

Our Mission

The Air Traffic Controller Training and Development Group is the principle element in the ATO Technical Training and Development Group responsible for setting requirements for air traffic technical training to include new equipment training, training needs assessment, performance verification, ongoing technical training, individual and occupational development, instructional technology, and curriculum design. It conducts research and planning as required to ensure technological accuracy of the air traffic technical training programs. The division develops air traffic training policy and manages the Air Traffic Instructional Services contract and College Training Initiatives program.

Air Traffic Controller Training and Development Functions

- Develops and recommends technical training policies, programs, standards, systems, and procedures to meet the Air Traffic Organization (ATO) program requirements, applicable Federal laws, and Office of Personnel and Management, FAA and DOT regulations
- Provides national program policy and guidance for air traffic technical and supervisory training. Provides for the effective evaluation of the air traffic technical training programs and ensures that measures are taken to correct deficiencies.
- Identifies, develops, and administers supervisory, and employee development and sets training requirements for air traffic headquarters, regional, and field personnel.
- Establishes requirements for air traffic technical, managerial and supervisory training.
- Develops and establishes standards for centralized, classroom, laboratory, and on-the-job training.
- Assists other organizations in the development and execution of training budgets.
- Ensures that training requirements approved by air traffic are accomplished by the FAA Academy and air traffic facilities.
- Tracks technical training to provide management oversight of air traffic resources.
- Coordinates with other air traffic and human resource management offices in promoting special emphasis training programs such as pre-developmental, cooperative education, and airway sciences for air traffic personnel.
- Manages the national performance verification program.
- Directs the FAA Academy's Air Traffic Division to maintain field-delivered new equipment systems training and to integrate it into resident courses as required.
- Evaluates all national air traffic-training programs.
- Administers the Air Traffic Instructional Services contract.
- Administers Task Order 6 of the National Airspace System Implementation Support Contract (NISC).
- Validates all National Air Traffic Training programs.

- Manages quota for training courses including foreign and out-of agency air traffic students
- Develops and maintains automated air traffic training record software (TRAX) and electronic training management system (eLMS).
- Establishes course requirements and suitability for distance learning media.
- Directs the development of and administration of proficiency, refresher, supplemental and remedial training.
- Provides National policy for air traffic certification.
- Serves as office of primary responsibility for FAA Order 3120.4 *Air Traffic Technical Training*.
- Serves as Air Traffic Organization focal point for development and maintenance of FAA Standard 028 Contract Training.
- Administers and manages the Collegiate Training Initiative (CTI) program.
- Represents the FAA on matters within the purview of the division with the Vice President of Acquisition and Business Services and where appropriate the Vice Presidents of En Route and Oceanic Services; Vice President of Terminal Services and with other entities as required.
- Provides leadership in the analysis of financial planning and strategy of air traffic facility training program performance.
- Maintains operating relationships with the offices of budget, human resources, security, logistics, aviation medicine, Aeronautical Center, and management systems.
- Assesses the effectiveness of training systems used in the air traffic curricula. Provides assessment data to the air traffic organizations with recommendations for improvement.
- Serves as liaison and coordinator for all air traffic headquarters and service areas concerning air traffic control training issues.