

**DEPARTMENT OF THE AIR FORCE
AIR FORCE FLIGHT STANDARDS AGENCY
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AIR TRAFFIC CONTROL TRAINING SERIES



MANAGEMENT

CHIEF CONTROLLER

TASK CERTIFICATION GUIDE

15 OCTOBER 96

FOREWORD

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

ROBERT G. LAMOND, JR., Lt Col, USAF
Chief, Air Traffic Control Operations Division

OPR: HQ AFFSA/XAT

Distribution: F

CHIEF CONTROLLER

Task Certification Guide

1. INTRODUCTION: This Air Traffic Control Task Certification Guide (TCG) identifies the tasks required to become certified as a Chief Controller (CCTLR) and/or an Assistant CCTLR (ACCTLR). 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 five sections:

- Section I - Facility Operations
- Section II - Personnel Management
- Section III - Administration
- Section IV - Training
- Section V - Combat Readiness

Tasks do not have to be completed in order or by sections. MAJCOMs and below may direct the order of completion or create blocks of training for the listed task items. This TCG must be completed by all personnel in CCTLR or ACCTLR training. Training should start not later than appointment to the position and be completed within 6 months of initial assignment. 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 CCTLR or ACCTLR, the trainee must be trained on all applicable items. All tasks contained in this TCG require certification by a qualified task certifier. In "one-person shops" (e.g., CCTLR has PCSd and a new CCTLR has just been assigned) other staff members who have completed task certifier training and have previously been certified in the CCTLR 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. Personnel previously certified as a CCTLR/ACCTLR will have their JQS evaluated to ensure all applicable JQS items for the new duty location have been completed.

3. SECTION REQUIREMENTS: As stated above, this TCG is divided into five sections. Each section is applicable to a specific function of the CCTLR. To qualify as a CCTLR or ACCTLR, all sections must be completed. In addition to the requirements contained in AFI 36-2201, Chapter 3, On-The-Job Training Responsibilities, accomplish the following:

a. Action Item(s). An action item is a performance task that must be completed, e.g., a written project, 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 - Facility Operations

- (a) Crew Change/Pre-duty Familiarization Procedures - Task Item 2a
- (b) Procedures for Combining Operating Positions - Task Item 2b
- (c) Equipment Check Procedures - Task Item 2c
- (d) Procedures for Reporting Equipment Outages - Task Item 2d
- (e) Procedures for Alternate Facility Operations - Task Item 2e
- (f) Procedures for Recorder Operations - Task Item 2f
- (g) Alternate Communication Procedures - Task Item 2g
- (h) Facility Operating Instruction - Task Item 2h
- (i) Waiver Requests - Task Item 2i
- (j) Facility Exercise Support - Task Item 2k
- (k) Facility Checklists - Task Item 2l
- (l) Ready Reference Files, if applicable - Task Item 2m
- (m) Procedures for Security of ATC Facilities - Task Item 2n
- (n) Temporary Facility Instruction - Task Item 2q

(2) Section II - Personnel Management

- (a) Facility Duty Schedule - Task Item 1
- (b) Manpower Change Request - Task Item 4
- (c) Unit Manning Document - Task Item 5
- (d) Unit Personnel Management Roster - Task Item 6
- (e) Appropriate Special Experience Identifiers - Task Item 8

(3) Section III - Administration

- (a) Procedures for Forms Usage - Task Item 1b
- (b) Procedures for Forms Review - Task Item 1c
- (c) Military Air Traffic Activity Report - Task Item 4
- (d) Base Airfield Operations Board Preparation Material - Task Item 5
- (e) AOSE Problem/SII Corrective Actions Response Letter - Task Item 7c
- (f) Budget Request - Task Item 8
- (g) CCTLR Continuity Binder - Task Item 10

(4) Section IV - Training

- (a) Facility Position Task Analysis - Task Item 1a

- (b) TRB Preparation Material - Task Item 4
- (c) Facility Training Records Inspection - Task Item 5a
- (d) Individual Progress Evaluation - Task Item5b

(5) **Section V** - **Combat Readiness**

- (a) Facility Base Level Assessment - Task Item 2
- (b) Exercise Evaluation - Task Item 3
- (b) Facility Mobility Requirements Inspection - Task Item 5
- (c) SORTS Report Inputs - Task Item 6

4. QUALIFICATION STANDARD: Train and qualify controllers to the GO/NO GO standard. “Go” means that the individual can perform the task without assistance, unless specified otherwise, 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 CCTLR and ACCTLR trainees until all training has been completed. Document task start and completion dates in AFJQS 1C1X1-002, Section 5.

SECTION I FACILITY OPERATIONS

1. **TASK:** *Define CCTLR/ACCTLR Qualifications and Responsibilities*
JQS ITEM: 5a
TR: AFI 13-203, Chap 1; AFJQS 1C1X1-002, Cover Page

OBJECTIVE: Explain minimum qualification requirements (skill level, ATC experience, ratings, etc.) and time limits for completing JQS items/obtaining facility ratings. Without assistance, explain in specific terms the broad range of responsibilities for the internal operation of the facility.

2. Facility Operations

- a. **TASK:** *Establish Crew Change and Pre-Duty Familiarization Procedures*
JQS ITEM: 5b(1-2)
TR: AFI 13-203, Chap 1; FAAO 7210.3; LOP

OBJECTIVE: IAW applicable directives, establish/revise/review crew change and pre-duty familiarization procedures that will ensure a smooth transition of facility operations between crews. Consider the following:

- Continuity of service
- Order of positions to be relieved
- Trainee participation
- Location of crew briefing
- Traffic volume and complexity
- Items to review prior to assuming duty (i.e., RIF, weather, outage log)

Action Item: Establish/Revise/Review crew change and pre-duty familiarization procedures.

- b. **TASK:** *Establish Procedures for Combining Operating Positions*
JQS ITEM: 5b(3)
TR: AFI 13-203, Chap 1; FAAO 7210.3; LOP

OBJECTIVE: IAW applicable directives, establish/revise/review procedures for combining operating positions. As a minimum, include and consider the following:

- Positions that may and may not be combined
- When positions may be combined
- Traffic and complexity
- Transfer of responsibility for the combined position
- Controller workload
- Available manpower

Action Item: Establish/Revise/Review procedures for combining operating positions.

- c. **TASK:** *Establish Equipment Check Procedures*
JQS ITEM: 5b(4)
TR: AFI 13-203, Chap 2; Facility OI

OBJECTIVE: IAW applicable directives, establish/revise/review procedures for periodic equipment checks (ensure procedures define required facility equipment checks after a power failure and generator changeover). Without assistance, explain items that would be contained in a facility checklist. Using the applicable references, identify the minimum equipment checks to be accomplished.

Action Item: Establish/Revise/Review equipment check procedures.

- d. **TASK:** *Establish Procedures for Reporting Equipment Outages*
JQS ITEM: 5b(5)
TR: AFI 13-203, Chap 2; FAAO 7110.65

OBJECTIVE: IAW applicable directives, establish/revise/review procedures for reporting equipment outages. Under direct supervision, demonstrate the ability to coordinate procedures and restoral priorities with maintenance. As a minimum, include the following:

- Notification procedures
- Restoral priorities
- Required documentation
- Maintenance response times
- Maintenance/ATC coordination

Action Item: Establish/Revise/Review procedures for reporting equipment outages.

- e. **TASK:** *Establish Procedures for Alternate Facility Operations*
JQS ITEM: 5b(6)
TR: AFI 13-203, Chap 2; FAAO 7210.3

OBJECTIVE: With trainer assistance, identify requirements for alternate facility operations, to include periodic equipment checks. IAW applicable directives, establish/ revise/review procedures to support alternate facility operations. Explain coordination needed with other agencies (as necessary). As a minimum, consider the following:

- UHF/VHF/FM transmitters/receivers
- Volume of operations supported
- Control and movement of vehicles during operation of alternate facility
- Items for flyaway kit (i.e., pens, strip, notebooks, etc.)
- NAVAID monitoring
- Landline communications
- Control of airfield lighting
- Receipt and dissemination of pertinent airfield/weather information
- Coordination with other ATC facilities/agencies
- Required publications

- Exercise support
- Training

Action Item: *Establish/Revise/Review procedures for alternate facility operations.*

f. TASK: *Establish Procedures for Recorder Operations*

JQS ITEM: 5b(7)

TR: AFI 13-203, Chap 2; FAAO 7210.3; ATG-21

OBJECTIVE: IAW applicable directives, establish/revise/review procedures for recorder operations. As a minimum include:

- Recorder checks
- Tape changes
- Removing tapes from service
- Procurement of new tapes
- Alternate time source
- Recording priority
- Releasing of data

Action Item: *Establish/Revise/Review procedures for recorder operations.*

g. TASK: *Establish Alternate Communications Procedures*

JQS ITEM: 5b(8)

TR: AFI 13-203, Chap 2; FAAO 7210.3

OBJECTIVE: IAW applicable directives, establish/revise/review procedures for facility alternate communications. Identify all landline/communications systems and discuss alternate means to communicate when systems are out of service. Explain coordination with other agencies that may be required. Explain items contained in a checklist.

Action Item: *Establish/Revise/Review alternate communication procedures.*

h. TASK: *Establish Facility Operating Requirements*

JQS ITEM: 5b(9)

TR: AFI 13-203, Chap 10

OBJECTIVE: Identify and explain unique facility operating requirements (i.e., use of headsets, crew change procedures, airspace sectorization, opposite direction traffic procedures, facility cleanup, etc.) for your facility. Discuss the different areas that CCTLRs need to develop facility Operating Instructions (OI) for. Explain procedures involving other agencies/facilities that must be coordinated. With trainer guidance, develop an OI establishing a unique facility operating procedure for your facility. Submit to CCTLR for review.

Action Item: *Develop a facility OI.*

- i. **TASK:** *Validate and Prepare Waiver Requests*
JQS ITEM: 5b(10)
TR: AFI 13-203, Chap 10

OBJECTIVE: Explain procedures for preparing waiver requests and recommended changes to publications. Explain the coordination process required to submit a waiver. With trainer assistance, review and revalidate existing facility waivers and evaluate facility operations for additional waivers needed. Using a scenario developed by your trainer, prepare a waiver request using guidance in AFI 13-203.

Action Item: *Prepare/Validate waiver request(s).*

- j. **TASK:** *Evaluate Facility Power Systems and Ensure Personnel are Qualified*
JQS ITEM: 5b(11)(a-b)
TR: AFI 13-203, Chap 2; AFI 32-1063

OBJECTIVE: With CE Power Production and ATCALS Maintenance personnel assistance, evaluate facility power systems to ensure sufficiency. Consider reliable power switching systems and uninterruptible power supplies. Without reference, explain the use of auxiliary power generators of ATCALS during severe weather. Explain procedures for scheduling controllers for training on facility power systems. Demonstrate the ability to schedule controllers for training.

- k. **TASK:** *Plan and Coordinate Facility Exercise Support*
JQS ITEM: 5b(12)
TR: AFI 13-203, Chap 5 & 12

OBJECTIVE: Explain the coordination required with base exercise evaluators and ATC staff members for exercise support of OREs, MAREs, anti-hijack exercises, etc. With trainer guidance and using appropriate references, formulate, coordinate, and implement a scenario(s) that involves the facility's participation in an exercise.

Action Item: *Plan and coordinate facility exercise support.*

- l. **TASK:** *Develop Facility Checklists*
JQS ITEM: 5b(13)
TR: AFI 13-203, Chap 11; FAAO 7210.3

OBJECTIVE: IAW applicable directives, develop/revise/review facility checklists. Consider emergency actions and seldom used but critical procedures (i.e., HATR, aircraft mishaps, aircraft hijack, etc.).

Action Item: *Develop/Revise/Review facility checklists.*

- m. TASK:** *Develop Facility Ready Reference Files*
JQS ITEM: 5b(14)
TR: AFI 13-203, Chap 11

OBJECTIVE: Explain the purpose and requirements of ready reference files (RRF). IAW applicable directives, evaluate current RRFs to ensure they contain the required information. Consider information that will provide controllers with an immediate reference source to confirm data or obtain seldom used information.

Action Item: Develop/Revise/Review RRF(s).

- n. TASK:** *Develop Procedures for Security of ATC Facilities*
JQS ITEM: 5b(15)
TR: AFI 13-203, Chap 11; AFI 31-209

OBJECTIVE: Explain the requirements for type and location of ATC security devices needed for control tower and radar facilities to safeguard ATC assets and personnel. IAW applicable directives, develop/revise/review procedures to ensure that the ATC operating area is secure. Explain the reasons and frequency for resetting facility cipher locks.

Action Item: Develop/Revise/Review procedures for security of ATC facilities.

- o. TASK:** *Implement Security Procedures for Automated ATC Systems*
JQS ITEM: 5b(16)
TR: AFI 13-203, Chap 2; Applicable Version Description
 Document/Users Manual

OBJECTIVE: Identify the automated ATC systems located in your facility (i.e., PIDP, FDS, ATCTD, etc.). Explain procedures for putting equipment on-line and taking equipment off-line when computer resources are suspected of malfunctions due to tampering, abuse, or introduction of unauthorized software (i.e., viruses). Explain the purpose and retention requirements of the Performance Evaluation Test (PET) and the Version Description Document (VDD). With trainer guidance, explain the development of procedures to safeguard one of the automated ATC systems at your facility to include notification procedures in the event the system is withdrawn from service.

- p. TASK:** *Maintain Facility Recent Information File*
JQS ITEM: 5b(17)
TR: AFI 13-203, Chap 11; FAAO 7210.3

OBJECTIVE: Without reference, explain the purpose and contents of the recent information file (RIF), e.g., new procedures, training, general information, etc. Explain the development of procedures for maintenance of the RIF. Maintain the RIF for a specified time period assigned by your trainer.

- q. **TASK:** *Develop and Implement Temporary Instructions*
JQS ITEM: 5b(18)
TR: AFMAN 37-122; FAAO 7210.3

OBJECTIVE: Explain the purpose, disposition of, and time limitations of temporary instructions. With trainer guidance, develop a temporary instruction for implementation in your facility.

Action Item: Develop a Temporary Instruction for your facility.

3. **TASK:** *Define HATR/Mishap/Hazard Report Actions*
JQS ITEM: 5f
TR: AFI 13-203, Chap 11; AFI 51-505; AFI 91-202; AFI 91-204

OBJECTIVE: Explain procedures for notification and reporting of HATR, Aircraft Mishap, and Hazard Reports. Using appropriate checklists and references, explain legal ramifications of controller statements. Explain the difference between a safety board and an accident board. Explain which forms are used for HATR, mishap, and hazard reporting. Without reference, explain time limits and responsibilities for the proper safeguarding of ATC information and recording media (i.e., tapes and discs).

SECTION II

PERSONNEL MANAGEMENT

- 1. TASK:** *Plan and Develop a Duty Schedule*
JQS ITEM: 5c(1)
TR: AFI 13-203, Chap 1; FAR 65; FAAO 7210.3

OBJECTIVE: Using a list of controllers (as specified by your trainer), plan and develop a “normal operations” and wartime/austere manning duty schedule to cover hours of facility operation to include leaves, TDYs, and extended DNICs. Consider training and mission requirements. As a minimum, include the following:

- TDYs
- Leaves
- Extended DNICs
- Appointments

Action Item: Develop a “normal operations” and wartime/austere manning facility duty schedule.

- a. TASK:** *Assign Controller Initials*
JQS ITEM: 5c(1)(a)
TR: AFI 13-203, Chap 1; FAAO 7210.3

OBJECTIVE: Without reference, explain the purpose and use of operating initials. Demonstrate the ability to coordinate with the opposite facility CCTLR (if applicable) and controller to assign initials. Ensure that there is no duplication of initials.

- b. TASK:** *Coordinate Off-Duty Employment Requests*
JQS ITEM: 5c(1)(b)
TR: AFI 13-203, Chap 1; FAAO 7210.3

OBJECTIVE: Explain factors for consideration of approval/disapproval of off-duty employment. Demonstrate the ability to coordinate off-duty employment requests and ensure that controllers understand facility manning and crew rest requirements.

- c. TASK:** *Ensure Crew Rest Requirements are Met*
JQS ITEM: 5c(1)(c)
TR: AFI 13-203, Chap 1

OBJECTIVE: Without reference, explain the maximum duty hours allowed per shift and the minimum uninterrupted breaks required between a shift and a round of shifts for CONUS, overseas, and wartime contingencies. Explain how crew rest requirements integrate into the duty schedule. Explain the difference between standby and on-call time. When unforeseen events prevent staffing a facility as scheduled, explain how it affects breaks, duration of shifts, and overhead staffing.

2. **TASK:** *Review Medical Qualifications*
JQS ITEM: 5c(2)
TR: AFI 13-203, Chap 1; AFI 48-123

OBJECTIVE: Explain the medical qualifications required to be an air traffic controller. Demonstrate the ability to coordinate with flight medicine personnel to ensure that newly assigned controllers have met medical qualifications and have a current AF Form 1042 on file prior to beginning duty. Schedule controllers for annual flight physicals. Explain how to track flight physical suspenses.

3. **TASK:** *Ensure Controller Proficiency*
JQS ITEM: 5c(3)
TR: AFI 13-203, Chap 1 & 6

OBJECTIVE: Explain the development of procedures to ensure facility controllers maintain proficiency in all positions that they are certified in. As a minimum, include the following:

- Minimum Monthly/Quarterly Position Time Requirements
- Means Of Tracking Position Time
- Action Taken If A Controller Fails To Meet Requirements
- Periodic Reviews

4. **TASK:** *Accomplish Air Force Manpower Standard and Prepare a Manpower Change Request*
JQS ITEM: 5c(4-5)
TR: AFI 13-203 MAJCOM Supplement; AFMS 13E1; AFI 38-201

OBJECTIVE: Compare the current facility duty schedule to the current manpower standard of your facility to check for validity of the standard. With trainer assistance, identify and compute manpower requirements for your facility using AFMS 13E1 and AFI 13-203 MAJCOM Supplement (listing of required operating positions for facility). Determine if a manpower request is required and submit appropriate justification and documentation. Under direct supervision, demonstrate the ability to coordinate with local manpower personnel to compute and validate local manning requirements.

Action Item: *Prepare manpower change request.*

5. **TASK:** *Review and Update Unit Manpower Document (UMD)*
JQS ITEM: 5c(6)
TR: AFM 30-130, V2

OBJECTIVE: Explain the purpose and use of the UMD. Review and compare the UMD authorizations against the manpower standard for your facility and determine if requirements match authorizations. Explain the difference between an authorized grade and a required grade.

Demonstrate the ability to initiate personnel action (PC III) changes to the UMD as specified by the trainer.

Action Item: Update UMD.

- 6. TASK:** *Review and Update Unit Personnel Management Roster (UPMR)*
JQS ITEM: 5c(7)
TR: AFM 31-30, V1

OBJECTIVE: Explain the purpose and use of the UPMR. Review your facility's UPMR to ensure personnel are aligned in appropriate position numbers considering skill level, grade, and SEIs. Demonstrate the ability to initiate personnel action (PC III) changes to the UPMR as specified by the trainer.

Action Item: Update UPMR.

- 7. TASK:** *Assign Position Numbers*
JQS ITEM: 5c(8)
TR: AFM 31-30, V1

OBJECTIVE: Using the UMD and the UPMR correctly, assign personnel to the authorized position number according to rank and SEI. Demonstrate the ability to initiate personnel action (PC III) changes as specified by the trainer.

- 8. TASK:** *Review and Apply for Appropriate Special Experience Identifiers (SEI)*
JQS ITEM: 5c(9)
TR: AFI 13-203, Chap 6; AFI 36-2101; AFMAN 36-2108, Atch 42

OBJECTIVE: Explain SEIs that are applicable to tower and radar facilities. Demonstrate the ability to review personnel documents for current SEIs and initiate personnel action (PC III, AF Form 2096, etc.) changes for updates as specified by the trainer.

Action Item: Apply for appropriate SEIs.

- 9. TASK:** *Select Controllers for Watch Supervisor Duties*
JQS ITEM: 5c(10)
TR: AFI 13-203, Chap 1

OBJECTIVE: Without reference, explain required qualifications for selection as a watch supervisor. Evaluate all facility 7-level non-watch supervisor qualified controllers for potential selection as a watch supervisor. Base selections on:

- Skill Level
- Leadership abilities

- Grade
- Technical abilities
- Completion of applicable task certification guides
- Communicative skills
- Certifications/ratings

SECTION III ADMINISTRATION

1. Facility Forms

- a. **TASK:** *Establish Forms Requirements*
JQS ITEM: 5d(1)(a)
TR: AFI 13-203, Chap 11; CBT-G-10

OBJECTIVE: Identify forms required for facility operation. Review and update (if required) requirements with the Customer Account Representative (CAR) and Base Operations Publications Account Custodian to ensure proper Air Force and FAA forms are available and received in a timely manner.

- b. **TASK:** *Establish Procedures for Forms Usage*
JQS ITEM: 5d(1)(b)
TR: AFI 13-203, Chap 11

OBJECTIVE: IAW applicable directives, establish/revise/review procedures outlining proper use, maintenance, and disposition of all required forms and logs. As a minimum, include the following:

- How often forms will be used
- Documentation examples
- Checks for neatness and accuracy
- Automated forms procedures
- Disposition and retention
- Staff review procedures

Action Item: Establish/Revise/Review procedures for forms usage.

- c. **TASK:** *Establish Procedures for Review of Forms*
JQS ITEM: 5d(1)(c)
TR: AFI 13-203, Chap 11

OBJECTIVE: IAW applicable directives, establish/revise/review procedures to review forms. Under direct supervision, review all completed facility forms and logs for accuracy, neatness, compliance with LOPs, and unusual events for a period of one month. Document Memos For Record when required and initiate follow-up action when necessary.

Action Item: Establish/Revise/Review procedures for forms review.

2. TASK: *Ensure Charts, Maps, Publications and Instruction Files are Current*

JQS ITEM: 5d(2)

TR: AFI 11-201; AFI 13-203, Chap 11; AFI 37-165

OBJECTIVE: Explain facility chart, map, publication, and instruction file requirements for tower and radar facilities. Evaluate all required facility charts, maps, publications, and files with the appropriate OPR to ensure accuracy and currency.

3. TASK: *Ensure Proper Filing and Disposition of Document Files are Current*

JQS ITEM: 5d(3)

TR: AFI 13-203, Chap 11; AFMAN 37-123; AFMAN 37-138; File Plan

OBJECTIVE: Review the existing file plan for currency. Explain how to file, the disposition of each file, and what actions are required when the file reaches its disposition point (i.e., destroy, file in archives, etc.). With trainer assistance, inspect all pertinent files for currency and proper filing to ensure critical files are readily available. Demonstrate the ability to locate and maintain official ATC files.

4. TASK: *Submit Military Air Traffic Activities Report*

JQS ITEM: 5d(4)

TR: AFI 13-203, Chap 11; CBT-G-25; Users Manual

OBJECTIVE: Explain the frequency of reports, when reports must be submitted, where the reports are sent, what must be included in a submitted report, categories, and format of reports (i.e., hard copy, floppy disk, etc.). Identify what forms (paper or automated) must be used to document daily, monthly, and quarterly reports. Explain who is the approving authority for special use counting activities.

Action Item: Submit military air traffic activity report.

5. TASK: *Prepare for Base Airfield Operations Board (AOB)*

JQS ITEM: 5d(5)

TR: AFI 13-203, Chap 12

OBJECTIVE: Explain the purpose, agenda, and frequency of the base AOB. Review the board agenda and minutes from the last board then discuss with the management team all open agenda items that affect your facility operation. Using the agenda of the next board and with trainer assistance, determine if a briefing is necessary for responsible areas and prepare (i.e., develop handouts, slides, etc.) for the board. Under direct supervision, attend the board and brief responsible areas.

Action Item: Prepare Base AOB Preparation Material.

6. TASK: *Manage Unit and Air Force Awards and Decorations Programs*

JQS ITEM: 5d(6)

TR: AFI 36-2803; AFI 36-2805; AFI 36-2807

OBJECTIVE: Without reference, explain and give examples of the lowest to highest air traffic control unit and Air Force awards and decorations programs. Using established internal/external controls, identify deserving personnel for recognition. Explain how to track suspenses and ensure accuracy and timeliness of awards.

7. Quality Assurance Programs

a. TASK: *Define Air Traffic System Evaluation Program (ATSEP)*

JQS ITEM: 5d(7)(a)

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 for your commander and higher headquarters of corrective actions taken. Explain the objective and scope of the Airfield Operations Standardization Evaluation (AOSE) and identify the two evaluation categories. With minimal assistance, answer at least twenty air traffic management (ATM) checklist questions (as assigned by the trainer), and all tower/radar (as applicable for your facility) AOSE checklist questions (AFI 13-218, Atch 5 & 7). Using the results of the questions answered, compute the adjusted index (AI) for each area.

b. TASK: *Manage Internal Quality Assurance Programs*

JQS ITEM: 5d(7)(b)

TR: AFI 13-203, Chap 12

OBJECTIVE: Without reference, explain the type, purpose, frequency, and staff members who conduct the internal managed programs. Evaluate existing internal quality assurance programs to ensure that they accurately assess the performance of crews, individuals, and management. Initiate and track deficient items with follow-up/corrective actions until closed.

c. TASK: *Initiate Corrective Actions and Prepare Replies to Inspections/Reports*

JQS ITEM: 5d(7)(c)

TR: AFI 13-203, Chap 12; AFI 13-218; AFMAN 37-123; AFH 37-137

OBJECTIVE: Explain AF, MAJCOM, and local quality assurance programs that require initiation of corrective actions and prepared replies/responses. Explain ATSA observation, AOSE problem, and Special Interest Item (SII) resolution instructions to include the initiation of corrective actions and the closure authority. Demonstrate the ability to initiate and track deficient items with follow-up/corrective actions until closed by the appropriate OPR. With trainer assistance and the use of the last AOSE Report, prepare a response letter IAW AFI 13-218, Atch 11, identifying corrective actions taken for all problems/SIIs of your facility.

Action Item: Prepare AOSE Problem/SII Corrective Actions Response Letter

8. TASK: *Plan and Prepare Facility Budget*

JQS ITEM: 5d(8)

TR: AFI 65-601, V1 & V2

OBJECTIVE: Explain the process for coordinating budget requirements to include who is in the process and what items apply to your facility. Using trainer guidance, submit a budget request to the resource advisor. Some items to consider in the facility budget are:

- Equipment
- Supplies
- TDYs (workshops, seminars, training)
- Facility improvements
- Program maintenance contracts

Action Item: Prepare a budget request.

9. TASK: *Review OPLANs for ATC Taskings*

JQS ITEM: 5d(9)

TR: AFI 13-203, Chap 10; Base OPLANs

OBJECTIVE: Evaluate existing OPLANs for ATC taskings. Explain actions required of facility controllers to support tasked areas. Ensure facility checklists are available to support tasked areas.

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

JQS ITEM: 5d(10)

TR: N/A

OBJECTIVE: With trainer assistance, develop/revise/review a continuity folder applicable to the duties of CCTLR. Consider the following:

- Appointment letters
- Additional duty listing
- Duty schedule/recall roster
- Points of contact

- Budget information
- Facility projects and work orders
- Manpower documents
- Required forms and documentation examples

Action Item: Develop/Revise/Review CCTLR continuity binder.

11. TASK: *Coordinate with MAJCOM/Headquarters Operations Managers*

JQS ITEM: 5d(11)

TR: AFI 13-203, Chap 11

OBJECTIVE: Explain coordination procedures and the appropriate channels (i.e., MAJCOM, HQ AFFSA, etc.) for coordination of ATC issues. Explain mandatory operational issues that require coordination with MAJCOM and Headquarters operations managers.

SECTION IV TRAINING

1. Training

a. **TASK:** *Review and Establish Training Requirements*

JQS ITEM: 5e(1)(a)(b)(c)(d)(e)(f)(g)

TR: AFI 13-203, Chap 6; AFMAN 36-2234; AT-M-02; CDP OI

OBJECTIVE: With trainer assistance, identify and establish facility training requirements. Under direct supervision, conduct a position task analysis of two (2) facility operating positions to ensure 100% task coverage. Set position/task performance standards to ensure safe and effective mission requirements. Evaluate facility position certification time limits for each block in the position certification guides. Ensure radar/non-radar simulation training programs (as applicable) are developed and incorporated into appropriate blocks of training. Demonstrate the ability to identify facility training requirements to the CATCT/TSN. Consider crew evaluations, proficiency test results, MAJCOM crossfeeds, special requirements, seasonal conditions, etc. Demonstrate the ability to evaluate individuals for training extensions. Consider all recommendations when approving/denying extensions. Evaluate past performance, mitigating circumstances, and prognosis for success. Ensure documented time has been properly computed. Assess whether documented time should be adjusted due to extenuating circumstances. With trainer assistance, thoroughly review the CDP OI for compliance with AFI 13-203. Ensure personnel are certified on new equipment and procedures prior to actual hands on usage.

Action Item: Conduct a facility position task analysis.

2. **TASK:** *Select Personnel for Trainer/Task Certifier Certification*

JQS ITEM: 5e(2)

TR: AFI 13-203, Chap 6; AFI 36-2201; CDP OI

OBJECTIVE: Without reference, explain the qualifications, who has appointment authority, who appointment authority can be delegated to, and the process for selection as a trainer and task certifier. Demonstrate the ability to select personnel for trainer and task certifier certification. Consider the following:

- Skill level
- Technical abilities
- Leadership qualities
- Maturity
- Grade
- Communicative skills
- Appropriate formal course completion

3. **TASK:** *Select Personnel for Dual Qualification/Certification Training*
JQS ITEM: 5e(3)
TR: AFI 13-203, Chap 6; CDP OI

OBJECTIVE: At locations with tower and radar facilities, demonstrate the ability to select personnel for dual qualification/certification training. Explain which controllers, according to AFI 13-203, should be your first consideration for dual qualification/certification training.

4. **TASK:** *Prepare for and Attend ATC Training Review Board (TRB)*
JQS ITEM: 5e(4)
TR: AFI 13-203, Chap 6; AFI 36-2201

OBJECTIVE: Explain the frequency of meetings, board membership, and minimum agenda items required for the TRB. Using the proposed agenda of the next TRB, discuss with the CCTLR all agenda items that effect your facility. Prepare for the briefing (develop handouts, slides, etc.). Under direct supervision, attend the TRB and brief all responsible areas for your facility. With trainer assistance, establish corrective actions for problem/deficient areas of your facility (if required) and follow-up until items are closed.

Action Item: TRB Preparation Material.

5. Implement CDP

- a. **TASK:** *Ensure Training Records are Examined Monthly*
JQS ITEM: 5e(5)(a)
TR: AFI 13-203, Chap 6; AFI 36-2201; CDP OI

OBJECTIVE: Explain which ATC personnel are required to have an AF Form 623, On-The-Job Training Record, properly maintained and readily available. Explain required forms and documentation contained in AF Form 623. Review the CDP OI to ensure procedures are in effect to ensure training records are examined monthly for accuracy. Conduct a training records review of all facility personnel to ensure documentation is complete and accurate IAW LOPs.

Action Item: Complete a facility training records inspection.

- b. **TASK:** *Monitor and Evaluate Individual Progress*
JQS ITEM: 5e(5)(b)(1)(2)(3)
TR: AFI 13-203, Chap 6; AFI 36-2201; CDP OI

OBJECTIVE: Using established standards, demonstrate the ability to evaluate progress and performance of trainees. Determine if progression is satisfactory or unsatisfactory. Once a determination is made, take the appropriate action to recommend certification/rating, place in/remove from EDIT, or initiate withdrawal action. Ensure documentation is complete, accurate, and reflects a true picture of performance. Without reference, identify and explain the ATC withdrawal categories and the CCTLRs role in the withdrawal process.

Action Item: Individual progress evaluation.

6. Define Suspension/Cancellation/Reinstatement Procedures for:

- a. **TASK:** *Position Certification/Facility Ratings*
JQS ITEM: 5e(6)(a)
TR: AFI 13-203, Chap 8; CDP OI

OBJECTIVE: Without reference, explain the reasons for, notification process, required documentation, and personnel who may suspend and cancel position certifications/facility ratings. Without reference, explain the purposes of, personnel who may conduct, and required documentation of special evaluations. Given a controller that is dual certified, identify when or if both facility ratings would be suspended for a controlling action that took place in the opposite facility. Without reference, explain when a facility rating(s) would be suspended versus a position certification.

- b. **TASK:** *ATCS Certificate*
JQS ITEM: 5e(6)(b)
TR: AFI 13-203, Chap 7; AFI 36-2108

OBJECTIVE: Without reference, explain the reasons for and who may suspend, cancel, and reissue the ATCS certificate. Without reference, explain the required CCTLR actions to cancel the ATCS certificate.

SECTION V COMBAT READINESS

- 1. TASK:** *Select Personnel for Unit Type Code (UTC) Positions*
JQS ITEM: 5g(1)
TR: AFI 10-201, AFI 13-203, Chap 14; Design Operational Capability (DOC) Statement; USAF War Mobilization Plan

OBJECTIVE: Identify AOF UTCs and general characteristics. With trainer assistance, determine your unit requirements. Demonstrate the ability to assign personnel to UTC positions based on requirements to include ensuring personnel are available and properly trained. Examine base and host nation war plans (as applicable) for UTC commitments and discuss with the trainer the facilities ability to support short notice deployments.

- 2. TASK:** *Plan for Combat Operations*
JQS ITEM: 5g(2)
TR: AFI 10-215; AFI 10-403; AFI 13-203, Chap 14; FORSIZE/BLA Guidance, Annex Y

OBJECTIVE: Explain the CCTLRs role in planning for operations in a combat environment. Review base plans and higher headquarters taskings to ensure that they are integrated into controller training and facility checklists. Ensure recall procedures for off-duty personnel and personnel on leave are developed. Explain the concept of Force Sizing (FORSIZE). Explain the process and time requirements to Levy Reclamas. With AOF/CC assistance, complete a base level assessment (BLA) of your facility.

Action Item: Complete a facility BLA.

- 3. TASK:** *Train for Combat Operations*
JQS ITEM: 5g(3)
TR: AFI 10-201; AFI 10-403; AFI 13-203, Chap 14

OBJECTIVE: Explain the combat operations courses available for controllers (i.e., Combat Skills Familiarization Course, Joint Air Operations Staff Officer Course, etc.) and the process for obtaining quotas. Ensure controllers directly tasked to support combat air traffic/airspace operations and/or the Theater Air Control Systems receive priority for appropriate courses. Under direct supervision, demonstrate the ability to maintain liaison with local exercise planners to assist in developing realistic scenarios and objectives to allow controllers the appropriate opportunity to train and assess combat readiness. Evaluate UTC tasked controllers during a local or command exercise.

Action Item: Exercise evaluation.

4. TASK: *Implement Combat Operations*

JQS ITEM: 5g(4)

TR: AFI 13-203, Chap 14

OBJECTIVE: Describe capabilities and controller requirements for ATCALs equipment (i.e., TPN-19, MPN-14, TSW-7, etc.) used in combat operations. Explain the difference between peacetime and combat operations as they pertain to duty hours and staffing requirements.

5. TASK: *Ensure Mobility Requirements are Met*

JQS ITEM: 5g(5)

TR: AFI 13-203, Chap 14

OBJECTIVE: Explain the minimum mobility items and training required for controllers on mobility status. With the Flight/Facility Mobility NCOs assistance, conduct an inspection to ensure mobility requirements are met by all facility mobility tasked personnel.

Action Item: Conduct a facility mobility requirements inspection.

6. TASK: *Prepare Status of Resources And Training System (SORTS) Reports*

JQS ITEM: 5g(6)

TR: AFI 10-201; Unit DOC Statement

OBJECTIVE: Explain the purpose, frequency, and required information contained in the SORTS Report. Under direct supervision, demonstrate the ability to coordinate with the squadron SORTS monitor on issues effecting the facility. With trainers assistance, provide facility inputs to complete the AOF portion of a SORTS Report.

Action Item: Facility SORTS report inputs.