

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 3120.149

National Policy

Effective Date:
09/15/2014

Cancellation Date:
09/15/2015

SUBJ: Initial Qualification Training, JO 3120.4N, Air Traffic Technical Training

- 1. Purpose of this Notice.** This notice amends the subject Order to revise initial qualification training requirements.
- 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 website at https://employees.faa.gov/tools_resources/orders_notices/ and on the Air Traffic (AT) publications website at http://www.faa.gov/air_traffic/publications/.
- 4. Explanation of Policy Change.** This notice revises initial qualification training requirements. Changes in the hiring process prompted the Federal Aviation Administration (FAA) to review and revise the requirements for attending the AT Basics course. This notice also establishes the AT Basics voluntary bypass option for individuals having the required qualifications, experience, or education. Knowledge of AT Basics course objectives remains a prerequisite for all initial qualification training, and individuals who bypass the AT Basics course certify that they meet either the prior education or prior experience criteria and accept responsibility for knowing the course training outcomes.
- 5. Action.** Amend JO 3120.4N dated September 30, 2013, *only* Chapter 4, paragraph 1, as follows:

Chapter 4. Training Requirements for Air Traffic Control Specialists

- 1. Initial Qualification Training.** The newly hired developmental must successfully complete initial qualification training for the selected option. Table 4-1 identifies the specific initial training requirements based on the hiring source (i.e., the type of vacancy announcement).
 - a. The requirement to attend AT Basics (Courses 50043, 50043001, 50143, or 50243 or current course) is a prerequisite to qualification training, as prescribed herein and in the Instructional Program Guide for the specific option.

b. Individuals hired under All Sources, General Public, or another “entry level” job announcement, who satisfy any of the criteria specified below, may elect to skip AT Basics:

(1) Individual has completed courses that cover the required AT Basics objectives, or

(2) Individual holds, or has previously held, an FAA-recognized AT certification. These include the Control Tower Operator (CTO) certificate and facility certifications and/or ratings at military air traffic control facilities.

Table 4-1: Initial Training Requirements for New Hires

Hiring Source	Initial Training Requirements
Air Traffic-Collegiate Training Initiative (AT-CTI)	<ul style="list-style-type: none"> • Not required to attend AT Basics. • Required to attend initial qualification training conducted at the FAA Academy for the appropriate track assignment.
Alaska Flight Services Air Traffic Control Specialist Hiring and Training Initiative	<ul style="list-style-type: none"> • Required to attend AT Basics. • Required to attend initial qualification training conducted at an Alaskan Flight Service Station. • Enter appropriate stage of field training at an Alaskan Flight Service Station.
Alaskan Flight Service Training Initiative (AFTI)	<ul style="list-style-type: none"> • Not required to attend AT Basics. • Required to attend initial qualification training conducted at an Alaskan Flight Service Station. • Enter appropriate stage of field training at an Alaskan Flight Service Station.
All Sources, General Public, or other “entry level” job announcement type not listed in this table	<ul style="list-style-type: none"> • Required to attend AT Basics. However, new hires with certain education or experience may bypass the AT Basics course. • Required to attend initial qualification training conducted at the FAA Academy for the appropriate option.
Control Tower Operator (CTO)	<ul style="list-style-type: none"> • Not required to attend AT Basics. • Terminal new hires: may attend initial qualification training conducted at the FAA Academy, or enter appropriate stage of field training as determined by the receiving facility. • En Route new hires: required to attend initial qualification training conducted at the FAA Academy.

Hiring Source	Initial Training Requirements
Former controllers for the military (includes Department of Defense (DoD) Civilian Controllers, Retired Military Controllers (RMC), and Veterans Recruitment Appointment (VRA) Military Controllers)	<ul style="list-style-type: none"> • Not required to attend AT Basics. • Terminal new hires: may attend initial qualification training conducted at the FAA Academy, or enter appropriate stage of field training as determined by the receiving facility. • En Route new hires: required to attend initial qualification training conducted at the FAA Academy.
Former FAA Air Traffic Control Specialists (Reinstatements)	<ul style="list-style-type: none"> • Not required to attend AT Basics. • Not required to attend initial qualification training conducted at the FAA Academy. • Enter appropriate stage of field training.



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