

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3120.22A

7/1/85

SUBJ: NATIONAL AIR TRAFFIC TRAINING TRACKING SYSTEM

1. PURPOSE: This order establishes and describes guidelines for the National Tracking System.
2. DISTRIBUTION. This order is distributed to the director level in Washington, regions, and centers; branch level in the Air Traffic Operations Service, Air Traffic Plans and Requirements Service, and the Offices of Personnel and Technical Training, Human Resource Planning and Evaluation, and Organizational Effectiveness; branch level in the regional Air Traffic and Personnel/Human Resource Management organizations, and Civil Rights Staffs; branch level at the Aeronautical Center Human Resource Management Division, Civil Aeromedical Institute, and the Academy; branch level at the FAA Technical Center Civil Rights Staff and Administrative Systems Division; and a limited distribution to all air traffic field offices.
3. CANCELLATION. Order 3120.22, National Air Traffic Training Tracking System, dated May 12, 1982, is canceled.
4. BACKGROUND.
 - a. The National Air Traffic Training Tracking System was instituted in 1976 and revised in 1982. Review of tracking data stored in the Consolidated Personnel Management Information System (CPMIS) indicates that while FAA Academy data reporting procedures are adequate, the field facility portion of the system must be revised to provide for the accurate and timely reporting of training data.
 - b. The importance of gathering and maintaining field training data cannot be overemphasized. Through its use, determinations regarding FAA training effectiveness can be made. Review of tracking information by the regional Air Traffic and Personnel/Human Resource Management organizations can provide valuable information on training trends, progress, and problem areas. Therefore, submission procedures have been revised and computer processes have been developed to ensure that:
 - (1) Field facilities submit accurate and timely course completion data.
 - (2) Submission errors are immediately detected by the computer.
 - (3) Lack of course completion data submission within normal timeframes results in followup from the Civil Aeromedical Institute (CAMI) to field facilities.

Distribution: A-WXYZ-1; A-W(HP/OE/PT/TO/TR)-3; A-X(AT/CR/HR/PM)-3; A-Y(AM/AY/HR)-3; A-Z(AD/CR)-3; A-FAT-0(LTD) Initiated By: APT-300

5. EXPLANATION OF CHANGES. This order:

a. Revises course completion data and submission procedures for air traffic en route, terminal, and flight service station qualification training courses.

b. Redefines responsibilities of various organizations involved in the tracking system and establishes the Aviation Psychology Laboratory of CAMI as the focal point for data collection, compilation, and dissemination.

6. DEFINITIONS. For the purpose of this order, these terms are defined as follows:

a. Tracking. The gathering, submission, and computer input and output of statistical data relating to controller training and progress in the National Air Traffic Control Qualification Training Programs.

b. Training Expert. The supervisory or staff person who is most familiar with the training progress of a controller in a particular course. This can be the facility manager or assistant facility manager, area manager, area supervisor, assistant manager for training, or training specialist, and is not necessarily the same person for each course.

c. Course. An en route, terminal phase, or flight service station part of Academy or field conducted air traffic qualification training to which a five-digit course number has been assigned. The only courses to be entered on the tracking form (FAA Form 3120.24) are listed on that form.

d. Failed. This grade is assigned to a student who unsatisfactorily completes a course. Failure of a course prohibits reentry to the training program at the present facility.

e. Incomplete. This grade is assigned to a student who does not complete a course because of mitigating circumstances which are not related to performance and would allow reentry into the training program at a later date (i.e., prolonged illness, death in family, etc.).

f. Withdrew. This grade is assigned to a student who does not complete a course because of circumstances which would prohibit reentry to the training program at the present facility (i.e., withdrawing from training in anticipation of failure, resignation).

g. Reentry. A student who has reentered a phase of the training program who had previously received a grade of incomplete.

h. Indication of Performance (IP). A comparative judgmental assessment, made by the training expert, of an employee's performance during a particular course. The IP must be completed on each tracking report submitted, including withdrawals and incompletes.

7. FORMS AND REPORTS. Computer-scannable tracking reports have been made available. Upon receipt of initial distribution of FAA Form 3120.24, ATCS Training Tracking Report, discontinue use of the following forms: FAA Forms 3120.21, 3120.22, 3120.23. Forms will be stocked at the FAA Depot and will be available through normal supply channels as follows; unit of issue package (500 sheets). Only computer-scannable forms obtained from the FAA depot are acceptable. Do not submit reproductions of the forms. When submitting tracking forms, DO NOT fold, staple, or mutilate the tracking reports when mailing them to CAMI. The computer will not process forms which have been folded or mutilated in any way.

FAA Form 3120.24 NSN 0052-00-888-5000

8. APPLICABILITY.

a. The training tracking data submission requirements described in this order apply to only Air Traffic, GS-2152, employees in any course of FAA Academy or field facility qualification training (including the RTF) who have attended the Academy, starting on or after the following dates:

En Route	January 13, 1976
Terminal	January 13, 1976
Flight Service Station	September 26, 1978

b. In addition, tracking data shall be submitted for all GS-2152's hired after August 3, 1981, (e.g. GS-9, GS-11 hires) who did not attend the Academy but entered directly into air traffic field facility qualification training programs. Tracking reports submitted by field facilities to report qualification training should be submitted only for training that occurred after August 3, 1981.

c. DO NOT submit tracking reports to CAMI for the following positions/personnel:

- (1) Air Traffic Assistants/GS-2154's
- (2) Flight Data Processors/GS-2102's
- (3) Facility Supervisory/Management Personnel
- (4) Facility Staff Personnel
- (5) FPL's who recertify at the current facility
- (6) Reemployed annuitants
- (7) Cooperative Education employees
- (8) Predevelopmental employees

9. RESPONSIBILITIES.

a. The Office of Personnel and Technical Training is responsible for:

(1) In concert with Air Traffic, reviewing course tracking data to determine problem areas and taking corrective action as appropriate.

(2) Maintaining and updating this order as necessary.

(3) Maintaining staff supervisory control over all aspects of the issuance, guidance, and evaluation of the system.

b. The Aeronautical Center is responsible for:

(1) Assuring that within 5 working days after completion or termination of each resident phase of training, required data on each student is loaded into CPMIS in accordance with established procedures.

c. The Civil Aeromedical Institute is responsible for:

(1) Identifying incorrectly submitted data and taking the necessary followup action.

(2) Storing, processing, and retrieving training tracking data.

(3) Identifying controllers in training for whom no course data has been received within a predetermined time period and taking followup action to ensure receipt of the course data.

(4) Supplying data for field-conducted air traffic qualification training to CPMIS.

(5) As part of its continuing assessment of air traffic controller selection and training, developing processes required for analyses of information gathered from the tracking system.

(6) Providing periodic and special reports to headquarters, Air Traffic Divisions, Personnel/Human Resource Management Divisions, and field facilities. CAMI developed timetables to issue reports, will be based on futuristics needs of the offices concerned.

d. Regional Personnel/Human Resource Divisions are responsible for:

(1) Based on regional needs, utilizing tracking data as an aid to effective training program management.

e. Regional Air Traffic Divisions are responsible for:

(1) Utilizing tracking data to identify training trends and problem areas in field training.

f. En route, terminal, and flight service station facilities are responsible for submitting a tracking report for each course of qualification training that students pass, fail, receive an incomplete in, or withdraw from within 10 working days of that event, in accordance with the procedures described in paragraph 10b of this order.

10. SUBMISSION PROCEDURES.

a. FAA Academy. The FAA Academy will continue to enter course completion data into CPMIS within 5 working days based on established procedures.

b. Air Traffic Field Facilities.

(1) The En Route, Terminal, and Flight Service Station Training Tracking Report, Form 3120.24, has been developed for field facility input. This form shall be used for reporting course completion data. All applicable items on the tracking report must be completed. See Appendix 1 for instructions for completing the Tracking Report Form.

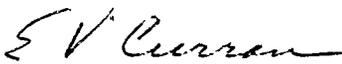
(2) A Tracking Report shall be submitted in accordance with 9f for each qualification training course completed. See Appendix 2 for examples of tracking entries and explanations thereof.

(3) Facilities shall submit Tracking Reports to:

Mike Monroney Aeronautical Center
Civil Aeromedical Institute, AAM-118G
P.O. Box 25082
Oklahoma City, OK 73125
ATTN: Tracking Section

c. CAMI. CAMI shall provide course completion data for field conducted air traffic qualification training to the CPMIS on at least a monthly basis. The course completion data that is provided should include the SSN, Action, Course Number, Completion Date, Grade, Hour, Remarks, and Form Completion Date. The Indication of Performance and Training Expert codes will not be stored as part of the grade in CPMIS.

11. PRIVACY ACT. The safeguards described in Order 1350.22A, Protecting Privacy of Information about individuals, shall be adhered to by all individuals involved in the handling, transmittal, and maintenance of the personnel records described in this order.



E. V. Curran
Director of Personnel and Technical Training

APPENDIX 1. INSTRUCTIONS FOR COMPLETING TRAINING TRACKING
REPORT FORMS

DO NOT SUBMIT A DUPLICATED COPY OF TRACKING FORM 3120.24. ONLY AN ORIGINAL ELECTRONICALLY SCANNABLE FORM SHALL BE SUBMITTED TO CAMI. USE A NUMBER 2 SOFT LEAD PENCIL TO FILL OUT THE TRACKING FORM AND FILL IN THE CORRESPONDING OVALS. DO NOT FOLD, STAPLE, OR MUTILATE THESE FORMS.

1. Name of Trainee: Print last name, first name, and middle initial between the vertical lines of the appropriate boxes. Leave middle initial (MI) oval blank where there is no middle initial. Darken only those ovals corresponding to your answer. The first row of ovals in this section are to be left blank.
2. Facility ID: Enter your Facility three-letter identifier.
3. Social Security Number: Fill in the employee's nine-digit social security number utilizing each digit between the vertical lines of the box. In addition, fill in the oval corresponding to the number in the box.
4. Region: Enter the assigned region by filling in the appropriate oval.
5. Today's Date: Enter the date that the form is completed.
6. Remarks: Remarks are required anytime a trainee receives a grade of "incomplete" or "withdrew." Remarks should briefly describe the circumstances surrounding the incomplete or withdrawal. This space may also be used to correspond with CAMI relating to questions concerning the tracking form or to clarify an entry. Include a telephone number and name of a person to contact for a response.
7. Action:

New Information. Fill in the oval if this is the first report for a trainee for this particular course.

Change to Previous Report. Fill in the oval if there is a change to a previously submitted report on the same course.

Delete. Fill in the oval when a previously reported course was not taken by the student.

8. Course Number: Fill in the oval for the specific options corresponding course number. Only report tracking information for courses listed on this form.
9. Grade:
- a. Fill in the oval corresponding to "PASS" if all requirements of the course have been successfully completed.
 - b. Fill in the oval corresponding to "Fail" if the employee failed and is to be removed from the training program as a training failure.
 - c. Fill in the oval corresponding to "Incomplete" if training is stopped due to circumstances which would allow the employee to reenter this course in your facility at a later date. Such circumstances would include prolonged illness or a detail to another position.
 - d. Fill in the oval corresponding to "Withdrew" if training is stopped under circumstances which does not allow the employee to continue training in this course at your facility. Examples of this would include resignations, permanent transfers, or changes of option while in training.
- If either "Incomplete" or "Withdrew" are filled in, provide an explanation under "Remarks" on the bottom of the front page of the tracking form.
10. Indication of Performance: This scale is designed to assess an employee's performance in each course completed. It is intended to be a comparative judgment made by the supervisory or staff person (training expert) who is the most familiar with the trainee's performance in a particular course. This approach is very useful in measuring differences in performance in various job functions. The percentages on the form are intended to assist the training expert in determining where a trainee's performance falls. Fill in the oval that coincides with the assessment of the trainee's performance.
11. Training Expert. Fill in the appropriate oval for the position title of the person who assigned the IP.

12. Start Date: This should be the same as the entry under "Date Started" in the employee's Training and Proficiency Record (FAA Form 3120-1), Section III, for that particular course. Enter this date in Month, Day, Year order as displayed on FAA Form 3120-24.
13. Completion Date: Fill in the date the employee passed, failed, received an incomplete in, or withdrew from the course. Again, this date should be the same as that in the employee's Training and Proficiency Record, Section III, Under "Date Completed."
14. Hours: Fill in the ovals to reflect the hours used as follows:
- a. For courses which have classroom/lab or classroom hours only, enter total hours used by the trainee to complete the course.
 - b. For courses which are made up of classroom OJT, report only OJT (total hours on position) used to complete the course.
 - c. For courses which are OJT only, report total hours on position used to complete the course. If the grade for the course is "Failed," "Incomplete," or "Withdrew," enter the hours accumulated in training to that point.
- Entries should fill all three ovals. For example, if a course takes 57 OJT hours to complete, the entry should be "057." Do not use fractions in reporting hours.
15. Sectors:
- a. Enter the number of sectors in the trainee's area of specialization for en route Phase X if the tracking report is for Phase X training.
 - b. Enter the number of sectors in the trainees area of specialization for en route Phase XIII if the tracking report is for Phase XIII training.

- c. For the terminal option enter the number of radar positions a trainee must be certified in order to complete Terminal Radar Control Phase XI at his/her assigned facility.

16. Trainee Status After Course Completion:

When a trainee completes a course successfully, indicate what the trainee's status will be or is by filling in the appropriate oval.

APPENDIX 2. EXAMPLES OF TRACKING ENTRIES

1. Combined Positions. John Doe is a developmental controller at Alton ATCT, a level I VFR tower with flight data (FD) and clearance delivery (CD) functions combined on one position. He checked out FD/CD functions on the same day with a total OJT time of 33 hours. A separate Tracking Report shall be completed for each function. In this case, one Tracking Report would indicate course 55026 (FD) with 16 hours OJT and the other Tracking Report would indicate completion of course 55027 (CD) with 17 hours OJT. (Total 33 hours).
2. Transfers. Jane Doe was an FPL controller at Memphis ARTCC who had successfully completed all Academy and field phases of training. The required Tracking Reports had been submitted by Memphis. Subsequently, Jane bid on and was selected as a controller at Indianapolis ARTCC and entered facility training. In this case, even though she had previously successfully completed Phases V - XIII of field training, Tracking Reports must be submitted for each phase she completes at her new facility.
3. Position Recertification. Mary Doe is an FPL specialist at Oakland FSS. Due to a skiing accident, she was on extended sick leave for 120 days, thus exceeding the currency requirement contained in Order 3120.4F, Air Traffic Training. Upon recovery and return to work, she trained and was recertified on all positions in the facility. In this case, Tracking Reports are not to be submitted.
4. Multiple Positions (En Route). Several courses (phases) in the en route training program contain two or more positions which the developmental must certify on. A tracking report shall be submitted only after the developmental has certified on all positions in that phase of training. For instance, Joan has certified on one nonradar/radar associate position in Phase IX. A tracking form will not be submitted at this point. Only after Joan certifies on the second nonradar/radar associate position will a tracking form be submitted for course 55129.
5. Multiple Positions (Terminal). Miami Approach Control has 14 radar positions. Bill Doe has checked out on his first radar position. A tracking report should not be submitted at this time. A tracking report should only be submitted when he has checked out on all the radar positions required for him to be fully radar rated at his facility. When Bill completes check out on all 14 positions, a tracking report should be submitted for course 55031.
6. Multiple Positions (Tower/Radar Room). Columbus ATCT is a level IV Tower/Radar Approach Control facility with separate flight data positions in the tower cab and the radar room. A developmental, Ray Doe, has certified on the cab data position and is in training on clearance delivery. However, he has not certified on the radar flight data position. In this case, a tracking report should not be submitted until certification is accomplished on all flight data positions in both the cab and radar room.

7. Terminal (NonRadar). Most radar terminals do not operate a separate nonradar position. However, the Terminal Instructional Program Guide (TP-12-0-1), Phase X NonRadar, requires that all radar facilities complete the nonradar training described in that document. When those requirements have been met, a tracking report indicating Phase X completion should be submitted.
8. Incomplete. Tom Smith is a developmental at Dulles Tower. Due to a sky diving accident, it is determined that he will be on extended sick leave for at least 120 days. In this case you would fill out a Tracking Report giving Tom a grade of "Incomplete." In addition, in the remarks section of the tracking form you would indicate the reason for the Incomplete grade, (i.e. extended sick leave).
9. Reentry. Tom Smith returned to work after being on extended sick leave and continued training in course 55029. Tom had previously received an incomplete in this course due to his absence. A tracking form shall be submitted on Tom at the completion of the course indicating the course number and date he reentered training. This date will be entered as the start date. Enter the total number of hours the student used to complete the course (the sum of the hours used before the absence and after the reentry occurred). Also, verify in the remarks section that the number of hours reported is the total number of hours used.
10. Withdrawal. Robert Doe has not made satisfactory progress in Phase IX training and withdraws from the training program. A tracking report shall be submitted filling in all the pertinent data including the hours of training Robert Doe had used up to the point of withdrawal in Phase IX. In addition, an explanation of the reason he withdrew from course 55129 shall be included in the remarks section, (i.e. resignation for personal reasons, failure to progress, etc.)
11. Reinstatement. In the case of a developmental whose employment and/or training has been terminated due to failure or removal for cause, and is subsequently rehired and/or reinstated into the training program, the following shall be accomplished. Submit a tracking form at the completion of the course indicating the start date and course number for the first full course of training the developmental is entered into and enter "Reinstated into the Training Program" in the remarks section.
12. Completion of Training Requirements (En Route). Jane Doe is assigned to a level II center and has met all the requirements for the full performance level controller at that facility. A tracking form shall be submitted for course 55132 and the oval corresponding to "Has Completed All Developmental Training For This Facility" shall be filled in. This alerts CAMI that the developmental has met all the training requirements for that facility, is an FPL, and that additional ATC Training Tracking Reports are no longer required for this employee at the current facility.
13. Completion of Training Requirements (Terminal). John Doe is assigned to a level II tower and has met all the requirements of the ATC qualification training program at that facility. A tracking form shall be submitted showing the completion of course 55029 and the oval corresponding to "Has Completed All Developmental Training For This Facility" shall be filled in. This alerts CAMI

that the developmental has met all the training requirements for that facility, and that additional ATC Training Tracking Reports are no longer required for this employee at the current facility.

14. Air Traffic Assistant (En Route). Jim James is an ATA assigned to Los Angeles Center and completed Phase V and VI; he converts to an ATCS GS-2152, and successfully completes the FAA Academy. He returns to Los Angeles Center and is assigned the same area of specialization. A tracking form will not be submitted for Phase V and VI, but, beginning with Phase VII and each succeeding phase of training completed, a tracking form shall be submitted. If Jim had been reassigned to another facility, you would be required to submit a tracking form beginning with the completion of Phase V training.

15. Air Traffic Assistant (Terminal). Tracking forms shall not be submitted for air traffic assistants, upon certification on clearance delivery and flight data positions. Diane Carol was an ATA at Alton Tower and had certified on the flight data/clearance delivery position. Diane converted to an ATCS GS-2152 and successfully completed Academy training and was assigned to Alton Tower and began developmental training. Do not submit a tracking form for completion of Phase VI and VII training on Diane. This training will be treated as a recertification for tracking purposes.

16. Air Traffic Assistant (Terminal). Janet Smith was an ATA at Alton Tower and had certified on the flight data/clearance delivery position. Janet converted to an ATCS GS-2152 and successfully completed Academy training. She was assigned to Dulles Tower and began ATCS developmental training. In this case you will submit tracking forms for all phases of training completed at Dulles Tower by Janet.

17. Sectors. Fred Jones completed phase 10 of en route qualification training. There were six sectors in his area of specialization. When a tracking report is submitted for phase 10, "06" should be coded in the "sectors" section of the report.

18. Predevelopmental/Cooperative Education. Chuck Jones is a Predevelopmental (PreD)/Cooperative Education (Co-op) employee who completed the PreD/Co-op program. Tracking reports will be submitted on Chuck only after he has completed training as a GS-2152 developmental employee who successfully completed the FAA Academy.