

**DEPARTMENT OF THE AIR FORCE  
AIR FORCE FLIGHT STANDARDS AGENCY  
1535 COMMAND DRIVE, SUITE D-306  
ANDREWS AFB, MD 20762-7002**

**AT-M-04**

## **AIR TRAFFIC CONTROL TRAINING SERIES**



### **MANAGEMENT**

**CHIEF, ATC TRAINING AND STANDARDIZATION (TSN)  
CHIEF, STANDARDIZATION AND EVALUATION (CSE)  
CHIEF, AIR TRAFFIC CONTROL TRAINING (CATCT)**

### **TASK CERTIFICATION GUIDE**

**15 OCTOBER 96**



## FOREWORD

**PURPOSE:** This publication is for use in the training of USAF air traffic controllers and is not intended to replace, substitute for, or supersede official regulations, procedures, or directives.

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# **CHIEF, AIR TRAFFIC CONTROL TRAINING AND STANDARDIZATION (TSN) Task Certification Guide**

**1. INTRODUCTION:** This Air Traffic Control (ATC) Task Certification Guide (TCG) identifies the tasks required to become certified as a TSN, Assistant TSN (ATSN), Chief, Standardization and Evaluation (CSE), Assistant CSE (ACSE), Chief, Air Traffic Control Training (CATCT), and/or Assistant CATCT (ACATCT). Use this document, AFJQS 1C1X1-002, associated ATC publications, AF Form 623a, and AF Form 797 (if deemed necessary) to plan, conduct, and certify qualification training. This TCG is divided into two sections:

- Section I - Chief, Standardization and Evaluation (CSE)
- Section II - Chief, Air Traffic Control Training (CATCT)

Tasks do not have to be completed in order. MAJCOMs and below may direct the order of completion or create blocks of training for the listed task items. This TCG (or applicable section) must be completed by all personnel in TSN, CSE, CATCT, ACATCT, ACSE, and ATSN training. As a minimum, start training upon appointment to the applicable position. The applicable section(s) for the CATCT, ACATCT, CSE, and ACSE must be completed within 6 months of assignment to the duty position. Each task objective specifies what behavior is to be exhibited, the conditions under which the behavior will be accomplished, and the minimum standard of performance (paragraph 4). Each task objective establishes minimum Air Force requirements.

**2. CERTIFICATION PROCEDURES:** For a controller to be considered a qualified TSN, CSE, CATCT, or as an assistant, he/she will be trained on all applicable items. All tasks require certification by a qualified task certifier. In "one-person shops" (e.g., CATCT has PCSd and a new CATCT has just been assigned) other staff members who have completed task certifier training and have previously been certified in the CATCT, CSE, and/or TSN position should be the first choice to task certify completion of the training tasks. When this is not possible, AOF/CCs who have completed task certifier training should certify tasks in the applicable section of AFJQS-002.

**3. SECTION REQUIREMENTS.** As stated above, this TCG is divided into two sections. Each section is applicable to a specific duty position. To qualify as a TSN or ATSN both sections must be completed. To qualify as a CSE or ACSE only section I is required to be completed. To qualify as a CATCT or ACATCT only Section II is required to be completed. The AOF/CC will determine the duty position the individual will assume and assign the appropriate section(s) to be completed. As a minimum the following will be accomplished:

a. Action Item(s). An action item is a performance task that must be completed, e.g., a written project, an "over-the-shoulder" evaluation, review of an LOP, etc. All applicable action items shall be completed in accordance with (IAW) local directives, e.g., written projects reviewed by the appropriate management personnel. Action items to be completed are:

**(1) Section I - Chief, Standardization and Evaluation (CSE)**

- (a) Position Certification/  
Facility Rating Checklist - Task Item 1b(1)
- (b) Periodic Facility Evaluation Checklist - Task Item 1b(2)
- (c) Criterion and/or Predictive  
Certification Test(s) - Task Item 1c
- (d) Position Certification and a  
Facility Rating - Task Item 1d
- (e) Annual Evaluation - Task Item 1e(1)
- (f) Annual Evaluation Suspense  
Tracking System - Task Item 1e(1)
- (g) Periodic Facility Evaluation - Task Item 1e(2)
- (h) Periodic Facility Evaluation Suspense  
Tracking System - Task Item 1e(2)
- (i) Local Operations Evaluation - Task Item 1e(3)
- (j) Local Operations Evaluation Suspense  
Tracking System - Task Item 1e(3)
- (k) Self-Assessment Inspection - Task Item 1e(4)
- (l) Guidance for implementing QA  
Programs - Task Item 1e(6)
- (m) Special Evaluation (re-instatement  
and other than re-instatement) - Task Item 1f
- (n) FAA Form 8060-4, 8060-5, 8400-3 - Task Item 1j(2)
- (o) Record of Examiner Activity Report - Task Item 1j(3)
- (p) ATCS Certificate - Task Item 1j(4)
- (q) AF Form 3622, FAA Form 7220-1,  
AF Form 623a - Task Item 1j(5)
- (r) Wing Airfield Operations Board  
Preparation Material, if Applicable - Task Item 1l
- (s) Training Review Board Preparation  
Material, if Applicable - Task Item 1m
- (t) ACSE Appointment Letter - Task Item 1n
- (u) Alternate CTO Examiner  
Appointment Letter - Task Item 1o
- (v) Continuity Binder - Task Item 1p

**(2) Section II - Chief, Air Traffic Control Training (CATCT)**

- (a) Position, General, and Task  
Certification Guide - Task Item 1b(3)
- (b) Local Training Material, as applicable - Task Item 1b(4)
- (c) CBT Directory, Locally

Required Products	-	Task Item 1b(7)
(d) Revise CDP OI, as required	-	Task Item 1c(1)
(e) Master Task Listing	-	Task Item 1c(2)
(f) Local Records Review Checklist	-	Task Item 1c(3)
(g) Trainee Progress Tracking System	-	Task Item 1c(4)
(h) Training Report	-	Task Item 1c(5)
(i) Monthly Review/Recurring Training	-	Task Item 1c(7)
(j) Classroom Training	-	Task Item 1d
(k) Newcomer's Indoctrination Checklist	-	Task Item 1e
(l) Training Aids Inventory List	-	Task Item 1f
(m) Training Plan of Instruction	-	Task Item 1h
(n) Task Certifier/Trainer Certified Listing	-	Task Item 1k
(o) Training Review Board	-	Task Item 1l
(p) Continuity Binder	-	Task Item 1n
(q) Self-inspection of ATC Training	-	Task Item 1o
(r) ACATCT Appointment Letter	-	Task Item 1u

**4. QUALIFICATION STANDARD:** Train and qualify controllers to the Go/No Go standard. “Go” means that the individual can perform the task without assistance and meets local requirements for accuracy, timeliness, and correct use of procedures.

**5. SUPPLEMENTS:** This guide is not intended to be all-inclusive. MAJCOMs and below may *supplement* this TCG to add command and local requirements. After completion of a task analysis, if additional tasks requiring training are identified, the tasks must be documented on AF Form 797. Objective statements for AF Form 797 tasks must be developed and incorporated into this TCG.

**6. TECHNICAL REFERENCES (TR):** This certification guide contains technical references common throughout the Air Force. The CATCT or TSN must evaluate local task requirements to determine if additional local technical references apply. Unless the objective states “without reference,” TRs may be used to complete the objective.

**7. DOCUMENTATION:** The trainer, IAW AFI 13-203, chapter 6, shall conduct and document training (periodic) evaluations. Training evaluations shall be retained on all CSE, CATCT, TSN, or assistant trainees until all training has been completed. Document task start and completion dates in AFJQS-1C1X1-002, Section 3 and/or 4.

## SECTION I

### 1. Chief, Standardization and Evaluation (CSE)

a. **TASK:** *Define CSE/ACSE's Qualifications and Responsibilities*

**JQS Item:** 3a

**TR:** AFI 13-203, Chap 1; FAAO 7220.1A, Chap 4 & 5; FAR Part 65, Subpart B

**OBJECTIVE:** Explain the FAA and Air Force requirements for appointment as a CSE, ACSE, CTO, and ATCS military examiner. Additionally, define the responsibilities of FAA and Air Force personnel.

b. **Develop Checklists:**

(1) **TASK:** *Position Certifications/Facility Ratings*

**JQS Item:** 3b(1)

**TR:** FAAO 7220.1A, Chap 5; FAR Part 65, Subpart B; AFI 13-203, Chap 8; PCGs

**OBJECTIVE:** Using the appropriate PCG for the most complex operating position, develop/revise a position certification/facility rating checklist. Checklist must include all of the minimum task performance requirements, knowledge requirements (review FAR test requirements for a CTO certification), and which items must be performed without error (e.g., separation, MVA adherence, and airspace integrity). Without assistance, determine if your checklist should include items which *may* be simulated (e.g., NORDO aircraft, hijacked aircraft, ASLAR, and non-radar procedures).

**Action Item:** *Develop/Revise a position certification/facility rating checklist.*

(2) **TASK:** *Periodic Facility Evaluations (Local Operations Evaluations)*

**JQS Item:** 3b(2); 3b(3)

**TR:** AFI 13-203, Chap 12; MAJCOM Sup or Facility OI, if applicable

**OBJECTIVE:** Using appropriate directives, develop/revise a periodic facility evaluation checklist. The checklist must be developed to evaluate adherence to facility operating directives, standard application of Air Traffic Control (ATC) procedures and the quality and responsiveness of the local ATC system. Additional items may include Crew Resource Management (CRM) factors such as situational awareness (SA), effective crew communications, risk and stress management, etc.

**Action Item:** *Develop/Revise a periodic facility (local operations) evaluation checklist.*

- c. **TASK:** *Develop Certification Test Material*  
**JQS Item:** 3c  
**TR:** AFMAN 36-2234, Chap 5; AFI 13-203, Chap 8; FAR Part 65, Subpart A & B; FAAO 8080.1A; PCGs

**OBJECTIVE:** Using the Instructional System Development (ISD) test process, develop a comprehensive 50 question written certification test (criterion and/or predictive) for the most complex operating position. IAW FARs, identify testing requirements for CTO, position certification, and all equipment tests. Without assistance, determine if CTO, position certification, and equipment tests meet FAR Part 65, subpart B requirements. If testing deficiencies are noted, annotate and forward required corrective actions that are necessary to bring your facilities testing program(s) into compliance with to FAR 65, subpart A and B.

*Action Item: Develop criterion and/or predictive certification test(s).*

- d. **TASK:** *Conduct Position Certifications/Facility Ratings*  
**JQS Item:** 3d(1), 3d(2), 3d(3)(a)-(d), 3d(4)  
**TR:** FAR Part 65, Subpart A & B; FAAO 7220.1A, Chap 4 & 5; AFI 13-203, Chap 6-8; PCGs

**OBJECTIVE:** Under direct supervision, conduct a position certification/facility rating.  
*NOTE (for radar evaluations): A standardized scripted simulator scenario should be used to evaluate a TSN/CSE trainee's ability to properly evaluate a "simulated radar trainee." The scenario should be designed with numerous errors that the TSN/CSE trainee is supposed to detect. A qualified controller should simulate the "trainee" that is being formally evaluated. The scenario should include, as a minimum: an MVA and airspace deviation, late handoff (automated and/or manual), incorrect altitude readback and assignment, and improper coordination with an assistant. All "errors" should not be incorporated into a single simulator scenario. Ideally two to three scenarios should be developed with varying "errors" occurring in each.*

The TSN/CSE trainee shall:

- evaluate the trainee controller's eligibility (e.g., PCG is completed, applicable JQS items are certified, weather requirements have been met, etc.) prior to commencing certification.
- schedule the evaluation in accordance with local directives.
- pre-brief the controller on the certification process and standards.
- administer and evaluate a written certification test, ensure FAR requirements are met.

- conduct a live/(simulated) practical evaluation using a locally developed checklist IAW PCG objectives. **NOTE:** *utilize the ATCTD/radar simulator to evaluate areas not observed during live traffic.*
- de-brief overall results with CCTLR, watch supervisor, trainee, and if applicable the trainee's trainer stressing strengths and weaknesses.
- document evaluation results (e.g., AF Form 623a, temporary CTO certificate, FAA Form 7220-1, AF Form 3622, etc.)
- ensure all required tasks are accomplished when documenting the results of the evaluation (e.g., review training is identified when required, FAA Form 7220-1 is signed and dated properly, etc.)

**Action Item:** *Conduct a position certification and/or a facility rating (those locations with a tower and a radar facility shall conduct one certification/facility rating in each facility). NOTE: Completion of this action item satisfies the requirements of conducting an annual evaluation. However, knowledge requirements and development/review of an annual evaluation tracking system must be accomplished.*

**e. Quality Assurance:**

**(1) TASK:        *Conduct Annual Evaluations***

**JQS Item:**    3e(1)

**TR:**            AFI 13-203, Chap 12

**OBJECTIVE:** Without reference, explain when annual evaluations are required (for facility and dual rated controllers), the time frame they must be conducted within, and the positions the controllers must be evaluated in. Under direct supervision, conduct an annual evaluation. **NOTE (for radar evaluations):** *A standardized scripted simulator scenario should be used to evaluate a TSN/CSE trainee's ability to properly evaluate a radar controller. The scenario should be designed with a few errors that the TSN/CSE trainee is supposed to detect. The scenario may include an MVA and airspace deviation, late handoff (automated and/or manual), incorrect altitude readback and assignment, and improper phraseology, etc. Evaluate standard application of ATC procedures and proper equipment usage. Given a list of controllers assigned, including the ATC staff, develop/review a system for tracking annual evaluation suspense's.*

The TSN/CSE trainee shall:

- evaluate the controller's certifications prior to commencing the annual evaluation.
- schedule the evaluation in accordance with AFI 13-203 and local directives.

- pre-brief the controller on the annual evaluation process and standards.
- conduct a live/(simulated) practical evaluation using a locally developed checklist IAW PCG objectives. *NOTE: utilize the ATCTD/radar simulator to evaluate areas not observed during live traffic.*
- de-brief overall results stressing strengths and weaknesses.
  - if applicable, de-brief results with CCTLR and watch supervisor
- document evaluation results (e.g., AF Form 623a, AF Form 3622, etc)
  - ensure all required tasks are accomplished when documenting the evaluation results (e.g., review training is identified when required, AF Form 3622 is properly annotated when a rating suspension is required, etc.)

***Action Item:** Conduct an annual evaluation (not required if a position certification/facility rating evaluation has been accomplished). Develop/Review an annual evaluation suspense tracking system.*

**(2) TASK:***Conduct Periodic Facility Evaluations*

**JQS Item:** 3e(2)

**TR:** AFI 13-203, Chap 12

**OBJECTIVE:** Without reference, explain the purpose and frequency of periodic facility evaluations. Under direct supervision and using locally developed checklists, evaluate adherence to facility operating directives, standard application of ATC procedures, and proper equipment usage. After completion of the evaluation, forward written report to the AOF/CC and the appropriate CCTLR. Without assistance, develop/review a system for tracking periodic facility evaluation suspenses.

***Action Item:** Conduct a periodic facility evaluation. Develop/Review a periodic facility evaluation suspense tracking system.*

**(3) TASK:***Conduct Local Operations Evaluations*

**JQS Item:** 3e(3)

**TR:** MAJCOM Sup or Facility OI, if applicable

**OBJECTIVE:** Without reference, explain the purpose and frequency of local operations evaluations. Under direct supervision and using locally developed checklists, evaluate the quality and responsiveness of the local ATC system. After completion of the evaluation, forward a written report to the AOF/CC, the applicable CCTLR, and if required the CATCT. Without assistance, develop/review a system for tracking local operations evaluations.

***Action Item:** Conduct a local operations evaluation. Develop/Review a local operations evaluation suspense tracking system.*

**(4) TASK:        *Conduct Self-Assessment Programs***

**JQS Item:** 3e(4)

**TR:**        AFI 13-203, Chap 1 & 12; AFI 13-218 Training Checklist(s)

**OBJECTIVE:** Without reference, explain the purpose of a self-assessment program. Under direct supervision, conduct a self-assessment inspection of the CSE programs, to include, (as a minimum):

- verification of CSE/ACSE(s) qualifications.
- adherence to facility directives and general ATC procedures.
- quality assurance documentation.
- certification tests evaluation (IAW PCGs).

*Action Item: Conduct a self-assessment inspection.*

**(5) TASK:        *Explain Air Traffic System Evaluation Program (ATSEP)***

**JQS Item:** 3e(5)

**TR:**        AFI 13-203, Chap 12; AFI 13-218

**OBJECTIVE:** Explain the objective, scope and responsible agencies of the ATSEP. Additionally, explain the two distinct programs encompassed in the ATSEP. Explain how the ATSEP could impact the facility(ies). *NOTE: This task item does not require certification in AFJQS ICIX1-002. Completion of this task item serves as a information baseline to properly complete the two tasks listed below.*

**(a) TASK:        *Air Traffic System Analysis***

**JQS Item:** 3e(5)a

**TR:**        AFI 13-203, Chap 12; AFI 13-218

**OBJECTIVE:** Explain the objective and scope of the Air Traffic System Analysis (ATSA). Additionally, explain the format of an ATSA observation and the process used for tracking and resolving reported observations.

**(b) TASK:        *Airfield Operations Standardization Evaluation***

**JQS Item:** 3e(5)b

**TR:**        AFI 13-203, Chap 12; AFI 13-218

**OBJECTIVE:** Explain the objective and scope of the Airfield Operations Standardization Evaluation (AOSE) and identify the two evaluation categories. Utilizing the appropriate directives, answer ATC Training and Quality Assurance Airfield Operations Standardization Evaluation (AOSE) checklist questions (AFI 13-218, Atch 6). Using these results, compute the training conformity index.

(6) **TASK:** *Develop Written Guidance/Operating Instruction*

**JQS Item:** 3e(6)

**TR:** AFI 37-160, Vol 6; AFI 13-203, Chap 11

**OBJECTIVE:** Using AFI 13-203 and local directives, evaluate current guidance on the implementation of Quality Assurance (QA) programs and determine if guidance is comprehensive (i.e. are responsibilities clearly identified, are deficient areas corrected, is program frequency addressed). Using evaluation results, revise/develop guidance for implementing QA programs, as necessary.

*Action Item: Develop/Revise guidance for implementing QA programs.*

f. **TASK:** *Conduct Special Evaluations*

**JQS Item:** 3f

**TR:** AFI 13-203, Chap 8

**OBJECTIVE:** Without reference, explain the purpose, types, and who may conduct a special evaluation. Explain when documentation is required for a special evaluation. Using two scenarios developed by the trainer, document a special evaluation for re-instatement and a special evaluation for other than re-instatement. Under direct supervision, conduct an actual special evaluation for other than re-instatement. *NOTE (for radar evaluations): A standardized scripted simulator scenario should be used to evaluate a TSN/CSE trainee's ability to properly evaluate a "simulated special evaluation." The scenario should be designed with a few errors that the TSN/CSE trainee is supposed to detect. A qualified controller should simulate the "trainee" that is being evaluated. The scenario may include an MVA and airspace deviation, late handoff (automated and/or manual), incorrect altitude readback and assignment, and improper coordination with an assistant.*

The TSN/CSE trainee shall:

- evaluate the controller's certifications (e.g., PCG is completed, applicable JQS items are certified, weather requirements have been met, etc.) prior to commencing the evaluation.
- schedule the evaluation in accordance with local directives.

- pre-brief the controller on the special evaluation process and standards.
- administer and evaluate a written special evaluation test, ensure FAR requirements are met.
- conduct a live/simulated special evaluation using a locally developed checklist IAW PCG objectives. *NOTE: utilize the ATCTD/radar simulator to evaluate areas not observed during live traffic.*
- de-brief overall results stressing strengths and weaknesses.
  - de-brief results with CCTLR, watch supervisor, and controller.
- if applicable, document evaluation results (e.g., AF Form 623a, AF Form 3622, etc).
- ensure the correct areas are accomplished as required when documenting the results of the evaluation (e.g., review training is identified when required, AF Form 3622 is annotated properly when a certification suspension is warranted/required, etc).

**Action Item:** *Conduct a special evaluation for re-instatement and other than re-instatement.*

- g. TASK:** *Suspend Certifications/Facility Ratings*  
**JQS Item:** 3g  
**TR:** AFI 13-203, Chap 8, FAAO 7220.1A

**OBJECTIVE:** Explain the reasons for and who may suspend certifications/facility ratings and required notification procedures. Without reference, explain when facility ratings would be suspended versus just a position certification suspension. IAW AFI 13-203, identify when or if both facility ratings for a controller that is dual certified would be suspended for a controlling action that took place in the local control position. IAW the requirements of AFI 13-203, explain the documentation procedures for a facility rating suspension. After a facility rating suspension has occurred list the three courses of action that can take place.

- h. TASK:** *Explain Cancellation of Position Certifications/Facility Ratings*  
**JQS Item:** 3h  
**TR:** AFI 13-203, Chap 7 & 8

**OBJECTIVE:** Explain when a controller's position certification or facility rating should be canceled and the required notification procedures. Explain the documentation procedures required for cancellation of position certifications and facility ratings.

- i. TASK:** *Explain ATC Withdrawals*  
**JQS Item:** 3i  
**TR:** AFI 13-203, Chap 9, Atchs 3-10

**OBJECTIVE:** Without reference, identify and explain the two types of withdrawals. Additionally, identify and explain the withdrawal categories. Explain actions that are taken

concerning withdrawing an individual from ATC, re-instatement procedures and notification procedures, the role of management personnel (i.e. when are statements required), processing procedures (i.e. stop training, officially suspend training, obtain required statements, notify MAJCOM), trainee rights, and the role of the commander.

**j. Forms/Reports:**

**(1) TASK: *Establish Forms Requirements***

**JQS Item:** 3j(1)

**TR:** AFI 13-203; FAAO 7220.1; FAR Part 65

**OBJECTIVE:** Without assistance, identify forms required to perform CSE duties. (e.g., AF Form 623a, AF Form 3622, FAA Form 7220-1, etc). With trainer assistance, develop an inventory tracking system and explain procedures for procuring all required forms.

**(2) TASK: *Prepare and Submit FAA 8060-4, 8060-5, 8400-3***

**JQS Item:** 3j(2)(a-c)

**TR:** AFI 13-203, Chap 8; FAR Part 65, Subpart A; FAAO 7220.1A, Appendix 1

**OBJECTIVE:** Using the examples in FAAO 7220.1A, prepare a sample FAA Form 8060-4, 8060-5, and 8400-3. With limited assistance, explain submittal procedures.

**Action Item:** *Prepare and submit an FAA Form 8060-4, 8060-5, and 8400-3.*

**(3) TASK: *Prepare and Submit Record of Examiner Activity***

**JQS Item:** 3j(2)(d)

**TR:** FAAO 7220.1A, CE Sup 1

**OBJECTIVE:** Explain how to submit a record of examiner activity report and when reports are due. Without assistance, complete an example report.

**Action Item:** *Prepare and submit a record of examiner activity report.*

**(4) TASK: *Replace/Reissue ATCS Certificate***

**JQS Item:** 3j(3)

**TR:** AFI 13-203, Chap 7

**OBJECTIVE:** Without reference, explain the conditions required for re-issuance of the ATCS certificate and when the certificate requires replacement. Without assistance, complete an ATCS certificate.

**Action Item:** *Replace/Reissue an ATCS certificate.*



(5) **TASK:** *Document AF Form 3622, FAA Form 7220-1, AF Form 623a or suitable substitute*

**JQS Item:** 3j(4)(a)-(c)

**TR:** AFI 13-203, Chap 6 & 8

**OBJECTIVE:** Without reference, explain documentation procedures for AF Form 3622, FAA Form 7220-1, and AF Form 623a (or suitable substitute). Without assistance, complete a sample of all forms. If not previously accomplished, trainee will document an example of a failed position certification on the proper form.

*Action Item: Document AF Form 3622, FAA Form 7220-1, and AF Form 623a (or suitable substitute).*

k. **TASK:** *Evaluate/Provide Feedback on Controller Development Program*

**JQS Item:** 3k

**TR:** AFI 13-203, Chap 1 & 6, Attachment 11; AFI 13-218, Training Checklist

**OBJECTIVE:** Explain the purpose of the Controller Development Program (CDP) and what must be included, as a minimum. With trainer assistance, evaluate the CDP for standardization and accuracy. As a minimum evaluate the CDP OI to the listed requirements in AFI 13-203, attachment 11 and two (2) PCGs for adherence to AFI 13-203 guidance. Provide feedback to the CCTLR(s) and CATCT, as necessary.

l. **TASK:** *Explain and Prepare for Wing (Base) Airfield Operations Board*

**JQS Item:** 3l

**TR:** AFI 13-203, Chap 12

**OBJECTIVE:** With trainer assistance, explain the purpose, agenda, and frequency of the Base Airfield Operations Board. identify minimum board membership. Prepare for (determine if briefing is required, prepare handouts/ slides, etc.) and attend, at a minimum, one board meeting.

*Action Item: Board preparation material, if applicable.*

m. **TASK:** *Explain and Prepare for Training Review Board*

**JQS Items:** 3m

**TR:** AFI 13-203, Chap 6, CDP OI

**OBJECTIVE:** Explain the purpose, minimum membership, agenda, and frequency of the Training Review Board (TRB). Explain what the CSE/TSN may be expected to brief at the TRB (e.g., trends, quarterly evaluations, certifications/suspensions, crew and/or CDP deficiencies, etc). Prepare for (determine if briefing is required, prepare handouts/slides, etc.) and attend a board meeting. Review, as a minimum, the last three (3) monthly TRB minutes.

*Action Item: Board preparation material, if applicable.*

**n. TASK:** *Coordinate and Appoint Assistant Chief, Standardization and Evaluation*

**JQS Item:** 3n

**TR:** AFI 13-203, Chap 1

**OBJECTIVE:** Evaluate qualifications of potential ACSEs and ensure necessary coordination with CCTLRs has been accomplished. With trainer assistance, develop/revise an appointment letter outlining the specific responsibilities of the ACSEs.

*Action Item: Develop/Revise an ACSE appointment letter.*

**o. TASK:** *Coordinate Appointment of Alternate CTO/ATCS Examiner*

**JQS Item:** 3o

**TR:** FAAO 7220.1A, AFI 13-203, Glossary

**OBJECTIVE:** With trainer assistance, evaluate qualifications of a potential alternate CTO/ATCS examiner, accomplish a letter to request appointment of an alternate CTO examiner, explain FAA submittal procedures, and explain ATC Staff coordination procedures.

*Action Item: Accomplish an appointment letter for an alternate CTO examiner.*

**p. TASK:** *Develop and Maintain Continuity Folder (Binder)*

**JQS Item:** 3p

**TR:**

**OBJECTIVE:** With trainer guidance, develop a continuity binder applicable to the duties of CSE. Items specific to your operation that would help someone filling in for you during your absence should be included. Examples:

- CSE and ACSE appointment letters
- Primary/alternate CTO examiner appointment letter(s) from FAA
- Samples of special evaluations, certifications, suspensions, cancellations, annual certifications, and periodic facility evaluation
- Points of contact
- Facility duty schedule(s)
- Required forms
- CDP OI
- Locally developed checklists
- Suspense tracking systems
- Samples of a temporary CTO card
- Facility listing of all pending annual evaluations
- List of controllers in upgrade, qualification, and management training

- List of controllers in EDIT status

*Action Item: Develop a continuity binder.*

## **SECTION II**

### **1. Chief, Air Traffic Control Training (CATCT)**

- a. TASK:**        *Define CATCT/ACATCT Qualifications and Responsibilities*  
**JQS Item:**    4a  
**TR:**             AFI 13-203, Chap 1 & 6

**OBJECTIVE:** Explain minimum qualification requirements (skill level(s), rank, ratings, etc.) and overall duty responsibilities. After reviewing qualification requirements, review the qualification(s) of the current ACATCT(s).

**b. Develop Controller Development Program (CDP):**

- (1) TASK:**        *Explain ISD Phases as They Apply to ATC*  
**JQS Item:**    4b(1)(a-e)  
**TR:**             AFI 13-203, Chap 6; AFI 36-2201, Chap 2; AFI 36-2234

**OBJECTIVE:** Explain the ISD phases of analysis, design, development, implementation, and evaluation as they pertain to the ATC career field. Define who is involved in each phase of the ISD process: AOF/CC, CCTLR(s), CATCT, CSE, Watch supervisors, and front line controllers. Without assistance, explain the three required parts of a task objective.

- (2) TASK:**        **Coordinate CDP Requirements**  
**JQS Item:**    4b(2)(a-c)  
**TR:**             AFI 13-203, Chap 1, 6, & Atch 11; AFI 36-2201

**OBJECTIVE:** After reviewing your facility's needs/requirements, coordinate improvements/changes with the appropriate ATC management personnel. Some of the items to be considered are:

- Task items to be deferred
- Training time limits
- Task and block certification requirements (qualification standards)

- (3) TASK:**        *Develop Certification Guides (Position, General, Task)*  
**JQS Item:**    4b(3)  
**TR:**             AFI 13-203, Chap 1 & 6, Atch 12; AFMAN 36-2234; AFH 36-2235, Vols 1, 4, & 5

**OBJECTIVE:** Without assistance, explain what each certification guide must contain/identify. IAW the Instructional System Development (ISD) process and AFI 13-203, develop/revise a position, general, and task certification guides. As the ISD process is accomplished, ensure the following items are completed:

- Determine number of training blocks.
- Develop block objectives, as applicable.
- Integration of ATCTD/radar simulator or static lab training, if applicable.
- Available computer based training programs are identified.
- Develop criterion and diagnostic tests.
- Integration of ATC training series.

*Action Item: Develop/Revise position, general, and task certification guides.*

**(4) TASK:        *Develop Local Training Materials IAW ISD Principles***

**JQS Item:** 4b(4)

**TR:** AFMAN 36-2234, Chap 6; AFI 36-2222

**OBJECTIVE:** IAW ISD principles and the listed factors, identify, develop, and produce required/needed local training materials for use at your location. *Note: Development of training materials may be affected by several factors, such as:*

- *Development personnel required*
- *Development time required*
- *Development cost required*

*The relative importance of each of these factors depends on the medium selected, therefore, all factors must be evaluated prior to the development of any training material.*

*Action Item: Develop local training material, if applicable.*

**(5) TASK:        *Ensure Development of Radar Simulator Training Programs***

**JQS Item:** 4b(5)

**TR:** AFI 13-203, Chap 6; ATCTD Operations Manual

**OBJECTIVE:** With trainer assistance and controller input/assistance, develop a progressive radar training program leading controllers through the certification and qualification process, ensuring the following radar training principles are implemented:

- Simple to complex scenarios
- Consistent with control responsibilities
- Challenging scenarios for qualified controllers
- Transitions from radar to non-radar to radar



- (6) **TASK:** *Ensure Development of non-radar training programs*  
**JQS Item:** 4b(6)  
**TR:** AFI 13-203, Chap 6

**Objective:** With trainer assistance and controller input/assistance, develop a progressive non-radar training program leading controllers through the certification and qualification process, ensuring the following non-radar training principles are implemented:

- Simple to complex scenarios
- Consistent with control responsibilities
- Challenging scenarios for qualified controllers
- Transitions from radar to non-radar to radar

- (7) **TASK:** *Develop and Manage Computer Based Training (CBT/CATTS) Programs*  
**JQS Item:** 4b(7)  
**TR:** AFI 13-203, Chap 1 & 6; AFI 36-2222; AFI 36-2222; AFIND 25

**OBJECTIVE:** With trainer assistance, explain how to obtain and install required CBT products for local use. After reviewing the master task listing(s) (MTLs), develop/revise a directory/listing of locally required CBT products. With trainer assistance, verify all CBT products are available and function as required. Without assistance, develop a plan to manage CBT/CATTS programs (i.e. how often will you check for new products, what are the procedures to replace old products). Without assistance, obtain one CBT/CATTS product using available means (i.e., download from the Air Force Publication Distribution Library, obtain through MAJCOM, etc). With minimal assistance, install one Harvard Graphics based and one Power Point based CBT. Without assistance, explain how to obtain the CBT program library CD-ROM and explain what the Air Force Publication Bulletin is used for.

*Action Item: Develop/Revise a CBT directory/listing of locally required products.*

**c. Manage Controller Development Program:**

- (1) **TASK:** *Maintain CDP OI*  
**JQS Item:** 4c(1); 4c(1)(a)  
**TR:** AFI 13-203, Chap 6, Atch 11; CDP OI

**OBJECTIVE:** Explain which facets of training the CDP OI must include, who is responsible for the CDP OI, the responsibilities of the AOF/CC, CCTLR(s), CATCT, CSE, and TSN to the program, and the policy and procedures for implementing the CDP. Without assistance, thoroughly review the CDP OI for compliance with AFI 13-203. After reviewing the CDP OI, recommend necessary changes to the AOF/CC. With trainer assistance, explain the coordination process for approving revisions, (i.e.

ATC staff and higher head- quarters) and if required, initiate actions to coordinate approval of the revisions. IAW the AOF/CC directives, define your responsibilities in reviewing/ revising the CDP OI.

In addition to the mandatory items outlined in AFI 13-203, Chap 6 and Atch 11, the following items should be considered for inclusion into the CDP OI:

- Supplemental training as defined by AFI 36-2201
- Experiencing Difficulty in Training (EDIT) procedures and documentation
- ATCTD/radar simulator program management
- Higher Headquarters and MAJCOM and below directed requirements
- Locally unique withdrawal procedures

*Action Item: As required, revise/recommend changes to the CDP OI.*

**(2) TASK:        *Develop/Maintain Master Training Plan for Each Facility***

**JQS Item:** 4c(2)(a-c)

**TR:**            AFI 13-203, Chap 6

**OBJECTIVE:** Using AFI 13-203, chap 6, identify the minimum items that must be maintained in a master training file for each ATC facility at your location. Without reference, explain how often the master training file(s) must be reviewed. Without assistance, review your facility(ies) master training file(s) and, with CATCT/TSN concurrence, adjust as required. With trainer assistance, validate the Master Task List(s) (MTLs) to ensure all required local TR(s) are included and current. (If a MTL does not exist, develop and validate with CATCT/TSN assistance). Without reference, explain how to validate/revalidate position certification time limits and how often time limits shall be revalidated.

*Action Item: Develop/Review/Revise the MTL(s) for your location.*

**(3) TASK:        *Review Training Records for Accuracy and Standardization***

**JQS Item:** 4c(3)

**TR:**            AFI 13-203, Chap 1 & 6; AFI 36-2201; AFMAN 36-2234, Chap 5 & 7; CDP OI

**OBJECTIVE:** Without reference, explain the CATCT/TSN responsibility (i.e. how often must the CATCT/TSN inspect records, who is the report of discrepancies forwarded to, what is inspected). Without assistance, develop a training record review checklist that is IAW the above directives. Using the developed checklist, conduct a comprehensive training records review and prepare a written report. The report should include, as a minimum, initial/repeat discrepancies and trend information. IAW AFI 13-203 and the CDP OI, forward the report to the appropriate management personnel.

*Action Item: Develop/Revise the local records review checklist. Document report of your facility's records review results.*

- (4) **TASK:** *Maintain Trainee Progress Tracking System*  
**JQS Item:** 4c(4)  
**TR:** AFI 13-203, Chap 6; AFI 36-2201, Chap 3: CDP OI

**OBJECTIVE:** Without assistance, develop/maintain a tracking system for your location to include, as a minimum, the status of 3-skill level task evaluation (3 month On-the-Job-Experience), 5 and 7-skill level upgrade training, qualification training (CCTLR, CSE, CATCT, trainer, etc.), dual qualification/certification training, EDIT trainees, stop training, suspensions, and withdrawals. Once developed and with the assistance of the AOF/CC, determine how often the written tracking system will be updated. Without assistance, explain the uses of the trainee progress tracking system.

*Action Item: Develop/Revise a trainee progress tracking system.*

- (5) **TASK:** *Prepare Training Reports*  
**JQS Item:** 4c(5)  
**TR:** AFI 13-203, Chap 6; AFMAN 36-2234, Chap 5 & 7: CDP OI

**OBJECTIVE:** Without reference, explain the purpose of training reports. Using the applicable reference(s), determine what type of training reports are required, how often they must be submitted (i.e. weekly, monthly, quarterly), proper format, required coordination procedures, who they must be submitted to, and any required follow up actions. IAW AFI 13-203, AFMAN 36-2234, and the CDP OI, prepare and publish a training report. Ensure all items required in the training report are included (i.e. background information, scope of report, analysis results, and if applicable, recommendations and milestones for corrective actions).

*Action Item: Prepare and publish a training report, as assigned by your trainer.*

- (6) **TASK:** *Maintain Training Products*  
**JQS Item:** 4c(6)  
**TR:** AFI 13-203, Chap 1 & 6

**OBJECTIVE:** IAW AFI 13-203, chapter 6, explain the CATCT/TSN responsibilities in maintaining training products. Using AFI 13-203, identify which Air Force publication identifies those training products validated for Air Force use. Without assistance, update and maintain, as a minimum, the following training products:

- Certification guides (position, general, task)
- Local training materials

- Radar and non-radar programs
- ATCTD/radar simulator

**(7) TASK: *Prepare and Administer Monthly Review/Recurring Training***

**JQS Item:** 4c(7)

**TR:** AFI 13-203, Chap 1 & 6; CDP OI

**OBJECTIVE:** Without assistance, explain the purpose of review and recurring training (give examples of each), identify AF required recurring training items, explain how review training items are determined (i.e. trends, observations), who may direct that training be accomplished (i.e. Higher Headquarters, AOF/CC), who may administer the training, what format/medium may the training be presented in, and what are the necessary coordination procedures. Using the list of required recurring training items, explain how often training must be accomplished (i.e. monthly, quarterly, semi-annually, annually). Adhering to all the required coordination procedures, prepare and administer review/recurring training to the facility(ies).

**Action Item:** *Prepare and administer monthly review/recurring training.*

**d. TASK: *Establish/Manage Classroom Training***

**JQS Item:** 4d

**TR:** AFI 13-203, Chap 6; AFH 36-2235, Vol 1 & 5; AFMAN 36-2236

**OBJECTIVE:** Using the applicable references and under direct supervision, accomplish the following to successfully conduct classroom training:

- Coordinate/Publish a training schedule; include as a minimum, type of training being conducted, where training is to be held, who must attend, date(s) of training, length of training (hours).
- Develop a course outline.
- Develop training aids, as applicable (handouts, slides, video products, etc.).
- Develop course examination(s).
- Develop/Provide/Obtain feedback forms (i.e. critiques).
- Select and prepare a classroom, considering the following:
  - Classroom size.
  - Visual aids and audio/video equipment needs.
  - Seating arrangements.
  - Heating/cooling system operation.
  - Furniture needs (i.e. chairs, tables, theater style seating)
- Demonstrate classroom management, to include:
  - Attention steps.
  - Managing distractions.
  - Dealing with student participation/non-participation.

- Conducting student feedback session
- Using the feedback critiques, evaluate the success of the training session and initiate required improvements.

Upon completion of a supervised training session, forward a report of the class success/student attendance to the CCTLR(s). Include any further training requirements, if applicable.

**Action Item:** *Establish/Manage classroom training. Projects to consider: training schedule, training aids (as applicable), course examination(s), feedback forms (i.e. critiques), and a class success/student attendance report.*

- e. **TASK:** *Develop and Manage Newcomer's Indoctrination Program*  
**JQS Item:** 4e(1-4)  
**TR:** AFI 13-203, Chap 6; AT-M-08; CDP OI

**OBJECTIVE:** Without reference, explain who must ensure a Newcomer's Indoctrination Program is developed and implemented. With trainer assistance, explain the AOF/CCs policy on managing this program for your base. Without assistance, develop/revise an initial CATCT in-processing checklist and briefing including appointments and training required to prepare new controllers for duty. Additionally, explain how the checklist and briefing would be integrated into the CDP. Items that should be in your initial CATCT in-processing briefing include: CFETP, skill level advancement, the controller development program, and responsibilities to the ATC training program.

**Action Item:** *Develop/Revise newcomer's indoctrination checklist.*

- f. **TASK:** *Procure and Manage Training Aids*  
**JQS Item:** 4f  
**TR:** AFI 13-203, Chap 6; AFI 36-2201, Chap 3; AFH 36-2235, Vol 10, Chap 4; AFIND 25; AFI 36-2222, Para 1.3 & 2.3

**OBJECTIVE:** Explain the procedures for updating training publications, integrating new training aids into the CDP, and establishing training for new material(s). Additionally, explain how to coordinate your requirements with the AOF/CC, CCTLR, CSE, equipment custodian, Unit Computer Custodian (UCC), and information manager. Under direct supervision, demonstrate the correct management of available training aids. Without assistance, inventory current training aids available at your location. Using the inventory list, identify needed training aids and evaluate/ coordinate budget considerations with the AOF/CC and CCTLR(s).

**Action Items:** *Procure and manage training aids. Develop/Revise a training aids inventory list.*

- g. TASK:** *Explain ATC Withdrawal Procedures, Documentation, and Categories*  
**JQS Item:** 4g  
**TR:** AFI 13-203, Chap 9, Atchs 3-10

**OBJECTIVE:** Without reference, identify and explain the two types of withdrawals and the withdrawal categories. Explain actions that are taken concerning withdrawing an individual from ATC, re-instatement procedures and notification procedures, the role of management personnel (i.e. when are statements required), and the processing procedures (i.e. stop training, officially suspend training, obtain required statements, notify MAJCOM). With trainer assistance and if able, process a withdrawal package from start to finish.

- h. TASK:** *Develop Training for New Equipment and Procedures*  
**JQS Item:** 4h  
**TR:** AFI 36-2201, Chap 2; AFH 36-2235, Vol. 10, Chap 4; AFMAN 36-2236

**OBJECTIVE:** Using the applicable reference(s), identify at least 4 methods of instruction. Choose 1 of the 4 methods of instruction and IAW the ISD process, develop a training plan to teach the operation of a new piece of equipment or application of a new procedure at your location.

*Action Item:* Develop written training plan of instruction for new equipment or procedures.

- i. TASK:** *Explain Air Traffic Systems Evaluation Program (ATSEP)*  
**JQS Item:** 4i(1-2)  
**TR:** AFI 13-203, Chap 12; AFI 13-218

**OBJECTIVE:** Explain the objective, scope, and responsible agencies of the ATSEP. Additionally, explain the two distinct programs encompassed in the ATSEP. Explain the objective and scope of the Air Traffic System Analysis (ATSA). Additionally, explain the format of an ATSA observation and the process used for tracking and resolving reported observations. With trainer assistance, explain how to prepare a report of corrective actions taken for your commander and higher headquarters. Explain the objective and scope of the Airfield Operations Standardization Evaluation (AOSE) and identify the two evaluation categories. Utilizing the appropriate directives, answer ATC Training Airfield Operations Standardization Evaluation (AOSE) checklist questions (AFI 13-218, Atch 4-9).

- j. TASK:** *Manage ATCTD (radar simulator) Program*  
**JQS Item:** 4j  
**TR:** AFI 13-203, Chap 6; ATCTD Operations Manual

**OBJECTIVE:** With trainer assistance, develop a basic fundamentals training scenario. Ensure all responsibilities of the CATCT are met. After identifying deficiencies to your trainer and with CATCT approval, make necessary changes to the program. Explain the responsibilities of the AOF/CC, CATCT, CCTLR, and System Administrator/Assistant.

- k. TASK:** *Manage Trainer/Task Certifier Qualification Training Program*  
**JQS Item:** 4k  
**TR:** AFI 36-2201; AFI 13-203, Chap 6; CDP OI

**OBJECTIVE:** Without assistance, determine if your location is in adherence with AFI 13-203. Without reference, explain the requirements for a task certifier and trainer (i.e., skill level, rank) and who may appoint task certifiers and trainers (i.e., commander, AOF/CC, CCTLR). Using ISD, describe the components that make-up a task certification guide for either a trainer or task certifier. Without assistance, update/develop a current list of task certifiers and trainers. Ensure that a system is in place to update this list periodically.

*Action Item: Develop/Revise task certifier and trainer certified listing.*

- l. TASK:** *Conduct Training Review Board*  
**JQS Item:** 4l  
**TR:** AFI 13-203, Chap 6; CDP OI

**OBJECTIVE:** Explain who must establish a training review board (TRB), how often must the TRB convene, who must attend, and what TRB administrative policies and procedures must be included in the CDP OI. Explain what agenda items must be included. IAW AFI 13-203 and the CDP OI, complete a proposed agenda and schedule, with the appropriate management personnel concurrence, for a monthly TRB meeting. Upon AOF/CC, CATCT, CSE, CCTLRs approval, finalize and implement the agenda at a monthly TRB meeting. Upon completion of a monthly TRB meeting and with trainer assistance, complete the TRB minutes. IAW the applicable reference(s), explain how long TRB minutes must be maintained and if problems or deficient areas are identified what must be established. With the concurrence of the AOF/CC, publish and distribute the TRB minutes.

*Action Item: Conduct a training review board.*

- m. TASK:** *Develop and Maintain Basic Computer Skills*  
**JQS Item:** 4m(1-3)  
**TR:** AFI 13-203, Chap 1 & 6; Base/Unit Level Computer Skills Classes; Software/Hardware User's Manuals; Software Tutorials

**OBJECTIVE:** After receiving the appropriate instruction(s), demonstrate basic computer knowledge/data processing skills appropriate to your location (i.e., MSWord, MSExcel, PowerPoint). With limited trainer assistance, demonstrate the ability to operate electronic communications available at your location including electronic mail (EMAIL), accessing

Bulletin Boards (BBS), conducting file transfer (upload/download), and accessing available local area networks (LAN).

**n. TASK:        *Develop and Maintain Continuity Binder***

**JQS Item:** 4n

**TR:**

**OBJECTIVE:** Without trainer assistance, assemble and maintain a continuity binder containing material and references essential to your CATCT duties. Items specific to your operation that would help someone filling in for you during your absence should be included. Examples:

- Appointment letters
- Facility duty schedule(s)
- Points of contact
- In-processing briefings
- Documentation examples
- CDP OI
- Required forms
- Locally developed checklists
- Samples of TRB agenda and minutes
- Sample of monthly review, recurring, supplemental training letters
- List of controllers in upgrade, qualification, and management training
- List of controllers in EDIT status
- Status of controllers in CDC training
- Current Air Force Publication Bulletin

*Action Item: Develop/Revise a continuity binder.*

**o. TASK:        *Self Inspection of ATC Training***

**JQS Item:** 4o(1-3)

**TR:** AFI 13-203; AFI 13-218, Training Checklist; AFR 123-1

**OBJECTIVE:** Without reference, explain the purpose of a self-inspection program. Under direct supervision, conduct a self inspection of ATC training programs, to include, (as a minimum):

- Verification of CATCT/ACATCT qualifications.
- Adherence to the CDP OI.
- Adherence to Air Force instructions and directives.
- PCGs and TCGs (up-to-date and current).

- Locally developed training series.
- Completion of the applicable training checklist in AFI 13-218

With trainer assistance, prepare and disseminate an inspection report and when necessary initiate corrective actions.

**Action Item:** *Conduct a self-inspection of the ATC training program.*

- p. TASK:** *Coordinate with Unit/Base Training Manager*  
**JQS Item:** 4p  
**TR:** AFI 13-203; AFI 36-2101, Chap 2 & 3; AFMAN 36-2108; AFI 36-2201, Chap 3; CDP OI; CDC Instructions

**OBJECTIVE:** With trainer assistance and after coordinating personnel actions with the ATC staff, explain actions required to initiate/accomplish the following:

- Upgrade actions
- SEI award/change
- Career Development Courses (CDC)
  - Ordering CDCs
  - Administering CDCs
  - Administering VREs
  - Course examinations
  - Course failures (Commander's role)
  - Course time limits and extensions
- Ancillary training
- Withdrawal actions
- Waiver actions
- Training status codes
- Formal school attendance
- ECI enrollment

- q. TASK:** *Coordinate with MAJCOM/Headquarters Training Managers*  
**JQS Item:** 4q  
**TR:** AFI 13-203, Chap 6; AFI 36-2201

**OBJECTIVE:** With trainer assistance, explain coordination procedures (i.e., MAJCOM Headquarters, HQ AFFSA). IAW the applicable reference(s), define mandatory training issues that require coordination with MAJCOM/Headquarters training managers.

- r. TASK:** *Explain ATC Training Files*  
**JQS Item:** 4r  
**TR:** AFR 4-20, Vol 4 (AFM 37-139)

**OBJECTIVE:** Without assistance, demonstrate the ability to locate and maintain official ATC training files. Explain the disposition of each file and what actions are required when the file reaches its disposition point (i.e., destroy or file in archives).

- s. **TASK:** *Manage Training Records*  
**JQS Item:** 4s  
**TR:** AFI 13-203, Chap 6; AFI 36-2201; CDP OI

**OBJECTIVE:** Without assistance, explain the process and responsibilities of building and managing training records. Explain, at a minimum, the following:

- AF Form 623
  - Preparing a record for new arrivals
  - Replacing damaged records
- Transcribing documentation
- Updating records
- Inspection procedures (i.e., responsibility, frequency)

- t. **TASK:** *Coordinate Budget Requirements*  
**JQS Item:** 4t  
**TR:** AFI 36-2201; AFI 65-601, Vol 1 & 2

**OBJECTIVE:** With management personnel assistance, identify the process for coordinating budget requirements. Identify who is in the budget process and what items in that process apply to ATC training. Some items to consider are:

- Equipment (Hardware and software)
- TDY (CATCT workshop, ATCTD school)
- Supplies
- ATCTD (Maintenance and upgrade)

- u. **TASK:** *Coordinate and Appoint Assistant Chief, Air Traffic Control Training*  
**JQS Item:** 4u  
**TR:** AFI 13-203, Chap 1; AFJQS 1C1X1-002, Cover Page

**OBJECTIVE:** With trainer assistance, evaluate qualifications of a potential ACATCT, accomplish an appointment letter to include responsibilities, and explain ATC Staff coordination procedures.

**Action Item:** *Complete an ACATCT appointment letter.*