

## **APPENDIX E**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

TAX: AASH/JARON  
CC: GAGE  
ACTION: LUIS -  
PLEASE TRAIN  
& EVALUATE  
RD

Subject: **INFORMATION:** Request for Waiver to Federal Aviation Administration (FAA) Order 3120.4L, Air Traffic Technical Training, Your Memo of 3/7/05 Date: JUL 11 2005

From: Acting Manager, Controller Training Division Reply to: Attn: of

To: Vice President, En Route and Oceanic Services / RD

Attached is waiver ATO-A-05-03 authorizing the Denver, Houston, and New York Air Route Traffic Control Centers to simultaneously administer Stage III and Stage IV training utilizing a prototype "Function Learning" program

The Function Learning prototype is based on dividing sectors positions that perform similar air traffic services within an area of specialization into groups of three or four "Functions." Developmentals will receive classroom, simulation, and on-the-job training on both the Radar Associate and the Radar position for each sector within the function. Once a developmental is certified on all of the positions within a function, they will proceed to the next function and begin training. This process will continue until the developmental is a Certified Professional Controller

As a condition of this waiver, developmentals who fail to progress through the prototype training shall be removed from the prototype program and entered in to the traditional training outlined in FAA Order 3120.4L, Air Traffic Technical Training, Appendix 4, Instructional Program Guide

The waiver to conduct the Function Learning prototype is authorized for one year. The Controller Training Division will monitor the progress of the developmentals participating in the prototype

If you have any questions, please call Lisa Leckrone, Controller Training Division, ATO-A, at (405) 954-2506

file [Signature] [Redacted]

RECEIVED

**FEDERAL AVIATION ADMINISTRATION  
AIR TRAFFIC ORGANIZATION WORKFORCE DEVELOPMENT  
DIRECTIVES WAIVER AUTHORIZATION**

Waiver: ATO-A-05-03  
Date: JUL 11 2005

**ISSUED TO:** Manager, Denver (ZDV) Air Route Traffic Control Center (ARTCC) Houston (ZHU) ARTCC, New York (ZNY) ARTCC

**AFFECTED DIRECTIVE:** Federal Aviation Administration (FAA) Order 3120.41, Air Traffic Technical Training, Appendix 4, En Route Instructional Program Guide, Section 5, Stage IV: Radar Controller Training, Course 55055 and 55057

**OPERATION AUTHORIZED:** The prerequisite requiring successful completion of Stage III training prior to training and certification on a radar position has been waived for individuals participating in the Function Learning prototype training program

**SPECIAL PROVISIONS, CONDITIONS, AND LIMITATIONS:**

- 1 This waiver is valid for the following air traffic facilities only: ZDV, ZHU, and ZNY.
- 2 The facilities shall administer training utilizing the Function Learning prototype program developed at ZHU.
- 3 The Air Traffic Manager shall determine which area(s) of specialization shall participate in the Function Learning prototype program.
- 4 When requested, ZDV, ZHU, and ZNY shall provide progress information for individual's participating in the prototype program to the Controller Training Division.
- 5 Individuals who fail to progress through the prototype training shall be removed from the prototype program and entered into the traditional training outlined in FAA Order 3120.41, Air Traffic Instructional Training, Appendix 4, En Route Instructional Training Guide.
- 6 This waiver is valid until October 1, 2006.

  
Thomas Norato  
Acting Manager, Controller Training Division



# Federal Aviation Administration

## Memorandum

DEC 15 2005

Date:

From: Vice President, Acquisition and Business Services

To: Vice President, En Route and Oceanic Services

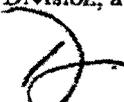
Subject: Request for Waiver to Federal Aviation Administration (FAA) Order 3120.4, Air Traffic Technical Training; Your Memo Dated 3/7/05

We have reviewed your request for a waiver to the prerequisite in FAA Order 3120.4L, Appendix 4, En Route Instructional Program Guide, Stage IV, Radar Controller Training, stating that successful completion of Stage III training is required prior to training and certification on a radar position.

We agree that administering training via a function learning method will reduce any overlap in Stage III and Stage IV classroom and/or simulation training. Additionally, it will provide En Route facilities the flexibility to optimize their opportunities to conduct on-the-job (OJT) training

Attached is waiver ATO-A-06-05 delegating authority to the Vice President for En Route and Oceanic Services to authorize En Route facilities to simultaneously administer Stage III and Stage IV classroom, simulation, and OJT training. Waiver ATO-A-05-03 is cancelled.

If you have any questions, please contact Tom Norato, Acting Manager, Controller Training Division, at (202) 493-5446.

  
Dennis DeGactano

Attachment:

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**FEDERAL AVIATION ADMINISTRATION  
AIR TRAFFIC ORGANIZATION WORKFORCE DEVELOPMENT  
DIRECTIVES WAIVER AUTHORIZATION**

Waiver: ATO-A-06-05

Date:

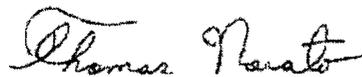
**ISSUED TO:** Vice President for En Route and Oceanic Services.

**AFFECTED DIRECTIVE:** Federal Aviation Administration (FAA) Order 3120.4L, Air Traffic Technical Training, Appendix 4, En Route Instructional Program Guide, Section 5, Stage IV: Radar Controller Training, Course 55055 and 55057.

**OPERATION AUTHORIZED:** The prerequisite requiring successful completion of Stage III training prior to training and certification on a radar position has been waived for facilities that are conducting On-The-Job Training (OJT) via a function learning training method. Additionally, facilities authorized to train via function may conduct combined Stage III and Stage IV classroom and laboratory training for the participating area(s) of specialization.

**SPECIAL PROVISIONS, CONDITIONS, AND LIMITATIONS:**

1. The Vice President for En Route and Oceanic Services shall determine which En Route facilities are authorized to train via a function learning training method.
2. Once a facility is authorized to train via a function learning method, the Air Traffic Manager shall determine which area(s) of specialization shall participate.
3. When requested, En Route and Oceanic Services shall provide progress information on individual's receiving OJT to the Controller Training Division.
4. All OJT training and certification shall be conducted in accordance with FAA Order 3120.4L, Chapter 3, Air Traffic Control Specialist On-The-Job Training and Position and Certification.
5. This waiver is valid until December 31, 2008.



Thomas Norato  
Acting Manager, Controller Training Division



## Federal Aviation Administration

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### Memorandum

Date: December 18, 2009

To: [REDACTED] Acting Director, En Route and Oceanic Safety and Operations Support

From: [REDACTED] Manager, Air Traffic Controller Training and Development Group *[Signature]*

Subject: INFORMATION: Request for Waiver to Federal Aviation Administration (FAA) Order 3120.4, Air Traffic Technical Training.

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I have reviewed your request for a waiver to the prerequisite in FAA Order 3120.4L, Appendix 4, En Route Instructional Program Guide, Stage IV, Radar Controller Training, stating that successful completion of Stage III training is required prior to training and certification on a radar position.

Administering training via a function learning method will reduce any overlap in Stage III and Stage IV classroom and/or simulation training. Additionally, it will provide En Route facilities the flexibility to optimize their opportunities to conduct on-the-job (OJT) training.

Attached is waiver ATO-I-09-043 delegating authority to the Vice President for En Route and Oceanic Services to authorize En Route facilities to simultaneously administer Stage III and Stage IV classroom, simulation, and OJT training.

If you have any questions, please contact the Controller Training and Development Division, at (405) 954-2505

Attachment

**FEDERAL AVIATION ADMINISTRATION  
AIR TRAFFIC ORGANIZATION WORKFORCE DEVELOPMENT  
DIRECTIVES WAIVER AUTHORIZATION**

**Waiver: ATO-L-09-043**

**Date: December 18, 2009**

**ISSUED TO:** Vice President for En Route and Oceanic Services.

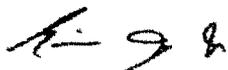
**AFFECTED DIRECTIVE:** Federal Aviation Administration (FAA) Order 3120.4L,  
Air Traffic Technical Training, Appendix 4, En Route Instructional Program Guide, Section 5,  
Stage IV: Radar Controller Training, Course 55055 and 55057.

**OPERATION AUTHORIZED:** The prerequisite requiring successful completion of Stage III training prior to training and certification on a radar position has been waived for facilities that are conducting On-The-Job Training (OJT) via a function learning training method. Additionally, facilities authorized to train via function may conduct combined Stage III and Stage IV classroom and laboratory training for the participating area(s) of specialization.

**SPECIAL PROVISIONS, CONDITIONS, AND LIMITATIONS:**

1. The Vice President for En Route and Oceanic Services shall determine which En Route facilities are authorized to train via a function learning training method.
2. Once a facility is authorized to train via a function learning method, the Air Traffic Manager shall determine which area(s) of specialization shall participate.
3. When requested, En Route and Oceanic Services shall provide progress information on individual's receiving OJT to the Controller Training Division.
4. All OJT training and certification shall be conducted in accordance with FAA Order 3120.4L, Chapter 3, Air Traffic Control Specialist On-The-Job Training and Position and Certification.

This waiver is effective January 1, 2010, and expires on December 31, 2010.



  
Manager, Air Traffic Controller Training & Development, AII-11



# Federal Aviation Administration

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## Memorandum

Date: December 31, 2010

To: Director, En Route and Oceanic Safety and Operations  
Support

From: *Gary L. Wells*  
Gary L. Wells, Acting Manager, Air Traffic Controller Academy Training  
Oversight Group, AJL-11

Subject: Extension of waiver ATO-L-09-043, Functional Training

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I have reviewed your request for a waiver to the prerequisite in FAA Order 3120.4L, Appendix 4, En Route Instructional Program Guide, Stage IV, Radar Controller Training, stating that successful completion of Stage III training is required prior to training and certification on a radar position.

Attached is waiver ATO-L-10-033 delegating authority to the Vice President for En Route and Oceanic Services to authorize En Route facilities to simultaneously administer Stage III and Stage IV classroom, simulation, and OJT training; however, additional conditions and limitations have been added to allow a transition period for return to the traditional training path.

Additional time limitations on transition plan completion and implementation will be addresses in upcoming months and waiver may be modified to reflect those time periods.

If you have any questions, please contact the Controller Training and Development Division, at (405) 954-2505.

Attachment

**FEDERAL AVIATION ADMINISTRATION  
AIR TRAFFIC ORGANIZATION WORKFORCE DEVELOPMENT  
DIRECTIVES WAIVER AUTHORIZATION**

**Waiver: ATO-L-10-033  
Date: December 31, 2010**

**ISSUED TO:** Vice President for En Route and Oceanic Services.

**AFFECTED DIRECTIVE:** Federal Aviation Administration (FAA) Order 3120.4L, Air Traffic Technical Training, Appendix 4, En Route Instructional Program Guide, Section 5, Stage IV: Radar Controller Training, Course 55055 and 55057.

**OPERATION AUTHORIZED:** The prerequisite requiring successful completion of Stage III training prior to training and certification on a radar position has been waived for facilities that are conducting On-The-Job Training (OJT) via a function learning training method. Additionally, facilities authorized to train via function may conduct combined Stage III and Stage IV classroom and laboratory training for the participating area(s) of specialization.

**SPECIAL PROVISIONS, CONDITIONS, AND LIMITATIONS:**

1. This waiver is **NOT** valid for any developmental/CPCs-in-Training that begins facility training on or after February 1, 2011. These developmentals/CPCs-in-Training must be trained via the tradition training path as outlined in FAA JO 3120.4M.
2. The Vice President for En Route and Oceanic Services shall determine which En Route facilities are authorized to train via a function learning training method.
3. Once a facility is authorized to train via a function learning method, the Air Traffic Manager shall determine which area(s) of specialization shall participate.
4. When requested, En Route and Oceanic Services shall provide progress information on individual's receiving OJT to the Controller Training Division.
5. All OJT training and certification shall be conducted in accordance with FAA Order 3120.4L, Chapter 3, Air Traffic Control Specialist On-The-Job Training and Position and Certification.

This waiver is effective January 1, 2011, and expires on December 31, 2011.



Gary L. Wells  
Acting Manager, Air Traffic Controller Academy  
Training Oversight Group, AJL-11

**Memorandum of Understanding  
between the  
National Air Traffic Controllers Association  
and the  
Federal Aviation Administration**

This Agreement is made by and between the National Air Traffic Controllers Association ("NATCA" or "the Union") and the Federal Aviation Administration ("FAA" or "the Agency"), collectively known as "the Parties." This Agreement represents the complete understanding of the Parties at the national level concerning the phase-out and termination of Functional Training at the Houston, Chicago, Miami, New York, and Albuquerque Air Route Traffic Control Centers (ARTCCs). The Agency has determined that the standardization afforded by FAA Order 3120.4, Air Traffic Technical Training, provides administrative efficiencies warranting elimination of Functional Training.

Section 1. Employees reporting to the affected facilities will commence initial qualification training utilizing the traditional training program.

Section 2. Employees currently engaged in academic and/or simulation training that have completed the Radar Associate (D-side) portions of this training will be transitioned to OJT on the D-sides. Upon completion of D-side certification, these employees shall be recycled through Radar (R-side) academic and/or simulation training prior to commencing OJT on the R-sides.

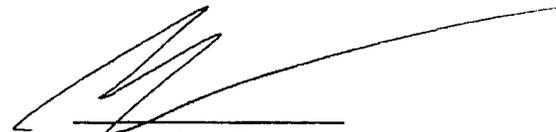
Section 3. At the recommendation of the training team, and as directed by the employee's Front Line Manager, employees engaged in OJT on a radar position or positions may be allowed to complete one or more of those positions or may be immediately transitioned to training solely on D-side positions.

Section 4. An employee who continues OJT in accordance with Section 3, upon their request, shall be allowed to transition to training solely on D-side positions.

Section 5. Employees who transition to training solely on D-sides in accordance with this MOU must be afforded refresher training per Article 67, Section 3, of the NATCA/FAA Collective Bargaining Agreement prior to commencing OJT on the R-sides.

Section 6. Course 55057 may be recommended on an individualized basis predicated on a thorough assessment of an employee's skills, progression and recommendation by the training team. Concurrence from the employee must be obtained in order to utilize this track.

  
Walter R. Cochran

  
Phil Barbarello

2-2-2011  
Date



# Federal Aviation Administration

## Memorandum

Date: 2/17/2011  
 To: [REDACTED]  
 From: [REDACTED] ZNY 540 A2  
 Thru: [REDACTED] ZNY 540A  
 Thru: [REDACTED] ZNY-17  
 Subject: Plan for Functional Training Transition

The Training Team has recommended that [REDACTED]:

- Continue Training on R position(s).
- Immediately transition to D-side positions.
- 3 Section of the MOU

[Signature] 2/17/11  
 Supervisor of Record Signature Date

[Signature] 2/17/11  
 Primary Instructor's Signature Date

[Signature] 2/17/11  
 Secondary Instructor's Signature Date

[Signature] 2/17/11  
 Operations Manager Signature Date

[Signature] 2/17/11  
 ZNY-17 TA Signature Date

I certify that I have been briefed on and fully understand and concur with this plan for training.

[Signature] 17 FEB 11  
 Developmental ATCS Signature Date