U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
JO 3120.4S

Air Traffic Organization Policy

Effective date:
December 6, 2024

SUBJ: Air Traffic Technical Training

This order prescribes instructions, standards, and guidance for the administration of air traffic technical training. All persons involved in air traffic technical training are required to be familiar with and comply with this order. Facilities must comply with this order within 210 days of the effective date.

NICHOLAS S FULLER

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Vice President, Safety and Technical Training
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Explanation of Changes

FAA Order JO 3120.4S Explanation of Changes

This revision involves changes to the air traffic training directive, with consideration given to recommendations received from a Collaborative Working Group, which included National Air Traffic Controllers Association (NATCA) and management representatives. Notable changes are listed by chapter or appendix.

Chapter 1, General Information: No changes.

Chapter 2, Roles and Responsibilities: Minor editorial changes.

- Removed redundant statement from appendices and added to Chapter 1: AJI has final authority to approve a higher minimum passing score if a request and justification is presented.
- Clarifies OS role in OJT; maintain oversight.

Chapter 3, Technical Training: Minor editorial changes, to include new email addresses.

Chapter 4, Training Requirements for Air Traffic Control Specialists:

- Clarifies who is required to attend RTF and TSEW.
- Skill Training (ST) is now the comprehensive term that encompasses SIT, SDT, and SET.
- Skill Training has been further broken down into three categories:
    - Skill Improvement Training. The concept has not changed, but has minor editorial changes for structure.
    - Skill Development Training. Clarification has been added to encompass TRB for OJT and Simulation, as well as, pathways for the trainee and certified controller.
    - Skill Enhancement Training. Skill Enhancement Training is now only a result of an ERC recommendation.
- Expands role of the Training Team during SET.
- Changes to the options available after additional SDT.
- Introducing OCP requirements into Refresher Training
- Changes to mandatory and optional Refresher Training.
- Clarifies Recertification.

Chapter 5, Training and Proficiency Records and Reports: Minor editorial changes, specifically incorporating Training Enterprise Application Management (TEAM).

Chapter 6, Air Traffic Control Specialist OJT and Position Certification:

- Changes to OJTI eligibility requirements and selection process.
- Clarifies who will serve as the OS-IT's Training Team Lead.

- Clarifies who can administer OJF
- Change to modifications of the Training Plan.
- Clarifies PA; separated instances for trainees and for individuals certified on position.
- Structural changes and clarification to CSC.
- Defines Withdrawal of Training; an action taken by the trainee to terminate training.
- Defines Suspension of Training, which is further broken down:
    - Suspension of OJT
    - Suspension of Simulation
- Changes to TRB requirements, to include OJT and Simulation.
- Clarifies the TRB process, for TRB for OJT and TRB for Simulation.
- Changes to Additional Training, to include both Additional OJT Time and Additional Scenarios.

Chapter 7, Air Traffic Control Specialist Special Event Tower Training Requirements: Minor editorial changes.

Appendix A, FAA Form 3120-1, Training and Proficiency Record: Minor editorial changes.

- Revised to include TEAM.

Appendix B, Instructions for Completing FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report: Minor editorial changes

- FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report; minor editorial changes

Appendix C, FS IPG: Minor changes to structure and flow; editorial changes.

- FAA Form 3120-26, FSS OJT Instruction/Evaluation Report; minor editorial changes

Appendix D, Terminal IPG: Minor editorial changes

- While classroom remains pass/fail with 70 percent needed to pass, skill training is required for any evaluation score below 70 percent except for the final evaluation.
- Adds Ten, Eleven, Twelve Radar Assessment (TETRA) for trainees reporting to large Terminal Radar Approach Controls (TRACONs)
- Adds structure to terminal for minimum and maximum allowable simulation scenarios.
- Clarifies that simulation pass/fail criteria should be based on an average score of all evaluation scenarios administered for the stage
- Clarifies what is meant by the seventieth-busiest day.
- Formatted for consistency with other appendices

Appendix E, En Route IPG: Minor editorial changes

- Changes to ATSAP Briefing
- Changes to Stage 2 (En Route Radar Associate Training)
- Changes to locally-developed lesson plans
- Clarifies what is meant by the seventieth busiest day.
- Change to require locally developed Stage 1 training for trainees transferring from an option other than En Route.
- Eliminates alternative method option to administer Course 55056 and Course 55057.

Appendix F, Oceanic IPG: Structural changes for flow; minimal content changes.

- FAA Form 3120-27, Oceanic OJT Instruction/Evaluation Report; minor editorial changes

Appendix G, Traffic Management IPG: Minor editorial changes

- Changes to Stage 2 (ETMC) and Stage 3 (TBFM)
- FAA Form 3120-32, Traffic Management Coordinator OJT Instruction/Evaluation Report; reformatted to ensure consistency with all OJT Instruction/Evaluation Reports.

Appendix H, Flight Data Communication Specialist (FDCS) IPG: Minor editorial changes.

- FAA Form 3120-150, FDCS/ARTCC OJT Instruction/Evaluation Report; minor editorial changes

Appendix I, Instructions for Completing FAA Form 3120-148, OJTI Candidate Abilities, and Attributes Report: Minor editorial changes.

- FAA Form 3120-151, On-the-Job Instructor Evaluation/Certification; minor editorial changes

Appendix J, Controller-in-Charge (CIC) IPG: Minor editorial changes.

- FAA Form 3120-36, CIC OJT Instruction/Evaluation Report; minor editorial changes

Appendix K, Operations Supervisor (OS) IPG: Editorial and structural changes.

- Change in structure, such as Stage Training, to match flow of existing appendices.
- Revised required classroom course material.
- Added STMU into Appendix K.
- FAA Form 3120-45, Operations Supervisor On-the-Job Training Report; reformatted to ensure consistency with all OJT Instruction/Evaluation Reports.

Appendix L, Definitions: Minor editorial changes.

Appendix M, Acronym List: Minor editorial changes.

Chapter 1. General Information

1. Purpose of This Order. This order conveys instructions, standards, and guidance for the administration of Air Traffic (AT) technical training.

2. Audience. This order applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives.

3. Where Can I Find This Order? You can find this order on the MyFAA employee website. Select "Orders & Notices" in the "Tools & Resources" drop-down menu. Alternatively, you can use one of these links:

- http://www.faa.gov/regulations_policies/orders_notices/
- https://employees.faa.gov/tools_resources/orders_notices/
- http://faa.gov/air_traffic/publications

4. What This Order Cancels. Federal Aviation Administration (FAA) Order JO 3120.4R, *Air Traffic Technical Training*, dated October 30, 2020, and all changes to it, are canceled.

5. Explanation of Changes. See page EC-1 in the previous section.

6. Background. FAA Order JO 3120.4S is an update that reflects changes in procedural and technical requirements for AT technical training.

7. Location of Air Traffic Control (ATC) Training Courseware. ATC Training Courseware is located at: http://inet.atctraining.faa.gov/.

8. Definitions.

a. "Must" means that an action is mandatory.

b. "Should" means that an action is recommended.

c. "May" means that an action is permitted.

d. "Will" is used only to indicate futurity, not a requirement.

e. Singular words include the plural, and plural words include the singular.

Chapter 2. Roles and Responsibilities

1. ATO Safety and Technical Training (AJI). AJI is responsible for developing an integrated technical training strategy to guide the overall design, management, and delivery of technical training. AJI also develops policies and standards for ATO technical training. AJI has final authority to approve a higher minimum passing score if a request and justification is presented.

2. Director of Technical Training (AJI-2). AJI-2 is responsible for program guidance, effectiveness, and technical accuracy; evaluation of AT technical training, coursework/curriculum development, review, and maintenance; and oversight of national and FAA Academy–delivered courses. AJI-2 will solicit facility training best practices and conduct an annual review of this order with stakeholder participation no later than July 1 of each year.

3. Service Units (Air Traffic Services, System Operations). Service units are responsible for implementation, administration, and evaluation of the AT technical training program.

4. FAA Academy. The FAA Academy supports the administration of the national AT Technical Training Program.

5. Facility Personnel. Facility personnel involved in AT technical training must comply with and maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order and the applicable national and facility training directives.

a. Air Traffic Manager (ATM). The ATM must ensure:

(1) Where authorized, a Support Manager is assigned the responsibilities of the Training Administrator (TA). Where no Support Manager is authorized, an individual is designated in writing to serve as the TA. The ATM may serve as the TA without written designation. The TA shall not be a bargaining unit employee.

(2) Where no Operations Manager (OM) is authorized or assigned, the ATM assumes the responsibility to assign a Training Team lead for an Operations Supervisor-In Training (OS-IT).

(3) A training program is established for qualification, proficiency, and recertification. The training program is conducted in accordance with Instructional Program Guides (IPGs) and with national, service area, and facility training directives.

(4) The training program is specified in a facility training directive.

(5) On-the-Job Training (OJT) Checklists for each sector/position are included in the facility training directive.

(6) Individuals who develop/modify lesson plans attend Facility Instructor Training (FIT) (Course 10501 or current course) prior to developing/modifying a lesson plan. Personnel who conduct classroom training should complete the FIT course as soon as possible.

(7) FAA Form 3120-1, Training and Proficiency Record, is initiated and maintained (see Appendix A).

(8) Resource requirements to conduct the facility training program are submitted to the appropriate service area (SA) or flight service (FS) information office. The service area may submit resource requirements to the service unit.

(9) An annual (per calendar year) evaluation of the use and effectiveness of the Tower Simulator Systems (TSS) is conducted, when applicable, and a written report is forwarded to the Director of Technical Training no later than March 1 of the following year. The report must be sufficiently detailed to identify the TSS hours used to satisfy proficiency and qualification training requirements. The report may also include recommendations for the use and/or effectiveness of the TSS and facility-specific issues and initiatives. Input from facilities that have access to the TSS must also be included in the report. A sample report is available from AJI-2.

(10) For OJT and certification:

(a) Individuals entering qualification training receive facility orientation and are briefed on the IPG contents that are pertinent to the current stage of training, the facility training directive, and other associated directives prior to entering training.

(b) OJT is accomplished.

(c) Training reports are properly completed, maintained, and retained.

(d) On-the-Job Training Instructors (OJTIs) and management personnel meet qualification criteria.

(e) OJTIs are recommended and selected.

(f) The Training Review process is conducted.

(11) Facility training time is established, maintained, and updated.

(12) If training is terminated, action is taken in accordance with the applicable Human Resources Policy Manual (HRPM), Collective Bargaining Agreement (CBA), and/or other relevant directives.

(13) National and facility training directives are made available to all facility personnel.

(14) Positions that may be combined during OJT are designated in a facility training directive.

(15) Operations Supervisors (OSs) are certified, in accordance with Appendix K, prior to assuming watch supervisor duties.

b. TA. The TA must:

(1) Administer the facility training program.

(2) Ensure that the facility training program is planned, conducted, assessed, and revised on a continuous basis.

(3) Administer the training contract at the local level, where applicable.

(4) Ensure that course materials, visual aids, and scenarios are properly developed, labeled, maintained, and updated.

(5) Maintain training documentation.

(6) Ensure that the National Training Database (NTD) is maintained.

(7) Plan and direct the training of personnel involved in the OJT/certification process.

(8) Attend Air Traffic Facility Training Administration (Course 50310002 or current course) as soon as possible after occupying the position.

(9) Review, with the Principal Facility Representative or their designee, facility training in areas including monthly Performance Assessments (PAs), Certification Skill Checks (CSCs), consistency of training, completeness of (or corrections to) OJT documentation, and other relevant training issues.

(10) Collaborate with the Principal Facility Representative (or their designee) on facility training processes.

c. Support Specialist. The Support Specialist assists in the administration of facility training.

d. Operations Manager (OM). The term OM used throughout this order, refers to an AT Operations Manager, but also a Traffic Management Officer (TMO) or National Operations Manager (NOM), when applicable within their area of specialization. The OM provides oversight and direction to OSs to ensure compliance with training directives and goals. When an OS is training on an operational position in which the OS will maintain currency, another OS will be assigned as the Training Team Lead by an OM and be responsible for conducting all aspects of the training process, including certification.

e. Operations Supervisor (OS). The term OS used throughout this order, refers to an AT Operations Supervisor, but also a National Traffic Management Officer (NTMO) or Supervisor Traffic Management Coordinator (STMC) when applicable within their area of specialization. The OS must:

(1) Maintain oversight of OJT.

(2) Establish a Training Team.

(3) Ensure Proficiency Training assignments are completed.

(4) Ensure OJTI qualifications are met.

(5) Ensure OJTIs are not assigned other duties during OJT sessions.

(6) Maintain currency and/or familiarization on positions where certifications are conducted.

(7) Conduct PAs and CSCs.

(8) Ensure OJT is conducted and documented.

(9) Ensure position certification documentation is complete and logged on FAA Form 3120-1.

(10) Ensure the appropriate OJT instruction/evaluation report, FAA Form 3120-25, -26, -27, -32, -36, -45, -148, -150, or -151, is signed as required.

(11) Serve as the Training Team Lead.

(12) Make the final determination to amend a training plan.

(13) Make the final determination regarding certification.

(14) Make the determination regarding suspension of Training.

(15) Address reported extenuating circumstances that may impede the training progress of the trainee.

(16) Ensure OJT is productive and appropriate for the experience level of the trainee.

(17) Ensure all OJT is conducted in a positive teaching, learning, and coaching atmosphere.

f. OJTI. The OJTI must:

(1) Teach, instruct, coach, provide guidance on control judgment, and demonstrate application of various techniques for ATC procedures.

(2) Verbally provide performance feedback to a trainee as soon as possible after each OJT session, emphasizing both positive observations and areas needing improvement.

(3) Document and debrief OJT using the appropriate OJT instruction/evaluation report by the end of the shift on which the OJT occurred.

(4) Complete at least one OJT instruction/evaluation report for each position/combined position. Each OJTI that conducts OJT or On-the-Job Familiarization (OJF) during a shift must complete an OJT instruction/evaluation report. An OJTI may combine reports if they conduct OJT the same position/combined position more than once in a day.

(5) Be plugged into the same control position as the trainee when OJT is conducted.

(6) Be responsible for all positions combined during OJT, PAs, or CSCs, even if the trainee is certified on one or more of the positions.

(7) Not be a management official, unless training is being conducted in accordance with Appendix J and Appendix K of this order.

g. Trainee. The term "trainee" used throughout this order refers to a developmental, Certified Professional Controller-in-Training (CPC-IT), Traffic Management Coordinator-in-Training (TMC-IT), Operations Supervisor in-Training (OS-IT), National Traffic Management Specialist-in-Training (NTMS-IT), or Supervisory Traffic Management Coordinator-in-Training (STMC-IT) receiving assigned training for the purpose of attaining certification. The trainee must:

(1) Be physically and mentally prepared to receive OJT.

(2) Exercise initiative and properly prepare to ensure satisfactory training progress.

(3) Be an active participant in their training to achieve certification.

(4) Review, discuss, and make suggestions to enhance training with the other members of the Training Team.

(5) Advise the Training Team if an aspect of training is unclear or not understood.

(6) Review, discuss, and sign the appropriate OJT instruction/evaluation report.

(7) Immediately advise an OS of extenuating circumstances that might impact training progress.

(8) Engage in OJT only on positions that have been assigned.

(9) Be receptive to training performance feedback.

(10) Ensure OJT/OJF training times are accurate on the appropriate evaluation/instruction report.

h. Principal Facility Representative. The Principal Facility Representative (or their designee) must:

(1) Collaborate with the TA on facility training processes.

(2) Review facility training documentation.

(3) Share input received from Training Team members with the TA.

(4) Help ensure the integrity of the facility training process.

(5) Conduct regular meetings with the TA, or their designee, to review facility training in areas including monthly PAs, CSCs, consistency of training, completeness or corrections of OJT documentation, and other relevant training issues.

Chapter 3. Technical Training

1. Identification of Training Requirements. National technical training requirements are established at the Headquarters (HQ) Service Unit Level: Air Traffic Services, System Operations, Flight Service Stations (FSSs), and the David J. Hurley Air Traffic Control System Command Center (ATCSCC). Technical training requirements are developed and implemented in collaboration with AJI.

2. Changes and Waivers. Changes and waivers to national training courses or this order must be submitted in writing to the Director of Technical Training through the applicable District Office and Service Center.

a. Changes

(1) Requests may be submitted electronically, with electronic signatures, to 9-AJI-3120-4-Change-Request@faa.gov.

(2) If the request is coming from a Non-Field Facility, it should be routed through the applicable Headquarters (HQ) Service Unit.

(3) All requests for changes of this order must be forwarded to AJI-2 through the applicable District Office and Service Center.

b. Waivers

(1) Requests must be submitted electronically, with electronic signatures to 9-AJI-2-Waiver-Request@faa.gov.

(2) Renewal requests must be submitted at least 60 days prior to the expiration date. Unless otherwise specified, waivers are valid for two years and will be signed by the Director of Technical Training.

(3) Requests from Air Traffic facilities must be accompanied by a clearance record indicating a "Concur" or "Non-Concur" to the specific request and signatures from the Air Traffic Manager of the facility, General Manager of the overlying district, and the Director of Operations from the corresponding Service Area. A "Non-Concur", at any level, must not prohibit the request from being sent to the Director of Technical Training.

(4) FAA Form 1300-2 must be used as the Clearance Record: Directives Clearance Record (faa.gov)

3. Interpretations of FAA Order JO 3120.4. All requests for interpretations of this order must be forwarded to AJI-2 through the applicable District Office and Service Center. Requests must be submitted electronically, with electronic signatures, to 9-AJI-3120-4-Interpretation-Request@ faa.gov.

4. New Training Requirement. Requests for the development of new national courses/curricula must be submitted to AJI-2 via 9-AWA-AJI2Request@faa.govmailto:9-AWA-AJI2Request@faa.gov.

5. Development of Training. AJI-2 will take action to establish and maintain training programs for identified requirements using an Instructional Systems Design (ISD) process. Briefing items developed only for controller information/awareness are excluded from ISD requirements.

6. Call for Training. The ATO must identify organizational training requirements for inclusion in the annual call for training.

7. Educational Opportunities for Non-FAA Personnel. In accordance with national policy, orientation, familiarization, shadowing, or other educational opportunities may be provided at FAA facilities. Educational opportunities for individuals not employed by the FAA will be provided in accordance with FAA agreements and/or memoranda of understanding.

NOTE: The provisions of FAA Order JO 3120.4 may or may not apply to federal or non-federal contract towers and FSSs. Training at FAA contract towers and FSSs must be conducted in accordance with each contractor's FAA-approved training plan.

8. Radar Approach Control (RAPCON) or Radar Air Traffic Control Facility (RATCF) Training. Military personnel assigned to jointly staffed approach control facilities must be provided training on radar control positions under FAA supervision.

a. To participate in radar control training, military personnel must possess an appropriate certificate (AC Form 8060-1, Control Tower Operator (CTO) Certificate; FAA Form 7220-1, Air Traffic Control Specialist (ATCS) Certificate; or AC Form 8080-2, Airman Written Exam Report). Military personnel must meet FAA certification and currency requirements.

b. Training must be documented on FAA Form 3120-1 (see Appendix A). All military participants who have successfully completed the training program must receive appropriate FAA certificates and ratings to be qualified for assignment to control positions under general supervision.

Chapter 4. Training Requirements for Air Traffic Control Specialists

1. Initial Qualification Training (IQT). The newly hired trainee must successfully complete IQT for the assigned option in accordance with the IPGs contained in this order. Air Traffic Basics courses (e.g., Courses 50043001 and 50243, or current courses) are prerequisites to initial qualification training unless the trainee was hired under a previous experience vacancy announcement, hired with an FAA-approved Enhanced Collegiate Training Initiative (CTI) endorsement letter, or is a graduate of an FAA-approved Standard Collegiate Training Initiative (CTI) program who has elected to opt out of AT Basics training.

2. Field Qualification Training (FQT). Trainees must receive FQT at Field Facilities as outlined in this order and in their facility training directive. FQT must be conducted in accordance with the IPGs contained in this order.

a. Certified Professional Controllers (CPCs) who are:

(1) Transferring from the En Route option to the Terminal option or from the Terminal option to the En Route option need not attend IQT for the new option or facility type at the FAA Academy. The specialist will be entered into the appropriate stage of field training as determined by the receiving facility TA.

(2) Transferring from the Tower-only option to a combined Tower/Terminal Radar Approach Control (TRACON) or TRACON-only option are required to complete Terminal Basic Radar Training (Course 50034003 or current course).

(3) Transferring from En Route or Tower-only option to a level 9–12 TRACON facility (combined Tower/TRACON or TRACON) are required to complete Terminal Basic Radar Training (Course 50034003 or current course) and TRACON Skill Enhancement Workshop (TSEW) (Course 50056002 or current course).

(4) Transferring from a level 8 or below TRACON facility (combined Tower/TRACON, or TRACON) to a level 9–12 TRACON facility (combined Tower/TRACON or TRACON) are required to complete TRACON Skill Enhancement Workshop (TSEW) (Course 50056002 or current course).

(5) Transferring from a Tower to a Tower, from a combined Tower/TRACON to another combined facility, or from a TRACON to another TRACON will be entered into the appropriate stage of training as determined by the TA.

b. Trainees: Trainees changing to a different facility type must attend IQT for the new option or facility type (Enroute to Terminal, Terminal to En Route, TRACON-only to Tower, and Tower-only to TRACON). Trainees who have previously completed IQT are not subject to the pass/fail requirement. Upon completion of the course, facilities will receive all training, skill checks, and training forms for their course attendees.

c. FS:

(1) Individuals who are changing to the FS option and have not previously completed the FS initial training must enter FS training at the appropriate training facility.

(2) FSS specialists changing to the En Route or Terminal option must complete IQT identified for the option at the FAA Academy. An FSS specialist who has successfully completed either Terminal or En Route IQT at the FAA Academy must be entered into the appropriate stage of the training program as determined by the receiving facility TA.

3. Enrollment in Terminal Radar Training.

a. Terminal Basic Radar Training (Course 50034001 or current course). Enrollment is required for trainees assigned to, or selected for, TRACON facilities, who have not been radar-certified at the Certified Professional Controller (CPC) level at an FAA terminal facility. Trainees at towers that meet the criteria to provide radar services must complete the Terminal Radar Qualification Examination and the appropriate portions of Stage 7, Radar Control Training (see Appendix D, Terminal IPG) as part of local control (LC) certification.

NOTE: Individuals that have obtained CPC status at an En Route facility, transferring to a level 8 or below TRACON facility, are excluded from this requirement.

b. TRACON Skill Enhancement Workshop (TSEW) (Course 50056002 or current course). Enrollment is required for trainees assigned to, or selected for, TRACON facilities level 9–12. Employees that have not been facility radar certified at a level 9 or above Terminal Radar facility will be required to attend. This workshop provides trainees who have successfully completed the Terminal Basic Radar Training (RTF) course with additional practice performing desired controller skill sets including vectoring, understanding aircraft performance characteristics, issuing clearances, scanning, projecting, maintaining positive control, ensuring separation standards, managing speed control, sequencing, managing compression, and performing keyboard entries. These skills will be reinforced through classroom instruction, discussion, and high fidelity simulation exercises using TRACON scenarios with traffic complexity level 10 and above.

c. Ten, Eleven, Twelve Radar Assessment (TETRA) (Course 50070001 or current course). When assigned, enrollment is required for trainees who will report to a level 10–12 Terminal Radar facility. Employees that have not been facility radar certified at a Terminal Radar facility of level 10 or above will be required to achieve a passing score. This course provides high-fidelity training in an environment that simulates the complexity of TRACON airspace and procedures. Table 4.1 and Table 4.2 give the criteria for transferring among different facility types.

Table 4-1: Transferring CPCs

Transferring From	Transferring To	IQT for New Option	Terminal Basic Radar Training	TSEW
En Route	Tower	N	N	N
En Route	Combined TWR/TRACON Level 8 or below	N	N	N
En Route	Combined TWR/TRACON Level 9 or above	N	Y	Y
Terminal	En Route	N	N	N
Tower	Combined TWR/TRACON Level 8 or below	N	Y	N
Tower	Combined TWR/TRACON Level 9 or above	N	Y	Y
Combined TWR/TRACON	Combined TWR/TRACON Level 8 or below	N	N	N
Combined TWR/TRACON Level 8 or below	Combined TWR/TRACON Level 9 or above	N	N	Y
Combined TWR/TRACON Level 9 or above	Combined TWR/TRACON Level 9 or above	N	N	N
Tower	Tower	N	N	N
TRACON only	Tower	N	N	N

Table 4-2: Transferring Trainees

Transferring From	Transferring To	IQT for New Option	Terminal Basic Radar Training	TSEW
En Route	Tower	Y (not subject to pass/fail requirement)	N	N
En Route	Combined TWR/TRACON Level 8 or below	Y (not subject to pass/fail requirement)	Y	N
En Route	Combined TWR/TRACON Level 9 or above	Y (not subject to pass/fail requirement)	Y	Y

Transferring From	Transferring To	IQT for New Option	Terminal Basic Radar Training	TSEW
Terminal	En Route	Y (not subject to pass/fail requirement)	N	N
Tower only	Combined TWR/TRACON Level 8 or below	Y (not subject to pass/fail requirement)	Y	N
Tower only	Combined TWR/TRACON Level 9 or above	Y (not subject to pass/fail requirement)	Y	Y
TRACON only	Tower	Y (not subject to pass/fail requirement)	N	N

4. Weather Observers.

a. ATCSs at facilities that have weather observer responsibilities must:

(1) Successfully complete Limited Aviation Weather Observers (LAWRS) Course (Course 60004715 or current course) and pass the Certification Examination with a score of at least 70 percent. Certification requirements for aviation weather observers are contained in FAA Order JO 7900.5, *Surface Weather Observing,* Appendix J.

(2) Receive at least five hours of OJT, including operation of the weather-observing equipment used at the facility and complete a minimum of five observations.

(3) Have completed one official or practice observation recorded on a National Weather Service Form MF1M-10C, Surface Weather Observation, within the past 60 days in order to retain certification.

b. ATCS personnel at facilities required to augment an Automated Surface Observing System (ASOS) or an Automated Weather Sensor System (AWSS) must complete the following. In order to retain this certification, the ATCS must have been logged on to the position responsible for ASOS/AWSS for at least one hour or have completed one manual official or practice observation recorded on National Weather Service Form MF1M-10C within the past 60 days.

(1) Weather observer training and certification.

(2) Automated Surface Observation System (ASOS) (Course 57005 or current course) or Automated Weather Sensors System (AWSS) (Course 57089 or current course). OJT is required on the actual ASOS/AWSS equipment prior to completion of training.

(a) If meeting the specific needs of the facility requires completing only a portion of Courses 57005 or 57089, only the portion actually completed must be recorded on FAA Form 3120-1.

5. Proficiency Training. Proficiency Training is conducted to maintain and update the knowledge and skills necessary to apply ATC procedures in a safe and efficient manner. Proficiency Training includes Recurrent Training, Refresher Training, Supplemental Training, and Skill Training (ST). Training needs will differ from facility to facility, and training should be tailored to meet identified requirements. All Proficiency Training, with the exception of Recurrent Training, must be documented on the employee's FAA Form 3120-1.

a. Recurrent Training. Recurrent Training is national safety training that is collaboratively developed and delivered. This training is delivered via electronic means, instructor-led presentations, or both. Recurrent Training is intended to increase air traffic controller proficiency, enhance awareness of human factors affecting aviation, and promote behaviors essential for the identification, mitigation, and management of risk. Recurrent Training consists of two 8-hour sessions per year, totaling 16 hours annually. Each session must include 4 hours of ILT. Content need not be duplicated in facility Refresher Training if covered in the Recurrent Training curriculum within the current calendar year. Recurrent Training is required for all operational personnel unless otherwise directed by AJI. When Recurrent Training is prescribed, AJI must provide instructions for its applicability and specific instructions for documentation.

b. Refresher Training. Refresher Training is conducted to maintain and update previously learned knowledge and skills. All operational personnel must complete refresher training. Each facility must develop a written annual Refresher Training plan and conduct the planned training throughout the calendar year. Refresher Training need not be delivered all at once. Refresher Training topics and delivery methods (e.g., electronic learning, classroom, simulation) will be developed by the TA and the Local Safety Council (LSC) or locally developed by another collaborative group. Facilities with access to simulation capabilities must identify which topics will be covered in simulation training from the annual refresher training plan. Simulation training must consist of a cumulative total of not less than two hours per calendar year. Facilities may design their refresher training program specifically for operational areas within the facility that perform different types of operations. The list below is not all-inclusive, and facilities may add other topics in order to meet their needs. An annual Refresher Training plan must consist of:

(1) All mandatory topics listed below:

(a) Lost aircraft orientation

(b) Recovery in ATC operations

(c) Safety alerts (required in simulation training)

(d) Opposite Direction Operations (ODO), for facilities with procedures in place.

(e) Fatigue awareness

(f) Oceanic procedures, where applicable

(g) OS/Controller-in-Charge (CIC) Training. OSs and CICs must receive a minimum of one hour of training on subjects including but not limited to the handling of accidents, reporting incidents, unusual situations, upward reporting, Domestic Events Network (DEN) notification, and emergency events.

(2) At least two items from each topic below with a focus on items indicated by a review of local quality control data:

(a) Emergencies:

i. Hijacking

ii. DEN/VIP Movements

iii. Facility evacuation

iv. Visual Flight Rules (VFR) aircraft encountering Instrument Meteorological Conditions (IMC)

(b) Safety:

i. Minimum Safe Altitude Warning (MSAW)

ii. Runway incursions

iii. Go-arounds and missed approaches

iv. Weather

v. Pilot Weather Report (PIREP) solicitation/dissemination

vi. Traffic Alert and Collision Avoidance System (TCAS)

vii. Traffic Advisories

viii. Unmanned Aircraft Systems (UAS) Advisories

(c) Equipment:

i. Nonradar

ii. Primary backup mode

iii. En Route Decision Support Tool (EDST)

iv. Backup equipment

v. Airport Surface Detection Equipment (ASDE)/Airport Surface Surveillance Capability (ASSC)

(d) Procedures/Operations:

i. Airspace intruder

ii. Special flight handling

iii. Tower visibility

iv. Local Airport De-icing Plan (LADP)

v. Bird activity

vi. Special Activity Airspace (SAA)

vii. Line Up and Wait (LUAW)

viii. Military operations

ix. Limited Aviation Weather Reporting Stations (LAWRS)

x. Land and Hold Short Operations (LAHSO)

xi. Time-Based Flow Management (TBFM)

xii. Suspicious UAS Activity

xiii. Space Operations

(e) Basics:

i. Phraseology

ii. Vectoring

iii. Speed Control

iv. Clearances

v. Coordination

vi. Separation minima

vii. Letters of Agreement (LOAs), Letters of Procedure (LOPs), and Directives

viii. Control judgment

ix. VFR services

(3) At least one topic related to professional skills:

(a) Teamwork

(b) Communication

(c) Leadership

(d) Self-motivation

(e) Professionalism

(f) Problem solving

(g) OJTI (e.g., techniques, best practices, coaching, review, completion of the appropriate OJT instruction/evaluation reports)

(4) Training on your facility's Operational Contingency Plans (OCPs) and OCPs for which you are listed as a support facility (i.e., any facility that provides pre-coordinated assistance to the impacted facility during an ATC-Limited or ATC-Zero event).

(a) OCP refresher training must be separate from other required simulation and training.

(b) OCP simulation training is required for ARTCCs for no less than one additional hour.

c. Supplemental Training. All operational personnel must complete supplemental training prior to the use of new/revised procedures, regulations, or equipment. The TA must review all supplemental training and update local training materials as appropriate.

d. Skill Training (ST). The purpose of ST is to reinforce, enhance or improve skills for an individual. There are four types of ST: Simulation Skill Training (SST), Skill Improvement Training (SIT), Skill Development Training (SDT), and Air Traffic Safety Action Program (ATSAP) Skill Enhancement Training (SET). Facilities are encouraged to develop and use creative and innovative techniques. OJT must not be used as a method of ST.

(1) SST. The purpose of SST is to improve identified performance deficiencies for an individual who is conducting simulator training on a position for which they have not started OJT. The TA will assign SST, via memorandum or locally developed form, following a score of less than 70 percent on an evaluation scenario, in accordance with the applicable IPGs. SST must be completed prior to the next instructional scenario and documented on applicable instructional/evaluation report. SST assigned to a trainee must be documented on FAA Form 3120-1, Section V.

(2) SIT. The purpose of SIT is to provide an individual with the opportunity to participate in training that will enrich their ATC skills, abilities, and knowledge through simulation, electronic learning, observation, and so on. SIT is used to reinforce skills for seldom-used AT operations or any job task/job subtask from the applicable OJT instruction/evaluation report. SIT is not used to correct a specific performance deficiency. OJT must not be paused during SIT. The supervisor will coordinate the training to be provided with the TA, who will develop training tailored to the request. If simulation is requested, the TA will schedule simulation scenarios, subject to availability. SIT must not delay SDT or ATSAP SET.

(a) Training on position. SIT may be assigned to a trainee for a position on which they are receiving OJT. The trainee's supervisor, in consultation with the Training Team, may assign SIT to enhance specific skills, abilities, or knowledge to assist in their success in the training program. When SIT is assigned under this paragraph, the trainee's supervisor will document in writing to the trainee, via memorandum or locally developed form, the specific skills to be targeted using the job task/job subtask from the applicable OJT instruction/evaluation report. Training Team members should participate in conducting SIT. SIT must be documented on FAA Form 3120-1, Section V. Each session must be documented on the applicable instruction/evaluation report. At the conclusion of SIT, a Training Team meeting must be conducted to document the suitability and effectiveness of the training.

(b) Certified on position. SIT may be requested by an individual for a position on which they are certified. The individual will discuss with their supervisor the task/operation they want to reinforce. SIT requested by an individual under this subparagraph is solely to reinforce an individual's skills and therefore must not be documented.

(3) SDT. The purpose of SDT is to improve a specific identified performance deficiency for an individual who is certified or receiving OJT on a position. SDT begins from an individual's current performance level and must employ teaching methods using a building block approach. SDT must be tailored to meet the individual's needs using a part task method, which teaches one or a limited number of skills at a time. The supervisor will coordinate the training to be provided with the TA. SDT must be documented on the applicable instruction/evaluation report for each session.

(a) Training on position. SDT may be assigned to a trainee for a position on which they are receiving OJT. The trainee's supervisor must assign SDT when a repeated performance deficiency is identified and documented through review of the trainee's PAs, applicable OJT instruction/evaluation report, Training Team meeting discussions, observed performance, or instructor recommendations. The Training Team must participate in development, delivery, and evaluation of SDT. Since the purpose of SDT is to focus on improving performance, OJT must be paused once the determination has been made to conduct SDT. SDT assigned to a trainee must be documented on FAA Form 3120-1, Section V.

i. The supervisor must document in writing to the trainee, via memorandum or locally developed form, the following elements of SDT:

- The specific performance deficiency (using the job tasks/job subtasks listed in the applicable appendix).
- The teaching methods to be used (e.g., simulation, classroom, electronic learning, Part-Task Training (PTT), self study, observation).
- The duration and quantity of simulation, classroom, electronic learning, PTT, self study, observation, etc.
- The expected performance outcome.
- The method to be used to evaluate whether the outcome has been met.

ii. At the conclusion of SDT, a Training Team meeting must be conducted to document the effectiveness of the training.

- If SDT was effective in correcting the performance deficiency, the trainee must resume OJT.
- If SDT was not effective in correcting the performance deficiency, additional SDT must be assigned to the trainee in consultation with the Training Team.

iii. After additional SDT has been completed and has not effectively corrected the performance deficiency, the following options are available to the supervisor:

- Assign additional SDT.
- Suspend training, in accordance with Chapters 6–11 of this order. (This option is not applicable if the trainee has been assigned Additional OJT Time.)
- Return the trainee to OJT, with documented known deficiencies, in order for the trainee to complete Additional OJT Time.

(b) Certified on position. SDT assigned to an individual certified on a position. In accordance with FAA Order JO 3400.20, *Individual Performance Management (IPM) for Operational Personnel*, SDT will be based on an ongoing assessment of performance and should not be based on a single snapshot, event, or reported occurrence. Prior to issuing training under this subsection, facilities must contact the ATSAP Event Review Committee (ERC) at the appropriate service area mailbox (wsaerc@atsapsafety.com, esaerc@atsapsafety.com, or csaerc@atsapsafety.com) to ensure that the agency's voluntary safety reporting program is adhered to.

i. The supervisor must document, via memorandum or locally developed form, to the individual, the following elements of SDT:

- The specific performance deficiency (using the job tasks/job subtasks listed in the applicable appendix).
- The teaching methods to be used (e.g., simulation, classroom, electronic learning, PTT, self study, observation).
- The duration and quantity of simulation, classroom, electronic learning, PTT, self study, observation, etc.
- The expected performance outcome.

ii. Evaluation must be a PA, in accordance with Chapter 6, paragraph 7 of this order.

iii. If SDT does not produce the expected outcomes and does not correct the identified performance deficiency, the following options are available to the supervisor:

- Assign additional SDT.
- Take further action in accordance with the FAA's Performance Management System and the CBA, if applicable.

(4) ATSAP SET. ATSAP SET results from an ERC recommendation. The ERC will recommend the type of training that will be conducted. The facility must report completion of ATSAP SET to the ERC. Record ATSAP SET as Type 4 training on FAA Form 3120-1 under Major Subject Areas as "ATSAP." If an FAA evaluation/instruction report is used to document ATSAP SET, those records must be destroyed in accordance with Chapter 5, paragraph 4.f. of this order. Upon completion of ATSAP SET, the ERC will determine whether ATSAP SET was satisfactorily completed.

6. Remedial Training. The purpose of Remedial Training is to correct a documented performance deficiency that results in decertification. Remedial Training does not apply in situations where a person has lost currency for reasons unrelated to performance. The OS will document in writing the specific performance deficiency to be improved using the job tasks/job

subtasks listed in the applicable IPG, in accordance with applicable agency directives and the applicable CBA. OJT times must not exceed 100 percent of the Target Time established for a trainee without previous experience.

a. The OS is responsible for identifying the training to be administered. Training must be tailored to meet the individual's needs. Methods may include, but are not limited to, electronic learning, classroom, PTT, simulation, and OJT.

b. Training provided as a result of performance-related decertification must be documented as Remedial Training on the applicable instruction/evaluation report. Remedial Training must be recorded on FAA Form 3120-1, Section V. Documentation of Remedial Training in Section V must not reference a reported occurrence.

7. Recertification. The purpose of recertification is to recertify an individual on a position after a loss of currency or a performance-related decertification. FAA OJT Instruction/Evaluation reports must be used to document all OJT and certification skill checks (see Figure 4-1). Recertification is not applicable to previously-certified individuals who have transferred to another facility and then returned, regardless of length of time.

a. Loss of Currency. To be recertified, the individual must demonstrate, under direct monitoring, the ability to satisfactorily perform operational duties during normal workload conditions. Recertification may be accomplished on an individual position or by a single action covering multiple positions at the discretion of the ATM or their designee. If classroom, simulation, or OJT is conducted prior to recertification, a training plan will be developed in accordance with this order. Recertification must be recorded on FAA Form 3120-1, Section III. When conducting recertification following a loss of currency, count the number of days from the date currency was lost. Administer training accordingly as described below. If recertification is not achieved, the ATM or their designee must take action in accordance with Agency guidelines.

(1) Within 30 days. At the discretion of an OS, an individual may be recertified without training. If the individual does not achieve recertification, then training must be assigned under subparagraph (2) below.

(2) More than 30 days but fewer than 120 days. The individual must receive OJT of up to 50 percent of Target Time established for a trainee without previous experience. Training may include electronic learning, classroom, PTT, or simulation at the discretion of the TA.

(3) 120 days or more. The individual must receive OJT of up to 100 percent of the Target Time established for a trainee without previous experience. The individual must receive classroom and simulation training. The amount of classroom and simulation training, where available, will be determined by the TA.

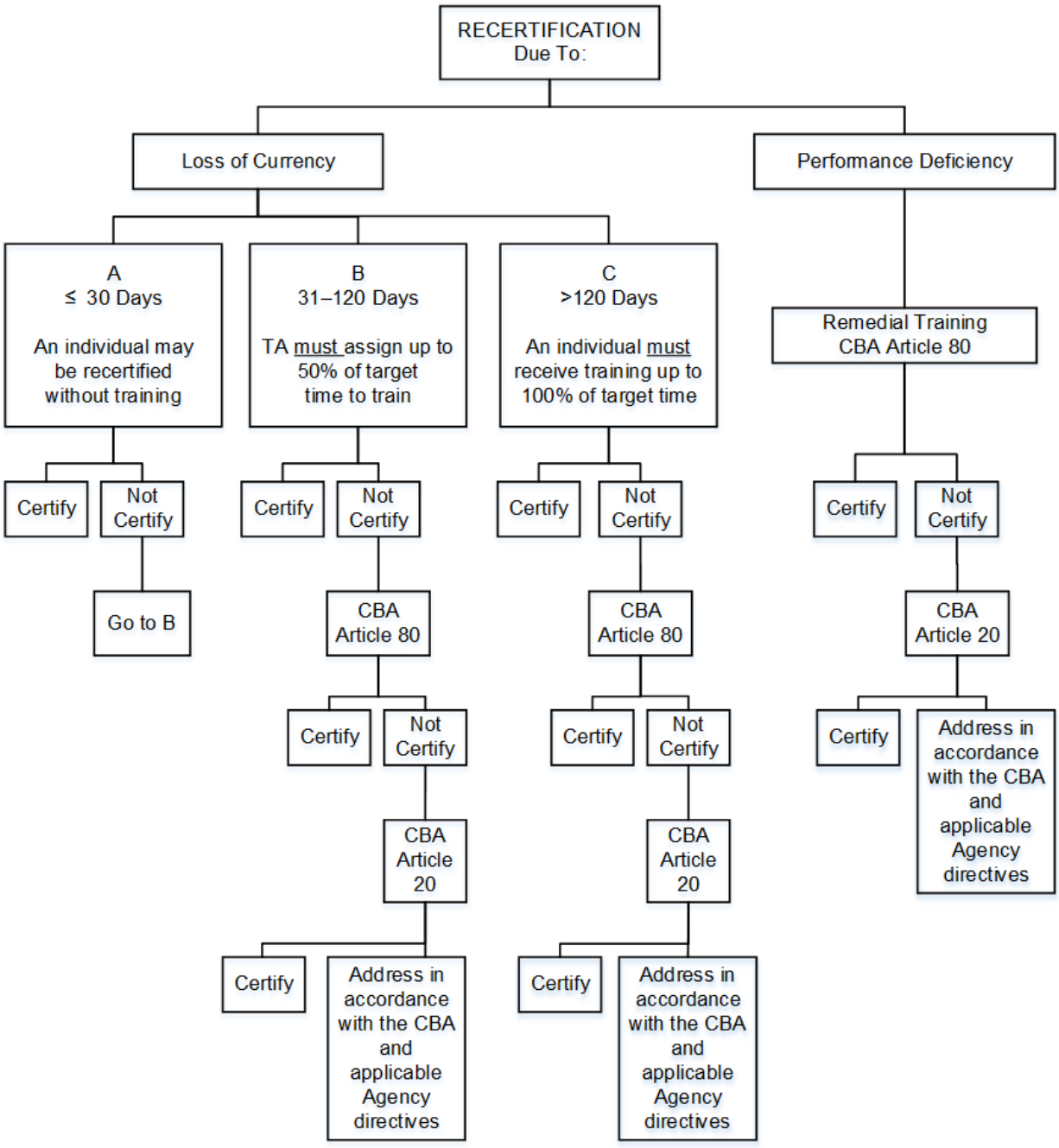
(4) If the individual fails to recertify under subparagraph (2) or (3) above, refer to the applicable CBA.

b. Weather Observer Recertification. To recertify as a weather observer, personnel who have not taken an observation within 60 days must demonstrate proficiency to an OS or their designee. Personnel who have not taken an observation within 90 days must retake the weather observer certification exam. Recertification must be recorded on FAA Form 3120-1, Section III.

c. Performance-Related Decertification. Remedial training must be conducted in accordance with this order. During a recertification skill check, the individual must demonstrate, under direct monitoring, the ability to satisfactorily perform operational duties during normal workload conditions. Recertification may be accomplished on an individual position or by a single action covering multiple positions at the discretion of the ATM or their designee. Recertification following remedial training must be entered on FAA Form 3120-1, Section VI. If the individual fails to recertify following a performance-related decertification, refer to the applicable CBA.

8. Pilot Weather Briefer. Individuals certified as pilot weather briefers must comply with the proficiency check requirements established by the FAA and outlined in FAA Order JO 7220.4, *FAA Certification of Pilot Weather Briefer*. FAA Form 3120-26, FSS OJT Instruction/Evaluation, must be used to document recertification.

Figure 4-1: Recertification Process



Chapter 5. Training and Proficiency Records and Reports

1. Policy.

a. FAA Form 3120-1, available in Training Enterprise Application and Management (TEAM), must be prepared and maintained for each ATCS as part of the employee's permanent training record. This form must be used to record results and completion of requirements for Qualification, Proficiency, Remedial, and other agency-approved training. AT certificates and ratings must also be documented on this form. Guidance for FAA Form 3120-1 is in Appendix A. Employment data will auto-populate from Staffing Workbook. Use of FAA Form 3120-1 is governed by the provisions of the Privacy Act of 1974.

NOTE: There is no requirement to transfer entries from the physical 3120-1. Facilities are required to retain the physical record.

b. Entries in FAA Form 3120-1, Sections V and VIII, may be disposed of five years after the training occurs.

c. Documentation of training received should be the same at temporary and permanent AT facilities, with the following necessary variations at the temporary facility:

(1) Section II entries must include "(TEMPORARY)" after the name of the facility.

(2) Section III entries should correctly reflect that the training was completed either in separate development stages/positions or as a single action (all positions combined).

(3) If no three-character identification is assigned to the facility, enter the full name in the Facility Identification (FAC IDENT) column.

(4) Make entries in Sections IV through VIII only if appropriate to the operations.

2. Responsibilities.

a. The ATM, or their designee, must initiate the employee's FAA Form 3120-1.

b. FAA Academy, Air Traffic Division (AMA-500), must operate as a Field Facility for the purposes of this directive with respect to management and administration of FAA Form 3120-1.

3. Training Reports. A training report must be completed on the appropriate FAA OJT instruction/evaluation report for OJT sessions and simulation scenarios. Reports reflecting certifications must contain the signature of the certifying official. Examples of the FAA forms and specific instructions regarding completion of training reports are in the appendices of this order.

4. Disposition of Records and Reports.

a. The FAA OJT Instruction/Evaluation Reports and other training documentation (e.g., Training Plans, Training Team Meetings, FAA OJT Instruction/Evaluation reports) reflecting position certification, recertification prior to being facility rated, and all written and performance-based examinations required by the IPG must be retained for 12 months after certification on each position/sector. The employee will be notified in writing or electronically through TEAM prior to the destruction of the aforementioned documents. If the employee does not request electronic copies of the documents within seven days of acknowledging the notification, the documents will be disposed of.

b. In the event of a termination of training, the documents identified in Chapter 5, paragraph 4.a. must be retained for 12 months. After the appropriate time period has elapsed, they must be handled in accordance with national directives and FAA Order JO 1350.14, *Records Management*.

c. FAA OJT Instruction/Evaluation Reports used for air traffic control personnel recertification must be disposed of after the recertification has been documented with all appropriate signatures on the employee's FAA Form 3120-1.

d. Upon termination of employment, the employee's FAA Form 3120-1 and/or the electronic equivalent, excluding training failures, must be forwarded to the appropriate Human Resource Management office.

e. FAA Headquarters or service area offices may require retention of records beyond the periods specified above because of special circumstances (e.g., litigation, appeals). In these cases, facilities must comply with these instructions.

f. Record ATSAP SET as Type 4 training on FAA Form 3120-1, Section V, under Major Subject Areas as "ATSAP." If FAA instruction/evaluation reports are used to document ATSAP SET, those records must be destroyed or deleted once ATSAP SET is successfully completed.

Chapter 6. Air Traffic Control Specialist On-the-Job Training and Position Certification

1. On-the-Job Training Instructors (OJTIs). An OJTI is an essential element of the Training Team and crucial to a trainee's success. The OJTI's function is one of teacher and coach. CPCs who certify as OJTIs are selected for their skills and abilities and are highly respected members of the workforce.

a. OJTI Eligibility Requirements. To be selected as an OJTI, an individual must not be a management official and must meet the following requirements:

(1) Must be certified at the CPC level, at the current facility, a minimum of 12 months, unless any of the following conditions apply:

(a) At ATC-8 or below, facilities having a ratio of greater than 35 percent trainee to CPC, the ATM (or their designee) may select OJTIs for Flight Data (FD), Clearance Delivery (CD), and Ground Control (GC) once the individuals have been certified on the position for six months.

(b) Transferring OJTIs may conduct OJT, if they have previous OJTI experience at the same type of facility, three months after obtaining facility/area certification at the current facility. The three-month requirement may be waived at the ATM's discretion, or that of their designee, for non-control positions.

(c) OJTIs transferring to the Traffic Management Unit (TMU):

i. Intra-facility transfers to TMU are eligible to conduct OJT six months after obtaining Traffic Management Coordinator (TMC) certification at the current facility.

ii. Inter-facility TMC transfers are eligible to conduct OJT three months after obtaining TMC certification at the current facility

(d) OJTIs from facilities directly involved in Section 804 facility realignments are exempt from Chapter 6, paragraph 1 for one year after cutover, provided they are designated as an OJTI on higher level airspace no later than the cutover date. They will complete supplemental classroom training and the number of position hours determined by the Article 76 Training and Transition Plan (but in no case less than 20 hours). Position hours must include some moderate or greater traffic and unusual traffic situations. (Some hours may be accomplished via simulation.)

b. OJTI Selection Process. The following selection process must be completed prior to OJTI certification.

(1) The employee must be recommended to the facility OJTI Panel by the employee's OS after completion of FAA Form 3120-148, OJTI Candidate Abilities and Attributes Report (Appendix I). The OS must make a decision to RECOMMEND or NOT RECOMMEND the OJTI candidate. When the OS recommends the candidate, they will forward FAA Form 3120-148 to the facility OJTI Panel. If the OS does not recommend the OJTI candidate, then the OS will reply in writing to the candidate, giving the reasons for the NOT RECOMMEND decision or Non-Concur decision.

(2) The ATM, or their designee, will designate a Panel to review the recommended OJTI candidates. The Panel is composed of a minimum of two people, including participants identified in current CBAs. The Panel must consider, at a minimum, the content of FAA Form 3120-148, the nominee's performance, human relation skills, motivation, attitude, and objectivity. The Panel must forward a concur or nonconcur determination regarding the selection of the recommended OJTI candidate to the ATM or their designee. If the OJTI Panel does not concur, the OJTI Panel will provide reasons for their nonconcurrence in writing to the candidate's OS.

(3) After the OJTI panel recommendation, the ATM, or their designee, must sign FAA Form 3120-148.

(4) The candidate must complete Basic On-the-Job Instructors (OJTI) Techniques Course (Course 55049001 or current course) after being selected as an OJTI. Course completion must be documented on FAA Form 3120-1, Section VII.

c. OJTI Certification. Except during the first OJT session when OJTI certification is conducted, the following process must be completed prior to an OJTI candidate conducting OJT.

(1) The candidate must receive an OJTI certification (see Figure I-2, FAA Form 3120-151, On-the-Job Instructor Evaluation/Certification). To be certified as an OJTI, the candidate must be directly monitored by their OS, or their designee, for performance, including the debrief and documentation of the OJT session. In facilities where simulation capabilities exist, the first OJT session may be performed using a simulation scenario. The OS must debrief the candidate on the observed OJTI activities.

(2) The OS must document the certification. Certification must also be entered on the candidate's FAA Form 3120-1, Section III. OJTI certification is only applicable for the facility/area in which the certification was conducted. If an OJTI transfers to another facility/area, an OJTI certification is required for the new facility/area. A transferring OJTI is not required to retake Basic On-the-Job Instructors (OJTI) Techniques Course (Course 55049001 or current course).

d. OJTI Evaluation. An OS must conduct an annual evaluation of each OJTI while they are performing OJTI duties, including documentation and debrief (see Figure I-2, FAA Form

3120-151). If the last evaluation occurred more than 12 months ago, an OJTI evaluation must be conducted prior to resuming OJTI duties. The evaluation must be documented on the OJTI's FAA Form 3120-1, Section VI.

2. Facility Training Time. Each facility must establish, in the facility training directive, Target Time, minimum certification time, minimum recertification time, and minimum OJF time for each operational position for which responsibilities are established in the facility Standard Operating Procedures (SOP). Target Time is the maximum time permitted for a trainee to achieve certification on an operational position. Facility training time must be expressed in hours per position.

a. At least once per calendar year, the TA, in consultation with the Principal Facility Representative or their designee, must evaluate training time established in the facility training directive. If necessary, a collaborative workgroup will be used to make recommendations to adjust training time. Changes to facility training time must be approved by the District General Manager / Alternate Regional Vice President. If Target Time is changed, all trainees currently receiving OJT must receive the higher number of hours, whether it is the previous Target Time or new Target Time.

b. Facility training time must be categorized based on the level and type of previous ATC experience (e.g., employees with no previous experience, employees transferring from like-type facility to like-type facility, employees transferring from lower level to higher level facility or higher level to lower level facility). When training on combined positions, OJT time may be allotted between the positions based on traffic activity, as determined by the OJTI. If the trainee is certified on one or more combined positions, the total amount of OJT time must be allotted to the positions on which the trainee is not certified.

3. Training Team. The purpose of a Training Team is to cultivate a positive learning environment and provide every opportunity for success. A Training Team will coach, instruct, mentor, and support the trainee. The Training Team must facilitate training by continuously assessing progress and providing feedback. To meet trainee and facility needs, members of the team may change as training progresses.

a. The Training Team must consist of the following:

(1) The Training Team Lead (the trainee's OS)

NOTE: If the trainee is an OS, then the Training Team Lead will be assigned per Chapter 2, paragraph 5.d.

(2) OJTIs (at least two, and no more than three, except in the following cases)

(a) Only one OJTI is required for a TMC-IT.

(b) Only one OJTI is required for training on the OS/CIC position.

(3) The trainee

(4) Other members, as assigned by the ATM or their designee

b. The Training Team must:

(1) Meet a minimum of once per calendar month to discuss the trainee's progress.

(2) Have open communication among all Training Team members to ensure that training plan objectives are being met.

(3) Recommend training modifications when appropriate.

(4) Conduct the majority (51 percent or more) of OJT. When a Training Team member is unavailable to provide OJT, another qualified OJTI may provide training.

(5) Determine the operational positions for which OJF is required. OJF is required on at least two operational positions. OJF provides an opportunity for the Training Team to familiarize the trainee with the position through observation of adjacent sectors/positions, monitoring the OJTI working live traffic, sharing information about sector nuances, discussing "what-if" situations, and so on. OJF must be administered by an OJTI, preferably an OJTI on the trainee's Training Team.

(6) Provide feedback on the trainee's progress and readiness for certification based on training history and observation.

c. The Training Team Lead must:

(1) Select the team OJTIs.

(2) Develop the training plan.

(3) Review all aspects of the training plan with the Training Team.

(4) Review the roles and responsibilities of the respective Training Team members.

(5) Serve as a mentor and advocate, fostering a collaborative approach and positive atmosphere for the trainee's training program.

(6) Provide the OJT Checklist to the trainee at the first Training Team meeting.

(7) Modify the training plan as required to tailor the training to the trainee's needs and document these changes on an amended training plan.

(8) Review all training documentation to identify inconsistencies.

(9) Identify, assign, schedule, and coordinate ST as outlined in this order, when appropriate.

(10) Facilitate and document Training Team meeting discussions.

(11) Determine if the monthly Training Team meeting will be held while the trainee is not receiving OJT.

(12) Designate in writing an OS to act as Training Team Lead during a temporary or extended absence.

d. The OJTIs must:

(1) Teach ATC principles and skills to enhance training through instruction on basic and advanced ATC concepts.

(2) Be plugged in to the same position as the trainee when conducting OJT.

(3) Provide performance feedback, including strengths, weaknesses, and specific recommendations for improvement, verbally and in writing by the end of the shift on which OJT occurred.

(4) Complete the OJT Checklist.

e. The trainee must:

(1) Be mentally prepared to participate in OJT and receive performance feedback.

(2) Come to work well prepared, engaged, and ready to be an active participant in the training program.

(3) Be familiar with applicable LOAs, SOPs, and other information pertinent to the operation.

4. Training Plan. The purpose of a training plan is to provide a blueprint for FQT that develops employee knowledge, skills, and abilities for the purpose of certification. The training plan will help ensure that the integrity of the training program is maintained and the trainee is afforded all reasonable opportunity for success. The training plan is a document that is reviewed in a Training Team meeting prior to the start of OJT. The training plan must be closed via Certification or Failure. A training plan conclusion of 'incomplete' is reserved for special mitigating circumstances and requires approval from the Service Area Director of Operations, or their designee. In the event of an extenuating circumstance, a training plan may be marked as Incomplete with concurrence from both the GM and AJI-2. Modifications to the training plan will be discussed with the Training Team and documented by the Training Team Lead. The training plan must include:

a. Training objectives

b. Training Team members

c. Required OJF time, when applicable

d. Position Target Time

e. Supplemental OJT Time, when applicable

f. Additional OJT Time, when applicable

g. Minimum certification time required before a CSC can be performed

h. The OS and trainee signatures prior to OJT.

5. Training Team Meeting. The purpose of a Training Team meeting is for the Training Team to discuss and document a trainee's progress in the training program. While a Training Team meeting is required at least once per month, the team is encouraged to conduct these meetings as frequently as necessary to recognize performance improvements and deficiencies. The Training Team meeting must cover the following topics:

a. An identification of strengths

b. An identification of weaknesses

c. All PAs/CSCs since the last Training Team meeting

d. Specific recommendations to improve the trainee's performance

e. Plans to overcome identified deficiencies, such as SDT

f. Other items pertinent to training success, such as SIT

g. Extenuating circumstances that might affect training progress

h. Progress toward completion of the OJT Checklist

i. Ensuring all training documentation has been signed by the Training Team

6. Pause of OJT. Pause of OJT is an action taken by the OS when a trainee has an extenuating circumstance that would have an adverse effect on the continuation of Training, or when SDT is assigned. A pause in training is not a suspension and therefore does not require a Training Review. Required PAs and Training Team meetings may be omitted during the pause of OJT. The Training Team Lead must document, via memorandum, the pause of training without reference to the extenuating circumstance. The expected duration of the pause in training should be included in the memorandum. Prior to the resumption of training, a Training Team meeting

must be conducted to determine if the trainee is prepared to resume training and if additional action is necessary prior to the continuation of Training.

7. Performance Assessment. A PA is a documented review used to evaluate an individual's training progress on an operational position.

a. PA for OJT must:

(1) Be performed by the trainee's OS or their designee, who maintains familiarity or currency on the operational positions.

(2) Not count toward OJT Time.

(3) Not result in certification, but may result in a recommendation for a CSC.

(4) Be conducted via direct monitoring by the OS.

(5) Be performed within 30 days of the start of OJT and then at least once each calendar month on each position on which the trainee is receiving OJT. The OS is encouraged to perform multiple PAs in a calendar month on a trainee when appropriate.

(6) Not be performed on combined positions unless training occurred on these combined positions.

(7) Be documented on the applicable instruction/evaluation report and include a description of performance and specific feedback/recommendations.

(8) Be reviewed by the OS with the trainee immediately and include feedback and recommendations for improvement.

(9) Have an OJTI plugged into the same position during the PA if the OS only maintains familiarity on the position. The OJTI is responsible for the position.

(10) Be followed by a Training Team meeting to discuss the PA as soon as practicable.

b. PA for individuals certified on position must:

(1) Only be conducted following as a result of the IPM process.

(2) Be performed by the individual's OS or their designee, who maintains familiarity or currency on the operational positions.

(3) Be conducted via direct monitoring by the OS.

(4) Not be performed on combined positions unless these positions are normally combined.

(5) Be documented on the applicable instruction/evaluation report and include a description of performance and specific feedback/recommendations.

(6) Be reviewed by the OS with the individual immediately and include feedback and recommendations for improvement.

NOTE: For individuals certified on position, if the identified performance deficiencies have not been corrected, address the deficiencies in accordance with the CBA, applicable agency directives, and/or FAA Order JO 3400.20.

8. Certification Skill Check. A CSC is an evaluation to determine if a trainee demonstrates the knowledge and skill level necessary to certify on a position. At facilities without an OS, the district designated examiner must perform the CSC per FAA JO 8000.90.

a. The CSC must:

(1) Be conducted following a Training Team meeting where a majority of the team members recommend a CSC and minimum certification time has been met. The OS must be among the majority.

(2) Be conducted upon reaching 100 percent of Target Time, unless Supplemental OJT Time has been assigned.

(3) Be conducted upon completion of Supplemental OJT Time or Additional OJT Time.

(4) Be performed by the trainee's OS or their designee, as identified in the facility training directive, who maintains familiarity or currency on the operational position.

(5) Include a review of applicable OJT documents.

(6) Not count toward OJT Target Time.

(7) Be conducted via direct monitoring during normal workload conditions.

(8) Be documented on the applicable instruction/evaluation report and include a description of performance.

b. The CSC may:

(1) Be conducted prior to exhausting Supplemental OJT Time or Additional OJT Time.

(2) Require more than one CSC session.

(3) Be supplemented with verbal and/or written questions, simulation, or other methods to satisfy any Job Subtask not observed.

(4) Be performed on combined positions only if training occurred on these combined positions.

(5) Be substituted for a required monthly PA.

c. The OS must:

(1) Inform the trainee, prior to the CSC, that the evaluation being conducted will be a CSC.

(2) Directly monitor the CSC. The OS will have an OJTI plugged into the same position during the CSC if the OS only maintains familiarity on the operational position. The OJTI is responsible for the position.

(3) Document the trainee's performance/knowledge for each job subtask through verbal/written questions, simulation, or other methods, for job subtasks not observed during CSC.

(4) Ensure all applicable job subtasks are rated satisfactory in order to result in certification.

(5) Prior to completing Block 15 on the applicable instruction/evaluation report, consider:

(a) The performance demonstrated during previous OJT sessions.

(b) The performance demonstrated during previous PAs.

(c) The performance demonstrated during the CSC session.

(d) The trainee's input.

d. If a CSC does not result in certification,

(1) A Training Team meeting must be conducted as soon as possible to determine a future course of action.

e. If the CSC results in certification,

(1) A certification on combined positions certifies the employee on each of the individual positions.

(2) Position certification must be documented on FAA Form 3120-1.

9. Supplemental OJT Time. Supplemental OJT Time will be assigned based on the original training plan. The Supplemental OJT Time will be assigned in hours.

a. The trainee's OS, in consultation with the Training Team, may make a recommendation for Supplemental OJT Time to the OM or ATM, based on a review of training documents. The review must take place during a Training Team meeting and before Target Time is exhausted. There must be a reasonable expectation that certification will be achieved prior to requesting Supplemental OJT Time.

b. After receiving a request for Supplemental OJT Time, an OM or the ATM must have a discussion with the OS regarding the strategy and training methods that will be employed, and then they may assign Supplemental OJT Time. If the OM or ATM denies the Supplemental OJT Time, the OS and trainee will be informed of the reasons via memorandum.

c. The OS, upon receiving approval for the Supplemental OJT Time, will amend the training plan to reflect Supplemental OJT Time. The OS must conduct a Training Team meeting regarding the strategy and training methods that will be employed in the Supplemental OJT Time.

d. Supplemental OJT Time must not exceed 20 percent of the Target Time listed in the training plan for the position. Supplemental OJT Time must be documented in FAA Form 3120-1, Section III. Supplemental OJT Time is intended to achieve training success; however, Supplemental OJT Time is not guaranteed.

e. Supplemental OJT Time need not be exhausted before certification or suspension of OJT.

f. Upon the completion of assigned Supplemental OJT Time, a CSC must be conducted. The trainee's OS must take one of the following actions: Certification or Suspension of OJT.

10. Withdrawal from Training. An action taken by the trainee to terminate training. This must be treated as a termination of training; the trainee must not be permitted to work any positions.

11. Suspension of Training.

a. Suspension of Simulation is an action taken by the TA to stop initial simulation training prior to the trainee beginning OJT. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order. All locally required instructional and evaluation scenarios must be completed prior to suspension.

NOTE: All Classroom failures will result in termination of training; there is no Training Review Process.

b. Suspension of OJT is an action taken by the trainee's OS to stop OJT. OJT may not be suspended without conducting a PA or CSC. The trainee must be notified of the documented performance deficiency in writing via memorandum. There is no requirement to exhaust Target Time/Supplemental OJT Time prior to suspension of OJT. Following a suspension of training, a Training Review must be conducted. When a decision to suspend training has been made at the local level, the trainee shall continue to work the positions on which they are certified. If the ATM then makes the decision to terminate training, the trainee must not be permitted to work any positions.

c. **Suspension of OS Training** is an action taken by the Training Team Lead to stop OS training during Stages 2 and 3 of Appendix K, the Training Review Process is not applicable.

12. Training Review Process. The purpose of the Training Review process is to ensure that all reasonable opportunities for training success were afforded, while maintaining the integrity of the training program. The review process is accomplished by a clinical review of the training administered to the trainee on the position where the suspension occurred. A Training Review Board (TRB) must be convened when requested by an ATM or when training has been suspended in accordance with this order.

a. TRB Participants. A TRB must be composed of:

(1) Two participants assigned by the ATM from the following categories. Only one person from each category may be selected.

(a) Category 1: An OS other than the trainee's OS. If an OS is not available on site, the ATM may assign this duty to any OS within the district.

(b) Category 2: A Second-Level Manager or above, other than the trainee's Second-Level Manager. If a Second-Level Manager is not available onsite, the ATM may assign this duty to any Second-Level Manager or above in the district.

(c) Category 3: A TA other than the one assigned to the facility. The ATM may assign this duty to any TA in the district.

(2) The Union shall have the opportunity to designate a participant to serve as a member of the board in accordance with the CBA.

b. TRB Requirements for Simulation. The TRB must:

(1) Be provided the trainee's training documentation.

(2) Conduct interviews with the TA, contractors, instructors, or trainee.

(3) Provide a written statement of facts and recommendations to the ATM. The document should include at a minimum, but is not limited to, the following:

(a) The trainee's adherence to their responsibilities as outlined in this order

(b) The trainee's identified performance deficiencies

(c) The actions the facility took to correct the trainee's performance deficiencies

(d) Extenuating circumstances

(e) Whether training was conducted in accordance with this order

c. TRB Requirements for OJT. The TRB must:

(1) Be provided the trainee's training documentation for the position being reviewed. Electronic copies are acceptable. TRB participants will be furnished printed copies upon request. Training documentation must include the following, when available:

(a) Training plans

(b) OJT instruction/evaluation reports

(c) Training Team meeting documentation

(d) ST

(e) PAs

(f) CSCs

(g) OJT Checklist

(h) Suspension of training letter

(i) Facility training directive

(j) Training Team OJTI certification documentation

(k) Other pertinent documentation

(l) Previous TRB recommendation (if applicable)

(2) Conduct interviews with the Training Team members and/or other individuals.

(3) Request information from the Training Team or other individuals.

(4) Provide a written statement of facts and recommendation to the ATM. The document should include at a minimum, but is not limited to, the following:

(a) The trainee's adherence to their responsibilities as outlined in this order

(b) The trainee's identified performance deficiencies

(c) The actions the facility took to correct the trainee's performance deficiencies

(d) Training consistency (e.g., amount of OJT time per day, per week, or per month; the number of OJTIs involved)

(e) Extenuating circumstances

(f) Whether training was conducted in accordance with this order

d. TRB Recommendation. A recommendation provided to the ATM, from the panel, to either continue or terminate training.

(1) If a unanimous recommendation cannot be achieved, any TRB member may submit a separate recommendation with a dissenting opinion.

(2) If the TRB recommends continuation of training, include recommendations to ensure that the integrity of the training program will be maintained and opportunities for success will be afforded.

e. ATM Determination. The ATM must consider the TRB's statement of facts and recommendations when making their final determination for continuation or termination of training of the current training plan. If the ATM decides on continuation of training, they must assign Additional Training in accordance with 6-13. Local reassignments are not permitted while a trainee is in a training status. The trainee will be notified in writing of the ATM's decision as soon as possible, but not later than 30 days from the date of the suspension of training. If the ATM does not accept the recommendations of the TRB, the ATM must provide written justification to the TRB.

f. Subsequent Training Review. In the event that a subsequent Training Review becomes necessary for a trainee, the TRB will only review training conducted since the previous Training Review recommendation. A copy of the previous TRB recommendation is the initial point where any subsequent review will begin.

13. Additional Training.

a. Additional Scenarios. Additional scenarios may be assigned following a TRB for simulation. Scenarios must be assigned in quantity of scenarios and not in hours. Additional Scenarios must be documented on the applicable instructional/evaluation report.

b. Additional OJT Time. Following a TRB, when an ATM determines that continuation of training is appropriate, the time assigned to the trainee is Additional OJT Time. Additional OJT Time, if assigned, must become the new Target Time, and must not be less than the

remaining hours prior to suspension of OJT. The Additional OJT Time must be assigned in hours. All Additional OJT Time must be exhausted prior to subsequent suspension of OJT. Certification of the trainee may occur at any time during the Additional OJT Time. Once the Additional OJT Time is exhausted, a CSC must be conducted resulting in either certification on the position or suspension of OJT. The Additional OJT Time must be documented in the trainee's training plan. Additional OJT Time must be documented in Form 3120-1, Section III.

Chapter 7. Air Traffic Control Specialist Special Event Tower Training Requirements

1. General. Those assigned to Special Event Temporary Control Towers must complete the required training described in this chapter prior to performing safety-related ATC services at the temporary location. "Special Event Temporary Control Tower" refers to an operation that provides qualified personnel and equipment for the purpose of ATC services at a specified site for a period of less than 120 days. These operations may include temporary tower deployments in support of aerial demonstrations, fly-ins, sporting events, and similar events, excluding both natural and man-made disasters.

2. Roles and Responsibilities. AT operational personnel involved in Special Event Temporary Control Towers must maintain a comprehensive working knowledge of the procedures and guidelines outlined in this order and other applicable national directives.

a. The Special Event Temporary Control Tower ATM must ensure that:

(1) Training is established, developed, and administered to provide required knowledge and skills to achieve a temporary tower rating as prescribed in this notice.

(2) Training and written/practical tests are documented on a signed FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Form.

(3) Training documents are prepared and distributed in a timely manner.

(4) Training documents are retained in accordance with this chapter.

(5) Event-specific procedures are developed.

b. Other Special Event Temporary Control Tower operational personnel must:

(1) Hold a current FAA Air Traffic Control Tower (ATCT) credential or CTO Certificate.

(2) Receive instructor-led training (ILT) and/or self study on event-specific procedures and related training materials in support of Special Event Temporary Control Towers.

3. Special Event Temporary Control Tower Specialist Training Requirements.

a. Qualification Training Requirements:

(1) Because operational circumstances vary across event locations, for those Special Event Temporary Control Tower facilities staffed by agency personnel, the ATM and the National Air Traffic Controllers Association (NATCA) representative at the Special Event Temporary Control Tower must collaborate to determine the appropriate qualification

training hours and the content for each event. Adequate duty time must be provided for completion of these requirements.

(2) Prior to performing safety-related ATC duties, all operational personnel at Special Event Temporary Control Towers must attain a passing grade of at least 70 percent on a written/practical test that includes the subjects listed under Event-Specific Training below, as applicable to the event.

b. Event-Specific Training:

(1) Operational

(a) Best operating practices

(b) Available weather information, equipment, and capabilities (e.g., ASOS Augmentation)

(c) Status Information Area (SIA)

(d) Strip marking/pad management

(e) Position description/duties

(f) Reporting points

(g) ODO

(h) Waivered procedures

(i) Frequencies

(j) Type/mix of traffic

(2) Notices to Air Missions (NOTAMs)

(a) Tower hours of operation

(b) Temporary Flight Restriction (TFR)

(c) Aerobatic Demonstration Area

(d) Letters to Airmen (LTA)

(e) Special Flight Procedures

(3) LOAs

(a) Movement/non-movement areas

(b) Emergency procedures

(c) Adjacent/overlying AT facilities

(4) Airport Layout/Diagram

(a) Aircraft parking and ground movement

(b) Airport elevation

(c) Runway numbers, lengths, and widths

(d) Surface composition (e.g., other than hard surface)

(e) Distance remaining from intersections

(f) Helipad or other landing surface areas

(g) Taxiway widths and restrictions

(h) Airport tenant/building locations

(i) Critical areas

(j) Airspace requirements

(k) Hot Spots

(5) Equipment

(a) Radios

(b) Light guns

(c) Internal hand-held FM radios

(d) Automatic Terminal Information Service (ATIS)

(e) Airport lighting

(f) Approach lighting

(6) Emergency Procedures/Contingency Plan

(a) Flight Standards contact information

(b) Incident/accident documentation/reporting procedures

(7) Special Procedures

(a) Unmanned Aircraft Systems (UAS)

(b) Ride hoppers (i.e., rides for hire)

(c) Reporting No Radio (NORDO) procedures

(8) Technical Operations Support

(a) Contact information

(b) Onsite or offsite available support

(9) Performance expectations

(10) Airport Security

4. Special Event Temporary Control Tower Documentation and Record Retention.

a. Documentation. Document the following on FAA Form 3120-25:

(1) ILT/Self Study

(2) Written tests

(3) Practical tests

(4) Populate Block 12, Comments, with the following statement: Applicable written/practical tests have been administered and completed successfully.

b. Retention. The certifying facility for the Special Event Temporary Control Tower will retain all training documentation in accordance with national directives, including:

(1) Facility rating and all supporting documentation

(2) Training manual and all related training material

(a) The certifying facility shall forward all facility rating and supporting documentation to the operational personnel's facility of record for entry into their FAA Form 3120-1.

Appendix A. FAA Form 3120-1, Training and Proficiency Record

1. General. This appendix gives guidance for maintaining an employee's training and proficiency record in Training Enterprise Application and Management (TEAM). All qualification and proficiency training must be entered in the employee's 3120-1. All entries must be complete and accurate. All autopopulated information is generated from TEAM entries or Staffing Workbook. Examples of such records are shown.

a. The ATM, or their designee, must 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 order. The requirements described herein are not retroactive.

b. Training, certifications, recertifications, and technical appraisals must be recorded in TEAM. Air Traffic Safety Oversight Service (AOV) credentialing actions must not be recorded on FAA Form 3120-1; these records are maintained in the AOV Credentialing Program database.

c. All entries must be recorded on FAA Form 3120-1 no later than 120 calendar days following the month in which the training was completed. By signing, the employee acknowledges that the recorded training has been provided.

(1) Entries on FAA Form 3120-1 that reflect position certification/recertification and performance reviews must be signed by the employee's OS or their designee.

(2) The signature for instructor-led training/briefing items must be that of the TA, or their designee, who has knowledge that the training was conducted.

d. Mandatory briefing items not pertaining to qualification, certification, proficiency, or management training (e.g., Standards of Conduct, Drug Awareness, The Performance Management System), must not be recorded on FAA Form 3120-1.

2. Section I. Employment Data. All employment data will be automatically imported from Staffing Workbook; to include the employee's full payroll name, FAA date entered on duty (EOD), facility EOD, facility identifier and level.

3. Section II. Air Traffic Certificates and Facility/Area Ratings. This section relates to certificates and specific facility/area ratings. The use of the term "facility rating" or "area rating" indicates that the employee has successfully completed all the certification requirements for that facility or area. Facility ID and facility type cells will be autopopulated.

a. CERTIFICATES or FACILITY/AREA RATINGS TITLE: Ratings must be entered in the following format: Facility and/or Area, Level, and Type (e.g., ZKC GATEWAY AREA LEVEL-12 ARTCC or CLT AREA-A LEVEL-12 CTT).

b. CERTIFICATE NUMBER: This cell will contain the certificate number. If no number is associated with the certificate, the cell will show "N/A."

c. DATE ISSUED: The date of issuance will appear as shown on the certificate. If no date is shown on the certificate, the date of the entry will appear.

d. SIGNATURES: The individual entering the certificate will be displayed as "signed by" and the employee will be displayed as "acknowledged by."

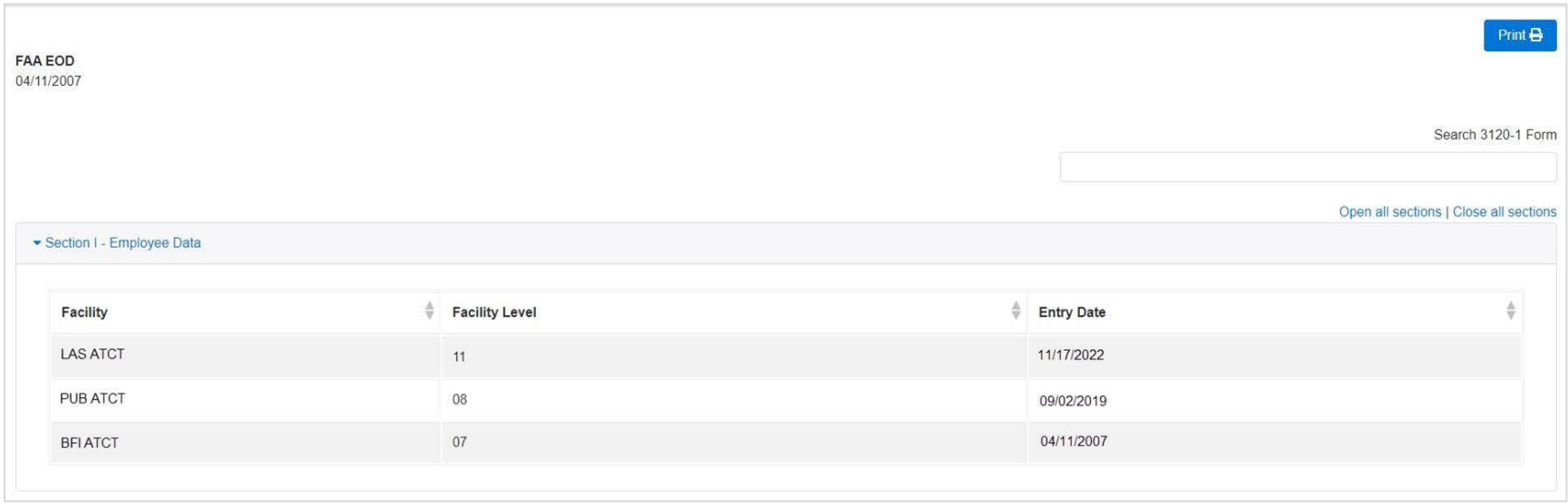
4. Section III. Qualification Training. Initial Qualification Training (IQT) requirements are described in Appendices C through K. Training relative to position qualification, including Additional Scenarios, Additional OJT hours, Supplemental OJT hours, and position recertification, will be automatically recorded in this section. All data in Section III will be autopopulated from TEAM classroom training assignment records or from the applicable instruction/evaluation report.

5. Section IV. Equipment Certification.

a. The only equipment training that must be entered in this section is the Terminal Radar Qualification Examination.

b. Other equipment training that is associated with position certification, such as communications, lighting systems, recording, and other Air Traffic Control (ATC) equipment, must not be entered in this section. Such equipment training is considered part of the qualification process, and it is not necessary to separately record certification thereon. Refer to the appropriate IPG for equipment certification requirements. If equipment training is provided as a result of facilities receiving new equipment (other than that requiring a certification examination), include as supplemental training in Section V.

Figure A-1: Section I, Employment Data



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04/11/2007

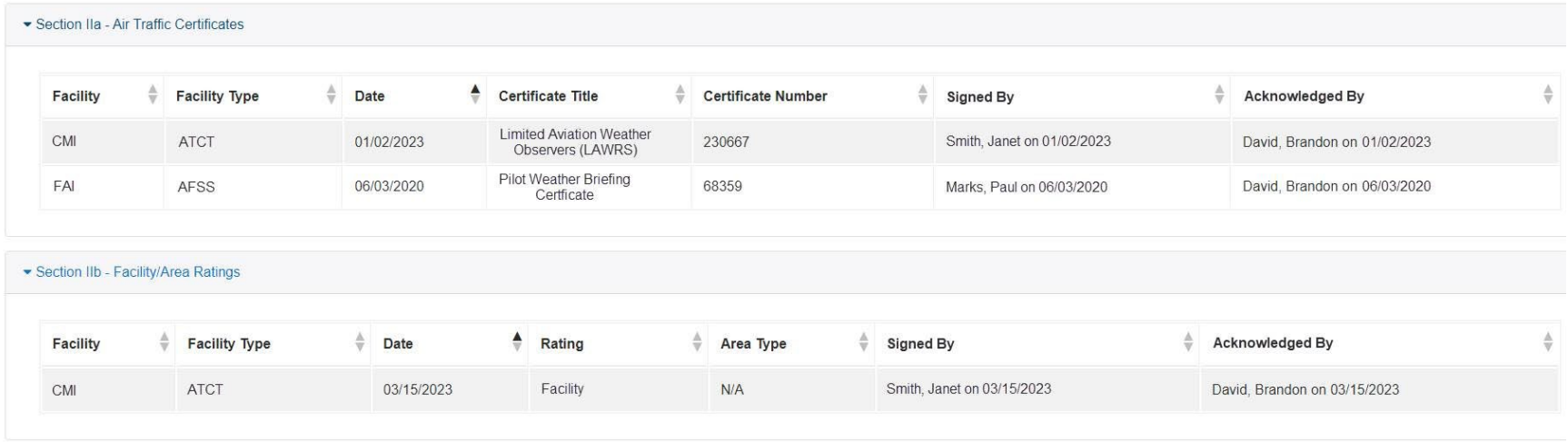
Search 3120-1 Form

Open all sections | Close all sections

▾ Section I - Employee Data

Facility	Facility Level	Entry Date
LAS ATCT	11	11/17/2022
PUB ATCT	08	09/02/2019
BFI ATCT	07	04/11/2007

Figure A-2: Section II A, Air Traffic Certificates



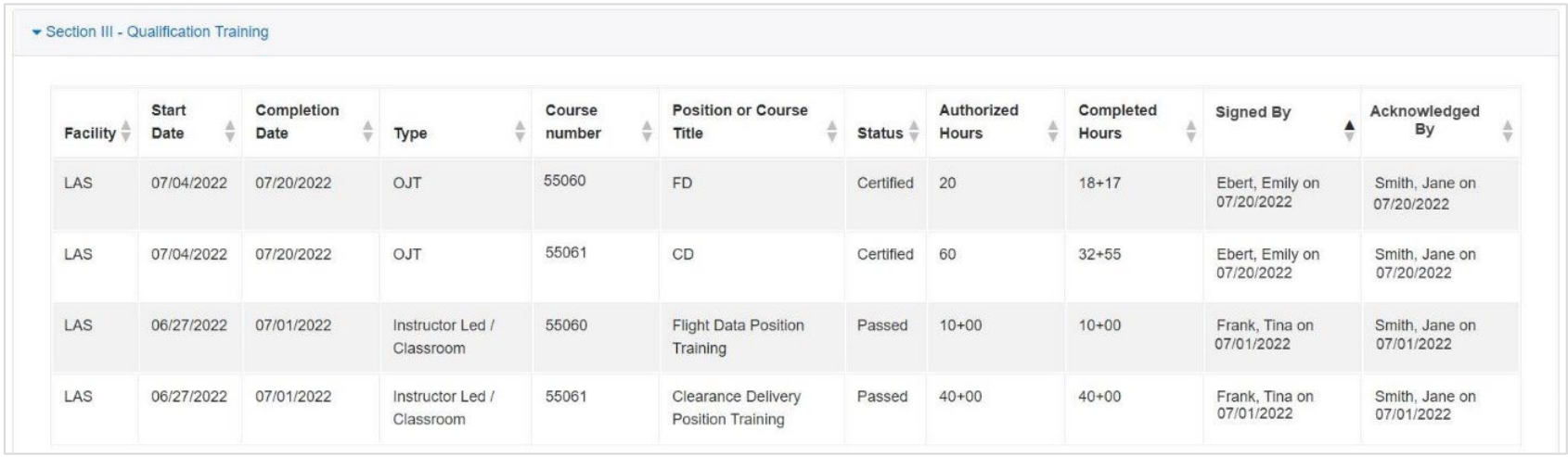
▾ Section IIa - Air Traffic Certificates

Facility	Facility Type	Date	Certificate Title	Certificate Number	Signed By	Acknowledged By
CMI	ATCT	01/02/2023	Limited Aviation Weather Observers (LAWRS)	230667	Smith, Janet on 01/02/2023	David, Brandon on 01/02/2023
FAI	AFSS	06/03/2020	Pilot Weather Briefing Certficate	68359	Marks, Paul on 06/03/2020	David, Brandon on 06/03/2020

▾ Section IIb - Facility/Area Ratings

Facility	Facility Type	Date	Rating	Area Type	Signed By	Acknowledged By
CMI	ATCT	03/15/2023	Facility	N/A	Smith, Janet on 03/15/2023	David, Brandon on 03/15/2023

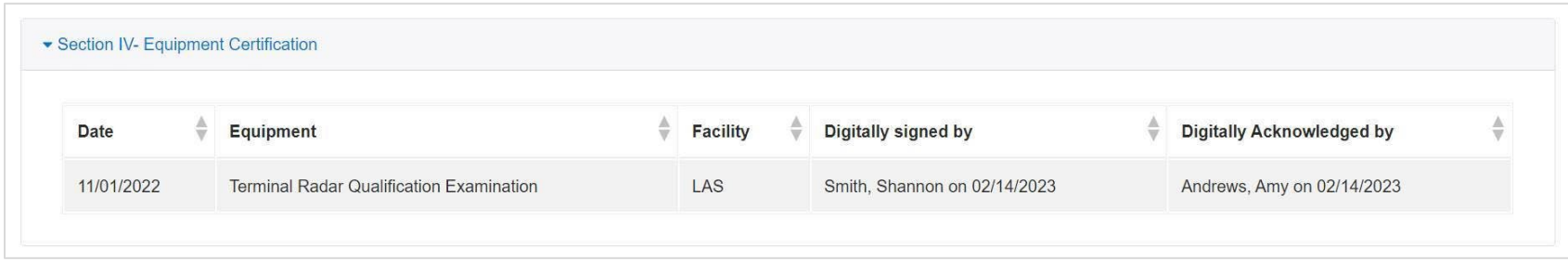
Figure A-3: Section III, Qualification Training



▾ Section III - Qualification Training

Facility	Start Date	Completion Date	Type	Course number	Position or Course Title	Status	Authorized Hours	Completed Hours	Signed By	Acknowledged By
LAS	07/04/2022	07/20/2022	OJT	55060	FD	Certified	20	18+17	Ebert, Emily on 07/20/2022	Smith, Jane on 07/20/2022
LAS	07/04/2022	07/20/2022	OJT	55061	CD	Certified	60	32+55	Ebert, Emily on 07/20/2022	Smith, Jane on 07/20/2022
LAS	06/27/2022	07/01/2022	Instructor Led / Classroom	55060	Flight Data Position Training	Passed	10+00	10+00	Frank, Tina on 07/01/2022	Smith, Jane on 07/01/2022
LAS	06/27/2022	07/01/2022	Instructor Led / Classroom	55061	Clearance Delivery Position Training	Passed	40+00	40+00	Frank, Tina on 07/01/2022	Smith, Jane on 07/01/2022

Figure A-4: Section IV, Equipment Certification



▾ Section IV- Equipment Certification

Date	Equipment	Facility	Digitally signed by	Digitally Acknowledged by
11/01/2022	Terminal Radar Qualification Examination	LAS	Smith, Shannon on 02/14/2023	Andrews, Amy on 02/14/2023

6. Section V. Proficiency (Recurrent, Refresher, Supplemental, Skill Training), and Remedial Training. Entries in this section must specifically describe the training provided. Refer to Chapter 4, paragraph 5, Proficiency Training, for the type of training to be entered in this section.

a. FACILITY: This field will be autopopulated.

b. MAJOR SUBJECT AREAS: Specifically describe or use a coded entry for refresher or supplemental training. Remedial training and ST entries must specifically describe the training conducted.

c. TYPE: Indicate the type of training by number: 1 = Refresher, 2 = Supplemental, 3 = Remedial, 4 = Skill Training. This field will be autopopulated.

d. DATE COMPLETED: This field will be autopopulated.

e. TRAINING LENGTH: This field will be autopopulated.

f. SIGNATURES: The individual entering the certificate will be displayed as "signed by" and the employee will be displayed as "acknowledged by."

7. Section VI. Technical Appraisal. The technical appraisal section for all options must include the OJTI annual evaluation described in Chapter 6 and recertification due to performance related issues as described in Chapter 4. All fields in this section will be autopopulated with data from the applicable instruction/evaluation report.

8. Section VII. Management and Other Training. All management and other agency-approved training not previously listed must be entered in this section. This includes, but is not limited to, automation and other technical training, correspondence, college, out-of-agency, and instructor training courses. Only training that was completed during employment with FAA must be recorded in this section. Management and other training completed via the electronic Learning Management System (eLMS) need not be entered. Fields in this section will be autopopulated from the Other Records section of TEAM.

9. Section VIII. Liaison Familiarization Travel. Familiarization travel, except Flight Deck Training (FDT), is entered in this section. FDT is recorded per FAA Order JO 3120.29, *Flight Deck Training Program (FDT)*. Entries in this section may be manually deleted five years after the training occurs. Fields in this section will be autopopulated from the Other Records section of TEAM.

Figure A-5: Section V, Proficiency (Recurrent, Refresher, Supplemental, Skill Training), and Remedial Training

▾ Section V - Proficiency Training

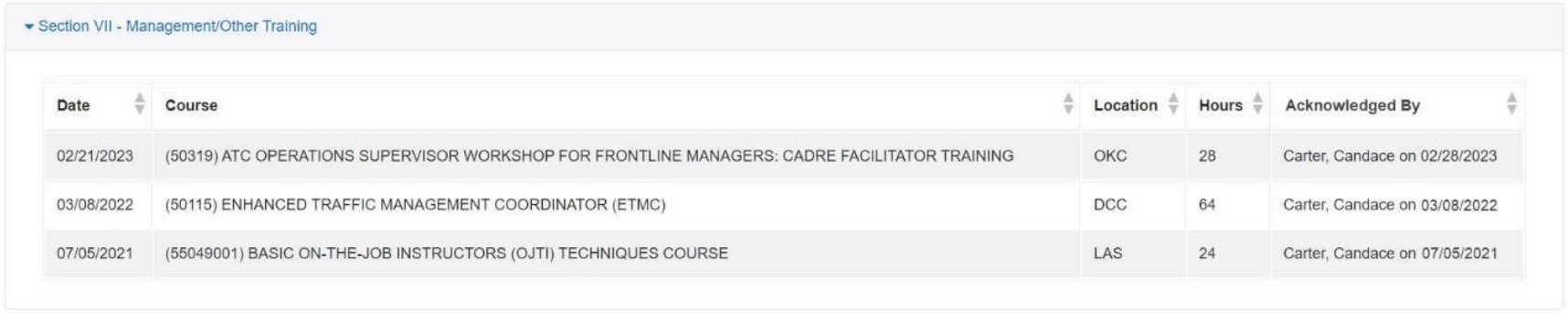
Facility	Major Subject Areas	Type	Training Length	Date Completed	Signed By	Acknowledged By
LAS	July 2023 Refresher - CIC	1	1+00	04/19/2023	Frank, Tina	Andrews, Amy on 04/19/2023
LAS	Hawaiian RVFP Update	2	0+15	03/29/2023	Frank, Tina	Andrews, Amy on 03/29/2023
LAS	Green Dot Speed - Aircraft unable to meet crossing restrictions on departure 8/25/22	2	0+05	11/03/2022	Ebert, Emily	Andrews, Amy on 11/03/2022
LAS	Refresher Training July 2022	1	2+00	10/13/2022	Ebert, Emily	Andrews, Amy on 10/13/2022

Figure A-6: Section VI, Technical Appraisal

▾ Section VI - Technical Appraisal

Date of Appraisal Completed	Position/Type/Results	Date Discussed	Signed By	Acknowledged By
07/02/2022	LC1 Annual OJTI Evaluation Satisfactory	07/02/2022	Ebert, Emily on 07/15/2022	Hart, Amy on 07/15/2022
10/19/2020	RAP LOW - Recertification - Unsatisfactory	10/19/2020	Frank, Tina on 10/19/2020	Hart, Amy on 10/19/2020

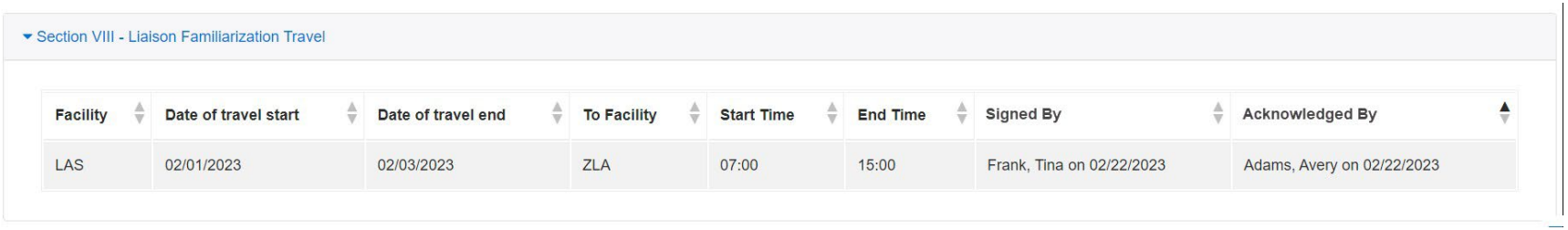
Figure A-7: Section VII, Management and Other Training



Section VII - Management/Other Training

Date	Course	Location	Hours	Acknowledged By
02/21/2023	(50319) ATC OPERATIONS SUPERVISOR WORKSHOP FOR FRONTLINE MANAGERS: CADRE FACILITATOR TRAINING	OKC	28	Carter, Candace on 02/28/2023
03/08/2022	(50115) ENHANCED TRAFFIC MANAGEMENT COORDINATOR (ETMC)	DCC	64	Carter, Candace on 03/08/2022
07/05/2021	(55049001) BASIC ON-THE-JOB INSTRUCTORS (OJTI) TECHNIQUES COURSE	LAS	24	Carter, Candace on 07/05/2021

Figure A-8: Section VIII, Liaison Familiarization Travel



Section VIII - Liaison Familiarization Travel

Facility	Date of travel start	Date of travel end	To Facility	Start Time	End Time	Signed By	Acknowledged By
LAS	02/01/2023	02/03/2023	ZLA	07:00	15:00	Frank, Tina on 02/22/2023	Adams, Avery on 02/22/2023

Appendix B. Instructions for Completing FAA Form 3120-25, ATC OJT Instruction/Evaluation Report

1. Introduction. This appendix contains instructions for completing FAA Form 3120-25. The form must be used by simulation instructors, OJTIs, and OSs to record their observations of the performance and progress of the trainee during simulation scenarios, OJF, OJT, ST, PAs, CSCs, and recertification. (See Figure B-1, FAA Form 3120-25.)

2. Using the Form. Entries on FAA Form 3120-25 must be sufficiently detailed to document training. Block numbers correspond to the numbered blocks on the form.

a. Block 1. NAME: This field will be autopopulated.

b. Block 2. DATE: Select month, day, year.

c. Block 3. SCENARIO/POSITION(S): Select scenario name/number and/or position.

d. Block 4. WEATHER: Select VFR, Marginal Visual Flight Rules (MVFR), Instrument Flight Rules (IFR), or Other (e.g., thunderstorm, turbulence).

e. Block 5. WORKLOAD: Select traffic volume (Light, Moderate, or Heavy).

f. Block 6. COMPLEXITY: Select complexity of operations (Not Difficult, Occasionally Difficult, Mostly Difficult, or Very Difficult). Note unusual situations, equipment outages, configurations, and/or restrictions that affect training in Block 12.

g. Block 7. HOURS: Enter start time/end time or enter start time/hours and minutes for each training session covered by this report.

h. Block 8. TOTAL TIME THIS POSITION: This field will be autopopulated.

i. Block 9. PURPOSE: Record purpose of report on the form. Select "OJT" for any activity that is counted as part of the assigned training time. Select "OJF" for on-the-job familiarization time. Select "Instructional," "Evaluation," or "Informational" when simulation training is being administered. Select "SST," "SIT," "SDT," or "SET," as appropriate, for ST. The OS selects "PA" if administering a PA, "Certification" if administering a CSC, or "Recertification" if administering a CSC for recertification. If "Other" is indicated, document the specific use.

j. Block 10. ROUTING: According to facility requirements, as specified in the facility training directive.

k. Block 11. PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the trainee. Users of this form should review the definitions of all job subtasks and their respective performance indicators contained within

this IPG. This section is not all-inclusive and is not meant to limit the duties to be reviewed. The job task "Other" is intended for local use as specified in the facility training directive.

(1) OJT, Skill Training, Instructional Scenario, and Informational Scenario. For each job subtask, the instructor must select ✓, N/A, or N/O in the columns OBSERVED or COMMENT as applicable. The instructor must select an option for every subtask.

(a) OBSERVED: A ✓ in this column indicates the job subtask was observed during the session, but no comments are made. If a job subtask is not observed, N/O must be selected for that subtask. If a job subtask is not applicable, N/A must be selected for that subtask.

(b) COMMENT: A ✓ in this column indicates the Job Subtask was observed during the period; a comment must be entered in Block 12.

(2) PA. The OS must select ✓ or N/O in the appropriate column: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job subtask is not observed during the session, N/O must be entered in the SATISFACTORY column. If a job subtask is not applicable, N/A must be entered in the SATISFACTORY column. OJTIs do not use these columns. These terms are defined as follows:

(a) SATISFACTORY: A ✓ in this column indicates the observed performance during the session meets performance expectations for the trainee's level of experience and training.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job subtask indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the PA is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates the observed performance does not meet the requirements for certification. ST must be assigned in accordance with Chapter 4, unless the OS is recommending Suspension of Training in Block 13. Specific comments relating to the trainee's performance for each job subtask marked unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12A.

(3) CSC. If a job subtask is observed, the OS must select a ✓ in the column representing the level of observed performance (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. For a CSC to result in certification, all applicable job subtasks must be rated as satisfactory or not observed. If a job subtask is not observed during the session, the OS must ensure the trainee demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. If an item is marked N/O, Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. After assessing the trainee's knowledge/skills for the unobserved job subtask, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's level of competency. If a job subtask is not applicable, N/A must be entered in the SATISFACTORY column for that subtask. OJTIs do not use these columns.

(a) SATISFACTORY: A ✓ in this column indicates the observed performance demonstrates the skills required to work independently under general supervision.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job subtask indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the requirements for certification and ST must be assigned in accordance with Chapter 4. Specific comments relating to the trainee's performance for each job subtask marked unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of training in Block 13; in this case, ST is not assigned.

(4) Recertification. If a job subtask is observed, the OS must select a ✓ in the column representing the level of observed performance (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. If a job subtask is not observed during the session, the OS must ensure the trainee/CPC/OS demonstrates knowledge or skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. After assessing the trainee's/CPC's/OS's knowledge/skills for the unobserved job subtask, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the

trainee's/CPC's/OS's level of competency. If a job subtask is not applicable, N/A must be entered in the SATISFACTORY column for that subtask. OJTIs do not use these columns.

(a) SATISFACTORY: A ✓ in this column indicates the observed performance demonstrates the skills required to work independently under general supervision.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job subtask indicated. ST should be considered to improve the trainee's/CPC's/OS's performance. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the expected performance requirements to work independently under general supervision; ST must be assigned in accordance with Chapter 4. If the individual fails to recertify at the exhaustion of the assigned time, refer to the applicable CBA.

(5) Pre-Evaluation/Evaluation Scenarios. Each scenario will be graded on a scale of zero to 100 points. The evaluation score cannot be less than zero or exceed 100 points. Scenarios will be marked with either a plus (+), a checkmark (✓), or a minus (-) in the Simulation Training column. OJTIs do not use this column.

(a) A plus (+) indicates the trainee has consistently demonstrated above satisfactory performance for observed job subtasks. Whenever a plus is selected, comments must be entered in Block 12.

(b) A checkmark (✓) indicates the trainee has demonstrated satisfactory performance in a particular job subtask. No comments are required for a checkmark.

(c) A minus (-) indicates the trainee has failed to demonstrate satisfactory performance in a particular job subtask. Whenever a minus is selected, a comment must be entered in Block 12, with an associated reference in Block 12A.

(d) Not all job subtasks need to be observed within the job task to be eligible to earn positive points. If a job subtask is not observed, N/O must be selected for that subtask. If a job subtask is not applicable, N/A must be selected for that subtask. Pre-evaluation scenarios are graded but are not subject to pass/fail criteria.

(6) Scoring Instructions. All pre-evaluation/evaluation scenarios begin with 100 points. Points are deducted first, and then positive points are added, if applicable. For each occurrence, apply the point deduction for no more than one job task. The score cannot be less than zero or exceed 100 points. The final score will be indicated in Block 12. These scoring instructions do not apply to ST.

(a) Points must be deducted in accordance with Table B-1. Partial points are not allowed. Points are deducted per occurrence, up to the maximum allowable per job task.

(b) Points must be added in accordance with Table B-1. Partial points are not allowed. Positive points may only be added once per job task, regardless of the number of plus (+) indicators in each subtask. Positive points must not be added for any job task containing a minus (-) for a job subtask.

Table B-1: Scenario Evaluation Scoring

Job Task	Minus (-) Points Deducted per Occurrence	Maximum Point Deduction per Job Task	Plus (+) Points Added per Job Task
Separation	16 points	No Maximum	5 points
Weather	8 points	No Maximum	4 points
Coordination	8 points	No Maximum	4 points
Control Judgment	5 points	20 Points	2 points
Methods and Procedures	5 points	20 Points	2 points
Equipment	2 points	10 points	2 points
Communication	2 points	10 points	1 point
Other	2 points	10 points	1 point

l. Block 12. COMMENTS: Used by the OJTI, OS, or lab instructor to document the trainee's performance. Comments should be positive and/or constructive in nature. The OJTI, OS, or lab instructor must sign and date this block. The comments should follow this teaching process:

(1) What. Clearly describe what occurred during the session (e.g., did not restrict deviations, did not ensure aircraft separation, did not use positive control, did not inform pilots of weather, did not have sufficient focus to stay engaged during the session).

(2) Why. Clearly describe why the event occurred (e.g., inexperience with weather, insufficient vectors to ensure separation, failure to comprehend speed control techniques).

(3) How. Include recommendations on how the trainee could correct and improve in the events described (e.g., did not listen to instructor – review the fact that you must listen to the trainer; did not ensure aircraft separation – be sure the vector is sufficient to ensure separation and adjust the vector as necessary to maintain a safe and efficient operation; did not use positive control – explain how "deviation approved" does not maintain control by ATC).

m. Block 12A. REFERENCES: References must be included for PAs, CSCs, Recertification, ST, simulation training, instructional scenarios, and evaluation/pre-evaluation scenarios. References must cite, by paragraph number, directives, LOAs, LOPs, SOPs, etc. References should be included for OJT sessions.

n. Block 13. RECOMMENDATION: The OS will place a ✓ in one of the following boxes.

(1) Certification Skill Check. Following a PA when recommending a CSC.

(2) Certification. Following a CSC where all applicable Job Subtasks have been satisfactorily demonstrated.

(3) Continuation of Training. Following a PA or a CSC when the OS recommends the trainee continue OJT.

(4) Skill Training. When additional skill improvement is desired or a performance deficiency is identified.

(5) Suspension of Training. Following a PA or a CSC when the OS recommends suspension of Training.

o. Block 14. EMPLOYEE'S COMMENTS: This block may be used by the employee to make comments pertaining to the session and may include reference to an attachment, if needed. The employee must sign and date this block. A signature does not indicate concurrence with the report, only that the report has been discussed with the employee.

p. Block 15. CERTIFICATION/RECERTIFICATION: This block is used by an OS to document position certification/recertification.

Figure B-1: FAA Form 3120-25, ATC OJT Instruction/Evaluation Report

ATC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s)

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ MVFR ☐ IFR ☐ Other _____	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours This Position

9. Purpose ☐ Certification ☐ Recertification ☐ Informational Scenario ☐ Instructional Scenario ☐ Evaluation Scenario ☐ OJT ☐ OJF ☐ SIT ☐ PA ☐ SDT ☐ SST ☐ SET ☐ Other

10. Routing

11. Performance

Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
A. Separation	1. Ensures separation.						
	2. Provides safety alerts.						
	3. Provides IFR/VFR conflict resolution.						
B. Weather	4. Issues observed/reported weather.						
	5. Solicits/issues PIREPs.						
	6. Issues hazardous inflight weather information.						
C. Coordination	7. Performs handoffs/pointouts.						
	8. Performs required coordination.						
D. Control Judgment	9. Applies good control judgment.						
	10. Understands priority of duties.						
	11. Provides positive control.						
	12. Maintains effective traffic flow.						
E. Methods and Procedures	13. Maintains aircraft identity.						
	14. Strip posting is complete/correct.						
	15. Clearance delivery is complete/correct and timely.						
	16. Adheres to LOAs/directives.						
	17. Provides additional services.						
	18. Rapidly recovers from equipment failures and emergencies.						
	19. Scans entire control environment.						
	20. Maintains effective working speed.						
F. Equipment	21. Maintains equipment status information.						
	22. Understands/uses equipment capabilities.						
G. Communication	23. Functions effectively as a radar/tower team member.						
	24. Communicates clearly and concisely.						
	25. Uses prescribed phraseology.						
	26. Makes only necessary transmissions.						
	27. Uses appropriate communications method.						
	28. Gives complete and accurate relief briefings.						
H. Other							

FAA Form 3120-25 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure B-1: FAA Form 3120-25, ATC OJT Instruction/Evaluation Report (Continued)

12. Comments	12A. References

Signature:_____ Date: _____

13. Recommendation ☐ Certification Skill Check ☐ Certification ☐ Skill Training
☐ Continuation of Training ☐ Suspension of Training

14. Employee's Comments:
This report has been discussed with me

(Signature):_____ Date:_____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier:_____ Date: _____

FAA Form 3120-25 (06/24) Supersedes Previous Edition

3. Job Subtask Definitions and Performance Indicators Checklist for FAA Form 3120-25.

Table B-2: Job Subtasks and Performance Indicators

Job Subtask Definition	Performance Indicators
1. *Ensures separation*. Provides control instructions or restrictions to ensure separation standards are maintained at all times.	• Issues appropriate control instructions or restrictions, including speed control, vectoring techniques, and visual separation • Ensures traffic entering/departing their airspace is not in conflict or about to lose separation • Obtains specific approval prior to entering another position's/facility's area of jurisdiction • *Tower only:* Ensures traffic is not in conflict with other aircraft or vehicular traffic on runway and/or any movement area
2. *Provides safety alerts.* Recognizes that safety alerts are a first-priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.	• Informs pilot or appropriate controller when unsafe situation has been observed • Issues alternate course of action when feasible
3. *Provides IFR/VFR conflict resolution.* Takes action to prevent collisions between aircraft operating in the system.	• Issues traffic advisories and advises aircraft if targets appear likely to merge • Issues control instructions (e.g., altitude assignment, turns) to prevent a collision
4. *Issues observed/reported weather*. Exchanges weather information with users of the National Airspace System (NAS).	• Provides significant weather information to aircraft, controllers, and other facilities in a timely manner • Issues pertinent weather information on observed/reported weather areas by defining the area of coverage in terms of azimuth, distance, and precipitation intensity
5. *Solicits/Issues PIREPs*.	• Solicits PIREPs as required • Issues PIREPs as required
6. *Issues hazardous inflight weather information.*	• Issues hazardous weather information to pilots within the appropriate geographical area • Adheres to Significant Meteorological Information (SIGMET) and Center Weather Advisory (CWA) procedures
7. *Performs handoffs/pointouts.*	• Performs handoffs/pointouts correctly and at the appropriate time/position

Job Subtask Definition	Performance Indicators
8. *Performs required coordination*. Coordinates all information that is pertinent to the situation. Ensures that personnel receiving the information have all the contents. Acknowledges all information received on position.	• Coordinates restrictions or special instructions • Verifies aircraft/vehicle position and/or altitude at the time of coordination • Verifies and acknowledges all information exchanges
9. *Applies good control judgment.* Issues control instructions or restrictions that are correct. Carefully plans procedures prior to issuing instructions to provide a safe, expeditious traffic flow.	• Uses correct speed control procedures/techniques • Applies effective vectoring techniques • Considers aircraft performance capabilities in control decisions and demonstrates awareness of aircraft equipment capabilities and limitations that affect AT control instructions • Uses control procedures that do not place workload or stress on other controllers/facilities • Considers subsequent controller requirements • Does not terminate or activate radar control prematurely • Informs aircraft and appropriate personnel of significant situations • *Tower only:* Applies effective techniques for taxiing to, from, and across runways • *EDST:* Investigates and prioritizes all alerts according to sector requirements • Issues UAS advisory information for known UAS activity, when in your judgement their proximity warrants it.
10. *Understands priority of duties.* Properly prioritizes actions according to their significance in the overall traffic situation.	• Maintains situational awareness • Performs duties in the order of their importance • *Tower only:* Applies effective prioritization during operations where anticipated separation is used
11. *Provides positive control*. Takes command of control situations and does not act in a hesitant or unsure manner. Observes present and considers forecasted traffic to predict if an overload may occur, and takes appropriate action to prevent or lessen the situation.	• Demonstrates confidence and takes command of control situations • Maintains positive control during stressful situations • Recognizes potential overload situations

Job Subtask Definition	Performance Indicators
12. *Maintains effective traffic flow.* Takes into account aircraft characteristics and their effect on traffic control.	• Makes effective use of runways and taxiways • Provides orderly traffic flow with proper aircraft spacing, and avoids use of excessive separation/restrictions • Considers aircraft characteristics and their effect on traffic flow and properly sequences traffic • Manages ground traffic effectively and efficiently • Implements and recovers from holding procedures efficiently • Adheres to flow control procedures
13. *Maintains aircraft identity*. Maintains positive identification the entire time the aircraft are within the area of responsibility.	• Uses radar displays to assist in maintaining identity • Re-identifies aircraft when doubt exists • Detects errors in aircraft identity • Employs correct beacon and radar procedures in identifying aircraft • Maintains awareness of nonradar, untracked, unassociated, or primary targets within delegated airspace • Remains aware of previously coordinated traffic
14. *Strip posting is complete/correct.* Posts all required information on strips, and updates as required.	• Receives flight plans and distributes strips to correct operational positions in a timely manner • Posts all required information on strips; reviews and updates as required • Posts data in correct area on strips • Ensures postings are legible • Detects and corrects strip errors or EDST aircraft list errors, ensuring that printed or displayed information agrees with the assigned altitude and route • Selects appropriate EDST sorting and posting options so that the aircraft list is easily referenced for necessary flight information • Enters all required information into the EDST system and updates as required
15. *Clearance Delivery is complete/correct and timely.* Transmits/issues clearances in correct format, is specific, and uses correct phraseology.	• Uses specific terms to describe a fix • Adheres to read-back procedures • Adheres to Pre-Departure Clearance (PDC) procedures

Job Subtask Definition	Performance Indicators
16. *Adheres to LOAs/directives.* Ensures performance of control instructions/duties complies with handbooks, facility procedures, and directives.	• Adheres to LOA requirements • Adheres to facility directives and local routing instructions
17. *Provides additional services*. Follows the required format for providing navigational assistance, weather information, and traffic advisories.	• Provides navigational assistance when operational advantage would be gained by pilot or controller • Provides significant weather information in a timely manner to aircraft and controllers/facilities • Solicits pilot weather reports as required • Adheres to NOTAM, SIGMET, and CWA procedures • Issues complete traffic information in required format for both radar-identified and nonradar-identified aircraft as required • Provides chaff services and bird activity information when necessary • Appropriately responds to and/or recovers from Suspicious UAS Activity
18. *Rapidly recovers from equipment failures and emergencies.* Handles equipment failures, unusual or non-standard situations, and emergencies correctly.	• Handles aircraft emergencies effectively, including radio failures, hijacks, and bomb threats • Appropriately handles special flight operations as well as unusual or non-standard situations • Is knowledgeable of available backup equipment and properly transitions to its use
19. *Scans entire control environment.* Checks assigned control environment and equipment for changes in data or presentation.	• Monitors equipment, equipment alarms, displays, and SIA for changes in data or presentation • Scans assigned control environment for potential errors or conflicts and weather-related problems • Scans runways for landing, departing, and crossing situations • Acts rapidly to correct errors • Recognizes when incorrect information has been passed to aircraft or other positions • Remains alert for possible problem situations from other controllers/facilities
20. *Maintains effective working speed.* Paces control actions and associated tasks at an acceptable rate.	• During periods of inactivity, reviews and updates pending/current information for familiarity and plans actions to be taken • Records information at the same time that it is received from pilots/controllers/facilities • Records information at the same time that it is issued to pilots/controllers/facilities

Job Subtask Definition	Performance Indicators
21. *Maintains equipment status information.* Maintains knowledge of equipment operating status.	• Determines status of equipment performance • Reports malfunctions
22. *Understands/uses equipment capabilities.* Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	• Enters all required data into computer for required area display • Displays appropriate area of jurisdiction • Adjusts radar presentation to present best display possible • Displays appropriate filter limits • Demonstrates knowledge of required computer entries and ensures entries are complete and correct • Enters necessary corrections/updates in a timely manner • Demonstrates knowledge of procedures for operating all equipment • Is aware of equipment peculiarities
23. *Functions effectively as a radar/tower team member.* Accepts equal responsibility for the safe and efficient operation of the position.	• Maintains a spirit of cooperation • Maintains a professional manner • Is receptive to instructor's/OS's/team members' suggestions for improving job performance • Remains calm under stress • Conveys pertinent information to other team members in a timely manner
24. *Communicates clearly and concisely.* Ensures that all data passed or received are understood. Does not have to repeat information using different words to convey the intended meaning.	• Demonstrates a professional, positive voice • Demonstrates a moderate, rather than too fast or too slow, speech rate • Listens carefully and verifies that correct information is transmitted and received • Demonstrates clear pronunciation • Does not transpose words, numbers, or symbols
25. *Uses prescribed phraseology.* Uses words and phrases in accordance with the requirements of the duty being performed.	• Uses approved procedures, words, phrases, and formats • Issues instructions that are specific
26. *Makes only necessary transmissions.* Transmits only information that is required over radio or interphone.	• Uses radio/interphone only when necessary • Transmits only required information/instructions • Does not use abusive or profane language • Does not transmit separate message when it would be more effective to combine information

Job Subtask Definition	Performance Indicators
27. *Uses appropriate communications method.* Transmits information using the communications method that is appropriate.	• Formulates message before transmitter is keyed • Uses radio/interphone when required
28. *Gives complete and accurate relief briefings*. Ensures that duty familiarization and transfer of position responsibility are complete and accurate. Follows approved checklist when exchanging information and ensures both individuals acknowledge the positive transfer of responsibility.	• Communicates pertinent status information • Communicates weather information to relieving specialist as necessary • Communicates overall traffic situation • Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility

Appendix C. Flight Service Instructional Program Guide

1. Introduction. This IPG includes information about the two stages of FS qualification and certification training. Target hours for the completion of each operational position must be assigned according to the facility training directive. OJT must be assigned as specified in Chapter 6 of this order. ST and other forms of training may be recommended by the trainee's Training Team, as necessary, to provide the trainee with every opportunity for success. PAs and CSCs must be performed and documented as specified in Chapter 6.

a. Initial FS Training. Includes Alaskan FS classroom training, contractor classroom training, or approved equivalent.

b. Facility FS Training. Includes facility or area qualification and certification.

2. Air Traffic Basics (Flight Service) (Course 50243 or current course).

a. General: Designed for newly hired individuals with no AT experience, or for non-AT employees selected for the AT option, this course provides the necessary, fundamental aviation/AT knowledge needed to prepare trainees to begin training in their specific AT option.

b. Prerequisite: Entry qualifications established for specific hiring source.

c. Location: Site-specific.

d. Training Length: 200 hours.

e. Administration: Training is administered in a classroom environment using prepared instructional materials, and includes an introduction to the ATC system, publications, the Fourteenth Code of Federal Regulations (14 CFR), principles of aerodynamics, aircraft types and characteristics, fundamentals of navigation, pilot's environment, flight assistance and emergencies, wake turbulence, weather, and communications. Instruction includes classroom lecture accompanied by graphics and video, and group discussions and exercises with limited hands-on practice and demonstrations. Trainees are evaluated using block tests and a final comprehensive test.

f. Training Contents: Course 50243 contains these areas of instruction:

(1) ATC system and the NAS

(2) Teamwork in the ATC environment

(3) Airports

(4) Separation of aircraft

(5) NOTAM

(6) Fundamentals of radar

(7) Introduction to FAA orders and manuals

(8) Introduction to LOA and SOP

(9) Airspace

(10) Introduction to FARs

(11) 14 CFR Part 91

(12) Principles of flight

(13) Wake turbulence

(14) Aircraft characteristics and recognition

(15) Basic air navigation

(16) Radio and satellite navigation

(17) VFR/IFR charts and publications

(18) Standard Instrument Departures (SIDs) and Standard Terminal Arrival Routes (STARs)

(19) Approaches

(20) Pilot’s environment

(21) Introduction to emergencies

(22) Search and rescue (SAR)

(23) Fundamentals of weather and aviation weather services

(24) Hazardous weather

(25) Current weather

(26) PIREPs

(27) Forecasts and advisories

(28) Basic communications

(29) Strip marking

(30) ATC clearances

3. Stage 1: Initial Qualification Training: Initial Flight Service – Alaska (Course 55255001 or current course).

a. General: Initial training specifically for the FS option, this course is designed for trainees who have completed Course 50243, controllers transferring from either the Terminal or En Route option, or facility rated military controllers. It provides the necessary FS and weather knowledge to prepare trainees to begin OJT at a field FS station.

b. Prerequisite: Successful completion of Course 50243, or any of the following:

(1) Successful completion of Stage 1 training for En Route or Terminal option

(2) Full performance-level rating from a military ATC facility and approval by AJI-2

(3) Individual meets direct entry qualifications established for specific hiring source

(4) Approval by AJI-2

c. Training Length: 522 hours.

d. Administration: Training is administered in a classroom environment using prepared instructional materials. Training is specific and fast-paced and includes the communications systems, the operational computer system, FD, SAR, weather observations, weather analysis, weather radar and weather satellite data interpretation, aircraft orientation, inflight, and preflight. This course is pass/fail with an overall score of 70 percent required to pass. Grades earned from the initial weather analysis certification test, radar imagery certification test, and the satellite imagery certification test are used in computing a portion of the overall course score. Passing these tests is not required during initial qualification training. However, these tests must be passed before beginning OJT. If necessary, these tests may be retaken a maximum of two times with management approval in accordance with FAA Order JO 7220.4. After successfully completing the Initial Flight Service – Alaska qualification training course and passing the weather certification tests mentioned above, the trainee is qualified to begin OJT.

e. Training Content: This course contains 12 modules of instruction. Times given in parentheses are estimates for course planning purposes; they are not strict limits on the amount of instruction that may be provided.

(1) **Module 1:** Introduction (56 hours)

(a) This module provides trainees an orientation to the FAA organization, the ATO, and contractor organizations and systems.

(b) Topics presented include Alaska Area Knowledge, human relations, general rules and procedures, the FSS mission, training requirements, and career progression.

(2) **Module 2:** Weather Analysis (124 hours)

(a) This module teaches the fundamentals of weather needed to provide effective pilot weather briefings. It also provides instruction in weather basics, weather products, and the hazardous effects on flight of certain weather phenomena.

(b) Upon completion, trainees take the FAA Weather Analysis Written Test.

(3) **Module 3:** Weather Radar Interpretation (12 hours)

(a) This module introduces trainees to the fundamentals of weather radar.

(b) Topics include the National Weather Service (NWS) radar network, types of radars, components of the radar, characteristics of the radar beam, and interpretation of radar reports, charts, mosaics, and local Weather Surveillance Radar displays.

(4) **Module 4:** Satellite Interpretation (24 hours)

(a) This module emphasizes the various cloud features that identify the locations, including altitude, of aviation weather hazards. It includes exercises for hands-on training.

(b) Upon completion, trainees take the FAA Weather Satellite Interpretation Written Test.

(5) **Module 5:** Flight Plan Processing (48 hours)

(a) This module provides trainees with the training and skills to process and modify flight plans and transmit and edit flight movement messages.

(b) It includes specific instruction in flight plan processing and handling, and Service B edit procedures and incorporates hands-on training through practice exercises.

(6) **Module 6:** Broadcast and Weather Briefing Basics (8 hours). Topics include Automatic Flight Information Service (AFIS) procedures, review of Alaska Aviation Weather Unit (AAWU) weather products, and review of NOTAM translation and interpretation.

(7) **Module 7:** Preflight (64 hours)

(a) This module teaches fundamentals of the three types of pilot weather briefings, incorporating alphanumeric and graphical weather and aeronautical products, and logging the briefings.

(b) It includes hands-on training through the use of practice exercises.

(8) **Module 8:** Inflight (65 hours)

(a) This module teaches procedures for providing inflight services, requesting and relaying ATC clearances and instructions, handling emergency inflight situations, and soliciting and disseminating PIREPs.

(b) It includes hands-on training through practice exercises.

(9) **Module 9:** Aircraft Orientation (40 hours)

(a) This module gives background information on orientation procedures. Trainees are introduced to the operating principles of the Non-Directional Beacon (NDB) and Very High Frequency (VHF) Omnidirectional Range (VOR). Trainees are taught phraseology used during emergency orientation situations.

(b) It includes hands-on training through practice exercises involving simulated lost aircraft scenarios.

(10) **Module 10:** Search and Rescue (30 hours)

(a) This module teaches procedures and responsibilities for reporting, coordinating, and performing communications searches for missing/overdue aircraft.

(b) It includes hands-on training through practice exercises involving simulated missing/overdue aircraft scenarios.

(11) **Module 11:** NOTAMs (26 hours)

(a) Trainees are provided with the training and skills to process NOTAMs.

(b) The module gives specific instruction in issuing and canceling NOTAMs and includes hands-on training through the use of practice exercises.

(12) **Module 12:** Weather Transmission, Operational and Supportability Implementation System (OASIS)–Data Edit, OASIS–Military Flight Plans (36 hours)

(a) This module provides trainees with an introduction to weather data retrieval, data entry, and editing weather and Service B messages.

(b) It includes hands-on training through practice exercises.

f. Evaluation.

(1) Trainee proficiency is measured through end-of-lesson tests, academic block tests, and three additional weather-specific tests covering the following areas. Unless otherwise specified, the minimum passing score is 70 percent.

(a) Block Test I: Modules 5, 6, 7, and 8

(b) Block Test II: Modules 9, 10, 11, and 12

(c) Weather Analysis Written Test: Module 2

(d) Weather Radar Written Test: Module 3

(e) Weather Satellite Interpretation Written Test: Module 4

4. Stage 2: Field Qualification Training.

a. Overview: Facility Flight Service Training, Facility or Area Qualification/Certification is composed of several courses that are administered at the field facilities. Each course is described in detail in the following sections. Some courses may not apply to all locations. Required positions and training hours are indicated in the facility training directive. Facilities using Aeronautical Information System Replacement (AISR) for backup must include AISR equipment training.

(1) Automated Flight Service Station (AFSS) Area Knowledge (Course 55239): Provides the trainee with knowledge specific to the assigned facility or area necessary to begin position qualification training.

(2) Automated Flight Service Station (AFSS) Flight Data/Edit (Course 55242 or current course): OJT for position qualification and certification to perform FD duties.

(3) Automated Flight Service Station (AFSS) NOTAM (Course 55243 or current course): OJT for position qualification and certification to perform NOTAM duties.

(4) Automated Flight Service Station (AFSS) Preflight (Course 55244 or current course): OJT for position qualification and certification to perform preflight duties.

(5) Automated Flight Service Station (AFSS) Inflight (Course 55245 or current course): OJT for position qualification and certification to perform inflight duties.

(6) Automated Flight Service Station (AFSS) Weather Observer (Course 55240) or current course): OJT for position qualification and certification to perform weather observer duties.

(7) OASIS Specialist Training (Course 55348 or current course): Familiarizes the specialist with all the functions, capabilities, and correct application of the operational computer system.

5. Stage 2 – Area Knowledge (Course 55239 or current course).

a. General: The purpose of this stage is to provide the trainee with the knowledge necessary to begin position qualification training. This section provides knowledge unique to each FSS.

b. Prerequisite: Successful completion of Section 2 administered by Alaskan FS classroom training, contractor academy training, or approved equivalent; or previous FSS certification. Additional prerequisites may be established by the TA and must be identified in the facility training directive.

c. Objective: At the successful completion of this section of training and any required equipment training, the trainee is qualified to begin position qualification training.

d. Training Length: As specified in the facility training directive.

e. Administration: Classroom training using locally developed training materials. A standard Area Knowledge package must be developed for each respective Flight Plan Area (FPA) or Area Of Responsibility (AOR). The Area Knowledge package is divided into two sections–an open-book and a closed-book section–and may consist of drawing maps, written tests, computer-based tests, or any combination of these, at the discretion of the TA. Answer keys must be developed for all written or computer-based tests. This section of training is administered on a pass/fail basis. The trainee is required to:

(1) Complete the open-book test, using available references, with a minimum score of 90 percent.

(2) Complete the closed-book test, without references, with a minimum score of 70 percent.

f. Tests

(1) Open-Book. Requires a general working knowledge and can include, but is not limited to, the following subjects, with associated point values assigned.

(a) Public use (non-major) airports in the FPA or AOR

(b) Airways in the FPA or AOR

(c) ATC sector boundaries in the FPA or AOR

(d) General knowledge of adjacent FPAs or AORs

(e) Use of aeronautical charts and publications, both paper and computer-based

(f) Interphone line structure in the FPA or AOR

(g) Knowledge unique to the FPA or AOR

(h) Military training route (MTR)/military operations area (MOA) structure in the FPA or AOR

(2) Closed-Book. Requires detailed knowledge and can include, but is not limited to, the following subjects, with associated point values assigned.

(a) Major airports (as determined by the TA in consultation with the Principal Facility Representative or their designee)

(b) VOR, VOR/DME (collocated VOR and Distance Measuring Equipment (DME)), and VORTAC (collocated VOR and tactical air navigation (TACAN)) locations and identifiers (not frequencies) in the FPA or AOR

(c) Air Route Traffic Control Center (ARTCC) boundaries (not sectors) in the FPA or AOR

(d) FSS Remote Communications Outlet (RCO) locations in and adjacent to the FPA or AOR

(e) Weather radar locations in and adjacent to the FPA or AOR

(f) Restricted areas in the FPA or AOR

(g) Special Flight Rules Areas (SFRA) in the FPA or AOR

(h) Prominent terrain features in the FPA or AOR (as determined by the TA in consultation with the Principal Facility Representative or their designee)

(i) Weather patterns applicable or unique to the FPA or AOR (as determined by the TA in consultation with the Principal Facility Representative or their designee)

(j) Airports with an instrument approach in the FPA or AOR

(k) Local directives, LOAs, and SOPs

(l) Knowledge of ATC radar coverage in the FPA or AOR

(m) Control tower and/or Class B, C, or D information in the FPA or AOR

g. Guidelines for Developing the Area Knowledge Package. The Area Knowledge guidelines are items that can be added or deleted, depending on local needs.

(1) Landing Areas

(a) City and airport name

(b) Location (mileage and direction)

(c) Airport identifier

(d) Longest runway, facilities, and fuel

(e) Airports restricted to light aircraft due to length of runways, conditions, etc.

(f) Elevation and remarks

(g) Jet arresting barriers (type, runway)

(h) Designated jet instrument runway

(i) Runway restrictions (weight, etc.)

(j) Civilian open to transient military aircraft

(k) Military open to civil aircraft

(l) Method of obtaining approval

(m) Method of obtaining arrival/departure information

(n) Visual Approach Slope Indicator (VASI) or Precision Approach Path Indicator (PAPI)

(o) UNICOM (universal communications, a non-government air/ground radio communications frequency that may provide airport information)

(p) Airports

(q) Frequency

(r) Two-way radio requirement

(s) SAR check for overdue aircraft

i. Whom to contact

ii. Method of contacting

(2) Navigational Aid (NAVAID)

(a) VOR, VOR/DME, VORTAC

i. Location

ii. Class

iii. Identifier

iv. Frequency

v. Unusable radials

vi. Usable distance

- Low VOR (L-VOR)
- Medium VOR (M-VOR)
- High VOR (H-VOR)

vii. Contact information of monitoring entity

viii. Issuing NOTAMs

(b) NDBs

i. Location

ii. Class

iii. Identifier

iv. Frequency

v. Usable distance

vi. Contact information of monitoring entity

vii. Issuing NOTAMs

(c) Radar

i. FAA facilities, ARTCC and TRACON

ii. RAPCON – Air Force

iii. RATCF – Navy

iv. IFR arrival/departure

- Location
- Primary frequency

v. Available services

- Basic radar
- Terminal Radar Service Area (TRSA)
- Class C
- Class B
- Surveillance approach/precision procedures

(d) Instrument Landing Systems (ILS)

(e) Direction finding, location, and controlling facility

(3) Airways and airspace data

(a) Airway identification

(b) Radials

(c) Minimum altitudes

i. Minimum En Route altitude

ii. Minimum crossing altitude

iii. Minimum reception altitude

(d) Mileages

(e) Classification of airspace within the FPA or AOR

(f) Preferred routes

(4) Topography and weather

(a) Topography (use legend on sectional charts)

i. Cities and towns

ii. Highways and roads

iii. Relief (terrain)

iv. Hydrographic features

v. Miscellaneous

(b) Weather

i. Types of observations

- Radiosonde (sensing equipment carried aloft by weather balloons)
- Hourly
- Aviation special weather report (SPECI)

ii. Terrain affecting local weather

- Mountains and mountain passes
- Bodies of water (rivers, lakes, oceans)
- Valleys

iii. Area factors contributing to formation of:

- Fog
- Frontal weather
- Thunderstorms
- Turbulence
- Winds

iv. Forecast availability

- Area
  - Forecast center
  - Times of issuance
  - Terminal
    - Forecast center
    - Terminal locations
    - Times of issuance
- Winds aloft
  - Forecast center
  - Terminal locations
  - Times of issuance

- Inflight weather advisories

(5) Frequencies and services

(a) FSS

i. Standard transmitting and receiving frequencies

ii. Recorded weather information

iii. RCOs

- Locations
  - High-altitude outlets
  - Low-altitude outlets
- Frequencies

iv. Airport advisory services (local or remote) and remote airport information service

- Location
- Established frequencies

v. Weather cameras (Alaska)

- Location
- Access methods

(b) Airport Traffic Control Tower (ATCT) / TRACON, Air Force RAPCON, and Navy RATCF

i. Primary VHF LC frequency

ii. Primary military VHF

iii. Primary military Ultra High Frequency (UHF)

iv. Non-standard guarding frequency

(c) ARTCC and Center Radar Approach Control (CERAP)

(d) Pilot-to-forecaster service—military

i. Location

ii. Method of obtaining

iii. Frequencies used

(6) ATC procedures

(a) ATC clearances

i. ARTCC (method of obtaining, method of delivering)

ii. Tower and/or approach control

- When required
- Relay to pilot

(b) Instrument approach procedures

i. ILS

ii. Automatic Direction Finder (ADF)

iii. VOR

iv. Global Positioning System (GPS)

v. Others

(c) SIDs/STARs

(7) Airspace restrictions and special military operations

(a) Restricted, prohibited, warning, and caution areas

i. Number

ii. Name

iii. Altitude

iv. Time

v. Appropriate authority

(b) Parachute jumping areas

i. Location

ii. Altitudes

(c) MOAs

i. Name or number

ii. Altitudes

iii. Hours of operation

(d) Military aerial refueling tracks

i. Nickname

ii. Flight levels

(e) Controlled firing areas

i. Location

ii. Altitudes affected

(f) MTR

i. Identification

ii. Altitudes affected

iii. Airway crossing location

(g) Joint use/military climb corridor restricted areas

i. Location

ii. Controlling agency

(h) VFR traffic advisories by Air Force (locations where available)

(8) Local procedures

(a) Government offices

i. FAA

ii. Military

iii. NWS

iv. US Customs and Border Protection

v. National or state forest service

vi. Others (specify)

(b) Airports

i. Manager or airport authority

ii. Method of contact

(c) Air carrier offices

i. Name(s)

ii. Method of contacting

(d) Communication service

(e) Radio equipment

i. Main receivers

ii. Standby receivers

iii. Main transmitters

iv. Standby transmitters

(f) VOR receiver checkpoints, airborne and ground-based VOR test facilities (VHF Omnirange Test (VOT))

i. Location

ii. Frequency

iii. Identification

iv. Location of checkpoint

v. Altitude (if pertinent)

(g) Rescue coordination center

i. Location

ii. Method of contacting

(9) Emergency services and SAR resources

(a) Participating agencies/facilities/offices

i. FAA (location and when and how to contact)

- FSS
- ARTCC
- ATCT
- Approach control
- Others (specify)

ii. Military (locations and when and how to contact)

- Air Force
- Army
- Navy
- Marine Corps
- Coast Guard
- National Guard

iii. Civilian government, other than FAA (location and when and how to contact)

- Federal
  - Forest Service, national and state
  - Federal Communications Commission (FCC)
  - Federal Bureau of Investigation (FBI)
  - Customs and Border Protection
  - Others (specify)

- State
  - Police
  - Aeronautical agencies
  - Others (specify)

- City
  - Police
  - Fire departments
  - Others (specify)

- County

- Police/Sheriff
- Others (specify)

iv. Others

- Civil Air Patrol (CAP)
- Pilots and Fixed-Base Operators (FBO)
- Air carriers
- Airport authorities
- Telephone operators
- Emergency Medical Services (EMS)
- Others (specify)
- Contingency Operations Plans and supporting documentation

(b) Aids used for aircraft orientation

i. VOR

- Location
- Frequency
- Restrictions on use (hours of operation, unusable radials, etc.)

ii. Radar (location, when and how to request service)

- Precision approach radar
- Airport surveillance radar
- Air route surveillance radar

iii. NDBs

- Location
- Frequency
- Restrictions on use
- Recommended orientation method

iv. Others (specify)

(c) Additional assistance available

i. Rescue Coordination Center (RCC)

- Ground/water rescue
- Leading aircraft service

ii. Local or state emergency management agencies

iii. Flight escort service

iv. Firefighting

v. Law enforcement

vi. Medical

vii. Others (specify)

6. Stage 2 – Flight Data (Course 55242 or current course).

a. General: The purpose of this stage is to qualify and certify the trainee for FD position duties at the assigned location.

b. Prerequisite: Satisfactory completion of Area Knowledge and the appropriate specialist course corresponding to the all operational equipment used at the FD position. Additional prerequisites may be established by the TA and are identified in the facility training directive.

c. Objective: At the successful completion of this section of training, the trainee must be certified to perform all FD position duties at the assigned location.

d. Training Length: FD position qualification/certification must be completed in accordance with the facility training directive. This course may include NOTAM duties where applicable.

e. Administration: This section of training is normally administered in an operational environment using OJT and the actual operational equipment. This section of training is administered on a pass/fail basis.

7. Stage 2 – NOTAM (Course 55243 or current course).

a. General: The purpose of this stage is to qualify and certify the trainee for the NOTAM position duties at the assigned location. This course may be combined with other position qualification, such as FD, depending on local configuration of NOTAM duties.

b. Prerequisite: Satisfactory completion of Area Knowledge and the appropriate specialist course corresponding to all operational equipment used at the NOTAM position. Additional prerequisites may be established by the TA and must be identified in the facility training directive.

c. Objective: At the successful completion of this section of training, the trainee must be certified to perform NOTAM position duties.

d. Training Length: NOTAM position qualification must be completed in accordance with the facility training directive.

e. Administration: This section of training is normally administered in an operational environment using OJT and the actual operational equipment. This section of training is administered on a pass/fail basis.

8. Stage 2 – Preflight (Course 55244 or current course).

a. General: The purpose of this stage is to qualify and certify the trainee for preflight position duties at the assigned location.

b. Prerequisite: The trainee must have passed the FAA Weather Analysis Test, Weather Satellite Test, and Radar Test. Satisfactory completion of Area Knowledge and the appropriate specialist course corresponding to all operational equipment used at the preflight position is also required. Additional prerequisites may be established by the TA and must be identified in the facility training directive.

c. Objective: At the successful completion of this section of training, the trainee will be certified to perform all preflight position duties at the assigned location.

d. Training Length: Preflight position qualification/certification must be completed in accordance with the facility training directive.

e. Administration: This section of training is normally administered in an operational environment using OJT and the actual operational equipment. Satisfactory completion of the preflight training is accomplished when the trainee has successfully passed the FAA oral Pilot Weather Briefing (PWB) Practical Examination, has been issued an FAA PWB Certificate of Authority, and has been certified by the FSS manager (or their designee) on the preflight position. This section of training is administered on a pass/fail basis.

9. Stage 2 – Inflight (Course 55245 or current course).

a. General: The purpose of this stage is to qualify and certify the trainee for inflight position duties at the assigned location.

b. Prerequisite: Satisfactory completion of Area Knowledge and the appropriate specialist course corresponding to all operational equipment used at the inflight position. The trainee must hold an FAA PWB Certificate of Authority. Additional prerequisites may be established by the TA and must be identified in the facility training directive.

c. Objective: At the successful completion of this section of training, the trainee will be certified to perform inflight position duties at the assigned location.

d. Training Length: Inflight position qualification/certification must be completed in accordance with the facility training directive.

e. Administration: This section of training is normally administered in an operational environment using OJT and the actual operational equipment. The trainee must demonstrate lost aircraft orientation procedures before being certified on the inflight position. A minimum of one satisfactory orientation for each available resource—VOR and ADF—is required. Certification cannot be completed in this section prior to certification in Preflight. This section of training is administered on a pass/fail basis.

10. Stage 2 – Weather Observer (Course 55240 or current course).

a. General: The purpose of this stage is to qualify and certify the trainee for weather observer position duties at the assigned location. The Weather Observer Examination is taken at the end of Course 60004715 or current course. A score below 70 percent will require retesting prior to certification. The trainee may start OJT prior to passing the Weather Observer Examination.

b. Prerequisite: Satisfactory completion of Area Knowledge and Limited Aviation Weather Observers (LAWRs) Course (Course 60004715 or current course). Additional prerequisites may be established by the TA and are identified in the facility training directive.

c. Objective: At the successful completion of this section of training, the trainee will be certified to perform all weather observer position duties at the facility.

d. Training Length: Weather observer position qualification/certification must be completed in accordance with the facility training directive.

e. Administration: This section of training is normally administered in an operational environment using OJT and the actual facility equipment. This section of training is administered on a pass/fail basis.

11. Instructions for Completing FAA Form 3120-26, FSS OJT Instruction/Evaluation Report.

a. Introduction. This section contains instructions for completing FAA Form 3120-26. The form must be used by OJTIs and OSs to record their observations of the performance and progress of the trainee during OJT instruction, ST, PAs, and CSCs. FAA Form 3120-26 may be used to document OJF. (See Figure C-1, FAA Form 3120-26.)

b. Using the Form. Entries on FAA Form 3120-26 must be sufficiently detailed to document training. Block numbers correspond to the numbered blocks on the form.

(1) **Block 1. NAME:** Enter employee's name.

(2) **Block 2. DATE:** Enter month, day, year.

(3) **Block 3. SCENARIO/POSITION(S):** Enter scenario or operational position.

(4) **Block 4. WEATHER:** Record description of weather as VFR, MVFR, IFR, or Low Instrument Flight Rules (LIFR). Mark the box most representative of the session(s). Conditions that impact training should be noted in Block 12.

(5) **Block 5. WORKLOAD:** Record traffic volume. Mark the box most representative of the session(s).

(6) **Block 6. COMPLEXITY:** Check description of complexity of operations. Mark the box most representative of the session(s). Note unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.

(7) **Block 7. HOURS:** Enter actual hours and minutes for the training session(s) covered by this report.

(8) **Block 8. TOTAL HOURS THIS POSITION:** Enter total hours and minutes spent in training on this position. Include OJT session(s) covered by this report.

(9) **Block 9. PURPOSE:** Mark appropriate purpose of report on the form. Mark "OJT" for any activity that is counted as part of the assigned training time. Mark "OJF" for OJF time. Mark "SIT," "SDT," "SET," as applicable, if used for ST. The OS marks "PA" if administering a PA or "Certification" if administering a CSC. Mark "Recertification" if administering a Recertification. If you mark "Other," document the specific use in Block 12.

(10) **Block 10. ROUTING:** According to facility requirements, as specified in the facility training directive.

(11) **Block 11. PERFORMANCE:** This section contains job tasks and job subtasks used as a basis for instructing and evaluating the trainee. Users of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job task entitled "Other" is intended for local use and adaptation.

(a) During OJT and ST, the instructor must mark ✓, N/A, or N/O in the columns OBSERVED or COMMENT as applicable.

i. OBSERVED: A ✓ in this column indicates the job subtask was observed during the session, but no comments were made. If a job subtask is not observed, N/O must be selected for that subtask. If a job subtask is not applicable, N/A must be selected.

ii. COMMENT: A ✓ in this column indicates that the job subtask was observed during the session and is accompanied by a comment in Block 12. During OJT, references in Block 12A are optional.

(b) During PAs and CSCs, the OS must mark ✓ or Not Observed (N/O) in the appropriate columns: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job subtask is not observed during the session, N/O must be entered in the appropriate column. If a job subtask is not applicable, N/A must be marked in the SATISFACTORY column. For a trainee to certify on a CSC, all applicable items must be marked satisfactory or N/O. If an item is marked "N/O," Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods must be used to demonstrate knowledge of a job subtask when not observed. OJTIs do not mark these columns. These terms are defined as follows:

i. SATISFACTORY: A ✓ in this column indicates that the trainee's observed performance in the session(s) meets certification requirements and indicates that the trainee demonstrates the ability to work independently for this performance item. Examples of exemplary performance and/or specific comments must be stated in Block 12 of the form for each job subtask indicated.

ii. NEEDS IMPROVEMENT A ✓ in this column indicates that the observed performance is sometimes at a satisfactory level but needs improvement in order to meet certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job subtask indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

iii. UNSATISFACTORY: A ✓ in this column indicates that the trainee's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask must be stated in Block 12. For a PA, ST must be assigned in accordance with Chapter 4, unless the OS is recommending Suspension of Training, in Block 13. If the CSC is conducted at the exhaustion of Target, Supplemental OJT, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) During Recertification, if a job subtask is observed, the OS must select a ✓ indicating the level of observed performance in the column (SATISFACTORY,

NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. If a job subtask is not observed during the session, the OS must ensure the trainee/CPC/OS demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. After assessing the trainee's/CPC's/OS's knowledge/skills for the unobserved job subtask, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's/CPC's/OS's level of competency. If a job subtask is not applicable, N/A must be entered in the SATISFACTORY column for that subtask. OJTIs do not use these columns.

(12) **Block 12. COMMENTS:** Used by the OJTI/OS to document the trainee's performance during OJT instruction and PA/CSC. The OJTI/OS must sign and date this block.

(a) **During OJT/Simulation Scenarios:** This block is used to document when a check mark is made in the "Comment" column in Block 11. The comments:

i. May be specific or general.

ii. May include exemplary, noteworthy, or unusual events.

iii. Must describe all observed performance deficiencies. In the case of performance deficiencies or when improvement is needed in a specific area, references may be made in Block 12A to applicable procedures, LOAs, directives, etc.

(b) **During PAs/CSCs:** This block is used to:

i. Document performance/progress. The performance/progress descriptions may include comments of exemplary, noteworthy, or unusual events.

ii. Describe all observed performance deficiencies. When a check mark is placed in the NEEDS IMPROVEMENT or UNSATISFACTORY column, references must be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

(13) **Block 12A. REFERENCES:** This block is used by the OS to list references to specific procedures, LOAs, or directives that should be reviewed by the trainee so that the performance problem may be corrected. The OS must include paragraph numbers or other specific references in this block. An OJTI may include references in this block.

(14) **Block 13. RECOMMENDATION:** This block must be used by the OS who conducted the PA/CSC. The OS must recommend one of the following:

(a) CSC

(b) Certification (when appropriate)

(c) Continuation of Training

(d) Skill Training

(e) Suspension of Training

(15) **Block 14. EMPLOYEE'S COMMENTS:** This block may be used by the employee for making comments pertaining to the training session or the PA/CSC, and may include reference to an attachment, if needed. The employee must sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the employee.

(16) **Block 15. CERTIFICATION/RECERTIFICATION:** This block is used to document position certification/recertification.

Figure C-1: FAA Form 3120-26, FSS OJT Instruction/Evaluation Report

FSS OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s)

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ VFR ☐ IFR ☐ Other	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours This Position

9. Purpose						10. Routing
	☐ Certification	☐ Recertification	☐ OJF			
	☐ OJT	☐ SIT	☐ SET			
	☐ SDT	☐ PA	☐ Other			

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	A. Methods and Procedures	1. Adheres to priority of duties.					
		2. Demonstrates ability to handle unusual situations.					
		3. Initiates required search and rescue situations.					
		4. Maintains basic weather watch.					
		5. Compiles, evaluates, records, and disseminates data.					
	B. Equipment	6. Equipment status is maintained.					
		7. Computer entries are correct.					
		8. Equipment capabilities are utilized/maintained.					
		9. Equipment malfunctions are recognized/restored.					
		10. Replaces expendable materials as necessary.					
	C. Communication/ Coordination	11. Preduty/relief briefing are complete and accurate.					
		12. Functions effectively as a team member.					
		13. Is sensitive to needs of systems users.					
		14. Communication is clear/concise.					
		15. Uses prescribed phraseology.					
		16. Coordination is thorough.					
		17. Makes only necessary transmissions.					
		18. Coordinates with NWS and CWSU.					
	D. Pilot Weather Briefing	19. Obtains sufficient background data.					
		20. Presents briefing in prescribed format.					
		21. Briefs in a tailored/organized/clear/concise manner.					
		22. Maintains awareness of current weather and forecasts.					
		23. Applies VNR procedures as prescribed.					
		24. Maintains complete, accurate real-time weather.					
		25. Develops flight advisories for routes/altitudes.					
	E. Other						

FAA Form 3120-26 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure C-1: FAA Form 3120-26, FSS OJT Instruction/Evaluation Report (Continued)

12. Comments	12A. References

Signature:_____ Date: _____

13. Recommendation ☐ Certification Skill Check ☐ Certification ☐ Continuation of Training
☐ Skill Training ☐ Suspension of Training

14. Employee's Comments:
This report has been discussed with me

Signature:_____ Date:_____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier:_____ Date:_____

FAA Form 3120-26 (06/24) Supersedes Previous Edition

12. Job Subtasks and Indicators; FSS OJT Instruction/Evaluation Report Checklist. The list of job subtasks/indicators specified for each position is stated in general terms to account for differences in equipment and to accommodate FSSs. Some job subtasks/indicators may not apply at individual facilities because of equipment, staffing, or shift variations. The job subtasks/indicators for the FD, NOTAM, and coordinator positions have been combined to accommodate some of these variations. Individual facilities can use their facility training directives to specify facility-level job subtasks/indicators.

Table C-1: Job Task: Methods and Procedures

Job Subtask	Indicators
1. *Adheres to priority of duties.*	• Performs all position functions in accordance with locally published priority of duties • Evaluates observation elements in prescribed order
2. *Demonstrates the ability to handle unusual situations*.	• Demonstrates ability to handle unusual situations
3. *Initiates required search and rescue situations.*	• Indicates recognition of overdue aircraft • Attempts radio contact of overdue aircraft • Takes timely action regarding overdue, missing, or lost aircraft • Performs local communication search • Initiates request for information on overdue aircraft, information request, or alert notice • Expands communications search • Prepares complete/accurate SAR messages • Forwards field status reports and other pertinent data within prescribed time limits • Cancels all SAR messages
4. *Maintains basic weather watch.*	• Records meteorological and non-meteorological data accurately and promptly • Makes scheduled and unscheduled observations

Job Subtask	Indicators
5. *Compiles, evaluates, records, and disseminates data.*	• Evaluates sky cover • Determines ceilings and heights • Determines visibility • Records and reports atmospheric phenomena • Determines sea level pressure, altimeter settings, and station pressure • Determines temperature data • Determines wind data • Measures precipitation and additive data • Accurately routes and distributes received flight data • Address outbound traffic as required • Posts all new flight data accurately and promptly • Uses prescribed symbols/authorized abbreviations • Revises flight data promptly as necessary • Correctly formats/edits all messages • Classifies, formats, and distributes NOTAMs, as prescribed • Completes required flight plan and entries • Assist pilot in flight planning • Records aircraft contacts • Provides weather advisories • Provides flight plan services • Solicits/prepares/disseminates PIREPs in prescribed format when applicable • Performs unscheduled broadcasts • Issues altimeter settings as prescribed • Provides airport advisory services/airport information services • Provides Special VFR (SVFR) services • Provides hazardous area reporting services • Provides emergency services • Keeps airmen and weather information current • Provides VFR cruising level advisories
6. *Equipment status is maintained.*	• Maintains circuit operations, taking appropriate action during circuit interruptions • Uses weather charts reproduction and display equipment
7. *Computer entries are correct.*	• Uses prescribed procedures for computer entries

Job Subtask	Indicators
8. *Computer capabilities are utilized/maintained.*	• Operates position's equipment/backup equipment using prescribed procedures • Uses primary/secondary radios selectively • Compares console instruments • Correctly uses aircraft orientation tools to solve problems
9. *Equipment malfunction is recognized/restored.*	• Notifies maintenance of malfunctions in accordance with local procedures • Activates spare/backup equipment when required • Notifies maintenance of equipment malfunctions in accordance with local procedures • Resets console clocks as required • Responds promptly to aural/visual alarms • Ensures status of NAVAID equipment • Notifies maintenance of malfunctions in accordance with local procedures
10. *Replaces expendable materials as necessary.*	• Correctly replaces printer cartridges and paper
11. *Pre-duty/relief briefings are completed and accurate.*	• Follows position relief checklist when exchanging information • Ensures that both individuals acknowledge the positive transfer of responsibility • When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position • Ensures thorough self-briefing before assuming preflight duties • When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position • Ensures thorough self-briefing before assuming preflight duties

Job Subtask	Indicators
12. *Functions effectively as a team member.*	• Maintains cooperative, professional manner • Is courteous and tactful • Is receptive to instructors', supervisors', and team members' suggestions for improving of job performance • Does not use abusive or profane language • Conveys pertinent information to other team members in a timely manner • Remains calm under stress
13. *Is sensitive to needs of systems users.*	• Listens and responds to requests in a courteous and tactful manner • Provides additional assistance/data when required
14. *Communication is clear/concise.*	• Demonstrates clear and understandable speech rate • Answers calls in a timely manner • Has pleasant and positive voice • Identifies calling facility when required • Uses correct communication line to forward data • Exchanges initials as required • Deactivates communication line • Responds promptly to aircraft calls • Formulates message before transmitter is keyed • Relays ATC clearances/advisories as received from the control facility
15. *Uses prescribed phraseology.*	• Uses approved procedural words, phrases, and format • Listens for acknowledgment • Issues instructions that are specific • Ensures read-backs are correct
16. *Coordination is thorough.*	• Conducts interfacility/intrafacility coordination in a timely manner • Forwards IFR departures, progress reports, and arrival reports to ATC, upon request
17. *Makes only necessary transmissions.*	• Uses radio/interphone only when necessary • Transmits only required information/instructions • Does not transmit separate messages when it would be more effective to combine information

Job Subtask	Indicators
18. *Coordinates with NWS and CWSU.*	• Alerts weather service Forecast Office and Central Weather Service Unit (CWSU) immediately when conditions are reported that differ from forecasts • Describes significant current weather changes • Verifies information with the NWS and CWSU
19. *Obtains sufficient background data.*	• Receives request and determines actions required • Obtains sufficient pertinent information to properly conduct preflight briefings
20. *Presents briefings in prescribed format.*	• Presents standard abbreviated, or outlook briefings in accordance with prescribed procedures
21. *Briefs in a tailored/organized/clear/ concise manner.*	• Provides information tailored to a specific flight • Solicits PIREPs when applicable • Provides other prescribed assistance or information upon request
22. *Maintains awareness of current weather and forecasts.*	• Reviews and analyzes all weather and aeronautical data • Indicates recognition of all significant discrepancies between actual and forecast data • Takes correct action in accordance with prescribed procedures, when discrepancies exist
23. *Applies VNR procedures as prescribed.*	• Applies VFR Not Recommended (VNR) procedures as prescribed
24. *Maintains complete, accurate real-time weather.*	• Solicits, disseminates, and posts PIREPs according to prescribed local procedures • Reviews, describes, compares and points out significant factors depicted on the various charts used at position • Selects all new relevant charts and updated displays • Updates Service A data, flight advisory materials, and displays
25. *Develops flight advisories for route/altitudes.*	• Advises aircraft of alternative routes/altitudes to avoid areas of hazardous weather

Appendix D. Terminal Instructional Program Guide

1. Introduction. The purpose of this IPG is to prepare the trainee to attain certification and perform independently, under general supervision, all duties of the controller positions within the assigned facility/area of specialization. All applicable stages must be completed prior to the trainee attaining CPC status. This IPG must be used to conduct Terminal AT technical training.

a. Prerequisite. Air Traffic Basics (TRACON) (Course 50043 or current course).

b. Stage 1. Initial Tower Cab Training or Alternate Path for TRACONs.

c. Stage 2. Flight Data (Course 55060 or current course).

d. Stage 3. Clearance Delivery (Course 55061 or current course).

e. Stage 4. Ground Control (Course 55062 or current course).

f. Stage 5. Local Control/Cab Coordinator Position Training (Course 55063 or current course).

g. Stage 6. Nonradar Terminal Control (Course 55064 or current course).

h. Stage 7. Radar/Handoff/Coordinator Controller Training (Course 55065 or current course).

NOTE: The TA, in consultation with the Principal Facility Representative or their designee, must determine the number of simulation scenarios in Stages 3 through 7 that will be administered based upon the experience level of the trainee. The facility training directive must identify the positions (e.g., LC, GC, Radar positions) on which simulation scenarios will be conducted and contain a schedule of all instructional, pre-evaluation, and evaluation scenarios, including a volume level for each scenario in the sequence they will be administered. The total number of minimum/maximum scenarios is shared within that position (e.g., For Facility Level 11/12, the total number of scenarios to develop between LC-1, LC-2, LC-3 is 30 minimum and 60 maximum). All positions should have enough instructional scenarios to ensure that both variety and complexity is adequately covered prior to an evaluation. Refer to Table D-1, D-2, or D-3 for the appropriate number of scenarios based on the facility level.

2. Transferring Trainees. An Experience Checklist (see Figure D-1: Sample Experience Checklist) must be completed to determine the training needs of the trainee. Based on the Experience Checklist, the TA, in consultation with the Principal Facility Representative or their designee, must determine whether the entire lesson will be taught or if a review of the lesson is sufficient and which lessons of Stages 2 through 7 will be administered. A review of a lesson must include administering the associated end-of-lesson test. Stages 2 through 7 are intended to be taught sequentially; however, the instructional process is designed to give the flexibility to

tailor the training program to the needs of the trainee and the facility. Lessons administered in a prior stage do not need to be repeated in later stages. The ATM or their designee, in consultation with the Principal Facility Representative or their designee, must determine the appropriate sequence of these development stages.

3. Prerequisite.

a. Air Traffic Basics (TRACON) (Course 50043 or current course).

(1) **General.** Designed for trainees with no AT experience, this course provides the fundamental aviation/AT knowledge needed for trainees to begin training in the Terminal option.

(2) **Prerequisite.** Entry qualifications established for specific hiring source.

(3) **Location.** FAA Academy.

(4) **Training Length.** 200 hours.

(5) **Administration.** A classroom environment that includes the following topics: introduction to the ATC system, publications, 14 CFR, principles of aerodynamics, aircraft types and characteristics, fundamentals of navigation, pilot's environment, flight assistance and emergencies, wake turbulence, weather, and communications. Classroom lectures are accompanied by graphics and video as well as group discussions and exercises with limited hands-on practice and demonstrations. Trainee proficiency is measured through academic block exams plus a final comprehensive academic exam. A passing score of 70 percent is required on the final comprehensive exam.

4. Initial Qualification Training.

a. Stage 1A. Initial Tower Cab Training (Course 50046 or current course).

(1) General. Designed for trainees who will be assigned to Terminal facilities. This course consists of classroom and laboratory instruction in Tower Cab procedures. Individuals hired under previous experience job announcements who have never held a Control Tower Operator (CTO) certification from any facility, federal or military, must attend Initial Tower Cab Training – Transfers (Course 50046 or current course).

(2) Prerequisite. Successful completion of the Air Traffic Basics (Terminal) course or trainee meets the direct entry qualifications established for the specific hiring source.

(3) Location. FAA Academy.

(4) Training Length. 296 hours.

(5) Administration. About 30 percent of the course is devoted to academic instruction, and the remaining 70 percent is hands-on laboratory training in three different lab environments: tabletops, Tower 3D, and TSS. An overall score of 70 percent or greater is required for successful completion of the academic and performance evaluations.

b. Stage 1B. Alternate Path for TRACON Facilities.

(1) **Terminal Basic Radar Training** (Course 50034001 or current course).

(a) **General.** Designed for trainees who will be assigned to TRACON facilities. This course consists of classroom and laboratory instruction in RAPCON procedures.

(b) **Prerequisite.** Initial hire for TRACON-only facility or successful completion of the following courses: FD, CD, GC, and LC/Cab Coordinator (CC).

(c) **Location.** FAA Academy.

(d) **Training Length.** 176 hours.

(e) **Administration.** This training is administered in a classroom/laboratory environment and simulated airspace. Training is primarily oriented to procedural studies and demonstration/evaluation of ATC scenarios.

(2) **TRACON Skill Enhancement Workshop (TSEW)** (Course 50056002 or current course).

(a) **General.** This workshop provides advanced training for level 9–12 radar facilities.

(b) **Prerequisite.** Successful completion of RTF or trainee meets direct entry qualifications established for the specific hiring source.

(c) **Location.** FAA Academy.

(d) **Training Length.** 120 hours.

(e) **Administration.** The workshop provides trainees who have successfully completed the RTF course with additional practice of desired controller skill sets including vectoring, understanding aircraft performance characteristics, issuing clearances, scanning, projecting, maintaining positive control, separation standards, speed control, sequencing, managing compression, and keyboard entries. These skills will be reinforced through classroom, discussion, and high-fidelity simulation exercises using TRACON scenarios with traffic complexity level 10 and above.

(3) **Ten, Eleven, Twelve Radar Assessment (TETRA)** (Course 50070001).

(a) **General.** When assigned, enrollment is required for trainees who will report to a level 10–12 Terminal Radar facility. This course provides high-fidelity training in an environment that simulates the complexity of TRACON airspace and procedures.

(b) **Prerequisite.** Air Traffic Basics (Course 50043001 or its equivalent), Terminal Basic Radar Training (Course 50034001 or its equivalent), TRACON Skill Enhancement Workshop (TSEW) (Course 50056002 or its equivalent).

(c) **Location.** FAA Academy.

(d) **Training Length.** 160 hours.

(e) **Administration.** This training is administered via electronic learning and high-fidelity simulation. An overall score of at least 70 percent is required for successful completion of the academic and performance evaluations.

5. Field Qualification Training.

a. Stage 2: Flight Data (FD) (Course 55060 or current course).

(1) **General.** The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of the FD position within the ATCT and/or TRACON to attain certification.

(2) **Prerequisite.** Successful completion of Stage 1A, or the trainee satisfying entry qualifications established for the specific hiring source.

(3) **Location.** Field facility.

(4) **Training Length.** Site-specific.

(5) **Administration.** This stage of training is administered for two positions and in two parts, classroom and OJT, for each position. If simulation is available, simulation training may be added to this stage of training.

(a) Tower FD (automated and non-automated)

i. Classroom: Pass/fail criteria apply. Classroom training consists of nationally developed lesson plans and locally developed lesson plans.

- National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/. The following lessons must also be administered.
  - Reporting Suspicious Unmanned Aircraft System (UAS) Activity (Course 57309002 or current course)

- Unmanned Aircraft System (UAS) Operations Under CFR Part 91 (Course 57309003 or current course)
- Using Low Altitude Authorization and Notification Capability (LAANC) (Course 57309004 or current course)
- Unmanned Aircraft System (UAS) Special Governmental Interest (SGI) (Course 57309005 or current course)
- Unmanned Aircraft System (UAS) Detection Systems & Counter UAS (C/UAS) Systems (Course 57309006 or current course)
- 14 CFR Part 107, Small Unmanned Aircraft System (sUAS) Operations (Course 57309007 or current course)
- 49 U.S.C. 44809, Exception for Limited Recreational Operations of Unmanned Aircraft (UA) (Course 57309008 or current course)
- Air Traffic Organization's (ATO's) Introduction to Advanced Air Mobility (Briefing 57309011 or current briefing)
- Unmanned Aircraft System (UAS) Lost Link (Briefing 57309021 or current briefing)
- Time Based Flow Management (TBFM) Terminal Air Traffic Control Specialist (Course 60004971 or current course)
- Reference Manual/Guide TM-4-1: Flight Data Input/Output (FDIO) System User Manual
- Reference Manual/Guide AC-00-45: Aviation Weather Services
- Reference Manual/Guide Meteorological Reports: Aviation Routine Weather Report (METAR)
- Reference Manual/Guide Communications Console
- Reference Manual/Guide FDIO CBI
- ATSAP briefing

NOTE: New employees shall be trained on the provisions of FAA Order JO 7200.20, *Voluntary Safety Reporting*, and the ATSAP Memorandum of Understanding (MOU) within 30 days of assignment to a facility, or as otherwise agreed to by the Parties at the local level. Training requirements and curriculum shall be jointly developed by the Parties at the national level.

- Local lesson plans must be administered for:
  - ATCT Airspace layout
  - SOPs and LOAs
  - Equipment and communication operations

- Given the ATCT airspace layout diagram depicting the location of NAVAIDs, tower airspace boundaries, and SAA, as applicable, the trainee must:
  - Label each NAVAID/fix with its correct identifier (including the first NAVAID/fix outside the tower airspace)
  - Label sector boundaries, both interfacility and intrafacility
  - Label SAA as applicable
  - Label additional locally developed items as identified and documented in facility training materials

ii. OJT: Tower FD OJT may be delayed until classroom and simulation portions of Stages 3 through 5 are completed. After successful completion of classroom training, OJT must be conducted in accordance with Chapter 6 of this order.

(b) TRACON FD (automated and non-automated)

i. Classroom: Pass/fail criteria apply. Classroom training consists of nationally and locally developed lesson plans.

- National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/. The following lessons must also be administered:
  - Course 60004461, Unmanned Aircraft Systems (UAS) (or current course)
  - Course 60004971, Time Based Flow Management (TBFM) Terminal Air Traffic Control Specialist (or current course).
  - Reference Manual/Guide TM-4-1, FDIO System User Manual.
  - Reference Manual/Guide AC-00-45, Aviation Weather Services.
  - Reference Manual/Guide, METAR Aviation Routine Weather Report.
  - Reference Manual/Guide, Communications Console.
  - Reference Manual/Guide, FDIO CBI.
  - ATSAP briefing.

- Local lesson plans must be administered for:
  - TRACON airspace layout
  - SOPs and LOAs
  - Equipment and communication operations

- Given the TRACON airspace layout diagram depicting the location of NAVAIDs, TRACON airspace boundaries, and SAA, as applicable, the trainee must:

- Label each NAVAID/fix with its correct identifier (including the first NAVAID/fix outside the TRACON airspace) and all associated Victor/Jet airways, SIDs, and STARs
- Label sector boundaries, both interfacility and intrafacility
- Label SAA, as applicable
- Label additional items identified and documented in facility training materials

ii. OJT: TRACON FD OJT may be delayed until classroom portions (and simulation if applicable) of Stages 6 and 7 are completed. After the trainee successfully completes classroom training, OJT must be conducted in accordance with Chapter 6 of this order

(6) Evaluation. An end-of-lesson test must be developed for local lesson plans. To complete this stage, the trainee must achieve a passing score.

(a) In accordance with FAA Order JO 3000.22, *Air Traffic Organization Technical Training Management*, a passing score is at least 70 percent. Simulation training, if administered, is not subject to pass/fail criteria.

(b) Additional tests may be locally developed to meet facility training needs.

(c) If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of a failed end-of-lesson test must be provided.

(d) If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified in writing via memorandum in accordance with the HRPM, CBA, and/or other directives.

b. Stage 3. Clearance Delivery (Course 55061 or current course).

(1) **General.** The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of the CD position within the ATCT and to attain certification.

(2) **Prerequisite.** Successful completion of Stage 1A or trainee meets direct entry qualifications established for the specific hiring source.

(3) **Location.** Field facility.

(4) **Training Length.** Site-specific.

(5) **Administration.** This stage of training is administered in two parts, classroom and OJT, for each position. If simulation is available, simulation training may be added to this stage of training. Pass/fail criteria will not apply to simulation training.

(a) Classroom: Pass/fail criteria apply. Classroom training consists of nationally and locally developed lesson plans.

i. National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/.

ii. Local lesson plans must be administered for:

- Airport layout and/or TRACON airspace
- SOPs and LOAs
- Equipment and communication operations
- Gate hold procedures
- Delivery of clearances
- Processing clearances, flight plans, and flight progress strips, as applicable
- Tower Data Link Service (TDLS), if applicable

iii. Evaluation. An end-of-lesson test must be developed for local lesson plans. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent. Simulation training, if administered, is not subject to pass/fail criteria.

(b) OJT. CD OJT may be delayed until classroom portions (and simulation if applicable) of Stages 4 and 5 are completed. After successful completion of classroom training, OJT must be conducted in accordance with Chapter 6 of this order.

c. Stage 4. Ground Control (Course 55062 or current course).

(1) **General.** The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of the GC position within the ATCT and to attain certification on those positions.

(2) **Prerequisite.** Successful completion of Stage 1A or trainee meets direct entry qualifications established for the specific hiring source.

(3) **Location.** Field facility.

(4) **Training Length.** Site-specific.

(5) **Administration.** This stage of training is administered in up to three parts: classroom, OJT, and simulation, if simulation capabilities exist. An airport tour must also be provided where resources permit.

(a) **Classroom.** Pass/fail criteria apply. Classroom training consists of nationally developed lesson plans and locally developed lesson plans.

i. National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/. The following national lesson plans must be administered if applicable to the facility:

- NOTAMs and PIREPs
- FDIO printer and keyboard
- ATIS / Data Link – Automatic Terminal Information Service (D-ATIS)
- Runway Visual Range (RVR) digital panel
- Tower Display Workstation (TDW)
- ASDE and ASDE – Model X (ASDE-X)
- Airport and approach lighting systems
- Standard Terminal Automation Replacement System (STARS) keyboard

ii. Local lesson plans must be administered for:

- Airport diagram
- Visibility chart
- SIA
- Light Gun
- SOPs and LOAs
- Equipment and communication operations.

iii. Given an airport diagram, the trainee must label:

- Each runway's number, magnetic heading, surface composition, special or restrictive use, length, width, distance remaining from intersections, whether the runway is lighted or unlighted, arresting barriers/cable systems, and safety areas
- Helicopter pads, location, identification, and marking
- Taxiway width, designation, whether lighted or unlighted, and permanent restrictions
- Ramp and gate locations for general aviation, air taxi, fixed-base operations, air carrier, military, and cargo aircraft
- Critical areas
- Compass rose
- Support facilities including the tower, radar site, and customs

iv. Evaluation. An end-of-lesson test must be developed for local lesson plans. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent.

- If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of the failed end-of-lesson test must be provided.
- If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified in writing via memorandum in accordance with the HRPM, the CBA, and/or other directives.

(b) Simulation. Simulation training is designed to assess the trainee's ability to apply the ATC knowledge and skills required to begin OJT. During simulation training, the trainee will apply ATC procedures in accordance with FAA Order JO 7110.65, *Air Traffic Control*, and other pertinent directives. There are two types of simulation capabilities: low fidelity and high fidelity. Low-fidelity simulation approximates some of the sensory experiences associated with AT operations and includes Simfast, Training Target Generator (TTG), tabletop, Cab Lab, etc. High-fidelity simulation approximates most of the sensory experiences with the actual operation and includes AT Coach, Enhanced Target Generator (ETG), TSS, etc.

i. There are three types of simulation scenarios: instructional, pre-evaluation, and evaluation. The number of instructional, pre-evaluation, and evaluation scenarios are determined in consultation with the Principal Facility Representative (or their designee) and must be specified in a facility training directive. Simulation criteria and development requirements can be found in Section 5. Requirements regarding the number of scenarios that must be completed are established in Table D-1. Pass/fail criteria apply only to high-fidelity simulation; therefore, facilities that use low-fidelity simulation must not conduct evaluation scenarios. The facility training directive must identify the positions on which simulation scenarios will be conducted and contain a schedule of all instructional, pre-evaluation, and evaluation scenarios, including a volume level for each scenario in the sequence in which they will be administered.

- Instructional scenarios. The minimum and maximum number of instructional scenarios per position for each facility level are established in Table D-1.
- Pre-evaluation scenarios. A pre-evaluation scenario must be administered prior to the first evaluation scenario. Additional pre-evaluation scenarios may be administered prior to all evaluation scenarios. A pre-evaluation scenario does not count toward the average grade for evaluation scenarios.
- Evaluation scenarios. The total number of evaluation scenarios for each facility level is established in Table D-1.

ii. Evaluation. Following a score of less than 70 percent on any one but the final evaluation scenario, the TA will assign, via memorandum, SST designed to

address identified performance deficiencies. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-25.

- A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix B. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order.

Table D-1: Simulation Requirements

Facility Level	**4, 5, 6**	**7, 8**	**9, 10**	**11, 12**
Instructional Scenarios (Min–Max)	5–10	10–20	15–30	30–60
Evaluation Scenarios High Fidelity	2	2	3	3
Volume Percentages	70, 90	70, 90	70, 80, 90	70, 80, 90

(c) OJT. GC OJT may be delayed until classroom, and simulation if applicable, portions of Stage 5 are completed. After successful completion of classroom and simulation training (as appropriate), OJT must be conducted in the operational environment in accordance with Chapter 6 of this order.

d. Stage 5. Local Control (Course 55063 or current course).

(1) **General.** The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of the LC, CC, and Tower Associate positions in the ATCT and to attain certification.

(2) **Prerequisite.** Successful completion of Stage 1A or trainee meets direct entry qualifications established for the specific hiring source.

(3) **Location.** Field facility.

(4) **Training Length.** Site-specific.

(5) **Administration.** This stage of training is administered in three parts: classroom, simulation, and OJT.

(a) **Classroom.** Pass/fail criteria apply. Classroom training consists of nationally and locally developed lesson plans.

i. National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/.

ii. Local lesson plans must be administered for:

- Local procedures specified in SOPs and LOAs
- Aircraft performance characteristics
- Separation minima
- Runway use
- Helicopter operations
- SVFR/VFR-on-Top
- Wind effect and wind shear detection equipment
- Missed approach procedures
- Special/Military operations

iii. Evaluation. An end-of-lesson test must be developed for local lesson plans. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent.

- If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of the failed end-of-lesson test must be provided.
- If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified via memorandum in accordance with the HRPM, CBA, and/or other directives.

(b) Simulation. Simulation training is designed to assess the trainee's ability to apply the ATC knowledge and skills required to begin OJT. During simulation training, the trainee will apply ATC procedures in accordance with FAA Order JO 7110.65 and other pertinent directives. There are two types of simulation capabilities: low fidelity and high fidelity. Low-fidelity simulation approximates some of the sensory experiences associated with AT operations and includes Simfast, TTG, tabletop, Cab Lab, etc. High-fidelity simulation approximates most of the sensory experiences with the actual operation and includes AT Coach, ETG, TSS, etc.

i. There are four types of simulation scenarios: instructional, pre-evaluation, evaluation, and recovery. The number of instructional, pre-evaluation, evaluation, and recovery scenarios are determined in consultation with the Principal Facility Representative (or their designee) and must be specified in a facility training directive. Simulation requirements are established in Table D-2. Pass/fail criteria apply only to high-fidelity simulation; therefore, facilities that use low-fidelity simulation must not conduct evaluation scenarios. The facility training directive must identify the position(s) on which simulation scenarios

will be conducted and contain a schedule of all instructional, pre-evaluation, evaluation, and recovery scenarios, including a volume level for each scenario in the sequence they will be administered.

- Instructional scenarios. The minimum and maximum number of instructional scenarios per position for each facility level are established in Table D-2 below.
- Pre-evaluation scenarios. A pre-evaluation scenario must be administered prior to the first evaluation scenario. Additional pre-evaluation scenarios may be administered prior to all evaluation scenarios. A pre-evaluation scenario does not count toward the average grade for evaluation scenarios.
- Evaluation scenarios. The number of evaluation scenarios for each facility level are established in Table D-2.
- Recovery Scenarios. A minimum of four recovery scenarios will be administered. Recovery scenarios are not pass/fail and have no established time limit. The scenarios must provide an interactive instructional environment in which the instructor and trainee are able to discuss methods of recovery, strategies, and alternatives that assist in re-establishing separation.

NOTE: Recovery scenarios may include converging aircraft, aircraft simultaneously climbing and descending, compression, aircraft missing read-back, similar-sounding call sign aircraft, aircraft responding to a TCAS resolution advisory (TCAS-RA), loss of data blocks (target only), transposed call signs, lost communication, emergencies, etc.

ii. Evaluation. Following a score of less than 70 percent on any one but the final evaluation scenario, the TA will assign, via memorandum, SST designed to address identified performance deficiencies. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-25.

- A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix B. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order.

Table D-2: Simulation Requirements

Facility Level	**4, 5, 6**	**7, 8**	**9, 10**	**11, 12**
Instructional Scenarios (Min–Max)	5–10	10–20	15–30	30–60
Evaluation Scenarios High-Fidelity	2	2	3	3

Facility Level	4, 5, 6	7, 8	9, 10	11, 12
Volume Percentages	70, 90	70, 90	70, 80, 90	70, 80, 90

(c) OJT. After successful completion of classroom and simulation training (as appropriate), OJT must be conducted in the operational environment in accordance with Chapter 6 of this order.

e. Stage 6. Nonradar Terminal Control (Course 55064 or current course).

(1) General. The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of the Nonradar (NR) position within the ATCT/TRACON to attain certification.

(2) Prerequisite. Successful completion of Stage 1A or trainee meets direct entry qualifications established for the specific hiring source.

(3) Location. Field facility.

(4) Training Length. Site-specific.

(5) Administration. This stage of training is administered in three parts: classroom, simulation, and OJT. For areas/sectors that provide NR services, the TA will determine which portions of NR classroom training and simulation must be administered. The TA may assign a trainee to Stage 7 concurrently with Stage 6, depending on the facility's needs.

(a) Classroom. Pass/fail criteria apply. Classroom training consists of nationally and locally developed lesson plans.

i. National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/.

ii. Local lesson plans must be administered for:

- Applicable SOPs and LOAs
- Equipment operations
- Approach control airspace layout
- Approach plates
- Departure procedures
- NR procedures contained in FAA Order JO 7110.65

iii. Using an airspace layout diagram, the trainee must label:

- Each NAVAID/fix with its correct identifier (including the first NAVAID/fix outside the TRACON airspace) and all associated Victor/Jet airways, SIDs/STARs
- Sector boundaries, both interfacility and intrafacility
- SAA, as applicable
- Additional items identified and documented in facility training materials
- Primary and secondary holding fixes
- Holding patterns and altitudes
- Airways/fixes
- Airports
- Airport identifiers
- Airspace boundaries and altitudes

iv. Evaluation. An end-of-lesson test must be developed for local lesson plans. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent.

- If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of the failed end-of-lesson test must be provided.
- A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix B. If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified via memorandum in accordance with the HRPM, CBA, and/or other directives.

(b) Simulation. Pass/fail criteria apply. Simulation is designed to assess the trainee's ability to apply the ATC knowledge and skills required to begin OJT. During simulation training, the trainee will apply ATC procedures in accordance with FAA Order JO 7110.65 and other pertinent directives.

i. There are three types of simulation scenarios: instructional, pre-evaluation, and evaluation. The number of instructional, pre-evaluation, and evaluation scenarios are determined in consultation with the Principal Facility Representative (or their designee) and must be specified in a facility training directive.

- Instructional scenarios. The TA, in consultation with the Principal Facility Representative (or their designee), will determine the minimum and maximum number of instructional scenarios per position.
- Pre-evaluation scenarios. A pre-evaluation scenario must be administered prior to the first evaluation scenario. This scenario does not count toward the average grade for evaluation scenarios.

- Evaluation scenarios. A minimum of two evaluation scenarios will be administered.

ii. Evaluation. Following a score of less than 70 percent on any one but the final evaluation scenario, the TA will assign, via memorandum, SST designed to address identified performance deficiencies. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-25.

- A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix B. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee, and a Training Review will be conducted in accordance with this order.

(c) OJT. After successful completion of classroom and simulation training, OJT must be conducted in the operational environment in accordance with Chapter 6 of this order.

f. Stage 7. Facility Training – Radar Control Terminal (Course 55065 or current course).

(1) **General.** The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of the Radar/Handoff/Coordinator controller within the TRACON and to attain certification.

(2) **Prerequisite.** The trainee must meet direct entry qualifications established for the specific hiring source, or:

(a) For facilities level 8 and below, have successfully completed Stage 1A and Terminal Basic Radar (RTF).

(b) For facilities level 9 and above, have successfully completed Stage 1A, 1B, RTF, and TSEW, as applicable.

(3) **Location.** Field facility.

(4) **Training Length.** Site-specific.

(5) **Administration.** This stage of training is administered in four parts: classroom, PTT, simulation, and OJT. The TA may assign a trainee to Stage 7 concurrently with Stage 6, depending on the facility's needs.

(a) Classroom. Pass/fail criteria apply. Classroom training consists of nationally and locally developed lesson plans.

i. National lesson plans for this stage of training must be administered and are listed on the FAA website, http://inet.atctraining.faa.gov/terminal/.

ii. Local lesson plans must be administered for:

- Local procedures
- Operational Contingency Plans. OCP lesson plans must include all procedures within applicable facility OCPs, including the procedures for support responsibilities in the event of a disruption elsewhere.
- Equipment operations
- LOAs applicable to Radar/Handoff/Coordinator Controller (RC/HO/CI)
- RC/HO/CI procedures
- Minimum Vectoring Altitudes (MVAs)
- Approach Charts and Approach Chart interpretation
- Radar-to-nonradar transition

iii. Given TRACON airspace layout, the trainee must label:

- Primary and secondary holding fixes
- Holding patterns and altitudes
- Airways/fixes
- NAVAIDs
- Airports
- Airport identifiers
- Airspace boundaries and altitudes
- SAA
- Other items identified in the facility training directive

iv. Evaluation. An end-of-lesson test must be developed for local lesson plans. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent.

- If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of the failed end-of-lesson test must be provided.
- If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified via memorandum in accordance with the HRPM, CBA, and/or other directives.

(b) PTT. Pass/fail criteria do not apply. PTT is used to reinforce lessons learned in the classroom via simulation scenarios. PTT scenario content is restricted to teaching a limited number of skills at a time. PTT will be locally developed and is not subject to Simulation Criteria and Development standards contained within this appendix. If deficiencies are identified during PTT, additional coaching and instruction must be provided to the trainee. PTT scenarios should emphasize the basic skills necessary for the radar position. Scenarios are intended to prepare the trainee for the upcoming

instructional scenarios. The duration of each scenario depends on the part tasks being trained. PTT scenarios must be developed in the following areas:

i. Scanning. Scenarios that focus on the techniques associated with scanning a radar display.

ii. Vectoring. Scenarios that focus on the techniques associated with radar vectoring.

iii. Speed Control. Scenarios that focus on the techniques associated with speed control.

iv. Phraseology. Scenarios that focus on the phraseology associated with traffic alerts, traffic advisories, merging targets, solicitation/dissemination of PIREPs, and issuing observed/reported weather.

(c) Simulation. Simulation training is designed to assess the trainee's ability to apply the ATC knowledge and skills required to begin OJT. During simulation training, the trainee will apply ATC procedures in accordance with FAA Order JO 7110.65 and other pertinent directives. High-fidelity simulation must be completed prior to beginning OJT.

i. There are four types of simulation scenarios: instructional, pre-evaluation, evaluation, and recovery. The number of instructional, pre-evaluation, evaluation, and recovery scenarios are determined in consultation with the Principal Facility Representative (or their designee) and must be specified in a facility training directive.

- Instructional scenarios. The minimum and maximum number of instructional scenarios per position for each facility level in this stage are established in Table D-3.

- Pre-evaluation scenarios. A pre-evaluation scenario must be administered prior to the first evaluation scenario. Additional pre-evaluation scenarios may be administered prior to all evaluation scenarios. A pre-evaluation does not count toward the average grade for evaluation scenarios.

- Evaluation scenarios. The total number of evaluation scenarios for each facility level in this stage are established in Table D-3.

- Recovery Scenarios. A minimum of four recovery scenarios will be administered. Recovery scenarios are not pass/fail and have no established time limit. The scenarios must provide an interactive instructional environment in which the instructor and trainee are able to discuss methods

of recovery, strategies, and alternatives that assist in re-establishing separation. Recovery scenarios may include converging aircraft, aircraft simultaneously climbing and descending, compression, aircraft missing read-back, similar-sounding call sign aircraft, aircraft responding to a TCAS-RA, loss of data blocks (target only), transposed call signs, lost communication, emergencies, etc.

ii. Evaluation. Following a score of less than 70 percent on any one but the final evaluation scenario, the TA will assign, via memorandum, SST designed to address identified performance deficiencies. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-25.

- A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix B. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order.

Table D-3: Stage 7 Radar Simulation Requirements

Facility Level	**4, 5, 6**	**7, 8**	**9, 10**	**11, 12**
Instructional Scenarios Min–Max	5–10	10–20	15–30	30–60
Evaluation Scenarios High-Fidelity	2	2	3	3
Volume Percentages	70, 90	70, 90	70, 80, 90	70, 80, 90

(d) OJT. After successful completion of classroom and simulation training, OJT must be conducted in the operational environment in accordance with Chapter 6 of this order.

6. Simulation Criteria and Development. Simulation training provides the trainee an opportunity to learn and demonstrate, under simulated conditions, all the knowledge and skills required of a CPC.

a. General.

(1) The number of simulation training scenarios must be specified in the facility training directive.

(2) The trainee should complete instructional scenarios at the lowest volume level and progressively work up to the highest.

(3) Scenario objectives that must be included for each stage are listed in the Scenario Objectives section below.

(4) Up to one hour must be allotted for the simulation scenarios, not including time spent for briefing and critique. The instructor is not precluded from terminating the simulated scenario prior to the time indicated if it has been determined that the maximum instructional benefit of the scenario has been derived.

(5) The trainee's performance during each scenario must be recorded on FAA Form 3120-25 and discussed with the trainee. Forms used during the evaluation scenario must be retained.

b. Scenario Development.

(1) Volume. The scenario volume is determined by taking the busiest one-hour period on the 70th-busiest day in a given calendar year, for each sector/position. The volume in this one-hour period will be the 100 percent scenario volume in the instruction, pre-evaluation, and evaluation scenarios.

NOTE: The intent is to find an appropriate baseline for each facility. In the event of an anomaly, the TA, in conjunction with the Principal Facility Representative, can average the volumes of busiest one-hour periods of the 69th- and 71st-busiest days and use this as the 100 percent scenario volume.

(2) Complexity. Scenario complexity is based on the number of situations that require the application of various procedures in the current version of FAA Order JO 7110.65. Scenario complexity will be determined by the TA in consultation with the Principal Facility Representative (or their designee) at the local level. Scenario complexity must include the specific Job Subtasks contained within the Job Tasks as indicated on FAA Form 3120-25.

(3) Validation. Evaluation scenarios must be validated. When validating a scenario, the TA, in consultation with the Principal Facility Representative or their designee, must ensure that an OJTI from the area of specialization observes the scenario. The OJTI will submit a recommendation for improvement or validation. The TA must make the improvements or validate the scenario depending upon the recommendation.

(4) General Objectives. To achieve standardization of volume level and scenario complexity for all field facilities, the following scenario development procedures have been established:

(a) Position relief briefings must be received before and given after each instructional scenario.

(b) Instructional scenarios must be developed for Stages 4 through 7, as applicable, starting at the 50 percent volume level, and must increase to the 100 percent volume level. Scenario complexity and/or volume must increase with each instructional scenario. Scenario volume must not increase more than 10 percent from one scenario to another.

(c) The weather, flight conditions, ground vehicle traffic, read-back errors, and abnormal conditions that may affect the overall scenario complexity and controller workload must be contained and scripted in the scenario instructor and pilot guides.

(d) The trainee cannot be evaluated on any procedures or operations they have not experienced in previous instructional scenarios. Evaluation scenarios must be graded by an OS from the trainee's area of specialization or by a certified contract instructor. Evaluation scenarios must be graded using the simulation criteria in Appendix B of this order.

(5) Instructor Guide. An instructor guide must be developed for each scenario describing the content, instructional objective, and the events, in sequential order, including the time they will occur. The guide must contain information to be provided to the trainee prior to the start of the scenario during the initial transfer of position responsibility briefing. The purpose of the guide is to relay instructional intent from the scenario developer to the lab instructor.

(6) Remote Pilot Guides. A remote pilot guide must be developed for each scenario describing all required coordination events, in sequential order, including the time they will occur. The purpose of this guide is to provide the Remote Pilot Operator (RPO) with instructions essential to ensure consistency. Pertinent remarks, such as when to declare an emergency, the type of emergency and pilots' intentions, altitude requests, weather deviations, destination changes, PIREPs, etc., should be noted in the remote pilot guide.

c. Scenario Objectives. Each scenario may contain one or more of the objectives listed below, as applicable to each facility. By the completion of this training, the trainee must have independently performed all applicable duties.

(1) GC.

(a) Weather (including hazardous weather), ATIS, PIREPs (solicitation, dissemination)

(b) Taxi instructions

(c) Traffic Management Initiatives (TMIs) (e.g., Expect Departure Clearance Time (EDCT), Severe Weather Avoidance Plan (SWAP), TBFM)

(d) Intersection departure procedures and phraseology

(e) Position relief briefings

(f) Lighting Systems (airport, approach lighting systems)

(g) SOP/LOAs

(h) Hold short procedures (e.g., ILS critical areas, POFZ, RSAs)

(i) Coordination of runway crossings/usage

(j) Monitoring and disseminating runway conditions (e.g., runway condition codes, RVR, braking action advisories)

(k) Ensuring hear-back/read-back

(l) Emergencies and unusual situations (e.g., observing a cargo door ajar or smoke from an engine)

(m) Priority of duties

(n) UAS operations

(o) Suspicious activity (e.g., Man Portable Air Defense Systems (MANPADS), suspicious UAS)

(p) Effective scanning techniques

(q) Low-visibility operations

(r) Ground surveillance system procedures

(s) Bomb threat, Hijack, and/or hazardous materials aircraft

(2) LC

(a) Radio failure procedures

(b) Identify and resolve overtakes/compression

(c) Simultaneous parallel runway operations

(d) Intersecting runway operations

(e) Separation standards (visual, wake turbulence, IFR/VFR, SVFR, VFR-on-top, arrival/departure, successive departure etc.)

(f) Helicopter operations

(g) Hold short procedures (e.g., including ILS critical areas, Precision Object Free Zone (POFZ), RSAs)

(h) LAHSO procedures

(i) Emergency or unusual situations

(j) Missed approach and go-around procedures

(k) Ground surveillance system procedures

(l) Traffic pattern procedures

(m) Weather dissemination (Hazardous weather, PIREPs, radar observed, RVR, Low Level Wind Shear (LLWS), RCC)

(n) Solicit PIREPs when appropriate

(o) TMIs (e.g., EDCT, SWAP, TBFM)

(p) Intersection departure procedures and phraseology

(q) Low-visibility operations

(r) Position relief briefings

(s) LUAW procedures

(t) Interfacility/intrafacility coordination

(u) Coordination of runway crossings/usage

(v) Ensure hear-back/read-back

(w) Transfer of control and communications

(x) Separation from adjacent airspace and obstructions

(y) Suspicious activity (e.g., MANPADS, Suspicious UAS)

(z) UAS operations

(aa) SOPs/LOAs

(bb) Emergencies and equipment outages (loss of communication, inflight emergencies, minimum fuel, and hijacking procedures)

(cc) Effective scanning techniques

(3) Nonradar

(a) Relay weather information/provide current ATIS

(b) Issue clearances according to priority

(c) Notify/issue TMIs (e.g., EDCT, TBFM, SWAP)

(d) Determine the need for separation (plotting and projecting)

(e) Resolve overtakes

(f) Solicit/issue weather reports, PIREPs

(g) Follow local SOP

(h) Ensure interfacility and intrafacility coordination

(i) Maintain communication with aircraft through means other than direct pilot–controller communication

(j) Demonstrate knowledge of Special Flight Operations

(k) Manage emergencies, to include inflight emergencies, minimum fuel, overdue aircraft, and hijack procedures

(l) Release aircraft into the airspace

(m) Manage SVFR and VFR-on-Top

(n) Manage hear-back/read-back errors

(o) Ensure correct transfer of control and communications

(p) Maintain appropriate VFR/IFR separation

(q) Identify/resolve arrivals with altitudes inverted

(r) Comply with coordination restrictions

(s) Issue IFR clearances

(t) Issue clearances to alternate airports

(u) Conduct simultaneous arrival and departure operations

(v) Provide assistance to VFR traffic encountering IFR conditions

(w) Properly coordinate a route change in flight

(x) Issue approach clearances, including high-altitude IFR approaches and contact approaches

(y) Issue holding instructions

(z) Airfiles and pop-ups

(aa) Pilot deviations

(bb) Respond to requests for altitude change

(cc) Applies appropriate Radar Team concepts and communications

(dd) Apply successive arrival and departure procedures

(ee) Fuel dumping

(ff) Separation from adjacent airspace, obstructions, and SAA

(gg) Military procedures

(hh) Applies crossing, converging, and opposite direction traffic separation

(ii) Reporting and disseminating weather information

(jj) Changes to routes due to weather

(kk) Record clearances and control information on strips

(ll) Separate Arcs from holding pattern airspace

(mm) Use correct radio and interphone message format and communication procedures

(nn) Manage contingency operations per facility OCP

(4) Radar

(a) Apply separation rules

i. Crossing, converging, and opposite direction traffic

ii. Overtakes/compression

iii. Separation from adjacent airspace, obstructions, and SAA

iv. Successive arrivals and departures

v. Simultaneous arrivals and departures

vi. Arrivals with altitudes inverted

vii. Release aircraft into the airspace

viii. Provide VFR traffic advisories and VFR/IFR separation

ix. Fuel dumping

(b) Communication and coordination

i. Hear-back/read-back errors

ii. Transfer of control and communications

iii. Communication with aircraft through backup systems

iv. Interfacility and intrafacility coordination

v. Coordination restrictions

vi. Verification information

(c) Issue clearances and control information

i. IFR clearances

ii. Clearance to alternate airport

iii. VFR-on-Top

iv. VFR traffic encountering IFR

v. Route change in flight

vi. Arrivals and departures

vii. Approaches, including high-altitude IFR approaches, contact approaches

viii. Holding

ix. Airfiles and pop-ups

x. Pilot deviations

xi. Requests for altitude change

xii. Radar Team concepts and communications

xiii. No-gyro vectors

xiv. Missed approaches

xv. Issue speed control instructions

xvi. Issue visual approaches

(d) Procedures:

i. Interphone procedures

ii. TMIs (e.g., EDCT, TBFM, SWAP)

iii. Fuel dumping

iv. Special Flight Operations

v. Military procedures

vi. OCP simulation training must include all of the procedures within applicable facility OCPs, including the procedures for support responsibilities in the event of a disruption elsewhere.

vii. Emergencies and equipment outages

viii. Loss of communication

ix. Inflight emergencies and equipment malfunctions

x. Aircraft with minimum fuel

xi. NAS control equipment failures

xii. Overdue aircraft

xiii. Hijack Procedures

xiv. Special Operations

xv. Recognize an aircraft with an inoperative transponder

xvi. Transition from radar to nonradar separation and from nonradar to radar separation

xvii. Transition from Automated Radar Terminal System (ARTS) / STARS (if applicable) failure to emergency service level

(e) Weather procedures:

i. Reporting and disseminating weather information

ii. Changes to routes due to weather

iii. PIREPs

Figure D-1: Sample Experience Checklist

Employee Name	Operating Initials		FAA EOD		Current Facility EOD	
Ima Controller	IC		3/12/08		2/4/14	
Previous Facility(s)						
ATCT	**Facility**	**Level**	**Facility**	**Level**	**Facility**	**Level**
	GEG	7	DFW	12	JVL/Contract Tower	
Up/down	Yes		No		No	
Runway Configuration(s)						
Single						
Multiple						
Parallel						
Distance between						
Crossing						
Converging						
Distance between						
TRACON	**Facility**	**Level**	**Facility**	**Level**	**Facility**	**Level**
	D10	12	P50	10		
Full Floor						
Departures						
Arrivals						
Feeders						
Satellite						
All Approach						
Partial Approach						
Oceanic						
OTHER						
Traffic Types						
Air Carrier						
Air Taxi						
Military						
Helicopter						

Figure D-1, continued

General Aviation						
Oceanic						
Nonradar						

Appendix E. En Route Instructional Program Guide

1. Introduction. The purpose of this IPG is to prepare the trainee to attain certification and perform independently under general supervision all duties of the control positions associated with sectors within the assigned area of specialization. This IPG must be used to conduct training for the following stages of En Route AT technical training.

a. Prerequisite. Air Traffic Basics (En Route) (Course 50147001 or current course).

b. Stage 1. Initial En Route Qualification Training (IQT) (Course 50148001 or current course).

c. Stage 2. This stage of training is conducted at an En Route facility and is composed of two phases: En Route Radar Flight Data Training and En Route Radar Associate Training.

(1) En Route Radar Flight Data Training (Course 55053 or current course) is required training for all personnel to certify on a Radar FD position, commonly referred to as the A-side position.

(2) En Route Radar Associate Training (Courses 55054001, 55054002, and 55054003, or current courses) are required training for all personnel to certify on a Radar Associate position, commonly referred to as the D-side position.

(a) Part A: Basic Concepts (Course 55054001 or current course).

(b) Part B: Nonradar (Course 55054002 or current course)

i. Nonradar Training is required training for En Route facilities where sectors/positions use Nonradar procedures for separation, excluding Advanced Technologies and Oceanic Procedures (ATOP), which are covered separately in Appendix F. Nonradar Controller training may be assigned at En Route facilities where sectors/positions do not use Nonradar procedures and where it would add value to facility training.

(c) Part C: Advanced Concepts (Course 55054003 or current course)

d. Stage 3. En Route Radar Controller Training (Course 55055 or current course) is required training for all personnel to certify on a Radar position, commonly referred to as the R-side position. Training on the Radar Coordinator position, commonly referred to as the Tracker or Handoff position, must be included in this stage of training as applicable.

2. Administration. Nationally developed lesson plans for Courses 55053, 55054001, 55054002, 55054003, and 55055 (or current courses) must be conducted via classroom

instruction or electronic learning. All tests administered in the classroom must be reviewed with the trainee.

3. Transferring.

a. For a trainee from an option other than En Route:

(1) The trainee must attend IQT at the academy.

(2) The trainee will be assigned training equivalent to that of an FAA Academy graduate.

b. For a CPC from an option other than En Route:

(1) A locally developed Stage 1 equivalent will be administered at the facility. Passing score requirements do not apply.

(2) The TA, in consultation with the principal facility representative or their designee, must determine all applicable materials, lesson plans, and end of-lesson tests as listed for this stage of training on the FAA website: http://inet.atctraining.faa.gov/enroute/.

(3) Stage 2 and Stage 3 will be administered. Passing score requirements apply.

(4) If a passing score is not achieved in the classroom portion of Stage 2 or Stage 3, the TA must terminate training and a Training Review is not required. Facilities are encouraged to conduct a review of their classroom material and processes.

(5) If a passing score is not achieved in the simulation portion of Stage 2 or Stage 3, the TA must suspend training and the training review process must be followed in accordance with Chapter 6 of this order.

c. For a trainee from an En Route facility:

(1) The TA, in consultation with the principal facility representative or their designee, must determine which national and local lessons will be taught, or if a review of the lessons in Stage 2 and Stage 3 is sufficient. A review of lessons must include administration of the associated tests. If the trainee has passed Stage 2 or Stage 3 at a previous facility, passing score requirements do not apply to the previously passed stage.

(2) The TA, in consultation with the principal facility representative or their designee, must determine the number of simulation scenarios in Stage 2 and Stage 3 that will be administered based upon the experience level of the trainee. If the trainee has passed Stage 2 or Stage 3 at a previous facility, passing score requirements do not apply to the previously passed stage.

d. For a CPC from an En Route facility:

(1) The TA, in consultation with the principal facility representative or their designee, must determine which national and local lessons will be taught. Passing score requirements do not apply to the previously passed stage.

(2) The TA, in consultation with the principal facility representative or their designee, must determine the number of simulation scenarios that will be administered. Passing score requirements do not apply to the previously passed stage.

(3) After certification on two Radar Associate positions, the trainee may proceed to OJT on the Radar positions associated with the previously certified Radar Associate positions. The Radar Associate and Radar positions must not be on the same training plan, as the Radar Associate position is a pre-requisite for the Radar position. Every subsequent sector must follow the same progression of certifying on the RA prior to OJT on the associated R.

4. Prerequisite

a. Air Traffic Basics (En Route) (Course 50147001 or current course).

(1) General. Designed for individuals with no AT experience, this course provides the fundamental aviation/AT knowledge needed for trainees to begin training in the En Route option.

(a) Prerequisite. Entry qualifications established for specific hiring source.

(b) Location. Virtual.

(c) Training Length. 152 hours.

(d) Administration. Training is administered in a facilitator-led, blended Blackboard environment and includes the following topics: introduction to the ATC system, FAA publications, 14 CFR, principles of aerodynamics, aircraft types and characteristics, fundamentals of navigation, pilot's environment, flight assistance and emergencies, wake turbulence, weather, and communications. This course consists of web-based lessons (presented on the Blackboard learning management platform) augmented by instructor-facilitated individual and group discussion and exercises.

(2) Evaluation. Trainee proficiency is measured through one or more academic block exams plus a final comprehensive academic exam. A passing score of at least 70 percent is required on the final comprehensive exam. Retakes are not permitted.

5. Stage 1: Initial Qualification Training (IQT)

a. Course: Initial En Route Qualification Training (Course 50148001 or current course).

b. General. Initial En Route Qualification Training is designed for trainee En Route ATCSs. It provides job-related knowledge and skill-oriented training. The course consists of classroom instruction, medium fidelity skills practices using an interactive PC-based instructional system, and full fidelity En Route Automation Modernization (ERAM) simulation in an En Route laboratory environment. Instruction will enable the trainee to progress into field-delivered stages of ATC training.

c. Prerequisite. Successful completion of the Air Traffic Basics (En Route) course, or the individual has met the direct entry qualifications established for the specific hiring source.

d. Location. FAA Academy.

e. Training Length. 504 hours.

f. Administration. Training is administered in an instructor-led/simulation environment and a simulated control area (Academy Airspace). Training is primarily oriented to procedural studies and demonstration/evaluation of control scenarios.

g. Evaluation. Four written tests and six PAs are administered for a total of ten evaluations with different point values, totaling 100 points. Trainees are required to achieve a score of at least 70 percent in order to proceed to field training. Trainee grades are rounded to the nearest hundredth of a point. Retakes are not allowed.

6. Stage 2: Field Qualification Training (FQT)

a. Courses:

(1) En Route Radar Associate Controller Training (Courses 55054001, 55054002, 55054003 or current courses)

(a) Part A: Basic Concepts (Course 55054001 or current course)

(b) Part B: Nonradar (Course 55054002, or current course)

i. Nonradar training is required training for En Route facilities where sectors/positions use Nonradar procedures for separation, excluding Advanced Technologies and Oceanic Procedures (ATOP), which are covered separately in Appendix F.

(c) Part C: Advanced Concepts (Course 55054003 or current courses)

b. General. The purpose of this stage is to prepare the trainee to perform, independently under general supervision, all duties of a Radar FD, Radar Associate, or Nonradar controller on all sectors within the assigned area of specialization and to attain certification on those sectors.

c. Prerequisite. Successful completion of Stage 1, or the trainee meeting direct entry qualifications established for the specific hiring source.

d. Location. Field facility.

e. Training Length. Site-specific.

f. Administration. This stage of training is administered in five parts: classroom, PTT, simulation, evaluation, and OJT.

(1) Classroom. Pass/fail criteria apply. Classroom training is conducted under the direction of the TA using self-study guides and nationally and locally developed lesson plans. Classroom training may include instructor-led lessons, self-study, lecture, or electronic learning.

(a) Nationally developed lesson plans. Lesson plans must be completed in sequence but may be interspersed with locally developed classroom training and/or PTT as specified in a facility training directive. Administer nationally developed lesson plans and end-of-lesson tests as listed for this stage of training on the FAA website: http://inet.atctraining.faa.gov/enroute/.

(b) ATSAP briefing.

NOTE: New employees shall be trained on the provisions of FAA Order JO 7200.20 and the ATSAP MOU within 30 days of assignment to a facility, or as otherwise agreed to by the parties at the local level. Training requirements and curriculum shall be jointly developed by the parties at the national level.

(c) LOAs. Lesson plans and one graded test must be locally developed on applicable LOAs.

(d) SOPs. Lesson plans and one graded test must be locally developed on applicable SOPs.

(e) FAA Order JO 7110.65. Lesson plans and one graded test must be locally developed on applicable sections of FAA Order JO 7110.65.

(f) Other locally developed classroom training or eLMS courses may be assigned for each area of specialization within a facility when specified in the facility training directive.

(g) Maps. The requirements for each map below will be locally developed.

i. Center Chart. The purpose of the Center Chart is to give the trainee a broad overview of their facility's geographical airspace responsibility. The Center

Chart will depict the location of NAVAIDs, specific airways, sector boundaries, adjacent center boundaries, and SAA, as applicable. The trainee must label:

- NAVAIDs/fixes
- SAA
- Sector boundaries within and adjacent to the area of specialization, both intrafacility and interfacility, as applicable
- Other items identified and documented in the facility training directive

ii. Area Charts. The purpose of the Area Chart is to give the trainee a more specific understanding of their assigned area's geographical airspace responsibility. The Area Chart will depict the location of NAVAIDs, sector boundaries, specific airways, SIDs, STARs, adjacent center boundaries, and SAA, as applicable. The trainee must label:

- NAVAIDs/fixes
- SAA
- Sector boundaries within and adjacent to the area of specialization, both intrafacility and interfacility, as applicable
- SIDs
- STARs
- Other items identified and documented in the facility training directive

iii. Approach Charts. The purpose of the Approach Chart is to familiarize the trainee with arrival procedures to airports within their area of specialization. Trainees will label portions of an Approach Chart as locally developed and documented in the facility training directive.

iv. Radar Display Map. The purpose of the radar display map is to give the trainee a detailed understanding of the actual map used on the radar displays within their area of specialization. Each facility must locally develop labeling requirements of the radar display map for the sectors used in simulation training. Radar display maps may be known as video maps, display system maps, situation display maps, etc. The trainee will be provided a complete and current radar display map indicating all knowledge requirements as well as an unlabeled radar display map for a sector in their assigned area of specialization. The map must depict low-altitude and/or high-altitude NAVAID symbols and boundaries as applicable. The trainee must label the following:

- NAVAIDs
- Adjacent sector and facility boundaries
- Airways/routes
- Intersections

- Published minimum altitudes
- SAA
- Adjacent approach control airspace

(2) PTT. Pass/fail criteria do not apply. PTT is used to reinforce lessons learned in classroom via hands-on training and simulation scenarios. PTT application and scenario content is restricted to teaching a limited number of skills at a time. PTT will be locally developed and is not subject to Simulation Criteria and Development standards contained within this appendix. If deficiencies are identified during PTT, additional coaching and instruction must be provided to the trainee. Each scenario must be documented on FAA Form 3120-25; record the purpose in Block 9 as "other."

(a) PTT hands-on training is intended to familiarize the trainee with a working knowledge of the equipment. PTT hands-on training must be developed for the following tasks:

- Operating communication systems, including backup systems
- En Route Operational Computer equipment

(b) PTT Scenarios. PTT scenarios are intended to prepare the trainee for the upcoming instructional scenarios. The duration of each PTT scenario depends on the task being trained. PTT scenarios must be developed for the following tasks:

- Phraseology. Scenarios that focus on the phraseology associated with the Radar FD and Radar Associate positions.

- Coordination. Scenarios that focus on pointouts, handoffs, and Approval Requests.

- Clearances/equipment. Scenarios that focus on arrival/departure clearances and flight plan entries.

- Additional PTT scenarios as applicable to the facility/area of specialization.

(3) Simulation. Pass/fail criteria apply. Simulation training consisting of instructional, pre-evaluation, evaluation, and informational scenarios and must be conducted under the direction of the TA. Simulation scenarios may be strip-based, EDST-based, or a combination of the two. Simulation is designed to teach and evaluate the trainee's ability to apply the ATC knowledge and skills required to begin OJT. During simulation training, the trainee will apply ATC procedures in accordance with FAA Order JO 7110.65 and other pertinent directives. For areas of specialization that do not use area-specific or sector-specific Nonradar procedures, the TA may omit Nonradar simulation training.

(a) All Radar Associate simulation scenarios must be conducted in a two-position sector configuration with the trainee working the Radar Associate position. Except when training concurrently, the individual assigned to perform the functions of the R position should be an En Route CPC. When an En Route CPC is not available, the R position may be operated by a Support Specialist formerly certified on any En Route Radar position or a certified contract instructor. Concurrent simulation training on the Radar and Radar Associate positions may be conducted as long as each trainee is provided a separate instructor. Concurrent training must not occur during pre-evaluation or evaluation scenarios.

(b) The TA, in consultation with the Principal Facility Representative (or their designee), will determine the sector used for simulation training from within the trainee's area of specialization. The facility training directive must identify the sector on which simulation scenarios will be conducted and contain a schedule of all instructional, pre-evaluation, and evaluation scenarios, including a volume level for each scenario (except PTT scenarios) in the sequence in which they will be administered.

(c) Because the responsibilities for the Radar Associate and Radar FD positions are similar, there is no requirement to develop separate scenarios for each. Nonradar simulation may be conducted separately or in conjunction with Radar Associate scenarios as applicable.

(d) Scenario Types:

i. Instructional Scenarios. Radar Associate instructional scenarios provide the trainee with the opportunity to practice performing FD and Radar Associate duties in a simulated operational environment. A minimum of 25 and a maximum of 50 instructional scenarios must be administered in Stage 2. Scenario complexity and/or volume must increase with each instructional scenario. Scenario volume must not increase more than 10 percent from one scenario to the next. If Nonradar simulation training is conducted, the number, duration, and content of Nonradar instructional scenarios will be locally developed. Minimum and maximum criteria do not apply to Nonradar scenarios. The instructor may intervene as necessary to maintain the continuity and integrity of the scenario and may pause and/or replay portions of the scenario as needed for instruction purposes.

ii. Pre-evaluation Scenarios. Pre-evaluation scenarios allow the trainee to demonstrate the ability to apply FD and Radar Associate duties as expected in a simulated evaluation environment. A pre-evaluation scenario must be administered prior to the first evaluation scenario. Additional pre-evaluation scenarios may be administered prior to all evaluation scenarios. A pre-evaluation scenario does not count toward the average grade for evaluation

scenarios. The instructor must only intervene to ensure scenario integrity (e.g., take action to mitigate unplanned issues like human errors or equipment failures) and not assist or instruct the trainee.

iii. Evaluation Scenarios. Three evaluation scenarios must be administered for the FD/Radar Associate position. Evaluation scenarios are not required for Nonradar. If Nonradar evaluation scenarios are developed, the number, duration, and content will be locally developed. The trainee cannot be evaluated on any procedures or situations they have not experienced in previous instructional scenarios. The instructor must only intervene to ensure scenario integrity (e.g., take action to mitigate unplanned issues like human errors or equipment failures) and not assist or instruct the trainee. Evaluation scenarios must be graded by an OS from the trainee's area of specialization or by a certified contract instructor. Evaluation scenarios must be graded using the criteria in Appendix B of this order. The evaluation scenario volume levels are as follows:

- First evaluation scenario: 70 percent
- Second evaluation scenario: 80 percent
- Third evaluation scenario: 90 percent

iv. Informational Scenarios. After successful completion of the evaluation scenarios, informational scenarios may be administered on any sector in the trainee's area of specialization. These scenarios are intended to introduce the trainee to sector-specific operations and traffic flows. Informational scenarios may use combined sector and/or position configurations. Emphasis should be given to the specific sectors in which the trainee may be assigned to start OJT, if these are different from the sectors used in the Stage 2 simulation. The scenarios are not graded and may be designed at any volume level. Instructors are encouraged to add situations that will challenge the trainee and prepare them for unexpected or unusual situations that could be encountered during OJT. The instructor may intervene as necessary to maintain the continuity and integrity of the scenario and may pause and/or replay portions of the scenario as needed for instruction purposes.

(4) Evaluation. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent.

(a) Classroom. If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of a failed end-of-lesson test must be provided. If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified via memorandum in accordance with the HRPM, CBA, and other directives.

(b) PTT. No pass/fail criteria are applied to PTT.

(c) Simulation. A passing score is attained by averaging the scores of all three evaluation scenarios using the criteria established in Appendix B. Following a score of less than 70 percent on any one of the first two FD/Radar Associate evaluation scenarios, the TA will assign, via memorandum, SST designed to address identified performance deficiencies. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-25. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order.

(5) OJT. After successful completion of classroom and simulation training, OJT must be conducted in accordance with Chapter 6 of this order. OJT must begin within 30 days of successful completion of simulation.

7. Stage 3. FQT, continued.

a. Courses:

(1) Radar Controller Training – En Route Stage 4 (Course 55055 or current course).

b. General. The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties of a Radar controller on all sectors within the assigned area of specialization and to attain certification on those sectors.

c. Prerequisite. Successful completion of Stage 2 (Courses 55053 and 55054 or current courses). The TA may combine Stage 2 and Stage 3 classroom training. However, the trainee cannot start OJT on a Radar position until they have completed all phases of Stage 2 and radar Test and Training Laboratory (TTL).

d. Location. Field facility.

e. Training Length. Site-specific.

f. Administration. This stage of training is administered in six parts: classroom, PTT, simulation, evaluation, recovery training, and OJT.

(1) Classroom. Classroom training is conducted under the direction of the TA using self-study guides and nationally and locally developed lesson plans. Classroom training may include instructor-led lessons, self study, lecture, or electronic learning. Map, LOA, SOP, and phraseology tests are not required in this stage of training, but the trainee must be provided an opportunity to review these items in the classroom before beginning simulation.

(a) Nationally developed lesson plans. Pass/fail criteria apply. These lesson plans must be completed in sequence but may be interspersed with locally developed classroom training and/or PTT as specified in a facility training directive. Administer nationally developed lesson plans and end-of-lesson tests as listed for this stage of training on the FAA website, http://inet.atctraining.faa.gov/enroute/. Additional nationally developed lesson plans may be used for facilities with specific requirements not contained above.

(b) Locally developed lesson plans.

i. Map review

ii. LOA and SOP review

iii. OCP lesson plans, which must include all of the procedures within applicable facility OCPs, including the procedures for support responsibilities in the event of a disruption elsewhere

iv. Phraseology review

v. FAA Order JO 7110.65 review

(c) Other locally developed classroom training may be administered for each area of specialization when specified in the facility training directive.

(d) The En Route Radar Qualification Exam is administered through eLMS and must be successfully completed prior to beginning simulation training.

(2) PTT. Pass/fail criteria do not apply. PTT is used to reinforce lessons learned in classroom via simulation scenarios. PTT scenario content is restricted to teaching a limited number of skills at a time. PTT will be locally developed and is not subject to Simulation Criteria and Development standards contained within this appendix. If deficiencies are identified during PTT, additional coaching and instruction must be provided to the trainee. PTT scenarios should emphasize the basic skills necessary for the Radar position. Scenarios are intended to prepare the trainee for upcoming instructional scenarios. The duration of each scenario will depend on the tasks being trained. Each scenario must be documented on FAA Form 3120-25; record the purpose in Block 9 as "other." PTT scenarios must be developed in the following areas:

(a) Scanning. Scenarios that focus on the techniques associated with scanning a radar display.

(b) Vectoring. Scenarios that focus on the techniques associated with radar vectoring.

(c) Speed Control. Scenarios that focus on the techniques associated with speed control.

(d) Phraseology. Scenarios that focus on phraseology associated with Safety Alerts, Traffic Advisories, Merging Target Procedures, and MSAW.

(e) Additional PTT scenarios as applicable to the facility/area of specialization.

(3) Simulation Training. Pass/fail criteria apply. Simulation training consisting of instructional, pre-evaluation, evaluation, and informational scenarios must be conducted under the direction of the TA. Simulation training is designed to assess the trainee's ability to apply ATC knowledge, skills, and procedures required to begin OJT. Simulation scenarios may be strip-based, EDST-based, or a combination of the two.

(a) All simulation scenarios must be conducted in a two-position sector configuration with the trainee working the Radar position. Except when training concurrently, the individual assigned to perform the functions of the Radar Associate should be an En Route CPC. When an En Route CPC is not available, a support specialist formerly certified on any En Route Radar Associate position or a certified contract instructor may operate the Radar Associate position. Concurrent simulation training on the Radar and Radar Associate positions may be conducted as long as each trainee is provided their own separate instructor. Concurrent training must not occur during pre-evaluation or evaluation scenarios.

(b) The TA, in consultation with the Principal Facility Representative (or their designee) will determine the sector used for simulation training from within the trainee's area of specialization. The facility training directive must identify the sector on which simulation scenarios will be conducted and contain a schedule of all instructional, pre-evaluation, and evaluation scenarios, including a volume level for each scenario (except PTT scenarios) in the sequence they will be administered.

(c) Since the responsibilities for both the Radar and Radar Coordinator positions are similar, there is no requirement to develop separate scenarios for each; however, facilities are encouraged to develop informational scenarios focused on the Radar Coordinator position responsibilities.

(d) Scenario Types. The scenarios must include:

i. Instructional Scenarios. Instructional scenarios provide the trainee with the opportunity to practice performing Radar/Radar Coordination position duties in a simulated operational environment. A minimum of 25 and a maximum of 50 instructional scenarios must be administered in Stage 3. Scenario complexity and/or volume must increase with each instructional scenario. Scenario volume must not increase more than 10 percent from one scenario to another. An OJTI

should conduct Stage 3 simulation training, when resources permit. The instructor may intervene as necessary to maintain the continuity and integrity of the scenario and may pause and/or replay portions of the scenario as needed for instruction purposes.

ii. Pre-evaluation Scenarios. Pre-evaluation scenarios provide the trainee with the opportunity to demonstrate the ability to apply Radar position duties as expected in a simulated evaluation environment. A pre-evaluation scenario must be administered prior to the first evaluation scenario. Additional pre-evaluation scenarios may be administered prior to all evaluation scenarios. A pre-evaluation scenario does not count toward the average grade for evaluation scenarios. The instructor must only intervene to ensure scenario integrity (e.g., take action to mitigate unplanned issues like human errors or equipment failures) and not assist or instruct the trainee.

iii. Evaluation Scenarios. Three radar evaluation scenarios must be administered for the Radar position. The trainee cannot be evaluated on procedures or operations they have not experienced in previous instructional scenarios. Evaluation scenarios must be graded by an OS from the trainee's area of specialization or by a certified contract instructor. The instructor must only intervene to ensure scenario integrity (e.g., take action to mitigate unplanned issues like human errors or equipment failures) and not assist or instruct the trainee. Evaluation scenarios must be graded using the simulation criteria in Appendix B of this order. The Radar evaluation scenario volume levels are as follows:

- First evaluation scenario—70 percent
- Second evaluation scenario—80 percent
- Third evaluation scenario—90 percent

iv. Informational scenarios. After successful completion of the evaluation scenarios, informational scenarios may be administered on any sector in the trainee's area of specialization. These scenarios are intended to introduce the trainee to sector-specific operations and traffic flows. Informational scenarios may use combined sector and/or position configurations. Emphasis should be given to the specific sectors in which the trainee may be assigned to start OJT, if different from the sectors used in Stage 3 simulation. The TA, in consultation with the Principal Facility Representative (or their designee) must determine the number, length, and content of the informational scenarios. Informational simulation scenarios are not graded and may be designed at any volume level. Instructors are encouraged to add situations that will challenge the trainee and prepare them for unexpected or unusual situations that could be encountered during OJT. The instructor may intervene as necessary to maintain the

continuity and integrity of the scenario and may pause and/or replay portions of the scenario as needed for instruction purposes.

(4) Evaluation. To complete this stage, the trainee must achieve a passing score. In accordance with FAA Order JO 3000.22, a passing score is at least 70 percent.

(a) Classroom. If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of the failed end-of-lesson test must be provided. If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified in writing via memorandum in accordance with the HRPM, CBA, and/or other directives.

(b) PTT. Pass/fail criteria are not applied to PTT.

(c) Simulation. A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix B of this order. Following a score of less than 70 percent on any one of the first two Radar evaluation scenarios, the TA will assign SST designed to address identified performance deficiencies in writing via memorandum. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-25. If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order.

(5) Recovery Training. Training will be conducted in up to four parts: classroom, simulation, PTT, and post-scenario discussions. If possible, the Training Team that will instruct the trainee during OJT should participate in recovery training. A minimum of four simulation or PTT scenarios involving recovery must be administered prior to the start of OJT.

(a) Recovery scenarios are not pass/fail and have no established time limit. The scenarios must provide an interactive instructional environment in which the instructor and trainee are able to discuss methods of recovery, strategies, and alternatives that assist in re-establishing separation.

(b) Scenarios may include converging aircraft, aircraft climbing through the altitude of a level aircraft, faster aircraft climbing through the altitude of a slower preceding aircraft, aircraft simultaneously climbing and descending, compression, aircraft missing the read-back of a climb or descend clearance, similar-sounding call sign aircraft, aircraft responding to a TCAS-RA, loss of data blocks (target only), transposed call signs, lost communication, and emergencies.

(6) OJT. After successful completion of classroom and simulation training, OJT must be conducted in accordance with Chapter 6 of this order. OJT must begin within 30 days of successful completion of simulation.

8. Simulation Criteria and Development.

a. Scenario Creation. Scenario developers in ERAM facilities must have completed the current Scenario Generation Tool (SGET) course prior to developing scenarios. All newly created instructional, pre-evaluation, and evaluation scenarios must be locally developed using criteria established in this order.

(1) Evaluation scenarios must be validated. When validating a scenario, the TA, in consultation with the Principal Facility Representative or their designee, must ensure an OJTI from the area of specialization observes the scenario. The OJTI will submit a recommendation for improvement or validation. The TA must make the improvements or validate the scenario depending upon the recommendation.

b. Scenario Volume. The scenario volume level is determined by taking the busiest one-hour period on the seventieth-busiest day at a facility in a given calendar year, for each sector/position. The volume in this one-hour period will be the 100 percent scenario volume level in the instructional, pre-evaluation, and evaluation scenarios.

NOTE: The intent is to find an appropriate baseline for each facility. In the event of an anomaly, the TA, in conjunction with the Principal Facility Representative, can average the volumes of busiest one-hour periods of the 69th- and 71st-busiest days and use this as the 100 percent scenario volume.

c. Scenario Complexity. Scenario complexity is based on the number of situations that require application of various procedures in FAA Order JO 7110.65. Scenario complexity will be locally developed. Scenario complexity must include the specific job subtasks contained within the job tasks as indicated on FAA Form 3120-25.

d. Scenario Duration. Scenario duration will comply with the instructions below.

(1) All instructional scenarios must be a minimum of 30 minutes and a maximum of 60 minutes in duration. Half of the instructional scenarios must be 60 minutes in duration.

(2) All pre-evaluation and evaluation scenarios must be a minimum of 45 and a maximum of 60 minutes in duration.

e. Scenario Content. Scenario content should align with the goals and objectives of each scenario.

(1) Conflict alert and the auto hand-off function must be deactivated during even-numbered instructional scenarios and all pre-evaluation and evaluation scenarios.

(2) The trainee will receive and give Transfer of Position Responsibility briefings for all simulation scenarios.

(3) Simulation scenarios must include the following objectives, when applicable to the Area of Specialization:

(a) Separation from adjacent airspace, SAA, and obstructions

(b) Crossing, converging, and opposite-direction traffic

(c) Overtakes

(d) Weather

(e) PIREP solicitation

(f) Weather deviations

(g) Pilot Deviations

(h) Emergencies and aircraft equipment failure

(i) Simultaneous arrivals and departures

(j) Arrivals and/or departures with altitudes inverted

(k) No Radio (NORDO) procedures

(l) Route amendment or change of destination

(m) Communication with aircraft other than direct pilot–controller communication

(n) Unexpected aircraft performance

(o) ATC equipment failures

(p) Transfer of control and communication

(q) VIP movement and special flight operations

(r) UAS operations

(s) Approach procedures

(t) SVFR and VFR-on-Top

(u) VFR aircraft encountering IFR conditions

(v) Pop-up clearances

(w) VFR/IFR traffic conflicts

(x) Request for altitude change

(y) Radar identification methods

(z) TMIs; e.g., EDCT, TBFM, SWAP

(aa) Fuel dumping

(bb) Holding

(cc) Marginal/loss of radar coverage

(dd) Traffic alert and collision avoidance system resolution advisory

(ee) Inappropriate Altitude for Direction of Flight (IAFDOF)

(ff) Medical Evacuation (MEDEVAC)

(gg) IFR clearances

(hh) Interfacility and intrafacility coordination

(ii) Minimum fuel

(jj) Overdue aircraft

(kk) Hijacking/threat level

(ll) Loss of Mode C or transponder failure

(mm) Successive arrivals and departures

(nn) Suspicious aircraft

(oo) Hear-back/read-back errors

(pp) Non–Reduced Vertical Separation Minima (RVSM)

(qq) MTRs (Aerial Refueling, Visual Routes, and Instrument Routes)

(rr) Military Altitude Reservation (ALTRV)

(ss) SAA

(tt) Military Authority Assumes Responsibility for Separation of Aircraft (MARSA)/Flight Break Up/Join Up

(uu) NOTAMs

(vv) No-Gyro Vectors

f. Scenario Maintenance.

(1) The TA must review each scenario biennially for integrity/accuracy.

(2) If the ERAM software release in use in the TTL is newer than that in use operationally, the following applies:

(a) Prior to training in the TTL, the TA must ensure that the trainee has completed all training content associated with the ERAM release being used in the TTL.

(b) Prior to the start of OJT, the TA must ensure that the trainee has completed all training content associated with the ERAM release being used operationally.

(c) When a new ERAM software release is installed in the TTL, the integrity of scenarios must be reviewed.

g. Instructor Guide. An instructor guide must be developed for each scenario describing the content, instructional objective, and events in sequential order, including the time they will occur. The guide must contain information to be provided to the trainee prior to the start of the scenario during the initial transfer of position responsibility briefing. The purpose of the guide is to relay instructional intent from the scenario developer to the lab instructor.

h. Remote Pilot Guide. A remote pilot guide must be developed for each scenario describing all required coordination events, in sequential order, including the time the event will occur. The purpose of this guide is to provide the RPO with instructions essential to ensure consistency. Pertinent remarks, such as when to declare an emergency, the type of emergency and pilots' intentions, altitude requests, weather deviations, destination changes, and PIREPs, should be documented in the remote pilot guide.

Appendix F. Oceanic Instructional Program Guide

1. Introduction. The purpose of this IPG is to prepare the trainee to attain certification. This IPG must be used to conduct training for the following En Route AT technical training.

2. General. This training consists of the ATOP Oceanic Air Traffic Control Curriculum. The purpose of this stage is to prepare the trainee to perform independently,-under general supervision, all duties of an ATOP oceanic air traffic control specialist on all sectors within the assigned Area of Specialization and to attain certification on those sectors.

3. Prerequisite. En Route Radar FD Training Course 55053 (or current course), (A-Side), as specified in Appendix E, must be completed prior to ATOP training.

4. Administration. This stage is administered in four parts: instructor-led/situational training, simulation training, manual nonradar, and OJT. Pass/fail criteria apply. OJT is conducted as defined in Chapter 6 of this Order. If a passing score is not achieved on an end-of-lesson test, a review of the lesson must be conducted and study time afforded to the trainee. One retake of the failed end-of-lesson test must be provided. If a passing score is not achieved after one retake, the TA will terminate training. The trainee will be notified in writing via memorandum in accordance with the HRPM, CBA, and other directives.

a. Manual Nonradar Training (Course 60004720 or current course).

(1) During manual nonradar training, the trainee will apply ATC procedures in accordance with FAA Order JO 7110.65 and other pertinent directives. The TA, in collaboration with the Principal Facility Representative, will determine the number of manual nonradar scenarios. The TA may omit manual nonradar training.

(2) Training length and scenario development requirements must be specified in the facility training directives.

b. Instructor-led/Situational Training. This training is conducted under the direction of the facility TA using self-study guides and lesson plans developed nationally and locally. Instructor-led/situational training must include training exercises that allow the trainee to apply the knowledge acquired during the self-study and instructor-led training. The following nationally developed courses must be delivered:

(1) ATOP Equipment (Course 60004721 or current course)

(2) Communications between Pilot/Aircraft and Controller (Course 60004722 or current course)

(3) Flight Plan Data (Course 60004723 or current course)

(4) Flight Profiles (Course 60004724 or current course)

(5) Nonradar Separation (Oceanic) (Course 60004725 or current course)

(6) Nonradar Arrivals and Departures (Course 60004726 or current course), if applicable

(7) Coordination (Oceanic) (Course 60004727 or current course)

(8) Weather Information (Oceanic) (Course 60004728 or current course), if applicable

(9) Air Traffic Special Operations (Oceanic) (Course 60004729 or current course)

(10) Emergencies/Unusual Situations (Oceanic) (Course 60004730 or current course)

(11) System/Equipment Degradation or Failure (Oceanic) (Course 60004731 or current course)

(12) Situational Awareness (Oceanic) (Course 60004732 or current course)

c. Simulation Training: Simulation training consists of PTT, instructional, pre-evaluation, and evaluation exercises designed to allow the trainee to apply the basic skills and knowledge gained during instructor-led/situational training. The number of locally developed instructional, pre-evaluation, and evaluation scenarios are determined in consultation with the Principal Facility Representative (or their designee) and must be specified in a facility training directive. All simulation scenarios must be documented on FAA Form 3120-27. For PTT Scenarios, select "other" in Block 9.

(1) Exercises. Facilities are required to locally develop and document exercise requirements for each job task in the applicable course. The scores of each component (e.g., written end-of-course tests, graded performance exercises) are averaged. The written end-of-course tests in this section are open-book. The average of each course is weighted for a cumulative score as specified in Table F-1

(2) Scenarios. During ATOP controller simulation training, the trainee will apply ATC procedures in accordance with FAA Order 7110.65, International Civil Aviation Organization (ICAO) Document 4444, *Air Traffic Management*, ICAO Document 7030, *Regional Supplementary Procedures*, and other pertinent directives. The individual conducting and scoring the evaluations must be ATOP qualified. The trainee must complete, at minimum, the following. (An example program structure for simulation training is given in Table F-3.)

(a) 5 PTT scenarios

(b) 10 instructional scenarios

(c) Pre-Evaluation Practice scenario (not graded)

(d) 70-percent evaluation scenario

(e) 6 instructional scenarios

(f) 80 percent evaluation scenario

(g) 5 instructional scenarios

(h) 90 percent evaluation scenario

(3) Scenario Evaluation Scoring. For scoring evaluations, use the point values indicated in Table F-4.

(a) A passing score is attained by averaging the scores of all evaluation scenarios using the criteria established in Appendix F of this order.

(b) Following a score of less than 70 percent on any one of the first two evaluation scenarios, the TA will assign SST designed to address identified performance deficiencies in writing via memorandum. SST must be completed prior to the next instructional scenario and documented on FAA Form 3120-27.

(c) If an average passing score of at least 70 percent is not achieved following the final evaluation scenario, the TA will issue a suspension of training memorandum to the trainee and a Training Review will be conducted in accordance with this order.

(d) Each facility must locally develop a minimum of 30 simulation scenarios that will allow trainees to apply hands-on applications of skills and knowledge acquired during academic instruction. These scenarios should be sector-specific for the trainee's first assigned OJT sector. Informational scenarios may be developed for other sectors in the trainee's Area of Specialization identified by the TA, in consultation with the Principal Facility Representative (or their designee), and as documented in the local training order. These scenarios will provide a highly interactive instructional environment in which the instructor and trainee will be able to discuss sector management strategies and alternatives.

(e) Facilities must locally develop a checklist similar to the OJT Checklist (Figure F-2) to be used during instructionals, pre-evaluations, and evaluations. This checklist must be completed and attached to the FAA Form 3120-27. This checklist must be identified by the TA, in consultation with the Principal Facility Representative (or their designee). This checklist must be retained until certification on all ATOP positions in the assigned area of specialization.

d. OJT. After successful completion of instructor-led and simulation training, OJT must be conducted in the operational environment in accordance with Chapter 6 of this order. OJT must begin within 30 days of successful completion of simulation.

(1) OJT must be documented on FAA Form 3120-27, Oceanic OJT Instruction/Evaluation Report.

(2) OJT Checklist. OJT checklists must be used as a training aid for the training team. The trainee must be provided with the appropriate checklist before or during the initial training team meeting. A sample OJT checklist of ATOP Control is provided as Figure F-2.

NOTE: Additional local training modules may be required, as determined by the TA in consultation with the Principal Facility Representative or their designee. These additional modules cannot impact the cumulative grading in Table F-1 below.

5. Simulation Criteria and Development.

a. Scenario Objectives. The scenarios will provide the trainee with the opportunity to:

(1) Identify ATOP map symbols, function keys, aircraft, weather, etc., on ATOP displays.

(2) Manipulate ATOP windows, drop-down menus, tabular menus, dialogues, etc.

(3) Process ATOP messages.

(4) Manage sector queue messages.

(5) Use correct radio and/or interphone message format for communication procedures.

(6) Determine the need for separation (situation condition analysis).

(7) Apply knowledge of nonradar separation minimums.

(8) Issue clearances according to priority.

(9) Demonstrate the transfer of information and control.

(a) Weather.

i. Reporting and disseminating weather information.

ii. Changes to routes due to weather.

iii. Solicit Air Reports (AIREPs) / PIREPs.

(b) Perform system failure/contingency requirements.

(c) Give/receive a position relief briefing.

b. Scenario Development. The following situations and procedural items must be covered in the 30 scenarios specified in Appendix F, paragraph 5.c.(2), Simulation Training, above. A scenario does not need to include all items, but all items must be covered at least once. Other items may be added as deemed appropriate by the TA, in consultation with the Principal Facility Representative (or their designee), and as documented in the local training directive, based on their applicability in the individual sectors.

(1) Applying Separation Rules (Oceanic Nonradar):

(a) Standard Separation (crossing, converging, opposite direction, and overtakes)

(b) Reduced Separation (crossing, converging, opposite direction, and overtakes)

(c) Separation from: adjacent airspace, obstructions, and special use airspace.

(d) Transition airspace separation

(2) Communication and Coordination:

(a) Hear back/read back errors

(b) Transfer of control and communications

(c) Communication with aircraft through other than direct pilot-controller communication

(d) Coordination (interfacility and intrafacility)

i. Manual coordination

ii. Air Traffic Services Interfacility Data Communication (AIDC)

iii. Verify coordination information

iv. Other coordination methods

(3) Clearances and Control Information:

(a) IFR clearances

(b) Clearance to alternate airport

(c) Route change in flight

(d) Arrivals and departures, if applicable

(e) Holding, if applicable

(f) Transfer of control and communications

(g) VFR traffic, if applicable

(h) Pilot Deviations

(i) Requesting altitude change from assigned altitude

(4) Procedures:

(a) Interphone procedures

(b) TMIs

(c) Fuel dumping

(d) Special flight operations

(e) Military procedures (e.g., SUA, flight breakups, MARSA, ALTRVs, aerial refueling)

(5) Emergencies and Unusual Situations:

(a) Loss of communication

(b) Inflight emergencies

(c) Aircraft with minimum fuel

(d) NAS control equipment failures (e.g., communications, NAVAIDs)

(e) Inflight equipment malfunctions

(f) Overdue aircraft

(g) Hijacking

(h) Unexpected aircraft performance

(i) Conflict Prediction and Reporting (CPAR) failure

(j) ATOP system failures

(k) Contingency procedures

(6) Weather:

(a) Reporting and disseminating weather information

(b) Changes to routes due to weather (e.g., departures, arrivals, en route)

(7) Phraseology

(a) Forward control information using correct phraseology

(b) Communicate using radio, interphone, and other appropriate methods

(8) Demonstrating situational awareness

(a) Apply knowledge of all applicable LOAs and facility SOPs

(b) Demonstrate knowledge of the assigned area of specialization

(c) Demonstrate knowledge of ICAO flight plan formats

(d) Give and receive a position relief briefing

c. Development Guidelines. The development guidelines are designed to assist in the creation of scenarios. The guidelines also provide for standard administrative procedures. All personnel involved in the development of scenarios for use in the ATOP Oceanic Training program shall follow these guidelines. Table F-3 identifies the progression of complexity points for all scenarios. Use Figure F-1 to determine complexity points in a scenario.

(1) Scenario Guidelines. The following guidelines are designed to assist in the development of scenarios. The guidelines also provide for standard administrative procedures. All personnel involved in the development of scenarios for use in the National En Route Traffic Training program must follow these guidelines.

(a) Each scenario must be a minimum of 30 minutes in duration. In addition, 50 percent of the scenarios in this stage must be 60 minutes in duration. Evaluation and pre-evaluation scenarios must be 60 minutes in duration.

(b) Scenarios must progress in complexity. It is necessary to complete scenarios at the lowest level of complexity first and progressively work up to the highest.

(c) Scenarios should reflect the current operations in the area of specialization.

(d) When weather is a factor in the scenario, this must be indicated on the simulation form and in the scenario documentation (i.e., Instructor Guide and Remote Pilot Guide) to ensure that the RPO position will have the necessary information.

(2) Administrative Guidelines.

(a) The TA, in consultation with the Principal Facility Representative (or their designee), will determine the sector and the number of scenarios the trainee must complete.

(b) One pre-evaluation scenario must be administered prior to any evaluation scenario.

(c) The instructor must maintain problem continuity, except during evaluation scenarios.

(d) Trainees cannot be evaluated on procedures or situations they have not experienced in previous scenarios.

(e) The results of the trainee's performance during each scenario must be documented on FAA Form 3120-27 and discussed with the student.

(f) Forms and/or checklists used during simulation scenarios must be retained in accordance with Chapter 5 of this order.

(3) Instructor Guide. An instructor guide must be locally developed for each control scenario. The purpose of the guide is to relay instructional intent from the scenario developer to the lab instructor. The guide must include the following:

(a) Information for the instructor. This section describes content and objectives, and any pertinent remarks or operations required for successful completion of the scenario must be included, such as when to declare an emergency, the type of emergency and pilot's intentions, altitude requests, destination changes, fuel problems, etc.

(b) Instructor action. This section describes the actions required to accomplish the scenario objectives.

(c) Trainee application and technique. This section lists the information to be provided to the trainee prior to the start of the scenario (e.g., scenario objectives and starting conditions.

(4) Remote Pilot Guide. A remote pilot guide must be locally developed for each control scenario. This guide provides the RPO with instructions essential to the scenario (e.g., remote strips, scenario plus time, next-fix estimates, and initial contact times). Any pertinent remarks or operations required for successful completion of the scenario must be

included, such as when to declare an emergency, the type of emergency and pilot's intentions, altitude requests, destination changes, fuel problems, etc.

(5) Scenario Difficulty. A trainee must control varying volumes of traffic and resolve situations of varying complexity. Complexity level is the basic criterion for scenario development.

(a) Scenario Complexity Workload. The ATOP Oceanic Scenario Complexity Workload Worksheet (Figure F-1) must be used to determine the complexity workload for each scenario. The worksheet allows inclusion of the particular characteristics encountered in each sector for which scenarios are being developed. The desired complexity level for a given scenario is contained in Table F-3. Use the worksheet to arrive at the desired numerical total plus or minus three points for each scenario. The ATOP Oceanic Scenario Complexity Workload Worksheet must be attached to scenario documentation as part of the validation process.

(b) Complexity Definitions.

i. Departure: A departure is defined as an aircraft that originates IFR flight in the scenario sector. A popup or air file en route is counted as a departure.

ii. Arrival: An arrival is defined as an aircraft that terminates IFR flight within the scenario sector. An aircraft requesting special VFR flight is counted as an arrival.

iii. Oceanic overflight (requiring control function): Refers to an aircraft that originates outside and passes through the scenario sector requiring action.

iv. Oceanic overflight (no control function): Refers to an aircraft that passes through the scenario sector requiring only routine operations.

v. Emergencies or aircraft radio failure: An emergency is defined as an aircraft distress or urgency condition requiring controller action.

vi. Special Flights: Refers to any aircraft requiring special handling.

vii. Special Situations: Refers to any items that affect normal operations in the scenario. This may include SIGMETs and airspace reservations.

viii. Simple coordination: Routine coordination.

ix. Complex coordination: Coordination requiring additional actions, i.e., non-automated coordination required, such as weather deviation, block altitudes, etc.

x. CPAR repair and replace: Requires correction of corrupted profile.

xi. ATOP system/equipment failure: Any equipment or system component failure that affects the sector operations, such as Controller Workstation Processor (CWP) failure, channel failure, etc.

xii. NAS or ATC systems/equipment degradation or failure: Any failure that affects sector operation, such as Societe Internationale Telecommunications Aeronautiques (SITA), National Airspace Data Interchange Network (NADIN), Aeronautical Radio Incorporated (ARINC), Aeronautical Fixed Telecommunications Network (AFTN), radar, surveillance, NAVAIDs, Communications, etc.

(6) Informational Scenarios. Additional locally developed scenarios may be administered for the trainee's initial or additional OJT sectors. The number and duration of informational scenarios will be identified by the TA, in consultation with the Principal Facility Representative (or their designee) based on the needs of the area of specialization and documented in the local training order.

Table F-1: ATOP Scoring

Course	Weighted Value	Without Arrivals & Departures
ATOP Equipment	14%	15%
Communications Between Pilot/Aircraft and Controller	6%	7%
Flight Plan Data	9%	10%
Flight Profiles	9%	10%
Nonradar Separation	8%	9%
**Nonradar Arrivals and Departures	8%	--
Coordination	14%	15%
Air Traffic Special Operations	6%	7%
Emergencies/Unusual Situations	9%	10%
System/Equipment Degradation or Failure	12%	12%
Situational Awareness	5%	5%

***Nonradar Arrivals and Departures is a required course only where an area of specialization provides these services.*

Table F-2: Scenario Scoring

Job Task	Minus (-) Points Deducted per Occurrence	Maximum Point Deduction per Job Task	Plus (+) Points Added per Job Task *
Separation	16 points	No maximum	5 points

Job Task	Minus (-) Points Deducted per Occurrence	Maximum Point Deduction per Job Task	Plus (+) Points Added per Job Task *
Coordination	8 points	No maximum	4 points
Control Judgment	5 points	20 points	2 points
Methods and Procedures	5 points	20 points	2 points
Equipment, Communications, and Other	2 points	10 points	2 points

**If points are added, the entire value for the job task must be added.*

Table F-3: Sample ATOP Simulation Scenarios

Scenario	Complexity Points	Type
1	50	PTT
2	50	PTT
3	70	PTT
4	70	PTT
5	70	PTT
6	70	Instructional
7	80	Instructional
8	80	Instructional
9	80	Instructional
10	80	Instructional
11	90	Instructional
12	90	Instructional
13	90	Instructional
14	90	Instructional
15	95	Instructional
16	70	Pre-evaluation
17	70	Evaluation
18	95	Instructional
19	100	Instructional
20	100	Instructional
21	90	Instructional
22	90	Instructional
23	95	Instructional
24	80	Evaluation
25	95	Instructional
26	100	Instructional
27	100	Instructional
28	100	Instructional
29	100	Instructional
30	90	Evaluation

Figure F-1: ATOP Oceanic Scenario Complexity Workload Worksheet

Center:				
Scenario Number:				
Sector number:				
Point Factor:_____ points				
I.	**FUNCTIONS**	**NUMBER OF FUNCTIONS**	**POINT VALUE**	**TOTAL POINTS**
	1. Departure		3	
	2. Arrival		4	
	3. Oceanic overflight (requiring control function)		3	
	4. Oceanic overflight (no control function)		1	
	5. Emergencies or aircraft radio failure		4	
	6. Special flights		2	
	7. Special situations		2	
	8. Simple coordination		1	
	9. Complex coordination		3	
	10. CPAR repair & replace		2	
	11. ATOP systems/equipment failure		4	
	12. NAS or ATC system/equipment degradation or failure		2	
	Total			

NOTE: Add an additional point for each required coordination function associated with the above functions.

Figure F-1, continued

II.	PROBLEM CONTENT CHECKLIST
	A. Clearance
	B. Data Link (1) CPDLC (2) ADS-C
	C. HF Operations (1) Thru ATOP (2) Manual Operation
	D. Mach Speed Assignment
	E. Position report (1) Overdue (2) Controller input
	F. Out of Conformance Messages (Time, Speed, Altitude, Route)
	G. Airfiles
	H. Manual Coordination (1) Coordination with Restrictions (2) Revised Coordination (3) Back Coordination
	I. Automated Coordination (1) Coordination with Restrictions (2) Revised Coordination (3) Back Coordination
	J. Aircraft climbing or descending
	K. Pilot request
	L. SIGMETs/NOTAMs
	M. Communications failure
	N. System failure (e.g., SITA, NADIN, ARINC, etc.)
	O. Departure/Arrival
	P. [optional site-specific content]
	Q.
	R.
	S.
	T.

Figure F-2: Sample OJT Checklist

OJTI	DATE	TRAINEE	DATE	
				MANAGING AIRCRAFT PROFILES
				Process a block transfer via the Coordination Window
				Process a transfer revision
				Offset an aircraft for a climb
				Put an aircraft on an offset back on their route
				Process a weather deviation to an aircraft on an offset
				Process a weather deviation
				Able to identify the visual indications on the flight progress indication strip
				WINDOWS & PREFERENCE SETTINGS
				Is the workstation properly configured (windows, data block, etc.)?
				ANNOTATIONS & SCRATCHPAD
				Are the required correct annotations used?
				CONFLICT WINDOWS
				Different types of conflicts
				Use data in Conflict Windows to resolve conflicts
				Draw conflict
				CLEARANCE
				Action required when issuing successive clearance
				Emergency return to point of departure after entering oceanic airspace/ensure accurate profile
				Re-route from a future waypoint to new destination
				Clearing an aircraft out of a block level
				Re-route an aircraft that has been transferred creating a new coordination point
				COORDINATION
				Process using the correct inbound/outbound coordination
				Coordinate block altitude
				Coordinate offset
				Coordinate WX deviation
				Speed restrictions

Figure F-2, continued

OJTI	DATE	TRAINEE	DATE	
				COORDINATION (continued)
				Back Coordinate
				AIDC Coordination Process: Messages and their order of occurrence
				MNT with No-MACH exiting ZOA airspace
				Pop-up close to the boundary
				SEPARATION
				Degraded RNP
				Degraded RVSM
				Rule of Eleven
				D50: Application of D50 separations
				30/30: Application of 30/30 separations
				SCC WARNINGS
				Respond promptly and correctly to special condition codes
				FLIGHT PLANS
				Process an aircraft into a Military Reservation
				FPL Truncation: Fix a NAS Truncated Flight Plan
				POSITION REPORT
				Out of Conformance position reports
				Correct processing of all position reports with regard to logic/reasonableness
				Trial Probe of Out of Conformance reports
				DATA LINK
				CPDLC: Know the address forwarding process
				ADS-C: When to increase the reporting rate
				AIRSPACE RESERVATION
				Holding Pattern Airspace
				SYSTEM FAILURES
				CPAR failure
				Replace flight plan and rebuild profile
				Hot/cold start
				Recovery

6. Instructions for Completing FAA Form 3120-27, Oceanic OJT Instruction/Evaluation Report

a. Introduction. This section contains instructions for completing FAA Form 3120-27. The form must be used by simulation instructors, OJTIs, and OSs to record their observations of the performance and progress of the trainee during simulation scenarios, OJF, OJT, ST, PAs, CSCs, and recertification. (See Figure F-3, FAA Form 3120-27.)

b. Using the Form. Entries on FAA Form 3120-27 must be sufficiently detailed to document training. Block numbers correspond to the numbered blocks on the form.

(1) Block 1. NAME: This field will be autopopulated.

(2) Block 2. DATE: Select month, day, year.

(3) Block 3. SCENARIO/POSITION(S): Select scenario name/number, sector, and/or position.

(4) Block 4. WEATHER: Select VFR, MVFR, IFR, SIGMETs, Deviations, or Other (e.g., thunderstorm, turbulence).

(5) Block 5. WORKLOAD: Select traffic volume as Light, Moderate, or Heavy.

(6) Block 6. COMPLEXITY: Select complexity of operations as Not Difficult, Occasionally Difficult, Mostly Difficult, or Very Difficult. Note unusual situations, equipment outages, configurations, and/or restrictions that affect training in Block 12.

(7) Block 7. HOURS: Enter start time and end time or enter start time and hours and minutes for each training session covered by this report.

(8) Block 8. TOTAL HOURS THIS POSITION: This field will be autopopulated.

(9) Block 9. PURPOSE: Record purpose of report on the form. Select “OJT” for any activity that is counted as part of the assigned training time. Select “OJF” for on-the-job familiarization time (in live traffic). Select “Instructional” or “Evaluation” when simulation training is being administered. Select “SST,” “SIT,” “SDT,” or “SET,” as appropriate, for ST. The OS selects “PA” if administering a PA, “Certification” if administering a CSC, and “Recertification” if administering a CSC for recertification. If you mark “Other,” document the specific use in Block 12.

(10) Block 10. ROUTING: According to facility requirements, as specified in the facility training directive.

(11) Block 11. PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the trainee. Users of this form should review the

definitions of all job subtasks and their respective performance indicators contained within this appendix. This section is not all-inclusive and is not meant to limit the duties to be reviewed. The job task "Other" is intended for local use as specified in the facility training directive.

(a) OJT, Skill Training, Instructional Scenario, and Informational Scenario. For each job subtask, the instructor must select ✓, N/A, or N/O in the columns OBSERVED or COMMENT as applicable. The instructor must select every subtask.

i. OBSERVED: A ✓ in this column indicates the job subtask was observed during the session, but no comments are made. If a job subtask is not observed, N/O must be selected for that subtask. If a job subtask is not applicable, N/A must be selected.

ii. COMMENT: A ✓ in this column indicates the Job Subtask was observed during the period and a comment must be entered in Block 12.

(b) PA. The OS must select ✓ or N/O in the appropriate column: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job subtask is not observed during the session, N/O must be entered in the SATISFACTORY column. If a job subtask is not applicable, N/A must be selected in the SATISFACTORY column. OJTIs do not use these columns. These terms are defined as follows:

i. SATISFACTORY: A ✓ in this column indicates the observed performance during the session meets the expected performance for the trainee's level of experience and training.

ii. NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job subtask indicated. ST should be considered to improve the trainee's performance. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

iii. UNSATISFACTORY: A ✓ in this column indicates the observed performance does not meet the requirements for certification, and ST must be assigned in accordance with Chapter 4; unless the OS is recommending Suspension of Training, in Block 13. Specific comments relating to the trainee's performance for each job subtask selected unsatisfactory must be entered in Block 12.

References must be made to specific procedures, LOAs, directives, etc., in Block 12A.

(c) CSC. If a job subtask is observed, the OS must select a ✓ indicating the level of observed performance in the column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. For a CSC to result in certification, all applicable job subtasks must be rated as satisfactory or not observed. If a job subtask is not observed during the session, the OS must ensure the trainee demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. If an item is selected N/O, Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. After assessing the trainee's knowledge/skills for the unobserved job subtask, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's level of competency. If a job subtask is not applicable, it must be marked N/A in the SATISFACTORY column. OJTIs do not select responses in these columns.

i. SATISFACTORY: A ✓ in this column indicates the observed performance demonstrates the skills required to work independently under general supervision.

ii. NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job subtask indicated. The OS should consider assigning ST to improve the trainee's performance. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

iii. UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the requirements for certification and ST must be assigned in accordance with Chapter 4. Specific comments relating to the trainee's performance for each job subtask selected unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. If the CSC is conducted at the exhaustion of Target, Supplemental OJT, or Additional OJT Time, the OS must recommend suspension of training in Block 13; in this case, ST is not assigned.

(d) Recertification. If a job subtask is observed, the OS must select a ✓ indicating the level of observed performance in the column (SATISFACTORY, NEEDS

IMPROVEMENT, or UNSATISFACTORY), as appropriate. If a job subtask is not observed during the session, the OS must ensure the trainee/CPC/OS demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. After assessing the trainee's/CPC's/OS's knowledge/skills for the unobserved job subtask, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's/CPC's/OS's level of competency. If a job subtask is not applicable, N/A must be selected in the SATISFACTORY column. OJTIs do not use these columns.

i. SATISFACTORY: A ✓ in this column indicates the observed performance demonstrates the skills required to work independently under general supervision.

ii. NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job subtask indicated. ST should be considered to improve the trainee's/CPC's/OS's performance. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

iii. UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the expected performance requirements to work independently under general supervision and ST must be assigned in accordance with Chapter 4. If the individual fails to recertify at the exhaustion of the assigned time, refer to the applicable CBA.

(e) Pre-Evaluation/Evaluation Scenarios. Each scenario will be graded on a scale of zero to 100 points. The evaluation score cannot be less than zero or exceed 100 points. Scenarios will be selected with either a plus (+), a checkmark (✓), or a minus (-) in the Simulation Training column. OJTIs do not select this column.

i. A plus (+) indicates the trainee has consistently demonstrated above satisfactory performance for observed job subtasks. Additional Points may be added according to Table F-2. Whenever a plus is selected, comments must be entered in Block 12.

ii. A checkmark (✓) indicates the trainee has demonstrated satisfactory performance in a particular job subtask. No comments are required for a checkmark.

iii. A minus (-) indicates the trainee has failed to demonstrate satisfactory performance in a particular job subtask. Whenever a minus is selected, a comment must be entered in Block 12, with an associated reference in Block 12A.

iv. Not all job subtasks have to be observed within the job task to be eligible to earn positive points. If a job subtask is not observed, N/O must be selected for that subtask. If a job subtask is not applicable, N/A must be selected. Pre-evaluation scenarios are graded but are not subject to pass/fail criteria.

(f) Scoring Instructions. All pre-evaluation/evaluation scenarios begin with 100 points. Points are deducted first, then positive points are added if applicable. For each occurrence, apply the point deduction for no more than one job task. The score cannot be less than zero or exceed 100 points. The final score will be indicated in Block 12. These scoring instructions do not apply to ST.

i. Points must be deducted in accordance with Table F-4. Partial points are not allowed. Points are deducted per occurrence, up to the maximum allowable per job task.

ii. Points must be added in accordance with Table F-4. Partial points are not allowed. Positive points may only be added once per job task, regardless of the number of plus (+) indicators in each subtask. Positive points must not be added for any job task containing a minus (-) for a job subtask.

Table F-4: Scenario Evaluation Scoring

Job Task	**Minus (-) Points Deducted per Occurrence**	**Maximum Point Deduction per Job Task**	**Plus (+) Points Added per Job Task**
Separation	16 points	No Maximum	5 points
Weather	8 points	No Maximum	4 points
Coordination	8 points	No Maximum	4 points
Control Judgment	5 points	20 Points	2 points
Methods and Procedures	5 points	20 Points	2 points
Equipment	2 points	10 points	2 points
Communication	2 points	10 points	1 point

Job Task	Minus (-) Points Deducted per Occurrence	Maximum Point Deduction per Job Task	Plus (+) Points Added per Job Task
Other	2 points	10 points	1 point

(12) Block 12. COMMENTS: Used by the OJTI, OS, or lab instructor to document the trainee's performance. Comments should be positive and/or constructive in nature. The OJTI, OS, or lab instructor must sign and date this block. The comments should follow this teaching process:

(a) What. Clearly describe what occurred during the session (e.g., did not restrict deviations, did not ensure aircraft separation, did not use positive control, did not inform pilots of weather, did not have sufficient focus to stay engaged during the session).

(b) Why. Clearly describe why the event occurred (e.g., inexperience with weather, insufficient vectors to ensure separation, failure to comprehend speed control techniques).

(c) How. Include recommendations on how the trainee could correct and improve in the events described (e.g., did not listen to instructor – review the fact that you must listen to the trainer; did not ensure aircraft separation – be sure the vector is sufficient to ensure separation and adjust the vector as necessary to maintain a safe and efficient operation; did not use positive control – explain how "deviation approved" does not maintain control by ATC).

(13) Block 12A. REFERENCES: References must be included for PAs, CSCs, Recertification, ST, simulation training, instructional scenarios, and evaluation/pre-evaluation scenarios. References must cite, by paragraph number, directives, LOAs, LOPs, SOPs, etc. References should be included for OJT sessions.

(14) Block 13. RECOMMENDATION: The OS will mark a ✓ in one of the following boxes.

(a) Certification Skill Check. Following a PA when recommending a CSC.

(b) Certification. Following a CSC where all applicable Job Subtasks have been satisfactorily demonstrated.

(c) Continuation of Training. Following a PA or a CSC when the OS recommends the trainee continue OJT.

(d) Skill Training. When a performance deficiency is identified.

(e) Suspension of Training. Following a PA or a CSC when the OS recommends suspension of Training.

(15) Block 14. EMPLOYEE'S COMMENTS: This block may be used by the employee to make comments pertaining to the session and may include reference to an attachment, if needed. The employee must sign and date this block. A signature does not indicate concurrence with the report, only that the report has been discussed with the employee.

(16) Block 15. CERTIFICATION/RECERTIFICATION: This block is used by an OS to document position certification/recertification.

Figure F-3: FAA Form 3120-27, Oceanic OJT Instruction/Evaluation Report

OCEANIC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/Sectors/ Position(s)

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ SIGMETs ☐ MVFR ☐ Deviations ☐ IFR ☐ Other	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours This Position

9. Purpose ☐ Certification ☐ Recertification ☐ Instructional Scenario ☐ Evaluation Scenario
☐ OJT ☐ OJF ☐ PA ☐ SIT
☐ SET ☐ SDT ☐ SST ☐ Other

10. Routing

11. Performance	Job Task	Front Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Separation is ensured between all aircraft and airspace.						
		2. Maintains flight profile accuracy.						
		3. Safety alerts are provided.						
		4. Provides IFR/VRF conflict resolution.						
	B. Weather	5. Issues observed/reported weather.						
		6. Solicits/issues PIREPs.						
		7. Issues hazardous inflight weather information.						
	C. Coordination	8. Performs handoffs/pointouts/information transfers.						
		9. Required coordinations are performed and recorded (automated/manual).						
	D. Control Judgment	10. Good control judgment is applied.						
		11. Priority of duties is understood.						
		12. Conflict Probe is used effectively.						
		13. Positive control is provided.						
		14. Effective traffic flow is maintained.						
	E. Methods and Procedures	15. Aircraft identity is maintained.						
		16. Strip posting/annotations are complete/correct.						
		17. All necessary data is updated and displayed on the ASD and data display.						
		18. Clearance delivery is complete/correct/probed and timely.						
		19. LOAs/orders/directives are adhered to.						
		20. Additional services are provided.						
		21. Rapidly recovers from equipment failures and emergencies.						
		22. Scans entire control environment.						
		23. Effective working speed is maintained.						
	F. Equipment	24. Equipment status information is maintained.						
		25. Sector/Coordination/Error Queue are efficiently maintained.						
		26. Equipment capabilities are used/understood.						
	G. Communication	27. Functions effectively as an oceanic team member.						
		28. Communication is clear and concise.						
		29. Uses prescribed phraseology and MOPS messages.						
		30. Makes only necessary transmissions.						
		31. Uses appropriate communications method.						
		32. Relief briefings are complete, accurate, and recorded.						

FAA Form 3120-27 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure F-3: FAA Form 3120-27, Oceanic OJT Instruction/Evaluation Report (Continued)

12. Comments	12A. References

Signature:_____ Date: _____

13. Recommendation ☐ Certification Skill Check ☐ Certification ☐ Continuation of Training ☐ Skill Training ☐ Suspension of Training

14. Employee's Comments:
This report has been discussed with me.

Signature:_____ Date:_____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier:_____ Date:_____

FAA Form 3120-27 (06/24) Supersedes Previous Edition

7. Job Subtasks and Indicators Checklist for FAA Form 3120-27, Oceanic OJT Instruction/Evaluation Report.

Table F-5: Job Task: Separation

Job Subtask	Indicators
l. *Separation is ensured between all aircraft and airspace.* Provides control instructions or restrictions to ensure separation standards are maintained at all times.	• Issues appropriate control instructions or restrictions, including speed control, vectoring techniques, and visual separation • Ensures traffic entering/departing/within their airspace is not in conflict or about to lose separation • Obtains specific approval prior to entering another position's/facility's area of jurisdiction • Resolves all imminent and actual (red) conflicts in ATOP, unless otherwise specified in directives
2. *Maintains flight profile accuracy.* Ensures aircraft profile reflects the most current data received by ATOP or other sources.	• Ensures the flight profile is accurate and up to date and not corrupt, including processing of out-of-conformance (OOC) messages correctly, updating offsets, weather deviations, reduced separation flags, block altitudes, Mach numbers, etc. • Recognizes and replaces flight plans when needed to ensure CPAR
3. *Safety alerts are provided.* Recognizes that safety alerts are a first-priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.	• Informs pilot or appropriate controller when unsafe situation has been observed • Issues alternate course of action when feasible
4. *Provides IFR/VFR conflict resolution.* Takes action to prevent collisions between aircraft operating in the system.	• Issues control instructions (i.e., altitude assignment and/or turns) to prevent a collision • Applies merging target procedures to IFR/VFR conflicts • Issues safety alerts to IFR/VFR conflicts

Table F-6: Job Task: Weather

Job Subtask	Indicators
5. *Issues observed/reported weather.* Exchanges weather information with users of the NAS.	• Provides significant weather information (METAR, SPECI, Terminal Area Forecast, etc.) to aircraft, controllers, and other facilities in a timely manner • Issues pertinent weather information on observed/reported weather areas by defining the area of coverage in terms of azimuth, distance, and precipitation intensity
6. *Solicits/Issues PIREPs.*	• Solicits pilot weather reports as required • Issues pilot weather reports as required
7. *Issues hazardous inflight weather information.*	• Issues hazardous weather (AIRMET, SIGMET, Convective SIGMET (WST), Urgent PIREP (UUA), CWA, etc.) information to pilots within the appropriate geographical area • Adheres to significant meteorological information and center weather advisory procedures

Table F-7: Job Task: Coordination

Job Subtask	Indicator
8. *Performs handoffs/pointouts/ information transfers.*	• Performs handoffs/pointouts/information transfers correctly, and at the appropriate time/position
9. *Required coordinations are performed and recorded (Automated/Manual).* Coordinates all information that is pertinent to the situation. Ensures that personnel receiving the information have all the contents. Acknowledges all information received on position.	• Coordinates restrictions or special instructions • Verifies aircraft/vehicle position and/or altitude at the time of coordination • Verifies and acknowledges all information exchanges • Coordinates data correctly and accurately, utilizing the Coordination Window or by other means if not supported by the coordination window (i.e., complex clearances) including revised transfers, inbound/ outbound, and manual coordination • Confirms/observes automated coordination is accomplished

Table F-8: Job Task: Control Judgment

Job Subtask	Indicator
10. *Good control judgment is applied.* Issues control instructions or restrictions that are correct. Carefully plans procedures prior to issuing instructions to provide a safe, expeditious traffic flow.	• Uses correct speed control procedures/techniques • Applies effective vectoring techniques • Considers aircraft performance capabilities in control decisions, and demonstrates awareness of aircraft equipment capabilities and limitations that affect AT control instructions • Uses control procedures that do not place workload or stress on other controllers/facilities • Considers subsequent controller requirements • Does not terminate or activate radar control prematurely • Informs aircraft and appropriate personnel of significant situations • DST (Decision Support Tool): Investigates and prioritizes all alerts according to sector requirements (DST for ATOP: Conflict Probe, range/bearing, time of passing, intercept angle, the aircraft situation display (ASD), and electronic flight data)
11. *Priority of duties is understood.* Properly prioritizes actions according to their significance in the overall traffic situation.	• Maintains situational awareness • Performs duties in the order of their importance

Job Subtask	Indicator
12. *Conflict Probe is utilized effectively.*	• Uses the results from conflict probe to initiate and maintain the prescribed separation minima unless otherwise specified by directive • Resolves and evaluate the alert and take appropriate action as early as practical, in accordance with duty priorities, alert priority, and operational considerations • Takes immediate action to resolve any eminent/actual conflicts, unless otherwise specified by directive • Uses conflict probe results when issuing a clearance to ensure that any potential conflict has been given thorough consideration • Prior to manually accepting an aircraft transfer from an external facility, ensures that the coordinated flight profile is accurately entered, conflict probe is initiated, and if necessary, action is taken to resolve any potential conflicts • Does not override conflict probe except as noted in directives (i.e., separation standard not recognized by conflict probe, action to resolve has already been taken and separation has been ensured, responsibility has been delegated, or specified by directive)
13. *Positive control is provided.* Takes command of control situations and does not act in a hesitant or unsure manner. Observes present and considers forecasted traffic to predict if an overload may occur, and takes appropriate action to prevent or lessen the situation.	• Demonstrates confidence and takes command of control situations • Maintains positive control during stressful situations • Recognizes potential overload situations
14. *Effective traffic flow is maintained.* Takes into account aircraft characteristics and their effect on traffic control.	• Provides orderly traffic flow with proper aircraft spacing, and avoids use of excessive separation/restrictions • Considers aircraft characteristics and their effect on traffic flow and properly sequences traffic • Implements and recovers from holding procedures efficiently • Adheres to flow control procedures

Table F-9: Job Task: Methods and Procedures

Job Subtask	Indicator
15. *Aircraft identity is maintained.* Maintains positive identification during the entire time the aircraft are within the area of responsibility.	• Uses radar displays to assist in maintaining identity • Re-identifies aircraft when doubt exists • Detects errors in aircraft identity • Employs correct beacon and radar procedures in identifying aircraft • Maintains awareness of nonradar, untracked, unassociated, or primary targets within delegated airspace • Remains aware of previously coordinated traffic
16. *Strip posting/annotations are complete/correct.* Posts all required information on strips, and updates as required (noted during dual channel failure).	• Receives flight plans and distributes strips to correct operational positions in a timely manner • Posts all required information on strips, and reviews and updates as required • Posts data in correct area on strips • Ensures postings are legible/understandable • Detects and corrects strip errors or aircraft list errors, ensuring that printed/ displayed information agrees with the assigned altitude and route • Ensures annotations are applied and current
17. *All necessary data is updated and displayed on the ASD and data display*.	• Manually enters data accurately and timely when needed • Ensures data block/electronic strip reflects the most current flight information and applied indicators as specified by facility directives • Ensures appropriate and timely actions are taken when special condition code is indicated in the data block • Ensures annotations are kept up to date and accurate • Ensures Reduced Separation Flags are selected appropriately for each flight (M, R, D/3, W, etc.) • Ensures Degraded Required Navigation Performance (RNP) is selected if applicable • Ensures restrictions accurately reflect the cleared profile • Ensures the situational display window title bar is not obscured by other windows and/or lists • Ensures the windows and/or lists are displayed at all times per facility directives

Job Subtask	Indicator
18. *Clearance Delivery is complete/correct/probed and timely.* Transmits/issues clearances in correct format, is specific, and uses correct phraseology.	• Uses specific terms to describe a fix • Adheres to readback procedures
19. *LOAs/orders/directives are adhered to.* Ensures performance of control instructions/duties is in compliance with handbooks, facility procedures, orders, and directives.	• Adheres to LOA requirements • Adheres to facility orders, directives, and local routing instructions
20. *Additional services are provided.* Follows the required format for providing navigational assistance and traffic advisories.	• Provides navigational assistance when operational advantage would be gained by pilot or controller • Issues complete traffic information in required format for both radar-identified and nonradar-identified aircraft as required • Provides chaff services and bird activity information when necessary • Adheres to NOTAM procedures
21. *Rapidly recovers from equipment failures and emergencies.* Handles equipment failures, unusual or non- standard situations, and emergencies correctly.	• Handles aircraft emergencies effectively, including radio failures, hijacks, and bomb threats • Appropriately handles special flight operations, and unusual or non-standard situations • Is knowledgeable of available backup equipment and properly transitions to its use
22. *Scans entire control environment.* Checks assigned control environment and equipment for changes in data or presentation.	• Monitors equipment, equipment alarms, displays, and status information area for changes in data or presentation • Scans assigned control environment for potential errors or conflicts and weather-related problems • Acts rapidly to correct errors • Recognizes when incorrect information has been passed to aircraft or other positions • Remains alert for possible problem situations from other controllers/facilities

Job Subtask	Indicator
23. *Effective working speed is maintained.* Paces control actions and associated tasks at an acceptable rate.	• During periods of inactivity, reviews and updates pending/current information for familiarity and plans actions to be taken • Records information at the same time that it is received from pilots/controllers/facilities • Records information at the same time that it is issued to pilots/controllers/facilities

Table F-10: Equipment

Job Subtask	Indicator
24. *Equipment status information is maintained.* Maintains knowledge of equipment operating status.	• Determines status of equipment performance • Reports malfunctions
25. *Sector/Coordination/Error queue are efficiently maintained.*	• Manages all sector and coordination queues in accordance with the appropriate message priority and the controller's priority of duties • Ensures messages directed to the error queue are processed in a timely manner in accordance to directive
26. *Equipment capabilities are used/understood.* Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	• Enters all required data into computer for required area display and recognizes and understands annotations, airspace, ALTRVs, special missions entry requirements • Displays appropriate area of jurisdiction • Adjusts radar presentation to present best display possible • Displays appropriate filter limits • Demonstrates knowledge of required computer entries and ensures entries are complete and correct • Enters necessary corrections/updates in a timely manner • Demonstrates knowledge of procedures for operating all equipment • Is aware of equipment peculiarities

Table F-11: Job Task: Communication

Job Subtask	Indicator
27. *Functions effectively as an oceanic team member.* Accepts equal responsibility for the safe and efficient operation of the position.	• Maintains a spirit of cooperation • Maintains professional manner • Is receptive to instructor's/OS's/team members' suggestions for improving job performance • Remains calm under stress • Conveys pertinent information to other team members in a timely manner
28. *Communication is clear and concise.* Ensures that all data passed or received are understood. Does not have to repeat information using different words to convey the intended meaning.	• Demonstrates professional, positive voice • Demonstrates moderate, rather than too fast or too slow, speech rate • Listens carefully and verifies that correct information is transmitted and received • Demonstrates clear pronunciation • Does not transpose words, numbers, or symbols
29. *Uses prescribed phraseology and MOPS messages.* Uses words and phrases in accordance with the requirements of the duty being performed.	• Uses approved procedures, words, phrases, and formats • Issues instructions that are specific • Uses appropriate Minimum Operational Performance Standards (MOPS) messages
30. *Makes only necessary transmissions.* Transmits only information that is required over radio or interphone.	• Uses radio/interphone only when necessary • Transmits only required information/instructions • Does not use abusive or profane language • Does not transmit separate message when it would be more effective to combine information
31. *Uses appropriate communications method.* Transmits information using the communications method that is appropriate.	• Formulates message before transmitter is keyed, or message is transmitted thru automation (i.e., Data Link/Controller–Pilot Data Link Communications (CPDLC)) • Uses radio/interphone when required • Uses voice, High Frequency (HF), CPDLC, etc. and understands communication/ hardware capabilities

Job Subtask	Indicator
32. *Relief briefings are complete, accurate and recorded.* Ensures that duty familiarization and transfer of position responsibility are complete and accurate. Follows approved checklist when exchanging information, and both individuals acknowledge the positive transfer of responsibility.	• Communicates pertinent status information • Communicates weather information to relieving specialist as necessary • Communicates overall traffic situation • Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility

Appendix G. Traffic Management Instructional Program Guide

1. Introduction. The purpose of this IPG is to prepare a trainee to attain certification and perform independently, under general supervision, all duties of the TMC/National Traffic Management Specialist (NTMS) in the TMU. This IPG will be used to conduct training for the following stages of Traffic Management Training:

2. Stage 1. Facility Traffic Management Qualification and Certification (Course 55116 or current course).

a. General. The purpose of this stage is to provide the trainee with local facility orientation and site-specific training. Stage 1 prepares the trainee for OJT, Familiarization, and Certification.

b. Prerequisite. CPC at an Air Traffic Facility. Transferring interfacility personnel must certify on at least two control positions at the new facility. The ATM must ensure these positions are identified in the facility training directive. Qualifying control positions are as follows:

(1) Tower: LC and GC

(2) TRACON: Satellite Radar, Departure Radar, Arrival Radar, and Final Radar

(3) En Route: Radar Position, Radar Associate Position, and Nonradar Position

(a) One control position must be a radar position.

c. Location. Field facility.

d. Training Length. Site-specific.

e. Administration. Training will be administered in up to three parts: classroom, simulation (if elected), and OJT.

(1) Classroom training requirements must be outlined in the facility training directive. The TA, in consultation with the Principal Facility Representative (or their designee), must determine which topics from the list below are applicable and may add topics as necessary. All applicable procedures and directives in use at a facility must be covered in the course.

(a) Facility orientation and course overview

(b) Traffic management overview

(c) Airspace review and traffic flows

(d) Traffic Flow Management System (TFMS) workstation (TMW)

(e) Time-Based Flow Management (TBFM) En Route Air Traffic Control Specialist (ATCS) (Course 60004744 or current course, applicable for Terminal, En Route, and ATCSCC)

(f) Severe weather management

(g) Routes (Coded Departure Routes (CDRs), Playbook)

(h) TMIs

(i) Tower En Route Control (TEC)

(j) Weather coordinator

(k) Mission coordinator

(l) Contingency plans

(m) Administrative and other duties

(2) Simulation. Simulation scenarios are optional. If simulation scenarios are elected, the following requirements apply.

(a) The TA, in consultation with the Principal Facility Representative (or their designee), will determine the number of locally developed instructional, pre-evaluation, and evaluation scenarios. This number must be specified in a facility training directive.

(b) The facility training directive must identify the position on which simulation scenarios will be conducted and contain a schedule of all instructional, pre-evaluation, and evaluation scenarios.

(3) OJT. OJT is conducted in accordance with Chapter 6. The trainee must be able to perform all applicable traffic management duties and responsibilities independently under general supervision, including:

(a) Use communication equipment

(b) Monitor TMW

(c) Use traffic management briefing terminal

(d) Use traffic management main display monitor

(e) Use other equipment normally employed by facility TMCs/NTMSs

(f) Monitor and analyze AT operations

(g) Develop and implement traffic management programs and procedures necessary to regulate and balance arrival, departure, and En Route traffic flows

(h) Develop strategies to ensure maximum use of airspace

(i) Analyze and implement TMIs requested by facility personnel, adjacent facilities, and the Air Traffic Control System Command Center (ATCSCC)

(j) Periodically review, modify, or cancel TMIs as needed

(k) Perform the duties of the Arrival Coordinator and Departure Coordinator (e.g., using TBFM, SWAP)

(l) Perform the duties of the Mission Coordinator (e.g., processing ALTRVs and other missions, handling and disseminating requests for SAA, acting as a trusted agent, and serving as a liaison between the military and the facility)

(m) Perform the duties of the Weather Coordinator (e.g., collecting and/or disseminating PIREP, SIGMET, CWA, Meteorological Impact Statement (MIS), and other weather data)

(n) Establish and maintain effective and cooperative communication with intrafacility/interfacility personnel

(o) Document, maintain, and distribute accurate and timely records

(p) Conduct and receive proper position relief briefings

(q) Describe the duties of the Traffic Management Coordinator-in-Charge / National Traffic Management Specialist-in-Charge

3. Stage 2. Enhanced Traffic Management Coordinator (ETMC)

a. General. The purpose of this stage is to provide the trainee with sufficient knowledge to satisfactorily perform traffic management duties. Enhanced Traffic Management Coordinator (ETMC) (Course 50115 or current course) is for individuals selected for TMC/NTMS positions, as well as supervisors and other personnel required to perform traffic management duties. This stage is administered in two parts: classroom and simulation training. Course 50115 is mandatory for anyone certified as a TMC/NTMS. TMCs/NTMSs must receive this training within 6 months of starting Traffic Management OJT. CPCs from the Terminal or En Route option, non–traffic management supervisors, managers, staff specialists, and other personnel who need to have a general knowledge of the traffic management system may attend Course 50115. Traffic management personnel will have priority for class space.

b. Prerequisite. CPC at an Air Traffic Facility.

c. Location. ATCSCC.

d. Training Length. 64 hours.

e. Administration. Training is administered in a classroom/simulated environment using FAA nationally developed instructional materials and computers for hands-on practice. Academic progress is assessed with an end-of-course test on a pass/fail basis. The training contains:

(1) L01 – Course Introduction

(2) L02 – Traffic Management Roles & Responsibilities

(3) L03 – Local Letters of Agreement

(4) L04 – ATCSCC Roles and Responsibilities

(5) L05 – Systems Thinking

(6) L06 – NAS Trajectory-Based Operations Overview

(7) L07 – Traffic Flow Management Methods and Terminology

(8) L08 – Traffic Management Unit Positions

(9) L09 – Introduction to Floor Equipment

(10) L10 – Facility Airspace Flow

(11) L11 – Routes

(12) L12 – Communication and Conflict Management

(13) L13 – Traffic Management Initiatives

(14) L14 – Severe Weather Management

(15) L15 – ATCSCC Website

(16) L16 – Introduction to Traffic Flow Management System

(17) L17 – Introduction to Time Based Flow Management

(18) L18 – Local Administrative Duties

(19) L19 – Operational Contingency Plans

(20) L20 – Space Operations

(21) L21 – Tower En Route Control

(22) L22 – Local Airport De-icing Plans

(23) L23 – End-of-Course Comprehensive Exercise

4. Stage 3. Time Based Flow Management (TBFM) (Course 53330001 or current course).

a. General. This course focuses on using TBFM to safely and efficiently move aircraft through the NAS. The key components of the TBFM system are covered through instructor-led presentations and demonstrations along with student hands-on exercises. The course covers how TBFM is used by Traffic Management personnel and how their actions affect the TBFM system, controllers, and other elements of the NAS. Course 53330001 is mandatory for anyone certified as a TMC/NTMS. TMCs/NTMSs must receive this training within 6 months after completing ETMC (Course 50115 or current course). The course is designed for the certified Traffic Management Coordinator/Supervisory Traffic Management Coordinator/National Traffic Management Specialist/National Traffic Management Officer.

b. Prerequisites.

(1) Enhanced Traffic Management Coordinator (ETMC) (Course 50115 or current course)

(2) Time Based Flow Management (TBFM) En Route Air Traffic Control Specialist Training (Course 60004744 or current course)

c. Location. FAA Academy.

d. Training Length. 56 hours.

e. Administration.

(1) TBFM Course Overview and Review

(2) TBFM System Architecture

(3) Introduction to Metering Concepts

(4) TBFM Interface Management

(5) Introduction to TBFM Arrival Timeline Graphical User Interface (TGUI)

(6) TMC Arrival Metering Tasks

(7) En Route Departure Capability (EDC)

(8) Integrated Departure and Arrival Capability (IDAC)

(9) Traffic Analysis Tools

(10) Planview Graphical User Interface (PGUI)

(11) Operational Simulation Exercises

(12) Coupled Scheduling and Extended Metering

5. Instructions for Completing FAA Form 3120-32, TMC OJT Instruction/Evaluation Report. This section contains instructions for completing FAA Form 3120-32. This form must be used by instructors, OJTIs, and OSs to record their observations of the performance and progress of the trainee during familiarization, OJF, OJT, simulation, ST, PAs, CSCs, and recertification. See Figure G-1 for a copy of this form. Complete FAA Form 3120-32 by entering the following information.

a. Block 1. NAME: This field will be autopopulated.

b. Block 2. DATE: Select month, day, year.

c. Block 3. POSITION(S): Select positions on which training is being conducted.

d. Block 4. WEATHER: Select VFR, MVFR, IFR or Other.

e. Block 5. WORKLOAD: Select Light, Moderate, or Heavy.

f. Block 6. COMPLEXITY: Select Not Difficult, Occasionally Difficult, Mostly Difficult, or Very Difficult. Note unusual situations, equipment outages, configurations, and/or restrictions that affect training in Block 12.

g. Block 7. HOURS: Enter start time/end time or enter start time/hours and minutes for each training session covered by this report.

h. Block 8. TOTAL HOURS THIS POSITION: This field will be autopopulated.

i. Block 9. PURPOSE: Record purpose of report on the form. Select “OJT” for any activity that is counted as part of the assigned training time. Select “OJF” for on-the-job familiarization time. Select “Instructional” when simulation training is being administered. Select “SIT,” “SDT,” or “SET,” as appropriate, for ST. The OS selects “PA” if administering a PA, “Certification” if administering a CSC, or “Recertification” if administering a CSC for recertification. If you mark “Other,” document the specific use in Block 12.

j. Block 10. ROUTING: Complete according to facility requirements as specified in the facility training directive.

k. Block 11. PERFORMANCE: This section contains critical job elements (CJEs), job function categories, and job functions used as a basis for instructing and evaluating the trainee. Users of this form should review the definitions of all job functions and their respective performance indicators contained in Table G-1. These descriptions are guidelines to be used by all participants involved in OJT to ensure that what is expected is mutually understood. This table is not all-inclusive and is not meant to limit the duties to be reviewed. The job function category "Other" is intended for local use as specified in the facility training directive.

(1) OJT, Skill Training, and Instructional Scenario: The instructor must select ✓, N/A, or N/O in the columns OBSERVED or COMMENT, as applicable.

(a) OBSERVED: A ✓ in this column indicates that the job function was observed during the session but that no significant comments are made. If a job function is not observed, N/O must be selected for that function. If a job function is not applicable, N/A must be selected.

(b) COMMENT: A ✓ in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in Block 12.

(2) PA. The OS must select ✓ or N/O in the appropriate column: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job function is not observed during the session, N/O must be entered in the appropriate column. If a job function is not applicable, N/A must be selected in the SATISFACTORY column. OJTIs do not use these columns. These terms are defined as follows:

(a) SATISFACTORY: A ✓ in this column indicates that the observed performance during the session meets the expected performance for their level of experience and training.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates that the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job function indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the requirements for certification and ST must be assigned in accordance with Chapter 4, unless the OS is recommending Suspension of Training, in Block 13. Specific comments relating to the trainee's performance for each job function selected unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12.

(3) CSC: If a job function is observed, the OS must place a ✓ indicating the level of observed performance in the column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. If a job function is not observed during the session, the OS must ensure that the trainee demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. After assessing the trainee's knowledge/skills for the unobserved job function, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's level of competency. If a job function is not applicable, N/A must be entered in the SATISFACTORY column. OJTIs do not use these columns.

(a) SATISFACTORY: A ✓ in this column indicates that the observed performance demonstrates the skills required to work independently under general supervision.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates that the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job function indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the requirements for certification and ST must be assigned in accordance with Chapter 4. Specific comments relating to the trainee's performance for each job function marked unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12. If the CSC is conducted at the exhaustion of Target, Supplemental OJT, or Additional OJT Time, the OS must recommend suspension of training in Block 13; in this instance, ST is not assigned.

(4) Recertification. If a job function is observed, the OS must place a ✓ indicating the level of observed performance in the columns (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. If a job function is not observed during the session, the OS must ensure that the trainee demonstrates performance

specific to the N/O items via simulation, verbal examination, prior observation, or other methods. After assessing the trainee's performance for the unobserved job function, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's level of competency. If a job function is not applicable, N/A must be entered in the SATISFACTORY column. OJTIs do not use these columns.

(a) SATISFACTORY: A ✓ in this column indicates that the observed performance demonstrates the skills required to work independently under general supervision.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates that the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job function indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the expected performance requirements to work independently under general supervision and ST must be assigned in accordance with Chapter 4. If the trainee fails to recertify at the exhaustion of the assigned time, refer to the applicable CBA.

l. Block 12. COMMENTS: Used by the OJTI, OS, or lab instructor to document the trainee's performance. Comments should be positive and/or constructive in nature. The OJTI, OS, or lab instructor must sign and date this block. The comments should follow this teaching process:

(1) What. Clearly describe what occurred during the session (e.g., did not restrict deviations, did not ensure aircraft separation, did not use positive control, did not inform pilots of weather, did not have sufficient focus to stay engaged during the session).

(3) Why. Clearly describe why the event occurred (e.g., inexperience with weather, insufficient vectors to ensure separation, failure to comprehend speed control techniques.)

(4) How. Include recommendations on how the trainee could correct and improve in the events described (e.g., did not listen to instructor – review the fact that you must listen to the trainer; did not ensure aircraft separation – be sure the vector is sufficient to ensure separation and adjust the vector as necessary to maintain a safe and efficient operation; did not use positive control – explain how "deviation approved" does not maintain control by ATC).

m. Block 12A. REFERENCES: References must be included for PAs, CSCs, Recertification, ST, and simulation training. References must cite, by paragraph number, directives, LOAs, LOPs, SOPs, etc. References should be included for OJT sessions.

n. Block 13. RECOMMENDATION: The OS who conducted the PA, CSC, or recertification must recommend one of the following:

(1) Continuation of Training.

(2) Skill Training.

(3) Suspension of Training.

(4) Certification.

o. Block 14. EMPLOYEE'S COMMENTS: This block may be used by the trainee to make comments pertinent to training documented on this form. The trainee must sign via TEAM. An acknowledgement does not indicate concurrence with the report, only that the report has been discussed with the trainee.

p. Block 15. CERTIFICATION: This block is used by the OS to document position certification/recertification.

Figure G-1: FAA Form 3120-32, TMC OJT Instruction/Evaluation Report

TMC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/Position(s)

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ MVFR ☐ IFR ☐ Other	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours This Position

9. Purpose						10. Routing
	☐ OJT ☐ Certification ☐ SET		☐ OJF ☐ Recertification ☐ SDT		☐ PA ☐ SIT ☐ Other	

11. Performance	CJE	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation
	Operating Methods and Procedures	A. Effective Judgment	1. Maintains awareness.						
			2. Applies good judgment.						
			3. Is aware of controller and system user requirements.						
			4. Handles unusual situations.						
		B. Methods and Procedures	5. Monitors system.						
			6. Correctly implements programs/initiatives.						
			7. Maintains efficient traffic flow.						
			8. Takes prompt action to correct deficiencies.						
			9. Handles data correctly.						
		C. Equipment	10. Fully uses equipment capabilities.						
			11. Recognizes equipment malfunctions.						
			12. Makes complete/correct computer entries.						
	Communication	D. Communication/ Coordination	13. Performs required coordination.						
			14. Communicates thoroughly, clearly, and concisely.						
			15. Maintains a cooperative, professional manner.						
			16. Gives complete and accurate relief briefings.						
		E. Other	18.						
			19.						
			20.						
			21.						
			22.						
			23.						

FAA Form 3120-32 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure G-1: FAA Form 3120-32, TMC OJT Instruction/Evaluation Report (Continued)

12. Comments	12A. References

Signature:_____ Date: _____

13. Recommendation

☐ Continuation of Training ☐ Suspension of Training ☐ Skill Training ☐ Certification ☐ Recertification

14. Employee's Comments:
This report has been discussed with me.

Signature:_____ Date:_____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier:_____ Date: _____

FAA Form 3120-32 (06/24) Supersedes Previous Edition

6. Traffic Management Job Functions and Indicators for the OJT Instruction/Evaluation Report

Table G-1: Job Function Category: Effective Judgment

Job Function	Indicators
1. Maintains awareness.	• Maintains awareness and keeps appropriate personnel aware of: total traffic situation, current and forecasted weather conditions, traffic management programs/initiatives, and equipment status • Remains alert for possible situations which may affect traffic flows • Manages saturation or traffic flow problems
2. Applies good judgment.	• Adheres to priority of duties • Plans actions in a complete, correct, and timely manner to provide a safe, orderly, and expeditious flow of traffic • Ensures that traffic management programs/initiatives are necessary prior to implementation • Manages traffic in a manner that avoids inefficiencies and unnecessary delays
3. Is aware of controller and system user requirements.	• Uses TMIs that consider field facilities/controllers, users, and other TMCs/NTMSs • To the extent that safety is not compromised, ensures that the user is accommodated while maintaining equity of access among all users • Listens and responds to controller/supervisor requests • Listens and responds to user requests and offers advice or recommends options
4. Handles unusual situations.	• Reacts appropriately to adverse situations • Ensures that decisions are based on known facts and data • Investigates and analyzes situations to determine an effective course of action • Requests assistance when workload dictates

Table G-2: Job Function Category: Methods and Procedures

Job Function	Indicators
5. Monitors system.	• Understands job functions and analyzes conditions that may impact the system • Proactively manages system constraints
6. Correctly implements programs/initiatives.	• Makes a proper assessment of the situation and provides a valid justification for the program or initiative • Properly plans using reliable and accurate data • Considers other options • Acts in a timely and correct manner • Organizes processes of implementation into logical sequences • Administers and cancels TMIs and programs
7. Maintains efficient traffic flow.	• Considers present and forecasted traffic to determine if an overload may occur and takes appropriate action to prevent or reduce the impact • Considers traffic mix and aircraft characteristics to ensure that an orderly traffic flow is maintained • Manages departing, arriving, and en route traffic flows effectively and efficiently to ensure that traffic volume is manageable
8. Takes prompt action to correct deficiencies.	• Recognizes when an error has been made and takes prompt action to correct the error • Uses alternate strategies as necessary in a timely and efficient manner
9. Handles data correctly.	• Disseminates SIGMETs, CWAs, and MISs correctly • Properly writes, records, and disseminates PIREPs • Demonstrates correct handling, use, and disposition of sensitive/classified documents • Collects and disseminates traffic management information, equipment outages, and other data as necessary • Posts all required information appropriately • Ensures that documentation reflects actual system performance • Documents operational information in a correct and timely manner

Table G-3: Job Function Category: Equipment

Job Function	Indicators
10. Fully uses equipment capabilities.	• Uses equipment to fullest extent possible • Demonstrates knowledge of capabilities and limitations of equipment • Enters all required data into computer for area display • Displays appropriate area of responsibility on plan view display and traffic situation display • Adjusts displays appropriately • Demonstrates ability to retrieve information from all available equipment sources (this may include the TFMS workstation, TBFM, weather and radar processor, AT Workstation, integrated Terminal weather system, and telecommunications equipment)
11. Recognizes equipment malfunctions.	• Recognizes equipment malfunctions and uses appropriate methods to restore equipment to operational status if possible • Reports equipment outages to appropriate personnel if restoration to operational status is not possible • Correctly understands and posts equipment status information
12. Makes complete/correct computer entries.	• Uses correct computer entries • Is aware of equipment peculiarities

Table G-4: Job Function Category: Communication/Coordination

Job Function	Indicators
13. Performs required coordination.	• Informs appropriate facilities, users, and other traffic management personnel of significant events and information in a timely manner • Coordinates TMIs and/or special instructions in a proper and timely manner • Provides justification for actions when necessary • Coordinates with available weather sources as appropriate • Directs messages to appropriate personnel

Job Function	Indicators
14. Coordinates thoroughly, clearly, and concisely.	• Relays only pertinent, necessary, and accurate information • Ensures that coordination is complete and clarifies any misunderstood information • Maintains clear pronunciation and moderate speech rate • Does not coordinate separate messages when it would be more effective to combine information • Uses appropriate communication method
15. Maintains a cooperative, professional manner.	• Conveys the image of a skilled, capable professional to others • Is courteous, tactful, and displays a spirit of cooperation
16. Gives complete and accurate relief briefings.	• Follows approved checklist when exchanging information, and both individuals acknowledge the positive transfer of responsibility • Ensures that questions about the operation of the position are resolved before transfer of responsibility is completed • Communicates pertinent status information, including TMIs, weather information, and system situation • Signs on / signs off the position as appropriate

Appendix H. Flight Data Communications Specialist Instructional Program Guide

1. Introduction. This IPG includes information about training individuals hired into the Flight Data Communications Specialist (FDCS) position. Individuals will come from three sources: all sources with no experience, all sources with some previous experience, or as an ATC reclassified. This IPG is designed to provide the necessary fundamental knowledge needed to prepare trainees for facility certification. Facilities will determine, based on the trainee's previous experience, the portions of Facility Classroom Training to complete.

a. Facility Classroom Training. This training includes FDCS classroom training, contractor classroom training and/or an approved equivalent, laboratory training, and computer-based training.

b. FDCS On-the-Job Training. Target hours for completion of operational position must be assigned according to facility training directive. OJT must be assigned as specified in Chapter 6. ST and other forms of training may be recommended by the individual's training team, as necessary, to provide the individual with every opportunity for success. PAs and CSCs will be performed and documented as specified in Chapter 6.

NOTE: SFDCSs must have been fully qualified on all positions for which they would maintain currency for 52 weeks, or maintained three months of currency after their FQT training.

2. Facility Classroom Training.

a. General. Basic Air Traffic Control En Route Field Self Study (Course 55143002) is designed for new employees hired from any source, with no previous air traffic experience, and who have been selected for the FDCS position. This course provides the necessary aviation/air traffic fundamental knowledge needed to prepare trainees for the Modules of Instruction.

b. Location. Field facility.

c. Training Length. Self-paced.

d. Administration. Training is administered in a classroom/laboratory environment utilizing prepared instructional materials and includes an introduction to the ATC systems, publications, aircraft types and characteristics, flight assistance and emergencies, weather, communications, and Notices to Air Missions (NOTAMs). Instruction may include classroom lectures accompanied by graphics, videos, group discussions, exercises with limited hands-on practice, and demonstrations. Trainees are evaluated using block tests and a final comprehensive test.

3. Training Contents.

a. The course contains these areas of instruction:

(1) ATC system and the NAS

(2) Teamwork in the AT environment

(3) Airports

(4) NOTAMs

(5) Introduction to FAA orders and manuals

(6) LOAs and SOPs

(7) Airspace Classifications

(8) Introduction to Federal Aviation Regulations

(9) Aircraft characteristics and recognition; wake turbulence

(10) En Route IFR charts

(11) Introduction to emergencies (SAR)

(12) Fundamentals of weather and aviation weather services

(13) Current weather

(14) Pilot weather reports

(15) Basic communications

(16) Strip marking (optional local training)

(17) AT clearances

(18) Introduction to Flight Services

4. Modules of Instruction.

a. Module 1: Introduction.

(1) Provides FDCS-ITs an orientation to the FAA organization, the ATO, and contractor organizations and systems.

(2) Topics presented include Human Relations, General Rules and Procedures, the FAA mission, Training Requirements, and Career Progression.

(3) The purpose of this development stage of training is to provide the trainee with the knowledge necessary to begin position qualification training. This module provides knowledge unique to each FDCS unit.

b. Module 2: Administrative eLMS/CBI/Briefings Required FAA Computer-Based Training.

(1) FAA Information Security and Privacy Awareness Training (Course 30050042 or current course)

(2) Introduction to Safety Management System (SMS) FAA

(3) ATO Safety Management System (SMS) & Safety Risk Management (SRM) for Safety Stakeholders (Course 50338002 or current course)

(4) Records Management 101 (Course 30200806 or current course)

(5) Safeguarding Classified Information within the FAA (Course 30200374 or current course)

c. Module 3: Area Knowledge.

(1) Trainees are provided with instruction, hands-on training, and evaluation on:

(a) Location Identifiers

(b) ARTCC High NAVAIDs

(c) ARTCC High Sectors

(d) ARTCC Low NAVAIDs

(e) ARTCC Low Sectors

(f) Weather reporting stations

d. Module 4: Required Briefings.

(1) Students receive mandatory briefings in a classroom setting. Training will be conducted via verbal briefing, eLMS course and videos.

(a) ATSAP Briefing (Course 60004693 or current course)

(b) ATSAP Verbal Briefing

(c) Crew Resource Management Video

(d) FAA JO 7110.65 Briefing

(e) Distant NOTAM (NOTAM D) PowerPoint (provided by AJR-B)

(f) Facility Contingency Plan (locally developed training)

(g) Delay Messages (DLA) (optional locally developed training)

(h) International Departure Messages (DEP) via AISR (Locally developed training)

e. Module 5: Required Technical Courses. Students are given the opportunity to work at their own pace to complete the following courses:

(1) (CBI) Adverse weather (Course 57301 or current course)

(2) ICAO for Flight Data Training – Entering ICAO Flight Plans (Course 62000022 or current course)

(3) (CBI) Basic Aviation Weather – Observation and Forecast Reports (Course CBI 57095 or current course)

(4) Aeronautical Information System Replacement (AISR) for METARs (Course 60005168 or current course)

(5) Aeronautical Information System Replacement (AISR) for PIREPS (Course 60005169 or current course)

(6) ICAO for Flight Data Training – Entering ICAO Flight Plans Course 62000022 or current course)

(7) (CBI) Radio and Interphone Communications (Course 57827 or current course)

(8) (CBI) Recording Clearance and Control Information (Course 57826 or current course)

(9) Voice Switching Communication System (VSCS) Training and VSCS Training and Backup Switch (VTABS) (Course 57100 or current course)

(10) Clearance Relay (Course 57155009 or current course)

(11) Clearance Relay Classroom (1 hour)

(12) En Route Automation Modernization (ERAM) EAD-100 Delta Briefing Air Traffic Specialist (ATS) (Course 60004766 or current course)

(13) ERAM EAC ATS1500 AT RBP ATS (Course 60004753 or current course)

(14) ERAM EAD300 AT (Course 60005126 or current course)

(15) ERAM EAD400 Air Traffic Support (ATS) (Course 60005134 or current course)

(16) ERAM EAD600 Air Traffic Specialist Workstation (Course 60005191 or current course)

(17) ERAM EAD700 ATS (Course 60005199 or current course)

(18) ERAM EAD200 ATS (Course 60004770 or current course)

f. Module 6: Weather.

(1) PIREPs

(2) Processing UA/UUA PIREP encoding

(3) CWAs

(4) SIGMETs

(5) Airmen's Meteorological Information (AIRMETS)

(6) Weather Obscuration Identifiers

(7) Altimeter checks

(8) METAR (entry and missing METARs)

g. Module 7: Clearance Relay.

(1) Clearance Relay for Flight Data Communication Specialists (FDCSs) (Course 57155009 or current course)

(a) Classroom instruction (1 hour)

(b) End of lesson test

(2) Laboratory Scenarios/Course (2 hours)

(a) Clearance Relay scenarios should be conducted in the TTL, with an instructor and an RPO. Student will simulate that they have received a request for a clearance, contact the appropriate facility to request the clearance and relay the clearance to the pilot verbatim. Additionally, the student will learn how to process an IFR cancellation as reported by a pilot or flight service.

h. Module 8: NOTAMs.

(1) Students are provided training and will become familiar with the various types of NOTAMs

(a) TFR

(b) Flight Data Center (FDC) NOTAM

(c) NOTAM D

(2) Trainees will be trained on how to process the various types of NOTAMs; this will be done with hands-on training.

i. Module 9: Miscellaneous Duties.

(1) Students are provided with the training and taught how to process and/or transmit the following messages to include:

(a) General Notices (GENOTs), Circuit Notices (CIRNOTs), ALNOTs, and Information Requests (INREQs)

(b) Special Use Airspace Management System (SAMS)

(c) ALTRV Messages

(d) Incident / Accident Reports

(e) Overdue and Missing Aircraft

(f) Configurations:

i. Commands used to change parameters within the NAS Contracting Specialists (CS) Messages

ii. Use of the configurations and parameters at ARTCCs when and where applicable. This training must include:

- Transitioning to and from normal operations and backup operations
- The unique radar / flight data processing used while operating in the back-up configuration(s)
- Control and communication procedures associated with operation in the backup mode
- Hands-on training through the use of practice and laboratory exercises

5. Refresher Training. Refresher Training is conducted to maintain and update previously learned knowledge and skills. All operational personnel must complete refresher training. Each facility must develop a written annual Refresher Training plan and conduct the planned training

throughout the calendar year. Refresher Training need not be delivered all at once. Refresher Training topics and delivery methods (e.g., electronic learning, classroom, simulation) will be developed by the TA and the Local Safety Council (LSC) or locally developed by another collaborative group. Facilities may design their refresher training program specifically for operational areas within the facility that perform different types of operations. The list below is not all-inclusive, and facilities may add other topics in order to meet their needs. An annual Refresher Training plan must consist of:

a. At least 5 of the topics listed below:

(1) ALNOTs

(2) NOTAM D

(3) FDC NOTAMs

(4) PIREPs

(5) Clearance Relay

(6) GENOTs

(7) ICAO Flight Plans

(8) Weather

(9) ICAO Departure Messages

(10) TFR NOTAMs

b. At least two equipment items:

(1) ERAM

(2) En Route Information Display System (ERIDS)

(3) AISR

(4) VSCS

c. At least one topic related to professional skills:

(1) Teamwork

(2) Communication

(3) Leadership

(4) Self-motivation

(5) Professionalism

(6) Problem solving

(7) OJTI (e.g., techniques, best practices, coaching, review, completion of the appropriate OJT instruction/evaluation reports)

6. Facility FDCS OJT.

a. General. FDCS OJT is comprised of several modules that are administered at the field facilities. Each module is described in detail on the following pages. Some modules may not apply to all locations. Required positions and training hours are indicated in the facility training directive. All field training must include the modules listed below. AISR equipment training is also required. Discontinuation of training will be a result of a Training Review that recommends Training Suspension.

b. Prerequisite. Successful completion of initial and facility training as well as passing all written and verbal exams. Additional prerequisites may be established by the SFDCSs and must be identified in the local training directive.

c. Location. Field facility.

d. Training Length. In accordance with local directive.

e. Training Contents. This course contains nine modules of OJT: The purpose of this development stage of training is to provide the trainee with the knowledge necessary to begin position qualification training. This module provides knowledge unique to each FDCS unit.

f. Modules of Instruction.

(1) **Module 1: Equipment.**

(a) ERAM

(b) ERIDS

(c) AISR

(d) Kommunikasjon Integret Offentlig Service Kontor (KIOSKS)

(e) SAMS

(2) **Module 2: Weather.**

(a) PIREPs

(b) SIGMETS

(c) CWA

(d) AIRMETS

(3) **Module 3: NOTAMS.**

(a) FDC NOTAM

(b) TFRs

(c) NOTAM D

(d) Thin Client

(e) NOTAM Search

(f) RamView

(4) **Module 4: AISR.**

(a) ICAO Departure Messages

(b) PIREPs

(c) ALNOTS

(d) FP Changes

(e) Forcing a Flight Plan to another En Route facility

(f) Retransmitting a Flight Plan

(5) **Module 5: ERAM.**

(a) General Information Messages

(b) Flight Plan amendments

(c) Refer Messages

(d) Configure Sector Messages

(e) System outages

(f) METAR entries

(g) Altimeter checks

(6) **Module 6: ERIDS.**

(a) NOTAMs

(b) Call Sign look-up

(c) Airport data

(d) Receiving and Acknowledging PIREPs

(7) **Module 7: Clearance Relay.**

(a) Procedures for relaying ATC clearances and IFR cancellations

(b) Hands-on training through practice and laboratory exercises.

(8) **Module 8: Communications Security.**

(a) Secure Room

(b) Receiving classified documents

(9) **Module 9: Miscellaneous.**

(a) GENOTs, CIRNOTs, ALNOTs, and INREQs

(b) SAMS

(c) ALTRV Messages

(d) Incident/Accident Reports

(e) Configure Resector Messages

7. Instructions for Completing the FDCS Instruction/Evaluation Report FAA Form 3120-150.

a. Section 1: Introduction. This appendix contains instruction for completing FAA Form 3120-150. (See Figure H-1, FAA Form 3120-150, FDCS/ARTCC OJT Instruction/Evaluation Report.) The form must be used by OJTIs and SFDCs to record their observations of performance and progress of the trainee during simulated scenarios, OJT, OJF, ST, PA, CSC, and Recertification.

b. Section 2: Using the Form. Entries on the training reports must be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, and litigations). Complete the following items. Block numbers correspond to the numbered blocks on the form.

(1) **Block 1: NAME.** This field will be autopopulated.

(2) **Block 2: DATE.** Select month, day, and year.

(3) **Block 3: POSITION(S).** Select scenario or operational position on which training or CSC is being performed.

(4) **Block 4: SYSTEM.** Select which system(s) were used during the training session. Check the box of each system used during the session(s).

(5) **Block 5: WORKLOAD.** Select traffic volume as Light, Moderate, or Heavy.

(6) **Block 6: COMPLEXITY.** Select complexity of operations as Not Difficult, Occasionally Difficult, Mostly Difficult, or Very Difficult. Note any unusual situations, equipment outages configurations and/or restrictions that impact training in Block 12.

(7) **Block 7: HOURS.** Enter actual hours and minutes for the training session(s) covered by this report. A report should be completed for each training session.

(8) **Block 8: TOTAL HOURS THIS POSITION.** This field will be autopopulated.

(9) **Block 9: PURPOSE.** Check the appropriate purpose of the report. For Skill Training, select the ST box. Check the SIT box for any/all activity that is counted as the opportunity to improve or review skills. Place a check mark in the SDT box, for any activity that is counted as training for an identified performance deficiency. Check the OJT box for any activity that is counted as OJT. Check the OJF box for any/all activity that is counted as OJF time. Check the PA box if administering a PA. Check the box for Refresher if any of the activity is considered refresher training. Check the Evaluation box if an evaluation is being conducted during any portion of the training session. Check the box for the Certification if administering a CSC. Check the box for Recertification if administering a CSC for recertification.

(10) **Block 10: ROUTING.** Fill in this field according to facility requirements.

(11) **Block 11: PERFORMANCE.** This section contains jobs tasks and subtasks used as the basis for instructing and evaluating the trainee. The job task entitled “Other” is intended for local use and adaptation.

(a) During OJT/lab scenarios, place a check mark (√) in the columns “OBSERVED” and “COMMENT” as follows:

i. OBSERVED: A check mark in this column indicates that the operation or procedure(s) was observed during the session and no significant comments were made.

ii. COMMENT: A check mark in this column indicates that the operation or procedure was observed during the session and is accompanied by a comment in Block 12. During OJT, reference(s) in Block 12 are optional.

(b) PAs and CSCs. The OS must select ✓ or N/O in the appropriate column: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job subtask is not observed during the session, N/O must be entered in the SATISFACTORY column. If a job subtask is not applicable, N/A must be entered in the SATISFACTORY column. OJTIs do not use these columns. These terms are defined as follows:

i. SATISFACTORY: A ✓ in this column indicates the observed performance during the session meets performance expectations for the trainee's level of experience and training.

iii. NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job subtask indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

v. UNSATISFACTORY: A ✓ in this column indicates the observed performance does not meet the requirements for certification. ST must be assigned in accordance with Chapter 4; unless the OS is recommending Suspension of Training, in Block 13. Specific comments relating to the trainee's performance for each job subtask selected unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12A.

(c) To certify on a CSC, all applicable items must be marked satisfactory or not observed (N/O). If an item is marked "N/O," Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, and/or other methods must be used to demonstrate knowledge of a job subtask when not observed.

(d) If a job subtask is not applicable to a position being observed, it must be recorded as N/A (not applicable).

(12) **Block 12: COMMENTS.** Used by the OJTI/SFDCS to document the trainee's performance during OJT instruction and Skill Check sessions. The OJTI/SFDCS must sign and date this block.

(a) During OJT/Simulation Scenarios: This block is used to document when a check mark is made in the "COMMENT" column on the front of the form. The comments:

i. May be specific or general.

ii. May include exemplary, noteworthy, or unusual events.

iii. Must describe the observed performance deficiencies. In the case of performance deficiencies or when improvement is needed in a specific area, references may be made in Block 12A to applicable procedures, LOAs, directives, etc.

(b) During CSCs/Simulation Evaluations: This block is used to:

i. Document performance/progress. The performance/progress description may include comments of exemplary, noteworthy, or unusual events.

ii. Describe any observed performance deficiencies. When a check mark is placed in the "Needs Improvement" or "Unsatisfactory" column, reference must be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

(13) **Block 12A: REFERENCES.** The SFDCS must include paragraph number(s) or other specific reference(s) in this block. An OJTI may also include reference(s) in this block.

(14) **Block 13: RECOMMENDATIONS.** This block will be used by the SFDCSs who perform the CSC. The SFDCS must recommend one of the following:

(a) Certification Skill Check

(b) Certification (when appropriate)

(c) Continuation of Training

(d) Skill Training

(e) Suspension of Training

(15) **Block 14: EMPLOYEE'S COMMENTS.** This block may be used by the trainee for making comments pertaining to the training session or the CSC, and may include reference to an attachment, if needed. The employee must sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the trainee.

(16) **Block 15: CERTIFICATION/RECERTIFICAITON.** This block is used to document position certification/recertification.

Figure H-1: FAA Form 3120-150, FDCS/ARTCC OJT Instruction/Evaluation Report

FDCS/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Position(s)

4. Weather	5. Workload	6. Complexity	7. Hours
☐ AISR ☐ ERAM ☐ ERIDS	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Difficult ☐ Very Difficult	8. Total Hours This Position

9. Purpose ☐ Certification ☐ Recertification ☐ Refresher ☐ Evaluation ☐ OJT ☐ OJF ☐ SIT ☐ SET ☐ SDT ☐ SST — 10. Routing

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	A. Methods and Procedures	1. Adheres to priority of duties					
		2. Demonstrates ability to handle unusual situations					
		3. Aware of system requirements					
		4. Compiles, evaluates, records, and disseminates data					
		5. Monitors systems continuously					
		6. Makes complete, correct, and timely computer entries					
	B. Equipment	7. Equipment status is maintained					
		8. Fully uses computer capabilities					
		9. Fully uses printer operations					
		10. Recognizes equipment malfunction					
		11. Takes prompt action in making corrections					
		12. Replaces expendable materials as necessary					
	C. Communication/ Coordination	13. Pre-duty/relief briefings are complete and accurate					
		14. Functions effectively as a team member					
		15. Performs required coordination					
		16. Understands and uses phone systems					
		17. Coordination is thorough, clear, and concise					
		18. Maintains a cooperative, professional manner					
		19. Understands requests from stakeholders (e.g., dispatchers, pilots)					
		20. Provides additional services					
	D. NOTAMS/Weather	21. Processes and disseminates FDC, SUA, TFR, D NOTAMs					
		22. Applies NOTAM D backup procedures for other FD units					
		23. Supports Weather Coordinator					
		24. PIREP/METAR formatting					
		25. Disseminates weather data					
		26. Performs altimeter, weather data checks					
		27. PIREP/METAR backup for Terminal facilities					
	E. Clearance Relay	28. Responds to requests for Clearance Relay					
		29. Contacts appropriate sectors/facilities					
		30. Relays clearances verbatim					
		31. Advises sector/facilities of IFR cancellations					
	F. Other	32.					
		33.					
		34.					
		35.					
		36.					
		37.					
		38.					
		39.					

FAA Form 3120-150 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure H-1: FAA Form 3120-150, FDCS/ARTCC OJT Instruction/Evaluation Report (Continued)

12. Instructor Comments

Signature:_____ Date: _____

13. Recommendation ☐ Certification Skill Check ☐ Certification ☐ Suspension of Training ☐ Continuation of Training ☐ Skill Training

14. Employee's Comments:
This report has been discussed with me.

Signature:_____ Date:_____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier:_____ Date:_____

FAA Form 3120-150 (06/24) Supersedes Previous Edition

8. Job Functions and Indicators for the OJT Instruction/Evaluation Report

Table H-1: Job Function Category: Methods and Procedures

Job Subtask	Indicators
1. Adheres to priority of duties	• Complies with local and FAA orders in prioritizing work • Uses good judgement to ensure an efficient workflow • Maintains situational awareness • Maintains awareness and keeps appropriate personnel aware of current status • Completes duties in a timely and efficient manner
2. Demonstrates the ability to handle unusual situations	• Is able to gather needed information to handle the situation effectively • Recognizes own limitations • Communicates status to appropriate personnel • Appropriately reacts to all situations • Ensures decisions are based on known facts and data
3. Aware of system requirements	• Maintains awareness of systems updates and guides • Understands interactive relationships between multiple systems
4. Compiles, evaluates, records and disseminates data	• Distributes and records information using local procedures • Is aware of retention requirements • Is knowledgeable of data retrieval procedures within Flight Data systems, (e.g., archives)
5. Monitors systems continuously	• Is conscious of new information as it arises • Understands job function complexities • Analyzes and manages conditions that impact FD systems
6. Computer entries are complete, correct and timely	• Understands and appropriately applies system commands • Accurately enters data in operational systems • Promptly recognizes and corrects data entry errors

Table H-2: Job Function Category: Equipment

Job Subtask	Indicators
7. Equipment status is maintained	• Continuously monitors equipment • Identifies system malfunctions • Communicates status to appropriate personnel • Records system status per local requirements
8. Computer capabilities are fully used	• Understands optimal system to use for each job task • Uses resources for backup or alternate system as necessary
9. Printer operations are fully used	• Enables auto-print if appropriate • Maintains normal operational status • Troubleshoots and corrects malfunctions or offline conditions
10. Equipment malfunction is recognized	• Uses appropriate methods to troubleshoot and restore equipment to operational status • Communicates status to appropriate personnel • Completes required status reports on equipment outages
11. Takes prompt action in making corrections	
12. Replace expendable materials as necessary	

Table H-3: Job Function Category: Communication/Coordination

Job Subtask	Indicators
13. Pre-duty/relief briefings are complete and accurate	• Relief briefing checklist is used when conducting pre-duty/relief briefings • Briefing is clear, concise, and accurately reflects workload • Communicates unusual situations and relays all pertinent information
14. Functions effectively as a team member	• Willing to assist others when situation dictates • Acknowledges when to ask for assistance and request guidance as needed

Job Subtask	Indicators
	• Committed to sharing workload • Effectively communicates with team members
15. Required coordination is performed	• SIA has required info for briefing • Briefing is clear, concise, and accurately reflects workload • Stakeholders are notified of unusual situations and limitations
16. Understands and uses phone systems	• Is familiar with how telephone systems operate • Uses appropriate telephone system when conducting tasks • Is familiar with telephone contact lists and takes action when changes are needed • Completes required status reports on telephone systems outages and return to services • Appropriately consolidates/combines telephone systems
17. Coordination is thorough, clear and concise	• Relays information in an easy-to-understand manner • Communicates status of operation, equipment, and personnel • Uses proper phraseology
18. Cooperative, professional manner is maintained	
19. Understands requests from stakeholders (e.g., dispatchers, pilots)	• Processes information promptly and correctly • Reacts to requests • Communicates status and requests to appropriate personnel • Asks for clarification when necessary • Provides oversight
20. Additional services are provided	

Table H-4: Job Function Category: NOTAMs/Weather

Job Subtask	Indicator
21. Process and disseminated FDC, SUA, NOTAM D, and TFRs	• Correctly enters into appropriate system • Disseminates information as required by local and FAA directives. • Maintains awareness of systems and their updates • Reacts to customer's requests • Communication is clear, concise, and accurate
22. Applies NOTAM D backup procedures for other FD Units	• Knows how to coordinate alternate facility's NOTAM D • Is familiar with back up facility and coordination checklists • Assures airport directory information is updated and correct • Maintains awareness of airport status • Ensures backup system is activated and database is correct • Communicates status • Conveys questions and answers clearly and concisely
23. Supports Weather Coordinator	• Distributes weather as required by local and/or FAA directives • Provides appropriate backup • Communicates status to appropriate personnel • Responds appropriately to customer's requests • Asks appropriate questions
24. PIREP/METAR formatting	• Appropriately enters weather data into system • Ensures that weather reports are accurately recorded and disseminated • Promptly takes action to amend incorrect weather report entries • Is proficient at obtaining missing weather reports.
25. Disseminates weather data	• Distributes data per facility/FAA directives • Correctly enters data into appropriate systems • Maintains awareness of systems and their updates • Reacts to customer's requests • Communicates clearly, concisely, and accurately • Appropriately queries databases for weather products

Job Subtask	Indicator
26. Performs altimeter, weather data checks	• Checks information within required time limits per local directive • Takes action when weather/altimeter information is inaccurate or missing • Continuously monitor systems for altimeter changes
27. PIREP/METAR backup for terminal facilities	• Demonstrates ability to correctly interpret weather products • Understands procedures and responsibilities to backup facilities • Communicates clearly and concisely • Accurately performs data entry and recording

Table H-5: Job Function Category: Clearance Relay

Job Subtask	Indicator
28. Responds to requests for Clearance Relay	• Acknowledges pilot's request • Records Clearance Relay requests as required per local directive
29. Contact appropriate sectors/facilities	• Is able to find appropriate sector/facility using the airport coordination list or mapping tool • Uses appropriate means of communication to contact sector/facility
30. Relay clearances verbatim	• Relays clearance instructions and additional information verbatim • Asks controller for clarification of instructions if necessary • Communicates clearly and concisely, and gives correct read-backs for all stages of the clearance relay process
31. Advise sector/facilities of IFR cancellations	• Acknowledges pilot's request • Forwards cancelation to appropriate sector/facility

Appendix I. On-the-Job Training Instructor Selection and Certification/Evaluation Forms

1. Instructions for Completing FAA Form 3120-148, OJTI Candidate Abilities and Attributes Report. This form is used to aid the OS in assessing the abilities and attributes of the OJTI candidate.

a. Using the Form. The form must be completed by the candidate's OS.

(1) The OS must:

(a) Enter the OJTI Candidate's name.

(b) Mark either DEMONSTRATES or NEEDS IMPROVEMENT for each attribute.

(c) Document recommendations in the comment box to improve attributes marked NEEDS IMPROVEMENT.

(d) Mark either RECOMMEND or NOT RECOMMEND.

(e) Sign and date the form.

(f) Have the candidate sign and date the form.

(g) Forward the form to the OJTI Panel if RECOMMEND is marked.

(h) Provide a copy of the form to the OJTI Candidate if NOT RECOMMEND is marked, along with reasons for the NOT RECOMMEND decision. Discuss ways to improve the attributes that were marked NEEDS IMPROVEMENT.

(i) Meet with the OJTI candidate following a decision to NON CONCUR by the OJTI Panel.

(2) The OJTI Selection Panel must:

(a) Either CONCUR or NONCONCUR.

(b) Each sign and date the form.

(c) Forward the form to the ATM.

(d) Provide the OS the reasons for a NONCONCUR decision.

(3) The ATM must:

(a) Designate an OJTI Panel.

(b) Notify the candidate of their selection or non-selection in writing.

(c) Sign the form after the OJTI Panel recommendation.

Figure I-1: FAA Form 3120-148, OJTI Candidate Abilities and Attributes Report

FAA FORM 3120-148: OJTI CANDIDATE ABILITIES AND ATTRIBUTES REPORT

OJTI CANDIDATE'S NAME: _____

Ability	Attribute	Demonstrates	Needs Improvement
Maintain Operational Integrity	Self-awareness – Operates within personal limits (i.e., asks for help or mitigates services as appropriate)		
	Situational awareness		
Effective Communication Skills	Interpersonal – Communicates with peers and management		
	Technical – Communicates effectively when on position		
	Effective listener		
Adaptability	Problem solving skills include using multiple techniques		
	Open-minded/receptive to different solutions for situations		
Knowledge/Application of Directives/Procedures	Correctly applies all applicable Orders and other guidance (i.e. 3120.4, 7110.65, LOAs, SOP, Memoranda of Understanding [MOUs], LTA)		
Organizational skills	Attention to detail		
	Consistent work habits		
Patience	Demonstrates respect for colleagues		
	Demonstrates patience with internal and external users		
Professionalism	Effective team member		
	Pride of work/sense of ownership		
	Responds to the needs of users		
	Displays positive work habits (i.e., on time, willingness to provide assistance without solicitation)		
	Receives constructive feedback well and seeks to improve when recommendations are received		
	Demonstrates accountability in own work		

FAA Form 3120-148 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure I-1: FAA Form 3120-148, OJTI Candidate Abilities and Attributes Report (Continued)

Comments:

☐ *RECOMMEND CANDIDATE AS AN OJTI* (Forward to OJTI Selection Panel)

☐ *NOT RECOMMEND CANDIDATE AS AN OJTI* (Provide comments to assist the candidate to improve)

OS Signature:_____ Date:_____

	NAME & OPERATING INITIALS (PRINT)	SIGNATURE	DATE
OJTI Candidate			
OJTI PANEL ☐ CONCUR ☐ NONCONCUR			
ATM			

FAA Form 3120-148 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

b. OJTI Candidate Abilities and Attributes Report Performance Indicators

Table I-1: Maintain Operational Integrity

Attribute	Indicators
1. Self-awareness – Operates within personal limits	• Asks for help in a timely manner • Takes initiative to control number of aircraft as they approach their capacity (e.g., stops departures, initiates flow)
2. Demonstrates situational awareness	• Anticipates and plans for the impact of events (e.g., change in runway configuration, changing weather conditions) • Draws attention to potential conflicts on neighboring positions • Recognizes and acts upon changes in aircraft performance; e.g., change in aircraft ground speed with altitude in certain weather conditions

Table I-2: Effective Communication Skills

Attribute	Indicators
3. Interpersonal – Communicates with peers and management	• Communicates effectively with peers and management alike • Is receptive to feedback from peers and management
4. Technical – Communicates effectively when on position	• Landline coordination is correct and complete • Coordination is restricted to that which is required or will maximize operational efficiency • Uses prescribed phraseology
5. Is an effective listener	• Acts upon communicated operational information without prompting • Demonstrates the ability to listen to, and comprehend, verbal information while performing other duties while on position • Asks questions to clarify understanding

Table I-3: Adaptability

Attribute	Indicators
6. Problem solving skills include using multiple techniques	• Demonstrates an ability to adapt to different techniques • Identifies and applies alternate techniques for different conditions/circumstances
7. Is open-minded/receptive to different solutions to situations	• Receptive to differing opinions about the "best" way to resolve problems • Able to communicate different solutions including the advantages/disadvantages of each solution

Table I-4: Knowledge/Application of Directives/Procedures

Attribute	Indicators
8. Correctly applies all applicable orders and other guidance	• Demonstrates a thorough knowledge of all applicable orders and directives (e.g., FAA Order JO 3120.4, FAA Order JO 7110.65, LOAs, SOP, LOPs) • Demonstrates the ability and willingness to research those subjects and details that might not have previously been encountered

Table I-5: Organizational Skills

Attribute	Indicators
9. Demonstrates attention to detail	• Closes the loop; does not leave tasks incomplete • Determines priority of duties to ensure operational efficiency • Considers impact on others' workload before making nonstandard operational requests
10. Has consistent work habits	• Operates on position in a consistent manner • Uses memory aids and techniques that ensure completion of operational tasks

Table I-6: Patience

Attribute	Indicators
11. Demonstrates respect for colleagues	• Is accepting and respectful of people's differing professional and personal opinions • Maintains effective working relationships with all team members
12. Demonstrates patience with internal and external users	• Displays respect for alternate points of view • Maintains professionalism both on and off the frequency • Effectively responds to users' requests

Table I-7: Professionalism

Attribute	Indicators
13. Is an effective team member	• Offers assistance to team members when necessary • Welcomes offers of assistance from other team members
14. Displays pride of work/sense of ownership	• Looks for ways to improve own performance • Presents effective solutions to problems
15. Responds to the needs of the users.	• Strives to provide good service even when it results in an increased workload • Exhibits positive responses to user requests
16. Displays positive work habits.	• Follows procedures; avoids taking short cuts • Continues to expand knowledge base after becoming a CPC
17. Receives constructive feedback well and seeks to improve when recommendations are received.	• Acts on feedback
18. Demonstrates accountability in own work.	• Shows a willingness to admit mistakes and acknowledge when there is a better way

2. Instructions for Completing FAA Form 3120-151, On-the-Job Instructor Evaluation/Certification Form. This form is used to document annual evaluation or initial certification for OJTIs.

a. Using the form. This form must be completed by the employee's OS.

(1) The OS must:

(a) Complete the employee information fields at the top of the form.

(b) Check the box indicating whether this is an annual evaluation or initial certification.

(c) Mark each job function as either Satisfactory or Unsatisfactory.

(d) Document recommendations in the comment box to improve attributes marked Unsatisfactory.

(e) If this is an Evaluation, sign in the box labeled "OS SIGNATURE." If this is a certification, check the box indicating that they do or do not certify the employee to conduct OJT and sign the box labeled SIGNATURE OF CERTIFIER. Give the date beside the provided signature.

(f) Secure the employee's signature and date of signature in the EMPLOYEE'S SIGNATURE and DATE boxes.

Figure I-2: FAA Form 3120-151, On-the Job Training Instructor Evaluation/Certification Form

FAA Form 3120-151: On-the-Job Training Instructor Evaluation/Certification Form

OJT INSTRUCTOR:		OS:
DATE:	POSITION:	STAGE (if applicable):
PURPOSE: ☐ ANNUAL EVALUATION ☐ INITIAL CERTIFICATION		

Job Function	Satisfactory	Unsatisfactory
1. Provides OJT in accordance with IPG; National, Regional, and Local directives.		
2. Uses appropriate methods (lectures, discussions, demonstrations) in providing OJT.		
3. Provides feedback on performance; identifies strengths; suggests methods for improvement.		
4. Properly completes the applicable FAA instruction/evaluation form.		
5. Maintains communications with OS regarding developmental status.		

Comments	
OS SIGNATURE	DATE
EMPLOYEE'S SIGNATURE	DATE
☐ **I certify** that this employee meets the qualification requirements to conduct OJT on all positions in _____. ☐ **I do not** certify that this employee meets the qualification requirements to conduct OJT.	
SIGNATURE OF CERTIFIER	DATE:

Effective Date 06/24 Supersedes Previous Version

Appendix J. Controller-in-Charge Instructional Program Guide

1. Introduction. The purpose of this IPG is to prepare an individual to attain certification and perform all duties of the CIC position. If the outcome of the training is a "Unsuccessful", the trainee's OS must follow the procedures outlined in the CBA. Only a successful completion of the CIC position must be documented on the 3120-1, Section III. The TRB process does not apply to this IPG.

2. Stage 1. Electronic Learning.

a. General. The purpose of this stage of training is to provide CIC candidates with the basics necessary to begin CIC training.

b. Prerequisite. The ATM has selected the individual as a CIC candidate.

c. Location. Field facility.

d. Training Length. This stage is self-paced and may take up to six hours to complete.

e. Administration. This stage consists of a mandatory eLMS course that must be completed within 30 days prior to the start of Stage 2.

f. Courses.

(1) Controller-in-Charge (CIC) – Terminal/Flight Service Station (Course 57060002 or current course)

(2) Controller-in-Charge (CIC) – En Route (Course 57057001 or current course)

3. Stage 2. ILT and OJT.

a. General. The purpose of this stage of training is to provide the CIC trainee with classroom training designed to teach the requirements of the CIC position through ILT. Following ILT, the CIC trainee will begin OJT. Facilities are required to augment nationally developed CIC lesson plans with facility-specific training. The assignment of a training team and creation of a training plan is required.

b. Prerequisite. Successful completion of Stage 1.

c. Location. Field facility.

d. Training Length. ILT must be a minimum of four hours. OJT must be a minimum of four hours.

e. Administration. This stage of training is administered in two parts: ILT and OJT.

(1) ILT consists of national and locally developed training.

(a) **National training** contains the following courses:

i. Course 55025001 – Facility CIC Course, Flight Service

ii. Course 55072002 – Facility CIC Course, En Route

iii. Course 55073001 – Facility CIC Course, Terminal

(b) **Locally developed** courses must provide trainees the opportunity to:

i. Maintain awareness

ii. Apply good judgment

iii. Awareness of control and system user requirements

iv. Handle unusual situations

v. Monitor systems

vi. Implement programs/initiatives correctly

vii. Maintain efficient traffic flow

viii. Take prompt action to correct errors

ix. Handle data correctly

x. Demonstrate knowledge of capabilities and limitations of equipment

xi. Recognize and report equipment malfunctions

xii. Make complete/correct computer entries

xiii. Staff appropriately

xiv. Provide relief periods

xv. Accomplish and document training

xvi. Communicate shift requirements effectively

xvii. Maintain an effective work environment

xviii. Communicate effectively

xix. Provide complete and accurate relief briefings

xx. Provide complete and accurate accident and incident reports

xxi. Report miscellaneous events accurately

xxii. Monitor weather for operational impact

xxiii. Identify need for overtime

xxiv. Process leave requests

xxv. Make appropriate time and attendance entries

xxvi. Process and document applicable FAA/facility forms

xxvii. Implement contingency plans

xxviii. Coordinate Special Operations

xxix. Handle public complaints

xxx. Make on-the-spot corrections

xxxi. Eliminate distractions

xxxii. Demonstrate runway selection responsibilities (Terminal only)

xxxiii. Adhere to guidance and goals for the shift

xxxiv. Provide assistance to ATCS personnel

xxxv. Report and process mandatory occurrence reports

xxxvi. Comply with the collective bargaining agreement

xxxvii. Understand the facility security/visitor policy

(2) OJT: After successful completion of ILT, OJT must be conducted. OJT, PAs, and CSCs must be conducted by an OS and documented on FAA Form 3120-36.

f. Courses.

(1) Course 55025001 – Facility CIC Course, Flight Service

(2) Course 55072002 – Facility CIC Course, En Route

(3) Course 55073001 – Facility CIC Course, Terminal

4. Instructions for Completing FAA Form 3120-36, CIC OJT Instruction/Evaluation Report. This section contains instructions for completing FAA Form 3120-36. This form must be used by an OS to record their observations of the performance and progress of a CIC trainee during OJT, PAs, ST, and CSCs. (See Figure J-1, FAA Form 3120-36.) Entries on FAA Form 3120-36 must be sufficiently detailed to document training. Block numbers correspond to the numbered blocks on the form.

a. Block 1. NAME: This field will be autopopulated.

b. Block 2. DATE: Select month, day, year.

c. Block 3. POSITION(S): Select "CIC" and area of operation or position.

d. Block 4. WEATHER: Select VFR, MVFR, or IFR. Mark the box most representative of the session.

e. Block 5. WORKLOAD: Select workload. Mark the box that is most representative of the session.

f. Block 6. COMPLEXITY: Select description of complexity of operations. Mark the box most representative of the session.

g. Block 7. HOURS: Select actual hours and minutes for the training session covered by this report.

h. Block 8. TOTAL HOURS THIS POSITION: This field will be autopopulated.

i. Block 9. PURPOSE: Record purpose of report on the form. Mark "OJT" for any activity that is counted as part of the assigned training time. Mark "SIT," "SDT," or "SET," as appropriate, for ST. The OS marks "PA" if administering a PA, "Certification" if administering a CSC. If you mark "Other," document the specific use in Block 12.

j. Block 10. ROUTING: Record routing information according to facility requirements as specified in the facility training directive.

k. Block 11. PERFORMANCE: Review the definitions of all job functions and their respective performance indicators in the attached checklist. This section contains critical job elements, job function categories, and job functions used as a basis for instructing and evaluating the CPC/TMC. These descriptions are guidelines to be used by all participants involved in OJT and to ensure that what is expected is mutually understood. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job function category entitled "Other" is intended for local use and adaptation.

(1) OJT, Skill Training. The OS must mark (✓) or not observed (N/O) in the columns OBSERVED or COMMENT, as applicable.

(a) OBSERVED: A ✓ in this column indicates that the job function was observed during the session, but no comments are made. If a job function is not observed, it must be marked N/O.

(b) COMMENT: A ✓ in this column indicates that the job function was observed during the period and a comment must be entered in Block 12.

(2) PA. The OS must mark ✓ or N/O in the appropriate column: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. These terms are defined as follows:

(a) SATISFACTORY: A ✓ in this column indicates that the CIC trainee's observed performance during this session meets expected performance requirements and indicates that they demonstrate the ability to work independently for this performance item. Examples of exemplary performance and specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job function indicated.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates that the trainee's observed performance is acceptable at this stage of training but needs improvement in order to meet certification requirements. Specific comments, along with suggestions for improvement, must be recorded in Block 12 of the form for each job function indicated. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the PA is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the trainee's observed performance is unsatisfactory at this stage of training. Suggestions and recommendations for correcting each unsatisfactory job function must be recorded in Block 12.

(3) CSC. If a job function is observed, the OS must select a ✓ in the column indicating the level of observed performance: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job function is not observed during the session, the OS must ensure that the CIC trainee demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. After assessing the CIC trainee's knowledge/skills for the unobserved job function, N/O must be entered in the appropriate column—SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY—to indicate the CIC trainee's level of competency. To certify, all

items must be marked SATISFACTORY or N/O. If an item is marked "N/O," Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job function.

l. Block 12. COMMENTS: Document the CPC's performance. The OS must sign and date this block.

(1) Must describe observed performance deficiencies. When NEEDS IMPROVEMENT or UNSATISFACTORY is marked, references must be made in Block 12A.

(2) Must include observed exemplary, noteworthy, or unusual events.

m. Block 12A. REFERENCES: Cite, by paragraph number, directives, LOAs, SOPs, etc.

n. Block 13. RECOMMENDATION: The OS must recommend one of the following:

(1) CSC

(2) Certification

(3) Continuation of Training

(4) Skill Training

(5) Unsuccessful

o. Block 14. EMPLOYEE'S COMMENTS: Used by the trainee to record comments pertaining to the session and may include reference to an attachment, if needed. The trainee must sign and date this block. A signature does not indicate concurrence with the report, only that the report has been discussed with the trainee.

p. Block 15. CERTIFICATION/RECERTIFICATION: Used by an OS to document position certification/recertification.

Figure J-1: FAA Form 3120-36, CIC OJT Instruction/Evaluation Report

CIC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Position(s)

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ MVFR ☐ IFR	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours This Position

9. Purpose ☐ OJT ☐ Certification ☐ PA ☐ SIT ☐ SET ☐ SDT ☐ Other

10. Routing

11. Performance	CJE	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	Operations Management	A. Monitors the Operation	1. Maintains awareness.					
			2. Applies good judgment.					
			3. Is aware of controller and system user requirements.					
			4. Handles unusual situations.					
		B. Methods and Procedures	5. Monitors system.					
			6. Correctly implements programs/initiatives.					
			7. Maintains efficient traffic flow.					
			8. Takes prompt action to correct errors.					
			9. Handles data correctly.					
		C. Equipment	10. Fully uses equipment capabilities.					
			11. Recognizes equipment malfunctions.					
			12. Makes complete/correct computer entries.					
		D. Resource Management	13. Staffs appropriately.					
			14. Provides relief periods.					
	Communications	E. Training	15. Accomplishes training.					
			16. Documents training.					
		F. Human Relations and Communication	17. Communicates shift requirements effectively.					
			18. Communicates effectively to the public.					
			19. Maintains an effective work environment					
			20. Communicates effectively with management.					
			21. Provides complete and accurate relief briefings.					
	Special Ops	G. Quality Assurance	22. Prepares complete and accurate accident and incident reports.					
			23. Reports miscellaneous events accurately.					
		H. Other						

FAA Form 3120-36 (06/24) Supersedes Previous Edition Electronic Version (Adobe)

Figure J-1: FAA Form 3120-36, CIC OJT Instruction/Evaluation Report (Continued)

12. Comments

12A. References

Signature:_____ Date: _____

13. Recommendation: ☐ Certification Skill Check ☐ Certification ☐ Continuation of Training ☐ Skill Training ☐ Unsuccessful

14. Employee's Comments:
This report has been discussed with me.

Signature:_____ Date:_____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier:_____ Date: _____

FAA Form 3120-36 (06/24) Supersedes Previous Edition

5. CIC Job Functions and Indicators for the OJT Instruction/Evaluation Report

Table J-1: Job Function Category : Monitors the Operation

Job Function	Indicators
1. Maintains awareness.	• Maintains situational awareness and keeps appropriate personnel aware of the total traffic situation, current and forecasted weather conditions, traffic management programs/initiatives, and equipment status • Remains alert for possible situations that may affect traffic, personnel, or equipment • Manages saturation or traffic flow problems • Is aware of the status of all equipment and personnel
2. Applies good judgment.	• Adheres to priority of duties • Plans actions in a complete, correct, and timely manner to provide the environment for a safe, orderly, and efficient flow of traffic • Performs on-the-spot corrections for operational integrity • Assigns duties in an effective and proactive manner • Manages resources in a manner that avoids inefficiencies
3. Is aware of controller and system user requirements.	• Deploys resources that consider the impact on field facilities, controllers, and users • Ensures compliance with traffic management initiatives • To the extent that safety is not compromised, ensures that the user is accommodated while maintaining equity of access among all users • Listens and responds to controller requests • Listens and responds to user requests
4. Handles unusual situations.	• Reacts appropriately to adverse situations • Ensures that decisions are based on known facts and data • Investigates and analyzes situations to determine an effective course of action • Requests assistance when workload/situation dictates

Table J-2: Job Function Category: Methods and Procedures

Job function	Indicators
5. Monitors system.	• Understands job functions and analyzes conditions that may affect the work environment • Manages system constraints proactively
6. Correctly implements programs/initiatives.	• Assesses the situation and provides a justification for actions • Plans properly using reliable and accurate data • Considers available options • Makes timely and correct actions • Administers and coordinates for cancellation of traffic management initiatives and programs
7. Maintains efficient traffic flow.	• Considers present and forecasted traffic to determine if an overload may occur and takes appropriate action to prevent or reduce the impact • Considers traffic mix and aircraft characteristics to ensure that an orderly traffic flow is maintained • Deploys personnel so that departing, arriving, and en route traffic flows effectively and efficiently
8. Takes prompt action to correct errors.	• When an error has been made, takes prompt action to mitigate the error • Uses alternate strategies as necessary in a timely and efficient manner
9. Handles data correctly.	• Disseminates SIGMETs, CWAs, and MISs correctly • Obtains PIREPs when required and ensures that they are properly written, recorded, and disseminated • Handles, uses, and disposes of sensitive/classified documents correctly • Collects and disseminates information on traffic management, equipment outages, and other data as necessary • Ensures that required information is appropriately posted • Ensures that documentation reflects actual system performance • Documents operational information in a correct and timely manner

Table J-3: Job Function Category: Equipment Job

Job Function	Indicators
10. Fully uses equipment capabilities.	• Uses equipment to the fullest extent possible • Demonstrates knowledge of capabilities and limitations of equipment • Enters all required data into appropriate computer systems • Demonstrates ability to retrieve information from all available equipment sources
11. Recognizes equipment malfunctions.	• Recognizes equipment malfunctions and uses appropriate methods to restore equipment to operational status if possible • Reports equipment outages to appropriate personnel if restoration to operational status is not possible • Understands and posts equipment status information correctly • Accomplishes required reports on equipment outages
12. Makes complete/correct computer entries.	• Uses correct computer entries • Is aware of equipment limitations

Table J-4: Job Function Category: Resource Management

Job Function	Indicators
13. Staffs appropriately.	• Ensures that appropriate positions are opened for current and anticipated traffic volume • Ensures that sufficient personnel are available to meet anticipated traffic demands • Ensures that sufficient personnel are available to accommodate planned events • Ensures appropriate process and priority for leave
14. Provides relief periods.	• Accomplishes position rotation in an efficient manner • Gives meal breaks appropriate priority

Table J-5: Job Function Category: Training

Job Function	Indicators
15. Accomplishes training.	• Ensures that training activities are accomplished in a proper and timely manner • Ensures that training documentation is accomplished in a proper and timely manner • Ensures that OJT assignments are appropriate for level of proficiency • Ensures that OJT instruction reports are prepared
16. Documents training.	• Ensures that OJT assignments are appropriate for level of proficiency • Ensures that OJT instruction reports are prepared

Table J-6: Job Function Category: Human Relations and Communication

Job Function	Indicators
17. Communicates shift requirements effectively.	• Provides on-the-spot corrections diplomatically • Manages workplace distractions with courtesy and tact • Uses human relations skills when making operational assignments
18. Communicates effectively to the public.	• Coordinates facility visits • Responds to media inquiries appropriately • Communicates effectively with system users
19. Maintains an effective work environment.	• Communicates effectively to minimize workplace distractions • Is courteous, tactful, and displays a spirit of cooperation • Remains calm and displays a positive attitude under adverse conditions
20. Communicates effectively with management.	• Provides accurate and objective documentation of operational events to supervisory personnel • Communicates information about unusual situations in a timely and effective manner • Informs management of potential problems/situations when appropriate

Job Function	Indicators
21. Provides complete and accurate relief briefings.	• Follows approved checklist when exchanging information and ensures that both individuals acknowledge the positive transfer of responsibility • Ensures that questions about the operation of the position are resolved before transfer of responsibility is completed • Communicates pertinent status information including traffic management initiatives, weather information, and system situation • Signs on/signs off the position as appropriate

Table J-7: Job Function Category: Quality Assurance

Job Function	Indicators
22. Prepares complete and accurate accident and incident reports.	• Notifies management in a timely manner • Applies and follows directives • Prepares and forwards documentation
23. Reports miscellaneous events accurately.	• Completes daily reports • Requests a System Service Review • Records flight assists, noise damage issues and complaints, reckless flying reports, Unidentified Flying Object (UFO) reports, and actions taken

Appendix K. Operations Supervisor Instructional Program Guide

1. Introduction. The purpose of this IPG is to prepare the trainee to attain certification and perform independently under general supervision all duties of the OS within an assigned area of specialization.

a. With the exception of Stage 1, the term OS-IT in this order refers to an OS receiving training within this IPG.

b. Stages 2 and 3 are intended to be taught sequentially; however, the instructional process is designed to give the flexibility to tailor the training program to the needs of the trainee and the facility. The Training Review Process is not applicable to Stages 2 and 3.

2. Stage 1. FQT.

a. General. The purpose of this stage is to prepare the trainee to perform independently, under general supervision, all duties associated with the operational/control positions, on which they must maintain currency.

b. Prerequisite. Transferring interfacility personnel are subject to FQT requirements, as specified in Chapter 4 of this order. The trainee must successfully complete the provisions of the appropriate IPG for the assigned option. Transferring interfacility personnel must certify on at least two control positions at the new facility. The TA must ensure these positions are identified in the facility training directive. Qualifying control positions are as follows:

(1) Tower: LC and GC

(a) One control position must be Local.

(b) One control position must be Ground.

(2) TRACON: Radar positions as defined in the facility training directive (i.e., Satellite Radar, Departure Radar, Arrival Radar, and Final Radar)

(3) En Route: Radar Position, Radar Associate Position, and Nonradar Position

(a) One control position must be a radar position.

(4) STMCs: A minimum of two operational positions outside the TMU and a minimum of two operational positions in the TMU.

c. Location. Field facility.

d. Training Length. Site-specific.

e. Administration. FQT must be conducted in accordance with the IPGs and Chapter 6 of this order.

3. Stage 2. Initial Supervisor Training (IST).

a. Courses. The national operational supervisor courses shall be completed within the guidelines set forth by Human Resource Policy Manual (HRPM) Volume 5: Talent Development System TDS-5.5 and FAA Order JO 3110.19, Succeeding in Your First Year (SYFY).

(1) Frontline Manager Course (Course 01200107 or current course) (FMC) is mandatory for all new FAA managers within 1 year of assignment to a permanent manager position.

(2) ATO New Front Line Manager Succeeding in Your First Year (Course 60004805 or current course) (SYFY). SYFY is mandatory training for all new, operational first-level supervisors/managers in Air Traffic Services (AJT), Technical Operations (AJW), and System Operations Services (AJR). In accordance with FAA Order JO 3110.19A, *Succeeding in Your First Year (SYFY)*, this training must be completed within 90 days of the effective date of the personnel action.

b. General. The purpose of this stage is to provide the trainee with job-related knowledge and supervisor orientation. This stage prepares the trainee for Field Supervisor Training (FST).

c. Prerequisite. Trainee must successfully complete Stage 1 (FQT) or be a CPC in the assigned facility/area of specialization.

d. Location. Field Facility and off-site locations, as determined by the Office of Career and Leadership Development (AHD), and ATO Management Services (AJG).

e. Training Length. Site-specific.

f. Administration. This stage of training is administered in three parts: classroom, familiarization, and OJT. All training must be recorded in Section VII of FAA Form 3120-1.

(1) Classroom. Classroom training is conducted under the direction of the TA, AHD, and AJG, using self-study guides, nationally and locally developed lesson plans. Classroom training may include instructor-led lessons, self-study, lecture, or electronic learning.

(a) Nationally developed lesson plans. Lesson plans must be completed in sequence but may be interspersed with locally developed classroom training as specified in a facility directive.

(b) Local developed lesson plans. Classroom training requirements must be outlined in the facility training directive. The TA, in consultation with the Principal Facility

Representative (or their designee) and the Air Traffic Supervisors' Committee (SUPCOM) Chair (or their designee), must determine which topics from the national and local list below are applicable and may add topics as necessary. All applicable procedures and directives in use at a facility must be covered in the course.

i. Operations Supervisor National Directives

- Human Resources
  - Federal labor laws and agency policies
  - Anti-discrimination, harassment, and unfair treatment
  - Family Medical and Leave Act (FMLA)
  - Voluntary Leave Transfer Program (VLTP)
  - Operational Safety and Health Administration (OSHA) and Office of Worker's Compensation Programs (OWCP) policies
  - Employee Assistance Program (EAP)
  - Whistleblower protections
  - HRPM

- Labor and Employee Relations (LER)
  - Collective Bargaining Agreement(s)
  - Rights under the CBA (employees, management, union)
  - Problem solving
  - Grievance procedure
  - Collaboration
  - National MOUs

- SUPCOM
- Conduct and Discipline
  - Standards of conduct
  - Professional Standards Program
  - Representation rights
  - Weingarten meetings
  - Douglas factors
  - Disciplinary and adverse action
  - Drug and alcohol testing
  - FAA Order JO 1110.125, *Federal Aviation Administration (FAA) Accountability Board*

- Employee Performance
  - CBA and/or FAA Order JO 3400.20, *Individual Performance Management (IPM) for Operational Personnel*

- CBA and/or FAA Order JO 3450.1, *Air Traffic Organization (ATO), Awards Program*

ii. Operations Supervisor Local Policy, Directives, and Procedures

- Operational Requirements
  - FAA Order JO 7210.3, *Facility Operation and Administration*
    - Local MOUs, LOAs
    - Local guidance and goals for the shift
    - Monitoring/Managing traffic volume/flow
    - Combining/de-combining positions/sectors
    - Traffic Management (e.g. TMIs, Playbook Routes, etc.)
    - Position relief
    - Configuring/monitoring/reporting equipment status
    - Monitoring presidential aircraft and reporting security requirements
    - Situational awareness
    - Weather and impacts on airspace
    - Management of the operational environment (eliminating distractions)
    - Local Emphasis Items
  - FAA Order JO 6000.15, *General Maintenance Handbook for NAS Facilities*, Appendix O, Operational Risk Management Plan (ORMP) SOP
- Operational Duties
  - FAA Order JO 7110.65, *Air Traffic Control*
    - Team position responsibilities
    - Overdue aircraft procedures
    - Emergency frequencies
    - ALNOT procedures
    - SAR procedures
    - Emergency Locator Transmitter (ELT) procedures
    - TFR procedures
    - Laser events
    - UAS (e.g., Suspicious UAS and Lost Link)
  - FAA Order JO 7610.4, *Special Operations,* if applicable
  - ATO Top 5
- Administrative Duties
  - FAA Order JO 7210.633, *Air Traffic Organization Quality Assurance Program*

- FAA Order JO 7210.634, *ATO Quality Control*
- FAA Order JO 1600.2, *Classified National Security information*
- FAA Order JO 1600.75, *Protecting Sensitive Unclassified Information (SUI)*
- FAA Order JO 1600.69, *Facility Security Management Program*
- FAA Order JO 8000.90, *Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Programs*
- Facility SOPs and LOAs
- Aviation medical
- Scheduling, staffing, and position assignments (e.g., leave requests, overtime)
- Data collection and reporting

- Reporting and Upward Notification Requirements
  - FAA Order JO 7200.20, *Voluntary Safety Reporting*
  - FAA Order JO 7210.632, *ATO Occurrence Reporting*
  - FAA Order JO 1030.3, *Initial Event Response*
    - Significant events
    - Accidents/Incidents
    - Statements
    - Investigations
    - DEN reporting requirements
    - Services Rendered Telcon (SRT)
  - FAA Order JO 8020.16, *Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting*
  - FAA Form 8020-3, *Facility Accident/Incident Notification Record*

- Technical Training Duties
  - FAA Order JO 3120.4, *Technical Training*
  - FAA Order JO 3120.29, *Flight Deck Training Program (FDT)*
  - Facility training order
  - Training assignments
  - Training record(s) keeping
  - National Training Initiative (NTI)

- Systems/Equipment and Operations
  - Falcon
  - TEAM
  - Comprehensive Electronic Data Analysis and Reporting (CEDAR)

- National Traffic Management Log (NTML) / Enhanced Status Information System (ESIS)
- Cru-Art
- Web Scheduler
- VSCS / Interim Voice Switch Replacement (IVSR) / VSCS Training and Backup Switch (VTABS)
- Performance Management and Assessment System (PMAS)
- Air Traffic Workstation
- Traffic Situation Display
- Crash Phone/Emergency Services
- Any Other Local Equipment

- Operational Contingency Plans

iii. STMC. Additional requirements for STMC include:

- National Requirements
  - FAA Order JO 7110.67, *Air Traffic Management Security Services*

- Operational Requirements
  - ATCSCC notification procedures for significant system impact and delay reporting
  - Oversee air traffic flow in the facility area of responsibility
  - Manage traffic management programs, procedures, and initiatives
    - TMIs
    - FEA, FCA
    - GDP, AFP, CTOP, GS,
    - SWAP, CDR
    - Route Advisories
    - National Playbook
  - Time Based Management (TBM) Procedures and Programs
  - Facility Briefing requirements
  - Telecon procedures and requirements
    - PERTI
    - Operational Plan
    - Hotlines
    - Facility Customer Telecon
  - SAA procedures

- Weather recall of airspace
- Facility non-weather related recall of airspace

- NTML requirements and procedures
- Traffic Situation Display (TSD) requirements and procedures
- Weather

- NWS meteorologist facility requirements and duties
- Weather Coordinator position requirements
- ATCSCC severe weather coordination and procedures

- Operations Manager support in emergency and/or unusual situation
- Special Interest Flights

g. Supervisor Orientation. Provides the OS with an overview of the entire operation of the facility. Familiarization is required to ensure that an OS has sufficient local area knowledge and is required for the following departments as applicable: Technical Operations, Traffic Management, Training, and Quality Control. Orientation time requirements must be specified in the facility training directive. This will be documented under "other" in Block 9 of FAA Form 3120-45, Operations Supervisor On-the-Job Training Report.

4. Stage 3. Field Supervisor Training.

a. General. The purpose of this stage is to prepare the trainee to perform all duties of the Operations Supervisor within an area of specialization and to attain certification on the position.

b. Prerequisite. Successful completion of IST.

(1) FST may begin prior to the completion of FMC and SYFY.

c. Location. Field facility.

d. Training Length. Site-specific.

e. Administration. This stage is administered via familiarization and OJT. Target hours for completion of the operations supervisor position must be assigned according to facility training directive. OJT must be assigned as specified in Chapter 4 and Chapter 6. Additional requirements for STMCs will be specified in a facility directive.

(1) OJF. The purpose of familiarization is to provide the trainee with facility/area specific orientation and to prepare the trainee for OJT. Familiarization requirements shall be specified in a facility directive.

(2) OJT. OJT and certification must be conducted by a certified OS. In the absence of a certified OS, the next level supervisor will conduct OJT and certification. Facility Training Time must be specified in the facility training directive. The trainee must be able to perform all of the required duties and responsibilities specified on FAA Form 3120-45.

(3) En Route Out-of-Area training. Prior to first assumption of watch supervision duties for an out-of-area assignment as described in FAA Order JO 7210.3, *Facility Operation and Administration*, OSs must have the required training and knowledge to effectively manage the operation.

(a) Facility training directives must include, as a minimum, the following:

i. Airspace

ii. Maps

iii. Equipment

iv. LOAs

v. SOPs

(b) Familiarity time requirements regarding:

i. Area OMs, peer OSs, and area workforce

ii. Operations (Traffic Flows/System Operations, SWAP, Playbooks)

iii. Contingency Plans

iv. Facility Reference Guides

5. Instructions for Completing FAA Form 3120-45, OS OJT Instruction/Evaluation Report. This section contains instructions for completing FAA Form 3120-45. This form must be used by an OS to record their observations of the performance and progress of the trainee during OJT instruction, ST, PAs, and CSCs. See Figure K-1 for a copy of this form. Complete FAA Form 3120-45 by entering the following information.

a. Block 1. NAME: Enter employee's last name, first name.

b. Block 2. DATE: Enter month, day, year.

c. Block 3. OPERATIONAL AREA: Enter the operational area/position.

d. Block 4. WEATHER: Record weather as VFR, MVFR, IFR, or Other (e.g., thunderstorm, turbulence). Mark the box most representative of the session.

e. Block 5. WORKLOAD: Record traffic volume as Light, Moderate, or Heavy. Mark the box that is most representative of the session.

f. Block 6. COMPLEXITY: Record complexity of operations as Not Difficult, Occasionally Difficult, Mostly Difficult, or Very Difficult. Mark the box most representative of the session. Note unusual situations, equipment outages, configurations, and/or restrictions that affect training in Block 12.

g. Block 7. HOURS: Enter actual hours and minutes for the training session covered by this report.

h. Block 8. TOTAL HOURS THIS POSITION: Enter total time spent in training on this position. Include the OJT session covered by this report. Optionally, enter percent of allotted time expended to date for this position.

i. Block 9. PURPOSE: Check the purpose of the report. Mark "OJT" for any activity that is counted as part of the assigned training time. Mark "OJF" for on-the-job familiarization time. Mark "Skill Training" for ST. The OS marks "PA" if administering a PA and "Certification" if administering a CSC. If you mark "Other," document the specific use in Block 12.

j. Block 10. ROUTING: Record routing according to facility requirements, as specified in the facility training directive.

k. Block 11. PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the trainee. Users of this form should review the definitions of all job subtasks and their respective performance indicators contained within this appendix. This section is not all-inclusive and is not meant to limit the duties to be reviewed. The job task "Other" is intended for local use as specified in the facility training directive.

(1) OJT and Skill Training. For each job subtask, the instructor must mark ✓, N/A, or N/O in the columns OBSERVED or COMMENT as applicable. The instructor must mark every subtask.

(a) OBSERVED: A ✓ in this column indicates the job subtask was observed during the session, but no comments are made. If a job subtask is not observed, it must be marked N/O. If a job subtask is not applicable, it must be marked N/A.

(b) COMMENT: A ✓ in this column indicates the Job Subtask was observed during the period; a comment must be entered in Block 12.

(2) PA. The OS must mark ✓ or N/O in the appropriate column: SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY. If a job subtask is not observed

during the session, N/O must be entered in the SATISFACTORY column. If a job subtask is not applicable, N/A must be marked in the SATISFACTORY column. OJTIs do not mark these columns. These terms are defined as follows:

(a) SATISFACTORY: A ✓ in this column indicates the observed performance during the session meets the expected performance for the trainee's level of experience and training.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but needs improvement to meet certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job subtask indicated. ST should be considered to improve the trainee's performance. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. The OS should consider assigning ST to improve the trainee's performance. If the PA is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates the observed performance does not meet the requirements for certification. ST must be assigned in accordance with Chapter 4, unless the OS is recommending Suspension of Training, in Block 13. Specific comments relating to the trainee's performance for each job subtask marked unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12A.

(3) CSC. If a job subtask is observed, the OS must mark a ✓ indicating the level of observed performance in the column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY), as appropriate. For a CSC to result in certification, all applicable job subtasks must be rated as satisfactory or not observed. If a job subtask is not observed during the session, the OS must ensure the trainee demonstrates knowledge/skills specific to the N/O items via simulation, verbal examination, prior observation, or other methods. If an item is marked N/O, Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. After assessing the trainee's knowledge/skills for the unobserved job subtask, N/O must be entered in the appropriate column (SATISFACTORY, NEEDS IMPROVEMENT, or UNSATISFACTORY) to indicate the trainee's level of competency. If a job subtask is not applicable, it must be marked N/A in the SATISFACTORY column. OJTIs do not mark these columns.

(a) SATISFACTORY: A ✓ in this column indicates the observed performance demonstrates the skills required to work independently under general supervision.

(b) NEEDS IMPROVEMENT: A ✓ in this column indicates the observed performance is sometimes at a satisfactory level but is inconsistent and needs improvement to meet

certification requirements. Specific comments, along with suggestions for improvement, must be stated in Block 12 of the form for each job subtask indicated. The OS should consider assigning ST to improve the trainee's performance. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. If the CSC is conducted at the exhaustion of Target Time, Supplemental OJT Time, or Additional OJT Time, the OS must recommend suspension of Training in Block 13; in this case, ST is not assigned.

(c) UNSATISFACTORY: A ✓ in this column indicates that the observed performance does not meet the requirements for certification and ST must be assigned in accordance with Chapter 4. Specific comments relating to the trainee's performance for each job subtask marked unsatisfactory must be entered in Block 12. References must be made to specific procedures, LOAs, directives, etc., in Block 12A. If the CSC is conducted at the exhaustion of Target, Supplemental OJT, or Additional OJT Time, the OS must recommend suspension of training in Block 13; in this case, ST is not assigned.

l. Block 12. COMMENTS: Used by the OS to document the trainee's performance. Comments should be positive and/or constructive in nature. The OS must sign and date this block. The comments should follow this teaching process:

(1) What. Clearly describe what occurred during the session (e.g., did not restrict deviations, did not ensure aircraft separation, did not use positive control, did not inform pilots of weather, did not have sufficient focus to stay engaged during the session).

(2) Why. Clearly describe why the event occurred (e.g., inexperience with weather, insufficient vectors to ensure separation, failure to comprehend speed control techniques.)

(3) How. Include recommendations on how the trainee could correct and improve in the events described (e.g., did not listen to instructor – review the fact that you must listen to the trainer; did not ensure aircraft separation – be sure the vector is sufficient to ensure separation and adjust the vector as necessary to maintain a safe and efficient operation; did not use positive control – explain how "deviation approved" does not maintain control by ATC).

m. **Block 12A. REFERENCES:** Cite, by paragraph number, directives, LOAs, SOPs, etc

n. Block 13. RECOMMENDATION: The OS will place a ✓ in one of the following boxes.

(1) Certification Skill Check. Following a PA when recommending a CSC.

(2) Certification. Following a CSC where all applicable Job Subtasks have been satisfactorily demonstrated.

(3) Continuation of Training. Following a PA or a CSC when the OS recommends the trainee continue OJT.

(4) Skill Training. When a performance deficiency is identified.

(5) Suspension of Training. Following a PA or CSC when the Training Team Lead recommends suspension of training.

o. Block 14. EMPLOYEE'S COMMENTS: This block may be used by the employee to make comments pertaining to the session and may include reference to an attachment, if needed. The employee must sign and date this block. A signature does not indicate concurrence with the report, only that the report has been discussed with the employee.

p. Block 15. CERTIFICATION: This block is used by an OS to document position certification.

Figure K-1: FAA Form 3120-45, OS OJT Report

OS OJT Report

1. Name	2. Date	3. Operational Area

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ MVFR ☐ IFR ☐ Other	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours This Position
9. Purpose ☐ OJT ☐ Skill Training ☐ OJF ☐ Certification ☐ PA ☐ Other			10. Routing

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	A. Safety	1. Positions are appropriately staffed for traffic.					
		2. Operational distractions are addressed.					
		3. Emergency procedures/event responses are understood/used.					
		4. Equipment capabilities/redundancies are understood.					
		5. Effective resource management is demonstrated.					
		6. On-the-spot corrections are made.					
	B. Efficiency	7. Traffic Management Initiatives.					
		8. Traffic Demand Monitoring.					
		9. Training is conducted efficiently/effectively.					
		10. Priority of administrative/operational duties is demonstrated.					
		11. Military/SAA procedures are understood.					
	C. Leadership	12. Briefings are conducted.					
		13. Professionalism is modeled and addressed.					
		14. Individual Performance Management is conducted.					
		15. Labor Management Relations are demonstrated.					
		16. Operational guidance is provided.					
		17. Employee recognition and awards demonstrated.					
	D. Acumen	18. Productivity is maximized.					
		19. Unusual traffic low/high density are projected and appropriately managed.					
		20. Overtime/credit hours are properly managed.					
		21. Leave and schedules are projected and appropriately managed.					
	E. Administration	22. Reporting requirements are understood/demonstrated.					
		23. Standards of conduct are understood and addressed appropriately.					
		24. Substance testing is understood and conducted appropriately.					
		25. Software and business tools are used/understood.					
		26. Directives and policies are adhered to.					

FAA Form 3120-45 (06/24)

Figure K-1: FAA Form 3120-45, OS OJT Report (Continued)

12. Comments (use separate sheet)	12A. References

Signature: _____ Date: _____

13. Recommendation ☐ Continuation of Training ☐ Certification ☐ CSC
☐ Skill Training ☐ Suspension of Training

14. Employee's Comments:

This report has been discussed with me.

Signature: _____ Date: _____

15. Certification/Recertification

I certify that this employee meets qualification requirements.

Signature of Certifier: _____ Date: _____

FAA Form 3120-45 (06/24)

6. Watch Supervisor On-The-Job Training Report

Table K-1: Job Task: Safety

Job Subtask	Indicators
1. Positions are appropriately staffed for traffic.	• Staffs positions according to traffic • Requests assistance when situations dictate • Appropriately opens/closes or combines/de-combines positions
2. Operational distractions are addressed.	• Monitors operational area and ensures that distractions are addressed • Addresses visitors and tours to eliminate distractions
3. Emergency procedures/event responses are understood/used.	• Reacts appropriately to adverse situations • Handles Special Operations in accordance with FAA Order JO 7610.4 • Ensures that decisions are based on known facts and data • Initiates ALNOTs in a timely manner • Investigates and analyzes situations to determine an effective course of action
4. Equipment capabilities/ redundancies understood.	• Maintains familiarity with redundant/backup systems • Maintains awareness of equipment status
5. Effective resource management is demonstrated.	• Properly manages staffing for position rotation (time on positions) • Uses overtime only when needed • Ensures that credit hours are approved/disapproved in accordance with local procedures
6. On-the-spot corrections are being made.	• Makes on-the-spot corrections when needed • Makes on-the-spot corrections in an appropriate manner • Follows FAA Order JO 3400.20

Table K-2: Job Task: Efficiency

Job Subtask	Indicators
7. Traffic management initiatives.	• Follows traffic management initiatives • Properly uses TBFM • Listens and responds to user requests
8. Traffic demand monitoring.	• Monitors the Traffic Situation Display and other systems for traffic demand • Manages saturation and/or traffic flow problems • Considers traffic mix and aircraft characteristics to ensure that an orderly traffic flow is maintained
9. Training is conducted efficiently/effectively.	• Monitors training to ensure that traffic levels are appropriate for the trainee's experience level • Conducts On-the-Job Training Instructor evaluations • Conducts certifications and recertifications • Demonstrates understanding of Flight Deck Training requirements • Ensures that Refresher, Supplemental, Skill, and Remedial training are properly assigned • Regularly conducts training team meetings • Reviews FAA Forms 3120-25, -26, -27, -32, -36, and -45 for accuracy
10. Priority of administrative/ operational duties demonstrated.	• Adheres to priority of duties • Assigns duties in an effective and proactive manner
11. Military/SAA procedures understood.	• Communicates effectively with system users • Effectively coordinates the use of airspace

Table K-3: Job Task: Leadership

Job Subtask	Indicators
12. Briefings are conducted.	• Participates in stand-up briefings • Ensures that controllers receive required briefings • Ensures that relief briefings are conducted
13. Professionalism being modeled and addressed.	• Models Equal Employment Opportunity policies • Properly reports Accountability Board issues • Encourages the use of Professional Standards • Is courteous and tactful
14. Individual performance management is conducted.	• Correctly uses records of conversation and performance records of conversation • Encourages employees to complete an Individual Development Plan
15. Labor management relations are demonstrated.	• Maintains familiarity with the CBA • Communicates effectively with bargaining unit representatives
16. Operational guidance is provided.	• Effectively communicates shift guidelines and goals • Maintains situational awareness • Plans actions in a complete, correct, and timely manner
17. Employee recognition and awards demonstrated.	• Recognizes and rewards performance as appropriate • Appropriately documents exemplary performance

Table K-4: Job Task: Acumen

Job Subtask	Indicators
18. Productivity is maximized.	• Assigns duties in an effective and proactive manner • Ensures that breaks are appropriate

Job Subtask	Indicators
19. Unusual traffic low/high density are projected and appropriately managed.	• Maintains situational awareness of projected traffic flows • Remains alert for possible situations that may affect traffic, such as weather or special events
20. Overtime/credit hours are properly managed.	• Follows agency and facility policies for the approval and use of overtime and credit hours • Ensures that overtime is distributed properly
21. Leave and schedules are properly managed.	• Ensures that leave is approved/disapproved according to current CBA, MOUs, and guidelines • Ensures that the schedule is consistent with current basic watch schedule (BWS) MOU

Table K-5: Job Task: Administrative

Job Subtask	Indicators
22. Reporting requirements understood/demonstrated.	• Handles, uses, and disposes of sensitive/classified documents correctly • Documents operational information in a correct and timely manner • Ensures that Mandatory Occurrence Reports (MORs) and Significant Events are properly reported and submitted • Ensures that DEN notifications are made
23. Standards of conduct are understood and addressed appropriately.	• Maintains familiarity with the Standards of Conduct • Takes action to address conduct issues
24. Substance testing is understood and conducted appropriately.	• Ensures that drug and alcohol testing policy and procedures are understood • Makes necessary notifications concerning facility drug and alcohol testing

Job Subtask	Indicators
25. Software and business tools are used/understood.	• Uses correct computer entries • Uses CEDAR functions • Uses replays/voice recordings for performance discussions
26. Directives and policies are adhered to.	• Follows national directives and policies • Adheres to local directives and policies

Appendix L. Definitions

1. Additional Scenarios – Scenarios assigned following a TRB for simulation.

2. Additional On-the-Job Training (OJT) Time – OJT time assigned to a trainee following a TRB recommendation.

3. Air Traffic Manager (ATM) – Individual responsible for the overall efficiency and effectiveness of the facility training program.

4. Building Block Approach – A technique for development of a set of standard data by creating fixed groups or modules of work elements that may be added together to obtain time values for elements and entire operations.

5. Certification Skill Check (CSC) – An evaluation used to determine if a trainee demonstrates the knowledge and skill level necessary to certify on a sector or position.

6. Certified Professional Controller (CPC) – A civilian ATCS who is or has been facility/area certified in the Terminal/En Route ATC option or FSS option.

7. Classroom Training – Classroom training employs self-study guides, nationally and locally developed lesson plans, and may consist of instructor-led lessons, self study, lecture, or electronic learning.

8. Combined Positions – More than one position worked simultaneously (e.g., 6D/7D, 6D/6R, Sector 6/7).

9. Continuation of Training – An indication by an OS that certification should be attained within the assigned OJT Time.

10. Controller-in-Charge (CIC) – An ATCS performing duties of a shift supervisor in accordance with FAA Order JO 7110.65 and FAA Order JO 7210.3.

11. Currency – Prescribed minimum time requirement necessary to work an operational position independently under general supervision.

12. Direct Monitoring – Requires an individual to clearly observe and listen to all activity at an operational position with no other duties assigned.

13. Electronic Learning – Comprises electronic forms of learning and teaching (e.g., PC-based, online courses, tablet-based).

14. eLMS – The FAA's electronic learning management system for employees to take online training, register for course offerings, and view their learning histories.

15. Facility Training Directive – A document that specifically defines the facility's training program and processes in concert with this directive.

16. Failure – Any permanent departure from the training program without attaining the associated area/facility certification; for example, termination from training, withdrawal from training, and transfer due to personal hardship all qualify as a failure. Suspension of training does not constitute a failure.

17. Familiarity/Familiarization – Knowledge of delegated airspace, adjacent facilities, frequencies, traffic flows and types, and procedures (e.g., LOAs) associated with sector/operational position.

18. Informational Scenarios – Scenarios afforded after successful completion of the evaluation scenarios. These scenarios may be administered on any sector in the trainee's area of specialization and are intended to introduce the trainee to sector-specific operations and traffic flows.

19. Instructional Program Guide (IPG) – An outline of the required course content for certain national air traffic qualification training programs.

20. IT (in-Training) – When used with CPC, NTMS, OS, STMC, TMC, refers to an individual in one of those categories who is in training on a position.

21. Locally Developed – Training developed by the local facility-designated management and union representative.

22. Minimum Certification/Recertification/OJF Time – The smallest number of training hours required before becoming eligible for certification/recertification or OJT on a given operational position.

23. National Operations Manager (NOM) – An Operations Manager at the ATCSCC.

24. National Traffic Management Officer (NTMO) – A Traffic Management Officer at the ATCSCC.

25. National Traffic Management Specialist (NTMS) – A traffic management specialist at the ATCSCC.

26. OJT Checklist – A list of skills required to be observed prior to a CSC.

27. On-the-Job Familiarization (OJF) – Monitoring/observation conducted prior to the start of OJT on a position.

28. On-the-Job Training (OJT) – Training conducted by a qualified individual in the operational environment.

29. On-the-Job Training Instructor (OJTI) – An individual who is qualified to conduct OJT. A management official is only authorized to conduct OJT in accordance with Appendix J and Appendix K.

30. Operational Personnel – Personnel assigned to the operational areas or in direct supervision of the operational areas or individuals who maintain currency.

31. Operations Supervisor (OS) – Managerial personnel responsible for the direct supervision of operational personnel.

32. Operations Supervisor-in-Training (OS-IT) – Refers to an OS certified on the required operational positions and receiving training under Stages 2 and 3 of Appendix K. The acronym OS-IT in this order does not apply to OSs receiving training on positions for which they will maintain currency.

33. Part Task Training (PTT) – Teaching one or a limited number of skills using a hands-on approach to focus on reinforcing a previously taught lesson.

34. Pause of OJT – An action taken by the OS to stop OJT temporarily for extenuating circumstances or when SDT is assigned. The Training Review process is not required.

35. Performance Assessment (PA) – Used to evaluate an individual's training progress on an operational position.

36. Plugged In – Employ direct monitoring on the same operational position with override capability.

37. Principal Facility Representative – Bargaining Unit Representative who collaborates with the TA on facility training processes.

38. Proficiency – Knowing, understanding, and applying air traffic procedures in a safe and efficient manner.

39. Recovery – Corrective actions taken or not taken by air traffic control in response to an unsafe situation/outcome in order to return to the correct margin of safety.

40. Recurrent Training – Collaboratively-developed national safety training delivered via electronic means, instructor-led presentations, or any combination thereof. Recurrent Training is intended to increase ATC proficiency, enhance awareness of human factors affecting aviation, and promote behaviors essential for the identification, mitigation, and/or management of risk.

41. Refresher Training – Facility derived training conducted to maintain and update previously learned knowledge and skills.

42. Simulation Skill Training (SST) – Training conducted to improve identified performance deficiencies for an individual who is conducting simulator training on a position for which they have not started OJT.

43. Simulation Training – Training conducted in a simulated operational environment that allows personnel to apply and demonstrate skills and knowledge.

44. Skill Development Training (SDT) – A category of ST assigned to address an identified performance deficiency.

45. Skill Enhancement Training (SET) – Training recommended by the ERC designed to improve or enhance an individual's knowledge, skills, and abilities.

46. Skill Improvement Training (SIT) – A category of ST designed to enhance ATC knowledge, skills, and abilities, which may be assigned or self-identified.

47. Skill Training (ST) – Training designed to improve or enhance an individual's knowledge, skills, and abilities. Composed of Skill Improvement Training (SIT), ATSAP Skill Enhancement Training (ATSAP SET) and Skill Development Training (SDT).

48. Supervisory Traffic Management Coordinator (STMC) – Managerial personnel responsible for the direct supervision of traffic management personnel.

49. Supplemental OJT Time – OJT hours that may be assigned to a trainee after the exhaustion of OJT Target Time.

50. Supplemental Training – Training prior to the use of new/revised procedures, regulations, or equipment.

51. Suspension of Training – An action taken by the TA or Training Team Lead to stop training temporarily. The Training Review process is required, except during Stages 2 and 3 of Appendix K and classroom failures.

52. Target Time – The maximum number of hours of OJT established to achieve certification on an operational position.

53. Termination of Training – An action taken by the ATM after determining that no further training must be conducted.

54. Traffic Management Coordinator (TMC) – A CPC who is certified on the required positions in a Traffic Management Unit (TMU).

55. Traffic Management Unit (TMU) – A specialization within a facility that monitors and balances traffic flows at a local or national level.

56. Trainee – An individual, in any option, receiving assigned training for the purpose of attaining certification.

57. Training Administrator (TA) – Individual designated to administer the facility training program.

58. Training Enterprise and Application Management (TEAM) – TEAM is a cloud-based system that provides one consolidated electronic training administration solution to manage, record, and report ATC training data.

59. Training Plan – A written document that provides a blueprint for FQT that develops employee knowledge, skills, and abilities for the purpose of certification.

60. TRAX – A software program that allows automated preparation and maintenance of employee training records. TRAX is not a system of records. TRAX is a mechanism for entering and printing training reports that are placed in FAA Form 3120-1.

61. Unsuccessful – An action taken to stop training at the CIC position. An Unsuccessful outcome must not prevent the employee from repeating CIC training at a later time.

62. Withdrawal from Training – An action taken by the trainee to terminate training. This must be treated as a termination of training; the trainee must not be permitted to work any positions.

Appendix M. Acronym List

AAC	Mike Monroney Aeronautical Center
ADF	Automatic Direction Finder
ADS-C	Automatic Dependent Surveillance – Contract
AIDC	Air Traffic Services Interfacility Communication
AIREP	Air Report
AIRMET	Airmen's Meteorological Information
AFSS	Automated Flight Service Station
AFIS	Automatic Flight Information System
AFTN	Aeronautical Fixed Telecommunications Network
AIRMET	Airmen's Meteorological Information
AISR	Aeronautical Information System Replacement
AJI	Office of Safety and Technical Training
AJI-2	Director of Technical Training
ALNOT	Alert Notice
ALTRV	Altitude Reservation
AMA-500	FAA Academy, Air Traffic Division
AOR	Area of Responsibility
AOV	Air Traffic Safety Oversight Service
ARINC	Aeronautical Radio Incorporated
ARTCC	Air Route Traffic Control Center
ARTS	Automated Radar Terminal System
ASD	Aircraft Situation Display

ASDE	Airport Surface Detection Equipment
ASDE-X	Airport Surface Detection System — Model X
ASOS	Automated Surface Observing System
ASSC	Airport Surface Surveillance Capability
AT	Air Traffic
ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
ATCSCC	Air Traffic Control System Command Center
ATCT	Airport Traffic Control Tower
ATIS	Automatic Terminal Information System
ATM	Air Traffic Manager
ATO	Air Traffic Organization
ATOP	Advanced Technologies and Oceanic Procedures
ATSAP	Air Traffic Safety Action Program
AWSS	Automated Weather Sensor System
BWS	Basic Watch Schedule
CBA	Collective Bargaining Agreement
CBI	Computer-Based Instruction
CC	Cab Coordinator
CD	Clearance Delivery
CDR	Coded Departure Route
CEDAR	Comprehensive Electronic Data Analysis and Reporting
CENRAP	Center Radar ARTS Presentation
CERAP	Center Radar Approach Control

CIC	Controller-In-Charge
CNSI	Classified National Security Information
CPC	Certified Professional Controller
CPC-IT	Certified Professional Controller-in-Training
CPDLC	Controller Pilot Data Link Communications
CPAR	Conflict Prediction and Reporting
CSC	Certification Skill Check
CTA	Control Area
CTI	Collegiate Training Initiative
CTO	Control Tower Operator
CTT	Combined Tower TRACON
CWA	Center Weather Advisory
CWP	Controller Workstation Processor
CWSU	Center Weather Service Unit
D-ATIS	Digital Automatic Terminal Information Service
DEN	Domestic Events Network
DST	Decision Support Tool
EAP	Employee Assistance Program
EDCT	Expect Departure Clearance Time
EDST	En Route Decision Support Tool
eLMS	electronic Learning Management System
EOD	Entered On Duty
ERAM	En Route Automation Modernization
ERC	Event Review Committee

ERIDS	En Route Information Display System
ESIS	Enhanced Status Information System
ETG	Enhanced Target Generator
ETMC	Enhanced Traffic Management Coordinator
FAA	Federal Aviation Administration
FAC IDENT	Facility Identification
FAR	Federal Air/Aviation Regulations
FBO	Fixed-Base Operator
FCC	Federal Communications Commission
FD	Flight Data
FDCS	Flight Data Communication Specialist
FDCS-IT	Flight Data Communication Specialist-In Training
FDIO	Flight Data Input/Output
FDT	Flight Deck Training
FIR	Flight Information Region
FMLA	Family Medical Leave Act
FPA	Flight Plan Area
FPEA	Flight Plan Enter and Amend
FQT	Field Qualification Training
FS	Flight Service
FSM	Flight Schedule Monitor
FSS	Flight Service Station
FST	Field Supervisor Training
GC	Ground Control

GENOT	General Notice
GPS	Global Positioning System
HF	High Frequency
HQ	Headquarters
HRPM	Human Resources Policy Manual
IAFDOF	Inappropriate Altitude for Direction of Flight
I/R	Interphone/Radio
ICAO	International Civil Aviation Organization
IDS	Information Display System
IFR	Instrument Flight Rules
ILS	Instrument Landing System
ILT	Instructor-Led Training
IMC	Instrument Meteorological Conditions
IPG	Instructional Program Guide
IPM	Individual Performance Management
IQT	Initial Qualification Training
IR	IFR Routes
ISD	Instructional Systems Design
LADP	Local Airport De-icing Plan
LAHSO	Land and Hold Short Operations
LAWRS	Limited Aviation Weather Reporting Station
LC	Local Control
LIFR	Low Instrument Flight Rules
LLWS	Low Level Wind Shear

LOA	Letter of Agreement
LOP	Letter of Procedure
LUAW	Line Up And Wait
MANPADS	Man Portable Air Defense Systems
MARSA	Military Authority Assumes Responsibility for Separation of Aircraft
MEDEVAC	Medical Evacuation (used for priority service of medical emergencies)
METAR	Aviation Routine Weather Report
MIS	Meteorological Impact Statement
MOA	Military Operations Area
MOR	Mandatory Occurrence Report
MRCC	Message Review Compose Correct
MSAW	Minimum Safe Altitude Warning
MTR	Military Training Route
MVA	Minimum Vectoring Altitude
MVFR	Marginal Visual Flight Rules
N/A	Not Applicable
NADIN	National Airspace Data Interchange Network
NAS	National Airspace System
NATCA	National Air Traffic Controllers Association
NAVAID	Navigational Aid
NDB	Non-directional Beacon
N/O	Not Observed
NOM	National Operations Manager
NORDO	No Radio

NOTAM	Notice to Air Missions
NOTAM D	Notice to Air Missions – Distance Dissemination
NR	Nonradar
NTD	National Training Database
NTML	National Traffic Management Log
NTMO	National Traffic Management Officer
NTMS	National Traffic Management Specialist
NTMS-IC	National Traffic Management Specialist – In Charge
NTMS-IT	National Traffic Management Specialist-in-Training
NWS	National Weather Service
OASIS	Operational and Supportability Implementation System
ODO	Opposite Direction Operation
OID	Operator Interface Device
OJF	On-the-Job Familiarization
OJT	On-the-Job Training
OJTI	On-the-Job Training Instructor
OM	Operations Manager
OPM	Office of Personnel Management
ORM	Operational Risk Management
OS	Operations Supervisor
OSA	Operational Skills Assessment
OS-IT	Operations Supervisor – In Training
OWCP	Office of Workers Compensation Program
PA	Performance Assessment

PAPI	Precision Approach Path Indicator
PDC	Pre-Departure Clearance
PIREP	Pilot Weather Reports
PTT	Part Task Training
PWB	Pilot Weather Briefing
RAPCON	Radar Approach Control
RATCF	Radar Air Traffic Control Facility
RC	Radar Controller
RCC	Rescue Coordination Center
RCO	Remote Communications Outlet
RNP	Required Navigation Performance
RPO	Remote Pilot Operator
RTF	Terminal Basic Radar Training
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima
SAA	Special Activity Airspace
SAMS	Special Use Airspace Management System
SAR	Search and Rescue
SDT	Skill Development Training
SET	Skill Enhancement Training
SFDCS	Supervisor Flight Data Communication Specialist
SFRA	Special Flight Rules Area
SIA	Status Information Area
SID	Standard Instrument Departure

SIGMET	Significant Meteorological Information
SIT	Skill Improvement Training
SOP	Standard Operating Procedure
SPECI	Aviation Special Weather Report
SRT	Services Rendered Telcon
SST	Simulation Skill Training
STAR	Standard Terminal Arrival Route
STARS	Standard Terminal Automation Replacement System
STMC	Supervisory Traffic Management Coordinator
SUI	Sensitive Unclassified Information
SUPCOM	Air Traffic Supervisors' Committee
SVFR	Special Visual Flight Rules
SWAP	Severe Weather Avoidance Plan
TA	Training Administrator
TACAN	Tactical Air Navigation
TAF	Terminal Area Forecast
TBFM	Time-Based Flow Management
TCAS	Traffic Alert and Collision Avoidance System
TCAS-RA	Traffic Alert and Collision Avoidance System Resolution Advisory
TDLS	Tower Data Link Services
TDW	Tower Display Workstation
TDWR	Terminal Doppler Weather Radar
TEAM	Training Enterprise Application and Management
TEC	Tower En Route Control

TETRA	Ten, Eleven, Twelve Radar Assessment
TFMS	Traffic Flow Management System
TFR	Temporary Flight Restriction
TMA	Traffic Management Advisor
TMC	Traffic Management Coordinator
TMC-IC	Traffic Management Coordinator-in-Charge
TMC-IT	Traffic Management Coordinator-in-Training
TMI	Traffic Management Initiative
TMO	Traffic Management Officer
TMU	Traffic Management Unit
TMW	TFMS Workstation
TRACON	Terminal Radar Approach Control
TRB	Training Review Board
TRSA	Terminal Radar Service Area
TSD	Traffic Situation Display
TSEW	TRACON Skill Enhancement Workshop
TSS	Tower Simulator System
TTG	Training Target Generator
TTL	Test and Training Laboratory
UA	Routine PIREP
UAS	Unmanned Aircraft Systems
UHF	Ultra High Frequency
UNICOM	Universal Communications
UUA	Urgent PIREP

VASI	Visual Approach Slope Indicator
VDM	VSCS Display Module
VFR	Visual Flight Rules
VHF	Very High Frequency
VIP	Very Important Person
VOR	Very High Frequency Omnidirectional Range
VOR/DME	VOR/Distance Measuring Equipment
VORTAC	Co-located VOR and TACAN
VOT	VOR Test Facility
VSCS	Voice Switching and Control System
VTABS	VSCS Training and Backup Switch
WST	Convective SIGMET