



Federal Aviation Administration

Memorandum

Date: October 28, 2022

From: David Ritchey, Program Manager, AJT-0

To: *David Ritchey*
Air Traffic Manager

Prepared by: Rodolfo Cantu, ATM, Professional Standards Program - WSA Lead

Subject: Professional Standards Program Training - Travel Authorization (Participants)

The Professional Standards Program (PSP) National Committee will be training your Bargaining Unit Employee (BUE) listed below to administer the PSP at your facility. This BUE (known as a "committee member" once trained) was selected by the NATCA Facility Representative. Please note that Program Overtime (PROT) is not available from the Professional Standards Program.

Please use the following information to complete the Travel Authorization and Voucher.

Travel Days: 12/05/2022 and 12/09/2022

Training Days: 12/06/2022 – 12/08/2022

Location: **Salt Lake City Air Route Traffic Control Center (ARTCC)**
2150 West 700 North
Salt Lake City, UT 84116

Line of Accounting: Utilize **your Region & Org Code** and **BLI** within the following accounting string:

12XXFAPROFSTAND/TN0300/21036/**Region & Org Code** /1240100230/**BLI**

Please use the following Project/Task for Professional Standards – Travel in REGIS:

NOTE: Project/Task should be used in E2 and REGIS.

1. Program Name = JT OPS HQ
2. Program Category = Professional Standards – Travel
3. Project = 12XXFAPROFSTAND
4. Task = TN 0300
5. OCC = 21036 Training Travel Government 120 days or less
6. Traveler = Employee name should be entered
7. Travel Destination = Location of training and should be entered

This training is centrally funded at HQ and will be reimbursed by the Business Services Group. Process the travel in E2 using your local facility's line of accounting code (LOA). Include the following, "**Professional Standards - Training**", in the subject line of the Travel Authorization and Voucher. Your local Administrative Officer (AO) will use this label in REGIS for reimbursement.

Lodging Reservations:**Salt Lake City Marriott City Center****220 South State Street****Salt Lake City, Utah 84111****Lodging reservation link:**[Book Your Group/Corporate Rate | Marriott International](#)

NOTE: Do **NOT** book lodging through E2. The hotel reservation link has already been created above. Lodging and per diem for this training is authorized at the standard “**Salt Lake City**” rate.

Rental cars are NOT authorized EXCEPT for those attendees (with a “**YES**”) listed on the roster below. If authorized, please reserve a “**Standard**” car to accommodate multiple riders.

NOTE: Please remember to select “**multiple employees**” for the rental car in E2 to justify the “**Standard**” vehicle.

Ensure the committee member completes the following eLMS courses prior to the training date:

- **Accountability Board Training for FAA Managers Course (FAA30202708)**

Questions? Contact David Ritchey (PMP, AJT-0): david.ritchey@faa.gov, Cell (904) 253-0248 or one of the following PSP National Workgroup team members:

Rodolfo Cantu (ATM, EMT): rodolfo.cantu@faa.gov Cell (626) 277-9829, Gary Tucker (ATM, SFB): gary.tucker@faa.gov Cell (407) 244-0948

Chris Keyes (NATCA, ZDC), Lydia Baune (NATCA, GEG) and/or Patrick Carter (NATCA, D10): PS@NATCA.net

All travelers are required to provide a copy of their final E2 Travel Voucher within five (5) business days after the completion of training to **Angela Nelson** at angela.nelson@faa.gov, **Lisa Brady** at lisa.brady@faa.gov, and **Rodolfo Cantu** at rodolfo.cantu@faa.gov.

The following individuals are authorized to travel to **Utah** to attend the Professional Standards Program Training:

Facility	Participants Name	Rental Car	TA Amount
A11	Joseph “Adam” Herndon	YES	\$2,312.00
JNU	Brandon Poff	NO	\$1,920.00
HIO	Chayce Willis	NO	\$1,332.00
ZSE	Jennifer Teshima	NO	\$1,250.00
S56	James Longmore	NO	\$0.00
ZLC	Mitchell Olson	NO	\$0.00
LAS	Paul Zoccali	YES	\$1,730.00
TUS	Kyle Arthur	NO	\$1,938.00
U90	Yusuf Falahchay	NO	\$1,938.00
ZLA	Coriana Diaz	NO	\$1,170.00

Facility	Participants Name	Rental Car	TA Amount
M98	Curtis Janssen	YES	\$2,112.00
ARB	Demitrius Hall	NO	\$1,898.00
ZKC	James Heath	NO	\$1,452.00
LIT	Billy Samuels	NO	\$1,500.00
OKC	Simone Dixon	YES	\$3,012.00
GGG	Matthew Colan	NO	\$1,366.00
I90	Kymerlee Towns	NO	\$1,696.00
I90	Mark McHenry	NO	\$1,696.00
I90	Darrell Daniel	YES	\$2,196.00
IAH	Kevin Butler	NO	\$1,696.00
LFT	Justin Dauzart	NO	\$1,534.00
ADW	James Wargo	NO	\$1,998.00
ALB	Jessie Fahsbender	YES	\$1,914.00
PNE	Joel Dowdy	NO	\$1,250.00
MCI	Lisa Cunningham	NO	\$1,600.00