

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3110.16

4/4/02

SUBJ: Air Traffic Supervisory Training

1. **PURPOSE.** This order prescribes policy for supervisory training within the Federal Aviation Administration (FAA) Air Traffic organization. It establishes new requirements for supervisory training. This order applies to air traffic (AT) field supervisors at air route traffic control centers, airport traffic control towers, terminal radar approach control facilities, and flight service stations.
2. **DISTRIBUTION.** This order is distributed to selected offices in the FAA headquarters, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all AT field offices, the FAA Academy, all international aviation field offices, and interested members of the aviation public.
3. **BACKGROUND.** This policy addresses specific requirements for the professional preparation of AT field supervisors. Formerly, requirements for supervisory training were addressed in FAA Order 3110.14B, Supervisory and Management Training, which was canceled in 1996. Requirements for supervisory training were subsequently dropped to allow maximum flexibility in getting temporary supervisors needed skills and abilities. Increasing demand from temporary supervisors for supervisory training and the associated cost of training have made it necessary to once again manage the number of supervisory enrollments.
4. **BASIC REQUIREMENTS.** The Director of Air Traffic requires that all AT supervisors receive basic preparatory courses so they will have the skills and abilities necessary to perform competently in that capacity.
5. **SPECIFIC REQUIREMENTS.** Individuals selected for permanent supervisory positions shall be enrolled in, and complete, Course 01183, Leadership Development and Labor Relations (LDLR), at the Center for Management Development (CMD), as soon as quota become available. Supervisors shall be enrolled in, and complete, Course 01211, Leadership Development Program, Phase II (LDP II), at CMD, in the first available class (usually within 12-18 months after the completion of LDLR). If a supervisor is unable to attend LDP II at the time of automatic enrollment, manual rescheduling for the course will be required. Temporary supervisors with details in excess of 12 months *may* enroll in LDLR and LDP II depending on the availability of quota and with the approval of their manager. All permanent supervisors shall attend Course 55047, Operational Supervisor's Workshop, once every 3 years. The workshops will be regionally conducted and nationally supported.

6. **DOCUMENTATION.** Documentation of all supervisory training is required in FAA Form 3120-1, Training and Proficiency Record, Section VII, Management and Other Training.



Bill G. Peacock
Director of Air Traffic

FORM ARDING SERVICE REQUIRED

U.S. Department
of Transportation
Federal Aviation
Administration