



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**ORDER  
NUMBER  
JO 3120.29C**

Effective Date:  
May 24, 2013

**SUBJ:** Flight Deck Training Program (FDT)

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This order states policy and procedures for the administration of the Federal Aviation Administration's (FAA) Flight Deck Training (FDT) Program.

The FDT Program is voluntary training which augments the National Air Traffic Technical Training Program. FDT provides each participant with meaningful training and the opportunity to improve their understanding of the National Airspace System. When management utilizes FDT as a method to enhance employee proficiency, both the Agency, and providers benefit from this program.

Participants and approving officials are required to accomplish prescribed training, be familiar with, and adhere to the guidelines in this order.

A handwritten signature in black ink, appearing to read "Joseph Teixeira", is positioned above the printed name.

Joseph Teixeira  
Vice President  
ATO Safety and Technical Training

## Table of Contents

### Chapter 1. General Information

1. Purpose of This Order .....	1
2. Audience .....	1
3. Where can I Find This Order? .....	1
4. Distribution .....	1
5. Cancellation .....	1
6. Effective Date .....	1
7. Explanation of Changes .....	1
8. Delegation of Authority .....	1
9. Authority to Change this Order.....	1
10. Definitions.....	1
11. Forms .....	2
12. Request for Information.....	3
13. Changes to the Flight Deck Training Order.....	3

### Chapter 2. Administration

1. General.....	4
2. Policy .....	4
3. Solicitation.....	4
4. Duty Status.....	5
5. Conduct and Appearance .....	6
6. Expenses .....	6
7. Premium Pay.....	6
8. Record of Training.....	6
9. Program Eligibility.....	7
10. Extent of Training.....	7
11. Approving Authority.....	8
12. Program Ineligibility.....	9
13. Suspension From Program.....	9

### Chapter 3. Air Carrier/Air Cargo – Flight Deck Training

1. General.....	10
2. Policy .....	10
3. Airport Security Process .....	11
4. Flight Deck Security .....	11
5. Approval Procedures.....	11

### Chapter 4. General Aviation – Flight Deck Training

1. General.....	13
2. Eligibility .....	13

3. Policy .....	13
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#### Chapter 5. Military – Flight Deck Training

1. General .....	14
2. Eligibility .....	14
3. Policy .....	14
4. Physiological Training Certificate .....	15
5. FDT on Mission Flights .....	15

#### Chapter 6. Control and Accountability of Forms

1. General .....	17
2. Background .....	17
3. Distribution and Responsibility .....	17
4. Forms Security .....	17
5. Procedures .....	18
6. Tracking .....	19

### Appendices

Appendix A. Admissions to the Flight Deck: Physical, Cognitive, and Language Capabilities ..	20
Appendix B. Flight Deck Training Checklist .....	21
Appendix C. Examples of Flight Deck Training Objectives .....	22
Appendix D. Forms .....	24

## Chapter 1: General Information

- 1. Purpose of This Order.** This order states policy and procedures for the administration of the Federal Aviation Administration's Flight Deck Training (FDT) Program. This order does not provide for official or personal travel and no provision herein may be used for personal, financial, or material gain.
- 2. Audience.** This order is intended for operationally current and medically qualified 2152 series Air Traffic Control Specialists who meet the eligibility requirements in Chapter 2, paragraph 9 of this order, and managers, administrators, and support specialists involved with approving, recording, and administering FDT Program participation.
- 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. Distribution.** This order is distributed to the group/branch level in Washington Headquarters Air Traffic Organization, Office of Civil Aviation Security Operations, Office of Information Technology; director level in Air Traffic Service Areas and Logistics Divisions; branch level at the William J. Hughes Technical Center, Mike Monroney Aeronautical Center, Regional Offices, Service Areas, and all Air Traffic field offices/facilities.
- 5. Cancellation.** This order cancels Order 3120.29B; Flight Deck Training Program (FDT), dated May 1, 2012.
- 6. Effective Date.** This order is effective May 24, 2013.
- 7. Explanation of Changes.** This order has been revised and updated to reflect a change in the office of primary responsibility and includes changes in policy and procedures effected after the initial issuance of the directive.
- 8. Delegation of Authority.** FDT Program responsibility is assigned to the Office of Safety and Technical Training, External Training Initiatives. The approving authority for this training is delegated to managers and designees authorized to sign controlled FDT Program documents as specified herein.
- 9. Authority to Change this Order.** The FAA reserves the right to suspend this order in whole or in part. The Vice President for Safety and Technical Training (AJI-0) has authority to change policy relative to this order. The Manager, Flight Deck Training Program Office and the Manager, External Training Initiatives are authorized to issue changes to this order that do not affect policy.
- 10. Definitions.**
  - a. Air Carrier/Air Cargo:** Scheduled and supplemental commercial, air taxi, or commuter flights of United States (U.S.) registry operating under 14 Code of Federal Regulations (CFR), parts 121, 125, 135, or 298.
  - b. Air Traffic Control Specialist (ATCS):** An Air Traffic Controller, Series 2152 employee of the FAA.

**c. Approving Authority:** An Air Traffic Facility Manager or designated management official authorized to sign controlled FDT Program documents.

**d. Cockpit Access Security System (CASS):** CASS is a software system that enables airline gate agents to query records of airline/FAA employees authorized to access the flight deck.

**e. Duty Shift:** The hours of the basic workday an employee is scheduled to work as defined by JO 7210.3, Facility Operations and Administration and the FAA/NATCA Collective Bargaining Agreement (CBA).

**f. Duty Station:** The office or facility at which an employee regularly performs work and which maintains the employee's time and attendance records.

**g. Duty Status:** That time period when the FAA compensates an employee for time actually worked. Participants must be in duty status at all times while aboard an aircraft and while commuting to the departure airport as defined in paragraph 2-4.

**h. Flight Deck Training (FDT):** FDT is a voluntary training program authorizing eligible FAA employees access to the flight deck of a participating air carrier, air cargo, air taxi, general aviation or military aircraft.

**i. FDT Flight:** An FDT flight consists of a single round trip, originating within commuting distance of a participant's duty station. FDT flights may be conducted to intermediate and destination airports within the conterminous United States, Alaska, Hawaii, and U.S. Possessions and Territories.

**Note:** Travel through international airspace is permitted to reach approved destinations. Check with the providing air carrier to determine if passports are required.

**j. Federal Air Marshals (FAMs):** Federal Law Enforcement Officers whose primary duties are the protection of airline passengers and crew, aircraft, and aviation related assets.

**k. Federal Flight Deck Officers (FFDO's):** Specialized Federal Officer Flight Crew members with authority to defend the flight deck of an aircraft from unlawful intrusion or interference.

**l. Flight Deck Training Provider (Provider):** Any air carrier, air cargo, air taxi, general aviation, government or military aircraft operator of United States registry that participates in the FDT Program, granting access to their aircraft or simulator.

**m. General Aviation Aircraft:** Privately and publicly owned aircraft operated by flight schools, flying clubs, and Federal, state, or local governments, companies, or pilots.

**n. General Aviation FDT:** A General Aviation FDT is training conducted in accordance with Chapter 1, Par. 10 (i) in any aircraft not defined as air carrier, air cargo or military that exceeds three (3) flight hours in duration.

**o. Participant:** 2152 series Air Traffic Control Specialists, who are operationally current, medically qualified and meet the eligibility requirements as stated in this order.

**11. Forms.** The following forms are used in the administration of the FDT Program.

- a. FAA Form 3120-37, Flight Deck Training Request
- b. FAA Form 3120-38, Flight Deck Training Authorization
- c. FAA Form 3120-39, Authorization to Flight Deck Facility Identification
- d. FAA Form 3120-40, Flight Deck Training Report

**Note:** Electronic versions of FAA Forms 3120-37 and 3120-40 are at: [https://employees.faa.gov/tools\\_resources/forms/](https://employees.faa.gov/tools_resources/forms/). FAA Forms 3120-38 and 3120-39 are distributed to field facilities. Additional forms are available through the Flight Deck Training Program Management Office (FDT PMO) and may be requested via email at: [fdt@faa.gov](mailto:fdt@faa.gov). Instructions and sample forms are located in Appendix D of this order.

**12. Request for Information.** Request for information, clarification or interpretations of the policies and procedures contained in this order must be made to the FDT PMO.

**13. Changes to the Flight Deck Training Order.**

- a. Send requests for changes to FDT to the FDT PMO at: [fdt@faa.gov](mailto:fdt@faa.gov).
- b. There must be no local or regional agreements with commercial providers as defined in Chapter 1, Par 10 (a) concerning the FDT Program.
- c. If a conflict arises between this order and those in other issuances, managers must request clarification from the Manager, FDT Program Office.

## Chapter 2. Administration

**1. General.** This section provides policy and guidance for the FAA's FDT Program. Specific policies that apply to air carrier, air cargo, general aviation, and military flights are listed in Chapters 3, 4, and 5 of this order.

### **2. Policy.**

**a.** FDT is at the discretion of FAA management and approval of training must be governed by operational and staffing requirements. Participants must adhere to rules, policies, and guidelines set forth in this order, along with other applicable orders.

**b.** Participants, managers, and program administrators must complete the following required training on the Flight Deck Training Program:

(1) Participants: eLMS Course # 60004464, ATO Flight Deck Training, within the year preceding an FDT request.

(2) Managers and program administrators: eLMS Course # 60004407, Manager's Guide to the FAA Flight Deck Training Program and eLMS Course # 60004464, ATO Flight Deck Training within the year preceding an FDT approval.

**c.** Participants must adhere to required security procedures set forth in this order.

**d.** Regulations and procedures governing participation in the FDT Program by the provider must apply as long as they do not conflict with the provisions of this order.

**e.** A provider may suspend or abridge its participation in the FDT Program at any time. The FAA has no authority to direct the conduct of individual air carrier, air cargo, military, general aviation, or other providers within the FDT program.

**f.** Facilities must notify the FDT Program Management Office (PMO) as soon as possible via telephone (202- 385-6835) or email ([fdt@faa.gov](mailto:fdt@faa.gov)) in the event of any of the following:

(1) Use of overtime as a direct cause of the FDT participant's inability to return to the duty station.

(2) Any denial of an FDT flight due to the Cockpit Access Security System (CASS) operation.

(3) Any event with an airline, the Transportation Security Administration (TSA), Homeland Security, or other FAA departments requiring FDT PMO support or intervention.

**3. Solicitation.** FDT may be conducted only after official FAA approval is obtained through the procedures contained in this order. Employees must neither solicit a provider for access to the flight deck nor solicit a non-provider to participate in the FDT Program.

#### **4. Duty Status.**

**a.** FDT must be scheduled within a participant's duty shift. A participant may request non-consecutive working hours to accomplish FDT.

**b.** Full days of leave (including holiday leave) must not be approved during FDT.

**c.** FDT must not be conducted on or over a holiday or participant's day-in-lieu of a holiday.

**d.** FDT may not be used to provide transportation to any compensated duty location or activity.

**e.** Employees may exchange previously approved annual leave for duty time or regular days off for the purpose of engaging in FDT, providing there are no competing leave requests. Annual leave requests submitted following local approval of FDT will not take precedence over the FDT.

**f.** Schedule or shift changes necessary to accommodate FDT must not result in overtime or a violation of the basic work week.

**g.** Without management approval, employees may not begin an FDT flight that they know will not be complete by the end of their duty shift.

**Note:** If, after effecting all optional time and shift adjustments, the participant is unable to complete an FDT flight by the end of his/her shift, overtime must be paid in accordance with the Fair Labor Standards Act (FLSA).

**h.** Employees participating in FDT are covered by the provisions of the Federal Employees' Compensation Act while in duty status.

**i.** When an FDT participant elects to depart from home and the initial departure airport is more than 50 miles from the participant's duty station, duty time is authorized to and from that airport only for the commuting distance that exceeds 50 miles.

**j.** Participants must be afforded duty status for up to 90 minutes before the proposed departure time for completion of required FDT/provider forms and coordination with airline and security personnel, and up to 60 minutes after the actual arrival time at the destination. An employee must account for the remaining duty time by one or more of the following:

(1) Requesting approved leave;

(2) Working at the participant's duty station before or after the FDT, including commute time to the airport from the duty station;

(3) Accomplishing prearranged training at the departure point or destination that permits:

a) Observing local FAA operations (e.g., Air Route Traffic Control Center (ARTCC), Terminal RADAR Approach Control (TRACON), Combined EnRoute-RADAR Approach Control (CERAP) Air Traffic Control Tower (ATCT), Automated Flight Service Station (AFSS), Flight Standards District Office (FSDO), System Management Office (SMO), etc.).

b) Observing the providers dispatch, station management, or other operations.



**5. Conduct and Appearance.** Participants should recognize that they are Agency representatives to the public. They must abide by all applicable standards for professional conduct contained in HR Policy Manuals, FAA directives, and provider policies at all times. Violations will result in suspension from the program and possible disciplinary action.

**a.** Unauthorized access to the flight deck or misuse of credentials, identification or authorization forms are prohibited and will result in permanent suspension from the program, possible disciplinary action and/or criminal prosecution.

**b.** Participants must have their DOT/FAA identification properly displayed, and must comply with the rules set forth by the Agency in FAA Order 1600.69, Facility Security Management Program.

**c.** Participants must be groomed in a neat and clean manner and dressed in business attire for Air Carrier/Air Cargo FDT (specialized attire or equipment and/or specific dress and grooming may be required by individual providers).

**6. Expenses.** Participation in the Flight Deck Training Program is voluntary and reimbursement of any expenses (including those associated with any training activities at the departure or arrival locations), including per diem, mileage, etc., will not be authorized or paid. Any and all expenses incurred due to unforeseen circumstances will be borne by the participant. The use of a Government Travel Card is not authorized at any time during participation in the FDT program.

## **7. Premium Pay.**

**a.** Employees participating in FDT receive the same pay they would have received had they worked the shift on which the training occurred. Managers should ensure that employee Time and Attendance records accurately reflect a participant's duty time.

**b.** Overtime must not be used at a facility to cover FDT participation; however, the use of overtime for other purposes in a duty station/facility may not preclude FDT approval.

## **8. Record of Training.**

**a.** Completion of FDT must be documented in the employee's training records.

(1) The preferred method of recording FDT completion is eLMS. Record FDT completions against the appropriate items: :

FAA60004684	(60004684) Flight Deck Training (FDT) Completion Certification (Air Carrier)
FAA60004685	(60004685) Flight Deck Training (FDT) Completion Certification (General Aviation)
FAA60004686	(60004686) Flight Deck Training (FDT) Completion Certification (Military)

(2) Facilities may use TRAX to record FDT training, substituting Employee ID/CASS ID numbers for the FTN data.

(3) Pending implementation of automation methods, CEDAR, or an autonomous FDT electronic recording system may be implemented to record FDT training.

**b.** Participants must be given sufficient duty time to complete FAA Form 3120-40 (Flight Deck Training Report) and any report of loss or theft of accountable forms required in paragraph. 3-5 (e).

**c.** Participants must submit a completed report to their immediate supervisor within one week of their FDT completion.

(1) Complete a separate training report (Form 3120-40) for each provider used;

(2) Flight Deck Training reports should contain details of the actual training received even if the listed training objectives were not met;

**d.** The participant's immediate supervisor must review and discuss the Flight Deck Training Report with the participant and forward it to their duty station's training administrator or designee.

**e.** Duty stations will submit copies of completed FDT training reports to the FDT PMO by the 12<sup>th</sup> of each month for the previous month's training activity.

**9. Program Eligibility.** To participate in the FDT program an employee must be:

**a.** An operationally current and medically qualified Air Traffic Control Specialist 2152 Occupational Series employee (including managers and staff support specialists) who has completed one of the following requirements:

(1) En Route/TRACON: Certification on a minimum of two (2) operational positions, excluding Flight Data/A-Side positions,

(2) Tower: Certification on a minimum of FD/CD and one Ground Control Position.

(3) Flight Service: Certification on a minimum of two (2) operational positions, including the Pre-Flight position.

**b.** Other FAA personnel specifically authorized by the Vice President of Safety and Technical Training (AJI-0).

**Note:** Changes in Air Traffic Control option do not affect achieved eligibility. A participant needs to meet eligibility requirements only once. Previously eligible employees in training remain eligible while unable to maintain currency prior to certification.

**10. Extent of Training.** Eligible employees may participate in Flight Deck Training as follows:

**a.** On commercial air carrier/air cargo providers and General Aviation (GA) aircraft up to a cumulative total of two (2) times per calendar year;

**b.** Where available, participants may take one (1) FDT flight per calendar year on military aircraft in addition to the flights allowed under paragraph 2-10 (a);

**c.** To, through, and from airports specified in paragraph 1-10 (i), Definitions;

**d.** One (1) additional air carrier/air cargo flight per calendar year may be authorized by the FDT PMO when, in conjunction with an ATSAP Event Review Committee (ERC) or other authorized

ATSAP follow up review process, an employee accepts a recommendation to participate in Flight Deck Training:

(1) It will be recorded as supplemental, skill enhancement, or other targeted training in accordance with ATSAP and ATO Safety and Technical Training's event review recommendations;

(2) The flight must be completed (out and back) within the participant's duty shift and in accordance with Chapter 2, par. 4 (a). ;

(3) The flight itinerary and specific training objectives may be set by, and must be approved by the Event Review training authority recommending the FDT;

(4) The participant must follow the request process and the FDT PMO will provide approval processing in accordance with procedures specified throughout this order;

(5) The flight remains a voluntary event in accordance with Chapter 2, Par. 6. ATSAP review board recommended FDT flights are not required training;

(6) Participants must complete and submit FAA Form 3120-40, Record of Training in accordance with Chapter 2, Par. 8;

(7) Participants under this section are exempt from the eligibility requirements in Chapter 2, Par. 9.

e. FDT Flights to the same airport are not permitted more than once per calendar year.

## **11. Approving Authority.**

a. The approving authority for each FDT instance is as follows:

(1) For field participants listed in paragraph 2-9: Facility Air Traffic Manager or management designee;

(2) For other FAA personnel: Vice President of Safety and Technical Training (AJI-0).

b. The approving authority must:

(1) Review FDT requests for completeness and accuracy.

(2) Issue sufficient Form 3120-28 to:

(a) Accomplish all legs of the requested flight itinerary. (i.e. if the Preferred flight is non-stop, but the Alternate has a connection, issue Form 3120-38 for the connection).

(b) If both preferred and alternate return flights are non-stop the approving authority will issue one additional FAA Form 3120-38 with all return information completed except Carrier Name and Flight Number.

(3) Notify the FDT PMO when an FDT request or approved flight is canceled.

c. The approving authority must not:

- (1) Delegate signature authority for FAA Form 3120-37 to non-management personnel;
- (2) Approve FDT on or over a holiday or the participant's day in lieu of a holiday;
- (3) Approve FDT to any location or event in lieu of official travel;
- (4) Issue blank FAA Form 3120-38.

**12. Program Ineligibility.** Employees may not participate in FDT:

a. When in any category leave status, paid or non-paid, or when receiving continuation of pay benefits under the Federal Employees' Compensation Act;

b. When a participant is unable to meet the criteria of FAA Order 8900.1, paragraph 3-42B, Admission to Flight Deck-Physical, Cognitive, Language, Capabilities. (See Appendix A of this order);

c. When their security clearance is suspended or revoked.

d. When suspended from the program.

e. As a pilot or passenger in their own aircraft.

**13. Suspension From Program:** Suspension from or reinstatement to the FDT program is the decision of the Vice President of Safety and Technical Training. The FDT PMO maintains standard operating procedures to evaluate and process suspension actions. Facility management should direct inquiries concerning suspensions from FDT to the program manager.

### **Chapter 3. Air Carrier/Air Cargo – Flight Deck Training**

**1. General.** This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT program on air carrier or air cargo aircraft.

**2. Policy.** In addition to the requirements of Chapter 2, Administration, the following requirements must be met for Air Carrier/Air Cargo FDT:

**a.** Only air carriers or air cargo operators of U.S. registry and those foreign carriers in partnership with and using U.S. carrier call signs operating under Federal Aviation Regulations may participate.

**b.** The jump seat of an aircraft is afforded to FDT participants on a first-come-first-served, space-available basis. No participant has priority over another.

**c.** Participants are required to relinquish the jump seat to any higher priority occupant (i.e. Flight Inspectors, NTSB investigators, additional crew, Federal Air Marshals or Federal Flight Deck Officers, Secret Service or other law enforcement officials and others at the pilot's discretion). It is the captain's sole prerogative to allow admittance of participants to the flight deck.

**d.** A participant must not accept seating in the cabin of an aircraft unless directed by the pilot to leave the flight deck when the participant is unable to exit the aircraft.

**e.** If a participant is denied access to the flight deck:

(1) At any time:

a) Notify their facility/duty station to coordinate any changes to duty status, review alternatives, and receive instructions.

(2) On both preferred and alternate flights:

a) Initial Outbound (Departure) leg:

(i) The FDT is cancelled and does not count against number of permitted flights.

b) Intermediate Outbound or any Inbound (Return) leg:

(i) Participant may be verbally authorized a subsequent flight.

(3) The participant must make pen-and-ink changes to Forms 3120-37 and 3120-38 noting new flights and the name and initials of the approving authority.

(4) The approving authority must record and retain approved changes to reconcile the training report.

(5) Participants that have had an interim outbound or any return leg of FDT cancelled is responsible to report for duty on their scheduled shift unless alternate coordination has occurred. The Agency will not reimburse any travel expenses for employees participating in FDT.

(6) Participants and facility management must make every reasonable effort to effect and accommodate a participant's return to their duty station if a problem arises beyond the participant's control. Participants must exhaust all available options to return to their duty stations. Management should accommodate requests for duty time adjustments to allow stranded participants to return without penalty.

f. Whenever a participant is directed to leave the flight deck, the participant must include the circumstances in his/her Flight Deck Training Report.

**3. Airport Security Process.** Participants must adhere to all security instructions given by TSA Agents and comply with all screening procedures deemed necessary to access the secure passenger checkpoints. Participants must present their valid DOT/FAA identification and a valid U.S. Federal or State issued photo ID to TSA in addition to FAA Form 3120-38.

a. Participants must follow specific listing, reservation, and check-in procedures for each provider. Airline specific requirements will be provided by the FDT PMO.

b. FDT participants must be prepared to present FAA Forms 3120-37, 3120-38, and 3120-39 at the departure gate for CASS clearance and boarding instructions.

#### **4. Flight Deck Security.**

a. The FDT PMO will coordinate with FAA Security (AJR-2) and enter participants' information into CASS. The CASS will contain: first name, last name, a portrait photo, participant's ID number (located on the back of the DOT/FAA ID in the bottom left hand corner), DOT/FAA ID badge expiration date (full date: month, day, year), and FDT confirmation number.

b. FDT participants must be prepared to present identification and FAA Forms 3120-37, 3120-38, and 3120-39 to the flight crew prior to accessing the flight deck.

c. Participants must properly display their DOT/FAA ID, as required by FAA Order 1600.69, FAA Facility Security Management Program, for the duration of the FDT.

d. Federal Air Marshals (FAM) and/or Federal Flight Deck Officers (FFDO) may be present on any flight. The identity of a FAM is confidential. FAA personnel who become aware of a FAM/FFDO's identity as part of their official duties are required to safeguard that information against unauthorized disclosure.

**5. Approval Procedures.** The participant must use FAA Form 3120-37 to request authorization for FDT. Submit the completed form to your approving authority. Completed application packages must be submitted to the facility Air Traffic Manager or management designee in sufficient time to be received by the FDT PMO at least 21 calendar days prior to the requested training. Instructions for completing forms are contained in Appendix D and are supplemented as follows:

a. The Approving Authority must:

(1) Send completed form to the FDT PMO via:

a) Email: [fdt@faa.gov](mailto:fdt@faa.gov) : Provide .pdf scans of completed documents.

b) Fax: (202)-385-6849;

c) Mail: FAA FDT PMO 950 L'Enfant Plaza 4<sup>th</sup> Floor Washington, DC 20024.

(2) Management must include a minimum of four (4) training objectives on FAA Form 3120-37. (Appendix D).

a) Sample training objectives are listed in Appendix C and others may be assigned by local management;

b) The ATSAP Program Office may identify specific National Training Objectives to be assigned in place of one or more of the minimum required under this section.

**b.** The FDT PMO will obtain Personal Identification Verification (PIV) Information from the FAA Office of Security, Identification Media Division, AIN-600. PIV information electronically obtained by the FDT PMO is limited to PIV number, Badge Expiration date and PIV photo and used solely for the FDT approval. Participants should insure that PIV data is current in the event of name changes, changes of appearance or replaced/re-issued PIV badges through their facility's Security Office.

**c.** The FDT PMO will notify the approving authority or facility POC and issue a confirmation number when coordination with FAA Security and the provider is completed. The approving authority will complete FAA Forms 3120-38 and include the confirmation number(s) for each segment of the FDT.

**d.** FAA Form 3120-38 and FAA Form 3120-39 are accountable forms and must be safeguarded at all times. Unused Form(s) 3120-38 along with the Form 3120-39 must be returned to the approving authority immediately upon returning to the participant's duty station. Forms 3120-38 returned by the participant may be destroyed by the approving authority.

## **Chapter 4. General Aviation – Flight Deck Training**

**1. General.** This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT program on General Aviation aircraft.

**2. Eligibility.**

- a. Employees must meet the eligibility requirements stated in paragraph 2-9
- b. An employee may not participate in FDT flights in their own aircraft.
- c. An employee may not act as Pilot in Command (PIC) while participating in FDT.

**3. Policy.** A General Aviation FDT is a flight that exceeds three (3) cumulative flight hours in duration. Training may be accomplished in aircraft owned/operated by fixed base businesses, flying clubs, flight schools, non-military Federal, state or local government, and the private aircraft of locally based pilots.

- a. The FDT Program Office will maintain copies of completed training.

**b. Training Requirements:**

(1) Management must include a minimum of three (3) training objectives the FDT Training Report (FAA Form 3120-40) prior to approving the participant's FDT. Sample training objectives are listed in Appendix C and others may be assigned by local management.

(2) The ATSAP Program Office may identify specific National Training Objectives to be assigned in place of one or more of the minimum required under this section.

(3) Participants must provide FAA Form 3120-40, FDT Training Report, following their General Aviation FDT in accordance with Chapter 2, Par. 8.



## **Chapter 5. Military – Flight Deck Training**

- 1. General.** This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT program on military aircraft.
- 2. Eligibility.** Employees must meet the eligibility requirements stated in Chapter 2, Par. 9.
  - a.** Additional eligibility requirements set forth in applicable physiological, certification, and other applicable military orders and procedures must be met prior to participation;
  - b.** Participants must meet all requirements set forth by the sponsoring military organization;
  - c.** A participant's duty station must routinely provide ATC services to military aircraft;
  - d.** Participants must comply with the immunization requirements as contained in military regulations for flights on military aircraft. Specific requirements should be obtained from the individual military command providing the FDT.
- 3. Policy.** FAA facility managers may establish local agreements with providers regarding military liaison or FDT flight operations as follows:
  - a.** Each facility participating in military FDT must:
    - (1) Designate a coordinator to arrange FDT with the installation's Commander or designed official;
    - (2) Arrange and administer the FDT flights in cooperation with installation Commanders, Project Officers and/or their representatives;
    - (3) Obtain information and requirements regarding immunizations, physiological certifications or other requirements and provide it to participants;
    - (4) Maintain a roster of eligible individuals if a military flight requires special certification.
    - (5) Define and provide any reporting or feedback between the participant, facility, and provider.
    - (6) Provide reporting to the FDT PMO.
  - b.** Participation of FAA ATCS personnel is strictly on a voluntary basis. Any costs incurred in meeting requirements of a sponsoring military organization are the sole responsibility of the participant.
  - c.** FAA ATCS personnel may not participate in FDT on low-level missions unless the same emergency exit capability exists for them as for the crew.
  - d.** Participants must provide FAA Form 3120-40, FDT Training Report, following their Military FDT in accordance with Chapter 2, Par. 8.

#### **4. Physiological Training Certificate.**

**a.** Military regulations require that passengers in certain categories of aircraft possess a current Physiological Training Certificate when flight is conducted above flight level 180.

(1) FAA ATCS personnel may obtain the Physiological Training Certificate by having their supervisor contact the Aviation Physiology Section at the Mike Monroney Aeronautical Center, AAM-400, or the officer-in-charge of the nearest military physiological unit. A list of military facilities where physiological training is conducted, and instructions for contacting them is contained in FAA Order 3150.1, Aviation Physiological Training for Flight Personnel.

(2) Participants must

(3) work with the facility designated coordinator to schedule the physiological training with the indoctrination unit in advance, allowing sufficient time for scheduling and processing.

(4) Participants observing in aircraft with a "C" designation are exempt from the physiological training but will be briefed by the aircraft commander on the oxygen system, life support, and escape equipment prior to flight.

(5) Upon initial contact, the facility designated coordinator must obtain information on any requirements of a particular training facility, such as height and weight standards, bans on beards to prevent mask leaks, and evidence of an acceptable sickle cell screening test.

(6) The course requires at least one (1) day and is outlined in FAA Order 3150.1, Appendix D, and Topic Outline for Academic Training.

(7) Participants must be free from colds, allergies, and medication.

**5. FDT on Mission Flights.** The purpose is to familiarize ATC personnel with the complex onboard requirements experienced by flight crews during Air Combat Command (ACC), Air Mobile Command (AMC), and Air Education Training Command (AETC) missions. The installation's Commander is normally the approving authority for observers.

**a.** In addition to the requirements of paragraph 2-9, personnel whose duty station routinely provides ATC services to ACC/AMC/AETC flights are eligible to ride as observers (normally on a one-time-per-person basis).

**b.** The facility's designated coordinator must supply the Commander, Project Officer, or designated official with the following information on the employee requesting a mission flight:

(1) Name

(2) Grade

(3) Social security number

(4) Security clearance information/level (if required).

(5) Any additional requested information

**c.** The Project Officer will provide the designated coordinator with the following information:

- (1) Reporting date and time;
- (2) Flight time;
- (3) Billeting confirmation;
- (4) Any additional required information.

**d.** Participants should arrive in time for mission briefings, equipment issue, crew instructions and additional training on emergency procedures and use of oxygen equipment if required. Participants must carry their DOT/FAA identification and current medical clearance. A current Physiological Training Certificate is required when training on B-52 aircraft.

## **Chapter 6. Control and Accountability of Forms**

**1. General.** This section defines specific policies and responsibilities for FAA employees participating in or administering the FDT program to implement and maintain a system of accountability and security for the forms associated with the FDT Program.

**2. Background.** FAA Form 3120-38 and FAA Form 3120-39 are accountable forms. Procurement and distribution procedures are required for security and accountability in accordance with FAA Order 1350.15, Records Organization, Transfer and Destruction and FAA Order 1600.2, Safeguarding Controls and Procedures for Classified National Security Information.

**3. Distribution and Responsibility.** The FDT PMO will provide distribution of forms to each duty station/facility by certified mail. The duty station/facility's approving authority will be accountable for the forms once in their possession and all forms are subject to audit. Additional forms may be requested from the FDT PMO. The FDT PMO will distribute Flight Deck Training forms only to the Air Traffic Manager or management designee for all operational facilities.

### **4. Forms Security.**

**a.** FAA Forms 3120-38 (Flight Deck Training Authorization (booklets)) and 3120-39 (Authorization to Flight Deck Facility Identification Card) are accountable documents and must be kept secure at all times. The approving authority at each duty station must provide secure storage and controlled access to FDT authorization forms. Participants must ensure the security of all controlled FDT forms in their possession.

Forms must not be:

- (1) Issued in full or partial booklets to participants.
- (2) Issued without flight information and signature of the approving authority except as specified in Chapter 2, Par. 11 (b), (2), (b).
- (3) Signed by other than an approving authority specified in Chapter 2 Par.11.

**b.** In the event of the loss or theft of the accountable forms:

- (1) From a facility; a written report must be submitted to the FDT PMO within 48 hours of discovery, documenting all pertinent circumstances;
- (2) Loss of a participant's forms while on FDT requires immediate notification to the facility.
  - a) The participant must provide as much information as known about the circumstances of the loss including time, location, gate number, flight number and any other specifics that may aid in the recovery of the forms.
  - b) Facilities will notify the FDT PMO of the loss and forward the available information.

**5. Procedures.****a. Procurement/Distribution.**

(1) Only those organizations designated in paragraph 6-3, Distribution and Responsibility, are authorized to request a supply of FAA Form 3120-38 from the FDT PMO.

(2) Requests for forms should not exceed quantities to meet anticipated needs.

(3) Request additional forms from the FDT PMO.

**b. Upon receipt of forms, the duty station/facility's approving authority must:**

(1) Verify quantity received and the identification numbers.

(2) Determine if any forms or booklets are missing and if so, follow the procedures in accordance with subparagraph 6-4 b.

**c. Disposition:**

(1) Use FAA Form 3120-38, for FDT on air carrier, air cargo, or military providers;

(2) FAA Form 3120-38 must be issued in numerical order;

(3) An FAA Form 3120-38 is required for each route/segment of preferred flights with a different flight number or aircraft. If both preferred and alternate return flights are non-stop the approving authority will issue one additional FAA Form 3120-38 with all return information completed except Carrier Name and Flight Number.

(4) Participants are provided the white (top) copy of the FAA Form 3120-38, the second copy (yellow) remains in the booklet;

(5) White copies of FAA Form 3120-38 returned by the participant may be destroyed by the approving authority;

(6) The disposition of every FAA Form 3120-38 issued must be recorded on the Record of Authorizations Issued page located in the back of the 3120-38 booklet. Facilities may develop and use local tracking methods provided that all information (except item H) is captured and reportable.

(7) All FDT Forms are subject to audit in accordance with FDT PMO Standard Operating Procedures at any time.

**d. Records Retention.**

(1) FAA Form 3120-37 must be returned to the participant's approving authority upon completion of the FDT. Documents must be retained in accordance with FAA Order 1350.15, Records Organization, Transfer and Destruction Standards;

(2) Information on voided FAA Form 3120-38 must be recorded in the Record of Authorizations Issued on the booklet from which they were dispensed. Voided FAA Form 3120-38 white copies may be destroyed..

**6. Tracking.** The FDT PMO is responsible for tracking forms in accordance with Chapter 6, Pars. 3, 4, and 5.

## Appendix A

### Admissions to the Flight Deck – Physical, Cognitive, and Language Capabilities.

**1. General Guidance.** FAA personnel occupying the observer's seat on the flight deck will comply with the minimum physical, cognitive, and language capabilities in the section below.

**2. Minimum Physical, Cognitive and Language, Capabilities.** Any person who occupies any observer's seat on the flight deck must:

**a.** Possess sufficient mobility, in both arms, hands, legs, and feet to reach upward, sideways, and downward to the location of any emergency exits, exit-slide operating mechanisms, emergency exit devices (descent reel, tape, or rope), and observer's seat operating mechanisms.

**b.** Be able to, without assistance, physically grasp, push, pull, turn, or otherwise expeditiously manipulate any emergency exit, exit-slide operating mechanisms, emergency exit devices (descent reel, tape, or rope), and observer's seat operating mechanisms.

**c.** Be able to, without assistance, physically push, shove, pull, or otherwise expeditiously open or provide access to any emergency exit.

**d.** Be able to physically reach all emergency exits expeditiously without the assistance of any person or appliance, such as crutches, a wheelchair, or cane.

**e.** Be able to physically don and use the observer's seat oxygen mask, life preserver, smoke goggles, and appropriate protective breathing equipment without assistance from a crewmember.

**Note:** An individual's facial hair (beard, mustache, etc.) may affect the efficiency and performance of a mask. The lack of a seal between the mask and the skin will result in a reduced amount of oxygen and the entry of the smoke or toxic fumes that could result in an individual's reduced capability, awareness, and performance, potentially causing a distraction to the flight crew during an emergency. Individuals with facial hair that will affect the efficiency and performance of a mask should not occupy a seat on a flight deck. If a provider's policy results in a bearded participant being denied access to the flight deck jump seat, the participant will comply with that policy.

**f.** Be able to physically operate the seat belt and shoulder harness mechanisms and assemblies located at the observer's seat without assistance from any crewmember;

**g.** Possess sufficient visual capacity to perform the specified physical capabilities with regard to emergency exits, operating mechanisms, and emergency equipment without the assistance of visual aids beyond contact lenses or eyeglasses.

**h.** Possess sufficient aural capacity to hear and understand instructions by crewmembers without assistance beyond a hearing aid.

**i.** Possess the ability to adequately convey information orally to crewmembers.

**j.** Possess the ability to read and understand instructions related to emergency evacuation procedures and equipment provided by the appropriate certificate holder in text or graphic form.

**Appendix B**  
**Flight Deck Training Checklist**

The supervisor or approving official will review this checklist with the FDT participant prior to each FDT.

General

- Participant's understanding of Noncompliance to FAA Order 3120.29C
- Goals and expected outcomes of training
- FAA conduct and attire
- Provider's procedures handout if applicable
- FAA Forms 3120-38, 3120-39 procedures, safeguarding, and record keeping
- Airport check-in, security and gate procedures
- Sterile Cockpit Environment
- Unforeseen circumstances (contact approving authority)
  - Research Possible Options (flights, airports)
  - Contact facility phone number(s): (XXX)-XXX-XXXX\_\_\_\_\_
- Report Submission – Content (expectations to goals) and completion (keep notes on your flight)



## Appendix C

### Examples of Flight Deck Training Objectives

Overall goals of FDT include the exchange of knowledge and insight between pilots and controllers. FDT primarily serves as an opportunity to observe the operation of the aircraft and flight crew. Interaction between the participant and the crew, including the sharing of knowledge, and the asking and answering of questions, is intended to help build a better understanding of system aspects of the National Airspace System (NAS). The FDT Program also provides the opportunity to obtain a better understanding of critical functions, workloads, and Cockpit Resource Management Techniques.

#### Training Objectives:

Managers approving FDT must provide meaningful and appropriate training objectives relevant to the type of FDT, locations, and conditions involved. Participants should discuss the objectives and expectations with their manager prior to their flight.

FDT training objectives include but are not limited to:

1. The provider's standard security procedures
2. Fatigue Risk Management and crew schedules
3. Flight deck crew training and recurring requirements
4. Aircraft pre-flight including inspection, fueling, weight & balance, flight planning, pre-departure NAV setup
5. Pre-departure clearance, taxi instructions and procedures
6. "RNAV off the ground" procedures.
7. Change of departure runway /SID/RNAV procedure
8. Departure delays/ground stops
9. Deicing and winter operations
10. Crosswind/downwind takeoff considerations
11. Hold short/Line Up and Wait procedures
12. Crossing active runways
13. ASDE-X procedures
14. Wake turbulence avoidance
15. Aircraft departure performance and settings
16. Sterile cockpit procedures
17. Noise abatement procedures
18. Departure profiles
19. ATC comm. changes, NORDDO, stuck mic.
20. Hearback / Readback precautions
21. Transition to cruise procedures
22. Fuel consideration (green flight)
23. Aircraft cruise performance characteristics including optimum cruise altitudes, mach numbers, power settings, fuel burns, cruise turns, altitude changes, speed constraints
24. Aircraft configurations and characteristics
25. Flight crew workload in different phases of flight
26. En Route weather considerations; upper winds, thunderstorms, rides
27. Route structures flown; airway, RNAV, vectors, PTP, etc.
28. Changes of plans (route, altitude, speed, destination, holding)
29. En route flow constraints
30. Weather advisories and deviations
31. Emergencies; cabin, aircraft, weather, alternate airports/plans
32. Flight deck security
33. Navigation systems performance (RNAV, RNP, FMS)

34. ATC operations and considerations with TCAS
35. Future systems in NEXTGEN: ADS-B, CPDLC, SWIM
36. ACARS and/or other reporting systems (to whom, with what and when)
37. Preparing for arrival – initial descent
38. Arrival routes/STARS
39. Spacing/sequencing/metering/airport arrival rates/constraints
40. Types of approaches, categories of ILS approaches
41. Visual Separation procedures
42. Operations in Class B airspace
43. Weather minimums and preparing for missed approach
44. FMS/autopilot setup for approach & landing
45. Laser illumination of cockpit.
46. Compression/spacing/sequencing on final approach.
47. Wind shear/LLWAS, crosswind component.
48. Landing procedures, call outs, touchdown zone, aids
49. Rollout, reverser use, call-outs, comm. procedures
50. Taxi, shutdown, gate & deplaning procedures
51. Aircraft turnaround for next flight
52. Local or unusual procedures

## Appendix D: Forms

<b>FLIGHT DECK TRAINING REQUEST</b>				
<b>PART A - TRAINING REQUEST</b>				
<p>I request approval for Flight Deck Training (FDT) as shown below. I have read and understand the provisions of the FDT Program and any supplemental instructions. I recognize that participation in the FDT Program is voluntary and reimbursement of any expenses (including those associated with training activities at the departure or arrival locations) such as per diem, mileage, etc., will not be authorized or paid. I acknowledge I am responsible for any and all expenses incurred due to unforeseen or unplanned circumstances, including, but not limited to, expenses associated with lodging, meals, and incidental expenses. I also recognize that the use of a Government Travel Card is not authorized at any time during participation in the FDT Program.</p>				
Signature of Participant:		Date:		
Printed Name:				
Duty Station	PIV#	Expires:		
FAA eMail		@faa.gov	Secondary eMail	
<b>PART B - ITINERARY</b>				
Preferred Departure Date:				
Departure:	Carrier	Flight #	Dep Time	Arr Time
Stop 1	Carrier	Flight #	Dep Time	Arr Time
Stop 2	Carrier	Flight #	Dep Time	Arr Time
				Destination:
Alternate Departure Date:				
Departure:	Carrier	Flight #	Dep Time	Arr Time
Stop 1	Carrier	Flight #	Dep Time	Arr Time
Stop 2	Carrier	Flight #	Dep Time	Arr Time
				Destination:
Preferred Return Date:				
Departure:	Carrier	Flight #	Dep Time	Arr Time
Stop 1	Carrier	Flight #	Dep Time	Arr Time
Stop 2	Carrier	Flight #	Dep Time	Arr Time
				Destination:
Alternate Return Date:				
Departure:	Carrier	Flight #	Dep Time	Arr Time
Stop 1	Carrier	Flight #	Dep Time	Arr Time
Stop 2	Carrier	Flight #	Dep Time	Arr Time
				Destination:
Training Objectives (Minimum 4)		<b>PART C - FACILITY APPROVAL</b>		
		I certify that this employee meets all requirements of JO 3120.29 and is eligible to participate in Flight Deck Training.		
		Signature of Approving Authority	Date	
POC Name		Approving Authority's FAA eMail		
POC's Email Address		@faa.gov		
POC's Phone Number		Operations Phone Number		
<b>PART D - PROGRAM MANAGEMENT OFFICE AUTHORIZATION</b>				
<input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Cancelled				
PMO Name	PMO Signature		Date	fdt@faa.gov 202-385-6835

FAA Form 3120-37 (10/12) Supersedes all previous versions

FAA Form 3120-37

**Completion Requirements of Forms****FAA Form 3120-37 – Flight Deck Training Request****Instructions**

- A. The electronic version of this form is available at:  
<https://ksn2.faa.gov/AJL/AJL-1/AJL-14/FDT>
- B. If completing by hand, **TYPE** or **PRINT** legibly.
- C. Submit completed forms by **Email** ([fdt@faa.gov](mailto:fdt@faa.gov)), **FAX** (202)-385-6849, or **U.S. Mail** (FAA FDT PMO, 950 L'Enfant Plaza South, 4<sup>th</sup> Floor, Washington, DC 20024)

**Training Request****D. Part A: Participant Information :**

- 1) Printed Name
- 2) Facility Identifier
- 3) PIV information: 8-digit PIV number (including leading zeroes) and badge expiration date (mm/dd/yyyy)
- 4) FAA eMail and/or other contact eMail.

**Itinerary****E. Part B: Itinerary:**

- 1. **Preferred and Alternate Flights** (multiple carriers may be requested on a single form).
  - a. **Dates:** (mm/dd/yyyy) must be the same of preferred and alternate flights without approval of the FDT PMO.
  - b. **Departure and Destination Airports:**
    - i. Preferred and alternate airports must be the same without PMO approval.
    - ii. Must arrive and depart from the same outbound airport without PMO approval.
  - b. **Training Objectives:**
    - i. Management must select a minimum of four training objectives.
    - ii. Local emphasis items may be substituted for sample objectives.
  - c. **Facility Approval:**
    - i. Approving Authority must be management personnel.
    - ii. Additional facility Point of Contact may be included.

FLIGHT DECK TRAINING REPORT				
This report must be completed within 7 days of your FDC. Submit this report to your supervisor for review and approval. When completed, this report should reflect what training occurred as noted in JO 3120.29				
Name of Participant:		Date of Completion:		
FAA Form 3120-38 Number(s) Used:		FAA Form 3120-39 used:		
Were the Form(s): <input type="radio"/> Surrendered to the Air Carrier <input type="radio"/> Returned to the facility.				
Departure Training Report:				
Departure:	Carrier:	Ft #:	Type Aircraft:	
Dept. Time	Arr. Time:	Captain's Name:		
Stop 1:	Carrier:	Ft #:	Type Aircraft:	
Dept. Time	Arr. Time:	Captain's Name:		
Stop 2:	Carrier:	Ft #:	Type Aircraft:	
Dept. Time	Arr. Time:	Captain's Name:		
				Destination:
Narrative Summary of Training:				
Return Training Report:				
Departure:	Carrier:	Ft #:	Type Aircraft:	
Dept. Time	Arr. Time:	Captain's Name:		
Stop 1:	Carrier:	Ft #:	Type Aircraft:	
Dept. Time	Arr. Time:	Captain's Name:		
Stop 2:	Carrier:	Ft #:	Type Aircraft:	
Dept. Time	Arr. Time:	Captain's Name:		
				Destination:
Narrative Summary of Training:				
I CERTIFY THAT THIS RECORD OF TRAINING IS ACCURATE AND COMPLETE.				
Signature of Participant:		Printed Name of Participant:		Date:
Signature of Supervising Supervisor:		Printed Name of Supervising Supervisor:		Date:

FAA Form 3120-40 (10/12)

FAA Form 3120-40

**Completion Requirements of Forms (continued)****FAA Form 3120-40 – Flight Deck Training Report****Submit a separate Training Report for each Air Carrier flown.**

- A. Name of Participant:**
- B. Confirmation Number:** Copy this number from FAA form 3120-37.
- C. FAA Forms 3120-38 and 3120-39 used.** Enter the serial numbers of forms used for this flight.
- D. Indicate if the forms were retained by the airlines or returned to the facility**
- E. Itinerary:**
  - 1. Enter the actual flights observed:** Include the type of aircraft and captain's first and last names and actual departure and arrival times for each leg flown.
- F. Narrative summary of training:** Enter your observations and learning experience as it related to the training objectives. If unable to accomplish the training objectives, explain why and describe what training actually occurred.
- G. Signature of Participant:** Official signature of participant followed by printed name and date signed.
- H. Signature of reviewing Supervisor:** The approving supervisor who discussed the training report with the participant followed by printed name and date.

FAA Form 3120-38



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Book Number 56

Sample

## FLIGHT DECK TRAINING AUTHORIZATION

REQUEST NUMBER

0000XX TO 000022

Read instructions on the inside cover prior to use.

Instructions in addition to those referenced in FAA JO 3120.29, Flight Deck Training.

The managing duty station/facility authority to whom these forms are issued is responsible for their proper issuance and retention. The "RECORD OF AUTHORIZATIONS ISSUED" section in the back of the book shall be used to record every individual authorization number issued, canceled, or otherwise voided.

When all authorizations have been used, the Record of Authorizations Issued section in the back of the book shall be retained at the duty station/facility in accordance with the current edition of FAA JO 3120.29, Flight Deck Training.

If lost, full information concerning the circumstances of the loss shall be reported immediately to the issuing official.

FAA Form 3120-38

Sample



**FLIGHT DECK TRAINING AUTHORIZATION**

Authorization Number

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
Confirmation Number	Duty Station/Facility			
Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date	
Printed Name of Approving Authority	Signature of Approving Authority		Date	

The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39 Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card

FAA Form 3120-38

**FLIGHT DECK TRAINING AUTHORIZATION**

Authorization Number

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
Confirmation Number	Duty Station/Facility			
Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date	
Printed Name of Approving Authority	Signature of Approving Authority		Date	

The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39 Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card

FAA Form 3120-38


**FLIGHT DECK TRAINING AUTHORIZATION**

Authorization Number

Carrier Name	Flight Number	Date	Departure Airport	Arrival Airport
Confirmation Number	Duty Station/Facility			
Printed Name of Traveler	CASS ID Number	Signature of Traveler	Date	
Printed Name of Approving Authority	Signature of Approving Authority		Date	

The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39 Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA identification card

FAA Form 3120-38

		<b>FLIGHT DECK TRAINING AUTHORIZATION</b>		Authorization Number <b>048061</b> <span style="float: right;">(A)</span>	
Carrier Name <b>(B) United Airlines</b>	Flight Number <b>860 (C)</b>	Date <b>11/09/2009 (D)</b>	Departure Airport <b>IAD (E)</b>	Arrival Airport <b>BOS (F)</b>	
Confirmation Number <b>FDT-09-1 (G)</b>	Duty Station/Facility <b>IAD (H)</b>				
Printed Name of Traveler <b>John P. Traveller (I)</b>	CASS ID Number <b>0001354 (J)</b>	Signature of Traveler <i>John P. Traveller</i> <b>(K)</b>	Date <b>09/09/2009</b>		
Printed Name of Approving Authority <b>James D. Johnson (L)</b>	Signature of Approving Authority <i>James D. Johnson</i> <b>(M)</b>		Date <b>09/13/2009 (N)</b>		
The Traveler as identified above is authorized access to the flight deck for training purposes. Presentation of this form must be accompanied by FAA Form 3120-39, Authorization to Flight Deck Facility Identification and the Traveler's DOT/FAA Identification card.					
FAA Form 3120-38					

### Completion Requirements of Forms (continued)

#### Form 3120-38 - Flight Deck Training Authorization

**Issue sufficient Forms 3120-38 to accomplish all requested flight legs. Issue white copies and retain yellow copies. White copies returned by the participant may be destroyed.**

**NOTE:** If both preferred and alternate return flights are non-stop the approving authority will issue one additional FAA Form 3120-38 with all return information completed except Carrier Name and Flight Number.

- A. Authorization Number:** This number is pre-determined in sequential order within the booklet.
- B. Carrier Name:** Use carrier name (American, Delta, United, etc.)
- C. Flight #:** Indicate complete flight number
- D. Date:** Date of flight in MM/DD/YYYY format
- E. Departure Airport:** Indicate three or four letter facility or airport code (e.g. DCA/KDCA)
- F. Arrival Airport:** Indicate three or four letter facility or airport code (e.g. ORD/KORD)
- G. Confirmation #:** The number assigned by the Program Management Office after receipt of FAA Form 3120-37, Flight Deck Training Request (e.g. FDT-13-98765)
- H. Duty Station/Facility:** Assigned work location.
- I. Printed Name of Traveler:** PRINT or type complete name.
- J. CASS ID Number:** This number is the 8 digit number located on the back lower left hand corner of the PIV badge including any leading zeroes.
- K. Signature of Traveler:** Participant's official signature.
- L. Printed Name of Approving Authority:** PRINT or type complete name.
- M. Signature of Approving Authority:** Signature of person authorizing the FDT.
- N. Date:** Indicate date form is approved in MM/DD/YYYY format.

JO 3120.29C  
Appendix D

32

**Completion Requirements of Forms (continued)**


**Form 3120-38 - Record of Authorizations Issued:** This document is used to track each form that is issued for each flight taken, cancelled, or voided.

Facilities may develop and use local tracking methods provided that the following information (except item H) is captured and reportable.

- A. Authorization Number:** Indicate **RED** number located in the upper right-hand corner of each FAA Form 3120-38 issued.
- B. Name of Traveler:** Print name of person who is receiving FAA Form 3120-38, Flight Deck Training Authorization.
- C. Carrier:** Official carrier code of Flight Deck Training provider used.
- D. Flight Number:** Flight number taken.
- E. Date:** Date FDT is scheduled in MM/DD/YYYY format.
- F. Departure Airport:** Departing airport identifier (Example: DCA or ORD, etc.).
- G. Arrival Airport:** Destination airport identifier.
- H. Signature of Issuing Official:** Official signature of person issuing form(s).

05/24/13

JO 3120.29C  
Appendix D

  
U.S. Department of Transportation  
Federal Aviation Administration

800 Independence Ave. S.W.  
Washington D.C. 20591

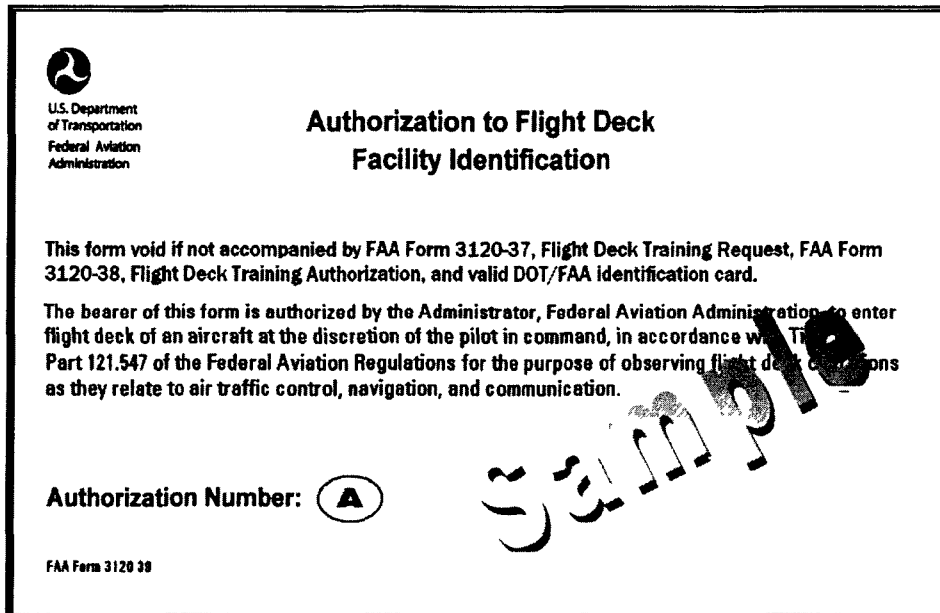
Official Business  
Penalty for Private Use \$300


**IF FOUND RETURN TO:**

Manager Air Traffic Controller Training and  
Development Group AJL-11  
MMAC STB - Building Z3 Room 236  
6500 S. MacArthur Boulevard  
Oklahoma City OK 73169  
Telephone: (405) 954-2952

Unauthorized possession or use makes the offender liable to severe penalties Title 18, U.S.C. Sec. 499

FAA Form 3120-14


**FAA Form 3120-38 Back Booklet Cover – No Instructions****FAA Form 3120-39**


  
U.S. Department  
of Transportation  
Federal Aviation  
Administration

### Authorization to Flight Deck Facility Identification

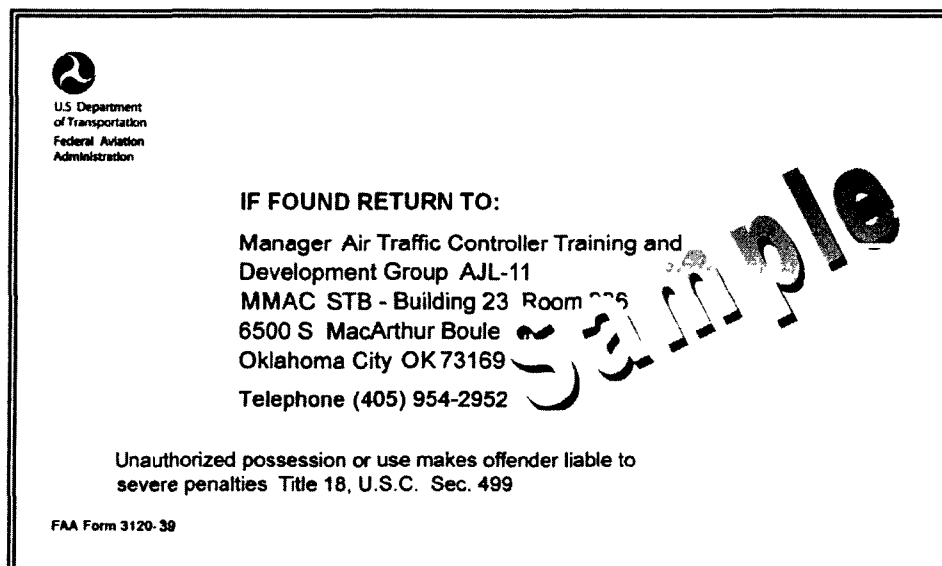
This form void if not accompanied by FAA Form 3120-37, Flight Deck Training Request, FAA Form 3120-38, Flight Deck Training Authorization, and valid DOT/FAA Identification card.


The bearer of this form is authorized by the Administrator, Federal Aviation Administration, to enter flight deck of an aircraft at the discretion of the pilot in command, in accordance with Title 14, Part 121.547 of the Federal Aviation Regulations for the purpose of observing flight deck operations as they relate to air traffic control, navigation, and communication.

Authorization Number: 

Sample

FAA Form 3120-39



  
U.S. Department  
of Transportation  
Federal Aviation  
Administration

### IF FOUND RETURN TO:

Manager Air Traffic Controller Training and  
Development Group AJL-11  
MMAC STB - Building 23 Room 226  
6500 S MacArthur Boule  
Oklahoma City OK 73169  
Telephone (405) 954-2952

Unauthorized possession or use makes offender liable to  
severe penalties Title 18, U.S.C. Sec. 499

FAA Form 3120-39

Sample

**Completion Requirements of Forms****Form 3120-39 – Authorization to Flight Deck Facility Authorization**

- A. Facility Authorization Number:** This number issued by PMO.
- B. This form should be issued not more than 24 hours before the participant's flight.**

*Form 3120-39 is an accountable form and must be returned to the supervisor upon completion of the FDT.*

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