NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

N JO 3120.162

Effective Date:
11/20/2026

Cancellation Date:
11/20/2027

SUBJ: Changes to Chapter 3 of FAA Order JO 3120.4, Air Traffic Technical Training

1. Purpose of this Notice. This notice revises FAA Order JO 3120.4, Air Traffic Technical Training, Chapter 3, to reflect current procedures.

2. Audience. All users of FAA Order JO 3120.4, Air Traffic Technical Training.

3. Where can I Find This Notice? This notice is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the Air Traffic Plans and Publications website at https://www.faa.gov/air_traffic/publications/.

4. Background. Mission Readiness Services, Operational Policy, AJV-P, has assumed responsibility as the Office of Primary Responsibility for FAA Order JO 3120.4. To facilitate technical training administration, and to reflect a reorganization effective October 4, 2026, the Operational Policy Directorate is updating Chapter 3.

5. Action. Amend FAA Order JO 3120.4, Chapter 3, paragraphs 1, 2, and 3 to read as shown below. There are no changes to paragraphs 4 through 8.

1. Identification of Training Requirements. National technical training requirements are established at the Headquarters (HQ) Service Unit Level: Air Traffic Services, and System Operations Services. Technical training requirements are developed and implemented in collaboration with AJV-T.

2. Changes and Waivers. Except as indicated in c, below, proposed changes and requests to waive national training courses or other requirements within this order must be submitted in writing to the Director of Operational Policy, AJV-P, through the General Manager and Service Area Director of Air Traffic Operations, per the following:

a. Changes

(1) Change requests must be sent to the AJV-P Correspondence Mailbox, at 9-AJV-P-HQ-Correspondence@faa.gov.

(2) If the request is from a non-field facility, it must be routed through the applicable Headquarters (HQ) Service Unit, for subsequent endorsement and transmittal to AJV-P.

b. Waivers

(1) Send requests to 9-AJO-AJV-P-HQ-ATOTechTrngWaivers@faa.gov.

(2) Requests must provide a thorough explanation of the need for the waiver. Include supporting data such as authorized staffing, actual on board, number of trainees, number of OJT instructors, and any other information that may be helpful to expedite consideration of the request.

(3) Renewal requests must be submitted at least 60 days prior to expiration.

(4) Waivers will be signed by the Director of Operational Policy, AJV-P.

c. Requests for changes or waivers from System Operations Services (AJR) personnel must be submitted in writing through appropriate channels to the applicable AJR Director. The AJR Director will review and, if deemed valid, submit the request to AJV-P for response.

3. Interpretations. Except as shown below for AJR, requests for interpretations of this order must be forwarded to the Director of Operational Policy, AJV-P, through the General Manager and Service Area Director of Air Traffic Operations, to the AJV-P Correspondence Mailbox, at 9-AJV-P-HQ-Correspondence@faa.gov.

AJR requests for interpretations of this order must be forwarded to the Director of Operational Policy, AJV-P, through the General Manager and appropriate AJR Director, to the AJV-P Correspondence Mailbox, at 9-AJV-P-HQ-Correspondence@faa.gov.

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Date: 2026.11.20 10:22:58 -05'00'

Crystal L. Ball
Director (A), Operational Policy, AJV-P
Mission Readiness Services
Air Traffic Organization (ATO)