

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

3120.27A

8/13/98

**SUBJ: PERFORMANCE VERIFICATION FOR EN ROUTE AND TERMINAL INITIAL QUALIFICATION TRAINING**

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1. **PURPOSE.** This order provides policy, procedures, and guidance for conducting performance verification assessments on students who have completed en route or terminal air traffic controller initial training at the Federal Aviation Administration (FAA) Academy.
2. **DISTRIBUTION.** This order is distributed to branch levels of the Office of Air Traffic Resource Management Program (ATX), FAA Academy Air Traffic Division, and the regional Air Traffic Divisions.
3. **CANCELLATION.** Order 3120.27, Performance Verification For En Route and Tower Initial Qualification Training, dated July 14, 1994, is canceled.
4. **BACKGROUND.** Prior to the inception of "Train to Succeed", the FAA Academy assessed students using a point value system. This system was used as a screening process in conjunction with curriculum objectives. A numerical grading system has proven inadequate in a "Train to Succeed" environment. In order to transition to a "Train to Succeed" process, the Performance Verification Program was established in Training (ATX-100). ATX-100 is responsible for assessing students completing FAA Academy initial controller training. This has given the FAA Academy freedom to train without being responsible for the assessment process. The shift from a point based assessment yields a process that more closely mirrors the field. The process will give each student every opportunity to succeed.
5. **PROCEDURES.**
  - a. The Performance Verification (PV) Program assesses all students completing en route or terminal initial qualification courses.
  - b. Performance Verification consists of an academic examination and an assessment of a skill based scenario. A score of 70 percent is required for successful completion of the academic assessment.
  - c. PV specialists within ATX-100 and/or current field staff or supervisory personnel will assess student performance on a skill based scenario.
  - d. Students shall be assessed within the requirements outlined in the current edition of Order 7110.65, Air Traffic Control, and Order 3120.4, Air Traffic Technical Training. Results of the PV scenario shall be documented on FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report.
  - e. Following the scenario, the student will be "debriefed" by the PV assessor. During this debrief, the PV assessor will ask for explanations regarding questionable control actions and weigh responses in order to evaluate the student's cognitive skills. This investigation provides PV assessors the opportunity to identify areas that need improvement.

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Initiated By: ATX-100

f. Student performance on skill based scenarios shall be assessed within the PV standards process. The standards process consists of four critical elements:

(1) Rater Reliability. Personnel selected as PV assessors shall be thoroughly trained on both the PV process and the student debriefing process prior to conducting an evaluation. This provides a reliable method for insuring that assessments take place in a similar manner for each student.

(2) PV Scenarios. The scenarios incorporate field requirements. Once a student can perform the tasks necessary to successfully run a PV scenario, they will have demonstrated the skills necessary to begin field training.

(3) PV Assessment. Initial assessments are conducted using one PV assessor observing one student. The PV assessment will determine if a student has demonstrated the fundamental skills and knowledge necessary to begin field OJT.

(4) PV Reassessment. In the event of a student's unsuccessful performance of a PV scenario, the student shall be returned to the FAA Academy for additional targeted training on areas identified by the PV assessor. After completion of this training, the student will be assessed on a second PV scenario. Two PV assessors will evaluate the second scenario. The two assessors must reach a consensus before a decision can be made regarding the student's success or failure.

NOTE: The PV assessor that evaluated the unsuccessful scenario shall not assess the second scenario.

g. In the event a student is unsuccessful after the second PV scenario assessment, ATX-100 will notify the appropriate regional Air Traffic Division. Disposition of the unsuccessful student will be determined by the regional Air Traffic Division in accordance with appropriate directives.

  
for David R. Sprague  
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