ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3120.27

7/14/94

SUBJ: PERFORMANCE VERIFICATION FOR EN ROUTE AND TOWER INITIAL QUALIFICATION TRAINING

1. PURPOSE. This order provides policy, procedures, and guidance to specialists for conducting performance verification assessments on students who have completed air traffic controller initial training in the en route and tower options at the FAA Academy.

2. DISTRIBUTION. This order is distributed to branch levels of the Office of Air Traffic Program Management (ATZ) in Washington, FAA Academy Air Traffic Division, and the Regional Air Traffic Divisions.

3. BACKGROUND. Prior to the inception of "Train to Succeed," the FAA Academy assessed students using a point value system. This system was used as a screening process in conjunction with curriculum objectives. A numerical grading system, however, has proven inadequate in a "Train to Succeed" environment. In order to transition to a "Train to Succeed" process, the Performance Verification Program, ATZ-400, was established. This division is responsible for assessing students completing FAA Academy initial controller training. This has given the FAA Academy the freedom to train to mastery without being responsible for the assessment process. This shift from a point based assessment yields a process that more closely mirrors the field. The process will give each student every opportunity to succeed.

4. PROCESS.

a. The Performance Verification (PV) Program assesses all students completing both en route and tower cab initial qualification courses.

b. Performance Verification will consist of an academic examination and an assessment of a skill based scenario. A score of 70 percent is required for successful completion of the academic assessment.

c. PV specialists and/or current field staff or supervisory personnel will conduct the skill based scenario assessments.

d. Students will be assessed within the requirements outlined in the current edition of Order 7110.65, Air Traffic Control, Order 3120.24, ATCS On-the-Job Training and Position Certification, Appendix 2.

e. Following the problem, the student will be "debriefed" by the PV specialist. During this debrief the PV specialist will ask for explanations regarding questionable control actions and weigh responses in order to evaluate the student's cognitive skills. This investigation provides PV personnel the opportunity to identify areas that need improvement.

f. Students will be assessed within the PV standards process. The standards process consists of four critical elements:

(1) Rater Reliability. Evaluation consistency is maximized by thorough training of temporary duty (TDY) PV personnel and instruction on the student debriefing process. This provides a reliable method for insuring that assessments take place in a similar manner from student to student.

(2) PV Scenarios. The scenarios incorporate field requirements, so when a student can perform the tasks necessary to successfully run a problem, they will have demonstrated the skills necessary to begin field training.

(3) PV Assessment. The PV process is based on expert assessment. PV is not assessing at the full performance skill level. Rather, PV is interested in seeing that students have the fundamental knowledge necessary in order to begin field OJT. Initial assessments are conducted using one PV specialist observing one student.

(4) PV Reassessment. In the event of an unsuccessful PV scenario, the student will be returned to the FAA Academy for additional training targeted to identified weaknesses. After completion of this training, another PV scenario will be conducted using two PV specialists not involved in the first assessment. The two PV specialists must then reach consensus before a decision can be made regarding the student's success or failure.

g. In the event a student is unsuccessful during the second assessment, PV will notify the appropriate Regional Air Traffic Division. Disposition of the unsuccessful student will be determined by the Air Traffic Division in accordance with appropriate directives.

5. THE PERFORMANCE VERIFICATION ASSESSMENT FORM. The Performance Verification Assessment Form, FAA F 3120-27 (7-94) Appendix 1, will be used to document the student's performance during assessment scenarios.

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U.S. Department of Transportation
Federal Aviation Administration

Performance Verification Assessment

NAME:	DATE:	PROBLEM #:	CLASS NUMBER:	PV SPECIALIST:

Job Function Category		Job Function
A. Separation	☐ Observed ☐ Comment	☐ Separation is ensured. ☐ Safety alerts are provided.
B. Control Judgment	☐ Observed ☐ Comment	☐ Awareness is maintained. ☐ Good control judgment is applied. ☐ Control actions are correctly planned. ☐ Positive control is provided.
C. Methods & Procedures	☐ Observed ☐ Comment	☐ Prompt action to correct errors is taken. ☐ Effective traffic flow is maintained. ☐ Aircraft identity is maintained. ☐ Strip posting is complete/correct. ☐ Clearance delivery is complete/correct/timely. ☐ LOA's/Directives are adhered to. ☐ Provides general control information. ☐ Rapidly recovers from equipment failures and emergencies. ☐ Visual scanning is accomplished. ☐ Effective working speed is maintained. ☐ Traffic advisories are provided. ☐ Equipment status information is maintained.
D. Equipment	☐ Observed ☐ Comment	☐ Computer entries are complete/correct. ☐ Equipment capabilities utilized/understood. ☐ Required coordinations are performed. ☐ Cooperative, professional manner is maintained.
E. Communication / Coordination	☐ Observed ☐ Comment	☐ Communication is clear and concise. ☐ Uses prescribed phraseology. ☐ Makes only necessary transmissions. ☐ Uses appropriate communications method.

Debrief Report

Strengths:

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Debriefing Report (Contd.)

Weakness:

Recommendations:

Evaluator Recommendations: ☐ Continue Curriculum ☐ Field Training ☐ Additional Training

Specialist's Comments:

PV Specialist's Signature	Date	Specialist's Signature	Date

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