



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

**1. Purpose of this order.** This order establishes procedures and guidance for conducting performance verification (PV) assessments on students who are completing en route or terminal initial qualification training at the Federal Aviation Administration (FAA) Academy.

**2. Audience.** Field en route and terminal air traffic supervisors and Air Traffic Controller Training and Development Group, AJL-11 personnel who conduct performance verification assessments on students enrolled in the initial qualification training courses at the Federal Aviation Administration Academy.

**3. Where Can I Find This Order?** This order is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. Cancellation.** This Order cancels FAA Order 3120.27B, Performance Verification for En Route and Terminal Initial Qualification Training, dated February 8, 2001.

**5. Effective Date.** This order is effective April 1, 2010

**6. Explanation of Policy Changes.** This order was updated to define PV responsibilities and to reflect organizational updates.

**7. Procedures.**

- a. The PV Program evaluates all students completing en route or terminal initial qualification courses. Administration of the PV program is the sole responsibility of AJL-11.
- b. PV consists of an academic examination and an evaluation of a skill-based scenario. A score of 70 percent is required for successful completion of the academic evaluation.
- c. PV specialists within AJL-11, field supervisory personnel, and/or personnel meeting evaluator requirements will evaluate student performance on a skill-based scenario.
- d. A student's performance shall be evaluated within the requirements outlined in Order 7110.65, Air Traffic Control, and Order 3120.4, Air Traffic Technical Training.
- e. Results of each student's PV scenario performance shall be documented on FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report.

- f. The Performance Verification evaluator must place a mark (for example, ✓, X,) in the columns “SATISFACTORY”, “NEEDS IMPROVEMENT”, or “UNSATISFACTORY”. If an item is NOT APPLICABLE or NOT OBSERVED the marks N/A or N/O may be used. The terms are defined as follows:
1. **SATISFACTORY:** A mark in this column indicates that during the evaluation, the CPC-in-training/developmental was observed correctly performing this job subtask.
  2. **NEEDS IMPROVEMENT:** A mark in this column indicates that during the evaluation, the CPC-in-training/developmental occasionally performed this job subtask in an incorrect or incomplete manner. Specific comments, along with suggestions or requirements for improvement, must be stated in Block 12 of the form for each job subtask indicated.
  3. **UNSATISFACTORY:** A mark in this column indicates that during the evaluation, the CPC-in-training/developmental failed to perform the required job subtask or consistently performed the job subtask incorrectly. Specific comments relating to each unsatisfactory job subtask must be stated in Block 12.

Any job sub task rated as unsatisfactory constitutes failure of the evaluation.

- g. Following completion of the scenario, the student will be debriefed by the PV evaluator. During this debrief, the PV evaluator will ask for explanations regarding questionable control actions and weigh responses in order to evaluate the student’s cognitive skills. This interview provides the PV evaluator with the opportunity to identify areas that need improvement.
- h. Student performance on skill-based scenarios shall be evaluated within the PV standards process. The standards process consists of four critical elements:
1. **Rater Reliability.** Personnel selected as PV evaluators shall be thoroughly trained on both the PV process and the student debriefing process prior to conducting an evaluation. This provides a reliable method for ensuring that evaluations take place in a similar manner for each student.
  2. **PV Scenarios.** The scenarios incorporate field requirements. Once students can perform the tasks necessary to successfully run a PV scenario, they have demonstrated the skills necessary to begin field training.
  3. **PV Evaluation.** Initial evaluations are conducted using one PV evaluator observing one student. The PV evaluator will determine if the student has demonstrated the fundamental skills and knowledge necessary to begin field training.
- i. **PV Evaluation Retake.** In the event of a student’s unsuccessful performance of a PV scenario, the student shall be returned to the FAA Academy for targeted training on areas identified by the PV evaluator. After completion of targeted training, the student will be evaluated on a PV retake scenario. Two PV evaluators shall evaluate the second scenario. This evaluation shall be based on the student’s performance on all

aspects of the scenario, not just the areas where the student has received targeted training. The two evaluators must reach a consensus before a decision can be made regarding the student's success or failure. The PV evaluator who evaluated the initial scenario shall not assess the retake.

- j. AJL-11 will notify the student's Service Area of the unsuccessful PV and request guidance on the disposition of the student if the student is unsuccessful in the PV retake. Disposition of the unsuccessful student shall be determined by the Service Area in accordance with appropriate directives. In the event that a student is unsuccessful after the PV retake, AJL-11 shall follow the guidance received from the Service Area and will issue the student the appropriate letter recommended by the Service Area. AJL-11 will then notify the appropriate Service Area.



Ezekiel Jenkins  
Manager, Air Traffic Controller Training & Development