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Operations

**AREA CONTROL CENTER PERSONNEL
TRAINING AND CERTIFICATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes standard procedures for the training and certification of personnel for operational positions within the Area Control Center (ACC). It excludes 30th Space Wing (30 SW) Aerospace Surveillance Officer (ASO) and Aeronautical Control Officer (ACO) by authorization from the 30 SW Commander (30 SW/CC). This instruction applies to Range Operations and Maintenance personnel to the extent specified in the current contract, which will in the event of conflict, take precedence over this publication. See [Attachment 1](#) for a Glossary of References, and Supporting Information. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1. Responsibilities:

- 1.1. The Commander, 30th Operations Group (30 OG/CC) is the final reviewing authority for Military Radar Unit (MRU) initial certification and annual evaluations of ACC personnel for all operational positions.
- 1.2. The Commander, 30th Range Squadron (30 RANS/CC) is the endorser for MRU initial certifications and annual evaluations of ACC personnel for all operational positions within the ACC.
- 1.3. The Aerospace Surveillance Officer (ASO):
 - 1.3.1. Performs initial and annual evaluations based upon periodic observation of the controllers.

1.3.2. May suspend or cancel controller certification if the controller is not performing at a satisfactory level.

1.4. The Aeronautical Operations/Aeronautical Control Officer monitors and directs ACC activities during aerospace operations and launches.

1.5. The ACC Supervisor:

1.5.1. Establishes and maintains the training program required for certification in this instruction.

1.5.2. Ensures timely submission of certification/evaluation documents and notifications for all proposed controller certifications, evaluations, or decertifications (paragraph 6.).

1.5.3. Shall meet the certification criteria and currency requirements for all ACC positions per this instruction.

2. Area Control Center Positions:

2.1. The Duty Air Controller (DAC) conducts daily coordination and control of the Vandenberg restricted airspace and offshore warning areas. Coordinates ACC activities during test operations. Augmentees shall not be assigned to this position. The DAC shall be a certified Air Controller. The DAC is responsible for providing information to the ACO during operations. The DAC is operationally responsible to the ACO during aeronautical operations and missile operations.

2.2. The Air Controller is specifically trained and certified to control aircraft by using radar and communications equipment while conforming to United States Air Force (USAF), Department of Defense (DoD), and Federal Aviation Administration (FAA) regulations, directives and procedures. The following ACC positions require certification as an Air Controller and all are responsible to the DAC.

2.3. The Aircraft Controller (AC) is assigned to a manual or automated radar display, providing command and control directions or flight following information to aircraft.

2.4. Surveillance Controller (SC) is assigned to observe airspace using radar display systems, or other means, to detect and track aircraft which may enter assigned airspace during an operation. This position provides airspace safety monitoring for the plotboard controllers and assists other controllers as requested.

2.5. The Plotboard Controller (PBC) is assigned to control aircraft using plotboard displays. These activities are coordinated with the surveillance controller to ensure safety of flight and completion of test objectives.

2.6. The Surface and Air Surveillance Controller (SAS) detects and plots surface and air contacts.

2.7. The Precision Surface Plotter (PSP) plots the location of all vessels that may potentially affect an operation by entering a hazard or missile debris area.

3. General Policies:

3.1. DoD Directive 3200.11, *Major Range and Test Facility Base—Summary of Capability*, defines the 30 SW Commander responsibilities for range clearance and surveillance. Federal Aviation Administration Handbook 7610.4, *Special Military Operations*, authorizes a Military Radar Unit (MRU) to provide command and control instructions to participating aircraft within airspace released by the appropriate air traffic control (ATC) facility. Part of the 30 SW's requirements concern the con-

duct of aircraft and surface craft operations. To fulfill these obligations, the 30 SW requires personnel who coordinate and control aircraft and ship operations from the ACC be properly trained and certified; therefore, it is necessary for the 30 SW to establish standards of training and certification of ACC personnel. The 30 SW ASO will ensure compliance with these standards.

3.2. The mission of the ACC is to furnish the technical support and command/control actions necessary to ensure all uprange airspace and ocean operating area activities are coordinated. As a certified Military Radar Unit, this is done according to regulations, inter-agency agreements, directives, and instructions. The purpose of training and certification is to ensure ACC personnel are knowledgeable of current practices and policies and maintain a satisfactory level of proficiency.

3.3. ACC operations performance and routine day-to-day controlling/monitoring will be provided by the Aeronautical Operations Control Officer (AOCO) or Aeronautical Control Officer (ACO). Evaluation of compliance with government regulations, directives, operating instructions, and inter-agency agreements will be monitored by the ASO.

4. Training Requirements:

4.1. There are four certified positions within the ACC. They are: Duty Air Controller, Air Controller, Surface/Air Surveillance Controller, and Precision Surface Plotter. An individual assigned to train as DAC, Air Controller or Air Controller Augmentee, shall be a graduate of an appropriate civil or military air traffic control school or military air intercept/weapons controller school.

4.2. Air Controller training:

4.2.1. Local air traffic control (ATC) and inter-range airspace procedures.

4.2.2. 30 SW airspace and surface procedures.

4.2.3. Applicable USAF, 30 SW, 30 OG, 30 RANS), and FAA regulations, instructions, and agreements required to successfully complete the assigned operational mission..

4.3. Surface and Air Surveillance Controller training requirements are the same as for the AC position.

4.4. Duty Air Controller must meet all training requirements for the other three ACC operational positions.

4.5. Personnel in training for any of the ACC operational positions must be under the direct supervision of an individual certified for that position.

5. Certification Procedures:

5.1. Initial certification is accomplished by:

5.1.1. Meeting the training requirements for the ACC position as outlined in paragraph 4.

5.1.2. Successful completion of the appropriate training within 90 days (60 day extensions may be requested by a memorandum to the ASO from the ACC supervisor).

5.1.3. Successful completion of an evaluation administered by the ASO.

5.2. The ACC supervisor will notify the ASO five work days in advance of the evaluation. The evaluation shall be documented on 30 SW Form 5636, **Area Control Center Personnel Training and Certification**. The ASO will assess each individual's performance as documented in the 30 SW Form

5636 and by personal observation. The completed form shall be forwarded for 30 RANS/CC and 30 OG/CC for review.

5.3. Annual reevaluations shall be completed by the last day of the month following the anniversary date of the previous evaluation for the four identified ACC operational positions. The ACC supervisor will notify the ASO 5 work days in advance of the proposed date of the evaluation. The evaluation shall be documented on a 30 SW Form 5636. The ASO will assess each individual's performance as documented in the 30 SW 5636 and by personal observation. The completed form shall be forward to the 30 RANS/CC and 30 OG/CC for review.

5.3.1. If at any time a controller is unable to maintain a satisfactory performance level, the applicable certification may be revoked and the controller shall accomplish training as deemed appropriate by the ACC supervisor and the ASO. When retraining has been successfully completed, the controller will be re-evaluated by the ASO.

5.4. Semi-annually (June and December), a 30 SW Form 5636 shall be submitted by the ACC supervisor to the ASO to ensure each individual meets minimum currency requirements as set forth in paragraph 6.

5.5. All semi-annual 30 SW Forms 5636 showing the number operations performed at each position, for each controller, may be requested by the ASO prior to the evaluation.

6. Annual Minimum Currency Requirements:

6.1. Duty Air Controller: Perform position duties four times during flight tests or missile operations.

6.2. Air Controller: Perform active control duties in support of ten flight tests or associated flight tests for missile operations.

6.3. Surface and Air Surveillance Controller: Actively observe and record aircraft and surface contacts at least ten times during actual or simulated missile launch operations.

6.4. Precision Surface Plotter: Actively record and chart surface contacts at least four times during actual or simulated missile launch operations.

6.5. In the event minimum currency is not maintained for any of the positions listed, the individual shall be considered unqualified to perform the duties for that position without direct supervision. The individual shall be considered re-qualified upon successful completion of an evaluation which has been reviewed and approved by the ASO. The ACC supervisor will notify the ASO five work days in advance of the proposed date of the evaluation. The evaluation shall be documented on 30 SW Form 5636. The ASO will assess each individuals performance as documented in the 30 SW Form 5636 and by personal observation.

7. Form Prescribed: 30 SW 5636, Area Control Center Personnel Training and Certification.

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Attachment 1

GLOSSARY OF REFERENCES, AND SUPPORTING INFORMATION

References

DoD Directive 3200.11, *Major Range and Test Facility Base--Summary of Capability*

Federal Aviation Administration Handbook 7610.4, *Special Military Operations*

Abbreviations and Acronyms

AC—Aircraft Controller

ACC—Area Control Center

ACO—Aeronautical Control Officer

AOCO—Aeronautical Operations Control Officer

ASO—Aerospace Surveillance Officer

ATC—Air Traffic Control

DAC—Duty Air Controller

DoD—Department of Defense

FAA—Federal Aviation Administration

MRU—Military Radar Unit

PBC—Plotboard Controller

PSP—Precision Surface Plotter

SAS—Surface and Air Surveillance Controller

SC—Surveillance Controller

USAF—United States Air Force

Terms

Area Control Center—Section of the Western Range Control Center that exercises command and control of Western Range assets and ensures area clearance during hazardous operations.

Aerospace Surveillance Officer—30 RANS personnel qualified in the ACC, designated as quality assurance evaluators.

Aeronautical Operations/Aeronautical Officer—30 RANS personnel responsible to ensure hazard area clearance and aeronautical safety.

Military Radar Unit—A certified facility that provides surveillance and command and control in designated special use airspace.