

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3120.26

January 16, 1991

SUBJ: PRE-HIRE AIR TRAFFIC CONTROL DEMONSTRATION PROGRAM

1. PURPOSE. This order establishes procedures for implementing Pre-Hire Air Traffic Control Training Programs at post-secondary institutions.

2. DISTRIBUTION. This order is distributed to the director level in Washington, with a branch level distribution in the Offices of the Associate Administrator for Human Resource Management and Air Traffic; to the branch level in the Air Traffic and Human Resource Management Divisions and Civil Rights Staffs in the regions; to the branch level in the Human Resource Management Division, Civil Rights, Center for Management Development, and the FAA Academy at the Aeronautical Center; to the branch level in the Human Resource Management Divisions and Civil Rights Staffs at the FAA Technical Center; and a limited distribution to all air traffic facilities.

3. BACKGROUND

a. In response to training studies conducted in 1988, FAA will test the concept of "off-loading" air traffic control screening and training into a select, few, accredited, post-secondary educational institutions. This "proof of concept" test is a major initiative in the FAA's Flight Plan for Training, a comprehensive design for improving recruitment and training. This initiative will involve the selection of a number of such institutions during FY 1991 through FY 1992 and will last for a 5 year period.

b. In order to draw from the largest population available, institutions selected will be geographically dispersed. If empirical data demonstrates that the program is successful during the 5-year test period, FAA will consider expanding to other post-secondary educational institutions interested in and capable of replicating any successful "test" screening process and training curriculum.

4. OBJECTIVE. The objective of this demonstration program is to determine if post-secondary educational institutions can develop and validate an innovative selection process and training curriculum that encompasses the knowledge, skills, and abilities required of the air traffic control occupational field (terminal and en route options) under the current air traffic operation and forthcoming advanced automation system. Institutions must also be able to develop a valid method of assessing the competency of all who complete the training.

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A-Y(AV/MT)-3; A-FAT-O(LTD)

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5. RESPONSIBILITIES.

a. Office of Training and Higher Education (AHT) shall:

(1) Oversee the demonstration program and be the focal point for regional and institutional assistance.

(2) Solicit and evaluate proposals from prospective educational institutions.

(3) Convene a panel consisting of members from appropriate FAA organizational units to evaluate proposals and recommend educational institutions that will be a part of the demonstration program with concurrence of the Associate Administrator for Air Traffic.

(4) Use evaluative data on the program to make recommendations at the end of the demonstration period.

b. Office of Civil Rights shall:

(1) Serve on the panel to review and evaluate program proposals submitted by institutions.

(2) Ensure that educational institutions selected for the program have the ability and experience to recruit minorities and females.

c. Training program management officer (TPMO) shall:

(1) Serve as liaison in the region between the educational institutions involved in the demonstration program and the air traffic division.

(2) Serve as an on site contact between the educational institution and AHT.

d. Regional Human Resource Management Divisions shall:

(1) Recruit graduates from the demonstration program.

(2) Provide information on employment and current vacancies to demonstration program students.

e. The Civil Aeromedical Institute shall:

(1) Conduct formative and summative evaluations of these test programs.

(2) Provide evaluative reports to appropriate FAA offices (AAT, AHR, AHT, etc.).

6. CRITERIA. The qualitative criteria that will be used to select program sponsors include:

a. Demonstrated capability to develop an air traffic control curriculum, experienced faculty, and appropriate facilities and equipment.

- b. Methodology to prepare students for the air traffic control occupations.
- c. Strategy to aggressively recruit minorities and females.
- d. Willingness to select and screen students in accordance with the provisions of Title IX of the Civil Rights Act of 1964.
- e. History of producing graduates of relevant programs who have achieved the full performance level of an air traffic controller.
- f. Willingness to allow FAA to evaluate the total program.

7. AGREEMENTS.

- a. FAA will enter into an agreement with the post-secondary, educational institutions to initiate the test program.
- b. Agreements may be written in the form of a contract, memorandum, or letter of understanding.
- c. Documents will specify the desired outcomes of the program, duration of the program, requirements for student selection, post-training assessment, and program evaluation, at a minimum.

8. HIRING AND PLACEMENT.

- a. The hiring of graduates of these programs will be governed by FAA's recruitment needs for the ATC occupation; FAA will not guarantee employment of graduates.
- b. FAA may hire the graduates of these programs who meet all of the qualifications for entering the ATC occupation and may, at its discretion, place some or all of the graduates from any given program directly into a field facility without requiring them to complete the Air Traffic Control Specialist (ATCS) Nonradar Screen at the FAA Academy in Oklahoma City, Oklahoma.
- c. FAA may, based on empirical data collected during the demonstration period, elect to revise these programs to one of re-directing all qualifying graduates to complete training at the FAA Academy.

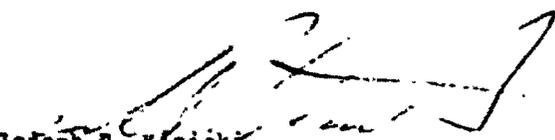
9. DOCUMENTATION.

- a. All student selection, educational testing measures used to eliminate students from training, and post-training competency assessments must comply with the EEOC (1978) Uniform Guidelines on Employee Selection Procedures and relevant professional standards for psychological, educational, and personnel selection tests.

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b. Participating institutions will be required to document all such measures in accordance with the reporting requirements of the Uniform Guidelines. Full reports shall be provided to FAA as part of the overall program evaluations.



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Higher Education