

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 3120.147

Effective Date
September 28, 2012

Cancellation Date
September 28, 2013

SUBJ: Refresher Training; Order JO 3120.4M, Air Traffic Technical Training

- 1. Purpose of This Notice.** This notice amends the subject Order to add an annual refresher training requirement concerning Go Arounds and Missed Approach Procedures. Further, this Notice provides clarification that annual refresher training is a calendar-year requirement.
- 2. Audience.** All Air Traffic Organization (ATO) personnel and anyone using ATO directives.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications/.
- 4. Explanation of Policy Change.** Annual refresher training on Go Arounds and Missed Approach Procedures has been deemed an appropriate corrective action to address systemic air traffic safety issues. The refresher training program required by Order 3120.4M, Chapter 4, paragraph 6, is a calendar-year requirement. Accordingly, issuance of this Notice introduces the new Go Arounds and Missed Approach Procedures refresher training requirement while allowing field facilities sufficient time to incorporate this new element into their refresher training programs, for first delivery in calendar year 2013.
- 5. Action.** Amend FAA Order 3120.4M, as amended by Change 1 dated January 20, 2012:

Chapter 4. Training Requirements for Air Traffic Control Specialists

Title through Section 5, no change.

6. Refresher Training. Each facility must establish in writing annual refresher training program. Facilities are encouraged to review historical data in order to identify additional topics for the annual refresher training program in order to meet each facility's changing needs.

- a. This program must include training on the following topics if applicable:

(1) Unusual situations, lost aircraft orientation, aviation security procedures (including interceptor procedures and communications), hijacking, and other topics identified by the TA. (Training on emergency situations should be based on real life incidents and aircraft accidents, stressing a lesson-learned approach.)

Note: Terminal and En Route personnel must receive lost aircraft orientation on an annual basis; flight service personnel must receive lost aircraft orientation on a quarterly basis.

(2) Seldom used procedures, such as transitioning to and applying non-radar separation and procedures for special flight handling.

(3) Weather and other conditions that affect flight e.g. icing, thunderstorms, wind shear, and VFR aircraft that encounter IFR conditions

(4) Bird activity information and dissemination.

(5) Fatigue awareness as the eLMS course or most current version available. (Note: Operations Managers (OM's) are also required to take this training annually.)

(6) Go Arouns and Missed Approach Procedures

No further changes to paragraph.

6. Distribution. This notice is distributed to the following ATO service units: Terminal, En Route and Oceanic, System Operations, and Mission Support; Office of the Service Center; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.



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Air Traffic Organization

9-19-12
Date Signed