

TRAINING & READINESS SUPPLEMENT

ORIENTATION



Air Traffic Control Facility
26 Sep 2019

Name

This supplement includes Lesson Topic Guides (LTGs) and Local Qualification Standards (LQSs) for Marine Corps Air Station Cherry Point as required by ATC NATOPS and NAVMC 3500.94B, Chapter 8, Training & Readiness Manual.

The LTGs detail the reference materials and discussion items that support the Knowledge, Skills and Abilities (KSAs) that must be satisfactorily completed in order to assign the applicable qualification or designation. The LQSs are divided into KSAs. The time allowed to complete this T&R Supplement is defined by the ATC Facility Manual and shall not exceed the requirements of the T&R Directive. The actual completion data for each position qualification, to include total number of days and total number of hours, shall be collected and analyzed by the facility's training branch. These data support Continuous Process Improvement within the facility and aid in projects and planning at the regional level.

Knowledge is checked with a written test. All Knowledge tests shall be completed with a minimum passing score of 80%. Skills and Abilities may be accomplished through OJT or simulation and shall be marked appropriately. LTGs and LQSs written in black are those required by the T&R Directive, those written in red are supplemental information specifically for MCAS Cherry Point.

The following events are included in this supplement and taught in the associated Lesson Plan:

Event	Description
ACAD-0500	Describe general ATC knowledge.
ACAD-0501	Describe general ATC terminology.
ACAD-0502	Label the local airfield diagram.
ACAD-0503	Describe local area/airfield specific information.
ACAD-0504	Label the location of ATCF Emergency/Safety Equipment.
ACAD-0505	Describe ATC emergency procedures and policies.
ACAD-0506	Describe the handling of special flights procedures and policies.
ACAD-0507	Describe basic weather knowledge.
ACAD-0508	Identify information contained in Local Letters of Agreement/Procedure.
ACAD-0509	Identify knowledge of ATC publications.
ORNT-2000	Identify common ATC knowledge applicable to the control tower and radar ATC facility (RATCF).

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 ORNT 8 - SPECIAL FLIGHTS (ACAD-0506)

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Section III Progression Benchmarks

Section IV Training & Readiness Events

TRAINING PLAN			
Trainee:		Date:	
Position:		Initial Training <input type="checkbox"/>	
FWO:		Subsequent Training <input type="checkbox"/>	
OJT Start Date		25% Date	
Pre OJF Required		50% Date	
Simulation Required		75% Date	
		100% Date	
Objectives:			
EXAMPLE			
Trainee		Signature/Date	
Primary OJTI		Signature/Date	
Secondary OJTI		Signature/Date	

Ensure a copy of this training plan is on file in the ATC Training Office.

ORNT 1 - MCAS CHERRY POINT CHECK IN BRIEF

Lesson Topic Guide

GOAL. Demonstrate an understanding of Cherry Point and ATC NATOPS specific procedures.

REQUIREMENT. Describe the procedures listed in the reference.

INSTRUCTOR. BI.

REFERENCE**1. NKT Facility Manual**

1-104 Facility Directives and Memos
1-401 Drug and Alcohol Use
1-402 Facility Parking
1-403 Headsets
1-404 Mail
1-405 Locker Assignments
1-408 Facility Tours
1-409 Airfield Tours
1-410 Phone Usage
1-411 Blood Donations
1-412 Airfield Hours of Operation
1-413 ATCFO and Staff Working Hours
1-414 ATC Watch Bill
1-415 Holiday Manning
1-416 Additional Duties
1-417 Briefing Area
1-418 Operational Crew Briefings
1-419 Leave and Liberty
1-420 Uniforms
1-421 Annual Physicals
1-423 Food and Drink in the Facility
1-424 Portable Electronic Device Usage
1-425 Procedure Evaluation Board (PEB)
1-426 Procedure Evaluation Program (PEP)
2-100 Marines Checking In

2. NAVAIR 00-80T-114

1.3 Control Authority
Chap 2 Air Traffic Control NATOPS Program
3.2 Annual Awards
4.1.6 Facility Directives
4.2.2 Position Logs
4.2.3 Operating Initials
4.3.4.3 Physical Qualification and Examination
4.4.3 Watch Team Briefing
4.4.8.7 Portable Electronic Device Usage

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 1:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

ORNT 2 - ATC KNOWLEDGE/TRAINING PROGRAM (ACAD-0500)

Lesson Topic Guide

GOAL. Describe general ATC knowledge.

REQUIREMENT. Describe the information listed in the reference.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

- 1-1-1 Purpose of this Order
- 1-2-1 Word Meanings
- 1-2-2 Course Definitions
- 1-2-3 Notes
- 1-2-4 References
- 1-2-5 Annotations
- 1-2-6 Abbreviations
- 2-1-1 ATC Service
- 2-1-2 Duty Priority
- 2-1-3 Procedural Preference
- 2-1-4 Operational Priority
- 2-2-1 Recording Information
- 2-2-2 Forwarding Information
- 2-2-3 Forwarding VFR Data
- 2-2-4 Military DVFR Departures
- 2-2-5 IFR to VFR Flight Plan Change
- 2-2-6 IFR Flight Progress Data
- 2-2-7 Manual Input of Computer-assigned Beacon Codes
- 2-2-8 ALTRV Information
- 2-2-9 Computer Message Verification
- 2-2-10 Transmit Proposed Flight Plan
- 2-2-11 Forwarding Amended and UTM Data
- 2-2-12 Airborne Military Flights
- 2-2-13 Forwarding Flight Plan Data Between U.S. and Canadian
- 2-2-14 Teletype Flight Data Format
- 2-2-15 North American Route Program Information
- 2-10-1 En Route Sector Team Position Responsibilities
- 2-10-2 Terminal Radar/Nonradar Team Position Responsibilities
- 2-10-3 Tower Team Position Responsibilities
- 3-1-13 Establishing Two Way Communications

2. NAVAIR 00-80T-114

- 7.1 General
 - 7.1.1 Purpose
 - 7.1.2 Training Chief
 - 7.1.3 OJTI
 - 7.1.4 ATC Training Team
- 7.2.1 Program Elements
- 7.2.2 Program Tools
- 7.3.1 Documentation Requirements
- 7.4.1 Program Compliance
- 7.4.2 Definitions
- 7.4.3 Currency Requirements
- 7.5.1 General
 - 7.5.2 Development and Issuance
 - 7.5.3 Transfer and Retention

- 7.5.4 Marine Sierra Hotel Aviation Readiness Program (M-SHARP)
- 7.5.5 Initial MOS and Skill Designators
- 7.6 MACCS Training and Readiness

3. ATC Facility Manual

- 4-100 General
- 4-101 ATCFO Responsibilities
- 4-103 Training Chief Responsibilities
- 4-104 FWO Responsibilities
- 4-105 OJTI Responsibilities
- 4-106 Trainee Responsibilities
- 4-107 Local Qualification Standards
- 4-108 Lesson Topic Guides
- 4-109 Testing
- 4-110 Annual Training Plan
- 4-200 Qualifications Training
- 4-201 Proficiency Training
- 4-202 Requalification
- 4-203 Currency Requirements
- 4-204 Position Evaluations (ANNUAL SKILL CHECK)
- 4-205 Tower Visibility Observers
- 4-300 General
- 4-301 Definitions
- 4-302 Facility Training Requirements
- 4-303 Minimum OJT Position Time
- 4-304 Selection, Qualification and Evaluation of OJTIs
- 4-305 Training Teams
- 4-306 Training Plan
- 4-307 Lesson Format
- 4-308 Performance Skill Check (Trainee)
- 4-309 Performance Skill Check (Qualified)
- 4-310 Skill Enhancement Training (Trainee)
- 4-311 Qualification Skill Check
- 4-312 Examiners
- 4-313 Additional OJT
- 4-314 Tape Talk Program
- 4-315 OJT and Qualification Process Flowchart
- 4-316 GCA IFR Training
- 4-317 Designation
- 4-400 MACCS Performance Record
- 4-401 LQS/LTG and T&R Events
- 4-403 Responsibilities
- 4-404 Position Evaluations
- 4-405 Disposition of Records and Reports
- 4-406 Operating Initials
- 4-500 General
- 4-503 NAVAIR 755 Progression
- 4-504 T&R Supplements
- 4-603 Controller Evaluation Board
- 4-604 Suspension of Training
- 4-605 Discontinuation of Training
- 4-700 General
- 4-701 IPART
- 4-702 AT COACH (STARS)
- 4-703 Tower Simulator
- 4-704 Simulator Position Logs
- 4-705 Simulator Training Requirements

- App G Instructions For Completing Position Evaluations
- App E Guide for Position Logs

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 2:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

ORNT 3 - ATC TERMINOLOGY (ACAD-0501)

Lesson Topic Guide

GOAL. Describe general ATC terminology.

REQUIREMENT. Describe the items listed in the reference.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65 - Glossary Terms

Additional Services	Advisory Frequency
Aerial Refueling	Affirmative
Roger	Wilco
Aircraft Classes	AIRMET
Approach Gate	Final Approach Fix
Final Approach Course	Decision Altitude
Overhead Maneuver	Pilot's Discretion
Pilot Weather Report	Preferential Routes
Procedure Turn	Segments of an Approach Procedure
Short Range Clearances	Simulated Flameout
Missed Approach	Go Around
Information Request Instrument	Approach Control Service
Instrument Approach Procedure	Radar Separation
Nonradar Separation	Traffic Management Unit
Traffic Pattern	Vector

IMC - Instrument Meteorological Conditions
VMC - Visual Meteorological Conditions
EDCT - Expect Departure Clearance Time
ATCAA - ATC Assigned Airspace
VIDS - Visual Information Display System
VSTOL - Vertical Short Takeoff and Landing

2. ATC Facility Manual

1-200 Word Meanings
1-201 Annotations
1-202 Abbreviations

PAR - Precision Approach Radar	EOD - Explosive Ordnance Disposal
UAS - Unmanned Aerial System	ASR - Airport Surveillance Radar
ZDC - Washington Center	CALA - Combat Aircraft Loading Area
INREQ - Information Request	ATCF - Air Traffic Control Facility
DoD - Department of Defense	GCA - Ground Controlled Approach
OJTI - OJT Instructor	FAA - Federal Aviation Administration
FWO - Facility Watch Officer	ILS - Instrument Landing System
APW - Approach West	ODO - Operations Duty Officer
IPART - Improved PAR Trainer	VISCOM - Visual Communications

1-203 Glossary
1-204 Position Relief Checklist

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 3:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

ORNT 4 - AIRFIELD DIAGRAM (ACAD-0502)

Lesson Topic Guide

GOAL. Label the local airfield diagram.

REQUIREMENT. Given an airfield diagram, draw/label required information.

INSTRUCTOR. BI.

REFERENCE

1. Facility Manual

5-100 General
Figure 5-1-1

Memorize the airfield diagram. Label from memory an airfield diagram to include:

- a. Runways.
 - Numbering/marking.
 - Length and width.
 - Crash Fire Rescue standby positions.
 - Location of Windssocks.
 - Location of Optical landing systems.
 - Carrier Deck
 - Harrier Pads
- b. Helicopter landing areas/spots.
 - Name/designation.
- c. Taxiways.
 - Designation (name/number).
 - Special use areas (hazardous cargo, hot brakes, ordnance Load/offload, arm/dearm, etc).
- d. Fuel Pits.
 - Number of fueling points.
- e. Aircraft wash racks.
- f. Tenant aircraft parking ramps.
 - Squadron assigned.
- g. Transient parking ramps.
 - VIP spots.
- h. Crash Fire Rescue.
 - Location of building and hotspots.
- i. Hangars.
 - Unit assigned.

j. Visual aids.

Runway lights.
Approach lights.
Taxiway lights.
Airfield beacon.
Obstruction lights.

k. Navigation aids.

TACAN Checkpoints
Compass rose.

l. Obstructions on the airfield: Type, height, and location.

m. ATC radar types and location.

2. Airfield Operations Manual

- 1.1. General Prudential Rules
- 1.2. Definitions
- 1.3. Airfield Description
- 1.4. Hours of Operation
- 1.5. Hangar and Service Facilities
- 1.6. Prior Permission Required (PPR)

6.4. Distinguished Visitor (DV) Procedures

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 4:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

ORNT 5 - LOCAL AREA/AIRFIELD SPECIFIC INFORMATION (ACAD-0503)

Lesson Topic Guide

GOAL. Describe local area/airfield specific information.

REQUIREMENT. Conduct the following as described in the reference.

1. Describe when arresting system operations are in affect.
2. Describe the guidelines for runway selection.
3. Describe local airfield weather minimums.
4. List aircraft type, modex, and tactical callsigns of each tenant squadron.
5. Describe local traffic patterns and no-fly areas.
6. List alternate, divert, and adjacent airfields.
7. List local frequencies pertinent to air traffic or safety of flight.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65
 - 3-3-6 Arresting System Operation
 - 3-5-1 Runway Selection
2. Local publications
 - Airfield Weather Minimums
 - Type Aircraft Assigned Each Local Squadron (FacMan 2-600)
 - Modex/Tactical Call of Each Local Squadron (FacMan 2-600)
 - Traffic Patterns and no fly areas (FacMan 6-303)
 - Alternate/Divert Airfield
 - Adjacent Airfields (Figure 6-1-12)
 - Airport Surface Area Description (FacMan 2-610)
 - Facility Frequencies (FacMan 2-608)
3. ATC Facility Manual
 - 2-200 Organization
 - 2-201 Purpose and Mission
 - 2-202 Tasks
 - 2-204 Civilian Employee/Bargaining Unit Information
4. Airfield Operations Manual
 - 2.2. Flight Planning
 - 2.4. Weather Minimums
 - 3.1. General
 - 3.2. Noise Abatement Procedures
 - 3.10. Helicopter/Tiltrotor Operating Procedures
 - 3.20. Hot Brakes
 - 4.8. Bird/Animal Aircraft Strike Hazard (BASH) and Wildlife
 - 5.1. Air Traffic Control Facility (ATCF)
 - 5.5. Local Operating Terms

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 5:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

ORNT 6 - ATC FACILITY EMERGENCY/SAFETY EQUIPMENT (ACAD-0504)

Lesson Topic Guide

GOAL. Label the location of ATC Facility Emergency/Safety equipment.

REQUIREMENT. Given a diagram, conduct the following as described in the reference.

1. Label the location of all fire extinguishers.
2. Label the main power circuit breaker.
3. Label the location(s) of the Fire Bill.
4. Label the location(s) of the evacuation route.

INSTRUCTOR. BI.

REFERENCE

1. Facility Manual

3-100	General
3-101	Electrical Shock Hazard
3-102	Fire Bill
3-103	Cleanliness
3-104	Elevator Outage
3-105	Cypher Locks
3-106	Fire Extinguishers
3-107	Fire Alarms
3-201	Bomb Threats
3-203	Access Areas
5-706	Control Tower Emergency Evacuation Plan

2. Facility Safety Orientation. Conduct a tour of the ATCF to observe safety procedures and equipment.

- a. Locations of all fire extinguishers.
- b. Locations of main power circuit breaker.
- c. Locations of the Fire Bill.
- d. Emergency evacuation routes.

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 6:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

ORNT 7 - EMERGENCY PROCEDURES AND POLICIES (ACAD-0505)

Lesson Topic Guide

GOAL. Describe ATC emergency procedures and policies.

REQUIREMENT. Describe the items listed in the reference.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

2-1-7 In-flight Equipment Malfunctions
2-1-8 Minimum Fuel
4-7-8 Below Minima Report by Pilot
5-2-7 Emergency Code Assignment
Ch10 Sec1 (Emergencies) General
Ch10 Sec2 Emergency Assistance
Ch10 Sec3 Overdue Aircraft
Ch10 Sec4 Control Actions

2. NAVAIR 00-80T-114

4.4 Facility Operation
4.4.1 Hours of Operation
4.4.3 Watch Team Briefing
4.4.5 Time Standards
4.4.6 Emergency Plan
4.4.7 Emergency Power
4.4.8 Communications
4.4.9 Recorders
4.4.10 Automatic Terminal Information Service (ATIS)
4.6 Security of Facilities
4.6.1 Controlled Access
4.6.2 Official Business Access to Other Than ATC Personnel
4.6.3 Unofficial Visits and Tours
4.6.4 Commercial Telephones
4.7 Incidents, Mishaps and Hazards
4.7.1 General
4.7.2 Guidance Concerning Investigation and Reporting
4.7.3 Post Incident, Mishap and Hazard Procedures
4.8 ATC Hazard Reports

3. Facility Manual

5-700 General
5-701 Information Requirements
5-702 Emergency Notification
6-700 General
6-701 Information Requirements
6-702 Emergency Notification

4. Airfield Operations Manual

2.11. Overdue Aircraft Procedures
5.2. Emergency Procedures

5. OPNAVINST 3750.6 Naval Aviation Safety Management System

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 7:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

ORNT 8 - SPECIAL FLIGHTS (ACAD-0506)

Lesson Topic Guide

GOAL. Describe the handling of special flights, procedures and policies.

REQUIREMENT. Describe the items listed in the reference.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

9-1-3	Flight Check Aircraft
9-2-1	Aircraft Carrying Dangerous Materials
9-2-7	IFR Military Training Routes
9-2-14	Military Aerial Refueling
9-2-23	Open Skies Treaty Aircraft

Local Qualification Standards

KNOWLEDGE. The information contained in this event will be tested in another LQS.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 8:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

ORNT 9 - WEATHER (ACAD-0507)

Lesson Topic Guide

GOAL. Describe basic weather knowledge.

REQUIREMENT. Describe the items listed in the reference.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

- 2-6-2 PIREP Solicitation and Dissemination
- 2-6-3 Reporting Weather Conditions
- 2-6-4 Issuing Weather and Chaff Areas
- 2-6-5 Disseminating Official Weather Information
- 2-6-6 Hazardous Inflight Weather Advisory Service (HIWAS)
- 2-7-1 Current Settings
- 2-7-2 Altimeter Setting Issuance Below Lowest Usable FL
- 2-8-1 Furnish RVR/RVV Values
- 2-8-2 Arrival/Departure Runway Visibility
- 2-8-3 Terminology
- 2-9-1 Application (ATIS)
- 2-9-2 Operating Procedures
- 2-9-3 Content
- 3-3-4 Braking Action
- 3-3-5 Braking Action Advisories

2. NAVAIR 00-80T-114

- 9.3.1 General
- 9.3.2 Certification of Tower Visibility Observers
- 9.3.3 Tower Visibility Charts

3. Facility Manual

- 6-333 Precipitation Intensity
- B-102 Weather Definitions
- B-104 Weather Advisories & Warnings
- B-105 Thunderstorm Conditions
- B-201 Sequence Elements

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 9:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Identify information contained in local Letters of Agreement/Procedure.

REQUIREMENT. During a guided discussion, become familiar with the number and different type of Letters of Agreement are maintained in the facility. The key information will be tested in follow on supplements.

INSTRUCTOR. BI.

REFERENCE

1. Letters of Agreement.

a. Washington Center.

ZDC and NKT Approach Control Service
ZDC and NKT and NCA Approach Control Services
ZDC and NKT Use of NEUSE ATCAA
ZDC and NKT and NVF HAT B ATCAA
ZDC and NKT Use of BURNER ATCAA
ZDC and NKT and NVF Restricted Areas and MOAs
ZDC and NKT and 4thFW and NVF Phelps MOA and R-5314
ZDC and 4thFW and NKT and NVF RAZOR TALON LFE
ZDC and ILM and NKT and 4thOG IR-012 Procedures
ZDC and MCABE and 2D MAW Stereo Plans for MAG14
ZDC and MAG14 and NKT Stereo Plans

b. Adjacent Facilities.

NKT and GSB Tower Enroute Control
ILM and NKT and NCA Approach Control Services
NVF and NKT Control and Coordination
NVF and NKT and CSFWL SELFEX Procedures
NKT and NTU Approach Control Services
NKT and ORF Tower Approach Control Services
NKT and NJM and RMD Bogue Operating Procedures
NKT and Big Rock and Blackburn Real Time Joint Use
NKT and NCA Radar Feeds
EWN and NKT Control and Coordination
NKT and EWN and Hubert Tolson Aerobatic Practice Area
NKT and MAG14 and MACG 28 Time Share - ATNAVICS

c. Special Operations.

MARSOC and NCA and NKT Stone Bay UAS Procedures
NKT and MAG14 UAS Procedures
NKT and 2dMAW and USAF BURNER ATCAA
NKT and NVF and CCG-4 and C2F Haystack and Croatan One
NKT and Dogwood Farm Aircraft Operations
NKT and VAW120 Practice Precautionary Approaches
NKT and 16 SOS/DO AC-130 Hot Guns
VX-20 and NKT (MOA) Triton UAS Procedures
NKT and NCA and Duke Life Flight IFR Procedures
NKT and 2dMAW and USAF NEUSE ATCAAs

Local Qualification Standards

KNOWLEDGE. This is a discussion item only. No test is given for this event.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 10:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Identify knowledge of ATC publications.

REQUIREMENT. Given the reference material, identify the key information contained.

INSTRUCTOR. BI.

REFERENCE

1. FAA 7220.1, Operational Position Standards
2. FAA JO 7110.65, Air Traffic Control
3. FAA JO 7210.3, Facility Operations
4. FAA JO 7340.2, Contractions
5. 14 CFR Part 91, General Operating and Flight Rules
6. AIM, Airman's Information Directive
7. AOM, Airfield Operations Manual
8. ATC Facility Manual
 - 2-700 General
 - 2-701 Training Branch Library
 - 2-702 Tower Branch Library
 - 2-703 Radar Branch Library
 - 2-704 Electronic Library
 - 2-706 Publications Control
 - 2-707 Publications Available
 - 5-400 General
 - 5-402 AOM Topics
 - 6-100 General
 - 6-300 General
 - 6-301 AOM Topics
9. IFR Supplement
10. VFR Supplement
11. NOTAMS General Notices
12. AP1B Military Training Routes
13. Local Sectional (Charlotte)
14. NAVAIR 00-80T-114
 - 1.4.2 Federal Aviation Administration Documents
 - 1.4.3 Department of the Navy Directives
 - 1.4.5 Other Relevant Publications
15. Low Altitude United States.
16. High Altitude United States.

17. ATC Facility Manual Forms.

1-100	Purpose
2-300	General
2-301	SUA Violation
2-302	Control Tower Crash Emergency Call Sheet
2-303	Operational Discrepancy
2-304	Air Traffic Activity Reports
2-305	Class Roster
2-306	Facility Recommendation
2-307	FWO Checklist
2-308	SUA Activation Logs
2-309	Tower Visibility Log
2-310	Vehicle Operator's Certificate
2-311	Electronic Library Log
2-313	GCA Run Log
2-314	Position Evaluations
2-315	Air Traffic Control Specialist Certificate
2-316	Daily Record of Facility Operation
2-317	Position Log
2-318	Initial Incident Reporting
2-319	Daily Flight Schedules and Air Flow
2-320	Airfield Activities
2-321	Weekly Training Report
2-322	Monthly Training Report
2-323	Annual Training Report
2-324	MCIEAST Monthly Report
2-325	MCIEAST Quarterly SITREP
2-326	MCIEAST NATOPS Evaluation
2-327	Internal NATOPS Evaluation
2-328	ASRS
2-329	Annual Skill Checks

Local Qualification Standards

KNOWLEDGE. Pass a written examination encompassing the requirement with a minimum score of 80%.

SKILLS AND ABILITIES. NA

Individual has satisfactorily completed all LQS requirements for ORNT 11:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

1. Orientation.

COMPLETION REQUIRED PRIOR TO BEGINNING OJT			
Task	T&R Event	Completion Date	OJTI Initials
ORNT 1 Test	NA		
ORNT 2 Test	ACAD-0500		
ORNT 3 Test	ACAD-0501		
ORNT 4 Test	ACAD-0502		
ORNT 5 Test	ACAD-0503		
ORNT 6 Test	ACAD-0504		
ORNT 7 Test	ACAD-0505		
ORNT 8 Test	ACAD-0506		
ORNT 9 Test	ACAD-0507		
ORNT 10 Test	ACAD-0508		
ORNT 11 Test	ACAD-0509		

MACCS QUALIFICATION FORM

The MACCS T&R qualification form is used to document all event training that results in a qualification. The qualification form is a tool that provides the evaluator a medium to document a trainee's qualification skill check. Both the trainee and evaluator will sign this form. The WTPP Section will ensure this form is administratively correct and logged in M-SHARP.

Trainee Rank / Name:	Billet:
Exercise / Operation:	Date:
Evaluator's Rank/Name:	Evaluator's Billet / DESG:

T&R Event Codes	U	1	2	3	4	Comments
ACAD-0500						
ACAD-0501						
ACAD-0502						
ACAD-0503						
ACAD-0504						
ACAD-0505						
ACAD-0506						
ACAD-0507						
ACAD-0508						
ACAD-0509						
ORNT-2000						

Evaluator's Overall Comments

(Comments on the trainees overall performance to include trends and recommendations for improvement)

Legend

U = UNSAT	Unsafe or complete lack of ability and/or knowledge. Requires substantial input from the evaluator for mission accomplishment.
1	Limited proficiency, does not meet the standard. Requires frequent input from the evaluator.
2	Capable. Recognizes and corrects errors. Requires occasional input from the evaluator.
3	Proficient. Correct, efficient, skillful, and without hesitation. Requires minimal input from the evaluator.
4	Unusually high degree of ability. Requires no input from evaluator

Trainee Endorsement

Trainee Signature _____ **Date** _____
I have read and discussed this evaluation with the evaluator and I understand its contents.

Approval Process

Evaluator Signature _____ **Date** _____
I certify that the trainee has completed the training as described on this form.

OIC/SNCOIC Signature _____ **Date** _____

WTPP Signature _____ **Date** _____
Evaluation form is correct, administrative actions have been completed, and event code(s) have been logged in M-SHARP.