

CHANGE**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION****JO 3120.4P
CHG 1**

National Policy

Effective Date:
May 24, 2018**SUBJ:** Air Traffic Technical Training

1. Purpose. This change incorporates policies from Federal Aviation Administration (FAA) Notices JO 3120.151, *Air Traffic Technical Training at Special Event Temporary Control Towers*, dated June 1, 2017; JO 3120.152, *En Route Front Line Manager (FLM) Training Requirements*, dated September 28, 2017; and the approved, but unpublished, notice to change Appendix B, *Instructions for Completing FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report*.

Changes to Form 3120-25 and associated instructions resulted from a collaborative decision to focus attention on Air Traffic Organization (ATO) Top 5 safety issues such as misapplication of Instrument Flight Rules/Visual Flight Rules (IFR/VFR) conflict resolution, weather issuance, and Pilot Report (PIREP) solicitation/distribution during on-the-job-training. These changes add a new paragraph (5e) in Chapter 4, which addresses En Route FLM training requirements; a new Chapter 7, impacting technical training at special event temporary control towers; and a revised Appendix B, providing instructions for use of the newly updated on-the-job training report form.

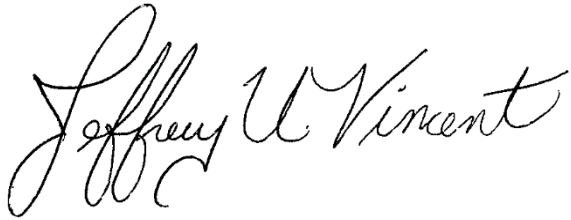
2. Who This Change Affects. This change applies to ATO personnel and anyone using ATO air traffic training directives.

3. Disposition of Transmittal. Retain this transmittal until it is superseded by an order revision.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
ii-v	10/30/2015	ii to vi	05/24/2018
4-5 – 4-7	10/30/2015	4-5 – 4-8	05/24/2018
		7-1 – 7-4	05/24/2018
B-1 to B-15	10/30/2015	B-1 – B-15	05/24/2018

4. Administrative Information. Direct questions to the Training Policy and Programs Group (Air Traffic), AJI-24.

A handwritten signature in black ink, reading "Jeffrey U. Vincent". The signature is written in a cursive style with a large, stylized "J" and "V".

Jeffrey U. Vincent
Acting Vice President
Safety and Technical Training

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1900.47, ensures familiarity with procedures and airspace based on facility contingency plans (e.g., loss of radar, communications failure).

(11) Facilities that use Ocean21 (O21) must conduct annual training on the transition to/from the O21 environment to paper strips (dual channel failure procedures). Training with paper strips must focus on the identification of possible aircraft conflicts as well as strip marking procedures.

(12) Facilities with access to simulation capabilities such as AT Coach, ETG, Test Target Generator (TTG), TSS, Test and Training Laboratory (TTL), SIMFAST, and O21 lab must complete locally identified, evidence-based simulation training on the topics identified in paragraph 5.b., Refresher Training, deemed appropriate by the TA, a minimum of two hours of evidence-based simulation training per calendar year.

Note 1: CBI is not an acceptable form of simulation to satisfy the above requirements.

Note 2: ATMs/District Managers are expected to support the use of high fidelity simulators (e.g. ETG, TSS, TTL, O21) to the fullest extent possible. The Terminal District Manager, in coordination with AJI-2, is responsible to determine which facilities have access to the TSS.

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

(1) EN ROUTE. 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*, paragraph 2-6-2(i), FLMs must have the required training and knowledge to effectively manage the operation. Facility training directives must include, as a minimum, the following:

(a) Training on:

- i. Airspace
- ii. Maps
- iii. Equipment
- iv. Letters of Agreement
- v. Standard Operating Procedures
- vi. General topics as assigned by the facility, such as resource management, overtime assignments, occupational safety, and flight data responsibilities

(b) Familiarity time requirements regarding:

- i. Area OMs, Peer FLMs, and area workforce
- ii. Operations (Traffic Flows/Sys Ops, SWAPs, Playbooks)

iii. Contingency Plans

iv. Reference Guides on:

- Best Practices
- Airspace configurations
- Automation adaptations to include communications and airspace
- Satellite facility hours of operation
- Special Use Airspace
- Military operations

d. Skill Enhancement Training (SET). The purpose of SET is to improve an individual's knowledge, skills, and abilities. SET may be assigned to individuals certified on at least one position. SET may not be used to correct deficient performance that resulted in decertification. For an individual not certified but training on at least one position, SET may be assigned to enhance specific skills, techniques, or knowledge, to assist in their success with the training program. SET may also be the result of an Event Review Committee (ERC) recommendation.

Note: SET is not the same as an Individual Performance Management (IPM) Operational Skills Assessment (OSA). OSA procedures are in JO 3400.20, *Individual Performance Management (IPM) for Operational Personnel*.

(1) SET for CPC/FPL/TMC.

(a) The FLM/STMC must assign SET in writing to include the specific skills and requirements necessary to accomplish this training.

(b) The FLM/STMC is responsible for determining the methods to be used in the training. Training must be tailored to meet the individual's needs. Methods may include OJT, CBI, instructor-led training, self-directed study, and simulation. Evaluations may be used in SET if appropriate.

(c) SET must be documented on FAA Form 3120-25/26/32/36 or its electronic equivalent.

(d) SET must be documented in Section V of FAA Form 3120-1.

Note 1: If subsequent observation of performance indicates that the SET did not produce the expected results, further action may be required, such as Performance Skill Checks or Remedial Training.

Note 2: Record ATSAP SET as Type 4 training on FAA Form 3120-1 under Major Subject Areas as "ATSAP." If an OJT form or electronic file, such as a CEDAR file, is used to

document the ATSAP SET, those forms or files must be destroyed or deleted once successfully completed.

(2) SET for developmental/CPC-IT/TMC-IT/FPL-IT:

(a) The FLM/STMC must assign SET in writing. The written assignment must include the specific skills and requirements necessary to accomplish this training.

(b) The FLM/STMC is responsible for identifying the training to be administered to the specialist. Training must be tailored to meet the individual's needs. Methods may include CBI, instructor-led training, self-directed study, and simulation (SET for developmentals may not include OJT; evaluations may be used in SET, if appropriate).

(c) SET must be documented on FAA Form 3120-25/26/32/36 or its electronic equivalent.

6. Remedial Training. The purpose of Remedial Training is to correct documented performance deficiencies. Remedial Training is mandatory if the individual has been decertified as a result of performance deficiencies. When an individual's performance is deficient but the individual has not been decertified, Remedial Training may be conducted.

a. The FLM/STMC must assign Remedial Training in writing. The written assignment must include the specific area(s) to be covered and the reasons.

b. The FLM/STMC is responsible for identifying the methods to be used in the training. Training must be tailored to meet the individual's needs. Methods may include, but are not limited to, CBI, instructor-led training, self-directed study, simulation, evaluation, and OJT.

c. Training provided as a result of performance deficiency must be documented as Remedial Training. When documenting Remedial Training due to a performance-related decertification, references must not be made to a reported occurrence in Section V.

Note: Although not presently defined as Proficiency Training, Remedial Training is still recorded in Section V of FAA Form 3120-1 and logged under Proficiency Training in TRAX. This requirement may change with the development of new tracking mechanisms.

7. Recertification Procedures. Personnel who fail to meet currency requirements and those who are decertified on one or more operational position(s) must be recertified prior to resuming operational duties. To be recertified, the specialist must demonstrate, under direct supervision, the ability to satisfactorily perform operational duties during normal workload conditions. Recertification may be accomplished by individual position or a single action covering multiple positions at the discretion of the ATM or designee. If recertification is not achieved, the ATM or designee must take action in accordance with Agency guidelines.

a. Weather Observer Recertification. To recertify as a weather observer, personnel who have not taken an observation within 60 days must demonstrate proficiency to an FLM or their designee. Personnel who have not taken an observation within 90 days must retake the weather observer certification exam. Recertifications due to a performance deficiency must be entered on

FAA Form 3120-1, Section VI, Technical Appraisal. All other recertifications must be recorded on FAA Form 3120-1, Section III, Qualification Training.

b. Pilot Weather Briefer. Individuals certified as pilot weather briefers must comply with the proficiency check requirements established by the FAA and outlined in JO 7220.4, *FAA Certification of Pilot Weather Briefing and En Route Flight Advisory Service*.

c. Documentation. FAA Form 3120-25 or FAA Form 3120-26, *FSS OJT Instruction/Evaluation Report*, must be used to document recertification. Instructions for completing these forms are found in appendices B and C. Traffic Management Recertification(s) must be recorded on FAA Form 3120-32. Instructions for completing this form are found in appendix G. Recertification(s) must be recorded on FAA Form 3120-1, Section III. Recertification due to a performance deficiency must be entered on FAA Form 3120-1, Section VI, Technical Appraisal.

8. Recertification Hours. At the discretion of the TA, personnel who have worked an operational position within the last 120 days may be recertified and returned to operational duties without additional training. Prior to recertification evaluation, they may receive training including but not limited to instructor-led training, simulation training, and/or OJT. OJT hours must not exceed 25 percent of the target hours established for developmentals with no previous experience.

a. Personnel who have not worked an operational position in the last 120 days, but have done so in the last year, must receive instructor-led training, simulation training, and OJT prior to recertification. OJT hours must not exceed 50 percent of the target hours established for developmentals with no previous experience.

b. Personnel who have not worked an operational position for a year or more must receive instructor-led training, simulation training, and OJT prior to recertification. OJT hours must not exceed the target hours established for developmentals with no previous experience.

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 air traffic control services at the temporary location. “Special Event Temporary Control Tower” refers to an operation that provides qualified personnel and equipment for the purpose of air traffic control services at a specified site for a period less than 120 days. These operations may include temporary tower deployments in support of aerial demonstrations, fly-ins, sporting events, both natural and man-made disasters, and similar events.

2. Roles and Responsibilities. Air traffic 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 Air Traffic Manager 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 examinations are documented on a signed FAA Form 3120-25, *ATCT/ARTCC OJT Instruction/Evaluation Report*, or its electronic equivalent.

(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 ATCT credential or Control Tower Operator Certificate.

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

3. Special Events/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 Air Traffic Manager and the 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) All operational personnel at Special Event Temporary Control Towers must attain an 80% passing grade of a written/practical examination that includes subjects in paragraph 2 of this section applicable to the event prior to performing safety-related air traffic control duties.

c. Event-Specific Training may include:

(1) Operational

- (a) Best operating practices
- (b) Available weather information, equipment, and capabilities (e.g., Automated Surface Observing System Augmentation)
- (c) Status information area (SIA)
- (d) Strip marking/pad management
- (e) Reporting points
- (f) Position description/duties
- (g) Opposite Direction Operations (ODO)
- (h) Waivered Procedures
- (i) Frequencies
- (j) Type/Mix of Traffic

(2) Notices to Airmen (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) Letters of Agreement (LOAs)

- (a) Movement/non-movement areas
- (b) Emergency procedures
- (c) Adjacent/overlying air traffic 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 FM
 - (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) Drones and Unmanned Aircraft Systems
 - (b) Ride hopper (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 the FAA Form 3120-25:

- (1) ILT/Self Study
- (2) Written examinations
- (3) Practical examinations
- (4) Populate Block 12, Comments, with the following statement:

(a) Applicable written/practical examinations 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

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

Section 1. Introduction. This appendix contains instructions for completing FAA Form 3120-25, *ATCT/ARTCC OJT Instruction/Evaluation Report*. The form must be used by simulation instructors, OJTIs, and FLMs to record their observations of the performance and progress of the developmental/CPC-IT/TMC-IT during simulation scenarios, OJT instruction, SET, and skill-check sessions. FAA Form 3120-25 may be used to document OJF. (See Figure B-2, Sample FAA Form 3120-25).

Section 2. Using the form. Entries on training reports must be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, litigations). Complete the following items. (Block numbers correspond to the numbered blocks on the form.)

Block 1. NAME: Print/enter developmental/CPC-IT/TMC-IT name.

Block 2. DATE: Enter month/day/year.

Block 3. SCENARIO/POSITION(S): Enter scenario number and/or position.

Block 4. WEATHER: Record description of weather as VFR, Marginal Visual Flight Rules (MVFR), IFR, or Other (specify type; e.g., thunderstorm deviations, turbulence, etc.). Check the one box most representative of the session(s). Conditions that impact training should be noted in Block 12.

Block 5. WORKLOAD: Check description of traffic volume. Check the one box most representative of the session(s).

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

Block 7. HOURS: Enter actual hours and minutes for the training session or sessions covered by this report.

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.

Block 9. PURPOSE: Check purpose of the report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Check "OJF" for on-the-job familiarization time. Indicate "Familiarization," "Instructional," or "Evaluation" when simulation training is being administered. The FLM checks "Skill Check" if administering a performance skill check or "Certification" if administering a certification skill check. If "Other" is indicated, document the specific use in Block 12.

Block 10. ROUTING: Enter routing according to facility requirements.

Block 11. PERFORMANCE: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the developmental/CPC-IT/TMC-IT. 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. OJT. During OJT, place a mark (e.g., ✓ or X) in the columns “OBSERVED” or “COMMENT.”

(1) **OBSERVED:** A mark in this column indicates that the operation or procedure was observed during the session but that no significant comments are made.

(2) **COMMENT:** A 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, references in Block 12A are optional.

Note: If a job subtask is not applicable to a position being observed, it may be left blank or recorded as “N/A” (not applicable).

b. Performance/Certification Skill Check. During skill checks, place a mark (e.g., ✓ X) in the column(s) “SATISFACTORY,” “NEEDS IMPROVEMENT,” and “UNSATISFACTORY.” OJTIs do not mark in these columns.

(1) SATISFACTORY:

(a) Performance skill check developmental/CPC-IT/TMC-IT. A mark in this column indicates that the individual’s performance in the session(s) meets the expected level of performance for this stage of training.

(b) Certification skill check. A mark in this column indicates that the individual’s performance observed in the session(s) meets the CPC performance requirements and indicates that the developmental/CPC-IT/TMC-IT demonstrates the ability to work this task independently.

(c) Performance skill check for CPC/TMC. A mark in this column indicates that the observed performance in the session(s) meets expected CPC performance requirements to work independently.

(2) **NEEDS IMPROVEMENT:** A mark in this column indicates that the developmental’s/CPC-IT’s/TMC-IT’s observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements. Specific comments, along with suggestions or requirements for improvement, must be stated in Block 12 of the form for each job subtask indicated. References must be made to specific procedures, letters of agreement (LOAs), orders/directives, etc., in Block 12A.

(3) **UNSATISFACTORY:** A mark in this column indicates that the developmental's/CPC-IT's/TMC-IT's observed performance is unsatisfactory at this stage of training. Specific comments relating to each unsatisfactory job subtask will be stated in Block 12. References must be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

(a) Performance skill check developmental/CPC-IT/TMC-IT. A mark in this column indicates that the developmental's/CPC-IT's/TMC-IT's observed performance in the session(s) is unsatisfactory for this stage of training.

(b) Certification skill check. A mark in this column indicates that the developmental's/CPC-IT's/TMC-IT's observed performance in the session(s) does not meet expected CPC performance requirements and indicates that the developmental/CPC-IT/TMC-IT does not demonstrate the ability to work this task independently.

(c) Performance skill check for CPC/TMC. A mark in this column indicates that the observed performance in the session(s) does not meet the expected CPC performance requirements to work independently.

(4) To certify a developmental/CPC-IT/TMC-IT on a certification skill check, all applicable items must be marked satisfactory or N/O (not observed). 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.

(5) If a job subtask is not applicable to a position being observed, it must be recorded as "N/A."

c. Simulation. The "Simulation Training" column must be used only in conjunction with simulation training. During simulation training, instructors must evaluate the developmental's/CPC-IT's/TMC-IT's performance in each of the job subtasks shown on the form, as well as any area the instructor deems appropriate. If the developmental/CPC-IT/TMC-IT is observed performing job subtasks in a consistently satisfactory manner, a plus sign (+) must be placed in the "Simulation Training" column. If the developmental/CPC-IT/TMC-IT is observed making a control error, a dot (•) must be placed in the "Simulation Training" column. If the instructor did not observe performance on a subtask that required a plus or dot, that subtask must be left blank. When dots are marked, explanatory remarks must be included in Block 12.

(1) The maximum number of allowable errors per scenario for each job task in oceanic/non-radar, radar-associate, tower simulation, and radar simulation training situations is shown in Figure B-1, Maximum Errors Allowed Per Scenario by Job Task. The number of errors for a job task is the sum of the dots marked in that job task. The number of errors noted should be included in the comments in Block 12 on the back of the form.

(2) The developmental/CPC-IT/TMC-IT and the instructor must sign each form after each simulated scenario. The signatures will indicate that the two have discussed the training session.

Figure B-1: Maximum Errors Allowed Per Scenario by Job Task

Job Task	Oceanic/ Non-radar Lab	Radar- Associate Lab	Radar Sim Lab	Ground Control	Local Control
Separation	0	0	0	0	0
Weather	3	3	3	3	3
Coordination	2	2	2	2	2
Control Judgment	4	4	5	5	5
Methods and Procedures	4	4	5	5	5
Equipment, Communication, and Other	4	4	5	5	5

Block 12. COMMENTS: Used by the OJTI, FLM, or lab instructor to document the developmental's/CPC-IT's/TMC-IT's performance during OJT, skill check sessions, and simulation training. The OJTI, FLM, or lab instructor must sign and date this block.

a. OJT. During OJT, this block is used to document when a mark is made in the "Comment" column on the front of the form. The comments:

- (1) May be specific or general.
- (2) May include exemplary, noteworthy, or unusual events.
- (3) Must describe any 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. Skill Checks. During skill checks, this block is used to:

- (1) Document performance/progress. The performance/progress description may include comments of exemplary, noteworthy, or unusual events.
- (2) Describe any observed performance deficiencies. When a mark is placed in the "NEEDS IMPROVEMENT" or "UNSATISFACTORY" column, references must be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

c. Simulation Training. During simulation training, this block is used to make explanatory remarks when dots or pluses are marked in the "Simulation Training" column on the front of the form. The comments:

- (1) May include exemplary, noteworthy, or unusual events.
- (2) Must specifically describe all errors observed. References must be made in Block 12A to applicable procedures, LOAs, directives, etc.

Block 12A. REFERENCES: References must be included in conjunction with Skill Checks, Skill Enhancement Training, and Simulation Training and must include specific procedures, LOAs, or directives that would be useful in correcting any performance deficiencies identified. The FLM and/or lab instructor must include paragraph numbers or other specific references in this block. An OJTI may include references in this block.

Block 13. RECOMMENDATION: This block must be used by the FLM who conducted the skill check. The FLM must recommend one of the following:

- a. Certification skill check;
- b. Certification (when appropriate);
- c. Continuation of OJT;
- d. SET;
- e. Suspension of OJT.

Block 14. EMPLOYEE'S COMMENTS: This block may be used by the developmental/CPC-IT/TMC-IT for making comments pertaining to the training session or the skill check, 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 developmental/CPC-IT/TMC-IT. Electronic signatures may be used where secure automation systems exist.

Block 15. CERTIFICATION/RECERTIFICATION: This block is used by FLMs to document position certification/recertification. Sign and date. Electronic signatures may be used where secure automation systems exist.

Figure B-2: Sample FAA Form 3120-25


 ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT											
1. Name				2. Date		3. Scenario/Position(s)					
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR <input type="checkbox"/> Other _____		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult		7. Hours		8. Total Hours This Position			
9. Purpose <input type="checkbox"/> OJT <input type="checkbox"/> OJF <input type="checkbox"/> Familiarization Scenario <input type="checkbox"/> Instructional Scenario <input type="checkbox"/> Evaluation Scenario <input type="checkbox"/> Skill Check <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Skill Enhancement <input type="checkbox"/> Other								10. Routing			
Performance	Job Task	Job Subtask				Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Separation is ensured. 2. Safety alerts are provided. 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. Required coordinations are performed.									
	D. Control Judgment	9. Good control judgment is applied. 10. Priority of duties is understood. 11. Positive control is provided. 12. Effective traffic flow is maintained.									
	E. Methods and Procedures	13. Aircraft identity is maintained. 14. Strip posting is complete/correct. 15. Clearance delivery is complete/correct and timely. 16. LOAs/directives are adhered to. 17. Additional services are provided. 18. Rapidly recovers from equipment failures and emergencies. 19. Scans entire control environment. 20. Effective working speed is maintained.									
	F. Equipment	21. Equipment status information is maintained. 22. Equipment capabilities are utilized/understood.									
	G. Communication	23. Functions effectively as a radar/tower team member. 24. Communication is clear and concise. 25. Uses prescribed phraseology. 26. Makes only necessary transmissions. 27. Uses appropriate communications method. 28. Relief briefings are complete and accurate.									
	H. Other										

Figure B-2: Sample FAA Form 3120-25 (continued)

12. Comments	12A. References	
	Signature: _____ Date: _____	
	13. Recommendation <input type="checkbox"/> Certification Skill Check <input type="checkbox"/> Certification <input type="checkbox"/> Continuation of OJT <input type="checkbox"/> Skill Enhancement Training <input type="checkbox"/> Suspension of OJT	
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: _____		

**Job Subtasks and Indicators Checklist for the
ATCT/ARTCC OJT Instruction/Evaluation Report**

Job Task: Separation

Job Subtask	Indicator
1. <i>Separation is ensured.</i> Provides control instructions or restrictions to ensure separation standards are maintained at all times.	a. Issues appropriate control instructions or restrictions, including speed control, vectoring techniques, and visual separation. b. Ensures traffic entering/departing his/her airspace is not in conflict or about to lose separation. c. Obtains specific approval prior to entering another position's/facility's area of jurisdiction. d. Tower only. Ensures traffic is not in conflict with other aircraft or vehicular traffic on runway(s) and/or any movement area.
2. <i>Safety alerts are provided.</i> Recognizes that safety alerts are a first-priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.	a. Informs pilot or appropriate controller when an unsafe situation has been observed. b. Issues alternate course of action when feasible. c. Issues safety alerts to IFR/VFR conflicts.
3. <i>Provides IFR/VFR conflict resolution.</i> Takes action to prevent collisions between aircraft operating in the system.	a. Issues control instructions (i.e., altitude assignment and/or turns) to prevent a collision. b. Applies merging target procedures to IFR/VFR conflicts.

Job Task: Weather

Job Subtask	Indicator
4. <i>Issues observed/reported weather information.</i> Exchanges weather information with users of the NAS.	a. Provides significant weather information to aircraft, controllers, and other facilities in a timely manner. b. Issues pertinent weather information on observed/reported weather areas by defining the area of coverage in terms of azimuth, distance, and precipitation intensity.
5. <i>Solicits/Issues PIREPs.</i>	a. Solicits pilot reports as required. b. Issues pilot reports as required
6. <i>Issues hazardous inflight weather information.</i>	a. Issues hazardous weather information to pilots within the appropriate geographical area. b. Adheres to significant meteorological information and center weather advisory procedures.

Job Task: Coordination

Job Subtask	Indicator
7. <i>Performs handoffs/pointouts.</i>	Performs handoffs/pointouts correctly and at the appropriate time/position.
8. <i>Required coordination is performed.</i> 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.	a. Coordinates restrictions or special instructions. b. Verifies aircraft/vehicle and/or altitude at the time of coordination. c. Verifies and acknowledges all information exchanges.

Job Task: Control Judgment

Job Subtask	Indicator
<p>9. <i>Good control judgment is applied.</i> Issues control instructions or restrictions that are correct. Carefully plans procedures prior to issuing instructions to provide a safe, expeditious traffic flow.</p>	<ul style="list-style-type: none"> a. Uses correct speed control procedures/techniques. b. Applies effective vectoring techniques. c. Considers aircraft performance capabilities in control decisions and demonstrates awareness of aircraft equipment capabilities and limitations that affect ATC instructions. d. Uses control procedures that do not place workload or stress on other controllers/facilities. e. Considers subsequent controller requirements. f. Does not terminate or activate radar control prematurely. g. Informs aircraft and appropriate personnel of significant situations. h. Tower only. Applies effective techniques for taxiing to, from, and crossing runways. i. EDST. Investigates and prioritizes all alerts according to sector requirements.
<p>10. <i>Priority of duties is understood.</i> Properly prioritizes actions according to their significance in the overall traffic situation.</p>	<ul style="list-style-type: none"> a. Maintains situational awareness. b. Performs duties in the order of their importance. c. Tower only. Applies effective prioritization during operations where anticipated separation is utilized.
<p>11. <i>Positive control is provided.</i> 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.</p>	<ul style="list-style-type: none"> a. Demonstrates confidence and takes command of control situations. b. Maintains positive control during stressful situations. c. Recognizes potential overload situations.

<p>12. <i>Effective traffic flow is maintained.</i> Takes into account aircraft characteristics and their effect on traffic control.</p>	<ul style="list-style-type: none"> a. Makes effective use of runways and taxiways. b. Provides orderly traffic flow with proper aircraft spacing, and avoids use of excessive separation/restrictions. c. Considers aircraft characteristics and their effect on traffic flow and properly sequences traffic. d. Manages ground traffic effectively and efficiently. e. Implements and recovers from holding procedures efficiently. f. Adheres to flow control procedures.
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Job Task: Methods and Procedures

Job Subtask	Indicator
<p>13. <i>Aircraft identity is maintained.</i> Maintains positive identification during the entire time the aircraft are within the area of responsibility.</p>	<ul style="list-style-type: none"> a. Uses radar displays to assist in maintaining aircraft identity. b. Re-identifies aircraft when doubt exists. c. Detects errors in aircraft identity. d. Employs correct beacon and radar procedures in identifying aircraft. e. Maintains awareness of non-radar, untracked, unassociated, or primary targets within delegated airspace. f. Remains aware of previously coordinated traffic.

<p>14. Strip posting is complete/correct. Posts all required information on strips, and updates as required.</p>	<ul style="list-style-type: none"> a. Receives flight plans and distributes strips to correct operational positions in a timely manner. b. Posts all required information on strips, and reviews and updates as required. c. Posts data in correct area on strips. d. Ensures postings are legible. e. Detects and corrects strip errors or EDST aircraft list errors, ensuring that printed/ displayed information agrees with the assigned altitude and route. f. Selects appropriate EDST sorting and posting options so that the aircraft list is easily referenced for necessary flight information. g. Enters all required information into the EDST system and updates as required.
<p>15. Clearance Delivery is complete/correct and timely. Transmits/issues clearances in correct format, is specific, and uses correct phraseology.</p>	<ul style="list-style-type: none"> a. Uses specific terms to describe a fix. b. Adheres to readback procedures. c. Adheres to predeparture clearance (PDC) procedures.
<p>16. LOAs/directives are adhered to. Ensures performance of control instructions/duties is in compliance with handbooks, facility procedures, and directives.</p>	<ul style="list-style-type: none"> a. Adheres to LOA requirements. b. Adheres to facility directives and local routing instructions.
<p>17. Additional services are provided. Follows the required format for providing navigational assistance and traffic advisories.</p>	<ul style="list-style-type: none"> a. Provides navigational assistance when operational advantage would be gained by pilot or controller. b. Issues complete traffic information in required format for both radar-identified and non-radar-identified aircraft as required. c. Provides chaff services and bird activity information when necessary. d. Adheres to Notice to Airmen procedures

<p>18. <i>Rapidly recovers from equipment failures and emergencies.</i> Handles equipment failures, unusual or non-standard situations, and emergencies correctly.</p>	<ul style="list-style-type: none"> a. Handles aircraft emergencies effectively, including radio failures, hijacks, and bomb threats. b. Appropriately handles special flight operations, and unusual or non-standard situations. c. Is knowledgeable of available backup equipment and properly transitions to its use.
<p>19. <i>Scans entire control environment.</i> Checks assigned control environment and equipment for changes in data or presentation.</p>	<ul style="list-style-type: none"> a. Monitors equipment, equipment alarms, displays, and status information area for changes in data or presentation. b. Scans assigned control environment for potential errors or conflicts and weather- related problems. c. Scans runways for landing, departing, and crossing situations. d. Acts rapidly to correct errors. e. Recognizes when incorrect information has been passed to aircraft or other positions. f. Remains alert for possible problem situations from other controllers/facilities.
<p>20. <i>Effective working speed is maintained.</i> Paces control actions and associated tasks at an acceptable rate.</p>	<ul style="list-style-type: none"> a. During periods of inactivity, reviews and updates pending/current information for familiarity and plans actions to be taken. b. Records information at the same time that it is received from pilots/controllers/ facilities. c. Records information at the same time that it is issued to pilots/controllers/facilities.

Job Task: Equipment

Job Subtask	Indicator
21. <i>Equipment status information is maintained.</i> Maintains knowledge of equipment operating status.	<ul style="list-style-type: none"> a. Determines status of equipment performance. b. Reports malfunctions.
22. <i>Equipment capabilities are utilized/understood.</i> Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	<ul style="list-style-type: none"> a. Enters all required data into computer for required area display. b. Displays appropriate area of jurisdiction. c. Adjusts radar presentation to present best display possible. d. Displays appropriate filter limits. e. Demonstrates knowledge of required computer entries and ensures entries are complete and correct. f. Enters necessary corrections/updates in a timely manner. g. Demonstrates knowledge of procedures for operating all equipment. h. Acknowledges automated messages as appropriate, including weather messages after issuance. i. Is aware of equipment peculiarities.

Job Task: Communication

Job Subtask	Indicator
23. <i>Functions effectively as a radar/tower team member.</i> Accepts equal responsibility for the safe and efficient operation of the position.	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Maintains professional manner. c. Is receptive to instructor's/FLM's/team members' suggestions for improvement of job performance. d. Remains calm under stress. e. Conveys pertinent information to other team members in a timely manner.
24. <i>Communication is clear and concise.</i> Ensures that all data passed or received are understood. Does not have to repeat information using different words to convey the intended meaning.	<ul style="list-style-type: none"> a. Demonstrates professional, positive voice. b. Demonstrates moderate, rather than too fast or too slow, speech rate. c. Listens carefully and verifies that correct information is transmitted and received. d. Demonstrates clear pronunciation. e. Does not transpose words, numbers, or

Job Subtask	Indicator
	symbols.
<p>25. Uses prescribed phraseology. Uses words and phrases in accordance with the requirements of the duty being performed.</p>	<p>a. Uses approved procedures, words, phrases, and formats. b. Issues instructions that are specific.</p>
<p>26. Makes only necessary transmissions. Transmits only required information over radio or interphone.</p>	<p>a. Uses radio/interphone only when necessary. b. Transmits only required information/instructions. c. Does not use abusive or profane language. d. Does not transmit separate message when it would be more effective to combine information.</p>
<p>27. Uses appropriate communications method. Transmits information using the communications method that is appropriate.</p>	<p>a. Formulates message before transmitter is keyed. b. Uses radio/interphone when required.</p>
<p>28. Relief briefings are complete and accurate. 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.</p>	<p>a. Communicates pertinent status information. b. Communicates weather information to relieving specialist as necessary. c. Communicates overall traffic situation. d. Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility.</p>