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# Federal Aviation Administration

Issued  
11/18/06  
0430 UTC  
EMPLOYEE  
RECEIVED AT

## Memorandum

Date: November 18, 2006  
From: Operations Supervisor, CCR ATCT  
To: Jeffrey Lewis  
Subject: Record of Conversation

The purpose of this memorandum is to record our conversation on November 15, 2006.

On Wednesday, November 15, 2006, you were working Flight Data/Clearance Delivery, FD/CD, and monitoring Frequency 119.7 when you heard N5473T transmit on Local Control, that he was possibly having a gear problem. Some words were exchanged between you and the Controllers in the Cab reference the way the situation was handled and you were relieved from position.

After I reviewed the tape and spoke with all parties concerned, we discussed your perception of what occurred versus what the tape revealed. The Controller handled the situation appropriately and the pilot departed the area by his own request. I advised you that we want you to be a part of the team and to have a successful training experience at CCR.

First of all, if you have any questions, you should bring them to my attention and I will keep the ATM informed. At this time, you have worked less than 10 hours FD/CD since you were certified on November 6, 2006. If you get behind working FD/CD it is expected that you advise the Controller in Charge, CIC, and he will help lighten your load.

It is important that we remain calm and collected due to the safety related work we perform as Air Traffic Controllers. It is not appropriate to constantly need to be relieved from position because you may disagree with someone's point of view. If the CIC ask you to turn your attention to focus on your assigned duties, you should follow instructions. It was brought to my attention that when you were leaving the Tower Cab, after the above incident, you told the CIC that you wanted to talk to him later. You were shaking your finger at him as you spoke and you poked him in the chest. This behavior was an invasion of his personal space and comfort zone and far too aggressive considering the circumstances.

In the future, keep in mind all of the above to avoid making a wrong impression.

Patricia Hardy

Acknowledge receipt: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeffrey Lewis

*Did not sign (AT)*

73

Exhibit 14

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