



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

MCIEAST-MCB CAMLEJO 3722.3F
G-3/5/ATC T&R
12 Apr 24

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

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 Nov 23
(b) NAVAIR 00-80T-114
(c) NAVMC 3500.94
(d) MCIEAST-MCB CAMLEJO 3700.1
(e) OPNAVINST 3770.2L
(f) MCO 3550.10
(g) MCIEAST-MCB CAMLEJO 3710.30C
(h) NAATSEA memo 3722 Ser N980A of 30 May 17
(i) MCBul 3710 of 2 May 17
(j) MCIEAST-MCB CAMLEJO 5510.2A
(k) OPNAVINST 3750.6S
(l) FAAO JO 7110.10, "Flight Services," 17 May 2021
(m) FAAO JO 7110.65, "Air Traffic Control," 19 Apr 2023
(n) OPNAVINST 3710.7
(o) Title 14 CFR Part 77
(p) Title 14 CFR Part 65.47
(q) FAA JO 1900.47, "Operational Contingency Plans," 31 March 2020

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 3722.3E.

3. Mission

a. MCIEAST-MCB CAMLEJ 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.

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

4. Execution

a. Commander's Intent and Concept of Operations

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

(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). Provide staff assistance to subordinate 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.

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OLFO.JR.1 O.JR.1131206859
131206859 Date: 2024.04.12
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A. GARCIA JR.

Distribution: A/B/C, (plus MCIEAST-MCB CAMLEJ ATC Dist A)

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Chapter 1

General

1. Scope. This Order prescribes the ATC Program within MCIEAST, to include MCAF Quantico. Compliance with stipulated 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 instructions. 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 will be disseminated to the distribution list, as appropriate, for review.

b. Adopted changes, with summary of revisions, 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 MCIEAST-MCB CAMLEJ 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 MCIEAST-MCB CAMLEJ ATC T&R Office shall also examine and share recognized best practices throughout the region.

b. The MCIEAST-MCB CAMLEJ ATC T&R Office consists of the ATC T&R Officer, Staff Non-Commissioned Officer-in-Charge (SNCOIC), Regional Airspace

Coordinator (RAC), and NAALS Program Analyst. Responsibilities include, but are not limited to:

- (1) Maintaining cognizance 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 ATC school quota assignments.
- (4) Reviewing all Letters of Agreement (LOA) and Memoranda 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 ATC 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 ATC Military Occupational Specialty (MOS) revocation requests.
- (9) Rendering decisions on ATC MOS career progression waiver requests, and granting waivers, as appropriate.
- (10) Facilitating coordination between ATCFs, Chief of Naval Operations (CNO) (N980A), Deputy Commandant for Aviation (AXE-8), and Marine Corps Installations Command (MCICOM) for all ATC matters. This includes operational issues, as well as those pertaining to equipment, funding, manning, etc.
- (11) Other issues, as directed by the CG, MCIEAST-MCB CAMLEJ.

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

a. Submissions are due to the MCIEAST-MCB CAMLEJ 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 respective MCAS/MCAF Commanding Officer.

d. The MCIEAST-MCB CAMLEJ ATC T&R Office shall select one nominee, and submit the nomination to MCICOM, 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 MCIEAST-MCB CAMLEJ 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 Air Traffic Control Facility Officer (ATCFO) shall develop and maintain an ATC Facility Manual (FACMAN), per 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 an ATCF does not have an action/activity described or listed in Appendix C, that item may be omitted from the FACMAN.

d. Requests to deviate from this format shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer, via the chain of command.

10. Physically Qualified/Not Physically Qualified. Air Traffic Controllers shall be immediately removed from duties involving the control of aircraft if they are not in compliance with reference (b).

11. Procedures Evaluation Program. The ATCFO shall establish a Procedures Evaluation Program, which shall be defined within the ATC FACMAN. The program shall include a facility recommendation program and designated Procedures Evaluation Board (PEB), which shall be conducted at least annually, with results documented. All ATCF personnel shall be afforded an opportunity to provide input to this program, the results of which shall be disseminated to all ATCF personnel.

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

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

13. Facility Technical Library. Reference (b) provides a comprehensive list of FAA and DoN directives that apply to USN and USMC ATCFs. The below list represents the minimum requirement for technical libraries that shall be maintained within the ATCF. Individual libraries shall be maintained in the training office, radar branch, and tower branch. Technical libraries may be comprised of physical or digital materials, and shall be audited quarterly. (TERPS library requirements are outlined in Chapter 5.)

- a. FAA JO 7110.65 - Air Traffic Control

- b. FAAO 7220.1 - Certification and Rating Procedures for Department of Defense (DoD) Personnel
- c. FAA JO 7340.2 - Contractions
- d. FAA JO 7350.9 - Location Identifiers
- e. FAA JO 7400.10 - Special Use Airspace
- f. FAAO JO 7610.4 - Special Operations
- g. NAVAIR 00-80T-114 - NATOPS Air Traffic Control Manual
- h. OPNAVINST 3750.6 - Naval Aviation Safety Management System
- i. FACMAN
- j. AOM
- k. LOA Binder
- l. Facility Directives Binder (may be contained in the same binder as FACMAN)

14. Facility Contingency Plan. Reference (b) requires that each ATCF develop and maintain a facility contingency plan, and provides general guidance toward that end. Additionally, the following requirements contained in reference (q) apply:

a. ATC-Alert, ATC-Limited, and ATC-Zero contingency plans shall be established and maintained by all ATCFs.

b. All contingency plan procedures (ATC-Alert, ATC-Limited, and ATC-Zero) must include:

(1) A list of all ATCFs necessary to support the Impacted Facility's ATC-Limited and ATC-Zero contingency plans.

(2) Contact information, both administrative and operational, necessary for the coordination and implementation of contingency plan procedures.

(3) Notification procedures that must include alternate methods in the event of disruptions to normal communications.

c. ATC-Alert procedures must also include the requirement for the Impacted and Support Facilities to review ATC-Limited or ATC-Zero procedures, as applicable.

d. ATC-Limited and ATC-Zero procedures must address the loss of one or more operational segments and must also:

(1) Provide airspace divestment and assumption procedures.

(2) Provide facility-specific Notice to Air Missions (NOTAM) language alerting pilots of any unavailable services.

(3) Identify the Support Facility responsible for issuing required NOTAMs, if the Impacted Facility is unable.

(4) Outline any additional procedures necessary to ensure continuity of service during an operational contingency situation.

e. Support Facility procedures must be developed collaboratively with the Impacted Facility and must include:

(1) Defined roles, responsibilities, and coordination requirements.

(2) Requirement to review procedures in support of possible ATC-Limited or ATC-Zero declaration by Impacted Facility, as applicable.

(3) Procedures required to support airspace divestment/assumption, if applicable.

f. Hard copies of contingency plans and associated LoAs shall be maintained in each branch.

g. Contingency plans should be exercised annually.

Chapter 2

Training

1. General. The goal of the ATC training program is to ensure the development of capable military air traffic controllers with a strong foundation in ATC knowledge, who are able to provide ATC services anywhere in the world. 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. The ATCF should expose controllers to ATC subject matter required by the references.

2. Training Development

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

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

c. ATCFOs and SNCOICs shall not train on any operating position within their respective ATCF.

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 ATCF management and of the Training Chief, as necessary.

a. On-the-Job Training Instructor (OJTI). ATCF 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) and (c), and complete an OJTI course.

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

- (a) Human Relations Skills
- (b) Communication Skills
- (c) Motivation and Attitude
- (d) Objectivity
- (e) Credibility

(2) Upon satisfactory review of the candidate's attributes, a Senior Instructor shall submit a recommendation to the ATCFO, via the Training Chief, 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.

b. OJTI Course Instructors. The Training Chief shall be the primary OJTI Course Instructor and 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. At the discretion of the Training Chief, and with approval of the ATCFO, additional personnel may instruct the course, provided that they maintain designation as a Senior Instructor, per reference (c).

4. Skill Enhancement Training. Skill Enhancement Training (SET) is defined in reference (b) and consists of two categories: Skill Improvement Training (SIT) and Skill Development Training (SDT).

a. SIT and SDT are further defined in reference (b).

b. SDT is administered by the training team and shall be utilized prior to recommendation for suspension of training or MOS revocation.

c. The Training Team Leader shall identify the need for SDT based on recommendations from the training team.

d. When SDT is assigned, the Training Team Leader shall:

(1) Coordinate the use of training resources and schedule training.

(2) Discuss SDT with the trainee and the training team.

(3) Document the plan in writing.

5. Training Materials. Training materials and publications, including the Airfield Operations Manual, ATC FACMAN, and reference (m) 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 ATCF in sufficient quantity to meet this requirement.

6. ATC Simulation Program. A robust simulation program is a vital component of ATC training and shall be designed as an integral part of the Local Qualification Standard (LQS) and Lesson Topic Guide (LTG). It shall be reviewed annually by ATCF management personnel, in accordance with reference (b). Simulation training shall be conducted on NAATSEA-approved devices.

7. Qualification Time Limits. ATCFOs shall review time limitations for position qualification, also referred to as Total Training Months (TTM), annually during the month of June. The results of this review shall be documented and ATCFOs shall submit TTM change requests to the MCIEAST-MCB CAMLEJ ATC T&R Officer no later than 30 June.

8. Tower Visibility Observers. All tower trainees shall be designated a Tower Visibility Observer, prior to achieving credentialing as a Local Controller. Individuals shall be certified in accordance with reference (b), and a copy of the completion certificate for the online training shall be placed in the individual's Marine Air Command and Control System Performance Record (MPR).

9. ATC Annual Proficiency Training Program

a. 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 ATCF should review all applicable rules, regulations, and procedures, and ensure that all personnel receive proficiency classes on those subjects. The Annual Proficiency Training Program should be developed and published for the calendar year.

b. Documentation. The Training Chief shall ensure that each controller's attendance at such classes is documented in the appropriate section of each controller's training jacket, in accordance with references (b) and (c).

c. Course Material. Each ATCF should tailor classes to meet their specific requirements. The following content should be reviewed on an annual basis; ensure that all changes are briefed and documented prior to the effective date:

- (1) FAAO JO 7110.65.
- (2) NAVAIR 00-80T-114.
- (3) FACMAN/Airfield Operations Manual.
- (4) Letters of Agreement.
- (5) Other Course Material:
 - (a) Physiological/Psychological Factors in Flight (Flight Surgeon).
 - (b) Characteristics of Aircraft (SME from local Marine Aircraft Group).
 - (c) First Aid and Cardiopulmonary Resuscitation (Medical personnel).
 - (d) Weather (weather representative).
 - (e) Review OJTI Philosophy.
 - (f) Review applicable doctrinal publications related to MACCS.
 - (g) Familiarization (FAM) events that require annual re-fly, in accordance with reference (c).
 - (h) ATC Hazard Reports.

10. Formal Schools Training. Both controllers and ATCFs benefit from an individual's attendance at a formal school (e.g. Advanced Radar Air Traffic Control, TERPS, etc.), and every attempt should be made to provide an opportunity to attend. Nominations for formal schools training shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R SNCOIC.

11. Airfield Vehicle Operators Course (AVOC). 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, at a minimum. Documentation of attendees will be forwarded to Base Operations/Flight Planning, as appropriate, for monitoring and issuance of vehicle operator licenses.

12. Reporting Requirements

a. Monthly Training Report. Each ATCF shall prepare and submit a Monthly Training Report to the MCIEAST-MCB CAMLEJ ATC T&R Office no later than the fifth of each month. Monthly Training Report format can be accessed at <https://atc.navy.mil/atc/home.aspx>.

b. Simulator Usage Report. A Simulator Usage Report shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Office in conjunction with the Monthly Training Report. Report only trainee hours/approaches conducted on NAATSEA-approved devices. Annual training device usage, for the calendar year, shall be reported in the Air Traffic Activity Report, in accordance with reference (b). See Appendix D for Simulator Usage Report format.

Chapter 3

CEB and ATCS Revocation/Suspension Procedures

1. Controller Evaluation Board (CEB). CEBs shall be established in accordance with reference (b).
2. CEB 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 Chief 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 to the ATCFO, with one or more of the following recommendations:
 - (1) Continuance of OJT. If continuance of OJT is recommended, consideration should be given to the following measures, which may increase the likelihood of the controller/trainee attaining qualification:
 - (a) Assignment to a different training team.
 - (b) Assignment of SET.
 - (c) Other actions that may facilitate the controller/trainee's progression.
 - (2) Revocation of Air Traffic Control Specialist (ATCS) credential/ATC MOS.
 - (3) Suspension of training, with retention in current capacity.
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 Request Format for USMC Controllers/Trainees. Revocation requests shall be submitted utilizing the format contained in Appendix E. Italicized verbiage may be modified or replaced, as necessary.
5. Timeline for Revocation and Waiver Requests
 - a. Revocation requests shall be endorsed by the Installation Commander no later than 15 working days after the ATCFO makes a determination for revocation.
 - b. Waiver requests shall be submitted to the ATC T&R Office no later than 30 days prior to the subject Marine reaching their specified career progression timeline. Waiver requests shall be endorsed by the first O-5 Commanding Officer in the chain of command.

c. The ATCFO shall submit an extension request to the MCIEAST-MCB CAMLEJ ATC T&R Officer, via the chain of command, for requests that cannot be submitted within the specified time period.

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

Chapter 4

MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Program

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

2. Objective. The objective of the MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Program is to evaluate, train, and assist MCIEAST-MCB CAMLEJ ATCFs 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. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Team. MCIEAST-MCB CAMLEJ ATC NATOPS evaluation teams operate 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 ATCF being evaluated.

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

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

4. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluations

a. ATC NATOPS Evaluation. Conducted on an 18-month cycle, but may be extended to a maximum of 24 months by the NATOPS Evaluation Unit for ATCFs whose previous evaluations indicate a high degree of NATOPS compliance.

b. Internal Evaluation. Performed by personnel resident to the ATCF. This evaluation shall be conducted 9 to 12 months after the last NATOPS Evaluation, utilizing reference (b) and Appendix F of this Order. The results shall be endorsed by the Airfield Operations Officer and submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer.

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 ATC NATOPS Evaluation.

d. ATC NATOPS Assist Evaluation. At any time, the Installation Commander, Airfield Operations Officer, or the ATCFO may request an assist evaluation via Automated Message Handling System (AMHS) or via e-mail, if AMHS is not available. Areas to be evaluated and composition of the evaluation team shall be determined by the MCIEAST-MCB CAMLEJ ATC T&R Officer and be tailored to the specific request.

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

6. 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 ATCF being evaluated.

b. Not Observed. This designation will be used to identify checklist items that apply to the ATCF, but which could not be observed (e.g., absence of specific events, weather phenomena, etc.) during the evaluation. These items will be discussed with ATCF personnel and assigned 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. Off-checklist items must be addressed by the ATCF, but are not required to be included in the Corrective Action Report (CAR).

7. 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 Commander, describing the effectiveness of the ATCF, ATC Maintenance Division, 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 ratings 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 shall be prepared in accordance with paragraph 7.a.

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.

8. 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., T22-XXX-100):

a. The functional area (T) and two-digit calendar year of the evaluation (22).

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.

9. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation After Action Requirements. The Installation Commander shall submit a 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).

a. Subsequent CARs shall document actions taken to resolve Major and Minor Deficiencies and shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer no later than the fifth of each month until all Major and Minor Deficiencies are closed.

b. The MCIEAST-MCB CAMLEJ ATC T&R Officer shall submit a Status Report to the Installation Commander no later than 10 days after receipt of the most recent CAR.

c. This process shall continue until each Major and Minor Deficiency has been corrected, is deemed closed, or the next ATC NATOPS Evaluation occurs.

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

Chapter 5

Terminal Instrument Procedures (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 MCIEAST-MCB CAMLEJ 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 ATC NATOPS Evaluations of 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/Airport Airspace Analysis (OE/AAA) 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 compatibility evaluations and notices of proposed construction for MCIEAST installations projects are accurate, per reference (o).
 - g. Ensure proper documentation of training for each ATCF TERPS Specialist. Assist ATCFs with the development and implementation of formal OJT deemed necessary for effective training of TERPS Specialists.
3. ATCF TERPS Specialist. In addition to the duties and responsibilities outlined in reference (b), the ATCF TERPS Specialist shall:
 - a. Add a copy of the ATCF signed ATCF TERPS Specialist designation letter to their MPR and Instrument Approach Procedure (IAP) Binder.
 - b. Be an active duty Sergeant or above, or a General Schedule (GS) 11 or above 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.

f. Notify the MCIEAST-MCB CAMLEJ 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 ATCF in the retention of all documents submitted and received affecting and pertaining to the ATCF TERPS Program and procedures.

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

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

k. Route required TERPS documentation through the MCIEAST-MCB CAMLEJ ATC T&R SNCOIC.

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

4. IAP Binder. The ATCF IAP Binder shall be organized and maintained in accordance with Appendix G, and shall be reviewed for accuracy and completeness in conjunction with the annual TERPS review required in reference (b). The ATCF shall provide a written statement to the MCIEAST-MCB CAMLEJ 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 retained in order to reduce the amount of source documents; however, a record shall be maintained in each section of the IAP Binder stating that 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 MCIEAST-MCB CAMLEJ ATC T&R Office will forward the request to the appropriate CALO, Range Liaison Officer, or Wing/Group representative, as appropriate, 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, local visual flight rule (VFR) routes, airport imaginary obstacle clearance surfaces, and impact on approved and proposed Standard Instrument Approach Procedures (SIAPs).

b. The MCIEAST-MCB CAMLEJ 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 an ATCF requires assistance in resolving a TERPS issue or complying with the requirements of this Order or other applicable directives, the ATCF TERPS Specialist can request assistance from the MCIEAST-MCB CAMLEJ ATC T&R Office, which will coordinate NAVFIG support.

7. TERPS Reference Library. The ATCF TERPS Specialist shall maintain physical or electronic copies of the following reference material, with current updates/changes, for use within the ATCF TERPS Program:

- a. FAA AC 70/7460-1 Obstruction Marking and Lighting
- b. FAAO 8200.1 Flight Inspection Handbook
- c. FAAO JO 7400.11 Airspace Designations and Reporting Points
- d. FAAO JO 7400.2 Procedures for Handling Airspace Matters
- e. FAAO JO 7900.2 Reporting of Navigational Aids, Communication Facilities, and Aviation Weather Systems Data to the National Flight Data Center
- f. FAAO 8260.3 United States Standard for Terminal Instrument Procedures (TERPS)
- g. FAAO 8260.19 Flight Procedures and Airspace
- h. FAAO 8260.46 Departure Procedure (DP) Program
- i. FAAO 8260.58 United States Standard for Performance Based Navigation (PBN) Instrument Procedure Design
- j. NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual
- k. NAVAIR 51-50AAA-2 Shore Based Airfield Marking and Lighting Manual
- l. NAVAIR 16-1-520 Flight Inspection Manual
- 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 6

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 DoN airspace-related activity within the region, manned and unmanned air operations, Special Use Airspace (SUA), Military Training Route (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) for all ATC airspace delegated to MCIEAST and for all SUA in which a MCIEAST entity is designated as the Controlling and/or Using Agency.
 - b. Review, modify as needed, and approve, all LOA, Letters of Procedure, and Memorandum of Agreement (MOA)/MOU that involve 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 Departments of Defense, 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, and guidance in accordance with references (g) through (i).
6. NAVREP. NAVREP responsibilities are outlined in reference (e). The NAVREP facilitates RAC/FAA regional interface and provides CNO airspace policy guidance.
7. CALO
 - 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. The CALO is the command's resident authority on airspace matters. They maintain direct liaison with the MCIEAST-MCB CAMLEJ RAC and NAVREP to ensure coordination of the installation's delegated airspace, per reference (f). The CALO ensures 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. CALOs shall:

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

(2) Using the Mission Compatibility Analysis Tool (MCAT) [<https://gis.aw3s.navy.mil/mcat>], 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 reviews by e-mail and submit responses to the MCIEAST-MCB CAMLEJ RAC for consolidation and submission to MCICOM.

(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 Air Installation Planning Board, in accordance with reference (d), to ensure that land use and development are compatible with airspace and air operations.

8. Commands Required to Designate a CALO

- a. MCAS Beaufort
- b. MCAS Cherry Point
- c. MCAS New River
- d. MCB Camp Lejeune
- e. MCAF Quantico

9. 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 ATCF-specific procedures and phraseology.
- c. Coordinate UAS Airspace Access Program with the RAC.

Note: 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.

10. 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 between the military and the FAA, and between the military and civil airspace 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 7

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 ATCF 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 ATC 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 a mishap or severe ATC hazard.
6. 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 (b), ensure that the following agencies are promptly notified:
 - a. The FAA Air Route Traffic Control Center with jurisdiction.
 - b. During working hours, the MCIEAST AC/S, G-3/5, DSN 751-7395/5326, commercial (910) 451-7395/5326; and the MCIEAST-MCB CAMLEJ 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.
7. Reporting Unauthorized UAS Operations. Unauthorized UAS operations shall be documented and reported in accordance with references (b), (g), and (h).

Chapter 8

Flight Planning

1. Purpose. This chapter establishes standard procedures for operation of the Flight Planning Branch.
2. Background. Successful operation of the Flight Planning Branch is contingent upon the training and qualification of the individuals assigned, and the cooperation of all branches of the ATCF. The Flight Planning Branch assists aircrew in properly planning and 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. Additionally, Flight Planning Branch personnel shall:
 - (1) Utilize flight progress strips to assist in flight guarding aircraft. The Tower Flight Data position shall pass all departure and arrival times to the Flight Planning Clerk.
 - (2) Utilize procedures established in reference (1) for overdue aircraft. Instrument Flight Rules aircraft handling is further delineated in reference (m).
 - b. In accordance with references (b) and (n), the Flight Planning Branch shall assist aircrew in planning, processing, and receiving flight plans.
 - c. The Flight Planning Branch shall publish standard operating procedures, to include a mission statement, which addresses 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 developing 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. Training and Qualification. The Flight Planning NCOIC shall establish a training program.
 - a. The training program should incorporate the provisions found in reference (n), and shall ensure that procedures are established to qualify branch personnel as Watch Supervisors, Dispatchers, and/or Clerks.
 - 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 ORDER CHANGE REQUEST FORM

MCIEAST-MCB CAMLEJO 3722.3 CHANGE REQUEST FORM				
#	Page #	POC / Phone / E-mail	Comment	Response from ATC T&R Office

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 3722.3
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:

APPENDIX B

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

APPENDIX B

Professional History
(Last two years)

In award period:

<u>Date</u>	<u>Grade</u>	<u>Command</u>	<u>Professional Qualifications</u>	<u>Awards</u>
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Previous year:

<u>Date</u>	<u>Grade</u>	<u>Command</u>	<u>Professional Qualifications</u>	<u>Awards</u>
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APPENDIX B

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 AFSAS RMI 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. Dangerous Cargo.

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

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

APPENDIX C

- 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.

- a. General

APPENDIX C

- 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. Reserved for ATCF Use.
- b. Reserved for ATCF Use.
- c. Reserved for ATCF Use.
- d. Reserved for ATCF Use.

APPENDIX D

SIMULATOR USAGE REPORT

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, only. 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, Marine Corps Air Station XXX
 To: Deputy Commandant for Aviation, Aviation Expeditionary Enablers, Air Traffic Control (AXE-8)
 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 T&R Office)
 (4) Commander, Marine Corps Installations Command (Attn: G-3)

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

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

APPENDIX E

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>	<i>YYMMDD-YYMMDD</i>

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 Lateral Mover.

b. If applicable, supply details of the actions taken to overcome deficiencies (i.e., SET, 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, etc.) or 6105 entries as they relate to training and/or MOS revocation.

c. Any other pertinent information.

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

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

X. X. XXXXXXXX

APPENDIX E



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

3722
ATC
Date

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

Subj: CONTROLLER EVALUATION BOARD FINDINGS IN CASE OF (RANK) (NAME)
(EDIPI/MOS) USMC

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

1. *Per the references, a Controller Evaluation Board (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 (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 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.*

APPENDIX E

(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 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. Continuance of OJT. If continuance of OJT is recommended, consideration should be given to the following measures which may increase the likelihood of the controller/trainee attaining qualification:

- (1) Assignment to a different training team.
- (2) Assignment of SET.
- (3) Other actions that may facilitate the controller/trainee's progression.

b. Revocation of Air Traffic Control Specialist (ATCS) credential/ATC MOS.

c. Suspension of training, with retention in current capacity

X. X. XXXXXXXX

APPENDIX E



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 CREDENTIAL AND
MILITARY OCCUPATIONAL SPECIALTY IN CASE OF (RANK) (NAME) (EDIPI/MOS)
USMC

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

1. Per reference (a), a recommendation is being submitted via the chain of command to the Deputy Commandant for Aviation (DC/A AXE-8) to revoke your ATCS Credential and Military Occupational Specialty (MOS). This recommendation for revocation is based on *[state the reasons/considerations from Paragraph 5.5.4.2.1]*.
2. Effective immediately, you are suspended from performing duties as a Naval Air Traffic Controller.
3. Accordingly, you are afforded three working days to submit a statement concerning this recommendation or to decline this opportunity in writing.
4. 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.
5. These procedures are administrative and are not to be construed as disciplinary action.

X. X. XXXXXX

Date

1. I have been counseled and understand the action being taken. I acknowledge that I have three working days to submit a written statement concerning this action or to decline the opportunity in writing.

Signature

APPENDIX E

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: Deputy Commandant for Aviation, Aviation Expeditionary Enablers, Air
Traffic Control (AXE-8)
Via: (1) Air Traffic Control Facility Officer, Marine Corps Air Station XXX
(2) Commanding Officer, Headquarters and Headquarters Squadron, Marine
Corps Air Station XXX
(3) Commanding Officer, Marine Corps Air Station XXX
(4) Commanding General, Marine Corps Installations East - Marine Corps
Base Camp Lejeune (Attn: ATC T&R Office)
(5) Commander, Marine Corps Installations Command (Attn: G-3)

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

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 MCIEAST-MCB CAMLEJ ATC T&R Officer and require evaluation.

1. ATC Facility Management

a. General

(1) Are required internal NATOPS Evaluations conducted 9-12 months after the MCIEAST NATOPS Evaluation?

(2) Are Procedures Evaluation Boards conducted on an annual basis, and are the results documented?

(3) Is a hard copy of the facility contingency plan, and associated LoAs, maintained in each branch?

b. ATC Facility Manual

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

c. LoA

Reserved

d. FWO

Reserved

e. Communications

Reserved

f. Flight Inspection

Reserved

g. Mishaps/Hazards

(1) Does the ATCFO report mishaps and hazards in accordance with Chapter 9 of this Order?

h. Medical

Reserved

2. TERPS

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

APPENDIX F

a. 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 Installation 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

a. General

(1) Are maximum allotted TTM/approaches for each operating position evaluated at least annually?

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(2) Does the ATCFO submit requests for changes to maximum allotted TTM/approaches to the MCIEAST-MCB CAMLEJ ATC T&R Officer?

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 endorsed by the Installation Commander no later than 15 working 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-MCB CAMLEJ ATC T&R Officer?

(2) Are waiver requests submitted to the ATC T&R Office no later than 30 days prior to the Marine reaching their specified career progression timeline? If not, did the ATCFO submit a request for extension to the MCIEAST-MCB CAMLEJ ATC T&R Officer?

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 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 & height criteria) for proposed airfield construction screened through Airfield Operations for approval and for potential effect on navigable airspace, VFR 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

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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 MCIEASTO-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 sub-divided 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 the following paragraph.

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 (ATCF TERPs and TERPs assistant)
- (2) Points of Contact
- (3) Annual TERPs review (due to regional MCIEAST-MCB CAMLEJ ATC T&R Office by 15 September)
- (4) IAP annual review (due to regional MCIEAST-MCB CAMLEJ ATC T&R Office by 15 March)

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(5) Triennial review and approval of Standard Instrument Procedures

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

d. Section 4: (Correspondence Section) Copies of all correspondence, e-mails, 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