

Docket No. **SA-509**

Exhibit No. **3K**

**NATIONAL TRANSPORTATION SAFETY BOARD**

**WASHINGTON, D.C.**

**EXCERPT FROM CHAPTER 4 OF THE CLT 7220.4**

## Chapter 4

### CONTROLLER-IN-CHARGE CAB COORDINATOR

#### Section 1. POSITION DUTIES AND RESPONSIBILITIES

##### 4-10 CONTROLLER-IN-CHARGE RESPONSIBILITIES:

When supervisory personnel are not available, a qualified FPL shall be designated as Controller-in-Charge. If an FPL is not available, then a specialist who is fully qualified and rated in the assigned operational area shall be designated.

Responsibilities:

- a. Assumes all operational responsibilities of the Area Supervisor.
- b. Make position assignments considering actual traffic, anticipated traffic, and controller proficiency.
- c. In the event of an accident, incident, or unusual occurrence, notify the Area Manager or the Facility Air Traffic Manager if the occurrence is during the midnight shift.
- d. Coordinate routine equipment outages and shutdowns with Airway Facilities, the Tower and the TRACON as appropriate.
- e. Relay annual leave and sick leave requests to the oncoming Area Supervisor.
- f. Determine the prevailing visibility when required, and ensure visibility is relayed to the National Weather Service.
- g. Initiate action for maintenance notification.
- h. Select the ILS localizer appropriate to the active runway.
- i. Inform the TRACON Supervisor when Braking Action Advisories or Low Level Wind Shear Alerts are being broadcast on the ATIS.
- j. Inform Airport Operations when Braking Action Advisories are in effect in accordance with the Charlotte ATC Tower and Charlotte Douglas Airport Letter of Agreement, "EXCHANGE OF BRAKING ACTION REPORTS AND TEST RESULTS".

##### 4-11 CAB COORDINATOR RESPONSIBILITIES:

Responsibilities:

- a. Provide necessary coordination within the Tower and between the Tower and the TRACON.
- b. Authorize Ground Control East/West to cross active runways in accordance with local directives.

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- e. Relay annual leave and sick leave requests to the oncoming Area Supervisor.
- f. Determine the prevailing visibility, when required. Ensure prevailing visibility is relayed to the National Weather Service and inform each operational position in the Tower of the visibility. (NOTE: A "blanket" broadcast is not acceptable).
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CLT 7220.4

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