

ORDER

3000.10B

AIRWAY FACILITIES TECHNICAL TRAINING PROGRAM



U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

FOREWORD

This order prescribes the procedures and assigns responsibility for the administration of the Airway Facilities Technical Training Program. General guidance is provided for the management, planning, conduct and evaluation of the technical training program. This order ensures that technical personnel responsible for the establishment, installation, maintenance, second level support, and certification of facilities used in the National Airspace System (NAS) are proficient in performing assigned duties.

Related directives provide detailed guidance in the specialized areas of administrative management and the Airway Facilities Maintenance Personnel Certification Program. Regions may supplement this order with more specific guidelines and instructions to accommodate unique regional conditions.

Original Signed by:

Steve Zaidman

Director of Airway Facilities

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CHAPTER 1. GENERAL

100. PURPOSE.

This order specifies the procedures and policies necessary to implement and sustain a uniform technical training program that directly supports the Airway Facilities Maintenance Personnel Certification Program. Agency sponsored training assigned to the technical specialist shall be restricted to the development of specialized skills, knowledge, and abilities necessary for the performance of their official duties. The guidance provided herein is in accordance with Order 3000.22, Air Traffic Services Training.

101. DISTRIBUTION.

This order is distributed to division level in Washington headquarters; to branch level at the FAA Logistics Center and the FAA Academy; to division level within the FAA Technical Center; to branch level in the regional Airway Facilities divisions, with maximum distribution.

102. CANCELLATION.

Order 3000.10A, Airway Facilities Maintenance Technical Training Program dated May 8, 1985, is canceled. National AF Training Division memorandums applicable to the AF technical training program, dated prior to this order, are also canceled.

103. BACKGROUND.

The mission of the Airway Facilities (AF) Division is to ensure the safe and efficient operation, maintenance and use of the air transportation system today and meet tomorrow's challenges to increase system safety, capacity and productivity. In 1997, Order 3000.6B, Training, was canceled and replaced by FAPM-410. FAA Order 3000.6B had provided overall guidance and direction of the AF training program. FAPM-410 was subsequently canceled in calendar year 2000 and replaced by HRPM Volume 5, Learning and Development. The revision and development effort for Order 3000.10B utilized information that was contained in both of the previously mentioned documents. The order was also updated to meet today's current requirements and standards. The AF technical training program:

- a. Establishes a minimum standard of technical proficiency to ensure that the system, subsystem, equipment or service provides the advertised service to the user, while enhancing operational safety within the National Airspace System (NAS).
- b. Develops and increases the technical specialist's skill level to restore failed facilities in a timely manner, thereby increasing availability and efficiency of the NAS.
- c. Provides the technical specialist with valuable experience to enhance the FAA's periodic maintenance program and to take the necessary actions to preclude failure and increase system reliability.

d. Supports increased air traffic activity and user demands by training the technical work force to meet the challenges of the new technological advancements being deployed within the NAS infrastructure.

104. EXPLANATION OF CHANGES.

This order has been updated to provide guidance and policy to the technical training program. This revision:

- a. Defines and assigns organizational responsibilities for the on-the-job training (OJT) process.
- b. Necessitates a remedial plan for any training failure.
- c. Requires issuance of a training certificate and associated entry into the employee's Consolidated Personnel Management Information System (CPMIS) (either graded or Pass/Fail) history.
- d. Establishes minimum attendance and course completion criteria in order to be awarded credit for a training course.
- e. Applies to all organizations within Airway Facilities Division, such as, NAS Implementation Program (ANI), NAS Operations (AOP), Operational Support (AOS), Regional Divisions and associated Branches, System Management Offices (SMO) and Operational Control Centers (OCC).
- f. Establishes an emergency quota process and the use of an associated Emergency Quota request form.
- g. Revises the AF Training Plan form (FAA Form 3000-14).
- h. Establishes a national form for the Needs Assessment (Individual and Group) documentation process.
- i. Aligns Order with Order 3400.3X, AF Personnel Certification Program, and supports the technical training and certification programs.
- j. Identifies that an Agreement to Continue-in-Service may be required.
- k. Aligns order to meet AF's current organizational structure and to comply with all applicable Public Laws.
- l. Adds endorsement for service and/or reimbursement agreement.
- m. Establishes national processes and forms for Operational Necessity Waiver and Equivalency requests.
- n. Establishes the training development process.
- o. Incorporates student conduct procedures.
- p. Adds a new requirement for quarterly re-programming conferences.
- q. Revises the automatic re-take and re-examination policy and procedures.

105. DEFINITIONS.

Definitions of some of the terms used in the technical training and personnel certification programs may also be found in Orders 6000.15X and 3400.3X. For the purpose of this order, the following definitions are used:

a. AF Training Program Management Office (AF TPMO). Provides overall management and oversight of the technical training program for AF field organizations.

b. AF Technical Specialist. A generic title that includes but is not limited to, electronic technicians, airway transportation systems specialists (ATSS), engineering technicians, maintenance mechanics, and engineers.

c. Distance Learning (DL). Distance Learning includes, but is not limited to correspondence study, computer based instruction (CBI), Aviation Training Network (ATN) and web-based training.

d. Division Manager. Position title applicable to AF regional or headquarters management, ANI Implementation Center (IC) management, et al, who assign training program responsibilities.

e. Equivalency. Equivalencies are based upon successful completion of a nationally approved examination or by the student's prior training, usually completed outside the FAA. The FAA Academy, AF Division, is the approving authority for equivalencies.

f. Field Conducted Training. Training conducted in the field by FAA Academy Instructors or field personnel, which has been nationally approved. Generally, OJT that is performed on non-certifiable systems, subsystems, equipment or services is considered field conducted training.

g. Field Organizations. For the purposes of this order, field organization refers to the AF Systems Management Office (SMO) and corresponding-level offices for the ANI, AOP, AOS and OCC organizations.

h. First-Level Supervisor/Manager. An employee whose primary responsibility is the technical direction and/or supervision of personnel performing maintenance and/or certification of NAS facilities.

i. Fixed-Schedule Training. This type of training has a schedule established by the training provider. The training provider is responsible for managing the student's progression through the course material.

j. Locally Arranged and/or Conducted Training (LACT). Training which is necessary for a specific and localized need. This training may be supplemental, site specific or urgently needed training courses.

k. On-the-Job Training (OJT). OJT is a bridge from the theory-of-operations training to the development or acquisition of skills and knowledge required on certifiable systems, subsystems, equipment or services. It is a planned activity conducted to provide direct experience in the work environment where the employee is performing, or will perform assigned duties.

l. OJT Instructor. A specialist designated to provide on-site training to other technical specialists. Instructors who administer OJT must meet the criteria defined in Chapter 7, On-the-Job Training, of this Order.

m. Out-of-Agency Training. Training conducted by an entity other than the FAA, whether or not a fee or tuition is charged.

n. Performance Examination. An examination designed to test the technical specialist's proficiency in measuring, evaluating, testing, and determining the accuracy and suitability of a particular type of system, subsystem, equipment or service.

o. Prerequisite Training. Training in a progressive sequence of courses that must be successfully completed prior to attendance in subsequent course(s).

p. Program Review. An evaluation of the effectiveness of the technical training program.

q. Refresher Training. Approved retakes of formal courses, OJT or performance examinations that have been successfully completed. This training may be necessary to maintain, re-acquire, or demonstrate proficiency.

r. Resident Training. An approved national training course that is conducted by FAA Academy instructors and administered at the FAA Academy.

s. Self-Paced Training. This type of training has a flexible schedule, and the student and first-level supervisor manage the progression through the course material.

t. Theory-of-Operations Examination. An examination to verify that a technical specialist possesses the necessary knowledge of principles and theory-of-operations for a system, subsystem, equipment or service. Successful completion of this examination demonstrates a knowledge level equivalent to that of a graduate of an appropriate formal training course.

u. Training Instructor. A training instructor can be any of the following: FAA or contract instructor, site administrator or any other person administering the training.

v. Training Provider. Organization, agency or person that is responsible for the direct oversight and management of a technical training course. Examples include: The FAA Academy, site administrators, proctors, out-of-agency contractors and locally arranged and/or conducted training administrators.

w. Training Specialist. Responsible for implementation and administration of the technical training program at the field organization level.

x. Waiver. A waiver is the temporary deferment of a prerequisite requirement, which allows the technical specialist to attend one specific course or class.

106. TRAINING PHILOSOPHY.

The AF technical training program shall be conducted in a manner that allows the technical specialist to develop the necessary knowledge and skills to the depth and scope commensurate with the AF maintenance philosophy defined in the current version of FAA Order 6000.30, NAS Maintenance Policy. The training shall make use of the various modes of instruction, such as: resident training, field conducted, distance learning and on-the-job training. The

training methodology shall be chosen to assure the most effective and efficient training possible, while promoting development of maximum proficiency. All training curriculum shall meet or exceed the appropriate occupational safety and environmental compliance regulations.

107 – 199. RESERVED.

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CHAPTER 2. ROLES AND RESPONSIBILITIES

200. GENERAL.

This chapter defines the roles and responsibilities for organizations within the AF Technical Training Program.

201. FAA HEADQUARTERS NATIONAL AF TRAINING DIVISION.

The National AF Training Division is responsible for the following:

- a. Approves all AF technical and occupational safety and environmental compliance training requirements.
- b. Establishes training requirements as described in the annual Call for Training.
- c. Establishes and provides a listing of new equipment requirements.
- d. Initiates and manages the annual Call for Training process.
- e. Reviews national training plans and proposals submitted for new training requirements.
- f. Validates training requirements.
- g. Provides oversight for quota management.
- h. Allocates all training quota.
- i. Resolves identified training concerns.
- j. Serves as coordinator for national technical training work groups.
- k. Provides guidance and direction for AF Collegiate Training Initiative (CTI).
- l. Responsible for implementing AF's strategic goals for training.
- m. Approves technical training course prerequisites.
- n. Ensures training is available to complement and support the AF Personnel Certification Program.
- o. Provides overall technical training program policy and guidance to all AF organizations.
- p. Develops guidance for the planning, analysis, design, development, content, delivery, and evaluation of AF technical training.
- q. Establishes standards for the evaluation of AF technical training programs. Initiates, directs, and ensures accomplishment of technical training program evaluations.
- r. Identifies, allocates, and manages the AF technical training budget.
- s. Reviews, updates and validates AF Personnel Certification Examinations.
- t. Identify core skills training requirements during new system acquisition and incorporate these into the Training Progression documentation as necessary.

202. FAA ACADEMY AF DIVISION.

The FAA Academy AF Division is responsible for the following:

- a. Implements the development, delivery and administration of technical training.
- b. Administers the training requirements process:
 - (1) Determines training resource availability in response to the annual Call for Training.
 - (2) Inputs final training quota and class schedules into CPMIS.
 - (3) Updates and maintains the AF course catalog.
- c. Administers the AF Out-of-Agency training program.
- d. Recommends prerequisites for new courses and changes in established course prerequisites.
- e. Approves/disapproves requests for equivalencies of Academy courses.
- f. Provides training materials for all phases of the technical training program.
- g. Prepares and issues announcements relating to technical training courses.
- h. Manages AF's Distance Learning infrastructure.
- i. With respect to the evaluation of AF technical training courses, the FAA Academy shall:
 - (1) Develop the necessary course critiques, questionnaires, other evaluation materials and procedures necessary to implement the evaluation process.
 - (2) Summarize the data collected and submit reports, as required, to the National AF Training Division.
 - (3) Make recommendations to National AF Training Division for corrective action based upon evaluation findings.
- j. Provides technical evaluation support for the AF-CTI Program.

203. REGIONAL AIRWAY FACILITIES DIVISION.

AF Regional Divisions are responsible for the conduct, administration, overall guidance, direction and management of the regional technical training program. Each AF Regional Division has the following responsibilities with respect to administering the AF National Technical Training Program within their organization:

- a. Develops and recommends policies, standards and procedures necessary to effectively implement technical training programs within the division.
- b. Oversight role in the development of course content and material for technical training courses to meet needs specific to special conditions within the division's program area.
- c. Validates technical training requirements for submission to the National AF Training Division.

- d. Participates in regional and national training programs including programming conferences and workgroups.
- e. Ensures that training records are maintained, and reports and forms are prepared and then submitted in accordance with national and regional policies and procedures.
- f. Ensures that local training courses and programs are conducted in accordance with national and regional policies and procedures.
- g. Reviews and recommends requests for operational necessity waivers of prerequisites for Academy courses.
- h. Coordinates and distributes technical training quota to their field organizations and branches and ensures timely quota enrollment.
- i. Develops and administers the training budget.
- j. Plans and develops funding requirements for locally arranged training and/or conducted training (LACT).
- k. Assists field organizations in developing standards, procedures and guidance for the development and delivery of AF technical training.
- l. Ensures that all regional technical training complies with the following: FAA and OPM directives, statutory and regulatory requirements, and operational and procedural methods.
- m. Obtains technical training to meet regional training needs when training is not available through the FAA.
- n. Conducts training evaluations of regional technical training programs in accordance with National AF Training Division guidance and/or locally developed training evaluation plans.
- o. Provides guidance and advice to organizations in support of their training activities, including training policy, procedures, resources, methodology and delivery.
- p. Reviews and forwards requests for equivalencies to the appropriate AF Academy Branch Manager.
- q. Ensures data is entered into CPMIS for local laboratories, LACT, OJT and performance examination completions.
- r. Acts as the regional point of contact for the accountability of no shows.
- s. Monitor the accomplishment of training plans.

204. AIRWAY FACILITIES FIELD ORGANIZATIONS (SMO/BRANCH/ANI/AOP/AOS/OCC)

Field organizations are responsible for the conduct, administration, overall guidance, direction and management of the technical training program. Field organizations have the following responsibilities for administering the AF National Technical Training Program within their organizations:

- a. Oversees the technical training program.

- b. Develops, approves and implements action to be taken on potential or actual training failures.
- c. Establishes an environment that reinforces technical training.
- d. Assesses the effectiveness of technical training in achieving the desired results.
- e. Develops training requirements and provides justification as required.
- f. Develops and administers the training budget.
- g. Develops and/or procures local training when such training is not otherwise available.
- h. Coordinates and establishes training schedules.
- i. Administers theory-of-operations examinations and correspondence study supervised final examinations.
- j. Maintains accurate training records.
- k. Ensures that the training specialist and personnel used to perform instructional duties have the required instructor qualifications.
- l. Ensures all prerequisite training, enrollment and employee notifications are completed in a timely manner.
- m. Ensures employees receive pre- and post-training counseling.
- n. Conducts an annual training program review.
- o. Administers the technical training program in accordance with all-applicable orders and policies.
- p. Maintains all orders, implements necessary procedural changes and supplements guidance as required to fit organizational structure.
- q. Coordinates and submits training requirements in accordance with the Call for Training guidance.
- r. Ensures that the employees and supervisors are aware of all prerequisite requirements and that such requirements are met prior to attending training.
- s. Monitor the completion of training plans.

205. FIRST LEVEL SUPERVISORS/MANAGERS.

AF supervisors/managers have the following responsibilities with respect to the AF National Technical Training Program:

- a. Determine technical training requirements necessary to maintain NAS operations and employee development.
- b. Determine technical training needs by identifying the knowledge and skills required by their employees on the job.
- c. Develop and update a written training plan for each employee requiring training.
- d. Coordinate and establish employees' training schedules.

- e. Ensure timely completion of employees' prerequisite training and enrollment for planned technical training.
- f. Counsel employees both prior to and after training, regarding agency policy, course objectives, desired course outcomes, employee attitudes, training results and the relationship of the training to the position.
- g. Revise and update training plan after completion of training.
- h. Assign and coordinate on-the-job training as required.

206. EMPLOYEES.

AF employees have the following responsibilities within the AF National Technical Training Program:

- a. Apply themselves to the learning task in a professional manner and successfully complete training objectives within prescribed times.
- b. Assist the supervisor/manager in identifying individual training needs relative to current job requirements in order to maintain technical proficiency on assigned equipment.
- c. Complete the development of a technical training plan collaboratively with the assigned supervisor/manager.
- d. Participate in self-development activities.
- e. Participate in pre- and post-training counseling sessions.
- f. Complete and submit all required course critiques and questionnaires, and provide feedback to their supervisor/manager.
- g. Provide training to other employees as assigned by their supervisor/manager (in accordance with paragraph 354, Instructor Qualifications).

207 - 299. RESERVED.

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CHAPTER 3. TRAINING ADMINISTRATION

SECTION 1. ADMINISTRATIVE REQUIREMENTS

300. GENERAL.

This section contains procedures and requirements regarding: employee eligibility to attend training, needs assessment requirements, training selection, continue in service agreements, approval process and student conduct while in training status. Training specialists shall implement these procedures at their organizational level to ensure efficient and orderly management of the technical training program.

301. ANNOUNCEMENT OF TRAINING OPPORTUNITIES.

AF training offices are responsible for announcing available technical training. They shall provide the selection and assignment procedures required for the training activity.

302. ELIGIBILITY TO ATTEND TRAINING.

a. Training Opportunities for FAA Personnel. All full-time, part-time, temporary and intermittent FAA employees (including summer hires and interns) are eligible for learning and development opportunities.

b. Training Opportunities for Non-Government Personnel. All of the following conditions shall be met in order for non-Government personnel to participate in training funded by the Government:

(1) The training of non-Government personnel must be incidental to the training of Government employees and be in the public interest.

(2) Non-Government personnel may occupy training slots only after the opportunity has been afforded to eligible Government employees.

c. Training Opportunities for Contractor Personnel. In addition to the restrictions on the training of non-Government personnel identified above, contractor personnel may only be trained in skills they are not required to bring to the job. Contractor personnel may be trained in rules, practices, procedures and/or systems that are unique to the FAA and essential to the performance of their assigned duties. Always consult with the Contracting Officer before allowing contractors to attend any training session.

303. TRAINING NEEDS ASSESSMENT.

FAA technical training, both for an individual or a group of employees, must be based on a training needs analysis and assessment process. The analysis process assists in the determination that the training is appropriate and necessary to accomplish official duties in support of the agency's mission. Official duties are those related to their present position and assigned workload. A needs assessment or approval is not required for training mandated by law or which employees attend on their own time, at no cost to the Government. Completion of the Training Needs Assessment (TNA) form is the responsibility of the organization sponsoring the training. Two types of Training Needs Assessment forms are required for use, Group and Individual. The type of form used is dependent upon the intended audience of the

training course. A Group Assessment is utilized when two or more employees require the training. An Individual Assessment is utilized when only one employee requires the training. These forms, instructions for completion of the form and samples are located in Appendix 1. The AF TPMO shall retain all completed needs assessment forms for three years.

a. Group Assessment. The organization sponsoring, managing, funding, designing, or conducting the group training shall complete group Training Needs Assessments. The National AF Training Division shall ensure that the group assessment process is completed for all centralized training efforts. Both CMD and the FAA Academy have incorporated this requirement into course development and/or delivery. When the trainee fits within the target audience description, this form is not required.

b. Individual Assessment. Individual Training Needs Assessments are necessary for training that is being procured from a commercial vendor or that is being internally developed. The individual or supervisor requesting the training shall complete the assessment, ensuring that the training is required for the employee. They are required when an employee:

(1) Does not meet the target audience identified in the group assessment; e.g., FAA Academy or locally arranged and conducted training.

(2) Attends any type of training for which no needs assessment has been completed.

304. TRAINING APPROVAL.

Supervisory approval is required before an employee participates in training. This approval must take into consideration available resources, cost-effectiveness, legal requirements and restrictions, current workload, training location and assessment of the requirement to train the employee.

305. TRAINING SELECTION.

Nomination and selection of employees for training is a supervisory responsibility and shall be accomplished through appropriate procedures in support of the organization's mission. Selection of employees for learning and development activities that primarily prepare them for advancement, and are not directly related to improving performance in their current positions, must conform to the appropriate collective bargaining unit agreement, Uniform Guidelines on Employee Selection Procedures and also to the merit principles adopted in the FAA Personnel Management System. In accordance with congressional training regulations, participants shall receive advance notice of training content and methods prior to attendance.

306. PRE/POST-TRAINING COUNSELING.

Pre- and post-training counseling is a requirement for any employee attending training. Recommended pre- and post-training counseling forms, instructions for completing the forms and examples are located in Appendix 1. Organizations have the authority to locally develop their own pre- and post-training counseling forms as necessary.

a. Pre-Training Counseling. Prior to an employee's attendance at training, the immediate supervisor shall conduct a pre-training counseling session. At a minimum the following items must be addressed:

- (1) Training course objectives and expected outcomes of the training.
- (2) Verify that course prerequisites have been met.
- (3) Travel requirements.
- (4) OJT and/or certification requirements.
- (5) Other information useful to the student.

b. Post-Training Counseling. Within 60 days following completion of training and the employee's return to position, the immediate supervisor shall provide the employee a post-training counseling session. Discussion of the training results and post-training assignments will be completed at that time. The supervisor, when appropriate, will make course recommendations to the training provider through the AF TPMO when corrective action is necessary due to inadequate training or suspected deficiencies.

307. AGREEMENT TO CONTINUE IN SERVICE OF AGENCY.

An Agreement to Continue in Service may be required as a condition of employees attending training activities. Guidelines are provided in the agency's Human Resource Policy Manual.

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SECTION 2. POLICIES AND GUIDELINES WHEN ATTENDING TRAINING

310. GENERAL.

This section contains policy and guidelines regarding student conduct while in training status, leave administration, voluntary departure from training, noncontiguous training assignments, resolution of personal problems, use of official duty time for training, training environment standards, examination control, unsatisfactory completion of assigned training and remedial training plans. Training specialists shall implement these procedures at their organizational level to ensure efficient and orderly management of the technical training program.

311. CONDUCT.

Conduct issues while attending training will be resolved at the lowest level possible. The training provider will counsel the student in an effort to resolve the issue. If unsuccessful, the training provider will contact the field organization manager. Non-FAA training providers shall coordinate with the appropriate FAA designee. The training provider may return students to their facility without a certificate of completion with the concurrence of the field organization manager. In this case, the AF TPMO will be advised of the disposition of the training quota involved.

a. Supervisory Responsibility. The FAA training provider shall be regarded as a supervisor's representative to an employee in training status.

b. Student Responsibility. Employees attending training are subject to FAA and the training provider's regulations regarding personal conduct. Insubordination, unexplained absences and other serious offenses shall be cause for termination of training and further disciplinary action. It is expected that students will maintain a professional demeanor and spirit of cooperation while in the training environment. Students are expected to:

- (1) Treat fellow students with respect.
- (2) Avoid disruptive behavior.
- (3) Report to class on time and in a condition that will ensure the highest level of learning.
- (4) Put forth the best effort toward satisfactory completion of the training.
- (5) Use only authorized assistance or materials to complete the training.
- (6) Report any instance of unauthorized activity, e.g., duplication, removal, or otherwise compromising of classroom or test material, or any other form of improper or unethical behavior.
- (7) Conserve and protect Federal funds, property, equipment and materials.
- (8) Groom and attire themselves in a neat and clean manner that is appropriate to conduct Government business.

(9) Adhere to the schedule and actively participate in all training activities unless excused through approved leave.

312. LEAVE.

When a student is in a training status, the following procedures for leave administration shall be executed.

a. Fixed-schedule training. Only sick leave and emergency annual leave can be approved for an employee in a fixed training schedule status. The training provider will report all student absences to the employee's supervisor. Requests for leave shall be forwarded to the supervisor through the training provider.

b. Self-paced training. If enrolled training is self-paced and doesn't adhere to a fixed-class schedule, all forms of leave may be granted. Attention to adequate time to complete within the allocated timeframe should be considered where feasible.

313. DEPARTURE BEFORE COURSE COMPLETION.

A student may depart from training due to an emergency or other unusual circumstances upon approval of their supervisor. When a student fails to complete a course due to an early departure, notification from the training provider should explain the departure and shall be forwarded to the AF TPMO. If reasonable grounds for withdrawal are determined, the employee will be rescheduled if possible. When students are withdrawn from a training course, a grade of WITHDRAWN will be given for that course in their official CPMIS history. The training provider, AF TPMO and the employee's supervisor will jointly determine appropriate action for the student to complete the training requirement.

314. NONCONTIGUOUS ASSIGNMENTS.

When justified and advantageous to the Government, it may be advisable to enroll employees into more than one class without returning them to their permanent duty station. When there is an intervening period between classes, prior arrangements shall be made to assign students to supervised training or other work assignments. These arrangements shall be documented in writing. The AF TPMO must ensure that prior approval to remain in temporary duty status is obtained from the funding organization.

315. PERSONAL PROBLEMS WHILE IN TRAINING STATUS.

The following contact process shall be followed when a student must deal with a personal problem while in training status:

| If | Then |
|-------------------------------------|---|
| Student has a problem | Contact the instructor or site administrator |
| Unable to resolve the problem | Contact instructor or site administrator's supervisor |
| Still unable to resolve the problem | Contact the employee's supervisor |

316. USE OF OFFICIAL DUTY TIME FOR TRAINING.

The AF Course Catalog lists the maximum time allowable for the completion of nationally arranged and/or conducted AF courses. The hours listed in the AF Course Catalog shall be considered as the base time required when establishing the amount of official duty time the employee may be granted to complete the course. The enrollment and administration requirements of each course, such as class schedule (fixed schedule or self paced), training materials and training delivery method (CBI, correspondence study, on-the-job training, resident, etc.), must be considered when establishing employee-training schedules. A supervisor shall provide adequate time to the employee for completion of the required training. Regardless of whether the student is enrolled in resident, field or distance learning training, he/she must be considered unavailable for regular duty assignments during hours scheduled for training. Management will make a reasonable effort to ensure that employees enrolled in job required training will be relieved from other duties while directly engaged in training. Only in unusual circumstances should a training schedule be interrupted or modified; e.g., emergencies or situations that impact NAS safety.

317. TRAINING ENVIRONMENT.

The training provider and the National AF Training Division are responsible for ensuring that training is conducted in the most favorable environment possible that is conducive to learning.

318. EXAMINATIONS.

Every employee in the training community is responsible for safeguarding the integrity of all examinations. The following procedures shall apply to the administration of any supervised examination:

- a. A FAA designated examiner must supervise each examination. All training providers are designated as examiners/proctors. The training provider is responsible for selecting a proctor who can demonstrate qualities of objectivity and fairness in proctoring an examination.
- b. Examiners shall arrange for the examination to be conducted in the most favorable environment possible. The examination should be scheduled during working hours.
- c. Examiners shall ensure strict compliance with all instructions that are furnished with the examination. They shall prepare the area to be used for the examination, give the examinee any necessary instructions, control and time the examination as prescribed, and process the examination as instructed.
- d. The contents of the examination shall not be discussed or disclosed by examiners or examinees.
- e. No part of an examination may be reproduced or copied.
- f. Any person having personal knowledge of a violation, who fails to report it or take appropriate action, may be subject to the same penalty as the individual guilty of the violation.

319. FAILURE TO SUCCESSFULLY COMPLETE ASSIGNED TRAINING.

Failure to complete assigned training may be caused by the inability to complete the training within the assigned time and/or the inability to obtain a passing final grade. Failure to successfully complete an assigned training requirement shall be addressed as a performance

issue. The following sequence of events shall take place when a student fails to successfully complete assigned training:

- a. The individual's supervisor is notified through the AFTPMO.
- b. A remedial training plan shall be established.
- c. The student attempts the theory-of-operations exam, if available. (This is the first entry on the remedial training plan.)
 - A minimum of 30 days is required between attempts.
 - The field organization manager may grant a written waiver of the 30-day minimum. The written waiver must be sent to the appropriate training provider.
- d. If a theory-of-operations exam is failed or is not available, the course and/or final examination shall be retaken (as reflected by the remedial training plan).
 - Two attempts are permitted to satisfy a training requirement, regardless of the training delivery method.
 - The AF Division Manager/Program Director may, by written waiver, authorize additional attempts.

320. REMEDIAL TRAINING PLAN.

Employees who fail assigned training will be provided a remedial training plan. Satisfactory progress is determined by the employee meeting all of the requirements outlined in the remedial training plan. Failure to satisfy the requirements established in the remedial training plan may subject the employee to reassignment, reduction-in-grade, or separation. Managers and employees shall collaboratively develop remedial training plans within 30 days of the training assignment failure. Managers shall implement the plan, monitor employees' progress and are responsible for determining the reason for any lack of progress.

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SECTION 3. ENROLLMENT/COMPLETION PROCEDURES AND REQUIREMENTS

330. GENERAL.

This section provides guidance for employee enrollment in any training activities. CPMIS is the national database where training enrollments reside. Any locally established procedures must accommodate enrollments into CPMIS.

a. Before training begins, all prerequisite training requirements must be completed unless otherwise waived in accordance with Chapter 6 of this order.

b. Enrollments must be made sufficiently in advance of training to ensure the student will receive course materials and related information. Appropriate enrollment procedures shall be used for the specific training delivery media.

c. The supervisor shall assign an employee to training and notify the training specialist of the assignment. The training specialist shall ensure the enrollment is completed.

331. RESIDENT TRAINING.

The training specialist shall initiate resident training enrollments in CPMIS in accordance with locally established procedures.

332. DISTANCE LEARNING.

Distance learning encompasses a wide variety of training delivery methods conducted without the student being at the same physical location as the instructor. Some courses have follow-on lab portions that must be completed to receive credit. Therefore, the enrollment procedures vary for each course delivery method.

a. Correspondence Study. Correspondence Study Enrollment Application, AC Form 3145-2, or on-line equivalent shall be used for enrollment. This form is available on the FAA Information Superhighway for Training (FIST) and in Appendix 1 of this order. The employee's supervisor will automatically be designated as the site administrator and is delegated the authority to administer related supervised examinations. These enrollments are to be forwarded to the FAA Academy, Correspondence Studies Office.

b. Computer Based Instruction (CBI). The training specialist shall initiate CBI training enrollments in CPMIS in accordance with locally established procedures.

c. WEB/Other. Web-based and other types of training delivery media require various enrollment procedures. Established procedures shall be followed in completing these enrollments.

333. OUT-OF-AGENCY TRAINING.

The training specialist shall initiate Out-of-Agency training enrollments in accordance with established procedures.

334. LOCALLY ARRANGED AND/OR CONDUCTED TRAINING (LACT).

Enrollment in LACT shall be in accordance with established local procedures.

335. ON-THE-JOB TRAINING (OJT).

The training specialist shall initiate OJT enrollments in CPMIS in accordance with locally established procedures.

336. MINIMUM ATTENDANCE REQUIREMENTS.

To receive maximum benefits from training, an employee is expected to be present for training 100 percent of the time. However, under extenuating circumstances, absences can be excused. In order to receive credit for course completion, a minimum attendance of 80 percent is required. Additionally, attendance at the final end of course critique is mandatory.

337. TRAINING COMPLETION.

Satisfactory completion of a course requires:

- a. Overall examination average of 70 percent or better on graded examinations or passing grade on pass/fail examinations.
- b. A passing grade in at least 50 percent of the subject areas, for courses with more than four graded examinations.
- c. Completion of all required laboratory exercises.
- d. Satisfaction of minimum attendance requirements.

338. TRAINING CERTIFICATES.

A certificate of training shall be issued for all training completions. Nationally approved training certificates will be generated when a grade is entered into the employees' official CPMIS training history. All other training will require training specialists to generate a local certificate unless the training provider provides one. When employees attend required training that does not have a FAA course number, they shall provide the training specialist with documentation of course attendance. This may be a transcript, a completion certificate or other similar official proof of attendance. These courses shall be recorded in the student's training history using a course number of 00000. Refer to Appendix 1 of this order for a sample Certificate of Training that is available for use. Organizations may locally develop their own Certificate of Training forms.

339. TRAINING HISTORIES.

All approved technical training activities, regardless of course grade, shall be recorded in the employees' official training histories in CPMIS.

SECTION 4. TRAINING INFORMATION RESOURCES

340. GENERAL.

Numerous training resources are available to provide information for overall management of the technical training program.

341. FAA INFORMATION SUPERHIGHWAY FOR TRAINING (FIST).

FIST gives access to training and certification information for all employees and specific information for FAA Academy students. FIST is an information system accessed through various communication protocols. Various access levels are available within FIST depending upon needs of the customer. Contact the FIST administrator at the FAA Academy to obtain access. The following information can be found on FIST: AF Academy organization, course catalogs, class schedules, course equivalencies, course managers, student services, training and certification documents, forms and AF training program software.

342. CONSOLIDATED PERSONNEL MANAGEMENT INFORMATION SYSTEM (CPMIS).

CPMIS is the agency's official source of personnel training histories, course profiles, class schedules and personnel training enrollments.

343. OTHER RESOURCES.

Other training information resources are:

- a. National schedule (NSKED) reports are generated daily. The report provides course and class enrollment status and quota assignment.
- b. The AF Training Catalog is available on FIST.
- c. Web and other commercial vendor catalogs.
- d. Airway Facilities Training Planning System (AFTPS) provides many resources such as employee training histories, facility to course links and course equivalency tables.

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SECTION 5. OTHER INFORMATION

350. GENERAL.

This section provides other information that can be useful in the management of the technical training program.

351. ALTERNATIVE TRAINING RESOURCES.

Organizations are encouraged to make use of cost effective alternative resources as necessary, to meet the requirements for providing training (e.g., universities, community colleges, commercial-off-the-shelf and locally arranged and conducted training).

352. DEGREE PROGRAMS AND NONDEGREE COURSES.

The FAA may support employees pursuing academic degrees that address specific organizational and mission related requirements. These programs may entail continued service agreements. The individual employee will assume any tax obligations levied by the U.S. Internal Revenue Service.

353. FUNDING.

Funding may be provided for these programs at the option of the agency:

a. Basic Requirements. Learning and development are properly viewed as strategic investments rather than discretionary expenditures. Organizations are responsible for planning and justifying required learning resources as part of their regular budget process. Organizational funds will be identified and allocated to support the core-learning infrastructure. Common cost models, pricing guidelines and accounting practices shall be adopted AF-wide. Training providers will establish servicing agreements with internal and external (e.g., AT, ANI, AOS, AOP) customers to optimize utilization and offset overhead expenses.

b. Authorized Training Expenses. Learning and development activity expenses for which full or partial payment may be authorized are: tuition and matriculation fees, travel and per diem, library and laboratory services, purchase or rental of books, materials and supplies, membership fees, conference fees, parking fees, pre-enrollment fees, pre-testing fees and remedial training.

(1) Tuition assistance may be provided for education directly related to NAS support pursued by employees. Participants may be required to sign continue in service and/or reimbursement agreements. These agreements must be submitted in advance of commitment to a school. The employee will assume any tax obligations levied by the U.S. Internal Revenue Service.

(2) Travel and Per Diem is approved in accordance with the FAA Travel Policy.

(3) Library and laboratory services that are an integral part of an approved course or program of study.

(4) Books, materials and supplies that are an integral part of an approved course. A magazine subscription used in a training course or program of study is a permissible expense.

(5) Organizations are encouraged to support employee participation in professional societies for purposes of continuing education and professional development. Professional conference fees and fees for a FAA membership in professional societies are permissible learning and development expenses. Membership dues or initiation fees for individuals are not permissible expenses.

c. Restrictions to Payment of Training Expenses. There are some restrictions on payment of technical related training expenses:

(1) **Professional Societies.** Funding of an individual membership fee is not a permissible learning and development expense. Employees should be encouraged to attend meetings of professional societies when they can be spared from their assignments and their attendance would be advantageous to the FAA or attendance would enhance their performance.

(2) **Tests/Examinations, Certifications, and Licenses.** The FAA may only test/examine employees for job related competencies using valid, reliable instruments. Therefore, the FAA may only pay for written or performance tests/examinations that are directly related to FAA approved training activities. These tests/examinations may be part of training or used as a diagnostic tool to be used in the assessment and diagnostic process leading to a developmental plan. The FAA may not train or pay employees to take written or performance tests/examinations (such as CAN, PE, MCSE, Boiler Operator, Private Pilot, etc.) in order to obtain better scores. Funding is permitted if the primary purpose is to attain or improve skills related to the duties of the employee's present job or a job that the employee can reasonably be expected to perform in the near future and preparation for a test/examination is merely a by-product.

d. Other Restricted Costs.

(1) Professional certificates required as a qualification for the employee's position.

(2) Professional accreditation.

(3) If compliance with state requirements is mandated by Federal statute, the FAA may, at their own discretion, spend appropriated funds to reimburse their employees for licensing or certification fees required to perform their duties.

354. INSTRUCTOR QUALIFICATIONS.

At a minimum, FAA instructors must possess knowledge of the subject area and meet the following qualifications in order to ensure effectiveness in the delivery of course content in a wide variety of media:

a. For Academy instructors, the basic requirement is successful completion of the agency's Basic Instructor Training course.

b. For field instructors, the basic requirement is the successful completion of the agency's Facility Instructor Training course.

c. For OJT instructors who will be providing OJT in support of operational maintenance and restoration of certifiable NAS facilities, the basic requirement is the successful completion of the agency's Airway Facilities Formal On-the-Job Training course.

d. For OJT instructors providing training on non-certifiable or precommissioned equipment or systems, the agency's On-the-Job Training Techniques course should be successfully completed.

e. Different delivery media may require additional presentation skills. Therefore, follow-on training may be required in order to maintain an effective level of instructional skills.

f. Evaluations shall occur after instruction is implemented to assess the overall effectiveness and/or efficiency of the instructor. The instructor evaluation process is the responsibility of the sponsoring organization and should be documented at that level. Copies of the evaluations and feedback shall be provided to the instructor.

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SECTION 6. TRAINING RECORDS

360. GENERAL.

This chapter provides information and guidance for AF training specialists on the preparation, distribution, and maintenance of training certificates, reports, records and forms.

361. ASSIGNMENT TO TRAINING.

When an employee is assigned to training, the following data must be furnished to the employee and the training provider:

- a. Employee's name.
- b. Social Security Number (in accordance with the Privacy Act or applicable Federal or state laws).
- c. Course number and title.
- d. Class number (if appropriate).
- e. Dates and times of training course.
- f. Location of training course.
- g. Title and mailing address of manager or organization to receive the grade report and/or training certificate.

362. DOCUMENTATION OF NOTIFICATION.

Employees must receive notification of the course content and the training method that will be used. Notifications for nationally arranged courses (Academy and Academy contracted Out-of-Agency) are the responsibility of the Academy and are sent directly to the employee. For locally arranged and/or conducted courses, the sponsoring organization is responsible for the notification process.

363. TRAINING CERTIFICATES.

Each employee shall be provided with a certificate upon successful completion of any agency conducted or sponsored course.

- a. The certificate issued to the employee should contain the following information:
 - (1) Employee's name.
 - (2) Social Security Number.
 - (3) Course number and title.
 - (4) Location of training.
 - (5) Number of hours.
 - (6) Statement of successful completion.
 - (7) Date of completion.

(8) Signature of issuing official.

b. Refer to Appendix 1 of this order for a sample Training Certificate that is available for use. Organizations may locally develop their own Training Certificate forms.

364. RESPONSIBILITIES.

Specific responsibilities for the recording, generation, distribution and formal documentation of training certificates are listed below:

a. FAA Academy shall record student grades in CPMIS for all Academy Resident, Distance Learning, and Academy-contracted Out-of-Agency training courses. The AF TPMO shall ensure that certificates are generated and sent to the appropriate organization.

b. Regional and Field Organizations shall generate and distribute certificates for locally arranged and/or conducted training courses. These training certificates shall be sent to the AF TPMO to be input into the employee's CPMIS training history.

c. Training specialists shall formally document and file the certificate into the employee's training record then distribute training certificate(s) to the employee's manager, who forwards the training certificate to the employee.

365. PROCEDURES.

For FAA Academy resident, distance learning, and Academy contracted Out-of-Agency courses, CPMIS information is entered into the employee's training history following the completion of the course.

a. The AF TPMO shall ensure that two copies of AC 3000-36, Certificate of Training and Official Personnel Record, are generated and distributed to the field organization. The original copy is sent to the employee's first level supervisor/manager, who then provides it to the employee. The copy is placed into the employee's training record at the organizational level that maintains the employee official training records.

b. For locally arranged and/or conducted courses, the sponsoring organization shall generate three copies of the training certificate (sample at Appendix 1). The original copy is sent to the employee's first level supervisor/manager, who then provides it to the employee. One copy is placed into the employee's training record at the organizational level that maintains the employee official training records. The third copy is then sent to the AF TPMO to be input into the employee's CPMIS training history.

366. FORMS AND EXAMPLES.

Appendix 1 contains forms for use in the AF Technical Training Program. The examples shown are intended to provide guidance to personnel involved in utilizing the forms and making these entries.

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CHAPTER 4. TRAINING REQUIREMENTS AND QUOTA MANAGEMENT

400. GENERAL.

This chapter provides guidance and criteria to determine organizational training requirements and the management of training quota. Quota management is the identification of training requirements and the processes to ensure maximum utilization of allocated quota. This includes the assignment of quota, the enrollment and notification processes, and provides a method of adjustment for changing circumstances. Inherent in the process is ensuring that the right person attends the right training at the right time. Quota management is not limited to just the annual call but is an on-going process. The procedures described below are in place to ensure accountability.

401. AIRWAY FACILITIES ANNUAL CALL FOR TRAINING (CALL).

During the second quarter of each fiscal year (FY), the National AF Training Division issues a notice or CALL to all AF field organizations to identify their training requirements for the next fiscal year (FY). This call includes all technical, logistics, Occupational Safety Health and Environmental (OSH&E) and Management and General (M&G) training. Some courses offered by the military are not covered in this call and are addressed separately by the FAA Academy. All new equipment (1E) training is handled directly by the National AF Training Division and may require validation from the field. Funding allocation for locally arranged and/or conducted training (LACT) is covered under a separate action by the National AF Training Division.

a. This is an automated process that uses the current AF training management tool to calculate and/or generate operationally essential (OE) training requirements for a specific cost center. This process consists of three levels of review, the initial validation and adjustments by the first level supervisor, a field organization level review and a regional review.

b. To calculate OE requirements, this system interfaces with the Facility, Service, and Equipment Profile (FSEP) and CPMIS databases. A comparison is made between the number and types of system, subsystem, and equipment against the organization's employee training histories (including current Academy course equivalencies) in a given cost center. The resulting calculated number is based upon the OE training standards (Paragraph 403) and defined within the current annual call guide. Managers must validate these calculated requirements and submit requested adjustments to their field organization. Requested adjustments can add requirements that were not calculated or delete requirements that are no longer needed. Supervisors may exceed the OE standards provided the AF TPMO approves the justification. The AF TPMO reviews these requirements and forwards them to the National AF Training Division to establish the training requirements for the next FY. In order to produce accurate requirements, it is essential that the information in FSEP and CPMIS be validated prior to each annual call event.

402. NATIONAL PROGRAMMING CONFERENCES.

The National AF Training Division shall conduct four training programming events during each FY.

a. The first is a preprogramming roll up of all initial requirements identified during the CALL and will occur during the April/May time frame of each year. Representatives from all participating organizations will meet with the National AF Training Division and the FAA Academy AF Division to balance quota requirements against predicted Academy resources and the national training budget.

b. Second, third and fourth quarter reprogramming reviews shall be conducted by the National AF Training Division starting the first week of November, February, and May. This is the manager's opportunity to make real time adjustments to their initial call requirements.

403. TRAINING CATEGORIES.

Technical training is prioritized into eight categories as listed below:

a. **Operationally Essential-New Equipment Training.** Training which is required to support the first time installation of new equipment within the NAS. To ensure qualified personnel are available to meet delivery schedule, the National AF Training Division will determine the new equipment training requirements. The number to be trained will be in accordance with the established and approved training standard.

b. **Operationally Essential-Attrition Training.** Training required to maintain an organization's minimum required number of trained personnel.

c. **Operationally Essential-New Hire Training.** Training that must be completed by an AF technical specialist prior to any specific equipment courses, typically concept courses.

d. **Operationally Essential-Military Driven Training.** Training required to maintain/sustain joint use facilities or fulfill support agreements with the military.

e. **Operational Training.** Training needed to improve/enhance the operation of an organization. This training is not operationally essential but will improve the ability of an organization to provide backup for other personnel assigned workload responsibilities or provide training for a potential vacancy due to the possibility of promotions and eligibility for retirements. Operational training is the first priority to be funded after operationally essential training is funded.

f. **Organizational Training.** Training needed to improve/enhance the organization's ability to respond to changes in workload or staffing. Organizational training is the second priority to be funded after operationally essential training is funded.

g. **Position Training.** Training needed by an individual employee to improve/enhance their ability to perform duties of the position. Position training is the third priority to be funded after operationally essential training is funded.

h. **Career Training.** Training needed to improve/enhance the individual employee to help achieve their career goals. Career training is the fourth priority to be funded after operationally essential training is funded.

404. TRAINING DELIVERY METHODS.

The most effective method will be determined by the field organization manager and the employee's supervisor, based on employee's needs and available resources. Methods include:

- a. Resident training.
- b. Distance Learning (DL).
- c. Field conducted training.
- d. Out-of-Agency training.
- e. Equivalent training obtained from sources other than the FAA that the Academy AF Division deems equivalent to FAA sponsored training.
- f. Theory-of-Operations Examination may be utilized as an equivalency for resident training courses.
- g. Locally Arranged and/or Conducted Training (LACT).
- h. On-the-Job Training (OJT).

405. PROCUREMENT OF TRAINING.

No employee, other than a Contracting Officer or a recipient of a Delegation of Procurement Authority (DPA), operating within the limits of their authority, may enter into formal contracts, authorize contract modifications or otherwise bind, commit, or obligate the Federal Government contractually for training. Procurement of technical training shall be in compliance with Title 5 Chapter 41 of the United States Code, the Government Employees Training Act of 1958, current Public Law (with appropriate needs assessment), Air Traffic Services Training Order 3000.22, and Human Resources Policy Manual (HRPM) LD-5.5.

406. EMERGENCY QUOTA REQUIREMENTS.

Emergency quotas are defined as immediate requirements, without which the organization's ability to maintain and/or certify the NAS would suffer severe and/or lasting impact. They do not include preparing for any contingency regarded as remotely possible in the future. The priority must also be operationally essential (OE) as defined in the annual call guide. The supervisor shall identify the need, in writing, on the Emergency Quota form, and route to the field organization manager through the AF TPMO. The AF TPMO shall coordinate within their organization and with other AF TPMO's in an attempt to fulfill the requirement before submitting the request to the National AF Training Division. The National AF Training Division will determine the capability to accommodate the request and reply to the AF TPMO within 10 working days of the Division's receipt. An example and instructions for completing the Emergency Quota Form are included in Appendix 1.

407. REVIEW AND OVERSIGHT.

Congressional training restrictions, as defined in the latest version of Order 3000.22, require that training be job related and based upon a needs assessment. Currently, AFTPS provides this information for all operationally essential training for a specific cost center. Any release or movement of quota to cost centers not regionally approved during the Call shall be

documented by the supervisor. This documentation is an essential part of a performance-based organization. The field organization will coordinate these actions through the AF TPMO who shall be responsible for maintaining the documentation.

408. TRAINING RESERVE.

Training Reserve (TR) is funded training quota awaiting distribution and is managed by the National AF Training Division.

409. CPMIS QUOTA ENROLLMENTS.

All enrollments must be entered into CPMIS at least 56 days before the start date of the class or else the quota will be automatically returned to the Training Reserves (TR). Once the quota is in TR, the AF TPMO must contact the responsible Academy Branch to coordinate the return of the quota to their organization if it is still available.

410. NON-UTILIZED QUOTA.

Non-utilized quota is defined as any quota released to TR or any quota that slips to TR 56-days before the start date of the class. Non-utilized quota will require written documentation from the releasing organization and this documentation will be maintained by the AF TPMO.

411. QUOTA POP-UPS.

Quota pop-ups are defined as additional quota received by organizations that were not allocated to them during the Call-for-Training (this does not include 1E quota allocated by the National AF Training Division). Pop-ups are another way to meet training requirements and may become available with very short notice. Supervisors are responsible for providing justification for pop-up quotas not approved during the call. At a minimum, the justification must include the category of training (operational essential, etc.) and the employee name. All justifications must be submitted to the organizational training specialist, to be forwarded and maintained by the AF TPMO.

412. NO SHOWS.

No shows are defined as student failure to show for any training assignment. A written explanation of the reason for the no show is required to be completed by the responsible AF field organization. The AF TPMO shall be responsible for maintaining this documentation. The FAA Academy AF Division is responsible for notifying the National AF Training Division and the AF TPMO of a no show for an Academy class.

413 – 499. RESERVED.

CHAPTER 5. TRAINING PLAN AND PROGRESSION

500. GENERAL.

NAS operations is categorized in seven service areas. They are:

- a. Communications.
- b. Automation.
- c. Surveillance.
- d. Navigational.
- e. Environmental.
- f. Weather.
- g. Aeronautical Spectrum.

The agency training program for AF personnel includes a comprehensive pattern of development that may include elements of more than one service area, as required by organizational and work demands.

501. TRAINING PLAN.

Managers shall collaboratively develop a written training plan, FAA Form 3000-14, with each employee requiring training. New employees shall have a training plan within 30 days of entering on duty. This plan will identify the training goal and the courses or methods to be employed in obtaining this goal. The training plan will include, but is not limited to, theory of operations, prerequisites, and on-the-job training. Each item should be sequenced according to a timetable, and a proposed date for completing each phase shall be included. FAA Information Superhighway for Training (FIST) can be used as a reference source to develop a training plan. The training plan will be reviewed with the employee at least annually and updated as required. This review shall be documented on the training plan by having both the supervisor and employee date and sign the form. This plan is to be tailored to each individual's job requirements. An example and instructions for completing the Training Plan form are included in Appendix 1.

502. CONDITIONS REQUIRED FOR TRAINING PROGRESSION.

Satisfactory training progress is required of both new employees and employees currently in established workload positions.

- a. New employees will be counseled within 30 days of entering on duty to ensure they understand that continued employment is contingent upon satisfactory completion of required training assignments.
- b. All other employees in positions requiring new or additional training shall complete training within specified time frames.
- c. Progress will be considered unsatisfactory under the following circumstances:
 - (1) Failure to successfully complete any assigned training.

(2) Failure to meet time limits established in the training plan. The manager may extend the limits specified in this plan if completion is prevented by circumstances beyond the control of the employee.

d. Supervisors shall monitor progress of employees enrolled in training and shall address unsatisfactory progress.

e. Employees who fail or are withdrawn from assigned training will be provided a remedial training plan. Failure to satisfy the requirements established in the remedial training plan may subject the employee to reassignment, reduction in grade or separation.

503 – 599. RESERVED.

CHAPTER 6. PREREQUISITES, EQUIVALENCIES AND WAIVERS

600. GENERAL.

A prerequisite is a course (or series of courses) that must be successfully completed prior to any training assignment. Prerequisites prepare students for advanced concepts and may be an element of the overall theory of operations requirement for personnel certification authority. The employee, with management guidance, is responsible for ensuring that all prerequisites are successfully completed. An equivalency is achieved by successfully completing a nationally approved examination or by documenting a level of knowledge comparable to that, which could have been achieved by taking the course(s). Training will not be provided unless all course prerequisites have been met or a waiver of the prerequisites has been approved. A waiver temporarily authorizes the relinquishment of certain training requirements. Students that arrive for training and do not meet the prerequisites or have an approved waiver shall be returned to their duty location at the expense of their parent region. The AF TPMO will ensure that the travel is not funded out of centralized training.

601. PREREQUISITE IDENTIFICATION.

The FAA Academy AF Division designates courses that are prerequisites to others, and therefore, must be completed prior to enrollment in the subsequent courses. The National AF Training Division has final approval authority. CPMIS is the official source of course information including prerequisites. Other reference sources are available on the FAA Information Superhighway for Training (FIST), maintained by the FAA Academy. The AF equivalency table is available on FIST. The equivalency table provides specific guidance to determine equivalencies for current prerequisites.

602. EQUIVALENCIES.

Equivalencies are based upon successful completion of a nationally approved examination or by the student's prior training, usually completed outside the FAA. The FAA Academy AF Division, is the approving authority for equivalencies. The information required from the employee for equivalency consideration includes but is not limited to, official college transcripts, official certificates, and official Military Forms DD-214 or DD-2586. Complete course descriptions from the training provider must be included with the equivalency request. Equivalency requests must be routed through the training specialist and AF TPMO to the appropriate FAA Academy Branch Manager. The AF TPMO will record approved equivalencies in the employee's CPMIS official training history. An example and instructions for completing the Equivalency Form are included in Appendix 1.

603. OPERATIONAL NECESSITY WAIVERS.

An Operational Necessity waiver is the temporary deferment of a prerequisite requirement, which allows the technical specialist to attend one specific course or class. It is to be used only for emergency operational situations. Emergency situations include those that would result in a degradation of safety or significant additional expense if the training were not provided at that time.

a. Waivers shall be requested in writing from the field organization manager and routed through the AF TPMO. An example and instructions for completing the Operational Necessity

Waiver Form are included in Appendix 1. All requests must include justification, describing the specific impact if the waiver is not approved.

b. The AF Division Manager/Program Director is the approving official and this function cannot be delegated below the Assistant Division Manager/Deputy Program Director. The AF TPMO shall ensure that the appropriate FAA Academy Branch Manager is notified when a waiver is approved. The training specialist shall ensure that the waiver is permanently recorded in the employee's training record. The student must complete the prerequisite within the time frame documented on the waiver.

604 – 699. RESERVED.

CHAPTER 7. ON-THE-JOB TRAINING

700. GENERAL.

This chapter provides policy, procedures, and criteria for the administration of on-the-job training (OJT). OJT shall be utilized for training the following:

- a. New-hire or reassigned employees.
- b. Employees responsible for new systems, assignments, procedures and/or preparing for personnel certification authority.
- c. Employees requiring remedial training because their proficiency is below an acceptable level.

701. DEFINITION.

OJT is required to support operational maintenance and restoration of NAS facilities. OJT is a bridge between theory-of-operations training and the acquisition of skills and knowledge required on a system, subsystem, equipment or services. It is a planned activity conducted to provide direct experience in the work environment where the employee is performing, or will perform, their duties.

702. RESPONSIBILITIES.

The specific responsibilities relative to the OJT program are outlined below:

- a. National AF Training Division shall provide policy and guidance for the administration of the national AF OJT program. This includes development, approval, evaluation and overall program management to ensure a uniform and effective OJT program. They shall provide the necessary resources in support of the OJT program.
- b. FAA Academy AF Division shall develop, validate, maintain and distribute approved OJT packages as directed by the National AF Training Division.
- c. Regional AF Division shall provide regional policy, guidance and resources required for administration of the OJT program. They shall forward all locally developed OJT packages to the National AF Training Division.
- d. Systems Management Office (SMO) shall manage and administer the OJT program in accordance with established policy and directives. They shall forward all locally developed OJT packages to the National AF Training Division through the AF Regional Division Office.
- e. Supervisors shall be responsible for ensuring that all OJT requirements are accomplished. They shall evaluate the effectiveness of OJT as it relates to employee job proficiency and report the completion of OJT.
- f. Instructors shall be responsible for local course development as required, and for delivering training that develops the trainee's proficiency.
- g. Trainees shall be responsible for actively participating in, and successfully completing assigned OJT.

703. OJT PROCESS.

OJT shall be conducted within a reasonable time frame (established during the planning phase) after the successful completion of theory-of-operations training or equivalency. This process consists of the following three phases.

a. Selection of OJT Instructor. The following criteria must be satisfied to qualify an individual as an OJT Instructor:

- (1) Have completed AF OJT Techniques training course.
- (2) Hold current certification authority on the applicable system, subsystem, equipment or service. (If personnel certification authority is not required on equipment, any qualified OJT instructor for that equipment can be used to provide the necessary training.)
- (3) Be recommended by first-level supervisor.
- (4) Be designated in writing by second-level supervisor or higher-level manager.
- (5) When a qualified OJT instructor is not available, the second-level supervisor or higher-level manager may designate appropriate personnel from a list of volunteers, to conduct OJT on an interim basis. Interim selection is on a case-by-case basis and expires upon completion of the OJT. It is recommended that interim OJT instructors possess skills in instructional methodology, and must satisfy paragraph 703 a.(2), (3), and (4).

b. Planning. The supervisor, OJT instructor and the trainee shall collaboratively develop a documented plan as to how the OJT training will be administered. This plan shall include:

- (1) Utilization of a nationally approved OJT package or a locally developed OJT package and/or a performance examination, if a nationally approved package is not available.
- (2) Documentation of the trainee's performance, progress and training time for all periods of OJT.
- (3) Targeted completion date.

c. Implementation. The implementation phase is the execution of the OJT plan, requiring specific tasks.

(1) The OJT instructor shall:

- (a) Deliver instruction in the application of knowledge and procedures on the system, subsystem, equipment or service.
- (b) Allow the trainee to perform operational tasks only under their direction.
- (c) Provide continuous progress reports to the trainee's supervisor.
- (d) Provide guidance and counseling to the trainee.
- (e) Report successful completion or recommend termination of the OJT to the trainee's supervisor.

(2) The trainee shall:

- (a) Review training objectives with the OJT instructor.
- (b) Complete the training assignments within the prescribed time frame.

(c) Be prepared to receive OJT, counseling and direction from the OJT instructor.

(d) Exercise initiative and study to the extent necessary to ensure satisfactory training progression.

(e) Perform operational tasks only under the direction of the OJT instructor.

(3) The supervisor shall:

(a) Assign and monitor OJT training activities.

(b) Evaluate the quality and standardization of the OJT delivery.

(c) Ensure that the OJT is productive and commensurate with the trainee's level of experience.

(d) Consider the OJT instructor's recommendations for continuation or termination of the OJT.

(e) Have the authority to terminate OJT.

(f) Discuss the outcome of the OJT with each trainee.

(g) Ensure that the OJT is accomplished within prescribed timeframes.

Note: Second level supervisors or higher-level managers may grant extensions to allowable instructional hours under extenuating circumstances.

(h) Verify that all training times are recorded accurately and that the OJT Progress Form is completed and forwarded to the Training Specialist.

(4) The Training Specialist shall:

(a) Administer the respective organization's OJT program.

(b) Maintain OJT documentation and ensure that OJT completions are entered into CPMIS for inclusion in the employee's training history.

(c) Forward all locally developed OJT courses through the field organization's AFTPMO to the National AF Training Division.

(d) Maintain effective communication with all levels of management in support of OJT as an integral part of the technical training program.

704. OJT FAILURES.

In the event of an OJT termination, refer to Chapter 3 of this order for guidance on training failures.

705. LOCALLY DEVELOPED OJT COURSES.

A local OJT course is utilized when a national OJT course is not available. This course is normally developed by the OJT instructor and shall include all site-specific technical references.

a. Development Process. The OJT instructor shall utilize the appropriate Performance Examination, Maintenance Handbooks, contractor developed publications, Technical

Instruction books or any other suitable technical documentation as references for developing the OJT course. All available performance examinations are located on FIST. All OJT courses shall include, but not be limited to, the following subjects:

- (1) Safety and coordination.
- (2) Test equipment.
- (3) System interfaces.
- (4) System operation.
- (5) Preventive maintenance.
- (6) Troubleshooting.
- (7) Flight inspection (when applicable).

b. Instructional Hours. The authorized number of instructional hours for each local OJT course is established and maintained by the National AF Training Division. This information is listed on FIST. If any system, subsystem, equipment or service is not included on this list, the second level supervisor or higher level manager should set allowable training time for a locally developed OJT course.

c. Approval. Locally developed OJT courses may be utilized after approval from the second level supervisor or higher-level manager. All local OJT courses shall be routed to the National AF Training Division. Once a national OJT course is established, it will supersede all locally developed OJT courses for the particular system, subsystem, equipment or service.

706. DOCUMENTATION.

The on-the-job training process shall be documented on the On-the-Job Training (OJT) Progress Form or any locally developed form provided it captures all the documentation requirements of the OJT program. This form includes the planning, the employee's course progress and certification of completion by the trainee, OJT instructor and supervisor. Successful completion of OJT must also be documented on FAA Form 3400-3 when the equipment requires personnel certification authority credentials (reference Order 3400.3X). An example and instructions for completing the OJT Progress Form are included in Appendix 1.

707 – 799. RESERVED.

CHAPTER 8. AF TECHNICAL SYSTEMATIC TRAINING DEVELOPMENT PROCESS

800. GENERAL.

This chapter describes the procedures, policy, criteria and guidance for the systematic design and development/revision of national training. The use of these design and development processes will ensure that training meets established training requirements.

801. RESPONSIBILITIES.

Although functional responsibilities are delineated in various agency orders, the following specific responsibilities are provided to form the basis for a common understanding of the personnel resources and training process associated with planning, development, revision, and presentation for new equipment or existing training.

a. In accordance with FAA Order 2500.55, the Acquisition Program Manager shall:

- (1) Provide for a system maintenance plan. This plan will describe how the new system will be maintained and the anticipated level of involvement by field organizations, Academy, Logistics Center, and Operational Support (AOS). The plan will be coordinated with the National AF Training Division to ensure that all personnel resources and training requirements are identified.
- (2) Ensure that the training requirements are submitted to the Contracting Officer (CO) with the purchase request, when appropriate.
- (3) Coordinate maintenance technical handbooks with AOS to establish appropriate certification requirements and maintenance responsibilities.
- (4) After consultation with the National AF Training Division, ensure the inclusion of sufficient equipment in the contract for training purposes. Equipment types and quantities shall be based upon the projected field training requirements for the initial training phase, as well as attrition training. The training systems shall be located at the Academy unless otherwise determined by National AF Training Division and program office.
- (5) Ensure that contract documents provide for equipment dedicated to training including all ancillary equipment, such as test equipment and special tools, in sufficient quantity and time to ensure that trained personnel will be available to meet the delivery schedule.

b. National AF Training Division shall:

- (1) Coordinate with the Acquisition Program Manager for all personnel resources and training concerns, including training equipment for all new equipment programs.
- (2) Serve as the training authority between the Acquisition Program Manager and the field organizations for all training matters.
- (3) Serve as the training authority between the Acquisition Program Manager and Academy.

(4) Develop training specifications/options and ensure appropriate AF course development standards and guidelines are utilized throughout the procurement process.

(5) Approve or disapprove a submitted Training Initiative Request (TIR) and/or prepare a TIR.

(6) Determine the training method by using the Academy Curriculum Modernization System (CMS) process.

(7) Approve or disapprove training course number.

(8) Approve or disapprove the Task And Skills Analysis (TASA), Training Development Plan (TDP) and Course Design Guide (CDG) prepared in response to a TIR approved by the National AF Training Division.

(9) Ensure that effective and efficient utilization of resources is maintained and the need for major revision of contractor-developed training courses is avoided.

(10) Fund for contractor development and/or conduct of training when not otherwise funded.

(11) Provide a quality assurance program that enforces all AF course development standards and guidelines. Ensure training is educationally sound and meets the requirements specified in the TIR, TDP, TASA, and CDG for either FAA or contractor developed/revised training.

(12) Notify the Academy when a new program requires the appointment of an AF Element Manager for Training (AFEMT). The AFEMT shall have the appropriate background, experience, and knowledge to evaluate contract line items associated with the contract.

c. The Academy AF Training Division shall:

(1) Develop and revise training courses in accordance with the requirements specified in the TIR, TDP, TASA, CDG, all applicable training development orders, and AF course development standards and guidelines.

(2) Ensure that the most effective training technology is used in the course development process with due concern for cost/benefits, available resources and established priorities.

(3) Provide a quality assurance program that enforces all AF course development standards and guidelines. Ensure training is educationally sound and meets the requirements specified in the TIR, TDP, TASA, and CDG for either FAA or contractor developed, revised training

(4) Notify the National AF Training Division of the AFEMT designee.

d. Field organizations shall:

(1) Develop and revise training courses in accordance with the requirements specified in the TIR, TDP, TASA, CDG, and all applicable training development orders, AF course

development standards and guidelines. At a minimum, a TDP and a TASA should be completed for courses utilized locally.

(2) Ensure that the most effective training technology is used in the course development process with due concern for cost/benefits, available resources and established priorities.

(3) Provide a quality assurance program that enforces all AF course development standards and guidelines. Ensure training is educationally sound and meets the requirements specified in the TIR, TDP, TASA, and CDG for either FAA or contractor developed/revised training

e. The AFEMT shall:

(1) Ensure that the training portion of the specifications for major equipment procurements conform to agency standards as contained in current version of FAA-STD-028.

(2) Participate and provide written technical training advice and recommendations to the CO, when pre-award negotiation with prospective contractors takes place. Such advice and recommendations shall conform to the requirements of the appropriate specification.

(3) Ensure that contractor submissions of training documents and material conform to AF course development standards and guidelines. The AFEMT shall also analyze for conformity with contract requirements and forward comments and recommendations to the contractor through the CO.

(4) Monitor the conduct of training provided by a contractor in order to ensure the accuracy and content of the course. Academy assumption of course responsibility will be based on the quality of control.

(5) When a course conversion or major revision is required to an existing nationally approved course, the Academy shall designate a Subject Matter Expert (SME) in lieu of an AFEMT (when necessary). The SME shall ensure the development of course material is in accordance with the outcomes and requirements in the TIR, agency standards and guidelines.

802. GUIDELINES FOR TRAINING DEVELOPMENT AND IMPLEMENTATION.

Technical specialists must be capable of analyzing the entire system and diagnosing any fault which may occur in the system down to the lowest level of onsite repair. The technical specialist will require sufficient experience on the system before they can attain the desired level of performance and efficiency. The experience will be demonstrated by successful completion of a performance examination leading to certification or other locally developed performance criteria. All technical training shall be designed to aid the technical specialists in obtaining this level of competence in the minimum time.

a. Criteria. All technical training shall be designed using the following standards to aid the technical specialists in obtaining the desired level of competence in the minimum time.

(1) All system/subsystem measurements, techniques and adjustment procedures should be compatible with those the trainee will use under actual operating conditions upon return to the field environment. Procedures found in national handbooks or other authorized instructions shall be used when possible. Where no authorized instructions exist, or a deviation

from approved procedures is desirable, course developers shall coordinate with AOS before finalizing instructional material.

(2) Every course shall include all significant maintenance (and/or installation) and safety procedures that will be performed on the system.

(3) Courses will be designed to develop the student's ability to recognize system deficiencies, isolate faults and correct problems.

(4) Every effort shall be made to simulate the operating environment.

(5) If a significant number of students fail to complete the course successfully, the course should be evaluated as to the student entrance level, prerequisites and course content.

(6) Changes in course content, training methodology, or course length, as described in the TIR or a training development plan, must be approved by the National AF Training Division.

(7) Organizational elements proposing, developing, and/or conducting an AF training course shall be familiar with the AF personnel certification program.

b. Analysis Phase. This is the foundation for all other phases of instructional system design. All instructional programs will be planned and developed so as to assure that stated training requirements are fulfilled satisfactorily and on a cost-effective basis. Training will be operationally oriented and job-centered and designed to achieve the outcomes specified in the Training Initiative Request (TIR), Task and Skills Analysis (TASA), and Training Development Plan (TDP). All planning, development, presentation and testing will be based upon the trainee's need, improved efficiency and job specific effectiveness.

(1) Training Initiative Request (TIR). The TIR provides a direct means to identify training needs that are not currently met by existing AF courses. TIR submittals are accepted from National AF Training Division, Program Offices, Academy, regions and from other sources. An example and instructions for completing the TIR form are included in Appendix 1.

(a) TIRs that are funded will be evaluated for approval by the National AF Training Division. If approval is granted the project will be guided by the established time lines.

(b) TIRs submitted without a funding source are evaluated over a one year cycle which starts in October of every year and ends the following September. The final recommendations to fund or not fund the TIR are made by the National AF Training Division. If the TIR is approved for funding, it will be placed in a priority order with other approved TIRs.

(2) Tasks And Skills Analysis (TASA). The TASA consists of a listing of major job duties and their accompanying tasks, subtasks and supporting skills and knowledge. Analysis of the results of the TASA sets the direction for the training. Task statements are used as the basis for developing objectives and for laboratory activities and performance tests. The TASA process begins with defining the job and is conducted in four stages:

(a) **Stage 1.** List and describe the job duties and tasks.

(b) **Stage 2.** List and describe the subtasks, elements and sub-elements.

(c) **Stage 3.** List and describe the knowledge and skills.

(d) **Stage 4.** Have SMEs and managers validate the tasks list. Revise any inaccurate or incomplete task information.

Note: Data gathered during Stages 1, 2 and 3 will be from interviews, direct observation, printed materials (training manuals, manufacturer's instruction books and manuals, FAA orders and technical literature, etc.) surveys and/or questionnaires.

(3) Training Development Plan (TDP). The TDP is a work plan for developing a course. It is not intended to be a complete course control document. Only information needed for approval of the course development effort should be included. The TDP should contain sufficient information to aid in making a decision to approve and authorize development or procurement of training. The TDP should include purpose, objectives, identification of key personnel, technical approach, products, deliverables, media selection analysis, cost analysis, funding requirements, schedule, issues, concerns or other pertinent training data. The TDP:

Converts the TIR/TASA requirements into a recommended plan for achieving the desired training.

(a) Recommends a strategy to achieve the desired training.

(b) Provides a record of the basic planning for the course.

(c) Provides communication and agreement between the requesting organization and the training organization on how the training will be developed.

(d) Authorizes, when approved, development or procurement of training and associated training program, and provides a sound basis for the necessary resource allocations.

(e) Authorizes first course conduct.

(f) Includes a plan for evaluating the effectiveness of the training.

(g) Serves as a basis for review of recommended training from a technical and operational standpoint.

(h) Serves as a baseline for evaluating requirement-to-modify.

(i) Will reflect all changes in cost data, course structure, time allocations, and performance measures when presented to the AF Training Division for final approval.

c. Training Method Phase. Any combination of the basic methods of training may be used in the development of AF training courses. The factors to be considered in determining which method to use include:

(1) Effectiveness. The foremost consideration in the development of an AF training course is that it must be effective in accomplishing the objectives established by the TIR.

(2) Efficiency. Regardless of the training method, the distribution of material for each course will be accomplished in the way that maximizes overall efficiency at the minimum cost possible.

- (3) **Feasibility.** Efficiency and effectiveness must be weighed against practical considerations, such as: required shutdown of a system, lack of equipment to train on, or lack of other training resources.

(4) **Cost.** This analysis considers the costs of various training methods, as well the various expenses associated with time-to-develop.

(5) **Maintenance Philosophy.** Organizations proposing and developing AF training courses shall be familiar with the maintenance concept involved. The maintenance influences both the depth and scope of the technical courses

d. Design Phase. The design phase involves using the products from the Analysis Phase to plan a strategy for developing training. The Course Design Guide (CDG) provides an outline for development or revision of a course. It includes the goals and/or outcomes for the course, the skills, and knowledge to be provided to students, and the methods and techniques to be used in the conduct of the course. All information needed to develop the course, including objectives, testing techniques, tools and equipment, teaching strategies and content are outlined. The Course Design Guide (CDG):

- (1) Establishes training objectives ranging from instructional objectives, which directly support the outcomes in the approved TDP, to the detailed lesson (enabling) objectives.

- (2) Includes an outline of course content specifying the skills/knowledge the student must acquire to develop the capability(s) stated in the instructional objectives.

- (3) Specifies the methodology/media to be employed in meeting each outcome.

- (4) States the student achievement measures which will be used to determine the extent to which instructional and enabling objectives are achieved.

- (5) Establishes a logical learning sequence of course structure.

- (6) Establishes estimated time parameters for the achievement of instructional objectives.

- (7) Establishes a basis for the evaluation of training.

e. Development Phase. The development phase builds on the Analysis and Design phases to generate all required training materials and evaluation of the final developed products. The course developer should design the course to provide the knowledge and skill levels necessary for progression to the technical specialist's full performance level. The types of course development or revision include, new course development, major revision to an existing course, and conversion of a course to a new delivery media.

- (1) **Courseware Development.** Courseware includes all the tools used by students and/or instructor(s) to provide knowledge on the subject of training. These tools include but are not limited to, instructor guide, lesson plan, laboratory guide, student guide, testing and other materials/aids for delivery in the delivery media of choice. Standard courseware provides a means to ensure consistent, quality training over time, regardless of the method. Students also use these tools as references when they return to their duty location.

(a) Instructor Guide (IG). The instructor guide contains detailed information about how a course is to be conducted, a detailed description of the activities in each class and laboratory session, and the materials needed. It includes both instructor and student activities to be accomplished during the course, with explanations of how these are to be accomplished.

(b) Lesson Plan. A lesson plan (LP) is a tool for presenting course content to a class. The LP coordinates course materials and activities to achieve course objectives. All instructors should standardize a developed LP to ensure effective and efficient presentation.

(c) Laboratory Guide. The laboratory guide (LG) is a student reference for use during the hands-on portion of the course. The LG is used to inform the student of what to expect in the lab, provide information about the procedure to be performed, as well as, pertinent references and visual aids.

(d) Student Guide. The student guide (SG) is a resource for class preparation, following the instructor during classroom presentation, study for tests, and use as a reference resource at their duty location.

(e) Testing. Testing provides a method to identify how well the student has mastered the course objectives, where weak areas may exist and/or instruction should be improved, how much repetition and reinforcement may be needed. Each objective in the course should be tested. The number of test items required per objective should be sufficient to ensure students have mastered the content. Performance tests are graded tests administered in a controlled environment with certain conditions of performance and expected outcomes. A performance test may require a demonstration of a task or procedure or troubleshooting techniques.

(f) End of course critique. Process for collecting feedback from training participants to assess the overall effectiveness and/or efficiency of training.

(2) Validation of Course Material. The process for conducting validation consists of five steps: review of instructional materials, course walk-through, operational tryout, conduct of first class, and a written report.

(a) Review Instructional Materials. This review is to ensure that course documentation is complete and approved, that technical content is accurate, the material is instructionally sound, and the materials conform to specified requirements, formats, and prescribed design.

(b) Conduct Course Walk-through. The course walk-through ensures that previous corrections and/or revisions have been made, instruction is sequenced logically, materials are consistent and of high quality and to identify and resolve any logistical problems. The course is presented in its entirety, but at a faster than normal pace, so that SMEs, instructional system specialists and instructors may observe the general flow of the course.

(c) Conduct Operational Tryout. The operational tryout locates and eliminates any remaining problems in the instruction. The course is delivered just as it would be for an actual target audience, except students are provided an opportunity to comment on each lesson. Results of this assessment are compiled and examined to determine if the course met stated goals.

(d) Conduct First Class. Following the operational tryout and completion of necessary revisions, the course is delivered in its final form to the target audience. This verifies that all revisions have been made and the course delivery is effective.

(e) Write Course Report. This report is provided by the organization that delivers the first course, to provide a summary of the results. The course report shall be submitted to the National AF Training Division. The National AF Training Division shall transmit a memorandum of acceptance or rejection of the training within 30 days of receipt of the course report. If the training is rejected, an explanation for the basis of rejection, and guidance on any action to be taken, shall be provided. Both course report and memorandum of acceptance shall be placed in the course file.

f. Implementation Phase. This is the actual delivery of instruction, including classroom, laboratory, computer-based instruction, aviation training network (formerly interactive video teletraining), correspondence, on-the-job or any combination of these methods. This phase must promote the student's understanding of material, support mastery of objectives and support the transfer of knowledge to the job setting. This phase represents the final product, which is a completed course.

f. Evaluation Phase. This phase measures the effectiveness and efficiency of the instruction. The National AF Training Division shall conduct both formative and summative evaluations.

(1) Formative Evaluation. Formative evaluations are during and between phases and should include conducting one or more prototypes, developmental and operational tryouts. The purpose of this evaluation is to insure technical accuracy, instructional soundness and the accomplishment of course objectives.

(2) Summative Evaluation. Summative Evaluations occur after instruction is implemented to assess the overall effectiveness and/or efficiency of the instruction. The decision to continue the use of the instruction is based on the results of the summative evaluation.

803. TRAINING METHODS.

Each method of training has clear and distinctive purposes. The method that can produce the most effective results should be used in each type of training.

a. Resident Training. Course numbers: 40000-43999.

b. Correspondence Study. Course Numbers: 44000-44999.

c. Field Conducted Training. Course Numbers: 45000-45999.

d. On-the-Job Training (OJT). Course Numbers: 45000-45999.

e. Out-of-Agency Training. Course Numbers: 46000-46999 and 48000-49999.

(1) Government Out-of-Agency Training. Course Numbers: 46000-46999.

(2) Non-Government Out-of-Agency Training. Course Numbers: 48000-49999.

f. Computer-Based Instruction (CBI). Course Numbers: 47000-47999.

g. Locally Arranged and/or Conducted Training. Course Numbers: 00000 or 9XXXX.

804 – 899. RESERVED.

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CHAPTER 9. OUT-OF-AGENCY TRAINING

900. GENERAL.

Out-of-Agency training is training conducted by an entity other than the FAA, whether or not a fee or tuition is charged. Out-of-Agency training may be specified as "Government" or "Non-Government." A SF-182, Request, Authorization, Agreement and Certification of Training Form, may be required.

a. Government Out-of-Agency Training (Course Numbers: 46000-46999). This term refers to courses conducted by Federal Government agencies other than FAA.

b. Non-Government Out-of-Agency Training (Course Numbers: 48000-49999). This term refers to training conducted by a non-Federally employed person or persons, or under the sponsorship or auspices of a non-Federal organization, including state and local Government agencies, or public or private companies, associations, foundations, etc.

901. SCOPE.

This chapter applies to all Out-of-Agency training provided or funded by the FAA. It does not apply to training that employees pay for themselves and take on their own time.

a. Military Personnel Exempt. Military personnel on duty with the FAA are exempt from the requirements and restrictions of the Government Employees Training Act. However, FAA payment for Out-of-Agency training for such personnel is permitted under the Federal Aviation Act. When determining needs, the requirements of the position shall be given priority, and selection made without regard to civilian/military status.

b. Processing Requests for Training FAA Military Personnel. Procedures set forth in Chapter 3 shall be followed when processing requests to provide Out-of-Agency training for military personnel on duty in the FAA.

902. APPROVING AUTHORITY.

Out-of-Agency training requires both operational and administrative approval.

a. Types of Approval.

(1) Operational. An operational approval is the approval of a request for Out-of-Agency training for an employee's present or planned assignments. This approval verifies the decision to release the employee from regular duties for attendance at the training. All requests for approval of Out-of-Agency training shall be routed for operational approval through the appropriate office or service director or division manager or their designee.

(2) Administrative. An administrative funding approval is the certification of the availability of contractual funds and compliance with applicable policies and regulatory requirements. The funding organization is the authority for administrative funding approval.

b. Limitations of Approvals. Regional Administrators or their designee, are authorized to approve and to contract regionally arranged Out-of-Agency training without limitations on hours of instruction or costs for tuition and related expenses, except for training outlined in paragraph c below.

c. Forwarding Information for Requests. Requests shall be forwarded to the National AF Training Division, after region approval:

(1) Requests for training, which exceed 89 consecutive calendar days or 520 course hours.

(2) Requests for training announced by the National AF Training Division, over which centralized control must be exercised because of the limited number of quota or due to course costs.

903. WHEN OUT-OF-AGENCY TRAINING MAY BE USED.

a. Determinations Required. Requests for Out-of-Agency training may be approved when the operational approving official has determined that:

(1) The training is directly related to the technical specialist's duties, or duties for which the technical specialist is being prepared.

(2) Appropriate consideration has been given to the existing or reasonably foreseeable availability and use of an already fully trained technical specialist.

(3) Adequate training through FAA courses is not considered reasonably available, when:

(a) Existing FAA programs will not meet the need.

(b) New programs will not be operational in sufficient time to meet need.

(c) In the case of non-Government training, inquiry to the National AF Training Division fails to reveal suitable training available in other Government agencies.

(d) Use of FAA programs will be more expensive than Out-of-Agency training when transportation, per diem, technical specialist time and other factors are considered and appropriate consideration has been given to the existing resources.

b. Substitutes for FAA Courses. Out-of-Agency training courses as substitutes for FAA courses require approval by the National AF Training Division. The AF TPMO should carefully consider course content and cost/effectiveness before requesting approval for Out-of-Agency courses for this purpose.

904 – 999. RESERVED.

APPENDIX 1. LISTING OF FORMS

Appendix 1 contains the forms required for the Airway Facilities Technical Training Program. Where possible, a blank form, instructions for completion of the form and a sample or example of a completed form are included within this appendix.

NOTE: These samples and examples are intended to provide guidance for the personnel who are responsible for the training administration and completion of these forms.

| <u>Form Number</u> <i>(If Applicable)</i> | <u>Title</u> | <u>Figure No. and Page Number</u> |
|---|---|--|
| FAA Form 3000-20 | Airway Facilities Group Training Needs Assessment Form | Figure 1, Page 2 |
| FAA Form 3000-22 | Airway Facilities Individual Training Needs Assessment Form | Figure 2, Page 7 |
| FAA Form 3000-25 | Pre-Training Counseling Form | Figure 3, Page 11 |
| FAA Form 3000-26 | Post-Training Counseling Form | Figure 4, Page 14 |
| FAA Form 3000-27 | General Use Training Certificate | Figure 5, Page 17 |
| FAA Form 3000-19 | On-the-Job Training Progress Form | Figure 6, Page 20 |
| AC Form 3145-2 | Correspondence Study Enrollment Application | Figure 7, Page 24 |
| | Training Initiative Request Form | Figure 8, Page 28 |
| FAA Form 3000-21 | Operational Necessity Waiver | Figure 9, Page 34 |
| FAA Form 3000-14 | Airway Facilities Training Plan | Figure 10, Page 37 |
| FAA Form 3000-23 | Training Equivalency Request | Figure 11, Page 40 |
| FAA Form 3000-24 | Emergency Quota Request | Figure 12, Page 43 |

**FIGURE 1. Instructions for Preparing FAA Form 3000-20,
Airway Facilities Group Training Needs Assessment Form**

Note: Use of this national form is optional, but all of the information contained on this form must be included on any locally developed Group Training Needs Assessment form.

Sponsor Information Block: Enter the name of the sponsoring manager, routing symbol and telephone number of the duty location for the employees attending the course.

1. List the knowledge, skills and abilities the employees currently demonstrate.
2. List the new knowledge, skills and abilities the employees will obtain from this training activity.
3. List the new skills that the employees' are required to demonstrate in their position or workload assignments.
- 3a. Describe how the training will benefit the FAA.
- 3b. Describe the impact of not providing this training.
4. Enter the number of participants.
- 4a. Enter the proposed dates of the training.
- 4b. Enter the proposed location of the training.
- 4c. Enter the target audience for the training.
5. Identify the costs for tuition (*if any*), lodging, travel and other expenses incurred with this training course. Ensure that air transportation and employee's MI&E expenses are included in the cost estimate.
6. Enter the course, title, course content and the method of delivery (*for example; lecture, lab, OJT, etc.*).
7. Write a description of any existing training that is available that would provide similar results.
8. Describe the cost benefits and effectiveness of this training to the FAA.
9. Signature of authorizing official. Include the official's position, title, routing symbol and date.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1.

Tear off this cover sheet before submitting this form.

Figure 1-1. FAA Forms 3000-20

AIRWAY FACILITIES GROUP TRAINING NEEDS ASSESSMENT FORM**AIRWAY FACILITIES GROUP TRAINING NEEDS ASSESSMENT FORM**

INSTRUCTIONS: *This form must be completed by the organizational manager to assess the need for sponsoring, managing, funding, designing or conducting group training.*

SPONSOR INFORMATION:

Manager: _____

Routing Symbol: _____ Phone: _____

1. What actual skill, knowledge, abilities are currently demonstrated?

2. What new system/program/project skills are required?

3. Describe the needs for the new skills that are required:
 - a. This training will contribute to the organization's workload/mission by:

 - b. What is the potential impact of not providing this training?

4. Number of participants: _____

a. Proposed dates of training: _____

b. Proposed location of the training: _____

c. Target population: _____

5. Identify costs associated with the training:

| Tuition \$ | Lodging \$ | Travel \$ | Other \$ |
|------------|------------|-----------|----------|
|------------|------------|-----------|----------|

6. Course title, content and method of delivery:

7. Assess viable alternatives to training:

Written guidance:

CBI:

Coaching:

Other:

1. Cost benefits/effectiveness of training:

9. Signature of Authorizing Official: _____

Position and Title: _____

Organizational Unit and Routing Symbol: _____

Date: _____

This training needs assessment is in compliance with Public Law and the completed form must be kept on file for three years.

**FIGURE 1-2. Sample FAA Form 3000-20,
Airway Facilities Group Training Needs Assessment Form**

AIRWAY FACILITIES GROUP TRAINING NEEDS ASSESSMENT FORM

INSTRUCTIONS: This form must be completed by the organizational manager to assess the need for sponsoring, managing, funding, designing or conducting group training.

SPONSOR INFORMATION:

Manager: Abby C. Miller Routing Symbol: ASW-473 Phone: (777) 777-7777

1. What actual skill, knowledge, abilities are currently demonstrated?
The FAA personnel responsible for the maintenance and administration of the telephone system do not currently have the required training to perform their workload effectively.
2. What new system/program/project skills are required?
The ability to program and maintain the Mitel PBX telephone system on a daily basis.
3. Describe the needs for the new skills that are required:
The ASW-470 organization is responsible for providing customer service and technical assistance to the Region and SMO's. Employees assigned to this program require training on the telephone system in order to perform their duties.
 - a. This training will contribute to the organization's workload/mission by:
As the business needs change in a facility, so do the telephone requirements. This necessitates a maintenance action on the part of the telephone administrator. If the administrator does not have the knowledge to perform a particular task, a local vendor must be called out. This then delays the action and increases the cost of system administration. The skills obtained from this training will allow maintenance for any technological updates or advancements. This then assists the FAA since they will have the ability and skills to maintain the phone system without calling a vendor at an added expense.
 - b. What is the potential impact of not providing this training?
If this training is not provided, the Region will need to obtain vendor assistance frequently. This produces delays in repairs of the telephone system and also increases the cost of maintenance for the Mitel system.

**FIGURE 1-2. Sample FAA Form 3000-20,
Airway Facilities Group Training Needs Assessment Form (Continued)**

4. Number of participants: **9**
- a. Proposed dates of training: **7/6 – 7/17, 2000 and 7/27 – 8/7, 2000**
- b. Proposed location of the training: **Irvine, California and Lyndhurst, New Jersey**
- c. Target population: **All FAA personnel assigned administration of the phone system.**

5. Identify costs associated with the training:

| | | | | | | | |
|---------|---------------|---------|---------------|--------|--------------|-------|--------------|
| Tuition | \$2000 | Lodging | \$1400 | Travel | \$375 | Other | \$550 |
| | _____ | | _____ | | _____ | | _____ |

6. Course title, content and method of delivery:

Mitel SX-200 Digital, Installation and Maintenance. See attached course description. Class presentation includes lecture, discussion and hands-on training in a lab environment.

7. Assess viable alternatives to training:

Written guidance: **Initial training on this system must be a hands-on approach.**

CBI:

Coaching:

Other:

8. Cost benefits/effectiveness of training:

As stated previously, the FAA will have the ability to maintain equipment within the 470 organization without having to call in a vendor at an additional cost.

9. Signature of Authorizing Official: _____

Position and Title: _____

Organizational Unit and Routing Symbol: _____

Date: _____

This training needs assessment is in compliance with Public Law and the completed form must be kept on file for three years.

FIGURE 2. Instructions for Preparing FAA Form 3000-22,**Airway Facilities Individual Training Needs Assessment Form**

Note: Use of this national form is optional, but all of the information contained on this form must be included on any locally developed Individual Training Needs Assessment form.

Attendee Block: Enter employee name, phone number and routing symbol for the individual attending training.

1. Describe the project/task the employee is currently responsible for.
2. Describe the new project/task that the employee will be responsible for and requires this training course.
3. Describe the knowledge and/or skills the training will be providing.
4. Describe the organizational benefits derived from the training.
5. Describe the impact of not providing this training.
6. Identify the company, location of the company and the dates of training.
7. Identify and list *(if any)* the costs of tuition, lodging, travel or other expenses incurred with this training course. Ensure that air transportation and employee's MI&E are included in the cost estimate. Also, include any lab fees, books or other costs as applicable.
8. List the course title and a brief description of the course - attach a copy of the course description *(if one is available)*.

Signature of Authorizing Official & Title Block: Any employee *(usually the employee's immediate supervisor or manager)* who has the authority to authorize funds for training shall sign and date the form.

Review by Training Specialist Block: Training specialist shall sign and date the form after the review has been completed and keep this Training Needs Assessment form on file for three years.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1.

Tear off this cover sheet before submitting this form.

FIGURE 2-1. FAA Form 3000-22
Airway Facilities Individual Training Needs Assessment Form

AIRWAY FACILITIES INDIVIDUAL TRAINING NEEDS ASSESSMENT FORM

AIRWAY FACILITIES INDIVIDUAL TRAINING NEEDS ASSESSMENT FORM

This form is necessary for training (*other than AMA and CMD*) that is being procured from a commercial vendor or that is being internally developed.

Attendee:

Routing Symbol:

Phone:

1. I am currently responsible for:
2. I will be responsible on the following new system and/or program projects:
3. I need to acquire the following knowledge and/or skill(s) to support these new responsibilities:
4. This training will contribute to the organization's workload/mission by:
5. What is the potential impact of not providing this training?
6. When and where will the training take place?
7. What are the costs associated with the training?
 Tuition: \$ _____ Travel: \$ _____
 Lodging: \$ _____ Other: \$ _____
8. Course title and description (*summarize or attach a copy*):

This training is considered to be a valid requirement and this training course is not available from within the FAA organization. Therefore, this training will be accomplished through an alternate training method.

 Signature of Authorizing Official & Title

 Date

 Reviewed by Training Specialist

 Date

This training needs assessment is in compliance with Public Law and the completed form must be kept on file for three years.

FIGURE 2-2. Sample FAA Form 3000-22
Airway Facilities Individual Training Needs Assessment Form

AIRWAY FACILITIES INDIVIDUAL TRAINING NEEDS ASSESSMENT FORM

This form is necessary for training (other than AMA and CMD) that is being procured from a commercial vendor or that is being internally developed.

Attendee: **Trish Autry**
Routing Symbol: **ASW-423**

Phone: **(777) 777-7777**

1. I am currently responsible for:
Southwest Region's IRM Plan, which includes development and implementation of an action plan for multiple Regional IRM projects and directed tasks.
2. I will be responsible on the following new system and/or program projects:
Same as listed above, and any new projects/tasks associated with the Southwest Region's IRM Plan.
3. I need to acquire the following knowledge and/or skill(s) to support these new responsibilities:
Increased efficiency in program management and planning for technical projects.
4. This training will contribute to the organization's workload/mission by:
This type of activity is a major responsibility for the ASW-423 organization. Any improvement to how the tasks are accomplished will provide an immediate positive impact upon the IRM plan and organization.
5. What is the potential impact of not providing this training?
Inefficient or ineffective use of time and resources for the Regional IRM project and associated planning activities.
6. When and where will the training take place? **Fort Worth, Texas**
August 13, 2001
7. What are the costs associated with the training?

| | |
|---------------------------|---------------------|
| Tuition: \$ <u>199.00</u> | Travel: \$ <u>0</u> |
| Lodging: \$ <u>0</u> | Other: \$ <u>0</u> |
8. Course title and description (summarize or attach a copy):
Managing Multiple Technical Projects, Objectives and Deadlines.
This course teaches steps for improving personal effectiveness, eliminating the three big productivity killers, scheduling guidelines that work, six steps for organizational success and how to effectively plan technical projects.

FIGURE 2-2. Sample FAA Form 3000-22
Airway Facilities Individual Training Needs Assessment Form (Continued)

This training is considered to be a valid requirement and that this training course is not available from within the FAA organization. Therefore, this training will be accomplished through an alternate training method.

Leo T. Lyons, TSU Manager

April 15, 2001

Signature of Authorizing Official & Title

Date

Donald R. Roaring, ASW-425

April 15, 2001

Reviewed by Training Specialist

Date

This training needs assessment is in compliance with Public Law and the completed form must be kept on file for three years.

FIGURE 3.

Instructions for Preparing FAA Form 3000-25

Pre-Training Counseling Form

Note: Use of this national form is optional, but all of the information contained on this form must be included on any locally developed pre-training counseling form.

Information Blocks: Enter the employee's name along with the course number, class number, title of course, dates of course, per diem rates and location of course.

Each of the items must be discussed with the employee and then check mark each item to indicate the discussion was held. Enter any comments (as applicable) from the discussion.

The employee and their supervisor/manager sign and date the form after the pre-training counseling has been completed.

Pre-training counseling shall be accomplished prior to the training course start date.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1.

Tear off this cover sheet before submitting this form.

FIGURE 3-1. Sample Form 3000-25

PRE-TRAINING COUNSELING FORM

| | |
|--|------------------------|
| PRE-TRAINING COUNSELING WAS PROVIDED TO: | |
| COURSE NUMBER: | CLASS NUMBER: |
| TITLE: | CLASS DATES (To/From): |
| PER DIEM RATE: | LOCATION OF TRAINING: |

THE FOLLOWING ITEMS WERE DISCUSSED:**CHECK**

- Has the employee met the prerequisites for the training course. _____
- Subject matter of the course. _____
- How the training relates to the employees job:
(projects to be worked, career development, etc.). _____
- What is expected of the employee while attending the course and
upon completion of the course (annual leave, sick leave, etc.) Please
notify your Supervisor/Manager if you are having difficulties. _____
- Travel and per diem regulations/rates regarding this training assignment _____
- Lodging, bus routes, transportation, and special diet codes while
attending training. _____
- When travel vouchers are to be submitted during a long-term training
assignment and within three days after the end of any training assignment. _____
- Procedures for distribution of certificates and records of training. _____
- Employee has been provided pre-addressed envelopes and travel
voucher forms, etc., (as appropriate). _____
- Employee will be provided highlights, staff minutes and other
pertinent information from the duty location while in training. _____

EMPLOYEE ACKNOWLEDGES THAT THEY HAVE RECEIVED POST-TRAINING COUNSELING.

| | |
|---------------------------------|-------|
| EMPLOYEE'S SIGNATURE: | DATE: |
| SUPERVISOR/MANAGER'S SIGNATURE: | DATE: |

FIGURE 3-2. Sample FAA Form 3000-25, Pre-Training Counseling Form

| |
|-------------------------------------|
| PRE-TRAINING COUNSELING FORM |
|-------------------------------------|

| | |
|---|--|
| PRE-TRAINING COUNSELING WAS PROVIDED TO: Donald R. Hanson | |
| COURSE NUMBER: 47701 | CLASS NUMBER: 01010 (Evening Class) |
| TITLE: Second Gen Vortac | CLASS DATES (To/From): Feb. 25 – March 9, 2001 |
| PER DIEM RATE: \$40/day | LOCATION OF TRAINING: FAA Academy |

THE FOLLOWING ITEMS WERE DISCUSSED:

CHECK

- | | |
|--|--------------|
| • Has the employee met the prerequisites for the training course. | <u> X </u> |
| • Subject matter of the course. | <u> X </u> |
| • How the training relates to the employees job: (projects to be worked, career development, etc.). | <u> X </u> |
| • What is expected of the employee while attending the course and upon completion of the course (annual leave, sick leave, etc.) Please notify your Supervisor/Manager if you are having difficulties. | <u> X </u> |
| • Travel and per diem regulations/rates regarding this training assignment. | <u> X </u> |
| • Lodging, bus routes, transportation, and special diet codes while attending training. | <u> X </u> |
| • When travel vouchers are to be submitted during a long term training assignment and within three days after the end of any training assignment. | <u> X </u> |
| • Procedures for distribution of certificates and records of training. | <u> X </u> |
| • Employee has been provided pre-addressed envelopes and travel voucher forms, etc., (as appropriate). | <u> X </u> |
| • Employee will be provided highlights, staff minutes and other pertinent information from the duty location while in training. | <u> X </u> |

| | |
|---|------------------|
| <i>EMPLOYEE ACKNOWLEDGES THAT THEY HAVE RECEIVED PRE-TRAINING COUNSELING</i> | |
| EMPLOYEE'S SIGNATURE: | DATE: |
| Donald R. Hanson | January 15, 2001 |
| SUPERVISOR/MANAGER'S SIGNATURE: | DATE: |
| John D. Bowler | January 15, 2001 |

FIGURE 4.
Instructions for Preparing FAA Form 3000-26
Post-Training Counseling Form

Note: Use of this national form is optional, but all of the information contained on this form must be included on any locally developed post-training counseling form.

Information Block: Enter the employee's name along with the course number, class number, title of course, dates of course, per diem rate and location of course.

Each of the items must be completed by the employee and discussed with the supervisor/manager. Should there be any items that need attention the supervisor/manager will notify the training coordinator.

The employee and their supervisor/manager will sign and date the form after the post-training counseling discussion has been completed

Post-training counseling should be accomplished within 60 days of the course completion date.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1.

Tear off this cover sheet before submitting this form.

FIGURE 4-1. FAA Form 3000-26, Post-Training Counseling Form

POST-TRAINING COUNSELING FORM

| | |
|---|------------------------|
| POST-TRAINING COUNSELING WAS PROVIDED TO: | |
| COURSE NUMBER: | CLASS NUMBER: |
| TITLE: | CLASS DATES (To/From): |
| PER DIEM RATE: | LOCATION OF TRAINING: |

THE FOLLOWING ITEMS WERE DISCUSSED AND COMMENTS ARE LISTED:

- Subject matter of the course.
- Quality of instruction, materials and training
- Recommendations for improvement of the training
- Lodging, bus routes and transportation for training
- Working condition of lab equipment and amount of lab time
- Travel vouchers completed and submitted within three working days Yes _____ No _____
- Training successfully completed Yes _____ No _____
- Other comments, suggestions, problems or remarks

| | |
|---|------|
| EMPLOYEE ACKNOWLEDGES THAT THEY HAVE RECEIVED POST-TRAINING COUNSELING | |
| EMPLOYEE'S SIGNATURE | DATE |
| SUPERVISOR/MANAGER'S SIGNATURE | DATE |

FIGURE 4-2. Sample of FAA Form 3000-26, Post-Training Counseling Form

| POST-TRAINING COUNSELING FORM | |
|---|--|
| POST-TRAINING COUNSELING WAS PROVIDED TO: Donald R. Hanson | |
| COURSE NUMBER: 47701 | CLASS NUMBER: 01010 (Evening Class) |
| TITLE: Second Gen. Vortac | CLASS DATES (To/From): Feb. 25 – March 9, 2001 |
| PER DIEM RATE: \$40/Day | LOCATION OF TRAINING: FAA Academy |
| <u>THE FOLLOWING ITEMS WERE DISCUSSED AND COMMENTS ARE LISTED:</u> | |
| <ul style="list-style-type: none"> • Subject matter of the course. Information was relevant to Donald's assigned responsibilities as a Navigation/Landing Technical Specialist. • Quality of instruction, materials and training. Instructors were very knowledgeable of the course material and were able to assist with troubleshooting and general information on the 2nd Gen VORTAC equipment. • Recommendations for improvement of the training. Class length could be shortened by 1 day. More hands-on the equipment, troubleshooting techniques and periodic maintenance tasks would be helpful to the specialists responsible for the 2nd Gen. System. • Lodging, bus routes and transportation for training. Bus transportation was not available during evening hours. Lodging was difficult to find at per diem rates. Student Services was able to provide assistance to Donald. • Working condition of lab equipment and amount of lab time. As stated above, more time spent on the hands-on portion would be beneficial. • Travel vouchers completed and submitted within three working days: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Training successfully completed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Other comments, suggestions, problems or remarks: Overall comments were that this instruction and course was very helpful to Donald and that he is much more confident in his abilities to repair and perform the periodic maintenance for the 2nd Gen. VORTAC equipment. | |
| <i>EMPLOYEE ACKNOWLEDGES THAT THEY HAVE RECEIVED POST-TRAINING COUNSELING.</i> | |
| EMPLOYEE'S SIGNATURE: Donald R. Hanson | DATE: March 29, 2001 |
| SUPERVISOR/MANAGER'S SIGNATURE: John D. Bowler | DATE: March 29, 2001 |

FIGURE 5.

Instructions for Preparing the FAA Form 3000-27

General Use Training Certificate

Note: *Use of this national form is optional, but all of the information contained on this form must be included on any locally developed training certificate.*

The General Use Training Certificate may be used when the training provider does not provide a training certificate to the employee. Use of this specific form is not mandatory. However, any form used must contain the employee's name and social security number, number of course hours, course number (*if applicable*) and title, location where the course was held, course completion date and signature of the certificate issuing official.

Name block: Enter the employee's name.

SSN block: Enter the employee's social security number.

Satisfactory Completion block: Enter the number of course hours.

Course Number and Title block: Enter the course number (if one is available) and course title.

Held At block: Enter the specific location of the training.

Completed On block: Enter the date the course was completed.

Issuing Official block: The signature of the official issuing the certificate.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1. Authorization to solicit the Social Security Number is granted by Executive Order #9397. Disclosure is mandatory in order to assure proper recordation of training in official file. This information is used strictly for recordation purposes.

Tear off this cover sheet before submitting this form.

FIGURE 5-1.

FEDERAL AVIATION ADMINISTRATION



Certificate of Training

This is to certify that

Employee Name: _____ SSN: _____

Has satisfactorily completed: _____ hour course

Course Number and Title: _____

Held At: _____ Completed On: _____

Issuing Official

FIGURE 5-2. Sample FAA Form 3000-27, General Use Training Certificate

FEDERAL AVIATION ADMINISTRATION



Certificate of Training

This Is To Certify That

Employee Name: Eugene D. Miller SSN: 123-45-6789

Has satisfactorily completed: 40 hour course

Course Number and Title: 95999, Basic Computer Skills

Held At: Liberty SMO, Garden City, NY Completed On: 10/7/2000

Nicolle M. Hanson

Issuing Official

FIGURE 6.
Instructions for Preparing FAA Form 3000-19,
On-the-Job Training Progress Form

Note: Use of this national form is optional, but all of the information contained on this form must be included on any locally developed On-the-Job Progress form.

OJT Plan Section

Trainee Block: Enter the name of the trainee or employee to receive OJT.

SSN Block: Enter the trainee's social security number.

Title Block: Enter the trainee's job title.

Grade Block: Enter the trainee's grade/rank/career level.

Facility and Location Block: Enter the trainee's duty facility and location.

OJT Instructor Block: Enter the name of the OJT Instructor or the employee who will be providing the OJT.

Training Start Date Block: Enter the date that the OJT is planned to begin.

Target Completion Date Block: Enter the date that the OJT is expected to be completed by.

System/Subsystem/Equipment/Service Block: Enter the applicable system, subsystem, equipment or service for which the OJT will be provided.

Prescribed Training Time Block: Enter the maximum number of hours allowed for the OJT. This value cannot be exceeded without prior authorization of the SMO Manager.

NOTE: The formal OJT course maximum hour information can be found in a table located on the FAA Superhighway for Training (FIST).

OJT Package to be Used Block: Either enter the course number of the National OJT package that will be used by the OJT Instructor to provide the training. If a national performance examination or locally developed course is utilized, then check mark the box next to "Locally Developed". List the CPMIS and performance examination number underneath the Locally Developed statement block.

Instructions Section: Place a check in the box next to the schedule period that the supervisor and trainee agree to for progress reports. The blank area is to be used for any time period not specified on this form.

Date Block: Enter the date that the OJT Plan has been agreed to.

Trainee's Signature Block: Trainee's signature documents their agreement to the plan.

Instructor's Signature Block: Instructor's signature documents their agreement to the plan.

Supervisor's Signature Block: Supervisor's signature documents their agreement to the plan.

**FIGURE 6. Instructions for Preparing FAA Form 3000-19,
On-the-Job Training Progress Form (Continued)**

OJT Progress Section

Trainer Initials Block: The trainer enters their initials in this block to document accurate recording of the progress.

Trainee Initials Block: The trainee enters their initials in this block to document accurate recording of the progress.

Certification of Completion Section

Enter the trainee's name in the first blank space in this section.

Place a check in the box next to the appropriate standing of the trainee's completion status.

In the second blank space, enter the applicable system, subsystem, equipment or service for which the OJT was completed.

Completion Date Block: Enter the date that the OJT completion has been acknowledged.

Actual Training Time Block: Enter the numbers of hours used to complete OJT.

Trainee's Signature Block: The trainee's signature documents their acknowledgement of the outcome or results and completion of the OJT.

Instructor's Signature Block: The instructor's signature documents their acknowledgement of the outcome or results and completion of the OJT.

Supervisor's Signature Block: The trainee's signature documents their acknowledgement of the outcome or results and completion of the OJT.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1. Authorization to solicit the Social Security Number is granted by Executive Order #9397. Disclosure is mandatory in order to assure proper recordation of training in official file. This information is used strictly for recordation purposes.

Tear off this cover sheet before submitting this form.

FIGURE 6-1. ON-THE-JOB TRAINING PROGRESS FORM**OJT PLAN**

Trainee: _____ SSN: _____

Title: _____ Grade: _____

Facility and Location: _____

OJT Instructor: _____

Training Start Date: _____ Target Completion Date: _____

Subsystem/System/Equipment/Service: _____ Prescribed Training Time: _____ Hours

OJT Package to be Used: Course # _____ OR Locally Developed _____

Instructions:

- The trainee shall provide progress reports to the first level supervisor as indicated below:
Check X: () weekly () biweekly () monthly () _____
- The trainer shall provide progress reports to the first level supervisor upon request.
- When it is anticipated that the authorized time will be exceeded, the trainer shall submit a written request to the SMO Manager through the trainee's supervisor. The request shall include appropriate justification for additional time including a time estimate.

DATE: _____

TRAINEE'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

OJT PROGRESS

| Topics Covered | Trainer Initials | Trainee Initials |
|------------------------|---------------------|---------------------|
| Safety & Coordination | | |
| Interfaces | | |
| Test Equipment | | |
| System Operation | | |
| Preventive Maintenance | | |
| Troubleshooting | | |
| Flight Inspection | | |

CERTIFICATION OF COMPLETION

I certify that _____ has _____ has not _____ satisfactorily completed all of the lessons and lesson assignments of the OJT package for the _____ subsystem, system, equipment or service and that all recorded training times are accurate.

COMPLETION DATE: _____ ACTUAL TRAINING TIME: _____ HOURS

TRAINEE'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

**** This form should be forwarded to the PSS/Training Specialist for processing. ****

**FIGURE 6-2. Sample FAA Form 3000-19
On-the-Job Training Progress Form**

OJT PLAN

Trainee: Jane Q. Doe SSN: 999-99-9999
Title: ATSS Grade: FV-2101-H
Facility and Location: IAD SSC - Dulles, Virginia
OJT Instructor: James R. Smith
Training Start Date: 1/1/2001 Target Completion Date: 4/30/2001
Subsystem/System/Equipment/Service: Mark 20 ILS Prescribed Training Time: 70 Hours
OJT Package to be Used: Course # _____ OR Locally Developed XX ☐
CPMIS #88797 NP-96

Instructions:

- The trainee shall provide progress reports to the first level supervisor as indicated below:
(X) weekly () biweekly () monthly () _____
- The trainer shall provide progress reports to the first level supervisor upon request.
- When it is anticipated that the authorized time will be exceeded, the trainer shall submit a written request to the SMO Manager through the trainee's supervisor. The request shall include appropriate justification for additional time including a time estimate.

DATE: 12/28/2000

TRAINEE'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

OJT PROGRESS

| Phase of Training | Trainer Initials | Trainee Initials |
|------------------------|---------------------|---------------------|
| Safety & Coordination | JRS | JQD |
| Interfaces | JRS | JQD |
| Test Equipment | JRS | JQD |
| System Operation | JRS | JQD |
| Preventive Maintenance | JRS | JQD |
| Troubleshooting | JRS | JQD |
| Flight Inspection | JRS | JQD |

CERTIFICATION OF COMPLETION

I certify that Jane Q. Doe has ☐ satisfactorily ☐ unsatisfactorily completed all of the lessons and lesson assignments of the OJT package for the Mark 20 ILS subsystem, system, equipment or service and that all recorded training times are accurate.

DATE: 4/30/2001

TRAINEE'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

***** This form should be forwarded to the PSS/Training Specialist for processing. *****

**FIGURE 7. Instructions for Preparing AC Form 3145-2
Correspondence Study Enrollment Application**

This form is utilized when an employee needs to be enrolled into a correspondence study course. The form can also be located on the FAA Academy FIST site.

1. Enter the Employee's SSN.
2. Enter the course number.
3. Enter the course title.
- 3a. Enter the appropriate educational level as described on the backside of the form.
4. If the employee has never enrolled in a correspondence study course, place an "X" in the box. If so, leave blank.
5. Enter the employee's name.
- 5a. Leave blank.
- 5b. Leave blank.
6. Place an "X" in the "AIRWAY FACILITIES" block.
- 7-10. Enter the mailing address of the employee's duty location.
11. Enter the routing symbol of the employee.
12. Complete this block if the employee works in a foreign country. Otherwise, leave it blank.
13. Enter the employee's career level and pay band.
14. Leave blank.
15. Signature of employee.
16. Enter the position and title of the employee.
17. If the course is not sponsored by the FAA, enter the name of the sponsor.
18. Enter the two-letter identifier of the region where the employee works.
19. This block is for International students.
20. Leave blank.
- 21-24. Enter the mailing address of the employee's first level supervisor/manager's duty location.
25. Signature of employee's supervisor/manager.

**FIGURE 7. Instructions for Preparing AC Form 3145-2
Correspondence Study Enrollment Application (Continued)**

26. Enter the date that the supervisor/manager (Block #25) signed the form.
27. Place an "X" in the block identifying the justification for the enrollment in this course.
28. Enter the justification for the enrollment only if the course is not job related.
29. This block is for the FAA Academy.

Complete the mailing label with the course number, the name of the employee and the address where the employee wants the course materials to be sent.

FIGURE 7-1. AC Form 3145-2
Correspondence Study Enrollment Application

| U. S. DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION CORRESPONDENCE STUDY ENROLLMENT APPLICATION | | | | | | | | | |
|--|--|--|--|---------------------------------------|--|---|--|--|--|
| <p>INSTRUCTIONS: Use this form for enrolling in correspondence study courses. It will serve as a source document for the correspondence study automatic data processing system. Therefore, please print all information in the blocks which are subdivided by short marks, the first character of information should occupy the left most subdivision. If your organization has no assignment routing symbol please use an appropriate abbreviation in the "Routing Symbol" blank. For instance, station identifiers may be used as routing symbols for Air Traffic control facilities. Attention is now directed to the bottom section. This serves as a label for mailing your correspondence study materials. Avoid unnecessary delays in your study plans by making certain this label is filled out correctly. Rules and procedures for enrolling in correspondence study courses are given on the reverse side of this form.</p> <p>After your completed application has been approved by your supervisor, a requirement of Order 3000.6C, Training, fold it along lines indicated on reverse side. Insert the folded form in a window envelope so the address of the Aeronautical Center appears in the window and mail. Franked mail may be used for correspondence study enrollment application.</p> | | | | | | | | | |
| (1) SOCIAL SECURITY NO. | | | | (2) COURSE | | (3) COURSE TITLE | | (3a) EDUCATIONAL LEVEL (Use Numbers Only) | |
| (4) First Enrollment | | | | (5) NAME (Last, First, Middle) | | (6) SERVICE (Check One Box) | | | |
| | | | | | | <input type="checkbox"/> AIRWAY FACILITIES <input type="checkbox"/> AIR TRAFFIC <input type="checkbox"/> FLIGHT STANDARDS <input type="checkbox"/> LOGISTICS <input type="checkbox"/> SYSTEMS MAINTENANCE <input type="checkbox"/> OTHER (Specify) | | | |
| (5a) <input type="checkbox"/> MANAGER <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> NONSUPERVISOR | | | | (5b) YEARS OF SERVICE | | | | | |
| (7) MAILING ADDRESS | | | | | | | | | |
| | | | | | | | | | |
| (8) CITY | | | | (9) STATE | | (10) ZIP CODE | | | |
| | | | | | | | | | |
| (11) ROUTING SYMBOL. | | | | (12) FOREIGN COUNTRY (If any) | | (13) GRADE/RNK. | | | |
| | | | | | | | | | |
| (14) This Block for SIDP candidates only SIDP level <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | | | | | | | | | |
| | | | | | | | | | |
| (15) SIGNATURE OF APPLICANT | | | | (18) REGION (Example Eastern - EA) | | (19) NON- FAA | | (27) THIS COURSE IS REQUESTED AS: | |
| (16) POSITION OF APPLICANT | | | | | | | | <input type="checkbox"/> As prerequisite for additional training <input type="checkbox"/> As part of an integrated program <input type="checkbox"/> A training requirement <input type="checkbox"/> Career development <input type="checkbox"/> Refresher training <input type="checkbox"/> Follow- on training | |
| (17) EMPLOYER OR SPONSOR IF OTHER THAN FAA | | | | | | | | | |
| (17) EMPLOYER OR SPONSOR IF OTHER THAN FAA | | | | | | | | | |
| (20) STATION OR OFFICE NAME | | | | | | | | | |
| | | | | | | | | | |
| (21) MAILING ADDRESS | | | | | | | | | |
| | | | | | | | | | |
| (22) CITY | | | | (23) STATE | | (24) ZIP CODE | | | |
| | | | | | | | | | |
| (25) SIGNATURE OF APPROVING SUPERVISOR | | | | (26) DATE | | (28) JUSTIFICATION (For Courses Not Job Related) | | | |
| Note: Items 25 thru 28 are to be completed by supervisor. | | | | | | | | | |
| (29) APPROVING OFFICIAL (FAA Academy) | | | | | | | | | |
| | | | | | | | | | |

AC Form 3145-2 (4/91) (NSN 0052-00-706-0006) **NOTE: USE AC Form 3145-2 from FIST - This sample form does not include the mailing portion of the form that is required for the course books to be mailed out.**

FIGURE 7-2. Sample AC Form 3145-2, Correspondence Study Enrollment Application

| | | | | | | | | | |
|---|--|--------------------------------|-------------------------------|--|---|---------------|---|--------------------------|------------------------|
| U. S. DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION CORRESPONDENCE STUDY ENROLLMENT APPLICATION | | | | | | | | | |
| <p>INSTRUCTIONS Use this form for enrolling in correspondence study courses. It will serve as a source document for the correspondence study automatic data processing system. Therefore, please print all information in the blocks which are subdivided by short marks, the first character of information should occupy the left most subdivision. If your organization has no assignment routing symbol, please use an appropriate abbreviation in the "Routing Symbol" blank. For instance, station identifiers may be used as routing symbols for Air Traffic control facilities. Attention is now directed to the bottom section. This serves as a label for mailing your correspondence study materials. Avoid unnecessary delays in your study plans by making certain this label is filled out correctly. Rules and procedures for enrolling in correspondence study courses are given on the reverse side of this form.</p> <p>After your completed application has been approved by your supervisor, a requirement of Order 3000.6C Training, fold it along lines indicated on reverse side. Insert the folded form in a window envelope so the address of the Aeronautical Center appears in the window and mail. Franked mail may be used for correspondence study enrollment application.</p> | | | | | | | | | |
| (1) SOCIAL SECURITY NO. | | | | | (2) COURSE | | (3) COURSE TITLE | | (3a) EDUCATIONAL LEVEL |
| 1 2 3 4 5 6 7 8 9 | | | | | 4 4 5 0 6 | | General Maintenance Handbook | | (Use Numbers Only) |
| (4) First Enrollment | | (5) NAME (Last, First, Middle) | | | | | (6) SERVICE (Check One Box) | | |
| | | S T A N D I S H M I L E S T | | | | | <input checked="" type="checkbox"/> AIRWAY FACILITIES <input type="checkbox"/> AIR TRAFFIC <input type="checkbox"/> FLIGHT STANDARDS <input type="checkbox"/> LOGISTICS <input type="checkbox"/> SYSTEMS MAINTENANCE <input type="checkbox"/> OTHER (Specify) | | |
| (5a) <input type="checkbox"/> MANAGER <input type="checkbox"/> SUPERVISOR <input checked="" type="checkbox"/> NONSUPERVISOR | | | | | (5b) YEARS OF SERVICE | | | | |
| | | | | | 1 Year | | | | |
| (7) MAILING ADDRESS | | | | | | | | | |
| S S 2 I I N T R A I N I N G R O U T E | | | | | | | | | |
| (8) CITY | | | | | (9) STATE | (10) ZIP CODE | | FOR FAA ACADEMY USE ONLY | |
| H O U S T O N | | | | | T X | 9 9 9 9 9 | | SERVICE NON-FAA | |
| (11) ROUTING SYMBOL | | | (12) FOREIGN COUNTRY (If any) | | | | (13) GRADE/RNK. | | COURSE MATERIAL |
| A F S - P S S | | | | | | | F V - I | | ISSUED |
| (14) This Block for SIDP candidates only | | | | | ENROLLMENT TYPE | | | | |
| SIDP level <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | | | | | <input type="checkbox"/> PREREQ <input type="checkbox"/> REIM | | | | |
| (15) SIGNATURE OF APPLICANT | | | | | (18) REGION | (19) NON-FAA | (27) THIS COURSE IS REQUESTED AS: | | |
| Miles Standish | | | | | (Example | | | | |
| (16) POSITION OF APPLICANT | | | | | Eastern - EA) | | | | |
| FV-2101, ATSS | | | | | SW | | | | |
| (17) EMPLOYER OR SPONSOR IF OTHER THAN FAA | | | | | | | <input type="checkbox"/> As prerequisite for additional training <input checked="" type="checkbox"/> As part of an integrated program <input checked="" type="checkbox"/> A training requirement <input type="checkbox"/> Career development <input type="checkbox"/> Refresher training <input type="checkbox"/> Follow-on training | | |
| (17) EMPLOYER OR SPONSOR IF OTHER THAN FAA | | | | | | | | | |
| (20) STATION OR OFFICE NAME | | | | | | | | | |
| F A A S M O O F F I C E | | | | | | | | | |
| (21) MAILING ADDRESS | | | | | | | | | |
| I I I I N C O L O R A D O S T | | | | | | | | | |
| (22) CITY | | | | | (23) STATE | (24) ZIP CODE | | | |
| D A L L A S | | | | | T X | 1 2 3 4 5 | | | |
| (25) SIGNATURE OF APPROVING SUPERVISOR | | | | | (26) DATE | | (28) JUSTIFICATION (For Courses Not Job Related) | | |
| Note: Items 25 thru 28 are to be completed by supervisor | | | | | 01/31/2001 | | | | |
| (29) APPROVING OFFICIAL (FAA Academy) | | | | | | | | | |

AC Form 3145-2 (4/91) (NSN 0052-00-706-0006))
from FIST

NOTE: USE AC Form 3145-2

**FIGURE 8. Instructions for Preparing FAA Curriculum Modernization
System Training Initiative Request (TIR) Form**

1. The date form is submitted to AMA-400.
2. Enter the name, organization, address and phone number of the initiator.
3. Write a brief description of the training need. Describe how the training will add to the efficiency of the employee and agency.
4. Check all the types of training that will be requested of the instructor.
5. Check all the reasons that apply as to why the course is needed.
6. If you answer "Yes" to this question, please indicate your recommendations for content of a specified course. Does this newly developed course have an impact on one or more current courses?
7. List several reasons as to why this course is needed and how it will benefit the FAA.
8. Enter the source of funding if known. Please enter "NONE" if you do not know the source.
9. Indicate skills or knowledge, or training courses that an employee should have completed prior to attending the proposed training.
10. Identify the employee's position title, experience level, career level or any other specifics that would describe which employee might need or benefit from the training.
11. Use this space to provide any other information or ideas that could help the CMS Team.
12. Form is sent to AFZ-100 for final approval signature.

**FIGURE 8-1. FAA Curriculum Modernization System
Training Initiative Request (TIR) Form**

| | |
|-----------------------|--|
| Project Title: | |
|-----------------------|--|

1. Date: _____

2. Initiative Sponsor: _____

Name: _____ *Organization:* _____

Address: _____

Phone: _____

3. Brief description of proposed training need: _____

4. Type of training requested (*Check all that apply*):

| | | |
|---|---|--|
| <input type="checkbox"/> Equipment theory | <input type="checkbox"/> System theory | <input type="checkbox"/> On-The-Job training |
| <input type="checkbox"/> Job task/function | <input type="checkbox"/> Maintenance procedures | |
| <input type="checkbox"/> Troubleshooting procedures | <input type="checkbox"/> General overview | |
| <input type="checkbox"/> Other _____ | | |

5. What necessitated the need for this training request (*Check all that apply*):

| | |
|---|--|
| <input type="checkbox"/> A change in operational procedure(s)/philosophy <input type="checkbox"/> New tasking or job function <input type="checkbox"/> Procurement/deployment of new equipment/system <input type="checkbox"/> Modification to existing equipment <input type="checkbox"/> No training exists | <input type="checkbox"/> New training requirement(s) <input type="checkbox"/> New Hire requirement(s) <input type="checkbox"/> Local/Regional training requirement <input type="checkbox"/> Emergency training requirement(s) <input type="checkbox"/> Revision to FAA Order/policy <input type="checkbox"/> Change in level of training requirement(s) |
|---|--|

Comments: _____

**FIGURE 8-1. FAA Curriculum Modernization System
Training Initiative Request (TIR) Form**

6. Does an AF course currently exist that covers similar topics?

(Check one) ☐ Yes ☐ No

Course number, if known: _____

If yes, why is this request necessary? What topics need to be added, or how does information need to be presented differently to meet the identified training need?

7. Benefit(s) that will be gained by your organization and/or Airway Facilities from this training

(Check all that apply):

☐ Provide cross-training

☐ Fill training void

☐ New equipment/system

☐ Other _____

What benefit will this training initiative provide that doesn't already exist?

8. Development Funding Source: (If known, if not type NONE):

Example Funding Sources: Program Office, AFZ-100, regional office, etc.

9. Training prerequisites for the proposed course:

10. Target population for the proposed course (*who will benefit from this training, e.g., AF, AT, technicians, engineers, computer operators, ILS technicians; be as specific as possible*):

11. Other pertinent information:

AFZ-100 TIR Approval Signature: _____ Date: _____

Comments: _____

FIGURE 8-2. Sample FAA Curriculum Modernization System Training Initiative Request (TIR) Form

Project Title: *Basic Concepts Satellite Communications*

2. Initiative Sponsor:

Organization: Alaska AFD/AAL-422's

Address: 222 W. 7th Ave #14
Anchorage, Alaska 99513

Phone: (333) 333-3333

3. Brief description of proposed training need:

A course teaching the basic concepts of a satellite communication system. Areas covered include familiarity with satellite orbits, earth station types, antennas, link performance, digital multiplexing techniques, transponder access methods. Earth station equipment and various types of satellite communication network architectures.

4. Type of training requested (Check all that apply):

| Equipment theory | System theory | On-The-Job Training |
|---|---|---|
| <p>Equipment theory is based on the idea that the equipment itself determines the way the work should be done. It is a top-down approach where the equipment is designed first, and then the work is organized around it.</p> <p>Equipment theory is based on the idea that the equipment itself determines the way the work should be done. It is a top-down approach where the equipment is designed first, and then the work is organized around it.</p> | <p>System theory is based on the idea that the work is a system, and the equipment is part of that system. It is a bottom-up approach where the work is organized first, and then the equipment is designed to fit the work.</p> <p>System theory is based on the idea that the work is a system, and the equipment is part of that system. It is a bottom-up approach where the work is organized first, and then the equipment is designed to fit the work.</p> | <p>On-The-Job Training is based on the idea that the work itself is the best teacher. It is a hands-on approach where the worker learns by doing the work, and the equipment is designed to facilitate learning.</p> <p>On-The-Job Training is based on the idea that the work itself is the best teacher. It is a hands-on approach where the worker learns by doing the work, and the equipment is designed to facilitate learning.</p> |

____ Job task/function ____ Maintenance procedures

| | | | |
|---|----------------------------|----------|------------------|
| — | Troubleshooting procedures | <u>X</u> | General overview |
|---|----------------------------|----------|------------------|

____ Other _____

**FIGURE 8-2. Sample FAA Curriculum Modernization System
Training Initiative Request (TIR) Form (Continued)**

5. What necessitated the need for this training request (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> A change in operational procedure(s)/philosophy | <input type="checkbox"/> New training requirement(s) |
| <input type="checkbox"/> New tasking or job function | <input type="checkbox"/> New Hire requirement(s) |
| <input checked="" type="checkbox"/> Procurement/deployment of new equipment/system | <input checked="" type="checkbox"/> Local/Regional training requirement |
| <input type="checkbox"/> Modification to existing equipment | <input type="checkbox"/> Emergency training requirement(s) |
| <input checked="" type="checkbox"/> No training exists | <input type="checkbox"/> Revision to FAA Order/policy |
| | <input type="checkbox"/> Change in level of training requirement(s) |

Comments: With the introduction of satellite based communications systems such as the Alaska NAS Interfacility Communication System (ANICS) and FAATSAT, there is a definite need for this type of training for FAA personnel.

6. Does an AF course currently exist that covers similar topics?

(Check one) ☐ Yes ☒ No

Course number, if known: _____

If yes, why is this request necessary? What topics need to be added, or how does information need to be presented differently to meet the identified training need?

7. Benefit(s) that will be gained by your organization and/or Airway Facilities from this training

(Check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Provide cross-training | <input checked="" type="checkbox"/> Fill training void |
| <input checked="" type="checkbox"/> New equipment/system | <input type="checkbox"/> Other _____ |

What benefit will this training initiative provide that doesn't already exist?

A well trained workforce familiar with current communication technology. This training will carry the FAA well into the next century. Currently, the FAA is totally reliant on outside resources for expertise in satellite communication technology. A workforce knowledgeable in this technology will aid in making the FAA independent of outside technical support for such equipment.

**FIGURE 8-2. Sample FAA Curriculum Modernization System Training
Initiative Request (TIR) Form (Continued)**

8. Development Funding Source: (If known, if not type NONE):
Example Funding Sources: Program Office, AFZ-100, regional office, etc.
AOP-500 is willing to assist in developing such a course in support of such projects as ANICS and FAATSAT.
9. Training prerequisites for the proposed course:
47012 Introduction to Telecommunications, 44012 Data Communications and 47502 Communications Equipment
10. Target population for the proposed course (*who will benefit from this training, e.g., AF, AT, technicians, engineers, computer operators, ILS technicians; be as specific as possible*):
AF Airway Transportation System Specialists and Engineers. If this course was modularized, there is the possibility that AF Management, and possibly customers of AF such as AT, could benefit from this training.
11. Other pertinent information:
I am including copies (hard and soft) of the seminar materials the Alaskan Region currently use in the presentation of Regional Course number 96239.

Alaska is the first region to integrate satellite technology into their communication system. Conversations with AOP-500, resulted in the mutual agreement that satellite communications is the future of all FAA communications and the future is now.
- AFZ-100 TIR Approval Signature: Frank Ivory, Manager Date: 9/21/01
- Comments: Due to the urgent need for this type of training, course development will begin in the next fiscal year.

**FIGURE 9. Instructions for Preparing FAA Form 3000-21
Operational Necessity Waiver**

1. Enter date of submission.
2. Enter the name of supervisor/manager submitting the waiver.
3. Enter name of the employee who will be attending the course.
4. Enter the employee's SSN who will be attending the course.
5. Enter the course number the employee will be attending.
6. Enter the class number of the course the employee will be attending.
7. Enter the title of the course the employee will be attending.
8. Class the start date of the class the employee will be attending.
9. Enter the justification for the waiver.
10. Enter the course number and title for which the prerequisite course waiver is being requested.
11. Enter the number of days the employee will have to successfully complete the prerequisite course upon return from the training course.
12. Signature of employee.
13. Signature of first level supervisor requesting the waiver.
14. Signature of AF Division Manager/Program Director approving the waiver.
15. Enter initials of the AF TPMO/Training Specialist who is responsible for coordination of the waiver approval process.
16. Enter any additional remarks.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1. Authorization to solicit the Social Security Number is granted by Executive Order #9397. Disclosure is mandatory in order to assure proper recordation of training in official file. This information is used strictly for recordation purposes.

Tear off this cover sheet before submitting this form.

FIGURE 9-1. FAA Form 3000-21, Operational Necessity Waiver

| OPERATIONAL NECESSITY WAIVER | | | |
|---|--|--|--|
| <p>DATE: _____</p> <p>FROM: _____</p> <p style="text-align: center;">Typed/Signature Manager</p> <p>TO: Manager, Airway Facilities Division, AXX-400/Program Director</p> <p>THRU: Airway Facilities TPMO</p> | | | |
| <p>_____ Candidate Name</p> <p>is scheduled to attend course _____</p> <p style="text-align: center;">Number</p> <p>_____ Title</p> | | <p>_____ Social Security No.</p> <p>_____ Class</p> <p style="text-align: center;">Number</p> <p>_____ Start Date:</p> <p style="text-align: center;">Date</p> | |
| <p>Justification Due to operational necessity and based on the employee's background experience in: <i>(State the operational necessity i.e. impacts - Use the reverse side of form if necessary.)</i></p> | | | |
| <p>A temporary prerequisite deferment of the following course is requested:</p> | | | |
| <p>Employee will complete the above course(s) within _____ days upon their return of the scheduled course.</p> | | | |
| <p>_____ Employee's Signature</p> | | <p>_____ First Level Supervisor's Signature</p> | |
| <p>FROM: _____</p> <p style="text-align: center;">Signature of Manager, Airway Facilities Division AXX-400/Program Director</p> <p>Approved: Circle One Yes No</p> | | <p>INITIALS _____</p> <p style="text-align: center;">AF TPMO REVIEW</p> | |
| <p>REMARKS: _____</p> <p>_____</p> <p>_____</p> | | | |

FIGURE 9-2. Sample FAA Form 3000-21

Operational Necessity Waiver

| OPERATIONAL NECESSITY WAIVER | | | |
|---|---|---|----------------------------------|
| DATE: (1) January 1, 2001 FROM: (2) Jane M. Morgan, ABC SMO <u>Typed/Signature Manager</u> | | | |
| TO: Manager, Airway Facilities Division, AXX-400/Program Director THRU: Airway Facilities TPMO | | | |
| (3) John W. Smith <u>Candidate Name</u> | (4) 123-45-6789 <u>Social Security No.</u> | | |
| is scheduled to attend course | (5) 40148 <u>Number</u> | Class | (6) 01009 <u>Number</u> |
| (7) NBP Dual Mode ALSF-2 <u>Title</u> | Start Date: | | (8) Jan. 24, 2001 <u>Date</u> |
| <p>(9) Justification Due to operational necessity and based on the employee's background experience in: (State the operational necessity i.e. impacts - Use the reverse side of this form if necessary.)</p> <p>The Sealy SSC has no one trained to maintain the Riverside, ALSF-2 due to the unexpected medical retirement of the only trained/certified ATSS in the SSC. In case of an outage of the ALSF-2, the restoration time would be extended by at least 4 hours by having an ATSS travel from another SSC to work on the system, greatly impacting the NAS. Mr. John Smith is trained and has experience on other approach lighting systems such as: Godfrey FA-9993 ALSF-II, Airflo FA-10048 ALSF-II and DME MALSR. The SMO has confidence the employee can successfully complete this training. Mr. Smith's training history is attached.</p> <p>A temporary prerequisite deferment of the following course is requested:</p> <p>(10) 47001 Troubleshooting Techniques</p> <p>Employee will complete the above course(s) within (11) 90 days upon their return of the scheduled course.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>(12) John W. Smith <u>Employee's Signature</u></p> </div> <div style="width: 45%;"> <p>(13) Chris M. Lowe <u>First Level Supervisor's Signature</u></p> </div> </div> | | | |
| FROM: (14) John T. Sharp <u>Manager, Airway Facilities Division</u> <u>AXX-400/Program Director Signature</u> approved: circle one Yes No | | INITIALS (15) S.G. <u>AF TPMO REVIEW</u> | |
| REMARKS(16) _____ _____ _____ | | | |

FIGURE 10. Instructions for Preparing FAA Form 3000-14
Airway Facilities Training Plan

The FAA Form 3000-14, Airway Facilities Training Plan, shall be used to identify the courses and time allowances for completing training requirements. The form is to be completed as follows:

Name Block: Employee's name.

Location Block: Employees duty location.

Title/Grade Block: Employee's Title/Grade/Career Level.

Projected Completion Date Block: Date employee is expected to successfully complete course.

Actual Completion Date Block: Date of actual completion of course.

Subject/Course Block: Course(s) the employee is required to complete.

Employee Signature/Date Block: Employee's signature and date signed.

Supervisor Signature/Date Block: Supervisor/Manager's signature and date signed.

Remarks Block: Area for capturing any additional information.

**FIGURE 10-1. FAA Form 3000-14
Airway Facilities Training Plan**

[illegible]

**FIGURE 10-2. Sample FAA Form 3000-14
Airway Facilities Training Plan**

| Airway Facilities Training Plan | | |
|--|---------------------------|--|
| Name Jane Doe | | Location RRR SSC |
| Title/Grade ATSS/ Band J | | |
| Subject/Course | Completion Date | |
| | Projected Schedule | Actual |
| Facility Orientation (Local – 10 Hours) | Within two weeks of EOD | |
| #47005 National Airspace System (CBI – 8 Hours) | 11/06/00 | |
| #45510 Orientation and Safety (CS/OJT - 36 Hours) | 11/28/00 | |
| #44506 General Maintenance Handbook (CS – 40 Hours) | 12/20/00 | |
| #44012 Fundamentals of Data Communication (CS – 40 Hours) | 1/30/01 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| I acknowledge that a review of this training plan has been accomplished as required by the Airway Facilities Technical Training Program. | | |
| Employee's Signature and Date | | Supervisor's Signature and Date |
| Remarks: | | |

FAA Form 3000-14 (1-01)

NSN

**FIGURE 11. Instructions for Preparing FAA Form 3000-23
Training Equivalency Request**

1. Enter date of request.
2. Enter the Region submitting the request.
3. Enter the employee's name the request is for.
4. Enter the employee's Social Security Number.
5. Enter the training specialist name and phone number.
6. Enter the course number for the equivalency request.
7. List the justification for the request. Provide additional information as an attachment or on the back side of the form.
8. Signature and date of the first level supervisor requesting the equivalency.
9. Signature and date of the Manager who has reviewed and is submitting the request.
10. Signature and date of the Training Specialist/AF TPMO who has reviewed and is submitting the request.
11. The approval/disapproval block is for the AF Academy Branch Manager's signature.
12. The AF Academy Branch Manager will enter the date of the approval/disapproval.
13. The AF Academy Branch Manager will enter any comments necessary to support the approval/disapproval.

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1. Authorization to solicit the Social Security Number is granted by Executive Order #9397. Disclosure is mandatory in order to assure proper recordation of training in official file. This information is used strictly for recordation purposes.

Tear off this cover sheet before submitting this form.

FIGURE 11-1. FAA Form 3000-23

TRAINING EQUIVALENCY REQUEST

Date: _____ Region: _____

Employee's Name: _____ Employee's SSN: _____

Training Specialist Name: _____

Phone Number: _____

Equivalency approval is requested for course:

Justification: _____

Requested By: _____

First Level Supervisor Signature

Date

Reviewed and Submitted By: _____

Manager Signature

Date

Reviewed and Forwarded By: _____

Training Specialist/AF TPMO Signature

Date

(Circle One)

Approved Disapproved

FAA Academy Branch Manager Signature

Date of Action

Comments: _____

**FIGURE 11-2. Sample FAA Form 3000-23
Training Equivalency Request**

| EQUIVALENCY REQUEST | |
|---|---|
| Date: (1) September 25, 2000 | Region: (2) Northwest Mountain |
| Employee's Name: (3) Cindy L. Briggs | Employee's SSN: (4) 123-45-6789 |
| Training Specialist Name and Phone Number: (5) Randy S. Rogers (303) 684-2621 | |
| <p>An equivalency is requested for course: (6) 47001 – Troubleshooting Techniques</p> <p>Justification: (7) Cindy Briggs has been an FAA Technician since 1990. She also completed a 400 hour Air Force technical training program which focused on basic electronics in 1981. The course description and Air Force transcript of this training course is attached. Cindy has completed The FAA Common Principles course (#40509) in 1992, and has been assigned to the Denver ARTCC as a Communications technical specialist for over 8 years.</p> | |
| <p>Requested By: (8)</p> <p style="text-align: center;">First Level Supervisor Signature</p> <p>Reviewed and Submitted By: (9)</p> <p style="text-align: center;">Manager Signature</p> <p>Reviewed and Forwarded By: (10)</p> <p style="text-align: center;">Training Specialist/AF TPMO Signature</p> | <p>9/25/2000</p> <p style="text-align: center;">Date</p> <p>9/25/2000</p> <p style="text-align: center;">Date</p> <p>9/28/2000</p> <p style="text-align: center;">Date</p> |
| <p>Approved Disapproved (Circle One)</p> <p style="text-align: center;">(11)</p> <p style="text-align: center;">FAA Academy Branch Manager Signature</p> <p style="text-align: center;">(12) 10/07/2000</p> <p style="text-align: center;">Date of Action</p> <p>Comments: (13) Waiver approved based on stated experience of troubleshooting techniques.</p> <p>_____</p> <p>_____</p> <p>_____</p> | |

FIGURE 12. Instructions for Preparing FAA Form 3000-24

Emergency Quota Request

In the Emergency Quota Request Block:

1. Enter date of request.
2. Enter the Region/Organization submitting the request.
3. Enter the facility that is requesting the quota.
4. Enter the Field Organization who is responsible for the facility.
5. Enter the cost center code(s) for the facility requesting the quota.
6. Enter the restoration level of the facility.
7. Enter the hours of operation (*hours/days*) for the facility.
8. List the number of employees who have been trained at the facility.
9. List the number of employees who are assigned maintenance responsibility for the facility.
10. List the number of employees who hold certification responsibility (*if applicable*).
11. Enter the name(s) of employees addressed by this request.
12. Enter the course number of training quota being requested.
13. Enter the class number(s) of the training course. If any class would fit the need, state ANY in the class number space.
14. List the number of quota(s) requested.
15. Enter the Justification and Impact information. Indicate whether the quota was requested in the Call For Training and any other applicable quota management information.
16. Signature and date of the Manager requesting the quota.
17. Enter the Field Organizational Training Specialist and telephone number.

FIGURE 12. Instructions for Preparing FAA Form 3000-24
Emergency Quota Request (Continued)

In the To Be Completed by Regional Office, AXX-420 Block:

1. Enter date request was received.
2. Enter AF TPMO name and organization.
3. Circle whether the request has been reviewed and concurred with by the AF TPMO.
4. Enter any additional justification/or place N/A.
5. Enter AFZ-100 contact name and phone number.
6. Circle whether the request has been approved/dis-approved/or if quota was received from another source (*such as another cost center code or Region*).
7. Enter the date and name of contact point when Field Organization has been notified of request status.
8. Enter any additional comments (*if needed*).

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the Information on this form is authorized by United States Code 49 U.S.C. The primary purpose of the requested information is to meet requirements associated with providing employee training and/or recording same in training histories. All solicited information is mandatory, unless otherwise noted, for documenting compliance to Public Law as it pertains to the acquisition of training with Federal funds. Failure to disclose any information may invalidate the purpose of this form. This information will be used by employees for manager/employee consultation or other purposes in accordance with the routine performance of official duties as authorized by OPM/Govt 1. Authorization to solicit the Social Security Number is granted by Executive Order #9397. Disclosure is mandatory in order to assure proper recordation of training in official file. This information is used strictly for recordation purposes.

Tear off this cover sheet before submitting this form.

FIGURE 12-1. FAA Form 3000-24

EMERGENCY QUOTA REQUEST

Date: _____ Region: _____ Facility: _____

Organization: _____ Cost Center Code: _____

Restoration Level: _____ Hours of Operation: _____

Number of employees trained at site: _____

Number of employees assigned maintenance responsibility: _____

Number of employees holding certification responsibility: _____

Name(s) of employee addressed by this request: _____

Course Number: _____ Class Number: _____

Number of quota(s) requested: _____

Justification:

Impact:

Requested By: _____

Manager Signature

Date

Training Specialist Contact: _____

Field Organizational Training Specialist

Phone Number

TO BE COMPLETED BY REGIONAL OFFICE, AXX-420

Date Received: _____ AF TPMO: _____

Request reviewed by AF TPMO and concur with request: (Circle One) YES NO

Additional justification (if required): _____

AFZ-100 Contact & Phone Number : _____

(Circle One)

Request Status: APPROVED DIS-APPROVED or QUOTA RECEIVED FROM ANOTHER SOURCE

Field Organization notified (Name & Date of Contact): _____

Comments: _____

**FIGURE 12-2. Sample FAA Form 3000-24
Emergency Quota Request**

| EMERGENCY QUOTA REQUEST | |
|---|--|
| Date: <u>Sept. 25, 2000</u> | Region: <u>Great Lakes</u> |
| Organization: <u>Superior SMO</u> | Facility: <u>DTWB SSC</u> |
| | Cost Center Code: <u>81NB & 81NJ</u> |
| Restoration Level: <u>1K</u> | Hours of Operation: <u>24 Hours/7 Days</u> |
| Number of employees trained at site: <u>Two (2)</u> | |
| Number of employees assigned maintenance responsibility: <u>Seven (7)</u> | |
| Number of employees holding certification responsibility: <u>N/A</u> | |
| Name(s) of employee addressed by this request: <u>Paul J. Williams and Vonnie R. Smith</u> | |
| Course Number: <u>47608 – Engine Gen. Power Sys.</u> Class Number: <u>01002 (1) & 01003 (1)</u> | |
| Number of quota(s) requested: <u>Two (2)</u> | |
| Justification: DTWB SSC has maintenance responsibility for twenty-one Engine Generators (EG SX), and seven Mobile EGs (MX). These EG's provide emergency power for two ATCT's one of which is a high impact level V tower/TRACON facility, along with four Radar sites. Additionally, the generators also provide emergency power for a CAT III ILS, two ALSF II facilities and numerous communication sites which could be adversely affected. Impact: Without the required training and subsequent maintenance of these sites, the NAS would experience lengthy delays and specialist's would not be able to quickly analyze the system deficiencies which would also impact the availability of the engine generators. | |
| Requested By: <u>John D. Bowler</u> | <u>May 5, 2001</u> |
| Manager Signature | Date |
| Training Specialist Contact: <u>Eric N. Aray, Superior SMO PSS</u> | <u>(777) 777-7777</u> |
| Field Organizational Training Specialist | Phone Number |
| TO BE COMPLETED BY REGIONAL OFFICE, AXX-420 | |
| Date Received: <u>Sept. 30, 2000</u> | AF TPMO: <u>Leo L. Prince, AGL-422</u> |
| Request reviewed by AF TPMO and concur with request: | YES NO (Circle One) |
| Additional justification (if required): <u>N/A</u> | |
| AFZ-100 Contact & Phone Number : <u>John Q. Davis (202) 202-2020</u> | |
| Request Status: <u>APPROVED</u> <u>DIS-APPROVED</u> or <u>QUOTA RECEIVED FROM ANOTHER SOURCE</u> (Circle One) | |
| Field Organization notified (Name & Date of Contact): <u>October 7, 2000</u> | |
| Comments: <u>Quota was approved by AFZ-100 on 10/5. Quota received and assigned into ACTT on 10/6/00.</u> | |

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APPENDIX 2. ACRONYMS

| | |
|---------|---|
| AF | Airway Facilities |
| AFEMT | Airway Facilities Element Manager for Training |
| AFZ | Resources Management Program |
| AF TPMO | Airway Facilities Training Program Management Office |
| AFTPS | Airway Facilities Training Planning System |
| ANI | National Airspace System Implementation Program |
| AOP | NAS Operations |
| AOS | Operational Support |
| ATC | Air Traffic Control |
| ATN | Aviation Training Network |
| ATSS | Airway Transportation Systems Specialist |
| CBI | Computer Based Instruction |
| CDG | Course Design Guide |
| CMS | AF Curriculum Modernization System |
| CO | Contracting Officer |
| CPMIS | Consolidated Personnel Management Information System |
| CS | Correspondence Study |
| DL | Distance Learning |
| FAA | Federal Aviation Administration |
| FIST | FAA Information Superhighway for Training |
| FSEP | Facility, Service and Equipment Profile |
| FY | Fiscal Year |

APPENDIX 2. ACRONYMS (Continued)

| | |
|-------|---|
| HRPM | Human Resources Personnel Manual |
| IG | Instructor Guide |
| LACT | Locally Arranged and/or Conducted Training |
| LG | Laboratory Guide |
| LP | Lesson Plan |
| NAS | National Airspace System |
| NH | New Hire Training Category |
| NSKED | National Training Schedule |
| OE | Operationally Essential Training |
| OJT | On-the-Job Training |
| OSH&E | Occupational Safety Health and Environmental Training |
| SG | Student Guide |
| SME | Subject Matter Expert |
| SMO | System Management Office |
| TASA | Task And Skills Analysis |
| TDP | Training Development Plan |
| TIR | Training Initiative Request |
| TNA | Training Needs Assessment |
| TR | Training Reserve |
| 1E | New Equipment Training Category |