U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

ORDER
JO 3120.29D

Effective date:
10/09/2026

SUBJ: Flight Deck Training (FDT) Program

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

The FDT Program is voluntary training that 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 FAA and providers benefit from this program.

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for Christopher A. Wilbanks
Vice President
Mission Readiness Services

Table of Contents

Paragraph *Page*

Chapter 1. General Information 1-1

1. Purpose of This Order. 1-1
2. Audience. 1-1
3. Where to Find This Order. 1-1
4. Cancellation. 1-1
5. Effective Date. 1-1
6. Explanation of Changes. 1-1
7. Forms. 1-1
8. Request for Information. 1-1
9. Interpretations and Change Requests. 1-1

Chapter 2. Administration 2-1

1. General. 2-1
2. Policy. 2-1
3. Solicitation. 2-2
4. Duty Status. 2-2
5. Conduct and Appearance. 2-3
6. Expenses. 2-3
7. Premium Pay. 2-3
8. Record of Training. 2-4
9. Program Eligibility. 2-4
10. Extent of Training. 2-4
11. Approving Authority. 2-5
12. Program Ineligibility. 2-6
13. Suspension From Program: 2-6

Chapter 3. Air Carrier / Air Cargo Flight Deck Training 3-1

1. General. 3-1
2. Policy. 3-1
3. Airport Security Process. 3-2
4. Flight Deck Security. 3-2
5. Approval Procedures. 3-2

Chapter 4. General Aviation – Flight Deck Training 4-1

Table of Contents

Paragraph *Page*

1. General. 4-1
2. Eligibility. 4-1
3. Policy. 4-1

Chapter 5. Military – Flight Deck Training 5-1

1. General. 5-1
2. Eligibility. 5-1
3. Policy. 5-1

Chapter 6. Control and Accountability of Forms 6-1

1. General. 6-1
2. Background. 6-1
3. Forms Security. 6-1
4. Procedures. 6-1
5. Tracking. 6-2

Chapter 7. Administrative Information 7-1

1. Distribution. 7-1
2. Delegation of Authority. 7-1
3. Authority to Change This Order. 7-1
4. Definitions. 7-1

Appendix A. Admissions to the Flight Deck – Physical, Cognitive, and Language Capabilities A-1

Appendix B. Flight Deck Training Checklist B-1

Appendix C. Completion of Requirements of Forms C-1

Chapter 1. General Information

1. Purpose of This Order. This order relays policy and procedures for the administration of the FAA's Flight Deck Training (FDT) Program and the FDT Automated System (FDTAS). 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 all Air Traffic Organization (ATO) personnel participating in or providing administrative support to the FDT Program.

3. Where to Find This Order. This order is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. This order cancels FAA Order JO 3120.29C, Change 1, Flight Deck Training (FDT) Program, dated July 23, 2018.

5. Effective Date. This order is effective October 9, 2026.

6. Explanation of Changes. This order has been revised and updated to reflect a change in the office of primary responsibility and includes changes in policies and procedures affected after the initial issuance of the directive.

7. 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 3120-40, Flight Deck Training Report.

Note: FAA Forms 3120-37, 3120-38, and 3120-40 must be filled out online within the FDTAS. Instructions and sample forms are located in Appendix C of this order.

8. Request for Information. Requests for information on the FDT Program must be made to the FDT PMO at fdt@faa.gov.

9. Interpretations and Change Requests. Requests for interpretations or changes to this order must be forwarded to the Director, AJV-P, through the General Manager and Service Area Director of Air Traffic Operations, to the AJV-P Correspondence Mailbox, at 9-AJV-P-HQ-Correspondence@faa.gov.

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. FDT is at the discretion of FAA management, and approval of training must be governed by operational and staffing requirements. Participants, supervisors, and FDT approval authority must adhere to the rules, policies, and guidelines set forth in this order, along with other applicable orders. Approval of duty time to participate in FDT is subject to staffing and workload. In accordance with Article 34, Section 9, of the CBA with NATCA, employees may request to work credit hours to provide coverage for another employee who requests to participate in FDT. An employee approved to work credit hours to allow another employee to participate in FDT must work the credit hours unless the employee has been relieved of the assignment.

a. Participants, managers, and facility FDT Points of Contact (POCs) and FDT PMO personnel must complete the following required training on the FDT Program.

(1) Participants: eLearning Management System (eLMS) Course #60004464 or current version, *ATO Flight Deck Training*, within the year preceding an FDT request.

(2) Managers and program administrators: eLMS Course #60004407 or current version, *Manager's Guide to the FAA Flight Deck Training Program*, and eLMS Course #60004464 or current version within the year preceding an FDT approval.

(3) In addition to the training listed above, all participants must go online and establish a profile. The FDTAS training aid/tool on the automated process is available on the user dashboard. Participants must be given sufficient duty time to complete their User Profile, FDTAS training aid/tool, FAA Form 3120-37, and FAA Form 3120-40.

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

c. Policy and procedures governing participation in the FDT Program by the provider must apply as long as they do not conflict with the provisions of this order.

d. An FDT 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.

e. Air Traffic Control (ATC) facilities must notify the FDT PMO as soon as possible via email 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.

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

f. Participants must notify their Facility Management of the following:

(1) FDT participant is stranded at an airport other than home airport.

(2) FDT participant is bumped off of a flight.

3. Solicitation. FDT may be conducted only after official FAA approval is obtained through the procedures contained in this order. Employees must 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 shift. A participant may request non-consecutive working hours to accomplish FDT.

b. To provide maximum training opportunities, bargaining unit employees (BUEs) may participate in FDT in conjunction with accrued leave (including excused absence on a holiday) that was bid during the annual leave bidding process.

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

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

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

f. 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 their shift, overtime must be paid in accordance with the Fair Labor Standards Act.

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

h. When an FDT participant elects to depart from home and the 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 up to 50 miles.

i. Participants must be afforded duty status for up to 90 minutes before the proposed departure time for completion of required FDT/provider forms and coordination with airline and

security personnel, 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 local FAA operations (e.g., Air Route Traffic Control Center (ARTCC), Terminal Radar Approach Control (TRACON), Combined Control Facility (CCF), Airport Traffic Control Tower (ATCT), Automated Flight Service Station, Flight Standards District Office, System Management Office).

(b) Observing the provider's dispatch, station management, or other operations.

5. Conduct and Appearance. Participants must recognize that they are FAA representatives to the public. They must abide by all applicable standards for professional conduct contained in Human Resources 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 Department of Transportation (DOT) / FAA identification (ID) properly displayed at all times and must comply with the rules set forth in FAA Order 1600.69, *FAA Facility Security Management Program*.

c. Participants must 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 FDT 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), such as per diem and mileage, will not be authorized or paid. All expenses incurred due to unforeseen circumstances will 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 must 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. Completion of FDT must be documented in the employee's training records.

(1) The preferred method of recording FDT completion is within the FDTAS. Record FDT completions against the appropriate items.

b. Participants must be given sufficient duty time to complete FAA Form 3120-40, required in Chapter 3, paragraph 5.a.

c. Participants must submit a completed training report within 14 calendar days of their FDT completion within the FDTAS. FDT reports should contain details of the actual training received even if the listed training objectives were not met.

d. The participant's immediate supervisor must review the FDT report for completeness and accuracy and must approve or disapprove the report, as warranted. If the report is disapproved, a reason must be given in the NOTES section within the FDTAS.

9. Program Eligibility. To participate in the FDT Program, an FDT participant needs to meet the following eligibility requirements:

a. Any 2152 series Air Traffic Specialists, Traffic Management Coordinators, and Staff Specialists who are operationally current and medically qualified. You must also meet the following conditions:

(1) For En Route or TRACON, you must be certified on a minimum of two (2) operational positions, excluding Flight Data/A-Side positions.

(2) For ATCT, you must be certified on a minimum of Flight Data/Clearance Delivery Positions and one ground Control Position.

(3) For Flight Service Specialists, you must be certified on a minimum of two (2) operational positions, including the pre-flight position.

b. Other FAA personnel specifically authorized by the Vice President of AJT-0.

Note: Changes in ATC facilities 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 FDT as follows:

a. On commercial air carrier/air cargo providers and general aviation aircraft up to a cumulative total of two times per calendar year.

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

c. To, through, and from airports specified in Chapter 7, paragraph 4.k.

d. One 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 can accept a recommendation to participate in FDT.

(1) It will be recorded as supplemental, skill training, or other targeted training in accordance with ATSAP and AJV'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.

(3) The flight itinerary and specific training objectives may be set by and must be approved by the ERC training authority recommending the FDT.

(4) The participant must follow the request process and the FDT PMO will provide approval processing in accordance with procedures specified throughout this order.

(5) The flight remains a voluntary event in accordance with Chapter 2, paragraph 6. ATSAP review board recommended FDT flights are not required training.

(6) Participants must complete and submit FAA Form 3120-40 in the FDTAS in accordance with Chapter 2, paragraph 8.

(7) Participants under this section are exempt from the eligibility requirements in Chapter 2, paragraph 9.

e. Multiple FDT flights to the same airport within the calendar year are permitted.

11. Approving Authority.

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

(1) For field participants listed in Chapter 2, paragraph 9: Facility Air Traffic Manager or management designee.

(2) For other FAA personnel: Vice President of Air Traffic Services (AJT-0).

b. The approving authority must:

(1) Review FDT requests for completeness and accuracy.

(2) Issue sufficient FAA Form 3120-38 to:

(a) Accomplish all legs of the requested flight itinerary (i.e., if the preferred flight is non-stop, but the alternate has a connection, issue FAA Form 3120-38 for the connection).

(b) If both preferred and alternate return flights are non-stop, the approving authority will issue one additional FAA Form 3120-38 with all return information completed except Carrier Name and Flight Number.

(3) The participant notifies via the FDTAS when an FDT request or approved flight is canceled.

c. The approving authority must 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.

12. Program Ineligibility. Employees may not participate in FDT for the following:

a. When in any category of 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 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.

f. When temporarily medically incapacitated.

g. When identified with, or in treatment for substance abuse problem.

13. Suspension From Program: Suspension from or reinstatement to the FDT Program is the decision of the Vice President of Air Traffic Services. The FDT PMO maintains standard operating procedures to evaluate and process suspension actions. Facility management should direct inquiries concerning suspensions from the FDT to the FDT PMO.

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, the following requirements must be met for air carrier/air cargo FDT:

a. Only air carriers or air cargo operators of US registry and those foreign carriers in partnership with and using US carrier call signs operating under Title 14 CFR 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 has priority over another.

c. Participants are required to relinquish the jump seat to any higher-priority occupant (e.g., Flight Inspectors, National Transportation Safety Board investigators, additional crew, Federal Air Marshals (FAMs) or Federal Flight Deck Operators (FFDOs), 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.

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

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

(2) On both preferred and alternate flights:

(a) Initial Outbound (Departure) leg: The FDT is canceled and does not count against the number of permitted flights.

(b) Intermediate Outbound or any Inbound (Return) leg: The participant may be verbally authorized a subsequent flight.

(3) The participant must make pen-and-ink changes to FAA Forms 3120-37 and 3120-38 noting new flights and the name and initials of the approving authority. The approving authority must update the FDTAS, which will automatically update the training report.

(4) Participants who have had an interim outbound or any return leg of FDT canceled are responsible for reporting for duty on their next scheduled shift unless alternate coordination has occurred. The FAA will not reimburse any travel expenses for employees participating in FDT.

(5) 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. To the extent possible, 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 must include the circumstances in his/her FDT report.

3. Airport Security Process. Participants must adhere to all security instructions given by TSA agents and comply with all screening procedures deemed necessary to access the secure passenger checkpoints. Participants must present their valid DOT/FAA ID and a valid U.S. federal-issued or state-issued photo ID (Real ID compliant) to TSA in addition to FAA Form 3120-38.

a. Participants must follow specific listing, reservation, and check-in procedures for each provider. Participants are required to read, understand, and abide by airline-specific requirements, which are available on the participant's FDTAS dashboard, for each airline requested.

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

4. Flight Deck Security.

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

b. FDT participants must be prepared to present identification and printed copies of FAA Forms 3120-37 and 3120-38 to the flight crew prior to accessing the flight deck.

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

d. FAMs and/or FFDOs may be present on any flight. The identity of a FAM/FFDO 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 must complete the online FAA Form 3120-37 to request authorization for FDT at least 14 calendar days prior to the requested training. Instructions for completing forms are contained in Appendix C and are supplemented as follows.

a. Form Completion Requirements. Other than the PMO, there are no electronic signatures on the automated FAA Form 3120-37. Once the participant completes the form, clicking the Submit button allows the form to go to the next level for the supervisor and facility POC to review and approve. This process continues to the final review and approval level at the FDT PMO. The PMO will verify and electronically sign FAA Form 3120-37. FAA Form 3120-40 requires no signature but will be verified by the FDT PMO.

(1) FAA Form 3120-37, *Flight Deck Training Request*. The electronic version of this form can be accessed by logging in using your FAA email or Personal Identity Verification (PIV) Card at https://atotechtraining.faa.gov/fdtas/. All FDTAS users (including the approval authority) must establish a user profile. BUEs will not be required to use an faa.gov email to participate in any aspect of FDT, including training and enrollment. BUEs may enter an alternate email for flight notifications from the FDTAS. Each participant's profile will establish their own User Dashboard to access the automated FDT request. Figure 1 in Appendix C shows an example of the automated FDT request.

(a) Participants with an established profile will have their name, three-letter facility identifier, and PIV information automatically entered in Part A of the form.

Note: Participants must fill in the length of their duty shift.

(b) Training Objectives: Participants must select a minimum of four training objectives from the drop-down menu. Management must approve the four training objectives or assign other objectives as needed. Local emphasis items may be included.

(c) The ATSAP Program Office may identify specific national training objectives to be assigned in place of one or more of the minimum required training objectives under this section. Air carrier/air cargo flights may be authorized by the FDT PMO when in conjunction with an ATSAP ERC or other authorized ATSAP follow-up processes.

(d) Facility Approval: The approver must be recognized in the system as the facility approval authority for that location. Additional facility points of contact may be included.

(2) FAA Form 3120-38, *Flight Deck Training Authorization*. FAA Form 3120-38 will auto-populate with a sequential authorization number (i.e., the same number as the FDT Confirmation Number followed by the letter A), all requested flight information, the participant's CASS ID number, and the participant's name. The FDTAS will generate copies for each leg of the training event to be printed.

(3) FAA Form 3120-40, *Flight Deck Training Report*. This automated form is available by logging in using your FAA email or PIV Card at https://atotechtraining.faa.gov/fdtas/. Figure C-1 in Appendix C shows a sample of the Training Report. The complete steps for filling out the form are located in the FDTAS training aid/tool on the User Dashboard.

(a) Go to your User Dashboard to create a Training Report.

(b) The Training Report will automatically populate with your preferred flights' information, confirmation number, and training objectives. If you did not use your preferred flights, correct the form to reflect the actual flights and times.

(c) Account for all FAA Forms 3120-38 issued. Indicate how many forms were surrendered to airline personnel and how many were returned to the facility.

(d) The Training Report must be completed and submitted by the participant no more than 14 calendar days after their scheduled return.

(e) The FDT Training Report must emphasize a strong “lessons learned” experience. A narrative on lessons learned as it relates to training objectives listed in the FDT Request is required.

b. The FDT PMO will notify the approving authority or facility POC and issue a confirmation number when coordination with 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 is an accountable form and must be safeguarded at all times. Unused FAA Form(s) 3120-38 must be returned to the approving authority immediately upon returning to the participant’s duty station. FAA Forms 3120-38 returned by the participant may be destroyed by the approving authority.

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.

a. Employees must meet the eligibility requirements stated in Chapter 2, paragraph 9.

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

c. An employee may not act as the pilot-in-command while participating in FDT.

3. Policy. A General Aviation FDT is a flight that exceeds two cumulative flight hours in duration. 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. Training Requirements:

(1) The participant must include a minimum of three training objectives on FAA Form 3120-37, *Flight Deck Training Request*. Sample training objectives are listed in Appendix C and others may be assigned by local management.

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

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 Chapter 2, paragraph 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.

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.

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 may not participate in FDT on low-level missions unless the same emergency exit capability exists for them as for the crew.

d. Participants must provide FAA Form 3120-40, *Flight Deck Training Report*, following their Military FDT in accordance with Chapter 2, paragraph 8.

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 is an accountable form. Procurement and distribution procedures are required for security and accountability in accordance with FAA Order 1350.14, *Records Management*, and FAA Order 1600.2, *Classified National Security Information (CNSI)*.

3. Forms Security.

a. FAA Form 3120-38 is an accountable document and must be kept secure at all times. The approving authority at each duty station must provide secure storage and controlled access to FDT authorization forms. Participants must ensure the security of all controlled FDT forms in their possession.

b. Forms must not be:

(1) Issued without flight information and signature of the approving authority, except as specified in Chapter 2, paragraph 11.b.2.(b).

(2) Signed by other than an approving authority specified in Chapter 2, paragraph 11.

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

(1) From a facility, a written report must 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 requires immediate notification to the facility.

(a) The participant must provide as much information as known about the circumstances of the loss, including time, location, gate number, flight number, and any other specifics that may aid in the recovery of the forms.

(b) Facilities will notify the FDT PMO of the loss and forward the available information.

4. Procedures.

a. Upon receipt of forms, the duty station / facility's approving authority must:

(1) Determine if any are missing, and if so, follow the procedures in accordance with Chapter 6, paragraph 4.b.

b. Disposition:

(1) An FAA Form 3120-38 is required for each route/segment of preferred flights with a different flight number or aircraft. If both preferred and alternate return flights are non-stop, the approving authority will issue one additional FAA Form 3120-38 with all return information completed, except carrier name and flight number.

(2) All FDT Forms are subject to audit in accordance with FDT PMO Standard Operating Procedures at any time. Records are maintained in the FDTAS.

5. Tracking. The FDT PMO is responsible for tracking forms in accordance with Chapter 6, paragraphs 3, 4, and 5.

Chapter 7. Administrative Information

1. Distribution. This order is distributed to the group/branch level at the Washington Headquarters ATO, the Office of Civil Aviation Security Operations, and the Office of Information Technology; the director level in the ATO Service Areas and Logistics Divisions; and the branch level at the William J. Hughes Technical Center, Mike Monroney Aeronautical Center, Regional Offices, Service Areas, and all Air Traffic field offices/facilities.

2. Delegation of Authority. Air Traffic Services (AJT) is responsible for the operational functions of the FDT Program, while Mission Readiness Services (AJV) is responsible for the national policy and training functions of the program. Information on the FDT Program is available on the FDT Program website, located at https://my.faa.gov/org/linebusiness/ato/safety/technical_training/fdt.html. Approval authority for this training is vested in the facility Air Traffic Manager or designee; they are authorized to sign controlled FDT Program documents as specified herein. Approval authority must be delegated only to management personnel.

3. Authority to Change This Order. The FAA reserves the right to suspend this order in whole or in part. The Vice President of Mission Readiness Services (AJV-0) has the authority to change policy relative to this order.

4. Definitions.

a. Air Carrier /Air Cargo FDT: Scheduled and supplemental commercial, air taxi, or commuter flights of United States (US) registry operating under Title 14 Code of Federal Regulations (CFR), Parts 121, 125, 135, or 298.

b. Air Traffic Control Specialist (ATCS): An air traffic controller; occupational series 2152 employee of the FAA.

c. Air Traffic Safety Action Program (ATSAP): Voluntary safety reporting program described in FAA Order JO 7200.20, *ATO Voluntary Safety Reporting Programs*.

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

e. 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.

f. Duty Shift: The hours of the basic workday an employee is scheduled to work as defined by FAA Order JO 7210.3, *Facility Operation and Administration*, and the FAA / National Air Traffic Controllers Association (NATCA) Collective Bargaining Agreement (CBA).

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

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

i. 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, or military aircraft.

j. FDT Automated System (FDTAS): Computer accessible program to complete required training paperwork.

k. 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 U.S., Alaska, Hawaii, and US Possessions and Territories.

Note: Travel through international airspace is permitted to reach approved destinations. Check with the providing air carrier to determine if passports are required.

l. FDT Program Management Office (PMO): A designated representative(s) for each Service Area who maintains knowledge of the policy and procedures of the FDT Program and is responsible for the input of approved FDT participants into the CASS system as well as other administrative duties.

m. FDT Provider (Provider): Any air carrier, air cargo, air taxi, general aviation, government, or military aircraft operator of U.S. registry that participates in the FDT Program, granting access to their aircraft or simulator.

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

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

p. General Aviation FDT: Privately and publicly owned aircraft operated by flight schools, flying clubs, and federal, state, or local governments, companies, or pilots.

q. Military FDT: Military aviation comprises military aircraft and other flying machines for the purposes of conducting or enabling aerial warfare, including national airlift (air cargo) capacity to provide logistical supplies to forces stationed in a war theater or along a front.

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

1. General Guidance. Federal Aviation Administration 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 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 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 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 or appliance, such as crutches, a wheelchair, or cane.

e. Be able to physically don and use the observer 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 smoke or toxic fumes, which could reduce an individual's 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 must comply with that policy.

f. Be able to physically operate the seat belt and shoulder harness mechanisms and assemblies located at the observer seat without assistance from any crew member.

g. Possess sufficient visual capacity to perform the specified physical capabilities regarding 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 crew members.

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 Flight Deck Training (FDT) participant prior to each FDT.

General:

- Participant's understanding of non-compliance to Federal Aviation Administration (FAA) Order JO 3120.29D, *Flight Deck Training (FDT) Program*
- Goals and expected outcomes of training
- FAA conduct and attire
- Provider's procedures handout, if applicable
- FAA Forms 3120-37, 3120-38, and 3120-40 procedures, safeguarding, and record keeping
- Airport check-in, security, and gate procedures
- Sterile Cockpit Environment (pilot will brief)
- 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. Completion of Requirements of Forms

Some forms will auto-populate within the Flight Deck Training Automated System (FDTAS) once a participant profile has been established.

Federal Aviation Administration (FAA) Form 3120-37, *Flight Deck Training Request*

Instructions: The form is available at:
https://my.faa.gov/org/linebusiness/ato/safety/technical_training/fdt.html

Part A: Training Request (Participant Information)

1. Printed name
2. Facility identifier
3. Personal Identity Verification (PIV) information: 8-digit PIV number (including leading zeroes) and badge expiration date (mm/dd/yyyy)
4. FAA email (required) and other contact email (optional)

Part B: Itinerary (Preferred and Alternate Flights)

Note: Multiple carriers may be requested on a single form.

1. **Dates (mm/dd/yyyy):** Must be the same for preferred and alternate flights without approval of the Flight Deck Training (FDT) Program Management Office (PMO).
2. **Departure and Destination Airports:**
   - **a.** Preferred and alternate airports must be the same without FDT PMO approval.
   - **b.** Must arrive and depart from the same outbound airport without FDT PMO approval.
3. **Training Objectives:**
   - **a.** Participant must select a minimum of three training objectives for general aviation FDT and four training objectives for any other FDT.
   - **b.** Local emphasis items may be substituted for sample objectives.
4. **Facility Approval:**
   - **a.** Approving authority must be management personnel.
   - **b.** Additional facility points of contact may be included.

Completion Requirements of Forms (continued)

FAA Form 3120-40, *Flight Deck Training Report*

A. Name of Participant: (auto-populated)

B. Confirmation Number: (auto-populated)

C. FAA Form 3120-38 Number(s) Used: (auto-populated)

D. FAA Form 3120-38: Indicate the number surrendered to the air carrier and the number returned to the facility.

E. Itinerary: Enter the actual flights observed. Include the type of aircraft, the captain's first and last name, and actual departure and arrival times for each leg flown.

F. Narrative Summary of Training: Enter your observations and learning experience as it relates to the training objectives. Every objective must be addressed, but you may also add anything else of interest. If you were unable to accomplish the training objectives, explain why and describe what training actually occurred.

Figure C-1: Sample FAA Form 3120-40

FLIGHT DECK TRAINING REPORT
This is a DRAFT copy: must use FDTAS to record your FDT Report

Name of Participant:			**FDT Confirmation Number:**	
FAA Form 3120-38 Number(s) Used:				
FAA Form 3120-38:	_____ (how many) Surrendered to the Air Carrier		_____ (how many) Returned to the facility	

Departure Training Date:				
Departure:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 1:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 2:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 3:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 4:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Destination:	**Flight Time (hh:mm)**			

	Training Objectives (Minimum 4)
Select Objective 1:	
Select Objective 2:	
Select Objective 3:	
Select Objective 4:	
Select Objective 5:	
Narrative Summary of Training:	

Return Training Date:				
Departure:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 1:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 2:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 3:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Stop 4:	**Carrier:**	**Flight #:**	**Dep Time:**	**Arr Time:**
Type Aircraft:				
Destination:	**Flight Time (hh:mm)**			
Narrative Summary of Training:				

SAMPLE

Completion Requirements of Forms (continued)

Form 3120-38, *Flight Deck Training Authorization*

Issue all FAA Forms 3120-38 that are provided by the FDTAS. Copies returned by the participant may be destroyed.

Note: The FDTAS will issue one additional FAA Form 3120-38 with all return information completed except carrier name and flight number.

A. Authorization Number: (auto-populated)

B. Carrier Name: (auto-populated)

C. Flight Number: (auto-populated)

D. Date: (auto-populated)

E. Departure Airport: (auto-populated)

F. Arrival Airport: (auto-populated)

G. Confirmation Number: (auto-populated)

H. Duty Station/Facility: (auto-populated)

I. Printed Name of Traveler: (auto-populated)

J. CASS ID Number: (auto-populated)

K. Signature of Traveler: Enter the participant's official signature.

L. Printed Name of Approving Authority: Print or type complete name.

M. Signature of Approving Authority: Enter the signature of the person authorizing the FDT.

N. Date: Indicate the date the form is approved in MM/DD/YYYY format.

Figure C-2: Sample FAA Form 3120-38

U.S. Department of Transportation
Federal Aviation Administration

FLIGHT DECK TRAINING AUTHORIZATION

Authorization Number
FDT-16-0012454A

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
VRD	406	11/13/2016	LAX	JFK

Confirmation Number	Duty Station/Facility
FDT-16-0000454	ZLA

Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date
John Doe	12345678		

Printed Name of Approving Authority	Signature of Approving Authority	Date

The Traveler as identified above is authorized access to the flight deck for training purpose. 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

U.S. Department of Transportation
Federal Aviation Administration

FLIGHT DECK TRAINING AUTHORIZATION

Authorization Number
FDT-16-0012454A

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
VRD	407	11/17/2016	JFK	LAX

Confirmation Number	Duty Station/Facility
FDT-16-0000454	ZLA

Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date
John Doe	12345678		

Printed Name of Approving Authority	Signature of Approving Authority	Date

The Traveler as identified above is authorized access to the flight deck for training purpose. 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

U.S. Department of Transportation
Federal Aviation Administration

FLIGHT DECK TRAINING AUTHORIZATION

Authorization Number
FDT-16-0012454A

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport

Confirmation Number	Duty Station/Facility
FDT-16-0000454	ZLA

Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date
John Doe	12345678		

Printed Name of Approving Authority	Signature of Approving Authority	Date

The Traveler as identified above is authorized access to the flight deck for training purpose. 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

Sample

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