



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
JO 3120.29B

Effective Date:
May 1, 2012

SUBJ: Flight Deck Training Program (FDT)

This order states policy and procedures for the administration of the Federal Aviation Administration's (FAA) Flight Deck Training (FDT) Program.

The FDT Program is voluntary training which augments the National Air Traffic Technical Training Program. FDT provides each participant with meaningful training and the opportunity to improve their understanding of the National Airspace System. When management utilizes FDT as a method to enhance employee proficiency, both the Agency, and providers benefit from this program.

Participants and approving officials are required to accomplish prescribed training, be familiar with, and adhere to the guidelines in this order.

A handwritten signature in black ink, appearing to read "Joseph Teixeira", is positioned above the printed name.

Joseph Teixeira
Vice President
ATO Safety and Technical Training

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Chapter 1. General Information

- 1. Purpose of This Order.** This order states policy and procedures for the administration of the Federal Aviation Administration's FDT Program. This order does not provide for official or personal travel and no provision herein may be used for personal, financial, or material gain.
- 2. Audience.** This order is intended for operationally current and medically qualified 2152 series Air Traffic Control Specialists who meet the eligibility requirements in Chapter 2, paragraph 9 of this order, and managers, administrators, and support specialists involved with approving, recording, and administering the FDT Program participation.
- 3. Where Can I Find This Order?** This order is available on the MyFAA employee web site at https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Distribution.** This order is distributed to the group/branch level in Washington Headquarters Air Traffic Organization, Office of Civil Aviation Security Operations, Office of Information Technology; director level in Air Traffic Service Areas and Logistics Divisions; branch level at the William J. Hughes Technical Center, Mike Monroney Aeronautical Center, Regional Offices, Service Areas, and all Air Traffic field offices/facilities.
- 5. Cancellation.** This order cancels Order 3120.29A; Familiarization Training, dated January 1, 2001, and Notice JO 3120.29B, Flight Deck Training, dated February 1, 2012.
- 6. Effective Date.** This order is effective May 1, 2012.
- 7. Explanation of Changes.** This order has been revised and updated to reflect a change in the office of primary responsibility and includes changes in policy and procedures effected after the initial issuance of the directive.
- 8. Delegation of Authority.** FDT Program responsibility is assigned to the Office of Safety and Technical Training, External Training Initiatives (AJL-14). The approving authority for this training is delegated to managers and designees authorized to sign controlled FDT Program documents as specified herein.
- 9. Authority to Change this Order.** The FAA reserves the right to suspend this order in whole or in part. The Vice President for Safety and Technical Training (AJS-0) has authority to change policy relative to this order. The Manager, Flight Deck Training Program Office and the Manager, External Training Initiatives (AJL-14) are authorized to issue changes to this order that do not affect policy.
- 10. Definitions.**
 - a. Air Carrier/Air Cargo:** Scheduled and supplemental commercial, air taxi, or commuter flights of United States (U.S.) registry operating under 14 Code of Federal Regulations (CFR), parts 121, 125, 135, or 298.
 - b. Air Traffic Control Specialist (ATCS):** An Air Traffic Controller, Series 2152 employee of the FAA.

c. Approving Authority: An Air Traffic Facility Manager or designated management official authorized to sign controlled FDT Program documents.

d. Cockpit Access Security System (CASS): CASS is a software system that enables airline gate agents to query records of airline/FAA employees authorized to access the flight deck.

e. Duty Shift: The hours of the basic workday an employee is scheduled to work as defined by JO 7210.3, Facility Operations and Administration and the FAA/NATCA Collective Bargaining Agreement (CBA).

f. Duty Station: The office or facility at which an employee regularly performs work and which maintains the employee's time and attendance records.

g. Duty Status: That time period when the FAA compensates an employee for time actually worked. Participants shall be in duty status at all times while aboard an aircraft and while commuting to the departure airport as defined in paragraph 2-4.

h. Flight Deck Training (FDT): FDT is a voluntary training program authorizing eligible FAA employees access to the flight deck of a participating air carrier, air cargo, air taxi, general aviation, government, or military aircraft.

i. FDT Flight: An FDT flight consists of a single round trip, originating within commuting distance of a participant's duty station. FDT flights may be conducted to intermediate and destination airports within the conterminous United States, Alaska, Hawaii, and U.S. Possessions and Territories.

Note: Travel through international airspace is permitted to reach approved destinations but may require a passport.

j. Federal Air Marshals (FAMs): Federal Law Enforcement Officers whose primary duties are the protection of airline passengers and crew, aircraft, and aviation related assets.

k. Federal Flight Deck Officers (FFDO's): Specialized Federal Officer Flight Crew members with authority to defend the flight deck of an aircraft from unlawful intrusion or interference.

l. Flight Deck Training Provider (Provider): Any air carrier, air cargo, air taxi, general aviation, government or military aircraft operator of United States registry that participates in the FDT Program, granting access to their aircraft or simulator.

m. General Aviation Aircraft: Privately and publicly owned aircraft operated by flight schools, flying clubs, and Federal, state, or local governments, companies, or pilots.

n. Participant: 2152 series Air Traffic Control Specialists, who are operationally current, medically qualified and meets the eligibility requirements as stated in this order.

11. Forms. The following forms are used in the administration of the FDT Program.

a. FAA Form 3120-37, Flight Deck Training Request

b. FAA Form 3120-38, Flight Deck Training Authorization

c. FAA Form 3120-39, Authorization to Flight Deck Facility Identification

Note: Electronic versions of FAA Form 3120-37 are at https://employees.faa.gov/tools_resources/forms/. FAA Forms 3120-38 and 3120-39 are distributed to field facilities. Additional forms are available through the Flight Deck Training Program Management Office (FDT PMO) and may be requested via email at: fdt@faa.gov. Instructions and sample forms are located in Appendix D of this order.

12. Request for Information. Request for information, clarification or interpretations of the policies and procedures contained in this order shall be made to the FDT PMO.

13. Changes to the Flight Deck Training Order.

- a.** Send requests for changes to FDT to AJI-216 at: fdt@faa.gov.
- b.** There shall be no local or regional agreements with commercial providers concerning the FDT Program with the exception of military FDT as contained in Chapter 5.
- c.** If a conflict arises between this order and those in other issuances, managers shall request clarification from the Manager, FDT PMO.

Chapter 2. Administration

1. General. This section provides policy and guidance for the FAA's FDT Program. Specific policies that apply to air carrier, air cargo, general aviation, and military flights are listed in Chapters 3, 4, and 5 of this order.

2. Policy.

a. FDT shall be at the discretion of FAA management and approval of training must be governed by operational and staffing requirements. Participants must adhere to rules, policies, and guidelines set forth in this order, along with other applicable orders.

b. Participants, managers, and program administrators must complete the following required training on the Flight Deck Training Order prior to requesting or approving (managers only) their first FDT flight.

(1) eLMS Course # 60004464, ATO Flight Deck Training, for all participants, managers, and administrators.

(2) eLMS Course # 60004407, Manager's Guide to the FAA Flight Deck Training Program, for managers and administrators

c. Participants must adhere to required security procedures set forth in this order.

d. Regulations and procedures governing participation in the FDT Program by the provider shall apply as long as they do not conflict with the provisions of this order.

e. A provider may suspend or abridge its participation in the FDT Program at any time. The FAA has no authority to direct the conduct of individual air carrier, air cargo, military, general aviation, or other providers within the FDT Program.

f. Facilities must notify the FDT PMO via telephone (202- 385-6835) or email fdt@faa.gov in the event of any of the following:

(1) Use of overtime as a direct cause of the FDT participant's inability to return to the duty station.

(2) Any denial of an FDT flight due to the CASS operation.

b. Any event with an airline, the Transportation Security Administration (TSA) Homeland Security or other FAA departments requiring FDT PMO support or intervention.

3. Solicitation. FDT may be conducted only after official FAA approval is obtained through the procedures contained in this order. Employees shall neither solicit a provider for access to the flight deck nor solicit a non-provider to participate in the FDT Program.

4. Duty Status.

a. FDT must be scheduled within a participant's duty day (exempt employees) or duty shift (non-exempt employees). A participant may request non-consecutive working hours to accomplish FDT.

b. Full days of leave (including holiday leave) shall not be approved during FDT.

c. FDT shall not be conducted on or over a holiday or participant's day-in-lieu of a holiday.

d. FDT may not be used to provide transportation to any compensated duty location or activity.

e. Employees may exchange previously approved annual leave for duty time or regular days off for the purpose of engaging in FDT, providing there are no competing leave requests. Annual leave requests submitted following local approval of FDT will not take precedence over the FDT.

f. Schedule or shift changes necessary to accommodate FDT shall not result in overtime or a violation of the basic work week.

g. Without management approval, employees may not begin an FDT flight that they know will not be complete by the end of their duty shift.

Note: If, after effecting all optional time and shift adjustments, the participant is unable to complete an FDT flight by the end of his/her shift, overtime shall be paid in accordance with the Fair Labor Standards Act (FLSA).

h. Employees participating in FDT are covered by the provisions of the Federal Employees' Compensation Act while in duty status.

i. When an FDT initial departure airport is more than 50 miles from the participant's duty station, duty time is authorized to and from that airport only for the commuting distance that exceeds 50 miles.

j. Participants shall be in duty status for up to 90 minutes before the proposed departure time for completion of required paperwork and coordination with airlines and security, and up to 60 minutes after the actual arrival time at the destination. An employee must account for the remaining duty time by one or more of the following:

(1) Requesting approved leave;

(2) Working at the participant's duty station before or after the FDT, including commute time to the airport from the duty station;

(3) Accomplishing prearranged training at the departure point or destination that permits:

a) Observing the operation of the Air Traffic Control Facility;

b) Observing the providers dispatch, station management, or other operations; or

c) Observing other local FAA operations (e.g., Air Route Traffic Control Center, Terminal RADAR Approach Control, Air Traffic Control Tower (ATCT), Automated Flight Service Station, Flight Standards District Office, System Management Office, etc.).

5. Conduct and Appearance. Participants should recognize that they are Agency representatives to the public. They must abide by all applicable standards for professional conduct contained in HR Policy Manuals, FAA directives, and provider policies at all times. Violations will result in suspension from the program and possible disciplinary action.

a. Unauthorized access to the flight deck or misuse of credentials, identification or authorization forms are prohibited and will result in permanent suspension from the program, possible disciplinary action and/or criminal prosecution.

b. Participants must have their DOT/FAA identification properly displayed, and shall comply with the rules set forth by the Agency in FAA Order 1600.69, Facility Security Management Program.

c. Participants shall be groomed in a neat and clean manner and dressed in business attire for Air Carrier/Air Cargo FDT (specialized attire or equipment and/or specific dress and grooming may be required by individual providers).

6. Expenses. Participation in the FDT Program is voluntary and reimbursement of any expenses (including those associated with any training activities at the departure or arrival locations), including per diem, mileage, etc., will not be authorized or paid. Any and all expenses incurred due to unforeseen circumstances shall be borne by the participant. The use of a Government Travel Card is not authorized at any time during participation in the FDT program.

7. Premium Pay.

a. Employees participating in FDT receive the same pay they would have received had they worked the shift on which the training occurred. Managers should ensure that employee Time and Attendance records accurately reflect a participant's duty time.

b. Overtime shall not be used at a facility to cover FDT participation; however, the use of overtime for other purposes in a duty station/facility may not preclude FDT approval.

8. Record of Training.

a. Facilities must use the "Record of Authorizations Issued" in the FAA Form 3120-38 booklet.

b. Completion of FDT must be documented in the employee's training records. Facilities may use TRAX to record FDT training, substituting Employee ID/CASS ID numbers for the no longer required FTN data. Pending implementation of automation methods, eLMS, CEDAR, or an autonomous FDT electronic recording system may be implemented to record FDT training.

c. Participants must be given sufficient duty time to complete FAA Form 3120-37 (Flight Deck Training Report) and any report of loss or theft of accountable forms required in paragraph. 3-5 (e).

d. Participants must submit a completed report to their immediate supervisor within one week of their FDT completion.

(1) Complete a separate training report (Form 3120-37, page. 3) for each provider used;

(2) Flight Deck Training reports should contain details of the actual training received even if the listed training objectives were not met.

e. The participant's immediate supervisor shall review and discuss the Flight Deck Training Report with the participant and forward it to their duty station's training administrator or designee.

f. Duty stations will submit copies of completed FDT training reports to the FDT PMO by the 12th of each month for the previous month's training activity.

9. Program Eligibility. To participate in the FDT program an employee must be:

a. An operationally current and medically qualified Air Traffic Control Specialist 2152 Occupational Series employee (including supervisors and staff support specialists) who has completed one of the following requirements:

(1) En Route/TRACON: Certification on a minimum of two (2) operational positions, excluding Flight Data/A-Side positions,

(2) Tower: Certification on a minimum of FD/CD and one Ground Control Position.

(3) Flight Service: Certification on a minimum of two (2) operational positions, including the Pre-Flight position.

b. Other FAA personnel specifically authorized by the Vice President of Safety and Technical Training (AJS-0).

Note: Changes in Air Traffic Control option do not affect achieved eligibility. A participant needs to meet eligibility requirements only once. Previously eligible employees in training remain eligible while unable to maintain currency prior to certification.

10. Extent of Training. Eligible employees may participate in Flight Deck Training as follows:

a. On commercial air carrier/air cargo providers and General Aviation (GA) aircraft up to a cumulative total of two (2) times per calendar year;

b. Where available, participants may take one (1) FDT flight per calendar year on military aircraft in addition to the flights allowed under paragraph 2-10 (a);

c. To, through, and from airports specified in paragraph 1-10 (i), Definitions;

d. One (1) additional air carrier/air cargo flight per calendar year may be authorized by the FDT PMO when, in conjunction with an ATSAP Event Review Committee (ERC) or other authorized ATSAP follow up review process, an employee accepts a recommendation to participate in FDT:

(1) It will be recorded as supplemental, skill enhancement, or other targeted training in accordance with ATSAP and ATO Safety and Technical Training's event review recommendations;

(2) The flight must be completed (out and back) within the participant's duty shift and in accordance with Chapter 2, paragraph. 4 (a). ;

e. Consecutive FDT flights to the same airport are not authorized unless at least one year has elapsed since the previous FDT flight to that airport.

11. Approving Authority.

a. The approving authority for each FDT instance is as follows:

(1) For field participants listed in paragraph 2-9: Facility Air Traffic Manager or management designee;

(2) For other FAA personnel: Vice President of Safety and Technical Training (AJS-0).

b. The approving authority shall not:

(1) Delegate signature authority for FAA Form 3120-37 to non-management personnel;

(2) Approve FDT on or over a holiday or the participant's day in lieu of a holiday;

(3) Approve FDT to any location or event in lieu of official travel;

(4) Issue blank FAA Form 3120-38.

12. Program Ineligibility. Employees may not participate in FDT:

a. When in any category leave status, paid or non-paid, or when receiving continuation of pay benefits under the Federal Employees' Compensation Act;

b. When a participant is unable to meet the criteria of FAA Order 8900.1, Flight Standards Information Management System, paragraph 3-42B, Admission to Flight Deck-Physical, Cognitive, Language, Capabilities. (See Appendix A of this order);

c. When their security clearance is suspended or revoked;

d. When suspended from the program;

e. As a pilot or passenger in their own aircraft.

13. Suspension from Program. Suspension from or reinstatement to the FDT program is the decision of the Vice President of Safety and Technical Training. Suspension from the program will be logged in the participant's Training Record and the FDT PMO will maintain the participant in suspended status until reinstated.

Chapter 3. Air Carrier/Air Cargo – Flight Deck Training

1. General. This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT program on air carrier or air cargo aircraft.

2. Policy. In addition to the requirements of Chapter 2, Section 1, Administration, the following requirements must be met for Air Carrier/Air Cargo FDT:

a. Only air carriers or air cargo operators of U.S. registry and those foreign carriers in partnership with and using U.S. carrier call signs operating under Federal Aviation Regulations may participate.

b. The jump seat of an aircraft is afforded to FDT participants on a first-come-first-served, space-available basis. No participant shall have priority over another.

c. Participants are required to relinquish the jump seat to any higher priority occupant (i.e. Flight Inspectors, NTSB investigators, additional crew, Federal Air Marshals or Federal Flight Deck Officers, Secret Service or other Law Enforcement Officials, and others at the pilot's discretion). It is the captain's sole prerogative to allow admittance of participants to the flight deck.

d. A participant must not accept seating in the cabin of an aircraft unless directed by the pilot to leave the flight deck when the participant is unable to exit the aircraft.

e. If a participant is denied access to the flight deck:

(1) **At any time** the participant must notify their facility/duty station to coordinate any changes to duty status, review alternatives, and receive instructions.

(2) **Initial Outbound (Departure)** leg on both preferred and alternate flights the FDT is cancelled and does not count against number of permitted flights.

(3) **Intermediate Outbound or any Inbound (Return) leg** participant may be verbally authorized a subsequent flight

(4) The participant must make pen and ink changes to Forms 3120-37 and 3120-38 noting new flights and the name and initials of the approving authority.

(5) The approving authority shall record and retain approved changes to reconcile the training report.

(6) Participants that have had an interim outbound or any return leg of FDT cancelled shall be responsible to report for duty on their scheduled shift unless alternate coordination has occurred. The Agency will not reimburse any travel expenses for employees participating in FDT.

(7) Participants and facility management must make every reasonable effort to effect and accommodate a participant's return to their duty station if a problem arises beyond the participant's control. Participants must exhaust all available options to return to their duty stations. Management should accommodate requests for duty time adjustments to allow stranded participants to return without penalty

f. Whenever a participant is directed to leave the flight deck, the participant shall include the circumstances in their Flight Deck Training Report.

3. Airport Security Process. Participants shall adhere to all security instructions given by TSA Agents and comply with all screening procedures deemed necessary to access the secure passenger checkpoints. Participants shall present their valid DOT/FAA identification and a valid U.S. Federal or State issued photo ID to TSA in addition to FAA Form 3120-38.

a. Participants must follow specific listing, reservation, and check-in procedures for each provider. Airline specific requirements will be provided by the FDT PMO.

b. FDT participants must be prepared to present FAA Forms 3120-37, 3120-38, and 3120-39 at the departure gate for CASS clearance and boarding instructions.

4. Flight Deck Security.

a. The FDT PMO will coordinate with FAA Security (AJR-2) and enter participants' information into CASS. The CASS shall contain: first name, last name, a portrait photo, participant's ID number (located on the back of the PIV card in the bottom left hand corner), DOT/FAA ID badge expiration date (full date: month, day, year), and FDT confirmation number.

b. Participants must properly display their DOT/FAA ID, as described by FAA Order 1600.69, FAA Facility Security Management Program, for the duration of the FDT.

c. Federal Air Marshals (FAM) and/or Federal Flight Deck Officers (FFDO) may be present on any flight. The identity of a FAM is confidential. FAA personnel who become aware of a FAM/FFDO's identity as part of their official duties are required to safeguard that information against unauthorized disclosure.

5. Approval Procedures. The participant shall use FAA Form 3120-37 to request authorization for FDT. Submit the completed form to your approving authority. Completed application packages must be submitted to the facility Air Traffic Manager or management designee in sufficient time to be received by the FDT PMO at least 21 calendar days prior to the requested training. Instructions for completing forms are contained in Appendix D and are supplemented as follows:

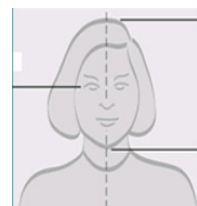
a. The Approving Authority shall:

(1) Send completed form to the FDT PMO via:

a) Email: fdt@faa.gov : Provide .pdf scans of completed documents.
Attach JPG photos.
Include PIV data;

b) Fax: (202)-385-6849;

c) Mail: FAA FDT PMO 950 L'Enfant Plaza 4th Floor
Washington, DC 20024.



(2) Attach a portrait (head and shoulders) JPEG format digital photograph (640x480 pixel minimum resolution) to the emailed submission. If faxing or mailing forms, attach photo to a separate email containing the following:

- a) Participant's first and last name
- b) Requested dates of training
- c) PIV Badge ID Number (8 digits, including leading zeros)
- d) PIV Badge expiration date (Month/Day/Year)

(3) Management must include a minimum of four (4) training objectives in Section F of the FDT Training Request Worksheet (Appendix D).

a) Sample training objectives are listed in Appendix C and others may be assigned by local management;

b) The ATSAP Program Office may identify specific National training Objectives to be assigned in place of one or more of the minimum required under this section.

b. The FDT PMO will notify the approving authority or facility POC and issue a confirmation number when coordination with FAA Security and the provider is completed. The approving authority will complete FAA Form 3120-38 and include the confirmation number(s) for each segment of the FDT.

c. FAA Form 3120-38 and FAA Form 3120-39 are accountable forms and must be safeguarded at all times. Unused Form(s) 3120-38 along with the Form 3120-39 shall be returned to the approving authority immediately upon returning to the participant's duty station. Forms 3120-38 returned by the participant may be destroyed by the approving authority.

d. In the event of the loss or theft of the FAA Form 3120-38 or FAA Form 3120-39, the participant shall immediately contact their approving authority for instructions. The participant shall provide a written statement regarding the circumstances of the loss to the approving authority within 3 business days after returning to duty. The approving authority shall follow the instructions provided in paragraph 6-4(b).

Chapter 4. General Aviation – Flight Deck Training

1. General. This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT Program on General Aviation aircraft.

2. Eligibility. Employees must meet the eligibility requirements stated in paragraph 2-9.

a. An employee may not participate in FDT flights in their own aircraft.

3. Policy. Training may be accomplished in aircraft owned/operated by fixed base businesses, flying clubs, flight schools, non-military Federal, state or local government, and the private aircraft of locally based pilots.

a. The FDT Program Office will maintain copies of completed training.

b. Facility manager may permit local familiarization flights that do not count against the yearly quota if:

(1) Flights are conducted in accordance with eligibility requirements of this order

(2) Flights depart and return to the same airport, do not exceed 3 hours in length, and do not land at an outbound location.

c. Training Requirements:

(1) Management must include a minimum of three (3) training objectives in Section G of the FDT Training Report (FAA Form 3120-37, page 3) prior to approving the participant's FDT.

(2) Sample training objectives are listed in Appendix C and others may be assigned by local management.

(3) The ATSAP Program Office may identify specific National Training Objectives to be assigned in place of one or more of the minimum required under this section.

(4) Participants must provide FAA Form 3120-37, page. 3, FDT Training Report, following their General Aviation FDT in accordance with paragraph 2-8.

Chapter 5. Military – Flight Deck Training

1. General. This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT Program on military aircraft.

2. Eligibility. Employees must meet the eligibility requirements stated in paragraph 2-9.

a. Additional eligibility requirements set forth in applicable physiological, certification, and other applicable military orders and procedures must be met prior to participation;

b. Participants must meet all requirements set forth by the sponsoring military organization;

c. A participant's duty station must routinely provide ATC services to military aircraft;

d. Participants must comply with the immunization requirements as contained in military regulations for flights on military aircraft. Specific requirements should be obtained from the individual military command providing the FDT.

3. Policy. FAA facility managers may establish local agreements with providers regarding military liaison or FDT flight operations as follows:

a. Each facility participating in military FDT must:

(1) Designate a coordinator to arrange FDT with the installation's Commander or designated official;

(2) Arrange and administer the FDT flights in cooperation with installation Commanders, Project Officers and/or their representatives;

(3) Obtain information and requirements regarding immunizations, physiological certifications or other requirements and provide it to participants;

(4) Maintain a roster of eligible individuals if a military flight requires special certification;

(5) Define and provide any reporting or feedback between the participant, facility, and provider;

(6) Provide liaison with and reporting to the FDT PMO.

b. Participation of FAA ATCS personnel is strictly on a voluntary basis. Any costs incurred in meeting requirements of a sponsoring military organization are the sole responsibility of the participant.

c. FAA ATCS personnel shall not participate in FDT on low-level missions unless the same emergency exit capability exists for them as for the crew.

4. Physiological Training Certificate.

a. Military regulations require that passengers in certain categories of aircraft possess a current Physiological Training Certificate when flight is conducted above flight level 180.

(1) FAA ATCS personnel may obtain the Physiological Training Certificate by having their supervisor contact the Aviation Physiology Section at the Mike Monroney Aeronautical Center, AAM-400, or the officer-in-charge of the nearest military physiological unit. A list of military facilities where physiological training is conducted, and instructions for contacting them is contained in FAA Order 3150.1, Aviation Physiological Training for Flight Personnel.

(2) Participants shall work with the facility designated coordinator to schedule the physiological training with the indoctrination unit in advance, allowing sufficient time for scheduling and processing.

(3) Participants observing in aircraft with a "C" designation are exempt from the physiological training but will be briefed by the aircraft commander on the oxygen system, life support, and escape equipment prior to flight.

(4) Upon initial contact, the facility designated coordinator shall obtain information on any requirements of a particular training facility, such as height and weight standards, bans on beards to prevent mask leaks, and evidence of an acceptable sickle cell screening test.

(5) The course requires at least one (1) day and is outlined in FAA Order 3150.1, Appendix D, and Topic Outline for Academic Training.

(6) Participants must be free from colds, allergies, and medication.

5. FDT on Mission Flights. The purpose is to familiarize ATC personnel with the complex onboard requirements experienced by flight crews during Air Combat Command (ACC), Air Mobile Command (AMC), and Air Education Training Command (AETC) missions. The installation's Commander is normally the approving authority for observers.

a. In addition to the requirements of paragraph 2-9, personnel whose duty station routinely provides ATC services to ACC/AMC/AETC flights are eligible to ride as observers (normally on a one-time-per-person basis).

b. The facility's designated coordinator shall supply the Commander, Project Officer, or designated official with the following information on the employee requesting a mission flight:

(1) Name

(2) Grade

(3) Social security number

(4) Security clearance information (Personnel security information is kept by the Office of Security & Hazardous Materials (ASH). Facility must send a request to ASH, and have ASH send the response to the requesting military function.)

(5) Any additional requested information

c. The Project Officer will provide the designated coordinator with the following information:

(1) Reporting date and time;

- (2) Flight time;
- (3) Billeting confirmation;
- (4) Any additional required information.

d. Participants should arrive in time for mission briefings, equipment issue, crew instructions and additional training on emergency procedures and use of oxygen equipment if required. Participants must carry their DOT/FAA identification and current medical clearance. A current Physiological Training Certificate is required when training on B-52 aircraft.

Chapter 6. Control and Accountability of Forms

1. General. This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT program to implement and maintain a system of accountability and security for the forms associated with the FDT Program.

2. Background. FAA Form 3120-38 and FAA Form 3120-39 are accountable forms. Procurement and distribution procedures are required for security and accountability in accordance with FAA Order 1350.15, Records Organization, Transfer and Destruction and FAA Order 1600.2, Safeguarding Controls and Procedures for Classified National Security Information.

3. Distribution and Responsibility. The FDT PMO will provide distribution of forms to each duty station/facility by certified mail. The duty station/facility's approving authority will be accountable for the forms once in their possession and all forms are subject to audit. Additional forms may be requested from the FDT PMO. The FDT PMO shall distribute Flight Deck Training forms only to the Air Traffic Manager or management designee for all operational facilities.

4. Forms Security.

a. FAA Forms 3120-38 (Flight Deck Training Authorization (booklets)) and 3120-39 (Authorization to Flight Deck Facility Identification Card) are accountable documents and must be kept secure at all times. The approving authority at each duty station shall provide secure storage and controlled access to FDT authorization forms. Participants shall ensure the security of all controlled FDT forms in their possession.

Forms shall not be:

- (1) Issued in full or partial booklets to participants;
- (2) Issued without flight information and signature of the approving authority;
- (3) Signed in advance.
- (4) Signed by other than an approving authority specified in **p 2-10**;

b. In the event of the loss or theft of the accountable forms:

- (1) From a facility; a written report shall be submitted to the FDT PMO within 48 hours of discovery, documenting all pertinent circumstances;
- (2) Loss of a participant's forms while on FDT shall be handled in accordance with paragraph.3-5 (e).

5. Procedures.

a. Procurement/Distribution.

- (1) Only those organizations designated in paragraph 6-3, Distribution and Responsibility, are authorized to request a supply of FAA Form 3120-38 from FDT PMO;

- (2) Requests for forms should not exceed quantities to meet anticipated needs;
 - (3) Request additional forms from the FDT PMO.
 - b.** Upon receipt of form, the duty station/facility's approving authority shall:
 - (1) Verify quantity received and the identification numbers;
 - (2) Determine if any forms or booklets are missing and if so, follow the procedures in accordance with subparagraph 6-4 b.
 - c.** Disposition.
 - (1) Use FAA Form 3120-38, for FDT on air carrier, air cargo, or military providers;
 - (2) FAA Form 3120-38 shall be issued in numerical order;
 - (3) An FAA Form 3120-38 is required for each route/segment of preferred flights with a different flight number or aircraft;
 - (4) Participants are provided the white (top) copy of the FAA Form 3120-38, the second copy (yellow) remains in the booklet;
 - (5) White copies of FAA Form 3120-38 returned by the participant may be destroyed by the approving authority;
 - (6) The disposition of every FAA Form 3120-38 issued shall be recorded on the Record of Authorizations Issued page located in the back of the 3120-38 booklet;
 - (7) All FDT Forms are subject to audit at any time.
 - d.** Records Retention.
 - (1) FAA Form 3120-37 must be returned to the participant's approving authority upon completion of the FDT. Documents shall be retained in accordance with FAA Order 1350.15. Information on voided FAA Form 3120-38 shall be recorded in the Record of Authorizations Issued on the booklet from which they were dispensed. Voided FAA Form 3120-38 shall be retained with the booklet from which they were issued.
- 6. Tracking.** The FDT PMO is responsible for tracking forms in accordance with paragraphs 6-3, 6-4, and 6-5.

Appendix A

Admissions to the Flight Deck – Physical, Cognitive, and Language Capabilities.

1. General Guidance. FAA personnel occupying the observer's seat on the flight deck will comply with the minimum physical, cognitive, and language capabilities in the section below.

2. Minimum Physical, Cognitive and Language, Capabilities. Any person who occupies any observer's seat on the flight deck must:

a. Possess sufficient mobility, in both arms, hands, legs, and feet to reach upward, sideways, and downward to the location of any emergency exits, exit-slide operating mechanisms, emergency exit devices (descent reel, tape, or rope), and observer's seat operating mechanisms;

b. Be able to, without assistance, physically grasp, push, pull, turn, or otherwise expeditiously manipulate any emergency exit, exit-slide operating mechanisms, emergency exit devices (descent reel, tape, or rope), and observer's seat operating mechanisms;

c. Be able to, without assistance, physically push, shove, pull, or otherwise expeditiously open or provide access to any emergency exit;

d. Be able to physically reach all emergency exits expeditiously without the assistance of any person and appliance, such as crutches, a wheelchair, or cane;

e. Be able to physically don and use the observer's seat oxygen mask, life preserver, smoke goggles, and appropriate protective breathing equipment without assistance from a crewmember.

Note: An individual's facial hair (beard, mustache, etc.) may affect the efficiency and performance of a mask. The lack of a seal between the mask and the skin will result in a reduced amount of oxygen and the entry of the smoke or toxic fumes that could result in an individual's reduced capability, awareness, and performance, potentially causing a distraction to the flight crew during an emergency. Individuals with facial hair that will affect the efficiency and performance of a mask should not occupy a seat on a flight deck. If a provider's policy results in a bearded participant being denied access to the flight deck jump seat, the participant will comply with that policy.

f. Be able to physically operate the seat belt and shoulder harness mechanisms and assemblies located at the observer's seat without assistance from any crewmember;

g. Possess sufficient visual capacity to perform the specified physical capabilities with regard to emergency exits, operating mechanisms, and emergency equipment without the assistance of visual aids beyond contact lenses or eyeglasses;

h. Possess sufficient aural capacity to hear and understand instructions by crewmembers without assistance beyond a hearing aid;

i. Possess the ability to adequately convey information orally to crewmembers;

j. Possess the ability to read and understand instructions related to emergency evacuation procedures and equipment provided by the appropriate certificate holder in text or graphic form.

Appendix B

Flight Deck Training Checklist

The supervisor or approving official will review this checklist with the FDT participant prior to each FDT.

General

- Participant's understanding of Noncompliance to FAA Order 3120.29B
- Goals and expected outcomes of training
- FAA conduct and attire
- Provider's procedures handout if applicable
- FAA Forms 3120-38, 3120-39 procedures, safeguarding, and record keeping
- Airport check-in, security and gate procedures
- Sterile Cockpit Environment
- Unforeseen circumstances (contact approving authority)
 - Research Possible Options (flights, airports)
 - Contact facility phone number(s): (XXX)-XXX-XXXX_____
- Report Submission – Content (expectations to goals) and completion (keep notes on your flight)

Appendix C

Examples of Flight Deck Training Objectives

Overall goals of FDT include the exchange of knowledge and insight between pilots and controllers. FDT primarily serves as an opportunity to observe the operation of the aircraft and flight crew. Interaction between the participant and the crew, including the sharing of knowledge, and the asking and answering of questions, is intended to help build a better understanding of system aspects of the National Airspace System (NAS). The FDT Program also provides the opportunity to obtain a better understanding of critical functions, workloads, and Cockpit Resource Management Techniques.

Training Objectives:

Managers approving FDT must provide meaningful and appropriate training objectives relevant to the type of FDT, locations, and conditions involved. Participants should discuss the objectives and expectations with their manager prior to their flight.


FDT training objectives include but are not limited to:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. The provider's standard security procedures 2. Fatigue Risk Management and crew schedules 3. Flight deck crew training and recurring requirements 4. Aircraft pre-flight including inspection, fueling, weight & balance, flight planning, pre-departure NAV setup 5. Pre-departure clearance, taxi instructions and procedures 6. "RNAV off the ground" procedures. 7. Change of departure runway /SID/RNAV procedure 8. Departure delays/ground stops 9. Deicing and winter operations 10. Crosswind/downwind takeoff considerations 11. Hold short/Line Up and Wait procedures 12. Crossing active runways 13. ASDE-X procedures 14. Wake turbulence avoidance 15. Aircraft departure performance and settings 16. Sterile cockpit procedures 17. Noise abatement procedures | <ol style="list-style-type: none"> 18. Departure profiles 19. ATC comm. changes, NORDDO, stuck mic. 20. Hearback / Readback precautions 21. Transition to cruise procedures 22. Fuel consideration (green flight) 23. Aircraft cruise performance characteristics including optimum cruise altitudes, mach numbers, power settings, fuel burns, cruise turns, altitude changes, speed constraints 24. Aircraft configurations and characteristics 25. Flight crew workload in different phases of flight 26. En Route weather considerations; upper winds, thunderstorms, rides 27. Route structures flown; airway, RNAV, vectors, PTP, etc. 28. Changes of plans (route, altitude, speed, destination, holding) 29. En route flow constraints 30. Weather advisories and deviations 31. Emergencies; cabin, aircraft, weather, alternate airports/plans 32. Flight deck security 33. Navigation systems performance (RNAV, RNP, FMS) |
|--|---|

- 34. ATC operations and considerations with TCAS
- 35. Future systems in NEXTGEN: ADS-B, CPDLC, SWIM
- 36. ACARS and/or other reporting systems (to whom, with what and when)
- 37. Preparing for arrival – initial descent
- 38. Arrival routes/STARS
- 39. Spacing/sequencing/metering/airport arrival rates/constraints
- 40. Types of approaches, categories of ILS approaches
- 41. Visual Separation procedures
- 42. Operations in Class B airspace
- Weather minimums and preparing for missed approach
- 43. FMS/autopilot setup for approach & landing
- 44. Laser illumination of cockpit
- 45. Landing procedures, call outs, touchdown zone, aids
- 46. Rollout, reverser use, call-outs, comm. procedures
- 47. Taxi, shutdown, gate & deplaning procedures
- 48. Aircraft turnaround for next flight
- 49. Local or unusual procedures

Appendix D
Forms

FAA Form 3120-37

 U.S. Department of Transportation Federal Aviation Administration	FLIGHT DECK TRAINING REQUEST WORKSHEET						
PRIVACY ACT INFORMATION							
The purpose of this information is to request approval for Flight Deck Training. The information is solicited under authority of 14 CFR 121.547. Submission of the requested information is mandatory. Incomplete submission will result in delay or denial of the request.							
INSTRUCTIONS							
1. REMOVE and RETAIN this instruction sheet. The front is to be used to draft your itinerary. The second page is to be completed with the supervisor or other locally designated individual to jointly identify the objectives of the requested training. 2. USE a separate request form for each carrier. 3. TYPE or PRINT legibly in blue or black ink. 4. ALTERNATE choice of flight must be completed for both departure & return portion of the trip. 5. SUBMIT the request to your approving authority or other locally designated individual for duty station/facility approval. 6. ORIGINAL SIGNATURES ARE MANDATORY. Signature stamps are not permitted. 7. EMAIL, FAX or MAIL facility approved request to AJL-14.							
Training Request							
Name of Participant D	Requested Training Date(s) Departure E Return						
Flight Deck Training Objectives F							
Itinerary							
G Departure				H Return			
PREFERRED	Date G1a	ALTERNATE	Date	PREFERRED	Date H1a	ALTERNATE	Date
Carrier G1b	Flight Number G1c	Carrier	Flight Number	Carrier H1b	Flight Number H1c	Carrier	Flight Number
From G1d	Time G1e	From	Time	From H1d	Time H1e	From	Time
1st Stop G1f	Flight Number G1g	Time G1h		1st Stop H1f	Flight Number H1g	Time H1h	
2nd Stop G1i	Flight Number G1j	Time G1k		2nd Stop H1i	Flight Number H1j	Time H1k	
To G1l	Time G1l	To	Time	To H1l	Time H1l	To	Time

FAA Form 3120-37

Completion Requirements of Forms**FAA Form 3120-37 – Flight Deck Training Request Worksheet****Instructions**


- A. Use the worksheet to draft the itinerary and objectives. **RETAIN** this sheet
- B. **TYPE** or **PRINT** legibly.
- C. Submit by **Email** (fdt@faa.gov), **FAX** (202)-385-6849, or **U.S. Mail** (FAA FDT PMO, 950 L'Enfant Plaza, 4th Floor, C-051, Washington, DC 20024)

Training Request

- D. **Name of Participant:** Print or type complete name
- E. **Requested Training Date(s):** Requested training date for *Departure* and *Return*
- F. **Flight Deck Training Objectives:** Details of training objectives that participant will accomplish/complete

Itinerary**G. – H. Departure and Return:**

- 1. **Preferred/Alternate - Note** – Instructions are for *Preferred* and *Alternate* schedules. Requests for *Preferred* and *Alternate* must be for the same Air Carrier/Air Cargo
 - a. **Date:** MM/DD/YYYY on preferred and alternate dates
 - b. **Carrier:** Carrier name or three (3) letter designator
 - c. **Flight Number:** Indicate complete flight number
 - d. **From:** Three (3) or four (4) character airport identifier
 - e. **Time:** Scheduled departure time
 - f. - k. **List intermediate stops**
 - l. **To:** Destination of the FDT, including arrival time

 U.S. Department of Transportation Federal Aviation Administration		<h2>FLIGHT DECK TRAINING REQUEST</h2>	
Part A - Training Request			
I request approval for Flight Deck Training. The preferred and alternate dates and itineraries are shown below. Flight Deck Training may be canceled at any time. I have read and understand the provisions of the Flight Deck Training Program and any supplemental instructions.			
Name of Participant A		Confirmation Number B	
Duty Station/Facility Address & Phone Number C		Requested Training Date(s) Departure D Return	
		Signature of Participant E	
Itinerary			
F Departure		G Return	
PREFERRED	Date F1a	ALTERNATE	Date
Carrier F1b	Flight Number F1c	Carrier	Flight Number
From F1d	Time F1e	From	Time
1st Stop F1f	Flight Number F1g	Time F1h	
2nd Stop F1i	Flight Number F1j	Time F1k	
To F1l	Time	To	Time
		To G1l	Time
		To	Time
Part B - Facility Approval			
Flight Deck Training Objectives		I certify that this employee is eligible to participate in Flight Deck Training. The employee meets all pertinent provisions of FAA JO 3120.29.	
H		Signature of Approving Supervisor I	Date
		Supervisor's Email Address J	
		Operations Phone Number K	
Part C - Program Management Office Authorization			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved L			
The herein named participant is approved for Flight Deck Training.			
Signature M	Printed Name	Title N	Date O
Part D - Air Carrier Approval			
	Preferred Itinerary	Approved	Comments
	Alternate Itinerary		
	Disapproved	Airline Representative	

Completion Requirements of Forms (continued)**FAA Form 3120-37 – Flight Deck Training Request****PART A - Training Request**

- A. Name of Participant:** Print or type complete name
- B. Confirmation Number:** Number issued by the FDT PMO
- C. Duty Station/Facility Address and Phone Number:** Complete duty station/facility address (name, street address, city, state, zip) and duty station/facility phone number including area code
- D. Requested Training Date(s):** Requested training date for *Departure* and *Return*
- E. Signature of Participant:** Official signature of participant. The signature indicates the participant understands and will comply with the requirements of the order

Itinerary**F. - G. Departure and Return:**

- 1. Preferred/Alternate – Note –** Instructions are for *Preferred* and *Alternate* schedules. Requests for *Preferred* and *Alternate* must be for the same Air Carrier/Air Cargo
 - a. Date:** MM/DD/YYYY on *preferred* and *alternate* dates
 - b. Carrier:** Carrier name or three (3) letter designator
 - c. Flight Number:** Indicate complete flight number
 - d. From:** Three (3) or four (4) character airport identifier
 - e. Time:** Actual departure time in HH/MM format
 - f. – k. List intermediate stops**
 - l. To:** Destination of the FDT including arrival time


PART B – Duty Station/Facility Approval

- H. Flight Deck Training Objectives:** Brief list or statement of training objectives
- I. Signature of Approving Authority:** Official signature of approving authority and date signed
- J. Approving Authority's Email Address:** FAA email address of approving authority
- K. Operations Phone Number:** Complete phone number of approving authority

Completion Requirements of Forms (continued)

PART C – Program Management Office Authorization

- L. Confirm approval or disapproval with a checkmark:** Approving authority indicates approved or disapproved
- M. Signature of PMO Authority:** Official signature of approving authority
Printed Name: Printed name of PMO Authority
- N. Title:** Official title of approving authority
- O. Date:** Date in MM/DD/YYYY format

 U.S. Department of Transportation Federal Aviation Administration		FLIGHT DECK TRAINING REPORT					
Name of Participant A				Duty Station/Facility B			
Departure Training Report	Carrier or Call Sign C	Flight Number D	Aircraft Type E	Name of Captain F			
	Flight Deck Training Objectives G		Departure Airport H	Date I	Time J	Arrival Airport K	Date L
Summary of Training N							
FAA Forms 3120-38, Flight Deck Training Authorization, Ticket Number(s) Used O							
Were the Form(s) Returned to Facility or Surrendered to Air Carrier? P							
FAA Form 3120-39, Authorization to Flight Deck Facility Identification, card number used: Q							
Return Training Report	Carrier or Call Sign R	Flight Number	Aircraft Type	Name of Captain			
	Flight Deck Training Objectives		Departure Airport	Date	Time	Arrival Airport	Date
Summary of Training							
FAA Forms 3120-38, Flight Deck Training Authorization, Ticket Number(s) Used							
Were the Form(s) Returned to Facility or Surrendered to Air Carrier?							
FAA Form 3120-39, Authorization to Flight Deck Facility Identification, card number used:							
Signature of Participant (I certify that this record of training is accurate and complete) S						Date	
Signature of Reviewing Supervisor T				Printed Name of Reviewing Supervisor		Date	

FAA Form 3120-37

Completion Requirements of Forms (continued)**FAA Form 3120-37 – Flight Deck Training Report****Departure/Return Training Report: Complete A – Q for *Departure* and *Return***

- A. Name of Participant:** Print or type complete name of participant
- B. Duty Station/Facility:** Office or facility where assigned
- C. Carrier or call sign:** Official designation used by the aircraft or airline
- D. Flight Number:** Indicate complete flight number
- E. Aircraft Type:** Air carrier or military type of aircraft (e.g. 747SR, C130, etc.)
- F. Name of Captain:** Full name of captain
- G. Flight Deck Training Objectives:** Stated purpose of FDT and expectations while on FDT
- H. Departure Airport:** Three (3) or four (4) character airport identifier
- I. Date:** Date in MM/DD/YYYY format
- J. Time:** Time of departure flight in HH/MM format
- K. Arrival Airport:** Three (3) or four (4) character airport identifier
- L. Date:** Date in MM/DD/YYYY format
- M. Time:** Time of flight arrival in HH/MM format
- N. Summary of Training:** A detailed summary of training providing input on whether training objectives are met or not met, noteworthy information, and conclusions. Explain if the summary is different than the objective based on the flight experience
- O. FAA Form 3120-38 Ticket Number(s) Used:** List ticket numbers used for training
- P. Were the Forms Returned to Facility or Surrendered to Air Carrier?** Provide a written comment if form was submitted to the air carrier or returned to the facility
- Q. FAA Form 3120-39 Authorization to Flight Deck Facility Identification Card Number Used:** Provide the facility authorization number from the DOT/FAA card, Form 3120-39
- R. Signature of Participant:** Signature of person taking the FDT and date signed
- S. Signature of Reviewing Supervisor:** Print name and signature of reviewing supervisor. Date for data entry into facility training databases and records

FAA Form 3120-38



U.S. Department
of Transportation
Federal Aviation
Administration

Book Number **56**

sample

FLIGHT DECK TRAINING AUTHORIZATION

REQUEST NUMBER

0000XX TO 000022

Read instructions on the inside cover prior to use.

Instructions in addition to those referenced in FAA JO 3120.29, Flight Deck Training:

The managing duty station/facility authority to whom these forms are issued is responsible for their proper issuance and retention. The "RECORD OF AUTHORIZATIONS ISSUED" section in the back of the book shall be used to record every individual authorization number issued, canceled, or otherwise voided.

When all authorizations have been used, the Record of Authorizations Issued section in the back of the book shall be retained at the duty station/facility in accordance with the current edition of FAA JO 3120.29, Flight Deck Training.

If lost, full information concerning the circumstances of the loss shall be reported immediately to the issuing official.

FAA Form 3120-38

Sample

**FLIGHT DECK TRAINING AUTHORIZATION**

Authorization Number _____

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
Confirmation Number	Duty Station/Facility			
Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date	
Printed Name of Approving Authority	Signature of Approving Authority		Date	

The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39, Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card.

FAA Form 3120-38

**FLIGHT DECK TRAINING AUTHORIZATION**

Authorization Number _____

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
Confirmation Number	Duty Station/Facility			
Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date	
Printed Name of Approving Authority	Signature of Approving Authority		Date	

The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39, Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card.

FAA Form 3120-38


**FLIGHT DECK TRAINING AUTHORIZATION**

Authorization Number _____

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
Confirmation Number	Duty Station/Facility			
Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date	
Printed Name of Approving Authority	Signature of Approving Authority		Date	

The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39, Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card.

FAA Form 3120-38

		FLIGHT DECK TRAINING AUTHORIZATION		Authorization Number 048061 A	
Carrier Name B United Airlines B	Flight Number 860 C	Date 11/09/2009 D	Departure Airport IAD E	Arrival Airport BOS F	
Confirmation Number FDT-09-1 G	Duty Station/Facility IAD H				
Printed Name of Traveler John P. Traveller I	CASS ID Number 0001354 J	Signature of Traveler <i>John P. Traveller</i> K		Date 09/09/2009	
Printed Name of Approving Authority James D. Johnson L		Signature of Approving Authority <i>James D. Johnson</i> M		Date 09/13/2009 N	
The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39, Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card.					
FAA Form 3120-38					

Completion Requirements of Forms (continued)

Form 3120-38 - Flight Deck Training Authorization

- A. Authorization Number:** This number is pre-determined in sequential order within the booklet and is automatically provided
- B. Carrier Name:** Use carrier name (American, Delta, United, etc.)
- C. Flight #:** Indicate complete flight number
- D. Date:** Date of flight in MM/DD/YYYY format
- E. Departure Airport:** Indicate three or four letter facility or airport code (e.g. DCA)
- F. Arrival Airport:** Indicate three or four letter facility or airport code (e.g. ORD)
- G. Confirmation #:** The number assigned by the Program Management Office after receipt of FAA Form 3120-37, Flight Deck Training Request
- H. Duty Station/Facility:** Assigned work location
- I. Printed Name of Traveler:** PRINT or type complete name
- J. CASS ID Number:** This number will be a 6-8 digit number located on the back lower left hand corner of the PIV badge and on the front of the old DOT/FAA badge
- K. Signature of Traveler:** Participant's official signature
- L. Printed Name of Approving Authority:** PRINT or type complete name
- M. Signature of Approving Authority:** Signature of person authorizing the FDT
- N. Date:** Indicate date form is approved in MM/DD/YYYY format

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Completion Requirements of Forms (continued)

Form 3120-38 - Record of Authorizations Issued: This document is used to track each form that is issued for each flight taken, cancelled, or voided

- A. Authorization Number:** Indicate **RED** number located in the upper right-hand corner of third page of FAA Form 3120-38, Flight Deck Training Authorization
- B. Name of Traveler:** Print name of person who is receiving FAA Form 3120-38, Flight Deck Training Authorization
- C. Carrier:** Official carrier code of Flight Deck Training provider used
- D. Flight Number:** Flight number taken
- E. Date:** Date FDT is scheduled in MM/DD/YYYY format
- F. Departure Airport:** Departing airport identifier (Example: DCA or ORD, etc.)
- G. Arrival Airport:** Destination airport identifier
- H. Signature of Issuing Official:** Official signature of person issuing form(s)



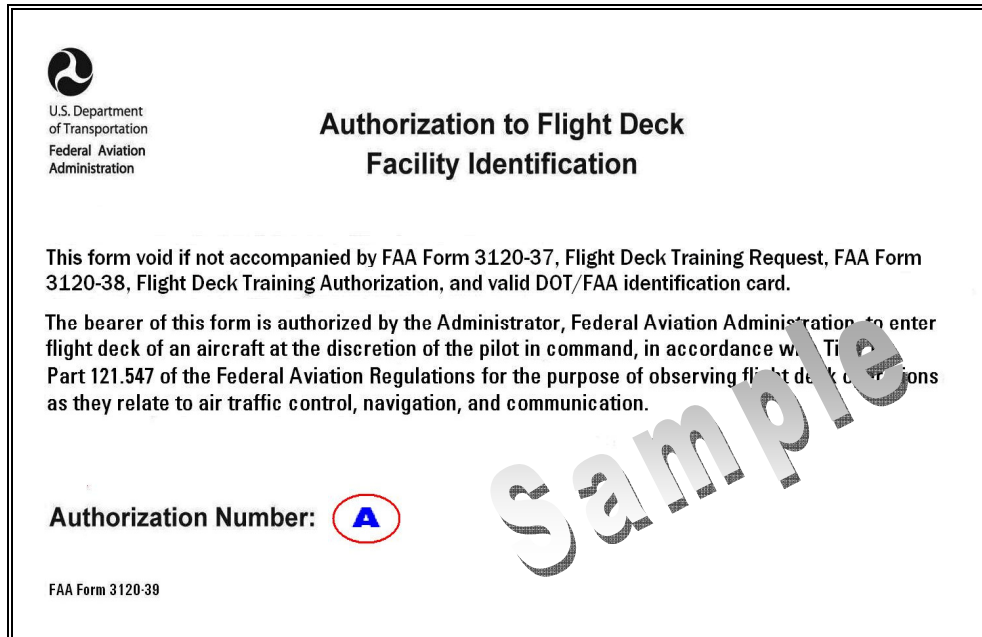
800 Independence Ave. S.W.
Washington D.C. 20591

Official Business
Penalty for Private Use \$300

IF FOUND RETURN TO:

Manager Air Traffic Controller Training and
Development Group AJL-11
MMAC STB - Building 23 Room 236
6500 S MacArthur Boulevard
Oklahoma City OK 73169
Telephone: (405) 954-2952

Unauthorized possession or use makes the offender liable to severe penalties. Title 18, U.S.C. Sec. 499


FAA Form 3120-38 Back Booklet Cover – No Instructions**FAA Form 3120-39**


U.S. Department of Transportation
Federal Aviation Administration

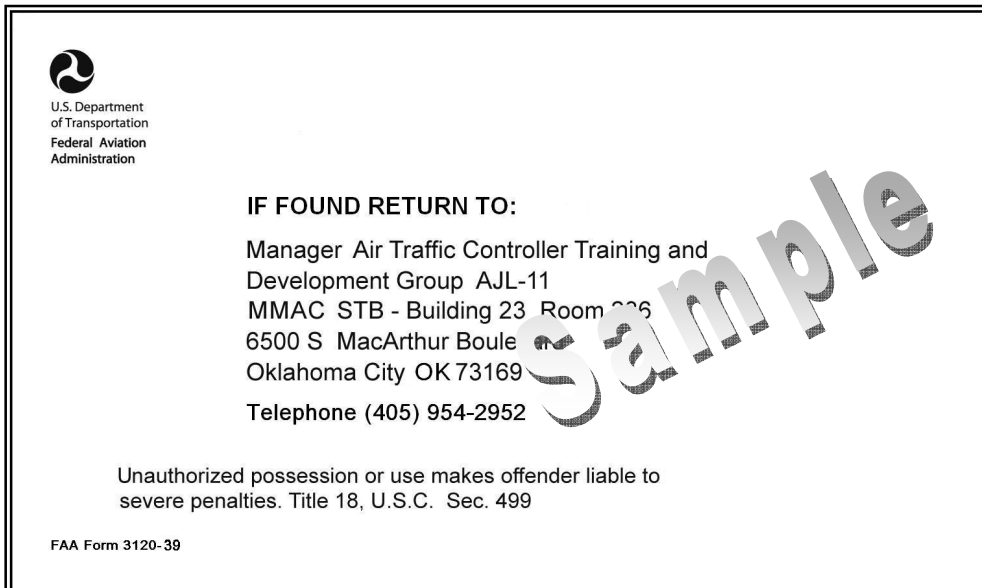
Authorization to Flight Deck Facility Identification

This form void if not accompanied by FAA Form 3120-37, Flight Deck Training Request, FAA Form 3120-38, Flight Deck Training Authorization, and valid DOT/FAA identification card.

The bearer of this form is authorized by the Administrator, Federal Aviation Administration, to enter flight deck of an aircraft at the discretion of the pilot in command, in accordance with Title 14, Part 121.547 of the Federal Aviation Regulations for the purpose of observing flight deck operations as they relate to air traffic control, navigation, and communication.

Authorization Number: 

FAA Form 3120-39



U.S. Department of Transportation
Federal Aviation Administration

IF FOUND RETURN TO:

Manager Air Traffic Controller Training and
Development Group AJL-11
MMAC STB - Building 23 Room 226
6500 S MacArthur Boulevard
Oklahoma City OK 73169
Telephone (405) 954-2952

Unauthorized possession or use makes offender liable to
severe penalties. Title 18, U.S.C. Sec. 499

FAA Form 3120-39

Completion Requirements of Forms**Form 3120-39 – Authorization to Flight Deck Facility Authorization**

- A. Facility Authorization Number:** This number issued by PMO.
- B. This form must be issued no less than 24 hours before the participant's flight.**

Form 3120-39 is an accountable form and must be returned to the supervisor upon completion of the FDT.

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