



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
JT 3000.24**

Effective Date:  
July 12, 2006

**SUBJ: ATO TERMINAL AUTOMATION SPECIALIST TRAINING**

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This order provides guidance and prescribes instructions and standards for the administration of Air Traffic Organization (ATO) Terminal Automation Specialist training. All persons involved in this training are required to be familiar with and comply with this order. The chapters contain information generally applicable to all ATO Terminal Automation Specialties. The appendices contain instructions for creation and maintenance of official training records and information specific to individual automation specialties such as Common Automated Radar Terminal System (ARTS) and Standard Terminal Automation Replacement System (STARS). The required FAA Form 3000-28, ATO Automation Training Record is included as attachment 1.

A handwritten signature in cursive script that reads "Teri L. Bristol".

Teri L. Bristol  
Director, Terminal Program Operations

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**Distribution:** Electronically distributed via FAA intranet and Special Mailing to all OSFs and selected offices in FAA headquarters, WJHTC, and FAA Academy **Initiated By:** AJT-1



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## CHAPTER 1. INTRODUCTION

### SECTION 1. GENERAL

**100. PURPOSE OF THIS ORDER.** This order conveys instructions, standards, and guidance for the administration of Air Traffic Organization (ATO) Terminal Automation Training Program.

**101. WHO THIS ORDER AFFECTS.** This order affects all FAA Operational Support Facilities. It is distributed electronically via the FAA intranet and Special Mailing to all Operational Support Facilities within the FAA, the FAA Academy, and selected offices in FAA headquarters and William J. Hughes Technical Center (WJHTC).

**102. CONTENTS.** Instructions for creation and maintenance of training records, Common Automated Radar Terminal System (ARTS) Instructional Program Guide (IPG) and Standard Terminal Automation Replacement System (STARS) IPG are included as appendixes to this order. The required FAA Form 3000-28 ATO Automation Training Record is included in its entirety as Attachment 1.

**103. DELEGATION OF AUTHORITY.** The Director of Terminal Program Operations is the delegated authority in all matters related to the training programs and policies described in this order. Supplemental changes and requests for waivers to programs and policies transmitted by this order must receive prior approval through written requests to the Director of Terminal Program Operations. If a conflict arises between the contents of this order and other FAA issuances, managers must request clarification from the Director of Terminal Program Operations.

**104–119. RESERVED.**

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## SECTION 2. TERMS OF REFERENCE

### 120. WORD USAGE AND DEFINITIONS.

a. **Word Usage.** This order follows the word usage guidelines provided in Order 6000.36.

b. **Acronyms.**

- 1) AD Automation Developmental
- 2) ARTS Automated Radar Terminal System
- 3) ATO Air Traffic Organization
- 4) CBI Computer Based Instruction
- 5) EPF Electronic Project Folder
- 6) FPL Full Performance Level
- 7) IPG Instructional Program Guide
- 8) NAR National Automation Request
- 9) OJF On-the-Job Familiarization
- 10) OJT On-the-Job Training
- 11) OJTI On-the-Job Training Instructor
- 12) OSF Operational Support Facility
- 13) OSFM Operational Support Facility Manager
- 14) OAT Out-of-Agency Training
- 15) PTR Program Technical Report
- 16) SOP Standard Operating Procedures
- 17) STARS Standard Terminal Automation Replacement System
- 18) WJHTC William J. Hughes Technical Center

c. **Definitions.**

- 1) **Additional On-the-Job Training (OJT) Hours.** OJT hours authorized beyond the normal target hours.
- 2) **Automation Developmental (AD).** A terminal automation specialist who has not achieved journeyman level for the assigned facility/automation specialty.
- 3) **Automation Specialty.** Specific air traffic computer system supported by the specialist's automation support facility. These include systems such as Common ARTS and STARS terminal computer systems.
- 4) **Centralized Training.** Agency training conducted at a location other than the AD's regularly assigned facility (that is, FAA Academy, Center for Management Development, etc.). This may include resident courses conducted locally and funded centrally.
- 5) **Certification Skill Check.** An assessment used to determine if an AD demonstrates the knowledge and skill level necessary to certify on a job task or function for a particular automation specialty.

- 6) **Certification Training.** Training conducted to develop the knowledge and skills required to qualify specialists for certification to perform automation duties on the system(s) required by their specialty.
- 7) **Classroom Training.** Instructional presentations administered in a classroom environment.
- 8) **Comprehensive Certification.** An assessment made by the OSFM or designee to determine if an AD possesses all the skills necessary for an automation specialty and therefore achieves journeyman status.
- 9) **Computer Based Instruction (CBI).** Instructional delivery method using interactive computer technology.
- 10) **Correspondence Study.** Program conducted primarily by self-paced lesson plans.
- 11) **Discontinuation of Training.** A result of a training review that recommends no further training be conducted.
- 12) **Direct Monitoring.** Observing and reviewing all activity related to performing automation duties at an automation specialist's duty location.
- 13) **Electronic Project Folder (EPF) Database.** The EPF Database is used for generating, storing, tracking, and maintaining PTR and Project Folders.
- 14) **Facility Training.** Training conducted at the employee's regularly assigned duty location.
- 15) **Failed.** Grade assigned to a student who does not satisfactorily complete a course.
- 16) **Full Performance Level.** Status of a terminal automation specialist who is able to perform all required duties of a terminal automation specialist for their assigned facility. Journeyman level.
- 17) **Incomplete.** Grade assigned to a student who does not complete a course because of mitigating circumstances that are not related to performance (e.g., prolonged illness, death in family, etc.).
- 18) **Instructional Program Guide (IPG).** Guide that outlines required OJT content for unique Air Traffic automation specialties. Terminal Automation IPGs are included as appendixes to this order.
- 19) **Journeyman Level.** Status of a terminal automation specialist who is able to perform all required duties of a terminal automation specialist for their assigned facility.
- 20) **Laboratory Training.** Training conducted with actual air traffic control computer systems or alternative backup or simulation computer equipment.
- 21) **National Automation Request (NAR).** The Facility's primary method of reporting problems or requesting a change to their site adaptation.
- 22) **On-the-Job Familiarization (OJF) Hours.** Time that an AD is assigned to observe the conduct of automation work before entering official training status.
- 23) **On-the-Job Training (OJT).** Training conducted by a supervisor or OJTI that provides direct experience in a work environment.
- 24) **On-the-Job Training Instructor (OJTI).** An individual who instructs the AD during OJT.

- 25) Operational Support Facility Manager (OSFM).** Individual responsible for the overall efficiency and effectiveness of the terminal automation specialist training program.
- 26) Out-of-Agency Training (OAT).** Training conducted by or obtained from sources other than the FAA.
- 27) Proficiency.** Understanding and ability to apply a set of knowledge and procedures necessary to maintain air traffic control computer systems.
- 28) Proficiency Training.** Training conducted to maintain and update the knowledge and skills necessary to maintain air traffic computer systems adaptation data.
- 29) Program Technical Report (PTR).** PTRs are used for reporting all computer/firmware trouble and program improvements.
- 30) Refresher Training.** Recurring training conducted to maintain and update previously learned knowledge and skills.
- 31) Skill Enhancement Training.** Training designed to increase the proficiency of an terminal automation specialist in the skills necessary to maintain the systems in the specialty for which the specialist is certified.
- 32) Standard Operating Procedures (SOP).** Refers to the Standard Operating Procedure of the applicable Terminal Automation systems.
- 33) Supplemental Training.** Training conducted when changes occur pertaining to new/revised procedures, regulations, or equipment.
- 34) Suspension of On-the-Job Training (OJT).** An action taken by the AD's supervisor to temporarily stop OJT.
- 35) Target Hours.** The OJT training hours normally required for comprehensive certification in a particular automation specialty.
- 36) Training Proposal.** A written document that identifies a training need and specifies tasks, target audience, schedule, and priority for the proposed training.
- 37) Withdrew.** Grade assigned to an AD who does not complete a course because of circumstances that would prohibit reentry into the training program at the present facility (i.e., withdrawing from training in anticipation of failure and/or resigning when in unsatisfactory training status).
- 38) WJHTC Terminal Operational Support Facilities Manager.** Responsible for implementation, administration, and evaluation of the Terminal Automation Training Program.
- 121. FORMS AVAILABILITY.** Soft copy of the forms required by this Order are attached for printing onsite on an as needed basis. Complete the forms as described in appendix 1.
- a. FAA Form 3000-28, ATO Automation Training Record includes title page, section divider pages, and a Table of Contents page.
  - b. Replacement pages:
    - 1) FAA Form 3000-28.1, Employment Data/FAA Certificates, Equipment Certification, or Ratings:
      - (a) FAA Form 3000-28.1a/1b, Employment Data/FAA Certificates, Equipment Certification, or Ratings

- (b) FAA Form 3000-28.1b cont., FAA Certificates, Equipment Certification, or Ratings.
- 2) FAA Form 3000-28.2, Formal Automation Training (FAA Academy and Out-of-Agency).
- 3) FAA Form 3000-28.3, ATO Terminal Automation OJT Record:
  - (a) FAA Form 3000-28.3a, Job Tasks and Comprehensive Certification
  - (b) FAA Form 3000-28.3b, Daily OJT Activities
  - (c) FAA Form 3000.28.3c, Job Subtask Evaluations
  - (d) FAA Form 3000.28.3d, Job Task Certification and Comments.
- 4) FAA Form 3000-28.4, Proficiency Training (Refresher, Supplemental, Skill Enhancement).
- 5) FAA Form 3000.28.5, Management and Other Training.

**122-199. RESERVED.**

## **CHAPTER 2. AUTOMATION TRAINING**

### **SECTION 1. GENERAL**

**200. TRAINING OF CONTRACT PERSONNEL.** Personnel contracted to work as terminal automation specialists in the Operational Support Facilities (OSF) are required to attend the formal training and participate in the on-the-job (OJT) process for their automation specialty as outlined in this order. Only the receiving Operational Support Facilities Manager (OSFM) may waive parts or all of this training for personnel who possess the proper specialty specific experience.

**201–219. RESERVED.**

## SECTION 2. ROLES AND RESPONSIBILITIES

**220. IDENTIFICATION OF TRAINING REQUIREMENTS.** The William J. Hughes Technical Center (WJHTC) Terminal Operational Support Facilities Manager and field OSFs, with the support of the FAA Academy, are responsible for identifying and reviewing job tasks and training requirements. The following steps are required to establish or modify training requirements:

- a. Transmit the training requirements in the form of a training proposal through established channels to the Director of Terminal Program Operations.
- b. The WJHTC Terminal Operational Support Facilities Manager and field OSFs will review the proposal and make appropriate recommendations.

**221. DEVELOPMENT OF TRAINING.**

- a. The Director of Terminal Program Operations must take appropriate action to establish training programs for identified requirements.
- b. All terminal automation specialist training courses must be developed and administered in accordance with agency directives.

**222. TRAINING EVALUATION.** The Director of Terminal Program Operations is responsible for program guidance, operational effectiveness, evaluation of technical training, coursework/curriculum review and validation of new training developed to support the national program. The purpose of the curriculum review is to ensure that the courses meet Terminal Automation Training Program requirements.

**223. NATIONAL SUPPORT.** The Director of Terminal Program Operations obtains support for training. Support includes planning, development, validation, conduct, and administration of the Terminal Automation Training Program.

- a. The Director of Terminal Program Operations provides support for terminal automation training through:
  - 1) FAA headquarters.
  - 2) FAA Academy.
  - 3) Other educational institutions.
  - 4) Individual OSFs provide personnel support for OSF specific Academy training and conduct OJT onsite.
- b. If training support is not available through the sources listed above, the WJHTC Terminal Operational Support Facilities Manager may coordinate to obtain support through:
  - 1) Service area offices.
  - 2) Any school or institution.

**224. OPERATIONAL SUPPORT FACILITIES.** The WJHTC Terminal Operational Support Facilities Manager is responsible for implementation, administration, and evaluation of the Terminal Automation Training Program.

**225. FAA ACADEMY.** The FAA Academy supports the Director of Terminal Program Operations by developing, maintaining, and conducting FAA Academy courses of instruction. The FAA Academy is encouraged to coordinate with the WJHTC Terminal Operational Support Facilities Manager and the OSFs for additional resources to assist with training functions as necessary.

**226. FACILITY TRAINING RESPONSIBILITIES.** All personnel involved in terminal automation specialist training must maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order and applicable training directives.

**a. OSFM.**

- 1) General. Operational Support Facility Managers (OSFM) must ensure that:
  - (a) A training program is established and conducted in accordance with this Order, other applicable training directives, and Instructional Program Guides (IPG).
  - (b) Required training is organized, developed, managed, and conducted using FAA approved methods and procedures.
  - (c) Individuals performing training attend required training courses as soon as possible.
  - (d) Individuals who conduct classroom training or develop lesson plans attend an FAA-approved instructor training course. Briefings conducted by staff personnel do not constitute classroom training.
  - (e) The ATO Terminal Automation Training Record (FAA Form 3000-28) is initiated and maintained for each terminal automation specialist. See appendix 1 of this order for detailed instructions.
  - (f) Resource requirements necessary to conduct the facility training program are submitted to the WJHTC Terminal Operational Support Facilities Manager.
- 2) OJT and Certification Process. OSFMs must:
  - (a) Select and certify on-the-job training instructors (OJTI).
  - (b) Ensure that individuals entering certification training receive adequate facility orientation and are thoroughly briefed on the applicable IPG located in appendixes 2 and 3 of this Order and other associated directives prior to entering training.
  - (c) Ensure that OJT is accomplished in accordance with Chapter 3, Terminal Automation Specialist On-the-Job Training and Certification.
  - (d) Ensure that training records are properly completed and maintained.
  - (e) Ensure that an annual schedule of required proficiency training is maintained and that proficiency training is accomplished.
  - (f) Ensure that an evaluation of the efficiency and effectiveness of the OJT program is conducted and a written report is prepared after completing OJT for one or more Automation Developmentals (AD) in a given year. The report must be sufficiently detailed to provide a basis for improving the facility training program.
  - (g) Ensure that all OJTIs meet the qualification criteria in this order.
  - (h) When possible, ensure that OJTIs have no other duties to perform during face-to-face training sessions. This does not apply when the AD is performing independent work under general supervision of the OJTI.
  - (i) Ensure that OJT is productive and appropriate for the experience level of the AD.
  - (j) Ensure that performance feedback is provided to the AD as soon as possible after each OJT session.

(k) Identify, recommend, coordinate, and schedule additional OJT hours and skill enhancement training, as necessary.

(l) Forward comments and information concerning curriculum or training requirements to the WJHTC Terminal Operational Support Facilities Manager through established channels.

(m) Make the final determination regarding comprehensive certification or suspension of OJT after reviewing the Terminal Automation OJT Record (FAA Form 3000-28, Section 3) and considering training team recommendations.

(n) Address any reported extenuating circumstances that may impede the AD's training progress.

**3) Training Administration. OSFMs must:**

(a) Administer the facility training program.

(b) Ensure that the facility training program is planned, conducted, assessed, and revised on a continuous basis.

(c) Ensure that the training is administered in accordance with this Order and other applicable training directives.

(d) Monitor and assess the performance of OJTIs on a continuous basis.

(e) Ensure that local course materials, visual aids, and automation scenarios are developed and properly labeled.

(f) Plan and direct the training of personnel involved in the OJT/certification process.

(g) Maintain training documentation. Sign the appropriate certification entries in the employee's ATO Terminal Automation Training Record (FAA Form 3000-28), including the Terminal Automation OJT Record (FAA Form 3000-28, Section 3). These signatures certify that the employee has completed specific certification training for an automation specialty.

**b. OJTI.** The OJTI is responsible for assisting the AD in acquiring the knowledge and skills necessary to certify. The OJTI must:

1) Ensure that the OJT process includes preferred methods of teaching through a combination of instruction, demonstration, and practical application. OJT instruction must be based on current Standard Operating Procedures (SOP) and other pertinent documents.

2) Be familiar with the AD's previous training performance before the start of OJT.

3) Document OJT results on the Terminal Automation Specialist OJT Record (FAA Form 3000-28, Section 3). Make one log entry for each OJT shift conducted with the AD.

4) Discuss the AD's performance with the AD as soon as possible after each OJT session.

5) Primarily perform OJT duties during training sessions when possible.

6) Satisfy training objectives as specified in the training plan and applicable Instructional Program Guide (IPG).

7) Keep the OSFM informed of training progress.

**c. AD.** The AD must:

1) Actively participate in training to achieve certification.

- 2) Review, discuss, and make suggestions to enhance the training plan with the OSFM or OJTI.
- 3) Ensure that all aspects of the training plan are understood.
- 4) Review, discuss, and sign applicable FAA Form 3000-28, Section 3.
- 5) Immediately advise the OSFM of any extenuating circumstance(s) that might impede training progress.
- 6) Be physically and mentally prepared to receive OJT, exercise initiative, and study to ensure satisfactory training progress and certification.
- 7) Verify that all OJT times are recorded accurately.
- 8) Be receptive to training performance feedback from OJTIs/OSFM.

**227–229. RESERVED.**

### SECTION 3. TRAINING REQUIREMENTS FOR TERMINAL AUTOMATION SPECIALISTS

#### 230. CERTIFICATION TRAINING.

- a. Each AD must receive certification training as outlined in the IPG contained in the appendixes of this order. Certification training must be consistent with the automation specialty supported by the AD's facility. If certification is not achieved, the OSFM must initiate action in accordance with appropriate agency directives.
- b. Terminal automation specialists coming from another ATO automation specialty are not required to start training at the beginning of the new automation specialty IPG. The specialist must be entered into the appropriate development stage of the training program as determined by the receiving facility OSFM with the training tailored to the specific needs of the incoming AD.
- c. Automation Specialists currently employed at the OSFs during the initial implementation of this order may automatically receive comprehensive certification at the discretion of the OSFM. Such certification must be annotated on Employment Data (FAA Form-3000-28-3a/3b) in accordance with appendix 1 of this Order and inserted into the specialist's ATO Automation Training Record.

#### 231. PROFICIENCY TRAINING (REFRESHER, SUPPLEMENTAL, SKILL ENHANCEMENT).

- a. **Requirement.** Proficiency training is required for certified terminal automation specialists. The purpose of this training is to maintain and upgrade the knowledge and skills necessary to support current and enhanced terminal automation systems.
  - 1) Proficiency training needs will differ from facility to facility and, therefore, should be tailored to meet identified requirements.
  - 2) Proficiency training may include mandatory briefing items distributed by headquarters/service area offices/facilities.
  - 3) All proficiency training must be documented in the employee's Proficiency Training (Refresher, Supplemental, Skill Enhancement) (FAA Form 3000-28-4).
- b. **Refresher Training.** Each facility must establish in writing an annual refresher training program. OSFMs must stress that refresher training is for proficiency improvement, not performance evaluation.
  - 1) This program must include, but is not limited to, training on the following topics.
    - (a) Minimum Safe Altitude Warning/Conflict Alert (MSAW/CA).
    - (b) Updated support tools.
    - (c) Configuration Management procedures and tools.
- c. **Supplemental Training.** Terminal automation personnel must complete supplemental training prior to the utilization of new/revised procedures, regulations, or equipment.
- d. **Skill Enhancement Training for Journeyman Automation Specialists.** This training is administered by the OSFM or designee when it is determined that a need exists to increase the proficiency of an automation specialist.
  - 1) The specialist must be advised in writing of the skill that is targeted for training.

- 2) The OSFM, in collaboration with the specialist, is responsible for developing the training to be administered to the specialist. The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory exercises, classroom instruction, Computer Based Instruction (CBI) lessons, and OJT. The OSFM must determine the most effective method.
- 3) Full Performance Level (FPL) skill enhancement training must be documented in Proficiency Training (Refresher, Supplemental, Skill Enhancement) (FAA Form 3000-28-4).

**232–239. RESERVED.**

## SECTION 4. TRAINING AND PROFICIENCY RECORDS

### 240. POLICY.

- a. The ATO Automation Training Record (FAA Form 3000-28) must be prepared and maintained in an individual binder for each Automation Developmental (AD). The record will be used to document the results and the completion of training requirements for each certification course, OJT, proficiency training, and other agency-approved courses. The guidance contained in appendix 1 must be followed in making entries in the ATO Automation Training Record and is governed by the provisions of the Privacy Act of 1974.
- b. For reporting purposes, the terms “student / trainee / automation developmental / AD” apply to anyone receiving training for the terminal automation specialist journeyman level.
- c. A facility may maintain the ATO Terminal Automation OJT Record (FAA Form 3000-28 Section 3) outside of the specialist’s training binder during OJT to provide easier access for review and update. When Section 3 is kept outside the specialist’s training binder, precautions must be taken to ensure that the provisions of the Privacy Act and other record maintenance requirements are met and that there is no displacement of the records.

### 241. RESPONSIBILITIES.

- a. The OSFM or designee is responsible for initiating and maintaining the employee’s ATO Automation Training Record (FAA Form 3000-28.)
- b. An organization providing a centralized training course must provide the facility with a record of each specialist’s performance and achievement for inclusion in the specialist’s training record (FAA Form 3000-28) after completion of the course.

**242. TERMINAL AUTOMATION OJT RECORDS.** This record, which is a part of the ATO Automation Training Record (FAA Form 3000-28), must be completed for OJT sessions or laboratory simulation exercises. Forms reflecting certifications must contain the signature of the certifying official. Specific instructions regarding completion of OJT records are contained in chapter 3 and appendix 1 of this order.

### 243. DISPOSITION OF RECORDS.

- a. Training documents (for example, Training Plans and FAA Form 3000-28) reflecting automation specialist certifications, and all written and performance-based examinations required by the IPG must be retained during the terminal automation specialist’s employment.
- b. At termination of employment due to a training failure, the complete ATO Terminal Automation Training Record binder must be retained at the facility for a period of one year. After one year, the record must be handled in accordance with Order 1350.15, Records Organization, Transfer, and Destruction Standards.
- c. At involuntary termination of employment, except for training failures, the ATO Terminal Automation Training Record (FAA Form 3000-28) must be forwarded to the Human Resource Management division.

- d.** The Agency may require retention of records beyond the periods specified above under special circumstances (for example, litigation, appeals, etc.). In these cases, OSFs must comply with the guidance provided by these offices.
- e.** At voluntary separation or retirement, all training documents must be offered to the employee before these documents are disposed of by the Agency.

**244–299. RESERVED.**

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## **CHAPTER 3. TERMINAL AUTOMATION SPECIALIST ON-THE-JOB TRAINING AND CERTIFICATION**

### **SECTION 1. GENERAL**

**300. GENERAL.** This chapter establishes requirements and procedures for standardization of instruction and evaluation of the on-the-job-training (OJT) and certification process.

**301. OPERATIONAL SUPPORT FACILITY OJT TRAINING HOURS.** Each Operational Support Facilities (OSF) must establish target OJT hours for OJT subject matter that is not covered in the Instructional Program Guide (IPG) pertaining to each automation specialty within the facility. Cross-sectional national work groups have been used to establish national standard OJT hours for the job tasks outlined in the IPGs.

**302–319. RESERVED.**

## SECTION 2. ON-THE-JOB TRAINING AND CERTIFICATION

### 320. SELECTION, CERTIFICATION, AND EVALUATION OF OJTIs.

- a. The selection of on-the-job-training instructors (OJTI) must be accomplished as follows.
  - 1) To be eligible for selection as an OJTI, a candidate must meet the following minimum qualification criteria.
    - (a) Certified a minimum of six months in the automation specialty involved. Exception: Transferring automation specialists with previous OJTI experience in the same automation specialty. This requirement may be waived at the Operational Support Facility Manager's (OSFM) discretion.
    - (b) Current on automation specialty involved.
    - (c) Recommended by OSFM.
  - 2) The OSFM must consider the following personal attributes when selecting OJTIs.
    - (a) Human relations skills.
    - (b) Communication skills.
    - (c) Motivation and attitude.
    - (d) Objectivity.
    - (e) Credibility.
- b. To be assigned OJTI duties, the selectee must:
  - 1) Successfully complete the approved FAA OJTI course or OJTI Cadre course. Course completion must be documented in Management and Other Training (FAA Form 3000-28-5).
  - 2) Successfully complete OJTI certification. This certification must be performed by the OSFM through personal observation and review of the employee's performance while conducting the first OJT session. Documentation of the certification must be made in the employee's Employment Data (FAA Form 3000-28, Section 1A).
- c. OSFMs must administer OJTI evaluations for OJTIs within 30 days of assignment of OJT duties and at least every 12 months thereafter while they are performing OJTI duties.
- d. The evaluations must be documented in the employee's FAA Form 3000-28-4. If the last evaluation has exceeded 12 months, an evaluation must be conducted within 30 days after resumption of OJTI duties.

### 321. TRAINING TEAMS.

- a. The OSFM must establish a training team. The training team must facilitate the training of the Automation Developmental (AD) by continuously assessing training progress and providing feedback. The specific individuals on this team may change as the AD's training progresses in order to meet individual and/or facility needs. The training team must consist of:
  - 1) The lead OJTI.
  - 2) Other OJTI and specialty certified automation specialists as required.
  - 3) The AD.
  - 4) The OSFM.

**b.** The training team must:

- 1) Develop and review an OJT Training Plan and an ATO Terminal Automation OJT Record and recommend modifications to the OSFM.
- 2) Meet periodically to ensure training plan objectives are met. The training team must determine the frequency of meetings.
- 3) Review the AD's training history before the AD starts OJT.
- 4) Determine what on-the-job familiarization (OJF), if any, should be done prior to the actual start of OJT.
- 5) Ensure continuous and objective assessment of progress during training, including a review of all training documentation and input from all training team members.
- 6) Provide recommendations on the AD's readiness for certification.
- 7) Identify areas requiring improved performance and:
  - (a) Recommend the types of skill enhancement training to be provided, and/or
  - (b) Recommend additional OJT hours.

**c.** The OSFM must act as the training team leader and retain the responsibility to direct the AD's training by modifying the OJT Training Plan after considering the recommendations of the training team. The OSFM must facilitate training team functions and seek support of WJHTC Terminal Operational Support Facilities Manager and staff personnel when necessary.

**d.** The lead OJTI is responsible for providing the majority of the AD's OJT. The OJTI will usually train the AD. The OSFM will ensure training continues using alternative personnel when the lead OJTI is not available.

**e.** OJT performance feedback must be provided to the AD as soon as possible after each OJT session. This discussion should include an overview of the session, an identification of the AD's strengths and weaknesses, and specific recommendations to improve performance.

**322. OJT TRAINING PLAN AND RECORD.**

**a.** The training team must develop and document an OJT Training Plan before beginning OJT. (An example of an OJT Training Plan is shown in figure 3-1.) At a minimum, the OJT Training Plan must include requirements, team responsibilities, target hours, time frames, and individual training needs.

**b.** The training team must develop an ATO Terminal Automation OJT Record using FAA Form 3000-28, Section 3 that will be placed into the AD's OJT Record. This will be used to document the AD's progress during the OJT and certification process. The training team must use the following steps to construct the OJT Training Record.

- 1) Locate an electronic version of attachment 1 of this order that contains the blank forms needed for this record.
- 2) Use the applicable IPG contained in appendix 2 or 3 of this order to complete the appropriate forms necessary for the OJT Record.
- 3) Complete and print ATO Terminal Automation OJT Record (FAA Form 3000-28-3a).
  - (a) Use the applicable IPG to determine which job tasks and functions will be included in the AD's OJT. The AD's automation experience and background should

factor into the training team's decision on which tasks to include in the OJT. Enter these onto the FAA Form 3000-28-3a/3b list.

(b) Add additional local job tasks or functions not specified in the IPG to the list on FAA Form 3000-28-3a/3b.

(c) Enter the OJT hours specified in the IPG for each job task and function included on the list. The locally determined OJT hours for local job tasks and functions should also be included. Note that these hours assume the AD has or will attend the mandatory formal training specified in the IPG in a timely manner.

(d) If the mandatory formal training is not available, multiply the OJT hours by a factor of two for all tasks and functions except for those that are purely administrative in nature such as those used for general office automation work.

- 4) Complete and print FAA Forms 3000-28-3a/3b and 3000-28-3b. Add several pages of this form with the heading properly filled out for daily documentation of OJT Activities.
  - 5) Complete and print FAA Forms 3000-28-3c and 3000-28-3d.
    - (a) A pair of these forms will be completed and printed for each of the tasks and functions previously added to FAA Form 3000-28-3a. Complete header information for these forms as necessary. The subtasks for local job tasks and functions will be locally generated.
    - (b) Using the appropriate IPG as reference, enter all subtasks and their ID numbers (letters) on FAA Form 3000-28-3c.
  - 6) It is recommended that the OJT Training Record that has just been constructed be kept in a binder separate from the AD's other Training Record forms during the OJT process.
  - 7) The OJT Training Record is the sole responsibility of the OJTI and must be secured when not being used to document daily OJT activities.
  - 8) At the AD's Comprehensive Certification and end of the OJT process, FAA Form 3000-28-3a must be moved to the AD's ATO Automation Training Record. All the other OJT Documentation (Forms 3000-28-3b, 3000-28-3c, and 3000-28-3d) must be given to the AD, now Journeyman, to dispose at their discretion.
- c.** Any modifications to the OJT Training Plan or Record must be discussed with the AD and documented as an addendum to the original Training Plan.
- d.** Retention of OJT Training Plans and Records must be in accordance with paragraph 243, Disposition of Records and Reports.

# ATO TERMINAL AUTOMATION OJT TRAINING PLAN

**Automation Developmental: ADAMS, DAVID D**

**Automation Support Facility: North Texas OSF**

OSFM: Duncan, Mike

The purpose of this document is to outline the training objectives for David D. Adams. The members of the training team agree to implement these objectives in a positive and timely manner. The training team will revise this training plan as appropriate.

**Automation Specialty: Common ARTS**

**Target Hours: 1000.0**

**Effective Date: 07/31/2006**

**OJTI: John Smith**

**Secondary OJTI: Harold Jones**

**Objectives:** To provide actual on-the-job training and experience in all the job tasks and processes required for this Automation Specialty as outlined in the Automation Developmental's OJT Training Record. Initially forty(40) hours of OJF will be provided to allow the AD to become comfortable with the work environment prior to the commencement of actual OJT. OJT will then commence with a goal of accomplishing at least six (6) hours of OJT training each day. The first forty hours of OJT will be conducted processing less complex Adaptation. All familiarization and OJT shall be accomplished, to the maximum extent possible, utilizing the OJTIs identified in this plan. In the event these OJTIs are not available, then other specialist designated by the OSFM may conduct training.

On a monthly basis, the training team shall meet to discuss training progress as well as identify any potential problem areas that require resolution and will revise this training plan as appropriate.

_____		_____	
ADAMS, DAVID D	Date	DUNCAN, MIKE	Date
Automation Developmental		OSFM	
_____		_____	
OJTI	Date	OJTI	Date
_____		_____	
Other	Date	Other	Date

**FIGURE 3-1. SAMPLE TRAINING PLAN**

**323. DOCUMENTING TRAINING PROGRESS.**

- a.** The OJTI must use the AD's Terminal Automation OJT Record (FAA Form 3000-28, Section 3) to perform the following.
  - 1) Compare the knowledge and skill levels of an AD to those required for certification.
  - 2) Identify those areas that require improvement to achieve certification.
- b.** Using the AD's Terminal Automation OJT Record (FAA Form 3000-28, Section 3) the OJTI must:
  - 1) Document the hours spent in OJT status each day.
  - 2) Document the initial review date for each subtask listed within the AD's OJT record.
  - 3) Initial and document the date that each individual subtask was observed being performed satisfactorily without guidance from the OJTI.
  - 4) Certify the AD as competent in each listed subtask by initialing and dating the appropriate box.
  - 5) Recommend a certification evaluation by the OSFM for a particular job task or function after the AD has been certified by the OJTI in each subtask required of that job or function.

**324. CERTIFICATION SKILL CHECKS.**

- a. Process.** The AD's OSFM or designee can certify the individual or suspend OJT. The AD's application of the knowledge and skills required for certification must be assessed through a certification skill-check session performing actual automation tasks. This may be supplemented by verbal questioning, simulation, or other methods.
- b. Requirements.** The OSFM or designee must conduct a certification skill check for a particular job task or process after receiving a recommendation from the AD's OJTI. In addition, a certification skill check must be conducted when an AD completes their maximum OJT target hours or additional OJT hours.
- c. Responsibilities.** Certification skill checks must be performed by the AD's OSFM or a designee who is sufficiently skilled in the automation specialty being evaluated. The certification skills check must be accomplished through monitoring of the actual work in progress and/or review of the finished product at the end of that process.
- d. Documentation.** The results of the Certification Skill Check must be documented on the Terminal Automation OJT Record (FAA Form 3000-28, Section 3).
- e. Considerations.** After the certification skill check, the AD's OSFM or designee must consider all of the following.
  - 1) The AD's performance during OJT.
  - 2) The AD's performance demonstrated during the certification skill check session.
  - 3) Input from the AD's OJTI and other training team members.
- f. Outcome.** The AD's OSFM or designee must then take one of the following actions.
  - 1) Job Task/Function Certification. For a certification skill check to result in certification, all applicable job subtasks must be rated as satisfactory. The job task or process certification must be documented in the AD's OJT Training Record.

- 2) Comprehensive Certification Review. If all job tasks and processes have been certified, then the OSFM must make a determination whether the AD is fully competent in all job tasks and functions required for their particular automation specialty. At determination that the AD is competent, the OSFM must sign off the Comprehensive Certification Block on the AD's Terminal Automation OJT Record Job/Tasks and Comprehensive Certification (FAA Form 3000-28-3a) to complete the OJT process for this automation specialty.
- 3) Continuation of OJT. The OSFM may elect to have the AD continue OJT with a Certification Skill Check to follow at a later date.
- 4) Suspension of OJT. OJT may be suspended by the OSFM if the maximum number of OJT hours have been met or exceeded. See paragraph 326 for Training Review Process.

**325. ADDITIONAL OJT HOURS.**

- a. Additional OJT hours may be:
  - 1) Used for those ADs who did not achieve Comprehensive Certification within the target hours but, in the opinion of the training team, can certify within the additional hours.
  - 2) Assigned by the AD's OSFM at completion of target hours. The additional hours must not exceed 25 percent of total target hours.
- b. At the completion of additionally assigned OJT hours, a certification skill check must be conducted.
- c. After the certification skill check, additional OJT hours may be assigned as long as the total additional OJT hours do not exceed 25 percent of the total target hours. If the additional 25 percent of the target hours has been used, the AD's OSFM must take one of the following actions:
  - 1) Comprehensive Certification, or
  - 2) Suspension of OJT.

**326. TRAINING REVIEW PROCESS.**

- a. The purpose of the training review process is to ensure that all opportunities for training success were used while maintaining the integrity of the training program. Training reviews must be conducted when requested by an OSFM or when training has been suspended due to the AD's training performance.
- b. The training review must be conducted by a group consisting of one of each of the following individuals selected by the local OSFM.
  - 1) An OSFM from an alternate automation support facility.
  - 2) An OJTI Certified Terminal Automation Specialist not involved with the AD's training. (If not available on site, the OSFM may request the participation of an OJTI Certified Terminal Automation Specialist from another support facility.
- c. The OSFM and/or training team members may be asked to provide information during the training review, but may not be part of the training review group.
- d. This training review must include an assessment of the AD's training history. Interviews of the training team members and/or other persons may be conducted.

**e.** At the completion of the review, recommendation(s) are forwarded to the OSFM. Recommendations must include one of the following.

- 3)** Continuation of training, which may include:
  - (a) Personnel changes in the training team.
  - (b) Assignment of a new amount of OJT hours.
  - (c) Other actions that may help the individual to certify.
- 4)** Discontinuation of training.

**f.** The OSFM must consider the recommendation(s) resulting from the training review in making a final determination for continuation or discontinuation of training for the AD.

**g.** The results of this training review process must be communicated to the AD as soon as possible, and the training review process may not exceed 30 days from the date of suspension of OJT.

**h.** Exceptions to the training review process may be approved by the WJHTC Terminal Operational Support Facilities Manager without coordination with headquarters.

**327-399. RESERVED.**

## APPENDIX 1. AUTOMATION TRAINING RECORD GUIDE FAA FORM 3000-28

- 1. GENERAL.** This appendix gives instructions for recording employment, training, and certification data entries on ATO Automation Training Record (FAA Form 3000-28).
  - a.** OSFMs must ensure that training record entries conform to the requirements of this appendix. These requirements apply to all training occurring on or after the effective date of this order. The requirements described herein are not retroactive.
  - b.** Training and certifications must be documented in this record. Other data, such as temporary details, currency maintenance, awards, disciplinary actions, collateral duties, participation on committees, copies of training and other certificates, should not be maintained in this record.
  - c.** When completing the form, enter only the required data. Training record entries must be complete and accurate. Some entries may be entered electronically when the form is initially created. The remaining entries must be handwritten in blue or black ink when appropriate. Entries must not be erased or otherwise obliterated. If an entry must be changed, line out the incorrect entry and insert the correct information. Effected employees must initial such changes. The person making the change must initial the new entry.
  - d.** All entries, including the employee's initials and certification signature, must be recorded on FAA Form 3000-28 no later than 90 calendar days following the month in which the training was completed. By initialing or signing, the employee acknowledges that the training recorded has been provided.
  - e.** The certification signature for any classroom training conducted, including briefings, indicates that the entry is correct. Therefore, the certification signature for classroom training entries should be that of the OSFM or his/her designee who has knowledge that the training was conducted.
  - f.** If no entry is made in a block, it must have a diagonal line drawn through it. Portions of a page not intended for future use must also have a diagonal line drawn through them.
  - g.** Each training entry must have a separate signature and/or set of initials as required.

2. **SECTION 1A, EMPLOYMENT DATA.** The entries in this section pertain to specific employment information. See Figure 1, Sample Section 1a, Employment Data.

**Name:** Enter the employee's full payroll name. In the event of a legal name change, because of marriage or other reasons, put a single line through the old name and insert the new name and the date of the entry in this block. Do not obliterate the old name since it may be necessary to refer to this name at a later time. The employee must initial next to the name change. The person making the change must initial the new entry.

**Date EOD with FAA:** Enter the date the employee entered on duty (EOD) with the FAA. Do not use the employee's service computation date. The entry in this block is made only at the employee's first facility of assignment.

**Facility:** As applicable, enter the facility's three-character identifier and type. Add "Auto" if this entry is an automation support facility.

**EOD:** Enter the date the employee was officially assigned to the facility. Use the effective date shown on the official Notification of Personnel Action (SF-50).

**Empl. Init.:** The employee must initial in this block.

Section 1A EMPLOYMENT DATA					
Name: Derrick Melvin McGuire Jr.				Date EOD with FAA: January 15, 2000	
Facility	EOD	Empl. Init.	Facility	EOD	Empl. Init.
WJHTC-Auto	1/15/98	DM			
ZLA ARTCC	2/14/02	DM			
North Texas OSF-Auto	6/6/04	DM			

FIGURE 1. SAMPLE SECTION 1A, EMPLOYMENT DATA



**4. SECTION 2, FORMAL AUTOMATION TRAINING.** Enter information on classes specifically addressing automation subject material taken since beginning automation support work. FAA Academy classes, field conducted FAA training, and out-of-agency contractor or university conducted training is applicable. See Figure 3, Sample Section 2, Formal Automation Training (FAA Academy and Out-of-Agency).

**Name:** Same as Section 1A.

**Date EOD with FAA:** Same as Section 1A.

**Date:** Enter the date the training was completed.

**Course:** Enter the course title and the FAA course number, if applicable, as described on the training certificate, transcript, or other official course document. Refer to the FAA Catalog of Training Courses or the CBI course catalog for this information. Regardless of length, all courses assigned an FAA course number, or courses specified in FAA directives must be recorded in this section.

**Location:** Enter the location where the training was conducted (e.g., FAA Academy, university name, facility, service area office, correspondence course, etc.).

**Hours:** Enter the number of hours indicated in the FAA course catalog. If not contained in the catalog, use the hours in the course description document. Exception: for college/university courses, enter the number of quarter or semester credit-hours attained.

**Empl. Init.:** The employee must initial in this block.

Section 2 FORMAL AUTOMATION TRAINING (FAA Academy and Out-Of-Agency)				
Name: Derrick Melvin McGuire Jr.			Date EOD with FAA: January 15, 2000	
Date Completed	Course	Location	Hours	Empl. Init.
8/4/99	44096 - UNIX for the NAS	FAA Academy	160	DM
5/30/00	Intro to C++ Programming	Olympus Height Community College	3	DM
3/22/01	Multi-Center CTAS Adaptation	WJHTC	80	DM
4/23/03	STARS Adaptation	Raytheon Training, Washington D.C.	128	DM

**FIGURE 3. SAMPLE SECTION 2, FORMAL AUTOMATION TRAINING (FAA ACADEMY AND OUT-OF-AGENCY)**

**5. SECTION 3, ATO TERMINAL AUTOMATION OJT RECORD.** This record is used to document the AD's OJT progress and certification for on the job tasks and processes required of their automation specialty. This record consists of Forms 3A, 3B, 3C, and 3D. Form 3A is kept as a permanent part of the AD's training binder after successful completion of OJT. The remaining forms (3B, 3C, and 3D) are given to the AD for disposal. In the event of a training failure, all forms will be retained in accordance to paragraph 243 of this order. A separate set of these forms is used to document the OJT training and certification for each Automation Specialty for which a specialist might receive training. See Figure 4, Sample Section 3, ATO Terminal Automation OJT Record, Job Tasks and Comprehensive Certification (Form 3A).

**6. FORM 3A — JOB TASKS AND COMPREHENSIVE CERTIFICATION.**

**Name:** Specialist's Name.

**Start of OJT:** The date OJT began for this automation specialty.

**Automation Specialty:** The automation specialty for which OJT is being conducted.

**Job Tasks and Functions:** List the major tasks required to perform this automation specialty. These tasks and functions are outlined in the pertinent IPG appendix of this Training Order. The training team in conjunction with the OSFM may tailor the list of tasks and functions contained in the IPG to fit the unique requirements of their facility. Detailed subtasks for each task and function are broken out on Form 3C.

**Date Certified:** Enter the date the AD was certified to perform this job task or function by the certifying official in his facility—usually the OSFM or his/her designee. This date is derived from the Certification block of Form 3D for each particular job task or function.

**OJT Hours:** Enter the number of hours a particular task should take to master. Note these OJT hours accumulate into a value that is the overall figure used for tracking purposes.

**Total OJT Hours:** The accumulated total of the OJT hours for each job task or function listed. This figure is the maximum number of OJT hours the AD has to be comprehensively certified in their Automation Specialty. The AD OJT hours are only tracked against the total and not against the individual job task/function hours used to get this value.

**Additional OJT Hours:** If an AD uses his maximum OJT hours without comprehensive certification, the OSFM may, after review with the training team, approve additional OJT hours up to 25% of the original maximum.

**Comprehensive Certification:** This block is used by the certifying official to certify that the AD is fully functional. Comprehensive Certification is completed once the AD has been certified in all of the individual job tasks and functions listed on this form.

Section 3 ATO TERMINAL AUTOMATION OJT RECORD JOB TASKS AND COMPREHENSIVE CERTIFICATION (Form 3A)			
Name: Derrick Melvin McGuire Jr.		Start of OJT: 8/15/05	Automation Specialty: Common ARTS
#	Job Tasks and Functions	Date Certified	OJT Hours
A	Process Change Management System (PCMS)		10
B	Visual Slick Edit	8/16/05	20
C	....		30
D	....		10
E	....		20
F	....		30
G	....		10
H	....		20
I	....		30
J	....		10
K	....		20
L	....		30
M	....		10
N	....		20
O	....		30
P	....		10
Q	....		10
R	....		20
S	....		40
T	Complete an MSAW Review		30
<b>Total Target OJT Hours:</b>			420
<b>Additional OJT Hours (up to 25% of total)</b>			
Authorizing Signature: <i>Jane Doe</i>		Date: 8/15/05	
<b>Comprehensive Certification</b>			
I certify that this employee is fully competent in all the job tasks and functions required of this Automation Specialty.			
Signature of Certifier: <i>John Doe</i>		Date: 10/10/05	

FIGURE 4. SAMPLE SECTION 3, ATO TERMINAL AUTOMATION OJT RECORD, JOB TASKS AND COMPREHENSIVE CERTIFICATION (FORM 3A)

7. **FORM 3B — DAILY OJT ACTIVITIES.** See Figure 5, Sample Section 3, ATO Terminal Automation OJT Record, Daily OJT Activities (Form 3B)

**Name:** Enter employee's name.

**Automation Specialty:** Enter automation speciality for which OJT is being conducted.

**Date:** Enter the date OJT was conducted.

**Summary of Activities:** Provide a brief summary of training subjects covered.

**Today's Hours:** Enter hours spent in OJT today.

**Running Total:** Enter total OJT hours to date.

**OJTI/AD Initials:** The OJTI and AD should initial this block to confirm agreement on the hours spent in OJT.

**Note:** OJT activities may include training where the AD is working independently on a specific task as part of their training.

Section 3 ATO TERMINAL AUTOMATION OJT RECORD DAILY OJT ACTIVITIES (Form 3B)					
Name: Derrick Melvin McGuire Jr.				Automation Specialty: Common ARTS	
Daily OJT Record (Page _____ of _____)					
Date	Summary of Activities	Today's Hours	Running Total	OJTI Initials	AD Initials
7/18/05	Reviewed PCMS entries and Slick edit	4.5	4.5	HD	DM
7/19/05	Updated NARS and Adaptation	6.0	10.5	HD	DM

FIGURE 5. SAMPLE SECTION 3, ATO TERMINAL AUTOMATION OJT RECORD, DAILY OJT ACTIVITIES (FORM 3B)

**8. Form 3C — JOB SUBTASK EVALUATIONS.** A copy of Form 3C is created for each major job task or function listed on form 3A. See Figure 6, Sample Form 3C, Job Task Evaluations.

**Name:** Enter employee's name.

**Automation Specialty:** Enter automation speciality for which OJT is being conducted.

**Job Task or Function and Job Task Number:** Both can be derived from Form 3A.

**Job Subtasks:** List identifiable subtasks required in order to complete the job task or function. These subtasks can be derived from the appropriate IPG located in appendixes 3 and 4 of this order.

**Not Applicable:** Enter "X" if this particular job subtask does not apply at this OSF.

**Date of Initial Review:** Enter date and OJTI initials of the first review of this subject.

**Date First Satisfactory Performance was Observed:** Enter date this subtask was first observed to be properly performed.

**Date Fully Capable of Performing Job Subtask:** Enter date the OJTI believes the AD is fully capable of performing this subtask.

**Comment:** Enter "X" if additional written comments have been added to the Form 3D that is paired with this Form 3C.

Section 3 ATO TERMINAL AUTOMATION OJT RECORD JOB SUBTASK EVALUATIONS (Form 3C)							
Name: Derrick Melvin McGuire Jr.				Automation Specialty: Common ARTS			
Job Task or Function: Process Change Management System (PCMS) <input type="checkbox"/> Continued					Job Task Number: 1 of 12		
Performance (All dates must be initiated by OJT or Certifying Official)	#	Job Subtasks	Not Applicable	Date of Initial Review	Date First Satisfactory Performance Observed	Date Fully Capable of Performing Job Subtask	Comment See Form 3c
	1	Enter, Modify, Close NAR	<input type="checkbox"/>	7/18/05 HD			
	2	Enter, Modify, Close PTR	<input type="checkbox"/>	7/14/05 HD			
	3	Checkout Adaptation files	<input type="checkbox"/>	7/13/05 HD	7/19/05 HD		
	4		<input type="checkbox"/>				
	5		<input type="checkbox"/>				
	6		<input type="checkbox"/>				
	7		<input type="checkbox"/>				
	8		<input type="checkbox"/>				
	9		<input type="checkbox"/>				
	10		<input type="checkbox"/>				
	11		<input type="checkbox"/>				
	12		<input type="checkbox"/>				
	13		<input type="checkbox"/>				
	14		<input type="checkbox"/>				
	15		<input type="checkbox"/>				
	16		<input type="checkbox"/>				
	17		<input type="checkbox"/>				
	18		<input type="checkbox"/>				
	19		<input type="checkbox"/>				
	20		<input type="checkbox"/>				

FAA Form 3000-28-3c

Print Form

FIGURE 6. SAMPLE FORM 3C, JOB TASK EVALUATIONS

**9. JOB TASK CERTIFICATION AND COMMENTS (Form 3D)**

A copy of this form is created for each Form 3C.

**Name:** Enter employee's name.

**Automation Specialty:** Enter automation speciality for which OJT is being conducted.

**Job Task or Function and Job Task Number.** Both can be derived from Form 3A

**Comments and Subtask References:** Use this section to elaborate on items from the Form 3C that are paired up with this form.

**OJTI Recommendation:** The OJTI signs this form when he believes the AD is ready to be certified on this job task by the Certifying official.

**Employees Comments:** Employee may make comments and sign after Block F has been signed by OJTI.

**Certification:** This block is signed by the certifying official after the AD has been recommended for certification by the OJTI and the AD has been observed to perform this job task to the satisfaction of the certifying official.

<b>Section 3</b> <b>ATO TERMINAL AUTOMATION OJT RECORD</b> <b>JOB TASK CERTIFICATION AND COMMENTS (Form 3D)</b>		
<b>Name:</b> Derrick Melvin McGuire Jr.	<b>Automation Specialty:</b> Common ARTS	
<b>Job Task or Function:</b> Process Change Management System (PCMS)	<b>Job Task Number:</b> 1 of 12	
<b>COMMENTS:</b> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>		
<b>OJT Recommendation:</b> <input checked="" type="checkbox"/> Certification Evaluation for this Job Task <input type="checkbox"/> Suspension of OJT		
<b>Signature:</b> <u>Henry Duval</u>		<b>Date:</b> <u>9/10/05</u>
<b>Employee's Comments:</b> This record has been discussed with me.		
<b>Signature:</b> <u>Derrick M. McGuire Jr.</u>		<b>Date:</b> <u>9/10/05</u>
<b>Certification:</b> I certify that this employee meets qualification requirements for this job task or function.		
<b>Signature:</b> _____		<b>Date:</b> _____

FAA Form 3000.28-3d



**FIGURE 7. SAMPLE JOB TASK CERTIFICATION & COMMENTS (FORM 3D)**

**10. SECTION 4, PROFICIENCY TRAINING (Refresher, Supplemental, Skill Enhancement).**

Entries in this section must specifically describe the training provided. Refer to Chapter 2, paragraph 231 of this order for the type of training to be entered in this section.

**Name:** Same as Section 1A.

**Date EOD with FAA:** Same as Section 1A.

**Date Completed:** Enter the date the training was completed.

**Major Subject Area:** Specifically describe the training provided. If training is conducted via CBI, add "CBI" to the end of the description.

**Type:** Indicate the type of training by number: 1 = Refresher, 2 = Supplemental, 3 = Skill Enhancement.

**Hours:** Enter the number of actual training hours.

**Certification Signature:** The certifying official must sign or use a signature stamp in this block.

**Empl. Init.:** The employee must initial in this block.



**11. SECTION 5, MANAGEMENT AND OTHER TRAINING.** All management and other agency-approved training not previously listed must be entered in this section. This includes, but is not limited to other technical training, correspondence, college, out-of-agency, and instructor training courses. Only training that was completed during employment with FAA as an Automation Specialist must be recorded in this section. See Figure 9, Sample Section 5, Management and Other Training.

**Name:** Same as Section 1A.

**Date EOD with FAA:** Same as Section 1A.

**Date:** Enter the date the training was completed.

**Course:** Enter the course title and the FAA course number, if applicable, as described on the training certificate, transcript, or other official course document. Refer to the FAA Catalog of Training Courses or the CBI course catalog for this information. Regardless of length, all courses assigned an FAA course number, or courses specified in FAA directives must be recorded in this section.

**Location:** Enter the location where the training was conducted (e.g., FAA Academy, university name, facility, service area office, correspondence course, etc.).

**Hours:** Enter the number of hours indicated in the FAA course catalog. If not contained in the catalog, use the hours in the course description document. Exception: For college/university courses, enter the number of quarter or semester credit-hours attained.

**Empl. Init.:** The employee must initial in this block.

Section 5 MANAGEMENT AND OTHER TRAINING				
Name: Derrick Melvin McGuire Jr.				Date EOD with FAA: January 15, 2000
Date Completed	Course	Location	Hours	Empl. Init.
9/9/01	Fundamentals of Supervision	Correspondence	40	DM
3/6/02	43059 Traffic Management for Controllers	FAA Academy	72	DM
4/4/04	01210 Leadership Development	FAA Management School	40	DM

FIGURE 9. SAMPLE SECTION 5, MANAGEMENT AND OTHER TRAINING

**12. SECTION 6, PREVIOUS FAA TRAINING RECORDS.** All training records covering the employee prior to becoming an Terminal Automation Specialist must be placed in this section in their original order for future reference. An example of such records is the 3120.1, the Air Traffic Training and Proficiency Record used for Air Traffic Controllers (2152).



## **APPENDIX 2. COMMON ARTS INSTRUCTIONAL PROGRAM GUIDE (IPG)**

### **SECTION 1. INTRODUCTION**

This IPG includes information about the following two development phases used to train newly selected ATO Terminal Automation Specialists in the specialty of Common ARTS Automation. Phase I consists of formal off the shelf training courses available from FAA Academy and other educational vendors and Phase II consists of OJT which covers all subject matter needed for the job in a one-on-one training methodology.

#### **Phase Ia. FAA Academy Training Courses:**

- A. 42062 - Required**
- B. 40423 - Required**
- C. 40418 - Recommended**
- D. 42054 - Recommended**
- E. 88440 - Recommended**
- F. 42058 - Recommended**
- G. 42052 - Recommended**
- H. 42055 - Recommended**
- I. 53004 - Recommended**
- J. 50043 - Recommended (for non-AT background)**
- K. 40617 - Beneficial**
- L. 48368 - Beneficial**

**Phase Ib. Non-FAA Academy Training Courses: None**

**Phase II. Common ARTS Automation OJT**

**SECTION 2. PHASE Ia: FAA ACADEMY TRAINING**

- A. 42062 – Common ARTS Software for OSF Personnel (160 Hrs)
- B. 40423 – UNIX (112 Hrs)
- C. 40418 - Fundamentals of Internetworking (160 Hrs)
- D. 42054 – ARTS IIIIE NAS/NOM (80 Hrs)
- E. 88440 – A+ Certification
- F. 42058 – Modern Radar Concepts (200 Hrs)
- G. 42052 – ARTS IIIIE Hardware Maintenance (LRU) (160 Hrs)
- H. 42055 – ARTS IIIIE Software Maintenance for System Programming Specialists (160 Hrs)
- I. 53004 – Common ARTS for AT Support Specialist (64 Hrs)
- J. 50043 – Air Traffic Basics (200 Hrs)
- K. 40617 – ARTS Color Display Complete (ACD, RGW, SONY DDM) (80 Hrs)
- L. 48368 – Common ARTS Mosaic (32 Hrs)

## **SECTION 2A. Common ARTS Software for OSF Personnel (Course 42062)**

**GENERAL:** This course provides training for OSF personnel on Common ARTS (a6.05) system software. The course is 80 hours lecture and 80 hours laboratory. Lecture subjects include an overview of the ARTS IIE/IIIE hardware initialization and operation, modification and distribution of the ARTS IIE/IIIE software, details of computer software configuration items (CSCIs), and site adaptation concepts. Laboratory exercises use actual system equipment and include system operation, network concepts, CSCI operating software and building a site adaptation file. Laboratory exercises also include troubleshooting software items.

**PREREQUISITE:** Selected to conduct Common ARTS Adaptation.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans originally developed by the FAA Academy. These lesson plans are updated as necessary by selected ATO terminal automation personnel prior to each use.

**CLASSROOM/  
LABORATORY TRAINING:** Selected terminal automation personnel are temporarily assigned to the Academy to conduct the actual classroom and laboratory training. Academy personnel coordinate the classroom and laboratory resources necessary to conduct this training. This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides that have been updated as required by selected terminal automation personnel.

## SECTION 2B. UNIX (Course 40423)

**GENERAL:** This course provides training for technicians, engineers, System Programming Specialists, NAS managers, and computer operators on the UNIX operating system used on various PCs. The course is 56 hours Academy lecture and 56 hours Academy laboratory. Lecture subjects include UNIX concepts, processing utilities, power user utilities, shell programming, user admin utilities, and dialects. Laboratory subjects include using basic UNIX commands, using network utilities, exploring advanced command functionality, using complex regular expressions, and identifying important syntax for dialects.

**PREREQUISITE:** None.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2C. Fundamentals of Internetworking (Course 40418)**

**GENERAL:** This course provides training for technicians, engineers, System Performance Specialists, and ATSSs on networking using PCs in a local area network (LAN). The course is 80 hours Academy lecture and 80 hours Academy laboratory. Lectures include network terminology; LAN/WAN topology, components and architecture; network protocols and standards; IP address classes and subnets; and Windows NT server, workstation, configuration and management. Lab includes capture/analyze ethernet management traffic; isolate, decode/analyze, TCP/IP, UDP, RUP, ARP headers; troubleshoot connectivity problems; examine/configure a basic router; troubleshoot network connectivity w/protocol analyzer and the domain reflectometer. Proficiency with Windows is required.

**PREREQUISITE:** None.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## SECTION 2D. ARTS IIIE NAS/NOM (Course 42054)

**GENERAL:** This course provides training for NAS Area Specialists and Operations Managers on the ARTS IIIE system. The course is 40 hours Academy lecture and 40 hours Academy laboratory. Lecture subjects include system hardware overview, system initialization, system operations, performance monitoring, and diagnostic outputs. Laboratory subjects include performing analysis of various monitoring activities, operational printouts, and diagnostic outputs for system status and capabilities.

**PREREQUISITE:** None.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## SECTION 2E. A+ Certification (Course 88440)

**GENERAL:** This exam is a CompTIA-sponsored testing program that certifies the competency of entry-level (6-months experience) computer service technicians. This exam contains situational, traditional, and identification types of questions. Twenty to thirty questions will be presented. All questions are multiple choice with only one correct answer for each question. The test covers a broad range of hardware and software technologies, but is not bound to any vendor-specific products. A+ certification signifies the individual possesses the knowledge and skills essential for successful entry-level computer service technicians, as defined by experts from companies across the industry.

**PREREQUISITE:** None.

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## SECTION 2F. Modern Radar Concepts (Course 42058)

**GENERAL:** This course provides basic radar concepts training for technicians placed in a radar discipline. The course is 70 hours Academy lecture and 130 hours Academy laboratory. Subjects include basic radar system, transmission lines, waveguide components, antenna systems, radar performance, synchronization and testing methods, high-voltage transmitters, solid-state transmitter (chirp), radar receivers, MTI, MTD (pulse compression), interfacing types and methods, display systems, and basic beacon systems. Note: student should bring and be proficient in using a scientific calculator (TI-35x or equivalent) and be proficient in basic algebra and trigonometry. Knowledge of basic electronics theory and devices expected.

**PREREQUISITE:** None.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2G. ARTS IIIE Hardware Maintenance (Course 42052)**

**GENERAL:** This course provides hardware maintenance and limited software maintenance training for technicians on ARTS IIIE system, a6.05 version. The course is 80 hours Academy lecture and 80 hours Academy laboratory. Lecture subjects include system introduction, TP theory of operation, CP theory of operation, SMC theory of operation, chassis mechanical description, computer software configuration item descriptions, local area network (LAN), and VME bus. Laboratory subjects include system initialization and CSCI operation; TP, CP, DP, and SMC subsystem maintenance, and chassis repair; CDR editor, software downloader, troubleshooting, and performance using actual equipment

**PREREQUISITE:** 42058 - Modern Radar Concepts  
88440 - A+ Certification.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2H. ARTS IIIE Software Maintenance for SPSs (Course 42055)**

**GENERAL:** This course provides training for System Performance Specialists (SPS) and AUS on ARTS IIIE, a6.05 version. The course is 80 hours Academy lecture and 80 hours Academy laboratory. Lecture subjects include system operation, network concepts, CSCI, operating software, SSIS, and SMCS. Laboratory subjects include troubleshooting software items and network message analysis.

**PREREQUISITE:** 42052 - ARTS IIIE Hardware Maintenance (LRU).

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2I. Common ARTS for Air Traffic Support Specialists (Course 53004)**

**GENERAL:** This course is designed for air traffic terminal support specialists at automated radar approach control facilities that are or will be utilizing the ARTS IIE or ARTS IIIIE Common ARTS. It provides the necessary skills, knowledge, and abilities, through classroom lecture and practical laboratory exercises required to perform the air traffic functions associated with the Common ARTS support specialists tasks.

**PREREQUISITE:** Selected for ATO Air Traffic Automation Adaptation Specialist.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides

## SECTION 2J. Air Traffic Basics (Course 50043)

**GENERAL:** The Air Traffic Basics course is designed for newly hired Air Traffic Control Specialists hired either competitively or through the cooperative education program. The course covers basic subjects that are prerequisite to option-specific skill training. The primary methods of instruction are lecture supplemented by embedded questions and discussion points, video segments, animation, two- and three-dimensional graphics, student handouts, and individual and group exercises.

**PREREQUISITE:** Selected for ATO Air Traffic Automation Adaptation Specialist.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2K. ARTS Color Display Complete (Course 40617)**

**GENERAL:** This course provides training for technicians on the ARTS Color Display Monitor (ACD, RGW, and Sony DDM). The course is 40 hours Academy lecture and 40 hours Academy laboratory. Lecture subjects include VME, PCI, and SCSI buses; Motorola 2700 single board computer; interface modules, converters, and adapters; controllers; digital i/o card; peripheral devices; Sony DDM components; and system troubleshooting. Laboratory subjects include installation/operation of application software; setup of configuration and environment values; installation of firmware; Sony DDM alignment; RGW monitor graphical user interface operation; M-10 Sony remote controller operation, CA-100 color analyzer, convergence gauge and AS-1.

**PREREQUISITE:** 42052 - ARTS IIIIE hardware maintenance (LRU).

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2L. Common ARTS Mosaic (Course 48368)**

**GENERAL:** This course provides training on mosaic mode operation of the ARTS IIIIE system. The course is 12 hours lecture and 20 hours laboratory. Lecture subjects include mosaic concepts, ACD and SMC operation, performance monitoring, cqars concepts, and scap concepts. Laboratory subjects include operation of the ACD and SMC, LIN mosaic mode, performance monitoring, cqars analysis, and scap operation

**PREREQUISITE:** 42052 - ARTS IIIIE hardware maintenance (LRU)  
40617 – ARTS Color Display Complete.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered utilizing FAA Academy prepared instructional materials and laboratory guides.

## SECTION 3. PHASE II: ON THE JOB TRAINING (OJT) AND CERTIFICATION

**GENERAL:** The purpose of this phase is to provide the AD with local facility orientation and site-specific training. Lessons shall include all applicable directives and procedures. This OJT supplements and reinforces Course 42062 training and prepares the AD to perform adaptation on Common ARTS.

The job tasks and functions outlined on the following pages form the nucleus of the OJT training for the AD, and as such, may be tailored with modifications, additions, and deletions as necessary to cover all unique aspects of the automation job within a specific OSF. Applicable job tasks and functions along with their associated subtasks should be annotated to the AD's Automation Training Record Section 3 (Form 3000-28) as directed by appendix 1 of this order. This Record will then be used to track the AD's OJT progress up to and through the Certification for this Automation Specialty.

The job tasks, functions, and subsequent subtasks contained in this IPG form an outline of the subject matter to be covered in the AD's OJT. The specific methodology needed to accomplish this training will be determined by the OSF's training team.

**PREREQUISITE:** The AD may begin OJT prior to attending Course 42062, Common ARTS Software for OSF Personnel and the other mandatory training outlined in Section 1 of this Appendix. The majority of time spent in OJT should follow the AD's attendance in Course 42062. In the event the AD is unable to attend Course 42062, OJT hours must be increased in the manner specified in paragraph 322b(3)(d) of this order.

**LOCATION:** Field OSF.

**TRAINING LENGTH:** This will vary depending on which job tasks and functions the AD's Training team includes as part of the AD's OJT program. The training length will be determined by adding the number of OJT hours listed on the following pages for each job task or function and modifying this total as necessary to take into account any modifications, additions, or deletions the Training team may make to the contents of this IPG for their training program.

**ADMINISTRATION:** This training is conducted using standard equipment currently being used to perform the job. This may include networked PC equipment in addition to non operational parts of the ARTS equipment.

### SECTION 3. PHASE II: OJT JOB TASKS AND FUNCTIONS

#	Job Tasks and Functions (Common ARTS)	Estimated OJT Hours
A	PC – Microsoft Office Products including Windows and Internet Explorer	20
B	Lotus Notes (e-mail) / CRU-X / LDR	20
C	WinZIP / FTP Programs	20
D	TSERV – Travel Manager – Fed Trips	10
E	Customer Support Database (CSD) / Site Status Board Updates	10
F	Visual Slick Editor	40
G	Common ARTS Operator Functions	80
H	Process Change Management System (PCMS)	40
I	Complete the NAR Process	40
J	EPF Database (PTR handling process)	20
K	MSAW/CA Validation Tool	20
L	Visual Series Program	40
M	PCARTS / EZ PCARTS Utility Program	80
N	Site Adaptation (SA) Editor / Adaptation	320
O	Continuous Data Recording (CDR) Editor – Data Reduction and Analysis	40
P	ACES Viewer	10
Q	Interfacility NAS FP Data Processing	20
R	Scenario Development – PC ARTS	60
S	Common ARTS Site Delivery Process	80
	Local or new Job Tasks deemed necessary by the OSFM	

## SECTION 3A. PC – Microsoft Office Products including Windows and Internet Explorer (20 OJT Hours)

**GENERAL:** A basic knowledge of the Microsoft Windows Operating System, Microsoft Internet Explorer and various Microsoft Office products (Word, Excel, PowerPoint, Access) is necessary to efficiently perform the duties of an automation specialist.

#	Job Subtasks	Description
1	Demonstrates proficiency in Microsoft Office programs	Using the menus available in a Microsoft Office products: open, save, copy, paste, edit, and close a file.
2	Demonstrates proficiency in Internet Explorer	Navigate internet and intranet sites.
3	Demonstrates proficiency in Windows Explorer	Find, copy, move files, map/disconnect network drives, etc.

## SECTION 3B. Lotus Notes (e-mail) / CRU-X for LDR (20 OJT Hours)

**GENERAL:** This particular section of OJT training covers general administrative tools used by Automation personnel on a daily basis. Lotus Notes is the e-mail tool used by the automation specialist for most written communications both within and outside the FAA. There are both PC Client and web-based versions of this tool that a specialist needs to know how to use. CRU-X is the Labor Distribution Reporting (LDR) tool used by the automation specialist to account for their hours. A specialist needs to be able to enter their time into the CRU-X client program for subsequent approval by supervisor for payroll purposes.

#	Job Subtasks	Description
1	Login to Lotus Notes from PC client	Login to user's Lotus Notes account using the PC client interface.
2	Display contents of mailbox folders	Display the contents of the inbox, sent, and trash mailbox folder.
3	View individual folder messages	View messages listed for the various mailbox folders.
4	Sending messages	Compose and send new messages. Also send messages by forwarding and replying to received messages.
5	Delete unwanted messages	Delete or send unwanted messages to the trash can and empty the trash can.
6	Create custom folders	Create unique folders to be used to store messages outside the primary inbox folder.
7	Modify contact list	Add, modify and delete contacts. Create and modify mailing lists.
8	Archive messages	Setup and archive messages
9	Access Lotus Notes from the internet interface	Perform the previously described subtasks from the internet interface for Lotus Notes.
10	Login to CRU-X system	Login into system and maneuver to data entry screen for logging hours.
11	Enter hours worked for pay period	Enter hours properly for work and non-work such as Annual leave.
12	Send pay period information to T&A clerk	After accounting for the 80 hour pay period, cause the Cru-X system to send the pay record to the T&A Clerk.

## SECTION 3C. WinZIP / FTP Programs (20 OJT Hours)

**GENERAL:** WinZIP is a PC based program used to compress and decompress files. FTP is a file transfer protocol used to efficiently transfer files between computers.

#	Job Subtasks	Description
1	Install WinZIP on PC	Using standard Windows installation procedures install WinZIP on a PC.
2	Zip a file	Using WinZIP menus (and/or Windows right click menus, if installed) zip a file or files.
3	Unzip a file	Using WinZIP menus (and/or Windows right click menus, if installed) unzip a file and specify the destination of the unzipped files.
4	Create a self-extracting file	Using WinZIP menus (and/or Windows right click menus if installed) create a self-extracting file and specify the unzip destination.
5	Install WS_FTP Pro on PC	Using standard Windows installation procedures install WS_FTP Pro on a PC.
6	Configure an FTP site in WS_FTP Pro	Using WS_FTP Pro menu options configure access to an FTP site.
7	Upload/download a file	Using WS_FTP Pro menu options upload/download a file.
8	Configure an FTP site in Visual Slick Editor	Using Visual Slick Editor menu options configure access to an FTP site.
9	Upload/download a file	Using Visual Slick Editor menu options upload/download a file.
10	Access an FTP site using Internet Explorer	Log on to an FTP site. Reference the Internet Explorer Help menu if necessary.
11	Upload/download a file	Upload/download a file to the site logged on to in the previous task.

## SECTION 3D. Travel Management (10 OJT Hours)

**GENERAL:** The FAA intranet is mandated to produce both travel authorizations and vouchers.

#	Job Subtasks	Description
1	Create a trip itinerary	Make necessary travel arrangements.
2	Create travel authorization	Enter all travel data.
3	Create travel voucher	Go through the multiple stages to enter travel data such as actual trip dates and expense information.

## SECTION 3E. Customer Support Database (10 OJT Hours)

**GENERAL:** The Customer Support Database (CSD) is a web based method used to track and monitor field support trouble calls. The CSD also contains the Site Status Board, which is where pertinent information about each facility is maintained.

#	Job Subtasks	Description
1	Navigate main menu	Select correct user option.
2	Review field logs	Search for trouble calls.
3	Enter a new trouble call	Make a problem and/or resolution entry and update an existing trouble call.
4	Review/update Site Status Board	Update site specific build information such as annual MSAW review date, chart delivery date, assigned specialist, etc.
5	Update user preferences	Update password, change settings, etc.
6	Obtain help if needed	Use the provided CSD tutorial and help.

## SECTION 3F. Visual Slick Edit (40 OJT Hours)

**GENERAL:** Visual Slick Edit is an advanced code/text editor. Graphical project tools help developers organize, analyze and manage code. The DIFFzilla™ differencing system provides side-by-side file and directory difference editing.

#	Job Subtasks	Description
1	Perform File functions	Create, Open, Close, Save files.
2	Perform Edit functions	Cut, Copy, Paste.
3	Use Search functions	Find, Replace.
4	Exercise View functions	Characters, Line Numbers.
5	Use Document dropdown	Format.
6	Use Tools dropdown	Configure, Sort, Merge, File Difference, Spell Check.
7	Configure window	Tile, Font, Split.

## SECTION 3G. Common ARTS (Operator Functions) (80 OJT Hours)

**GENERAL:** This task covers those functions necessary for the general operations of the Common ARTS computer systems.

#	Job Subtasks	Description
1	Initialize the ARTS	Perform a cold start, warm start, and re-initialize single components of the ARTS.
2	Re-configure the ARTS	Place chassis online/offline. Bring the ARTS online from backup. For ARTS IIIIE, move a chassis from the maintenance to the operational network.
3	Telnet	Telnet into a chassis.
4	Perform a manual reset	Manually reset the various ARTS chassis.
5	Re-build a Power PC chassis	Manually rebuild an ARTS PPC chassis using the Power PC Boot CD.
6	Re-build an ARTS IIE AGW PC	Manually rebuild an ARTS IIE AGW PC using the AGW Linux Boot CD.
7	Perform CDR functions	Check CDR Status and re-configure CDR.
8	Check Suicide Notes	Review Suicide Notes along with the extended suicide note data.
9	Check the software revision	Determine the operational revision of all chassis.
10	Download a new Build/Adaptation to the ARTS	Download to SP, CP, TP, SMC, ACD, R-ACD, RGW, AGW, FDADs, DBRITEs, Flight Data PC, SMC-PC, etc as necessary.
11	Download power PC files	Download Power PC files to appropriate chassis.
12	Download maintvcd file	Download maintvcd file to appropriate chassis.
13	Use ARTS program groups	Use the various programs, not already covered, available through the ARTS groups (Tools, Function Config, Reports, etc.).

## SECTION 3H. Process Change Management System (PCMS) (40 OJT Hours)

**GENERAL:** PCMS is a PC based networked system used for software build and adaptation configuration management including the tracking of National Automation Requests (NARs) and site deliveries via System Support Modifications (SSM). The OSF Terminal automation specialist must have an understanding of how this system works in order to properly update the adaptation for Common ARTS automation systems.

#	Job Subtasks	Description
1	Log In	Execute the PCMS client and log in successfully.
2	Navigate the Design Part Structure	Use the various tool bars and menu sets available to perform PCMS related functions.
3	Perform functions on items	Check in, check out, get, update, and action an item. This should include how to action an item to a state other than the next logical one.
4	Perform functions on Change Documents	Create a new Change Document, action it to its various states, edit attributes, browse, and add action description.
5	Relating change documents	Relate Change Documents to either items or to other Change Documents (NAR to Site SSM).
6	Create Baselines and Releases	Create the Baselines and Releases and explain the purposes of them.
7	Use the Find feature	Use the Find feature to navigate directly to a site, Baseline, Release, Change Document, and Item.
8	Action Common ARTS SSM	Action Common ARTS SSM through lifecycles.
9	Priming a site	Prime a Site SSM from a Common ARTS SSM.
10	Create a Common ARTS Release	Download the Release to the local server; download the related tools.
11	Create a SOP PCP	Create a Process Change Proposal to the SOP.

## SECTION 3I. Complete the NAR Process (40 OJT Hours)

**GENERAL:** The NAR is a configuration management tool that provides the OSF with a process to track and manage automation requests. The NAR provides for traceability of all changes to the site's adaptation.

#	Job Subtasks	Description
1	Access and interpret Order 6000.52	Be familiar with the structure and the content of the order.
2	Review incoming NAR	Determine appropriate course of action.
3	Action the NAR through each PCMS Lifecycle State	Action the NAR and be familiar with each state of the NAR lifecycle.
4	Enter the NAR	Enter a NAR using the NAR website and using PCMS.

## SECTION 3J. EPF Database (PTR Handling Process) (20 OJT Hours)

**GENERAL:** The Electronic Project Folder (EPF) Database is a database for generating, storing, tracking, and maintaining Program Technical Reports (PTR) and Project folders.

#	Job Subtasks	Description
1	Logon to EPF through Citrix	Logon to EPF using appropriate passwords.
2	Review existing Case Files/PTRs	Using the dropdown file menu, open a folder and view a PTR or casefile.
3	Print a PTR	Open in .rtf format and save to a local drive.
4	Submit a new PTR	Submit a PTR.

## SECTION 3K. MSAW/CA Validation Tool (20 OJT Hours)

**GENERAL:** The Minimum Safe Altitude Warning/Conflict Alert (MSAW/CA) Validation Tool is a PC based program. The program's primary function is to evaluate the adaptation against requirements of the MSAW/CA Standards and Guidelines and document discrepancies. The program will highlight questionable parameters and provide a link to the paragraph defining the requirements for the parameter.

The MSAW/CA Validation Tool also has two other functions. It will show you a list of all current tables and their values. It will also give you a list of the definitions for all defined geographic areas.

#	Job Subtasks	Description
1	Run MSAW/CA Validation Tool.	Verify correct version of the Validation Tool.
2	Select DTED Terrain Report and the MSAW/CA Validation Report	Click the DTED Terrain Report check box then click the MSAW/CA Validation Report button. (Leave the HTML check box checked.)
3	Load adaptation file and select appropriate avn.txt and obs.txt	Load these files from your appropriate adaptation folder.
4	Review all files that are automatically displayed	Resolve all warnings and discrepancies.
5	If adaptation is changed to resolve new warnings or discrepancies, submit a NAR for MSAW/CA review	Action the NAR to MSAW/CA Review status.

## SECTION 3L. Visual CARTS (GTM) (40 OJT Hours)

**GENERAL:** The Visual CARTS (GTM) program provides a presentation of the system plane and adaptation for terminal radar approach control facilities. The program reads and displays the binary adaptation that runs on the system. A split panel at the bottom of the window provides a side or profile view of Type II areas. A three dimensional view of Type II areas and selected maps, obstructions, approaches, runways, etc., may be activated from the view pull down menu.

This tool is used to develop and verify MSAW/CA adaptation. Use of this program is dependant on a working knowledge of Order JT 6190.20, Standards and Guidelines to Define and Adapt Values for Minimum Safe Altitude Warning (MSAW) and Conflict Alert (CA) Site Variables.

#	Job Subtasks	Description
1	Obtain all appropriate files	Adaptation binary, DTED, AVN, CDR, and obstruction files.
2	Open site adaptation file(s)	Open the appropriate Visual GTM program based on adaptation version.
3	Perform MSAW/CA functions	GTM update; MSAW/CA review; troubleshooting MSAW/CA problems.
4	Analyze data	Use CDR data to troubleshoot radar and adaptation issues.
5	Graphically display adaptation and other support data	Show how various data can be displayed and give examples of the use of each.

## SECTION 3M. PCARTS / EZ PCARTS Utility Program (80 OJT Hrs)

**GENERAL:** PCARTS is a PC based program that emulates ARTS and can be used for testing of certain functionalities. EZ PCARTS is a utility program that is used to start the PCARTS program and provide for a way to select displays to be initialized.

#	Job Subtasks	Description
1	Install PCARTS	Install/uninstall PCARTS.
2	Execute the PCARTS program	Start PCARTS, set the required display settings, start XTEST, and terminate the program.
3	Emulate Keyboard Functions	Emulate ARTS keyboard function entries using the PC keyboard.
4	Use the EZ-PCARTS Utility	Execute PCARTS using the EZ-PCARTS utility.
5	Enter System Monitor commands	Demonstrates various entries such as re-initializing a display.
6	Use the Desktop Toolbar	Check build and adaptation information, current state, etc.
7	Execute/terminate a scenario	Execute a scenario from D0 or floppy disk drive and terminate the scenario.
8	Use video maps with PCARTS	Display video maps.

## SECTION 3N. Site Adaptation (SA) Editor/Adaptation (320 OJT Hrs)

**GENERAL:** SA Editor is a PC based program used to compile the site adaptation text file. SA Editor allows the specialist to enter, modify, verify, and save site adaptation parameters and files. SA Editor is released with each new software revision. OSF automation specialists must be thoroughly proficient in all uses of the SA Editor.

#	Job Subtasks	Description
1	Start the SA editor	Select the correct version of the SA Editor.
2	Open the adaptation text file	Select the correct text file.
3	Adapt tables	Adapt all appropriate tables for the facility and update file comments.
4	Import General Terrain Map	Select the current GTM.
5	Validate the adaptation	Ensure the validation completes successfully or take appropriate actions to correct any errors.
6	Generate the binaries	Create the system files.
7	Save the text file	Save the file to format the text file.

## SECTION 30. Continuous Data Recording (CDR) Editor – Data Reduction and Analysis (40 OJT Hours)

**GENERAL:** The standalone CDR Editor provides the user with formatted output of previously recorded CDR data.

#	Job Subtasks	Description
1	Start the Editor	Start the editor from the ARTS Bin Directory or from the standalone program provided.
2	Select CDR File	Using the Input tab on the editor, select the CDR files to be edited.
3	Select CDR Classes	Using the Classes tab on the editor, select the data classes to be extracted.
4	Select Filters	Using the Filters tab on the editor, select the filters required to obtain the desired output.
5	Select Output Directory	Using the Output tab on the editor, select the destination for the output files.
6	Select Control Tab	Verify the correct parameters have been set. After starting the editing process, use the Control tab on the editor to view the progress of the edit.
7	View edited output	Using a text editor or other program capable of viewing a text file, open the CDR output file generated in the previous tasks.
8	Interpret edited output	Interpret various edited outputs per appropriate appendix in CSOM/SUM.

## SECTION 3P. ACES Viewer (10 OJT Hours)

**GENERAL:** The ACES Viewer is a PC based program designed to display, browse, and calculate all information that has been adapted by the Host (ARTCC). This program can be particularly helpful in determining fix pair configuration(s) between the ARTCC and a terminal facility.

Training in the use of ACES Viewer should be conducted where resources and expertise is available.

#	Job Subtasks	Description
1	Locate appropriate database	Use NASE or other appropriate method to obtain file.
2	Open ACES Viewer program	Click on program icon and select the desired database.
3	View site specific data	Retrieve the specific database information.

## SECTION 3Q. Interfacility NAS Flight Plan Data Processing (20 OJT Hours)

**GENERAL:** Interfacility NAS Flight Plan Data Processing includes flight plan data, track data, and test data received by and transmitted from the terminal automation system. It also includes response messages, discarded messages, and retransmissions of specific messages.

Interfacility processing, message types, and responses can be found in the Common ARTS document NAS MD 640, Interfacility Data Transfer and Traffic Management System.

#	Job Subtasks	Description
1	Flight Plan processing	Identify and describe the four types of IF flight plans and their respective fields. Explain the fixed pair methodology. Determine flight plan status and its relevance. Describe the use of ECID and TCID.
2	Interfacility handoff process	Explain what messages are exchanged between facilities in a handoff string. Explain potential causes for errors in the string. PARs, PDRs and PDARs
3	ARSA FP processing	Interfacility requirements for ARSA handoffs.
4	Host/Non Host Center DART	Be familiar with the Host Center DART (data reduction and analyses tool) as a way to capture and analyze interfacility message exchanges.
5	CENRAP (ARTS IIE)	Capabilities and limitations of CENRAP.
6	Interfacility error messages	Fault analyses.

## SECTION 3R. Scenario Development/PCARTS (60 OJT Hours)

**GENERAL:** Various Common ARTS functionality can be tested by developing scenarios. Scenario data consists of keyboard entries (target initiate, flight data initiate, assigned code change, etc.) plus indication of the entering controller position and the desired execution time.

#	Job Subtasks	Description
1	Determine the purpose of the scenario	Determine what functionality you want to test.
2	Name scenario	Use the proper naming convention.
3	Write scenario	Use the proper scenario format.
4	Initiate scenario	Activate the scenario from the computer's hard drive or from a diskette.
5	Terminate scenario	Turn off the scenario.
6	Make adjustments to scenario	Make adjustments to scenario time, aircraft performance, etc.
7	Run scenario in ETG test mode	Enable/disable Target Generator.
8	Run scenario in training mode	Enable/disable Training status of a display.

## SECTION 3S. Common ARTS Site Delivery Process (80 OJT Hours)

**GENERAL:** The Common ARTS Site Delivery Process is defined in detail in the Common ARTS Standard Operating Procedures (SOP). It describes the required steps for completing a Chart Date, Interim, or Non Delivery to a facility. The deliveries may be adaptation changes only or adaptation changes in conjunction with a new Common ARTS Release.

#	Job Subtasks	Description
1	Determine delivery requirements	Review the PCMS site folder to determine what type of delivery will be required. Adaptation and/or new Common ARTS Release, Chart Date, Interim, or Non Delivery.
2	Obtain the required files	“Check out” the [site_id].exe item and “Get” the other items.
3	Work on open NARs	Complete the NAR Process for each NAR that will be included in the delivery.
4	Common ARTS Release	If necessary, update an adaptation file to the new Common ARTS Release using the new Change File and the new Site Adaptation Editor. Create the Power PC Boot Disk, Power PC Diagnostic Disk, ARTS IIE ARTS Gateway Disk, and National Release Test Plan as required.
5	Update the General Terrain Map	Import the current GTM file and take the appropriate actions per SOP.
6	Review the current Obstruction file	Use the Visual CARTS Tool and the Obstruction file to determine if there are Type II area violations and if there any differences between the GTM and OBS files. If there are any violations or system plan differences, then take the appropriate actions per SOP.
7	Perform a DTED Scan	Use the Visual CARTS and MSAW Validation Program to perform a Digital Terrain Scan.
8	Execute the MSAW Validation Program	Validate the current file using the latest MSAW support tools. If there is a change to the MSAW justification file, then it will need to be updated.
9	Delivery Memorandums	Create the National Release, Interim, Chart Date, and R-ACD Delivery Memorandums as required.
10	Return Files to PCMS	Create the appropriate self-extracting [site_id].exe file and verify that it extracts to the correct sub-directory.
11	Create delivery Baseline	Create the delivery Baseline.
12	MSAW Review	Determine if the NAR will require MSAW Review and determine process for the Review.
13	Complete test plans	Execute each test plan and document as PASS or FAIL by the Tester.
14	File difference	Perform a file difference between the new and latest delivered adaptation text file.
15	Complete Tester roles	Perform Tester responsibilities per SOP.
16	Test Failed	Action back to Work.
17	Prepare delivery medium	Properly prepare the delivery medium (floppy or CD) with the appropriate labels.

#	Job Subtasks	Description
18	Final check	Perform the final check of the delivery.
19	Deliver product	Properly prepare and ship the delivery via your local shipping procedures.

## APPENDIX 3. STARS INSTRUCTIONAL PROGRAM GUIDE (IPG)

### SECTION 1. INTRODUCTION

This IPG includes information about the following two development phases used to train newly selected Terminal automation specialists in the specialty of STARS Automation. Phase I consists of formal off-the-shelf training courses available from FAA Academy and other educational vendors and Phase II consists of OJT which covers all subject matter needed for the job in a one-on-one training methodology.

#### Phase Ia. FAA Academy Training Courses:

- A. 42056 - Required
- B. 40423 - Required
- C. 40418 - Recommended
- D. 59034/59403 - Required
- E. 88440 - Recommended
- F. 42058 - Recommended
- G. 42071 - Recommended
- H. 40616 - Recommended
- I. 53017 - Recommended
- J. 50043 - Recommended (for non-AT background)

#### Phase Ib. Non-FAA Academy Training Courses:

- K. SA-118 - Required
- L. SA-238 - Required
- M. SA-288 - Recommended
- N. SA-245 - Recommended
- O. WPB-130 - Recommended
- P. XML - Recommended

#### Phase II. STARS Automation OJT

## **SECTION 2. PHASE Ia: FAA ACADEMY TRAINING**

**OVERVIEW:** This section presents the following FAA Academy Training:

- A.** 42056 – STARS OSF Adaptation (280 Hrs)
- B.** 40423 – UNIX (112 Hrs)
- C.** 40418 – Fundamentals of Internetworking (160 Hrs)
- D.** 59034/  
59403 – AT Coach (40 Hrs)
- E.** 88440 – A+ Certification
- F.** 42058 – Modern Radar Concepts (200 Hrs)
- G.** 42071 – Full STARS Maintenance (240 Hrs)
- H.** 40616 – STARS Systems Specialist (200 Hrs)
- I.** 53017 – STARS for Air Traffic Support Specialists (96 Hrs)
- J.** 50043 – Air Traffic Basics (200 Hrs)

## SECTION 2A. STARS OSF Adaptation (Course 42056)

**GENERAL:** The STARS OSF Adaptation course teaches OSF Terminal automation specialists how to create, maintain, update, and test site adaptation for STARS. It gives the automation specialist the background information and theory necessary to investigate system problems, and evaluate and resolve NARs. It also teaches RULES scripted programming, adaptation/software testing procedures and methodology, the STARS OSF security procedures, and the use of the SaveCrash utility for debugging purposes.

**PREREQUISITE:** Selected to conduct STARS adaptation.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans originally developed by the FAA Academy. These lesson plans are updated as necessary by selected Terminal Automation personnel prior to each use.

**CLASSROOM/  
LABORATORY TRAINING:** Selected Terminal Automation personnel are temporarily assigned to the Academy to conduct the actual classroom and laboratory training. Academy personnel coordinate the classroom and laboratory resources necessary to conduct this training. This training is administered using FAA Academy prepared instructional materials and laboratory guides that have been updated as required by selected Terminal Automation personnel.

## **SECTION 2B. UNIX (Course 40423)**

**GENERAL:** This course provides training for technicians, engineers, System Performance Specialists, NAS managers, and computer operators on the UNIX operating system. The course is 56 hours Academy lecture and 56 hours Academy laboratory. Lecture subjects include UNIX concepts, processing utilities, power user utilities, shell programming, user admin utilities, and dialects. Laboratory subjects include using basic UNIX commands, using network utilities, exploring advanced command functionality, using complex regular expressions, and identifying important syntax for dialects.

**PREREQUISITE:** None.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2C. Fundamentals of Internetworking (Course 40418)**

**GENERAL:** This course provides training for technicians, engineers, System Performance Specialists, and Air Traffic System Specialists on networking using PCs in a LAN. The course is 80 hours lecture and 80 hours laboratory. Lectures include network terminology; LAN/WAN topology, components and architecture; network protocols and standards; IP address classes and subnets; and Windows NT server, workstation, configuration and management. Laboratory includes capture/analyze ethernet management traffic; isolate, decode/analyze, TCP/IP, UDP, RUP, ARP headers; troubleshoot connectivity problems; examine/configure a basic router; troubleshoot network connectivity w/protocol analyzer and the domain reflectometer. Proficiency with Windows is required.

**PREREQUISITE:** None.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2D. ATCoach (Course 59034/59403)**

**GENERAL:** This course takes the student through a two-step process: (1) using ATCoach to configure an exercise for training and (2) performing the pilot commands in response to controller inputs. The course covers all steps necessary for configuring an exercise at either a STARS Terminal Controller Workstation (TCW) or STARS General Purpose Workstation (GPW), and the functionality of running a pilot on either platform. The course includes three classroom lectures, two classroom laboratories, and two practical laboratory sessions.

**PREREQUISITE:** None.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2E. A+ Certification (Course 88440)**

**GENERAL:** This exam is a CompTIA-sponsored testing program that certifies the competency of entry-level (6-months experience) computer service technicians. This exam contains situational, traditional, and identification types of questions. Twenty to thirty questions will be presented. All questions are multiple choice with only one correct answer for each question. The test covers a broad range of hardware and software technologies, but is not bound to any vendor-specific products. A+ certification signifies the individual possesses the knowledge and skills essential for successful entry-level computer service technicians, as defined by experts from companies across the industry.

**PREREQUISITE:** None.

**CLASSROOM TRAINING:** N/A.

**CLASSROOM/  
LABORATORY TRAINING:** N/A.

## SECTION 2F. Modern Radar Concepts (Course 42058)

**GENERAL:** This course provides basic radar concepts training for technicians placed in a radar discipline. The course is 70 hours Academy lecture and 130 hours Academy laboratory. Subjects include basic radar system, transmission lines, waveguide components, antenna systems, radar performance, synchronization and testing methods, high-voltage transmitters, solid-state transmitter (chirp), radar receivers, MTI, MTD (pulse compression), interfacing types and methods, display systems, and basic beacon systems. Note: student should bring and be proficient in using a scientific calculator TI-35x or equivalent and be proficient in basic algebra and trigonometry. Knowledge of basic electronics theory and devices expected.

**PREREQUISITE:** None.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2G. Full STARS Maintenance (Course 42071)**

**GENERAL:** This course provides training for qualified System Specialists on the STARS automation system used in Terminal Radar Approach Control facilities. This course is 92 hours Academy lecture and 148 hours Academy laboratory. Lecture subjects include an introduction to the system, system operation, Sony monitor, and system components. Laboratory exercises include hands-on learning and detailed component/system troubleshooting

**PREREQUISITE:** 40423 – UNIX  
88440 – A+ Certification  
88441 – Network+ Certification.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## SECTION 2H. STARS Systems Specialist (Course 40616)

**GENERAL:** This course provides the STARS System Specialist with a thorough understanding of the concepts necessary to perform STARS system and security administration. This includes: Solaris, vi Editor, and networking for SS; file systems; disk structure/partitions; startup & shutdown; backup and restore procedures; crash mgmt; account mgmt; security admin and policy; Solaris security, bsm and auditing; nis+, secureshell; STARS-specific security; and STARS system software installation. The SOS security administrator will be able to perform all of the STARS security processes and procedures necessary for continued operation of the STARS operational site within the NAS.

**PREREQUISITE:** 42071 – Full STARS Maintenance.

**LOCATION:** FAA Academy

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2I. STARS for Air Traffic Support Specialists (Course 53017)**

**GENERAL:** This course is designed for air traffic terminal support specialists at automated radar approach control facilities that either currently or are scheduled to use STARS. Instruction is provided on the air traffic support duties and responsibilities as defined by applicable FAA orders. Using classroom instruction and practical laboratory exercises, the course provides attendees with the knowledge, skills, and abilities required to perform functions associated with the air traffic support specialists' responsibilities in a STARS environment.

**PREREQUISITE:** Selected for ATO Air Traffic Automation Specialist.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## **SECTION 2J. Air Traffic Basics (Course 50043)**

**GENERAL:** The Air Traffic Basics course is designed for newly hired air traffic control specialists hired either competitively or through the cooperative education program. The course covers basic subjects that are prerequisite to option-specific skill training. The primary methods of instruction are lecture supplemented by embedded questions and discussion points, video segments, animation, two- and three-dimensional graphics, student handouts, and individual and group exercises.

**PREREQUISITE:** Selected for ATO Air Traffic Automation Specialist.

**LOCATION:** **FAA Academy**

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the FAA Academy.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using FAA Academy prepared instructional materials and laboratory guides.

## SECTION 2. PHASE Ib: NON-FAA ACADEMY TRAINING

**OVERVIEW:** This section presents the following Non-FAA Academy Training:

- K.** SA-118 – Fundamentals of Solaris (4 days) (or FAA’s UNIX training)
- L.** SA-238 – Solaris 8 System Administration 1 (1 week)
- M.** SA-288 – Solaris 8 System Administration 2 (1 week)
- N.** SA-245 – Shell Programming for System Administrators (1 week)
- O.** WPB-130 – Developers Introduction to PERL Programming Bundle (Web Based)
- P.** XML – XML Training (1 week)

**NOTE:** The courses listed above may be replaced by those having the same content that are offered by other accredited training sources including local collegiate educational institutions.

## SECTION 2K. Fundamentals of Solaris (Course SA-118)

**GENERAL:** FAA UNIX Course #40423 is equivalent to this course and may be taken in lieu of. The Fundamentals of Solaris 8 Operating System (OS) for System Administrators provides students with information about how to use UNIX operating system commands and basic Solaris OS commands. The class is for new users of the Solaris OS. You can learn fundamental command-line features of the Solaris OS, including file system navigation, file permissions, the vi text editor, command shells, and basic network use.

**PREREQUISITE:** Selected for ATO Air Traffic STARS Automation Specialist.

**LOCATION:** Selected SUN Corporation Training Facility

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the SUN Corporation.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using SUN prepared instructional materials and laboratory guides.

## **SECTION 2L. Solaris 8 System Administration 1 (Course SA-238)**

**GENERAL:** The Solaris 8 Operating Environment System Administration I course provides students with the information needed to perform essential system administration tasks in the Solaris 8 Operating Environment. Instructional topics include the essential tasks of standalone installation, file system management, backup procedures, process control, user administration, and device management.

**PREREQUISITE:** Selected for ATO Air Traffic STARS Automation Specialist.

**LOCATION:** Selected SUN Corporation Training Facility

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the SUN Corporation.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using SUN prepared instructional materials and laboratory guides.

## **SECTION 2M. Solaris 8 System Administration 2 (Course SA-288)**

**GENERAL:** The Solaris 8 OS System Administration II course provides students with the skills necessary to administer Sun systems running the Solaris 8 Operating System in a network environment. Students are taught how to maintain Sun systems, configure and troubleshoot the NFS, and configure the Network Information System (NIS) environment.

**PREREQUISITE:** Selected for ATO Air Traffic STARS Automation Specialist.

**LOCATION:** Selected SUN Corporation Training Facility.

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the SUN Corporation.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using SUN prepared instructional materials and laboratory guides.

## **SECTION 2N. Shell Programming for System Administrators (Course SA-245)**

**GENERAL:** The Shell Programming for System Administrators course provides students with the skills to read, write, and debug UNIX shell scripts. The course begins by describing simple scripts to automate frequently executed commands and continues by describing conditional logic, user interaction, loops, menus, traps, and functions. This course is intended for system administrators who have mastered the basics of a UNIX Operating System (OS) such as the Solaris OS or Linux and who would like to read and understand the various boot scripts and write their own scripts to automate their day-to-day tasks. This course explores, in detail, the Bourne and Korn shell scripting languages.

**PREREQUISITE:** Selected for ATO Air Traffic SUN Automation Specialist.

**LOCATION:** Selected SUN Corporation Training Facility.

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by the SUN Corporation.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using SUN prepared instructional materials and laboratory guides.

## **SECTION 20. Developers Introduction to PERL Programming Bundle (WPB-130)**

**GENERAL:** This collection of SUN Corporation web courses focuses on the basics of programming with PERL. Learning about PERL Programming introduces you to the exciting world of PERL and Common Gateway interface (CGI) programming. PERL is a versatile language that has gained immense popularity over the last few years, mainly due to its applicability in creating CGI programs. Students will review the basic concepts

**PREREQUISITE:** Selected for ATO Air Traffic STARS Automation Specialist.

**LOCATION:** On Site.

**CLASSROOM/  
LABORATORY TRAINING:** This training is self paced web based training.

## SECTION 2P. XML Training

**GENERAL:** XML (Extensible Markup Language) has become the leading standard for data interchange among applications. In this engaging and intensely hands-on course, Perl programmers learn how to build applications for producing, processing, searching, and transforming XML data

**PREREQUISITE:** Selected for ATO Air Traffic STARS Automation Specialist.

**LOCATION:** On Site.

**CLASSROOM TRAINING:** The classroom portion of training is administered using lesson plans developed by Accelebrate Corporation.

**CLASSROOM/  
LABORATORY TRAINING:** This training is administered using Accelebrate prepared instructional materials and laboratory guides.

## SECTION 3. PHASE II: ON THE JOB TRAINING (OJT) AND CERTIFICATION

**GENERAL:** The purpose of this phase is to provide the Automation Developmental (AD) with local facility orientation and site specific training. Lessons shall include all applicable directives and procedures. This OJT supplements and reinforces Course 42056 training and prepares the AD to perform Adaptation on STARS systems.

The Job Tasks and Functions outlined on the following pages form the nucleus of the OJT training for the AD, and as such, may be tailored with modifications, additions, and deletions as necessary to cover all unique aspects of the automation job within a specific OSF. Applicable Job Tasks and Functions along with their associated subtasks should be annotated to the AD's Automation Training Record, FAA Form 3000-28, Section 3 as directed by the instructions in Chapter 3 and Appendix 1. This record will then be used to track the AD's OJT progress up to and through the Certification for this Automation Specialty.

Job tasks, functions and subsequent subtasks contained in this IPG form an outline of the subject matter to be covered in the AD's OJT. Specific methodology needed to accomplish this training will be determined by the OSF's training team.

**PREREQUISITE:** The AD may begin OJT prior to attending Course 42056, STARS OSF Adaptation and the other mandatory training outlined in Section 1 of this appendix. The majority of time spent in OJT should follow the AD's attendance in Course 42056. In the event the AD is unable to attend Course 42056, OJT hours must be increased in the manner specified in paragraph 322b(3)(d) of this order.

**LOCATION:** Operational Support Facility (OSF).

**TRAINING LENGTH:** This will vary depending on which job tasks and functions the AD's training team decides to make part of the AD's OJT program. The training length will be determined by adding the number of OJT hours listed on the following pages for each job task or function and modifying this total as necessary to take into account any modifications, additions, or deletions the training team may make to the contents of this IPG for their training program.

**ADMINISTRATION:** This training is conducted using standard equipment currently in use to perform the job. This may include networked PC equipment in addition to non-operational parts of the STARS equipment.

## SECTION 3. PHASE II: OJT JOB TASKS AND FUNCTIONS

#	Job Tasks and Functions (STARS)	Estimated OJT Hours
A	PC – Microsoft Office Products including Windows and Internet Explorer	20
B	Lotus Notes (e-mail) / CRU-X / LDR	20
C	WinZIP / FTP Programs	20
D	TSERV – Travel Manager – Fed Trips	10
E	Customer Support Database (CSD) / Site Status Board Updates	10
F	Visual Slick Editor	40
G	Software Maintenance System (Maintenance, Users, Configurations)	200
H	Terminal Automation System (Maintenance, Users, Configurations)	320
I	Process Change Management System (PCMS)	20
J	Complete the NAR Process	40
K	MSAW/CA Validation Program	20
L	Visual Series Program	40
M	ToolsMenu	60
N	Database Management System (DMS)	360
O	ACES Viewer	10
P	Interfacility NAS Flight Plan Data Processing	20
Q	ATCoach	40
R	SIRS	20
S	STARS RULES Files	40
T	STARS Site Delivery Process	80
	Local or new Job Tasks deemed necessary by the OSFM	

## SECTION 3A. PC – Microsoft Office Products including Windows and Internet Explorer (20 OJT Hours)

**GENERAL:** A basic knowledge of the Microsoft Windows Operating System, Microsoft Internet Explorer and various Microsoft Office products (Word, Excel, PowerPoint, Access) is necessary to efficiently perform the duties of an automation specialist.

#	Job Subtasks	Description
1	Demonstrates proficiency in Microsoft Office programs	Using the menus available in a Microsoft Office product, open, save, copy, paste, edit, and close a file.
2	Demonstrates proficiency in Internet Explorer	Navigate internet and intranet sites.
3	Demonstrates proficiency in Windows Explorer	Find, copy, move files, map/disconnect network drives, etc.

## SECTION 3B. Lotus Notes (e-mail) / CRU-X for LDR (20 OJT Hours)

**GENERAL:** This particular section of OJT training covers general administrative tools used on a daily basis by automation personnel. Lotus Notes is the e-mail tool used by the automation specialist for most written communications both within and outside the FAA. An automation specialist needs to know how to use both PC Client and web-based versions of this tool. CRU-X is the Labor Distribution Reporting (LDR) tool used by the automation specialist to account for their hours. The automation specialists enter their time into the CRU-X client program for subsequent approval by their supervisors for payroll purposes.

#	Job Subtasks	Description
1	Login to Lotus Notes from PC client	Login to user's Lotus Notes account using the PC client interface.
2	Display contents of mailbox folders	Display the contents of the inbox, sent, and trash mailbox folder.
3	View individual folder messages	View messages listed for the various mailbox folders.
4	Sending messages	Compose and send new messages. Also send messages by forwarding and replying to received messages.
5	Delete unwanted messages	Delete or send unwanted messages to the trash can and empty the trash can.
6	Create custom folders	Create unique folders to be used to store messages outside the primary inbox folder.
7	Modify contact list	Add, modify and delete contacts. Create and modify mailing lists.
8	Archive messages	Setup and archive messages.
9	Access Lotus Notes from the internet interface	Perform the previously described subtasks from the internet interface for Lotus Notes.
10	Login to CRU-X system	Login into system and maneuver to data entry screen for logging hours.
11	Enter hours worked for pay period	Enter hours properly for work and non-work such as Annual Leave.
12	Send pay period information to T&A clerk	After accounting for the 80 hour pay period cause the Cru-X system to send the pay record to the T&A Clerk.

## SECTION 3C. WinZIP / FTP Programs (20 OJT Hours)

**GENERAL:** WinZIP is a PC based program used to compress and decompress files. FTP is a file transfer protocol used to efficiently transfer files between computers.

#	Job Subtasks	Description
1	Install WinZIP on PC	Using standard Windows installation procedures install WinZIP on a PC.
2	Zip a file	Using WinZIP menus (and/or Windows right click menus, if installed) zip a file or files.
3	Unzip a file	Using WinZIP menus (and/or Windows right click menus, if installed) unzip a file and specify the destination of the unzipped files.
4	Create a self-extracting file	Using WinZIP menus (and/or Windows right click menus if installed) create a self-extracting file and specify the unzip destination.
5	Install WS_FTP Pro on PC	Using standard Windows installation procedures install WS_FTP Pro on a PC.
6	Configure an FTP site in WS_FTP Pro	Using WS_FTP Pro menu options configure access to an FTP site.
7	Upload/download a file	Using WS_FTP Pro menu options upload/download a file.
8	Configure an FTP site in Visual Slick Editor	Using Visual Slick Editor menu options configure access to an FTP site.
9	Upload/download a file	Using Visual Slick Editor menu options upload/download a file.
10	Access an FTP site using Internet Explorer	Log on to an FTP site. Reference the Internet Explorer Help menu if necessary.
11	Upload/download a file	Upload/download a file to the site logged on to in the previous task.

## SECTION 3D. TSERV–Travel Manager–Fed Trips (10 OJT Hours)

**GENERAL:** The FAA intranet is mandated to produce both travel authorizations and vouchers

#	Job Subtasks	Description
1	Create a trip itinerary.	Make necessary travel arrangements.
2	Create travel authorization	Enter all travel data.
3	Create travel voucher	Go through the multiple stages to enter travel data such as actual trip dates and expense information.

## SECTION 3E. Customer Support Database (10 OJT Hours)

**GENERAL:** The Customer Support Database (CSD) is a web based method used to track and monitor field support trouble calls. The CSD also contains the Site Status Board, which is where pertinent information about each facility is maintained.

#	Job Subtasks	Description
1	Navigate main menu	Select correct user option.
2	Review field logs	Search for trouble calls.
3	Enter a new trouble call	Make a problem and/or resolution entry and update an existing trouble call.
4	Review/update Site Status Board	Update site specific build information such as annual MSAW review date, chart delivery date, assigned specialist, etc.
5	Update user preferences	Update password, change settings, etc.
6	Obtain help if needed	Use the provided CSD tutorial and help.

## SECTION 3F. Visual Slick Edit (40 OJT Hours)

**GENERAL:** Visual Slick Edit is an advanced code/text editor. Graphical project tools help developers organize, analyze and manage code. The DIFFzilla™ differencing system provides side-by-side file and directory difference editing.

#	Job Subtasks	Description
1	Perform File Functions	Create, Open, Close, Save files.
2	Perform Edit Functions	Cut, Copy, Paste.
3	Use Search Functions	Find, Replace.
4	Exercise View Functions	Characters, Line Numbers.
5	Use Document Dropdown	Format.
6	Use Tools Dropdown	Configure, Sort, Merge, File Difference, Spell Check.
7	Configure Window	Tile, Font, Split.

## SECTION 3G. Software Maintenance System (200 OJT Hours)

**GENERAL:** The Software Maintenance System (SMS) is the STARS string where adaptation creation and development is hosted. This string is the platform on which the ToolsMenu and Database management System (DMS) reside along with the repository for all Software and data files. Each OSF serves as a support facility for software maintenance to include both site adaptation data and site support for associated STARS Operational Site (SOS). The purpose of the software maintenance role is to receive operational site software releases from the SCSC and integrate site adaptation to complete the operational program.

#	Job Subtasks	Description
1	Navigate Directory Structure	Able to navigate the directory structure to find files such as build list, data reduction files, Save Crash data and RULES files.
2	Execute Unix commands	Demonstrate knowledge of Unix commands that allow the user to perform basic job functions such as: TAR, File Compression, Copy Files, Move Files, File Permissions, Edit Files (vi Editor).
3	Use DMS laptop	Demonstrate ability to use DMS laptop to perform SMS functions. File transfer.
4	Execute Oracle commands	Access database via direct Oracle commands to view and update table elements.
5	Upgrade software	Install new software (CAS, IDT, LCM).
6	Use Software Maintenance Tools	Access tools used for software maintenance such as: ToolsMenu, OSF GUI, Raytheon support tools, etc.
7	System Administration	Perform various security functions such as adding a user account, file maintenance, maintain system hardware.

## SECTION 3H. Terminal Automation System (320 OJT Hours)

**GENERAL:** Each OSF serves as a support facility for software maintenance to include both site adaptation data and site support for associated STARS Operational Sites (SOS). The purpose of the software maintenance role is to receive operational site software releases from the SCSC, integrate site adaptation to complete the operational program, and test the entire operational program prior to implementation at an SOS.

#	Job Subtasks	Description
1	System description	FSL, ESL
2	Software	Obtain, load and run Software (FSL/ESL).
3	Use Training system	ATCoach (Test mode, Training mode).
4	Performance Verification scenario	Run Performance Verification scenarios for both FSL and ESL.
5	Use SIRS	Create and Run SIRS scenarios.
6	FSL playback	Conduct an FSL Playback from a CDR Tape.
7	MCW operation	FSL, ESL
8	Software Tools	VA_Tools, LRIDs, CC Driver Task.
9	System administration	Security, adduser, hosts file, string defs. Routine housekeeping tasks and system recovery.

## SECTION 3I. Process Change Management System (PCMS) (20 OJT Hours)

**GENERAL:** PCMS is a PC based networked system used for tracking of National Automation Requests and exchange of safety critical, i.e., MSAW/CA information.

#	Job Subtasks	Description
1	Log In	Execute the PCMS client and log in successfully.
2	Navigate the Design Part Structure	Use the various tool bars and menu sets available to perform PCMS related functions.
3	Perform functions on items	Check in, check out, get, update, and action an item. This should include how to action an item to a state other than the next logical one.
4	Perform functions on change documents	Create a new change document, action it to its various states, edit attributes, browse, and add action description.

## SECTION 3J. Complete the NAR Process (20 OJT Hours)

**GENERAL:** The National Automation Request (NAR) is a configuration management tool that provides the OSF with a process to track and manage automation requests. The NAR provides for traceability of all changes to the site's adaptation.

#	Job Subtasks	Description
1	Access and interpret Order 6000.52	Be familiar with the structure and the content of the order.
2	Review incoming NAR	Determine appropriate course of action.
3	Action the NAR through each PCMS Lifecycle State	Action the NAR and be familiar with each state of the NAR lifecycle.
4	Enter the NAR	Enter a NAR using the NAR website and using PCMS.

## SECTION 3K. MSAW/CA Validation Tool (40 OJT Hours)

**GENERAL:** The Minimum Safe Altitude Warning/Conflict Alert (MSAW/CA) Validation Tool is a PC based program. The program's primary function is to evaluate the adaptation against requirements of the MSAW/CA Standards and Guidelines and document and discrepancies. The program will highlight questionable parameters and provide a link to the paragraph defining the requirements for the parameter.

The MSAW/CA Validation Tool also has two other functions. It will show you a list of all current tables and their values. It will also give you a list of the definitions for all defined geographic areas.

#	Job Subtasks	Description
1	Run MSAW/CA Validation Tool.	Verify correct version of the Validation Tool.
2	Select DTED Terrain Report and the MSAW/CA Validation Report.	Click the DTED Terrain Report check box then click the MSAW/CA Validation Report button. (Leave the HTML check box checked.)
3	Load adaptation file and select appropriate avn.txt and obs.txt	Load these files from your appropriate adaptation folder.
4	Review all files that are automatically displayed.	Resolve all warnings and discrepancies.
5	If adaptation is changed to resolve new warnings or discrepancies, submit a NAR for MSAW/CA review.	Action the NAR to MSAW/CA Review status.

## SECTION 3L. Visual STARS (40 OJT Hours)

**GENERAL:** The Visual STARS Program provides a presentation of the system plane and adaptation for terminal radar approach control facilities. The program reads and displays the binary adaptation that runs on the system. A split panel at the bottom of the window provides a side or profile view of Type II areas. A three dimensional view of Type II areas and selected maps, obstructions, approaches, runways etc, may be activated from the view pull down menu.

This tool is used to develop and verify MSAW/CA adaptation. Use of this program is dependant on a working knowledge of the Order JT 6190.20, Standards and Guidelines to Define and Adapt Values for Minimum Safe Altitude Warning (MSAW) and Conflict Alert (CA) Site Variables.

#	Job Subtasks	Description
1	Obtain all appropriate files	Adaptation binary, DTED, AVN, CDR, and obstruction files.
2	Open site adaptation file(s)	Open the appropriate Visual GTM program based on adaptation version.
3	Perform MSAW/CA functions	GTM update; MSAW/CA review; Troubleshooting MSAW/CA problems.
4	Analyze data	Use CDR data to troubleshoot radar and adaptation issues.
5	Graphically display adaptation and other support data	Show how various data can be displayed and give examples of the use of each.

### SECTION 3M. ToolsMenu (60 OJT Hours)

**GENERAL:** The ToolsMenu is the primary interface for the OSF used to provide operational support to the SOSs. The OSF uses this menu driven software tool for a variety of functions such as create, maintain, and support adaptation, distribution and installation of software, problem reporting and trouble shooting tools and CDR data reduction tools.

#	Job Subtasks	Description
1	Use adaptation tools	Create, access, and delete adaptation databases.
2	Distribution and installation tools	Obtaining, delivering, and installing software.
3	Problem reporting and troubleshooting tools	PTR reporting and creating or handling Save Crash data using the Distributed Defect Tracking System (DDTS).
4	Data reduction and analysis tools	Start CDR editor, select output format, filter data as necessary, and analyze results.

## SECTION 3N. Database Management System (DMS) (360 OJT Hours)

**GENERAL:** The DMS is used to adapt site-specific values and store them in an Oracle database. Adaptation data is modifiable data that is provided to tailor the system for specific installations and desired operational characteristics.

#	Job Subtasks	Description
1	Adapt system configuration	Radars, TCPs, communications gateways, AIGs.
2	Adapt local data	Facilities, SSR codes, user interface, SIM files, NAS/ETMS
3	Import/export external data	RVM, GTM, Rules, system parameters, reports, and other external adaptation files.
4	Adapt ESL specific data	Workstations, display parameters, system configuration.
5	Adapt and view graphical data	Filter areas, tile sets, safety critical parameters, BGS, maps.

## SECTION 30. ACES Viewer (10 OJT Hours)

**GENERAL:** The ACES Viewer is a PC based program designed to display, browse, and calculate all information that has been adapted by the Host (ARTCC). This program can be particularly helpful in determining fix pair configuration(s) between the ARTCC and a terminal facility.

Training in the use of ACES Viewer should be conducted where resources and expertise is available.

#	Job Subtasks	Description
1	Locate appropriate database	Use NASE or other appropriate method to obtain file.
2	Open ACES Viewer program	Click on program icon and select the desired database.
3	View site specific data	Retrieve the specific database information.

## SECTION 3P. Interfacility NAS Flight Plan Data Processing (20 OJT Hours)

**GENERAL:** Interfacility NAS Flight Plan Data Processing includes flight plan data, track data, and test data received by and transmitted from the terminal automation system. It also includes response messages, discarded messages, and retransmissions of specific messages.

Interfacility processing, message types, and responses can be found STARS ICD 21058100A.

#	Job Subtasks	Description
1	Flight Plan processing	Identify and describe the four types of IF flight plans and their respective fields. Explain the fixed pair methodology. Determine flight plan status and its relevance. Describe the use of ECID and TCID .
2	Interfacility handoff process	Explain what messages are exchanged between facilities in a handoff string. Explain potential causes for errors in the string. PARs, PDRs and PDARs.
3	ARSA FP processing	Interfacility requirements for ARSA handoffs.
4	Host/Non Host Center DART	Be familiar with the Host Center DART (data reduction and analyses tool) as a way to capture and analyze interfacility message exchanges.
5	CENRAP (ARTS IIE)	Capabilities and limitations of CENRAP.
6	Interfacility error messages	Fault analyses.

## SECTION 3Q. ATCoach (40 OJT Hours)

**GENERAL:** Provides a platform for running exercises and developing site and scenario data for the purpose of training and evaluating AT operations and testing of STARS adaptation data.

#	Job Subtasks	Description
1	Run ATCoach	Load, error check, and run scenario.
2	Create scenario files	Design situational scenarios.
3	Create site files	Tailor site file to better simulate real world conditions.
4	Maintain Aircraft Model file	Add /update aircraft types as necessary.

## SECTION 3R. SIRS (20 OJT Hours)

**GENERAL:** Provides a platform for running exercises and developing site and scenario data for the purpose of training and evaluating AT operations and testing of STARS adaptation data.

#	Job Subtasks	Description
1	Run SIRS	Load and run scenario.
2	Create SIRS files	SRV Files, IF Files, Script generation, and error checking either manually or using the GUI.

## SECTION 3S. STARS RULES Files (40 OJT Hours)

**GENERAL:** RULES adaptation files are provided as ASCII text files in the STARS DMS software. The statements in RULES adaptation files are compiled by a Rules Compiler that converts RULES text files into binary executable files. The executable files generated by the Rules Compiler are provided to a STARS site in the adaptation buildlist delivered to the site. The contents of these files (the "RULES") are used by the Situation Data Display (SDD) software executing in STARS FSL TCW/TDWs. Rules control the location and appearance of display outputs (such as data blocks, lists, and leader lines), as well as the format of command inputs via the keyboards and Display Control Bar available on the STARS FSL TCW/TDW.

#	Job Subtasks	Description
1	Submit RULES change request.	Submit site RULES changes for approval prior to implementation.
2	Export current RULES.	In order to access the RULES files, they must first be copied out of the existing database.
3	View RULES files.	Find and open RULES files.
4	Modify RULES files.	Find and modify site RULES files.
5	Import RULES files.	Incorporate changes to RULES into database.
6	Troubleshoot errors.	Find and resolve RULES errors.
7	Import System RULES.	Copy system RULES into database.
8	RULES Web Site.	Access RULES web site to obtain current RULES documentation as well as approved RULES code.

## SECTION 3T. STARS Site Delivery Process (80 OJT Hours)

**GENERAL:** The STARS Site Delivery Process is defined in detail in STARS Standard Operating Procedures (SOP). It describes the required steps for completing a Chart Date, Interim, or Non Delivery to a facility. The deliveries may be adaptation changes only or adaptation changes in conjunction with a new STARS Release.

#	Job Subtasks	Description
1	Determine delivery requirements	Determine what type of delivery will be required—Adaptation only, Adaptation and new LCM release, or Non Delivery.
2	Obtain the required files	If this is a LCM release, check the SSM for necessary files.
3	Complete test process	Explain that each test plan must be executed and then completed as PASS or FAIL by the Tester.
4	Prepare delivery medium	Properly prepare and deliver the software via ToolsMenu, DAT or DLT.
5	Prepare delivery documentation	Create Interim and Chart Date Delivery Memorandums. Include all other documents required per SOP.
6	Final check	Perform the final check of the delivery package.