

1. PURPOSE

This Standard Operating Procedure (SOP) outlines the procedures to be used by controllers when conducting position relief briefings. By following the checklist outlined in this SOP, controllers can ensure that required information can be transferred between relieving and relieved controllers without loss of information.

2. ROLES AND RESPONSIBILITIES

The Office of Primary Responsibility (OPR) for this Policy is the ZLA Senior Staff. This Policy was originally drafted by Jeff Clark, ZLA Facility Chief, on June 19, 2001, and approved by Ian Elchitz, VATUSA Western Regional Director. This policy was substantially updated by Shawn Goldsworthy (ATM), on November 19, 2008 and updated again by Nick Christopher (ATM) and Matthew Kramer (DATM) on September 16th, 2023. This Policy shall be maintained, revised, updated or canceled by the ZLA Senior Staff. Any suggestions for modification/amendment to this Policy should be sent to the Staff for review.

3. DISTRIBUTION

This SOP is intended for use by controllers staffing any ATC position within ZLA.

4. BACKGROUND

Research has found that most operational errors occur in the time five minutes prior, to five minutes after a change of controller. Information that should have been transferred between controllers is often forgotten, and a need for a methodical transfer of control has been identified. Use of the checklist below is mandatory in order to reduce these errors, and ensure an orderly transfer of control authority.

5. VERSION

List of Changes

Version	Date	Explanation of Changes
3.00	16SEP23	Changed to PDF format, adjusted section 6 for CRC. Adjusted briefing language and checklist order.

6. REQUIREMENTS

Prior to connecting to the network and “plugging in” to position, a controller who relieves another, either by assuming the same position or assuming a lower position they have jurisdiction of, in ZLA must accomplish the below position relief briefing with the controller whom they are relieving.

Relieving controllers shall first connect to the network as an observer and request control of the desired position from the controller to be relieved unless the briefing controller waives this requirement.

1. *The relieving controller shall:*

- a. Observe position equipment, operational situation, and the work environment and familiarize themselves with the weather, any NOTAMS and other pertinent information.
- b. Listen to voice communications and observe current and pending traffic and correlate with flight movement information. Observe any other operational actions.
- c. Advise the controller being relieved that your preview is complete and that the briefing may begin by completing the following steps:
 - i. Activate your session in CRC or “prime up.”
 - ii. Advise the specialist being relieved that you have completed the above steps by saying that you have "1, A-C."

2. *The Briefing:*

- a. The controller being relieved shall brief the relieving controller once the latter has indicated that the briefing may begin per the above steps.
- b. The controller being relieved shall brief the relieving controller with the below information in the following order:
 - i. Status of airports and airspace
 1. Description of the airspace/position
 2. Sector configurations
 3. Relevant online/adjacent facilities
 - ii. Equipment and Navaid Status
 1. NOTAMS
 - iii. Flow Control
 1. Route changes
 2. Metering or Miles/Mins in trail
 - iv. Airport Status and Activities
 1. Simulated runway closures
 2. Other pertinent information
 - v. Weather and Altimeter Trends
 - vi. Military and VSOA Operations
 - vii. Special Activities
 1. Non-standard coordinated agreements
 2. Special configurations

- viii. Communication Status
 - 1. Include issues with specific aircraft and text pilots
- ix. Traffic, Current and Pending
 - 1. Pointouts
 - 2. Aircraft on approach
 - 3. Holding aircraft
 - 4. Primary Only targets
 - 5. Aircraft in restricted areas
 - 6. Aircraft released but not airborne
 - 7. Aircraft handed off but still inside sector
 - 8. VFR Flight Following/Radar Service aircraft
- c. The relieving controller shall ask any questions they may have, to ensure smooth and efficient transfer of control. The controller being relieved shall completely answer any questions the relieving controller may have.
- 3. *Assumption of Position Responsibility:*
 - a. In order to assume control of a position the relieving controller shall state their operating initials with the statement, "my control." This shall indicate to the controller being relieved that the control is being assumed.
 - b. The controller being relieved shall reply with the statement, "your control" and their operating initials to indicate control has been transferred to the relieving controller
- 4. *Post-Transfer Review:*
 - a. After the brief is complete, the controller being relieved shall continue to observe the position(s) and monitor the appropriate frequencies to ensure that nothing has been forgotten. In case something has been forgotten or needs amending, the controller being relieved shall pass the information to the relieving controller at a rate they deem necessary to ensure an efficient transfer of control. The controller being relieved may sign off once the relieving controller clearly has the required information to control the position.

7. NOTES

- 1. Position relief briefings may be accomplished through text or voice communication on the network or through any ZLA sponsored communication channel, such as the ZLA Discord server.
- 2. Controllers must make themselves available to brief relieving controllers.
- 3. The relieving controller and the controller being relieved shall share equal responsibility for the completeness and accuracy of the position relief briefing.
- 4. The relieving controller shall be responsible for ensuring that, prior to accepting responsibility for the position, any unresolved questions pertaining to the operation of the position are resolved.