

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

JO N 3120.156

Air Traffic Organization Policy

Effective Date:
August 1, 2023

Cancellation Date:
August 1, 2024

SUBJ: FDCS Instructional Program Guide

1. Purpose of this Notice. This notice temporarily introduces Appendix H of Federal Aviation Administration (FAA) Order JO 3120.4R, *Air Traffic Technical Training*. It also makes a minor change to Chapter 2 paragraph 5.a(13) and renames FAA Form 3120-45, now titled “Operations Supervisor/Supervisory Traffic Management Coordinator On-the-Job Training.”

2. Audience. This notice applies to all personnel who use FAA Order 3120.4R.

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 the FAA public website at: https://www.faa.gov/regulations_policies/orders_notices/

4. Explanation of Policy Changes. This notice introduces the Instructional Program Guide (IPG) supporting Flight Data Communication Specialists (FDCS) / Supervisory Flight Data Communication Specialists (SFDCS) certification requirements. It also introduces FAA Form 3120-150 which is prescribed by JO 3120.4R and addressed in Appendix H. These revisions will be formally incorporated into FAA Order JO 3120.4R in a future change. They are provided in this Notice to meet interim facility training needs.

5. Procedures/Action. Use the revised Appendix H, which is included in this Notice beginning on page 1. Also use the revised FAA Form 3120-150, which is addressed in Appendix H and available on MyFAA at https://employees.faa.gov/tools_resources/forms/ and the FAA public Forms site at <https://www.faa.gov/forms/>.

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Appendix H. Flight Data Communications Specialist Instructional Program Guide

1. Introduction. This IPG includes information about training individuals hired into the Flight Data Communications Specialist (FDCS) position. Individuals will come from three sources: all sources with no experience, all sources with some previous experience, or as an ATC reclassified. This IPG is designed to provide the necessary fundamental knowledge needed to prepare trainees for facility or area qualification and certification. Facilities will determine, based on the trainee’s previous experience, the portions of Facility Classroom Training to complete.

a. Facility Classroom Training. This training includes FDCS classroom training, contractor classroom training and/or an approved equivalent, laboratory training, and computer based training.

b. FDCS On-the-Job Training. Target hours for completion of operational position must be assigned according to facility training directive. OJT must be assigned as specified in Chapter 6. SET and other forms of training may be recommended by the individual’s training team, as necessary, to provide the individual with every opportunity for success. Performance Assessments (PAs) and Certification Skill Checks (CSCs) will be performed and documented as specified in Chapter 6.

2. Facility Classroom Training.

a. General. Basic Air Traffic Control En Route Filed Self Study (Course 55143002) is designed for new employees hired from any source, with no previous air traffic experience, and who have been selected for the FDCS position. This course provides the necessary aviation/air traffic fundamental knowledge needed to prepare trainees to begin training.

b. Location. Field Facility.

c. Training Length. Self-paced.

d. Administration. Training is administered in a classroom/laboratory environment utilizing prepared instructional materials and includes an introduction to the ATC systems, publications, aircraft types and characteristics, flight assistance and emergencies, weather, communications, and Notices to Air Missions (NOTAMs). Instruction may include classroom lectures accompanied by graphics and videos, group discussions, and exercises with limited hands-on practice and demonstrations. Trainees are evaluated using block tests and a final comprehensive test.

3. Training Contents

a. The course contains these areas of instruction:

- (1) ATC system and the NAS
- (2) Teamwork in the AT environment

- (3) Airports
- (4) NOTAMs
- (5) Introduction to FAA orders and manuals
- (6) LOAs and SOPs
- (7) Airspace Classifications
- (8) Introduction to Federal Aviation Regulations
- (9) Aircraft characteristics and recognition; wake turbulence
- (10) En Route IFR charts
- (11) Introduction to emergencies (Search and Rescue)
- (12) Fundamentals of weather and aviation weather services
- (13) Current weather
- (14) Pilot weather reports
- (15) Basic communications
- (16) Strip marking (optional local training)
- (17) AT clearances

4. Modules of Instruction.

a. Module 1: Introduction.

(1) Provides FDCSs-In Training (IT) an orientation to the FAA organization, the ATO, and contractor organizations and systems.

(2) Topics presented include Human Relations, General Rules and Procedures, the FAA mission, Training Requirements, and Career Progression.

(3) The purpose of this development stage of training is to provide the trainee with the knowledge necessary to begin position qualification training. This module provides knowledge unique to each FDCS unit.

b. Module 2: Administrative eLMS/CBI/Briefings Required FAA Computer Based Training.

- (1) FAA Information Security and Privacy Awareness Training (Course 30050042 or current course)
- (2) Introduction to Safety Management System (SMS) (Course 6600024 or current course)
- (3) Records Management Training 101 (Course 30200806 or current course)
- (4) Safeguarding Classified Information (Course 30200374 or current course)

c. Module 3: Area Knowledge.

(1) Students are provided with an introduction to Location Identifiers, Center High and Low NAVAIDS, and Center High and Low Sectors.

- (a) Test on Location Identifiers
 - (b) Test on Center High NAVAIDS
 - (c) Test on Center High Sectors
 - (d) Test on Center Low NAVAIDS
 - (e) Test on Center Low Sectors
 - (f) Weather reporting stations
- (2) Hands-on training through practice.

d. Module 4: Required Briefings.

- (1) Students receive mandatory briefings in a classroom setting.
 - (a) ATSAP Briefing (Course 60004693 or current course)
 - (b) ATSAP Verbal Briefing
 - (c) Crew Resource Management Video
 - (d) FAA JO 7110.65 Briefing
- (2) Training will be conducted via verbal briefing, eLMS course and videos.

e. Module 5: Required Technical Courses. Students are given the opportunity to work at their own pace to complete the following courses:

- (1) Adverse weather
- (2) ICAO for Flight Data Training – Entering ICAO Flight Plans (Course 62000022 or current course)
- (3) Aviation Weather – Observation and Forecast Reports
- (4) International Departure Messages (DEP) via Aeronautical Information System Replacement (AISR)
- (5) Aeronautical Information System Replacement for METARS (Course 60005168 or current course)
- (6) Delay Messages (DLA) (optional local training)
- (7) AISR for PIREPS (Course 60005169 or current course)
- (8) Flight Plan (FP) Amendments (AM)
- (9) Facility Contingency Plan
- (10) Reading ICAO FPs
- (11) Radio and Interphone Communications
- (12) Recording Clearance and Control Information
- (13) NOTAM D AJR-B provided Power Point
- (14) Voice Switching Communication System (VSCS) Training and VSCA Training and Back Switch (VTAB) Backup Switch
- (15) Clearance Relay (Course 57155009 or current course)
- (16) Clearance Relay Classroom (1 hour)
- (17) En Route Automation Modernization (ERAM) EAD-100 Delta Briefing Air Traffic Specialist (ATS) (Course 60004766 or current course)
- (18) ERAM EAC ATS1500 AT RBP ATS (Course 60004753 or current course)
- (19) ERAM EAD300 AT (Course 60005126 or current course)

- (20) ERAM EAD400 Air Traffic Support (Course 60005134 or current course)
- (21) ERAM EAD600 Air Traffic Specialist Workstation (Course 60005191 or current course)
- (22) ERAM EAD700 ATS (Course 60005199 or current course)
- (23) ERAM EAD200 ATS (Course 60004770 or current course)

f. Module 6: Weather: Hands-on training through practice.

- (1) PIREPs
- (2) Processing Routine (UA) / Urgent (UUA) PIREP encoding
- (3) Center Weather Advisories (CWA)
- (4) Significant Meteorological Information (SIGMETS)
- (5) Airmen's Meteorological Information (AIRMETS)
- (6) Weather Obscuration Identifiers
- (7) Altimeter Checks
- (8) METAR (ENTRY AND MISSING METARS)

g. Module 7: Clearance Relay. (1 hour classroom, 2 hours lab exercises)

- (2) Procedures for relaying ATC clearances (Course 57155009 or current course)
- (3) Classroom instruction and end of lesson test.
- (4) Laboratory Scenarios/Course (3 hours)

(a) Clearance Relay scenarios should be conducted in the TTL, with an instructor and a ghost pilot. Student will simulate that they have received a request for a clearance, contact the appropriate facility to request the clearance and relay the clearance to the pilot verbatim. Additionally, the student will learn how to process an IFR cancellation as reported by a pilot or flight service.

h. Module 8: NOTAMs.

- (1) Students are provided training and will become familiar with the various types of NOTAMs
 - (a) Temporary Flight Restriction (TFR)

(b) FDC NOTAM

(c) NOTAM D

(2) Trainees will be trained on how to process the various types of NOTAMs; this will be done with hands-on training.

i. Module 9: Miscellaneous Duties.

(1) Students are provided with the training and taught how to process and/or transmit the following messages to include:

(a) General Notices (GENOTS), Circuit Notices (CIRNOTS), ALNOTS, Alert Notices (ALERTS), and Information Requests (INREQs)

(b) Special Use Airspace Management System (SAMS)

(c) Altitude Reservation (ALTRV) Messages

(d) Incident / Accident Reports

(e) Overdue and Missing Aircraft

(f) Configurations:

(i) Commands used to change parameters within the NAS Contracting Specialists (CS) Messages

(ii) Use of the configurations and parameters at ARTCC's when and where applicable. This training must include:

(iii) Transitioning to and from normal operations and backup operations

(iv) The unique radar/flight data processing used while operating in the back-up configuration(s).

(v) Control and communication procedures associated with operation in the backup mode.

(vi) Hands-on training through the use of practice and laboratory exercises.

5. Refresher Training. Refresher Training is conducted to maintain and update previously learned knowledge and skills. All operational personnel must complete refresher training. Each facility must develop a written annual Refresher Training plan and conduct the planned training throughout the calendar year. Refresher Training need not be delivered all at once. Refresher Training topics and delivery methods (e.g., electronic learning, classroom, simulation) will be developed by the TA and the Local Safety Council (LSC) or locally developed by another collaborative group. Facilities may design their refresher training program specifically for operational areas within the facility that perform different types of operations. The list below is not all-inclusive, and facilities may add other topics in order to meet their needs. An annual Refresher Training plan must consist of:

a. At least 5 of the topics listed below:

- (1) ALNOTs
- (2) NOTAM D
- (3) FDC NOTAMs
- (4) PIREPs
- (5) Clearance Relay
- (6) GENOTs
- (7) ICAO Flight Plans
- (8) Weather
- (9) ICAO Departure Messages
- (10) TFR NOTAMs

b. At least two equipment items:

- (1) ERAM
- (2) En Route Information Display System (ERIDS)
- (3) AISR
- (4) VSCS

c. At least one topic related to professional skills:

- (1) Teamwork
- (2) Communication
- (3) Leadership
- (4) Self-motivation
- (5) Professionalism
- (6) Problem solving
- (7) OJTI (e.g., techniques, best practices, coaching, review, completion of the appropriate OJT instruction/evaluation reports)

6. Facility FDCS OJT.

a. General. FDCS OJT is comprised of several modules that are administered at the field facilities. Each module is described in detail on the following pages. Some modules may not apply to all locations. Required positions and training hours are indicated in the facility training directive. All field training must include the modules listed below. AISR equipment training is also required. Discontinuation of training will be a result of a training review that recommends Training Suspension. If the manager adopts this recommendation, the trainee is processed in accordance with Human Resource Policy Manual 1.14b or other appropriate directives when provided. It provides the necessary training to prepare students to certify in the En Route FDCS Unit.

b. Prerequisite . Successful completion of initial and facility training as well as passing all exams written and verbal. Additional prerequisites may be established by the Supervisory Flight Data Communication Specialists (SFDCS) and must be identified in the local training directive.

c. Location. Field facility.

d. Training Length. In accordance with local directive.

7. Training Contents. This course contains nine modules of OJT: The purpose of this development stage of training is to provide the trainee with the knowledge necessary to begin position qualification training. This module provides knowledge unique to each FDCS unit.

8. Modules of Instruction.

a. Module 1: Equipment.

- (1) ERAM
- (2) ERIDS
- (3) AISR
- (4) Kommunikasjon Integret Offentlig Service Kontor (KIOSKS)
- (5) SAMS

b. Module 2: Weather.

- (1) PIREPs
- (2) SIGMETS
- (3) CWA
- (4) AIRMETS

c. Module 3: NOTAMS.

- (1) Flight Data Center (FDC) NOTAM
- (2) TFRs
- (3) NOTAM D
- (4) Thin Client
- (5) NOTAM Search
- (6) RamView

d. Module 4: AISR.

- (1) ICAO Departure Messages
- (2) PIREPs
- (3) ALNOTS

- (4) FP Changes
- (5) Forcing a Flight Plan to another En Route Facility
- (6) Retransmitting an FP

e. Module 5: ERAM.

- (1) General Information Messages
- (2) FP amendments
- (3) Refer Messages
- (4) Configure Sector Messages
- (5) System Outages
- (6) METAR Entries
- (7) Altimeter Checks

f. Module 6: ERID.

- (1) NOTAMs
- (2) Call Sign Look up
- (3) Airport Data
- (4) Receiving and Acknowledging PIREPs

g. Module 7: Clearance Relay.

- (1) Procedures for relaying ATC clearances and IFR cancellations
- (2) Hands-on training through practice and laboratory exercises.

h. Module 8: Communications Security.

- (1) Secure Room
- (2) Receiving Classified Documents

i. Module 9: Miscellaneous.

GENOTS, CIRNOTS, ALNOTS, ALERTS, and INREQs

- (1) SAMS
- (2) ALTRV Messages
- (3) Incident / Accident Reports
- (4) Configure Resector Messages

9. Instructions for Completing the FDCS Instruction/Evaluation Report FAA Form 3120-150

a. Section 1: Introduction. This appendix contains instruction for completing FAA Form 3120-150. The form must be used by OJTIs and SFDCs to record their observations of performance and progress of the trainee/FDCS-IT during simulated scenarios, SET and skill-check sessions. FAA Form 3120-150 may be used to document OJF. (See Figure H-1, FAA Form 3120-150)

b. Section 2: Using the Form. Entries on the training reports must be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, and litigations). Complete the following items. Block numbers correspond to the numbered blocks on the form.

- (1) Block 1: NAME: Print the trainee's name/FDCS-Its name
- (2) Block 2: DATE: Enter the month, day, and year.
- (3) Block 3: POSITION(S): Enter scenario or operational position on which training or CSC is being performed.
- (4) Block 4: SYSTEM: Record which system(s) were utilized during the training session. Check the box of each system utilized during the session(s).
- (5) Block 5: WORKLOAD: Place a check mark in the box of the description of workload. Check the one box most representative of the session(s).
- (6) Block 6: COMPLEXITY: Place a check mark in the box of the description of complexity of operations. Check the box most representative of the session(s). Note any unusual situation, equipment outages configurations and/or restrictions that impact training in Block 12.
- (7) Block 7: HOURS: Enter actual hours and minutes for the training session(s) covered by this report. A report should be completed for each training session.
- (8) Block 8: TOTAL HOURS THIS POSITION: Enter total hours and minutes spent in training on this position; including OJT session(s) covered by this report.

(9) Block 9: PURPOSE: Check appropriate purpose of report on the form. For Skill Enhancement Training, select either the SIT box or SDT box, as applicable. Place a check mark in the SIT box for any/all activity that is counted as the opportunity to improve or review skills. Place a check mark in the SDT box, for any activity that is counted as training for an identified performance deficiency. Place a check mark in the OJT box for any activity that is counted as OJT. Place a check mark in the OJF box for any/all activity that is counted as on-the job-familiarization time. Place a check mark in the Performance Assessment box if administering a PA. Place a check mark in the box for Refresher if any of the activity is considered refresher training. Place a check mark in the Evaluation box if an evaluation is being conducted during any portion of the training session. Place a check mark in the box for the Certification if administering a CSC. Place a check mark in the box for Recertification if administering a CSC for recertification. Place a check mark in the box for Performance Assessment if administering a PA.

(10) Block 10: ROUTING: According to facility requirements.

(11) Block 11: PERFORMANCE: This section contains jobs tasks and subtasks used as the basis for instructing and evaluating the trainee/FDCS-IT. The job task entitled "Other" is intended for local use and adaptation.

- (a) During OJT/lab scenarios, place a check mark (√) in the columns "OBSERVED" and "COMMENT" as follows:
- (i) OBSERVED: A check mark in this column indicates that the operation or procedure(s) was observed during the session and no significant comments were made.
 - (ii) COMMENT: A check mark in this column indicates that the operation or procedure was observed during the session and is accompanied by a comment in Block 12. During OJT, reference(s) in Block 12 are optional.
- (b) Place a check mark (√) in the columns "OBSERVED" and "COMMENTS" as follows: "SATISFACTORY", "NEEDS IMPROVEMENT", and "UNSATISFACTORY" OJTs do not make checks marks in columns because these Terms are evaluative. The Terms are defined as follows.
- (i) SATISFACTORY: A check mark in this column indicates that the trainee's observed performance during the training session(s) meets certification requirements and indicates that the trainee/FDCS-IT ability to work independently regarding this performance item. Examples of exemplary performance and/or specific comments must be stated in Block 12 of the form for each job subtasks indicated.
 - (ii) NEEDS IMPROVEMENT: A check mark in this column indicates that the trainee's observed performance is acceptable at this stage of training, but must

improve in order to meet certification requirements. Specific comments, along with suggestions and/or requirements for improvement, must be stated in Block 12 of the form for each job subtask indicated.

(iii) **UNSATISFACTORY:** A check mark in this column indicates that the trainee's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask must be stated in Block 12.

(c) To certify on a CSC, all applicable items must be marked satisfactory or not observed (N/O). If an item is marked "N/O", Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, and/or other methods must be used to demonstrate knowledge of a job subtask when not observed.

(d) If a job subtask is not applicable to a position being observed, it must be recorded as N/A (not applicable).

(12) **Block 12: COMMENTS:** Used by the OJTI/SFDCS to document the trainee's performance during OJT instruction and Skill-Checks sessions. The OJTI/SFDCS must sign and date this block.

(a) **During OJT/Simulation Scenarios:** This block is used to document when a check mark is made in the "COMMENT" column on the front of the form. The comments:

- May be specific or general
- May include exemplary, noteworthy, or unusual events
- Must describe the observed performance deficiencies. In the case of performance deficiencies or when improvement is needed in a specific area, references may be made in Block 12A to applicable procedures, LOAs, directives, etc.

(b) **During CSCs/Simulation Evaluations:** This block is used to:

- Document performance/progress. The performance/progress description may include comments of exemplary, noteworthy, or unusual events.
- Describe any observed performance deficiencies. When a check mark is placed in the "Needs Improvement" or "Unsatisfactory" column, reference must be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

(13) **Block 12A: REFERENCES:** The SFDCS must include paragraph number(s) or other specific reference(s) in this block. An OJTI may also include reference(s) in this block.


(14) Block 13: RECOMMENDATIONS: This block will be used by the SFDCS who perform the CSC. The SFDCS must recommend one of the following:

- (a) Certification Skill Check
- (b) Certification (when appropriate)
- (c) Continuation of OJT
- (d) Skill Enhancement Training
- (e) Suspension of OJT

(15) Block 14: EMPLOYEE'S COMMENTS: This block may be used by the trainee/FDCS-IT for making comments pertaining to the training session or the CSC, and may include reference to an attachment, if needed. The employee must sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the trainee/FDCS-IT. Electronic signatures may be used where secure automation capabilities exist.

(16) Block 15: CERTIFICATION/RECERTIFICATION: This block is used to document position Certification/Recertification. Electronic signatures may be used where secure automation capabilities exist.

Figure H-1: FAA Form 3120-150



U.S. Department of Transportation
Federal Aviation Administration

**FDCS/ARTCC OJT
INSTRUCTION/EVALUATION REPORT**

1. Name		2. Date		3. Position(s)				
4. System <input type="checkbox"/> AISR <input type="checkbox"/> ERAM <input type="checkbox"/> ERIDS		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Difficult <input type="checkbox"/> Very Difficult				
7. Hours		8. Total Hours This Position		9. Purpose <input type="checkbox"/> SIT <input type="checkbox"/> SDT <input type="checkbox"/> Recertification <input type="checkbox"/> Refresher <input type="checkbox"/> Performance Assessment <input type="checkbox"/> OJT <input type="checkbox"/> OJF <input type="checkbox"/> Certification <input type="checkbox"/> Evaluation				
10. Routing		11						
Job Task		Job Subtask		Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
				Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
A. Methods and Procedures		1. Adheres to priority of duties		▼	▼	▼	▼	▼
		2. Demonstrates ability to handle unusual situations		▼	▼	▼	▼	▼
		3. Aware of system requirements		▼	▼	▼	▼	▼
		4. Compiles, evaluates, records and disseminates data		▼	▼	▼	▼	▼
		5. Monitors systems continuously		▼	▼	▼	▼	▼
		6. Computer entries are complete, correct, and timely		▼	▼	▼	▼	▼
B. Equipment		7. Equipment status is maintained		▼	▼	▼	▼	▼
		8. Computer capabilities are fully used		▼	▼	▼	▼	▼
		9. Printer operations are fully used		▼	▼	▼	▼	▼
		10. Equipment Malfunction is recognized		▼	▼	▼	▼	▼
		11. Takes prompt action in making corrections		▼	▼	▼	▼	▼
		12. Replace expendable materials as necessary		▼	▼	▼	▼	▼
C. Communication/ Coordination		13. Pre-duty/relief briefings are complete and accurate		▼	▼	▼	▼	▼
		14. Functions effectively as a team member		▼	▼	▼	▼	▼
		15. Required coordination is performed		▼	▼	▼	▼	▼
		16. Understands and uses phone systems		▼	▼	▼	▼	▼
		17. Coordination is thorough, clear and concise		▼	▼	▼	▼	▼
		18. Cooperative, professional manner is maintained		▼	▼	▼	▼	▼
		19. Understands requests from stakeholders (e.g., dispatchers, pilots)		▼	▼	▼	▼	▼
		20. Additional services are provided		▼	▼	▼	▼	▼
D. NOTAMS/ WEATHER		21. Process and disseminate, FDC, SUA, TFR, D NOTAMS		▼	▼	▼	▼	▼
		22. Applies NOTAM D backup procedures for other FD Units		▼	▼	▼	▼	▼
		23. Supports Weather Coordinator		▼	▼	▼	▼	▼
		24. PIREP/METAR formatting		▼	▼	▼	▼	▼
		25. Disseminates weather data		▼	▼	▼	▼	▼
		26. Performs altimeter, weather data checks		▼	▼	▼	▼	▼
		27. PIREP/METAR backup for terminal facilities		▼	▼	▼	▼	▼
E. Clearance Relay		28. Responds to requests for Clearance Relay		▼	▼	▼	▼	▼
		29. Contact appropriate sectors/facilities		▼	▼	▼	▼	▼
		30. Relay clearances verbatim		▼	▼	▼	▼	▼
		31. Advise sectors/facilities of IFR cancellations		▼	▼	▼	▼	▼
F. Other		32.		▼	▼	▼	▼	▼
		33.		▼	▼	▼	▼	▼
		34.		▼	▼	▼	▼	▼
		35.		▼	▼	▼	▼	▼
		36.		▼	▼	▼	▼	▼
		37.		▼	▼	▼	▼	▼
		38.		▼	▼	▼	▼	▼
		39.		▼	▼	▼	▼	▼

Figure H-1: FAA Form 3120-150 (continued)



FDCS/ARTCC OJT
INSTRUCTION/EVALUATION REPORT

12. Instructor Comments	References
Instructor signature: _____ Date: _____	
13. Recommendation <input type="checkbox"/> Certification Skill Check <input type="checkbox"/> Certification <input type="checkbox"/> Continuation of OJT <input type="checkbox"/> Skill Enhancement Training <input type="checkbox"/> Suspension of OJT	
14. Employee's Comments:	
This report has been discussed with me _____ Employee signature: _____ Date: _____	
15. Certification/Recertification I certify that this employee meets qualification requirements for position and is capable of working under general supervision. Certifier signature: _____ Date: _____	

10. Job Functions and Indicators for the OJT Instruction/Evaluation Report

Table H-1: Flight Data Communication Specialist

Job Function Category: Methods and Procedures

Job Subtask	Indicator
1. <i>Adheres to priority of duties</i>	<ul style="list-style-type: none"> a. Complies with local and FAA orders in prioritizing work. b. Utilizes good judgement to ensure an efficient workflow. c. Maintains situational awareness. d. Maintains awareness and keeps appropriate personnel aware of current status e. Duties are completed in a timely, and efficient manner
2. <i>Demonstrates the ability to handle unusual situations</i>	<ul style="list-style-type: none"> a. Is able to gather needed information to handle the situation effectively b. Recognizes own limitations c. Communicates status to appropriate personnel d. Appropriately reacts to all situations. e. Ensures decision are based on known facts and data
3. <i>Aware of system requirements</i>	<ul style="list-style-type: none"> a. Maintains awareness of systems updates and guides b. Understands interactive relationship between multiple systems
4. <i>Compiles, evaluates, records and disseminates data</i>	<ul style="list-style-type: none"> a. Distributes and records information utilizing local procedures b. Aware of retention requirements c. Knowledge of data retrieval procedures within Flight Data systems, e.g. archives
5. <i>Monitors systems continuously</i>	<ul style="list-style-type: none"> a. Conscious of new information as it arises b. Understands job function complexities c. Analyzes and manages conditions that impact FD systems
6. <i>Computer entries are complete, correct and timely</i>	<ul style="list-style-type: none"> a. Understands and appropriately applies system commands. b. Accurately enters data in operational systems. c. Promptly recognizes and corrects data entry errors

Job Function Category: Equipment

Job Subtask	Indicator
7. <i>Equipment status is maintained</i>	<ul style="list-style-type: none"> a. Continuously monitors equipment. b. Identifies system malfunctions c. Communicates status to appropriate personnel d. Records system status per local requirements
8. <i>Computer capabilities are fully used</i>	<ul style="list-style-type: none"> a. Understands optimal system to use for each job task. b. Utilizes resources for backup or alternate system as necessary.
9. <i>Printer operations are fully used</i>	<ul style="list-style-type: none"> a. Enables auto print if appropriate b. Maintains normal operational status c. Troubleshoots and corrects malfunctions or offline conditions
10. <i>Equipment malfunction is recognized</i>	<ul style="list-style-type: none"> a. Uses appropriate methods to troubleshoot and restore equipment to operational status b. Communicates status to appropriate personnel c. Completes required status reports on equipment outages
11. <i>Takes prompt action in making corrections</i>	
12. <i>Replace expendable materials as necessary</i>	

Job Function Category: Communication/Coordination

Job Subtask	Indicator
<i>13. Pre-duty / relief briefings are complete and accurate</i>	<ul style="list-style-type: none"> a. Relief briefing checklist is used when conducting pre-duty/relief briefings b. Briefing is clear, concise, and accurately reflects workload c. Communicates unusual situations and relays all pertinent information
<i>14. Functions effectively as a team member</i>	<ul style="list-style-type: none"> a. Willing to assist others when situation dictates. b. Acknowledges when to ask for assistance and request guidance as needed c. Committed to sharing workload d. Effectively communicates with team members
<i>15. Required coordination is performed</i>	<ul style="list-style-type: none"> a. Status Information Area (SIA) has required info for brief b. Briefing is clear, concise, and accurately reflects workload c. Stakeholders are notified of unusual situations and limitations
<i>16. Understands and uses phone systems</i>	<ul style="list-style-type: none"> a. Familiar with how telephone systems operate b. Utilizes appropriate telephone system when conducting tasks c. Familiar with telephone contact lists and takes action when changes are needed d. Completes required status reports on telephone systems outages and return to services e. Appropriately consolidate/combine telephone systems
<i>17. Coordination is thorough, clear and concise</i>	<ul style="list-style-type: none"> a. Relays information in an easy to understand manner b. Communicates status of operation, equipment, and personnel c. Proper phraseology is utilized
<i>18. Cooperative, professional manner is maintained</i>	
<i>19. Understands requests from stakeholders (e.g., dispatchers, pilots)</i>	<ul style="list-style-type: none"> a. Processes information promptly/correctly. b. Reacts to requests c. Communicates status and requests to appropriate personnel d. Asks for clarification when necessary. e. Provide oversight
<i>20. Additional services are provided</i>	

Job Function Category: NOTAMs / Weather

Job Subtask	Indicator
<i>21. Process and disseminated FDC, SUA, NOTAM D, and TFRs</i>	<ul style="list-style-type: none"> a. Correctly enters into appropriate system b. Disseminates information as required by local and FAA directives. c. Maintains awareness of systems and their updates d. Reacts to customer's requests e. Communication is clear, concise, and accurate
<i>22. Applies NOTAM D backup procedures for other FD Units</i>	<ul style="list-style-type: none"> a. Knows how to coordinate alternate facility's NOTAM D b. Familiar with back up facility and coordination checklists. c. Assures airport directory information is updated and correct d. Maintains awareness of airport status e. Backup system is activated and database is correct f. Status is communicated g. Questions and answers are communicated clearly and concisely
<i>23. Supports Weather Coordinator</i>	<ul style="list-style-type: none"> a. Distributes weather as required by local and/or FAA directives b. Provides appropriate backup c. Communicates status to appropriate personnel d. Responds appropriately to customer's requests e. Asks appropriate questions
<i>24. PIREP/METAR formatting</i>	<ul style="list-style-type: none"> a. Appropriately enters weather data into system. b. Ensures that weather reports are accurately recorded and disseminated c. Promptly takes action to amend incorrect weather report entries. d. Proficient at obtaining missing weather reports.
<i>25. Disseminates weather data</i>	<ul style="list-style-type: none"> a. Distributes data per facility/FAA directives. b. Correctly enters into appropriate system c. Maintains awareness of systems and their updates d. Reacts to customer's requests e. Communication is clear, concise, and accurate f. Appropriately queries databases for weather products

Job Subtask	Indicator
<i>26. Performs altimeter, weather data checks</i>	<ul style="list-style-type: none"> a. Information is checked within required time limits per local directive b. Action is taken when weather/altimeter information is inaccurate or missing c. Continuously monitor systems for altimeter changes
<i>27. PIREP/METAR backup for terminal facilities</i>	<ul style="list-style-type: none"> a. Demonstrates ability to correctly interpret weather products b. Understands procedures and responsibilities to backup facilities c. Communication is clear and concise d. Data entry and recording is accurate

Job Function Category: Clearance Relay

Job Subtask	Indicator
<i>28. Responds to requests for Clearance Relay</i>	<ul style="list-style-type: none"> a. Acknowledges pilot's request b. Records Clearance Relay requests as required per local directive
<i>29. Contact appropriate sector/facility</i>	<ul style="list-style-type: none"> a. Is able to find appropriate sector/facility utilizing the airport coordination list or mapping tool b. Uses appropriate means of communication to contact sector/facility
<i>30. Relay clearances verbatim</i>	<ul style="list-style-type: none"> a. Relays clearance instructions and additional information verbatim. b. Asks controller for clarification of instructions if necessary c. Communication is clear, concise, and read backs are correct for all stages of the clearance relay process
<i>31. Advise sector/facilities of IFR cancellations</i>	<ul style="list-style-type: none"> a. Acknowledges pilot's request b. Forwards cancellation to appropriate sector/facility