



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MCIEAST-MCB CAMLEJO 3722.3
G-3/ATC T&R
3 MAY 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMLEJ ORDER 3722.3E

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST AIR TRAFFIC CONTROL ORDER (SHORT
TITLE: MCIEAST ATC ORDER)

Ref: (a) NAVAIR 00-80T-114 (NOTAL) NATOPS ATC Manual
(b) NAVMC Directive 3500.98 (NOTAL) Aviation T&R Directive, Marine ATC
(c) MCIEAST LOI for On-the-Job Training Instructor Program for MCIEAST
ATC Facilities
(d) MCIEASTO 5040.1 (NOTAL) Commanding General's Inspection Program
(e) UFC-2-000-05N Facilities Planning Factor Criteria for Navy and
Marine Corps Shore Installation
(f) OPNAVINST 3722.16 (NOTAL) TERPS Manual
(g) OPNAVINST 3770.2 (NOTAL) Airspace Procedures
(h) OPNAVINST 3750.6 (NOTAL) Naval Aviation Safety Program
(i) FAAO JO 7110.65 (NOTAL) Air Traffic Control

Encl: (1) Reports Required

1. Situation. The Air Traffic Control (ATC) Training & Readiness (T&R) office supports the four Marine Corps Installations East (MCIEAST) air installations. ATC information must be disseminated and procedures must be established with MCIEAST to ensure compliance with references (a) through (i).

2. Cancellation. MCIEASTO 3722.3D.

3. Mission

a. MCIEAST will promulgate information and establish procedures for the control of aircraft, training of air traffic controllers, the ATC Naval Air Training and Operating Procedures Standardization (NATOPS) Program, Air Station Terminal Instrument Procedures (TERPS) Program, Air Station Airspace Management Program, Air Station ATC Hazard Program, and the Air Station ATC Maintenance Program.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

(1) Incorporated Regional ATC Directive 4-10 and renumbered paragraph. (Chap. 2, par. 4b)

(2) Reworded to allow flexibility in development of an indoctrination course. (Chap. 2, par. 10a)

(3) Standardized word usage. (Chap. 2, par. 11a)

(4) Incorporated Regional ATC Directive 2-10. (Chap. 2, par. 13)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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- (5) Incorporated Regional ATC Directive 3-10. (Chap. 3, par. 2a(2))
- (6) Identified Training Team Leader as part of Training Team vice Branch Supervisor. (Chap. 3, par. 3)
- (7) Included Training Team Leader responsibilities. (Chap. 3, par. 3a(4))
- (8) Added requirement to designate in writing those authorized to conduct certification skill checks. (Chap. 3, par. 6)
- (9) Reworded to reflect current procedures used for revocation notification by APX-25. (Chap. 4, par. 4b & c)
- (10) Removed requirement to complete a NATOPS Evaluation Training Course. (Chap. 5, par. 4)
- (11) Removed requirement to manage ATC facility obstruction database. (Chap. 6, par. 2b(2))
- (12) Added requirement to ensure local procedures comply with approved TERPS. (Chap. 6, par. 3e)
- (13) Further delineated when to submit required forms, documents, and reports. (Chap. 6, par. 5a)
- (14) Changed required date to report Instrument Approach Procedures (IAP) review. (Chap. 6, par. 5b)
- (15) Removed requirement to conduct annual TERPS review during NATOPS evaluation, and included Naval Flight Information Group (NAVFIG) as an addressee for the report. (Chap. 6, par. 7)
- (16) Updated to reflect changes to NAVAIR 00-80T-114. (Chap. 6, par. 8)
- (17) Combined old paragraphs 9 and 10 to eliminate redundancy. (Chap. 6, par. 9)
- (18) Added references. (Chap. 6, par. 11h-n)
- (19) Corrected inaccurate reference. (Chap. 9, par. 4)
- (20) Removed ATC Maintenance chapter and renumbered Flight Planning chapter. (Chap. 10)
- (21) Updated specific questions to incorporate changes to the Order and renumbered sections as required. (Appendix F)
- (22) Removed non-Random Area Navigation (RNAV) portions of checklist. (Appendix G)
- (23) Replaced with updated form on ATC community website. (Appendix H)
- (24) Removed appendix associated with ATC Maintenance. (Appendix K)

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4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order prescribes the ATC Program within MCIEAST.

(2) Concept of Operations. The rules, regulations, and procedures contained in this Order do not change or supersede existing instructions issued by higher headquarters.

b. Subordinate Element Missions

(1) MCIEAST Installation Commands. Commanding Officers and supervisors shall ensure all personnel concerned are thoroughly familiar with, and comply with, the rules and regulations set forth herein.

(2) Assistant Chief of Staff (AC/S G-3 (APP)). Provide staff assistance to commands as necessary.

5. Administration and Logistics

a. Administration

(1) The contents of this Order have been coordinated with the Commanding Generals of MCIEAST and 2d Marine Aircraft Wing (MAW), the Commanding Officers (CO) of Marine Corps Air Station (MCAS) Beaufort, New River, Cherry Point, and Marine Corps Air Facility (MCAF) Quantico.

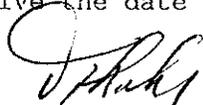
(2) Recommendations concerning the contents of this Order should be forwarded to MCIEAST ATC T&R Officer via the appropriate chain of command.

b. Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST

b. Signal. This Order is effective the date signed.



D. L. THACKER
Deputy Commander

DISTRIBUTION: A and B
MCIEAST ATC Dist A

Copy to:	CMC (APX-25)	CNO (N885F)
	CNO (N889J)	COMNAVSAFCEM (Code 11)
	MCIEAST AC/S G-3	MCIWEST ATC T&R, MCB CamPen
	ATC QA MCB Japan	FAA ATREP, MCAS CHERPT
	FAA NAVREP, Southern Region	FAA NAVREP, Eastern Region PMA-213
	SPAWAR Pacific	SPAWARSYSCEM
	SPAWAR Atlantic	

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

General

1. Scope. This Order prescribes the ATC Program within MCIEAST. Compliance with stipulated order requirements and procedures is mandatory except as authorized herein. The contents of this Order do not waive mental, physical, or formal school requirements for ATC qualification(s) mandated by other orders or instruction. All Air Traffic Controllers, ATC technicians, and personnel with cognizance over ATC and airfield operations functions are required to be familiar and comply with the provisions of this Order that pertain to their operational duties and responsibilities.

2. Distribution. This Order is distributed to all Airfield Operation's departments, Air Traffic Control Facilities (ATCF) and Air Traffic Control Maintenance Divisions (ATCMD) under the cognizance of the MCIEAST ATC Training & Readiness (T&R) Officer.

3. Changes and Updates. In order to remain effective, this Order must be dynamic and stimulate, rather than suppress individual thinking.

a. This Order shall be reviewed annually during the month of January. All proposed changes to this Order shall be submitted to the MCIEAST ATC T&R office, via the change request form in Appendix A, no later than 31 December. Results of the proposed changes will be disseminated to the distribution list as appropriate for review.

b. Adopted changes with briefing guide will be published 30 days prior to the effective date of the change.

c. Changes of an urgent nature shall be disseminated via message traffic.

4. Change Publication Dates. Changes to this Order are scheduled to be published every 12 months beginning 1 January 2011, unless otherwise directed by the ATC T&R office.

5. Waivers. Airfield Operations Departments, ATCF and ATCMD requesting to deviate from this Order shall submit requested waivers to the MCIEAST (AC/S G-3, APP), ATC T&R Officer via the chain of command. Where the need arises, special instructions or waivers will be promulgated by the ATC T&R office.

6. Word Usage and Definitions

a. Word usage shall be in accordance with the references.

b. Definitions shall be in accordance with the references. Additional definitions are provided:

(1) Additional On-the-Job Training (OJT) Hours. Term used to refer to OJT hours authorized beyond published qualification limits.

(2) Certification Skill Check. An assessment used to determine if an individual demonstrates the knowledge and skill level necessary to certify on an operational position.

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(3) Classroom Training. Instructional presentations administered away from operational positions.

(4) Currency. Prescribed minimum time requirement necessary to work an operational position independently under general supervision.

(5) Full Performance Level (FPL). Status of an Air Traffic Control Specialist (ATCS) who has achieved the highest non-supervisory grade level and is facility rated.

(6) On-the-Job Familiarization (OJF) Hours. Time that a controller/trainee is assigned direct monitoring on an operational position.

(7) On-the-Job Training (OJT). Training conducted by a supervisor or On-the-Job Training instructor (OJTI) that provides direct experience in the work environment.

(8) On-the-Job Training Instructor. An individual who instructs the controller/trainee during OJT.

(9) Performance Skill Check

(a) Trainee. An assessment used to evaluate training progress by comparing a trainee's knowledge and skill levels to those required for certification.

(b) Qualified Controller. An assessment of a specialist's performance on an operational position on which the specialist is certified.

c. Refresher Training. Training conducted to maintain and update previously learned knowledge and skills.

d. Remedial Training. Training provided to correct specific identified operational deficiencies.

e. Self Study. Training situation wherein the study/learning is accomplished by the individual.

f. Simulation Training. Training conducted in a classroom/laboratory environment designed to allow the individual to apply basic skills and knowledge.

g. Training Team. Designated individuals who facilitate the training of a controller/trainee.

7. ATC Training & Readiness Office Responsibilities

a. The MCIEAST ATC T&R office assists the CG MCIEAST on matters pertaining to airspace, ATC, and air traffic control systems maintenance. The office shall ensure standardized execution of airspace management; ATC plans and policies; NATOPS evaluations; ATC staffing, training and management; Naval Air Traffic Control Air Navigation Aids to Landing Systems (NAALS) program management; maintenance staffing and training; TERPS formulation, maintenance, and review; as well as other airspace or ATC issues that the Commanding General (CG) MCIEAST directs. The ATC T&R office shall examine and share efficient procedures throughout the region.

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b. The MCIEAST T&R office consists of the ATC Officer, Staff Noncommissioned Officer in Charge (SNCOIC), Regional Airspace Coordinator (RAC), Naval ATC, NAALS Program Manager, and the TERPS Specialist. Their responsibilities include but are not limited to:

- (1) maintaining overall awareness of ATC and airspace issues that impact MCIEAST air stations and installations;
- (2) conducting NATOPS Evaluations, per reference (a) and this Order;
- (3) distributing school quota assignments;
- (4) reviewing all Letters of Agreement that impact air traffic and aviation safety within MCIEAST's purview;
- (5) assisting with and instructing on TERPS issues, as necessary;
- (6) assisting with personnel issues as necessary;
- (7) serving as a voting member for MCIEAST at ATC and ATC Maintenance conferences regarding USN/USMC ATC policies and procedures;
- (8) endorsing requests for Military Occupational Specialty (MOS) waivers and requests for MOS revocations;
- (9) facilitating coordination between ATC facilities, Chief of Naval Operations (CNO) (N885F), and Commandant of the Marine Corps (CMC) (APX-25) for all matters pertaining to ATC. This includes the operational issues as well as those pertaining to equipment, funding matters, personnel issues, etc.
- (10) Any other issue as directed by the CG MCIEAST.

8. Awards. The submission for the Admiral Pirie Air Traffic Controller of the Year and Admiral Lawrence ATC Technician of the Year submissions shall be in accordance with reference (a).

a. Submissions are due to the ATC T&R office no later than 31 January for the previous calendar year.

b. Each station/facility shall submit one Admiral Pirie Nomination, and one Admiral Lawrence Nomination. Negative responses shall be forwarded to the ATC T&R office to explain the lack of a qualified candidate.

c. The MCIEAST ATC T&R office shall select one nominee from each category, and submit the packages of those individuals per reference (a).

d. In the event that the MCIEAST nominee for either award is not selected as the Department of the Navy (DON) nomination, CG MCIEAST may present the Navy and Marine Corps Achievement Medal to the MCIEAST selected representatives in recognition of their accomplishment.

9. ATC Facility Manual Format

a. The general guidelines for development and maintenance of an Air Traffic Control Facility Manual (ATC FACMAN) are located in reference (a).

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b. Appendix B describes the standard format to be followed for all MCIEAST ATC FACMANs.

c. In the event that a facility does not have an action/activity described or listed in Appendix B, that item may be deleted from their FACMAN.

d. Requests for deviation from this format will not be granted.

10. Physically Qualified/Non-Physically Qualified

a. All MCIEAST ATC personnel, both military and civilian, are subject to applicable annual flight physicals in order to maintain their ability to complete assigned ATC duties.

b. Air Traffic Controllers will be immediately removed from duties involving the control of aircraft if they are not in compliance with reference (a) and/or applicable civilian collective bargaining agreements physical qualification requirements.

c. All operating positions within a facility are considered to actively perform ATC duties; simulation and classroom instruction are exempt from this provision.

d. All facilities shall develop procedures to ensure controllers maintain current medical certification.

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Chapter 2

Training

1. General. This chapter provides guidance to the ATCF in developing the required ATCF Training Programs in the functional areas of the tower and radar, per references (a) and (b).

a. Air Traffic Control Facility Officer (ATCFO). The ATCFO shall:

(1) establish and conduct a training program in accordance with DON, Marine Corps, and local directives;

(2) fully describe the training program in the Facility Manual;

(3) designate a Training Chief/Training Standardization Officer (TSO) and assign the responsibilities as directed in reference (a), this Order, and local directives;

(4) designate branch chiefs and assign them responsibilities as directed in reference (a), this Order, and local directives;

(5) ensure all applicable training forms in this Order and other directives are completed and maintained;

(6) ensure individuals entering qualification training receive adequate orientation and are thoroughly briefed on the facility training plan, T&R Directive, and associated directives prior to entering training;

(7) ensure OJT is accomplished per this Order;

(8) ensure training records are properly completed and maintained;

(9) ensure an annual schedule of required proficiency training is maintained, and proficiency training is accomplished;

(10) ensure qualification achievement goals are established, maintained, and updated;

(11) conduct an annual evaluation of the efficiency and effectiveness of the OJT program;

(12) ensure all OJTIs and supervisory personnel meet the criteria in reference (a) and this Order;

(13) ensure OJTIs are recommended and designated per this Order;

(14) ensure routine correspondence such as activity, usage, and training reports are forwarded to the appropriate agencies;

(15) initiate revocation packages; and

(16) ensure all ATC Marines remain in compliance with Headquarters Marine Corps (HQMC) directives regarding MOS progression requirements.

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b. Turnover Folders. A turnover folder shall be provided for the ATCFO, Tower Chief, Radar Chief, TERPS Chief, TSO, and Training Chief. The folder will assist billet holders in accomplishing the billet descriptions described in reference (a) and this Order. The turnover folder shall contain, at a minimum, the following information:

- (1) Organizational chart with Chain of Command to the HQMC Level, Table of Organization (T/O), and facility rosters
- (2) Billet description
- (3) Special duties, tasks and responsibilities
- (4) References and pertinent orders
- (5) Points of contact
- (6) Pending projects
- (7) Billet/position descriptions for assigned personnel
- (8) Appointment letters
- (9) Daily routine
- (10) Paperwork flow
- (11) Required reports
- (12) Inspection and evaluation reports

2. Supervisor Designations. The ATCFO shall designate all supervisory personnel in writing.

3. Supervisory Training. A designated supervisor or branch chief shall conduct all supervisory classroom training. Training will be documented locally.

4. Facility Training Responsibilities

a. TSO/Training Chief. The TSO and Training Chief shall be guided in the performance of their duties by reference (a) and local directives, and shall:

- (1) administer the facility training program;
- (2) ensure the facility training program is planned, conducted, assessed, revised, and documented on a continuous basis;
- (3) maintain communications with supervisors, chiefs, OJTIs, and the ATCFO regarding all facility training programs and resources;
- (4) ensure training is conducted per DON, Marine Corps, and local directives;

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(5) ensure local course materials, visual aids, and control scenarios are developed and maintained;

(6) ensure individual training plans provide Marines the opportunity to comply with HQMC directives regarding MOS progression requirements; and

(7) ensure that Local Qualification Standards (LQS) and Lesson Topic Guides (LTG) are prepared to support the training devices within the ATCF, as well as provide management and oversight over the equipment and processes to support them.

b. Branch Chief

(1) Branch Chiefs shall be guided in their duties by reference (a) and local directives, and shall:

- (a) organize and conduct training;
- (b) prepare and maintain training materials;
- (c) develop, validate and evaluate lab scenarios;
- (d) provide input to the annual training plan;
- (e) be the examiner for operational positions within the branch;

and

- (f) ensure skill checks are conducted.

(2) Branch Chiefs should be active duty Marines only. All requests to deviate from this shall be forwarded to the T&R Office.

c. Facility Watch Officer (FWO). Per reference (a), the ATCF shall have a FWO on duty at all times during hours of operation. The FWO is responsible for managing OJT personnel under his/her supervision, and shall:

(1) maintain communication with the training staff and supervisors regarding both trainee and qualified controller training;

(2) provide oversight and direction to supervisors to ensure compliance with training directives;

(3) review OJT documentation; and

(4) promote teamwork skills for training team members.

d. Branch Supervisors. Per reference (a), the Tower Supervisor (TS) and Radar Supervisor (RS) shall:

(1) identify, recommend, coordinate, and schedule proficiency training;

(2) recommend OJTI designations;

(3) provide feedback to OJTIs and trainees on training performance;

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(4) ensure that OJTIs have no other duties to perform during training sessions;

(5) maintain currency on all branch positions;

(6) promote teamwork skills for training team members;

(7) perform qualification skill checks as required;

(8) brief training teams on the performance and/or qualification skill check results and recommendations;

(9) ensure OJT is productive and appropriate for the experience level of the trainee;

(10) ensure performance feedback is provided to the trainees as soon as possible after each OJT session; and

(11) ensure all trainee/student controller's training is documented and submitted to the training staff.

5. Training Program Guidelines. The ultimate goal of the ATC Training Program is developing combat capable controllers with a strong foundation in ATC knowledge, who are able to provide ATC services anywhere in the world. The facility should expose controllers to ATC subject matter required by the references. Facility specific material will require in-depth and comprehensive training. The goal of the ATC Training Program for the civilian controller work force is to produce qualified ATC instructors, to increase the ability of the training of Marine Controllers, and assist with facility manning.

6. Training Report. Each facility shall prepare and submit a monthly training report to the MCIEAST ATC T&R office. The training report, located in Appendix C, shall be completed and submitted to the ATC T&R office no later than the 5th of each Month.

7. Training Development

a. Each ATC Facility shall take appropriate action to establish and implement a training program that supports identified requirements.

b. All training courses shall be developed and administered per DON and Marine Corps directives.

c. Training materials and publications, including the Airfield Operations Manual and ATC Facility Manual, and FAAO JO Order 7110.65 shall be made readily available for issue to all ATC personnel that request them. As all personnel may not have computers available, hard copies shall be maintained at the facility in adequate numbers to meet this requirement.

8. Qualification Time Limits and Goals. MCIEAST facilities shall establish facility-unique maximum qualification time limits and goals for each operating position and publish them in their ATC Facility Manual. Any limit or goal imposed by the facility shall have the concurrence of the MCIEAST T&R office, and shall not exceed the restrictions contained in figure 2-1.

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Figure 2-1 complies with the qualification timelines of reference (a) and (b).

a. A qualification time limit is the maximum number of OJT hours/approaches allowed to complete training on an operational position.

b. A qualification goal is the maximum number of months allowed to complete training in order to meet the timelines contained in reference (b).

c. These limits and goals shall be based on the most recent twelve qualifications for each position in both the initial and subsequent categories.

(1) The lowest and highest qualification average shall be removed and the remaining ten qualifications will be used to compute maximum hours or months.

(2) The qualification spreadsheet with embedded formula provided by the T&R Office shall be used to compute the data.

d. The facility shall recalculate these limits and goals at least annually and publish any changes that differ by more than ten percent from the previously published limits and goals.

MCIEAST QUALIFICATION TIME LIMITS AND GOALS		
	INITIAL (Note 1)	SUBSEQUENT (Note 2)
CONTROL TOWER		
Local Control	220 hours/10 months	55 hours/3 months
Ground Control	130 hours/5 months	30 hours/1.5 months
Tower Flight Data	130 hours/5 months	50 hours/1.5 months
RADAR		
Approach Control (Note 3)	290 hours/12 months	150 hours/8 months
Arrival/Departure Control	290 hours/11 months	120 hours/8.5 months
Radar Flight Data	140 hours/5 months	50 hours/2.5 months
Radar Final Control	220 approaches/7.5 months	60 approaches/4 months
Note 1 -	Applicable to controllers without previous position qualification (any facility) at the position under consideration.	
Note 2 -	Applicable to controllers with previous position qualification (any facility) at the positions under consideration.	
Note 3 -	When more than one approach control position exists within a facility, the initial position qualification is allocated the initial time limit. Subsequent approach control positions are allocated subsequent time limits.	
In cases where positions are combined, the maximum training time shall not exceed the highest TTH for any one of the combined positions.		
When a trainee begins OJT (indicated as start date on the weekly training report) both the month and hour limits begin. If the trainee is not certified within the number of hours/months as listed above, a CEB shall be conducted.		
Figure 2-1.--MCIEAST Qualification Time Limits and Goals		

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9. ATC Facility Training Branch. The facility's ATC Training Branch shall at a minimum consist of a TSO and/or Training Chief, Tower Chief, and Radar Chief. All personnel involved in ATC technical training shall maintain a comprehensive working knowledge of the procedures and guidelines outlined in this Order and the applicable Department of Defense (DoD), Federal Aviation Administration (FAA), and local training directives. Training Department billet holders shall fulfill the duties and responsibilities identified in reference (a). Additional duties and responsibilities, or additional billets shall be detailed in the ATC Facility Manual.

10. ATC Facility Training Program. Courses of instruction shall be developed to meet the requisites of references (a) and (b), this Order, and each facility's mission and configuration/positions.

a. Indoctrination Course. Facility Management shall use an indoctrination course to provide new trainees a standardized course of instruction. The format and content should adhere to the MCIEAST Indoctrination Course. The intent is to instruct and test the individual on generic facility and ATC information prior to beginning specific position instruction.

b. Testing. Testing is an important tool used by facility management to ensure proper material is being taught and mastered. The goal of testing is to ensure trainees understand and retain the knowledge required to be proficient on positions. Testing can identify individual student weaknesses as well as validate the proficiency of the qualified controllers performing the instruction. Early identification of problem areas enables facility management to take appropriate action to correct deficiencies. Facility testing supports the requirements of reference (b).

c. ATC Training Evaluation Report. Examples of training evaluations are located in Appendix D. Facility management shall complete locally generated training evaluations, per reference (a), to document:

- (1) On-the-Job Training (OJT)
- (2) Simulation training (to include tower and radar simulators, non-radar stacks, and flight data stacks)
- (3) Classroom Instruction
- (4) Certification Skill Checks
- (5) Performance Skill Checks
- (6) Annual Skill Checks
- (7) Recommendations to designate OJT Instructors, branch supervisors, or Instrument Flight Rules (IFR) letters for Radar Final Control trainees

d. On-the-Job Training Instructor (OJTI). All OJT shall be conducted by designated OJTIs in accordance with Chapter 3 of this Order. Whenever possible, the appropriate Subject Matter Expert (SME) should be used to conduct supplemental classroom training.

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e. On-the-Job Familiarization (OJF). The ATCFO shall designate a minimum amount of hours required prior to beginning OJT. Additional OJF may be conducted during OJT under any of the following conditions:

- (1) Controller on position is not an OJT instructor.
- (2) Controller on position is receiving a skill check.
- (3) Another trainee is on position receiving OJT.
- (4) Trainee is medically grounded.
- (5) OJF is assigned as skill enhancement training.

f. ATC Training Jackets. The ATC training jacket provides facility management with a cumulative and standardized presentation of professional history for assigned personnel.

(1) Standard USMC Marine Air Command and Control System (MACCS) Performance Records (MPR) available through supply shall be used using NAVMC 2898 (8-98) NSN 0109-LF-070-1100. The contents shall be organized per NAVMC form 2898A and Appendix E.

(2) Facilities may also use site-specific databases to manage their training programs and data. A hard copy of all designations or related letters shall be placed in the MPR at the time of issuance. Position qualifications, etc, will be made available upon request or placed in the record upon transfer due to Permanent Change of Assignment (PCA), Permanent Change of Station (PCS), or Fleet Assistance Program (FAP).

11. ATC Training. Each facility shall develop training standards for all positions in accordance with references (a) and (b).

a. ATC Facility Training Syllabi. Facility management shall utilize the MCIEAST LQS/LTG format to assist ATC instructors in providing standardized and comprehensive training for all positions. The LQS/LTG identifies all applicable paragraphs and information to be taught from the FACMAN, Air Operations Manual, facility Letters of Agreement (LOA), and applicable publications prior to completion of a specified T&R event and prior to position qualification. Facility LQS/LTGs shall be used to conduct training on all trainees including those events not required by reference (b). The syllabi will ensure that safety of flight items are reviewed prior to qualification. Facility syllabi and guides shall not deviate from the requirements in references (a) and (b).

b. Discussion Items for Facility Training Syllabi. The trainee may not observe or experience safety of flight situations during training. Therefore, it is imperative safety of flight discussions aimed at enabling the trainee to identify and effectively respond to safety of flight situations be included in the training program. These discussion items should be recorded on LQS/LTGs throughout the student's training.

c. Tracking, Recording, and Reporting ATC T&R Events. T&R events shall be recorded on the T&R Completion Certificate and in Marine Corps Sierra Hotel Aviation Readiness Program (M-SHARP) for all military trainees/controllers when the event is completed, per reference (b).

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12. Airfield Vehicle Operators Indoctrination Course (AVOIC). In addition to the requirement set forth in reference (a), this course shall be developed by the ATCF and instructed by personnel possessing a TS Designation. Documentation of attendees will be forwarded to Base Operations/Flight Planning as appropriate for monitoring and issuance of vehicle operators licenses.

13. ATC Simulators and Training Devices. ATC simulators, computer based trainers, and other manual means of effecting an ATC simulation increase the controller core knowledge base and provide proficiency time, as well as decrease the time spent on position training toward qualification.

a. A minimum of simulator hours, computed as twenty percent of the Total Training Hours based on historical facility position qualification data, shall be conducted. The twenty percent minimum will apply to initial and subsequent qualifications and be published in the Facility Manual.

b. Prior to processing for revocation, the minimum hours of simulator usage shall be met.

c. The skill sets conducted during each simulator session will be tied to a Marine ATC T&R event as identified in reference (b).

d. All trainees, regardless of level of training, shall obtain a minimum of twenty percent simulator hours.

e. Each facility shall develop pass/fail criteria for every scenario.

f. Simulator usage goals shall be recalculated whenever maximum training hours are revised.

g. Each facility will incorporate simulator training into individual position LQS/LTG utilizing the MCIEAST training syllabus format.

h. A Simulator Usage Report shall be provided to MCIEAST ATC T&R office in the Monthly Training Report and Quarterly Situational Report (SITREP) as detailed in Appendix C. Report only trainee hours/approaches conducted on each system. Simulator usage for the calendar year will be reported in the Annual Air Activity Report.

14. Tower Visibility Observers. All tower trainees shall be designated a Tower Visibility Observer, prior to achieving certification as a Local Controller. A copy of the completion certificate for the online training shall be placed in the individual's MPR.

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Chapter 3

On-the-Job Training Instructor (OJTI) Program

1. On-the-Job Training Instructor Course Instructors. Each facility shall have at least one individual designated as an OJTI Course Instructor. This individual shall be responsible for conducting the MCIEAST OJTI Course for all potential OJTIs. ATC Facilities are encouraged to add site-specific material as necessary to enhance the OJTI course. Reference (c) contains the MCIEAST ATC OJTI Program Instructor Manual and the MCIEAST ATC OJTI Participant Manual. To be eligible for selection as an OJTI Course Instructor, the candidate shall meet the following minimum criteria:

a. Minimum of two years ATC experience.

b. Minimum ATC Qualifications. Have attained at least one supervisory designation during his/her career.

c. Minimum rank of sergeant, or ATC civilian employee.

2. On-the-Job Training Instructors. Facility management shall identify and designate experienced and proficient personnel as OJTIs, per reference (a) and this Order, to conduct OJT. The selection of OJTIs shall be accomplished as follows:

a. To be eligible for selection as an OJTI, a candidate shall meet the following minimum criteria:

(1) certified a minimum of 60 days on positions involved; controllers previously qualified on the same-type position may be designated as directed by the FACMAN.

(2) Shall possess, at a minimum, initial control tower position qualifications on ground control and tower flight data, or must possess initial radar position qualifications on radar final control and radar flight data;

(3) Operationally current on positions/equipment involved;

(4) Attend an OJTI course. At those facilities where the course is taught annually, this requirement may be waived, but only until the next class is completed.

b. The FWO shall consider, at a minimum, the following personal attributes prior to designating an OJTI:

(1) Human relations skills

(2) Communication skills

(3) Motivation and attitude

(4) Objectivity

(5) Credibility

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c. Upon satisfactory review of the candidate's attributes, the FWO shall submit a recommendation to the ATCFO, via the Training Office, requesting that the individual be designated as an OJTI for the position(s) identified. This designation shall become a permanent part of the controller's training record.

3. Training Teams. Facility management shall develop OJT Training Teams comprised of the trainee, primary OJTI, secondary OJTI (optional), and training team leader. Responsibilities include the following:

a. Individual Training Responsibilities

(1) Trainee. The trainee shall:

- (a) actively participate in training to achieve certification;
- (b) perform operational assignments to maintain proficiency and currency;
- (c) review, discuss, and make suggestions to enhance his/her training plan with other members of the training team;
- (d) ensure all aspects of the training plan are understood;
- (e) review, discuss and sign evaluation paperwork;
- (f) immediately advise the training team leader of any extenuating circumstances that might impede training progress;
- (g) be physically and mentally prepared to receive OJT, conduct self-study, and exercise initiative to ensure satisfactory training progression and qualification;
- (h) verify all OJF/OJT times are recorded accurately;
- (i) engage in OJT only on assigned positions; and
- (j) be receptive to training performance feedback from OJTI/supervisors.

(2) Primary OJTI. The primary OJTI shall:

- (a) conduct the majority of the OJT for the trainee;
- (b) maintain awareness of the trainee's current level of proficiency throughout the training process; and
- (c) provide mentorship throughout the training process.

(3) Secondary OJTI. The secondary OJTI shall:

- (a) maintain an awareness of the trainee's current level of proficiency throughout the training process;
- (b) conduct OJT for the trainee in the absence of the primary OJTI; and

3 MAY 2012

(c) maintain an active participation in the training team throughout the process and make recommendations as appropriate.

(4) Training Team Leader. The training team leader shall be a branch supervisor, and shall:

(a) maintain an awareness of the training team's productivity throughout the training process;

(b) ensure objectives of the training plan are accomplished; and

(c) make recommendations to facility management of changes to the training team, required for maximum productivity.

b. Training Team Responsibilities. Training Team Members shall:

(1) review the trainee's training history prior to that individual starting OJT. If practical, all training team members should observe the trainee perform tasks in a simulated environment.

(2) perform OJF with the trainee on assigned training positions and equipment prior to starting OJT;

(3) ensure continuous, objective assessment of progress during training and provide the assessment to other training team members;

(4) identify the need to improve performance and, as needed:

(a) recommend the types of skill enhancement training to be provided; and/or

(b) recommend additional OJT hours/days;

(c) recommend training be suspended or terminated; and/or

(d) recommend a qualification skill check be conducted.

(5) Perform and conduct training both in the OJT and classroom environment.

c. The specific OJT team members may change as the trainee's training progresses in order to meet individual and/or facility needs.

d. The training team leader shall retain the responsibility to direct training by modifying the training plan after considering the recommendations of the training team. The supervisor shall facilitate training team functions and seek support of facility management and the training department as necessary.

e. When no OJTI team member is available to conduct required training, any certified OJTI qualified on that operating position may conduct training and/or classroom instruction.

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4. Plan for Student Training

a. The training team members shall discuss a plan for training before beginning OJT on positions/equipment. At a minimum, the discussion of the plan for training shall include requirements, target qualification achievement goal date, team responsibilities, target times, time frames, and individual training needs.

b. A facility checklist shall be developed by the training department to facilitate the discussion.

c. The training team shall complete and date the training plan at the completion of the meeting ensuring all members sign the form.

d. This training plan shall be reviewed and discussed by the training team on a monthly basis.

5. Performance Skill Checks of Trainees

a. Performance skill checks are a management tool used to evaluate and improve training efforts. Performance skill checks shall be used:

(1) to compare the knowledge and skill levels of the trainee to those required for qualification; and

(2) to identify those areas that require improvement to achieve certification.

b. Performance skill checks shall occur at a minimum at 25% (in conjunction with a tape talk), 50%, 75%, and 100% of the qualification time limit or goal (whichever benchmark comes first) for each position on which the trainee is receiving OJT. In addition, performance skill checks may occur at any time, based on the recommendation of the training team.

c. Performance skill-check time shall not count as OJT.

d. Performance skill checks shall only be performed by the Radar Chief, Tower Chief, Training Chief, or those personnel designated in writing by the ATCFO.

e. The results of the performance skill check shall be documented and submitted to the training department. The documentation shall include:

(1) A description of performance

(2) Recommendations for performance improvement

(3) A recommendation for one of the following:

(a) Continuation of OJT

(b) Skill enhancement training

(c) Suspension and/or termination of training

(d) Certification skill check

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f. The performance skill check is an opportunity for facility management to evaluate the trainee and the instruction of the OJT training team. After completion of the check, the supervisor shall discuss and review any problem areas with the training team and provide necessary training and/or instruction.

6. Certification Skill Checks

a. Certification skill checks shall only be performed by the Radar Chief, Tower Chief, Training Chief, or those personnel designated by the ATCFO in writing. The Certified Tower Operator (CTO) Examiner has final authority for certification on Local Control. The trainee's performance of the knowledge and skills required for certification shall be assessed through a certification skill check that shall:

- (1) be recommended by the trainee's OJTI(s);
- (2) be identified to the trainee as a certification skill check prior to the session;
- (3) not be counted towards the trainee's OJT; and
- (4) consist of position/equipment time (the operating position should not be combined with another position), verbal questioning, and completion of a written test developed by the training department.

b. The certification skill check shall be documented and submitted to the training branch. The documentation shall include:

- (1) A description of performance
- (2) Recommendations for performance improvement
- (3) A recommendation for one of the following:
 - (a) Certification
 - (b) Continuation of OJT
 - (c) Skill enhancement training
 - (d) Suspension/termination of training

7. Skill Enhancement Training

a. Provides specialized instruction for the trainee to attain required knowledge that will facilitate qualification within the allowable OJT time.

b. Skill enhancement training is conducted by the training team and shall be utilized prior to recommendations for suspension or revocation. Skill enhancement training shall not be counted towards the trainee's OJT.

c. Skill enhancement training will be utilized:

- (1) to improve knowledge level or skill performance; and

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(2) to develop skills that cannot be obtained in the operational environment (e.g., seasonal situations, non-radar, etc.).

d. Skill enhancement training may include OJF, simulation, and/or classroom instruction.

e. The supervisor shall identify the need for skill enhancement training based on recommendations from the training team.

f. The trainee's supervisor shall:

(1) coordinate the use of training resources and schedule training;

(2) discuss the skill enhancement training with the trainee and the OJT training team; and

(3) document the plan in writing.

g. ATCFOs shall incorporate formal skill enhancement training into the facility's annual training plan. Controllers and facilities alike benefit from an individual's attendance at a resident course of instruction (ARATC, TERPS, etc), and every attempt should be made to provide them the opportunity to go. The ATC T&R office manages all school seats for MCIEAST.

8. Training Review Process/Controller Evaluation Board (CEB)

a. The purpose of the training review process is to ensure that all opportunities for training success were utilized while maintaining the integrity of the training program. Training reviews shall be conducted when convened by the ATCFO.

b. CEBs shall be conducted per Chapter 4 of this Order.

9. Additional OJT Hours

a. Used for those trainees who can not qualify within allowable OJT qualification time limits, but in the opinion of the training team can qualify with additional hours. A CEB may recommend that the ATCFO authorize 20% additional training time or in the case of Final Control (FC) training, 20% additional approaches. Requests to exceed 120% of qualification time limits shall be forwarded to the ATC T&R Officer. If at any time the additional training time/approaches exceed the limits within reference (a), the ATCFO shall submit a request for additional hours to CMC (APX-25), via the ATC T&R Office.

b. If additional OJT hours are approved by CMC (APX-25), a certification skill check shall be conducted if the new limit is reached.

c. After the certification skill check, the examiner shall take one of the following actions:

(1) Certification

(2) Suspend OJT and process for MOS revocation

Chapter 4

Controller Evaluation Boards (CEB) and ATCS Revocation Procedures

1. Controller Evaluation Board (CEB). The TSO/Training Chief shall conduct a CEB, per reference (a), when addressing matters deemed appropriate to include:

a. failure of the controller to progress within the MOS, per reference (b), or

b. an individual is involved in a Severe or Routine ATC Hazard/Mishap. Additional guidance is provided in Chapter 9.

2. Revocation Procedures for USMC Controllers/Trainees

a. When a controller's performance of duties adversely affect facility efficiency or safety of flight, and it becomes necessary to recommend suspension and/or revocation of a controller/trainee, perform the following procedures:

(1) The ATCFO shall temporarily suspend ratings until a formal CEB is convened, per reference (a).

(2) The training team leader/members shall collect and organize any and all written statements. Statements shall also be collected from any OJTI not part of the training team that was assigned to the controller/trainee within the last 30 workdays.

(3) The ATCFO shall designate the senior member of the CEB.

b. The training department shall compile a training review of the controller/trainee. The following items, as applicable, shall be included in the review:

(1) Date joined facility and training began

(2) Total training hours accumulated on position; percentage of Qualification Time Limit and percentage of Qualification Goal

(3) Synopsis of required facility training (to include regularity of instruction, test scores, etc.)

(4) Synopsis of OJT position training (to include regularity of training, level of traffic/complexity, regularity of Primary OJTI)

(5) Performance on other operating positions

(6) Documented counseling relevant to ATC training

(7) Any skill enhancement training received

(8) Statements from all OJTIs involved with the individual's training (the Crew Chief, the Branch Chief, and any other party with relevant information pertaining to the training)

(9) ATCS certificate (form 7220.1-pink card)

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(10) Other documents as appropriate - Service Record Book (SRB)/Officer Qualification Record (OQR) page 11

3. Controller Evaluation Board Utilized for Revocation Procedures

a. The CEB shall be convened by the ATCFO, per reference (a), and shall consist of a minimum of three controllers of the facility that were not directly involved with the controller/trainee's training.

b. At completion of the CEB meeting, the senior member shall forward the results with one or more of the following recommendations of the CEB to the ATCFO:

- (1) Revocation of ATCS certificate
- (2) Reassignment to a different training team
- (3) Authorization of additional OJT time
- (4) Other actions that would help the controller/trainee's training

4. Revocation of ATCS Certificate. Revocation procedures will be in accordance with reference (a). This administrative process shall be completed regardless of the time remaining on an individual's contract or enlistment.

a. All controllers processed for revocation shall submit a Reenlistment, Extension, Lateral Move (RELM) request via the appropriate chain of command to indicate their three MOS choices for a forced lateral conversion.

b. Upon revocation notification from HQMC, the individual's ATCS certificate will be retrieved and appropriately annotated. A copy of the revocation notification (normally a copy of the routing sheet between CMC (APX-25) and CMC (MMEA) shall be placed in the individual's MPR.

c. In the case of a revocation of an ATC trainee (7251), after the revocation notification is received, the command will request reclassification via naval message to CMC (MMEA-11).

5. Revocation Package Format for USMC Controllers/Trainees. The revocation package shall be in the format depicted in figures 4-1 to 4-4. Italicized verbiage may be modified or replaced as necessary.

6. Timeline for Revocation or Waiver Packages. The revocation or waiver package will be delivered to the MCIEAST ATC T&R office no later than 30 calendar days from the date of the CEB at which the determination for revocation or waiver was determined. The ATCFO to which the individual was assigned will submit a request for extension to the MCIEAST ATC T&R office if package submission can not be completed in the 30 day time limit.

7. Revocation Procedures of DoD Civilian Controllers/Trainees. Department of Defense (DoD) controller/trainee revocation procedures shall be developed locally in accordance with applicable regulations and local Civilian Human Resource Office (CHRO) procedures.

3 MAY 2012



UNITED STATES MARINE CORPS
AIR TRAFFIC CONTROL FACILITY
PSC BOX 00000
MARINE CORPS AIR STATION 00000-0000

IN REPLY REFER TO:
1414
ATC
XX XXX 10

From: Air Traffic Control Facility Officer, Marine Corps Air Station
To: Commandant of the Marine Corps (APX-25)
Via: (1) Airfield Operations Officer, Marine Corps Air Station
(2) Commanding Officer, Headquarters and Headquarters Squadron, MCAS
(3) Commanding General, Marine Corps Installations East (ATC T&R)

Subj: RECOMMENDATION TO REVOKE AIR TRAFFIC CONTROL SPECIALIST CERTIFICATE
AND MILITARY OCCUPATIONAL SPECIALTY ICO (RANK) (NAME) (SSN/MOS) USMC

Ref: (a) NAVAIR 00-80T-114, ATC NATOPS
(b) MCIEASTO 3722.3_
(c) ATC Facility Manual

Encl: (1) Suspension Notification
(2) Controller Evaluation Board results
(3) ATC History
(4) Revoke Notification
(5) Statement of Controller
(6) Statement of Branch Chief
(7) Statement of Primary OJTI
(8) Statement of Medical Officer as appropriate
(9) Additional documentation as appropriate (SRB/OQR Pg 11/12, etc)

1. Per the references, recommend revocation of (Name)s Air Traffic Control Specialist (ATCS) Certificate and Military Occupational Specialty (MOS).

2. Qualification and Training Data

Reason for Revocation

FAP:	Yes/No	Date CEB:	YYMMDD
DOB:	YYMMDD	EAS:	YYMMDD
ATCS Issued:	YYMMDD	GCT:	000
Lateral Move:	Yes/No	Previous Waiver:	Yes/No
7257 Date:	N/A	7253 Date:	N/A
7252 Date:	N/A	7254 Date:	N/A
Date checked in:	YYMMDD	Date began OJT:	YYMMDD
Training Position:	(Ex: Local Control)		
Training Team Leader:			
Primary OJTI:			
Secondary OJTI:			

3 MAY 2012

Training Hours/Approaches:	000/000%	Position Maximum TTH:	000
Simulator Hours/Approaches:	000	Classroom Hours:	000
Familiarization Hours:	000		
Average time per OJT period:	<u>000</u>	Number of OJT periods:	<u>000</u>

Training Interruptions:	<u>Reason</u>	<u>Dates</u>
(In excess of 5 work Days)	<u>Deployed</u>	<u>YYMMDD-YYMMDD</u>

Date Training Suspended: YYMMDD

3. Summary of Training

a. Provide amplification to the data contained in section (2). The focus should be on the details surrounding the reason for revocation (i.e., medical history in general terms, brief synopsis of training difficulties, facts surrounding negligence or loss of confidence, legal issues, etc.). Annotate if the controller is a FAP, or previous MOS if a Lat Mover into ATC.

b. If applicable, supply details of the actions taken to overcome deficiencies (i.e., extra instruction, counseling, crew changes, etc.). Accurate explanations of the action taken to minimize training interruptions are crucial to justification for revocations. Provide details of disciplinary action (i.e., NJP, Courts-Martial) or 6105 entries as they relate to training and/or revocation.

c. Any other pertinent information.

4. ATC History. Enclosure (3) shall include all previous ATC qualifications. All previous qualifications from within the same facility shall include TTH and the maximum TTH.

5. Point of contact is (ATCFO/SNCOIC) at (DSN) or (Com).

W. M. HERBERT

3 MAY 2012



UNITED STATES MARINE CORPS
AIR TRAFFIC CONTROL FACILITY
PSC BOX 00000
MARINE CORPS AIR STATION 00000-0000

IN REPLY REFER TO:
3700
ATC
XX XXX 10

From: Controller Evaluation Board (CEB)
To: Air Traffic Control Facility Officer

Subj: CONTROLLER EVALUATION BOARD FINDINGS ICO (RANK) (NAME) (SSN/MOS) USMC

1. Specific areas reviewed in the training process by the CEB for SNM:

a. Classroom Instruction. SNM has received consistent and adequate classroom instruction for the (Position). Received over XX hours of classroom instruction, averaging XX hours per month.

b. Position Time. SNM has received consistent position training time on (Position). Received XX hours of OJT, averaging XX hours of training time per month. The average position time required to qualify on (Position) at MCAS xxxxxxxxxx is XX hours. The maximum allotted training time is XX hours. SNM primary OJTI monitored on position for over XX% of total OJT position time.

c. ATC Training Evaluations document unsatisfactory trends in the following control areas:

- (1) Maintaining separation
- (2) Awareness maintained
- (3) Application of good control judgment
- (4) Control actions were correctly planned
- (5) Positive control of the situation is maintained
- (6) Prompt actions to correct errors
- (7) Effective traffic flow maintained
- (8) Communications clear and concise

d. Instructor comments consistently noted unsatisfactory progress in their narrative comments in the following areas:

(1) Student cannot apply rules and procedures taught and learned to ever changing environment of Air Traffic Control.

(2) Unable to remember previously issued control instructions.

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(3) Control actions are issued in a timid manner leading pilots to misunderstand and question instructions.

e. (25%, 50% & 75%) evaluation by the Branch Chief, SNM performed unsatisfactory in the following areas:

- (1) Awareness is maintained
- (2) Good control judgment
- (3) Control actions correctly planned
- (4) Positive control of situation maintained
- (5) Coordination is thorough, complete and correct

f. (25%, 50% & 75%) evaluation by the Branch Chief indicated that SNM was not making satisfactory progress in the areas outlined above. Appropriate type and amounts of classroom training had been provided but the individual had difficulty applying procedures.

g. SNM has received XX skill enhancement training sessions conducted by the Training Chief in the areas of awareness and control actions correctly planned.

h. SNM graduated ATC School with a grade point average of XX%, fairing better in Radar than Tower.

i. Statements from OJTIs, Crew Chief and FWO all indicate same problem areas.

2. Conclusions. SNM was provided adequate training time and assistance but does not possess the ability to perform duties and responsibilities required of an air traffic controller.

3. Recommendations. Choose one of the following:

- a. Continued training (include recommended additional hours).
- b. Termination of training, revocation of MOS/ATCS certification and lateral conversion to another MOS within the United States Marine Corps.

X. X. XXXXXXXX
Senior Member of the CEB

3 MAY 2012



UNITED STATES MARINE CORPS
AIR TRAFFIC CONTROL FACILITY
PSC BOX 00000
MARINE CORPS AIR STATION 00000-0000

IN REPLY REFER TO:
1414
ATC
XX XXX 10

From: Air Traffic Control Facility Officer
To: (RANK) (NAME) (SSN/MOS) USMC

Subj: RECOMMENDATION TO REVOKE ATCS CERTIFICATE AND MOS

Ref: (a) Results of Controller Evaluation Board of XX XXX XX
(b) NAVAIR 00-80T-114

1. As a result of reference (a) and in accordance with reference (b), your Air Traffic Control training at MCAS XXXXXXXXX is suspended and a recommendation is being submitted via the chain of command to the Commandant of the Marine Corps to revoke your ATCS Certificate and MOS.
2. Accordingly, you are afforded three (3) working days to submit a statement concerning this recommendation or to decline in writing this opportunity.
3. Any statement you make must be constructed in temperate language and shall be confined to pertinent facts. Opinion shall not be expressed nor the motives of others impugned. Neither shall counter charges be made.
4. These procedures are administrative and are not to be construed as a disciplinary action.
5. Your statement must be received by the ATCFO not later than the end of the third working day from the date of this letter.

X. X. XXXXXXXXX

HQ
XX XXX 10

FIRST ENDORSEMENT

From: (RANK) (NAME) (SSN/MOS) USMC
To: Air Traffic Control Facility Officer

1. I understand that I am being processed for revocation of my ATCS Certificate and MOS. I further understand that I have three days from the date of this letter to submit a statement on my behalf.

X. X. XXXXXXXXX

MCIEAST-MCB CAMLEJO 3722.3

3 MAY 2012



UNITED STATES MARINE CORPS
AIR TRAFFIC CONTROL FACILITY
PSC BOX 00000
MARINE CORPS AIR STATION 00000-0000

IN REPLY REFER TO:
3700
ATC
XX XXX 10

From: (RANK) (NAME) (SSN/MOS) USMC
To: Commandant of the Marine Corps (Code APX-25)
Via: Air Traffic Control Facility Officer

1. *I began training in the Tower Branch at MCAS XXXXXXXX on DD MMM YYYY. The training I received was adequate and comprehensive. My OJTI gave me one on one instruction throughout my training.*

2. *I understood all of the material I was expected to know but had difficulty retaining and applying the material in actual OJT instruction periods.*

X. X. XXXXXXXX

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Chapter 5

MCIEAST ATC NATOPS Evaluation Program

1. Purpose. This chapter provides standardized procedures for evaluating functional areas within Airfield Operations, per references (a) and (d).
2. Goals. The overall goal of the MCIEAST ATC NATOPS Evaluation Program is to evaluate, train, and assist MCIEAST ATC Facilities and Maintenance Divisions. The purpose of the biennial evaluation is to ensure subordinate commands comply with applicable Marine Corps, Naval, and FAA policies and/or directives. The evaluation fulfills the requirements of the Commanding General's Inspection Program (CGIP). The MCIEAST ATC T&R office is tasked with identifying and documenting problem areas as well as training and assisting the functional areas by making recommendations for improving deficient areas.
3. Background. Per references (a) and (d).
4. Scope. In addition to the details contained in reference (a), NATOPS Evaluation Representatives (NERs) shall be designated in writing, and shall be thoroughly familiar with this Order.
5. MCIEAST ATC NATOPS Evaluation Representative (NER)
 - a. Each ATCFO/Air Traffic Control Maintenance Officer (ATCMO) shall designate a minimum of one NER per ATCF and ATCMD. Airfield Operations will designate the Flight Planning NER.
 - b. Prerequisites for NER designation include:
 - (1) Minimum rank of staff sergeant, or civilian specialist
 - (2) TS, RS, or in the case of non-air traffic areas, qualified personnel for the respective area
 - (3) Minimum of five years MOS experience
 - c. NERs shall report to the ATCFO and ATCMO for matters pertaining to the NATOPS Evaluation within their facility or division. Duties and responsibilities include:
 - (1) responsible for internal ATC NATOPS Evaluations, and
 - (2) when assigned to a NATOPS Evaluation Team, the NER shall report directly to the MCIEAST ATC T&R Officer.
6. MCIEAST ATC NATOPS Evaluation Team. MCIEAST ATC NATOPS evaluation teams shall be under the cognizance of the MCIEAST ATC T&R Officer. NATOPS evaluation teams shall be comprised of personnel selected by the MCIEAST ATC Office in coordination with the supporting Airfield Operations Divisions.
 - a. A NER assigned to the team for the purpose of conducting the evaluation shall not be a member of the facility being evaluated.

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b. Evaluators should be assigned to the following functional areas:

- (1) ATC Facility Management (M)
- (2) Letters of Agreement (L)
- (3) Terminal Instrument Procedures (TERPS) (P)
- (4) ATC Control Tower Branch (T)
- (5) ATC Radar Branch (R)
- (6) ATC Training Branch (E)
- (7) Airspace Management (S)
- (8) ATC Maintenance Administration (A)
- (9) ATC Maintenance Training (G)
- (10) ATC Maintenance Communications (C)
- (11) ATC Maintenance Radar (H)
- (12) ATC Maintenance NAVAIDS (N)
- (13) ATC Maintenance Weather (W)
- (14) Airfield Operations (O)

7. MCIEAST ATC NATOPS Evaluations

a. NATOPS Evaluation. Conducted biennially, this is a complete and comprehensive external evaluation performed by the MCIEAST ATC NATOPS evaluation team utilizing Appendix F.

b. Internal Annual Evaluation. Performed by the NER assigned to that facility, with assistance from facility personnel. This evaluation shall be conducted one year after the last NATOPS evaluation, utilizing Appendix F.

c. Follow-up Evaluation. Follow-up evaluations are conducted when the MCIEAST ATC T&R Officer deems outstanding problems/deficiencies identified during the NATOPS evaluation require further evaluation via on-site visit. The follow-up evaluation should be conducted no more than nine months after the NATOPS evaluation.

d. ATC NATOPS Assist Evaluation. At any time the Air Station CO, Airfield Operations Officer, or the ATCFO may request an assist evaluation. Areas to be evaluated and evaluation team makeup shall be determined by the MCIEAST ATC T&R Officer and tailored to the specific request. These requests may also be made by the Operating Forces (OpFor) for air stations within the MCIEAST purview at the request of the Marine Aircraft Wing.

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8. MCIEAST ATC NATOPS Evaluation Grading Criteria. All checklist items identified as deficient by the evaluation team shall be documented in the evaluation report regardless of whether it is corrected prior to the completion of the evaluation or if it involves an outside agency. The evaluation team will assist as appropriate in correcting deficiencies prior to completion of the evaluation. The evaluation team shall utilize the following grading criteria:

a. A Mission Capable grade will be assigned if the area is adequately performing the required mission, per the determination of the evaluation team.

b. A Non-Mission Capable grade will be assigned if the area is not adequately performing the required mission, per the determination of the evaluation team.

9. Grading Definitions

a. A Finding is defined as a significant problem within a functional area (only one item required), and:

(1) directly affect safety of flight and/or safety of personnel;

(2) adversely affects or detracts from the command's mission;

(3) significantly deviates from higher headquarters policies and procedures;

(4) adversely impacts the health, morale, or welfare of the facility's personnel; and/or

(5) is a previously documented deficiency for which appropriate action to correct has not been taken.

b. A Discrepancy is defined as an error or failure to comply with guidelines, direction or action, as required by appropriate and applicable directives and:

(1) adversely affects efficiency or effectiveness of ATC services provided, and/or

(2) may contribute to a safety of flight/personnel issue and/or adversely affects the mission.

c. Comments. Are defined as comments are defined as guidance/recommendations provided in response to deficiencies (other than Findings/Discrepancies) that would enable the facility to improve the level of quality of the services performed.

d. Not Applicable. This designation will be used to identify checklist items that do not apply to the facility being evaluated.

e. Not Observed. This designation will be used to identify checklist items that apply to the facility but which could not be observed (e.g.,

absence of specific events, weather phenomena) during the evaluation. These items will be discussed with facility personnel and affixed a grade based on the individual's knowledge.

f. Observed Event. This term identifies a situation witnessed by a member of the evaluation team and determined by the team to be significant. Observed events shall be addressed in the evaluation report.

g. Off-Checklist Item. Occasionally evaluators will observe an item not specifically identified on the checklist. The evaluator will denote the item in the report, identifying it as off-checklist and assigning a control number.

h. A Commendatory Remark recognizes transcendent performance of an individual, individual branch/area, or air station function.

10. MCIEAST ATC NATOPS Evaluation Reports

a. MCIEAST ATC NATOPS Evaluation Report. The MCIEAST ATC T&R Officer shall submit the evaluation report to the installation CO and the MCIEAST Command Inspector General (CIG) describing the effectiveness of the Air Traffic Control Facility, ATC Maintenance, and Base Operations within fifteen (15) working days of the NATOPS ATC NATOPS Evaluation. This report shall include the following:

- (1) Evaluation team members
- (2) Synopsis of Findings and Discrepancies for each area evaluated, to include rating of Mission Capable or Non-Mission Capable
- (3) Discussion of Findings and Discrepancies for each area evaluated in the following format:
 - (a) Control Number
 - (b) Checklist number and question
 - (c) Non-Compliance (Cite source document/directive)
 - (d) Discussion (Include background and current status)
 - (e) Recommendation (Include resolution if accomplished during evaluation)
- (4) Comments, Observed Events, Off-Checklist Items and Remarks as applicable for each area evaluated

b. Internal Annual Evaluation Reports. The report shall be prepared in accordance with the requirements of paragraph 10a above (MCIEAST ATC NATOPS Evaluation Report). The CO of each MCIEAST Air Station shall notify the T&R office in writing that the internal audit was conducted and include the date of the evaluation and a statement of Mission Capable/Non-Mission Capable for each functional area. Evaluation results shall be maintained by the Air Station Commander and made available to the T&R office upon request.

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c. Follow-up and assist evaluations shall be documented by the MCIEAST ATC T&R office and shall cite the reason for the visit, the scope, and the recommendations/actions resulting from the visit.

11. Control Numbers. Control numbers shall be assigned to and preceded by the identifier Findings and Discrepancies in each functional area of the report. The control number is a nine character label that identifies (e.g., T09-XXX-100):

a. The functional area (T) and 2-digit Calendar Year of evaluation (09)

b. The 3-letter Facility identifier (XXX)

c. The numerical sequence number of the item beginning with 100 for findings and 200 for discrepancies.

12. MCIEAST ATC NATOPS Evaluation After Action Requirements. The CO shall forward a Corrective Action Report (CAR) that contains the control number and current status of each finding and discrepancy identified in the evaluation report. The CAR shall be mailed to the MCIEAST CIG and MCIEAST ATC T&R Officer within 30 days after receiving the final evaluation report. Commands shall conduct the following actions for submission of subsequent corrective action reports:

a. The resolution of findings and discrepancies shall be implemented and documented in the corrective action report using the 3-step closure method identified in paragraph 13 below (Closure Process).

b. Each area evaluated shall submit a brief summary pertaining to the evaluation. To include positive experiences, problem areas, recommendations to improve evaluation processes, and overall impressions. The summary shall be submitted as an enclosure to the CAR.

c. A CAR is required to be submitted to the MCIEAST ATC T&R office every 30 days from the receipt of the most recent Status Report (SR) for any findings discovered in the evaluation, and every 90 days for discrepancies. The command shall contact the MCIEAST ATC T&R office to coordinate receipt of the CAR and initiate the 30 day time-frame for reporting.

d. The MCIEAST ATC T&R Officer is required to submit an SR to the installation CO no later than 15 days after the receipt of the most current CAR. The MCIEAST ATC T&R office shall contact the command to coordinate receipt of the CAR to initiate the 15 day time-frame for reporting.

e. This process shall continue until each finding and discrepancy has been corrected, or the next NATOPS Evaluation occurs.

13. Closure Process. All actions in the process must have occurred prior to an item being closed. Actions that indicate futurity will not result in an item being closed. The final closure of an item requires the concurrence of the IG.

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a. Corrective Action. Any action taken to correct a problem identified during an evaluation. Corrective action documentation must include:

(1) Accountability - the position that accomplished the corrective action; and

(2) Corrective Action - the process/procedure or other action implemented to correct the problem. Remember to look at the entire scope of the area in which the problem was framed. Focusing on only the problems identified in the report may result in related problems being identified in future evaluations.

b. Management Control. Measures taken to ensure that corrective actions were effective and that the problem will not reoccur. Management control must include:

(1) Accountability - the position responsible for accomplishing the management control. This should be a position other than the position assigned corrective action.

(2) Follow-up Activities - this should be a review of the identified deficiency against the required agency directive(s) to ensure the corrective actions have resolved the deficiency, and shall include:

(a) Defined Time Frame. Include the defined period of time that follow up review(s) were accomplished. Follow-up activities should not begin until corrective actions have been completed and should be identified by specific time periods, such as "weekly" or "monthly". Do not use time frames such as "periodic" or "random" to conduct the review.

(b) Results of the Review. Indicates that the corrective action was effective and that the problem will not reoccur.

c. Status of Problem Resolution. Determination of whether problem is open or closed.

14. Facility Procedures Evaluation Program. The ATCFO/Maintenance Officer shall establish a procedure evaluation program. The program shall include a facility recommendation program and designated Procedures Evaluation Board (PEB). Input to this program shall be open to all facility personnel. The results of this program shall be disseminated to all facility personnel. This program shall be defined within the ATC Facility Manual or GEMD Standing Operating Procedures (SOP).

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Chapter 6

Terminal Instrument Procedures (TERPS) Program

1. Purpose. This chapter provides standardized procedures for all MCIEAST TERPS Programs in accordance with references (e) and (f).

2. MCIEAST TERPS Specialist. The MCIEAST TERPS Specialist will be located in the MCIEAST ATC T&R office and work directly for the MCIEAST ATC T&R Officer.

a. The prerequisites of this designation are as follows:

- (1) Gunnery sergeant or above
- (2) Previous designation as an ATC Facility/Detachment TERPS Specialist
- (3) Demonstrated ability to provide structured instruction on TERPS
- (4) Participation as a TERPS functional area evaluator during a MCIEAST biennial evaluation

b. The duties of the MCIEAST TERPS Specialist include but are not limited to the following:

- (1) Coordinate with Naval Flight Inspection Group (NAVFIG) as required for all MCIEAST Facilities;
- (2) inspect and ensure the updating of all MCIEAST TERPS Programs;
- (3) review all MCIEAST instrument procedure packages submitted to NAVFIG;
- (4) conduct annual review of all MCIEAST TERPS Programs; ensure and document compliance of MCIEAST ATC Facilities with applicable FAA, NAVAIR, and MCIEAST regulations, orders, and directives pertaining to TERPS.
- (5) Review and coordinate FAA Aeronautical Studies for MCIEAST as required;
- (6) ensure proper training of all MCIEAST TERPS Specialists. Develop and implement formal and OJT training deemed necessary for effective training of TERPS Specialists and overall education of MCIEAST ATC personnel in TERPS;
- (7) conduct MCIEAST TERPS staff assistance visits as required;
- (8) verify Obstacle Evaluations (OE)/aeronautical analyses are submitted per FAR PART 77 for all new construction projects aboard MCIEAST Air Stations;
- (9) provide input to the MCIEAST ATC T&R Officer on changes and recommendations for policy set forth by the MCIEAST ATC Order; and

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(10) Complete other duties as assigned by the CG MCIEAST.

3. Facility TERPS Specialist. In addition to the duties and responsibilities outlined in reference (a), the Facility TERPS Specialist shall:

a. be designated in writing by the ATCFO. A copy of the designation shall be filed in the MACCS Performance Record.

b. assist the ATCFO in the retention of all documents submitted and received affecting and pertaining to the appropriate facility TERPS program and procedures;

c. provide the MCIEAST TERPS Specialist copies of all required documents submitted to NAVFIG, Navy Representative (NAVREP) or any other organization on changes or implementation of instrument procedures and/or evaluations, to include but not limited to notices of proposed construction aboard MCIEAST Air Stations affecting navigable airspace as per FAA, DoD, and NATOPS/NAVAIR orders and regulations;

d. act as a member of the base Facilities Management Planning Board to ensure awareness of all proposed construction, improvements, and contracts that apply to the airfield, and disseminate pertinent data as necessary;

e. provide input to the MCIEAST TERPS Specialist on needed changes and recommendations for policy set forth by this Order;

f. submit required TERPS documentation to the MCIEAST ATC TERPS Specialist, including but not limited to Standard Instrument Approach Procedures (SIAP) following a triennial review, copies of all flight inspection results, updated obstacle data summaries, updated airfield layout, any other TERPS related document as required by the MCIEAST TERPS Specialist; and

g. ensure local orders and directives comply with approved terminal instrument procedures.

4. Facility TERPS Specialist Training. Facility TERPS Specialists shall be trained in accordance with reference (a) of this Order and the T&R Directive.

5. Facility TERPS Reports

a. Per reference (a), and prior to submission to NAVFIG, the Facility TERPS Specialist shall complete and submit all required forms, documents, and reports to the MCIEAST TERPS Specialist for review and if necessary, endorsement. The MCIEAST TERPS Specialist will then endorse these documents as needed and submit them to NAVFIG or other agencies as required.

b. All Instrument Approach Procedure (IAP) Folders shall be reviewed for accuracy and completeness on a semiannual basis. Concurrent with the annual TERPS review required in reference (a), the ATCFO shall provide a written statement to the MCIEAST ATC T&R office stating that such a review has been conducted, and listing any changes that were made to IAP folders.

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6. Obstacle Evaluations

a. In the event of a request from the FAA regional NAVREP for an OE of an aeronautical study, the MCIEAST TERPS Specialist will forward the request to the appropriate Command Airspace Liaison Officer (CALO), Range Liaison Officer (RLO), and Wing/Group representative to determine the impact on installation operations, procedures, and airspace. Special consideration should be given to possible impact on special use airspace, military training routes, local VFR routes, airport imaginary obstacle clearance surfaces, and impact on approved and proposed SIAPs.

b. The MCIEAST TERPS Specialist and Regional Airspace Coordinator (RAC) will review the OE analysis from both the NAVFIG and the installation. A response on behalf of MCIEAST will be generated to object or not object to the probable impact of the proposed obstruction on operations within the region. This reply will be sent back to the FAA regional NAVREP for action.

7. MCIEAST Annual TERPS Review. Per reference (a) and annually, all ATCF within MCIEAST shall complete a TERPS review. During this review process all obstruction data, procedures waivers, procedure plan and drawings, and source documents will be carefully reviewed for accuracy, currency, and relevancy. A copy, signed by the ATCFO, of this annual TERPS review will be forwarded to both NAVFIG and the MCIEAST TERPS Specialist for review and documentation.

8. Maintenance of Required TERPS Documents. Reference (a) specifies the minimum required source documentation required for the ATC facility. These requirements may include, but are not limited to:

a. Copies of each current SIAP approved by NAVFIG to include waivers and pertinent correspondence; these files shall be maintained in a standardized MCIEAST TERPS IAP folder (Appendix G).

b. Approved and signed copies of all Minimum Vectoring Altitude Charts (MVACs)

c. Plan drawings of all approach/departure procedures on a map scaled appropriately for submission to flight inspection. (Holding patterns should be scaled no greater than 1:500,000; all other drawings should be scaled no greater than 1:250,000. Drawings shall include plotted position of controlling obstructions for each segment of the instrument procedure.) Plan drawings shall be updated annually to correspond with the annual TERPS review.

d. Copies of commissioning report, the most current periodic and previous flight inspections that establish facility limitations. In the event the commissioning report is not available or can not be located, the oldest flight inspection result shall be recorded as the commissioning report.

e. Copies of TERPS Specialist designation letters

f. Copies of annual TERPS reviews for the last three calendar years

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9. Airfield Information Summary (AIS). The Facility TERPS Specialist will submit information in accordance with Appendix M of reference (a) in the format depicted in Appendix H of this Order. The AIS shall include, at a minimum:

- a. Length of runways measured from threshold to threshold
- b. Width of runways measured from Runway Edge Lights
- c. Threshold elevation in MSL
- d. Touchdown Zone Elevation in MSL (the highest point within first 3,000 feet of runway)
- e. Runway gradient of the first 3,000 feet of the runway and indication of the direction of slope, either plus or minus; elevations MSL of every 100 feet of the Touch Down Zone
- f. Displaced thresholds
- g. Runway true azimuth
- h. Runway threshold coordinates
- i. Runway elevation at Runway Point of Interception (RPI)
- j. Distance from the Precision Approach Radar (PAR) antenna to runway centerline
- k. Distance PAR antenna to touchdown reflector and touchdown reflector to threshold
- l. Antenna elevation in MSL at the mid point of the antenna (Instrument Landing System (ILS) and FPN-63 PAR)
- m. Latitude and longitude of each facility
- n. Latitude, longitude, and MSL height, in feet, of expeditionary equipment if used for timeshare or included on SIAPs

10. PAR Data Sheet. The Facility TERPS Specialist will submit the PAR Data Sheet (Appendix I) for each runway served by the FPN-63 radar to the MCIEAST TERPS Specialist.

11. Required TERPS Reference Library. The Facility TERPS Specialist shall maintain physical or digital copies of the following reference material with current updates/changes for use with the Facility TERPS Program:

- a. OPNAVINST 3722.16 (NOTAL) TERPS Manual
- b. NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual
- c. FAAO JO 7130.3 Holding Pattern Criteria

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- d. NAVAIR 51-50AAA-2 Shore Based Airfield Marking and Lighting Manual
- e. NAVFAC P-80 Appendix E Airfield Safety Clearances
- f. Monthly Chart Update Manual (CHUM) updates (may be electronic copies)
- g. NAVAIR 16-1-520 US Flight Inspection Manual
- h. NAVFAC P-971 Airfield and Heliport Planning and Design
- i. FAAO 8260.19E Flight Procedures and Airspace
- j. FAAO 8260.46 Departure Procedure (DP) Program
- k. FAAO 8260.54A The United States Standard for Area Navigation (RNAV)
- l. FAA T18200.52 Flight Inspection Handbook
- m. UFC3-260-01 Airfield & Heliport Planning and Design
- n. UFC3-535-01 Visual Air Navigation Facilities
- o. OPNAVINST 3722.16C Change 15 Chapter 10 Radar Procedures

12. MCIEAST TERPS Staff Assistance. In the event that a facility requires assistance in resolving a TERPS issue or complying with the requirements of this Order or other applicable directives, the Facility TERPS Specialist should request assistance from the MCIEAST ATC T&R office.

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Chapter 7

ATC Annual Proficiency Training Program

1. General. Each ATC Facility shall develop an Annual Proficiency Training Program. The program shall be structured to provide a sufficient number of classes conducted regularly throughout the year to meet all annual proficiency training requirements. The facility shall review all applicable rules, regulations, and procedures, and ensure that all personnel receive proficiency classes on those areas. The Annual Proficiency Training Program shall be developed and published for the calendar year.
2. Documentation. The facility training office shall ensure that each controller's attendance at the proficiency classes is documented in the appropriate section of each controller's training jacket in accordance with Chapter 2 of this Order.
3. Course Material. Each facility will tailor classes to best meet their specific needs. In addition to the information contained in the below directives, ensure all changes are briefed and documented prior to the effective date. The following directives will be reviewed at a minimum on an annual basis:
 - a. FAAO JO 7110.65
 - b. NAVAIR 00-80T-114
 - c. Facility Manual/Airfield Operations Manual
 - d. Letters of Agreement
 - e. Other Course Material:
 - (1) Physiological/Psychological Factors in Flight (Flight Surgeon)
 - (2) Characteristics of Aircraft (Flying Community Representative)
 - (3) First Aid and CPR (Medical Personnel)
 - (4) Weather (Weather Representative)
 - (5) Review OJTI Philosophy
 - (6) Review applicable doctrinal publications related to MACCS
 - (7) FAM events that require annual refile in the T&R Directive
 - (8) ATC Hazards and incidents/mishaps
4. Course Outline. An example of the annual proficiency class syllabus is shown in figure 7-1. Classes may be conducted using figure 7-1 or a standard Marine Corps Techniques of Military Instruction (TMI) format.

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ATC FACILITY ANNUAL PROFICIENCY CLASS PROGRAM

LESSON PLAN 1

DATE: 01 Jan-08

INTRODUCTION: (INSTRUCTOR'S NAME)

THIS PERIOD OF INSTRUCTION IS ON 7110.65, Chapter 2

REFERENCES: FAAO JO 7110.65

PURPOSE: ANNUAL PROFICIENCY TRAINING

THIS PERIOD OF INSTRUCTION IS DIVIDED INTO THREE STAGES

(I) STAGE 1. REVIEW OF ALL MATERIAL

- | | | | |
|-----|------|--------|-------------------------------------|
| 1. | PARA | 2-1-1 | ATC SERVICES |
| 2. | PARA | 2-1-2 | DUTY PRIORITY |
| 3. | PARA | 2-1-3 | PROCEDURAL PREFERENCE |
| 4. | PARA | 2-1-4 | OPERATIONAL PRIORITY |
| 5. | PARA | 2-1-5 | EXPEDITIOUS COMPLIANCE |
| 6. | PARA | 2-1-6 | SAFETY ALERT |
| 7. | PARA | 2-1-7 | IN FLIGHT MALFUNCTION |
| 8. | PARA | 2-1-8 | MINIMUM FUEL |
| 9. | PARA | 2-1-9 | REPORT ESSENTIAL FLIGHT INFORMATION |
| 10. | PARA | 2-1-10 | NAVAID MALFUNCTION |

(II) STAGE 2. DISCUSSION

1. OPEN THE FLOOR FOR DISCUSSION OF ANY OF THE COVERED MATERIAL.

(III) STAGE 3. QUESTIONS AND ANSWERS.

1. OPEN THE FLOOR FOR ANY QUESTIONS ON THE COVERED MATERIAL.

(IV) STAGE 4. SUBMISSION

1. SUBMIT CLASS ROSTER, DATE, AND INSTRUCTOR NAME TO TRAINING OFFICE.
2. SUBMIT ANY UNANSWERED QUESTIONS TO TRAINING OFFICE.

Figure 7-1.--Example of Annual Proficiency Class

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Chapter 8

Airspace Management Procedures

1. Purpose. This chapter addresses aeronautical matters of mutual concern to MCIEAST, the FAA and OpFor. It delineates the duties and functions of the MCIEAST RAC, NAVREP, and MCIEAST CALOs and provides guidance for airspace management within the cognizance of MCIEAST.

2. Scope. This chapter is supplemental to reference (g). It is applicable to all MCIEAST activities having operational or administrative responsibilities for the use of airspace and navigational aids, and to those activities engaged in planning or sponsoring construction projects which would affect navigable airspace.

3. MCIEAST Regional Airspace Coordinator (RAC). The RAC provides airspace management for MCAS Cherry Point, MCAS Beaufort, MCAS New River, MCAF Quantico, Marine Corps Base (MCB) Quantico, MCB Camp Lejeune and all other activities within the MCIEAST regional area of responsibility as outlined in reference (g).

4. MCIEAST RAC Responsibilities. The RAC serves as the focal point and central clearinghouse for all matters pertaining to routine airspace (terminal and enroute), air operations, Special Use Airspace (SUA), Military Training Routes (MTR), airspace encroachment and midair collision avoidance programs. The RAC represents the command and has the authority to speak for CG MCIEAST on all airspace related subject matters. The RAC is responsible for planning, managing, and overseeing MCIEAST airspace and air assets to ensure current and future requirements are met. The RAC will be responsible for coordination of airspace and ATC actions with the ATC T&R Officer.

5. MCIEAST RAC Duties. The MCIEAST RAC shall:

a. review, modify as needed, approve, and sign all Letters of Agreement (LOA), Letters of Procedure (LOP), and Memorandums of Agreement/Understanding (MOA/MOU) that involve DON airspace activities under MCIEAST purview including terminal, enroute, and special use airspace;

b. oversee scheduling and control of SUA within cognizance; ensure thorough and timely reporting of MCIEAST Airspace Utilization, as outlined in reference (g), and maintain usage records of all SUA and MTRs within cognizance.

c. Serve as coordinator for all airspace issues within purview of the region. (In this capacity, the RAC serves as the regional spokesperson in liaison with non-DON activities. Direct supervision and policy guidance is provided by the ATC T&R Officer. However, to ensure compliance with DON-wide airspace policy, liaison with the FAA at the regional headquarters will be coordinated through the NAVREP.)

d. Provide direct liaison to other regional military activities and the appropriate NAVREP for joint airspace issues;

e. monitor regional airspace encroachment concerns and provide liaison in coordination with the NAVREP/other supporting activities to local community/state agencies involved in airspace issues. Environmental impact

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issues will be coordinated with Regional Naval Facilities Engineering Command Office, MCIEAST and Installation Environmental Offices.

f. Prepare/develop/submit Regional Airspace Plans as outlined in reference (g). In particular, a consolidated and prioritized annual submission of all new airspace requirements will be made to include all proposals to add, modify, or delete SUA within purview.

g. Represent the CG MCIEAST at meetings and hearings with Departments of Defense, Interior, Justice, and Transportation, and state, city and local government planning meetings and county zoning board meetings addressing airspace issues.

6. MCIEAST RAC Areas/Airspace of Responsibility

a. MCAS Cherry Point NC

- (1) R5306A/C
- (2) Hatteras Foxtrot MOA
- (3) Alert Area 530
- (4) Neuse ATCAA

b. MCB Camp Lejeune NC

- (1) R5306D/E
- (2) R5303A/B/C
- (3) R5304A/B/C

c. MCAS Beaufort SC

- (1) Beaufort 1/2/3 MOA's
- (2) W74

d. MCAF Quantico VA

- (1) R6608A/B
- (2) Demo 1/2/3 MOA

e. MCAS New River NC

f. Marine Corps Outlying Landing Field (MCOLEF) Bogue NC

g. MCOLEF Oak Grove NC

7. Department of the Navy Representative (NAVREP). NAVREP responsibilities are outlined by reference (g). The NAVREP facilitates RAC/FAA regional interface and provides direct CNO airspace policy guidance.

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8. Command Airspace Liaison Officer (CALO). This section provides standardized procedures and guidance for CALO in dealing with SUA and all other pertinent airspace matters, per reference (g).

a. Air Station Commanders shall identify CALO designees in writing to the MCIEAST RAC. Due to the transient nature of ATC Facility Officers, frequent updates will be necessary.

b. The CALO shall be a graduate of an accredited course in military airspace management.

c. Per reference (g), CALOs shall complete and submit all required forms, documents, and reports to include the annual air activity report. A copy shall be submitted to the MCIEAST RAC.

d. CALOs are the commands' resident authority on airspace matters. They maintain direct liaison with the MCIEAST RAC and NAVREP to ensure coordination of that air station's delegated airspace with reference (g). CALOs ensure copies of all pertinent command correspondence are forwarded to the MCIEAST RAC for information, review, and/or approval.

e. CALO Duties. CALOs shall:

(1) provide direct liaison to the appropriate RAC and NAVREP for their Air Station delegated airspace matters, particularly in anticipation of SUA modifications in response to emergent airspace requirements;

(2) maintain usage records of all SUA controlled or scheduled by the command;

(3) review all FAA-generated aeronautical studies, obstacle evaluations, or proposed landing zone evaluations to determine the impact on the command's facilities, airspace, or mission capabilities, and submit responses to MCIEAST RAC for consolidation and submittal to NAVREP;

(4) initiate/submit SUA proposals/modifications (including MTR modifications) to MCIEAST RAC for consolidation;

(5) coordinate command's airspace issues with other concerned agencies (i.e., public affairs, environmental, legal, local and state government actions, civil development/encroachment, etc.);

(6) represent MCIEAST RAC at local coordination meetings for that command when requested and available;

(7) provide coordination and support in the areas of SUA and airspace matters to MCIEAST RAC and/or NAVREP;

(8) Coordinate as required with adjacent FAA or DoD agencies concerning published agreements and/or temporary operations; and

(9) conduct a Midair Collision Avoidance (MACA) Program. Education through outreach serves the air mission by improving civilian and military pilot understanding of the Marine Corps' air missions and activities. The MACA Program focuses on terminal and SUA design, flight corridors, ranges, ATC patterns, services, and communication, as well as flight profile

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distinctions to avoid mid-air collision. CALOs will establish and maintain MACA Programs within their area of responsibility to include, but not limited to:

(a) giving briefings to general aviation pilots at least semi-annually and to military pilots through the Instrument Ground School forum;

(b) visiting local civilian airports to provide airport managers with briefings and graphic depictions of military activities in the vicinity of their airports at least annually; and

(c) processing reports of civilian aircraft intrusions into restricted airspace immediately upon receipt or notification.

9. Commands Required to Designate CALO

- a. MCAS Cherry Point NC
- b. MCAS Beaufort SC
- c. MCAF Quantico VA
- d. MCAS New River NC

10. Commands Required to Designate RLO

- a. MCB Camp Lejeune NC
- b. MCB Quantico VA

Note: RLO duties and responsibilities are prescribed by reference (g) and require no further delineation here.

11. FAA Air Traffic Representative (ATREP). The requirement for, and duties and responsibilities of, the ATREP can be found in reference (a). The ATREP is available to the command as:

- a. A liaison officer between the military and the FAA, and between the military and civil users
- b. A technical advisor in all phases of ATC services
- c. An assistant in evaluating airspace required in terminal areas and airport traffic patterns

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Chapter 9

Reporting and Handling ATC Hazards and Incidents

1. Purpose. This chapter addresses the investigation, and procedures for reporting and handling ATC hazards and/or suspected incidents, per reference (h).
2. Applicability. These policies and procedures shall apply to all ATC personnel who may be involved in or have knowledge of the occurrence of an ATC hazard or mishap. They are intended to ensure equitable and uniform handling of incidents and to avoid prolonged removal of personnel from operational duties.
3. Definitions of Incidents. Categorize incidents that adversely affect the capabilities of ATC Facilities to provide safe, orderly, and expeditious movement of air traffic as outlined in reference (a), which may include the following categories:
 - a. Pilot Deviation. The actions of a pilot that result in the violation of a FAR or a North American Aerospace Defense Command (NORAD)/Air Defense Identification Zone (ADIZ) tolerance.
 - b. Spill Out. An excursion of a military aircraft or a civil aircraft contracted to the military, from the exterior boundary of SUA allocated to military using agencies into other controlled airspace without coordination or approval.
 - c. Flight Assist. When in-flight assistance is provided to an aircraft in a potentially dangerous situation.
 - d. Emergency. A distress or urgent situation that requires special handling of an aircraft by ATC, including giving priority resulting in delays to other aircraft.
 - e. Severe ATC Hazard. A severe ATC hazard is an occurrence attributable to an element of the air traffic system that results in:
 - (1) less than the applicable minimal separation between two or more aircraft, or between an aircraft and terrain or obstacles, as required by reference (i) and supplemental instructions (obstacles include vehicles/equipment/personnel on runways); or
 - (2) aircraft landing or departing on a runway closed to aircraft operations after receiving air traffic authorization.
 - f. Routine ATC Hazard. A routine ATC hazard is a controlled occurrence where applicable minimal separation was maintained, but:
 - (1) less than the applicable minimal separation existed between an aircraft and protected airspace without prior approval;
 - (2) an aircraft penetrated airspace that was delegated to another position of operation or another facility without prior coordination and approval;

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(3) an aircraft penetrated airspace that was delegated to another position of operation or another facility at an altitude or route contrary to the altitude or route requested and approved in direct coordination or as specified in a letter of agreement, pre-coordination, or internal procedure; and/or

(4) an aircraft, vehicle, equipment, or personnel encroached upon a landing area that was delegated to another position of operation without prior coordination and approval.

4. Compiling ATC Hazard Information. The facility first learning of, or primarily involved in, an incident/hazard shall obtain and complete the MCIEAST ATC Hazard/Mishap Report form (Appendix J) in preparation to complete the documents detailed in reference (h). The pertinent data required shall be input immediately upon learning of the incident, or as soon thereafter as duties permit, so as to meet the reporting time requirements of reference (h).

5. ATC Hazard File Retention. The reporting facility shall retain the hazard investigation file for two and one half years. This file should be compiled by facility management and contain, as applicable, original message traffic for all hazards, originals of preliminary and final hazard investigation reports, controller statements, suspension of duties statements, medical findings, CEB findings, ATCFO comments, and required or additional training performed. The ATCFO comments shall include the classification of the incident in accordance with paragraph 6 below.

6. ATC Hazard Classifications. Hazards are defined in reference (a). Definitions are classified as follows:

a. Human: Hazards where one or more of the following results in an error or deviation:

(1) Non-adherence to procedures in FAAO JO 7110.65, and supplemental instructions

(2) Individual misinterpretation of FAAO JO 7110.65 and supplemental instructions

(3) Substandard performance by controller not covered by (1) or (2)

b. Procedural: Hazards resulting from one or more of the following:

(1) Facility misinterpretation of applicable policies, procedures, or instructions

(2) Inadequate policies, procedures, or instructions

c. Equipment: Hazards where the failure, malfunction, and/or substandard performance of pertinent National Airspace System (NAS) equipment and/or aircraft equipment result in an error/deviation.

7. Recommendations/Corrective Actions. Specific recommendations and/or corrective actions should be developed and proposed by a PEB or CEB as appropriate for each ATC hazard occurrence:

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a. Recommendations/corrective actions dealing with procedural/individual elements shall be forwarded to the MCIEAST ATC T&R Officer via the CO.

b. Recommendations/corrective actions dealing with equipment shall be forwarded to the MCIEAST NAALS Program Manager via the CO.

c. Recommendations/corrective actions concerning the "human" element shall be confined to the area of training.

8. Responsibilities

a. MCIEAST ATC T&R office shall establish and maintain an analysis element within MCIEAST which shall be accountable for:

(1) maintaining a central source of hazard data; and

(2) reviewing all Final Hazard Reports for the purpose of identifying MCIEAST system wide deficiencies (i.e., human, procedural, equipment) and based upon these reviews, initiating recommendations for corrective actions to reduce the number of hazards.

b. ATCFO and/or ATC NER shall be responsible for:

(1) providing an in-depth phoncon/email brief to the MCIEAST ATC T&R Officer within 24 hours of the reported hazard/mishap, and completing a preliminary investigation report, as contained in Appendix J, within three days;

(2) establishing a PEB/CEB to investigate the incident;

(3) completing the Severe ATC Hazard Report, as contained in reference (h), and forwarding within three days to the MCIEAST ATC T&R Officer for endorsement, while also completing the Routine ATC Hazard Report and providing a copy to the MCIEAST ATC T&R Officer within 30 days;

(4) establishing a local program that reviews/evaluates and makes recommendations to correct deficiency trends within the facility; and

(5) develop and distribute a Hazard Analysis Report each Calendar Year (CY). This report, at a minimum, shall identify trends concerning deficiencies and all corrective actions taken, and will be submitted to MCIEAST ATC T&R office not later than 15 January each CY.

9. Statements and/or Interviews. Certain information required to complete incident reports must be obtained from the controllers involved. Controllers involved may be asked to submit statements or interviews during preliminary investigations, follow up investigations, and/or by members of the CEB convened to investigate. Statements and/or interviews should be utilized to assist in identifying the causes of incidents and to assist in recommendations and/or corrective actions.

10. Removal from Operational Duty on ATC Control Position. Controllers on watch at the time of an incident will be removed from operational duty until completion of the initial investigation. If the preliminary investigation reveals that certain controllers were not contributory to the incident, they may be returned to operational duty without further actions.

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11. Return to Operational Duty. Before a controller who was contributory to an incident is returned to operational duty, the following actions shall occur:

a. Facility management conduct an in-depth review of the incident with the controller involved, to include the controller's role.

b. All requirements as determined by the ATCFO at completion of the CEB, and outlined in the final ATC hazard investigation report completed.

c. Re-certification on the operational position by a facility-designated representative.

12. Supervisory Personnel Involvement. If the controller involved in the incident is a member of facility management or supervisory personnel, the requirements in paragraph 11 above (Return to Operational Duty) may be waived temporarily if warranted, by the ATCFO. If the ATCFO desires, a request for waiver may be submitted to the MCIEAST ATC T&R Officer for approval and shall be annotated on the initial and final ATC hazard investigation reports.

13. Pilot Deviations. Pilot deviations can directly impact the safety of flight within MCIEAST assigned airspace. There can be many contributing factors to pilot deviations (i.e., miscommunication, misunderstanding, disregard, lack of required training). By tracking deviations, trends can be identified and corrected thereby precluding the occurrence of future deviations and/or incidents.

14. Reporting of Pilot Deviations. Each facility is responsible for developing Pilot Deviation Reporting procedures. Each ATCFO/NER shall be responsible for:

a. ensuring pilot deviation reports are forwarded through the chain of command through email/phoncon to MCIEAST ATC T&R Officer using reference (a);

b. retaining pilot deviation reports for a minimum of two and one half years; and

c. analyzing pilot deviations for trend analysis and reporting findings through the appropriate chain of command.

15. Reporting of Aircraft Mishaps. In the event of an aircraft mishap occurring within the jurisdictional airspace of any MCIEAST installation, the installation shall, in addition to those actions required by reference (a), ensure the following agencies are notified of the mishap by the most expeditious means possible:

a. The FAA ARTCC with jurisdiction in their area

b. During working hours, the MCIEAST Assistant Chief of Staff, G-3, DSN 751-7395/5326, commercial (910) 451-7395/5326; and the MCIEAST Director of Aviation Plans & Policy, DSN 751-3406, commercial (910) 451-3406. After working hours, the MCIEAST Command Duty Officer, DSN 751-2414/3031/3033, commercial (910) 451-2414/3031/3033.

c. The FAA ATREP DSN 582-2651

d. The regional NAVREP for their respective FAA Regional Headquarters

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Chapter 10

Flight Planning

1. Purpose. This chapter establishes standard procedures for accomplishing the duties and responsibilities of the Flight Planning Branch.

2. Background. The successful operation of the Flight Planning Branch is based upon the training and qualification of the individuals assigned and cooperation of all branches of the ATC Facility. The Flight Planning Branch exists to assist aircrew in properly and safely planning flights and to flight guard aircraft.

3. Procedures

a. Flight Guarding Aircraft. The departure station is responsible until receipt of destination station's acknowledgement message.

(1) Flight Planning Branch personnel shall utilize flight progress strips to assist in flight guarding aircraft. The flight data position in the tower will pass all departure and arrival times to the flight planning clerk.

(2) Flight Planning Branch Personnel shall utilize procedures established in Chapter 8 of FAAO JO 7110.10 for overdue aircraft, particularly in regards to VFR aircraft. IFR aircraft handling is further delineated in reference (i).

b. Flight planning personnel shall assist aircrew in planning, processing, and receiving flight plans in accordance with reference (a) and OPNAVINST 3710.7.

c. The Flight Planning Branch shall publish an SOP to include a mission statement, and address duties and responsibilities of all personnel assigned.

d. Flight planning areas shall be located and manned as to give aircrew sufficient assistance in planning and processing flight plans, and to allow personnel to properly flight guard aircraft.

e. Working hours shall be established to ensure that all aircraft arriving and departing are flight guarded. If the airfield is closed, or when all flights filed with a daily schedule are safe on deck, flight planning may transfer flight guarding duties to the Flight Service Station (FSS).

4. Billet Descriptions. The NAVAIR 00-80T-114 establishes billet descriptions for the flight planning branch. The Flight Planning Chief is established for the NAVY not USMC. The following billet descriptions apply for the Flight Planning Branch within MCIEAST Air Stations:

a. Flight Planning SNCOIC. The Flight Planning SNCOIC shall be fully qualified in the Flight Planning Branch. Duties, responsibilities, and authority include the following:

(1) maintain flight planning facilities and equipment;

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(2) supervise the training of personnel for appropriate branch positions;

(3) provide technical assistance to the Airfield Operations Officer/ATCFO on matters pertaining to flight planning activities;

(4) certify all personnel for appropriate branch positions;

(5) ensure adherence to aircraft flight guarding procedures;

(6) supervise the dissemination of NOTAMs;

(7) ensure crews are briefed on pertinent information periodically and prior to assuming the watch; and

(8) procure and maintain required publications, directives, charts, and supplies for pilot and branch personnel reference and use.

b. Flight Planning Watch Supervisor. The Flight Planning Watch Supervisor shall:

(1) advise the Airfield Operations Officer/ATCFO on matters pertaining to publications, directives, charts and supplies for flight planning;

(2) advise the Airfield Operations Officer/ATCFO of outages and actions taken to correct discrepancies of airfield equipment;

(3) qualify personnel on appropriate branch positions;

(4) evaluate the operational readiness of branch equipment;

(5) provide technical assistance to the Airfield Operations Officer/ATCFO on matters pertaining to flight plan processing; and

(6) ensure qualification and certification records are maintained for assigned personnel.

c. Flight Planning Dispatcher. The Flight Planning Dispatcher shall:

(1) disseminate NOTAMs;

(2) ensure adequate aeronautical charts, publications, and flight planning materials are available to aircrews;

(3) assist aircrews in planning and proper filing of flight plans;

(4) supervise the processing and transmitting of flight plans and movement messages; and

(5) ensuring watch integrity is maintained;

d. Flight Planning Clerk. The Flight Planning Clerk shall:

(1) receive, process, post, and transmit flight plans and movement messages;

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(2) coordinate with other ATC agencies and FSS regarding flight plans and movement messages;

(3) handle incoming and outgoing communications, and initiate overdue aircraft actions; and

(4) process flight progress strips, and coordinate with flight data in the tower and radar room to flight guard aircraft;

5. Training and Qualification. The Flight Planning SNCOIC shall establish a training program.

a. The Training program should incorporate the T&R Directive, Volume 7, Chapter 10. The training program shall ensure that procedures are established to qualify branch personnel as Watch Supervisors, and/or Dispatchers, and/or Clerks.

b. The Flight Planning SNCOIC shall ensure all personnel assigned to the Flight Planning Branch have an Individual Training Record (ITR). At a minimum, the ITR shall contain the following information:

(1) Qualification/Certification letters

(2) Record of Training Accomplished

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APPENDIX A

MCIEAST-MCB CAMLEJ ATC ORDER CHANGE REQUEST FORM

TO BE FILLED IN BY ORIGINATOR AND FORWARDED TO MCIEAST-MCB CAMLEJ ATC T&R OFFICER

FROM: (Originator)	UNIT:
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TO: T&R Officer	UNIT:
MCIEAST-MCB CAMLEJ, ATC	MCIEAST-MCB CAMLEJ ATC Order Revision

Complete Name of Manual/Checklist:	Revision Date:	Change Date:	Section/Chapter:	Page:	Paragraph:
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Recommendation: (be specific)

CHECK IF CONTINUED ON BACK

Justification:

Signature:	Rank:	Title:
Address of Unit or Command:		

TO BE FILLED IN BY ATC T&R OFFICE (Return to Originator)

FROM:

TO:

REFERENCE:
(a) Your Change Recommendation Dated

Your change recommendation dated _____ is acknowledged. It will be held for action of the review conference planned for _____ to be held at _____

Your change recommendation is reclassified URGENT and forwarded for approval to _____

ATC T&R Officer	ATC T&R SNCOIC
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Reset Form

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APPENDIX B

MCIEAST ATC FACILITY MANUAL GUIDELINES

ATC Facility Manual Outline

Chapter 1 Introduction. Assigns applicability, procedures for changes, and other matters of a general nature.

a. General

- (1) Purpose
- (2) Distribution
- (3) Cancellation
- (4) Manual Changes
- (5) Facility Directives and Memos
- (6) Effective Date
- (7) Publication Dates
- (8) Pass Down Logs

b. Terms of Reference

- (1) Word Meanings
- (2) Annotations
- (3) Abbreviations
- (4) Glossary

c. NATOPS Evaluation and Awards

- (1) MCIEAST ATC T&R
- (2) Controller of the Quarter/Year Awards
 - (a) (Marine Corps Aviation Association)
 - (b) (Admiral Pirie, CNO Award)
 - (c) (Local Awards)
- (3) Performance Awards
 - (a) ATC Trainer
 - (b) Controller of the Quarter/Year

d. Marine Corps Information

- (1) Administration
- (2) Drug and Alcohol Use/Abuse
- (3) Facility Parking
- (4) Headsets
- (5) Mail
- (6) Locker Assignments
- (7) Time Cards
- (8) Messing
- (9) Facility Tours
- (10) Airfield Tours
- (11) Phone Usage
- (12) Blood Donations
- (13) ATCFO and Staff Working Hours
- (14) Watch Schedule

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- (15) Holiday Manning
- (16) Additional Duties
- (17) Briefing Area
- (18) Operational Crew Briefings
- (19) Leave and Liberty
- (20) Uniform, Work Dress Code (Civilian)
- (21) Annual Physicals
- (22) Climate Control Procedures
 - (a) IFR Room
 - (b) Tower
 - (c) Tower Simulator
- (23) Food and Drink in the Facility
- (24) Medical Clearance Notice
- (25) Cell Phone Usage
- (26) Suspected Use of Substances While Controlling Procedures
- (27) Facility Diagram
- (28) Parking Diagram
- (29) Crew Brief Area
- (30) Classrooms
- (31) AnyMouse/Beneficial Suggestion Program

Chapter 2 Administration. Contains facility organization, mission and tasks, and billet descriptions.

a. General

- (1) Marines Checking in/out Procedures
- (2) Civilian Controller Checking in/out Procedures

b. Organization

- (1) Organization
- (2) Purpose and Mission
- (3) Tasks
- (4) Civilian Employee/Bargaining Unit Information
 - (a) Employees
 - (b) Unit President
 - (c) Grievance Requirements/Resolution

c. Reports and Forms

- (1) MCIEAST Monthly Reports
- (2) Administrative Facility Reports
- (3) Daily Record of Facility Operation
- (4) Air Activity Reports
- (5) Position Logs
- (6) RADAR Approach Record
- (7) ATCS Certificate Reports
- (8) MCIEAST ATC NATOPS Evaluations
- (9) Off Year NATOPS Evaluations
- (10) Tower Visibility Log
- (11) Position Specific Logs
- (12) Branch Logs
- (13) Special Use Airspace Logs

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- (14) Initial Incident Reporting Form (For HAZREP/WESS)
- (15) Bomb-Threat Checklist
- (16) GCA Run Log
- (17) Currency Logs
- (18) Position Evaluations
- (19) Flight Schedules
- (20) Trouble Logs
- (21) Retention of Records, Forms, and Logs

d. Billet and Position Descriptions

(1) Billet Descriptions

- (a) ATCFO
- (b) SNCOIC
- (c) Training, Radar, and Tower Branch Chiefs
- (d) FWO
- (e) Crew Chief
- (f) Training Support Specialist
- (g) Clerks
- (h) TERPS Specialist
- (i) Training Device Trained Personnel

(2) Civilian Position Descriptions

- (a) Series
- (b) Special Awards/Recognition
- (c) SSR
- (d) Special Schooling Requirements
- (e) Tasking of Military Duties
- (f) PES

e. HAZREP and WESS Reporting

- (1) Compiling Information
- (2) WESS and DMS Requirements
- (3) Reporting Procedures
- (4) Reporting Chain of Command
- (5) Forwarding Chain of Command

f. Local Information

- (1) Local Flying Area
- (2) Local Flying Units
- (3) Airport Vehicles
- (4) Landing Zones
- (5) Location Identifiers (Common to Facility)
- (6) Landlines (Inter/Intra-Facility)
- (7) Local Frequencies
- (8) Common Frequencies Used
- (9) Adjacent Facility Information
- (10) Local Flying Area Map
- (11) Crash Grid
- (12) Noise Abatement Procedures

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- (13) Noise Complaint Requirements
- (14) Facility Recording Transmission, Production, and Release

g. Publications

- (1) Training Library
- (2) Tower Library
- (3) IFR Room Library
- (4) Study Area Library
- (5) Simulator Library
- (6) Position Binders
- (7) Digital vs. Hard Copy Procedures

h. Civil Aircraft Requirements

- (1) Local Flying Club
- (2) Civil Use Landing Permit
- (3) APOE/APOD Requirements
- (4) Emergency Landings
- (5) Aircraft Without PPR
- (6) Suspect Aircraft Actions

Chapter 3 Safety. Details requirements to safeguard personnel and property.

a. General

b. Safety and Security

- (1) Visitor Logs
- (2) Fire Bill
- (3) Cleanliness
- (4) Elevator Outages
- (5) Cipher Locks
- (6) ORM
- (7) Fire Extinguishers
- (8) Fire Alarms

c. ATFP

- (1) Bomb Threats
- (2) Facility Building Security
- (3) Access Areas
- (4) Suspicious Pilot/Aircraft Procedures
- (5) SCATANA/ESCAT

d. Hazardous Cargo/Red Label Procedures

Chapter 4 Training Plan. Provides position/facility training and qualification requirements.

a. General

- (1) ATCFO Responsibilities
- (2) TSO Responsibilities

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- (3) Training Chief, Branch Chief, Crew Chief Responsibilities
- (4) FWO Responsibilities
- (5) OJTI Responsibilities
- (6) Trainees Responsibilities
- (7) LQS
- (8) LTG
- (9) Testing
- (10) Annual Training Plan

b. Proficiency and Currency

- (1) Qualification Training
- (2) Proficiency Training
- (3) Recertification
- (4) Currency Requirements
- (5) Return from Deployment Considerations
- (6) Performance Appraisals/Evaluations
- (7) Tower Visibility Observers
- (8) Counseling
- (9) Re-Qualification Requirements for Previously Rated Controllers

c. ATC Training Program

- (1) General
- (2) Definitions
- (3) Facility Training and Proficiency Requirements
- (4) Minimum OJT Position Time
- (5) Selection, Certification, Evaluation of OJTI's
- (6) Training Teams
- (7) Training Team Checklist
- (8) Training Plan
- (9) Lesson Format
- (10) Performance Skill Checks
- (11) Skill Enhancement
- (12) Additional OJTI Hours
- (13) Training Review Process
- (14) Tape Talk Program
- (15) Suspension of Training
- (16) Discontinuation of Training
- (17) OJT and Certification Flowcharts
- (18) RFC Training/WX Requirements for Student Controllers
- (19) Designations
- (20) Non-RADAR Training

d. T&R

- (1) LQS/LTG and T&R Events
- (2) M-SHARP Reporting

e. MOS Progression

- (1) T&R Manual
- (2) MOS Manual
- (3) Directed Minimum and Maximum Training Times

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f. Waivers and Revocations

- (1) Documents
- (2) Requirements
- (3) Paperwork
- (4) PEB/CEB/ Revocation Boards
- (5) Definitions
- (6) Suspension of Duties Pending Revocation

g. Training Systems

- (1) STARS/AT Coach
- (2) IPART
- (3) Tower Simulator
- (4) Computer Based Training Devices

Chapter 5 Control Tower. Details policy and procedures available as functional guidelines for control tower operations.

a. General

- (1) General
- (2) Tower Traffic Count
- (3) Obstructions within the CDSA
- (4) FOD Walks
- (5) Tower Watch Checklist
- (6) FOD and Aircraft
- (7) FOD Sweepers

b. Operating Positions

- (1) Control Tower Team Position Descriptions
- (2) Duties and Responsibilities
- (3) Diagram of the Tower Cab/Structure (Ready Rooms)

c. Airfield Information

- (1) Arresting Gear Status/Operations
- (2) Movement Areas
- (3) Non-Movement Areas
- (4) Helo/VTOL Pads
- (5) VIP Notification/Operations
- (6) Combat Aircraft Loading Area (CALA)
- (7) RWY/TAXIWAY Airfield Map
- (8) ATIS
- (9) Airfield Lighting
- (10) Fuel Pits
- (11) Parking Areas
- (12) APOD/APOE
- (13) Arm/DeArm Area
- (14) Compass Roses
- (15) TACAN Check Points
- (16) Cold Fuel/DeFuel Areas
- (17) Hi-Power Turn Up Areas

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- (18) Vertical or After Burner A/C Restrictions on RWY/TWY
- (19) ARFF Hot Spot
- (20) Grass Operating Areas
- (21) Hover-Check Areas
- (22) HERO/HERF Requirements

d. ATC Procedures

- (1) Patterns
- (2) AOM Topics
- (3) Visual Separation Application
- (4) Local IFR Clearances
- (5) SVFR
- (6) VFR on Top
- (7) Delta/Holding Patterns
- (8) AirEvac/Medevac Operations
- (9) BASH/Deer Sweeps
- (10) Tower RADAR Displays
- (11) Arm/DeArm Procedures
- (12) Simultaneous RWY OPS
- (13) Reduced RWY Separation
- (14) VISCOM
- (15) FDIO
- (16) Taxi Restrictions
- (17) Use of Active/Inactive RWY's
- (18) Reporting of Equipment Outages
- (19) Airfield Status Board
- (20) ATIS
- (21) GCA Departures
- (22) Crash Circuit Testing
- (23) Autorotation Procedures
- (24) Simulated Flame Out/PPA Procedures
- (25) Tower Visibility Procedures
- (26) VFR Entry/Exit Routes, Reporting Points
- (27) SFVR Entry/Exit Routes, Reporting Points
- (28) NORDO
- (29) EMCON
- (30) No Flight Plan Arrivals
- (31) Flight Inspections

e. Tower Strip Marking Procedures

- (1) FDIO
- (2) Tower Specific Marking
- (3) Data Entries
- (4) Manually Generated Strips

f. Coordination Procedures

- (1) VISCOM
- (2) Inter/Intra-Facility Coordination
- (3) Arrival/Departure Information
- (4) PA
- (5) Light Gun Signals

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- (6) Outside Facility Coordination (Hospitals/Emergency Services, EOD)
- (7) Distinguished Visitor Procedures

g. Emergency Procedures

- (1) Crash Phone
- (2) Crash Grid
- (3) Emergency Power Cutoff
- (4) PA
- (5) Hot Brakes
- (6) Emergency Arrestments
- (7) FM Emergency Net
- (8) Emergency Evacuation Plan
- (9) Emergency Fuel
- (10) Hung Ordnance
- (11) Hung Gear
- (12) Emergency Position Manning Requirements
- (13) On-Station Crash Procedures
- (14) Off-Station Crash Procedures

Chapter 6 Radar. Details policy and procedures available as functional guidelines for RADAR operations.

a. General

- (1) Airspace
- (2) Adjacent Airspace
- (3) MVAC and Altitudes
- (4) Fixes and Airports within Local Flying Area
- (5) Discrete Beacon Code Assignments
- (6) Radar Video Maps
- (7) Aerobatic Areas/Parachute Areas
- (8) VFR Pilot Training Areas
- (9) RADAR Watch Checklist

b. Operating Positions

- (1) Terminal RADAR Team Positions
- (2) Duties and Responsibilities
- (3) RADAR Room Diagram

c. RADAR Procedures

- (1) Patterns
- (2) AOM Topics
- (3) GCA/ILS Patterns
- (4) TACAN Patterns
- (5) FDIO Test Plans
- (6) Instrument Approach/Departure Plates
- (7) RADAR Approach Minima
- (8) Reporting of Equipment Outages
- (9) ASR Recommended Altitudes
- (10) Climbout Instructions
- (11) Diverse Departures

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- (12) Special Use Airspace Schedule
- (13) Equipment Status Notification
- (14) VISCOM
- (15) Speaker/Landline Position Assignment
- (16) Wave Offs for Satellite Airfields
- (17) Station Wave Offs
- (18) Simulated Flame Out/PPA Procedures
- (19) Departure Headings
- (20) Satellite Airport Weather Information
- (21) Unmonitored ILS Approach Procedures
- (22) Missed Approach Instructions
- (23) Lost Communication Procedures
- (24) Restricted Low Approach Procedures
- (25) Glide Path and Course Information/PAR Trend Calls
- (26) Information and Status Boards
- (27) Primary RADAR ID Procedures
- (28) EMCON
- (29) NORDO
- (30) Flight Inspection
- (31) Deer Sweep
- (32) RWY Threshold and Approach Lights Phraseology
- (33) Decision Height or MDA Call
- (34) RADAR Contact Lost Non-RADAR Procedures/Phraseology
- (35) Recommended Altitudes for ASR Procedures/Phraseology

d. Non-RADAR Procedures

- (1) Strip Marking
- (2) Adjacent Facility Procedures
- (3) Holding Patterns and Approaches
- (4) Control of Airspace or Release to Center Procedures
- (5) Approach Times
- (6) Strip Marking
- (7) Non-RADAR Maps

e. Coordination Procedures

- (1) VISCOM
- (2) Inter/Intra-Facility Coordination
- (3) Landline/Speaker Position Assignments
- (4) Position Coordination Requirements via Recorded Line
- (5) Distinguished Visitor Procedures

f. RADAR Strip Marking Procedures

- (1) General
- (2) FDIO Procedures
- (3) Terminal Data Entries
- (4) Control Symbolology
- (5) Manually Generated Strips
- (6) Point Outs
- (7) Strip Marking for Local IFR Clearances
- (8) Strip Marking for SUA Procedures

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g. Special Use Airspace

- (1) Description
- (2) Maps
- (3) Special Coordination Requirements
- (4) Beacon Code Assignments
- (5) Control or Oversight of Special Use Airspace
- (6) Separation Requirements
- (7) Sub Areas
- (8) Bombing Targets
- (9) Landing Zones/FOB's Inside of SUA
- (10) Transient Aircraft Use of SUA
- (11) Non-Participant Aircraft Requirements
- (12) Log Entries for SUA
- (13) Reservation and Scheduling Requirements

h. Emergency Procedures

- (1) General
- (2) Information Requirements
- (3) Emergency Notification
- (4) SAR Procedures
- (5) Arrested Landings
- (6) Emergency Power Cutoff
- (7) Emergency Evacuation
- (8) Fuel
- (9) Hung Ordnance
- (10) Hung Gear
- (11) Manning Requirements in the Event of an Emergency

Chapter 7 Equipment. Details equipment operational capability and utilization, including procedures for required alignment accuracy checks.

a. General

b. Facility Generic Equipment

- (1) FDIO Procedures/Maintenance
- (2) Weather Vision
- (3) Airfield Status Boards
- (4) VISCOM
- (5) Recorders
- (6) Clocks
- (7) DASI
- (8) ASOS/AWOS
- (9) Wind Indicators
- (10) Altimeters
- (11) Vacuum Tubes (Transport Devices)
- (12) Cipher Locks
- (13) Generators
- (14) Communication Equipment
- (15) VIDS
- (16) Air Traffic Activity Analyzer
- (17) Traffic Count Clickers

c. Tower Equipment

- (1) Tower RADAR Display
- (2) Emergency Radio
- (3) Binoculars
- (4) Light Gun
- (5) ATIS
- (6) Airfield Lighting Computer
- (7) Visual Displays
- (8) Tower Hoist
- (9) Supervisor Computer
- (10) Alignment of Equipment
- (11) Traffic Signals

d. RADAR Equipment

- (1) ASR Displays
- (2) Beacon Interrogator
- (3) PAR Display
- (4) Wave Off Lights
- (5) Supervisor Computer
- (6) PAR and ASR Scope Alignment
- (7) Video Mapping

e. NAVAIDS

- (1) Types/Descriptions
- (2) Monitors

Appendices. Provides amplifying data/examples of information contained within the manual.

a. General

b. Approach/Departure Procedure Plates

c. Special Procedures

- (1) UAS's
- (2) Space Shuttle Procedures (1) TLZ's
- (3) PPA's
- (4) AC-130 Hot Gun
- (5) Air Show Requirements

d. Weather Services

- (1) General
- (2) Observations
- (3) Weather Definitions
- (4) PIREPS
- (5) Weather Advisories and Warnings
- (6) Base Weather Condition Codes/Procedures
- (7) TSTM Conditions
- (8) Destructive Weather Requirements

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- (9) Tower Visibility Reporting
- (10) Weather Sequence

- e. LOA's. Include a list and short description.

- f. MACA
 - (1) Description
 - (2) Local Airfields/Aircraft
 - (3) CALO and RAC Information

- g. Position Log Explanation

- h. Daily Record of Facility Operation

- i. Reserved for Facility Use

- j. Reserved for Facility Use

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STANDARDIZED MONTHLY TRAINING/SITUATION REPORT

Training Report

FAC= Facility (NYG, NKT, NCA, NBC, MACS2) (The unit to which the Marine is assigned.)

Crew= The controller's original crew. (Useful to have deployed Marines put on their own page.)

DCTB= Date current tour began.

Position Blocks= Qualification dates. (If a controller is training on one of those positions, put the hours/approaches and percentage of total hours in that block.) (10/5%)

START= Start date of training on that position.

PRO QUAL= Projected qualification date on that position.

MED= Date of medical grounding.

RMKS= Crew Chief, FWO, PCA/PCS date, EAS date, Reason for not training, etc.

1. If the controller has not trained on a position in three months or more, put a reason in the RMKS column.
2. When a controller achieves qualification on a position, highlight the date in **Green**.
3. If that qualification results in an MOS (7257, 7252, 7253, 7254), highlight that date in **Blue**.
4. If the controller is FAP, highlight his/her rank, name, and facility in **Yellow**.
5. If a controller is deployed or in receipt of PCS/PCA orders, highlight in **Gray** and put the defap/deployment or PCS/PCA date in the remarks block.

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STANDARDIZED MONTHLY TRAINING SITUATION REPORT

Monthly simulator Usage				
Tower simulator		Hours		
Local				
Ground			Total trainee hours	
Data				
AT Coach				
Final Control	Sims			
	Hours			
Approach			Total System hours	
Arrival				
IPARTS	Sims		Total FC Sims	
	Hours			
Other				

Simulator Usage

Report trainee hours. Build time and instructor use may be tracked internally, but shall not be recorded here.

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UNITED STATES MARINE CORPS
 AIR TRAFFIC CONTROL FACILITY
 PSC BOX 00000
 MARINE CORPS AIR STATION 00000-0000

IN REPLY REFER TO
 3500
 ATC
 00 XXX 10

From: Air Traffic Control Facility Officer, Marine Corps Air Station
 To: Air Traffic Control Training and Readiness Officer, Marine Corps
 Installations East
 Via: (1) Airfield Operations Officer, Marine Corps Air Station
 (2) Commanding Officer, Marine Corps Air Station

Subj: QUARTERLY MCEAST SITUATION REPORT FOR XX QUARTER CY10

1. Air Activity Report:

CONTROL TOWER OPERATIONS	MILITARY		CIVIL		
	NAVY/MARINE CORPS	OTHER MILITARY	AIR CARRIER	GENERAL AVIATION	TOTAL
AIRPORT					
OVERFLIGHT					
TOTAL					

APPROACH CONTROL OPERATIONS	NAVY/MARINE CORPS	OTHER MILITARY	AIR CARRIER	GENERAL AVIATION	TOTAL
IFR					
VFR					
OUTLYING FIELD INSTRUMENT OPERATIONS					
OUTLYING FIELD INST OPS BELOW VFR					
TOTAL					
RADAR APPROACHES					

SPECIAL USE AIRSPACE OPERATIONS	NAVY/MARINE CORPS	OTHER MILITARY	AIR CARRIER	GENERAL AVIATION	TOTAL

2. Simulator Usage:

IPART				TOTAL APP
				TOTAL HOURS

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AT COACH				
	GC	FD	LC	TOTAL HOURS
TOWER SIM				

3. MOS Designations:

MOS/SKILL DESIGNATOR	RANK/NAME	DATE	REMARKS
7257	LCpl Marine, I. M.	22 Feb 08	Radar or Tower
7252	Cpl Navy, U. R.	15 Mar 08	
7253			
7254			

4. On-hand strength:

MOS	PERSONNEL ¹	PCS/EAS ²	NEW JOINS ³	NON-EFFECTIVE ⁴	ON HAND STRENGTH ⁵	REMARKS ⁴
7251						
7257 (FAP)						
7291						
2152						

- Note 1: Number of personnel on the last day of the previous quarter
- Note 2: Subtract personnel lost due to PCS, EAS or deFAP
- Note 3: Add personnel gained as new joins or FAP
- Note 4: Subtract personnel who are med down, pending revocation, etc.
- Note 5: Total number of personnel on the last day of the quarter HHS (FAP)

5. MOS revocations in progress:

RANK/NAME	MOS	DATE STOPPED	TRAINING POSITION	PACKAGE STATUS	REASON
LCpl Marine, U. R.	7257	080215	Local	TYCOM	Failure to Qual

6. Point of contact for this report is (Rank) (Name), (Email), (DSN/Comm phone number).

A. T. CFO

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APPENDIX D

MCIEAST TRAINING EVALUATION REPORT

1. Introduction. This appendix contains instructions for completing the Training Evaluation Report. The training team shall utilize this form to record their observations of the performance and/or progress of a trainee/controller during laboratory scenarios, classroom training, OJT instruction, skill enhancement training, and skill-check sessions, as well as simulations. This form shall be used to document over-the-shoulder and other evaluations as directed.

2. Using the Form. Entries on training reports shall be sufficiently detailed to support appropriate administrative actions (e.g., qualification, remedial training, awards, suspension, revocation, reassignments, etc.). The five-day or one-day form is authorized for use as appropriate by the ATCF.

3. Form Requirements. The following items shall be completed as required:

a. Name. Print controller/trainee's name.

b. Position(s). Enter the operational position, on which training or skill check is being performed.

c. Week of. Enter beginning date and end date of week.

d. Purpose. Check appropriate purpose of report on the form.

(1) Indicate "OJT" for any activity that is counted as part of the assigned training time.

(2) Indicate "OJF" for on-the-job familiarization time.

(3) Indicate "SIM" when simulation training is used.

(4) Indicate "OTH" if administering a performance skill check, or "CERT" if administering a certification skill check.

(5) If "Other" is indicated, document specific use in Remarks.

e. Total Time. Enter total training time spent in training on this position prior to commencing training for the week. Do NOT include OJT session(s) covered by this report.

f. Weekly Total Hours. Enter the total training hours completed for OJT for the week. This block will also be utilized to indicate total number of simulated hours for Simulation.

g. Date. Enter the actual date of training session(s).

h. Weather. Record a description of weather as VFR, MVFR (Marginal VFR), IFR, or "Other" (specify type, e.g., thunderstorm, turbulence, etc.).

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Annotate the one most representative of the session(s). Conditions that impact training should be noted in remarks. NOTE: "Marginal VFR" is that weather where flight in VFR conditions is questionable, i.e., overhead closed due to ceiling or visibility, the airport is VFR but the aircraft are unable to conduct visual approach due to ceiling or visibility, etc.

i. Workload. Annotate the workload most representative of the session(s). Workload intensity that impacts training should be noted in the remarks.

j. Complexity. Annotate description of complexity of operations that is most representative of the session(s). Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training.

k. Total Hours. Enter total hours for this training session(s).

4. Job Tasks. This section contains job tasks and job subtasks used as a basis for instructing and evaluating the trainee. Users of this form should review the definitions of all job subtasks and their respective performance indicators as contained in the NAVAIR 00-80T-114, Appendix J. Two subtasks detailed below have been included on the OJPE and are outlined in FAA Order 3120.4J, but are not covered by the NAVAIR. They are as follows:

a. Separation

(1) Job Task. Safety Alerts are provided. Recognizes that safety alerts are a first priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.

(2) Indicators. Informs pilot or appropriate controller when unsafe situation has been observed. Issues alternate course of action when feasible.

b. Control Judgment

(1) Job Task. Priority of duties understood. Properly prioritizes actions according to their significance in the overall traffic situation.

(2) Indicator. Performs duties in the order of their importance. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job task entitled "Other" is intended for local use and adaptation.

5. Evaluation Marks. During OJT, place the appropriate symbol in the box as follows:

a. Satisfactory. "S" indicates that the trainee's observed performance in the session(s) meets expected FPL performance requirements and indicates that the trainee demonstrates the ability to work independently for this performance item.

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b. Needs Improvement. "N" indicates that the trainee's observed performance is acceptable at this stage of training, but must improve in order to meet qualification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in the OJTI Comment section of the form for each job subtask indicated.

c. Unsatisfactory. "U" indicates that the trainee's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask shall be stated in the OJTI Comment section of the form for each job subtask indicated.

d. Not Observed. "N/O" indicates a job subtask was not observed during training session. To qualify on a qualification skill check, all applicable items shall be marked satisfactory or not observed. If an item is marked "N/O", OJTI Comment section shall indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods shall be used to demonstrate knowledge of a job subtask when not observed.

e. Not Applicable: "N/A" indicates a job subtask is not applicable to a position being observed.

6. Additional Comments. Complete the additional comments as appropriate:

a. Weekly Comments/Trends. The weekly comments are completed by the training team lead after consulting with the other training team members. Comments are focused at providing a word picture of where the trainee is in the training cycle and any trends noted.

b. Routing. The routing and visibility structure may be modified by the ATCFO as described in the local ATCFM. Billets required to view the report by the ATCFO shall initial after reviewing it, and prior to forwarding it to the next in the chain.

c. REF and OJTI Comments. Used by the OJTI/supervisor and/or lab instructor to document the trainee's performance during OJT, skill-check sessions, and simulation training. The OJTI/supervisor shall sign and date this block. Use the reference block to indicate which job subtask(s) is being commented on.

d. Trainee's Comments. This block may be used by the trainee for making comments pertaining to the training period, skill check, or general comments regarding training. The trainee shall sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the trainee.

e. Recommendation. This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

- (1) Skill check
- (2) Qualification (when appropriate)

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- (3) Continuation of OJT
- (4) Skill enhancement training
- (5) Suspension of OJT

f. Certifying Official. Official shall use this block to document position certification/re-certification, including a signature and date.

g. Addendum Page. The Addendum page will be utilized for those occasions when there is not sufficient room to document the training session.

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REPORTING REQUIREMENT: MCIEAST-MCB CAMLEJ 3722.3-04

MCIEAST-MCB CAMLEJ TRAINING EVALUATION REPORT 5 DAY EVALUATION (Front)

NAME: _____ POSITION: _____ DATES: _____ PURPOSE: _____

TOTAL TIME: _____ WEEKLY TOTAL HRS: _____

WORKLOAD	COMPLEXITY	DATE				
L - LIGHT	R - ROUTINE	WX (IFR/VFR)				
M - MODERATE	O - OCCASIONALLY	WORKLOAD (L/M/H)				
H - HEAVY	DIFFICULT	COMPLEXITY (R/O/M/V)				
	M - MOSTLY DIFFICULT	Total Hrs/Approaches				
	V - VERY DIFFICULT					
LEGEND: S = Satisfactory N - Needs Improvement U = UnSat NA = Not applicable NO = Not Observed						
A. SEPARATION	1. Separation ensured					
	2. Safety Alerts provided					
B. CONTROL JUDGEMENT	3. Awareness maintained					
	4. Good control judgement applied					
	5. Control Actions correctly planned					
	6. Positive control of situation provided					
	7. Priority of duties understood					
C. TRAFFIC MANAGEMENT	8. Prompt action taken to correct errors					
	9. Effective traffic flow maintained					
	10. Aircraft identification maintained					
	11. Professional manner maintained					
D. OPERATING METHODS AND PROCEDURES	12. Flight strips complete and correct					
	13. Clearance Delivery complete/correct/timely					
	14. LOA/LOP's adhered to					
	15. Navigational assistance provided					
	16. Weather information provided					
	17. Handoff procedures correct/timely					
E. COORDINATION AND COMMUNICATION	18. Traffic advisories correct/timely					
	19. Coordination through/timely					
	20. Communication clear/concise					
	21. Makes necessary transmissions					
F. PHRASEOLOGY	22. Standard Phraseology adhered to					
	23. Voice quality					
	24. Speech rate correct					
G. EQUIPMENT	25. Equipment status information maintained					
	26. Adjustment of control display correct					
	27. Equipment capability utilized/understood					
	28. Computer entries correct					
H. OTHER (specify)	29.					
	30.					
	31.					

WEEKLY COMMENTS/TRENDS: _____

CREW CHF _____ FWO _____ BRACH CHF _____ TRNCHF/TSO _____ NCOIC _____ ATCFO _____

MCIEAST-MCB CAMLEJ TRAINING EVALUATION REPORT 1 DAY EVALUATION (BACK)

REF.	OJTI COMMENTS (DAY 1)	
	OJTI Initials:	Trainee/Controller's Initials:
REF.	OJTI COMMENTS (DAY 2)	
	OJTI Initials:	Trainee/Controller's Initials:
REF.	OJTI COMMENTS (DAY 3)	
	OJTI Initials:	Trainee/Controller's Initials:
REF.	OJTI COMMENTS (DAY 4)	
	OJTI Initials:	Trainee/Controller's Initials:
REF.	OJTI COMMENTS (DAY 5)	
	OJTI Initials:	Trainee/Controller's Initials:

TRAINEE/CONTROLLER SIGNATURE: _____

CONTROLLER/STUDENT COMMENTS: (Initial one)
() I concur without comment.

() I wish to make the following comments: See attached page.

Qualification Skill Check Recommendation: _____ on position.

Certifying Official: _____

Date: _____

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REPORTING REQUIREMENT: MCIEAST-MCB CAMLEJ 3722.3-04

MCIEAST-MCB CAMLEJ TRAINING EVALUATION REPORT 1 DAY EVALUATION (FRONT)

NAME: _____ POSITION: _____ DATES _____ - _____ PURPOSE: _____

TOTAL TIME: _____ WEEKLY TOTAL HRS: _____

WORKLOAD	COMPLEXITY	DATE (YYMMDD)	
L - LIGHT M - MODERATE H - HEAVY	R - ROUTINE	WK (IFR/VFR)	
	O - OCCASIONALLY DIFFICULT	WORKLOAD (L/M/H)	
	M - MOSTLY DIFFICULT	COMPLEXITY (R/O/M/V)	
	V - VERY DIFFICULT	Total Hrs/Approaches	

LEGEND: S = Satisfactory N - Needs Improvement U = UnSat NA = Not applicable NO = Not Observed

A. SEPARATION	1. Separation ensured	
	2. Safety Alerts provided	
B. CONTROL JUDGEMENT	3. Awareness maintained	
	4. Good control judgement applied	
	5. Control Actions correctly planned	
	6. Positive control of situation provided	
	7. Priority of duties understood	
C. TRAFFIC MANAGEMENT	8. Prompt action taken to correct errors	
	9. Effective traffic flow maintained	
	10. Aircraft identification maintained	
	11. Professional manner maintained	
D. OPERATING METHODS AND PROCEDURES	12. Flight strips complete and correct	
	13. Clearance Delivery complete/correct/timely	
	14. LOA/LOP's adhered to	
	15. Navigational assistance provided	
	16. Weather information provided	
	17. Handoff procedures correct/timely	
E. COORDINATION AND COMMUNICATION	18. Traffic advisories correct/timely	
	19. Coordination through/timely	
	20. Communication clear/concise	
	21. Makes necessary transmissions	
F. PHRASEOLOGY	22. Standard Phraseology adhered to	
	23. Voice quality	
	24. Speech rate correct	
G. EQUIPMENT	25. Equipment status information maintained	
	26. Adjustment of control display correct	
	27. Equipment capability utilized/understood	
	28. Computer entries correct	
H. OTHER (specify)	29.	
	30.	
	31.	

WEEKLY COMMENTS/TRENDS:

CREW CHF _____ FWO _____ BRACH CHF _____ TRNCHF/TSO _____ NCOIC _____ ATCFO _____

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MCIEAST-MCB CAMLEJ TRAINING EVALUATION REPORT 1 DAY EVALUATION (BACK)

REFERENCES	OJTI COMMENTS		
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="391 1478 824 1499">OJTI Initials:</td> <td data-bbox="829 1478 1489 1499">Trainee/Controller's Initials:</td> </tr> </table>	OJTI Initials:	Trainee/Controller's Initials:
OJTI Initials:	Trainee/Controller's Initials:		

TRAINEE/CONTROLLER SIGNATURE: _____

CONTROLLER/STUDENT COMMENTS: (Initial one)

I concur without comment.

I wish to make the following comments: See attached page.

Qualification Skill Check Recommendation: _____ on position.

Certifying Official: _____



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APPENDIX E

MACCS PERFORMANCE RECORD

CONTENTS

- Section I. ADMINISTRATIVE INFORMATION (Divider)**
Privacy Act Statement
- Record of Audit (Divider)**
Record of Audit (E-2)
Formal Training History (E-3)
- Section II. MOS TRAINING QUALIFICATIONS (Divider)**
- MOS Qualification records**
Facility Position Qualification (E-4)
Equipment Certification (E-5)
- Designation Certifications (Divider)**
History of Designations (E-6)
Copy of Designation Letters
- Section III. MANAGED ON-THE-JOB-TRAINING (Divider)**
Training Summary (Annual Position Evaluation) (E-7)
Deferred T&R Syllabus Events (E-8)
- T&R Syllabus Event Evaluations (Divider)**
T&R Completion Certificate
- Academic Training Records (Divider)**
Annual Proficiency Training (E-9)
T&R Report (future use)
- Training Time Summary (Divider)**
T&R Training Time Summary (future use)
- Transfer Data Summary (Divider)**
T&R Transfer Data Summary (future use)
- Section IV. GENERAL TRAINING INFORMATION**
- Individual Deployment Records/Information (Divider)**
Record of Deployment (E-10)
- PME/MCI Records (Divider)**
PME/MCI's (Copy of MCI Internet MCI report)
Copies of PME and MCI Certificates
- General Information/Miscellaneous (Divider)**
Medical Chits, FAA testing information, CTO and/or ATCS
Certifications, TVO certificate, BIR/BTR Information (General
Marine Corps Training Information)

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Appendix F

NATOPS EVALUATION CHECKLIST

This checklist is a combined listing of the following documents:

AIRS TAB 900 Inspector General Command Inspection Program

NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual Inspection Checklist

MCIEAST Directed Items. Directed items are the result of a requirement determined by the ATC T&R Officer and are of enough importance to require evaluation. These checklist items use a reference marking of [MCIEASTO 3722.3E].

1. ATC Facility Management

a. General

(1) Is the ATCF NATOPS Evaluation Program established in accordance with? [MCIEASTO 3722.3E]

(2) Does the ATCF have a designated NATOPS Evaluation Representative (NER)? [MCIEASTO 3722.3E]

(3) Are designated NER's aware of, understand, and perform required duties? [MCIEASTO 3722.3E]

(4) Does the Facility Officer (Facility Management) support and become involved in the NATOPS Evaluation Program? [MCIEASTO 3722.3E]

(5) Are required internal NATOPS Evaluations accomplished biennially? [MCIEASTO 3722.3E]

(6) Is the Facility aware of, and/or has it requested a NATOPS Assist Evaluation? [MCIEASTO 3722.3E]

(7) Does the Facility organization include:

(a) Air Traffic Control Facility Officer (ATCFO)

(b) ATC Facility Staff Noncommissioned Officer in Charge (ATC SNCOIC)

(c) Air Traffic Control Training Chief

(d) Air Traffic Control Tower Chief

(e) Air Traffic Control Radar Chief

(f) Air Traffic Training and Standardization Officer

(g) NATOPS Evaluation Representative (NER)

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(h) ATCS Examiner

(i) CTO Examiner

(j) TERPS Specialist [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(8) Has the ATCFO determined the necessary manning levels (T/Os) for the Facility, is it adequate and reviewed periodically to remain adequate? [MCIEASTO 3722.3E]

(9) Does the ATCFO properly perform the duties and responsibilities set forth in NATOPS? [NAVAIR 00-80T-114]

(10) Does the ATCFO ensure that personnel are informed of airfield improvement projects, i.e., lighting upgrades, painting projects, proposed construction, etc.? [MCIEASTO 3722.3E]

(11) Does the ATC LCPO/ATCNCOIC properly perform the duties and responsibilities set forth in NATOPS? [NAVAIR 00-80T-114]

(12) Are operating initials assigned to each controller? [NAVAIR 00-80T-114]

(13) Are facility files maintained using SSIC format? [NAVAIR 00-80T-114]

(14) Does the ATCFO maintain statistical/historical data and retain such data as prescribed in ATC NATOPS? [NAVAIR 00-80T-114]

(15) Do retention standards/data relating to daily management of air traffic comply with the following:

(a) Daily log/position logs - 6 months?

(b) Flight plans - 6 months?

(c) Flight progress strips - 6 months?

(d) Mishap records/data - as set forth in NATOPS? [NAVAIR 00-80T-114, SECNAVINST 5210.1]

(16) Is an AAFIF print out on file and up-to-date? [NAVAIR 00-80T-114]

(17) Are FAA publications applicable to the naval establishment, as specified in ATC NATOPS, available in the ATCF library for use by facility controllers? [NAVAIR 00-80T-114]

(18) Is CNO (N885F) notified if the ATC Facility has not received a revised FAAO 10 7110.65/change to FAAO 10 7110.65 at least 30 days before the effective date of such revision/change? [FAAO 10 7110.65]

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(19) Does the ATCF use Coordinated Universal Time (UTC) for entries on all forms, logs and written records, and radio and landline communications? [NAVAIR 00-80T-114]

(20) Does the ATCF use local time for facility work schedules, daily traffic counts, and administrative forms and correspondence? [NAVAIR 00-80T-114]

(21) Is the Air Activity Report prepared and distributed in compliance with NATOPS? [NAVAIR 00-80T-114]

(22) Does Defense Readiness Reporting System-Navy (DRRS-N) accurately reflect ATC deficiencies? [OPNAVINST 3501.360]

(23) Is the ATCF assigned to and an active member of local and regional planning boards whose actions may affect ATC operations (procedures and/or equipment)? [OPNAVINST 3721.5]

(24) Does the ATCF use OPNAVINST 3722.35 as a reference for minimum baseline planning criteria for ATCF resources? [OPNAVINST 3722.35]

(25) Does the quantity of operating positions used in the ATCF conform to the Operating Position Requirements presented in OPNAVINST 3722.35? [OPNAVINST 3722.35]

(26) Does the equipment installed in the ATCF conform to the Operating Position Equipment Standards presented in OPNAVINST 3722.35? [OPNAVINST 3722.35]

(27) Was a Vice Admiral Robert B. Pirie Naval Air Traffic Controller of the Year Award nomination submitted? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(a) Was the nomination submitted by 31 January and was the proper routing procedures used? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(28) Is facility management familiar with SECNAV policy with regard to the Freedom of Information Act? [SECNAVINST 5720.42, NAVAIR 00-80T-114]

(29) Has the ATCF provided a signed authorization letter to the GEMO indicating to which ATCF supervisory personnel voice/data recordings can be released? [NAVAIR 00-80T-114]

(30) Is a Procedures Evaluation Board established? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(31) Is a Controller Evaluation Board established? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(32) Do ATCF normal working periods and work schedules conform to 14 CFR Part 65/ATC NATOPS requirements? [NAVAIR 00-80T-114]

(33) Are temporary changes to ATCF operating hours requested in compliance with NATOPS? [NAVAIR00-80T-114]

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(34) Does the ATCFO conduct an ORM assessment for closed control tower airfield operations as set forth in NATOPS? [NAVAIR 00-80T-114]

(35) Are waivers for deviations from the procedures set forth in FAA JO 7110.65 approved by CNO (N885F)? [OPNAVINST 3710.7 and FAA JO 7110.65]

(36) If airfield hours have been reduced, or if operating hours are extended, is the ATCFO sensitive to the impact on FAA JO 7400.2 and FAA JO 7400.9 airspace requirements? [NAVAIR 00-80T-114]

(37) Is the ATCFO a graduate of an ACAI course (or equivalent DoD or DOT air traffic controller course) and possess an ATCS Certificate? [NAVAIR 00-80T-114]

(38) If applicable, is the AATCFO a graduate of an ACAI course (or equivalent DoD or DOT air traffic controller course) and possess an ATCS Certificate? [NAVAIR 00-80T-114]

(39) Do locally based aviation units provide orientation and indoctrination flights to facility controllers to improve controller work performance? [OPNAVINST 3710.7]

(40) Is a program established to ensure effective dialogue between the ATC facility and locally based aviation units, i.e., ATC briefs to units, unit briefs to controllers, tower/radar orientation for aviators, etc.? [NAVAIR 00-80T-114]

(41) Does the facility have a contingency plan and do controllers have a working knowledge of its contents? [NAVAIR 00-80T-114]

(42) Is the security (controlled access) of the ATC Facility maintained? [NAVAIR 00-80T-114]

(43) Are all official visits to the ATC Facility approved by the ATCFO? [NAVAIR 00-80T-114]

(44) Are visitors escorted while in the ATC Facility? [NAVAIR 00-80T-114]

(45) Does ATC have oversight of the airfield vehicle operator's course? [NAVAIR 00-80T-114]

(a) As a minimum, does the airfield vehicle operator's course consist of the topics prescribed in ATC NATOPS? [NAVAIR 00-80T-114, Naval Safety Center web site]

(b) Does the airfield vehicle operator's course program require annual attendance? [NAVAIR 00-80T-114]

(c) Is attendance at the airfield vehicle operator's course documented and maintained by the course manager? [NAVAIR 00-80T-114]

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(46) Are vehicles operating on movement areas radio-equipped or escorted by radio-equipped vehicles using the frequency designated for vehicle control? [NAVAIR 00-80T-114]

(47) Are vehicles not regularly used on the airfield equipped with a checkered flag or amber rotating beacon whenever operations on aircraft operating areas are necessary? [NAVAIR 00-80T-114]

b. ATC Facility Manual

(1) Has an ATC Facility Manual been promulgated? [NAVAIR 00-80T-114]

(2) Does the ATC Facility Manual adhere to the basic outline set forth by NATOPS? [NAVAIR 00-80T-114]

(3) Has an ATC Facility Directive System been established and maintained in a current status? [NAVAIR 00-80T-114]

(4) Are facility directives/interim changes incorporated annually? [NAVAIR 00-80T-114]

(5) Is an electronic copy of the current ATC Facility Manual posted on the ATC Community web site? [NAVAIR 00-80T-114]

(6) Has the ATCFO clearly specified in the ATC Facility Manual which operating positions may be combined and under what specific circumstances? [NAVAIR 00-80T-114]

(7) Are maximum allotted TTH/approaches and calendar days for each operating position published in the ATC Facility Manual? [NAVAIR 00-80T-114, MCIEASTO 3722.2E]

(8) Are maximum allotted qualification goals and time limits published in the ATC Facility Manual? [MCIEASTO 3722.3E]

(9) At STARS-equipped facilities, does the ATC Facility Manual contain procedures concerning MSAW/CA, data entry requirements, operational mode transition plan, radar selection plan, and multi-sensor radar plan as specified in the STARS Operational Guide? [NAVAIR 00-80T-114]

(10) Has the ATCFO established procedures in the ATC Facility Manual for simulator utilization, including mixing of live and simulated targets? [NAVAIR 00-80T-114]

(11) Has the ATCFO specified weather conditions in the ATC Facility Manual under which final control trainees nearing qualification or who have achieved a prior RFC rating may be authorized to conduct radar approaches below IMC? [NAVAIR 00-80T-114]

(12) Has the ATCFO specified in the ATC Facility Manual the minimum number of hours on position per watch for primary trainees? [NAVAIR 00-80T-114]

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(13) Has the ATCFO established currency requirements in the ATC Facility Manual? [NAVAIR 00-80T-114]

(14) Has the ATCFO established a Tape Talk program in the ATC Facility Manual? [NAVAIR 00-80T-114]

c. Facility Watch Officer (USMC)

(1) Are FWO's designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(2) Is an FWO on duty at the facility at all times during hours of operation? [NAVAIR 00-80T-114]

(3) If the FWO performs the duties of a branch supervisor, has the ATCFO authorized this combining of duties? [NAVAIR 00-80T-114]

(4) Does the FWO ensure that an equipment checkout is performed at the beginning of each shift and malfunctions reported to appropriate agencies? [NAVAIR 00-80T-114]

(5) Does the FWO ensure a proper crew briefing and an orderly watch turnover? [NAVAIR 00-80T-114]

(6) Does the FWO prepare operating position assignments for those personnel under their supervision? [NAVAIR 00-80T-114]

(7) Does the FWO ensure position currency, and accomplishment and documentation of training? [NAVAIR 00-80T-114]

(8) Does the FWO ensure that complaints from pilots, adjacent facilities, and/or the general public are forwarded to the ATCFO? [NAVAIR 00-80T-114]

(9) Does the FWO check and sign daily facility logs? [NAVAIR 00-80T-114]

(10) Does the FWO sign on and off a position log? [NAVAIR 00-80T-114]

d. Communications

(1) Are procedures for radio frequency changes below 2,500 feet for single-piloted aircraft in compliance with NATOPS? [OPNAVINST 3710.7]

(2) At those airports where military single-piloted turbojet aircraft are regularly based, are procedures in place to provide single frequency approaches? [FAAO JO 7610.4]

(3) Are SAR communications conducted on the frequency 282.8 MHz or other appropriate frequency as directed? [NAVAIR 00-80T-114]

(4) Are emergency and distress frequencies 243.0 and 121.5 MHz used only to provide a communications channel to and from airborne and ground stations involved in an actual emergency or distress? [NAVAIR 00-80T-114]

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(5) Are all radio circuits, interphones, and telephones used for the control of air or vehicular traffic, including crash phone circuits, recorded continuously during hours of operation? [NAVAIR 00-80T-114]

(6) Is position recording used for all operating positions? [NAVAIR 00-80T-114]

(7) Are UHF guard, VHF guard, primary local control, primary approach control and ATIS frequencies recorded independently? [NAVAIR 00-80T-114]

(8) Is there a sufficient supply of spare recording media to meet the 15 day retention requirement and replace recording media removed as a result of a mishap or incident? [NAVAIR 00-80T-114] I

(9) Are original recordings retained for at least 15 days where the archive media is magnetic tape or 45 days for locations where the media is a hard disk? [NAVAIR 00-80T-114]

(10) At joint facilities, if the FAA assumes recording responsibilities, have specific procedures/responsibilities been established? [NAVAIR 00-80T-114]

(11) If recording equipment fails, is flight clearance and control data entered on appropriate flight progress strips? [NAVAIR 00-80T-114]

(12) Are recording media changed by electronics maintenance personnel? [NAVAIR 00-80T-114]

(13) Is each recorder channel checked as set forth in NATOPS? [NAVAIR 00-80T-114]

(14) During periods of required retention, are voice/data recordings securely stored under the custody of the electronics maintenance officer? [NAVAIR 00-80T-114]

(15) Is recorder identification, date of recording, and name of technician changing the voice/data recording annotated on each storage case/cartridge/reel? [NAVAIR 00-80T-114]

(16) Is voice/data recording equipment locked except when maintenance actions are performed? Are keys under the custody of the electronics maintenance officer? [NAVAIR 00-80T-114]

e. Flight Inspection

(1) Are navigation facilities flight inspected in accordance with criteria in the United States Standard Flight Inspection Manual? [NAVAIR 00-80T-114, NAVAIR 16-1-520]

(2) Upon completion of flight inspections (if applicable), are appropriate Noam's issued/canceled to define any restrictions identified by the flight inspector? [NAVAIR 16-1-520]

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(3) Are FAA aircraft engaged in flight inspection of NAVAIDS provided maximum assistance? [NAVAIR 00-80T-114]

(4) Are ATC procedural discrepancies noted during FAA surveillance flight inspections (on FAA Form 2711) reviewed and corrected? [NAVAIR 00-80T-114]

(5) If TACAN restrictions exist, are restrictions to TACAN azimuth disseminated to users (e.g., NOTAM, published in flight information publications, published in Air Operations Manual)? [NAVAIR 16-1-520]

(6) If TACAN restrictions exist, do the published restrictions match those of the most recent TACAN flight inspection report? [NAVAIR 16-1-520]

(7) Have new/revised instrument procedures been flight inspected by FAA FIFO? [NAVAIR 16-1-520]

(8) Are FAA flight inspection aircraft in the area of radar coverage utilized for fix accuracy checks? [NAVAIR 00-80T-114]

f. Incidents

(1) During aircraft emergencies, are only those personnel absolutely necessary and required to provide technical advice allowed within the ATC Facility? [NAVAIR 00-80T-114]

(2) Following an aircraft mishap or incident, do ATCF supervisory personnel:

(a) Notify appropriate personnel designated in local directives?

(b) Request and obtain a weather observation?

(c) Cause the removal and safeguarding of any tapes which are, or may be, pertinent to the mishap or incident? [NAVAIR 00-80T-114]

(3) Are ATCF personnel who appear to have contributed to a mishap or an incident which jeopardizes safety of aircraft temporarily relieved of operational duty and referred to a military flight surgeon for physical/psychological evaluation? [NAVAIR 00-80T-114]

(4) If subsequent in-depth investigation reveals that the controller was responsible for or contributory to the error, are the minimum prerequisite actions as listed in ATC NATOPS, paragraph 3.7.7, taken prior to reassignment to operational duty? [NAVAIR 00-80T-114]

(5) Following an aircraft mishap or incident, are statements obtained from controller and supervisory personnel involved? [NAVAIR 00-80T-114]

(6) Are typewritten transcriptions prepared for all formal mishap packages? [NAVAIR 00-80T-114]

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(7) Are procedures/equipment in place to re-record pertinent original voice recordings as soon as possible after a mishap occurs? [NAVAIR 00-80T-114]

(8) Are tabs removed from cassettes containing re-recordings? [NAVAIR 00-80T-114]

(9) Is CNO (N885F) advised of requests for viewing or duplicating original recordings that may be evidence in a non-U.S. Government investigation? [NAVAIR 00-80T-114]

(10) Are tapes or information thereon released to another party only with the consent of the Commanding Officer? [NAVAIR 00-80T-114]

(11) Is a chain of custody established for all original voice and video recordings prior to release to appropriately authorized agencies or officials? [NAVAIR 00-80T-114]

(12) Are air traffic system hazards reported immediately to supervisory personnel? [NAVAIR 00-80T-114]

(13) Is the ATCFO briefed on air traffic system hazards? [NAVAIR 00-80T-114]

(14) Is a CEB utilized to review operational incidents? [MCIEASTO 3722.3E]

(15) Are specific recommendations/corrective actions recommended by the CEB investigating the ATC incident? [MCIEASTO 3722.3E]

(16) Are recommendations/corrective actions by the CEB reviewed and directed by the ATCFO? [MCIEASTO 3722.3E]

(17) Does the ATCFO report and brief all Severe and Routine Hazards to include preliminary and final reporting? [MCIEASTO 3722.3E]

(18) Do controllers receive annual briefings on the previous year's incident reports? [MCIEASTO 3722.3E]

(19) Does the Facility review ATC incidents that occurred with all watch crews incorporated as part of the Facility's Annual Proficiency? [MCIEASTO 3722.3E]

(20) Does the ATCFO identify any and all deficiencies contributing to air traffic system hazards and take appropriate corrective actions using the Operational Risk Management (ORM) process? [NAVAIR 00-80T-114, OPNAVINST 3500.39]

(21) Does the ATCFO report air traffic system hazards per OPNAVINST 3750.6? [NAVAIR 00-80T-114, OPNAVINST 3750.6]

(22) Are air traffic system hazards which involve civilian aircraft reported to the appropriate NAVREP? [OPNAVINST 3750.6]

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(23) Have local procedures been established for ATC personnel to follow when observing violations of flying regulations? [NAVAIR 00-80T-114, OPNAVINST 3710.7]

(24) Does the Facility forward Pilot Deviations as required? [MCIEASTO 3722.3E]

(25) Does the Facility submit or report pilot deviations to ATC T&R Office? [MCIEASTO 3722.3E]

(26) Does the Facility retain pilot deviations on file for a minimum of two and a half years? [MCIEASTO 3722.3E]

(27) Are procedures in place to ensure that any equipment alterations or adjustments made on equipment which might have contributed to an incident are not conducted without the consent of the ATCFO? [NAVAIR 00-80T-114]

(28) Are procedures in place to ensure that if a radar facility is, or is suspected to have been, involved in a mishap or incident, the following action is taken?

(a) A check of scope, video map, and cursor alignment?

(b) If doubt exists that equipment performance is satisfactory, is such equipment placed out of service until complete technical evaluation and appropriate flight checks can be accomplished? [NAVAIR 00-80T-114]

g. Medical

(1) Do all air traffic controllers meet the physical requirements of 14 CFR Part 67 and maintain a current annual physical per physical standards established in MANMED? [NAVAIR 00-80T-114]

(2) Do all air traffic controllers have a current Clearance Notice (NAVMED 6410/2) on file? [NAVAIR 00-80T-114]

(3) Does the facility have a tracking system to monitor and ensure controllers maintain a current annual physical? [MCIEASTO 3722.3E]

(4) As directed in MANMED Article 15-95, are DoD civilian controllers (if assigned) examined in military medical treatment facilities by a naval flight surgeon? [NAVAIR 00-80T-114]

(5) Do air traffic controllers report any physical disposition to superiors and assume operational duties only when fit to do so? [NAVAIR 00-80T-114]

(6) Does the ATCFO ensure that ATC personnel are adequately observed and appropriate grounding action taken when necessary? [NAVAIR 00-80T-114]

(7) Does the ATCFO suspend from ATC duties all air traffic controllers who have not met physical examination requirements? [NAVAIR 00-80T-114]

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(8) Do military flight surgeons conduct interviews and/or physical examinations for ATC personnel? [NAVAIR 00-80T-114]

(9) Are policies regarding use of drugs/sedatives known to controllers and enforced by ATCF management? [NAVAIR 00-80T-114]

(10) Do ATC personnel who have donated blood perform ATC functions or directly supervise personnel performing these functions only after a minimum of 24 hours has elapsed since the blood was donated? [NAVAIR 00-80T-114]

(11) Are requests for waivers of physical standards processed as set forth in NATOPS? [NAVAIR 00-80T-114]

(12) If classified NPQ, are military air traffic controllers not permitted to transfer to perform ATC duties until a waiver of physical standards is approved by CHNAVPERS/CMC? [NAVAIR 00-80T-114]

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2. Letters of Agreement

General

(1) Are Letters of Agreement confined to a single subject or purpose?
[NAVAIR 00-80T-114]

(2) Are Letters of Agreement maintained in a current status? [NAVAIR
00-80T-114]

(3) Are copies of Letters of Agreement forwarded to the appropriate
NAVREP? [NAVAIR 00-80T-114]

(4) At Approach Control facilities, is there a letter of agreement
delegating airspace for the approach control function? [NAVAIR 00-80T-114]

(5) If a letter of agreement specifies the application of separation
minima less than that specified in FAAO JO 7110.65, has appropriate military
authority authorized the reduced separation? [FAAO JO 7110.65]

(6) Where aircraft will be controlled by both FAA and Naval ATCF's,
is information to be transmitted by each facility the subject of a written
agreement? [NAVAIR 00-80T-114]

(7) When operations warrant a letter of agreement and MARSAs will be
applied, is the authority to invoke MARSAs contained in the letter of
agreement? [FAAO JO 7610.4]

(8) Are information copies of local letters of agreement not
specifically addressed by ATC NATOPS forwarded to CNO (N885F)? [OPNAVINST
3710.7 and NAVAIR 00-80T-114]

(9) At out-CONUS locations is the ATCFO aware of the applicable
portions of the treaties/agreements that apply to air traffic control?
[NAVAIR 00-80T-114]

(10) Is a program established to ensure effective dialogue between
the ATC facility and associated FAA facilities? [MCIEASTO 3722.3E]

(11) Are Letters of Agreement reviewed annually to ensure accuracy
and conformance with current policy, and are such reviews documented? [NAVAIR
00-80T-114]

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3. Terminal Instrument Procedures (TERPS)

General

(1) Does the facility have an individual trained and designated to implement and manage the facility's TERPS program? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(2) Has the ATCFO designated the TERPS Specialist in writing? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(3) Are terminal instrument approach procedures, departure procedures, MVAC, TERPS Airfield Information Summary, TERPS Obstacle Summary, Facility Data Forms, and published aeronautical information, reviewed locally on an annual basis and reported to NAVFIG as specified in ATC NATOPS? [NAVAIR 00-80T-114]

(4) When TERPS obstacle, airfield and NAVAID data changes occur, is NAVFIG notified in writing as soon as possible? [NAVAIR 00-80T-114]

(5) Is an annual review of TERPS Material completed and forwarded to the MCIEAST TERPS Specialist? [MCIEASTO 3722.3E]

(6) Does the ATCF maintain all applicable required source materials, as specified in ATC NATOPS, for terminal instrument procedures? [NAVAIR 00-80T-114]

(7) Does the TERPS Specialist maintain the required TERPS library materials and are the publications up to date? [MCIEASTO 3722.3E]

(8) Is the Airfield Survey and associated drawing prepared as set forth in ATC NATOPS? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(9) Is the TERPS Airfield Information Summary completed as set forth in NATOPS? [NAVAIR 00-80T-114]

(10) Is the Airport Layout drawing prepared as set forth in NATOPS? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(11) Is the TERPS Obstacle Summary prepared as set forth in NATOPS? [NAVAIR 00-80T-114]

(12) Are Plan View Drawings prepared as set forth in NATOPS? [NAVAIR 00-80T-114]

(13) Are Facility Data Forms (FAA Form 8240-22) reviewed annually and new and revised forms forwarded to NAVFIG for further forwarding to FAA Flight Inspection Central Operations Technical Services Sub-Team? [NAVAIR 00-80T-114]

(14) Are terminal instrument procedures established or revised when a reasonable need is identified, or where:

(a) New navigation facilities are installed?

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(b) Changes to existing facilities necessitate a change to an approved procedure?

(c) Additional procedures are necessary?

(d) New obstacles or operational uses require a revision to the existing procedure? [OPNAVINST 3722.16]

(15) Are the following minimum standards met for approved terminal instrument procedures?

(a) Airport landing surfaces adequate to accommodate the aircraft which can be reasonably expected to use the procedure?

(b) Runway lighting for night instrument operations?

(c) Instrument and visual navigation aids which have passed flight inspection?

(d) Obstacles which penetrate 14 CFR Part 77 imaginary surfaces marked and lighted, insofar as is reasonably possible?

(e) Terminal weather observation and reporting facilities available for the airport to serve as an alternate airport?

(f) Air-to-ground communications available at the IAP minimum altitude and when aircraft executing missed approach reaches the missed approach altitude? [OPNAVINST 3722.16]

(16) Is every effort made to formulate terminal instrument procedures IAW the applicable portion of the TERPS Manual as determined by the type and location of navigation facility and procedure to be used? [OPNAVINST 3722.16]

(17) When operational requirements dictate a departure from TERPS/NATOPS standards, does the request submitted to NAVFIG for authority to deviate contain:

(a) Explanation of alternatives considered and why they are unacceptable, and

(b) Information concerning planned use of the procedure by civil aircraft, and

(c) Justification for the deviation? [NAVAIR 00-80T-114]

(18) Is the Terminal Instrument Procedures Standards Waiver (NAVFIG Form 8) used to submit waiver requirements? [NAVAIR 00-80T-114]

(19) Do terminal instrument procedures which deviate from TERPS standards because of operational necessity, and in which an equivalent level of safety is not achieved, include a cautionary note to identify the hazard and marked "not for civil use"? [OPNAVINST 3722.16]

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(20) Are changes in instrument procedures which affect fix, course, altitude or published minimums, prepared and forwarded to NAVFIG for approval in the same manner as in the case of new procedures? [NAVAIR 00-80T-114, OPNAVINST 3722.16]

(21) Prior to submission to NAVFIG, is coordination effected with appropriate en route and approach control agencies (and if applicable, overseas host nation) to ensure compatibility of new or revised terminal instrument procedures with air traffic flow and to assess the impact on current or future air traffic programs? [OPNAVINST 3722.16, NAVAIR 00-80T-114]

(22) Is a record of coordination maintained when establishing or revising terminal instrument procedures? [OPNAVINST 3722.16]

(23) Are all TERPS reports, forms, and documents submitted to the MCIEAST TERPS Specialist for review, and if necessary endorsement? [MCIEASTO 3722.3E]

(24) Do coordinating military and civil authorities sign the appropriate NAVFIG forms for terminal instrument procedures? [NAVAIR 00-80T-114]

(25) Where action to designate controlled airspace for an instrument procedure is planned, is the airspace action initiated sufficiently in advance so that effective dates of the procedure and the airspace action coincide? [OPNAVINST 3722.16]

(26) Are new or revised terminal instrument procedures required between annual reporting submitted on the form specified in ATC NATOPS to NAVFIG for review, approval, and publication? [NAVAIR 00-80T-114]

(27) Is submission of new or revised terminal instrument procedures submitted as far in advance (normally not less than 60 days) of their desired effective date? [NAVAIR 00-80T-114]

(28) Do requests for approval of terminal instrument procedures utilizing new, relocated, or modified NAVAIDS/radar facilities indicate that a facility flight check has been conducted and the NAVAID suitable for instrument flight operations? [NAVAIR 00-80T-114]

(29) Is each terminal instrument procedure flight checked by FAA aircraft for safety and operational suitability? [NAVAIR 00-80T-114]

(30) Are the results of the instrument procedures flight check submitted to NAVFIG when instrument procedures are processed? [NAVAIR 00-80T-114]

(31) When temporary conditions affecting an approach procedure constitute a hazard to flight, is a NOTAM issued amending or suspending the affected approach procedure? [NAVAIR 00-80T-114]

(32) In case of emergencies (i.e., facility outages/out of tolerance conditions, new construction which penetrates critical surfaces, etc.) is a

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NOTAM issued to change affected instrument procedure minimums? [OPNAVINST 3722.16]

(33) Is there a sufficient number of terminal instrument procedures to provide approach and departure capabilities for local and transient flight operations? [NAVAIR 00-80T-114]

(34) Does each low-altitude procedure prescribe minimums for category A, B, C, and D aircraft? [NAVAIR 00-80T-114]

(35) Does each high-altitude procedure prescribe minimums for category C, D, and E aircraft? [NAVAIR 00-80T-114]

(36) Are terminal instrument procedures for use by "helicopters only" so annotated? [NAVAIR 00-80T-114]

(37) Are procedures and missed approaches designed to:

(a) Avoid the necessity for NAVAID frequency/channel change, and transponder code changes below 2,500 feet AGL?

(b) Eliminate the need to shift NAVAID frequencies after commencing an approach (for procedures primarily for high performance, single-piloted aircraft; or aircraft without dual receiver capability)? [NAVAIR 00-80T-114]

(38) If visibility credit for approach lighting has been applied, has coordination been effected with COMNAVAIRSYSCOM (PMA251) to ascertain whether or not the approach lighting system qualifies for the visibility credit? [NAVAIR 00-80T-114]

(39) Do sidestep procedures conform to conditions as set forth in NATOPS? [NAVAIR 00-80T-114]

(40) When establishing PAR/ASR procedures, are the guidelines as set forth in NATOPS given consideration? [NAVAIR 00-80T-114]

(41) If applicable and when established, are PALS and TRN-28 approaches prepared and submitted as set forth in NATOPS? [NAVAIR 00-80T-114]

(42) If terminal instrument procedures and MVAC are beyond the triennial NAVFIG review/approval date (and a waiver has not been granted), is an active NOTAM in force placing all terminal instrument procedures out of service, and radar vectoring services unavailable? [NAVAIR 00-80T-114]

(43) For cancellation of terminal instrument procedures, is NAVFIG notified as soon as relevant information is known (normally not later than 30 days prior to effective date of cancellation)? [NAVAIR 00-80T-114]

(44) Are terminal instrument procedure cancellations coordinated well in advance with ATC activities concerned? [NAVAIR 00-80T-114]

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(45) When the FLIP revision date occurs subsequent to the effective date of procedure cancellation, is cancellation effected by NOTAM? [NAVAIR 00-80T-114]

(46) Is the FAA informed when terminal instrument procedures are cancelled? [OPNAVINST 3722.16]

(47) Has an MVAC been developed (and updated as required) as specified in ATC NATOPS to allow for vectoring of aircraft? [NAVAIR 00-80T-114]

(48) Does the ATC Facility coordinate MVAC revisions with affected military and/or civil ATC authorities? [NAVAIR 00-80T-114]

(49) If not an approach control, is the ATC Facility's MVAC compatible with the parent approach control MVAC? [NAVAIR 00-80T-114]

(50) Are new or revised MVAC submitted to NAVFIG via the RAC for review and approval? [NAVAIR 00-80T-114]

(51) Is the MVAC reviewed locally on an annual basis to ensure conformance with TERPS and ATC NATOPS and reviewed/approved by NAVFIG triennially? [NAVAIR 00-80T-114]

(52) If radar data is provided by a feed from one or more ARSRs, or a feed from more than one terminal radar, has a Long Range MVAC been developed? [NAVAIR 00-80T-114]

(53) Do any trees, shrubs, or bushes penetrate the approach departure clearance surface area of Clear Zone III? [P-80.3]

(54) Do reviews of proposed construction or alteration of structures affecting navigable airspace include evaluation of aeronautical effect as well as evaluation of electromagnetic effect? [OPNAVINST 3770.2]

(55) Are obstruction standards in 14 CFR Section 77.28 applied to existing and proposed man-made objects including mobile objects, objects of natural growth, and terrain wherever they may be located? [FAAO JO 7400.2]

(56) When responding to notices of proposed construction, are determinations made with respect to impact on aeronautical operations and procedures, airport operations and efficiency, and/or air navigation facilities as well as line-of-sight and physical or electromagnetic interference effect of the proposal on the use of the navigable airspace and the operation of air navigation facilities? [FAAO JO 7400.2]

(57) Is the TERPS Specialist or another member of the Facility a member of the Air Station Facilities Planning Board? [MCIEASTO 3722.3E]

(58) Do local facility orders and directives comply with approved terminal instrument procedures?

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4. ATC Control Tower Branch

a. General

(1) Is a pass down log (PDL) maintained for dissemination of items temporary in nature? [MCIEASTO 3722.3E]

(2) Is a daily operations log maintained by the supervisor on duty? [NAVAIR 00-80T-114]

(3) Does the daily operations log contain all required information? [NAVAIR 00-80T-114]

(4) Is a position log maintained for each operating position? [NAVAIR 00-80T-114]

(5) Have position relief checklists been established for each supervisory/operating position and are they used? [NAVAIR 00-80T-114]

(6) Is a checklist available in the control tower to record pertinent information received from emergency aircraft? [MCIEASTO 3722.3E]

(7) Are checklists established to ensure that hazardous cargo information is passed to all affected base support agencies? [OPNAVINST 3710.31]

(8) Are current publications available to controllers? [MCIEASTO 3722.3E]

(9) Is UTC used for entries on all forms, logs and written records, and radio and landline communications? [NAVAIR 00-80T-114]

(10) Is local time used for facility work schedules, daily traffic counts, administrative forms, and correspondence? [NAVAIR 00-80T-114]

(11) Is an equipment checkout performed at the beginning of each shift and malfunctions reported to appropriate agencies? [NAVAIR 00-80T-114]

(12) Do maintenance technicians keep ATCF supervisory personnel apprised of equipment status? [NAVAIR 00-80T-114]

(13) Are maintenance technicians available to ATCF supervisory personnel to confirm controller judgment regarding equipment malfunctions? [NAVAIR 00-80T-114]

(14) Is a reliable and accurate clock visible from each operating position? [NAVAIR 00-80T-114]

(15) Are time checks obtained at the start of each watch? [NAVAIR 00-80T-114]

(16) Are clocks set to agree with those of the approach control facility? [NAVAIR 00-80T-114]

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(17) Are ATC procedures and phraseology as prescribed in FAAO JO 7110.65? [NAVAIR 00-80T-114]

(18) Is the broadcasting of information which is available to the pilot in flight information publications held to a minimum? [NAVAIR 00-80T-114]

(19) Are procedures established to ensure aircraft are kept informed of the latest reported weather and actual field conditions? [OPNAVINST 3710.7]

(20) Are weather reports, advisories, and radar monitored to determine when severe weather activity is approaching the facility? [NAVAIR 00-80T-114]

(21) Are PIREPs requested when required? [FAAO JO 7110.65]

(22) Do individuals perform duties as a controller under general supervision only at those sectors or positions qualified? [NAVAIR 00-80T-114]

(23) When assigned to operating positions, are trainees under the direct and constant supervision of a controller qualified on the position concerned? [NAVAIR 00-80T-114]

(24) Does the OJT instructor use the same radio console as the trainee when override capability does not exist from an adjacent console? [NAVAIR 00-80T-114]

(25) Does each controller possess an ATCS Certificate? [NAVAIR 00-80T-114]

(26) Does each controller possess a CTO Certificate or Airman Written Test Report? [NAVAIR 00-80T-114]

(27) Is the Control Tower Chief designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(28) Is the Control Tower Chief an active duty Marine, and if not, has a request to deviate from this been forwarded to MCIEAST ATC T&R office? [MCIEASTO 3722.3E]

(29) Does the Control Tower Chief possess a CTO rating for the control tower assigned? [NAVAIR 00-80T-114]

(30) Are Control Tower Supervisors designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(31) Do Control Tower Supervisors possess a CTO rating for the control tower assigned? [NAVAIR 00-80T-114]

(32) Do Control Tower Supervisors normally combine with a control position? [NAVAIR 00-80T-114]

- (33) Are wheels down reports completed at an appropriate point?
[OPNAVINST 3710.7]
- (34) Is airfield lighting operated per FAAO JO 7110.65? [NAVAIR 00-80T-114]
- (35) Are light signals used for controlling vehicles only when the control tower experiences an outage of radio equipment? [NAVAIR 00-80T-114]
- (36) Are the conditions and/or limitations of the tower radar display operation specified by facility directive or letter of agreement, as appropriate? [NAVAIR 00-80T-114]
- (37) Is an airfield diagram displayed in the control tower? [NAVAIR 00-80T-114]
- (38) Does the airfield diagram include all required items? [NAVAIR 00-80T-114]
- (39) Is an airport status board displayed in the control tower?
[NAVAIR 00-80T-114]
- (40) Does the airport status board include all required items?
[NAVAIR 00-80T-114]
- (41) Is the tower visibility chart(s) prepared and maintained in conjunction with NAVMETOC personnel? [NAVAIR 00-80T-114]
- (42) Does the tower visibility chart(s) contain all required information? [NAVAIR 00-80T-114]
- (43) Do local procedures require Tower Visibility Observers to receive OJT through an ATC Facility Local Qualification Standard (LQS) for local daytime and nighttime visibility markers? [NAVMETOCOMINST 1500.3, NAVAIR 00-80T-114]
- (44) Is the qualification/certification of controllers as Tower Visibility Observers per NAVMETOCOMINST 1500.3? [NAVAIR 00-80T-114, NAVMETOCOMINST 1500.3]
- (45) Are Controllers certified as Tower Visibility Observers prior to obtaining a Local Control Qualification? [MCIEASTO 3722.3E]
- (46) Are approaching/departing aircraft notified (directly or via ATIS) concerning HERO/EMCON conditions in effect? [NAVAIR 00-80T-103]
- (47) Are aircraft with "hung" ordnance of any type prohibited from hot refueling? [NAVAIR 00-80T-103]
- (48) Are explosive loaded combat aircraft prohibited from the fuel pits? [NAVAIR 00-80T-103]
- (49) Are aircraft with pods and dispensers loaded with decoy flares prohibited from hot refueling? [NAVAIR 00-80T-103]

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(50) Are aircraft with hung ordnance prohibited from conducting touch-and-go or FCLP training? [NAVAIR 00-80T-103]

(51) Is every effort made to ensure that aircraft with hung ordnance are handled expeditiously and that flight over inhabited areas/public roadways is minimized? [NAVAIR 00-80T-103]

(52) Do aircraft with hung ordnance normally have priority over routine air traffic? [NAVAIR 00-80T-103]

(53) Are aircraft with externally carried unexpended ordnance prohibited from conducting touch-and-go or FCLP training when the landing pattern flight path is over inhabited areas/public roadways? [NAVAIR 00-80T-103]

(54) Do cargo aircraft loaded with explosives proceed to and from the duty runway by a route that affords the greatest practical separation to inhabited buildings, combat aircraft parking area, and explosive storage areas? [NAVAIR 00-80T-103]

(55) Are cargo aircraft loaded with explosives prohibited from making stops when proceeding to or from the duty runway except as necessary for safe ground operation of the aircraft? [NAVAIR 00-80T-103]

b. Responsibilities

(1) Does the Control Tower Chief properly perform the duties and responsibilities set forth in NATOPS? [NAVAIR 00-80T-114]

(2) Do Control Tower Supervisors properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(3) Do Local Controllers properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(4) Do Local Controllers maintain a continuous visual surveillance of their airspace and airport movement areas? [NAVAIR 00-80T-114]

(5) Do Ground Controllers properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(6) Do Ground Controllers exercise general surveillance of the airport movement area? [NAVAIR 00-80T-114]

(7) Do Flight Data operators properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(8) Do Clearance Delivery operators properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(9) Is the responsibility for updating and monitoring ATIS broadcasts and disseminating current ATIS messages assigned to a specific position of operation? [NAVAIR 00-80T-114]

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- (10) Which Control Tower Branch operating positions, if any, have been added, deleted, combined, or integrated to meet local requirements? [NAVAIR 00-80T-114]
- (11) Does the control tower retain final responsibility and authority for separation and control of all aircraft in the surface area during FCLP operations? [NAVAIR 00-80T-114]
- (12) Where authorized, are preventive control procedures in compliance with NATOPS? [OPNAVINST 3710.7]
- (13) Where applicable, are reduced runway separation standards in compliance with NATOPS? [OPNAVINST 3710.7]
- (14) Where applicable, are reduced runway separation standards for "other military" services in compliance with NATOPS? [OPNAVINST 3710.7]
- (15) Where applicable, are procedures for intersection departures in compliance with NATOPS? [OPNAVINST 3710.7]
- (16) Are runway braking action advisories issued in compliance with NATOPS? [OPNAVINST 3710.7]
- (17) Are tower controllers thoroughly indoctrinated in the external gear down indications of the aircraft normally operated from their facility? [NAVAIR 00-80T-114]
- (18) Workload permitting, do tower controllers closely observe each aircraft in the final stages of the landing approach? [NAVAIR 00-80T-114]
- (19) Do tower controllers remind pilots to check wheels down at an appropriate position in the pattern unless the pilot has previously reported wheels down? [NAVAIR 00-80T-114]
- (20) If unidirectional arresting gear cannot be promptly de-rigged and cables removed for emergencies requiring immediate landing, do controllers inform the pilot of the arresting gear hazard? [NAVAIR 00-80T-114]
- (21) Do Control Tower Supervisors and Local Controllers ensure that taxi, departure, and landing clearances do not require aircraft to roll over an "out of battery" arresting gear? [NAVAIR 00-80T-114, NAWCAD Lakehurst Advisory]
- (22) When using emergency and distress frequencies in an actual emergency/distress and time permits, do facility personnel identify that they are on guard frequencies? [NAVAIR 00-80T-114]
- (23) Is mishap notification as set forth in NATOPS? [NAVAIR 00-80R-14]
- (24) Are all incidents reported and an investigation conducted correctly? [MCIEASTO 3722.3E]

(25) Are tower personnel familiar with reporting procedures for incidents to include pilot deviations, operational errors, and operational deviations? [MCIEASTO 3722.3E]

(26) Is a current crash locator grid readily available in the control tower? [NAVAIR 00-80R-14]

(27) Do controllers refrain from transmitting to aircraft during the most critical phases of flight - final approach, touchdown, landing roll, takeoff and initial climb to the first turn away from the airfield unless conditions affecting safety of flight are observed or known to exist? [NAVAIR 00-80T-114]

(28) Are local operating procedures prescribed for OLS rheostat positioning to facilitate setting the optimum intensity during varying light conditions? [NAVAIR 00-80T-114]

c. Equipment

(1) Is the Control Tower equipped as specified in NATOPS? [NAVAIR 00-80T-114]

(2) Do two-way direct communications exist between the control tower and LSO/RDO during FCLP operations? [NAVAIR 00-80T-114]

(3) Are telephones in the control tower assigned unpublished numbers or modified so as not to ring in the control tower? [NAVAIR 00-80T-114]

(4) If the airfield has a PAPI system, is it manually controlled from the control tower? [NAVAIR 51-50AAA-2]

(5) If installed, are the runway waveoff lights controllable from the control tower? [NAVAIR 00-80T-114, NAVAIR 51-50AAA-2]

(6) Do daily equipment checks ensure the tower radar display system accuracy and proper display alignment? [NAVAIR 00-80T-114]

(7) Is the mobile/portable control tower under the operational custody of the ATCFO? [NAVAIR 00-80T-114]

(8) Is the current BRANDS site unique data (SUDs) or STARS adaptation data (as appropriate) incorporated into the facility's operational software program? [NAVAIR 00-80T-114]

(9) Are changes to BRANDS SUDs or STARS adaptation data (as appropriate) submitted to NAWCAD (4.5.9.2) as set forth in the Shore CCSB Policy and Procedures Manual? [NAVAIR 00-80T-114]

(10) Are two pair of binoculars (7 x 50 power or stronger) available in the control tower? [NAVAIR 00-80T-114]

(11) Is a dedicated emergency fire and rescue radio network provided? [NAVAIR 00-80T-114]

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(12) Is a fixed base station for the fire and rescue radio network installed in the control tower? [NAVAIR 00-80T-114]

(13) Is a direct wire primary aircraft emergency alarm intercommunication system (crash phone) installed in the control tower and at other locations set forth by NATOPS? [NAVAIR 00-80R-14]

(14) Is a secondary aircraft emergency alarm intercommunication system installed as set forth by NATOPS? [NAVAIR 00-80R-14]

(15) Are the primary and secondary aircraft emergency alarm intercommunication systems (crash phone) tested daily? [NAVAIR 00-80R-14]

(16) Are there evacuation alarms for remote sites near the runways (PAR/PALS/TACAN, etc.), are they tested daily, and are the results logged? [NAVAIR 00-80T-114]

d. Airfield

(1) If installed, is the OLS turned on at all times when the associated runway is in use? [NAVAIR 00-80T-114]

(2) Is unidirectional arresting gear de-rigged and cables removed prior to runway use when engagement direction is opposite runway of intended use? [NAVAIR 00-80T-114]

(3) Are the arresting gear "out of battery" lights visible from the tower? [E-28 Service Change No. 31]

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5. ATC Radar Branch

a. General

(1) Is a pass down log (PDL) maintained for dissemination of items temporary in nature and were they the result of a Facility Memo or Directive? [MCIEASTO 3722.3E]

(2) Is a daily operations log maintained by the supervisor on duty? [NAVAIR 00-80T-114]

(3) Does the daily operations log contain all required information? [NAVAIR 00-80T-114]

(4) Is a position log maintained for each operating position? [NAVAIR 00-80T-114]

(5) Have position relief checklists been established for each supervisory/operating position, and are they used? [NAVAIR 00-80T-114]

(6) Are checklists established to ensure that hazardous cargo information is passed to all affected base support agencies? [OPNAVINST 3710.31]

(7) Is a checklist available in radar to record pertinent information received from emergency aircraft? [MCIEASTO 3722.3E]

(8) Is Universal Time Coordinated (UTC) used for entries on all forms, logs and written records, and radio and landline communications? [NAVAIR 00-80T-114]

(9) Is local time used for facility work schedules, daily traffic counts, and administrative forms and correspondence? [NAVAIR 00-80T-114]

(10) Is an equipment checkout performed at the beginning of each shift and malfunctions reported to appropriate agencies? [NAVAIR 00-80T-114]

(11) Do maintenance technicians keep ATCF supervisory personnel apprised of equipment status? [NAVAIR 00-80T-114]

(12) Are maintenance technicians available to ATCF supervisory personnel to confirm controller judgment regarding equipment malfunctions? [NAVAIR 00-80T-114]

(13) Is a reliable and accurate clock visible from each operating position? [NAVAIR 00-80T-114]

(14) Are time checks obtained at the start of each watch? [NAVAIR 00-80T-114]

(15) At non-approach control facilities, are clocks set to agree with those of the approach control facility? [NAVAIR 00-80T-114]

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(16) At approach control facilities, are clocks set to agree with those of the en route facility? [NAVAIR 00-80T-114]

(17) Are ATC procedures and phraseology as prescribed in FAAO JO 7110.65? [NAVAIR 00-80T-114]

(18) Is the broadcasting of information which is available to the pilot in flight information publications held to a minimum? [NAVAIR 00-80T-114]

(19) Are procedures established to ensure aircraft are kept informed of the latest reported weather and actual field conditions? [OPNAVINST 3710.7]

(20) Are weather reports, advisories, and radar monitored to determine when severe weather activity is approaching the facility? [NAVAIR 00-80T-114]

(21) Are PIREPs requested when required? [FAAO JO 7110.65]

(22) Do individuals perform duties as a controller under general supervision only at those sectors or positions qualified? [NAVAIR 00-80T-114]

(23) When assigned to operating positions, are trainees under the direct and constant supervision of a controller qualified on the position concerned? [NAVAIR 00-80T-114]

(24) Does the OJT instructor use the same radio console as the trainee when override capability does not exist from an adjacent console? [NAVAIR 00-80T-114]

(25) Does each controller possess an ATCS Certificate? [NAVAIR 00-80T-114]

(26) Does each controller possess a CTO Certificate or Airman Written Test Report? [NAVAIR 00-80T-114]

(27) Is the Radar Chief designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(28) Does the Radar Chief possess the appropriate ATCS certification for the facility assigned? [NAVAIR 00-80T-114]

(29) Is the Radar Chief an active duty Marine, and if not, has a request to deviate from this been forwarded to MCIEAST ATC T&R office? [MCIEASTO 3722.3E]

(30) Are Radar Supervisors designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(31) Are Radar Supervisors qualified on all radar operating positions and do they possess the ATCS rating for the facility assigned? [NAVAIR 00-80T-114]

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- (32) Are Approach Controllers TRACON-rated? [NAVAIR 00-80T-114]
- (33) Which Radar Branch operating positions, if any, have been added, deleted, or combined to meet local requirements? [NAVAIR 00-80T-114]
- (34) Are wheels down reports completed at an appropriate point? [OPNAVINST 3710.7]
- (35) For a Class IIIA/B Facility which is provided IFR service by an FAA facility, are details concerning the release of arriving and/or departing aircraft to the radar branch contained in a letter of agreement? [FAAO 10 7610.4]
- (36) Are unauthorized scope markings used in lieu of an adequate video mapper or electronic cursor? [NAVAIR 00-80T-114]
- (37) Is video map data limited to reduce scope clutter and increase operational efficiency? [NAVAIR 00-80T-114]
- (38) Does each video map display a minimum of two permanent echoes? [NAVAIR 00-80T-114]
- (39) To the extent practicable, is fix and/or video map accuracy verified with position reports made by pilots, by cross-reference to airborne navigation equipment or known geographic positions? [NAVAIR 00-80T-114]
- (40) Is a usable target return maintained along the entire airway/route or arrival/departure control routes for which radar service is provided? [NAVAIR 00-80T-114]
- (41) Does the surveillance approach course line coincide nearly as practicable with the runway centerline extended? [NAVAIR 00-80T-114]
- (42) Are PAR alignment photographs readily available to the radar final controller to facilitate radar performance checks? [NAVAIR 00-80T-114]
- (43) Are PAR alignment photographs provided for each runway to which PAR approaches are established? Are radar reflectors clearly displayed? [NAVAIR 00-80T-114]
- (44) Are PAR alignment photographs reviewed annually? [NAVAIR 00-80T-114]
- (45) Have PAR alignment photographs been updated due to "radar picture" variables such as construction and change in vegetation? What is the date of current photographs? [NAVAIR 00-80T-114]
- (46) Have RADAR video maps been updated to accurately reflect currently approved terminal instrument procedures? [NAVAIR 00-80T-114]

b. Responsibilities

- (1) Does the Radar Chief properly perform the duties and responsibilities set forth in NATOPS? [NAVAIR 00-80T-114]

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(2) Do Radar Supervisors properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(3) Is the Radar Supervisor position normally not combined with a control position? [NAVAIR 00-80T-114]

(4) Do Approach Controllers properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(5) Do Departure Controllers properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(6) Is verification of video map accuracy accomplished in the manner specified in ATC NATOPS? [NAVAIR 00-80T-114]

(7) Is verification of radar video accuracy accomplished in the manner specified in ATC NATOPS? [NAVAIR 00-80T-114]

(8) Do Flight Data operators properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(9) Do Final Controllers properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(10) Is verification of PAR alignment accomplished by final controllers in the manner prescribed in ATC NATOPS? [NAVAIR 00-80T-114]

(11) To obtain maximum signal return from aircraft targets, do final controllers adjust azimuth antenna servo and elevation antenna servo in the manner specified in ATC NATOPS? [NAVAIR 00-80T-114]

(12) To facilitate accurate and precise aircraft target relationship to elevation and azimuth cursors, do final controllers adjust IF GAIN to create the smallest possible usable target? [NAVAIR 00-80T-114]

(13) Do radar final controllers issue precise glidepath information in the manner prescribed in ATC NATOPS? [NAVAIR 00-80T-114]

(14) Whenever completion of a safe approach is questionable because safety limits are exceeded or radical target deviations are observed, do final controllers issue instructions in the manner prescribed in FAAO JO 7110.65 and ATC NATOPS? [NAVAIR 00-80T-114]

(15) Are procedures for Final Approach Abnormalities during radar approaches in compliance with NATOPS? [OPNAVINST 3710.7]

(16) Are mandatory missed approach procedures in compliance with NATOPS? [OPNAVINST 3710.7]

(17) Are trainees assigned to final control positions only when the weather is at or greater than 1000/3? [NAVAIR 00-80T-114]

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(18) Has the ATCFO prescribed weather conditions under which a trainee nearing qualification or who has achieved a prior RFC rating may be authorized to conduct a radar approach? [NAVAIR 00-80T-114]

(19) Does the Radar Chief provide written approval when a specific trainee is authorized to use these reduced weather conditions? [NAVAIR 00-80T-114]

(20) Is controller/ATC supervisor determination of radar acceptability usurped by non-controller personnel? [NAVAIR 00-80T-114]

(21) When using emergency and distress frequencies in an actual emergency/distress and time permits, do facility personnel identify that they are on guard frequencies? [NAVAIR 00-80T-114]

(22) Are radar personnel familiar with reporting procedures for incidents to include pilot deviations, operational errors, and operational deviations? [MCIEASTO 3722.3E]

(23) Are all incidents reported and an investigation conducted correctly? [MCIEASTO 3722.3E]

(24) Do controllers refrain from transmitting to aircraft during the most critical phases of flight - final approach, touchdown, landing roll, takeoff and initial climb to the first turn away from the airfield unless conditions affecting safety of flight are observed or known to exist? [NAVAIR 00-80T-114]

c. Equipment

(1) Is the Radar facility equipped as specified in NATOPS? [NAVAIR 00-80T-114]

(2) At approach control facilities, does radar mapping capability meet minimum requirements? [NAVAIR 00-80T-114]

(3) Except for MVAC video maps, are requests for new or revised STARS video maps submitted directly to NAWCAD 4.5.9.2 or revised RATCF/DAIR video are requests submitted to NAVFIG? [NAVAIR 00-80T-114]

(4) Are requests for new or revised MVAC video maps submitted to NAVFIG? [NAVAIR 00-80T-114]

(5) To ensure accuracy of video maps, is magnetic variation verified annually? [NAVAIR 00-80T-114]

(6) Is a change of 2 degrees or more in magnetic variation reported to NAWCAD 4.5.9.2? [NAVAIR 00-80T-114]

(7) Is the current RATCF DAIR/DAIR site unique data (SUDs) or STARS adaptation data (as appropriate) incorporated into the facility's operational software program? [NAVAIR 00-80T-114]

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(8) Are changes to RATCF DAIR/DAIR SUDs or STARS adaptation data (as appropriate) submitted to NAWCAD (4.5.9.2) as set forth in the Shore CCSB Policy and Procedures Manual? [NAVAIR 00-80T-114]

(9) Is radar performance verified on a periodic basis by a FAA flight inspection? Are reports of these inspections on file in the ATC Facility? [NAVAIR 00-80T-114]

(10) Are primary and secondary radar performance checks and fix/map accuracy checks made on a continuous basis, but at least once each watch? [NAVAIR 00-80T-114]

(11) Does PAR azimuth course alignment (at threshold) not exceed 30 feet, referenced to runway centerline? [NAVAIR 00-80T-114]

(12) Is the PAR glidepath angle within 0.2 degree of the published angle? [NAVAIR 00-80T-114]

(13) Is the PAR radar (azimuth and elevation) capable of detecting an aircraft on the runway centerline extended at an altitude of 2,000 feet and distance equal to the maximum scope range? [NAVAIR 00-80T-114]

(14) Is the usable distance of PAR azimuth and elevation not less than 7.5NM from touchdown? [NAVAIR 00-80T-114]

(15) Does PAR lower safe limit alignment (angle) provide clearance from all obstacles from glide slope intercept to runway threshold? What is the angle of lower safe limit? [NAVAIR 00-80T-114]

(16) Are STARS-equipped facilities adhering to the STARS Operational Guide concerning MSAW/CA, data entry requirements, operational mode transition plan, radar selection plan, and multi-sensor radar plan? [NAVAIR 00-80T-114]

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6. ATC Training Branch

a. General

(1) Is the Training Chief designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(2) Does the Training Chief possess a CTO Rating and all ATCS Ratings at the facility assigned? [NAVAIR 00-80T-114]

(3) Does the Training Chief have a minimum of 5 years experience in ATC? [NAVAIR 00-80T-114]

(4) Does the Training Chief properly perform the duties and responsibilities set forth in NATOPS? [NAVAIR 00-80T-114]

(5) Are controllers instructing OJT qualified and experienced at the position in which the training is conducted? [NAVAIR 00-80T-114]

(6) Are OJT Instructors designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(7) Have all Facility OJTIs attended an OJTI Course? [MCIEASTO 3722.3E]

(8) Have all OJTIs been certified a minimum of 60 days on the position involved? [MCIEASTO 3722.3E]

(9) Do all OJTIs possess, at a minimum, initial control tower position qualifications on ground control and tower flight data, or must possess initial radar position qualifications on radar final control and radar flight data? [MCIEASTO 3722.3E]

(10) Has each trainee been designated an OJTI Training Team? [MCIEASTO 3722.3E]

(11) Are all OJTI Team Members (FWO, Branch Chiefs, supervisors) aware of OJTI Training Team responsibilities and are they aware of each trainee's progress? [MCIEASTO 3722.3E]

(12) Do Branch Chiefs qualify controllers on operating positions as set forth in NATOPS? [NAVAIR 00-80T-114]

(13) During practical controller certification examinations, is a qualified controller responsible for the control of air traffic assigned to the position of operation? [NAVAIR 00-80T-114]

(14) When assigned to operating positions, are trainees under the direct and constant supervision of a controller qualified on the position concerned? [NAVAIR 00-80T-114]

(15) Does the OJT instructor use the same radio console as the trainee when override capability does not exist from an adjacent console? [NAVAIR 00-80T-114]

- (16) Is OJF utilized as required for each operating position?
[MCIEASTO 3722.3E]
- (17) Are procedures prescribed concerning the mixing of live and simulated targets on the same indicator? [NAVAIR 00-80T-114]
- (18) Is the extent of each controller qualification level readily available to supervisory personnel? [NAVAIR 00-80T-114]
- (19) Do supervisors at all levels in the ATC Facility continuously observe and evaluate controllers? [NAVAIR 00-80T-114]
- (20) Has the ATCF established a training and standardization program to ensure individual and watch team training is accomplished? [NAVAIR 00-80T-114]
- (21) Is the Facility Training Staff properly set up and staffed?
[NAVAIR 00-80T-114, MCIEASTO 3722.3E]
- (22) Is the training and standardization program based on facility requirements and reviewed annually? [NAVAIR 00-80T-114]
- (23) Does the facility training and standardization program include applicable subjects required for controller certification as set forth in 14 CFR Part 65? [14 CFR Part 65]
- (24) Is there an indoctrination program for newly assigned air traffic controllers? [NAVAIR 00-80T-114]
- (25) Does the facility training program consist of an ATC Facility Manual, Local Qualification Standards (LQS), and Lesson Topic Guides (LTG) as set forth by NATOPS? [NAVAIR 00-80T-114]
- (26) Does the Facility incorporate testing into its training program?
[MCIEASTO 3722.3E]
- (27) Does the facility training program encompass each operating/supervisory position within the facility? [NAVAIR 00-80T-114]
- (28) Does the facility have established maximum qualification goals and time limits for each operating position? [MCIEASTO 3722.3E]
- (29) Are Facility specific discussion items an integral part of the Facility Training Program? [MCIEASTO 3722.3E]
- (30) Has the Facility incorporated T&R Requirements into each operating position syllabus? [MCIEASTO 3722.3E]
- (31) Are primary trainees designated for each operating position per watch team? [NAVAIR 00-80T-114]
- (32) Is Skill Enhancement Training an integral part of the Facility's Training Program? [MCIEASTO 3722.3E]

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(33) Does the Facility conduct Annual Proficiency Training?
[MCIEASTO 3722.3E]

(34) Are training lectures conducted which cover operational characteristics and limitations of aircraft normally served by the facility?
[NAVAIR 00-80T-114]

(35) Are training lectures conducted which cover physiological and psychological factors incident to flight? [NAVAIR 00-80T-114]

(36) Are time limitations for position qualification (approach limitations for RFC) based on/adjusted to historical qualification data for that position? [NAVAIR 00-80T-114]

(37) When a trainee reaches 25%, 50%, 75%, and 100% of the maximum allotted position OJT time, are Performance Skill Checks completed and determinations made as set forth in NATOPS? [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

(38) In addition to documenting TTH, does the ATCFO document actual calendar days to attain position qualifications (initial/subsequent) from commencement of OJT to qualification? [NAVAIR 00-80T-114]

(39) Does the facility adhere to qualification timelines to achieve initial MOS and skill designator MOS as specified in NAVMC DIR 3500.98?
[NAVAIR 00-80T-114, NAVMC DIR 3500.98]

(40) Are training schedules retained for one year? [NAVAIR 00-80T-114]

(41) Has the ATCFO instituted procedures to ensure personnel adhere to the currency requirements specified in ATC NATOPS? [NAVAIR 00-80T-114]

(42) Do FWO (including Training Chief and Branch Chiefs) meet minimum currency time requirements each calendar month as prescribed in ATC NATOPS?
[NAVAIR 00-80T-114]

(43) Do Tower and Radar Supervisors meet minimum currency time requirements each calendar month as prescribed in ATC NATOPS? [NAVAIR 00-80T-114]

(44) Do non-supervisory personnel meet minimum currency time requirements each calendar month as prescribed in ATC NATOPS? [NAVAIR 00-80T-114]

(45) Are simulator approaches counted for currency only by the final controller making the approach? [NAVAIR 00-80T-114]

(46) Is each controller evaluated at least annually on each operating position qualified? [NAVAIR 00-80T-114]

(47) Are annual evaluations (over-the-shoulder) conducted by the Branch Chief? [NAVAIR 00-80T-114]

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(48) Are annual evaluations filed in the controller's ATC Certification/Qualification Record? [NAVAIR 00-80T-114]

(49) Are supervisors administered written proficiency examinations annually? [NAVAIR 00-80T-114]

(50) In case of unsatisfactory performance during an annual evaluation, is the person evaluated made aware of deficiencies and reevaluated within 30 days? [NAVAIR 00-80T-114]

(51) Has the ATCFO established a "tape talk" program to periodically review controller phraseology, voice quality, and inter/intraphone procedures? [NAVAIR 00-80T-114]

(52) Are tape talks conducted at 25% of allotted TTH/approaches for initial qualification trainees? [NAVAIR 00-80T-114]

(53) Are tape talks documented in the controller's ATC Certification/Qualification Record? [NAVAIR 00-80T-114]

(54) Are 20% of TTH, based on historical data, being conducted on simulation for both initial and subsequent qualifications? [MCIEASTO 3722.3E]

(55) Are the minimum hours of simulation being conducted prior to processing for revocation? [MCIEASTO 3722.3E]

(56) Are skill sets conducted during simulation tied to Marine ATC T&R events? [NAVMC 3500.98, MCIEASTO 3722.3E]

(57) Is simulator training incorporated into individual position LQS/LTG? [MCIEASTO 3722.3E]

(58) Are minimum simulation hours recalculated whenever maximum TTH are revised? [MCIEASTO 3722.3E]

b. Documentation

(1) Are ATC Training Evaluation Report Forms utilized for each training period and are they completed correctly and thoroughly? [MCIEASTO 3722.3E]

(2) Are the forms in ATC NATOPS used as administrative transmittals to ensure standardized entry of MOS qualifications in MCTFS? [NAVAIR 00-80T-114]

(3) Is a permanent record of the initial certification PMOS 7220 (officer) or 7257 (enlisted) entered in the OQR/SRB and MPR? [NAVAIR 00-80T-114, MCO P1070.12]

(4) Are appropriate designation letters completed and on file in the MPR? [MCIEASTO 3722.3E]

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(5) Is a MPR, with contents as specified by the ATC T&R Office, maintained for each controller? [NAVAIR 00-80T-114]

(6) Are position qualifications, rating designations and MOS as well as T&R events completed and position qualifications attained on expeditionary ATC equipment made a permanent part of the MPR? [NAVAIR 00-80T-114]

(7) Are required T&R events properly reported within M-SHARP?
[MCIEASTO 3722.3E]

(8) Are ATC Certification/Qualification Records mailed to the next command? [NAVAIR 00-80T-114]

(9) When a controller transfers subsequent to ATCS revocation, is the ATC Certification/Qualification Record retained at the ATCF for three years?
[NAVAIR 00-80T-114]

(10) When a controller separates, transfers to Fleet Reserve, or retires, is the ATC Certification/Qualification Record retained at the ATCF for six months? [NAVAIR 00-80T-114]

(11) At a minimum, review ten MPRs to ensure they are maintained correctly. [NAVAIR 00-80T-114, MCIEASTO 3722.3E]

c. Certification/Suspension/Revocation

(1) Has a CTO Examiner (Primary and/or Alternate) been designated?
[FAAO 8000.90]

(2) Is the ATCS Examiner designated in writing by the commanding officer? [NAVAIR 00-80T-114]

(3) When approved by the ATCF, is the ATCS rating recorded on the ATCS Certificate, the ATC Certification/Qualification Record, and the individual service record? [NAVAIR 00-80T-114]

(4) When a controller is eligible for an ATCS rating, does the ATCS Examiner administer appropriate examinations? [NAVAIR 00-80T-114]

(5) Are the types of ATCS ratings used in conformance with NATOPS?
[NAVAIR 00-80T-114]

(6) At those facilities where the TRACON or RATCF rating is applicable, is radar final controller normally a position qualification?
[NAVAIR 00-80T-114]

(7) Prior to suspending an ATCS Rating, does the ATCS Examiner obtain concurrence of the ATCF? [NAVAIR 00-80T-114]

(8) Are ATCS ratings suspended when controller performance of duties adversely affects facility efficiency or safety of flight? [NAVAIR 00-80T-114]

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(9) Does facility management suspend controllers from participating in ATC duties when notified by competent authority of alcohol dependency or drug abuse by controllers? [NAVAIR 00-80T-114]

(10) If a decision is made to suspend an ATCS rating, position qualification and/or supervisory designation, is the individual promptly notified in writing? [NAVAIR 00-80T-114]

(11) Are ATCS Certificate revocations (and ATCS rating suspensions when revocation is contemplated) properly recorded in the OQR/SRB and MPR? [NAVAIR 00-80T-114, MCO P1070.12]

(12) In cases where an ATCS rating is reissued following suspension, has the controller requalified on all applicable positions within the time limitations in place? [NAVAIR 00-80T-114]

(13) Are ATCS rating reinstatements properly recorded in the MPR (and OQR/SRB if applicable)? [NAVAIR 00-80T-114, MCO P1070.12]

(14) Are cases where revocation of ATCS Certificate are considered in compliance with NATOPS? [NAVAIR 00-80T-114]

(15) When the ATCFO determines that a recommendation for revocation of ATCS Certificate is appropriate, are associated ratings immediately suspended? [NAVAIR 00-80T-114]

(16) When the ATCFO determines that a recommendation for revocation of ATCS Certificate is appropriate, is the controller concerned afforded 3 working days in which to submit a written statement concerning the recommendation or to decline the opportunity in writing? [NAVAIR 00-80T-114]

(17) Do recommendations for revocation of ATCS Certificate contain the information as required by NATOPS? [NAVAIR 00-80T-114]

(18) For USMC, are ATCS Certificate and MOS 72XX revocation packages routed via the ATC T&R Office to the parent Marine Air Control Squadron? [NAVAIR 00-80T-114]

(19) Upon receipt of CNO/CMC approval of revocation of the ATCS Certificate, does the commanding officer notify the individual? [NAVAIR 00-80T-114]

(20) Is the ATCS certificate retrieved from individuals who are subject to a revocation? [MCIEASTO 3722.3E]

(21) Are revocations of ATCS Certificates reflected on the ATCS Certificate, MPR, and in the service record? [NAVAIR 00-80T-114]

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7. Airspace Management

a. General

(1) Are periodic meetings on airspace usage held with FAA? [OPNAVINST 3770.2]

(2) Is a program established to ensure liaison with civilian aviation user groups (and other interested parties) regarding the location and type of military operations conducted? [MCIEASTO 3722.3E]

(3) Is modification (expansion or reduction) of ATC airspace responsibility approved by CNO? [NAVAIR 00-80T-114]

(4) Are the procedures used to initiate rulemaking actions per 14 CFR Part 11? [FAAO JO 7400.2]

(5) Are coordinates submitted or used in airspace matters in North American Datum 1983 (NAD 83)? [FAAO JO 7400.2, MCIEASTO 3722.3E]

(6) Are the geographic coordinates of a NAVAID used as a reference point in a controlled airspace description provided in degrees, minutes, and seconds? [FAAO JO 7400.2]

(7) Are charted reporting points established IAW FAAO JO 7400.2? [FAAO JO 7400.2]

(8) Do names assigned for waypoints, intersections, ATC coordination, and DME fixes not collocated with a NAVAID consist of a single five-letter pronounceable name? [FAAO JO 7400.2]

(9) Are new airspace requirements submitted to the cognizant RAC for consolidation and submission to the appropriate ATC T&R Office? [OPNAVINST 3770.2]

(10) If a RAC, does the activity serve as the central regional coordination point for scheduling and controlling SUA? [OPNAVINST 3770.2]

(11) If a RAC, does the activity maintain SUA usage documentation and act as the interface for operational matters dealing with non-DON activities? [OPNAVINST 3770.2]

(12) If a RAC, does the activity serve as DON focal point and central clearinghouse for all SUA matters that pertain to any DON activity within their regional area of responsibility? [OPNAVINST 3770.2]

(13) If a RAC, does the activity perform its duties as delineated in OPNAVINST 3770.2? [OPNAVINST 3770.2]

(14) Has the activity designated an individual to serve as Command Airspace Liaison Officer (CALO)? [OPNAVINST 3770.2]

(15) If applicable, does the CALO perform the duties as delineated in OPNAVINST 3770.2? [OPNAVINST 3770.2]

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(16) If applicable, are petitions to the FAA Administrator for review, extension, or revision of determinations issued by FAA regional officials submitted to CNO (N885F) via the cognizant NAVREP? [OPNAVINST 3770.2]

(17) If applicable, are petitions to the FAA Administrator for reconsideration of a FAA Headquarters administrative denial submitted to CNO (N885F) by the Chain of command, with a copy to the cognizant NAVREP? [OPNAVINST 3770.2]

(18) Are procedures governing ATCAA operations specified in letters of agreement between local military commands and the cognizant ATC facility? [OPNAVINST 3770.2]

(19) In the case of ATCAA identification, is coordination effected between adjacent ATC facilities to avoid use of similar sounding names? [OPNAVINST 3770.2]

(20) Do ATCAA requirements comply with OPNAVINST 3770.2? [OPNAVINST 3770.2]

(21) Are MTRs established or modified as specified in FAAO JO 7610.4 [OPNAVINST 3770.2, FAAO JO 7610.4]

(22) If an originating activity, are MTRs visually surveyed prior to submission for publication/annually to confirm existing obstructions/locate new obstructions? [OPNAVINST 3770.2]

(23) Are noise sensitive areas (e.g., wilderness areas, wildlife refuges) avoided in the development of IR or VR routes and additional SUA? [OPNAVINST 3770.2]

(24) Do proposals for new or revised MTRs comply with OPNAVINST 5090.1? [OPNAVINST 3770.2]

(25) Do facilities that schedule Military Training Routes (IR routes) maintain records of IR usage in terms of individual aircraft operations for the preceding calendar year? [FAAO JO 7610.4]

(26) Do facilities that schedule Military Training Routes (IR/VR routes) coordinate planned utilization of IR/VR routes with their tie-in FSS? [FAAO JO 7610.4]

(27) Do facilities that schedule Military Training Routes (VR routes) have established procedures to ensure all VR users are knowledgeable of the respective route procedures? [FAAO JO 7610.4]

(28) Are all letters of agreement/procedures pertaining to airspace usage signed by the commanding officer of the naval activity concerned? [MCIEASTO 3722.3E]

(29) Are all letters of agreement/procedure, prior to final approval, forwarded to the NAVREP (or the cognizant authority for which the airspace

was designated) for review to determine if the agreement alters airspace?
[OPNAVINST 3770.2]

(30) Are copies of all letters of agreement/procedure forwarded to the cognizant NAVREP for information? [OPNAVINST 3770.2]

(31) Are requests for installation, commissioning, decommissioning, removal, or relocation of NAVAIDS submitted via the appropriate chain of command to CNO (N885F)? After approval is the NAVREP notified to initiate appropriate airspace action? [OPNAVINST 3770.2]

(32) Are proposals involving the establishment, relocation, or discontinuance of NAVAIDS forwarded to the FAA Regional Air Traffic Division for non-rulemaking study? [FAAO JO 7400.2]

(33) Is a daily recording of SUA, ATCAA, and MTR usage including a "Record of Release" maintained in accordance with OPNAVINST 3770.2?
[OPNAVINST 3770.2]

(34) Is annual (CY basis) MTR usage reported by 20 January to NAVREP with information copy to ATC T&R Office and RAC? [OPNAVINST 3770.2]

(35) Are SUA/ATCAA and MTR usage reports maintained at the command for three years? [OPNAVINST 3770.2]

(36) Does the Air Station have a CALO established and in place?
[MCIEASTO 3722.3E]

(37) Does the CALO understand and perform required duties and responsibilities? [MCIEASTO 3722.3E]

(38) Is there a Range Liaison Officer in accordance with the OPNAVINST? [OPNAVINST 3770.2]

(39) If applicable, does the CALO conduct direct and recurring liaison with the RLO? [OPNAVINST 3770.2]

b. Special Use Airspace

(1) At those facilities that exercise air traffic control in airspace that contains an ADIZ boundary, are procedures in place to ensure personnel forward specific information dealing with flight plans, position reports, penetration reports, departure times, and other information on aircraft that propose to operate or are operating within the ADIZ to the appropriate ARTCC that provides Aircraft Movement Information Service (AMIS)? [FAAO JO 7610.4]

(2) Do letters of agreement/procedure concerning special use airspace contain scheduling and activation/deactivation procedures, as well as activation/deactivation times? [FAAO JO 7610.4]

(3) Are procedures governing operations within ATCAA's and MOA's specified in letters of agreement with the controlling agency? [FAAO JO 7610.4]

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(4) When designated as the "scheduling agency" for a MOA/ATCAA, does the facility establish a real-time activity schedule indicating airspace use times and forward the schedule and any subsequent changes to the controlling agency? [FAAO JO 7610.4]

(5) When designated as the "scheduling agency" for a MOA/ATCAA, has the facility developed procedures with the military using units to ensure that they inform the scheduling agency, as soon as possible, of any periods of nonuse (1 hour or longer) after the initial schedule has been established? [FAAO JO 7610.4]

(6) Is special use airspace designated, modified, or revoked IAW the policy, procedures, and criteria contained in FAAO JO 7400.2? [FAAO JO 7400.2]

(7) Prior to submission for approval, are SUA proposals coordinated with locally affected ATC facilities and military units, local FAA representatives/liaison officers (where assigned), and the ARTCC having jurisdiction over the affected airspace? [FAAO JO 7400.2]

(8) If applicable, when was the last FAA SUA Review conducted? [FAAO JO 7400.2]

(9) If applicable, is the annual SUA utilization report submitted as specified in FAAO JO 7400.2? [FAAO JO 7400.2]

(10) Is annual (FY basis) SUA/ATCAA usage reported by 1 December to NAVREP with information copy to ATC T&R Office and RAC? [OPNAVINST 3770.2]

(11) For reporting annual utilization, is ATCAA usage reported in conjunction with associated MOA or Restricted Area (unless a stand-alone ATCAA)? [OPNAVINST 3770.2]

(12) Under the joint-use concept, is SUA released to other airspace users whenever the airspace is not required? [OPNAVINST 3770.2]

(13) Are joint-use letters of procedure implemented between the using agency and controlling agency in regard to SUA? [OPNAVINST 3770.2]

(14) Do joint-use letters of procedure include provisions for preemptive use of warning areas by the using agency? [OPNAVINST 3770.2]

(15) Unless it is impractical because of the area's small size, location, or high degree of usage, is SUA designated for joint use? [OPNAVINST 3770.2]

(16) If a Using Agency, is SUA made available for the conduct of operations or training by other agencies on a shared-use basis, provided such operations or training can be safely contained within the airspace and not derogate the mission of the Using Agency? [OPNAVINST 3770.2]

(17) If SUA is designated for part-time use by NOTAM, have the prerequisites of OPNAVINST 3770.2 been met? [OPNAVINST 3770.2]

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(18) Are requests for designation, establishment, alteration, or revocation of SUA validated and endorsed by the ATC T&R Office prior to submission to RAC? [OPNAVINST 3770.2]

(19) After approval, are requests for designation, establishment, alteration, or revocation of SUA submitted to the appropriate FAA regional headquarters via the cognizant NAVREP? [OPNAVINST 3770.2]

(20) If applicable, are warning area times of use established by NOTAM or a special time of use other than continuous? [OPNAVINST 3770.2]

(21) Is the volume and time of use of SUA the absolute minimum required to contain the user activities including safety zones? [OPNAVINST 3770.2]

(22) Are environmental factors considered at the inception and development of SUA plans, programs, and actions?

(23) Is certification/documentation of environmental effect in compliance with OPNAVINST 5090.1? [OPNAVINST 3770.2]

c. Terminal Airspace

(1) Are reviews of proposed construction or alteration of structures affecting navigable airspace expeditiously forwarded to the NAVREP in the event an aeronautical objection is to be registered? [OPNAVINST 3770.2]

(2) Do reviews of proposed construction or alteration of structures affecting navigable airspace include evaluation of aeronautical effect as well as evaluation of electromagnetic effect? [OPNAVINST 3770.2]

(3) Are obstruction standards in FAR 77.28 applied to existing and proposed man-made objects including mobile objects, objects of natural growth, and terrain wherever they may be located? [FAA Order 7400.2]

(4) When responding to notices of proposed construction, are determinations made with respect to impact on aeronautical operations and procedures, airport operations and efficiency, and/or air navigation facilities as well as line-of-sight and physical or electromagnetic interference effect of the proposal on the use of the navigable airspace and the operation of air navigation facilities? [FAA Order 7400.2]

(5) Are architectural designs (with site plots & height criteria) for proposed airfield construction screened through Airfield Operations for approval and for potential affect on navigable airspace, VFR traffic pattern and/or Control Tower line-of-sight prior to contract award? [MCIEASTO 3722.3E]

(6) Does the air station have an outreach encroachment control program with municipal and/or county planning offices for notice, coordination, and review of proposed construction projects within runway clear zones, airport and TERPS imaginary surfaces? [MCIEASTO 3722.3E]

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(7) Is the marking and lighting of Navy-owned obstructions to air navigation IAW standards in Advisory Circular 70/7460-1? [FAA Order 7400.2]

(8) Is the FAA given reasonable prior notice if the runway layout is substantially altered? [FAAO JO 7400.2]

(9) Does the ATCFO ensure that the command be particularly sensitive to airport projects or airport layout plan changes which would, if accomplished, lead to the relocation, replacement, or modification of ATC, NAVAID, and communications facilities? [FAAO JO 7400.2]

(10) Does terminal airspace supporting ATCF operations meet the general IFR and VFR airspace requirement guidelines presented in FAAO JO 7400.2? [FAAO JO 7400.2]

(11) When responding to notices of landing area (i.e., airport) proposals, is an airspace review conducted to evaluate the effect on the safe and efficient utilization of airspace and the effect that such proposals may have on the movement and control of air traffic, associated resources, and ATC program planning? [FAAO JO 7400.2]

(12) Is controlled airspace in terminal areas designated, modified, or discontinued IAW the policy, procedures, and criteria contained in FAAO JO 7400.2? [FAAO JO 7400.2]

(13) Is the communications requirement for a surface area properly met? [FAAO JO 7400.2]

(14) Is the weather observation reporting requirement for a surface area properly met? [FAAO JO 7400.2]

(15) If a part-time surface area, is a provision added in the designation to allow for changes by NOTAM when minor variations in the time of designation are anticipated? [FAAO JO 7400.2]

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8. Airfield Operations

a. Airfield Operations Manual

(1) Has an Air Operations Manual been promulgated to supplement OPNAV 3710.7? [OPNAVINST 3710.7 and NAVAIR 00-80T-114]

(2) Does the Air Operations Manual adhere to the basic outline as set forth by NATOPS? [NAVAIR 00-80T-114]

(3) Is an annual review of the Air Operations Manual conducted? [NAVAIR 00-80T-114]

(4) Does distribution of the Air Operations Manual conform to NATOPS requirements? [NAVAIR 00-80T-114]

(5) Does the Air Operations Manual include wheel load capacity of runways and parking aprons? [NAVAIR 00-80T-114]

(6) Does the Air Operations Manual include arresting gear configuration based on the active runway? [NAVAIR 00-80T-114]

(7) Does the Air Operations Manual include procedures for identifying to airport users, by NOTAM, ATIS, and other appropriate means, conditions that may affect the safe operation of aircraft? [NAVAIR 00-80T-114]

(8) Do local course rules specify airspeeds based on information contained in the NATOPS flight manuals applicable to the aircraft operated by the prime user(s) of the airfield concerned? [NAVAIR 00-80T-114]

(9) Have operational instructions for providing emergency service been promulgated by the commanding officer? [NAVAIR 00-80T-114]

(10) If applicable, do Unmanned Aerial System (UAS) operations comply with the provisions of FAAO JO 7610.4? [FAAO JO 7610.4]

(11) Are operating practices reviewed on a continuous basis with a view toward minimizing the impact of "aircraft noise" on the public? [OPNAVINST 3710.7]

(12) Are local rules established which minimize vehicle traffic on aircraft movement areas? [NAVAIR 00-80T-114]

(13) Is an electronic copy of the current Air Operations Manual posted on the ATC Community web site? [NAVAIR 00-80T-114]

b. Flight Planning General

(1) Is a daily operations log maintained by the supervisor on duty? [NAVAIR 00-80T-114]

(2) Does the daily operations log contain all required information? [NAVAIR 00-80T-114]

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(3) Is a position log maintained for each operating position? [NAVAIR 00-80T-114]

(4) Have position relief checklists been established for each supervisory/operating position and are they used? [NAVAIR 00-80T-114]

(5) Are checklists established to ensure that hazardous cargo information is passed to all affected base support agencies? [OPNAVINST 3710.31]

(6) Is Universal Time Coordinated (UTC) used for entries on all forms, logs and written records, and radio and landline communications? [NAVAIR 00-80T-114]

(7) Is local time used for facility work schedules, daily traffic counts, and administrative forms and correspondence? [NAVAIR 00-80T-114]

(8) Is an equipment checkout performed at the beginning of each shift and malfunctions reported to appropriate agencies? [NAVAIR 00-80T-114]

(9) Is a reliable and accurate clock visible from each operating position? [NAVAIR 00-80T-114]

(10) Are time checks obtained at the start of each watch? [NAVAIR 00-80T-114]

(11) Are clocks set to agree with those of the approach control facility? [NAVAIR 00-80T-114]

(12) Are ATC procedures and phraseology as prescribed in FAAO JO 7110.65? [NAVAIR 00-80T-114]

(13) Are procedures established to ensure aircraft are kept informed of the latest reported weather and actual field conditions? [OPNAVINST 3710.7]

(14) Do individuals perform duties as a controller under general supervision only at those positions qualified? [NAVAIR 00-80T-114]

(15) When assigned to operating positions, are trainees under the direct and constant supervision of a controller qualified on the position concerned? [NAVAIR 00-80T-114]

(16) Does the OJT instructor use the same radio console as the trainee when override capability does not exist from an adjacent console? [NAVAIR 00-80T-114]

(17) Is the Flight Planning Chief designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(18) Does the Flight Planning Chief properly perform the duties and responsibilities set forth in paragraph 5.1.3.1? [NAVAIR 00-80T-114]

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(19) Are Flight Planning Supervisors designated in writing by the ATCFO? [NAVAIR 00-80T-114]

(20) Do Flight Planning Supervisors properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(21) Do Flight Planning Dispatchers properly perform the duties set forth in NATOPS? [NAVAIR 00-80T-114]

(22) If flight planning is equipped with the secondary crash phone, is mishap notification as set forth in NATOPS? I [NAVAIR 00-80R-14]

(23) Is a current crash locator grid readily available in flight planning? [NAVAIR 00-80R-14]

(24) Do accommodations for flight planning include:

(a) Wall space for the display of required aeronautical information

(b) Plotting tables and storage for charts

(c) Publications and forms required by aircrews? [NAVAIR 00-80T-114]

(25) When an AISR equipment outage occurs or is anticipated, are ARTCC, FSS and the AISR Technical Support Help Desk notified? [NAVAIR 00-80T-114]

(26) When aircraft carrying hazardous cargo are declared missing or overdue, is the appropriate RCC informed of the nature of the hazardous cargo and of positive measures required to accomplish the rescue? [OPNAVINST 3710.31]

c. Flight Plans

(1) Does the Flight Planning Branch provide for planning, receiving, and processing flight plans? [NAVAIR 00-80T-114]

(2) Are flight plan and flight movement messages completed/processed in accordance with procedures outlined in FAAO 10 7110.10? [NAVAIR 00-80T-114]

(3) Do flight planning personnel ensure that flight plans are closed out when pilots either verbally confirm closing the flight plan or deliver a copy of the flight plan to flight planning? [NAVAIR 00-80T-114]

(4) Are modifications to a written flight plan made only with the concurrence of the pilot in command? [NAVAIR 00-80T-114]

(5) Are copies of all flight plan forms, flight schedules, OPS logs, aircraft clearance/arrival reports and other associated forms filed with flight plans retained for a period of six months? [NAVAIR 00-80T-114]

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d. Charts and Publications

(1) Does the Flight Planning Branch maintain a current inventory of aeronautical charts, publications, applicable directives, related information, and navigation equipment in sufficient quantity to support the activity mission? [NAVAIR 00-80T-114]

(2) Are aeronautical data and facility information accurately published in flight information publications? [NAVAIR 00-80T-114]

(3) Are procedures established to ensure that facility information in publications remain accurate and complete? [NAVAIR 00-80T-114]

(4) Are FLIP changes submitted in order to coincide with publication cycles? [OPNAVINST 3721.20]

(5) Are FLIP changes submitted for any reportable condition expected to last more than 90 days? [OPNAVINST 3721.20]

(6) Are PCN, ECN, TCN or UCN installed promptly in flight information publications? [NAVAIR 00-80T-114]

(7) Is local area information (VFR corridors, terrain hazards, etc.) prominently displayed to assist aircrews? [NAVAIR 00-80T-114]

(8) Is a general flight planning chart prominently displayed? [NAVAIR 00-80T-114]

e. NOTAMs

(1) Does Base Operations have the ability to access the DINS web site to view, query, and create NOTAMs? [OPNAVINST 3721.20]

(2) Is necessary funding received for NOTAM processing equipment to guarantee continuous access to the USNS database? [OPNAVINST 3721.20]

(3) If an alternate computer is available for NOTAM processing, does its account certification expiration date differ from that of the primary computer to ensure continuous processing capability? [OPNAVINST 3721.20]

(4) Do aircrews have a way to retrieve NOTAM information? [OPNAVINST 3721.20]

(5) Are knowledgeable personnel available to assist aircrews with the NOTAM system when required? [OPNAVINST 3721.20]

(6) Is the Flight Planning Chief familiar with the process to contact the USNOF to resolve problems with NOTAM input or format procedures? [OPNAVINST 3721.20]

(7) Are NOTAMs processed using the criteria discussed in Chapter 4 of the NOTAM instruction? [OPNAVINST 3721.20]

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(8) Is NOTAM information submitted describing changes in conditions that affect flight operations on airfields or in airspace for which the station has NOTAM responsibility? [OPNAVINST 3721.20]

(9) Are Safety NOTAMs submitted no earlier than three days prior to the expected condition? [OPNAVINST 3721.20]

(10) Is new NOTAM information submitted within 15 minutes of receipt or discovery? [OPNAVINST 3721.20]

(11) If it is determined that a NAVAID (not part of the NAS) can be returned to service in less than two hours, are NOTAMs delayed only if the conditions stipulated in Chapter 2 of the NOTAM instruction exist? [OPNAVINST 3721.20]

(12) Is UTC used for all dates and times in NOTAMs? [OPNAVINST 3721.20]

(13) Are NOTAMs, military or civilian, that correspond to airfields and airspace under their jurisdiction monitored for accuracy and currency? [OPNAVINST 3721.20]

(14) Is coordination effected with NAVFIG prior to sending a NOTAM to correct a FLIP error? [OPNAVINST 3721.20]

(15) Are active NOTAMs cancelled when the conditions no longer exist or NGA publishes the information in FLIP? [OPNAVINST 3721.20]

(16) Are any NOTAMs active for more than 90 days? [OPNAVINST 3721.20]

(17) Are NOTAM transmission forms retained for 15 days? [OPNAVINST 3721.20]

(18) If a mishap/incident occurs, are NOTAM transmission forms retained as a historical document with the mishap/incident file? [OPNAVINST 3721.20]

(19) If providing backup NOTAM support for another DoD installation on a permanent or long-term basis, has an LOA been established? [OPNAVINST 3721.20]

(20) If a joint-use airfield, has an LOA been established to assure proper NOTAM responsibility, handling, and authority? [OPNAVINST 3721.20]

(21) If a tenant on a host nation military aerodrome and issuing NOTAMs, has an LOA been established permitting this issuance? [OPNAVINST 3721.20]

9. ATC Maintenance Administration - Checklist contained in MCIEASTO 3721.1

10. ATC Maintenance Training - Checklist contained in MCIEASTO 3721.1

11. ATC Maintenance Communications - Checklist contained in MCIEASTO 3721.1

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12. ATC Maintenance Radar - Checklist contained in MCIEASTO 3721.1
13. ATC Maintenance NAVAIDS - Checklist contained in MCIEASTO 3721.1
14. ATC Maintenance Weather - Checklist contained in MCIEASTO 3721.1

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APPENDIX G

MCIEAST STANDARDIZED TERPS IAP FOLDER

1. General. The MCIEAST Standardized TERPS IAP Folder should be a multifold craft folder or subdivided binder capable of securely holding all required documents associated with the respective IAP. The folder will be subdivided into 6 sections. Each section will contain the documents listed in Section 2 of this Appendix.

2. Standardized Folder Section Descriptions

a. Section 1: (Action/NATOPS Section)

(1) Procedure Action Tracking Record

(2) Instrument Approach Procedure (Non-RNAV) NATOPS Evaluation Checklist

b. Section 2: (Source Document Section)

(1) Latest copy of approved SIAP

(2) FAA Form 8200-14 Facility Data sheet

(3) FAA Form 8240 Commissioning Flight Inspection Report or oldest Flight Inspection available.

(4) FAA Form 8240 Periodic Flight Inspection that establishes Facility restrictions

(5) OPNAV Form 3722/16 TERPS Standard Waiver

(6) Commanding Officer's letter authorizing reduction of visibility minimums based on installed ALS or signed copy of ALS.

c. Section 3: (Current Document Section)

(1) Copy of latest periodic flight inspection

(2) Copy of MCIEAST Obstruction Data Base sorted for procedure

d. Section 4: (Correspondence Section) Copies of all correspondence, e-mail's, message traffic, and NOTAMS pertaining to the procedure

e. Section 5: (Working Document Section) MCIEAST TERPS job sheet

f. Section 6: (Historical Document Section) Historical files for procedure

3. Standard MCIEAST Forms:

MCIEAST-MCB CAMLEJ ATC ORDER PROCEDURE ACTION TRACKING RECORD

DATE	ACTION TAKEN	COORDINATED WITH	INIT

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ITEM #	FINAL APPROACH SEGMENT	N/A	YES	NO
1	Has controlling obstacle been properly identified? (OPNAVINST 3722.16C PARA 215)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has FAF, Step down, MAP fix error been identified? (OPNAVINST 3722.16C PARA 286 b.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Has a visual portion the approach been established? (OPNAVINST 3722.16C PARA 251)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	If any obstructions penetrate a 34/1 slope, has visibility mins been limited to 3/4 mile? (OPNAVINST 3722.16C PARA 251 b.1.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If any obstructions penetrate a 20/1 slope, has visibility mins been limited to 1 mile, VDP not published, and IFR operations restricted to daytime only? (OPNAVINST 3722.16C PARA 251 b. 2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Has a VDP been established? (OPNAVINST 3722.16C PARA 253)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the VDP Glide slope conform with VGSI equipment installed for runway? (+/- .20 degrees) (OPNAVINST 3722.16C PARA 253)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the Descent angle of FAS (include step down fixes conform to criteria? (OPNAVINST 3722.16C PARA 252)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is VDP location marked with a DME fix? (OPNAVINST 3722.16C PARA 253)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is the FAF a satisfactory Fix? (OPNAVINST 3722.16C PARA 287 c.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Have step down fixes been established to allow for a lower MDA? (OPNAVINST 3722.16C PARA 288 C.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Do Step down fixes established in the FAS reflect a lowering of MDA by at least 60 feet or a reduction of visibility minimums? (OPNAVINST 3722.16C PARA 288 c.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If step down fixes are established, do fix locations ensure fix displacement areas do not overlap? (OPNAVINST 3722.16C PARA 288 c.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Does the FAG crossing altitude allow for IS ROC? (OPNAVINST 3722.16C PARA 241, 242)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	If an ASR approach, does the radar service volume allow for coverage at all altitudes designated in approach (OPNAVINST 3722.16C PARA 1040)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	If a precision approach, is glide path angle within acceptable limits? (OPNAVINST 3722.16C, PARA 1026 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the glide slope angle coincident with other landing aids servicing the same runway? (OPNAVINST 3722.16C PARA 1026 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Is RPI coincident with other landing aids servicing the same runway? (OPNAVINST 3722.16C PARA 1026 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Is TCH coincident with other landing aids servicing the same runway? (OPNAVINST 3722.16C PARA 1026 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Is TCH within acceptable limits? (OPNAVINST 3722.16C PARA 1026 b.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Has PARA 289 been applied to remove from consideration any obstructions near a fix in the FAS? (OPNAVINST 3722.16C PARA 289)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Does the DME angle of divergence exceed 23 degrees (non precision) or 6 degrees (precision) when DME source is not collocated with azimuth source? (OPNAVINST 3722.16C PARA 282, 912)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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23	If the FAS is of extensive length (over 6nm), has an appropriate MDA adjustment been made? (OPNAVINST 3722.16C PARA 323 c.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	If approach is established over precipitous terrain, has appropriate adjustment been made? (OPNAVINST 3722.16C PARA 323 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	If approach is to a landing surface greater than 5nm from ARP and a RASS is not available, has appropriate MDA adjustment been made? (OPNAVINST 3722.16C PARA 323 b.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Does DH/MDA comply with visibility minimum requirements set forth in PARA 330 and 331? (OPNAVINST 3722.16C PARA 330, 331)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	If installed, does ALS qualify for lighting credit reduction for visibility minimums? (NAVAIR 00-80T-114 PARA 9.3.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	If installed, has commanding officer authorized reduction of visibility minimums based on installed ALS and obstacle clearance? (NAVAIR 00-80T-114 PARA 9.3.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Does alignment of FAC qualify for establishment of minimums? (OPNAVINST 3722.16C PARA 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERMEDIATE SEGMENT				
1	Has controlling obstacle been identified and documented? (OPNAVINST 3722.16C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does length of IS meet criteria? (OPNAVINST 3722.16C PARA 242 b.1.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does alignment of IS meet criteria? (OPNAVINST 3722.16C PARA 242 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does descent gradient in IS meet criteria? (OPNAVINST 3722.16C PARA 242 d.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INITIAL APPROACH SEGMENT				
1	Has controlling obstacle been identified and documented? (OPNAVINST 3722.16C PARA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does length of IAS meet criteria? (OPNAVINST 3722.16C PARA 232 b.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does alignment of IAS meet criteria? (OPNAVINST 3722.16C PARA 232 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does descent gradient in IAS meet criteria? (OPNAVINST 3722.16C PARA 232 d.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If dead reckoning is used was it developed and evaluated properly? (OPNAVINST 3722.16C PARA 233)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does the angle of intersection between Initial approach course and intermediate/Final approach courses exceed 90 degrees? (OPNAVINST 3722.16C PARA 232 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If needed, have lead radials been established for intersection of Initial approach course and Intermediate/Final approach courses? (OPNAVINST 3722.16C PARA 232 a.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MISSED APPROACH SEGMENT				
1	Is the missed approach simple? (OPNAVINST 3722.16C PARA 270)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has a MAS been evaluated to ensure no obstruction penetrates? (OPNAVINST 3722.16C PARA 274)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3	If obstacle penetrates MCAS, have climb gradients or MDA/DH adjustments been established eliminate the penetration? (OPNAVINST 3722.16C PARA 274)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Has MAS been evaluated until it reaches an altitude of 1000' below the MEA or IAF Minimum altitude? (OPNAVINST 3722.16C PARA 274)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Does Missed approach procedure allow for Non Radar handling/holding of Aircraft executing the procedure? (OPNAVINST 3722.16C PARA 270)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is missed approach altitude sufficient to permit holding or enroute flight? (OPNAVINST 3722.16C PARA 270)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is PCG established in the Missed Approach Procedure? (OPNAVINST 3722.16C PARA 270)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CIRCLING AREA/MINIMUMS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Have circling areas been established for all categories of aircraft expected to utilize the approach procedure?(OPNAVINST 3722.16C PARA 260)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	If Circling restrictions exists or circling is not authorized is it so annotated on SIAP? (OPNAVINST 3722.16C PARA 261)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are Circling minima published? (OPNAVINST 3722.16C PARA 260, 261)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HOLDING PATTERNS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Does alignment of holding pattern coincide with course to be flown when departing the pattern? (OPNAVINST 3722.16C PARA 291)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has appropriate ROC been applied to holding area? (OPNAVINST 3722.16C PARA 293)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the DME holding violate the No-Course-Signal-Zone? (FAA ORDER 7130.A PARA 2-16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Has a Maximum Airspeed been established if less than 310 knots? (FAA ORDER 7130.A PARA 2-16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAN VIEW		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Has a Plan View overlay or drawing been rendered displaying FAS with controlling obstacle and step down fixes? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has a Plan View overlay or drawing been rendered displaying IS with controlling obstacle and step down fixes? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Has a Plan View overlay or drawing been rendered displaying IAS with controlling obstacle and step down fixes? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Has a Plan View overlay or drawing been rendered displaying MCAS? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Has the MSA/ESA been determined using topographical map if needed? (OPNAVINST 3722.16C PARA 221)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does Plan view include tabular listing of relevant obstructions? (NAVAIR 00-80T-114 PARA 9.1.3.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PROCEDURE DOCUMENTATION			
1	Has a MCIEAST Standard Procedure Jacket been established and maintained for procedure? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
2	Is a current copy of approved SIAP included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
3	Is a FAA Form 8240 commissioning flight inspection report included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
4	If needed, have copies of all OPNAV form 3722/16 TERPS waivers been included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
5	Has Correspondence for the reservation of location identifiers for all fixes and NAVAIDS been included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
6	Has a Copy of FAA form 8200-14 facility Data been included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
7	Has copy of latest periodic flight inspection been included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the MCIEAST Standard Procedure Jacket include a copy of all NOTAMS, correspondence, and message traffic involving the procedure? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
9	Has a copy of the CO letter authorizing reduction of visibility minimums based on installed ALS been included in the MCIEAST Standard Procedure Jacket? (MCIEASTO 3722.3E)	<input type="checkbox"/>	<input type="checkbox"/>
10	Has a copy of the Procedure Plan view been kept on file? (NAVAIR 00-80T-114 PARA 9.1.3.4)	<input type="checkbox"/>	<input type="checkbox"/>
11	Has the TERPS airfield information summary OPNAV 3722-11 been reviewed for accuracy as it affects the procedure? (NAVAIR 00-80T-114 PARA 9.1.3.2)	<input type="checkbox"/>	<input type="checkbox"/>
12	Has the TERPS obstacle summary OPNAV 3722-11 been reviewed for accuracy as it affects the procedure? (NAVAIR 00-80T-114 PARA 9.1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>

5. ILS/PAR/VGSI INFORMATION

A. RWY	B. ANT	C. CROWN ELEV	D. PAR TD REF ELEV	E. ANT-CL REF-CL	F. ANT - REF	G. RFL - THLD	H. GS INT ALT	I. GS ANGLE	H. VISUAL GLIDE SLOPE INDICATOR						
									PAPI	VASI	GS ANG	PAPI-THLD	VASI DW-THLD	VASI UW-THLD	RRP EL

RELATIVELY SMOOTH TERRAIN
 RAPIDLY DROPPING TERRAIN

7. NAVAID INFORMATION

A. FACILITY	B. FACILITY IDENTIFICATION	C. ANTENNA ELEVATION	D. MAG SLAVED VARIATION	E. CARESIAN COORDINATES FROM THRESHOLD			F. GEOGRAPHICAL COORDINATES	
				X	Y	RWY	LATITUDE	LONGITUDE

8. REMARKS

9. POINTS OF CONTACT

AIR TRAFFIC CONTROL FACILITY OFFICER	DSN	DATE	COMMANDING OFFICER	SIGNATURE
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TERPS AIRFIELD INFORMATION SUMMARY

APPENDIX H

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Reporting Requirement: DN-3721-13

Appendix I

II. PRECISION APPROACH RADAR (GCA) DATA			
For use of this form, see FM 5-232; the proponent agency is TRADOC			
Airport Name:		Runway Designation:	
City:	State:	Survey Date (MM/DD/YY):	
PAR COMPONENTS AND PERTINENT RWY DATA Numbered Items correspond to the diagram below.		Latitude	Longitude
		(1/100 arc second)	
1. PAR Azimuth (AZ) Antenna	PAR AZ LAT	PAR AZ LONG	PAR AZ ELEV
2. Touchdown Reflector	TD LAT	TD LONG	TD ELEV
3. Point on the RWY C/L abeam the Touchdown Reflector	POR (TD) LAT	POR (TD) LONG	POR (TD) ELEV
4. RWY Approach Threshold	AP THR LAT	AP THR LONG	AP THR ELEV
5. RWY Departure Threshold	DP THR LAT	DP THR LONG	DP THR ELEV
6. Point on the RWY Abeam PAR AZ Antenna	POR AZ LAT	POR AZ LONG	POR AZ ELEV
7. Displaced Threshold (if applicable)	DT LAT	DT LONG	DT ELEV
8. PAR Elevation (EL) Antenna	PAR EL LAT	PAR EL LONG	PAR EL ELEV
III. PAR ANTENNA - ENTER NUMERAL 1 IN SPACE TO INDICATE PAR AZ ANTENNA POSITION			
Touchdown Reflector - Enter Numeral 2 in space to indicate Touchdown Reflector			
PAR - GROUND DISTANCE			
1 to 2 (FEET)	1 to 6 (FEET)	2 to 3 (FEET)	TDZE
4 to 5 (FEET)	3 to 6 (FEET)	3 to 4 (FEET)	RWY Gradient
ADD APPLICABLE NUMBERS TO SPACES.			NORTH ARROW

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APPENDIX K

DESIGNATION LETTER FOR OJTI

UNITED STATES MARINE CORPS
AIR TRAFFIC CONTROL FACILITY
PSC BOX 00000
MARINE CORPS AIR STATION 00000-0000

IN REPLY REFER TO:
1500
ATC
XX XXX XX

From: Air Traffic Control Facility Officer, Marine Corps Air Station XXX
To: SSgt Smith, T. O. XXX XX 6789/72XX USMC -or-
Mr. John A. Smith GS-2152-12

Subj: DESIGNATION AS ON-THE-JOB TRAINING-INSTRUCTOR (OJTI)

Ref: (a) MCIEASTO 3722.3D
(b) ATC FACMAN
(c) Negotiated Labor Agreement (if applicable)

1. Per the references, you are designated an OJTI for the position(s) listed in paragraph 3 of this letter. You shall submit a copy of your lesson plan to the ATCFO for filing and quality assurance purposes.

2. You shall submit a (subject) training report to your supervisor/Crew Chief/Branch Chief containing the following information:

- a. Position, name of instructor and student
- b. Date of instruction period
- c. Total training hours
- d. Subject matter
- e. Remarks (as appropriate)
- f. Initials of instructor and student

3. You have OJTI responsibility for the following position(s) and its associated references. The position(s) will be listed here:

4. This appointment shall remain in effect until such time it is changed, modified or revoked by the issuing authority.

A. T. CFO