

**Virtual Air Traffic Simulation Network (VATSIM)
United States Division
Fort Worth vARTCC (ZFW)**

Position Relief Briefing

A position relief briefing is conducted whenever a controller logs into a position and there is another controller already manning that sector. This could be one TWR controller relieving another or a GND controller logging in under a TWR controller.

Before logging on, a controller should always check for pertinent NOTAMs as well as weather conditions. After logging in, take a moment to familiarize yourself with the traffic conditions at the facility before conducting the relief briefing.

- The controller being relieved, shall brief the relieving controller on the following:
 - Traffic and details about traffic operations(Current flows, aircraft in holding, aircraft waiting for release, aircraft receiving flight following etc)
 - Any pilot/special requests
 - Any agreed coordination with adjacent facilities(e.g. pointouts, control agreements, special in-trail sequencing agreements, etc.)
 - Any coordination requests
 - Runway configurations the controller being relieved deems pertinent.
 - Weather Trends, PIREPs and any other pertinent information (NOTAMs etc)
- The relieving controller shall ask any questions he may have, to ensure smooth and efficient transfer of control. The controller being relieved shall completely answer any questions the relieving controller may have.
- Position relief briefing may be done on either text (e.g. Chat on ASRC/VRC) or voice (e.g. Teamspeak, Skype).
- The relieving controller and the controller being relieved shall share equal responsibility for the completeness and accuracy of the position relief briefing.
- 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.