

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 3000.144

Air Traffic Organization Policy

Effective Date:
June 19, 2020

Cancellation Date:
June 19, 2021

SUBJ: Technical Operations Migration of Certification Management to Electronic Format

1. Purpose of This Notice. This Notice revises Federal Aviation Administration (FAA) Order JO 3000.57A, *Air Traffic Organization Technical Operations Training and Personnel Certification*, policies to support the incremental migration of Comprehensive Management Resource Information System (CMRIS) functions to the FAA electronic Learning Management System (LMS) through the Predictive Learning Analysis Network (PLAN) 2.0 implementation strategy.

2. Audience. This Notice applies to all personnel involved in Technical Operations training and certification in the Air Traffic Organization, the FAA Academy, and the FAA Technical Center. It is primarily concerned with employees maintaining the National Airspace System (NAS) but has facets for all personnel involved in the purchase, development, delivery, and revision of national operations, maintenance, and certification training. The Technical Operations Training and Personnel Certification Program only applies to FAA and non-federal technical specialists working in the NAS.

3. Where Can I Find This Notice?

https://my.faa.gov/org/linebusiness/ato/safety/technical_training/JO_3000_57A.html
https://employees.faa.gov/tools_resources/orders_notices/
https://www.faa.gov/regulations_policies/orders_notices/

4. What This Notice Changes. This Notice establishes the requirement for the use of LMS as the nationally-approved program for all Technical Operations personnel to complete and record On-the-Job Training (OJT) and Performance Exams as they relate to certification. It also requires that all new certification authorities must be entered into LMS. Effective July 27, 2020, the use of the Certification Tracking System for recording certification authority status is no longer authorized (FAA Order JO 3000.57A, Paragraph 5–6). Additionally, the requirement for the Annual Certification review (FAA Order JO 3000.57A, Paragraph 5–11) captured in CMRIS is temporarily suspended to facilitate system transition and coordination of policy and/or process change. Managers, in the interim, should document the Annual Review in the Performance Management and Assessment System during employee performance evaluations.

5. Cancellation of Forms. FAA Order JO 3000.57A addresses the FAA forms listed below. The migration of targeted functions eliminates the need for the listed forms. The following listed forms are hereby canceled:

- FAA Form 3400-3 (FAA Order JO 3000.57A, Paragraph 5-6(a)) *Technical Operations Personnel Certification/Verification Authority Record*;
- FAA Form 3400-15 (FAA Order JO 3000.57A, Paragraph 5-6(e)) *Performance Examination (PE) Cover Sheet*. Functions of this form have moved to the LMS module, and it is no longer required; and
- FAA Form 3400-16 (FAA Order JO 3000.57A, Paragraph 5-6(d)) *(OJT) Progress Form for Certifiable Systems*. Functions of this form have moved to the LMS module, and it is no longer required.

6. Training for Technical Operations Technical Training Documentation. To clarify responsibilities and processes for documenting technical training before, during, and immediately following the migration of prioritized functions, capabilities, and processes to LMS, the Technical Training Directorate (AJI-2) is providing PLAN 2.O training through a series of webinars and targeting training. The full training schedule is available at: <https://wiki.faa.gov/display/AJI/PLAN> and will be available throughout implementation. Standard Operating Procedures and Job Aids for affected processes are located on the LMS Resource Center at: <https://ksn2.faa.gov/faa/learn/elmsresourcecenter/SitePages/Home.aspx>.

Up-to-date information can be found at: <https://wiki.faa.gov/display/AJI/PLAN>.

7. Background. These changes are part of the incremental migration of CMRIS functions to LMS and will be included in the future updates of FAA Order JO 3000.57.

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