Temporary NCEPT SOP modifications for the November 25, 2026, NCEPT panel

3.2. Facilities will be prioritized based on their Possible Gains with the longer training time as a tie breaker.

3.3. Generate National ERR List

3.3.1. The AVIATOR application will ensure all ERRs received are imported into the Operational, Readiness, Capability, and Alignment System (ORCAS) ERR database.

3.4. Prioritize Candidates

3.4.1. ERRs will be prioritized based on current facility CPC or TMC tenure.

3.4.2. ERRs to N90/PHL will be sorted into two categories.

- Category 1: ERRs from facilities that meet the releasing criteria.
- Category 2: ERRs from all other facilities.

All Category 1 ERRs will be considered before any Category 2 ERRs. Within each category, ERRs will be prioritized based on current facility CPC or TMC tenure.

3.4.3. Prioritized lists are for reference purposes only.

3.4.4. “Priority Placement” and “Priority Consideration” qualified candidates shall be handled in accordance with the CBA and applicable MOUs.

3.4.5. Facility certified CPCs shall be considered for placement prior to other employees during the ERR placement process. Employees in training that have never achieved CPC status will be considered on a case-by-case basis.

3.5. Conduct ERR Placement:

3.5.1. New York ARTCC (ZNY). For En Route to ZNY ERRs, an En Route facility’s Current % CPC to Target and Projected % to Target must be at or above a value of five percent (5%) below the TSL prior to selection to be eligible to release. ZNY placements shall be processed before any other facility placements in each session. ZNY placements will continue until all eligible candidates have been placed or the Agency determines that ZNY’s training capacity has been reached, whichever comes first. ERRs submitted by ZNY employees for placement to New York TRACON (N90) or Philadelphia Tower (PHL) are subject to the National Release Policy (NRP).

3.5.2. Begin the placement process with the facility of highest need in accordance with 3.2.

3.5.3. Utilize the ERR priority list outlined in 3.4 to identify candidates for potential placement slots when the list of candidates is greater than the number of slots.

3.5.4. During the Primary NCEPT as defined NCEPT/NRP MOU June 12, 2026, Placements will be made to Non-Academy Sourced Facilities.

3.5.5. During the Secondary NCEPT as defined NCEPT/NRP MOU June 12, 2026, Placements will be made to Academy Sourced Facilities.

3.5.6. Facility gaining and releasing eligibility will be recalculated after each selection. Selections stop once the facility is no longer eligible to gain or has no remaining eligible ERRs.

3.5.7. Once placed into a facility, a candidate will no longer be considered for a facility of lesser need during the panel.

3.6. Quality Control (QC) Check

3.6.1. A Quality Control (QC) Check will be conducted prior to finalizing the selection list; the list is not final until the QC review is complete.

3.6.2. ORCAS and AJV-P21 will inform releasing ATMs of selections from their facility, only after the QC Check is complete.

3.6.3. Tentative Offer Letters (TOL) will not be initiated or processed until the QC review is complete and the list is finalized.

3.7. Initiate TOL

3.7.1. AJV will forward facility selections through the ASG to AHR for processing of the TOLs.

3.7.2. RST initiates all FPPS within 1 business day of finalizing the selections list.

3.7.3. AHR will issue TOLs to selected employees within 2 business days of receipt of FPPS action.

3.7.4. The TOL will provide the release date window in accordance with the National Release Policy.

3.8. Acceptance / Declination of Offer

3.8.1. An ATCS is expected to reply to the TOL within 48 hours.

3.8.2. AHR will update ORCAS with accepted/declined offers and associated report dates, as appropriate.

3.8.3. An employee who accepts a TOL will be provided with a Firm Offer Letter (FOL), pending medical and security clearance, if applicable.

3.8.4. Releases will be effectuated in accordance with the National Release Policy.

3.8.5. An employee who declines a FOL or TOL will be ranked behind all other eligible candidates into any future gaining facilities for a period of six (6) months from the date of selection. On a case-by-case basis, the Parties will assess any extenuating circumstances related to the declination to forego this requirement.

3.9. Ten, Eleven, Twelve Radar Assessment (TETRA)

3.9.1. For placements requiring TETRA, BUEs will choose an effective release date within 12 weeks of their TETRA completion date.

4.0. Mutual Reassignment

4.1.1 The facilities involved in a mutual reassignment transfer request must meet the minimum requirement of the National Release Policy as outlined in the NCEPT/NRP MOU June 12, 2026 for consideration.

4.1.2 The NCEPT will review all mutual reassignment transfer requests in accordance with the NCEPT/NRP MOU June 12, 2026.