

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 7210.858

Effective Date:
March 1, 2014

Cancellation Date:
February 28, 2015

SUBJ: Air Traffic Familiarization/Currency Requirements for En Route/Terminal/System
Operations Facilities

- 1. Purpose of This Notice.** This notice amends FAA Order JO 7210.3, Facility Operation and Administration, Section 2-3, Air Traffic Familiarization/Currency Requirements for En Route/Terminal/System Operations Facilities, Paragraphs 2-3-1, 2-3-2, 2-3-3, 2-3-5.
- 2. Audience.** This notice applies to the following Air Traffic Organization (ATO) service units: Air Traffic Services, Mission Support, and System Operations; and all associated air traffic control facilities.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications web site at http://www.faa.gov/air_traffic/publications/.
- 4. Cancellation.** This notice cancels with the publication of the next available change to FAA Order 7210.3Y.
- 5. Explanation of Policy Change.** This notice updates air traffic operational familiarization and currency requirements and adds a new table summarizing currency requirements, explains currency waiver processes, and provides tracking guidance.
- 6. Procedures:** Amend FAA Order JO 7210.3, Chapter 2, Section 3, Section Title, and Paragraphs 2-3-1, 2-3-2, 2-3-3, and 2-3-5 to read as follows:

Section 3: AIR TRAFFIC FAMILIARIZATION/CURRENCY REQUIREMENTS FOR EN ROUTE/TERMINAL/SYSTEM OPERATIONS FACILITIES

2-3-1. GENERAL

It is the responsibility of the employees identified in Paragraph 2-3-2, Application, to work in conjunction with their supervisors to ensure they adhere to the requirements of this section.

2-3-2. APPLICATION

- Air traffic managers, assistant managers, executive officers, staff managers, operations managers, support managers, traffic management officers and support specialists, who as a condition of employment are not required to maintain currency, must maintain familiarity with control room operations to perform their required duties in an efficient manner.
- Air traffic control specialists (ATCS), traffic management coordinators (TMC), national traffic management specialists (NTMS), developmental specialists (ATCS/TMC/NTMS), first-level supervisors (including facility managers who also serve as first-level supervisors), operations supervisors (OS), front line

managers (FLM), supervisory traffic management coordinators (STMC), national traffic management officers (NTMO), and air traffic assistants (ATA) are required to meet currency requirements in order to perform their duties.

2-3-3. REQUIREMENTS

a. **Familiarization.** Methods used for personnel identified in Paragraph 2-3-2a, Application, to maintain familiarization must be specified in a local facility directive.

b. **Currency.** Personnel must rotate through all positions on which they maintain currency each calendar month. Additionally, they must meet the following requirements:

1. Number of positions required to maintain currency.

(a) ATCSs, TMCs, NTMSs, developmental specialists (ATCS/TMC/NTMS) and ATAs must maintain currency on all operational/control positions on which certified.

(b) First-level supervisors (OS, FLM, STMC, NTMO) and support specialists (who maintain currency) must maintain currency on a minimum of two and a maximum of eight operational/control positions.

NOTE-

Hand-off, Tracker, and CAB/TRACON coordinator positions do not count towards the minimum of two and maximum of eight operational/control positions.

(c) TMCs/STMCs required to maintain currency on operational positions within the traffic management unit (TMU) and control positions outside the TMU (dual currency), must maintain currency on a minimum of two and a maximum of eight operational/control positions outside the TMU.

(d) Waivers to any requirements contained in Paragraph 2-3-3b(1) may only be approved by the respective Director of Operations, who is required to forward all waiver requests and dispositions to the Director of Operations Support for tracking and oversight.

2. The following minimum time must be met each calendar month: a minimum of one hour per position is required; time working combined positions satisfies the requirement for each of the combined positions. Except for flight service station (FSS) and air traffic assistants, time working the assistant controller, flight data communications, flight data, and clearance delivery positions is not counted toward total currency time requirements; however, the one-hour minimum time per position is required to maintain currency.

NOTE-

Hand-off, Tracker, and CAB/TRACON coordinator, Final Monitor, FLM/FLMIC, and managerial (in-charge) positions do not have a currency requirement and time spent working those positions is not counted.

(a) ATCSs, Developmental (Dev) ATCSs, and ATAs.

(1) **TERMINAL.** Radar/tower operational/control positions: a minimum of eight hours tower and eight hours radar. If certified in only one area of operation (tower or radar), a minimum of 16 hours is required.

(2) **EN ROUTE, FSS, and ATAs.** A minimum of 16 hours on operational/control positions is required.

(b) TMCs, NTMSs, and developmental TMCs/NTMS are required to maintain operational/control position currency as follows: a minimum of 16 hours on operational/control positions.

(c) Support specialists who maintain currency.

(1) **TERMINAL.** Radar/tower operational/control positions: a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) **EN ROUTE/ATCSCC.** A minimum of eight hours on operational/control positions is required.

(d) **FLMs/OSs** (including facility managers who also serve as first-level supervisors).

(1) **TERMINAL.** Radar/tower operational/control positions (excluding the FLM/FLMIC position): a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) **EN ROUTE, FSS.** A minimum of eight hours on operational/control positions (excluding managerial [in-charge] positions) is required.

(e) **STMCs/NTMOs** are required to maintain operational/control position currency as follows: A minimum of eight hours on operational/control positions excluding managerial (in-charge) positions.

(f) **Dual Currency.** TMCs/STMCs at all air route traffic control centers (ARTCC) and at New York TRACON (N90), Potomac TRACON (PCT), Northern California TRACON (NCT), and Southern California TRACON (SCT) are required to maintain currency only within the TMU. All other TMCs/STMCs are required to maintain dual currency.

(1) **TERMINAL.** Radar/tower operational/control positions: a minimum of four hours tower and four hours radar. If certified in only one area of operation (tower or radar), a minimum of eight hours is required.

(2) **EN ROUTE.** A minimum of eight hours on operational/control positions is required.

(3) **TMC/STMC optional.** Staffing and workload permitting, TMCs/STMCs not required to maintain dual currency may elect to maintain dual currency. Dual currency is not subject to the provisions of Paragraph 2-3-4: Differential.

(g) **Airport Surveillance Radar (ASR) approaches** (where published): three each calendar quarter, one of which must be a no-gyro. Radar simulation may be used to satisfy these requirements.

3. Time spent performing on-the-job-training (OJT) instruction as an OJT instructor is not counted toward operational/control position currency.

4. Time spent receiving OJT on combined positions, where the employee is certified on some of the combined positions, is not counted toward operational/control position currency.

5. Time spent performing certification skills checks, operational skills assessments, skills checks, over-the-shoulders, etc., is not counted toward operational/control position currency.

NOTE–

Initial operational/control position certification completed in a month meets the requirements for that position for that month. Individuals recertified in a month must meet currency requirements for that month regardless of the day of recertification.

**TBL 2-3-1
CURRENCY REQUIREMENTS**

Position	Operational/Control Position Currency	Total Minimum Currency Requirements
ATCS/ Developmental ATCS TMC/Developmental TMC FSS Specialist/Dev FSS Spec NTMS/Dev NTMS ATA	Minimum 16 hours/month Minimum 1 hour per position	16 hours

Support Specialist (if maintaining currency)	Minimum 8 hours/month Minimum 1 hour per position Minimum 2 & Maximum 8 positions	8 hours
FLM/OS STMC/NTMO FSS OS	Minimum 8 hours/month Minimum 1 hour per position Minimum 2 & Maximum 8 positions	8 hours
TMC – Dual Currency	Within TMU – Minimum 16 hours/month Minimum 1 hour per position Outside TMU – Minimum 8 hours/month Minimum 1 hour per position Minimum 2 & Maximum 8 positions	24 hours
STMC – Dual Currency	Within TMU – Minimum 8 hours/month Minimum 1 hour per position Minimum 2 & Maximum 8 positions Outside TMU – Minimum 8 hours/month Minimum 1 hour per position Minimum 2 & Maximum 8 positions	16 hours

2-3-5. TRACKING

a. Operational/control position currency time must be documented in accordance with processes described in Paragraph 2-2-6, Sign In/Out and On/Off Procedures, and tracked.

b. Air traffic managers must document, in a facility directive, a quality control process to ensure that personnel who do not meet currency requirements in a calendar month do not work an operational/control position prior to recertification in accordance with FAA Order JO 3120.4, Air Traffic Technical Training.

6. Distribution. This notice is distributed to the following organizations: Air Traffic Services, System Operations Services, and Mission Support; ATO Safety and Technical Training; Air Traffic Safety Oversight Service; William J. Hughes Technical Center; and Mike Monroney Aeronautical Center.

7. Background. This change replaces policies and guidance related to operational air traffic familiarization and currency requirements. A multi-year effort to review and revamp currency and tracking requirements engaged the expertise of Operational Managers at Headquarters, field facilities, as well as representatives from SUPCOM and NATCA to draft a new policy. The change structurally enhances currency requirements to better align employee primary job functions with the numbers of currency positions and to enhance time per position requirements.



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12/19/13
Date Signed