



Federal Aviation Administration

Memorandum

Date: August 26, 2024

To: See Distribution List

From: Kathy Simays, (A) Director, Technical Training, AJI-2

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Subject: FAA Order JO3120.4S Distribution, Compliance, and Training.

Safety and Technical Training (AJI-2), Air Traffic Technical Training Group (AJI-2400) is anticipating distribution of FAA Order JO3120.4S in the coming weeks. This document contains information on compliance requirements and training that will be associated with the release of the new directive.

1. Compliance:

- a. Due to the extensive changes to FAA Order JO3120.4 in the Sierra version, AJI-2 is issuing a **210 day** time to compliance for all affected facilities.
- b. Facilities and Organizations that fall under the purview of FAA Order JO3120.4S shall comply with the provisions of the directive as soon as practicable, with full compliance with **all** provisions (including the creation of a compliant local training order, etc.) within **210 days** of the signature date of FAA Order JO3120.4S.
- c. This extended period is also designed to provide the Training Enterprise Application and Management (TEAM) support and development team sufficient time to continue to make the necessary changes to the software to accommodate new requirements implemented in FAA Order JO3120.4S.
 - i. Some examples: Skill Training changes and training form changes.
- d. Facilities shall continue to utilize TEAM and use the forms and functionalities as provided in the software currently. AJI-2400 will update field facilities through the Monthly Webinar and TEAM communications when new

functionalities and forms become available. Further details will be provided during training sessions.

2. Training:

- a. AJI-2400 is planning a 3-stage approach to FAA Order JO3120.4S training.
- b. **Stage 1:**
 - i. AJI-2400 in collaboration with NATCA, will be providing multiple virtual briefings on the changes contained in FAA Order JO3120.4S.
 - ii. The briefings are scheduled to be conducted on September 9th, October 10th, and October 16th, each time 1300-1400 EST, using the following URL <https://faavideo.zoomgov.com/j/1612025963> and password [819713](https://faavideo.zoomgov.com/j/1612025963).
 - iii. Open to all personnel.
- c. **Stage 2:**
 - i. AJI-2400 will be providing **mandatory** briefings to Training Administrators, Air Traffic Managers, Operations Managers, Staff Managers, Operations Supervisors, and NATCA Principal Facility Representatives and/or designees (i.e. local training representative).
 - ii. These briefings are more comprehensive in nature go beyond just the changes in the directive. The briefings are intended to ensure that managers involved in the training process are very knowledgeable and able to effectively execute the requirements contained in the directive.
 - iii. The briefings will be given to Terminal and En Route options separately.
 - iv. The briefings are scheduled to be conducted on October 21st, October 22nd, October 23rd, October 24th, and October 25th, each time 1300-1500 EST, using the following URL <https://faavideo.zoomgov.com/j/1612025963> and password 819713.
 - v. More dates will be added if necessary.
- d. **Stage 3:**
 - i. After completion of the other stages of training on FAA Order JO3120.4S, AJI-2400, and NATCA will collaboratively release a monthly briefing related to training and the training directive.
 - ii. These briefings will be similar to the CISP/SAFE briefings and will be based on interpretation requests, problems identified through other data sources, and any other JO3120.4-related topics identified as needing reinforcement.
 - iii. These briefings will be designed to be delivered collaboratively at the facility and shall be logged as refresher training in TEAM.

If you have questions or need further information regarding this tasking and notification, please contact the JO3120.4 Team at: 9-AJI-3120-4-Interpretation-Request@faa.gov

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