

SUBJ: Guidance for Relief Briefings on All Cleveland ARTCC Positions

- 1. PURPOSE OF THIS NOTICE.** The purpose of this notice is to prescribe guidance and procedures for conducting relief briefings on all Cleveland ARTCC positions. Controllers must reference this notice when conducting a relief briefing.
- 2. AUDIENCE.** This notice applies to all controllers controlling a Cleveland ARTCC position.
- 3. WHERE CAN I FIND THIS NOTICE?** This notice is available on the Cleveland ARTCC website under the Policies section.
- 4. PROCEDURES.**
 - a. Tower Cab Positions**
 - i. Clearance Delivery**
 - 1. Controller Being Relieved**
 - a. Review for overlooked items
 - b. Airport Status/Activities
 - c. Significant Weather/Wind
 - d. Special Activities/Agreements
 - e. Flow Procedures/Delay Activity
 - f. Positions Combined
 - g. Live Traffic:
 - i. Aircraft Released
 - ii. Aircraft Standing By
 - iii. Gate Hold
 - h. Questions?
 - ii. Ground Control**
 - 1. Controller Being Relieved**
 - a. Review for overlooked items
 - b. Airport Status/Activities
 - c. Significant Weather/Wind
 - d. Special Activities/Agreements
 - e. Flow Procedures/Delay Activity
 - f. Positions Combined
 - g. Verbally State Runway Status: Unavailable, Closed, Occupied
 - h. Live Traffic:
 - i. Aircraft Taxiing
 - ii. Aircraft Pushing
 - iii. Aircraft Holding/Standing By
 - i. Questions?

iii. Local Control

1. Controller Being Relieved

- a.** Review for Overlooked Items
- b.** Airport Status/Activities
- c.** Significant Weather/Wind
- d.** Braking Action Reports
- e.** Special Activities/Agreements
- f.** Flow Procedures/Delay Activity
- g.** Positions Combined
- h.** Verbally State Runway Status: Unavailable, Closed, Occupied
- i.** Live Traffic:
 - i.** IFR Arrival/Departure
 - ii.** Class B/SVFR Arrival/Departure
 - iii.** Aircraft Standing By
 - iv.** Aircraft on Runways
 - v.** Transfer of Control Points/Aircraft Staging Points
- j.** Questions?

b. TRACON Positions

i. Full/Combined

1. Controller Being Relieved

- a.** Approach(es) in Use
- b.** Active Runways
- c.** Airport Status
- d.** Special Activities/Agreements
- e.** Weather
- f.** Other Briefing Items
- g.** Traffic Situations
- h.** Questions?

ii. Individual Positions

1. Controller Being Relieved

- a.** Airport Status/Activities
- b.** Significant Weather/Wind
- c.** Compression Spacing/Trends
- d.** Special Activities/Agreements
- e.** Positions Combined
- f.** Live Traffic:
 - i.** Aircraft Pointed Out
 - ii.** Aircraft Handed Off
 - iii.** Aircraft Released
 - iv.** Restrictions/Delays
 - v.** Primary Targets
- g.** Questions?
- h.** Allow for 2 Minute Overlap

c. En Route Positions

i. Low Sectors

1. Controller Being Relieved

- a. Airport Status/Activities**
 - i. Runway Closures**
- b. Weather and Altimeter Trends**
 - i. Rides**
 - ii. Icing**
- c. Flow Control**
 - i. Ground Stops**
 - ii. EDCTs**
 - iii. Metering/Miles-In-Trail**
- d. Special Activities**
 - i. Special Use Airspace/Military Routes**
- e. Live Traffic**
 - i. Aircraft Pointed Out**
 - ii. Aircraft Holding**
 - iii. Primary Targets**
 - iv. Aircrafts in Restricted Areas/MOA/ATCAAs/IRs**
 - v. Aircraft Released But Not Airborne**
 - vi. Aircraft Handed Off but still in sector**
 - vii. VFR Advisory Aircraft**
- f. Questions?**

ii. High Sectors

1. Controller Being Relieved

- a. Weather Trends**
 - i. Rides**
 - ii. Winds**
 - iii. T-Storm Tops**
- b. Flow Control**
 - i. Routes**
 - ii. Metering/Miles-In-Trail**
- c. Special Activities**
 - i. Special Use Airspace/Refueling**
 - ii. Special Configurations/Coordination Agreements**
- d. Traffic**
 - i. Aircraft in Restricted Areas/MOA/ATCAAs/IRs**
 - ii. Aircraft Pointed Out**
 - iii. Aircraft Holding**
 - iv. Aircraft Handed Off but still in sector**
- e. Questions?**