

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N JO 3120.151

Air Traffic Organization Policy

Effective Date:  
June 1, 2017

Cancellation Date:  
May 31, 2018

---

**SUBJ:** Air Traffic Technical Training at Special Event Temporary Control Towers

---

**1. Purpose of This Notice.** This notice adds requirements to Federal Aviation Administration (FAA) Order JO 3120.4, *Air Traffic Technical Training*. It conveys instructions, standards, and guidance for the administration of air traffic technical training for special events that require operations from temporary control towers. All persons involved in air traffic technical training for special events at temporary control towers must comply with this notice and maintain a comprehensive knowledge of the procedures and guidelines published here and in other pertinent directives.

**2. Audience.** This notice applies *only* to those personnel involved in the administration of air traffic technical training for special events conducted at temporary control towers. These may include temporary tower deployments in support of aerial demonstrations, fly-ins, sporting events, and both natural and man-made disasters, and similar events.

**3. Where Can I Find This Notice?** You can find this notice on the MyFAA employee website or:

- a. [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/)
- b. [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)
- c. [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/)

**4. Background.** This notice adds requirements for Air Traffic Control Specialists who are assigned air traffic control duties within Temporary Control Towers at Special Events to successfully complete written and practical examinations that validate a participant's knowledge, skills, and abilities. These examinations must include hands-on demonstrations of site-specific equipment. The facility-specific test is a written pass/fail exam that must be administered to operational personnel before they perform safety-related air traffic control services in a Special Event Temporary Control Tower.

**5. Action.** Insert the following:

## **Chapter 7. Air Traffic Control Specialist Special Event Temporary Control Tower Training Requirements**

**1. General.** Those assigned to Special Event Temporary Control Towers must complete the required training described within this chapter prior to performing safety-related air traffic control services at the temporary location. “Special Event Temporary Control Tower” refers to an operation that provides qualified personnel and equipment for the purpose of air traffic control services at a specified site for a period less than 120 days. These may include temporary tower deployments in support of aerial demonstrations, fly-ins, sporting events, and both natural and man-made disasters, and similar events.

**2. Roles and Responsibilities.** Air traffic operational personnel involved in Special Event Temporary Control Towers must maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order and other applicable national directives.

**a.** The Special Event Temporary Control Tower Air Traffic Manager must ensure:

(1) Training is established, developed, and administered to provide required knowledge and skills to achieve a temporary tower rating as prescribed in this notice.

(2) Training and written/practical examinations are documented on a signed FAA Form 3120-25 or its electronic equivalent.

(3) Training documents are prepared and distributed in a timely manner.

(4) Training documents are retained in accordance with this chapter.

(5) Event-specific procedures are developed.

**b.** Other Special Event Temporary Control Tower operational personnel must:

(1) Hold a current FAA ATCT credential or Control Tower Operator Certificate.

(2) Receive ILT and/or self-study on event-specific procedures and related training materials in support of Special Event Temporary Control Towers.

### **3. Special Events/Temporary Control Tower Specialist Training Requirements.**

**a.** Qualification Training Requirements:

(1) Because operational circumstances vary across event locations, for those Special Event Temporary Control Tower facilities staffed by agency personnel, the Air Traffic Manager and the NATCA Representative at the Special Event Temporary Control Tower must collaborate to determine the appropriate qualification training hours and the content that are appropriate to each event; and adequate duty time must be provided for completion of these requirements.

(2) All operational personnel at Special Event Temporary Control Towers must attain an 80% passing grade of a written/practical examination that includes subjects in paragraph 2 of this section applicable to the event prior to performing safety-related air traffic control duties.

**b. Event-Specific Training may include:**

(1) Operational

(a) Best operating practices

(b) Available weather information, equipment, and capabilities (e.g., Automated Surface Observing System Augmentation)

(c) Status information area (SIA)

(d) Strip marking/pad management

(e) Reporting points

(f) Position description/duties

(g) Opposite Direction Operations (ODO)

(h) Waivered Procedures

(i) Frequencies

(j) Type/Mix of Traffic

(2) Notices to Airmen (NOTAMs)

(a) Tower hours of operation

(b) Temporary Flight Restriction (TFR)

(c) Aerobatic Demonstration Area

(d) Letters to Airmen (LTA)

(e) Special Flight Procedures

(3) Letters of Agreement (LOAs)

(a) Movement/non-movement areas

(b) Emergency procedures

(c) Adjacent/overlying air traffic facilities

- (4) Airport Layout/Diagram
  - (a) Aircraft parking and ground movement
  - (b) Airport elevation
  - (c) Runway numbers, lengths, and widths
  - (d) Surface composition (e.g., other than hard surface)
  - (e) Distance remaining from intersections
  - (f) Helipad or other landing surface areas
  - (g) Taxiway widths and restrictions
  - (h) Airport tenant/building locations
  - (i) Critical areas
  - (j) Airspace Requirements
  - (k) Hot Spots
- (5) Equipment
  - (a) Radios
  - (b) Light guns
  - (c) Internal FM
  - (d) Automatic Terminal Information Service (ATIS)
  - (e) Airport lighting
  - (f) Approach lighting
- (6) Emergency Procedures/Contingency Plan
  - (a) Flight Standards contact information
  - (b) Incident/accident documentation/reporting procedures
- (7) Special Procedures
  - (a) Drones and Unmanned Aircraft Systems
  - (b) Ride hopper (i.e., rides for hire)

- (c) Reporting No Radio (NORDO) procedures
- (8) Technical Operations Support
  - (a) Contact information
  - (b) Onsite or offsite available support
- (9) Performance Expectations
- (10) Airport Security

**4. Special Event Temporary Control Tower Documentation and Record Retention.**

**a. Documentation.** Document the following on the FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report:

- (1) ILT/Self Study
- (2) Written examinations
- (3) Practical examinations
- (4) Populate Block 12, Comments, with the following statement:

(a) Applicable written/practical examinations have been administered and completed successfully.

**b. Retention.** The certifying facility for the Special Event Temporary Control Tower will retain all training documentation in accordance with national directives, including:

- (1) Facility rating and all supporting documentation
- (2) Training manual and all related training material



Terry Biggio  
Vice President, Safety and Technical Training  
Air Traffic Organization