

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION
AND THE FEDERAL AVIATION ADMINISTRATION**

This agreement is made and entered into by the National Air Traffic Controllers Association, hereinafter referred to as ("NATCA" or "Union"), and the Federal Aviation Administration, hereinafter referred to as ("FAA" or "Agency"), and collectively known as "the Parties". This Agreement represents the complete understanding between the Parties at Chicago Air Route Traffic Control Center concerning Prime Time Leave (PTL) and non-Prime Time Leave (NPTL) for 2018.

Section 1. This Agreement applies to all employees in the Air Traffic Controller Specialist (ATCS) and Traffic Management Coordinator (TMC) bargaining unit(s) for the leave year beginning January 7, 2018 and ending January 5, 2019.

Section 2. PTL bidding will begin on November 27, 2017 and shall end no later than December 4, 2017.

Section 3. The 2018 PTL period shall be from:

March 24, 2018 - April 8, 2018
May 26, 2018 - September 4, 2018
November 17, 2018 - November 25, 2018
December 22, 2018 - January 5, 2019

Definitions:

- a. Accrued Leave: Annual Leave a Bargaining Unit Employee (BUE) will earn in the upcoming leave year.
- b. Accumulated Leave: Unused Annual Leave that a BUE has carried over from previous leave years.
- c. Pre-Approved Leave (PAL): Leave opportunities that equal the total Accrued Leave earned by BUEs, in a given area, within the leave year.
- d. Prime Time Leave (PTL): Up to two weeks of consecutive or non-consecutive Annual Leave that a BUE may bid/request within the first round of the bidding process.
- e. Non-Prime Time Leave (NPTL): Annual Leave that is bid at the conclusion of PTL bidding and/or requested prior to the watch schedule being posted.

Section 4. After collaboration with the Union, the Agency has determined the amount and distribution of PTL opportunities as identified in Attachment B.

Section 5. After collaboration with the Union, the Agency has determined the amount and distribution of NPTL opportunities and whether to redistribute non-selected prime time leave opportunities as identified in Attachment B.

Section 6. A week shall be defined as a period of seven (7) consecutive days including RDOs.

Section 7. All leave bid/requested within designated pre-approved opportunities shall be considered approved in accordance with Article 24.

Section 8. The Parties agree to the following procedures for bidding PTL and NPTL:

- a. Only employees identified in Attachment A are eligible to bid annual leave in accordance with this MOU.
- b. In the first round of bidding, each BUE shall be permitted to bid one (1) or two (2) consecutive or non-consecutive weeks of annual leave within any designated pre-approved opportunity and/or the BUE may elect to request leave outside PAL opportunities. PTL opportunities that are not selected will be adjusted during NPTL bidding per agreements depicted in Attachment B.
- c. In the second and subsequent rounds of the bidding process, each BUE shall be permitted to bid up to two weeks of NPTL per round within any designated PAL opportunity and/or the BUE may elect to request leave outside PAL opportunities.
- d. Rounds of NPTL bidding shall continue for seven (7) additional rounds or until all Accrued Leave earned by the area has been bid, whichever comes first. Employees are permitted to pass on subsequent rounds of NPTL bidding.
- e. All employees will be afforded the opportunity to bid all the leave they will accrue within the leave year prior to employees bidding accumulated leave.
- f. At the conclusion of the NPTL bid, NATCA will relinquish to the Agency any pre-approved leave slots in excess of the operational area's accrued leave total.
- g. At the conclusion of each round of the bidding process identified in this Section, the Union's designee(s) and the Agency's designee(s) will meet to review all leave bid and ensure all bids are in compliance with the terms of this Agreement and the Parties CBA.
- h. Procedures for Certified Professional Controller - In Training (CPC-IT)/Developmental employees are as follows: CPC-IT/Developmental employees will follow the same procedures identified in this Section; however, they will bid independently for separate leave opportunities from CPCs.
- i. Employees may not cancel or change leave bid in accordance with this Section until the conclusion of the bidding process.

Section 9. The Union shall conduct the bidding process and ensure that all eligible employees are given the opportunity to bid leave in order of seniority in accordance with Section 8 of this Agreement and Article 24 of the Parties CBA. Employees shall be afforded sufficient duty time, if otherwise in a duty status, to participate in the bidding process, including the Union's designee(s) conducting the bidding.

- a. NATCA will develop, under the supervision of the Agency, the bid process and will provide the Agency with a list of the bid order and procedures prior to the bid.

- b. The Agency will assist NATCA in conducting the bid by releasing employees from the floor when it is the employee's turn to bid, based on operational necessity.
 - I. In rounds one (1) through eight (8), an employee will be released prior to their bid time and be required to report back to the area no longer than twenty (20) minutes after their posted bid time. In the event that the employee cannot report back to the area within twenty (20) minutes, the employee will call the area FLMIC/CIC.
 - II. During subsequent rounds employees may be released, based on staffing and workload, no longer than twenty (20) minutes when it is their turn to bid.
- c. Each Area NATCA Representative or designee shall be released from operational duties in order to conduct the Annual Leave Bid based on operational necessity. Should the Annual Leave Bidding stall, the NATCA Representative or designee shall report back to the operational area.
- d. Any portion of a week shall count as a full week for bidding purposes.

Section 10. Each annual leave bid made during the process identified in Section 8 of this Agreement will be entered into Attachment B.

- a. Upon completion of the Annual Leave Bid, the Agency will verify the completed Attachment B. This will constitute an approved OPM-71 for leave bid into a PAL opportunity.
- b. The Agency will publish the approved annual leave selections and remaining requests in WMT Scheduler, or other authorized electronic means, no later than February 9, 2018.

Section 11. Any remaining pre-approved leave opportunities that were not selected during the bidding process or subsequently vacated will remain available until thirty (30) days prior to the posting of the watch schedule and shall be approved in the order in which they are received.

Section 12. Accumulated Leave Bid: Employees may submit NPTL requests in excess of the pre-approved leave opportunities using the following procedure:

- a. At the conclusion of the Accrued Leave Bid, each Area Team will meet and collaboratively discuss the potential for additional leave opportunities. The Area Teams will forward these opportunities as recommendations to the Air Traffic Manager and Facility Union Representative for further collaborative consideration.
- b. The Agency will identify leave opportunities that will be approved if selected in the Accumulated Bid process. These opportunities will be added to Attachment B after the Accrued Leave Bid.
- c. The Union will conduct the Accumulated Leave bid in 4 rounds provided there are still bidders.

- d. Each BUE shall be permitted to bid up to two weeks of NPTL per accumulated leave round.
- e. At the conclusion of the Accumulated Leave Bid, any additional leave opportunity identified in this Section and not bid, will be relinquished to the Agency.
- f. At the conclusion of the Accumulated Leave Bid identified in this Section, the Union's designee(s) and the Agency's designee(s) will meet to review all leave bid and ensure all bids are in compliance with the terms of this Agreement and the Parties CBA.
- g. Upon completion of the Accumulated Annual Leave Bid, the Agency will verify the completed Attachment B. This will constitute an approved OPM-71 for leave bid into an accumulated leave opportunity.
- h. Procedures for CPC-IT/Developmental employees are as follows: CPC-IT/Developmental employees will follow the same procedures identified in this Section; however, they will bid independently for separate leave opportunities from CPCs.
- i. Any leave requests not approved at the conclusion of the bid process will be published into WMT Scheduler, or other authorized electronic means, as soon as practicable, in accordance with Article 24, Section 13.
- j. The parties to this agreement will collaboratively review all denied leave requests made during the bid process. This review will occur within the first week of each month and in accordance with Article 24 Section 13.

Section 13. Method for Requesting NPTL outside of Bid Process:

- a. WMT Scheduler, or other authorized electronic means, will be the primary method of requesting annual leave outside of the Annual Leave Bid procedures.
- b. NPTL may be requested up to 365 days in advance.
- c. Any leave requests made outside of the Annual Leave Bid process will be prioritized behind any requests made within the bid process.

Section 14. Rebidding/Area Certification

- a. NATCA will provide the agency updated Bid Annual Leave week(s) within the original approved leave block for employees whose schedules are changed voluntarily due to a rebid.
- b. NATCA will provide the Agency updated Bid Annual Leave dates that correspond with the original approved leave block for employees whose schedules are changed involuntarily due to initial area certification.

Section 15. Any discrepancies involving interpretation during the course of this MOU will be reviewed and decided upon by the parties to this agreement. This MOU may be reopened by the Parties in accordance with Article 7 of the CBA.

Section 16. This agreement shall expire on the last day of the 2018 leave year, January 5, 2019.

Signed this 15th day of November, 2017

For the Union:



NATCA Facility Representative

For the Agency:



Air Traffic Manager

ATTACHMENT A:

2018 ROSTER - EAST AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		32	NAME			NAME	
1	Alvarez, Armando		46			Goering, Keith	
2	Breidenbach, Robert		47				
3	Corse, Michael		48				
4	Ertz, Ryan		49				
5	Farrell, Donald		50				
6	Feige, Greg		51				
7	Fenstermaker, David		52				
8	Fly, Drew		53				
9	Kendall, Jasmine		54				
10	Kim, Sung		55				
11	Kluge, Leigh		56				
12	Korf, Melissa		57				
13	Lewandowski, Raymond		58				
14	Lincoln, Robert		59				
15	Liska, Jonathan		60				
16	McGinty, Jeremy						
17	Mendenhall, Robert						
18	Moeller, Danica						
19	Morales, Jose						
20	Myers, Ryan						
21	Nelson, Curtis						
22	Nelson, Scott						
23	Parnell, Tera						
24	Prelich, Jozef		Developmental List				
25	Scegiel, Matt		NAME		8		
26	Sexton, James		1	Barker, Timothy			
27	Shaw, Laine		2	Diaz, Michael			
28	Starleaf, Christopher		3	Gibson, Allison			
29	Taylor, Steven		4	Govednik, Ian			
30	Vitek, Michael		5	Martin, Ken			
31	Weidenbach, Sam		6	Schwinn, Benjamin			
32	Wiezorek, Lew		7	Swanson, Jacob			
33			8	Whidden, Danielle			
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ATTACHMENT A:

2018 ROSTER - NORTH AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		33	NAME			NAME	
1	Balunda, Mike	46					
2	Baptista, Robert	47					
3	Bender, David	48					
4	Cardaras, Andrew	49					
5	Cassell, Brant	50					
6	Dell, Jenna	51					
7	Duffey, Michael	52					
8	Eckstein, Julie	53					
9	Gillibrand, Todd	54					
10	Golovin, Nick	55					
11	Harrison, Dean	56					
12	Hart, Jim	57					
13	Hart, Julie	58					
14	Ithal, James	59					
15	Jenkins, Kevin	60					
16	Jonathan, Andy						
17	Kraus, Carrie						
18	Labudde, Nick						
19	Lanzara, Joe						
20	Madsen, Ben						
21	McCluskey, Jeff						
22	Norton, Brian						
23	Pivonka, Joe						
24	Ramsey, Tracey		Developmental List				
25	Rand, Joe		NAME		6		
26	Rentschler, Kelly	1	Arvoy, Pasquale				
27	Sands, Michael	2	Bauer, Brad				
28	Sharpe, Joe	3	Ennis, Kenith				
29	Sneller, Jason	4	Gonzalez, Reynaldo				
30	Stanton, Aaron	5	Houdlette, Bradford				
31	Swanson, Mark	6	Small, Tell				
32	Webster, Kyle	7					
33	Witte, Evan	8					
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ATTACHMENT A:

2018 ROSTER - NORTHEAST AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		34	NAME			NAME	
1	Arevalo, Rudy		46			Toby Hauck	Facility Rep.
2	Asmus, Edward		47				
3	Beyer, Brian		48				
4	Broadway-Young, Jessica		49				
5	Charlton, Michael		50				
6	Corso, Dustin		51				
7	Curl, Tiffany		52				
8	Debruicker, Michael		53				
9	Duda, Adam		54				
10	Geary, Patrick		55				
11	Gribschaw, Brian		56				
12	Gwyer, Todd		57				
13	Hegarty, Genevieve		58				
14	Land, Marlaina		59				
15	Leonard, Jody		60				
16	Lesnicki, Marcin						
17	Lewis, Cliff						
18	Malone, Dave						
19	Marzell, Gloria						
20	Morales, Jessica						
21	Nicholas, Dave						
22	Parnell, Armar						
23	Passialis, Socrates						
24	Phillips, Matt						
25	Power, Scott						
26	Prigge, Stacey						
27	Schwarz, Stephen						
28	Snider, Joel						
29	Sweet, John						
30	Thompson, Tiffany						
31	Thue, Joe						
32	Tschida, Matt						
33	Vander Veen, Brad						
34	Weber, Kristin						
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Developmental List	
NAME	6
1 Price, Daniel	
2 Mannette, Kelvin	
3 Carrerio, Jonathan	
4 Couch, Alexander	
5 Trinh, Huy	
6 Hackler, Garrett	
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ATTACHMENT A:

2018 ROSTER - NORTHWEST AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		32	NAME			NAME	
1	Albert, Anthony	46				Lieser, Joseph (Shadow Line)	Ret. 1/31/18
2	Chrenen, Mark	47				Smid, Raymond	
3	Ehrman, Ralph	48					
4	Evans, Kenneth	49					
5	Failor, Carl	50					
6	Gabel, Amy	51					
7	Gruber, Jennifer	52					
8	Hannigan or Moeller	53					
9	Hoesley, Helen	54					
10	Hughes, Blakely	55					
11	Konzal, Jeffrey	56					
12	Kshatriya, Jay	57					
13	Kunst, Michael	58					
14	Lay, Katie	59					
15	Ludvigson, Jonathan	60					
16	Mabbitt, Maxwell						
17	Meyer, Andrew						
18	Mockler, Michael						
19	Monaghan, Edward						
20	Poces, Melissa						
21	Ronowski, Bradley						
22	Rosales, Mariano						
23	Rux, Nathan						
24	Sano, Lisa		Developmental List				
25	Sipich, Sarah		NAME		6		
26	Skonie, Patrick	1	Campbell, Jeremiah				
27	Soto, John	2	Evans, Cory				
28	Swanson, Eric	3	Galindez-Arroyo, Isabelle				
29	Torres, Gabriel	4	Hackney, Charles				
30	Turnbull, Matthew	5	McGillicuddy, Cameron				
31	Waid, Matthew	6	Vilicka, David				
32	Wyatt, Russell	7					
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ATTACHMENT A:

2018 ROSTER - SOUTH AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		33	NAME			NAME	
1	Bacon-McNeal		46			Zilonis	NATCA RVP
2	Ballard		47				
3	Behrens		48				
4	Bowers		49				
5	Branch		50				
6	Buchanan		51				
7	Chalberg		52				
8	Cieplik		53				
9	Cribbs		54				
10	Deznan		55				
11	Gaber		56				
12	Gault		57				
13	Gonzalez		58				
14	Hall		59				
15	Hargrove		60				
16	Harris						
17	Henison						
18	Hollarbush						
19	Indurante						
20	Laveen						
21	Marshall						
22	McWhorter						
23	Michalowski						
24	Mildice						
			Developmental List				
25	Pallan			NAME	8		
26	Prochaska		1	Berry			
27	Ryan		2	Dewitte			
28	Sipich		3	Evans-Kaplan			
29	Spaeth		4	Griffith			
30	Wyland		5	Kong			
31	Young		6	Leon			
32	Zaczek		7	Schulz			
33	Zurales		8	Siegel			
34			9				
35			10				
36			11				
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ATTACHMENT A:

2018 ROSTER - SOUTHEAST AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		41	NAME			NAME	
1	Actipis, Alexander	46			Jeff Richards		NATCA ARVP
2	Augustad, Allen	47					
3	Baggett, Chad	48					
4	Barnes, James	49					
5	Bell, Andrew	50					
6	Brown, Kent	51					
7	Browne, Darlene	52					
8	Burton, Tom	53					
9	Cook, Brittany	54					
10	Costion, John	55					
11	DeWitte, Paul	56					
12	Dillard, Gene	57					
13	Edwards, Marcus	58					
14	Elliot, Tyler	59					
15	Ferg, Jeremy	60					
16	Freund, John						
17	Kilroy, Edward						
18	Klaczynski, Nicholas						
19	Kokalj, Ryan						
20	Kurteff, Todd						
21	Kuske, David						
22	Lesniak, Tom						
23	Marincic, Derek						
24	Miller, Laura		Developmental List				
25	Morrison, Eric		NAME		6		
26	Pak, Sul K	1	Alegado, Melvin				
27	Pawlowski, Leo	2	Deimert, Michael				
28	Prigge, Steve	3	Hradecki, Domnik				
29	Puckett-Parnell, Tamekia	4	Moore, Tyler				
30	Ramirez, Omar	5	Seo, Duk				
31	Ruffle, Michael	6	Snively, Madeline				
32	Schmaling, Brian	7					
33	Schwab, Brian	8					
34	Shaw, Eric	9					
35	Smith, Satoya	10					
36	Sullivan, Craig	11					
37	Sullivan, Mark	12					
38	Trafton, Kevin	13					
39	Warner, Leda	14					
40	Watkins, James	15					
41	Willman, Michael	16					
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ATTACHMENT A:

2018 ROSTER - SOUTHWEST AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		37	NAME			NAME	
1	Alvarez, Jose		46			Naumann, Dan (Shadow Line)	Retires 1/31/18
2	Atanasova, Silviya		47				
3	Bammesberger, Brian		48				
4	Barnard, Alex		49				
5	Bartlett, William		50				
6	Berblinger, Gary		51				
7	Berdebes, Nick		52				
8	Beyer, Chris		53				
9	Campbell, Elizabeth		54				
10	Chase, Christopher		55				
11	Compton, Nate		56				
12	Dirks, Pete		57				
13	Ellis, Allison		58				
14	Fournier, Joel		59				
15	Giuliano, John		60				
16	Gonnella, Todd						
17	Kaster, Corey						
18	Klimowski, Daniel						
19	Knorrek, Nathan						
20	Leffelman, Mike						
21	McNair, Kevin						
22	Menconi, Ken						
23	Nelson, Emily						
24	Paul, Kevin						
25	Peterson, Brad						
26	Prucak, Alyssa						
27	Reid, Reinaldo						
28	Ridgley, Arthur						
29	Smith, Dan						
30	South, Terrel						
31	Tarr, Ken						
32	Velasquez, Nelson						
33	Wachal, Melissa						
34	Wedeem, Ken						
35	Widdick, Eric						
36	Wilke, Jeff						
37	Zack, Austin						
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Developmental List		
NAME		4
1	Bless, Otto	
2	Kinley, Austin	
3	Pankey, Rasheda	
4	Venturella, Monica	
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ATTACHMENT A:

2018 ROSTER - TMU

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		14	NAME			NAME	
1	DiMartino, Jill		46			Chase Dowd	
2	Emerick, Lee		47				
3	Gebhardt, Lynette		48				
4	Hansen, Adrian		49				
5	Hommowun, Stephen		50				
6	Koerner, Chirstopher		51				
7	Lipan, Michael		52				
8	Markovic, Milan		53				
9	Nagao, Adam		54				
10	Powels, James		55				
11	Rhodes, Justin		56				
12	Salazar, Lorena		57				
13	Sanders, Douglas		58				
14	Wills, William		59				
15			60				
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22							
23							
24			Developmental List				
25			NAME		2		
26			1	Fisher, Robert			
27			2	Johns, Nathan			
28			3				
29			4				
30			5				
31			6				
32			7				
33			8				
34			9				
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ATTACHMENT A:

2018 ROSTER - WEST AREA

CPC List		Notes	CPC List Continued		Notes	OTHER	Notes
NAME		33	NAME			NAME	
1	Benard, Tiki	46					
2	Buchanan, Brandon	47					
3	Carlson, Clae	48					
4	Colbenson, Steven	49					
5	Cramer, Lawrence	50					
6	Dierking, Ryan	51					
7	Dixon, Kyle	52					
8	Dowdy, Marvin	53					
9	Glant, Josh	54					
10	Hargrove, Jason	55					
11	Hayes, Jon	56					
12	Indelli, Michael	57					
13	Ithal, Carl	58					
14	Jacobson, Andrea	59					
15	Jahn, Chris	60					
16	Johnson, Paul						
17	Jonke, Eric						
18	Jordan, David						
19	Keel, Ryan						
20	Kubanda, Natasha						
21	Kunowski, Jon						
22	Little, Jeff						
23	Lysen, David						
24	Meyers, Robert		Developmental List				
25	Mosley, Aaron		NAME		8		
26	Nottolini, Debora	1	Harbach, Danesa				
27	Olznoi, James	2	Jezierski, Joeseph				
28	Palermo, Wendy	3	Olinger, Luke				
29	Park, David	4	Pruitt, Jacob				
30	Poterek, Chris	5	Rayburn, Michael				
31	Renner, Don	6	Schwartz, Allen				
32	Rosenberg, Ryan	7	Sova, Felicia				
33	Sapata, Paul	8	Thum, Daniel				
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ATTACHMENT B:

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ATTACHMENT B:

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ATTACHMENT B:

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ATTACHMENT B:

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