a heavy reliance upon memory
  - Status Information Area(s) must be the first item listed on the position checklist
- ⊙ Status Information Area begins the self-briefing
  - The relieving specialist obtains needed status information by reading from the Status Information Area(s)


# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

## Equipment

JO 7210.3, par.  
2-2-4

### Equipment

- **Brief the following:**
  - Status View
  - Outage View
  - NAVAIDs
  - Radar(s)
  - Radios
  - Automated Weather Observing Systems
  - Any other equipment deemed necessary

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- ⦿ The status of equipment can have an effect on how a sector operates
- ⦿ Brief the following:
  - Status View
  - Outage View
  - NAVAIDs
    - Out of service (OTS)
    - Released for maintenance
    - A portion of a NAVAID OTS

**Examples:** DME on the localizer OTS  
Glide Slope OTS

- Radar(s)
  - Radar sites OTS may reduce coverage

*Continued on next page*

# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

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## Equipment (Cont'd)

JO 7210.3, par.  
2-2-4

- Radio(s)
    - Your sector or other sectors using non-standard communication frequencies and/or radio sites
  - Automated Weather Observing Systems (AWOS)
    - AWOS at the airport may be OTS
    - Pilots will not have the most current METAR
  - Any other equipment deemed necessary (e.g., ADS-B sites, CPDLC services)
-

# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

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## Airport Conditions, Status, and Activities

JO 7110.65, par. 2-6-2

JO 7210.3, par. 2-2-4

## Airport Conditions, Status, and Activities

- **Include airport conditions, status, and activities, such as:**
  - Airport closure
  - Prior permission may be needed to land
  - Runway status
  - Vehicles on runway
  - Any other conditions/activities deemed necessary



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- ⊙ Include airport conditions, status, and activities, such as:
    - Airport closure
    - Prior permission may be needed to land
    - Runway status
      - Runway in use
      - Snow removal
      - Braking action reports forwarded by pilots or solicited by you
    - Vehicles on runway
      - A particular runway may be closed
    - Any other conditions and/or activities deemed necessary
-


# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

## Altimeter and Weather Trends

JO 7210.3, par.  
2-2-4

### Altimeter and Weather Trends

- **Include any altimeter and/or weather trends**
  - Altimeters
    - Rapidly changing
    - Below 29.92
      - Some flight levels may become unusable
    - Above 31.00
      - EAS will not display the correct Mode C altitude
  - Weather
    - Convective activity and pilot's requests to avoid
    - Freezing level and forecast icing
    - Chop and/or turbulence reports

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- ⊙ Include any altimeter and/or weather trends
  - Altimeters
    - Rapidly changing
      - May necessitate issuing a setting to aircraft more than once
    - Below 29.92
      - Some flight levels become unusable
    - Above 31.00
      - EAS will not display the correct Mode C altitude
  - Weather
    - Convective activity and pilot's requests to avoid
    - Freezing level and forecast icing
    - Chop and/or turbulence reports
      - Include smooth altitudes if known

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# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

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## **Altimeter and Weather Trends (Cont'd)**

JO 7210.3, par.  
2-2-4

- If you conduct approach control services, include airport weather information:
    - Visual Meteorological Conditions (VMC)
    - Instrument Meteorological Conditions (IMC)
      - Base and tops reports
      - Expect pilots to fly a full instrument approach
  - Any other pertinent weather information deemed necessary
-


# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

## Other Checklist Items

JO 7210.3, par.  
2-2-4

### Other Checklist Items

- Flow control
- Special activities
- Special instructions and/or restrictions
- Staffing
- Training in progress

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- ⊙ Flow control
  - Traffic Management Initiatives
- ⊙ Special activities
  - Include any pertinent information deemed necessary  
**Examples:** Restricted and/or warning areas in use, airshows, flight checks, new procedures
- ⊙ Special instructions and/or restrictions
  - Include any pertinent information deemed necessary  
**Examples:** Adjacent position training, nonstandard staffing, and/or configuration
- ⊙ Staffing
- ⊙ Training in progress


# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)

## Other Checklist Items (Cont'd)

JO 7210.3, par.  
2-2-4

### Other Checklist Items (Cont'd)

- **Verbally state runway status**
  - Unavailable, closed, occupied
- **Pertinent operational NOTAMs**
  - Unless previously covered
- **Non-RVSM aircraft operations**
- **Communication status and traffic**

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- ⊙ Verbally state runway status
  - Unavailable, closed, or occupied
- ⊙ Pertinent operational NOTAMs
  - Unless previously covered
- ⊙ Non-RVSM aircraft operations
- ⊙ Communication status and traffic



# POSITION RELIEF BRIEFING CHECKLIST (CONT'D)


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## Knowledge Check


### Knowledge Check

What is a display of the current condition of position equipment and operational demands or procedures called?

- A. Status Information Area
- B. Sector Data Log
- C. Special Posting Area



Lesson 20: Transfer of Position Responsibility

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**Question:** What is a display of the current condition of position equipment and operational demands or procedures called?



**Answer:** A. Status Information Area

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# TRANSFER OF RESPONSIBILITY PROCESS

## Relieving Specialist Previews the Position

JO 7110.65,  
Appendix A, par.  
6

### Relieving Specialist Previews the Position

- **Follow the checklist**
- **Review the Status Information Area(s)**
- **Observe:**
  - Position equipment
  - Operational situation
  - Work environment
- **Listen to voice communications**
- **Observe current and pending aircraft and correlate with flight information**

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- ⊙ Relieving specialist previews the position
  - Follow the checklist
  - Review the Status Information Area(s)
  - Observe:
    - Position equipment
    - Operational situation
    - Work environment
  - Listen to voice communications and observe other operational actions
  - Observe current and pending aircraft and correlate with flight information
  - Indicate to the specialist being relieved that the position has been previewed and that the verbal briefing may begin


# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)

## Verbal Briefing

JO 7110.65,  
Appendix A, par.  
6

### Verbal Briefing

- **Specialist being relieved verbally briefs the relieving specialist on:**
  - Abnormal status of items not listed on the SIAs
    - Include any items of special interest calling for verbal explanation or additional discussion
  - Reported weather and other weather related information
  - Traffic, if applicable
  - Communication status of all known aircraft



Lesson 20: Transfer of Position Responsibility

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- ⦿ Specialist being relieved verbally briefs the relieving specialist on:
  - Abnormal status of items not listed on the SIAs
    - Include any items of special interest calling for verbal explanation or additional discussion
  - Reported weather and other weather related information
  - Traffic, if applicable
  - Communication status of all known aircraft
    - Except for ERAM facilities using Voice Communication Indicator (VCI)
- ⦿ Relieving specialist should ask questions necessary to ensure a complete understanding of the operational situation
  - Specialist being relieved must completely answer any questions asked

# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)


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## Assume Position Responsi- bility

JO 7110.65,  
Appendix A, par.  
6

### Assume Position Responsibility

- **Relieving specialist:**
  - Make a statement or otherwise indicate to the specialist being relieved that position responsibility has been assumed
- **Specialist being relieved:**
  - Release the position to the relieving specialist

 Lesson 20: Transfer of Position Responsibility 20

- ⦿ Assume position responsibility
    - The relieving specialist makes a statement or otherwise indicates to the specialist being relieved that position responsibility has been assumed
    - The specialist being relieved releases the position to the relieving specialist
-

# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)


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## Review the Position

JO 7110.65,  
Appendix A, par.  
6

## Review the Position

- **Relieving specialist:**
  - Checks, verifies, and updates the information obtained during the preview and verbal briefing
  - Checks position equipment in accordance with existing directives

 Lesson 20: Transfer of Position Responsibility 21

- ⦿ When reviewing the position, the relieving specialist:
    - Checks, verifies, and updates the information obtained during the preview and verbal briefing
    - Checks position equipment in accordance with existing directives
-

# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)


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## Review the Position (Cont'd)

JO 7110.65,  
Appendix A, par.  
6

### Review the Position (Cont'd)

- **When reviewing the position, the specialist being relieved:**
  - Reviews
    - Checklist
    - Status Information Area(s)
    - Written notes
    - Other prescribed sources of information
  - Advises the relieving specialist of
    - Known omissions
    - Updates
    - Inaccuracies

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- ⊙ When reviewing the position, the specialist being relieved:
  - Reviews
    - Checklist
    - Status Information Area(s)
    - Written notes
    - Other prescribed sources of information
  - Advises the relieving specialist of
    - Known omissions
    - Updates
    - Inaccuracies

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# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)

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## Review the Position (Cont'd)

JO 7110.65,  
Appendix A, par.  
6

- Observes overall position operation to determine if assistance is needed
    - If assistance is needed, provides or summons it as appropriate
  - Advises the appropriate position regarding known Status Information Area(s) omissions, updates, or inaccuracies
  - Indicates that the relief process is complete
- ⊙ The specialists sign-on/sign-off

**NOTE:** Signing on to a position will automatically sign out the previous specialist.

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# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)


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## Knowledge Check


### Knowledge Check

The final act of assuming responsibility for the position is initiated by the \_\_\_\_\_.

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



Lesson 20: Transfer of Position Responsibility

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



**Answer:** C. relieving specialist

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# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)

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## Knowledge Check

### Knowledge Check

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



Lesson 20: Transfer of Position Responsibility



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**Question:** After the relieving specialist has assumed responsibility for the sector, the relieved specialist \_\_\_\_\_.



**Answer:** B. reviews all information for omissions, updates, or inaccuracies

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# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)



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## Knowledge Check

### Knowledge Check

Before receiving a verbal briefing from the specialist being relieved, you must \_\_\_\_\_.

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

 Lesson 20: Transfer of Position Responsibility  26

**Question:** Before receiving a verbal briefing from the specialist being relieved, you must \_\_\_\_\_.



**Answer:** C. preview the position

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# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)

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## Knowledge Check

### Knowledge Check

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

- A. Traffic Management Unit
- B. Operations manager
- C. Relieving specialist and any appropriate position



Lesson 20: Transfer of Position Responsibility



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



**Answer:** C. Relieving specialist and any appropriate position

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# TRANSFER OF RESPONSIBILITY PROCESS (CONT'D)


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## Knowledge Check


### Knowledge Check

**Briefing on applicable traffic is accomplished during which step of the process?**

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



Lesson 20: Transfer of Position Responsibility



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**Question:** Briefing on applicable traffic is accomplished during which step of the process?



**Answer:** B. Verbal briefing

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# PRACTICE EXERCISE: TRANSFER OF POSITION RESPONSIBILITY

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

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

## Materials



Handout: *HO01\_L20*

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

## Directions

This exercise takes approximately 30 minutes to complete.



*This exercise contains two video reenactments of a position relief briefing. The first is rushed and distracted not following a checklist. The second is more correct. Prompt the students to discuss both good and bad actions by all the specialists.*

- ⦿ 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)

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Click to play Video 1.

## 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)

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## 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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*Continued on next page*

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

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Click to play Video 2.

## 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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*Continued on next page*



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

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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?


# CONCLUSION

## Lesson Summary

### Lesson Summary

**This lesson covered transfer of position:**

- Responsibilities for each specialist
- Items on the position relief checklist
- Steps to transfer responsibility



Lesson 20: Transfer of Position Responsibility

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*Review and elaborate briefly on the following topics. Ask students if they have questions about any of the concepts covered in the lesson.*

This lesson covered transfer of position:

- ⦿ Responsibilities for each specialist
  - Terms
  - Sources of information
  - Precautions
  - Specialist being relieved
  - Relieving specialist
- ⦿ Items on the position relief briefing checklist
  - Status information area
  - Equipment
  - Airport conditions, status, and activities
  - Altimeter and weather trends
  - Other checklist items

*Continued on next page*

## CONCLUSION (CONT'D)

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### Lesson Summary (Cont'd)

- ⦿ Steps to transfer responsibility
  - Relieving specialists previews the position
  - Verbal briefing
  - Assume position responsibility
  - Review the position



*Hand out and administer the End-of-Lesson Test. Provide feedback on missed items, including why particular answers are correct, as well as why some responses are incorrect.*

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