



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

MCIEAST-MCB CAMLEJO 3722.3C
G-3/5/ATC T&R
05 MAY 2020

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
3722.3C

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
AIR TRAFFIC CONTROL ORDER (SHORT TITLE: MCIEAST-MCB CAMLEJ ATC
ORDER)

Ref: (a) MOU btwn MCIEAST-MCB CAMLEJ/MCINCR of 28 Oct 14
(b) NAVAIR 00-80T-114 NATOPS ATC Manual
(c) NAVMC 3500.94B
(d) MCIEAST-MCB CAMLEJO 3700.1
(e) OPNAVINST 3770.2L
(f) MCO 3550.10
(g) MCIEAST-MCB CAMLEJO 3710.30
(h) NAATSEA memo 3722 Ser N980A of 30 May 17
(i) MCBul 3710 of 2 May 17
(j) MCIEAST-MCB CAMLEJO 5510.1A
(k) OPNAVINST 3750.6S
(l) FAAO JO 7610.4, "Special Operations-Non-FAA Employees," 5
July 2019
(m) FAAO JO 7110.10AA, "Flight Services," 5 July 2019
(n) FAAO JO 7110.65Y, "Air Traffic Control," 20 June 2019
(o) OPNAVINST 3710.7V
(p) Title 14 CFR Part 77

Encl: (1) MCIEAST-MCB CAMLEJ ATC Order

1. Situation. In accordance with the references, the Air Traffic Control (ATC) Training and Readiness (T&R) Office supports three Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) air stations and Marine Corps Air Facility (MCAF) Quantico. ATC information must be disseminated and procedures must be established within MCIEAST to ensure compliance with the references.

2. Cancellation. MCIEAST-MCB CAMLEJO 3722.3B.

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, and Air Station ATC Hazard Program.

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

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order promulgates standardization across the Region for all ATC facilities, to include MCAF Quantico.

(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. Tasks

(1) Aviation Affiliated Installation Commands. Commanding Officers (COs) and supervisors shall ensure that all personnel concerned are thoroughly familiar, and comply with the rules and regulations set forth herein. Per reference (a), MCAF Quantico shall adhere to policies set forth within this document until Marine Corps Installations National Capital Region (MCINCR) can assume responsibility.

(2) MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-3/5 (APP) shall: Provide staff assistance to commands, as necessary.

5. Administration and Logistics

a. The contents of this Order have been coordinated with the COs of Marine Corps Air Station (MCAS) Beaufort, New River, Cherry Point, MCINCR, and MCAF Quantico.

b. Recommendations concerning the contents of this Order should be forwarded to the MCIEAST-MCB CAMLEJ ATC T&R Officer, via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, MCAS Beaufort, MCAS New River, MCAS Cherry Point, and MCAF Quantico.

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



N. E. DAVIS
Chief of Staff

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020

DISTRIBUTION: A/B/C plus MCIEAST-MCB CAMLEJ ATC Dist A

Copy to: CMC (APX-8)
CNO (N980A)
CNO (N889J)
COMMCICOM (G3/5/7)
COMNAVSAFCEN (Code 11)
MCIEAST-MCB CAMLEJ AC/S, G-3/5
MCIWEST-MCB CAMPEN AC/S, G-3/5
MCIPAC-MCB CAMBUT AC/S, G-3/5
MCINCR-MCB QUANTICO AC/S, G-3/5
FAA EASTERN SERVICE CENTER
FAA NAVREP, Eastern Service Area
PMA-213
COMNAVWARSYSCOM San Diego, CA
NIWC Pacific San Diego, CA
SPAWAR Atlantic

RECORD OF CHANGES

Log completed change action, as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	GENERAL.	1-1
1.	Scope.	1-1
2.	Distribution	1-1
3.	Changes and Updates.	1-1
4.	Waivers.	1-1
5.	Word Usage and Definitions	1-1
6.	ATC T&R Office Responsibilities.	1-1
7.	Awards	1-2
8.	Annual Reports	1-3
9.	ATCF Manual Format	1-3
10.	Physically Qualified/Non-Physically Qualified.	1-3
11.	Facility Procedures Evaluation Program	1-3
12.	ATCF Management Billet Requirements.	1-3
Chapter 2	TRAINING	2-1
1.	General.	2-1
2.	Training Program Guidelines.	2-1
3.	Training Development	2-1
4.	ATCF Training Branch	2-1
5.	Supervisory Training	2-1
6.	Training Report	2-1
7.	Qualification Time Limits.	2-1
8.	ATCF Training Program.	2-2
9.	ATCF Training Syllabi.	2-2
10.	Airfield Vehicle Operators Course.	2-2
11.	ATC Simulators and Training Devices.	2-2
12.	Tower Visibility Observers	2-3
13.	Resident Training.	2-3
Chapter 3	ON-THE-JOB TRAINING INSTRUCTOR (OJTI) PROGRAM	3-1
1.	OJTI Course Instructors	3-1
2.	OJTI	3-1
3.	Training Teams	3-1
4.	Skill Enhancement Training	3-1
Chapter 4	CONTROLLER EVALUATION BOARDS (CEB) AND AIR TRAFFIC CONTROL SPECIALIST (ATCS) REVOCATION/SUSPENSION PROCEDURES	4-1
1.	Controller Evaluation Board.	4-1
2.	Controller Evaluation Board Procedures	4-1
3.	Revocation of ATCS Credential.	4-1
4.	Revocation Package Format for USMC Controllers/Trainees.	4-1
5.	Timeline for Revocation or Waiver Requests	4-1
6.	Revocation Procedures of DoD Civilian Controllers/Trainees	4-2
7.	Suspension Documentation	4-2

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 5	MCIEAST-MCB CAMLEJ ATC NATOPS EVALUATION PROGRAM	5-1
1.	Purpose.	5-1
2.	Goals.	5-1
3.	Scope.	5-1
4.	MCIEAST-MCB CAMLEJ ATC NATOPS Evaluators and NATOPS Instructors.	5-1
5.	MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Team	5-1
6.	MCIEAST-MCB CAMLEJ ATC NATOPS Evaluations.	5-2
7.	MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Grading	5-2
8.	Grading Definitions.	5-2
9.	MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Reports	5-3
10.	Control Numbers.	5-3
11.	MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation After Action Requirements	5-3
12.	Closure Process.	5-4
Chapter 6	TERMINAL INSTRUMENT PROCEDURES (TERPS) PROGRAM	6-1
1.	Purpose.	6-1
2.	ATC T&R Office Responsibilities.	6-1
3.	Facility TERPS Specialist.	6-1
4.	IAP Binder.	6-2
5.	Obstacle Evaluations	6-2
6.	Regional TERPS Staff Assistance.	6-3
7.	Required TERPS Reference Library	6-3
Chapter 7	ATC ANNUAL PROFICIENCY TRAINING PROGRAM.	7-1
1.	General.	7-1
2.	Documentation.	7-1
3.	Course Material.	7-1
Chapter 8	AIRSPACE MANAGEMENT PROCEDURES	8-1
1.	Purpose.	8-1
2.	Scope.	8-1
3.	MCIEAST-MCB CAMLEJ RAC.	8-1
4.	MCIEAST-MCB CAMLEJ RAC Responsibilities.	8-1
5.	MCIEAST-MCB CAMLEJ RAC Duties.	8-1
6.	MCIEAST-MCB CAMLEJ RAC Areas/Airspace of Responsibility.	8-1
7.	NAVREP.	8-2
8.	Command Airspace Liaison Officer (CALO).	8-2
9.	Commands Required to Designate CALO.	8-3
10.	Unmanned Aircraft Systems (UAS) Airspace Access Program.	8-4
11.	FAA ATREP.	8-4
Chapter 9	REPORTING AND HANDLING ATC HAZARDS AND INCIDENTS.	9-1
1.	Purpose.	9-1
2.	Applicability.	9-1

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
3.	Categorization of Incidents.	9-1
4.	Compiling ATC Hazard Information	9-1
5.	Responsibilities	9-1
6.	Facility Watch Officer	9-1
7.	Reporting of Aircraft Mishaps.	9-1
8.	Reporting Unauthorized UAS Operations.	9-2
Chapter 10	FLIGHT PLANNING.	10-1
1.	Purpose.	10-1
2.	Background	10-1
3.	Procedures	10-1
4.	Billet Descriptions.	10-1
5.	Training and Qualification	10-1
APPENDIX A	MCIEAST-MCB CAMLEJ ATC ORDER CHANGE REQUEST FORM	A-1
APPENDIX B	SAMPLE CONTROLLER OF THE YEAR PACKAGE.	B-1
APPENDIX C	MCIEAST-MCB CAMLEJ ATC FACILITY MANUAL GUIDELINES.	C-1
APPENDIX D	STANDARDIZED MONTHLY TRAINING REPORT	D-1
APPENDIX E	SAMPLE REVOCATION LETTERS.	E-1
APPENDIX F	MCIEAST-MCB CAMLEJ DIRECTED ITEMS.	F-1
APPENDIX G	MCIEAST-MCB CAMLEJ STANDARDIZED TERPS IAP BINDER	G-1

Chapter 1

General

1. Scope. This Order prescribes the ATC Program within MCIEAST for MCAS Beaufort, MCAS New River, MCAS Cherry Point, and also includes MCAF Quantico. 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 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 Operations departments and Air Traffic Control Facilities (ATCF) under the cognizance of the MCIEAST-MCB CAMLEJ ATC T&R Officer.

3. Changes and Updates

a. This Order shall be reviewed annually during the month of January. All proposed changes to this Order shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Office, via the change request form in Appendix A, no later than 31 December of the previous year. 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. Waivers. Requests to deviate from the provisions of this Order shall be submitted to the MCIEAST MCB CAMLEJ 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.

5. Word Usage and Definitions

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

b. Definitions shall be in accordance with the references.

6. ATC T&R Office Responsibilities

a. The MCIEAST-MCB CAMLEJ ATC T&R Office advises the Commanding General (CG) MCIEAST-MCB CAMLEJ on matters pertaining to airspace, ATC, and systems maintenance. This office ensures standardized execution of airspace management; ATC plans and policies; NATOPS evaluations; ATC staffing, training and management; Naval ATC Air Navigation Aids and Landing Systems (NAALS) program management; maintenance staffing and training; TERPS review and assistance to installations; as well as other airspace or ATC issues that the CG MCIEAST-MCB CAMLEJ directs. The ATC T&R Office shall examine and share recognized best practices throughout the region.

b. The ATC T&R Office consists of the ATC T&R Officer, staff noncommissioned officer-in-charge (SNCOIC), Regional Airspace Coordinator (RAC), and NAALS Program Manager. 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 (b) and this Order.
- (3) Distributing formal school quota assignments.
- (4) Reviewing all Letters of Agreement (LOA) and Memorandum of Understanding (MOU) that impact air traffic, ATC maintenance, and aviation safety within MCIEAST's purview.
- (5) Assisting with 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 Department of the Navy (DON) and United States Marine Corps (USMC) ATC policies and procedures.
- (8) Endorsing recommendations for Military Occupational Specialty (MOS) waivers or MOS revocations.
- (9) Facilitating coordination between ATC facilities, Chief of Naval Operations (CNO) (N980A), and Marine Corps Installations Command (MCICOM) for all ATC matters. This includes the operational issues, as well as those pertaining to equipment, funding, manning, etc.
- (10) Other issues, as directed by the CG MCIEAST-MCB CAMLEJ.

7. Awards. Nominations for the Admiral Pirie Air Traffic Controller of the Year and Admiral Lawrence ATC Technician of the Year Award shall be submitted in accordance with reference (b).

- a. Submissions are due to the ATC T&R Office no later than 15 January for the previous calendar year.
- b. Nominations shall be submitted in accordance with the format depicted in Appendix B. Italicized verbiage may be modified or replaced, as necessary.
- c. All nominations shall be endorsed by the MCAS/MCAF Commanding Officer.
- d. The MCIEAST-MCB CAMLEJ ATC T&R Office shall select one nominee, and submit the nomination, per reference (b).
- e. In the event that the MCIEAST nominee is not selected as the DON nomination, the CG, MCIEAST-MCB CAMLEJ may award the Navy and Marine Corps Achievement Medal to the MCIEAST nominee, in recognition of their accomplishments.

8. Annual Reports. Annual reports shall be submitted to the ATC T&R Office no later than 15 January for the previous year. This includes the ATC Annual Training and Qualification Report and the Air Traffic Activity Report.

9. ATCF Manual Format

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

b. Appendix C of this Order further describes the standard format to be followed for all MCIEAST-MCB CAMLEJ ATC FACMANs.

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

d. Requests for deviation from this format shall be forwarded to the ATC T&R Officer, via the chain of command.

10. Physically Qualified/Non-Physically Qualified

a. Air Traffic Controllers shall be immediately removed from duties involving the control of aircraft if they are not in compliance with reference (b) and/or applicable civilian Collective Bargaining Agreements denoting physical qualification requirements.

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

11. Facility Procedures Evaluation Program. The Air Traffic Control Facility Officer (ATCFO) shall establish a Procedures 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 FACMAN.

12. ATCF Management Billet Requirements. The following billets shall be filled by active duty Marines, unless a waiver is approved by the MCIEAST ATC T&R Officer.

- a. ATCFO
- b. Assistant ATCFO
- c. ATC Facility SNCOIC
- d. Training Chief (Waiverable by MCICOM)
- e. Tower Chief
- f. Radar Chief

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 (b) and (c).

2. Training Program Guidelines. The ultimate goal of the ATC training program is developing capable military 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 comprehensive training.

3. Training Development

a. Each ATCF shall 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 FACMAN, and reference (n) shall be made readily available for issue to all ATC personnel that request them. As all personnel may not have computer access, hard copies shall be maintained at the facility in sufficient quantity to meet this requirement.

d. ATCFO/SNCOIC shall not train on any operating positions within their respective facility.

4. ATCF Training Branch. The facility's ATC Training Branch shall, at a minimum, consist of a Training Chief, Tower Chief, and Radar Chief. Training and Standardization Officers may be utilized at the discretion of the ATCFO. 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 Branch billet holders shall fulfill the duties and responsibilities identified in references (b) and (c). Additional duties and responsibilities, or additional billets, shall be detailed in the ATC FACMAN.

5. Supervisory Training. A designated supervisor or branch chief shall conduct all supervisory classroom training. Training documentation shall be maintained locally.

6. Training Report. Each facility shall prepare and submit a monthly training report to the MCIEAST-MCB CAMLEJ ATC T&R Office. The training report, located in Appendix D, shall be completed and submitted to the ATC T&R Office no later than the fifth working day of each month.

7. Qualification Time Limits

a. Qualification time limits shall be approved by the ATC T&R Officer and reviewed annually during the month of June.

b. Additional qualification time may be granted by the ATCFO, not to exceed 20 percent of the facility's maximum total training months/approaches for the position. In cases that will exceed the additional 20 percent allotted by the ATCFO, but will not exceed the maximums listed in reference (b), the facility shall request approval from the ATC T&R Officer as an individual waiver to facility standards.

8. ATCF Training Program. Program elements shall be developed to meet the prerequisites of references (b) and (c), this Order, and each facility's mission and operating position configuration.

a. Testing. Testing shall be completed in accordance with reference (b), and supports the requirements of reference (c).

b. Controller Performance Evaluations. Examples of training evaluations can be found in reference (b). Facility management shall complete locally-generated training evaluations, per reference (b).

c. On-the-Job Training Instructor (OJTI). All on the job training 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.

d. ATC Training Jackets. The Marine Air Command and Control System (MACCS) Performance Record (MPR) shall be maintained in accordance with references (b) and (c).

9. ATCF Training Syllabi. Facility management shall utilize the format contained in reference (c) to assist ATC instructors in providing standardized and comprehensive training for all positions. The Lesson Qualification Syllabus (LQS) and Lesson Topic Guide (LTG) identifies all applicable paragraphs and information to be taught from the FACMAN, Air Operations Manual, facility 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 for all trainees. Facility syllabi and guides shall not deviate from the requirements in references (b) and (c).

10. Airfield Vehicle Operators Course. In addition to the requirement set forth in reference (b), this course shall be developed by the ATCF and instructed by ATC personnel possessing a current Ground Control qualification. Documentation of attendees will be forwarded to Base Operations/Flight Planning as appropriate for monitoring and issuance of vehicle operator licenses.

11. ATC Simulators and Training Devices. Simulator usage shall be in accordance with reference (b).

a. Training conducted during each simulator session will be tied to a Marine ATC T&R event or LQS/LTG, as identified in reference (c).

b. Simulator usage goals shall be recalculated with each position qualification time limit revision.

c. A Simulator Usage Report shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Office in the Monthly Training Report, as detailed in Appendix D.

d. Report only trainee hours/approaches conducted on each system. Report annual simulator usage, for the calendar year, in the Annual Air Activity Report.

12. Tower Visibility Observers. All tower trainees shall be designated a Tower Visibility Observer, prior to achieving credentialing as a Local Controller. A copy of the completion certificate for the online training shall be placed in the individual's MPR. Certification will be conducted in accordance with reference (b).

13. Resident Training. Controllers and facilities alike benefit from an individual's attendance at a resident course of instruction (Advanced Radar Air Traffic Control, TERPS, etc.), and every attempt should be made to provide an opportunity to attend. The MCIEAST-MCB CAMLEJ ATC T&R SNCOIC manages formal school quotas for MCIEAST-MCB CAMLEJ.

Chapter 3

OJTI Program

1. OJTI Course Instructors. Each facility shall have at least one individual designated as an OJTI Course Instructor. This individual shall be responsible for conducting the OJTI Course for all prospective OJTIs. ATCFs are encouraged to add site-specific material, as necessary, to enhance the OJTI Course. To be eligible for selection as an OJTI Course Instructor, the candidate shall meet the following minimum criteria:

- a. Five years ATC experience, and
- b. Posses a Tower or Radar Supervisor designation.

2. OJTI. Facility management shall identify and designate experienced and proficient personnel as OJTIs. To be eligible for selection as an OJTI Basic Instructor/Senior Instructor, a candidate shall meet the requirements listed in references (b), (c), and complete an OJTI course.

a. A Senior Instructor (SI) shall consider, at a minimum, the following personal attributes prior to recommending an OJTI for designation:

- (1) Human Relations Skills
- (2) Communication Skills
- (3) Motivation and Attitude
- (4) Objectivity
- (5) Credibility

b. Upon satisfactory review of the candidate's attributes, the Facility Watch Officer (FWO) shall submit a recommendation to the ATCFO, via the Training Branch, 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. 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 Training Team Leader shall facilitate training team functions and seek the support of facility management and the Training Branch, as necessary.

4. Skill Enhancement Training

a. Skill enhancement training provides specialized instruction for the trainee to attain required knowledge that will facilitate qualification within the associated position qualification time limit.

b. Skill enhancement training is conducted by the training team and shall be utilized prior to recommendation for Air Traffic Control Specialist (ATCS) suspension or revocation.

c. Skill enhancement training will be utilized:

- (1) To improve knowledge level or skill performance.
 - (2) To develop skills that cannot be routinely obtained in the operational environment (e.g. seasonal situations, non-radar, etc.).
- d. The training team leader shall identify the need for skill enhancement training based on recommendations from the training team.
- e. Upon identification of the need for skill enhancement training, the training team leader shall:
- (1) Coordinate the use of training resources and schedule training.
 - (2) Discuss skill enhancement training with the trainee and the OJT training team.
 - (3) Document the plan in writing.

Chapter 4

Controller Evaluation Boards (CEB) and ATCS Revocation/Suspension Procedures

1. Controller Evaluation Board. CEBs shall be established in accordance with reference (b).
2. Controller Evaluation Board Procedures
 - a. The CEB shall be convened by the ATCFO.
 - b. The ATCFO shall designate the senior member of the CEB and, in matters involving Marine Air Traffic Control Detachment (MATCD) personnel, shall request attendance of MATCD leadership.
 - c. The Training Branch shall compile and present a comprehensive review of the controller/trainee's training timeline and performance.
 - d. Upon completion of the CEB, 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 credential.
 - (2) Reassignment to a different training team.
 - (3) Authorization of additional OJT time.
 - (4) Other actions that may help the controller/trainee's progression.
 - (5) Suspension of training, with retention in current capacity.
(This recommendation is only authorized when a controller/trainee has failed to qualify on a position required for a Necessary MOS (NMOS)).
3. Revocation of ATCS Credential. When required by reference (b), or deemed appropriate by the ATCFO, this administrative process shall be completed, regardless of the time remaining on an individual's contract or enlistment.
4. Revocation Package Format for USMC Controllers/Trainees. The revocation package shall be submitted in the format depicted in Appendix E. Italicized verbiage may be modified or replaced, as necessary.
5. Timeline for Revocation and Waiver Requests
 - a. Revocation requests shall be routed for endorsement no later than 15 calendar days after the CEB at which the determination for revocation was made.
 - b. Waiver requests shall be routed for endorsement no later than 30 days prior to the subject Marine reaching their specified one-year/three-year time limit for Primary Military Occupational Specialty (PMOS)/NMOS attainment.
 - c. The ATCFO shall submit a request for extension to the MCIEAST-MCB CAMLEJ ATC T&R Office for requests that cannot be routed for endorsement within the specified time period.

6. Revocation Procedures for DoD Civilian Controllers/Trainees. DoD controller/trainee revocation procedures shall be developed locally, in accordance with applicable regulations and local Civilian Human Resource Office procedures.

7. Suspension Documentation. When a controller's training is suspended, the MPR shall be updated, per reference (b).

Chapter 5

MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Program

1. Purpose. This chapter provides standardized procedures for evaluating all functional areas, per reference (b).

2. Goals. The overall goal of the MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Program is to evaluate, train, and assist MCIEAST-MCB CAMLEJ ATC Facilities and Maintenance Divisions to ensure compliance with applicable DON, Marine Corps, and FAA policies and/or directives. The MCIEAST-MCB CAMLEJ ATC T&R Office is tasked with identifying and documenting problem areas, as well as training and assisting within each functional area by making recommendations to address identified deficiencies.

3. Scope. In addition to the details contained in reference (b), NATOPS Evaluators shall be designated in writing, and shall be thoroughly familiar with the contents of this Order.

4. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluators and NATOPS Instructors

a. Per reference (b), the ATCFO shall nominate a NATOPS Evaluator and Instructors for designation.

b. Responsibilities of the NATOPS Evaluators are defined in reference (a).

5. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Team. MCIEAST-MCB CAMLEJ ATC NATOPS evaluation teams shall be under the cognizance of the MCIEAST-MCB CAMLEJ ATC T&R Officer.

a. Any NATOPS Evaluator assigned to the team for the purpose of conducting the evaluation shall not be assigned to the facility being evaluated.

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

- (1) ATC Facility Management (M).
- (2) TERPS (P).
- (3) ATC Control Tower Branch (T).
- (4) ATC Radar Branch (R).
- (5) ATC Training Branch (E).
- (6) Airspace Management (S).
- (7) ATC Maintenance Administration and Training (A).
- (8) ATC Maintenance Communications (C).
- (9) ATC Maintenance Radar (H).

(10) ATC Maintenance NAVAIDS (N).

(11) ATC Maintenance Weather (W).

(12) Airfield Operations (O).

6. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluations

a. NATOPS Evaluation. Conducted on an 18-month cycle, but may be extended to a maximum of 24 months by the NATOPS evaluation unit for facilities whose previous evaluations indicate a high degree of NATOPS effectiveness.

b. Internal Evaluation. Performed by the NATOPS Evaluators/Inspectors resident to that facility, with assistance from other facility personnel. This evaluation shall be conducted nine to 12 months after the last NATOPS evaluation, utilizing reference (b) and Appendix F of this Order. The results shall be forwarded to the MCIEAST-MCB CAMLEJ ATC T&R Office.

c. Follow-up Evaluation. Follow-up evaluations are conducted when the MCIEAST-MCB CAMLEJ ATC T&R Officer deems outstanding problems/deficiencies identified during the NATOPS evaluation require further evaluation via an 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 installation CO, Airfield Operations Officer, or the ATCF0 may request an assist evaluation via Automated Message Handling System. Areas to be evaluated and composition of the evaluation team shall be determined by the MCIEAST-MCB CAMLEJ ATC T&R Officer and tailored to the specific request.

7. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Grading. Grading criteria in reference (b) shall be utilized during ATC NATOPS Evaluations.

8. Grading Definitions. Grading definitions are outlined in reference (b). The following additional definitions may be used, as applicable, during MCIEAST-MCB CAMLEJ ATC NATOPS Evaluations:

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

b. 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, etc.) during the evaluation. These items will be discussed with facility personnel and affixed a grade based on the individual's knowledge.

c. 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.

d. Off-Checklist Item. Occasionally, evaluators will observe an item not specifically identified on the checklist. The evaluator will annotate the item in the report, identifying it as an off-checklist item.

9. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Reports

a. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Report. The MCIEAST-MCB CAMLEJ ATC T&R Officer shall submit the evaluation report to the installation CO, describing the effectiveness of the ATCF, ATC Maintenance, and Base Operations within 15 working days following the ATC NATOPS Evaluation. This report shall include:

(1) Evaluation team members.

(2) Synopsis of Major and Minor Deficiencies for each area evaluated, to include rating of Mission Capable or Non-Mission Capable.

(3) Discussion of Major and Minor Deficiencies for each area evaluated in the following format:

(a) Control Number.

(b) Checklist number and question, per reference (b) and Appendix F of this Order.

(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 Evaluation Reports. The report shall be prepared in accordance with the requirements of paragraph 9a.

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

10. Control Numbers. Control numbers shall be assigned to and preceded by the identifier Major and Minor Deficiency in each functional area of the report. The control number is a nine character label that identifies (e.g., T20-XXX-100):

a. The functional area (T) and two-digit calendar year of the evaluation (20).

b. The three-letter Facility identifier (XXX).

c. The numerical sequence number of the item, beginning with 100 for major deficiencies and 200 for minor deficiencies.

11. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation After Action Requirements. The CO shall forward a Corrective Action Report (CAR), in accordance with reference (b), that contains the control number and current status of each

major and minor deficiency identified in the evaluation report. The initial CAR shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer within 30 calendar days after receiving the final evaluation report. Sample format is contained in reference (b). Commands shall conduct the following actions for submission of subsequent CAR(s):

a. Actions taken to resolve major and minor deficiencies shall be documented in the CAR.

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. Subsequent CARs shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Office no later than the fifth of each month until all major and minor deficiencies are closed.

d. The MCIEAST-MCB CAMLEJ ATC T&R Officer is required to submit a Status Report to the installation CO no later than 15 days after receipt of the most current CAR.

e. This process shall continue until each major and minor deficiency has been corrected, is deemed closed, or the next NATOPS Evaluation occurs.

12. Closure Process. All corrective actions in the process must be complete prior to an item being closed. Actions that indicate futurity will result in the item remaining open.

Chapter 6

TERPS Program

1. Purpose. This chapter provides standardized procedures for all TERPS Programs under the cognizance of the MCIEAST-MCB CAMLEJ ATC T&R Office.

2. ATC T&R Office Responsibilities. The responsibilities of the ATC T&R Office include, but are not limited to the following:

a. Coordinate with Naval Flight Inspection Group (NAVFIG) on behalf of all MCIEAST ATCFs.

b. Conduct NATOPS evaluation on all MCIEAST TERPS Programs.

c. Review all MCIEAST instrument procedure packages submitted to NAVFIG.

d. Oversee and conduct annual review of all MCIEAST TERPS Programs; ensure, and document compliance with applicable FAA, Naval Air Systems Command (NAVAIR), and MCIEAST-MCB CAMLEJ regulations, orders, and directives pertaining to TERPS.

e. Review, solicit installation input, and render opinions on obstacle evaluation studies received from the FAA for MCIEAST, as required. Obtain RAC opinion and concurrence on cases that may have adverse impact to regional training and operations, air safety, and the efficient use of airspace.

f. Verify that all mission capability evaluations and notices of proposed construction for MCIEAST installations projects are accurate, per reference (n).

g. Ensure proper documentation of training for each facility TERPS Specialist. Assist facilities with the development and implementation of formal OJT deemed necessary for effective training of TERPS Specialists.

h. Provide changes for policy set forth by this Order.

i. Process Obstacle Evaluation/Airport Airspace Analysis.

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

a. Be designated in writing by the ATCFO. A copy of the designation shall be filed in the MPR and Instrument Approach Procedure (IAP) Binder.

b. Be an active duty sergeant or above, or a General Schedule civilian employee.

c. Be a graduate of an approved TERPS course or FAA equivalent, per reference (c).

d. Meet proficiency requirements, in accordance with reference (c).

e. Participate in the base facility planning board process; conduct and forward all mission compatibility evaluations and notices of proposed construction to assigned NAVFIG TERPS specialist for review. A mission compatibility evaluation will determine what, if any, adverse operational effect would result if a construction project were to be completed.

f. Notify the ATC T&R SNCOIC of any changes to the airfield or airspace that will result in penetration of airfield imaginary surfaces.

g. Maintain the IAP Binder utilizing the example found in Appendix G.

h. Assist the ATCFO in the retention of all documents submitted and received affecting and pertaining to the facility TERPS program and procedures.

i. Assist the Command Airspace Liaison Officer (CALO) with obstacle evaluation processing, as required.

j. Provide input to the ATC T&R SNCOIC on changes and recommendations for policy set forth by this Order.

k. Route required TERPS documentation through the ATC T&R SNCOIC.

l. Ensure that local orders and directives comply with approved terminal instrument procedures.

4. IAP Binder. The facility IAP Binder shall be organized and maintained in accordance with Appendix G, and shall be reviewed for accuracy and completeness on an annual basis (15 March). The ATCFO shall provide a written statement to the Regional ATC T&R Office stating that such a review has been conducted, and listing any changes that were made to IAP Binders. Electronic files may be kept to reduce the amount of source documents; however, a record shall be kept in each section of the IAP Binder stating such document is current and stored electronically.

5. Obstacle Evaluations

a. Upon receiving a request from the FAA Regional DON Representative (NAVREP) for an obstacle evaluation, the ATC T&R Office will forward the request to the appropriate CALO, Range Liaison Officer, or Wing/Group representative, as needed, to evaluate the impact on operations, procedures, and airspace, in accordance with reference (d). Special consideration should be given to potential impacts on Special Use Airspace, Military Training Routes (MTR), local visual flight rule (VFR) routes, airport imaginary obstacle clearance surfaces, and impact on approved and proposed Standard Instrument Approach Procedures.

b. The ATC T&R Office will use the evaluation to generate and submit the response to "object," "not object," or "not object, with provisions" to the FAA Regional NAVREP.

6. Regional 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 can request assistance from the Regional ATC T&R Office, which will coordinate NAVFIG support.

7. 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. FAA AC 70/7460-1 Obstruction Marking and Lighting
- b. FAA T18200.52 Flight Inspection Handbook
- c. FAAO JO 7400.2 Procedures for Handling Airspace Matters
- d. FAAO JO 7900.2 Reporting of Navigational Aids, Communication Facilities and Aviation Weather Systems Data to the National Flight Data Center
- e. FAAO 8260.3 United States Standard for Terminal Instrument Procedures (TERPS)
- f. FAAO 8260.19 Flight Procedures and Airspace
- g. FAAO 8260.46 Departure Procedure (DP) Program
- h. FAAO 8260.54 The United States Standard for Area Navigation (RNAV)
- i. NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual
- j. NAVAIR 51-50AAA-2 Shore Based Airfield Marking and Lighting Manual
- k. NAVAIR 16-1-520 Flight Inspection Manual
- l. NAVFAC P-971 Airfields and Heliport Planning and Design
- m. UFC2-000-05N Appendix E Airfield Safety Clearance Criteria for Navy and Marine Corps Air Installations
- n. UFC3-260-01 Airfield & Heliport Planning and Design
- o. UFC3-535-01 Visual Air Navigation Facilities

Chapter 7

ATC Annual Proficiency Training Program

1. General. Each ATCF should develop an Annual Proficiency Training Program. The program should be structured to provide a sufficient number of classes conducted regularly throughout the year to meet all annual proficiency training requirements. The facility should review all applicable rules, regulations, and procedures, and ensure that all personnel receive proficiency classes on those areas. The Annual Proficiency Training Program should be developed and published for the calendar year.

2. Documentation. The Facility Training Branch 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 ATCF should tailor classes to best meet their specific needs. In addition to the information contained in the below directives, ensure that all changes are briefed and documented prior to the effective date. The following directives should 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. LOA.

e. Other Course Material:

(1) Physiological/Psychological Factors in Flight (flight surgeon).

(2) Characteristics of Aircraft (SME from local Marine Aircraft Group).

(3) First Aid and Cardiopulmonary Resuscitation (Medical personnel).

(4) Weather (weather representative).

(5) Review OJTI Philosophy.

(6) Review applicable doctrinal publications related to MACCS.

(7) FAM events that require annual re-fly in the T&R Directive.

(8) ATC Hazard Reports.

Chapter 8

Airspace Management Procedures

1. Purpose. This chapter explains the duties of the MCIEAST-MCB CAMLEJ RAC, FAA, DON Representative (NAVREP), MCIEAST-MCB CAMLEJ CALOs, and FAA Air Traffic Representative (ATREP) and provides guidance for the management of airspace within the cognizance of MCIEAST-MCB CAMLEJ.

2. Scope. This chapter is applicable to all MCIEAST-MCB CAMLEJ activities having operational or administrative responsibilities for airspace and to those activities engaged in planning or sponsoring construction projects which may affect navigable airspace.

3. MCIEAST-MCB CAMLEJ RAC. The RAC provides airspace management for MCAS Cherry Point, MCAS Beaufort, MCAS New River, MCAF Quantico, MCB Quantico, MCB Camp Lejeune, and all other activities within the MCIEAST-MCB CAMLEJ regional area of responsibility, as outlined in references (e) and (f).

4. MCIEAST-MCB CAMLEJ RAC Responsibilities. The RAC serves as the focal point and central clearinghouse for all matters pertaining to routine airspace (terminal and enroute), manned and unmanned air operations, Special Use Airspace (SUA), MTR, airspace encroachment, and midair collision avoidance programs. In accordance with regulatory and funding limits, the RAC is responsible for planning, management, and oversight of MCIEAST-MCB CAMLEJ assigned airspace to ensure that current and future airspace requirements are met.

5. MCIEAST-MCB CAMLEJ RAC Duties. The MCIEAST-MCB CAMLEJ RAC shall:

a. Perform duties outlined in reference (f).

b. Review, modify as needed, and approve, all LOA, Letters of Procedure, and Memorandum of Agreement (MOA)/MOU that involve DON airspace activities under the purview of MCIEAST-MCB CAMLEJ, to include terminal, enroute, and SUA.

c. Represent the CG MCIEAST-MCB CAMLEJ at meetings and hearings with the DoD, Interior, Justice, and Transportation, as well as with state, city, local government planning meetings, and county zoning board meetings addressing airspace issues.

d. Assist installations with small Unmanned Aerial Systems (sUAS) policies, guidance, and application, in accordance with references (g), (h) and (i).

Note: The RAC is not the MCIEAST-MCB CAMLEJ Open Skies Treaty point of contact. In accordance with reference (j), Open Skies Treaty flights will be coordinated by the MCIEAST-MCB CAMLEJ G-3/5 Operations Officer and Deputy Operations Officer.

6. MCIEAST-MCB CAMLEJ RAC Areas/Airspace of Responsibility

a. MCAS Cherry Point, NC

(1) R-5306A/C

- (2) Hatteras F MOA
- (3) Core MOA
- (4) Alert Area 530
- (5) Neuse ATCAA
- (6) Burner ATCAA
- b. MCB CAMLEJ, NC
 - (1) R-5306D/E
 - (2) R-5303A/B/C
 - (3) R-5304A/B/C
- c. MCAS Beaufort, SC
 - (1) Beaufort 1/2/3 MOAs
 - (2) W-74
 - (3) R-3007A/B/C/D
 - (4) Coastal MOAs
 - (5) North and South Altitude Reservations
- d. MCAS New River, NC
- e. Marine Corps Outlying Landing Field (MCOFL) Atlantic, NC
- f. Marine Corps Auxiliary Landing Field Bogue, NC
- g. MCOFL Camp Davis, NC
- h. MCOFL Oak Grove, NC
- i. MCAF Quantico, VA
- j. MCB Quantico, VA
 - (1) R-6608 A/B/D
 - (2) Demo 1/2/3 MOAs

7. NAVREP. NAVREP responsibilities are outlined in reference (e). The NAVREP facilitates RAC/FAA regional interface and provides direct CNO airspace policy guidance.

8. CALO. This section provides standardized procedures and guidance for the CALO in dealing with SUA and all other pertinent airspace matters, per reference (e).

a. MCAS/MCAF Commanders shall designate a CALO in writing to the MCIEAST-MCB CAMLEJ RAC. Due to the transient nature of ATCFOs, frequent updates will be necessary.

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

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

d. CALO Duties. CALOs shall:

(1) Perform CALO duties outlined in reference (f).

(2) Using the Mission Compatibility Analysis Tool (MCAT) [<https://gis.aw3s.navy.mil/my.policy>], review all FAA-generated aeronautical studies, obstacle evaluations, and proposed landing area evaluations to determine the impact on the command's facilities, airspace, or mission capabilities. During MCAT outages, conduct review by e-mail and submit responses to MCIEAST-MCB CAMLEJ RAC for consolidation and submission to the NAVREP.

(3) Establish and Maintain a Midair Collision Avoidance (MACA) Program. The MACA Program is a public outreach and education effort, focusing on terminal and SUA design, flight corridors, ranges, ATC patterns, services, and communication, as well as flight profile 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) Briefing general aviation pilots on an annual basis.

(b) Visiting local civilian airports on an annual basis to provide airport managers with briefings and graphic depictions of military activities in the vicinity of their airports.

(c) Providing an ATC course rules briefing for all tenant flying squadrons, in accordance with reference (b).

(4) Be an active member of the Station Master Planning Board, in accordance with reference (d), to ensure that land use and development are compatible with airspace and air operations.

9. Commands Required to Designate CALO

- a. MCAS Beaufort
- b. MCAS Cherry Point
- c. MCAS New River
- d. MCB CAMLEJ

e. MCAF Quantico

10. Unmanned Aircraft Systems (UAS) Airspace Access Program. The level of public, commercial, and recreational UAS activity within the National Airspace System is increasing rapidly. To meet this demand, it is essential that MCIEAST-MCB CAMLEJ establish standardized guidelines to address UAS operations within ATC-controlled airspace. ATCFs shall comply with applicable FAA and DoD UAS guidelines, references (g) through (i), and this Order. COs shall designate a Primary and Secondary UAS Airspace Access Coordinator to serve as the ATCF's focal point for local UAS airspace integration and execute the UAS Airspace Access Program, including:

- a. Create, maintain, and update the ATC UAS Facility Map (UASFM).
- b. Develop facility-specific procedures and phraseology.
- c. Coordinate facility UAS Airspace Access Program with the RAC.

Note: UAS Facility Map. UASFM is a tool that provides the proponent with initial planning guidance on allowable locations and altitudes in the vicinity of local ATC airspace where sUAS operations may be safely conducted. These maps do not authorize operations; rather, they are for informational purposes, only.

11. FAA ATREP. The requirement for, and the duties and responsibilities of, the ATREP can be found in reference (b). 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.

Chapter 9

Reporting and Handling ATC Hazards and Incidents

1. Purpose. This chapter addresses the investigation, and procedures for reporting and handling ATC hazards, unauthorized UAS operations, or other suspected incidents, per reference (k).
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. Categorization of Incidents. Categorize incidents that adversely affect the capabilities of ATCFs to provide safe, orderly, and expeditious movement of air traffic as outlined in references (b) and (k).
4. Compiling ATC Hazard Information. The facility first made aware of, or primarily involved in, an incident/hazard shall collect all required information. The pertinent data required shall be preserved immediately upon learning of the incident, or as soon thereafter as duties permit, so as to meet the reporting time requirements of reference (k).
5. Responsibilities
 - a. The MCIEAST-MCB CAMLEJ ATC T&R Office shall review all final Hazard Reports.
 - b. The ATCFO shall provide a detailed briefing, via telephone or e-mail, to the MCIEAST-MCB CAMLEJ ATC T&R Officer/SNCOIC within 24 hours of the reported hazard, mishap, or unauthorized UAS operation.
6. FWO. The on-duty FWO shall immediately execute all actions prescribed in reference (b).
7. Reporting of Aircraft Mishaps. In the event that an aircraft mishap occurs within the jurisdictional airspace of any MCIEAST installation, the installation shall, in addition to those actions required by reference (a), ensure that the following agencies are notified of the mishap by the most expeditious means possible:
 - a. The FAA Air Route Traffic Control Center with jurisdiction in their area.
 - b. During working hours, the MCIEAST AC/S, G-3/5, DSN 751-7395/5326, commercial (910) 451-7395/5326; and the MCIEAST ATC T&R Officer, DSN 751-7064, commercial (910) 451-7064. After working hours, the MCIEAST-MCB CAMLEJ Command Duty Officer, DSN 751-2414, commercial (910) 451-2414.
 - c. The FAA ATREP.
 - d. The NAVREP to the FAA Eastern Service Area.

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020

8. Reporting Unauthorized UAS Operations. Unauthorized UAS operations shall be documented and reported per references (b), (h), and (l).

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 ATCF. The Flight Planning Branch assists aircrew in properly planning flights, tracking flights, and closing flight plans, as required.

3. Procedures

a. Flight Guarding Aircraft. The departure station is responsible for flight guarding 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 shall pass all departure and arrival times to the flight planning clerk.

(2) Flight Planning Branch personnel shall utilize procedures established in Chapter 8 of reference (m) for overdue aircraft, particularly in regards to VFR aircraft. Instrument Flight Rules aircraft handling is further delineated in reference (n).

b. The Flight Planning Branch shall assist aircrew in planning, processing, and receiving flight plans in accordance with references (b) and (o).

c. The Flight Planning Branch shall publish standard operating procedures, to include a mission statement, while also addressing the duties and responsibilities of all personnel assigned.

d. Flight planning areas shall be located and manned as to provide aircrew with 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 arriving and departing aircraft are flight guarded.

4. Billet Descriptions. Reference (b) establishes billet descriptions for the flight planning branch.

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

a. The training program should incorporate the provisions found in reference (o). The training program shall ensure that procedures are established to qualify branch personnel as Watch Supervisors, Dispatchers, and/or Clerks.

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020

b. The Flight Planning NCOIC shall ensure that 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) Completed training events.

APPENDIX A

MCIEAST-MCB CAMLEJ ATC ORRDER CHANGE REQUEST FORM

TO BE COMPLETED BY ORIGINATOR AND FORWARDED TO MCIEAST-MCB CAMLEJ ATC T&R OFFICER					
FROM (Originator)			Unit		
TO T&R Officer Marine Corps Installations East-Marine Corps Base Camp Lejeune, ATC			Unit MCIEAST-MCB CAMLEJ ATC Order Revision		
Complete Name of Manual/Checklist MCIEAST-MCB CAMLEJO 3722.3B	Revision Date	Change Date	Section/Chapter	Page	Paragraph
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	DATE
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 _____ by my DTG _____.

/S/ _____ ATC T&R Officer	_____ ATC T&R SNCOIC
---------------------------	----------------------

APPENDIX B

SAMPLE CONTROLLER OF THE YEAR PACKAGE



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

3722
ATC
Date

From: *Air Traffic Control Facility Officer, Marine Corps Air Station XXX*
To: *Commander, Marine Corps Installations Command (Attn: G-3)*
Via: (1) *Commanding Officer, Headquarters and Headquarters Squadron, Marine Corps Air Station XXX*
(2) *Commanding Officer, Marine Corps Air Station XXX*
(3) *Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (Attn: ATC Training and Readiness Office)*
Subj: *VICE ADMIRAL ROBERT B. PIRIE NAVAL AIR TRAFFIC CONTROLLER OF THE YEAR AWARD IN CASE OF ALFRED A. CUNNINGHAM 1234567890/7257 USMC*
Ref: (a) *NAVAIR 00-114-80T*
(b) *MCIEAST-MCB CAMLEJ 3722.3C*
Encl: (1) *Professional History*
(2) *Biography*
(3) *Personal Award Recommendation (OPNAV 1650/3)*

1. *Per the references, (Grade, Full Name) is enthusiastically nominated for the Vice Admiral Robert B. Pirie Naval Air Traffic Controller of the Year Award.*

2. *Paragraph two (and subsequent paragraphs, if necessary) contains substantiating justification regarding performance during the award period (not to exceed two pages). However, one or more of the following categories is considered appropriate:*

a. *An individual whose introduction or development of an air traffic control concept has led to overall improvements in the efficiency and/or safety of naval aviation.*

b. *A controller whose sustained outstanding performance has significantly contributed to the efficiency or flight safety of naval aviation.*

c. *A controller personally responsible for executing lifesaving action in response to an emergency situation.*

d. *Outstanding leadership or other individual achievement in the field of air traffic control.*

3. Provide examples of specific achievements:
 - a. All accomplishments should be related to air traffic control. This is not a leadership award.
 - b. Avoid flowery phrases and avoid general terms that do not quantify contributions (i.e. "copious qualifications..., or exquisitely performed...).
4. Include the nominees ring size as part of the write-up.
5. If selected, a Navy and Marine Corps Commendation Medal award recommendation shall be written for use by CNO. If the MCIEAST-MCB CAMLEJ nominee is not selected by CNO the Marine may be awarded the Navy and Marine Corps Achievement Medal by the CG MCIEAST-MCB CAMLEJ.

I. M. ATCFO

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020

Professional History
(Last two years)

In award period:

<u>Date</u>	<u>Grade</u>	<u>Command</u>	<u>Professional Qualifications</u>	<u>Awards</u>
-------------	--------------	----------------	------------------------------------	---------------

Previous year:

<u>Date</u>	<u>Grade</u>	<u>Command</u>	<u>Professional Qualifications</u>	<u>Awards</u>
-------------	--------------	----------------	------------------------------------	---------------

Biography of *Grade Name*

Contains, at a minimum, date/place of birth; hometown; date of initial enlistment; and family members. Shall not exceed one page in length.
Recommended format:

-Date and location of birth

-Family history

-Marine Corps assignments/billets

-Deployment history

-Spouse/Children if applicable

APPENDIX C

MCIEAST-MCB CAMLEJ 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.
- b. Terms of Reference.
- c. NATOPS Evaluation and Awards.
- d. Marine Corps Information.

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

- a. General.
- b. Organization.
- c. Reports and Forms.
- d. Billet and Position Descriptions.
- e. HAZREP and WESS Reporting.
- f. Local Information.
- g. Publications.
- h. Civil Aircraft Requirements.

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

- a. General.
- b. Safety and Security.
- c. Anti-Terrorism/Force Protection.
- d. Hazardous Cargo/Red Label Procedures.

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

- a. General.
- b. Proficiency and Currency.
- c. ATC Training Program.

- d. T&R.
- e. MOS Progression.
- f. Waivers and Revocations.
- g. Training Systems.

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

- a. General.
- b. Operating Positions.
- c. Airfield Information.
- d. ATC Procedures.
- e. Tower Strip Marking Procedures.
- f. Coordination Procedures.
- g. Emergency Procedures.

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

- a. General.
- b. Operating Positions.
- c. Radar Procedures.
- d. Non-Radar Procedures.
- e. Coordination Procedures.
- f. Radar Strip Marking Procedures.
- g. Special Use Airspace.
- h. Emergency Procedures.

Chapter 7 Facility Watch Officer. Details the duties and responsibilities of the FWO.

- a. General.

Chapter 8 Equipment. Details equipment operational capability and utilization, including procedures for required alignment accuracy checks.

- b. Facility Generic Equipment.

- c. Tower Equipment.
- d. Radar Equipment.
- e. Navigational Aids (NAVAIDS).

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

- a. General.
- b. Approach/Departure Procedure Plates.
- c. Special Procedures.
- d. Weather Services.
- e. LOA. Include a list and short description.
- f. MACA.
- g. Position Log Explanation.
- h. Daily Record of Facility Operation.
- i. Reserved for Facility Use.
- j. Reserved for Facility Use.

APPENDIX D

STANDARDIZED MONTHLY TRAINING 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.) (e.g. 10/five percent)

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, permanent change of assignment (PCA)/permanent change of station (PCS) date, end of active service 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 assigned via Fleet Assistance Program (FAP), highlight their 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 de-FAP/deployment or PCS/PCA date in the remarks block.

Monthly simulator usage			
Tower simulator		Hours	
Local			
Ground			Total trainee hours 0.00
Data			
AT Coach			
Final Control	Sims		
	Hours		
Approach			Total trainee hours 0.00
Arrival			
IPARTS	Sims		Total trainee hours 0.00
	Hours		
Other			

Simulator Usage

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

APPENDIX E

SAMPLE REVOCATION LETTERS



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 00000
CITY, STATE 00000-0000

3722
ATC
Date

From: Air Traffic Control Facility Officer
To: Commander, Marine Corps Installations Command (Attn: G-3)
Via: (1) Airfield Operations Officer, Marine Corps Air Station
(2) Commanding Officer, Headquarters and Headquarters Squadron, Marine Corps Air Station
(3) Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (ATC T&R)

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

Ref: (a) NAVAIR 00-80T-114, ATC NATOPS
(b) MCIEAST-MCB CAMLEJO 3722.3C
(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 (Page 11/12, etc.)

1. Per the references, recommend revocation of (name)'s ATCS Certificate and 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:

Training Hours/Approaches:	000	Familiarization Hours:	000
Simulator Hours/Approaches:	000	Classroom Hours:	000
Average time per OJT period:	000	Number of OJT periods:	000

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

Date Training Suspended: YYMMDD

3. Summary of Training

a. Provide amplification to the data contained in enclosure (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 Fleet Assistance Program, or previous MOS if a Lateral Move.

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., non-judicial punishment, 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 Total Training Hours.

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

X. X. XXXXXXXX

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 00000
CITY, STATE 00000-0000

3722
ATC
Date

From: Controller Evaluation Board
To: Air Traffic Control Facility Officer

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

Ref: (a) NAVAIR 00-80T-114
(b) MCIEAST-MCB CAMLEJO 3722.3C

1. *Per the references, a CEB was convened on XX XXXXXX 20XX to evaluate and provide recommendations on SNM's continued training as an Air Traffic Controller. The board members included, (billet) (rank) (name), (billet) (rank) (name) and (billet) (rank) (name). Specific areas reviewed in the training process by the CEB included:*

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 on the job training (OJT) , averaging XX hours of training time per month. The average position time required to qualify on (Position) at Marine Corps Air Station xxxxxxxxx is XX hours.*

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) Positive control of the situation is maintained*
- (5) Prompt actions to correct errors*

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.

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

e. (50%, 75% and 100%) 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. (50%, 75% and 100%) 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. Statements from on the job training (OJT) instructors, Crew Chief, and Facility Watch Officer 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. Revocation of ATCS credential.
- b. Reassignment to a different training team.
- c. Authorization of additional OJT time.
- d. Other actions that may help the controller/trainee's progression.
- e. Suspension of training, with retention in current capacity.

X. X. XXXXXXXX

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 00000
CITY, STATE 00000-0000

3722
ATC
Date

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

Subj: RECOMMENDATION TO REVOKE AIR TRAFFIC CONTROL SPECIALIST (ATCS)
CREDENTIAL AND MILITARY OCCUPATIONAL SPECIALTY (MOS) IN CASE OF (RANK)
(NAME) (EDIPI/MOS) USMC

Ref: (a) NAVAIR 00-80T-114
(b) MCIEAST-MCB CAMLEJO 3722.3C

1. Per reference (a), a recommendation is being submitted via the chain of command to the Commandant of the Marine Corps (APX-8) to revoke your ATCS Credential and MOS.
2. Accordingly, you are afforded three working days to submit a statement concerning these recommendations 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 ATC Facility Officer no later than the end of the third working day from the date of this letter.

X. X. XXXXXX

Date

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

Signature

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020

Notification of Revocation Proceedings



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 00000
CITY, STATE 00000-0000

3722
ATC
Date

From: (RANK) (NAME) (EDIPI/MOS) USMC
To: Commander, Marine Corps Installations Command (Attn: G-3)
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 on the job training (OJT) instruction 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

MCIEAST-MCB CAMLEJO 3722.3C
05 MAY 2020



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 00000
CITY, STATE 00000-0000

3722
ATC
Date

From: Air Traffic Control (billet)
To: (RANK) (NAME) (EDIPI/MOS) USMC

Subj: *ADJUSTMENT TO TRAINING PLAN*

Ref: (a) NAVAIR 00-80T-114

1. *On 5 January 2015 you began training on Ground Control. You were grounded 31 December 2014 until 20 January 2015 for failing to complete your annual flight physical as required. You also missed training for a week in February for leave.*

2. *Due to missing so much training time on Ground Control you are behind where you should be at 50 percent of your training. Your 50 percent skill check was conducted behind schedule since you were on leave at the appropriate time. Your awareness, planning and knowledge are sub-par for where you are in training. To catch up, get a minimum of one simulation every work day and a minimum of four hours on position daily as trainee load allows.*

3. *If you fail to comply with your training plan a Controller Evaluation Board will be convened to determine your future in Air Traffic Control.*

X. X. XXXXXXXX

Date

I have been counseled regarding the above correspondence.

Signature

APPENDIX F

MCIEAST-MCB CAMLEJ DIRECTED ITEMS

This checklist contains directed items and shall be utilized by the MCIEAST NATOPS Evaluation Unit, in addition to the checklists contained in Appendix C of NAVAIR 00-80T-114. Directed items are determined by the ATC T&R Officer and require evaluation.

1. ATC Facility Management

a. General

(1) Are required internal NATOPS Evaluations conducted between nine to 12 months after the MCIEAST NATOPS Evaluation?

(2) Is the Facility aware of, and/or has it requested a NATOPS Assist Evaluation?

(3) Are PEBs conducted on an annual basis, and are the results documented?

b. ATC Facility Manual

(1) Does the ATC Facility Manual adhere to the outline set forth by this Order?

c. LOA

Reserved

d. FWO (USMC)

Reserved

e. Communications

Reserved

f. Flight Inspection

Reserved

g. Mishaps/Hazards

(1) Are facility personnel familiar with reporting procedures for incidents, to include pilot deviations and ATC Hazards (routine and severe)?

h. Medical

Reserved

2. TERPS

a. Has the ATCFO designated the TERPS Specialist in writing?

b. Is the IAP Binder organized and maintained in accordance with Appendix G of this Order?

c. Does the TERPS Specialist maintain the required TERPS library materials and are the publications up to date?

d. Are all TERPS reports, forms, and documents submitted to the MCIEAST ATC T&R Office for review, and, if necessary, endorsement?

e. Is the TERPS Specialist or another member of the Facility a member of the Air Station Facilities Planning Board?

f. Do local facility orders and directives comply with approved terminal instrument procedures?

3. ATC Control Tower Branch

a. General

Reserved

b. Responsibilities

Reserved

c. Equipment

Reserved

d. Airfield

Reserved

4. ATC Radar Branch

a. General

Reserved

b. Responsibilities

Reserved

c. Equipment

Reserved

5. ATC Training Branch

a. General

Reserved

b. Documentation

(1) Are ATC Training Evaluation Report Forms utilized for each training period and are they completed correctly and thoroughly?

(2) Are appropriate designation letters completed and on file in the MPR?

c. Certification/Suspension/Revocation

(1) Are revocation requests routed for endorsement no later than 15 calendar days after the CEB at which the determination for revocation was made? If not, did the ATCFO submit a request for extension to the MCIEAST ATC T&R Office?

(2) Are waiver requests routed for endorsement no later than 30 days prior to the subject Marine reaching their specified one-year/three-year time limit for PMOS/NMOS attainment? If not, did the ATCFO submit a request for extension to the MCIEAST-MCB CAMLEJ ATC T&R Office?

6. Airspace Management

a. General

(1) Does the ATCFO ensure liaison with civilian aviation user groups (and other interested parties) regarding the location and type of military operations conducted?

(2) Does the CALO understand and perform required duties and responsibilities?

(3) Is the Facilities UAS Airspace Access Program regulatory compliant and up to date?

b. Special Use Airspace

Reserved

c. Terminal Airspace

(1) Are architectural designs (with site plots and height criteria) for proposed airfield construction screened through Airfield Operations for approval and for potential effect on navigable airspace, Visual Flight Rules traffic pattern, and/or Control Tower line-of-sight prior to contract award?

(2) 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?

7. Airfield Operations

a. Airfield Operations Manual

Reserved

b. Flight Planning General

Reserved

c. Flight Plans

Reserved

d. Charts and Publications

Reserved

e. NOTAMs

Reserved

8. ATC Maintenance Administration - Checklist contained in MCIEAST-MCB
CAMLEJO 3721.1_

9. ATC Maintenance Training - Checklist contained in MCIEAST-MCB CAMLEJO
3721.1_

10. ATC Maintenance Communications - Checklist contained in MCIEAST-MCB
CAMLEJO 3721.1_

11. ATC Maintenance Radar - Checklist contained in MCIEAST-MCB CAMLEJO
3721.1_

12. ATC Maintenance NAVAIDS - Checklist contained in MCIEAST-MCB CAMLEJO
3721.1_

13. ATC Maintenance Weather - Checklist contained in MCIEAST-MCB CAMLEJO
3721.1_

APPENDIX G

MCIEAST-MCB CAMLEJ STANDARDIZED TERPS IAP BINDER

1. General. The MCIEAST-MCB CAMLEJ Standardized TERPS IAP Binder should be a multi-fold craft folder or subdivided binder capable of securely holding all required documents associated with the respective IAP. The binder will be subdivided into six sections. Each section will contain the documents listed in Section 2 of this Appendix.

2. Standardized Binder Section Descriptions

a. Section 1: (Action/NATOPS Section)

- (1) Procedure Action Tracking Record
- (2) NATOPS Evaluation Checklist
- (3) NATOPS Evaluation Results

b. Section 2: (Source Document Section)

- (1) NAVFIG Form 3722/1 Standard Instrument Approach Procedures
- (2) NAVFIG Form 3722/2 Standard Instrument Departure Procedures
- (3) NAVFIG Form 3722/3 Minimum Vectoring Altitude Charts
- (4) NAVFIG Form 3722/4 TERPs Standard Waiver
- (5) FAA Form 7900-2/6/7 (as appropriate)
- (6) FAA Form 8240 Commissioning Flight Inspection Report or oldest Flight Inspection available
- (7) FAA Form 8240 Periodic Flight Inspection that establishes Facility restrictions
- (8) OPNAV Form 3722/4 TERPS Standard Waiver
- (9) CO's letter authorizing reduction of visibility minimums based on installed Approach Lighting System (ALS) or signed copy of ALS

c. Section 3: (Current Document Section)

- (1) Designation letter (facility TERPs and TERPs assistant)
- (2) Points of Contact
- (3) Annual TERPs review (due to regional ATC T&R Office by 15 September)
- (4) IAP annual review (due to regional ATC T&R Office by 15 March)

(5) Triennial review and approval of Standard Instrument Procedures

(6) Terminal Aeronautical Global Navigation Satellite System Geodetic Survey data

d. Section 4: (Correspondence Section) Copies of all correspondence, e-mail's, message traffic, and NOTAMS pertaining to the procedure

e. Section 5: (Historical Document Section) Historical files for procedure

3. Standard MCIEAST-MCB CAMLEJ Form:

MCIEAST-MCB CAMLEJ ATC ORDER

PROCEDURE ACTION TRACKING RECORD

DATE	ACTION TAKEN	COORDINATED WITH	INIT