



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**
Air Traffic Organization Policy

**ORDER
JO 3000.58**

Effective Date:
March 6, 2013

SUBJ: Air Traffic Organization Mandatory Learning Events

This order establishes policy for coordinating the Air Traffic Organization's (ATO's) internal and external mandatory learning events/requirements for the workforce.

Mandatory Learning Events are often announced—and completion is required—with short deadlines and/or insufficient time to complete training, which impacts the field's ability to meet technical and non-technical training requirements. This policy establishes processes to mitigate these issues.

ATO service units must identify mandatory learning event requirements to be levied on the workforce. An ATO Training Plan must be developed and distributed to allow service units time to plan, schedule and complete training requirements. The Office of Safety and Technical Training, Technical Training Directorate, AJI-2, and the Office of Management Services, Community Enterprise Directorate, AJG-P, will collaborate to review, manage, and validate mandatory learning requirements and develop the ATO Training Plan.

A handwritten signature in black ink, appearing to read "Joseph Teixeira".

Joseph Teixeira
Vice President, Safety and Technical Training
Air Traffic Organization

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Chapter 1. General Information

- 1. Purpose of this Order.** This order establishes policy for coordinating the ATO's internal and external mandatory learning events/requirements.
- 2. Audience.** This order applies to all of the ATO.
- 3. Where Can I Find this Order?** This order is located on the Federal Aviation Administration (FAA) website at: https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Distribution.** This order is distributed to AHR, all ATO business units and support offices at Headquarters, service centers and service areas, the William J. Hughes Technical Center, and the Mike Monroney Aeronautical Center.
- 5. Scope.** This policy applies to all mandatory learning events required of ATO employees by another service unit, or across multiple service units (i.e. internal), and by non-ATO organizations (i.e. external/corporate), with the following exceptions:
 - a. Training in support of new capital acquisition programs
 - b. National training courses managed via established quota processes
 - c. Learning events required from within the employee's facility, office, operation, or service units (e.g., internal on-the-job training).
- 6. Definition of Mandatory Learning Events.** Mandatory learning events include all training/knowledge sharing events required of ATO employees from outside their immediate facility, office, operation, or service units. Learning events include technical and non-technical training, and all learning initiatives.

Chapter 2. Roles and Responsibilities

1. Management Services' Community Enterprise Directorate (AJG-P2), is responsible for:

- a. Representing the operational interests of the ATO to ensure the delivery of mandatory learning event requirements do not negatively affect the delivery of air traffic control services or operation of the National Airspace System (NAS);
- b. Coordinating the identification of annual mandatory learning event requirements across service units, including learning events announced and required from outside of the ATO;
- c. Issuing the call for identification of ATO-sponsored mandatory learning events (see appendix A for a sample ATO memo);
- d. Reviewing all mandatory learning event proposals for the ATO ensuring they are valid;
- e. Creating a list of all mandatory learning event requirements and compiling all backup materials provided.

2. The Office of Training and Development Infrastructure (AJG-P21), is responsible for managing non-technical training information through the ATO Learning Coordinators Network. This network is a group of nearly 100 points of contact ATO-wide who provide training administration, training requirements, and policy guidance support to Operations employees.

3. The Office of Technical Training, (AJI-2) is responsible for:

- a. Reviewing mandatory learning event lists as provided by AJG-P2;
- b. Reviewing submissions with AJG and the Technical Training Requirements Group (AJI-23) for development of the ATO Training Plan;
- c. Approving and disseminating an ATO Training Plan that will be updated semi-annually and include training to be completed by the ATO workforce.

4. ATO Service Units are responsible for submitting to AJG-P2, mandatory learning event requirements targeted to other service units for the coming calendar year in accordance with the timeframe and process noted in appendix B.

Chapter 3. FAA Mandatory Learning Event Requirements Identification Process

- 1. Corporate Learning Events.** Includes all mandatory learning events required from outside organizations [e.g., FAA, Department of Transportation (DOT), and Office of Personnel Management (OPM)].
- 2. Identification of Corporate Learning Events.** AJG-P2 works with AHR to ensure that all annual corporate mandatory learning events are identified and developed through the following process:
 - a.** AJG-P2 obtains corporate mandatory learning requirements from the *My FAA Learning and Development Mandatory Training* website by the end of March (see appendix B);
 - b.** AJG-P2 will work with AHR, if needed, to get additional information from the Program Office, the owner of the training content and requirement, in order to minimize the impact of the training on the operation;
 - c.** AJG-P2 forwards a spreadsheet of corporate mandatory learning events to AJI-221 by the end of May.

Chapter 4. ATO Mandatory Learning Event Identification Process

AJG-P2 conducts an annual solicitation for the identification of mandatory learning events that any ATO service unit will require employees and/or managers in another service unit—or across multiple service units—to participate in during the coming calendar year. AJG-P2 will:

- 1.** Each February, distribute to all service units, a call that requests mandatory learning events proposed for the following calendar year (see appendix A for a sample memo);
- 2.** By the end of March, obtain learning event proposals (see attachment 1, appendix A for a sample proposal questionnaire);
- 3.** By the end of April, review submissions and request additional training information and any supporting materials required to validate requirements for the ATO and/or analyze impact to the operation;
- 4.** By the end of May, forward a spreadsheet of all mandatory learning events to AJI-221.

Chapter 5. Review Requirements and Development, Approval and Publishing of Training Plan

- 1. Review Mandatory Learning Event Requirements and Development of ATO Training Plan.** Upon receipt of the mandatory learning events list from AJG-P2, AJI-221 will forward the spreadsheet to AJI-23 for review prior to an ATO Training Plan development meeting. AJI-221 will collaborate with AJG-P2 and AJI-23 to review all mandatory learning event requirements and develop the ATO Training Plan for the upcoming calendar year. Development of the ATO Training Plan will be finalized annually by the end of July.
- 2. Approve Training Plan.** AJI-221 will forward the ATO Training Plan to AJI-2 for approval by August 10 each year. AJI-2 will approve the ATO Training Plan by the end of August.
- 3. Publish Training Plan.** AJG-P2 will publish the ATO Training Plan by October 1 for the approaching calendar year to allow all ninety days for planning purposes. The Training Plan will contain both corporate/externally mandated learning events and ATO-mandated learning events/requirements for the approaching calendar year. The ATO Training Plan will be posted to the *My FAA Leadership and Professional Development* website and distributed to the Service Area Directors of Operations and Service Center Directors.
- 4. Coordinate Unexpected Mid-Year Requirements.** The ATO expects that all fiscal year learning event requirements will be coordinated prior to the fiscal year, acknowledging that there may be unexpected learning event requirements that will emerge during the fiscal year. When these unexpected learning event requirements are identified, AJG will review and validate the mandatory learning events and submit to AJI-2. AJI-2 will collaborate with AJG and AJI-23 to make any needed changes to the ATO Training Plan and submit to AJI-2 for approval. AJG-P2 will publish the ATO Training Plan amendments in accordance with chapter 5, section 3 of this Order.

Appendix A: Sample ATO Memo**Federal Aviation
Administration**

Memorandum

Date: mm/dd/yyyy

To: ATO Vice Presidents

From: ATO Office of Management Services, Community Enterprise Directorate (AJG-P2)

Subject: Identification of Mandatory Service Unit Sponsored Learning Events

This is ATO's Office of Management Services, Community Enterprise Directorate, Employee Development Group's (AJG-P2), annual call for the submission of all mandatory learning events that any service unit will require in Calendar Year (CY) XX for:

- Employees and/or managers in another service unit,
- Employees and/or managers across multiple service units.

This request for the identification of ATO-required learning events, along with results from a similar request conducted by the Office of Human Resource Management (AHR) for FAA-wide requirements, will help ensure that we identify all mandatory learning events prior to the start of the calendar year.

The attached document contains a template for you to complete for each learning event requirement initiated by one service unit but impacting employees and/or managers in another or in multiple service units.

Please forward your requirements to <name>, Training and Development Infrastructure Team (AJG-P21), no later than <mm/dd/yyyy>. Training and Development Infrastructure will coordinate with the Office of Technical Training (AJI-2) to create, manage, and publish a semi-annual ATO Training Plan. The Training Plan will contain both corporate/externally-mandated learning events and ATO mandatory learning events/requirements for the approaching calendar year. An electronic copy of the form may be found at:
<http://atoexperience.faa.gov/strategy/files/Leadership/Template09.doc>.

If you have any questions, please contact the Office of Training and Development Infrastructure, AJG-P21 at (202) 385-xxxx.

Attachment 1: CY 201X Request for a Mandatory Learning Event

Attachment 1: CY201X Request for a Mandatory Learning Event (Sample)

Contact Information:					
Sponsoring Organization:		FAA Course Owner and Delivering Organization			
Point of Contact:		Name, Position Title, Telephone, Email			
Proposed Event:					
<input type="checkbox"/> New Event <input type="checkbox"/> Design Stage <input type="checkbox"/> Development Stage <input type="checkbox"/> Deployment Stage			<input type="checkbox"/> Existing Event Provide a copy of all instructional materials.		
FAA Item ID:					
Event Title:					
Event Summary:					
Desired outcome:		<input type="checkbox"/> Behavior Change		<input type="checkbox"/> Information Sharing	
Classification		Select One	Classification ID	Description	
			Online	Web Based Training (WBT) otherwise known as online course	
			Instructor-Led	A classroom training such as a workshop, given by an instructor	
			Blended	Contains both online content and instructor-led content	
Event Description:		Overview and contents of course.			
Length/Segment Duration Hours		Expected amount of time in hours and days it will take to complete the item.			
Event Type:		Select One.			
X	Type ID	Description	X	Type ID	Description
	Assessment	An evaluation of a specific knowledge or skill		Document	Decisive supportive information for the learner
	Audit	Course/seminar that pertains to OIG Audits		Exam	Available performance evaluation
	Book	Book		Investigation	Course/seminar that pertains to OIG investigations
	Briefing	Concise preparatory information delivered to learners		OJT	Structured on-the-job training
	Certification	A test to become certified in a field or function, to bypass an item, or to test specific performance		Seminar	A discussion group for an exchange of ideas in a particular area
	Conference-Meeting	An assembly for discussion or consultation		Video	Video
	Course	An item that has objectives and measurable outcomes		Workshop	An assembly in a specialized field with hands-on activities
	Detail	Knowledge acquired while on official detail in another position in accordance with a development training plan			

Target Audience		
Population:	Identify service units and personnel required to complete this learning event.	
	Service Units	Personnel
Completion Deadline:	Proposed completion deadline per target audience identified.	
	Requested deadline	Service Unit
	Minimum % of completions required	Personnel
Frequency:	<input type="checkbox"/> One-time event <input type="checkbox"/> Annual event <input type="checkbox"/> Other: (Please specify.)	
	Specify the reason for proposed frequency.	
Active learning period:	Specify the opening and closing period of this proposed event	
Scheduling Implications:	Identify possible schedule impacts to the learner's organization.	
Event Credit:		
Curriculum Affiliation:	Will the event be a part of a curriculum? If so, specify.	
Continued Management Education Status:	Specify CME credit hours associated with learning event, if any..	
Order/Regulation dictating this requirement:		
Title	Regulation/Order #	Section/Paragraph
Are there alternative ways to meet this requirement?		
<i>Note: Proposed learning event will be evaluated to determine if content and media are appropriate and pertinent for the proposed target audience. Submissions will not be accepted if form is incomplete and void of VP signature</i>		
Supervisor Signature: _____ Date: _____		
Second-level Manager Signature: _____ Date: _____		
ATO Vice President Approval Signature: _____ Date: _____		

Appendix B: ATO Mandatory Learning Events - Process

Step	Process	Resp. Party	Timing
1	Issue call for ATO-sponsored mandatory learning events.	AJG-P2	February
2	Obtain corporate training requirements from the <i>My FAA Learning and Development Mandatory Training</i> website.	AJG-P2	March
3	Submit ATO mandatory learning event requirements for upcoming CY to AJG-P2.	Service Units	March
4	Review submissions and request additional training information and any supporting materials required to validate requirements for the ATO and/or analyze impact to the operation.	AJG-P2	April
5	Forward spreadsheet of all mandatory learning event requirements to AJI-221	AJG-P2	May
6	Collaborate with AJG and AJI-23 to develop semi-annual ATO Training Plans.	AJI-221	June
7	Finalize ATO Training Plan with AJG and AJI-23.	AJI-221	July
8	Submit semi-annual ATO Training Plans (both increments) to Director, AJI-2, for final approval.	AJI-221	Early August
9	Approve ATO Training Plan.	AJI-2	Late August
10	Publish ATO Training Plan and distribute to all stakeholders.	AJG-P2	Early September
11	Receive and review mid-year mandatory learning requirements; request additional training information and any supporting materials required to validate requirements for the ATO and/or analyze impact to the operation. Provide validated mid-year requirements to AJI-2.	AJG-P2	As required
12	AJI-2 will make any needed changes to ATO Training Plans. AJG-P2 will publish ATO Training Plan amendments.	AJI-2	As required