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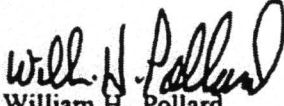
SUBJ: AIR TRAFFIC CONTROL SPECIALIST ON-THE-JOB TRAINING AND POSITION CERTIFICATION

1. **PURPOSE.** This change transmits revised pages for Order 3120.24A, Air Traffic Control Specialist On-the-Job Training and Position Certification.
2. **DISTRIBUTION.** This change is distributed to the branch level in headquarters Air Traffic, regional Air Traffic and Human Resource Management Divisions, the FAA Academy, and all Air Traffic field facilities.
3. **EFFECTIVE DATE.** This change is effective on November 1, 1993, and shall be fully implemented no later than February 28, 1994. Facilities are to use this time period to make necessary provisions to comply with this change to the order.
4. **BACKGROUND.** The on-the-job training (OJT) and position certification process is a critical part of the facility training program. This change incorporates the "Train to Succeed" philosophy, and is the result of input provided by several cross-sectional work groups. The changes made to the OJT and certification process provide facilities with the flexibility to tailor the training program to the needs of the individuals in training, thus allowing for a more effective and successful training experience.
5. **EXPLANATION OF CHANGES.**
 - a. National minimum and maximum certification hours have been replaced with facility-determined target hours.
 - b. Benchmark and periodic evaluations have been replaced with performance and certification skill checks.
 - c. The OJT Examiner (OJTE) functions have been replaced with the increased responsibilities of the training team.
 - d. Skill enhancement training is an option that the training team may recommend in order to improve the knowledge or skill level of a developmental.
 - e. Roles and responsibilities have been modified to reflect the changes in the OJT and certification process.
 - f. A training review process has been added.
 - g. Appendix 1 has been replaced with flowcharts of the OJT and certification process.
 - h. Instructions for completing FAA Form 3120-25, *ATCT/ARTCC OJT Instruction/Evaluation Report*, and FAA Form 3120-26, *FSS/AFSS OJT Instruction/Evaluation Report*, in Appendix 2 have been modified to reflect changes to the order.

6. DISPOSITION OF CHANGES. Retain this transmittal until superseded by a new basic order.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
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Appendix 2, 1 - 3 (and 4)	12/3/91	Appendix 2, 1 - 4	8/30/93
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William H. Pollard
Associate Administrator for Air Traffic

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3120.24A

12/3/91

SUBJ: AIR TRAFFIC CONTROL SPECIALIST ON-THE-JOB TRAINING AND POSITION CERTIFICATION

1. **PURPOSE.** This order establishes new procedures for standardization of instruction and evaluation of the on-the-job training (OJT) and position certification process for Air Traffic Control Specialists (ATCS).
2. **DISTRIBUTION.** This order is distributed to the branch level in headquarters Air Traffic, regional Air Traffic and Human Resource Management Divisions, the FAA Academy, and all Air Traffic field facilities.
3. **CANCELLATION.** Order 3120.24, Air Traffic Control Specialist On-The-Job Training and Position Certification, dated August 8, 1988, is canceled.
4. **EFFECTIVE DATE.** This order is effective on January 31, 1992.
5. **BACKGROUND.** The OJT and position certification process is a critical part of the facility training program. During OJT, classroom and laboratory instructions are converted to application in a live environment; therefore, it is mandatory that national standards be adopted to enhance the quality and objectivity of this process.
6. **EXPLANATION OF CHANGES.**
 - a. OJT Instructor (OJTI) selection criteria for transferring ATCS's with previous OJTI experience are modified.
 - b. OJT Examiners (OJTE) may recommend "suspension of OJT" following a benchmark or periodic evaluation.
 - c. The assignment of a primary OJTI for each developmental is required, and it is recommended that a limit be placed on the number of additional OJTI's that are assigned to each developmental.
 - d. The requirement that OJT Certifiers (OJTC) observe the developmental on position during the certification evaluation is made explicit.
 - e. The requirement that first-level supervisors prepare a written evaluation for each developmental is modified to be accomplished monthly.
 - f. Criteria used by OJTC's for granting certification are made explicit.
 - g. A new block has been added to Appendix 2, FAA Form 3120-25, *ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT*, and FAA Form 3120-26, *FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT* forms for recording the OJTE's recommendations.
 - h. Adds "Traffic Advisories are provided" as a separate job function on the *ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT* form.
 - i. The organization and level of detail of the *FSS/AFSS Guide* have been modified.
 - j. The requirement that Air Traffic managers shall adhere to negotiated contracts in selecting OJT personnel is made explicit.

Distribution: A—W (AT/TZ/TM/TP/TR/TH)-3;
A—X (AT/HR)-3; A—Y (AY)-3; A—FAT—0(MAX)

Initiated By: ATZ—100

7. DEFINITIONS.

- * a. **Additional OJT Hours.** OJT hours beyond the target hours are referred to as additional OJT hours. On an individual basis, target hours may be extended up to 20 percent by the developmental's supervisor based on the recommendation of the training team. (See paragraphs 8a, 8h.)
- b. **Certification Skill Check.** An assessment used to determine if a developmental demonstrates the knowledge and skill level necessary to certify on an operating position. (See paragraph 8f.)
- c. **Currency.** The prescribed minimum time requirements necessary to work a position of operation independently under general supervision.
- d. **Developmental.** Title applies to all GS-2152's entering the facility OJT training program. (See paragraph 9g.)
- e. **Developmental's Supervisor.** The supervisor of record for the developmental. (See paragraph 9d.)
- f. **Discontinuation of Training.** A result of a training review (paragraph 8i) which recommends no further training be conducted. If this recommendation is adopted by the Air Traffic Manager (ATM), the developmental is processed in accordance with the latest edition of Order 3330.30, Employment Program for Developmental Air Traffic Control Specialists, or other appropriate directives.
- g. **Minimum Certification Hours.** A percentage of the target hours required before becoming eligible for certification on a given operating position within the facility. (See paragraph 8a.)
- h. **On-the-Job Familiarization (OJF) Hours.** OJF is time that a developmental is assigned to monitor specialists who use various techniques and skills and to acquaint the developmental with the functions and operations of an operating position or area of specialization. OJF does not constitute OJT and shall not count as target hours. OJF shall be completed prior to beginning OJT. (See paragraphs 8a, 8c(2).)
- i. **OJT Instructor (OJTI).** A designated individual who instructs the developmental during OJT. (See paragraphs 8b, 9f.)
- j. **Performance Skill Check.** An assessment used to compare the knowledge and skill level of a developmental to those required for certification. Performance skill checks are used to assess training progress. (See paragraph 8e.)
- k. **Skill Enhancement Training.** Training used to improve knowledge level or skill performance. This training will not include OJT or count against target hours. (See paragraph 8g.)
- l. **Suspension of Training.** An action taken by the developmental's supervisor based upon training performance that ceases training pending the outcome of a training review. (See paragraph 9d.) Suspension of training for reasons other than training performance may not require a training review.
- m. **Target Hours.** The training hours normally required for certification on a given operating position within the facility. Each facility shall set target hours in accordance with the procedures in this order. Target hours are the number of OJT hours within which most individuals will be able to certify on a given operating position without needing additional training. Target hours do not include OJF time, additional OJT hours, skill enhancement training time, or the time used to conduct performance or certification skill checks. The target hours may vary for different categories of individuals in training. (See paragraph 8a.) *

- * n. **Training Team.** Designated individuals who facilitate the training of a developmental by continuously assessing the training progress and providing feedback that enhances training. (See paragraphs 8c, 9h.)

8. OJT AND CERTIFICATION PROCESS.

a. Facility Training Hours. Each facility shall:

(1) Establish target hours, minimum certification hours, and OJF hours for each operating position within the facility. Cross-sectional work groups shall be used to recommend these hours.

(2) Establish target hours, minimum certification hours, and OJF hours for categories of individuals in order to adjust training requirements for the level and recency of previous experience (e.g., those with no previous experience, individuals transferring from same-type/level facility, individuals transferring from same-type/lower level facility, etc.).

(3) Evaluate established hours at least annually and, if necessary, adjust the hours to meet facility needs.

NOTE: OJF shall be required for two operating positions in a facility/area, as designated by the training team. OJF is optional on all other positions based on the recommendation of the training team.

b. Selection of OJTI's.

(1) The selection of OJTI's shall be accomplished as follows:

(a) To be eligible for selection as an OJTI, a candidate shall meet the following *minimum* qualification criteria:

1 Qualified a minimum of 6 months on positions involved, except for transferring ATCS's with previous OJTI experience on the same-type position, who shall be qualified on the positions involved for a minimum of 60 hours. This requirement may be waived at the ATM's discretion for noncontrol positions.

2 Operationally current on positions involved.

3 Recommended by immediate supervisor.

(b) A panel shall be designated by the ATM to select OJTI candidates. Composed of a *minimum* of two people, the panel shall consider, as a minimum, the following personal attributes in its recommendation of OJTI candidates:

1 Human relations skills.

2 Communication skills.

3 Motivation and attitude.

4 Objectivity.

5 Credibility.

* (c) The panel shall forward its recommendation to the ATM or the ATM's designee for final approval.

(2) Prior to being designated an OJTI, the selectee shall successfully pass the approved FAA Air Traffic OJTI course.

c. Training Teams.

(1) A training team shall be established by the developmental's supervisor for each developmental. The training team shall consist of:

- (a) Two OJTI's. One OJTI will serve as the primary OJTI.
- (b) The developmental.
- (c) The developmental's supervisor.
- (d) Other person(s) if assigned by the ATM.

NOTE: The specific individuals on this team may change as the developmental's training progresses in order to meet individual and/or facility needs.

(2) The training team shall:

(a) Review the developmental's training history prior to that individual starting OJT. If practical, the other training team members should observe the developmental perform tasks in a simulated environment.

(b) Determine the two operating positions for which OJF is required.

NOTE: OJF shall be completed prior to beginning OJT on positions for which OJF is assigned.

(c) Determine the need for OJF other than on the two required operating positions.

(d) Ensure continuous, objective assessment of progress during training and provide the assessment to other training team members.

(e) Identify the need to improve performance and, as needed:

- 1 Recommend the types of skill enhancement training to be provided, and/or
- 2 Recommend additional OJT hours.

(f) Provide recommendations to the developmental's supervisor on the developmental's readiness for certification.

(3) The developmental's supervisor shall act as the training team leader and shall retain the responsibility to direct the developmental's training by modifying the plan for training after considering the recommendations of the training team. The supervisor shall facilitate training team functions and seek support of facility management and staff personnel when necessary. *

- * (4) The two OJTI's shall be responsible for providing the majority of the developmental's OJT. The primary OJTI will usually train the developmental. The secondary OJTI will provide training when the primary OJTI is not available. When neither the primary nor the second OJTI are available, any OJTI may provide training.

d. Plan for Training.

(1) The training team members shall discuss a plan for training before beginning OJT on positions. At a minimum, the discussion of the plan for training shall include requirements, team responsibilities, target hours, timeframes, and individual training needs.

(2) A facility checklist may be used to facilitate the discussion.

(3) The date that the plan for training was discussed shall be documented.

e. Performance Skill Checks.

(1) Performance skill checks shall be used:

(a) To compare the knowledge and skill level of a developmental to those required for certification.

(b) To identify those areas that require improvement to achieve certification.

(2) Performance skill checks shall occur at least every calendar month on each position that the developmental is receiving OJT. In addition, performance skill checks may occur at any time based on the recommendation of the training team.

(3) Performance skill-check time does not count toward OJT hours.

(4) Performance skill checks shall be performed by the developmental's supervisor or a supervisor who maintains familiarity or currency on the operating position. In the event the supervisor only maintains familiarity on an operating position, an OJTI shall be plugged in and responsible for the position during the performance skill-check session.

(5) The results of the performance skill check shall be documented on FAA Forms 3120-25/26. The documentation shall include:

(a) A description of performance.

(b) Recommendations for performance improvement.

(c) A recommendation for one of the following:

1 Continuation of OJT.

2 Skill enhancement training.

3 Suspension of training.

*

- * (6) After the performance skill check, the developmental's supervisor shall consider:
- (a) The developmental's performance during OJT,
 - (b) The performance demonstrated during the performance skill-check session,
 - (c) The recommendation(s) resulting from the performance skill-check session, and
 - (d) Input from other training team members.
- (7) The developmental's supervisor shall then take one of the following actions:
- (a) **Continuation of OJT.** The developmental will continue OJT. It is anticipated that certification will be attained within the target OJT hours or that additional OJT hours will be assigned.
 - (b) **Skill Enhancement Training.** Training (other than OJT) will be provided in order to improve performance. The type(s) of training to be provided shall be recommended by the training team. This training shall not count toward OJT hours.
 - (c) **Suspension of Training.** If training is suspended, a training review shall be conducted.

f. Certification Skill Checks.

(1) Only the developmental's supervisor can certify the individual or suspend training. The developmental's performance of the knowledge and skills required for certification shall be assessed through a single certification skill-check session that may include verbal questioning, simulation, or other methods. This session shall:

- (a) Be conducted only after minimum certification hours have been completed.
- (b) Be recommended by the training team or conducted at the completion of OJT hours.
- (c) Be identified as a certification skill check prior to the session.
- (d) Not count toward OJT hours.
- (e) Be performed by the developmental's supervisor or a supervisor who maintains familiarity or currency on the operating position. In the event the supervisor only maintains familiarity on an operating position, an OJTI shall be plugged in and responsible for the position during the certification skill-check session.

(2) The results of the certification skill check shall be documented on FAA Forms 3120-25/26. The documentation shall include:

- (a) A description of performance
- (b) Recommendations for performance improvement. *

- * (c) A recommendation for one of the following:
- 1 Certification.
 - 2 Continuation of OJT.
 - 3 Skill enhancement training.
 - 4 Suspension of training.
- (3) After the certification skill check, the developmental's supervisor shall consider:
- (a) The developmental's performance during OJT,
 - (b) The performance demonstrated during the certification skill-check session,
 - (c) The recommendation(s) resulting from the certification skill-check session, and
 - (d) Input from other training team members.

- (4) The developmental's supervisor shall then take one of the following actions:

(a) **Certification.** For a certification skill check to result in certification, all applicable job functions must be rated as satisfactory or not observed. Verbal questioning, simulation, or other methods may be used to demonstrate knowledge of a job function when not observed. If a job function is not observed during this session, the supervisor must document that the developmental has demonstrated satisfactory performance/knowledge for that job function.

- (b) Continuation of OJT.
- (c) Skill enhancement training.
- (d) Suspension of training.

g. Skill Enhancement Training.

(1) The purpose of this training is to enable the developmental to return to OJT and perform at a level that will allow certification within the assigned OJT hours.

- (2) Skill enhancement training may be used:

- (a) To improve knowledge level or skill performance.
- (b) To develop skills that cannot be obtained in the operational environment (e.g., seasonal traffic).

- (3) This training shall not include OJT or count toward assigned OJT hours.

(4) The developmental's supervisor shall identify the need for skill enhancement training using recommendations from the training team, if appropriate. *

- * (5) The training team shall recommend the type (e.g., computer-based instruction, simulation labs, classroom) of training to be provided, if appropriate.
- (6) The developmental's supervisor shall:
 - (a) Coordinate the use of training resources.
 - (b) Schedule the training.
 - (c) Discuss the skill enhancement training with the developmental.
 - (d) Document the plan in writing.

h. Additional OJT Hours.

- (1) Additional OJT hours may be:
 - (a) Used for those developmentals who cannot certify within the target hours but, in the opinion of the training team, can certify within the additional hours provided.
 - (b) Recommended by the training team.
 - (c) Assigned by the developmental's supervisor based on the recommendation of the training team. The additional hours may be up to 20 percent of target hours and shall be documented.
- (2) Upon the completion of additional assigned OJT hours, a certification skill check shall be conducted.
- (3) After the certification skill check, additional OJT hours may be assigned as long as the total additional OJT hours do not exceed 20 percent of the target hours. If the additional 20 percent of the target hours has been used, the developmental's supervisor shall take one of the following actions:
 - (a) Certification, or
 - (b) Suspension of training.

i. Training Review Process.

- (1) The purpose of the training review process is to ensure that all opportunities for training success were utilized while maintaining the integrity of the training program. Training reviews shall be conducted when requested by an ATM/hub manager or when training has been suspended due to the developmental's training performance.
- (2) The results of the training review shall be communicated to the developmental as soon as possible, and in no case shall the training review process exceed 30 days.

- * (3) The training review shall be conducted by the following group:
- (a) A minimum of two of the following individuals selected by the ATM/hub manager:
- 1 A first-level supervisor other than the developmental's supervisor. (If not available on-site, the hub manager may designate this duty to any first-level supervisor within the hub.)
 - 2 A second-level supervisor at facilities that have on-site, second-level supervision (other than the ATM). (If not available on-site, the hub manager may designate this duty to any second-level supervisor in the hub.)
 - 3 Assistant Manager for Training (AMT) or Quality Assurance/Training Specialist (QATS) or Training Administrator (TA). (If not available on-site, the hub manager may designate any of these individuals from within the hub.)
- (b) A representative designated by the union.
- (4) The ATM and/or training team members may be asked to provide information during the training review process, but shall not be part of the training review process group.
- (5) This training review may include an assessment of the training history and interviews of the training team members and/or other persons, as appropriate.
- (6) At the completion of the review, recommendation(s) are forwarded to the ATM/hub manager. Recommendations shall include either (a) or (b) below:
- (a) Continuation of training, including:
- 1 Reassignment to a new training team, and/or
 - 2 Assignment of skill enhancement training, and/or
 - 3 Assignment of a new amount of OJT hours, and/or
 - 4 Other actions that would help the individual to certify.
- (b) Discontinuation of training.
- (7) The ATM/hub manager shall consider the recommendation(s) resulting from the training review in making a final determination for continuation or discontinuation of training for the developmental.

NOTE: Exceptions to the training review process may be approved by the regional Air Traffic Division manager, without coordination with headquarters. *

* **9. ROLES AND RESPONSIBILITIES.**

a. Air Traffic Manager (ATM). The ATM shall ensure the overall efficiency and effectiveness of the facility training program. In specific, the ATM shall:

(1) Ensure that a training program is established and conducted in accordance with national, regional, and local orders and directives.

(2) Designate, in writing, an individual to serve as the Training Administrator (TA). The ATM may be the designated TA.

(3) Ensure that individuals designated as the TA attend required training courses within 1 year of occupying the position. At facilities with contract training, the TA shall attend the contract training and administration course within 1 year of occupying the position.

(4) Ensure that individuals who, as part of their documented job assignment, conduct classroom training or develop lesson plans, such as AMT, TA, training specialist, or QATS, attend an FAA-approved instructor training course within 1 year of occupying the position. Briefings conducted by staff personnel, or administration of simulated control problems, do not constitute classroom training.

NOTE: If resources do not permit a facility to meet the requirements of subparagraphs (3) and (4), a waiver may be granted by the Director of Air Traffic Program Management (ATZ-1).

(5) Ensure that individuals entering certification training receive adequate facility orientation and are thoroughly briefed on the Instructional Program Guide (IPG), facility training directive, Order 3330.30, and other associated directives prior to entering training.

(6) Ensure that National Air Traffic Training Tracking Reports are submitted as required. (See the latest edition of Order 3120.22, National Air Traffic Training Tracking System.)

(7) Ensure that training reports are properly maintained and completed in accordance with agency directives.

(8) Submit resource requirements necessary to conduct the facility training program to the regional Air Traffic Division, through the hub manager, in accordance with established procedures.

(9) Ensure that an annual schedule of required proficiency training is maintained and that proficiency training is accomplished in accordance with the latest edition of Order 3120.4, Air Traffic Training.

(10) Ensure that facility target hours, minimum certification hours, and OJT hours are established, maintained, and updated.

(11) Ensure that an annual evaluation of the efficiency and effectiveness of the OJT program is conducted and a written report is prepared. Use this report as a basis for improving the facility training program.

(12) Ensure adherence to procedures in national training directives unless operational circumstances necessitate alternative actions as authorized by the Office of Air Traffic Program Management, Training Requirements Program, ATZ-100, through the regional Air Traffic Division. *

* (13) Ensure that all OJTI's, supervisory air traffic control specialists, and Control Tower Operator Examiners meet the qualification criteria in Order 3120.4 and the latest edition of Order 7220.1, Certification and Rating Procedures.

• (14) Ensure that OJTI's are recommended and designated in accordance with the national policy.

(15) Ensure that training teams receive support of the TA and second-level supervisors, when applicable.

(16) Forward comments and information concerning curriculum or training requirements to ATZ-100 through established regional channels, with a copy to the regional Air Traffic Training Coordinator.

(17) Initiate the training review process.

b. Training Administrator (TA). TA's shall administer the facility training program. At facilities with an AMT, the AMT will normally be assigned the responsibilities of the TA. Specifically, TA's shall:

(1) Develop and maintain a staff of training specialists, where authorized.

(2) Ensure that the training contract is managed so that quality training is being conducted and that instructions conform to national, regional, and local orders and directives.

(3) Ensure that the facility training program is planned, conducted, assessed, and improved on a continuous basis.

(4) Monitor the performance of training specialists/contract instructors in classroom and laboratory training, and assess such performance on a continuous basis. Ensure the training is the highest possible quality and needed improvements occur in a timely manner.

(5) Ensure that local course materials, visual aids, and control problems are developed and properly labeled to support materials distributed nationally.

(6) Maintain close communication with first-level and second-level supervisors, where appropriate, and the ATM regarding all facility training programs and resources.

(7) Plan and direct the training of OJTI's and personnel conducting performance and certification skill checks.

(8) Establish and maintain the OJT documentation process.

c. Second-Level Supervisors. Second-level supervisors shall manage OJT of all personnel under their supervision. If a facility has no on-site second-level supervisors, these duties are to be delegated to the ATM or TA in the local training directive. The second-level supervisor shall:

(1) Maintain close communication with the AMT/TA and first-level supervisors regarding all training.

(2) Provide oversight and direction to first-level supervisors, where appropriate, to ensure compliance with training directives. *

- * (3) Ensure that a review of documentation of performance skill checks is conducted.
- (4) Ensure that training is provided to the maximum extent possible.
- (5) Ensure that training teams receive support as directed by the ATM.

d. Developmental's Supervisor. The developmental's supervisor of record shall direct training activities of employees under his or her supervision, promote cooperation and communication, and coordinate resources to assist training. The developmental's supervisor shall:

- (1) Administer, assign, monitor, and facilitate training.
 - (a) Establish a training team for each developmental on each operating position.
 - (b) Ensure that OJF is provided for two operating positions.
 - (c) Ensure that OJF is provided for additional operating positions based on the recommendation of the training team.
 - (d) Ensure that the training team OJTI's provide the majority of OJT.
 - (e) Initiate corrective actions when necessary.
 - (f) Ensure that OJT is productive, to the maximum extent possible, and commensurate with the level of experience of the developmental.
 - (g) Identify, recommend, coordinate, and schedule additional OJT hours and skill enhancement training, if necessary.
- (2) Maintain communication among the training team, AMT/TA, and second-level supervisors, as appropriate.
- (3) Provide feedback to OJTI's on the effectiveness of the training provided.
- (4) Ensure that OJT reports are completed and discussed with the developmental as soon as possible after each session. This discussion should include an overview of the session, an identification of the strengths and weaknesses, and specific recommendations to improve performance.
- (5) Ensure that OJF hours are documented. OJF hours may be documented on FAA Forms 3120-25/26, or in a regionally/locally approved format.
- (6) Ensure that OJTI's have no other duties to perform during training sessions.
- (7) Maintain either currency or familiarization on positions for which certifications are conducted.
- (8) Sign the certification entry in the employee's Training and Proficiency Record, FAA Form 3120-1. This signature certifies that the employee has completed all certification training for the position.
- (9) Promote teamwork skills for training team members. *

- * (10) Conduct performance and certification skill checks.
 - (a) Document performance and certification skill-check results and recommendations on FAA Forms 3120-25/26.
 - (b) Provide feedback to the individual after each performance or certification skill check.
 - (c) Take one of the following actions:
 - 1 Certify the developmental,
 - 2 Continue OJT,
 - 3 Assign skill enhancement training, or
 - 4 Suspend OJT.

(11) Serve as team leader for his or her developmentals' training team(s).

- (a) Make the final determination to modify the plan for training by providing skill enhancement training or additional OJT hours after considering training team recommendations.
- (b) Make the final determination regarding certification after considering training team recommendations.
- (c) Make the final determination regarding the suspension of training after considering training team recommendations.

NOTE: The developmental's supervisor shall retain the responsibility to direct the developmental's training by modifying the plan for training, and to continue or to suspend training after considering the recommendations of the training team.

e. Other First-Level Supervisors. Other first-level supervisors shall:

- (1) Conduct performance and certification skill checks.
 - (a) Document performance and certification skill-check results and recommendations on FAA Forms 3120-25/26.
 - (b) Provide feedback to the individual after each performance or certification skill check.
 - (c) Recommend one of the following actions:
 - 1 Certification,
 - 2 Continued OJT,
 - 3 Assignment of skill enhancement training, or
 - 4 Suspension of OJT.

*

* (d) Brief the developmental's supervisor on the performance and/or certification skill-check results and recommendation(s).

(2) Ensure that OJT reports are completed and discussed with the developmental as soon as possible after each session. This discussion should include an overview of the session, an identification of the strengths and weaknesses, and specific recommendations to improve performance.

(3) Serve on training reviews, if requested.

f. On-The-Job Training Instructor (OJTI). The OJTI is responsible for assisting the developmental in acquiring the knowledge and skills necessary to certify. The OJTI shall:

(1) Ensure the OJT process includes preferred methods of teaching through a combination of direction, demonstration, and practical application.

NOTE: OJT instruction shall be based on handbook requirements and procedures and should provide guidance on control judgment. Alternative techniques should be demonstrated by the OJTI.

(2) Be familiar with the developmental's previous training performance prior to commencing OJT.

(3) Document OJT results on FAA Forms 3120-25/26.

(4) Discuss the performance as soon as possible after each session. This discussion should include an overview of the session, an identification of the strengths and weaknesses, and specific recommendations to improve performance.

(5) Have only OJT duties to perform during training sessions.

NOTE: OJT instruction is not permitted where the instructor and the developmental are plugged into separate control positions. OJT instruction shall only occur on positions with equipment that has provisions for the OJTI to monitor and preempt the developmental's transmissions.

(6) Provide OJT to no more than one developmental at the same time.

(7) Satisfy training objectives as specified in the IPG/plan for training.

(8) Keep the developmental's supervisor informed of progress.

(9) Assume the responsibilities of a training team member when assigned to a training team.

g. Developmental. The developmental shall actively participate in training to achieve certification and perform operational assignments in order to maintain proficiency. The developmental shall:

(1) Review and discuss the plan for training with the other members of the training team. Ensure that all aspects of the plan for training are understood. *

- * (2) Review, discuss, and sign FAA Forms 3120-25/26.

NOTE: Signing these forms does not necessarily imply agreement, only that the information was discussed. Written comments on the forms are permitted and should include items to be reviewed/discussed with the training team.

(3) Advise his or her supervisor immediately of any extenuating circumstance(s) that might impede training progress.

(4) Be physically and mentally prepared to receive OJT, exercise initiative, and study to ensure satisfactory training progress and certification.

(5) Verify that all OJT/OJF times are recorded accurately.

(6) Engage in OJT only on positions that have been assigned.

(7) Be responsive to training performance feedback from OJTI's/supervisors.

h. Training Team. The training team shall facilitate the training of a developmental by continuously assessing the training progress and providing feedback that enhances training. The training team shall consist of the developmental, two OJTI's, the developmental's supervisor, and any other personnel designated by the ATM. Each member of the training team shall:

(1) Review and discuss the plan for training.

(2) Determine the two positions for which OJF will be provided and determine the need for OJF on other operating positions.

(3) Ensure continuous, objective assessment of progress during training and provide that assessment to other training team members.

(4) Identify the need to improve performance and, as needed:

(a) Recommend the types of skill enhancement training to be provided, and/or

(b) Recommend additional OJT hours.

(5) Provide recommendations to the developmental's supervisor on readiness for certification or suspension of training.

(6) Provide information during the training review process, as requested. *

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Equipment (Concluded)

Job Function	Indicator
<p>20. <i>Equipment capabilities utilized/understood.</i> Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup. (concluded)</p>	<p>d. Demonstrates knowledge of procedures for operating all equipment.</p> <p>e. Is aware of equipment peculiarities.</p>

CJE: COMMUNICATION

Job Function Category: Communication/Coordination

Job Function	Indicator
<p>21. <i>Required coordinations are 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.</p>	<p>a. Performs handoff/pointouts correctly at appropriate time/position.</p> <p>b. Coordinates restrictions or special instructions.</p> <p>c. Verifies aircraft position and altitude.</p> <p>d. Verifies and acknowledges all information exchanges.</p> <p>e. Ensures separation is not compromised after coordination is completed.</p>

* **APPENDIX 1. OJT AND CERTIFICATION PROCESS FLOWCHARTS**

OJT and Certification Process

This appendix contains two graphic representations of the OJT and certification process in the form of flowcharts. The first flowchart (Figure A-1) is an abbreviated version of the process that provides a general overview of the basic steps involved in the OJT and certification process. The second flowchart (Figure A-2) is a more detailed representation of the OJT and certification process.

Neither flowchart is intended as a complete description of the OJT and certification process, or as a substitute for the policy set forth in this order. The flowcharts are, rather, intended to assist in the understanding of the revised OJT and certification process. Paragraph numbers have been included in the flowcharts to reference the location of specific policy information in the body of the order. *

FIGURE A-1. OJT AND CERTIFICATION PROCESS
(ABBREVIATED VERSION)

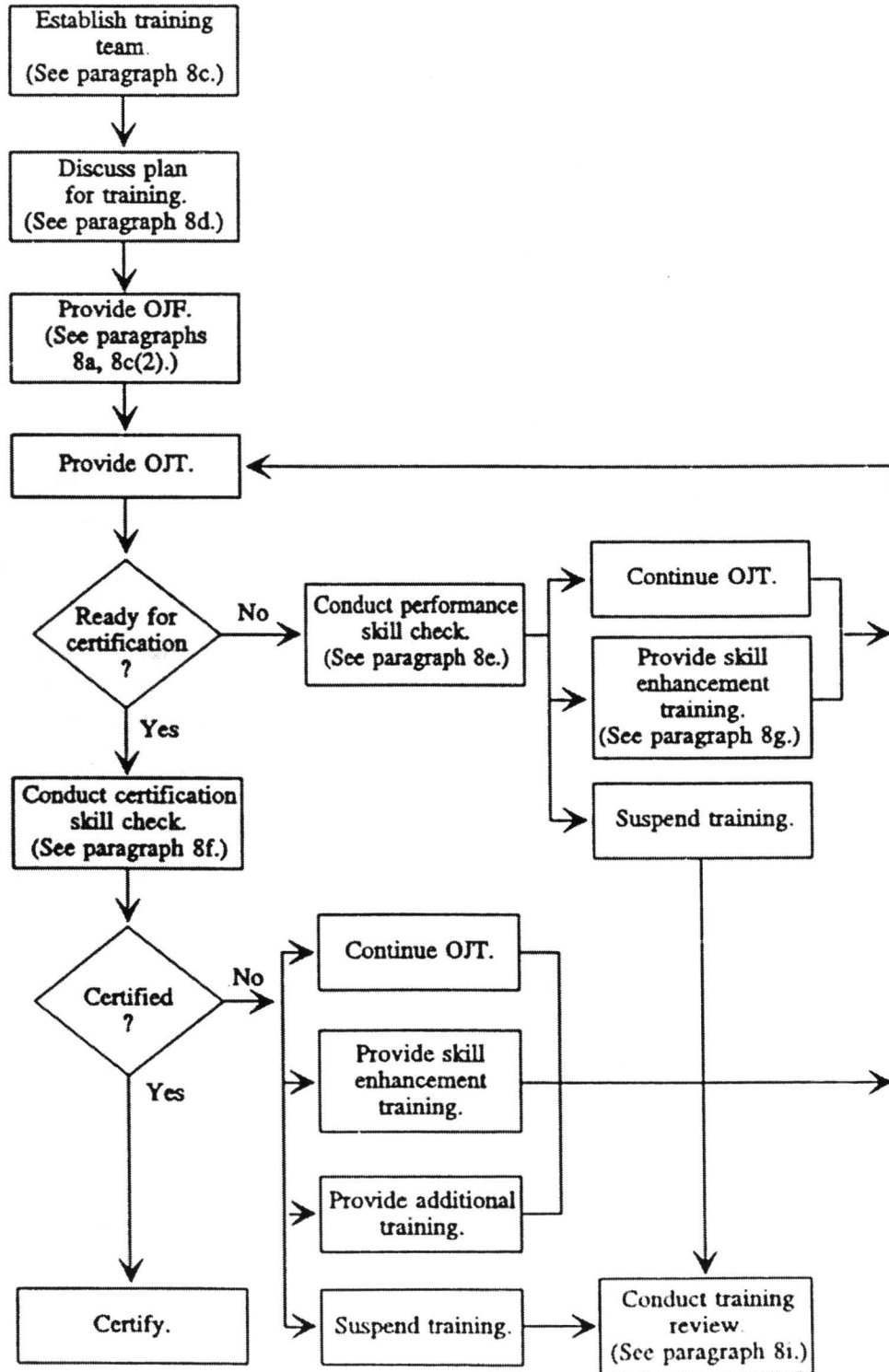


FIGURE A-2. OJT AND CERTIFICATION PROCESS

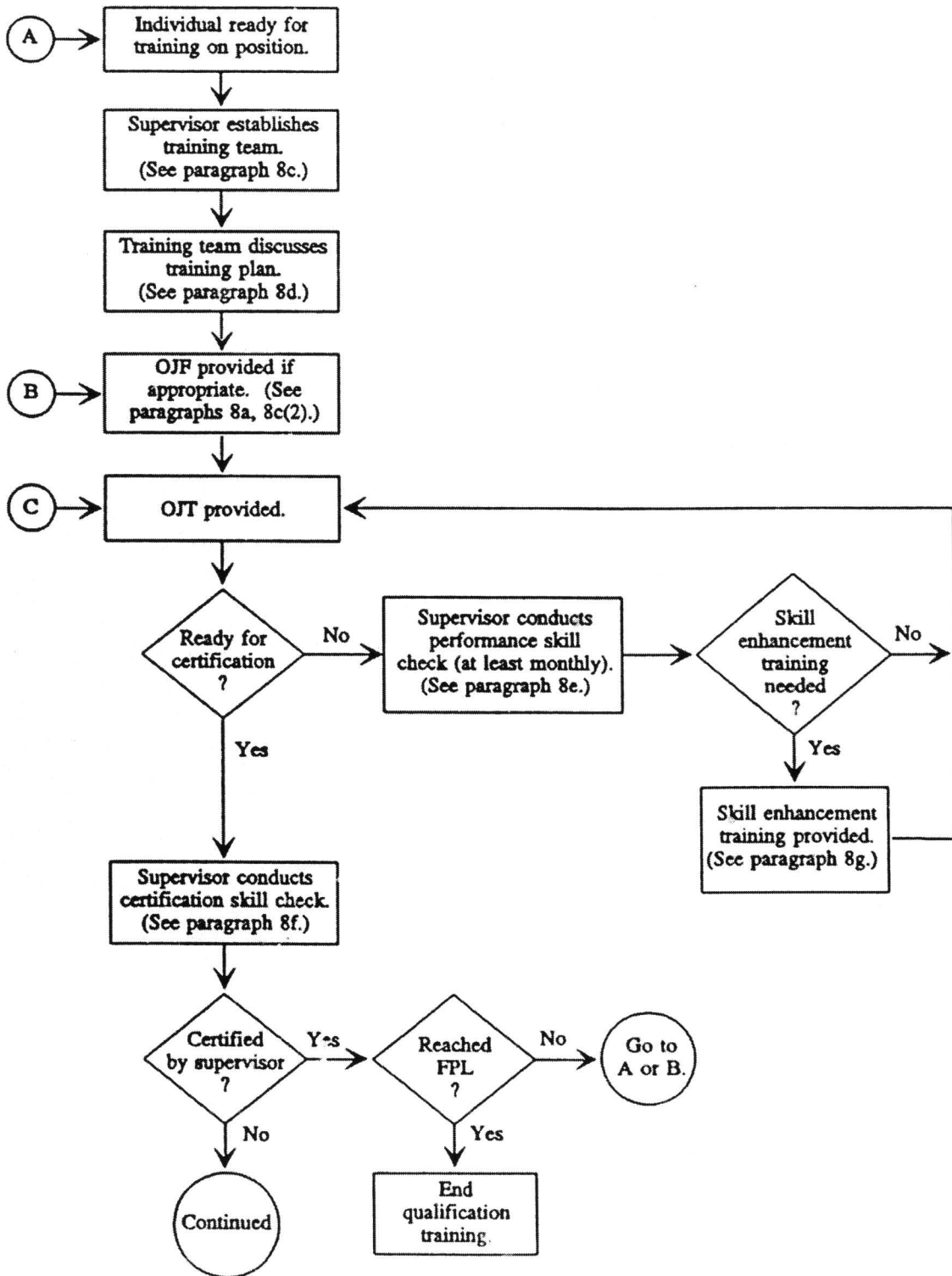
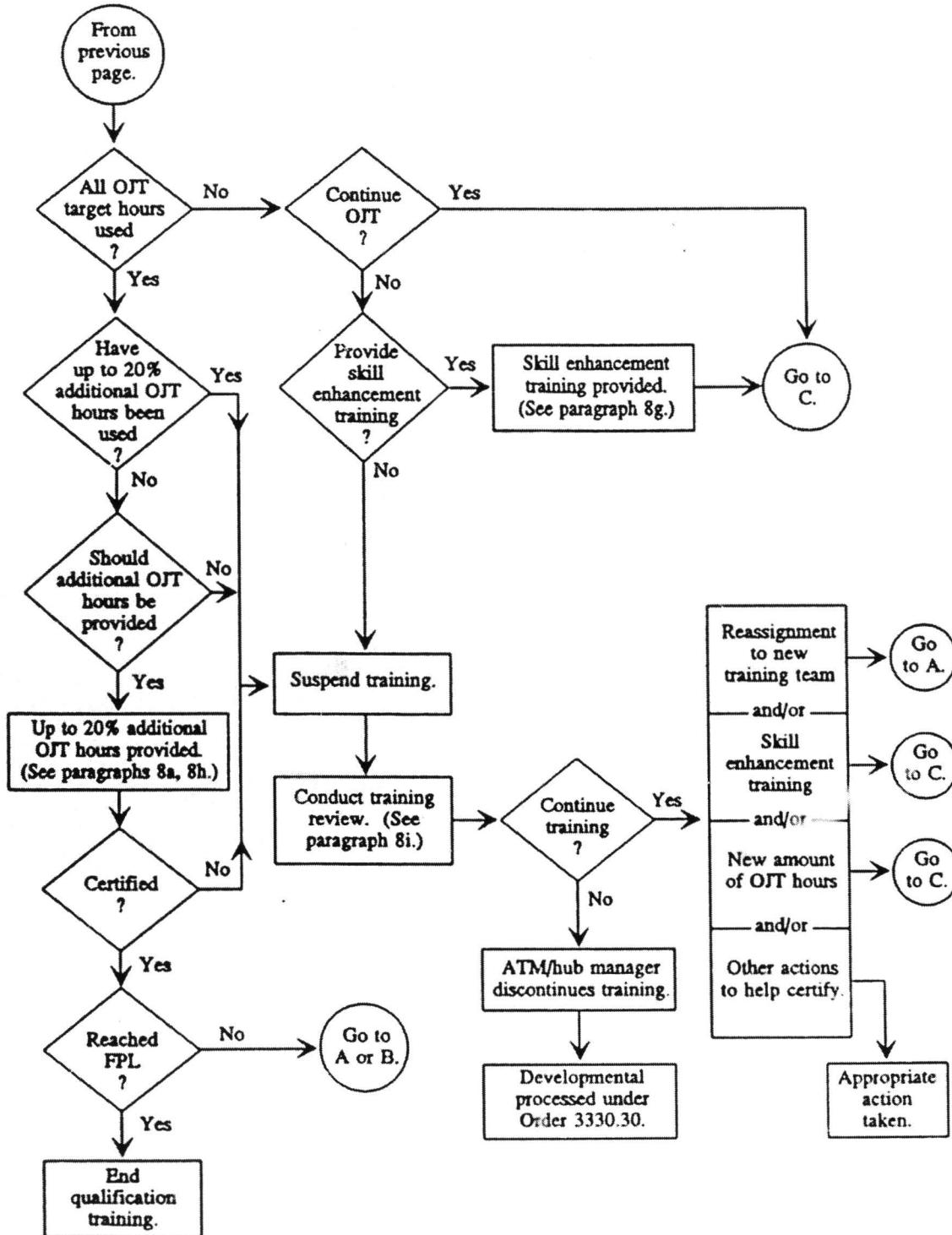


FIGURE A-2. OJT AND CERTIFICATION PROCESS
(CONTINUED)



*
ATCT/ARTCC
GUIDE FOR THE OJT INSTRUCTION/EVALUATION REPORT
FAA Form 3120-25

* This guide contains instructions for completing the ATCT/ARTCC OJT Instruction/Evaluation Report (FAA Form 3120-25). FAA Form 3120-25 is used by OJTI's and first-level supervisors to record their observations of the performance and progress of the developmental ATCS during OJT instruction and skill-check sessions. The form is provided on pages 4 and 5 of this appendix.

Using the Form: Complete the following items. Block numbers correspond to the numbered blocks on the form.

- Block 1** **NAME:** Print developmental's last name, first name.
- Block 2** **DATE:** Enter month, day, year.
- Block 3** **POSITION(s):** Enter position(s) of operation on which training or skill check is being performed.
- Block 4** **WEATHER:** Record description of weather as VFR, MVFR, IFR. Check the one box most representative of the session. 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.
- Block 6** **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session. Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.
- Block 7** **HOURS THIS SESSION:** Enter actual clock hours and minutes for this session.
- Block 8** **HOURS (%) THIS POSITION:** Enter total clock hours and minutes spent in training on this position. Include this session. As an option, enter percent of allotted hours expended so far for this position.
- Block 9** **PURPOSE OF REPORT:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Indicate "Other" if used for OJF or skill enhancement training and document specific use in Block 12. Indicate "Simulation" if simulation laboratory is used, as required in IPG. The supervisor checks "Evaluation" when administering a performance skill check or checks "Certification" if administering a certification skill check.
- Block 10** **ROUTING:** According to facility requirements. *

- * **Block 11** **PERFORMANCE:** Block 11 of the form consists of the performance section. This section contains critical job elements (CJE), job function categories, and job functions used as a basis for instructing and evaluating the developmental ATCS.
- Users of this form should review the definitions of all job functions and their respective performance indicators in the attached checklist. These descriptions are guidelines to be used by all participants involved in OJT to ensure that what is expected is mutually understood. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The Job Function Category entitled "Other" is intended for local use and adaptation.
- a. OJTI's place checkmarks in the columns "OBSERVED" and "COMMENT" as follows:
1. **OBSERVED:** A checkmark in this column indicates that the operation or procedure was observed during the period, but that no significant comments are made.
 2. **COMMENT:** A checkmark in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in Block 12.
- b. The supervisor who conducts the skill checks uses the columns "SATISFACTORY," "NEEDS IMPROVEMENT," and "UNSATISFACTORY." OJTI's do not make checkmarks in these columns since these terms are evaluative. The terms are defined as follows:
1. **SATISFACTORY:** A checkmark in this column indicates that the developmental's observed performance this session meets expected performance requirements and indicates that the developmental demonstrates the ability to work independently for this performance item. Examples of exemplary performance and specific comments, along with suggestions for improvement, shall be stated in Block 12 of the form for each job function indicated.
 2. **NEEDS IMPROVEMENT:** A checkmark in this column indicates that the developmental's observed performance is acceptable at this stage of training, but must improve in order to meet expected performance. Examples of exemplary performance and specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job function indicated.
 3. **UNSATISFACTORY:** A checkmark in this column indicates that the developmental's observed performance is unsatisfactory at this stage of training. Suggestions and recommendations for correcting each unsatisfactory job function must be stated in Block 12, except at the 100-percent level. Examples of exemplary performance and specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job function indicated.
- c. To certify on a skill check, all applicable items must be marked satisfactory or not observed (N/O). If an item is marked (N/O), Block 12 must indicate that the developmental has demonstrated satisfactory performance/knowledge for that job function. If necessary, verbal questioning, simulation, or other methods may be used to demonstrate knowledge of a job function when not observed.
- d. If a job function is not applicable to a position being observed, it should be recorded as "N/A" (not applicable).

- * **Block 12** **COMMENTS:** Used by the OJTI or the supervisor who conducted the skill check, the comment block provides space for the documentation of the developmental's performance during OJT instruction and skill-check sessions.

OJTI Use of the Comment Block:

This block is used by the OJTI to document an observation when a checkmark is made in the "Comment" column on the front of the form. The comments:

- a. May be specific or general.
- b. May include exemplary, noteworthy, or unusual events.
- c. Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made to applicable procedures, letters of agreement, orders/directives, etc.

The OJTI shall sign and date this block.

Examiner's Use of the Comment Block:

This block shall be used by the supervisor who conducted the skill check to:

- a. Document performance/progress.
- b. Describe performance rated as "Needs Improvement" or "Unsatisfactory" and list references to specific procedures, LOA's, or directives that should be reviewed by the developmental so that the performance problem may be corrected.
- c. Make recommendations for performance improvement, if needed.
- d. Recommend one of the following:
 1. Continuation of OJT.
 2. Skill enhancement training.
 3. Suspension of training.
 4. Certification (when appropriate).

The examiner shall sign and date this block.

NOTE: An examiner is defined as a supervisor conducting a skill check.

- Block 13** **EXAMINER'S COMMENTS FOR SUPERVISORY CONSIDERATION: DO NOT USE THIS BLOCK.** *

* **Block 14** **EMPLOYEE'S COMMENTS:** This block may be used by the developmental for making comments pertaining to the training period, skill check, or for making general comments regarding training. Sign and date. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the developmental.

Block 15 **CERTIFICATION:** This block is used by the developmental's supervisor to document position certification/recertification. Record position of operation, sign, and date. *

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT																								
1. Name			2. Date		3. Position(s)																			
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR			5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Routine Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult			7. Hours This Session																
								8. Hours (%) This Position																
9. Purpose of Report <input type="checkbox"/> OJT <input type="checkbox"/> Evaluation <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Simulation <input type="checkbox"/> Other								10. Routing																
Performance	CJE	Job Function Category	Job Function					Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory												
													Operating Methods and Procedures	A. Separation	1. Separation is ensured.									
															2. Safety alerts are provided.									
															3. Awareness is maintained.									
														B. Control Judgement	4. Good control judgment is applied.									
															5. Control actions are correctly planned.									
															6. Positive control is provided.									
															C. Methods & Procedures	7. Prompt action to correct errors is taken.								
																8. Effective traffic flow is maintained.								
														9. Aircraft identity is maintained.										
														10. Strip posting is complete/correct.										
														11. Clearance delivery is complete/correct/timely.										
														12. LOA's/Directives are adhered to.										
														13. Provides general control information.										
														14. Rapidly recovers from equipment failures and emergencies.										
														15. Visual scanning is accomplished.										
														16. Effective working speed is maintained.										
														17. Traffic advisories are provided.										
													D. Equipment	18. Equipment status information is maintained.										
														19. Computer entries are complete/correct.										
														20. Equipment capabilities utilized/understood.										
													Communication	E. Communication/Coordination	21. Required coordinations are performed.									
															22. Cooperative, professional manner is maintained.									
															23. Communication is clear and concise.									
															24. Uses prescribed phraseology.									
															25. Makes only necessary transmissions.									
26. Uses appropriate communications method.																								
27. Relief briefings are complete and accurate.																								
	F. Other																							

12. Comments

Signature: _____ Date _____

13. Examiner's Comments for Supervisory Consideration: Continue OJT Certification Evaluation Suspend OJT

14. Employee's Comments

This report has been discussed with me (signature) _____ Date _____

15. Certification

I certify that this employee meets qualification requirements for position and is capable of working under general supervision.

Signature of Certifier _____ Date _____

**ATCT/ARTCC JOB FUNCTIONS AND INDICATORS FOR THE
OJT INSTRUCTION/EVALUATION REPORT**

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Control Judgment	
Methods and Procedures	
Equipment	
COMMUNICATION	16
Communication/Coordination	

**ATCT/ARTCC
JOB FUNCTIONS AND INDICATORS
FOR THE OJT INSTRUCTION/EVALUATION REPORT**

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Separation

Job Function	Indicator
<p>1. <i>Separation is ensured.</i> Provides control instructions or restrictions to ensure separation standards are maintained at all times.</p>	<p>a. Issues appropriate control instructions or restrictions including speed control and vectoring techniques.</p> <p>b. Ensures traffic entering/departing his/her airspace is not in conflict or about to lose separation.</p> <p>c. Obtains specific approval prior to entering another position's/facility's area of jurisdiction.</p>
<p>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.</p>	<p>a. Displays appropriate filter limits.</p> <p>b. Maintains awareness of untracked, unassociated, or primary targets within delegated airspace.</p> <p>c. Informs pilot or appropriate controller when unsafe situation has been observed.</p> <p>d. Remains aware of previously coordinated traffic.</p> <p>e. Issues alternate course of action when feasible.</p>

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Control Judgment

Job Function	Indicator
<p>3. <i>Awareness is maintained.</i> Maintains awareness of total traffic situation. Continuous attention is provided to all facets of the control environment to ensure that discrepancies do not exist.</p>	<p>a. Ensures future separation or flow problems will not exist. Keeps alert for possible problem situations from other controllers/facilities.</p> <p>b. Uses control procedures that do not place workload and stress on other controllers/facilities.</p> <p>c. Verifies if a discrepancy exists anytime an unusual or nonstandard situation occurs.</p> <p>d. Considers subsequent controller requirements.</p> <p>e. Ensures strip information is in agreement with aircraft/route position.</p>
<p>4. <i>Good control judgment is applied.</i> Issues control instruction or restrictions that are correct. Carefully plans procedures prior to issuing instructions.</p>	<p>a. Controls in a manner that avoids compromising situations and slowing of traffic.</p> <p>b. Adheres to priority of duties.</p> <p>c. Uses correct speed control procedures/techniques.</p> <p>d. Applies effective vectoring techniques.</p> <p>e. Considers aircraft performance capabilities on control decisions.</p> <p>f. Demonstrates awareness of aircraft equipment capabilities and limitations that affect air traffic control instructions.</p>

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Control Judgment (Concluded)

Job Function	Indicator
<p>4. <i>Good control judgment is applied.</i> Issues control instructions or restriction that are correct. Carefully plans procedures prior to issuing instructions. (concluded)</p>	<p>g. Avoids the use of excessive separation or restrictions.</p> <p>h. Informs aircraft and appropriate personnel of significant situations.</p> <p>i. Does not place aircraft in handoff status in conflict or situation leading to possible loss of separation.</p> <p>j. Makes decisions and issues instructions that are correct and do not require additional instructions or corrections.</p>
<p>5. <i>Control actions are correctly planned.</i> Control actions are planned to provide safe, expeditious traffic flow.</p>	<p>a. Ensures control procedures are orderly and do not result in an unnecessary slowdown of traffic.</p> <p>b. Properly sequences traffic.</p> <p>c. Does not terminate or activate radar control prematurely.</p>
<p>6. <i>Positive control is provided.</i> Takes command of control situations and does not act in a hesitant or unsure manner.</p>	<p>a. Demonstrates confidence.</p> <p>b. Takes command of control situations.</p> <p>c. Maintains positive control during stressful situations.</p> <p>d. Issues only necessary instructions/information.</p>

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures

Job Function	Indicator
<p>7. <i>Prompt action to correct errors is taken.</i> Recognizes when an error exists and takes prompt action to correct the error.</p>	<p>a. Acts rapidly to correct errors or discrepancies. b. Recognizes when incorrect information has been passed to aircraft or other positions.</p>
<p>8. <i>Effective traffic flow is maintained.</i> Takes into account aircraft characteristics and their effect on traffic control. Uses runway and taxiways to best advantage. Observes present and considers forecasted traffic to predict if an overload may occur, and takes appropriate action to prevent or lessen the situation.</p>	<p>a. Makes effective use of runways and taxiways. b. Provides orderly traffic flow with proper aircraft spacing. c. Considers aircraft characteristics and their effect on traffic flow. d. Manages ground traffic effectively and efficiently. e. Recognizes potential overload situations. f. Implements holding procedures. g. Implements flow control procedures.</p>
<p>9. <i>Aircraft identity is maintained.</i> Maintains positive identification during the entire time the aircraft are within his/her area of responsibility.</p>	<p>a. Uses radar displays to assist in maintaining identity. b. Does not fail to re-identify aircraft when doubt exists. c. Detects errors in aircraft identity. d. Employs correct beacon and radar procedures.</p>

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures (Concluded)

Job Function	Indicator
16. <i>Effective working speed is maintained.</i> Paces control actions and associated tasks at an acceptable rate.	a. Expedites traffic as efficiently as traffic conditions permit. b. Expedites traffic through jurisdiction without creating unnecessary delay.
17. <i>Traffic advisories are provided.</i> Issues traffic advisories to aircraft on frequency when judgment determines proximity warrants pilot's attention.	Provides traffic advisories for radar-identified aircraft, aircraft that are not radar-identified, and aircraft displaying Mode C that are not radar-identified.

Job Function Category: Equipment

Job Function	Indicator
18. <i>Equipment status information is maintained.</i> Maintains knowledge of equipment operating status.	a. Determines status of equipment performance. b. Reports malfunctions.
19. <i>Computer entries are complete/correct.</i> Displays knowledge of the entries required.	a. Uses accurate computer entries. b. Enters necessary corrections/updates in a timely manner.
20. <i>Equipment capabilities utilized/understood.</i> Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	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.

CJE: COMMUNICATION**Job Function Category: Communication/Coordination (Continued)**

Job Function	Indicator
22. <i>Cooperative, professional manner is maintained.</i> Conveys the impression of a skilled professional who can successfully handle the situation to other controllers, pilots, and related personnel.	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Is courteous and tactful. c. Is receptive to instructor's/supervisor's suggestions for improvement of job performance. d. Remains calm under stress.
23. <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 pleasant and positive voice. b. Does not have a harsh voice. c. Demonstrates moderate, rather than too fast or too slow, speech rate. d. Listens carefully and verifies that correct information is transmitted and received. e. Demonstrates clear pronunciation. f. Does not transpose words, numbers or symbols.
24. <i>Uses prescribed phraseology.</i> Uses words and phrases in accordance with the requirements of the duty being performed.	<ul style="list-style-type: none"> a. Uses approved procedures, words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Assures readbacks are correct.

CJE: COMMUNICATION

Job Function Category: Communication/Coordination (Concluded)

Job Function	Indicator
<p>25. <i>Makes only necessary transmissions.</i> Transmits only information that is required over radio or interphone. Does not transmit separate message when it would be more effective to combine information.</p>	<p>a. Uses radio/interphone only when necessary.</p> <p>b. Transmits only required information/instructions.</p> <p>c. Does not use abusive or profane language.</p>
<p>26. <i>Uses appropriate communications method.</i> Transmits information using the communications method that is appropriate.</p>	<p>a. Formulates message before transmitter is keyed.</p> <p>b. Uses radio/interphone when required.</p>
<p>27. <i>Relief briefings are complete and accurate.</i> Ensures 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.</p> <p>b. Communicates weather information to relieving specialist as necessary.</p> <p>c. Communicates overall traffic situation.</p> <p>d. Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility.</p> <p>e. When assuming a position, completes the appropriate position log to indicate responsibility for a specific position or combined position.</p>

FSS/AFSS
GUIDE FOR THE OJT INSTRUCTION/EVALUATION REPORT
FAA Form 3120-26

This guide contains instructions for completing the FSS/AFSS OJT Instruction/Evaluation Report (FAA Form 3120-26). FAA Form 3120-26 is used by OJT's and first-level supervisors to record their observations of the performance and progress of the developmental ATCS during OJT instruction and skill-check sessions. The form is provided on pages 22 and 23 of this appendix.

Using the Form: Complete the following items. Block numbers correspond to the numbered blocks on the form.

- Block 1** **NAME:** Print developmental's last name, first name.
- Block 2** **DATE:** Enter month, day, year.
- Block 3** **POSITION(s):** Enter position(s) of operation on which training or skill check is being performed.
- Block 4** **WEATHER:** Record description of weather as VFR, MVFR, IFR. Check the one box most representative of the session. 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.
- Block 6** **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session. Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.
- Block 7** **HOURS THIS SESSION:** Enter actual clock hours and minutes for this session.
- Block 8** **HOURS (%) THIS POSITION:** Enter total clock hours and minutes spent in training on this position. Include this session. As an option, enter percent of allotted hours expended so far for this position.
- Block 9** **PURPOSE OF REPORT:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Indicate "Other" if used for OJT or skill enhancement training and document specific use in Block 12. Indicate "Simulation" if simulation laboratory is used, as required in IPG. The supervisor checks "Evaluation" when administering a performance skill check or checks "Certification" if administering a certification skill check.
- Block 10** **ROUTING:** According to facility requirements. *

- * **Block 11** **PERFORMANCE:** Block 11 of the form consists of the performance section. This section contains critical job elements (CJE), job function categories, and job functions used as a basis for instructing and evaluating the developmental ATCS.
- Users of this form should review the definitions of all job functions and their respective performance indicators in the attached checklist. These descriptions are guidelines to be used by all participants involved in OJT to ensure that what is expected is mutually understood. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The Job Function Category entitled "Other" is intended for local use and adaptation.
- a. OJTI's place checkmarks in the columns "OBSERVED" and "COMMENT" as follows:
1. **OBSERVED:** A checkmark in this column indicates that the operation or procedure was observed during the period, but that no significant comments are made.
 2. **COMMENT:** A checkmark in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in Block 12.
- b. The supervisor who conducts the skill checks uses the columns "SATISFACTORY," "NEEDS IMPROVEMENT," and "UNSATISFACTORY." OJTI's do not make checkmarks in these columns since these terms are evaluative. The terms are defined as follows:
1. **SATISFACTORY:** A checkmark in this column indicates that the developmental's observed performance this session meets expected performance requirements and indicates that the developmental demonstrates the ability to work independently for this performance item. Examples of exemplary performance and specific comments, along with suggestions for improvement, shall be stated in Block 12 of the form for each job function indicated.
 2. **NEEDS IMPROVEMENT:** A checkmark in this column indicates that the developmental's observed performance is acceptable at this stage of training, but must improve in order to meet expected performance. Examples of exemplary performance and specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job function indicated.
 3. **UNSATISFACTORY:** A checkmark in this column indicates that the developmental's observed performance is unsatisfactory at this stage of training. Suggestions and recommendations for correcting each unsatisfactory job function must be stated in Block 12, except at the 100-percent level. Examples of exemplary performance and specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job function indicated.
- c. To certify on a skill check, all applicable items must be marked satisfactory or not observed (N/O). If an item is marked (N/O), Block 12 must indicate that the developmental has demonstrated satisfactory performance/knowledge for that job function. If necessary, verbal questioning, simulation, or other methods may be used to demonstrate knowledge of a job function when not observed.
- d. If a job function is not applicable to a position being observed, it should be recorded as "N/A" (not applicable). *

- * **Block 12** **COMMENTS:** Used by the OJTI or the supervisor who conducted the skill check, the comment block provides space for the documentation of the developmental's performance during OJT instruction and skill-check sessions.

The OJTI Use of the Comment Block:

This block is used by the OJTI to document an observation when a checkmark is made in the "Comment" column on the front of the form. The comments:

- a. May be specific or general.
- b. May include exemplary, noteworthy, or unusual events.
- c. Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made to applicable procedures, letters of agreement, orders/directives, etc.

The OJTI shall sign and date this block.

Examiner's Use of the Comment Block:

This block shall be used by the supervisor who conducted the skill check to:

- a. Document performance/progress.
- b. Describe performance rated as "Needs Improvement" or "Unsatisfactory" and list references to specific procedures, LOA's, or directives that should be reviewed by the developmental so that the performance problem may be corrected.
- c. Make recommendations for performance improvement, if needed.
- d. Recommend one of the following:
 1. Continuation of OJT.
 2. Skill enhancement training.
 3. Suspension of training.
 4. Certification (when appropriate).

The examiner shall sign and date this block.

NOTE: An examiner is defined as a supervisor conducting a skill check.

- Block 13** **EXAMINER'S COMMENTS FOR SUPERVISORY CONSIDERATION: DO NOT USE THIS BLOCK.** *

* **Block 14** **EMPLOYEE'S COMMENTS:** This block may be used by the developmental for making comments pertaining to the training period, skill check, or for making general comments regarding training. Sign and date. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the developmental.

Block 15 **CERTIFICATION:** This block is used by the developmental's supervisor to document position certification/recertification. Record position of operation, sign, and date. *

FSS/AFSS OJT INSTRUCTION/EVALUATION REPORT												
1. Name			2. Date		3. Position(s)							
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR <input type="checkbox"/> LIFR			5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Routine Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult			7. Hours This Session				
9. Purpose of Report <input type="checkbox"/> OJT <input type="checkbox"/> Evaluation <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Simulation <input type="checkbox"/> Other								8. Hours (%) This Position				
9. Purpose of Report								10. Routing				
Performance	11.	CJE	Job Function Category	Job Function				Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
		Operating Methods and Procedures	A. Methods and Procedures	1. Adheres to priority of duties.								
	2. Demonstrates ability to handle unusual situations.											
	3. Initiates required search and rescue situations.											
	4. Maintains basic weather watch.											
	5. Compiles, evaluates, records and disseminates data.											
	B. Equipment		6. Equipment status is maintained.									
			7. Computer entries are correct.									
			8. Equipment capabilities are utilized/maintained.									
			9. Equipment malfunctions are recognized/restored.									
	C. Maintenance	10. Performs routine maintenance of NWS instruments.										
		11. Replaces expendable materials as necessary.										
	Communication/Coordination	D. Communication/Coordination	12. Preduty/Relief briefings are complete and accurate.									
			13. Maintains cooperative professional manner.									
			14. Sensitive to needs of system users.									
			15. Communication is clear/concise.									
			16. Uses prescribed phraseology.									
			17. Coordination is thorough.									
	Pilot Weather Briefing	E. Pilot Weather Briefing	18. Makes only necessary transmissions.									
			19. Obtains sufficient background data.									
			20. Presents briefing in prescribed format.									
			21. Briefs in a tailored/organized/clear/concise manner.									
			22. Maintains awareness of current weather and forecasts.									
		EFAS	23. Maintains required displays.									
			24. Applies VNR procedures as prescribed.									
			25. Maintains complete, accurate real-time weather.									
			26. Develops flight advisories for routes/altitudes.									
27. Coordinates with NWS and CWSU.												
F. Other												

12. Comments

Signature: _____ Date _____

13. Examiner's Comments for Supervisory Consideration Continue OJT Certification Evaluation Suspend OJT

14. Employee's Comments:

This report has been discussed with me (signature) _____ Date _____

15. Certification

I certify that this employee meets qualification requirements for position and is capable of working under general supervision

Signature of Certifier _____ Date _____

**FSS/AFSS JOB FUNCTIONS AND INDICATORS FOR THE
OJT INSTRUCTION/EVALUATION REPORT**

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The list of job functions indicators specified for each position is stated in general terms to account for differences in equipment and to accommodate both flight service stations and automated flight service stations. Some job functions indicators may not apply at individual facilities due to equipment, staffing or shift variations. The job functions indicators for the Flight Data, NOTAM and Coordinator positions have been combined to accommodate some of these variations. Individual facilities can use their facility training orders to specify facility level job functions indicators.

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**FSS/AFSS
ASSIGNMENT OF JOB FUNCTIONS TO POSITIONS**

Job Function	Weather Observer	Broadcast	Flight Data/ NOTAM Coordinator	Prelight	Inflight	EFAS
1. Adheres to priority of duties.	x	x	x	x	x	x
2. Demonstrates ability to handle unusual situations.			x	x	x	x
3. Initiates required search and rescue situations.			x		x	
4. Maintains basic weather watch.	<u>x</u>					
5. Compiles, evaluates, records and disseminates data.	x	x	x	x	x	
6. Equipment status is maintained.			x			x
7. Computer entries are correct.			x	x	x	x
8. Equipment capabilities are utilized/maintained.	x	x	x	x	x	x
9. Equipment malfunctions are recognized/restored.		x	x	x	x	x
10. Performs routine maintenance of NWS instruments.	<u>x</u>					
11. Replaces expendable materials as necessary.			<u>x</u>			
12. Preduty/Relief briefings are complete and accurate.	x	x	x	x	x	x
13. Maintains cooperative professional manner.	x	x	x	x	x	x
14. Sensitive to needs of system users.			x	x	x	
15. Communication is clear/concise.	x	x	x	x	x	x
16. Uses prescribed phraseology.	x	x	x	x	x	x
17. Coordination is thorough.			x		x	
18. Makes only necessary transmissions.		x			x	x
19. Obtains sufficient background data.				x	x	x
20. Presents briefing in prescribed format.				x	x	
21. Briefs in a tailored/organized/clear/concise manner.				x	x	x
22. Maintains awareness of current weather and forecasts.				x	x	
23. Maintains required displays.				x	x	
24. Applies VNR procedures as prescribed.		x		x	x	x
25. Maintains complete, accurate real-time weather.						<u>x</u>
26. Develops flight advisories for routes/altitudes.						<u>x</u>
27. Coordinates with NWS and CWSU.						<u>x</u>

x = Unique to Position

**FSS/AFSS
JOB FUNCTIONS AND INDICATORS
FOR THE OJT INSTRUCTION/EVALUATION REPORT**

WEATHER OBSERVER

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures

Job Function	Indicator
1. <i>Adheres to priority of duties.</i>	<ul style="list-style-type: none"> a. Performs all position functions in accordance with locally published priority of duties. b. Evaluates observation elements in prescribed order.
4. <i>Maintains basic weather watch.</i>	<ul style="list-style-type: none"> a. Records meteorological and non-meteorological data accurately and promptly. b. Makes scheduled and unscheduled observations.
5. <i>Compiles, evaluates, records and disseminates data.</i>	<ul style="list-style-type: none"> a. Evaluates sky cover. b. Determines ceiling and heights. c. Determines visibility. d. Records and reports atmospheric phenomena. e. Determines sea level pressure, altimeter settings, and station pressure. f. Determines temperature data. g. Determines wind data. h. Measures precipitation and additive data.

WEATHER OBSERVER (Continued)

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Equipment

Job Function	Indicator
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.

Job Function Category: Maintenance

Job Function	Indicator
10. <i>Performs routine maintenance on National Weather Service (NWS) instruments.</i>	<ul style="list-style-type: none"> a. Adjusts, cleans, resets, stores, makes minor routine repairs to, and replaces expendable materials in equipment. b. Performs adjustments to delicate precision instruments. c. Keeps instruments clean and protected from damage.

CJE: COMMUNICATION

Job Function Category: Communication/Coordination

Job Function	Indicator
12. <i>Pre-duty/Relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility.

WEATHER OBSERVER (Concluded)**CJE: COMMUNICATION****Job Function Category: Communication/Coordination (Concluded)**

Job Function	Indicator
12. <i>Preduty/Relief briefings are complete and accurate. (concluded)</i>	c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Maintains cooperative professional manner.</i>	a. Maintains a spirit of cooperation. b. Is courteous and tactful. c. Is receptive to suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language.
15. <i>Communication is clear/concise.</i>	Demonstrates clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and formats.

BROADCAST

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures

Job Function	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none"> a. Discards nonpertinent data and makes corrections as required. b. Checks all sources for pertinent broadcast data. c. Obtains required data from alternate sources when required. d. Updates data as required. e. Starts all broadcast recordings at designated times. f. Adheres to prescribed content and format.

Job Function Category: Equipment

Job Function	Indicator
8. <i>Equipment capabilities are utilized/maintained.</i>	<ul style="list-style-type: none"> a. Operates position equipment/backup equipment using prescribed procedures. b. Removes and replaces obsolete data. c. Records and monitors broadcast. d. Records and monitors weather advisories and surface reports.

BROADCAST (Continued)

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Equipment (Concluded)

Job Function	Indicator
8. <i>Equipment capabilities are utilized/maintained. (concluded)</i>	e. Records and monitors PIREP summaries, NOTAM, and MTR/MOA statements. f. Observes schedule and time restrictions. g. Announces missing items. h. Makes suspension announcements. i. Reads and resets counters.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies maintenance of malfunctions in accordance with prescribed local procedures.

CJE: COMMUNICATION

Job Function Category: Communication/Coordination

Job Function	Indicator
12. <i>Pre-duty/Relief briefings are complete and accurate.</i>	a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.

BROADCAST (Continued)

CJE: COMMUNICATION

Job Function Category: Communication/Coordination (Concluded)

Job Function	Indicator
13. <i>Maintains cooperative professional manner.</i>	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Is courteous and tactful. c. Is receptive to suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Formulates message before transmitter is keyed. c. Selects appropriate channels. d. Has clear and understandable speech rate.
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and formats.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Radio/interphone are used only when necessary. b. Transmits only required information/instructions.

BROADCAST (Concluded)

CJE: PILOT WEATHER BRIEFING

Job Function Category: Pilot Weather Briefing

Job Function	Indicator
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

FLIGHT DATA/NOTAM/COORDINATOR

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures

Job Function	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
3. <i>Initiates required search and rescue situations.</i>	<ul style="list-style-type: none"> a. Takes timely action regarding overdue, missing, or lost aircraft. b. Performs local communications search. c. Initiates QALQ, INREQ, or ALNOT. d. Expands communications search. e. Prepares complete/accurate SAR messages. f. Forwards field status reports and other pertinent data within prescribed time limits. g. Cancels all SAR messages.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	<ul style="list-style-type: none"> a. Accurately routes and distributes received flight data. b. Addresses outbound traffic as required. c. Posts all new flight data accurately and promptly.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures (concluded)

Job Function	Indicator
5. <i>Compiles, evaluates, records and disseminates data. (concluded)</i>	d. Uses authorized symbols and abbreviations. e. Revises flight data promptly as necessary. f. Correctly formats/edits all messages. g. Classifies, formats, and distributes NOTAM's as prescribed. h. LABS-Adheres to transmission schedule.

Job Functions Category: Equipment

Job Function	Indicator
6. <i>Equipment status is maintained.</i>	a. Maintains circuit operation, taking appropriate action during circuit interruptions. b. Uses weather chart reproduction and display equipment.
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entry.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Equipment (concluded)

Job Function	Indicator
9. <i>Equipment malfunctions are recognized/restored.</i>	<ul style="list-style-type: none"> a. Activates spare/backup equipment when required. b. Notifies maintenance of equipment malfunctions in accordance with prescribed local procedures.

Job Function Category: Maintenance

Job Function	Indicator
11. <i>Replaces expendable materials as necessary.</i>	Replaces ribbons and paper correctly.

CJE: COMMUNICATION

Job Function Category: Communication/Coordination

Job Function	Indicator
12. <i>Pre-duty/Relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.

FLIGHT DATA/NOTAM/COORDINATOR (Continued)

CJE: COMMUNICATION

Job Function Category: Communication/Coordination (Continued)

Job Function	Indicator
13. <i>Maintains cooperative professional manner.</i>	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Is courteous and tactful. c. Is receptive to suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language.
14. <i>Sensitive to needs of system users.</i>	Listens and responds to user requests in a courteous and tactful manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Answers calls in a timely manner. b. Has pleasant and positive voice. c. Has clear and understandable speech rate. d. Identifies calling facility when required. e. Uses correct communication line to forward data. f. Exchanges initials as required. g. Deactivates communication line.

FLIGHT DATA/NOTAM/COORDINATOR (Concluded)

CJE; COMMUNICATION

Job Function Category: Communication/Coordination (Concluded)

Job Function	Indicator
16. <i>Uses prescribed phraseology.</i>	a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Assures readbacks are correct.
17. <i>Coordination is thorough.</i>	a. Conducts Intra/Interfacility coordination in a timely manner. b. Forwards IFR departures, progress reports, and arrival reports to ATC upon request.

PREFLIGHT**CJE: OPERATING METHODS AND PROCEDURES****Job Function Category: Methods and Procedures**

Job Function	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
5. <i>Compiles, evaluates, records, and disseminates data.</i>	a. Completes required flight plan and entries. b. Assists pilot in flight planning.

Job Function Category: Equipment

Job Function	Indicator
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entry.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies maintenance of malfunctions in accordance with prescribed local procedures.

PREFLIGHT (Continued)

CJE: COMMUNICATION

Job Function Category: Communication/Coordination

Job Function	Indicator
12. <i>Preduty/Relief briefings are complete and accurate.</i>	<ul style="list-style-type: none"> a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Maintains cooperative professional manner.</i>	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Is courteous and tactful. c. Is receptive to suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language.
14. <i>Sensitive to needs of system users.</i>	Listens and responds to user requests in a courteous and tactful manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Has clear and understandable speech rate.

PREFLIGHT (Continued)**CJE: COMMUNICATION****Job Function Category: Communication/Coordination (Concluded)**

Job Function	Indicator
16. <i>Uses prescribed phraseology.</i>	Uses approved procedural words, phrases, and format.

CJE: PILOT WEATHER BRIEFING**Job Function Category: Pilot Weather Briefing**

Job Function	Indicator
19. <i>Obtains sufficient background data.</i>	<ul style="list-style-type: none"> a. Receives request and determines actions required. b. Obtains sufficient, pertinent information to properly conduct preflight briefing.
20. <i>Presents briefing in prescribed format.</i>	Presents standard, abbreviated, or outlook briefing in accordance with prescribed procedures.
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	<ul style="list-style-type: none"> a. Provides information tailored to a specific flight. b. Solicits PIREP's when applicable. c. Provides other prescribed assistance or information upon request.

PREFLIGHT (Concluded)

CJE: PILOT WEATHER BRIEFING

Job Function Category: Pilot Weather Briefing (Concluded)

Job Function	Indicator
22. <i>Maintains awareness of current weather and forecasts.</i>	<ul style="list-style-type: none"> a. Reviews and analyzes all weather and aeronautical data. b. Indicates recognition of all significant discrepancies between actual and forecast data. c. Takes correct action in accordance with prescribed procedures, when discrepancies exist.
23. <i>Maintains required displays.</i>	<ul style="list-style-type: none"> a. Plots/posts weather charts correctly. b. Maintains PIREP display.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

INFLIGHT

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures

Job Function	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally prescribed priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.
3. <i>Initiates required search and rescue situations.</i>	<ul style="list-style-type: none"> a. Indicates recognition of overdue aircraft. b. Attempts radio contact of overdue aircraft.
5. <i>Compiles, evaluates, records and disseminates data.</i>	<ul style="list-style-type: none"> a. Records aircraft contacts. b. Uses prescribed symbols/abbreviations. c. Provides weather advisories. d. Provides flight plan services. e. Solicits/prepares/disseminates PIREP's in prescribed format when applicable. f. Performs unscheduled broadcasts. g. Issues altimeter settings as prescribed. h. Provides Airport Advisory Services/Airport Information Services.

INFLIGHT (Continued)

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures (Concluded)

Job Function	Indicator
<p>5. <i>Compiles, evaluates, records and disseminates data. (concluded)</i></p>	<p>i. Provides special VFR services.</p> <p>j. Provides hazardous area reporting services.</p> <p>k. Provides emergency services.</p> <p>l. Keeps airmen and weather information current.</p> <p>m. Provides VFR cruising level advisories.</p>

Job Function Category: Equipment

Job Function	Indicator
<p>7. <i>Computer entries are correct.</i></p>	<p>Uses prescribed procedures for computer entries.</p>
<p>8. <i>Equipment capabilities are utilized/maintained.</i></p>	<p>a. Operates position equipment/backup equipment using prescribed procedures.</p> <p>b. Uses primary/secondary radios selectively.</p> <p>c. Compares console instruments.</p> <p>d. Uses circular slide rule to solve problems correctly.</p>

INFLIGHT (Continued)

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Equipment (Concluded)

Job Function	Indicator
9. <i>Equipment malfunctions are recognized/restored.</i>	a. Resets console clocks as required. b. Responds promptly to aural/visual alarms. c. Ensures status of NAVAID equipment. d. Notifies maintenance of malfunctions in accordance with prescribed local procedures.

CJE: COMMUNICATION

Job Function Category: Communication/Coordination

Job Function	Indicator
12. <i>Preduty/Relief briefings are complete and accurate.</i>	a. Follows position relief checklist when exchanging information. b. Ensures that both individuals acknowledge the positive transfer of responsibility. c. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Maintains cooperative professional manner.</i>	a. Maintains a spirit of cooperation. b. Is courteous and tactful.

INFLIGHT (Continued)

CJE: COMMUNICATION

Job Function Category: Communication/Coordination (Continued)

Job Function	Indicator
13. <i>Maintains cooperative professional manner. (concluded)</i>	<ul style="list-style-type: none"> c. Is receptive to suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language.
14. <i>Sensitive to needs of system users.</i>	Listens and responds to user requests in a courteous and tactful manner.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has a pleasant and positive voice. b. Has clear and understandable speech rate. c. Responds promptly to aircraft calls. d. Relays ATC clearances/advisories verbatim. e. Formulates message before keying transmitter.
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none"> a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Assures readbacks are correct.

INFLIGHT (Continued)

CJE: COMMUNICATION

Job Function Category: Communication/Coordination (Concluded)

Job Function	Indicator
17. <i>Coordination is thorough.</i>	<ul style="list-style-type: none"> a. Conducts Intra/Inter-facility coordination in a timely manner. b. Forwards IFR departures, progress reports and arrival reports to ATC upon request.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Radio/interphone are used only when necessary. b. Transmits only required information/instructions. c. Does not transmit separate messages when it would be more effective to combine information.

CJE: PILOT WEATHER BRIEFING

Job Function Category: Pilot Weather Briefing

Job Function	Indicator
19. <i>Obtains sufficient background data.</i>	<ul style="list-style-type: none"> a. Receives requests and determines actions required. b. Obtains sufficient, pertinent information to properly conduct preflight briefing.
20. <i>Presents briefing in prescribed format.</i>	Presents standard, abbreviated, or outlook briefing in accordance with prescribed procedures.

INFLIGHT (Concluded)

CJE: PILOT WEATHER BRIEFING

Job Function Category: Pilot Weather Briefing (Concluded)

Job Function	Indicator
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	<ul style="list-style-type: none"> a. Provides information tailored to a specific flight. b. Solicits PIREP's when applicable. c. Provides other prescribed assistance or information upon request.
22. <i>Maintains awareness of current weather and forecasts.</i>	<ul style="list-style-type: none"> a. Reviews and analyzes all incoming weather and aeronautical data. b. Indicates recognition of significant discrepancies between actual and forecast data. c. Takes correct action in accordance with prescribed procedures, when discrepancies exist.
23. <i>Maintains required displays.</i>	<ul style="list-style-type: none"> a. Plots/posts weather charts correctly. b. Maintains PIREP displays.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

EFAS

CJE: OPERATING METHODS AND PROCEDURES

Job Function Category: Methods and Procedures

Job Function	Indicator
1. <i>Adheres to priority of duties.</i>	Performs all position functions in accordance with locally published priority of duties.
2. <i>Demonstrates ability to handle unusual situations.</i>	Demonstrates ability to handle unusual situations.

Job Function Category: Equipment

Job Function	Indicator
6. <i>Equipment status is maintained.</i>	<ul style="list-style-type: none"> a. Checks transmitters and receivers. b. Verifies status of weather radar. c. Verifies status of weather chart reproduction and display equipment. d. Verifies status of GOES satellite. e. Verifies operation of SVC A request/reply.
7. <i>Computer entries are correct.</i>	Uses prescribed procedures for computer entries.
8. <i>Equipment capabilities are utilized/maintained.</i>	Operates position equipment/backup equipment using prescribed procedures.
9. <i>Equipment malfunctions are recognized/restored.</i>	Notifies maintenance of malfunctions in accordance with prescribed local procedures.

EFAS (Continued)

CJE: COMMUNICATION

Job Function Category: Communication Coordination

Job Function	Indicator
12. <i>Preduty/Relief briefings are complete/accurate.</i>	<ul style="list-style-type: none"> a. Obtains preduty weather briefing from appropriate source. b. Follows position relief checklist when exchanging information. c. Ensures that both individuals acknowledge the positive transfer of responsibility. d. When assuming a position, completes the appropriate position log/computer entry to indicate responsibility for a specific position or combined position.
13. <i>Maintains cooperative professional manner.</i>	<ul style="list-style-type: none"> a. Maintains a spirit of cooperation. b. Is courteous and tactful. c. Is receptive to suggestions for improvement of job performance. d. Remains calm under stress. e. Does not use abusive or profane language.
15. <i>Communication is clear/concise.</i>	<ul style="list-style-type: none"> a. Has pleasant and positive voice. b. Has clear and understandable speech rate. c. Formulates message before keying transmitter.

EFAS (Continued)

CJE: COMMUNICATION

Job Function category: Communication/Coordination (concluded)

Job Function	Indicator
16. <i>Uses prescribed phraseology.</i>	<ul style="list-style-type: none"> a. Uses approved procedural words, phrases, and formats. b. Listens for acknowledgment. c. Issues instructions that are specific. d. Assures readbacks are correct.
18. <i>Makes only necessary transmissions.</i>	<ul style="list-style-type: none"> a. Radio/interphone are used only when necessary. b. Transmits only required information/instructions.

CJE: PILOT WEATHER BRIEFING

Job Function category: Pilot Weather Briefing

Job Function	Indicator
19. <i>Obtains sufficient background data.</i>	Receives requests and determines actions required.
21. <i>Briefs in a tailored/organized/clear/concise manner.</i>	Provides information tailored to a specific flight.
24. <i>Applies VNR procedures as prescribed.</i>	Applies VNR procedures as prescribed.

EFAS (Concluded)

CJE: PILOT WEATHER BRIEFING

Job Function Category: Pilot Weather Briefing (Concluded)

Job Function	Indicator
25. <i>Maintains complete, accurate real-time weather.</i>	<ul style="list-style-type: none"> a. Solicits, disseminates, and posts PIREP's according to prescribed local procedures. b. Reviews, describes, compares, and points out significant factors depicted on the various charts used at the position. c. Selects all new relevant charts and updated displays. d. Selects all new relevant SVC A data, and updates flight advisory materials and displays. e. Modifies posted charts to reflect real-time weather.
26. <i>Develops flight advisories for routes/altitudes.</i>	<p>Advises aircraft of alternate routes/altitudes to avoid areas of hazardous weather.</p>
27. <i>Coordinates with the National Weather Service (NWS) and the Center Weather Services Unit (CWSU).</i>	<ul style="list-style-type: none"> a. Alerts WSFO, CWSU immediately when conditions are reported that differ from forecasts. b. Describes significant current weather changes. c. Verifies information with the NWS and CWSU.