

**ORDER**

3120.29

FAMILIARIZATION TRAINING



February 26, 1997

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

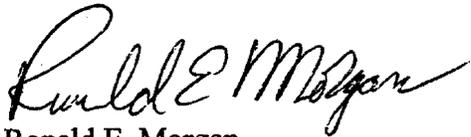
**Distribution:** A-W(AT/TA/TO/TX/RS/TR/CO/IT)-3;  
A-X(AT/MS/LG/CS)-3; A-Y-3;  
A-Z-1; A-FAT-O (STD)

**Initiated By:** ATO-300



## FOREWORD

This order states policy and procedure for the administration of the Federal Aviation Administration's Familiarization Training Program. Participants in the program are required to be familiar with and adhere to the guidelines in this order. Good judgment should be utilized in situations not covered by this order.



Ronald E. Morgan  
Director of Air Traffic

## TABLE OF CONTENTS

### CHAPTER 1. GENERAL

<b>Paragraph</b>	<b>Page</b>
1-1. Purpose.....	1
1-2. Distribution .....	1
1-3. Cancellation .....	1
1-4. Effective Date .....	1
1-5. Background.....	1
1-6. Assignment of Responsibility.....	1
1-7. Definitions.....	1
1-8. Familiarization Training Program Specialist.....	2
1-9. Requests for Information .....	3
1-10. Reports .....	3
1-11. Forms .....	3
1-12. Procedural Noncompliance.....	3
1-13. Communications .....	4
1-14. Changes to the FAM Training Program.....	4
1-15. Authority to Change this Order.....	4
1-16. through 1-99. Reserved.....	4

### CHAPTER 2. FAMILIARIZATION TRAINING

#### SECTION 1. ADMINISTRATION

<b>Paragraph</b>	<b>Page</b>
2-1. General.....	5
2-2. Policy .....	5
2-3. Nonsolicitation.....	5
2-4. Modes of Travel.....	5
2-5. Duty Status.....	6
2-6. Travel to Visit Other Air Traffic Control Facilities.....	6
2-7. Conduct, Appearance, and Use of Intoxicants.....	7
2-8. Travel Expenses .....	7

2-9. Premium Pay .....	7
2-10. Record of Training .....	7
2-11. through 2-24. Reserved.....	8

## SECTION 2. FAMILIARIZATION TRAINING - AIR CARRIER

Paragraph	Page
2-25. General.....	9
2-26. Policy .....	9
2-27. Program Participation .....	10
2-28. Approving Authority.....	11
2-29. Employee Conduct.....	12
2-30. Eligible Air Carriers and Coordination .....	13
2-31. Extent of Travel .....	14
2-32. Number of Trips Per Year.....	14
2-33. Commuting to Use Familiarization Training Program Flights.....	15
2-34. Familiarization Training Trip Report .....	15
2-35. Recording Training .....	15
2-36. Procedural Noncompliance .....	15
2-37. Forms .....	16
2-38. through 2-49. Reserved.....	17

## SECTION 3. FAMILIARIZATION TRAINING - RENTAL AIRCRAFT

Paragraph	Page
2-50. General.....	18
2-51. through 2-74. Reserved.....	18

## SECTION 4. FAMILIARIZATION TRAINING - MILITARY

Paragraph	Page
2-75. General.....	19
2-76. Eligible Employees .....	19
2-77. Voluntary Participation.....	19
2-78. Travel Orders .....	19
2-79. Hold Harmless Agreement.....	19
2-80. Low-Level Missions .....	19

2-81. Immunization .....	19
2-82. Physiological Training Certificate .....	19
2-83. Familiarization Training on Mission Flights .....	20
2-84. Program Requirements.....	21
2-85. through 2-99. Reserved.....	21

### **CHAPTER 3. SECURITY, CONTROL, AND ACCOUNTABILITY OF FORMS**

<b>Paragraph</b>	<b>Page</b>
3-1. General .....	22
3-2. Background .....	22
3-3. Responsibility .....	22
3-4. Distribution of Forms.....	22
3-5. Accountability.....	23
3-6. Security .....	23
3-7. Procedures.....	24
3-8. Tracking .....	26
3-9. through 3-99. Reserved.....	28

### **APPENDIX 1. FORMS**

## CHAPTER 1. GENERAL

**1-1. PURPOSE.** This order states the policy and procedures for the administration of the Federal Aviation Administration (FAA) Familiarization (FAM) Training Program.

**1-2. DISTRIBUTION.** This order is distributed to the branch level in Washington headquarters Air Traffic offices, Air Traffic Requirements Service, Office of Civil Aviation Security Operations, Office of Information Technology; branch level in regional air traffic, management systems, civil aviation security, and logistics divisions; branch level at the William J. Hughes Technical Center, Mike Monroney Aeronautical Center, and all air traffic field offices/facilities.

**1-3. CANCELLATION.** This order cancels Orders 7210.51, Liaison and Familiarization Travel Program Administration Procedures for Air Carriers That Do Not Require Advance Notification, dated December 3, 1991; and 7230.6B, Designation of Persons Authorized to Sign and Use FAA Form 7000-1, dated January 2, 1992.

**1-4. EFFECTIVE DATE.** This order is effective May 1, 1997.

**1-5. BACKGROUND.** FAM Training Program policy and procedures were previously contained in several directives. This order combines the information into a single document and contains administrative changes which ensure effective program management and control. The order focuses on the primary purpose of the program which is air traffic training.

**1-6. ASSIGNMENT OF RESPONSIBILITY.** FAM Training Program responsibility is assigned to the Air Traffic Operations Program (ATO). The responsibility to recommend changes in policy and issue procedural changes is assigned to the Operations Resources Division, ATO-300.

### 1-7. DEFINITIONS.

a. Air Carrier. Scheduled and supplemental commercial, air taxi, or commuter flights of United States registry operating under the Code of Federal Regulations (CFR), 14 CFR 121, 135, or 298.

b. Air Traffic Control Specialist (ATCS). An FG-2152 series employee of the FAA.

c. Approving Authority. Persons authorized to sign controlled FAM Training Program documents.

- d. Domestic. Locations totally within the conterminous United States.
- e. Duty Familiarization Training. Familiarization training which occurs while the employee is on duty status.
- f. Familiarization Training. The presence of an eligible employee on the flight deck of an air carrier, military, or general aviation aircraft. This official training provides direct interaction with flightcrews and allows participants to experience firsthand the operational characteristics of different aircraft and gain insight into system performance as it relates to both safety and efficiency. Familiarization of the employee with flight deck procedures, aircraft performance, and the in-flight observation of air traffic control (ATC) operations and equipment are necessary for the development of control and communication skills.
- g. Familiarization Training Program Specialist (FTPS). An individual assigned the collateral duty responsibility for the ordering, tracking, and controlling of FAM Training Program documents and who serves as a liaison to ATO-300.
- h. Foreign. Locations other than those specified in subparagraphs (d) and (k).
- i. Gateway. Airport terminals designated by air carriers from which international flights originate.
- j. Outbound Destination. A location to which travel without an overnight stop is accomplished.
- k. Overseas Domestic. Locations in Alaska, Hawaii, and United States territories and possessions are overseas domestic destinations. Mexico and Canada shall be considered overseas domestic if providers so designate.
- l. Provider. Air carrier, air taxi, general aviation pilot or company, or military organization which permits participation by FAA employees in the FAM Training Program.
- m. Trip. Travel to and from a specific destination or when approved travel terminates at the outbound destination.

**1-8. FAMILIARIZATION TRAINING PROGRAM SPECIALIST.** Office/service directors, program directors, regional air traffic division managers, and directors of the William J. Hughes Technical Center and the Mike Monroney Aeronautical Center shall designate an FTPS to coordinate administration of familiarization training and associated programs. The FTPS shall be the focal point for FAM Training Program administration and liaison with the Operations

Resources Division, ATO-300. Names of individuals assigned these responsibilities shall be forwarded to ATO-300.

**1-9. REQUESTS FOR INFORMATION.** Requests for information or clarification of the policy and procedures contained in this order shall be made with the concurrence of the air traffic division manager by or through the FTPS and shall be directed to ATO-300.

**1-10. REPORTS.**

The following reports are due:

Quarterly: Requests for Familiarization Training Authorization Booklets.

Semiannually: Disposition of Familiarization Training Authorizations issued.

Due dates of the reports are contained in Chapter 3, subparagraph 3-7d.

**1-11. FORMS.** The following forms are used in the administration of the FAM Training Program and are available through the FAA Logistics Center.

a. FAA Form 3120-28, Familiarization Training Authorization (NSN: 0052-00-919-8000; unit of issue: book).

b. FAA Form 3120-29, Familiarization Training Record (NSN: 0052-00-919-9000; unit of issue: sheet).

c. FAA Form 3120-30, Familiarization Training Authorization Log (NSN: 0052-920-0000; unit of issue: sheet).

d. FAA Form 3120-31, Familiarization Training Request (NSN: 0052-00-920-1000; unit of issue: set).

Instructions for completion are contained on the forms. Samples of forms are located in Appendix 1, Forms, of this order.

**1-12. PROCEDURAL NONCOMPLIANCE.** Evidence of impropriety and discrepancies in the administration of FAM training guidelines shall be reported to and coordinated with ATO-300 through the FTPS.

**1-13. COMMUNICATIONS.** Copies of all written communications from participating airlines concerning the administration of the FAM Training Program shall be forwarded immediately to ATO-300. Responses to communications from any air carrier shall be prepared by ATO-300.

**1-14. CHANGES TO FAM TRAINING PROGRAM.** No facility, regional office, or other FAA organization shall add, delete, or in any way alter the standardized FAM Training Program. There shall be no local or regional agreements with providers concerning the FAM Training Program. If a conflict arises between policy and procedures contained in this order and those in other issuances, supervisors shall request clarification from their air traffic division manager, program director, or designees. If a conflict arises between instructions in this order and the terms of a labor union contract, supervisors shall abide by the contract. Situations requiring unique local or regional arrangements shall be referred to ATO-300 which shall negotiate the agreement if necessary.

**1-15. AUTHORITY TO CHANGE THIS ORDER.** The Program Director for Air Traffic Operations, ATO-1, is authorized to issue changes to this order that do not affect policy.

**1-16 through 1-99. Reserved.**

## **CHAPTER 2. FAMILIARIZATION TRAINING**

### **SECTION 1. ADMINISTRATION**

**2-1. GENERAL.** This section provides policy and guidance relating to the Air Traffic FAM Training Program. Specific policies that apply to air carrier, general aviation, and military flights are listed in Sections 2, 3, and 4 of this Chapter.

#### **2-2. POLICY.**

a. All familiarization training shall be subject to the approval of FAA Air Traffic management. Such approval shall be governed by operational and staffing requirements, and all participants shall comply with the national standardized procedures established by the FAA.

b. Familiarization training is considered to be supplemental to the air traffic training program. The desirability of familiarization training is recognized with the sole intent of the training to acquaint participants with the flight deck environment and enable them to observe the operation of the ATC system firsthand.

c. Providers specify their own internal regulations and procedures governing the FAM Training Program, and such regulations and procedures are beyond the purview of the FAA to alter. In cases where the stated procedures are contrary to the FAA's requirements for employees' participation, the provider's procedures shall apply as long as they do not exceed FAA requirements.

#### **2-3. NONSOLICITATION.**

a. FAM training shall be conducted only when official approval is obtained through the processes contained in this order. FAM training shall be conducted at the provider's or pilot's convenience and discretion. Under no circumstances shall FAA employees solicit an air carrier or air taxi to participate as a provider in the FAM Training Program.

b. Solicitation by FAA employees for air transportation is in violation of 5 CFR 2635, Standards of Ethical Conduct for Employees of the Executive Branch.

**2-4. MODES OF TRAVEL.** Familiarization training may be accomplished using private, business, commercial, or Government aircraft.

**2-5. DUTY STATUS.**

a. Employees authorized to engage in familiarization training are in an "official training" status and are covered by the provisions of the Federal Employees' Compensation Act in the case of injury or death, even when traveling on off-duty days. Employees are not covered under the Act while on annual leave.

b. Familiarization training may be accomplished on any combination of duty days, regular days off, and **approved annual leave days**. Prior to the training, participants may request to substitute duty time for their approved annual leave for familiarization training purposes. Every effort shall be made to provide familiarization training on duty time.

c. Duty familiarization training may be requested for any time during the 24-hour duty day, regardless of the assigned duty shift. Schedule/shift changes are the responsibility of the participant.

d. An employee shall be considered on duty time for up to 1 hour prior to the proposed departure time and for 1 hour after the actual arrival time at the destination, if in a duty status. (For rules involving commuting time, see paragraph 2-33, Commuting to Use Familiarization Training Program Flights).

**2-6. TRAVEL TO VISIT OTHER AIR TRAFFIC CONTROL FACILITIES.** Facility visits on official time by authorized employees to other air traffic facilities, in conjunction with familiarization training, may be permitted subject to operational need and staffing limitations. The purpose of these trips shall be to acquaint personnel with the operations of the other facilities.

a. Each Air Route Traffic Control Center (ARTCC) shall send a specialist to Central Altitude Reservation Function (CARF) familiarization once each year for familiarization and training in CARF procedures and operations. Prior arrangements shall be made with CARF for the training assignments. A travel order is required.

b. All ARTCC's and Level IV and V, Terminal Radar Approach Control facilities with a direct interphone circuit with the Air Traffic Control System Command Center (ATCSCC) shall send a specialist to the ATCSCC at least once a year for familiarization and training in procedures and operations subject to the availability of travel funds. Prior arrangements shall be made with the ATCSCC for the training assignment. A travel order is required for this assignment.

**2-7. CONDUCT, APPEARANCE, AND USE OF INTOXICANTS.** Federal Government employees are expected to conduct themselves in a manner reflecting favorably upon their employer and the facility or office they represent. Managers shall inform all participants engaged in familiarization training that the provisions of Order 7210.3, Facility Operation and Administration, paragraph 2-6-8, Use of Alcohol and Other Drugs, are applicable.

**2-8. TRAVEL EXPENSES.** Participation by eligible employees in familiarization training is voluntary on the employee's part and, as such, reimbursement of any expense, including per diem, mileage, etc., shall not be authorized or paid.

**2-9. PREMIUM PAY.**

a. Since familiarization training is considered supplemental on-the-job training, employees participating in training on a regularly assigned duty day receive the same premium pay they would have received had they worked their regular shift.

b. Duty familiarization training may be approved even though overtime is being used in the facility. Overtime shall not be scheduled to cover familiarization training absences.

c. In accordance with Order 3550.10, Pay Administration (General), employees may not earn premium pay, overtime, or compensatory time/credit hours when training during off-duty periods.

**2-10. RECORD OF TRAINING.** All offices and facilities shall use FAA Form 3120-29, Familiarization Training Record, to record the following data on familiarization training.

a. Date.

b. Name or operating initials.

c. Point of departure.

d. Destination.

e. Mode of travel; e.g., air carrier, private aircraft, etc.

f. Training provider; i.e., air carrier three letter identifier and flight number, call-sign of the private aircraft, etc.

g. Duty status.

h. FAA Form 3120-28, Familiarization Training Authorization numbers, if used.

i. Any pertinent remarks.

This information is required to comply with the reporting requirements contained in Chapter 3, subparagraph 3-7d, Reporting.

**2-11 through 2-24.** Reserved.

## SECTION 2. FAMILIARIZATION TRAINING - AIR CARRIER

**2-25. GENERAL.** This chapter defines specific policy and responsibilities for FAA employees participating in or administering the FAM Training Program on air carriers.

### **2-26. POLICY.**

a. The FAM Training Program is a voluntary, supplemental on-the-job training program conducted at no cost to the Government or the air carriers who provide the training. The Air Carrier FAM Training Program allows authorized participants access to the flight deck of air carrier aircraft to directly observe flight operations. Participants and flightcrews mutually benefit through their discussions and observation of air traffic control services, communications, and in-flight problems.

b. Decisions relating to matters such as the continued existence of the FAM Training Program, program eligibility, the number of trips, and destinations covered by the program are reserved solely to the FAA. The FAA recognizes that familiarization training in air carrier aircraft involves company internal regulations and procedures. Any air carrier may suspend or abridge its participation in the FAM Training Program at any time, and the FAA has no authority to direct the conduct of the program by individual air carriers.

c. 14 CFR 121.547, subparagraph (a)(4), authorizes the admission of air traffic control personnel to the flight deck of aircraft. Subparagraph (b) states that air carriers **may** admit air traffic control personnel, not that they **shall**.

d. Familiarization training authorization requires both FAA and air carrier approval. Only those air carriers of United States registry operating under the Federal Air Regulation, Parts 121, 135, or 298 may participate in the program.

e. The jump seat of air carrier aircraft is assigned to air traffic control participants on a first-come, first-served, space-available basis. No FG-2152 participant shall have priority over any other.

f. Participants are required to relinquish the jump seat to any higher priority; e.g., Secret Service agents, air carrier inspectors on inspection trips, National Transportation Safety Board air safety inspectors, FAA air traffic evaluations personnel conducting evaluations, company crew members, and others at the pilot's discretion. It is the captain's prerogative to approve or disapprove admittance of other than regular crew members to the flight deck.

g. It is a violation of 5 CFR 2635.702 for participants to accept seating in the cabin of air carrier aircraft except when directed by the pilot to leave the flight deck when it is no longer possible to exit the aircraft.

h. If directed to leave the flight deck and the participant is able to exit the aircraft, he or she may accept a subsequent flight to the same destination on the same air carrier on the same day.

i. Whenever a participant is directed to leave the flight deck, a full written report on the circumstances shall be made to the participant's manager within 1 calendar week of returning to duty.

## **2-27. PROGRAM PARTICIPATION.**

a. The following personnel are eligible to participate in the FAM Training Program:

(1) All en route, terminal, and flight service option FAA FG-2152 ATCS's who are certified on a minimum of two operational control positions. In the terminal option, this excludes the flight data and clearance delivery positions. In the flight service option, one of the two certified positions shall be the preflight position. Once a specialist achieves eligibility under this paragraph, that person is not required to meet this provision again. Changes in option or facility do not affect eligibility.

(2) All management, supervisory, and staff FG-2152 ATCS's in the en route, terminal, or flight service options.

(3) FG-2152 Air Traffic representatives.

(4) Regional FG-2152 Air Traffic operations personnel.

(5) Other region, Technical Center, FAA Academy, or Washington headquarters personnel as specifically authorized on an individual basis by the Director of Air Traffic, the Superintendent of the FAA Academy, the Director or Deputy Director of the William J. Hughes Technical Center, or regional air traffic division manager.

(6) All personnel, upon certification of meeting program eligibility requirements as outlined in subparagraphs a (1) through (5) above, will be issued a permanent familiarization training authorization number by the Operations Resources Division, ATO-300. Procedures for familiarization training authorization number request/assignment are contained in Chapter 3.

b. Personnel are ineligible to participate:

(1) When on sick leave or while receiving continuation of pay benefits under the Federal Employees' Compensation Act.

(2) When a security clearance, if held, is suspended or revoked.

**2-28. APPROVING AUTHORITY.** The approving authority for familiarization training is as follows:

a. For field participants, the facility air traffic manager or designee.

b. For other participants:

(1) Program director or designee.

(2) Regional air traffic division manager or designee.

(3) Director, William J. Hughes Technical Center, ACT-1, or designee.

(4) Director, Mike Monroney Aeronautical Center, AMC-1, or designee.

c. The approving authority shall not:

(1) Approve the submission of a training request to multiple airlines for the same trip. However, the use of different air carriers or the same air carrier for different segments on the same familiarization training assignment is authorized.

(2) Issue blank FAA Form 3120-28, Familiarization Training Authorization.

(3) Approve duty familiarization training on official holidays.

(4) Delegate signature authority to the specialist level.

**2-29. EMPLOYEE CONDUCT.** FAM Training Program participants are guests of the air carrier and should conduct themselves with dignity and in a professional manner.

a. Approving authorities shall ensure that participants:

- (1) Are informed that the provisions of Order 7210.3, paragraph 2-6-8, are applicable.
- (2) Are familiar with and agree to the conduct, dress, and appearance codes of the air carrier from which they are requesting training.
- (3) Are briefed on each carrier's FAM training program requirements and are provided appropriate company letters, etc.

b. Participants shall:

- (1) Groom and attire themselves in the manner specified by the carrier in reference to appearance and safety. All carrier requirements for grooming and attire shall be met prior to the participant's first contact with any representative of the company. Employees shall not request exemptions from company rules involving dress, facial hair, grooming, etc., from any representative of the company, at any time.
- (2) In the absence of any published policy, present themselves in a manner that will not erode public confidence in the professionalism of the air traffic controller work force.
- (3) Prominently display their Department of Transportation/FAA identification badge at all times during the flight.
- (4) Advise flightcrews of their individual function within Air Traffic; e.g., controller, area supervisor, area manager, etc., to assist in flight deck communications.
- (5) Fasten the shoulder harness during takeoff and landing whenever the jump seat is so equipped.
- (6) Refrain from all nonessential conversation or distracting behavior during the taxi, takeoff, or landing phases of flight; or when operations are conducted below 10,000 feet, except for cruise flight; or as directed by the pilot-in-command.
- (7) Not handle the aircraft controls and shall remain on the flight deck for the duration of the flight except when necessary for physiological needs.

(8) Review the policy and procedure outlined in this order prior to being issued FAA Form 3120-28, Familiarization Training Authorization.

**2-30. ELIGIBLE AIR CARRIERS AND COORDINATION.** Many air carriers have time periods which prevent them from accommodating familiarization training requests for the jump seat. There may be other restrictions specified by company policy. ATO-300 will notify all FTPS's when these situations and time periods are in effect.

a. Participants requesting familiarization training shall submit a completed FAA Form 3120-31, Familiarization Training Request, in sufficient time to allow at least 3 full administrative days for facility or office processing. This is in addition to the notification required by the air carrier. The facility or office shall process FAA Form 3120-31 in accordance with individual air carrier request requirements. Carrier request procedures are:

(1) Advance. A request submitted for air carrier approval in accordance with air carrier policy 1 to 21 days in advance of the requested date of the training.

(2) Walk-up. A request presented to the air carrier for approval on the day of the requested training.

In the absence of any published airline request procedures, 15 administrative days notice by mail shall be used.

b. In field facilities, **only** the approving authority may contact providers to accomplish required telephone confirmation.

c. Participants shall follow the air carrier procedures regarding such aspects as confirming the return trip, checking baggage, identification requirements, or any other specifications of the carrier concerning familiarization training procedures.

d. Participants shall immediately report to, and seek assistance from, their approving authority or the nearest air traffic facility authorized to issue FAA Form 3120-28, Familiarization Training Authorization, regarding any difficulty that arises while engaged in familiarization training. When assistance is obtained from other than the facility to which the participant is assigned, it shall be coordinated with and/or reported to the approving authority at the earliest opportunity.

e. Records of all air carriers who participate in the FAM Training Program, including their procedures for participation, shall be maintained by ATO-300.

f. ATO-300 will distribute by memorandum a matrix containing condensed carrier policy and procedure, as well as any required forms or letters, to regional and headquarters offices. The matrix will be updated as program changes occur.

## **2-31. EXTENT OF TRAVEL.**

a. All familiarization training must originate or terminate at an airport within the conterminous United States or at an overseas domestic location.

b. A reasonable time period will be authorized for participants to make connecting flights. Generally, this will be the time of the first available connecting flight and normally will not exceed 8 hours.

c. Where authorized, the outbound destination for all foreign travel shall be the first international destination, except for unplanned fuel stops. Travel between foreign airports is not authorized.

d. Required immunizations and tourist passports for foreign travel shall be obtained on nonduty time and at no expense to the Government.

**2-32. NUMBER OF TRIPS PER YEAR.** The number of trips per participant shall be limited to:

a. Per Carrier. Travel on the same air carrier once during the calendar year except when the carrier has indicated it will allow more than one trip per year. A trip shall be counted as having been taken during the year that travel began.

b. Per Year. A maximum of nine trips per calendar year, consisting of eight domestic/overseas domestic trips, and for eligible participants, one foreign trip.

(1) No more than five of the domestic/overseas domestic trips may be accomplished during duty time.

(2) Duty time is not authorized for any foreign trip.

(3) When duty time is used as a part of any trip, that trip shall be considered one of the five duty trips.

**2-33. COMMUTING TO USE FAMILIARIZATION TRAINING PROGRAM FLIGHTS.**

Participants may commute a reasonable distance to participate in the FAM Training Program. Such commuting shall be at no expense to the Government. If commuting is involved on a duty trip, the employee shall commence the familiarization training within 8 hours of beginning the commute. Participating employees shall be released from their facility and will be considered on duty time for up to 2 hours so as to reasonably arrive at the departure airport 1 hour prior to the proposed departure time.

**2-34. FAMILIARIZATION TRAINING TRIP REPORT.**

a. Within 1 calendar week of returning to duty after a familiarization training assignment, participants shall submit a report to their supervisor detailing the training received. This report shall include specific information about the operations observed and discussions held.

b. FAM Program training reports should be confined to the ATC and communications aspects of the flight and should be a synopsis of the training received.

c. Training reports may be submitted on a facsimile of FAA Form 3120-31, however, the facsimile and the approved, signed original shall be retained together.

d. A copy of the report shall be forwarded to the carrier that provided the transportation unless the carrier requests otherwise. A separate report is to be completed for each carrier used.

e. The training report shall be retained until the end of the reporting period in which the training occurred to facilitate reporting requirements.

**2-35. RECORDING TRAINING.** On participants for whom it is maintained, record all completed familiarization training in Section VIII of FAA Form 3120-1, Training and Proficiency Record, or enter into the TRAX System, Automated Training Records (where available). See Order 3120.4, Air Traffic Technical Training for use of FAA Form 3120-1.

**2-36. PROCEDURAL NONCOMPLIANCE.**

a. Noncompliance with the policy and procedures governing the FAM Training Program shall be dealt with quickly and severely. The solicitation of transportation or participation in the FAM Training Program, without proper authorization, shall not be tolerated and will result in denial of participation in the program. The minimum penalty for instances of noncompliance shall be immediate loss of FAM Training Program participation for a period of 2 years. All instances of noncompliance will be subject to disciplinary action in accordance with applicable directives.

b. Approving authorities shall report, in writing, any instance of FAM Training Program irregularity, as well as actions taken as a result of the irregularity, to the Operations Resources Division, ATO-300, through the FTPS. Whenever program participation is rescinded, the notification should include the effective date of the rescission. Notification should also be made when participation is reinstated.

**2-37. FORMS.** Familiarization training must be approved and authorized by the FAA and the air carrier operators. Approval is obtained through submission of FAA Form 3120-31, Familiarization Training Request. FAA management authorization is granted by the issuance of FAA Form 3120-28, Familiarization Training Authorization.

a. FAA Form 3120-31, Familiarization Training Request, is used to request air carrier familiarization. This form is not to be used for any other purpose. Use of this form facilitates trip reporting and recordkeeping. Instructions for completion of the form are contained on the form and are supplemented by the instructions below:

(1) The completed form is to be submitted to the supervisor or other designated individual in accordance with facility/office procedures.

(2) The completed form shall be submitted in sufficient time to allow 3 full administrative days for processing. This is in addition to the air carrier advance notification requirements.

(3) Use a separate form for each airline.

(4) The form should be typed or legibly printed in blue or black ink. Facilities equipped with TRAX may use forms generated through that system.

(5) The Facility Records page of the form shall be detached and retained at the facility prior to forwarding copies 2 and 3 to the air carrier when required. Upon submission of the training trip report (the reverse side of page 2), the Facility Records page shall be destroyed.

(6) The facility approved request authorizes training only on the air carrier and dates specified in the itinerary.

b. FAA Form 3120-28, Familiarization Training Authorization, is used to authorize familiarization training in air carrier aircraft of United States registry which meet the air carrier definition from Chapter 1, subparagraph 1-7a.

(1) FAA Form 3120-28 shall be completed in duplicate. The original and copy of the individual form shall be distributed and/or retained in accordance with Chapter 3, subparagraph 3-7b.

(2) A separate FAA Form 3120-28 is required for each segment of the trip.

(3) Blank FAA Forms 3120-28, individual or by booklet, are not to be issued.

c. FAA Form 3120-28 is an accountable form and shall be safeguarded at all times. The following procedures shall be followed by participants in the event of loss or theft of the form:

(1) Upon determination that the form is missing, complete information concerning the circumstances of the loss shall be reported as soon as possible to the employee's supervisor.

(2) If the forms are lost prior to departure, they may be replaced by the participant's facility in accordance with this order and at the discretion of the air traffic manager.

(3) If the forms are lost en route or after arrival at the outbound destination, the participant should contact the nearest air traffic facility authorized to issue FAA Form 3120-28, Familiarization Training Authorizations, for assistance. A complete report as to the circumstances of the loss shall be made to the participant's manager. The facility manager, or designee, shall report the loss to ATO-300, through the FTFS.

(4) Managers shall follow reporting procedures in Chapter 3, subparagraph 3-7d, upon notification of the loss of documents.

**2-38 through 2-49. Reserved.**

### **SECTION 3. FAMILIARIZATION TRAINING - RENTAL AIRCRAFT**

**2-50. GENERAL.** This program is to provide familiarization training for ATCS's by acquainting participants with the ATC system from the users' point of view. Participation in this program shall be as follows:

a. All ARTCC, terminal and FSS specialists, regardless of grade, who are certified to work all required positions of operation and perform all required functions of the full performance level grade at their assigned facilities may participate in this program either as pilots, when properly qualified, or as passenger observers.

b. Personnel not qualified for participation under subparagraph 2-50a, may participate as passenger observers at the discretion of the facility Air Traffic manager provided it will not interfere with their facility training or operations.

c. Participation may be accomplished only by the use of aircraft rented and piloted by ATCS's on official business.

**2-51 through 2-74.** Reserved.

#### **SECTION 4. FAMILIARIZATION TRAINING - MILITARY**

**2-75. GENERAL.** This voluntary program provides familiarization training by acquainting participants with the ATC system from the perspective of the military user.

**2-76. ELIGIBLE EMPLOYEES.** All FAA ATCS's at facilities that routinely provide service to military aircraft shall be eligible to participate.

**2-77. VOLUNTARY PARTICIPATION.** Participation of FAA ATCS personnel other than Air Traffic representatives is strictly on a voluntary basis.

**2-78. TRAVEL ORDERS.** All familiarization training on military aircraft must be accomplished on a travel order indicating the name of the military command operating the aircraft. This is in addition to the usual entry covering travel on Government aircraft. The travel order shall not authorize the payment of per diem or other expenses.

**2-79. HOLD HARMLESS AGREEMENT.** FAA ATCS personnel on approved familiarization training in military aircraft are not required to sign flight waivers or "Hold Harmless" agreements since Federal employees and their dependents are covered under the Federal Employees' Compensation Act.

**2-80. LOW-LEVEL MISSIONS.** FAA ATCS personnel are not authorized to participate in familiarization flying on low-level missions unless the same emergency exit capability exists for them as passengers as exists for the crew.

**2-81. IMMUNIZATION.** FAA ATCS's shall comply with the immunization requirements as contained in Air Force regulations for travel on military aircraft.

**2-82. PHYSIOLOGICAL TRAINING CERTIFICATE.**

a. Military regulations require that passengers in certain categories of aircraft possess a current Physiological Training Certificate when flight is conducted above flight level (FL) 180. ATCS's flying as passengers in aircraft with a "C" designation are exempted from the physiological training but will be briefed by the aircraft commander on the oxygen system, life support, and escape equipment prior to flight.

b. FAA ATCS personnel may obtain the Physiological Training Certificate by having their supervisor contact the Aviation Physiology Section at the Aeronautical Center, AAM-400, or the officer-in-charge of the nearest military physiological unit. A listing of the military facilities

where physiological training is conducted, their location, and instructions for contacting them is contained in Order 3150.1, Aviation Physiological Training for Flight Personnel.

c. Participants shall coordinate the training schedule with the indoctrination unit in advance, allowing sufficient time for scheduling and processing. Upon initial contact, participants shall obtain information on any requirements of a particular training facility, such as height and weight standards, bans on beards to prevent mask leaks, and evidence of an acceptable sickle cell screening test.

d. The course requires at least 1 day and is outlined in Order 3150.1, Appendix 2, Topic Outline for Academic Training. Applicants shall possess and present a current FAA medical clearance at the training facility. They shall be free from colds, allergies, and medication.

**2-83. FAMILIARIZATION TRAINING ON MISSION FLIGHTS.** The purpose of this program is to better acquaint ATC personnel with the intricate onboard requirements experienced by flightcrews during Air Combat Command (ACC), Air Mobile Command (AMC), and Air Education Training Command (AETC) missions. It offers an ideal opportunity to discuss problems of mutual interest and help clarify any questions regarding the missions of ACC/AMC/AETC.

a. Personnel from all air traffic facilities that provide service to ACC/AMC/AETC flights are eligible to ride as observers aboard those aircraft, normally on a one time per person basis.

b. Air Traffic representatives are excluded from subparagraph a above and are governed by the criteria in Order 7610.4, Special Military Operations.

c. Facilities involved shall designate a coordinator to make all the arrangements with the closest military base having the requested type aircraft. Approval authority is normally at the installation commander level.

d. To prevent confusion and unnecessary telephone contacts, the designated coordinator shall supply the project officer with the following information on the employee requesting the flight:

- (1) Name.
- (2) Grade.
- (3) Social security number.

- (4) Security clearance information.
- (5) Any additional requested information.

e. The project officer will provide the FAA coordinator with the following information:

- (1) Reporting date.
- (2) Flight time.
- (3) Billeting confirmation.
- (4) Any additional required information.

f. The standard operational B-52 mission may consume from 7 to 12 hours and the KC-135 or transport aircraft missions will normally exceed 4 hours. Consequently, adequate time at the military base shall be planned for, not to exceed 48 hours.

g. The following requirements shall be adhered to:

(1) All personnel shall attend preflight briefings. Therefore, arrival at the military base must be in sufficient time to allow for equipment issue, crew instruction, briefings, in-flight emergency procedures, use of oxygen equipment, and flight plan information.

(2) All personnel shall carry their FAA identification and current medical clearance. In addition, personnel requesting familiarization rides on B-52's shall have a current Physiological Training Certificate.

**2-84. PROGRAM REQUIREMENTS.** All participants in military familiarization training shall adhere to the procedures outlined in Chapter 2, Section 1, Administration of this order and all requirements of the sponsoring military organization. Since this is a voluntary program, any costs incurred in meeting these requirements shall be at no expense to the Government and are the sole responsibility of the participant.

**2-85 through 2-99.** Reserved.

### CHAPTER 3. SECURITY, CONTROL, AND ACCOUNTABILITY OF FORMS

**3-1. GENERAL.** This chapter provides procedures to implement and maintain a system of accountability and security for the Familiarization Training Program.

**3-2. BACKGROUND.** FAA Form 3120-28, Familiarization Training Authorization, is an accountable form. Procurement and distribution procedures are required for security and accountability in accordance with Order 1350.15, Records Organization, Transfer, and Destruction Standards; and Order 1600.15, Control and Protection of "For Official Use Only" Information. Tracking of program participants is necessary to ensure the accountable forms are used for their intended purpose and by authorized personnel only.

**3-3. RESPONSIBILITY.** Procedural responsibility and tracking of the Familiarization Training Program and the security, accountability, and distribution of controlled forms associated with the program are within ATO-300.

**3-4. DISTRIBUTION OF FORMS.** The Logistics Center, AML-1, is responsible for maintaining a stock of the forms and tracking their distribution.

a. The Logistics Center shall only distribute FAA Form 3120-28 to the following organizations using assigned supply support codes:

- (1) Office of Air Traffic Operations, Operations Resources Division, ATO-300.
- (2) Regional office logistic supply organizations.
- (3) Manager, Air Traffic Division, AMA-500.
- (4) The Director, FAA Technical Center, ACT-1.

b. Distribution to non- FAA entities is prohibited.

c. Requests for forms are to be made utilizing FAA Form 4650-12, Materiel Requisition/Issue/Receipt, or through the Logistics and Inventory System. The Logistics Center shall verify, prior to shipment, that the supply support code is for an approved organization.

d. Distribution of the forms shall be by certified mail with return receipt requested.

**3-5. ACCOUNTABILITY.**

a. To ensure accountability, organizations authorized to stock and distribute FAA Form 3120-28, Familiarization Training Authorization, shall complete and maintain FAA Form 3120-30, Familiarization Training Authorization Log. The following shall be recorded:

- (1) The quantity of booklets issued.
  - (2) The serial numbers of the forms contained within each shipment (numbers in each booklet).
  - (3) The shipping or distribution date.
  - (4) The name of the individual requesting the forms and the organization he or she represents.
  - (5) The name and signature of the person who distributed the forms. The name and signature shall be legible.
  - (6) The certified mail receipt number of the shipped forms and subsequent verified date of acknowledgment of delivery.
- b. The log shall be maintained on a calendar year basis and shall be retained for 1 year after the date of the last entry.
- c. Booklets/forms are not to be distributed to non-FAA personnel, offices, or facilities, except as authorized under Chapter 2, Section 2, subparagraph 2-27a(5).

**3-6. SECURITY.**

a. Security of FAA Form 3120-28 booklets is the responsibility of the manager of the offices in which the forms are stocked and distributed. The forms are to be kept secure at all times, in accordance with Order 1600.15, Control and Protection of "For Official Use Only" Information. Managers shall not:

- (1) Issue full or partial booklets to participants.
- (2) Issue forms without trip information and signature of approving official written on the form.

- (3) Sign forms in advance.
- (4) Delegate signature authority below the supervisory level.

b. Upon determination that any forms are missing, full information concerning the circumstances shall be reported immediately to FAA security, with a copy to the Operations Resources Division, ATO-300, through the FTPS. The report shall document all circumstances pertaining to the loss of the forms and shall be updated quarterly until closure.

### **3-7. PROCEDURES.**

#### **a. Procurement/Distribution.**

(1) Only those offices designated in paragraph 3-3 above, Distribution of Forms, are authorized to request a stock of FAA Form 3120-28 from the FAA Logistics Center.

(2) Field facilities/offices should forward a completed FAA Form 4650-12 to their regional logistics supply organization through the Familiarization Training Program Specialist (FTPS) for bulk processing.

(3) Requests for forms should not exceed quantities which would be expected to meet the needs of the offices to which the forms are distributed.

(4) Upon receipt of the stock of forms, supply officials shall:

(a) Match forms with shipping documents to verify the quantity received and their identification numbers.

1 If forms/booklets of forms are missing, procedures in accordance with subparagraph 3-6b, shall be used.

2 If the numbers on the forms do not match those on the shipping document, coordinate with the FAA Logistics Center to correct the documents and records.

(b) Forward the forms to the FTPS for distribution to the requesting offices or facilities. The FTPS shall comply with procedures in subparagraph 3-7a(4)(a) 1 and 2 above.

(c) Complete FAA Form 3120-30, Familiarization Training Authorization Log, in accordance with paragraph 3-5, Accountability above.

b. Disposition.

(1) Familiarization Training Authorizations, FAA Form 3120-28, are to be used for familiarization training in air carrier aircraft of U.S. registry which meet the air carrier definition in Chapter 1, paragraph 1-7, of this order.

(2) Facilities and offices shall issue Familiarization Training Authorizations in numerical order, i.e., beginning with the first form in the booklet with the lowest number, continuing until the forms in the booklet with the highest number have been issued.

(3) Forms shall be fully prepared. The duplicates of the form are to be retained at the facility/office where issued. A separate form is required for each leg of the trip with a different flight number.

(4) Parts A and B of the form shall be presented to the carrier. Once issued, only the flight number and departure time may be altered by the holder without authorization of the approving authority.

(5) The disposition of every Familiarization Training Authorization, FAA Form 3120-28, issued shall be recorded on the cover of the booklet in which it was bound in the Record of Authorizations Issued.

c. Records Retention.

(1) Duplicate copies of every Familiarization Training Authorization issued are to be retained until June 1 of the calendar year following the year of issuance.

(2) Forms voided for any reason shall be retained for a period of 6 months after the date of cancellation, or until the end of the calendar year, whichever date is later. The information shall be recorded in the Record of Authorizations Issued on the booklet from which it was dispensed.

(3) The Record of Authorizations Issued log shall be retained until June 1 of the calendar year following the year in which the last form was issued.

d. Reporting.

(1) A memorandum listing the names of facilities requesting Familiarization Training Authorization booklets shall be forwarded to AT0-300 within 15 administrative days following

the end of each quarter, through the appropriate FTPS. The memorandum shall include the name of the facility/office and the quantity and numbers of the forms contained in each booklet.

**NOTE:** Form 3120-30, Familiarization Training Authorization Log, will assist in the formulation of this report.

(2) Semiannual reporting is required on the disposition of all Familiarization Training Authorizations. A report for the 6 month period of January through June is due not later than August 15 of each year. A report for the 6 month period of July through December is due not later than February 15 of each year. The report shall be forwarded to the FTPS. The FTPS shall consolidate and forward the reports to ATO-300 not later than 30 days after receipt. The reports shall contain the following information:

- (a) Serial number of forms.
- (b) Name of individual to whom issued, authorization number, and facility name.
- (c) Carrier name.
- (d) Date and point of departure.
- (e) Destination.
- (f) Duty or nonduty trip.

**NOTE:** FAA Form 3120-29, Familiarization Training Record, and FAA Form 3120-30, Familiarization Training Authorization Log, will assist in the formulation of these reports.

(3) Reports on lost or missing forms are to be filed in accordance with subparagraph 3-6b of this chapter.

**3-8. TRACKING.** The Operations Resources Division, ATO-300, shall be responsible for the tracking of Familiarization Training Program accountable forms and participants.

a. Tracking of accountable forms shall be accomplished by the distribution procedures specified in paragraphs 3-3, 3-4, and 3-5 above and through the quarterly and semiannual reporting requirements described in subparagraph 3-7d (1) and (2).

b. Tracking of program participants will be accomplished through the assignment of familiarization training authorization numbers by ATO-300 as stated in Chapter 2, Section 2,

subparagraph 2-27a (1) through (5). Authorization numbers will be assigned in the following manner:

(1) Upon meeting program eligibility requirements, managers should request authorization number assignment from ATO-300 through their FTPS. The request should be in the form of a signed memorandum and should contain the following information:

- (a) Name of eligible employee.
- (b) Social security number of employee.
- (c) Region/facility/office assigned.
- (d) Date eligibility achieved.
- (e) Statement and signature of manager certifying eligibility.
- (f) Signature of FTPS approving request.

(2) The FTPS shall forward the request to ATO-300 for assignment.

(3) Upon receipt of an authorization number assignment request, ATO-300 will:

- (a) Enter the employee information into a data base.
- (b) Assign the next number in sequence.
- (c) Enter the date of assignment.
- (d) Forward the number to the FTPS for routing to the requester.

(4) Upon receipt of the authorization number from the FTPS, it should be entered into the employee's Training and Proficiency Record, FAA Form 3120-1, Section II, Certificates. For eligible employees for whom this record is not required, the number shall be maintained in the on-site personnel file.

(5) When a participant retires, resigns, or relocates to another facility/office, ATO-300 shall be notified.

(6) An audit of participant use will be conducted annually through the random selection of regions and/or offices/facilities.

**3-9 through 3-99.** Reserved.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## FAMILIARIZATION TRAINING AUTHORIZATION

REQUEST NO.

AT -

TO

AT -

AIR TRAFFIC

Users should carefully read the instructions on the inside back cover.  
***This is An Accountable Form.***

FAA FORM 3120-28 (2-97)

NSN: 0052-00-919-8000

**RECORD OF AUTHORIZATIONS ISSUED**

AUTH. NUMBER	CARRIER 3 LETTER IDENT.	FLIGHT NO.	HOUR	DATE	FROM	TO
0000001	AAL	123	1:00P	2/1/97	DCA	ORD
0000002	AAL	456	2:00P	2/4/97	ORD	DCA

AT-FAM0000000				PART A	
 U.S. Department of Transportation Federal Aviation Administration		<b>FAMILIARIZATION TRAINING AUTHORIZATION</b>			
CARRIER NAME	FLIGHT #	DATE	FROM	TO	
AAL	123	2/1/97	DCA	ORD	
NAME OF TRAVELER		AUTHORIZATION #		DUTY LOCATION	
A. PERSON		22197		FAA HQTRS. ATO-300	
SIGNATURE OF TRAVELER			TITLE		
<i>A. Person</i>			AIR TRAFFIC CONTROL SPECIALIST		
SIGNATURE OF AUTHORIZING OFFICIAL		TITLE		DATE	
<i>S. Tripp</i>		S. TRIPP MGR., ATO-300		1/31/97	
FLIGHT DECK ACCESS IS AUTHORIZED FOR THE HEREIN NAMED INDIVIDUAL TO OBSERVE ATC PROCEDURES IN FLIGHT. PURSUANT TO THE REGULATIONS OF THE FEDERAL AVIATION ADMINISTRATION, SPACE AVAILABLE ACCESS IS REQUESTED.					
AIR CARRIER REPRESENTATIVE: THIS FORM SHALL BE INTACT WHEN PRESENTED FOR FAMILIARIZATION TRAINING PURPOSES AND MUST BE ACCOMPANIED BY FAA FORM 3120-31 AND THE DOT/FAA IDENTIFICATION OF THE NAMED INDIVIDUAL. AFTER APPROVAL OF FLIGHT DECK ACCESS, DETACH AND RETURN PART B TO TRAVELER.					
FAA FORM 3120-28 (2-97) Supersedes FAA FORMS 7000-1				NSN: 0052-00-919-8000	

AT-FAM0000000		PART B	
 U.S. Department of Transportation Federal Aviation Administration		<b>FLIGHT DECK AUTHORIZATION</b>	
CARRIER NAME	DATE VALID		
AAL	2/1/97		
NAME		AUTHORIZATION #	
ANNIE PERSON		22197	
IS HEREBY AUTHORIZED BY THE ADMINISTRATOR OF THE FEDERAL AVIATION ADMINISTRATION TO ENTER THE FLIGHT DECK OF AN AIRCRAFT IN ACCORDANCE WITH 14 CFR 121 AND AT THE DISCRETION OF THE PILOT IN COMMAND.			
FOR THE ADMINISTRATOR OF THE FEDERAL AVIATION ADMINISTRATION.			
SIGNATURE OF AUTHORIZING OFFICIAL		DATE	
<i>S. Tripp</i>		1/31/97	
DOT/FAA IDENTIFICATION AND FAA FORM 3120.31 MUST BE PRESENTED WITH THE FORM FOR FLIGHT DECK ACCESS.			
TRAVELER: RETAIN THIS PART AND ATTACH TO TRIP REPORT.			
FAA FORM 3120-28 (2-97)			

The employee to whom these forms are issued is **PERSONALLY RESPONSIBLE** for their proper use and safekeeping. A record of every authorization issued, canceled, or otherwise voided shall be made.

When an employee leaves the agency, or has no further use for these forms, the remaining authorizations shall be immediately returned to the official from whom received. When all blank authorizations have been used, the **Record of Authorizations Issued** log shall be retained in the facility/office where forms were issued. This record shall be disposed of in accordance with the current edition of Order 3120.29, Familiarization Training.

If lost, full information concerning the circumstances of the loss shall be reported immediately to the issuing official.

U.S. Department  
of Transportation

**Federal Aviation  
Administration**

800 Independence Ave., S.W.  
Washington, D.C. 20591

Official Business  
Penalty for Private use \$300

**POSTMASTER: RETURN TO:**

Program Director of Air Traffic Operations  
ATTN: **ATO-300**, Operations Resources Division  
FEDERAL AVIATION ADMINISTRATION  
WASHINGTON, D. C. 20591

**FORWARDING AND RETURN POSTAGE GUARANTEED**

IF FOUND - Drop in any U.S. Mailbox, as unauthorized possession or use make offender  
liable to severe penalties. Title 18, U.S.C. Sec. 499.





## INSTRUCTIONS FOR COMPLETING THE FAMILIARIZATION TRAINING REQUEST FORM

1. **TYPE** or **PRINT** *legibly* all information requested in **blue** or **black** ink.
2. **ENTER** Current Date.
3. **ENTER** Your Name.
4. **LIST** Departure Site.
5. **LIST** Destination Site.
6. **ENTER** the Mode of Travel.
7. **ENTER** the Name of the Training Provider.
8. **ENTER** Duty Status.
9. **ENTER** FAA Form 3120 Numbers *(if used)*.
10. **ENTER** any additional Remarks.



## INSTRUCTIONS FOR COMPLETING THE FAMILIARIZATION TRAINING AUTHORIZATION LOG FORM

1. **TYPE** or **PRINT** *legibly* all information requested in **blue** or **black** ink.
2. **ENTER** the Quantity of Booklets.
3. **ENTER** the Form Numbers.
4. **ENTER** the Shipping and Distribution Dates.
5. **LIST** the Requesting Organization's Facility.
6. **ENTER** the Name of the Individual from the Requesting Organization.
7. **LIST** the Distributing Organization's Facility.
8. **ENTER** the Name of the Individual from the Distributing Organization.
9. **ENTER** the Mail Receipt Number and Date Received.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## FAMILIARIZATION TRAINING REQUEST

### AIR CARRIER FAMILIARIZATION TRAINING PROGRAM

#### PRIVACY ACT INFORMATION

The purpose of this information is to request approval for air carrier familiarization training. The information is solicited under authority of 14 CFR 121. Submission of the requested information is mandatory. Incomplete submission will result in delay or denial of the request.

#### INSTRUCTIONS

1. **REMOVE** this instruction sheet. It may be used to draft your request. The reverse side can be used to draft your training trip report.
2. **USE** a separate request form for each carrier.
3. **TYPE** or **PRINT** legibly all information requested in *blue* or *black* ink.
4. **ALTERNATE** choice of flight must be completed for return portion of trip.
5. **SUBMIT** the request intact to your supervisor or other locally designated individual for facility approval and mailing.
6. **ORIGINAL SIGNATURES ARE MANDATORY.** Facsimile or Signature Stamps are not permitted.
7. **MAIL** facility approved request to air carrier for approval when required. Include an envelope addressed to the facility manager. Facility approval does not ensure carrier approval.

#### Part A - Training Request

A familiarization training assignment is requested. The preferred and alternate dates and itineraries are shown below. The proposed assignment will require time off as indicated. I understand that per diem is not authorized. I understand that my flight deck access may be pre-empted by a higher priority rider. I have read and agree to all the provisions of the Familiarization Training program and any supplemental instructions.

NAME OF TRAVELER (LAST, FIRST, MI) <i>PERSON, A.</i>				TITLE <i>ATCS</i>			
FACILITY ADDRESS <i>FAA ATO-300 800-INDEPENDENCE AVE S.W. WASHINGTON, D.C. 20591</i>		REQUESTED TRAINING DATES <i>2/1/97 2/4/97</i>		SCHEDULED DUTY DAYS <i>2/1/97 2/4/97</i>		DATE/TIME SUBMITTED <i>1/25/97 2:00p</i>	
				SCHEDULED DAYS OFF/ANNUAL LEAVE <i>2/2/97, 2/3/97</i>		SIGNATURE <i>A. Person</i>	
Itinerary							
Departure				Return			
PREFERRED	DATE	ALTERNATE	DATE	PREFERRED	DATE	ALTERNATE	DATE
	<i>2/1/97</i>		<i>2/1/97</i>		<i>2/4/97</i>		<i>2/4/97</i>
CARRIER	FLIGHT NO.	CARRIER	FLIGHT NO.	CARRIER	FLIGHT NO.	CARRIER	FLIGHT NO.
<i>AAL</i>	<i>123</i>	<i>AAL</i>	<i>234</i>	<i>AAL</i>	<i>456</i>	<i>AAL</i>	<i>678</i>
FROM	TIME	FROM	TIME	FROM	TIME	FROM	TIME
<i>DCA</i>	<i>1:00p</i>	<i>DCA</i>	<i>2:30p</i>	<i>ORD</i>	<i>1:00p</i>	<i>ORD</i>	<i>2:30p</i>
FIRST STOP	TIME	FIRST STOP	TIME	FIRST STOP	TIME	FIRST STOP	TIME
SECOND STOP	TIME	SECOND STOP	TIME	SECOND STOP	TIME	SECOND STOP	TIME
TO	TIME	TO	TIME	TO	TIME	TO	TIME
<i>ORD</i>	<i>1:30p</i>	<i>ORD</i>	<i>3:00p</i>	<i>DCA</i>	<i>2:30p</i>	<i>DCA</i>	<i>4:00p</i>

<b>FAMILIARIZATION TRAINING REPORT OUTLINE</b>	
Familiarization training trip reports are to be confined to the air traffic communications and control aspects of the flight. Listed below are the suggested items, procedures and conditions that can be observed and discussed to assist in the formulation of training reports. Enter the information or make notes beside the items. Upon return to duty, the noted items and information will provide a synopsis of the training received.	
NAME OF CARRIER  <i>AAL</i>	AIRCRAFT TYPE  <i>B757</i>
DEPARTURE AIRPORT  <i>DCA</i>	DESTINATION AIRPORT  <i>ORD</i>
<b>WEATHER:</b> <input checked="" type="checkbox"/> <del>VFR</del> IFR <input type="checkbox"/> WIND SHEAR ALERTS <input type="checkbox"/> RESTRICTIONS TO VISIBILITY <input type="checkbox"/> THUNDERSTORM ACTIVITY	
<b>DEPARTURE INFORMATION:</b> <input checked="" type="checkbox"/> CLEARANCE <input type="checkbox"/> TRAFFIC MANAGEMENT PROCEDURES IN EFFECT <input type="checkbox"/> TAXI/CODED TAXI INSTRUCTIONS <input type="checkbox"/> TAXIWAY/RUNWAY CLOSURES <input type="checkbox"/> RUNWAY CROSSINGS REQUIRED	
<b>TAKEOFF CLEARANCE:</b> <input type="checkbox"/> TAXI INTO POSITION AND HOLD USED <input checked="" type="checkbox"/> WAKE TURBULENCE ADVISORY REQUIRED	
<b>ENROUTE FLIGHT CONDITIONS:</b> <input type="checkbox"/> WEATHER <input type="checkbox"/> TURBULENCE <input type="checkbox"/> TRAFFIC/TRAFFIC MANAGEMENT PROCEDURES USED <input type="checkbox"/> OUTAGES	
<b>TERMINAL ARRIVAL:</b> <input checked="" type="checkbox"/> ARRIVAL RUNWAY <i>22R</i> <input checked="" type="checkbox"/> WEATHER <i>LIGHT RAIN</i> <input checked="" type="checkbox"/> AIRPORT CONDITIONS <i>22L CLOSED</i> <input checked="" type="checkbox"/> LANDING CONDITIONS <i>RUNWAY WET</i> <input type="checkbox"/> TRAFFIC <input type="checkbox"/> TAXI INSTRUCTIONS <input type="checkbox"/> RUNWAY CROSSING REQUIRED	
<b>ADDITIONAL NOTES:</b> <i>DISCUSSED WAKE TURBULENCE AND ITS EFFECT ON ALL AIRCRAFT WEIGHT CLASSES.</i>	



## FAMILIARIZATION TRAINING REQUEST

### AIR CARRIER FAMILIARIZATION TRAINING PROGRAM

U.S. Department of Transportation  
Federal Aviation Administration

---

Part A - Training Request

A familiarization training assignment is requested. The preferred and alternate dates and itineraries are shown below. The proposed assignment will require time off as indicated. I understand that per diem is not authorized. I understand that my flight deck access may be pre-empted by a higher priority rider. I have read and agree to all the provisions of the Familiarization Training program and any supplemental instructions.

NAME OF TRAVELER (LAST, FIRST, MI) <b>PERSON, ANNIE</b>			TITLE <b>ATCS</b>		AUTHORIZATION NO. <b>22197</b>
FACILITY ADDRESS <b>FEDERAL AVIATION ADMIN. 800 INDEPENDENCE AVE., SW. WASHINGTON, DC 20591</b>		REQUESTED TRAINING DATES <b>2/1/97 2/4/97</b>	SCHEDULED DUTY DAYS <b>2/1/97-2/4/97</b>		DATE/TIME SUBMITTED <b>1/25/97 - 2:00P</b>
			SCHEDULED DAYS OFF/ANNUAL LEAVE <b>2/2/97 - 2/3/97</b>	SIGNATURE <i>A. Person</i>	

Itinerary

Departure				Return			
PREFERRED	DATE	ALTERNATE	DATE	PREFERRED	DATE	ALTERNATE	DATE
	2/1/97		2/1/97		2/4/97		2/4/97
CARRIER	FLIGHT NO.						
AAL	123	AAL	234	AAL	456	AAL	678
FROM	TIME	FROM	TIME	FROM	TIME	FROM	TIME
DCA	1:00P	DCA	2:30P	ORD	1:00P	ORD	2:30P
FIRST STOP	TIME						
SECOND STOP	TIME						
TO	TIME	TO	TIME	TO	TIME	TO	TIME
ORD	1:30P	ORD	3:00P	DCA	2:30P	DCA	4:00P

Part B - Facility Approval

Concurrence			<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Disapproved (Resubmit Later)	
Title	Signature	Date	I certify that this employee is eligible to participate in familiarization training. The employee meets all pertinent provisions of 14 CFR 121.547 and 14 CFR 121.585.			
BRANCH MGR.	<i>C. Later</i>	1/29/97				
			Signature of Approving Official			
			<i>S. Grupp</i>			
			Title		Date	
			Manager, ATO-300		1/31/97	

Part C - Air Carrier Approval

	Preferred Itinerary	Approved	Comments This travel request approved subject availability of Jump Seat.
	Alternate Itinerary		
	Disapproved - Resubmit Later		Airline Representative (Signature and Date) <i>S. Grupp</i> Earl H. Wolfe

Part D - Employee Authorization

You are authorized to participate in the requested in-flight familiarization training. Your absence is approved and authorized as stated above. FAA/DOT identification, FAA Form 3120-28, Parts A and B must be presented with this form to air carrier representative.

<input checked="" type="checkbox"/> DUTY <input type="checkbox"/> NON-DUTY		Signature of Approving Official <i>S. Grupp</i>	
		Title Manager, ATO-300	Date 1/31/97

FAA Form 3120-31 (2-97) Supersedes FAA Form 1500-7

Air Carrier - Return This Copy to FAA 2

NSN: 0052-00-920-1000

Page 13

<b>FAMILIARIZATION TRAINING REPORT</b>							
<b>NAME OF TRAVELER</b>			<b>DUTY LOCATION</b>			<b>PERIOD OF ASSIGNMENT</b>	
						<b>TO:</b>	<b>FROM:</b>
<b>Outbound Training Report</b>	CARRIER	FLIGHT NO.	AIRCRAFT TYPE	NAME OF CAPTAIN		WEATHER	
DEPARTURE AIRPORT	DATE	TIME	ARRIVAL AIRPORT		DATE	TIME	
SUMMARY OF TRAINING							
<b>Inbound Training Report</b>	CARRIER	FLIGHT NO.	AIRCRAFT TYPE	NAME OF CAPTAIN		WEATHER	
DEPARTURE AIRPORT	DATE	TIME	ARRIVAL AIRPORT		DATE	TIME	
SUMMARY OF TRAINING							
SIGNATURE OF TRAVELER						DATE	
<b>REVIEWED BY</b>	SUPERVISOR	MANAGER	OTHER	SIGNATURE	DATE		
POSTED TO TRAINING and PROFICIENCY RECORD			CERTIFYING OFFICIAL SIGNATURE			DATE	



## FAMILIARIZATION TRAINING REQUEST

### AIR CARRIER FAMILIARIZATION TRAINING PROGRAM

---

Part A - Training Request

A familiarization training assignment is requested. The preferred and alternate dates and itineraries are shown below. The proposed assignment will require time off as indicated. I understand that per diem is not authorized. I understand that my flight deck access may be pre-empted by a higher priority rider. I have read and agree to all the provisions of the Familiarization Training program and any supplemental instructions.

NAME OF TRAVELER (LAST, FIRST, MI)				TITLE				AUTHORIZATION NO.			
PERSON, ANNIE				ATCS				22197			
FACILITY ADDRESS				REQUESTED TRAINING DATES		SCHEDULED DUTY DAYS			DATE/TIME SUBMITTED		
FEDERAL AVIATION ADMIN. 800 INDEPENDENCE AVE., SW. WASHINGTON, DC 20591						2/1/97-2/4/97			1/25/97 2:00P		
						SCHEDULED DAYS OFF/ANNUAL LEAVE			SIGNATURE		
				2/1/97 2/4/97		2/2/97-2/3/97			<i>A. Person</i>		

Itinerary

Departure				Return			
PREFERRED	DATE	ALTERNATE	DATE	PREFERRED	DATE	ALTERNATE	DATE
	2/1/97		2/1/97		2/4/97		2/4/97
CARRIER	FLIGHT NO.						
AAL	123	AAL	234	AAL	456	AAL	678
FROM	TIME	FROM	TIME	FROM	TIME	FROM	TIME
DCA	1:00P	DCA	2:30P	ORD	1:00P	ORD	2:30P
FIRST STOP	TIME						
SECOND STOP	TIME						
TO	TIME	TO	TIME	TO	TIME	TO	TIME
ORD	1:30P	ORD	3:00P	DCA	2:30P	DCA	4:00P

Part B - Facility Approval

Concurrence			<input checked="" type="checkbox"/> Approved		<input type="checkbox"/> Disapproved (Resubmit Later)	
Title	Signature	Date	I certify that this employee is eligible to participate in familiarization training. The employee meets all pertinent provisions of 14 CFR 121.547 and 14 CFR 121.585.			
BRANCH MGR.	<i>C. Later</i>	1/29/97				
			Signature of Approving Official			
			<i>J. Gripp</i>			
			Title		Date	
			Manager, ATO-300		1/31/97	

Part C - Air Carrier Approval

	Preferred Itinerary	<b>Approved</b>	Comments This travel request approved subject availability of Jump Seat
	Alternate Itinerary		
	Disapproved - Resubmit Later		Airline Representative (Signature and Date) <i>J. Gripp</i> Earl H. Wolfe

Part D - Employee Authorization

You are authorized to participate in the requested in-flight familiarization training. Your absence is approved and authorized as stated above. FAA/DOT identification, FAA Form 3120-28, Parts A and B must be presented with this form to air carrier representative.

<input checked="" type="checkbox"/> DUTY		<input type="checkbox"/> NON-DUTY		Signature of Approving Official	
				<i>J. Gripp</i>	
		Title		Date	
		Manager, ATO-300		1/31/97	

NAME OF TRAVELER (LAST, FIRST, MI) PERSON, ANNIE				TITLE ATCS		AUTHORIZATION NO. 22197	
FACILITY ADDRESS FEDERAL AVIATION ADMIN. 800 INDEPENDENCE AVE., SW. WASHINGTON, DC 20591			REQUESTED TRAINING DATES 2/1/97 2/4/97		SCHEDULED DUTY DAYS 2/1/97-2/4/97		DATE/TIME SUBMITTED 2/1/97-2/4/97
			SCHEDULED DAYS OFF/ANNUAL LEAVE 2/2/97-2/3/97		SIGNATURE <i>A. Person</i>		
<b>Itinerary</b>							
<b>Departure</b>				<b>Return</b>			
<b>PREFERRED</b>	DATE 2/1/97	<b>ALTERNATE</b>	DATE 2/1/97	<b>PREFERRED</b>	DATE 2/4/97	<b>ALTERNATE</b>	DATE 2/4/97
CARRIER AAL	FLIGHT NO. 123	CARRIER AAL	FLIGHT NO. 234	CARRIER AAL	FLIGHT NO. 456	CARRIER AAL	FLIGHT NO. 678
FROM DCA	TIME 1:00P	FROM DCA	TIME 2:30P	FROM ORD	TIME 1:00P	FROM ORD	TIME 2:30P
FIRST STOP	TIME	FIRST STOP	TIME	FIRST STOP	TIME	FIRST STOP	TIME
SECOND STOP	TIME	SECOND STOP	TIME	SECOND STOP	TIME	SECOND STOP	TIME
TO ORD	TIME 1:30P	TO ORD	TIME 3:00P	TO DCA	TIME 2:30P	TO DCA	TIME 4:00P
<b>Part B - Facility Approval</b>							
<b>Concurrence</b>				<input checked="" type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved (Resubmit Later)</b>			
Title	Signature		Date	I certify that this employee is eligible to participate in familiarization training. The employee meets all pertinent provisions of 14 CFR 121.547 and 14 CFR 121.585.			
BRANCH MGR.	<i>C. Later</i>		<i>1/29/97</i>				
				Signature of Approving Official			
				<i>S. Grupp</i>			Date
				Title Manager, ATO-300			<i>1/31/97</i>

FAA Form 3120-31 (2-97) Supersedes FAA Form 1500-7

Facility Records - 4

NSN: 0052-00-920-100

DETACH ON PERFORATED LINES