Narrative Summary

- Works well with others –
- Mr. Holtzman recognizes the need for and provides assistance to fellow workers without having to be prompted or assigned by management.
- March 8, 2008: Cited by FLM for "cohesive operational teamwork and being a consummate professional" during a period of heavy and complex traffic.
- March 12, 2008: Cited by FLM as "a team player and consistently demonstrating outstanding leadership".
- May 5, 2008: Provided FLM with detailed information to correct CHO departure routes in order to relieve pilots of airborne changes to their route of flight.
- Meets organization's quality/quantity objectives and expectations –
- As an OJTI, Mr. Holtzman exceeds requirements in all rating factors.
- Bill's knowledge of Area One airspace and procedures is an asset to the Area.
- His demeanor, professionalism, and mentoring motivates Developmental students to desire a high standard of performance.
- June 23, 2008: Cited by ZDC Facility Manager for "significant contribution to safety and efficiency of NAS, specifically, time spent working with ATPAC on changes to FAA Order 7110.65 4-5-7b".
- June 23, 2008: Cited by ZDC Facility Manager for "contributing to ZDC and FAA training goals by providing over 200 hours of OJT within a 12 month period.
- Effectively and efficiently uses assigned resources, performing work to established procedures. Looks for ways to improve the organization's work –
- October 19, 2007: Proposed "ATC Techniques Committee" concept to ZDC Facility Manager in order to educate and provide an in-depth review of errors for the operations workforce.
- November 2007: Collaborated with TMU Automation Specialist to allow direct access to National Offload Program in order to analyze ZDC traffic flows and compile reports.
- November 1, 2007: Attended 2007 ATCA Conference in Washington DC and provided a full report to ZDC Facility Manager on initiatives and changes affecting the ATC environment.
- January 4, 2008: Submitted concept for using the "F" keys on the DSR keyboard to aid RADAR Controller Teams in their duties.
- January 25, 2008: Developed web-based issue tracking system for ZDC Safety Committee.

RECOMMENDATI	ION (Mandatory if manager preparing the narrative is	s not the Decision Level).	
Annual Increase:	Pay increase equal to OSI		
	Pay increase equal to OSI plus .6% SCI-2		
	Pay increase equal to OSI plus 1.8% SCI-1		
Recommending Offi	icial's Signature:	Date 09/29/08	