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Air Traffic National Training Initiative

Background –

The National Training Initiative (NTI) was briefed and took effect in July of 2019. The initiative successfully conveyed a common expectation and resulted in a more efficient and effective progression of trainees towards Certified Professional Controller (CPC) status.

On March 18, 2020 the NTI was suspended indefinitely due to the global pandemic. As we safely return to training across the country, the parties have agreed to resume the expectations associated with the NTI.

There are a large number of employees in various stages in training, and both ATO and NATCA agree there must be a concerted effort. We share the common goal of increasing certifications.

Issue – This document outlines the expectations regarding the range of On the Job Training (OJT) hours to be obtained by individual trainees on a weekly basis at their respective facilities. The goal is to have a labor and management common expectation, which will allow us to more efficiently and effectively progress trainees into CPCs.

Actions – Collaboratively, we have assessed training and facility data to develop a range of training hours per week a trainee should receive. After careful consideration and with respect to the many impediments and differences (e.g., facility level, facility type, staffing percentages), it was determined the expectations would only be separated into two categories:

JOINT EXPECTATION

- If a Developmental/CPC-IT is **not required** to maintain currency, the expectation is 15-18 hours per week
- If a Developmental/CPC-IT is **required** to maintain currency, the expectation is 12-15 hours per week

There are facilities which already meet the training hour expectations. These facilities, will collaboratively monitor and ensure the training hours are ideal for your facility's needs.

At facilities where the weekly OJT training expectations are not being met, collaborative discussions will take place locally between the ATM/FacRep to determine the appropriate course of action and request for support as needed.

STEP 1: Weekly Facility Reports

- A weekly facility OJT hours report will be provided to each facility on Monday covering the training from the previous week (Sunday-Saturday)
- The weekly facility report will contain the following:
 - Every Developmental/CPC-IT in the facility and the number of OJT hours accomplished
- If a Developmental/CPC-IT does not meet or exceed the recommended training hours for the week, the followingshall occur:
 - It will be the duty of the ATM or designee to select from the list of provided impediments for each day of the Developmental/CPC-IT's workweek
- The weekly facility OJT hours report will be due no later than close of business on Wednesday
- The weekly facility OJT hours report shall be shared with the FacRep when submitted



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STEP 2: Weekly GM/ARVP OJT Report

- A weekly report of the impediments to training per facility will be provided to the GM and ARVP of each district once the facility reports are submitted
- The weekly GM OJT report will contain the following:
 - The OJT hours for each facility and whether or not the training expectation was met/exceeded, or not met
 - The top impediments to training in the district and each facility
 - Access to the weekly facility OJT hours report

STEP 3: Weekly DO/RVP OJT Report

- A weekly report of the OJT hours will be provided to the DO and RVP of each service area once the facility reports are submitted
- The weekly DO/RVP OJT report will contain the following:
 - The OJT hours for each district in the service area and whether or not the training expectation was met/exceeded or not
 - Access to the weekly GM/ARVP Report
 - Access to the weekly facility OJT hours report

JOINT GOAL

- The OJT hours report along with the impediments to training will provide a more accurate picture of training at each facility.
- Both Parties will be able to use the weekly OJT report to provide the proper support to the facilities training expectations through guidance or potentially removing impediments which may prevent training expectations from being achieved.
- The reports outlined above should tell a portion of the story and better assist in providing more oversight and generating/starting conversations around training progress at the facility level.
- The process and reports will be continually reviewed for improvements based on feedback from the field.

ATMs will have weekly discussions with Assistant General Managers (AGM) and then General Managers (GM) with Director of Operations (DO) to discuss the district progress. We understand some impediments will present themselves which could influence both positively and negatively a facility from reaching the training expectation.

It is vital to the success of this initiative that discussions take place at each level to ensure everyone has the same insight into why facilities are not achieving the weekly OJT expectations and ways to minimize or eliminate these impediments.

Weekly conversations will be taking place with AJT Senior Leadership on training hours and which facilities are progressing and those that need assistance from their Service Area Leadership Team.



Q&A's

Q1: Is the intent for each individual that is training to reach the target or the facility as a whole to reach the target hours?

A1: Both, The facility and each individual should meet the weekly OJT hour's expectation.

Q2: Is the intent to prioritize training for individuals (e.g., by training those near certification and temporarily reducing training for others on the same sector/position) within the facility/area to maximize OJT for those Developmental/CPC-ITs that are receiving OJT?

A2: This is a facility decision that would require a collaborative discussion between the ATM/FacRep.

Q3: How did you determine the target hours?

A3: The workgroup utilized the results of a targeted questionnaire covering all different facility levels and types, current practices, and our collective experience to develop and validate a realistic perspective of a look at a trainee's workweek.

NON-CURRENCY

40- hour week:

Team Training/Briefings	1+00
Training Team Meeting/Skills Check	1+00
Non-Positional	15+00

OJT

- Position 16+30 (appx 3+20 per day)
- Debrief 4+30
- Pre-brief 2+00

(briefing sessions expected to last longer due to no other certifications/experience)

CURRENCY

40- hour week:

Team Training/Briefings	1+00
Training Team Meeting/Skills Check	1+00
Non-Positional	15+00
Currency	4+00 (required 16 hours a month)

OJT

- Position 13+30 (appx 3+25 per day training 4 days)
- Debrief 4+00
- Pre-brief 1+30



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Q4: How is the current facility weekly OJT BURST report average determined?

A4: See *Weekly OJT Report Specifications* document.

Q5: If a Developmental/CPC-IT is in class or lab, does that affect the weekly averages?

A5: No, as stated above, only the Developmental/CPC-IT plugged in receiving OJT during the week will affect the average.

FAQ Published December 27, 2019

Q1. Do we deny CPC's leave in order to train Developmentals/CPC-ITs if they haven't received their 12-15 or 15-18 hours? Also, do we deny Developmentals/CPC-ITs leave if they haven't met their expectations of hours?

A1. The National Training Initiative (NTI) does not supersede any provisions of the 2016 Collective Bargaining Agreement. Annual leave requests will be addressed in accordance with Article 24. Preapproved leave will not be denied due to the NTI. Non-prime time leave (NPTL) requests that are made after the bidding process or spot leave requests will be addressed in accordance with Article 24 Section 13.

Training is a consideration in determining facility workload. The facility shift guidelines that are collaboratively developed should also account for training as part of the forecasted workload (ref. Article 32 Section 2).

Q2. With CFS schedule looming, other than annual leave, are there any impediments that are acceptable to go to reduced training for that week to allow additional people off the schedule (using trainees for coverage)?

A2. Impediments are not identified as acceptable or unacceptable. The collaborative approach to training and the weekly review of the hours will lead to how the Parties at the local level determine how best to run an efficient and effective operation.

The provisions of the Collective Bargaining Agreement remain in full effect including article 29 section 7. The support of CFS remains the same.

The facility leadership should have collaborative discussions on the matter based on your facility's circumstances. If there are occasions OJT expectations are not met, the impediments would be listed in accordance with the policy.

Q3. Will it be acceptable for management to assign overtime and deny spot leave to accommodate training?

A3. NTI does not supersede any provisions of the 2016 Collective Bargaining Agreement. Spot leave requests will be addressed in accordance with Article 24 Section 14 (approved/disapproved subject to staffing and workload). Additionally, Non-prime time leave (NPTL) requests that are made after the bidding process will be addressed in accordance with Article 24 Section 13.

There is no edict to deny leave or to assign overtime in order to meet training expectations. Training should always be considered when determining a facility's workload. If a facility's current practice is not sufficient to account for training then the Parties at the local level should meet to collaboratively identify the best way forward.

Q4. Some of the new practices we are following are hurting the training program at my facility.

XXX has a 100% success training rate and an average training time of 1 year. Our training program is one of the best that I've ever seen and I feel that the new requirements are hurting our training program. How can



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we fix something that isn't broke? Our facility's traffic and configuration is unique. Let me give an example so the expectations for training hours can be clarified.

We have a developmental that can currently only train on one position while they wait for parallel final radar simulation lab. This position is XXXX-XXX. Unfortunately, this position only opens from 10:00pm-12:30am daily, because the STAR arrival that feeds this runway/position is only authorized during certain hours due to our traffic, configuration, LOA's. This developmental can only work 2 shifts a week on their schedule that will allow them to train on this position for 2 of the 2.5 hours the position can be open. How could they possibly get 12-15 hours a week of training? Management is saying that we have to open the position, which can't even run traffic without the STAR that can't be used. This is how this scenario ends, this developmental sits there for 3 hours a day and burns through their hours in a couple of weeks, only seeing the actual position/traffic that's meant to be there a couple times and has to get multiple extensions on their hours. Is there a way around this OJTI training requirement for situations like this? Surely, we can't be the only facility with this issue. I'm afraid we're taking a great training program and hurting it.

A4. It is not the intent of this training initiative to needlessly open positions and/or burn training hours with little to no traffic just to meet the weekly expectations.

The following is outlined in the National Training Initiative briefing:

There are facilities which already meet the training hour expectations. These facilities, will collaboratively monitor and ensure the training hours are ideal for your facility's needs.

At facilities where the weekly OJT training expectations are not being met, collaborative discussions will take place locally between the ATM/FacRep to determine the appropriate course of action and request for support as needed.

If the expectation is not met, that may be acceptable in some instances and the impediment to reaching the expectation will be documented appropriately on the weekly OJT tracking form and discussed collaboratively at each level in the oversight process.

The reason the hours are an expectation and not a mandate is because both parties recognize there will be impediments that are for a proper reason and impediments that need to be corrected and or addressed.

Our expectation is that the FacRep and ATM will collaborate on the proper path forward and determine what works best for the facility to efficiently and effectively progress trainees.