

Hello NWP Reps and Members,

Welcome to LR Chronicles #8. Just as my last LR Chronicles, this will also be a two-part Chronicle. This edition has to do with one of the single, most important practices for any NATCA Representative as well as any member that comes in contact with any management official. Regardless of how important you feel an issue may be and regardless of who may be involved in an issue, documentation of that issue is an absolute necessity. Please remember that regardless of how important you feel an issue may be that issue is always important to someone.

As an employee in today's FAA, you never know when you will be called into a meeting with management. As discussed in my last LR Chronicles, "meetings" with management can take several forms. They could be full-blown Weingarten meetings, they could be formal discussions, they could be some type of negotiations and they could even be a very brief conversation with a management official in the operational environment or in the hallway. In any event, regardless of the type of meeting or conversation that takes place, and regardless of who is involved in a meeting or conversation, you NEVER want it to end up being a "he said, she said" scenario. You ALWAYS want "your" version to be the "documented", as well as the "correct" version, thereby lending more credence in front of a third party.

It does not matter whether you are a duly elected, designated, or delegated NATCA representative, or an employee that is not, the importance of documenting any and all meetings/conversations remains the same and it cannot be overemphasized. It cannot be stressed enough, the importance of documentation. You should ALWAYS strive to put everything in writing whenever you have a conversation or meeting, especially with a management official.

Basically, what you are doing is jotting down your version of the substance of that meeting/conversation in written form for possible use at a later time. This is called a Record of Conversation (ROC). The items that need to be in EVERY ROC include:

- Date of meeting or conversation
- Time of meeting or conversation
- Location of meeting or conversation
- Who was present and whether or not they were there for the whole meeting/conversation or just a portion thereof
- Your version of what was discussed. This must include what each person said, including yourself
- Your signature
- Date signed

Additionally, it is very important to write and sign the ROC as soon as possible after the meeting/conversation while it is still very fresh in your mind. If other BUEs, including NATCA representatives were present at the meeting/conversation, they must do their own ROC.

As a NATCA representative, you should NEVER have a meeting or conversation with your management counterpart without documentation. You may elect to do this as described above, or there is another way to do this, that in my opinion is even better. Regardless of the type of meeting with your management counterpart, day-to-day LR meetings, discussion of grievances, negotiations etc., you should ALWAYS follow these meetings up with a letter or email to your management counterpart. This letter needs to describe the exact substance of each meeting/conversation of every issue discussed, your position on each issue, their position on each issue and whether or not any decision(s) were made on each issue and whether or not further discussions will take place.

If you choose to do this in letter format, ensure that you capture everything discussed above, then, after signing and dating it, you take the letter to your management counterpart and ask him/her to sign it. If they refuse to sign it and do not give you a reason that they refuse, you must note this on the letter with the date and time that he/she refused to sign. If they tell you that "your" version of the discussion is not accurate, you should discuss this with them and attempt to come to an accurate version. If they "remember" things differently than you, you must note the differences on the letter and then state on the letter that they refused to sign it.

If you choose to do this in email format, when you send it to your management counterpart, ensure that you send it with the "read" confirmation. This will prove that they not only received the email, but it also proves that they in fact, read the email. This places the onus on them to respond to the email if they do not agree with anything contained within your email.

Lastly, for every conversation, meeting, discussion etc., you should always make a folder for each issue. Place all correspondence, emails, letters, ROCs and any other documentation in the folder that is related to the issue(s) or that otherwise bolsters your version of the events/discussion/meeting.

If there are any questions, please contact your FACREP, LR Advocate or myself.

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