

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3120.4G CHG 1

12/16/86

FAA ORDER 3120.4G CHG 1
Effective Dates: 02/01/87 -

SUBJ: AIR TRAFFIC TRAINING

1. PURPOSE. This change transmits revised pages for Order 3120.4G, Air Traffic Training.

2. EFFECTIVE DATE. This change is effective February 1, 1987.

3. EXPLANATION OF CHANGES. The significant changes are listed below. If more information is desired, contact ATR-100.

a. 400. THE TRAINING REQUIREMENT. Incorporates the provisions of Notice 3120.80, and corrects the reference in subparagraph b(4).

b. 421. TRAINING DEVELOPMENT. Incorporates the provisions of Notice 3120.80.

c. 422. REFRESHER TRAINING. Incorporates the provisions of Notice 3120.80.

d. 700. GENERAL (Technical Appraisal Program (TAP)--En Route.) Corrects the reference.

e. Appendix 1. INSTRUCTIONS FOR TRAINING AND PROFICIENCY RECORD (FAA FORM 3120-1) ENTRIES. Conveys instructions for recording training and certification entries in FAA Form 3120-1.

f. Appendix 2. EN ROUTE REFRESHER TRAINING. Establishes guidance for developing training requirements pertaining to automation shutdowns in en route facilities.

4. DISPOSITION OF TRANSMITTAL. Retain this transmittal until superseded by a new basic order.

Distribution: ZAT-312(ALL)

Initiated By: ATR-100

PAGE CONTROL CHART

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E. T. Harris

Director, Air Traffic Plans
and Requirements Service

Chapter 4. FACILITY TRAINING — GENERAL

Section 1. QUALIFICATION TRAINING

400. THE TRAINING REQUIREMENT

a. Air Traffic Control Specialists.

(1) Each air traffic control specialist shall complete the qualification training assigned and be certified to perform associated operational duties within the time specifications as outlined in the IPG. Hours specified in the IPG may be reduced by the Air Traffic manager by the facility training directive.

(2) Instruction shall be provided consistent with the types of air traffic services provided by the facility.

(3) To the extent possible, traffic situations encountered should become progressively more complex.

(4) Development training/qualification requirements for promotion are the duties and responsibilities contained in the position descriptions for the next higher grade. (See Appendices 3 and 4.)

(5) During the training process, individuals will have been exposed, through actual or simulated conditions, to situations which could be encountered after attaining full performance level status including heavy traffic conditions. It is not, however, a requirement that such situations be encountered during the position qualification evaluation.

(6) Failure of a specialist to pass all training requirements for position certification may be the

basis for separation from the ATCS occupation. (FAA Order 3330.30.)

b. On-the-Job Training Instructors shall:

(1) Be certified and current on the position/sector on which training is being conducted.

(2) Have accumulated at least 30 working hours following certification on the position/sector on which OJT is to be given.

(3) Have completed OJT Techniques for ATCS (Course 05561). Up to until 1 year following the effective date of this change, any previously approved OJT course satisfies this requirement.

(4) Be certified by a supervisor to perform OJT based on observation of the specialist's performance on the position of operation. Initial certification for each position shall be noted in Section III of the employee's Training and Proficiency Record (FAA Form 3120-1).

(5) Be evaluated by the first-level supervisor or training staff member within 30 days of assignment and every 6 months thereafter in performance of OJT instructor duties. Standards for this evaluation are listed under paragraph 306, OJT Instructor. The evaluation shall be documented in Section VI of the employee's Training and Proficiency Record (FAA Form 3120-1).

401-419. RESERVED

Section 2. PROFICIENCY TRAINING

420. THE TRAINING REQUIREMENT

Proficiency training is required for operational personnel to maintain and upgrade the knowledge and skills necessary to apply air traffic procedures in a safe, orderly, and expeditious manner. Each facility shall establish in writing an annual proficiency training program for all developmentals qualified on one or more positions, qualified ATA's, full performance level controllers, and first-level supervisors. In addition, proficiency training shall include all mandatory briefing items distributed by headquarters/regional offices/facilities. The purpose of this requirement is to ensure that appropriate proficiency training is available to those who need to improve knowledge/skill levels. The written program shall be available for review by Air Traffic and other appropriate FAA personnel.

Note.—It is emphasized that proficiency training needs will differ from facility to facility and, therefore, should be tailored to meet identified requirements.

421. TRAINING DEVELOPMENT

The development of proficiency training shall be based on, but not limited to, the following types of performance measurements:

- a. Over-the-shoulder evaluations.
- b. Written/CBI tests.
- c. Annual performance rating.
- d. Observed performance.

422. REFRESHER TRAINING

Each facility shall develop and administer an annual refresher training program. Supervisors shall stress that the training described in this paragraph is for proficiency improvement, not performance evaluation.

a. This program shall include, but is not limited to, training on the following topics:

- (1) Unusual situations, such as weather affecting flight, aircraft equipment failure, hijacking, and other types of emergencies.
- (2) Seldom used procedures, such as transitioning to and applying nonradar separation, and procedures for special flight handling.
- (3) Traffic and safety advisories.
- (4) Areas identified as needing reinforcement.

b. Those facilities with simulation training capability; i.e., ETG, DYSIM, shall include at least 2 hours simulator training on the topics identified in paragraph 422a.

c. First-level supervisors shall:

(1) Use tape recorders/voice-activated equipment to review tapes and select samples for the tape talk program.

(2) Arrange for the equipment and the time for the controllers to accomplish the tape talks.

(3) Conduct the tape talk program every 6 months for all controllers who are certified on one or more positions of operation.

(4) Stress that the tape talk is for proficiency training, not for performance evaluation.

(5) Ensure that tape talk sessions are logged in Section V of FAA Form 3120-1 as refresher training.

d. Specialists and their first-level supervisors shall receive training quarterly in lost aircraft orientation.

e. Terminal personnel required to maintain radar proficiency shall receive training every 6 months on techniques of transitioning to and applying nonradar procedures. This training should be based on facility contingency plans dealing with loss of radar.

f. All certified tower visibility observers shall receive, at least annually, refresher training in tower visibility procedures. Record in FAA Form 3120-1.

g. En route personnel required to maintain radar proficiency shall receive the following refresher training every 6 months.

(1) Satisfactory demonstration of the steps in transitioning from RDP/EARTS to the primary backup system and vice versa.

(2) Review control procedures associated with operation in the primary backup mode; i.e., letters of agreement, handoffs, beacon code assignment, facility directives, and transition checklists.

423. SUPPLEMENTAL TRAINING

Supplemental training is conducted when changes occur pertaining to new/revised procedures, regulations, or equipment. Operational personnel shall complete training prior to the utilization of such equipment.

424. REMEDIAL TRAINING

Remedial training is conducted to correct specific operational deficiencies. Emphasis shall be on the positive aspects of the training. When an employee is to be given remedial training, notification shall be in writing regarding subject areas to

be covered and the reasons therefore. Remedial training shall be confined to those subject areas. The methods and contents will be tailored to individual requirements and may vary from laborato-

ry problems to personalized instruction. Supervisors shall determine the method that will be most effective.

425-499. RESERVED



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Chapter 7. APPRAISAL PROGRAM

Section 1. TECHNICAL APPRAISAL PROGRAM (TAP) — EN ROUTE/TERMINAL

700. GENERAL

The TAP is an appraisal instrument to determine the proficiency of those who are current on one or more positions of operation. Each en route

and terminal facility shall comply with TAP administration as described in FAA Order 3430.4. **I**

701-719. RESERVED

Section 2. TECHNICAL PERFORMANCE APPRAISAL PROGRAM (TPAP) — FSS

720. OVER-THE-SHOULDER PERFORMANCE EVALUATION

The over-the-shoulder performance evaluation is a means of determining if the specialist/first-level supervisor (excluding facility managers) is capable of performing the required job functions as outlined in the National FSS Training Program.

a. The over-the-shoulder performance evaluation shall be administered at least every 6 months.

b. The performance evaluation shall be administered at an operational position under moderate or greater traffic conditions. The period covered by

the evaluation shall be of such duration as to provide a reliable sample of performance. Only his/her immediate supervisor shall determine whether a specialist/first-level supervisor successfully completes the semiannual over-the-shoulder proficiency check.

c. The performance evaluation process is outlined in the IPG.

d. Evaluation items having local application may be developed by the facility.

721-799. RESERVED

APPENDIX 1

INSTRUCTIONS FOR COMPLETING FAA FORM 3120-1, TRAINING AND PROFICIENCY RECORD

FAA FORM 3120-1

a. This appendix conveys instructions for recording training and certification entries in FAA Form 3120-1, "Training and Proficiency Record."

(1) Air Traffic managers shall ensure that training record entries conform to the requirements of this appendix. These requirements apply to all training occurring on or after the effective date of this appendix. The requirements described herein are not retroactive.

(2) Training, certification, recertification, technical performance appraisal, and operational error information shall be recorded in this record. Other data, such as temporary details, currency maintenance, awards, disciplinary actions, collateral duties, participation on committees, copies of training and other certificates, etc., should be maintained in working-level personnel records.

(3) All entries, except for the employee's initials, shall be recorded no later than 30 calendar days following the month in which the training was completed. Employees shall initial for training received within 30 calendar days of the date that training was recorded. By initialing, the employee acknowledges that the training recorded has been provided. Operating initials shall be used.

(4) The certification signature for position qualification (Section III) and technical appraisal

(Section VI) shall be that of the supervisor who performed the position certification/appraisal.

(5) The certification signature for any classroom training conducted, including briefings, indicates that the entry is correct. Therefore, the certification signature for classroom training entries may be that of the facility's Air Traffic staff or the supervisory personnel who have knowledge that the training was conducted.

(6) Training record entries shall be complete and accurate. Entries shall be typed or written in ink. Do not erase or otherwise obliterate entries. If it is necessary to change an entry, line out the incorrect entry and insert the correct information. Employees shall initial such changes if they had initialed the erroneous entry. The person making the change shall initial the new entry.

(7) A signature stamp may be used by the certifying official or supervisor as an aid to reduce workload. Signature stamps may only be used by the person whose signature is on the stamp.

(8) Each training entry shall have a separate signature and set of initials.

b. Following are section-by-section examples and explanations of training record entries. The examples shown in Sections III, VI, and VIII of FAA Form 3120-1 are superseded by those contained in this appendix.

Section I, Employment Data.

Section I
EMPLOYMENT DATA

EMPLOYEE'S NAME			A			DATE EOD WITH FAA			B		
Erica S. Smith Gardner			EA			12/26/85			1/2/82		
FACILITY			C			EOD			D		
FACILITY			C			EOD			D		
ZDV ARTCC II			4/1/82			EA					
MLC FSS III			4/2/84			EA					
MCI ATCT IV			5/1/84			EA					

Block A. Enter the employee's full payroll name. In the event of a legal name change, such as for marriage or other reason, put a single line through the old name and insert the new name and the date of the entry in this block. Do not obliterate the old name as it may be necessary to refer to this name at a later time. The employee must initial next to the name change as described in Block E below.

Block B. Enter the date the employee entered on duty with the FAA. Do not use the employee's service computation date. The entry in this block

is made only at the employee's first facility of assignment.

Block C. Enter the facility's three-letter identifier, type, and level.

Block D. Enter the date the employee was officially assigned to the facility. Use the effective date shown on the official Notification of Personnel Action.

Block E. The employee must initial in this block within 30 days of the date of the entry.

Section IIA, Air Traffic Certificates.

This section is for certificates which are required for the performance of air traffic duties and which are not specific to a particular location or

area of operation. Do not enter pilot or flight inspection certificate information, etc. Data in this section should not be confused with ratings, which are described in the next section.

**Section—II A
AIR TRAFFIC CERTIFICATES**

CERTIFICATE TITLE A	CERTIFICATE NUMBER B	DATE ISSUED C	EMPLD INIT. D
Control Tower Operator	447612340	4/15/84	EA
Pilot Weather Briefing Certificate	68359	10/15/84	EA
NOAA/FAA Agreement TWR Visibility Cert	157-34-2232	10/19/86	EA
ATCS Certificate	N/A	11/16/85	EA

Block A. Enter the title or the official abbreviation of the certificate.

Block B. Enter the certificate number. If no number is associated with the certificate, enter "N/A."

Block C. Enter the date of issuance as shown on the certificate.

Block D. See Section I, Block E, for instructions.

Section IIB, Air Traffic Ratings.

The entries in this section relate to specific facility ratings, not to certificates. Ratings describe facility operational functions and are required for employees to perform the full range of duties asso-

ciated with a particular area of specialization or facility. The use of the term *Facility* or *Area* indicates that the employee has successfully completed all the requirements of the CTO and/or ATCS certification for that facility or area.

Section—II B
AIR TRAFFIC RATINGS

RATING	A	FACILITY	B	DATE ISSUED	C	EMPLD INIT.
Facility		MLC FSS		10/4/84		EA
Departure West		ZDV ARTCC		7/1/85		EA
Facility		MCI ATCT		3/3/86		EA
East Area		ZAU ARTCC		3/12/86		EA
East Area - Rating Suspended		ZAU ARTCC		7/10/86		EA
East Area		ZAU ARTCC		10/16/86		EA

PAGE II —

Block A. Enter the title of the rating or the rating suspended.

Block B. Enter the facility's three-letter identifier and type.

Block C. Enter the effective date of the rating or the suspension.

Block D. See Section I, Block E, for instructions.

Section III, Qualification Training.

Initial qualification training requirements are described in the Flight Service, the Terminal, and the En Route Instructional Program Guides (IPG). Training relating to position qualification shall be recorded in this section. In addition, OJT instructor certification, either by position or for all positions in the facility or area, shall be entered in this section. Course numbers shall be used to indicate qualification training; do not use phase numbers. Also, facilities must indicate the position on which qualification has taken place if multiple positions are involved (examples are not shown). For

Academy initial courses, use the following numbers:

- Screening, Placement, and Training Program — Course 50330
- Terminal Follow-on Training — Course 50023
- En Route Follow-on Training — Course 50130
- Flight Service Station — Course 50220

For terminal facilities, training shall be recorded indicating classroom, laboratory, and/or on-the-job training hours. For en route and FSS, enter the number of hours required to complete each course.

Terminal

Section—III

QUALIFICATION TRAINING

A	B	C	D	E	F	G	H	I
PHASE OF TRAINING	FAC. IDENT.	DATE STARTED	NO. OF AUTH. HOURS	EMPL. INIT.	DATE COM. PLETED	HOURS	EMPL. INIT.	CERTIFICATION SIGNATURE
50020	AAC	1/2/84	/	EA	4/25/84	/	E/A	Mike Oppen
55026 Classroom	MCI	5/1/84	160	EA	7/3/84	140	EA	Mike Oppen
55026 OJT	MCI	7/1/84	80	EA	10/9/84	51	EA	Mike Oppen
55027 Classroom	MCI	5/1/84	20	EA	7/3/84	10	EA	Mike Oppen
55027 OJT	MCI	7/9/84	70	EA	8/1/84	32	EA	Mike Oppen
55028 Classroom	MCI	7/9/84	120	EA	8/22/84	120	EA	Mike Oppen
55028 OJT	MCI	8/27/84	60	EA	9/15/84	51	EA	Mike Oppen
55029 Classroom	MCI	7/9/84	120	EA	8/22/84	120	EA	Mike Oppen
55029 OJT	MCI	8/7/84	120	EA	2/7/85	101	EA	Mike Oppen
55025	AAC	4/1/85	/	EA	4/24/85	/	EA	Mike Oppen
55030 Classroom	MCI	5/3/85	100	EA	6/20/85	100	EA	Mike Oppen
55030 Lab	MCI	1/5/86	30	EA	3/3/86	30	EA	Mike Oppen
55031 Classroom	MCI	5/3/85	150	EA	6/20/85	150	EA	Mike Oppen
55031 OJT	MCI	6/24/85	600	EA	3/3/86	522	EA	Mike Oppen
Recertification - due to loss of currency - Radar Positions								
55031 Classroom	MCI	9/4/86	20	EA	9/7/86	20	EA	Mike Oppen
55031 OJT	MCI	9/10/86	300	EA	9/27/86	53	EA	Mike Oppen
OJT Inst. FD/CD	MCI				8/6/86		EA	Mike Oppen

Section III, Continued

En Route

Section—III
QUALIFICATION TRAINING

A	B	C	D	E	F	G	H	I
PHASE OF TRAINING	FAC IDENT.	DATE STARTED	NO OF AUTH HOURS	EMPL INIT.	DATE COMPLETED	HOURS	EMPL INIT	CERTIFICATION SIGNATURE
50330	AAC	1/2/82	/	EA	4/4/82	/	EA	Bill Black
55125	ZDV	4/1/82	320	EA	6/9/82	320	EA	Bill Black
55126	ZDV	6/12/82	80	EA	7/5/82	80	EA	Bill Black
55127	ZDV	7/9/82	320	EA	9/15/82	261	EA	Bill Black
55128 VIIIa	ZDV	9/21/82	160	EA	1/10/83	160	EA	Bill Black
55129	ZDV	1/20/83	240	EA	3/25/83	187	EA	Bill Black
55130	ZDV	4/1/83	320	EA	8/5/83	210	EA	Bill Black
50125	AAC	9/1/83	/	EA	9/25/83	/	EA	Bill Black
55131	ZDV	11/1/84	80	EA	12/1/84	80	EA	Bill Black
55132	ZDV	11/8/84	480	EA	3/14/85	256	EA	Bill Black
55133	ZDV	4/27/85	480	EA	7/1/85	311	EA	Bill Black
55128	ZAU	5/1/86	160	EA	5/19/86	57	EA	Walter Gardner
55129	ZAU	5/19/86	240	EA	7/15/86	121	EA	Walter Gardner
55130	ZAU	7/18/86	320	EA	9/2/86	153	EA	Walter Gardner
55131	ZAU	9/12/86	80	EA	9/26/86	80	EA	Walter Gardner
55132	ZAU	10/5/86	480	EA	12/9/86	251	EA	Walter Gardner
55133 W	ZAU	1/7-86	480	EA	3/12/86	217	EA	Walter Gardner
OJT Inst. East Area	ZAU				4/15/86		EA	Walter Gardner
Recertification - due to loss of currency - East Area								
55129	ZAU		120	EA	9/10/86	39	EA	Walter Gardner
55130	ZAU		160	EA	9/21/86	57	EA	Walter Gardner
55132	ZAU		240	EA	9/30/86	41	EA	Walter Gardner
55133	ZAU		240	EA	10/9/86	47	EA	Walter Gardner

Section III, Continued

Flight Service

Section—III

QUALIFICATION TRAINING

A	B	C	D	E	F	G	H	I
PHASE OF TRAINING	FAC. IDENT.	DATE STARTED	NO. OF AUTH. HOURS	EMPL. INIT.	DATE COM. PLETED	HOURS	EMPL. INIT.	CERTIFICATION SIGNATURE
50220	AAC	1/2/84	/	EA	3/27/84	/	EA	Thomas Davis
55225	MLC	4/2/84	120	EA	5/15/84	120	EA	Thomas Davis
55226	MLC	5/16/84	100	EA	7/2/84	81	EA	Thomas Davis
55227	MLC	5/16/84	140	EA	7/30/84	99	EA	Thomas Davis
55228	MLC	5/31/84	100	EA	7/15/84	57	EA	Thomas Davis
55229	MLC	6/15/84	140	EA	8/4/84	95	EA	Thomas Davis
55230	MLC	7/30/84	240	EA	9/15/84	160	EA	Thomas Davis
55231	MLC	7/30/84	220	EA	10/4/84	151	EA	Thomas Davis
50201	AAC	10/8/84	/	EA	12/4/84	/	EA	Thomas Davis
OJT Inst-Inflight	MLC				12/30/84		EA	Thomas Davis
OJT Inst-All Psns	MLC				6/5/85		EA	Thomas Davis

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PAGE III —

Block A. Enter the course number (refer to the appropriate IPG). For terminal field training, indicate whether the training was classroom, laboratory, and/or OJT.

Block B. Enter "AAC" if Academy conducted. Enter the three-letter facility identifier if facility conducted.

Block C. Enter the date the employee began training in this course.

Block D. Enter the number of hours authorized to complete this course. The number of hours entered shall not exceed those indicated in the appropriate IPG. The hours allowed shall be derived from the IPG, or if lower, from the facility training directive. No entry is required for Academy-conducted training.

Blocks E and H. See Section I, Block E, for instructions.

Block F. Enter the date the employee successfully completed, withdrew from, received an incomplete in, or failed this training course. (If the employee did not successfully complete the training, enter "W" for withdrawal, "I" for incomplete, or "F" for failure in Block A. Also, indicate the position involved.) It is important that this information be accurately logged. Refer to FAA Order 3120.22, National Air Traffic Training Tracking System, for further guidance regarding this requirement.

Block G. Enter the actual number of clock hours, to the nearest tenth of an hour, the employee used in this portion of the training program.

Block I. The certifying official shall sign or use a signature stamp in this block.

Section IV, Equipment Certification.

Only equipment training which specifically requires a certification examination; e.g., BRITE, Radar Qualification examination, etc., shall be entered in this section. Other equipment training which is associated with position certification, such as communications, lighting systems, recording, and other ATC equipment, shall not be logged in this section. Such equipment training is consid-

ered to be part of the qualification process, and no need exists to separately record certification thereon. Refer to the appropriate IPG for equipment certification requirements. If equipment training is provided due to facilities' receiving new equipment (other than that requiring a certification examination), include this as supplemental training in Section V.

**Section—IV
EQUIPMENT CERTIFICATION**

DATE ^A	EQUIPMENT ^B	FAC. IDENT. ^C	CERTIFICATION SIGNATURE ^D	EMPL. INIT. ^E
5/1/85	BRITE II -	DFW	<i>Mike Oppen</i>	EA

PAGE IV —

Block A. Enter the date of the equipment certification indicated on the appropriate certificate examination.

Block B. Specify the type of equipment.

Block C. Enter the three-letter facility identifier.

Block D. The certifying official shall sign or use a signature stamp in this block.

Block E. See Section I, Block E, for instructions.

Section V, Proficiency Training (Refresher, Supplemental, Remedial).

Entries in this section shall specifically describe the training provided. Refer to Chapter 4, Section 2, for the type of training to be entered in this section. Air Traffic managers are authorized to use

coded entries in this section if a corresponding facility master sheet is maintained which specifically describes the training provided. This master sheet shall be attached to the employee's training record and forwarded to the receiving facility in the event the employee is transferred.

Section—V PROFICIENCY TRAINING (Refresher, Supplemental, Remedial)

DATE ^A	MAJOR SUBJECT AREAS ^B	TYPE ^C 1/	DATE COMPLETED ^D	HOURS ^E	CERTIFICATION SIGNATURE ^F	EMPL. INIT. ^G
1/15/85	Wake Turbulance - Film	1	1/10/85	.5	Mike Corl	EA
2/1/85	Refresher Unit - Radar Vectoring Techniques	1	1/21/85	1.5	Mike Corl	EA
2/1/85	Tower Visibility	1	1/22/85	CBI	Mike Corl	EA
3/10/85	Aircraft Characteristics-Climb Rates, Verticle Sep, STDS	3	3/3/85	2	Mike Corl	EA
4/1/85	Refresher Unit - Nonradar Procedures	1	3/15/85	2.5	Mike Corl	EA
5/1/85	Tape Talk	1	4/10/85	1.2	Mike Corl	EA
6/22/85	Review: Radar Vector Procedures Affect of Temperature on Climb Rates, Coordination Procedures (Facility SOP on Position Relief Briefings				Mike Corl	EA
		3	6/15/85	8		EA
6/22/86	ETG Lab Problems 2, 8, 11, 21, 22, 23, 24, 25	3	6/21/86	16	Thomas Darr	EA
6/23/86	NAS FY-87 Goals	2	6/23/86	4	Thomas Darr	EA
6/30/86	Lost Aircraft Orientation	1	6/30/86	2	Thomas Darr	EA
7/1/86	Pilot Weather Briefing	1	7/1/86	2	Thomas Darr	EA
8/3/86	Annual Tower Visibility Review	1	7/3/86	.5	Thomas Darr	EA
1/TRAINING TYPE CODE 1—Refresher 2—Supplemental 3—Remedial						

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PAGE V

Block A. Enter the date the training is entered in FAA Form 3120-1.

Block B. Specifically describe or use a coded entry for refresher or supplemental training. EXCEPTION: Coded entries for remedial training shall not be used. Remedial training entries shall specifically describe the training conducted.

Block C. Indicate the type of training by number: 1=Refresher; 2=Supplemental; 3=Remedial.

Block D. Enter the date the training was completed.

Block E. Indicate the number of actual training hours to the nearest tenth of an hour. If training is conducted via CBI, enter "CBI."

Block F. The certifying official shall sign or use a signature stamp in this block.

Block G. See Section I, Block E, for instructions.

Section VI, Technical Appraisal.

The technical appraisal for all options shall include specific data regarding operational errors and employee performance during the periodic

over-the-shoulder (OTS) performance checks required by Air Traffic directives. Also, the OJT instructor evaluation described in paragraph 400b(5) shall be entered in this section.

**Section—VI
TECHNICAL APPRAISAL**

Part A—OVER-THE-SHOULDER TRAINING REVIEW				
DATE COMPLETED A	OVER-THE-SHOULDER EXTENDED B	DATE DISCUSSED C	SUPERVISOR/EPDS SIGNATURE D	EMPLE INIT. E
9/1/85	Arrival East - Satisfactory OTS	9/1/85	<i>Masson Miles</i>	EA
3/2/86	Departure West - Unsatisfactory OTS	3/2/85	<i>Masson Miles</i>	EA
3/4/86	OTSDeparture West - Satisfactory/Recertified	3/4/86	<i>Masson Miles</i>	EA
6/1/86	Operational Error ELP - ATCT-1 Loss of Horizontal Separation - Aircraft within .5 Miles of each other at same Altitude - Arrival West Position	6/1/86	<i>Masson Miles</i>	EA
6/25/86	Arrival West - Satisfactory/Recertified	6/25/86	<i>Masson Miles</i>	EA
9/25/86	OTSOJT Instructor East Arrival	9/25/86	<i>Masson Miles</i>	EA

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EN ROUTE/TERMINAL:

Block A. Enter the date shown on the appraisal form.

Block B. Enter the position on which the appraisal took place, the type appraisal; e.g., over-the-shoulder, OJT instructor evaluation, etc., and the result (satisfactory or unsatisfactory). If the result is unsatisfactory, recertification is required

prior to the resumption of operational or OJT duties. Indicate recertification if appropriate.

Block C. Enter the date the appraisal was discussed with the employee.

Block D. The person who conducted the appraisal must sign or use a signature stamp.

Block E. See Section I, Block E, for instructions.

Section—VI
TECHNICAL APPRAISAL

**FOR FSS
 USE ONLY**

Part B—1. OVER-THE-SHOULDER PERFORMANCE TEST			
DATE ^A	PERFORMANCE TEST TITLE ^B	EMPL. ^C INIT.	SUPERVISOR'S SIGNATURE ^D
9/1/85	Inflight - Satisfactory OTS	EA	<i>Thomas Dass</i>
9/4/85	Preflight - Satisfactory OTS	EA	<i>Thomas Dass</i>
9/4/85	Flight Data - Satisfactory OTS	EA	<i>Thomas Dass</i>
9/5/85	Typewrite/Data Commun. - Satisfactory ^{OTS}	EA	<i>Thomas Dass</i>
9/6/85	OTS OJT Eval. Broadcast - Satisfactory	EA	<i>Thomas Dass</i>

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FSS:

Block A. Enter the date shown on the appraisal form.

Block B. Enter the appropriate performance test title; e.g., inflight, OJT instructor evaluation, and the results (satisfactory or unsatisfactory).

Block C. See Section I, Block E, for instructions.

Block D. The person who conducted the appraisal must sign or use a signature stamp.

Section VII, Management and Other Training.

All management and other agency-approved training not previously listed shall be entered in this section. This includes, but is not limited to, automation and other technical training, corre-

spondence, college, out-of-agency, and instructor training courses. Only training which was completed during employment with FAA shall be recorded in this section.

**Section—VII
MANAGEMENT AND OTHER TRAINING**

A DATE	B COURSE	C LOCATION	D HOURS	E EMPL. INIT.
5/5/83	ARTS IIIA for DSS 53010	FAA Academy	240	EA
6/12/84	14002 Fundamentals of Supervision	Correspondance Course	150	EA
11/19/84	Aviation - A Global History	Princeton University	3 Qtr	EA
6/12/85	Weather Satellite Data Interpretation 50206 10501	FAA Academy	32	EA
9/8/85	Facility Instrucotr Training	FAA Academy	80	EA

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Block A. Enter the date the training was completed.

Block B. Enter the course title and the FAA course number, if applicable, as described on the training certificate, transcript, or other official course document. Refer to the FAA Catalog of Training Courses for this information. Unless specified in FAA directives or other transmittals, only courses of 8 hours or more shall be recorded in this section.

Block C. Enter the location where the training was conducted; i.e., Academy, university name, facility, regional office, etc.

Block D. Enter the number of hours indicated in the FAA Course Catalog. If not contained in the catalog, use the hours in the course description document. **EXCEPTION:** For college/university courses, enter the number of quarter or semester credit-hours attained.

Block E. See Section I, Block E, for instructions.

Section VIII, Liaison and Familiarization Travel.

Refer to FAA Order 7210.3, Facility Operation and Administration, Chapter 7, for policy and guidance regarding this program.

**Section—VIII
LIAISON FAMILIARIZATION TRAVEL**

CARRIER/FLT. NO. A	EMPLOYEE DUTY STATUS B	FROM TRIP DATES TO C	EMPL INIT D
UA / 232	<input checked="" type="checkbox"/> DUTY <input type="checkbox"/> NONDUTY	10/1/84 TO 10/4/84	EA
FL / 121	<input type="checkbox"/> DUTY <input checked="" type="checkbox"/> NONDUTY	11/2/84 TO 11/10/84	EA
Private / C150	<input checked="" type="checkbox"/> DUTY <input type="checkbox"/> NONDUTY	5/5/85 TO 5/5/85	EA
Auto / STL / FSS	<input checked="" type="checkbox"/> DUTY <input type="checkbox"/> NONDUTY	6/4/85 TO 6/4/85	EA
/	<input type="checkbox"/> DUTY <input type="checkbox"/> NONDUTY	TO	
/	<input type="checkbox"/> DUTY <input type="checkbox"/> NONDUTY	TO	
/	<input type="checkbox"/> DUTY <input type="checkbox"/> NONDUTY	TO	

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Block A. Enter the carrier's name and flight number or type conveyance. If the trip included familiarization at a destination, indicate the location.

Block B. Enter whether the travel was duty or nonduty.

Block C. Enter the travel dates.

Block D. See Section I, Block E, for instructions.



APPENDIX 2

EN ROUTE REFRESHER TRAINING

a. This Appendix establishes guidance for developing training requirements pertaining to scheduled and unplanned automation shutdowns in en route facilities. All Air Traffic personnel who are required to maintain proficiency shall receive the following refresher training (refer to FAA Order 7110.85). This training shall be logged in the employee's Training and Proficiency Record, FAA Form 3120-1.

b. Every 6 months the employee shall correctly demonstrate the steps of transitioning from the primary mode to the backup system (DARC, E-DARC, broadband) and vice versa. This may be accomplished on a nonoperational position or under laboratory conditions by:

- (1) Displaying (quick look) a live sector using the primary mode.
- (2) Insuring that the correct map is available for the sector to be used.
- (3) Obtaining CID/AID and strip numbers on all active and proposed traffic for the sector.
- (4) Requesting strips for all aircraft using the above information and sequencing the strips in the appropriate bay/s.
- (5) Following all the required items on the radar controller transitional checklist.

c. Annually, the specialists shall:

- (1) Complete a review of the following:
 - (a) The functions of all the equipment controls associated with operating the backup system.
 - (b) The control procedures peculiar to operation in the backup system mode; i.e., handoffs,

beacon code assignments, letters of agreement, facility directives, etc.

(c) The video map alignment check procedures including the identity and the location of permanent echoes if broadband is available to be used.

(d) The transitional checklist.

(e) The area specialization map.

(2) Correctly label a map of the assigned area of specialization identifying airways, jet routes, intersections, NAVAID's, center and sector boundaries, and permanent echoes utilized for video map alignment check if broadband is available to be used.

(3) Correctly complete one simulated control problem on transitioning from the primary mode to and operating in the backup system and vice versa. This problem shall include, as a minimum, the following:

(a) Reposition the PVD from the vertical to the horizontal position and vice versa if required.

(b) Transition from the primary mode to the simulated backup mode.

(c) Use of the radar controller checklist.

(d) Use of shrimp boats if required.

(e) Vector aircraft.

(f) Assign beacon codes.

(g) Operate in the simulated backup system mode for 15 minutes.

(h) Transition from the simulated backup system mode to the primary mode.

(i) Reidentify aircraft.

