

**ORDER**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

3120.18A

11/22/83

SUBJ: NATIONAL EN ROUTE AND TERMINAL AIR TRAFFIC TRAINING PROGRAMS

1. PURPOSE. This order revises the National En ~~Route~~ and Terminal Air Traffic Training Programs.

2. DISTRIBUTION. This order is distributed to the director level in ~~Washington,~~ regions, and Aeronautical Center; branch level in the Office of Personnel and Training and the Air Traffic Service; Personnel Management and Air Traffic Divisions in the regions; the division level in the FAA Academy at the Aeronautical Center; a limited distribution to all Air Traffic Field Offices.

3. CANCELLATION. Order ~~3120.18~~, National En ~~Route~~ and Terminal Air Traffic Training Programs, dated January ~~15, 1976~~, is ~~cancelled~~.

4. BACKGROUND. On August ~~7, 1975~~, Acting-Deputy Administrator, ADA-1, approved the National En Route and Terminal Air Traffic Training Programs for implementation in January ~~1976~~. This order updates the established; programs ~~and~~ describes the training programs to be followed by en route and terminal air traffic control facilities and the FAA Academy. The programs provide a nationally standardized training program for all en route and terminal developmental controllers in their progression to the full-performance level.

5. RESPONSIBILITIES.

a. The FAA Academy shall:

(1) Develop and revise as necessary to maintain program currency, the National En Route and Terminal Training Programs for developmental employees ~~from~~ their entrance on duty until their attainment of the full-performan- level. Instructional materials, visual aids, etc., shall be provided and revised by the FAA Academy, Air Traffic Branch, for the resident portion of the programs and those portions of the field conducted program which are nationally standardized.

(2) As outlined in paragraphs 6 and 7 of this order, conduct en route and terminal training, Phases I, II, III, and ~~Xa~~, and terminal Phase IV, in accordance with nationally standardized pass/fail criteria.

(3) Input phase ~~completion~~ data in Consolidated Personnel Management Information System (~~CPMIS~~) in accordance with established procedures.

b! En Route and Terminal Air Traffic Control Facilities shall:

(1) In ~~accordance~~ with nationally develop&l standards ~~and~~ materials supplied by the FAA Academy, conduct the appropriate phases of training relating to their option as outlined in paragraphs 6 and 7 of this order.

(2) Ensure that all personnel undergoing qualification training enter the program at the appropriate phase of training. Prerequisites for entering each phase are listed in paragraph 9 of this order.

(3) Develop, and revise as necessary to maintain ~~program~~ currency, instructional materials, visual aids, etc., which pertain to local procedures in the field conducted portions of the National En Route and Terminal Training Programs.

(4) Forward tracking data in conformance with Order **3120.22**, National Air Traffic Training Tracking System.

c. Regional Personnel Management Divisions shall:

(1) Ensure that all hiring is in accordance with schedules established by the Office of Personnel and Training prior to affected Academy class starts.

(2) Ensure entry into **CPMIS** of all training data for tracking.'

(3) Provide feedback to the Office of Personnel and Training regarding information obtained during evaluation/field visitations and high-light problem areas or suggestions for program improvement.

d. The Office of Personnel and ~~Training~~ shall:

(1) Exercise staff supervisory control over all aspects of development, issuance, guidance, evaluation, and certification of this program.

(2) ~~Be~~ the approving office for all testing ~~and~~ evaluation devices applicable to the national training program outlined in this order.

(3) Institute national procedures for ~~the correlation of~~ recruitment and training schedules.

(4) Be the office having primary responsibility for the tracking, ~~monitoring,~~ evaluation, and certification of both the Academy- and facility-conducted ~~portions~~ of the training program, including instructor qualifications.

6 ENROUTE PROGRAM DESCRIPTION. The training program consists of thirteen phases, each designed to coincide with the sequential ~~progression~~ of training ~~from~~ entry on duty to full-performance level. A more detailed description of this ~~program~~ may be found in the training plan, including attachments, and the En route Instructional Guide **EP 12-0-1**.

a. Phase I, Entrance on Duty (EOD) Processing and Indoctrination (Approximately 3 days). Phase I training shall be conducted at the Academy. This training shall be administered immediately upon an employee's entrance on duty. Subjects to be covered are:

- FAA Organization
- ~~Employee~~ Benefits
- ~~Employee~~ Responsibilities
- Security and Safety
- Functions of Air Traffic Service
- Human Relations

b. Phase II, Fundamentals of Air Traffic Control (Approximately 3 weeks). All Phase II training shall be conducted at the FAA Academy and shall **include** subjects contained in the training plan and attachments thereto. Examples of the subjects **covered** are as follows:

- Principles of Flight
- ~~Meterology~~
- Air Traffic Services
- Flight Assistance Service
- Aircraft Types and Characteristics
- Navigation
- FAR's
- ~~Communications~~
- Fundamentals of Radar
- NAS system

c. Phase III, Non-Radar Air Traffic Control Orientation and Evaluation (Approximately 8 weeks), All Phase III training shall be conducted at the ~~FAA Academy~~. This training shall consist of but not be limited to:

- Completion of Synthetic Area Chart
- Solution of Control Problems

d. Phase IV, Radar Air Traffic Control. ~~This~~ phase has been redesignated ~~Phase IVa~~.

e. Phase V, Assistant Controller Training (Approximately 120 Hours). **This** phase of training shall be facility-conducted and include, for example, the following:

- ~~Completion~~ of Center Map
- ~~Operation~~ of 300 System
- Distribution of Flight Progress Strips
- Processing of Flight Data
- Entering Messages Into Computer

f. Phase VI, Assistant Controller Qualification/Certification (Up to 40 hours ~~OT~~ per position of operation). All Phase VI training shall be facility-conducted in an operational environment with on-the-job training as assigned, and supervised by the first-level supervisor.

g. Phase VII, Preliminary Radar ~~Associate/Non-Radar~~ Controller Training (Approximately 48 weeks). Phase VII shall be ~~facility-conducted~~ and is designed to allow the ~~developmental~~ controller to be operationally productive while preparing for Phase VIII. It ~~consists~~ of materials presented by the team supervisor, or his/her designee. The training department shall administer all written examinations.

h. Phase VIII, Radar Associate/Non-Radar Training and Evaluation (Approximately 240 Hours), All Phase VIII training shall be facility-conducted and ~~consist,~~ for example, of the following:

- Solution of Non-Radar Control Demonstration Problems
- Solution of Non-Radar Control Evaluation Problems
- Drawing Map of Assigned Area of Specialization
- Solution of Radar Associate Control Demonstration Problems
- Solution of Radar Associate Control Evaluation Problems

i. Phase IX, Radar Associate/Non-Radar Position Qualification and Certification (Up to 60 hours of QJT per required position of operation). This phase is designed to permit the ~~developmental~~ controller to gain certification on ~~two~~ positions of ~~operation~~ within the assigned area of specialization and shall be facility-conducted.

j. Phase X, Final Radar Associate/Non-Radar Position Qualification and Certification (Up to 60 hours of QJT per required position of operation). Phase X shall be facility-conducted, and it is during this phase that the ~~developmental~~ controller will receive QJT and certification on the remaining sectors within the assigned area of specialization.

k. Phase Xa En Route Radar ATC (Approximately 17 Days). This phase of ~~training~~ shall be conducted at the FAA Academy in ~~two~~ parts. The first ~~part,~~ which must be satisfactorily ~~completed~~ prior to entry into field ~~radar~~ training, is ~~comprised~~ of 44 hours of classroom instruction, 1 hour of ghost position training, and 63 hours of laboratory instruction. The second part will consist of an additional 28 hours of laboratory instruction in advanced radar techniques. Satisfactory ~~completion~~ of the ~~second~~ part is not required.

l. Phase XI, Radar Controller Training Evaluation (Approximately 240 Hours). All Phase XI training shall be facility-conducted and shall include but not be limited to the following:

- Operation of Radar Position
- Solution of Evaluation Control Problems
- Solution of Demonstration Control Problems

m. Phase XII', Initial Radar Qualification and Certification (Up to 60 hours of QJT per required position of operation). All Phase XII training shall be facility-conducted. During this phase, the ~~developmental~~ radar controller shall be required to gain certification on all sectors within the assigned area of specialization if assigned to a Level I Center. If assigned to a Level II or III Center, the ~~developmental~~ shall be required to gain certification on ~~two~~ radar positions within the assigned area of specialization.

n. Phase XIII, Final Radar Qualification and Certification (Up to 60 hours of QJT per required position of operation). All Phase XIII training shall be facility-conducted. During this phase of training, ~~developmental~~ controllers assigned to Level II or III Centers shall be required to qualify and gain certification on all remaining sectors within the assigned area of specialization.

7 ~~TERMINAL PROGRAM DESCRIPTION.~~ The terminal training program consists of eleven phases designed to ~~accommodate~~ the needs of the various levels of terminal facilities. A more detailed description of the terminal program may be found in the training plan, including attachments, ~~and~~ the Terminal Instructional ~~Program~~ Guide TP 12-0-1.

a. Phase I, Entrance on Duty ((~~POD~~) Processing and Indoctrination (Approximately 3 days), Phase I training shall be conducted at the ~~Academy~~. This training shall be administered immediately upon an employee's entrance on duty. Subjects to be covered are:

- FAA Organization
- ~~Employee~~ Benefits
- Employee Responsibilities
- Security and Safety
- Functions of Air Traffic Service
- Human Relations

b. Phase II, Fundamentals of Air Traffic Control (Approximately 3 weeks). All Phase II training shall be conducted at the FAA Academy and shall include subjects contained in the training plan and attachments thereto. Examples of the subjects are:

- Principles of Flight
- Meteorology
- Air Traffic Services
- Flight Assistance Service
- Aircraft Types and Characteristics
- Navigation
- FAR's
- ~~Communications~~
- Fundamentals of Radar
- ~~NASS System~~

c. Phase III, Control ~~tower~~ Operations (Approximately 3 weeks). All Phase III training shall be conducted at the FAA Academy. This training shall consist of:

- Operation of Flight Data Position
- ~~Operation~~ of Clearance Delivery
- Operation of Ground Control
- Operation of Local Control

d. Phase IV, Non-Radar Air Traffic Control (Approximately 8 weeks). Phase IV shall be FAA Academy-conducted and consist of:

- ~~Completion~~ of Synthetic Approach Area Map
- Solution of Non-Radar Approach Control Demonstration Problems
- Operation of Non-Radar Approach Control Positions
- Solution of Non-Radar Approach Control Evaluation problems

e. Phase V, Radar Air Traffic Control. ~~This~~ Phase has been redesignated Phase ~~Xa~~.

f. Phase VI, Flight Data (Up to 160 hours ~~classroom~~ and up to 80 hours OJT per position of operation). All Phase VI training shall be facility conducted. Its purpose is to prepare the specialists for position

qualification and certification. Training shall **consist** of but not be limited to ~~operation~~ of:

- Flight Data Entry and Printout ~~Equipment~~
- ~~Interphone~~ Systems
- Radio **Communications Equipment**
- Automatic Terminal Information Service (**ATIS**) ~~Equipment~~
- Navigational Aid Monitoring Devices
- Recording ~~Equipment~~
- ~~Teleautograph~~ and/or **Electrowriter**

g. Phase VII, Clearance Delivery (Up to **20 hours classroom** and up to **50 hours<sup>o</sup> CUT** per position of operation). Phase VII training shall be facility-conducted. It prepares the specialist for position qualification and certification. Training materials utilized shall be **programmed** self-study units and lesson plans developed by the FAA Academy, as **well** as locally developed materials.

h. Phase VIII, Ground Control (Up to **80 hours classroom** and up to **150 hours<sup>o</sup> CUT** for each position for which qualification is required). Training shall be facility-conducted utilizing **programmed** self-study units and lesson plans developed by the FAA Academy, and/or materials developed at the facility. The purpose of this training is to prepare the specialist for position qualification and certification.

i. Phase IX, **Local** Control (Up to **80 hours classroom** and up to **180 hours CUT** per position of operation). All Phase IX training shall be facility-conducted utilizing units and lesson plans developed by the Academy, with **CUT** as assigned and supervised by the first-level supervisor. It is designed to prepare the specialist to demonstrate the ability to perform independently under general supervision, and attain qualification **and** certification on local control positions of operation.

j. Phase **X**, Non-Radar Terminal Control (Up to **120 classroom hours** for ~~those specialists~~ who have not attended Phase IV or have not previously qualified in another facility. Additionally, sufficient **classroom** time should be given to all specialists to prepare them to take simulated control problems. Up to 80 hours is allowed on each simulated control position followed by up to 80 hours per position in an operational environment). All Phase X training shall be facility-conducted utilizing Academy and/or facility developed materials with **CUT** as assigned **and** supervised by the first level supervisor. The purpose of this training is to prepare the specialist for position qualification **and** certification.

k. Phase **Xa** Terminal Radar **ATC** (Approximately **17 days**). This phase of ~~training~~ shall be conducted at the FAA Academy in **two** parts. **The first part**, which must be satisfactorily ~~completed~~ prior to entry into field radar training, is **comprised** of **44 hours of classroom** instruction, **1 hour** of ghost position training, and **63 hours** of laboratory instruction. The second part

will consist of an additional **28** hours of laboratory instruction in advanced radar techniques. Satisfactory **completion** of the second part is not required.

1 Phase XI, Radar Position Certification (Up to **200** hours **classroom** and up to **120** hours **QJT** per position of operation). All Phase XI training shall be facility-conducted and prepare the specialist for position qualification **and** certification. It shall consist of but is not limited to the following:

- **Operation** of Radar Position
- Solution of Demonstration Control Problems
- Solution of Evaluation Control Problems
- Radar Position **QJT**
- Radar Position Certification

8. **ACADEMY ATTENDANCE REQUIREMENTS.**

a. Newly Hired **Employees.** All newly hired **GS-7** en route and terminal developmental controllers shall attend Academy training.

b. **Predevelopmentals.** All employees hired below the **GS-7** grade level shall attend Academy training not later than the second class starting after being promoted to **GS-7.**

c. **Academy Radar Training.** Students must have **completed** Phase IX, in their respective option, **prior** to attending Academy radar training. An exception to this is that terminal students who are initially assigned to radar only facilities shall attend Academy radar **training** at the conclusion of Phase IV of initial **Academy** training.

NOTE: Students enrolled in the Academy radar training **course** are required to **complete** a **pre-course** study package prior to their arrival at the Academy. For en route students, this consists of learning the "**Aero** Center" area map. For terminal students it consists of learning the simulated "**Bravo**" area map. Sufficient time (approximately **12** hours) shall be granted during duty hours for the student to **accomplish** this.

d. **Change of **Option.****

(1) **FSS** specialists changing to the en route or terminal option shall enter the appropriate program in Phase III at the Academy. An **FSS** specialist who has previously **completed** either the terminal or en route program successfully at the Academy shall be entered into the appropriate phase of the field training program as determined by the receiving facility manager.

NOTE: The Regional Personnel Management Division shall schedule the ~~employee~~, in paragraph 8d(1),, to attend the Academy training not later than the second class starting after being selected for the position. FSS personnel changing option shall not be permanently assigned to the new option until they successfully ~~complete~~ the new option Academy training program.

(2) En route and terminal developmental controllers changing to the terminal and en route options respectively, shall not attend the Academy. The specialist shall be entered into the appropriate phase of the field training program as determined by the receiving facility manager.

9. PREREQUISITES.

a. Except as stipulated in paragraph 8c (Academy Radar Training), entry into Phase II and all subsequent phases of training requires successful completion of the preceding phase.

NOTE: The sequence of Terminal facility training Phases VI through XI is intended only as a normal progression. The facility manager, or his/her representative, shall determine the appropriate sequencing of these phases relative to the facility level. ~~However~~, Phase IV shall be completed first and all phases shall be completed prior to ~~promotion to~~ full-performance level (FPL).

b. Academy students must satisfactorily ~~complete~~ the Academy radar training ~~course~~ to be eligible to enter field facility radar training.



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and Training