

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SW 3120.22A

SOUTHWEST REGION

12/6/2000

**SUBJ:** SOUTHWEST REGION AIR TRAFFIC TRAINING ADMINISTRATION

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**1. PURPOSE.** This order provides administrative guidance to Southwest Region Air Traffic personnel in the planning and administration of training. It is of special interest to all support managers for training, quality assurance and training specialists, IPPS training coordinators, training specialists, and administrative officers.

**2. DISTRIBUTION.** This order is distributed to the branch level in the Air Traffic Division, supervisor level at air traffic field facilities, Human Resource Management Division, and the NATCA/NAATS regional representatives.

**3. CANCELLATION.** Order SW 3120.22, Southwest Region Air Traffic Planning and Training Quota Administration, dated December 4, 1992, is canceled.

**4. BACKGROUND.**

**a. In the past, the Air Traffic Division** forwarded an annual notice or appendix to an order containing class schedules and distribution of annual training quota. This information was based as closely as possible on the information submitted by the branches and facilities in the annual training call. Enrollments were completed using the proper training enrollment forms via TRIMATE.

**b. When IPPS became the method** for submitting training enrollments, limited written instructions were available for completion of fiscal year training administration functions. "The IPPS Training Application User Guide was distributed to each hub, Center, and AFSS to be used by the IPPS training coordinator.

**5. APPLICATION AND PROCEDURES.**

**a. Hubs, Centers, AFSS's, and branches** will respond to the annual training call requirements using data developed and supported by technical and administrative training plans.

**b. Air Traffic Division branches** shall forward training requirements and subsequent enrollment nominations to the regional training specialist, ASW540I, for appropriate actions.

**c. The IPPS User Guide** provides directions for the use of the IPPS menu items displayed in the program. A working knowledge of this document is required to successfully use the system.

**d. Hubs, Centers, and AFSS's** shall have a primary and back-up IPPS coordinator with a user ID and password. Privacy Act information in the system requires the strictest security; therefore, user ID's and passwords shall be used only by personnel to whom they are assigned. When a new coordinator is assigned, ASW-540 shall be notified immediately by memorandum so arrangements can be made for the addition or deletion of coordinators in the system.

**e. Enrollments shall be accomplished** through IPPS at least 21 days prior to the scheduled class starting date for FAA Academy courses or 56 days prior to the scheduled class starting date for CMD courses. EXCEPTION: Field delivered CMD class enrollments shall be submitted 21 days prior to the scheduled class starting date. If quota will not be used, notification shall be made to the regional training specialist in sufficient time to allow distribution to other facilities. Loss of training quota through inaction will require a written explanation by the facility manager.

**f. Facility conducted training** of 8 hours or more that does not require the expenditure of training funds or class enrollment should be entered into IPPS as a completion. This will permit the information to be entered into the employee's stored training history. CBI courses that require an entry into an individual's CPMIS training history will need an IPPS enrollment. After the IPPS enrollment is processed, the scores and completion shall be downloaded by the CBI administrator and sent electronically to the FAA Academy or mailed via diskette. The Academy will enter the information into CPMIS and the training will be reflected in the employee's training history.

**g. Terminal radar qualification, LAWRS, and DBRITE** exam results shall be downloaded by the CBI Administrator and sent to the Academy electronically via cc:Mail or mailed via diskette.

**h. Out-of-agency requests for training.** Request for OPM, GSA, local PC courses, CPR/First Aid, outside vendor job related courses, etc., shall be submitted to the regional air traffic training specialist, ASW540I. Electronic submission via cc:Mail is acceptable. The following information shall be included on each request: course name; vendor name, address, and phone number; vendor point-of-contact for CPR/First Aid only; proposed dates of training; cost of training (include tuition, books, travel, per diem, etc.); number of people; and job related justification. Approval of out-of-agency training is contingent on available training funds and approval of course content. At no time shall a student or facility enroll and pay for training unless authorized to do so by the regional training specialist. Committing the government to training expenditures without prior approval is an unauthorized commitment. The approval of the expenditure of funds for training cannot be done after the fact. Out-of-agency training requests shall be submitted at least 30 days prior to the start date of the training. Requests submitted with less than a 30-day notice will be considered for processing as time permits on a case-by-case basis. When approval is obtained from the regional training specialist, notification will be sent to the facility electronically, via cc:Mail. This approval will include an attached Needs Assessment to be completed by the supervisor and returned to the regional training specialist. Also, attached will be an end-of-course evaluation to be completed by the student and retained at the facility.

Any significant problem with course content, delivery methods, etc. shall be forwarded to the regional training specialist.

**i. Incomplete or incorrect IPPS enrollments** that do not include accounting data, course and class numbers, correct location of training, organization conducting the training, etc., will be returned to the hub, center, or AFSS for correction. It is important to check the IPPS in-basket at least every other day for errors in class status, class schedule, or quota information that may have been transmitted. QUOTA IS OFTEN LOST BECAUSE ENROLLMENTS REMAIN UNCORRECTED IN THE FACILITY IPPS IN-BASKET. Submission of incomplete or incorrect information does not alleviate the responsibility of timely enrollments as contained in paragraph e above.

**j. Precourse and postcourse counseling.** An employee selected to attend training is required to receive precourse and postcourse counseling.

(1) Copies of the national notice with apartment and motel information in Oklahoma City, Oklahoma, for students attending the FAA Academy can be found via the Intranet at the Academy home page.

(2) Student packages for CMD courses are usually sent electronically to the student. Additional information can be found via the Intranet at the CMD home page.

**k. Travel orders and vouchers.** A training travel order is required of all students attending training beyond the local commuting area. The order obligates the travel funds while the completed voucher closes the students travel account. Vouchers should be submitted within 3 days after completing training travel. Facilities will assign a 12-digit travel order number. For all centralized training the 12th digit of the travel order number shall be the letter "T". Centralized training is defined as the majority of training conducted at the FAA Academy or CMD. Centralized, funded training is usually assigned at the beginning of the fiscal year. Examples of centrally funded courses are: 50019, 50310, 50113, and 01205. Non-centralized funded courses are: 55047, 55049, 55051, or out-of-agency training. The regional training specialist will assign travel order numbers and cost accounting information for non-centralized, funded training. All travel orders and requests for travel advances for newly hired air traffic developmental students attending initial qualification courses will be provided by the FAA Academy.

**l. Class schedules and quota assignments.** Distribution of FY-XX training quota will be sent out to all field facilities annually. For terminal facilities, quota will be assigned to the responsible hub for distribution.

**m. A copy of the facility training order** and subsequent changes shall be forwarded to the regional training specialist.

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