

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 3000.147

Air Traffic Organization Policy

Effective Date:
September 1, 2021

Cancellation Date:
September 1, 2022

SUBJ: FAA Order JO 3000.57A, *Air Traffic Organization Technical Operations Training and Personnel Certification*, COVID Response

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*, due to the restricted travel policy and social distancing measures enacted because of the COVID-19.

2. Audience. This Notice applies to all personnel using FAA Order JO 3000.57A.

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 includes previous temporary policy changes in N JO 3000.144 and N JO 3000.145. Additionally, the requirement of Facility Instructor Training (FIT) FAA10501 is changed for the period of this notice.

5. Explanation of Policy Changes.

a. Temporary Certification Authority Extended Periods. Replace FAA Order JO 3000.57A, Paragraph 5-9b, Certification Authority Types, with the following:

Temporary certification authority may be granted for a specific type of system, subsystem, or service based on a determination of operational need during unusual circumstances. This authority is valid for up to 90 days from granting and must not be granted to the same individual for more than 12 months (four 90-day periods) on the same system, subsystem, or service. On the third and fourth 90-day period, the frontline manager will provide written justification to the District Facility Manager and District Manager (or equivalent). The District Manager (or equivalent) will provide a written approval (email) to the front line manager and Program Support Specialist (PSS). The granting of temporary certification authority must be fully and formally documented in the nationally approved software system. The following criteria must also be met to grant temporary certification:

(1) When granting temporary certification authority to an individual, consideration should be given in the following sequence:

(a) Individuals who have met the applicable theory requirements.

(b) Individuals who have not met the applicable theory requirements but have met training requirements for related systems (e.g., an employee certified on FA-9639 Distance Measuring Equipment (DME) may be granted temporary certification authority for FA-9783 DME; however, training on communications equipment cannot be considered applicable to DME).

(2) Temporary certification authority must not be granted to employees who, on the last attempt, failed the theory requirement, OJT requirement, or performance requirement for the pertinent system, subsystem, or service.

b. Technical Operations Migration of Certification Management to Electronic Format. This Notice continues the requirement for the use of Learning Management System (LMS) as the nationally approved program for all Technical Operations personnel to complete and record on-the-job training and performance exams as they relate to certification. It also requires that all new certification authorities must be entered into LMS. The use of the certification tracking system for recording certification authority status is no longer authorized (FAA Order JO 3000.57A, Paragraph 5–6, Official Certification Record File), effective July 27, 2020. Additionally, the requirement for the annual certification review (FAA Order JO 3000.57A, Paragraph 5–11, Review of Certification Authority) captured in the comprehensive management resource information system is temporarily suspended to facilitate system transition and coordination of policy and/or process change. In the interim, managers should document the annual review in the performance management and assessment system during employee performance evaluations.

(1) 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.) On-the-Job Training (OJT) Progress Form For Certifiable Systems (functions of this form have moved to the LMS module, and it is no longer required).

c. Instructor Qualifications for Field Instructors. Replace FAA Order JO 3000.57A, Paragraph 3-12.b.(3), Instructor Qualifications, with the following:

Field Instructors. The basic requirement for field instructors is the successful completion of the Academy's Facility Instructor Training course. When an individual who has met this

requirement is not available, the first or higher-level manager may designate other personnel to conduct field training. In such an instance, it is recommended that the individual have skills in instructional methodology or prior experience in providing training, including OJT.

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