

ORDER

3120.29A

FAMILIARIZATION TRAINING



January 22, 2001

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order states policy and procedure for the administration of the Federal Aviation Administration's Familiarization Training Program. Administration of the program shall be equitable among all authorized employees. 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.



Bill G. Peacock
Acting Director of Air Traffic

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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 Systems Requirements Service, Office of Civil Aviation Security Operations, and 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 (WJHTC), Mike Monroney Aeronautical Center, and all air traffic field offices/facilities.

1-3. CANCELLATION. This order cancels Order 3120.29, Familiarization Training, dated February 26, 1997.

1-4. EFFECTIVE DATE. This order is effective May 31, 2001.

1-5. POLICY. The FAA is committed to the building of a highly skilled and trained work force. The FAM Training Program is a voluntary, on-the-job training program, which supplements the air traffic technical training program. The program is meaningful training that provides each participant with the opportunity to improve and maintain his/her understanding of the National Airspace System (NAS) through in-flight observation and communication on the flight deck of aircraft. When managers and supervisors utilize familiarization training as a method to improve employee proficiency, the agency and the participating carriers mutually benefit from the program. The FAM Training Program is not intended for personal travel purposes or other personal gain, and adherence to the rules and controls is absolutely mandatory.

1-6. EXPLANATION OF CHANGES. This order has been revised and updated to reflect a change in the office of primary responsibility and to include changes in policy and procedures effected after the initial issuance of the directive. The primary purpose of the program, air traffic training, remains the focus of the order.

1-7. ASSIGNMENT OF RESPONSIBILITY. FAM Training Program responsibility is assigned to the Air Traffic Resource Management Program (ATX). The responsibility to recommend changes in policy and to issue procedural changes is assigned to Training, ATX-100.

1-8. DEFINITIONS.

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

b. Air Traffic Control Specialist (ATCS). A 2152 occupational series employee of the FAA.

c. Approving Authority. A managerial or supervisory FAA 2152 occupational series employee authorized to sign controlled FAM Training Program documents.

d. Domestic. Locations totally within the conterminous United States.

e. Duty Day. The 24-hour period in which an employee is scheduled/assigned to perform work.

f. Duty Station. The office or facility at which an employee regularly performs work and which maintains the employee's time and attendance records. A travel order changes the duty station until expiration of the order.

g. Duty Status. The hours and days of the basic workweek an employee is scheduled/assigned work.

h. Duty Time. That time period when the FAA compensates an employee for time actually worked.

i. 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 to 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 **continued** development of control and communication skills.

j. 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 ATX-100.

k. **Flight Time.** For itinerary planning, it is the time between the proposed departure and scheduled arrival at the outbound destination. For entry as refresher training in FAA Form 3120-1, Training and Proficiency Record, or TRAX, Automated Training Record, it is the actual amount of time between the actual departure and actual arrival of the flight.

l. **Foreign.** Locations other than those specified in subparagraphs (d) and (p).

m. **Gateway.** Airport terminals designated by air carriers from which international flights originate.

n. **General Aviation Aircraft.** The privately owned and operated aircraft of fixed base businesses, flying clubs, flight schools, local governments, and locally based companies and pilots. Not included in this definition are the personally-owned aircraft of FAA 2152 occupational series employees.

o. **Outbound Destination.** The location (three-character airport code) entered on FAA Form 3120-31, Familiarization Training Request, Part A, Itinerary, in the boxes labeled "To." The outbound destination may be reached utilizing connecting flights. Planned connections/layovers/overnight stops of more than 8 hours are not authorized.

p. **Overseas Domestic.** Locations in Alaska, Hawaii, and United States (U.S.) territories and possessions are overseas domestic destinations. Mexico and Canada shall be considered overseas domestic if providers so designate.

q. **Provider.** Air carrier, air taxi, general aviation pilot or company, or military organization of U. S. registry, that permits participation by FAA employees in the FAM Training Program.

r. **Trip.** Travel to and from a specific outbound destination or when approved travel terminates at the outbound destination.

1-9. FAMILIARIZATION TRAINING PROGRAM SPECIALIST. Office/service directors, program directors, and regional Air Traffic Division managers 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 ATX-100. Program directors outside of Air Traffic whose organizations employ eligible FAM Training Program participants must also designate an FTPS. The names of individuals assigned the responsibilities of the FTPS shall be forwarded to ATX-100.

1-10. 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 ATX-100.

1-11. REPORTS.

The following reports are due:

- a. Quarterly: Requests for Familiarization Training Authorization booklets.
- b. Semiannually: Disposition of Familiarization Training Authorizations issued.

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

1-12. 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: 0052-00-919-8001; 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: 0052-00-920-0000; unit of issue: sheet).
- d. FAA Form 3120-31, Familiarization Training Request (NSN: 0052-00-920-1001; unit of issue: set).

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

1-13. PROCEDURAL NONCOMPLIANCE. Evidence of impropriety and discrepancies in the administration of FAM Training Program guidelines shall be reported to and coordinated with ATX-100 through the FTPS.

1-14. COMMUNICATIONS. Copies of all written communications from participating airlines concerning the administration of the FAM Training Program shall be forwarded immediately to

ATX-100. Responses to communications from air carriers in any form shall be prepared and delivered by ATX-100.

1-15. 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 ATX-100, which shall coordinate the negotiation of the agreement if necessary.

1-16. AUTHORITY TO CHANGE THIS ORDER. The Program Director for Air Traffic Resource Management, ATX-1, is authorized to issue changes to this order that do not affect policy.

1-17. through 1-199. 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. Administration of the program shall be equitable among all authorized employees. 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 technical training program. The desirability of familiarization training is recognized as a proficiency training tool that provides participants the opportunity to improve and maintain their understanding of the NAS, acquaint them 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 employee participation, the provider's procedures shall apply as long as they do not exceed FAA requirements.

2-3. NONSOLICITATION.

a. Familiarization training shall be conducted only when official approval is obtained through the processes contained in this order. Familiarization training shall be conducted at the provider's or pilot's convenience and discretion. Under no circumstances shall FAA employees solicit any provider (defined in subparagraph 1-8q) to participate 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 general aviation, business, commercial, or Government aircraft.

2-5. DUTY STATUS.

a. All familiarization training is to be conducted on duty time. Familiarization training assignments shall be scheduled to begin within the operating hours of the facility/office. All familiarization training, regardless of the operating hours of the facility, shall begin within the individual's assigned shift. Familiarization training may be approved in conjunction with approved leave days and regular days off in any combination. Employees may request to substitute duty time for previously approved leave or exchange approved leave for regular days off for the purpose of engaging in familiarization training. For employees whose tour of duty includes rotating shift work, familiarization training may be requested for any preestablished shift to which the employee may be assigned. Schedule/shift changes necessary to accommodate familiarization training requests after the posting of the watch schedule are the responsibility of the participant, and shall not result in overtime or a violation of the basic workweek.

b. 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.

c. Employees may perform their regularly assigned duties before or after a familiarization training trip. When required to work due to staffing requirements, employees must be released from duty in order to arrive at the airport 1 hour before the scheduled departure of the flight.

d. An employee shall be considered on duty time from 1 hour prior to the proposed departure time until 1 hour after the actual arrival time at the destination. For flight times 3 hours or greater, the employee shall be considered in a duty status for 8 hours. For flight times less than 3 hours, the approving official or designee, shall account for the remaining **flight** time by:

(1) Approving a leave request, or

(2) Through prearranged training at the outbound destination that permits the specialist to:

(a) Observe the operation of the air traffic control facility,

(b) Observe the carrier's dispatch operation, or

(c) Observe other local FAA operations (e.g., flight service station, flight standards district office, system management office, etc.).

Travel and per diem expenses shall not be authorized or paid in conjunction with the accomplishment of the assignment of subparagraphs d(2)(a) through (c) above. It is the employee's prerogative to choose the manner in which the requirements of this subparagraph are satisfied.

NOTE: 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 the operational and staffing limitations of both facilities. Coordination of the visit should be completed prior to the date of the familiarization training assignment. The purpose of these visits shall be to acquaint personnel with the airspace, procedures, and operation of other facilities.

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 FAA 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 on-the-job training, employees participating in familiarization training receive the same pay they would have received had they **actually worked the shift on which the training occurred.**

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

c. In accordance with Order 3550.10, Pay Administration (General), employees may not earn premium pay (overtime, compensatory time, or credit hours) while on a familiarization training assignment.

d. An employee may be authorized to earn credit hours when voluntarily replacing another employee engaging in familiarization training, provided the individual possesses the qualifications necessary for shift coverage. Cancellation of the familiarization training assignment may cancel the approval to earn credit hours.

2-10. RECORD OF TRAINING. All offices and facilities should use FAA Form 3120-29 to record the following data on familiarization training. Locally developed forms and TRAX system generated reports that contain the same information may be used in lieu of completing FAA Form 3120-29. (The form may be completed daily, weekly, or monthly in accordance with facility/office preference.)

- a. Date of departure.
- b. Name or operating initials.
- c. Point of departure.
- d. Destination.
- e. Mode of travel, e.g., air carrier, general aviation aircraft, etc.
- f. Training provider, i.e., air carrier three-letter identifier and flight number, call-sign of the general aviation aircraft, etc.
- g. FAA Form 3120-28 numbers if used.
- h. Any pertinent remarks, e.g., employee's familiarization training authorization number (FTN), return flight number, and date.

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, 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 air carriers of U.S. registry and those foreign carriers in partnership with and using U.S. carrier call signs, operating under the Federal Aviation Regulations, 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 2152 occupational series 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 crewmembers, and others at the pilot's discretion. It is the captain's prerogative to approve or disapprove admittance of other than regular crewmembers 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 a participant is denied access to the flight deck, or is 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, the participant shall submit a full written report on the circumstances to his/her manager within 1 calendar week of returning to duty. This report is to be separate from the familiarization training trip report.

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 2152 occupational series employees who certify on a minimum of two operational control positions in an FAA air traffic facility. 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 FAA management, supervisory, and staff air traffic field facility 2152 occupational series employees in the en route, terminal, or flight service options.

(3) Operational Support (AOS) 2152 occupational series employees who have met the requirements of subparagraph a(1) above, and are the occupants of a position identified as eligible.

(4) 2152 occupational series Air Traffic representatives.

(5) Washington headquarters, FAA Academy, WJHTC, and regional staff Air Traffic 2152 occupational series personnel who have met the requirements of subparagraph a(1) above.

(6) Other region, WJHTC, FAA Academy, or Washington headquarters personnel as specifically authorized on an individual basis by the Director of Air Traffic.

(7) All personnel upon certification of meeting program eligibility requirements, as

outlined in subparagraphs a(1) through (6) above, will be issued a permanent FTN by ATX-100. Procedures for FTN request/assignment(s) are contained in chapter 3.

b. Personnel are ineligible to participate:

- (1) When in any category leave status, paid or nonpaid, or when receiving continuation of pay benefits under the Federal Employees' Compensation Act.

NOTE: Individuals on leave without pay serving in certain National Air Traffic Controllers Association national positions are exempt.

- (2) When, regardless of position, they are taking a medication that prohibits them from performing as an operational controller. The following policy shall apply in regard to the use of drugs and sedatives:

- (a) Personnel may be assigned familiarization training while taking an innocuous medication such as aspirin derivatives, vitamin preparations, nose drops, skin ointments, and routine immunizations.

- (b) No 2152 occupational series employee, irrespective of position, shall use the types of drugs listed below within the immediate 24-hour period before beginning a familiarization assignment:

- 1 Sedative type drugs.

- 2 Tranquilizers.

- 3 Any drugs such as, but not limited to, antihypertensive agents or duodenal ulcer medications which have an effect on the central or autonomic nervous system.

- 4 Any other drug and/or medication likely to affect the alertness, judgment, vision, equilibrium, or state of consciousness.

- (c) Personnel who are using any of the above drugs or medications on a long term basis shall have a medical determination made as to their ability to participate in the FAM Training Program. This determination will be made by the individual's supervisor in consultation with the regional flight surgeon on a case-by-case basis.

- (d) Any employee who knowingly engages in familiarization training while taking any of the aforementioned types of drugs, or fails to notify his or

her supervisor when he/she becomes ineligible, will be subject to the provisions of paragraph 2-36 of this order.

(3) When they are unable to meet the criteria contained in Appendix A of Flight Standards Handbook Bulletin for Air Transportation (HBAT 99-05), Airworthiness (HBAW 99-05), and General Aviation (HBGA 99-09), Occupancy of any Observer's Seat Located on the Flight Deck.

(4) When personnel described in subparagraph a(3) above permanently leave a 2152 occupational series position located at an air traffic field facility.

(5) When they become members of the Federal Aviation Executive Service.

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

NOTE: Notification of ineligibility shall be made to ATX-100 when a determination resulting from subparagraphs b(2) through (6) above is made permanent.

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 and FAA Academy Air Traffic Division managers or designee.

(3) WJHTC program director 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.

(3) Approve familiarization training on official holidays.

(4) Delegate signature authority for Form 3120-28 to the specialist level, **non Air Traffic** or to non-FAA personnel.

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 briefed on the requirements contained in this order upon obtaining program eligibility, and as program changes occur. Completed briefings are to be entered into the employee's FAA Form 3120-1, section V, or TRAX, as supplemental training.

(2) Are informed that the provisions of FAA Order 7210.3, paragraph 2-6-8, are applicable.

(3) Are familiar with and agree to the conduct, dress, and appearance codes of the air carrier from which they are requesting training.

(4) 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.

(2) Not request exemptions from company rules involving dress, facial hair, grooming, etc., from any representative of the company, at any time.

(3) 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.

(4) Prominently display their Department of Transportation/FAA identification badge at all times during the flight.

(5) Advise flightcrews of their individual function within Air Traffic, e.g., controller, operations supervisor, operations manager, etc., to assist in flight deck communications.

(6) Fasten the shoulder harness during takeoff and landing whenever the jump seat is so equipped.

(7) 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.

(8) Not handle the aircraft controls and shall remain on the flight deck for the duration of the flight except when necessary for physiological needs.

(9) Review the policy and procedures outlined in this order prior to being issued FAA Form 3120-28.

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. ATX-100 will notify all FTFS'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 and 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 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. Managers responsible for program administration are authorized to develop policy and procedures to be followed when program participants encounter difficulty while traveling. The procedures must be in writing, and shall not exceed any direction contained in this order.

e. Records of all air carriers who participate in the FAM Training Program, including their procedures for participation, shall be maintained by ATX-100.

f. ATX-100 will distribute, by memorandum, a matrix containing condensed carrier policy and procedures, as well as any required forms or letters, to regional and headquarters offices. The matrix will be updated as program changes occur, and serves as the official listing of authorized and participating carriers.

2-31. EXTENT OF TRAVEL.

a. All familiarization training assignments must originate and 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. Only those employees assigned to gateway facilities that provide initial service to international departures, work oceanic airspace, or are designated by the Director of Air Traffic are authorized foreign/overseas/oceanic training assignments.

(1) Eligible employees may depart from any airport as specified in subparagraph (a) above.

(2) The outbound destination for these familiarization training assignments shall be the first international destination. These training assignments shall be accomplished by nonstop flight, except for unplanned fuel stops.

(3) Travel between foreign airports is not authorized.

- (4) Knowledge of, and adherence to, foreign travel requirements and related expenses are the responsibility of the participant.

NOTE: Each carrier's policy on international familiarization training differs. Air carrier company letters and the ATX-100 matrix contain the policy and should be reviewed prior to submitting a familiarization training request to ensure compliance.

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 year, except when the carrier has indicated it will allow more than one trip per year.

b. Per Year. A maximum of six trips per year. One of the six trips, for participants described in subparagraph 2-31c above, may be to a foreign/overseas/oceanic location. Two of the six trips will receive facility approval if requested 45 days in advance when operational and staffing requirements will not be compromised. Local procedures should be developed to resolve issues such as multiple requests for the same dates.

c. Per Destination. Travel is restricted to one airport, twice during the year. A change of carriers does not circumvent this restriction. This restriction does not apply when the destination is the participant's duty station.

For the purpose of tracking the requirements of subparagraphs a through c above, a year shall consist of the 12-month period that begins May 31 and ends May 30 the following year, beginning May 31, 1999.

2-33. COMMUTING TO USE FAM TRAINING PROGRAM FLIGHTS.

Participants may commute a reasonable distance to the nearest airport to participate in the FAM Training Program. Participants may depart or return to any airport located within the metropolitan area of their duty station. Commuting time is only authorized for outbound flights that originate from airports located within the metropolitan area of the employee's duty station. Participating employees shall 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. The cost of the commute shall be at no expense to the Government.

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. The report,

the reverse side of copy 2 of FAA Form 3120-31, shall include specific information about the operations observed and discussions held.

b. FAM Training Program trip reports should be confined to the ATC and communications aspects of the flight and should be a synopsis of the training received that covers the assigned proficiency objective.

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. Training accomplished in accordance with subparagraphs 2-5d(2)(a) through (c) is not to be included on FAA Form 3120-31. A synopsis of this training should be documented and submitted on a separate sheet that bears the signature of the participant.

f. The training report, part B of the Forms 3120-28 used for the assignment, along with documentation specified in subparagraph e above, shall be retained together until the end of the reporting period in which the training occurred to facilitate reporting requirements.

2-35. RECORDING TRAINING. Completion of familiarization training described in chapter 2, sections 2, 3, and 4 of this order, must be documented. On participants for whom it is maintained, record all completed familiarization training in sections V and VIII of FAA Form 3120-1 or enter it into the TRAX system (where available). See FAA Order 3120.4, Air Traffic Technical Training, for use of FAA Form 3120-1. On those participants for whom FAA Form 3120-1 is not required, local records tracking FAM Training Program participation shall be maintained.

2-36. PROCEDURAL NONCOMPLIANCE.

a. It is imperative that the FAM Training Program be managed in accordance with applicable directives and regulations. It is of paramount importance that every trip be appropriately requested, approved, documented, and conducted in accordance with the guidelines published in this order.

b. Noncompliance with the policy and procedures governing the FAM Training Program shall be dealt with in a timely manner and in accordance with all established policy and procedure. Inappropriate management, unauthorized program participation, or the

solicitation of transportation or participation in the FAM Training Program, shall not be tolerated. All instances of noncompliance shall result in the minimum penalty of immediate denial of participation in the program for a period of 2 years.

c. Whenever a proposal to rescind program participation is considered, the action shall be coordinated with ATX-100, prior to being effected. The notification shall be in writing and is to include the effective date of the rescission and FTN of the participant. All notifications are to be made through the regional FTPS.

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. FAA management authorization is granted by the issuance of FAA Form 3120-28.

a. FAA Form 3120-31 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 reverse side of the employee worksheet may be used to jointly draft, with the supervisor or other locally designated individual, and identify the proficiency training objective of the requested assignment. The completed form is then submitted for approval 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. Use a separate form for each trip.

(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 is used to authorize familiarization training in air carrier aircraft of U. S. registry which meet the air carrier definition from chapter 1, subparagraph 1-8a.

(1) FAA Form 3120-28 shall be filled out completely.

(2) A separate FAA Form 3120-28 is required for each segment of the trip in which a change of air carrier or flight number occurs.

(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 FAA Forms 3120-28 are missing, complete information concerning the circumstances of the loss shall be reported as soon as possible to the employee's supervisor.

(2) If FAA Forms 3120-28 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 FAA Forms 3120-28 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 for assistance. If new FAA Forms 3120-28 are issued that indicate a carrier or date change or both, a new FAA Form 3120-31 should also be provided. A complete report as to the circumstances of the loss shall be made to the participant's manager.

(4) Upon notification of the loss of documents, the participant's facility manager shall report the loss to ATX-100, through the FTPS, following the reporting procedures in chapter 3, subparagraph 3-6b.

2-38. through 2-49. RESERVED.

SECTION 3. FAMILIARIZATION TRAINING - GENERAL AVIATION

2-50. GENERAL. This program is designed to provide familiarization training for ATCS's by acquainting participants with the ATC system from the users' point of view. Training may be accomplished in aircraft owned/operated by fixed base businesses, flying clubs, flight schools, local governments and the private aircraft of locally-based pilots. Familiarization training conducted in accordance with this section shall be on an invitation-only basis, and within the airport traffic area or airspace for which the participant is responsible (see note).

2-51. POLICY. In addition to the policy stated below, participants in this section shall adhere to the procedures outlined in Chapter 2, Section 1, Administration. Participation may be approved as follows:

a. All enroute, terminal, and flight service FAA 2152 occupational series employees, regardless of grade, who are/were certified to work all required positions of operation and perform all required functions at an FAA air traffic facility, may participate in this program either as pilots, when properly qualified, or as passenger observers.

b. Specialists who have not become certified to work all required positions of operation and perform all required functions at a FAA air traffic facility may participate only as passenger observers at the discretion of the facility manager provided it does not interfere with their facility training or operations.

NOTE: Local area restrictions may be waived by the air traffic manager, on a case-by-case basis.

2-52. 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 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 Mike Monroney 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 FAA 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 FAA 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 to 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 2-83a above and are governed by the criteria in FAA Order 7610.4, Special Military Operations.

c. Facilities involved shall designate a coordinator to make all of 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, 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 FAM Training Program.

3-2. BACKGROUND. FAA Form 3120-28 is an accountable form. Procurement and distribution procedures are required for security and accountability in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards, and FAA 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 FAM Training Program and the security, accountability, and distribution of controlled forms associated with the program are within ATX-100.

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

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

- (1) Air Traffic Resource Management Program, Training, ATX-100.
- (2) Air Traffic Tactical Operations Program , Training, ATT-200.
- (3) Regional air traffic divisions.
- (4) Manager, Air Traffic Division, AMA-500.
- (5) Director, WJHTC, ACT-1.

b. Distribution to non-FAA entities and non-Air Traffic offices/organizations is prohibited.

c. Requests for forms are to be made through the Logistics and Inventory System. The FAA Logistics Center shall verify, prior to shipment, that the supply support code is for an approved organization/office.

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

3-5. ACCOUNTABILITY.

a. To ensure accountability, organizations/offices authorized to stock and distribute FAA Form 3120-28 shall complete and maintain FAA Form 3120-30. 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(6).

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. 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 ATX-100, 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 3-4, 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 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 subparagraphs 3-7a(4)(a) 1 and 2 above.

(c) Complete FAA Form 3120-30 in accordance with Paragraph 3-5, Accountability.

b. Disposition.

(1) FAA Forms 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 1-8, Definitions, of this order.

(2) Facilities and offices shall issue FAA Forms 3120-28 in numerical order, i.e., beginning with the first form in the booklet with the lowest number and continuing until the forms in the booklet with the highest number have been issued.

(3) Forms shall be fully prepared. 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 may be altered by the holder without authorization of the approving authority.

(5) The disposition of every 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. The Record of Authorizations Issued serves as a duplicate of the form and should be signed only by individuals authorized to sign the form.

c. Records Retention.

(1) Part B of FAA Form 3120-28 is to be returned to the approving authority upon completion of the assignment. It shall be attached to the facility copy of the training trip report and retained until the end of the reporting period in which the training occurred to meet the reporting requirements of subparagraph 3-7d(2) below.

(2) Information on voided forms shall be recorded in the Record of Authorizations Issued log on the booklet from which they were dispensed. Voided forms shall be retained with the booklet from which they were issued.

(3) The Record of Authorizations Issued log shall be retained until May 30 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 ATX-100 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: FAA Form 3120-30 will assist in the formulation of this report.

(2) Semiannual reporting is required on the disposition of all FAA Forms 3120-28. A report for the 6-month period of May 31 through November 30 is due not later than January 15 of each year. A report for the 6-month period of December 1 through May 30 is due not later than July 15 of each year. The report shall be forwarded to the FTPS. The FTPS shall consolidate and forward the reports to ATX-100 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.

NOTE: FAA Form 3120-29 and FAA Form 3120-30 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. ATX-100 shall be responsible for the tracking of FAM 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 subparagraphs 3-7d(1) and (2).

b. Tracking of program participants will be accomplished through the assignment of FTN's by ATX-100 as stated in chapter 2, section 2, subparagraphs 2-27a(1) through (7). Authorization numbers will be assigned in the following manner:

(1) Upon meeting program eligibility requirements, managers should request authorization number assignment from ATX-100 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 assigned (three-character identifier).
- (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 ATX-100 for assignment.

(3) Upon receipt of the authorization number assignment request, ATX-100 will:

- (a) Enter the employee information into the data base.
- (b) Assign the next available number.
- (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 shall 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 onsite personnel file.

(5) When a participant retires, resigns, or relocates to another facility/office, notification shall be made to ATX-100, through the FTPS. The action is to be reported by the losing facility/office. Reassignments from the 2152 occupational series shall also be reported as this action permanently rescinds program eligibility.


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

1/22/01

3120.29A

3-9. through 3-99. RESERVED.

APPENDIX 1. FORMS

 U.S. Department of Transportation Federal Aviation Administration	FAMILIARIZATION TRAINING AUTHORIZATION	REQUEST NO.	AT-FAM00000000	TO	AT-FAM00000009
AIR TRAFFIC					
Users should carefully read the instructions on the inside back cover. <i>This is An Accountable Form.</i>					
FAA FORM 3120-28 (7-98)			NSN: 0052-00-919-8001		



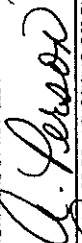


APPENDIX 1. FORMS

RECORD OF AUTHORIZATIONS ISSUED							
AUTHORIZATION NUMBER	ISSUED TO	CARRIER ID.	FLIGHT NUMBER	DATE	FROM	TO	SIGNATURE OF ISSUING OFFICIAL
0000000	ANNIE PERSON	AAL	123	10/6/00	DCA	ORD	<i>S. Yripp</i>
0000001	ANNIE PERSON	AAL	456	10/10/00	ORD	DCA	<i>S. Yripp</i>
0000002							
0000003							
0000004							
0000005							
0000006							
0000007							
0000008							
0000009							

FAA FORM 3120-28 (7-98) NSN: 0052-00-919-8001

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APPENDIX 1. FORMS

AT- FAM00000000				PART A		PART B	
 FAMILIARIZATION TRAINING AUTHORIZATION				FLIGHT DECK AUTHORIZATION			
CARRIER NAME AAL	FLIGHT # 123	DATE 10/6/00	FROM DCA	TO ORD	DATE VALID 10/6/00		
NAME OF TRAVELER ANNIE PERSON		AUTHORIZATION # 022197		DUTY LOCATION FAA HQS.		NAME ANNIE PERSON	
SIGNATURE OF TRAVELER 		TITLE ATCS				AUTHORIZATION # 022197	
SIGNATURE OF AUTHORIZING OFFICIAL 		TITLE MGR., ATX-100		DATE 10/5/00		FOR THE ADMINISTRATOR OF THE FEDERAL AVIATION ADMINISTRATION 	
<small>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.</small>							
<small>DOT/FAA IDENTIFICATION AND FAA FORM 3120-31 MUST BE PRESENTED WITH THE FORM FOR FLIGHT DECK ACCESS.</small>							
<small>TRAVELER: RETAIN THIS PART AND ATTACH TO TRIP REPORT.</small>							
AT- FAM00000000				FAA FORM 3120-28 (7-98)			

APPENDIX 1. FORMS

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.

FAA FORM 3120-28 (7-98)

NSN: 0052-00-919-8001

APPENDIX 1. FORMS

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:

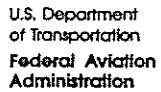
Program Director for Air Traffic Resource Management
ATTN: ATX-100, Training Division, Room 431
FEDERAL AVIATION ADMINISTRATION
WASHINGTON, D. C. 20591

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.



AIR CARRIER FAMILIARIZATION TRAINING PROGRAM

FAA Form 3120-30 (2-97) Supersedes FAA Form 4650-20

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. The front is to be used to draft your itinerary. The reverse side is to be completed with your supervisor or other locally designated individual to jointly identify the objectives of the requested assignment.
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** all pages of the request 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) PERSON, ANNIE		TITLE ATCS	
FACILITY ADDRESS FEDERAL AVIATION ADMINISTRATION 800 INDEPENDENCE AVE., S.W. WASHINGTON, D.C. 20591	REQUESTED TRAINING DATES		SCHEDULED DUTY DAYS 10/6, 10/10/00
	10/6/00	10/10/00	SCHEDULED DAYS OFF/ANNUAL LEAVE 10/7/00-10/8/00 HL 10/9/00
			DATE/TIME SUBMITTED 10/2/00 1:00P
			SIGNATURE <i>A. Person</i>

Itinerary

Departure				Return			
PREFERRED	DATE 10/6/00	ALTERNATE	DATE 10/6/00	PREFERRED	DATE 10/10/00	ALTERNATE	DATE 10/10/00
CARRIER	FLIGHT NO.	CARRIER	FLIGHT NO.	CARRIER	FLIGHT NO.	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	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
ORD	1:30P	ORD	3:00P	DCA	2:30P	IAD	4:00P


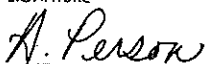
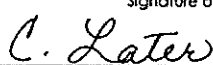
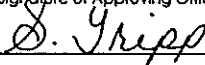
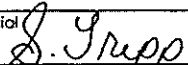
APPENDIX 1. FORMS

FAMILIARIZATION TRAINING OBJECTIVES CHECKLIST		
<p>Familiarization training assignments are made to assist in the continued professional development of air traffic control specialists. Requested itineraries are approved after identification of objectives that will assist in this development. Each of the of the selected flights must provide the participant an opportunity to observe and discuss the identified objectives. Listed below are the suggested items, procedures and conditions that can be used to formulate the objectives. 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.</p>		
<p>NAME OF CARRIER</p> <p style="text-align: center;">AAL</p>	<p>AIRCRAFT TYPE</p> <p style="text-align: center;">B757</p>	<p>ASSIGNMENT OBJECTIVES (MINIMUM 2)</p> <p>OBSERVE DEPARTURE TRAFFIC MANAGEMENT PROCEDURES</p> <p>OBSERVE EN ROUTE ATC COMMUNICATIONS</p>
<p>DEPARTURE AIRPORT</p> <p style="text-align: center;">DCA</p>	<p>DESTINATION AIRPORT</p> <p style="text-align: center;">ORD</p>	<p>SIGNATURE OF OFFICIAL APPROVING TRAINING OBJECTIVES</p> <p style="text-align: center;"><i>C. Later</i></p>
<p>WEATHER:</p> <p><input type="checkbox"/> VFR/IFR</p> <p><input type="checkbox"/> WIND SHEAR ALERTS</p> <p><input type="checkbox"/> RESTRICTIONS TO VISIBILITY</p> <p><input type="checkbox"/> THUNDERSTORM ACTIVITY</p>		
<p>DEPARTURE INFORMATION:</p> <p><input type="checkbox"/> CLEARANCE</p> <p><input type="checkbox"/> TRAFFIC MANAGEMENT PROCEDURES IN EFFECT</p> <p><input type="checkbox"/> TAXI/CODED TAXI INSTRUCTIONS</p> <p><input type="checkbox"/> TAXIWAY/RUNWAY CLOSURES</p> <p><input type="checkbox"/> RUNWAY CROSSINGS REQUIRED</p>		
<p>TAKEOFF CLEARANCE:</p> <p><input type="checkbox"/> TAXI INTO POSITION AND HOLD USED</p> <p><input type="checkbox"/> WAKE TURBULENCE ADVISORY REQUIRED</p>		
<p>ENROUTE FLIGHT CONDITIONS:</p> <p><input type="checkbox"/> WEATHER</p> <p><input type="checkbox"/> TURBULENCE</p> <p><input type="checkbox"/> TRAFFIC/TRAFFIC MANAGEMENT PROCEDURES USED</p> <p><input type="checkbox"/> OUTAGES</p>		
<p>TERMINAL ARRIVAL:</p> <p><input type="checkbox"/> ARRIVAL RUNWAY</p> <p><input type="checkbox"/> WEATHER</p> <p><input type="checkbox"/> AIRPORT CONDITIONS</p> <p><input type="checkbox"/> LANDING CONDITIONS</p> <p><input type="checkbox"/> TRAFFIC</p> <p><input type="checkbox"/> TAXI INSTRUCTIONS</p> <p><input type="checkbox"/> RUNWAY CROSSING REQUIRED</p>		
<p>ADDITIONAL NOTES:</p>		

		<h2 style="text-align: center;">FAMILIARIZATION TRAINING REQUEST</h2> <h3 style="text-align: center;">AIR CARRIER FAMILIARIZATION TRAINING PROGRAM</h3>					
Part A - Training Request							
<p>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.</p>							
NAME OF TRAVELER (LAST, FIRST, MI) PERSON, ANNIE				TITLE ATCS		AUTHORIZATION NO. 022197	
FACILITY ADDRESS FEDERAL AVIATION ADMINISTRATION 800 INDEPENDENCE AVE., S. W. WASHINGTON, D.C. 20591		REQUESTED TRAINING DATES 10/6/00 10/10/00		SCHEDULED DUTY DAYS 10/6, 10/10/00		DATE/TIME SUBMITTED 10/2/00 1:00P	
				SCHEDULED DAYS OFF/ANNUAL LEAVE 10/7/-10/8/00 HL 10/9/00		SIGNATURE <i>A. Person</i>	
Itinerary							
Departure				Return			
PREFERRED	DATE 10/6/00	ALTERNATE	DATE 10/6/00	PREFERRED	DATE 10/10/00	ALTERNATE	DATE 10/10/00
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 IAD	TIME 4:00P
Part B - Facility Approval							
				<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Resubmit Later)			
Proficiency Training Objective	OBSERVE DEPT TFC MANAGEMENT PROCEDURES, OBSERVE EN ROUTE ATC COMMUNICATIONS		Date 10/3/00	Signature of Official Approving Objective <i>C. Later</i>			
Facility/Office Level Concurrence (If Required)	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.			
Facility/Office Level Concurrence (If Required)	Signature		Date	Signature of Approving Official <i>S. Gripp</i>		Date 10/5/00	
Part C - Air Carrier Approval							
<input checked="" type="checkbox"/>	Preferred Itinerary	Approved	Comments				
<input type="checkbox"/>	Alternate Itinerary						
		Airline Representative (Signature and Date) CHARLES H. HALL <i>S. Gripp</i>					
		Disapproved - Resubmit Later					
Part D - Employee Authorization							
<p>You are authorized to participate in the requested in-flight familiarization training. Your itinerary and 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.</p>							
Signature of Approving Official <i>S. Gripp</i>				Title MANAGER, ATX-100		Date 10/5/00	

APPENDIX 1. FORMS

FAMILIARIZATION TRAINING REPORT									
NAME OF TRAVELER ANNIE PERSON			DUTY LOCATION FAA WASHINGTON HEADQUARTERS, ATX-110			PERIOD OF ASSIGNMENT FROM: 10/6/00 TO: 10/10/00			
Outbound Training Report	CARRIER AAL	FLIGHT NO. 123	AIRCRAFT TYPE B757	NAME OF CAPTAIN H. FLYTE			WEATHER VFR		
ASSIGNMENT OBJECTIVES OBSERVE DEPARTURE TRAFFIC MANAGEMENT PROCEDURES OBSERVE EN ROUTE ATC COMMUNICATIONS			DEPARTURE AIRPORT DCA	DATE 10/6/00	TIME 1:30P	ARRIVAL AIRPORT ORD	DATE 10/6/00	TIME 2:15P	
SUMMARY OF TRAINING Departure traffic management procedures were in effect due to the significant weather activity that had occurred earlier in the day that had affected most of the airports in the midwest. The procedures in effect required westbound departures to absorb a 30-minute ground delay. En route traffic management involved a miles in trail restriction for traffic arriving at ORD.									
Inbound Training Report	CARRIER AAL	FLIGHT NO. 678	AIRCRAFT TYPE B757	NAME OF CAPTAIN A. LOFT			WEATHER VFR		
ASSIGNMENT OBJECTIVES OBSERVE DEPARTURE TRAFFIC MANAGEMENT PROCEDURES OBSERVE EN ROUTE ATC COMMUNICATIONS			DEPARTURE AIRPORT ORD	DATE 10/10/00	TIME 2:30P	ARRIVAL AIRPORT IAD	DATE 10/10/00	TIME 4:00P	
SUMMARY OF TRAINING Jumpseat unavailable on preferred flight due to en route flight inspection. No departure or en route traffic management procedures in effect. Discussed wake turbulence, its effect on various aircraft weight classes, and the need for timely advisories.									
SIGNATURE OF TRAVELER <i>Annie Person</i>							DATE 10/12/00		
REVIEWED BY	SUPERVISOR <i>✓</i>	MANAGER	OTHER	SIGNATURE <i>C. Later</i>			DATE 10/12/00		
POSTED TO TRAINING and PROFICIENCY RECORD		CERTIFYING OFFICIAL SIGNATURE <i>N. Record</i>					DATE 10/17/00		

 U.S. Department of Transportation Federal Aviation Administration		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) PERSON, ANNIE				TITLE ATCS		AUTHORIZATION NO. 022197	
FACILITY ADDRESS FEDERAL AVIATION ADMINISTRATION 800 INDEPENDENCE AVE., S. W. WASHINGTON, D.C. 20591			REQUESTED TRAINING DATES		SCHEDULED DUTY DAYS		DATE/TIME SUBMITTED
			10/6/00	10/10/00	10/6, 10/10/00	10/2/00 1:00P	
			SCHEDULED DAYS OFF/ANNUAL LEAVE		SIGNATURE		
			10/7-10/8/00 HL 10/9/00				
Itinerary							
Departure				Return			
PREFERRED	DATE 10/6/00	ALTERNATE	DATE 10/6/00	PREFERRED	DATE 10/10/00	ALTERNATE	DATE 10/10/00
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 IAD	TIME 4:00P
Part B - Facility Approval							
				<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Resubmit Later)			
Proficiency Training Objective	OBSERVE DEPT TFC MANAGEMENT PROCEDURES, OBSERVE EN ROUTE ATC COMMUNICATIONS		Date 10/3/00	Signature of Official Approving Objective 			
Facility/Office Level Concurrence (If Required)	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.			
Facility/Office Level Concurrence (If Required)	Signature		Date	Signature of Approving Official 		Date 10/5/00	
Part C - Air Carrier Approval							
<input checked="" type="checkbox"/>	Preferred Itinerary	Approved	Comments				
<input type="checkbox"/>	Alternate Itinerary						
Disapproved - Resubmit Later			Airline Representative (Signature and Date)				
			CHARLES H. HALL				
Part D - Employee Authorization							
You are authorized to participate in the requested in-flight familiarization training. Your itinerary and 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.							
Signature of Approving Official 				Title MANAGER, ATX-100		Date 10/5/00	

APPENDIX 1. FORMS

NAME OF TRAVELER (LAST, FIRST, MI) PERSON, ANNIE				TITLE ATCS		AUTHORIZATION NO. 022197	
FACILITY ADDRESS FEDERAL AVIATION ADMINISTRATION 800 INDEPENDENCE AVE., S.W. WASHINGTON, D. C. 20591				REQUESTED TRAINING DATES		SCHEDULED DUTY DAYS 10/6, 10/10/00	
				10/6/00 10/10/00		SCHEDULED DAYS OFF/ANNUAL LEAVE 10/7-10/8/00 HL 10/9/00	
						DATE/TIME SUBMITTED 10/2/00 1:00P	
						SIGNATURE <i>A. Person</i>	
Itinerary							
Departure				Return			
PREFERRED	DATE 10/6/00	ALTERNATE	DATE 10/6/00	PREFERRED	DATE 10/10/00	ALTERNATE	DATE 10/10/00
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
Part B - Facility Approval							
				<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Resubmit Later)			
Proficiency Training Objective	OBSERVE DEPT TFC MANAGEMENT PROCEDURES, OBSERVE EN ROUTE ATC COMMUNICATIONS		Date <i>10/3/00</i>	Signature of Official Approving Objective <i>C. Later</i>			
Facility/Office Level Concurrence (If Required)	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.			
Facility/Office Level Concurrence (If Required)	Signature		Date	Signature of Approving Official <i>S. Grupp</i>		Date <i>10/5/00</i>	

FAA Form 3120-31 (6-99)

Facility Records - 4

NSN: 0052-00-920-100

DETACH ON PERFORATED LINES

APPENDIX 2. FLIGHT STANDARDS
HANDBOOK BULLETIN FOR AIR TRANSPORTATION;
AIRWORTHINESS; AND GENERAL AVIATION

3120.29A
Appendix 2

ORDERS: 8400.10, 8300.10, and 8700.1

APPENDIX: 3

BULLETIN TYPE: Flight Standards Handbook Bulletin for Air
Transportation (HBAT); Airworthiness (HBAW);
and General Aviation (HBGA)

BULLETIN NUMBER: HBAT 99-05, HBAW 99-05, HBGA 99-09

BULLETIN TITLE: Occupancy of any Observer's Seat Located on
the Flight Deck

EFFECTIVE DATE: 05-12-99

TRACKING: N/A

NOTE: THIS BULLETIN REQUIRES PTRS INPUT. SEE ITEM #5

1. PURPOSE. This bulletin provides policy and guidance material to appropriate personnel concerning the physical, cognitive, and language capabilities of any person requesting authorization or occupying any observer's seat located on the flight deck.

2. BACKGROUND.

A. An aircraft's flight deck is a unique and very important location on any aircraft. Due to this unique and critical operational location on an aircraft, the Federal Aviation Administration (FAA) imposes regulatory restrictions on the access to the flight deck by any person. For example, regulations affecting the flight deck provide for such actions as the closing and locking of the flightcrew compartment door and specifying the restricted categories of persons able to be seated on the flight deck when no seat is available for their use in the passenger compartment.

B. Other regulations address specific equipment requirements of the observer's seat and the occupancy of the observer's seat by the Administrator while conducting en route inspections.

C. Clearly, the FAA has always intended that safety considerations mandate that the requirements and capabilities placed on any person occupying a seat on the flight deck are more stringent than those placed on any person occupying a passenger seat in the cabin. The flight deck environment is critical to safe operations. Also, that the presence of any person on the flight deck shall not lead to an unsafe condition, impede the flight

APPENDIX-2. FLIGHT STANDARDS
HANDBOOK BULLETIN FOR AIR TRANSPORTATION;
AIRWORTHINESS; AND GENERAL AVIATION

crewmembers' performance of emergency procedures to prevent an accident, or otherwise impede the flight crewmembers' actions after an accident.

3. DISCUSSION.

A. Besides the seats designated for flight crewmembers, seating on the flight deck usually includes an observer's seat. Some aircraft configurations may contain more than one observer's seat or none at all. The term "jumpseat" is often used interchangeably with the observer's seat that is located on the flight deck. Also, the location of the observer's seat may vary by aircraft configuration and design. For example, when extended, some observer's seat may actually be located next to or block direct access to an emergency exit.

NOTE: Regardless of the name given to the observer's seat or seats, the policy and guidance material contained in this bulletin apply to any seat located on the flight deck that is not designated for or occupied by a flight crewmember.

B. The physical, cognitive, and language requirements of flight crewmembers while acting as required flight crewmembers on the flight deck have been clearly designated in various regulations.

C. It is not the intent of this bulletin to establish any medical certification or formal training programs for persons who occupy the observer's seat. Rather, it is the intent of this bulletin to address the unique and potentially critical physical, cognitive, and language capabilities of any person seeking to occupy the observer's seat on the flight deck. The safety of any person seated on the flight deck requires that all persons seated on the flight deck have certain physical, cognitive and language capabilities.

NOTE: This bulletin is also not intended to limit the emergency authority of the pilot in command (PIC) to exclude any person from the flight deck in the interests of safety.

D. This bulletin contains two appendices, A and B. Appendix A provides for the minimum physical, cognitive, and language capabilities of any person who occupies an observer's seat on the flight deck. Appendix B sets forth an analysis supporting the FAA's interpretation of the term "necessary or advantageous" as used in Title 14 of the Code of Federal Regulations (14 CFR) part 121, section 121.547(a) (3).

APPENDIX 2. FLIGHT STANDARDS
HANDBOOK BULLETIN FOR AIR TRANSPORTATION;
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3120.29A
Appendix 2

4. ACTION.

A. Principal operations inspectors (POI) shall ensure that their assigned certificate holders are provided with the information contained in this bulletin concerning the observer's seat. Certificate holders are encouraged to incorporate the policies and guidance material contained in this bulletin into their manuals for use by their personnel.

B. Federal Aviation Administration inspectors shall ensure that the policies and guidance material contained in Appendix A are used to determine the physical, cognitive, and language capabilities of any person requesting authorization to occupy any observer's seat on the flight deck prior to issuing FAA FORM 8430-6, "ADMISSION TO FLIGHT DECK" or any Letter of Authorization (LOA).

C. All FAA personnel occupying any observer's seat on the flight deck will comply with the minimum physical, cognitive, and language capabilities as stated in Appendix A.

5. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) INPUT.

A. Principal Operations Inspectors shall make a PTRS entry to record the actions directed by this bulletin with each of their operators as outlined in HBAT 94-08. The PTRS entry shall be listed as activity code number 1381 and the "national use" field entry shall be HBAT9905.

B. Principal Operations Inspectors shall use the comment section to record comments of interaction with the operators.

6. INQUIRIES. This handbook bulletin was developed by AFS-220. Any comments concerning this bulletin should be addressed to Kent Stephens (AFS-220) at (202) 267-8166.

7. LOCATION. This bulletin will remain in effect until it is incorporated into FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume I, chapter 4, section 4, paragraph 181; FAA Order 8300.10, Airworthiness Inspectors Handbook, volume 3, chapter 4, section 1, paragraph 5.A, and FAA Order 8700.1, General Aviation Operations Inspectors Handbook, volume 2, chapter 84, section 1, paragraph 5. Until this bulletin is incorporated into these handbooks, inspectors shall make reference to this bulletin in the margin of the specified section.

/s/

L. Nicholas Lacey
Director, Flight Standards Service

APPENDIX 2. FLIGHT STANDARDS
HANDBOOK BULLETIN FOR AIR TRANSPORTATION;
AIRWORTHINESS; AND GENERAL AVIATION

APPENDIX A

The Minimum Physical, Cognitive and Language Capabilities of Any
Person Who Occupies Any Observer's Seat on the Flight Deck

1. Possess sufficient physical mobility, strength, and dexterity in both arms, hands, legs, and feet to reach upward, sideways, and downward to the location of any emergency exits, exit-slide operating mechanisms, emergency exit devices (descent reel, tape or rope), and observer's seat operating mechanisms.
2. Be able to, without assistance, physically grasp, push, pull, turn, or otherwise expeditiously manipulate any emergency exit, exit-slide operating mechanisms, emergency exit devices (descent reel, tape or rope), and observer's seat operating mechanisms.
3. Be able to, without assistance, physically push, shove, pull, or otherwise expeditiously open or provide access to any emergency exit.
4. Be able to physically reach all emergency exits expeditiously without the assistance of any person and appliance, such as crutches, a wheelchair, or a cane.
5. Be able to physically don and use, the observer's seat oxygen mask, life preserver, smoke goggles, and appropriate protective breathing equipment (PBE) without assistance from any crewmember.
6. Be able to physically operate the seat belt and shoulder harness mechanisms and assemblies located at the observer's seat without assistance from any crewmember.
7. Possess sufficient visual capacity to perform the specified physical capabilities with regard to emergency exits, operating mechanisms, and emergency equipment without the assistance of visual aids beyond contact lenses or eyeglasses.
8. Possess sufficient aural capacity to hear and understand instructions by crewmembers without assistance beyond a hearing aid.
9. Possess the ability to adequately impart information orally to crewmembers.
10. Possess the ability to read and understand instructions related to emergency evacuation procedures and equipment provided by the appropriate certificate holder in text or graphic form.
11. Possess the ability to hear and understand oral crewmember commands or instructions.

APPENDIX B

1. This Appendix sets forth an analysis supporting the Federal Aviation Administration's (FAA) interpretation of the term "necessary or advantageous" as used in Title 14 of the Code of Federal Regulations (14 CFR) part 121, section 121.547(a)(3). This section states that the presence of an employee of the U.S., a certificate holder, or an aeronautical enterprise must be "necessary or advantageous" for safe operations to be admitted to the flight deck during flight operations. This appendix is intended, in part, to provide guidance to Pilot's In Command (PIC) as to how the FAA construes that term.
2. The PIC's authority to grant permission under section 121.547(a)(3) is not unfettered. Admission to the flight deck is permitted only if that person has duties such that admission to the flight deck is "necessary or advantageous" to safe operations. The FAA finds that the cockpit environment is critical to safe operations; therefore if the presence of certain people in the cockpit may lead to an unsafe condition or impede crew performance of emergency procedures to prevent or mitigate an accident/incident, their cockpit access must be restricted.
3. Clearly the physical, cognitive and language abilities of people who occupy exit row seats are important to the safety of air carrier operations. The FAA finds that the physical and cognitive demands that may be imposed on a person occupying the flight deck, even the flight deck jumpseat, are significantly higher than the characteristics required of someone seated in a passenger cabin exit row seat. For this reason, it is important that the FAA ensure that persons who have access to the flight deck of an air carrier possess the physical and cognitive characteristics needed in the unique environment of the cockpit in the event of an emergency.
4. For example, individuals occupying flight deck seats must be capable of accomplishing emergency egress from the flight deck unassisted. Emergency egress may entail sliding open a window, opening a compartment, or balancing on a window sill and sliding down a rope. Similarly emergency egress could require climbing up a flight deck escape ladder, or releasing an overhead hatch and sliding down the side of the fuselage. Regardless of the method used to exit the plane, emergency egress must be conducted unassisted and in a timely manner (90 seconds or less per section 121.291(a)). In addition, there are other flight deck emergencies such as rapid decompression, which require a flight deck occupant to be able to recognize the problem, remove the equipment from stowage, don full face or mask/goggle combination protective breathing equipment and fasten it to the face.

APPENDIX 2. FLIGHT STANDARDS
HANDBOOK BULLETIN FOR AIR TRANSPORTATION:
AIRWORTHINESS; AND GENERAL AVIATION

5. Additionally, persons on the flight deck must be capable of keeping abreast of the flight's status at all times. For this reason, the FAA finds that it is important that persons on the flight deck be able to hear crew commands, or other audible warnings given by the aircraft systems. This may be the only way a person knows to take emergency measures such as evacuate the aircraft or don a smoke mask. Additionally, to facilitate the PIC's handling of an emergency, the PIC may request a jumpseat rider to move to another part of the aircraft.

6. Therefore, the FAA believes it is not "necessary or advantageous" for safe operations to admit someone to the flight deck during flight if that person does not possess the capabilities outlined in Appendix A.