

TRAINING & READINESS SUPPLEMENT

ARRIVAL CONTROL



Air Traffic Control Facility
27 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% prior to the trainee reaching 25% of the established OJT time limit. 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-0520	Describe radio and interphone communications knowledge.
ACAD-0521	Describe aircraft movement data knowledge.
ACAD-0522	Describe flight progress strip knowledge.
ACAD-0523	Describe ATC clearance knowledge and phraseology.
ACAD-0525	Identify requirements and phraseology for special VFR operations.
ACAD-0526	Explain visual separation, types of approaches, and VFR-on-top procedures.
ACAD-0532	Identify radar equipment usage.
ACAD-0534	Describe basic radar knowledge.
ACAD-0535	Describe radar special operations.
ACAD-0536	Describe arrival/departure/approach control knowledge
ACAD-0537	Describe non-radar knowledge
ACAD-0538	Describe radar coordination procedures.
ACAD-0539	Describe radar clearance knowledge.
ACAD-0540	Describe radar spacing and sequencing procedures.
EQPT-2018	Operate radar equipment.
COMM-2206	Operate radar communications equipment.
RDR-3720	Perform the duties of an Arrival Controller.
RDR-3730	Perform non-radar approach control services.
ACPM-8000	MACCS
ACPM-8001	Marine Air Command and Control System
ACPM-8002	Tactical Air Command Center
ACPM-8003	Direct Air Support Center
ACPM-8004	Tactical Air Operations Center
ACPM-8005	Marine Air Traffic Control
ACPM-8006	Low Altitude Air Defense
ACPM-8007	Marine Unmanned Aerial Vehicle Squadron
ACPM-8008	Marine Wing Communications Squadron

OJT shall not commence until the required progression benchmarks are met.

ARRIVAL CONTROL

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TRAINING PLAN			
Trainee:		Date:	
Position:		Initial Training <input type="checkbox"/>	
FWO13:		Subsequent Training <input type="checkbox"/>	
OJT Start Date		25% Date	
Pre OJT Required		50% Date	
Simulation Required		75% Date	
		100% Date	
Objectives:			
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.

LTG 1 - RADIO AND INTERPHONE COMMUNICATIONS (ACAD-0520)

Lesson Topic Guide

GOAL. Describe radio and interphone communications knowledge.

REQUIREMENT.

1. Describe radios and interphone communications.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

2-4-1	Radio Communications
2-4-2	Monitoring
2-4-14	Words and Phrases
2-4-15	Emphasis for Clarity
2-4-16	ICAO Phonetics
2-4-17	Numbers Usage
2-4-18	Number Clarification
2-4-19	Facility Identification
2-4-20	Aircraft Identification
2-4-21	Description of Aircraft Types
2-4-22	Airspace Classes

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to monitor interphones and assigned radio frequencies continuously.		
Demonstrate the skill of using the word "heavy" as part of the identification of heavy aircraft.		
Demonstrate the ability to use ICAO pronunciation of numbers and letters.		
Demonstrate the skill to state numbers properly for altitudes, flight levels, time, altimeter, speed, wind, headings, beacon codes, runways and frequencies.		
Demonstrate the skill to use proper aircraft identification.		

Individual has satisfactorily completed all LQS requirements for LTG 1:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe aircraft movement data knowledge.

REQUIREMENT.

1. Describe the terms for acknowledgement of clearances and instructions.
2. Describe interphone transmission priorities.
3. Describe the terms for priority interruption.
4. Describe the interphone message format.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

2-4-3	Pilot Acknowledgement/Read Back
2-4-4	Authorized Interruptions
2-4-5	Authorized Transmissions
2-4-6	False or Deceptive Communications
2-4-7	Authorized Relays
2-4-8	Radio Message Format
2-4-9	Abbreviated Transmissions
2-4-10	Interphone Transmission Priorities
2-4-11	Priority Interruption
2-4-12	Interphone Message Format
2-4-13	Interphone Message Termination

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to communicate using proper radio message format.		
Demonstrate the skill of abbreviating transmissions after communications have been established.		
Demonstrate the ability to terminate interphone messages with your operating initials.		
Demonstrate the ability to use the proper format for interphone messages.		
Demonstrate the skill to properly prioritize interphone messages.		
Demonstrate the ability to interrupt lower priority messages.		

Individual has satisfactorily completed all LQS requirements for LTG 2:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe flight progress strip knowledge.

REQUIREMENT

1. Describe the methods for updating information on flight progress strips.
2. Label flight progress strips, to include:
 - a. Arrivals.
 - b. Departures.
 - c. Overflights.
 - d. Enroute aircraft.
3. List aircraft prefixes.
4. List aircraft suffixes.
5. List flight progress strip control information symbols.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65
 - 2-3-1 General
 - 2-3-4 Terminal Data Entries
 - 2-3-5 Aircraft Identity
 - 2-3-6 Aircraft Type
 - 2-3-7 USAF/USN Undergraduate Pilots
 - 2-3-8 Aircraft Equipment Suffix
 - 2-3-10 Control Symbolology

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to identify civil and military aircraft using call sign prefixes.		
Demonstrate the skill to properly complete flight progress strips.		
Demonstrate the ability to properly forward aircraft equipment suffixes.		
Demonstrate the ability to use the proper code for test flight plans.		
Demonstrate the skill to post flight progress strips and data to the appropriate position.		
Demonstrate the ability to write a manual copy with return strip and enter them correctly into the STARS display.		
Demonstrate the ability to identify what information goes in each block of a flight progress strip for both arrivals and departures.		
Demonstrate the ability to record a pointout from an adjacent facility.		

Individual has satisfactorily completed all LQS requirements for LTG 3:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe ATC clearance knowledge and phraseology.

REQUIREMENT

1. Identify the clearance items.
2. Describe how to relay clearances.
3. Describe the phraseology to issue route and altitudes amendments.
4. Describe the phraseology to issue a through clearance.
5. Describe the phraseology to issue an altitude reservation (ALTRV) clearance.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65
 - 4-2-1 Clearance Items
 - 4-2-4 Clearance Relay
 - 4-2-5 Route and Altitude Amendments
 - 4-2-6 Through Clearances
 - 4-2-7 ALTRV Clearances
 - 4-2-8 IFR-VFR and VFR-IFR Flights
 - 4-5-2 Flight Direction
 - 4-5-4 Lowest Usable Flight Level

Local Qualification Standards

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

SKILLS AND ABILITIES.

Skill/Ability	Date	OJTI

Individual has satisfactorily completed all LQS requirements for LTG 4:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

LTG 6 - SPECIAL VFR (ACAD-0525)

Lesson Topic Guide

GOAL. Identify requirements and phraseology for Special VFR operations.

REQUIREMENT. Identify the guidelines and criteria required for Special VFR operations to include:

1. Authorization criteria.
2. Clearance phraseology.
3. SVFR priorities.
4. Separation requirements.
5. Altitude assignment.
6. Local operations.
7. Climb to VFR.
8. Ground visibility below one mile.
9. Flight visibility below one mile.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65
 - 7-5-1 Authorization criteria
 - 7-5-1 Clearance phraseology
 - 7-5-2 SVFR priorities
 - 7-5-3 Separation requirements
 - 7-5-4 Altitude Assignment
 - 7-5-5 Local operations
 - 7-5-6 Climb to VFR
 - 7-5-7 Ground visibility below one mile
 - 7-5-8 Flight visibility below one mile

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to deliver a local SVFR clearance.		
Demonstrate the ability to approve SVFR flights that do not delay arriving and departing IFR aircraft.		

Individual has satisfactorily completed all LQS requirements for LTG 6:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Explain visual separation, types of approaches, and VFR-on-top procedures.

REQUIREMENT. Conduct the following IAW the reference (as applicable):

1. Define VFR conditions.
2. Explain visual separation.
3. Explain VFR-on-top procedures.
4. List and define the types of approaches.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65

7-1-2	VFR Conditions
7-1-4	Visual Holding of VFR Aircraft
7-2-1	Visual Separation
7-3-1	VFR-on-top
7-4-1	Visual Approach
7-4-2	Vectors for Visual Approach
7-4-3	Clearance for Visual Approach
7-4-4	Approaches to Multiple Runways
7-4-6	Contact Approach
7-6-1	Application
7-6-10	VFR Departure Information

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to clear aircraft to maintain VFR conditions under the proper conditions.		
Demonstrate the ability to apply visual separation between aircraft properly.		
Demonstrate the ability to clear an aircraft to maintain VFR-on-top.		
Demonstrate the ability to initiate a vector for a visual approach during the proper weather.		
Demonstrate the ability to clear an aircraft for a visual approach.		
Demonstrate the ability to clear an aircraft for a contact approach.		

Individual has satisfactorily completed all LQS requirements for LTG 7:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Identify radar equipment usage.

REQUIREMENT. Identify radar equipment principles, to include the following:

1. Presentation and equipment performance.
2. Alignment accuracy check.
3. Radar use.
4. Beacon range accuracy.
5. Electronic cursor.
6. Altitude filters.
7. Standby/low sensitivity operation.
8. Inoperative interrogator.
9. In-flight deviations from transponder.
10. Automated Radar Terminal Systems (ARTS)-Terminal.
11. TPX-42-Terminal.
12. Facility equipment general.
13. Radar use.
14. Video maps.
15. Airport facilities.
16. Radar operations equipment.
17. Precision approach landing system approach criteria.
18. Facility equipment.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65
 - 5-1-1 Presentation and equip/performance
 - 5-1-2 Alignment accuracy check
 - 5-1-3 ATC Surveillance Source Use
 - 5-1-4 Beacon range accuracy
 - 5-1-7 Electronic cursor
 - 5-2-13 Standby/low sensitivity operation
 - 5-2-16 Inoperative or malfunctioning interrogator
 - 5-2-22 In-flight deviations from transponder
 - 5-2-24 Altitude Filters
 - 5-15-1 Application
 - 5-15-2 Responsibility

- 5-15-3 Functional Use
- 5-15-4 System Requirements
- 5-15-5 Information Displayed
- 5-15-6 CA/MCI
- 5-15-7 Inhibiting Minimum Safe Altitude Warning
- 5-15-8 Track Suspend Function

2. FAA JO 7210.3

- Ch3 Sec1 (Facility Equipment) General
- Ch3 Sec7 Radar Use
- Ch3 Sec8 Video Maps

3. NAVAIR 00-80T-114

- 3.5 Airport Facilities
- 10.2.1 Equipment Requirements

Local Qualification Standards

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

SKILLS AND ABILITIES. Will be tested in LTG 21.

Individual has satisfactorily completed all LQS requirements for LTG 13:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe basic radar knowledge.

REQUIREMENT. Describe the following IAW the reference:

1. Formation flights.
2. Wake turbulence.
3. Wake turbulence cautionary advisories.
4. Observed abnormalities.
5. Landing area condition.
6. Timely information.
7. Traffic advisories.
8. Bird activity information.
9. Traffic information.
10. Altitude restricted approach.
11. Vertical separation minima.
12. Single frequency approaches (SFA).
13. Clearance relay.
14. Transfer of radar identification.
15. Circling approach.
16. Radar identification.
17. Radar separation.
18. Radar arrivals.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65
 - 2-1-13 Formation flights
 - 2-1-15 Control Transfer
 - 2-1-19 Wake turbulence
 - 2-1-20 Wake Turbulence Cautionary Advisories
 - 2-1-21 Traffic advisories
 - 2-1-22 Unmanned Aircraft System Activity Information
 - 2-1-23 Bird activity information
 - 2-2-5 IFR to VFR flight plan change
 - 3-1-6 Traffic information
 - 3-1-10 Observed abnormalities
 - 3-3-1 Landing area conditions

- 3-3-3 Timely Information
- 3-10-10 Altitude restricted approach
- 4-5-1 Vertical separation minima
- 4-7-3 Single Frequency Approaches (SFA)
- 4-7-8 Below Minimum Report By Pilot
- 4-8-3 Relayed approach clearance
- 4-8-6 Circling approach
- 4-8-8 Communications Release
- 5-3-1 Application
- 5-3-2 Primary Radar Identification Methods
- 5-3-3 Beacon Identification Methods
- 5-3-5 Questionable Identification
- 5-4-1 Application
- 5-4-3 Methods (Transfer of Radar ID)
- 5-4-4 Traffic (Radar Separation)
- 5-4-5 Transferring Controller Handoff
- 5-5-1 Application (Radar Separation)
- 5-5-2 Target separation
- 5-5-4 Minima (Radar Separation)
- 5-5-8 Additional separation for formation flights
- 5-9-1 Vectors to Final Approach Course
- 5-9-2 Final Approach Course Interception
- 5-9-3 Vectors Across Final Approach Course
- 5-9-4 Arrival Instructions
- 5-9-5 Approach Separation Responsibility
- 10-2-8 Radar Assistance to VFR Aircraft in Weather Difficulty

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 LTG 15:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe radar special operations.

REQUIREMENT. Describe the following IAW the reference.

1. Special use and ATC assigned airspace.
2. Fuel dumping.
3. Jettisoning of external stores.
4. Parachute operations.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65, Air Traffic Control

9-2-13	Law Enforcement Operations By Civil and Military Organizations
9-3-1	Special Use and ATC Assigned Airspace - Application
9-3-2	Separation Minima
9-3-3	VFR-on-top
9-3-4	Transiting Active SUA/ATCAA
9-4-1	Fuel Dumping - Information Requirements
9-4-2	Routing
9-4-3	Altitude Assignment
9-4-4	Separation Minima
9-4-5	Information Dissemination
9-5-1	Jettisoning of External Stores
9-7-1	Parachute Operations - Coordination
9-7-2	Class A, Class B, and Class C Airspace
9-7-3	Class D Airspace
9-7-4	Other Control Airspace

2. FAA JO 7610.4, Special Operations

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to separate all nonparticipating aircraft from special use and ATC assigned airspace.		
Demonstrate the ability to separate known aircraft from aircraft dumping fuel.		
Demonstrate the ability to provide vectoring service to aircraft jettisoning external stores.		
Demonstrate the ability to authorize or restrict parachute operations in your area of jurisdiction.		

Individual has satisfactorily completed all LQS requirements for LTG 16:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe arrival/departure/approach control knowledge.

REQUIREMENT. Describe the following IAW the reference.

1. NAVAID malfunctions.
2. NAVAID terms.
3. NAVAIDS fixes.
4. Position information.
5. Beacon systems
6. NAVAID use limitation.
7. Communications release.
8. Route use.
9. Route structure transitions.
10. Degree-distance route.
11. Alternative routes.
12. Holding Aircraft.
13. Holding Instructions.
14. Arrival Procedures.
15. Switching ILS / MLS Runways.
16. Approach Information.
17. Terminal instrument approach procedures.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65
 - 2-1-10 NAVAID Malfunctions
 - 2-5-2 NAVAID terms
 - 2-5-3 NAVAID fixes

 - 4-1-1 NAVAID Use Limitations - Altitude and Distance
 - 4-1-2 Exceptions
 - 4-1-3 Crossing Altitude
 - 4-1-4 VFR-on-top
 - 4-1-5 Fix Use
 - 4-4-1 Route use
 - 4-4-2 Route Structure transitions
 - 4-4-3 Degree-distance route
 - 4-4-4 Alternative routes

4-6-1 Holding aircraft - Clearance to Holding Fix
4-6-2 Clearance Beyond Fix
4-6-3 Delays
4-6-4 Holding Instructions
4-6-5 Visual Holding Points
4-6-6 Holding Flight Path Deviation
4-6-7 Unmonitored NAVAIDs
4-6-8 ILS Protection/Critical Areas
4-7-1 Arrival Procedures - Clearance Information
4-7-2 Advance Descent Clearance
4-7-4 Radio Frequency and Radar Beacon Changes for Military Aircraft
4-7-5 Military Turbojet En Route Descent
4-7-6 Arrival Information
4-7-7 Weather Information
4-7-9 Transfer of Jurisdiction
4-7-10 Approach Information
4-7-11 Arrival Information by Approach Control Facilities
4-7-12 Airport Conditions
4-7-13 Switching ILS/MLS Runways
4-8-8 Communications Release

5-2-1 Beacon Systems - Assignment Criteria
5-2-2 Discrete Environment
5-2-3 Nondiscrete Environment
5-2-4 Mixed Environment
5-2-5 Radar Beacon Code Changes
5-2-6 Function Code Assignments
5-2-7 Emergency Code Assignments
5-2-8 Radio Failure
5-2-9 UAS Lost Link
5-2-10 VFR Code Assignments
5-2-11 Beacon Code for Pressure Suit Flights
5-2-12 Air Defense Exercise Beacon Code Assignment
5-2-14 Code Monitor
5-2-15 Failure to Display Assigned Beacon Code
5-2-17 Failed Transponder in Class A Airspace
5-2-18 Validation of Mode C Readout
5-2-19 Altitude Confirmation - Mode C
5-2-20 Altitude Confirmation - Non-Mode C
5-2-21 Automatic Altitude Reporting
5-2-23 Beacon Termination
5-3-6 Position information

2. FAA JO 7210.3, Facility Operations and Administration

3. NAVAIR 00-80T-114, ATC NATOPS

Chap 12 Terminal Instrument Approach Procedures.

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the skill to take the proper action when an aircraft reports a ground-based NAVAID malfunction.		
Demonstrate the ability to describe NAVAIDs properly to include radials, arcs, courses, bearings and quadrants.		
Demonstrate the ability to describe NAVAID fixes properly.		
Demonstrate the skill of holding aircraft at a fix.		
Demonstrate the ability to issue holding instructions.		
Demonstrate the ability to issue arrival procedures to military turbojet aircraft.		
Demonstrate the ability to take the appropriate action for an arriving aircraft that reports weather conditions are below his/her landing minima.		
Demonstrate the ability to release IFR aircraft to change to advisory frequency at the appropriate time.		
Demonstrate the skill of changing beacon codes only when aircraft is within your area of responsibility.		
Demonstrate the ability to instruct aircraft to squawk standby when necessary.		
Demonstrate the ability to validate a Mode C readout.		
Demonstrate the ability to request a pilot to confirm assigned altitude on initial contact when appropriate.		
Demonstrate the ability to inform an aircraft of its position whenever radar identification is established by means of identifying turns or by any of the beacon identification methods.		

Individual has satisfactorily completed all LQS requirements for LTG 17:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe non-radar knowledge.

REQUIREMENT. Provide appropriate non-radar separation for 3 arrivals, 3 departures and 2 overflights in assigned airspace during a 30 minute scenario simulating an unscheduled radar outage. Describe the following IAW the reference.

1. Flight progress strips.
2. Route and NAVAID description.
3. Approach clearance procedures.
4. General non-radar procedures.
5. Initial separation of successive departing aircraft.
6. Initial separation of departing and arriving aircraft.
7. Longitudinal separation.
8. Lateral separation.
9. Vertical separation.
10. Timed approaches.
11. Minimum altitude vectoring chart.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65
 - 2-3-1 Flight Progress Strips - General
 - 2-3-4 Terminal Data Entries
 - 2-5-1 Air Traffic Service (ATS) Routes

 - 4-8-1 Approach Clearance
 - 4-8-2 Clearance Limit
 - 4-8-5 Specifying Altitude
 - 4-8-9 Missed Approach
 - 4-8-10 Approach Information
 - 4-8-11 Practice Approaches
 - 4-8-12 Low Approach and Touch-and-go

 - 6-1-1 Distance
 - 6-1-2 Nonreceipt of Position Report
 - 6-1-3 Duplicate Position Reports
 - 6-1-4 Adjacent Airport Operations
 - 6-1-5 Arrival Minima
 - 6-2-1 Minima on Diverging Courses
 - 6-2-2 Minima on Same Course
 - 6-3-1 Separation Minima
 - 6-4-1 Application
 - 6-4-2 Minima on Same, Converging, or Crossing Courses

- 6-4-3 Minima on Opposite Courses
- 6-4-4 Separation by Pilots
- 6-4-5 RNAV Aircraft Along VOR Airways/Routes
- 6-5-1 Separation Methods
- 6-5-2 Minima on Diverging Radials
- 6-5-3 DME Arc Minima
- 6-5-4 Minima Along Other Than Established Airways or Routes
- 6-5-5 RNAV Minima - Diverging/Crossing Courses
- 6-6-1 Vertical Separation - Application
- 6-6-2 Exceptions
- 6-6-3 Separation by Pilots
- 6-7-1 Timed Approaches - Application
- 6-7-2 Approach Sequence
- 6-7-3 Sequence Interruption
- 6-7-4 Level Flight Restriction
- 6-7-5 Interval Minima
- 6-7-6 Time Check
- 6-7-7 Missed Approaches

2. NAVAIR 00-80T-114

12.1.4.3 Minimum Vectoring Altitude Chart

3. Facility Manual

- 6-400 General
- 6-401 Strip Marking
- 6-402 NCA Departures
- 6-403 MRH Operations
- 6-404 NKT Departures
- 6-405 Holding Patterns and Approaches
- 6-406 Approach Times
- 6-408 EWN/NCA Operations

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Complete the requirement items to a level of proficiency expected of a qualified controller under general supervision.		

Individual has satisfactorily completed all LQS requirements for LTG 18:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe radar coordination procedures.

REQUIREMENT. Describe the following IAW the reference:

1. Radio and interphone communication monitoring.
2. Authorized interruptions.
3. Authorized relays.
4. Clearance prefix.
5. Departure clearances.
6. Abbreviated departure clearance.
7. Delay sequencing.
8. Delays.
9. Forward departure delay info.
10. Coordination with receiving facility.
11. Forwarding departure times.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

2-1-14	Coordinate Use of Airspace
4-2-2	Clearance prefix
4-3-2	Departure clearances
4-3-3	Abbreviated departure clearance
4-3-6	Delay sequencing
4-3-7	Forward departure delay information
4-3-8	Coordination with receiving facility
4-3-10	Forwarding departure times

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI

Individual has satisfactorily completed all LQS requirements for LTG 19:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe radar clearance knowledge.

REQUIREMENT. Describe the following IAW the reference:

1. ALTRV clearance.
2. Clearance items.
3. Departure terminology.
4. Departure restrictions, clearance void times, hold for release, and release times.
5. VFR release of IFR departure.
6. Flight direction.
7. Exceptions.
8. Lowest usable flight level.
9. Altitude assignment and verification
10. Clearance beyond fix.
11. Visual holding points.
12. Holding flight path deviation.
13. Unmonitored NAVAIDS.
14. ILS protection/critical areas.
15. Clearance information.
16. Approach clearance procedures.
17. Radar departures.
18. Clearance limit.
19. Anticipated altitude changes.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65
 - 4-2-7 ALTRV Clearances
 - 4-2-9 Clearance Items
 - 4-3-1 Departure Terminology
 - 4-3-4 Departure Restrictions, Clearance Void Times, Hold for Release, and Release Times
 - 4-3-9 VFR Release of IFR Departure
 - 4-5-2 Flight Direction
 - 4-5-3 Exceptions

- 4-5-4 Lowest Usable Flight Level
- 4-5-7 Altitude Information
- 4-5-8 Anticipated Altitude Changes

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to deliver clearances.		
Demonstrate the ability to copy and coordinate Special Use Airspace information.		
Demonstrate the ability to change the route and altitude of an aircraft.		
Demonstrate the ability to properly issue an ALTRV clearance.		
Demonstrate the ability to process an airfile aircraft.		

Individual has satisfactorily completed all LQS requirements for LTG 20:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe radar spacing and sequencing procedures.

REQUIREMENT. Describe the following IAW the reference:

1. Missed approach.
2. Radar separation application.
3. Target separation.
4. Radar separation minima.
5. Passing or diverging.
6. Additional separation for formation flights.
7. Separation from obstructions.
8. Same runway separation.
9. Intersecting runway separation.
10. Altitude restricted low approach.
11. Closed traffic.
12. Simulated flameout (SFO) approaches/practice precautionary approaches.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65
 - 3-10-3 Same runway separation
 - 3-10-4 Intersecting runway separation
 - 3-10-11 Closed traffic
 - 3-10-13 Simulated flameout (SFO) approaches
 - 5-5-7 Passing and diverging
 - 5-5-9 Separation from obstructions

Local Qualification Standards

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

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the skill to apply proper radar separation.		
Demonstrate the ability to apply the proper separation minima for digital targets in single sensor, multi sensor and considering wake turbulence application.		
Demonstrate the ability to apply proper vertical separation.		
Demonstrate the skill to apply passing and diverging procedures.		
Demonstrate the ability to apply additional separation for formation flights.		
Demonstrate the ability to separate aircraft from obstructions.		
Demonstrate the ability to successfully control a simulated flameout.		

Individual has satisfactorily completed all LQS requirements for LTG 21:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

LTG 23 - RADAR EQUIPMENT (EQPT-2018)

Lesson Topic Guide

GOAL. Operate radar equipment. If trainee is already qualified on Radar Final Control, this topic is for review only.

REQUIREMENT. Given the required equipment, conduct the following:

1. Configure the ASR scope for daily operations.
2. Configure PAR for daily operations.
3. Ensure transmitter/receiver control panel(s) are functional.
4. Use intercom units to conduct a communications check.
5. Read altimeter, wind instruments, and clock information.
6. Ensure NAVAID monitors are operating properly, read indicators, and identify equipment status.
7. Navigate through different screens in the VIDS.
8. Operate the weather reporting monitor to extract information.
9. Operate the VISCOM
10. Perform alignment checks.
11. Operate the Emergency Communications System (ECS).

INSTRUCTOR. BI.

REFERENCE

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test LTG13.

SKILLS AND ABILITIES. Demonstrate the proper operation of the following with no assistance from the instructor.

Skill/Ability	Date	OJTI
Demonstrate the ability to configure the ASR scope for an approach.		
Demonstrate the ability to relay weather information.		
Demonstrate the skill of navigating through different menus and screens on the VIDS.		
Demonstrate the ability to operate the VISCOM correctly. (AR only)		

Individual has satisfactorily completed all LQS requirements for LTG 23:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

LTG 25 - RADAR COMMUNICATIONS EQUIPMENT (COMM-2206)

Lesson Topic Guide

GOAL. Operate ATC communications equipment.

REQUIREMENT. While in a RATCF, operate the following communications equipment:

1. Transmitter/receiver control panel(s).
2. Backup/emergency transmitter/receiver location and controls.
3. Emergency communications system (ECS).
4. Crash Phone
5. Intercom units.
6. Telephones.
7. VIDS.

INSTRUCTOR. BI.

PREREQUISITE. ACAD-0532 (APC 6)

Local Qualification Standards

KNOWLEDGE. Must have completed test LTG13.

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to call agencies on the landlines.		
Demonstrate the ability to add, modify and delete status information on the VIDS.		
Demonstrate the use of intercom units to conduct a communications check.		
Demonstrate the skill to navigate through different screens on the VIDS.		

Individual has satisfactorily completed all LQS requirements for LTG 25:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

LTG 26 - LOCAL PROCEDURES

Lesson Topic Guide

GOAL. Comprehend local procedures.

REQUIREMENT. Describe the following IAW the reference.

INSTRUCTOR. BI

REFERENCE

1. Letters of Agreement

NKT & ZDC
NKT & NVF

2. Facility Manual

2-608 Local Frequencies
6-103 MVAC and Altitudes
6-105 Discrete Beacon Code Assignments
6-207 Arrival Control
6-208 Radar Associate Arrival
6-302 Contact Approach
6-303 GCA and ILS Patterns
6-305 Instrument Approaches
6-308 Climbout Instructions
6-315 Departure Headings
6-317 AV-8 Minimum Fuel GCA
6-318 Unmanned Control Tower at MCAS New River
6-319 Missed Approach Instructions
6-320 Lost Communications Instructions
6-321 Restricted Low Approach
6-326 Reporting Laser Illumination of Aircraft
6-328 Control Symbolology
6-329 Pointouts
6-331 HIWAS
6-333 Precipitation Intensity
6-400 General
6-401 Strip Marking
6-403 MRH Operations
6-404 NKT Departures
6-405 Holding Patterns and Approaches
6-406 Approach Times
6-501 Scratch Pad
6-505 Multi Sensor Radar
6-601 Separation Requirements
6-606 Transient Aircraft Use of SUA/ATCAA
6-608 Hatteras Foxtrot Coordination
6-702 Emergency Notification

3. Airfield Operations Manual

3.2 Noise Abatement Procedures
3.11.m. PAR Approach Terminating with a Contact Approach
3.17. Dumping Fuel

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test AR 26.

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Describe the method of reporting laser illumination of aircraft.		

Individual has satisfactorily completed all LQS requirements for AR 26:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

MARINE AIR COMMAND AND CONTROL SYSTEM (MACCS) - ACPM-8000

Lesson Topic Guide

GOAL. Demonstrate an understanding of the MACCS stage of the MACCS ACPM by mastering a stage exam.

REQUIREMENT. Pass a closed book examination that encompasses all learning objectives contained in the prerequisites.

PREREQUISITES. ACPM 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008

INSTRUCTOR. SI, WTI

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8000.

Individual has satisfactorily completed all LQS requirements for ACPM-8000:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

MARINE AIR COMMAND AND CONTROL SYSTEM (MACCS) - ACPM-8001

Lesson Topic Guide

GOAL. Demonstrate an understanding of the Marine Air Command and Control System (MACCS).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Describe how the control of aircraft and missiles relates to the other five functions of USMC aviation.
2. Define the control of aircraft and missiles and each of its subcomponents.
3. Define the Marine aviation's philosophy of centralized command and decentralized control.
4. Differentiate between Marine aviation philosophy and Joint aviation philosophy.
5. Identify the principle objectives of the MACCS.
6. Recall the primary role of each agency of the MACCS.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 MACCS Agencies, Functions and the Control of Aircraft and Missiles Class

REFERENCE

1. MCWP 3-25.3 MACCS Handbook
2. MCWP 3-25 Control of Aircraft and Missiles

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8001.

Individual has satisfactorily completed all LQS requirements for ACPM-8001:

Date: _____

Trainee: _____ Signature: _____

Instructor Signature _____

TACTICAL AIR COMMAND CENTER (TACC) - ACPM-8002

Lesson Topic Guide

GOAL. Demonstrate an understanding of the Tactical Air Command Center (TACC).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. State the mission of the TACC.
2. Identify the four organizations of the TACC.
3. List the primary responsibilities of Air Combat Intelligence (ACI).
4. List the primary responsibilities of Future Operations (FOPS).
5. List the primary responsibilities of Future Plans (FPLANS).
6. List the primary responsibilities of Current Operations (COPS).
7. List the major end items used by the TACC.
8. List the system limitations of the TACC.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL

1. MAWTS-1 TACC Class
2. MAWTS-1 MTACS Class

REFERENCE. MCWP 3-25.4 TACC Handbook

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8002.

Individual has satisfactorily completed all LQS requirements for ACPM-8002:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

DIRECT AIR SUPPORT CENTER (DASC) - ACPM-8003

Lesson Topic Guide

GOAL. Demonstrate an understanding of the Direct Air Support Center (DASC).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the role of the DASC.
2. List the structure and task organization of the DASC.
3. Identify the major end items and their characteristics used by the DASC.
4. List the capabilities and limitations of the DASC.
5. Identify how the DASC is doctrinally employed as part of the MACCS.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 DASC Class

REFERENCE. MCWP 3-25.5 DASC Handbook

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8003.

Individual has satisfactorily completed all LQS requirements for ACPM-8003:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

TACTICAL AIR OPERATIONS CENTER (TAOC) - ACPM-8004

Lesson Topic Guide

GOAL. Demonstrate an understanding of the Tactical Air Operations Center (TAOC).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Define the mission of the TAOC.
2. Identify the Mission Essential Tasks (METs) for the TAOC.
3. Identify the structure and task organization of the TAOC.
4. Identify the major end items and their characteristics used by the TAOC.
5. Identify the capabilities and limitations of the TAOC.
6. Identify how the TAOC is doctrinally employed as part of the MACCS.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 TAOC Class

REFERENCE. MCWP 3-25.7 TAOC Handbook

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8000.

Individual has satisfactorily completed all LQS requirements for ACPM-8000:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

MARINE AIR TRAFFIC CONTROL (MATC) - ACPM-8005

Lesson Topic Guide

GOAL. Demonstrate an understanding of Marine Air Traffic Control (MATC).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the mission of MATC.
2. Identify the Mission Essential Tasks (METs) for MATC.
3. List the structure and task organization of MATC.
4. Identify the major end items and their characteristics used by MATC.
5. Identify the capabilities and limitations of MATC.
6. Identify how MATC is doctrinally employed as part of the MACCS.

INSTRUCTOR. BI, SI, WTI.

ACADEMIC SUPPORT MATERIAL

1. MAWTS-1 MATC Class
2. MAWTS-1 MMT Class

REFERENCE. MCWP 3-25.8 MATC Detachment Handbook

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8005.

Individual has satisfactorily completed all LQS requirements for ACPM-8005:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

LOW ALTITUDE AIR DEFENSE (LAAD) - ACPM-8006

Lesson Topic Guide

GOAL. Demonstrate an understanding of Low Altitude Air Defense (LAAD).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the mission of the LAAD battalion.
2. Identify the structure and task organization of the LAAD battalion.
3. Identify the primary vehicle and surface-to-air weapon used by the LAAD battalion.
4. Define the LAAD employed guidelines.
5. List the LAAD weapon applications.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 LAAD Class

REFERENCE

1. MCWP 3-25.10 LAAD BN Handbook
2. MCRP 3-25.10A LAAD Gunner's Handbook.

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8006.

Individual has satisfactorily completed all LQS requirements for ACPM-8006:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

MARINE UNMANNED AERIAL VEHICLE SQUADRON (VMU) - ACPM-8007

Lesson Topic Guide

GOAL. Demonstrate an understanding of Marine Unmanned Aerial Vehicle Squadron VMU.

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the mission of the VMU.
2. Identify the VMU Mission Essential Tasks (METs).
3. Identify the three Table of Organization (T/O) sections unique to the VMU.
4. Identify the major end items and their characteristics used by the VMU.
5. Identify the endurance, ceiling, and gross weight of the RQ-7B aircraft.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 VMU Class Academic Support Package (ASP)

REFERENCE

1. NTPP 3-22.3 VMU
2. NAVMC 3500.34A

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8007.

Individual has satisfactorily completed all LQS requirements for ACPM-8007:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

MARINE WING COMMUNICATIONS SQUADRON (MWCS) - ACPM-8008

Lesson Topic Guide

GOAL. Demonstrate an understanding of the Marine Wing Communications Squadron (MWCS).

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the mission of the MWCS.
2. Identify the structure and task organization of the MWCS.
3. Identify the Mission Essential Tasks (METs) for the MWCS.
4. Identify the major end items and their characteristics used by MWCS.
5. Identify the capabilities and limitations of the MWCS.
6. Identify how the MWCS is doctrinally employed as part of the MACCS.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 MWCS Class

REFERENCE

1. MCWP 3-25 Control of Aircraft and Missiles
2. MCWP 3-40.3 MAGTF Communications System (Ch 2)
3. MARCORSYSCOM Program Manager, Communications, and Networking System (PM CNS) Handbook

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8008.

Individual has satisfactorily completed all LQS requirements for ACPM-8008:

Date: _____

Trainee: _____ Signature: _____

Instructor Signature _____

Section IV

PROGRESSION BENCHMARKS

1. Arrival Control.

COMPLETION REQUIRED PRIOR TO BEGINNING OJT		
Task	Completion Date	OJTI Initials
5 Hours of On-the-Job Familiarization		

COMPLETION REQUIRED AT 25% OF OJT TIME LIMIT			
Task	T&R Event	Completion Date	OJTI Initials
LTG 1 Test	ACAD-0520		
LTG 2 Test	ACAD-0521		
LTG 3 Test	ACAD-0522		
LTG 4 Test	ACAD-0523		
LTG 6 Test	ACAD-0525		
LTG 7 Test	ACAD-0526		
LTG 13 Test	ACAD-0532		
LTG 15 Test	ACAD-0534		
LTG 16 Test	ACAD-0535		
LTG 17 Test	ACAD-0536		
LTG 18 Test	ACAD-0537		
LTG 18 Application	RDR-3730		
LTG 19 Test	ACAD-0538		
LTG 20 Test	ACAD-0539		
LTG 21 Test	ACAD-0540		
LTG 23 Test	EQPT-2018	Practical Application	
LTG 25 Test	COMM-2206	Practical Application	
LTG 26 Test			

ADDITIONAL TASKS THAT MAY BE REQUIRED		
Task	Completion Date	OJTI Initials
25% Tape Talk		
50% Performance Skill check		
75% Performance Skill Check		
100% Performance Skill Check		

Qualification Process

Recommended By Primary OJT Instructor (Signature)	Date:
Final Examination Complete (Signature)	Date:
MACCS Qualification Form Complete - Examiner (Signature)	Date:

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 WTTP 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-0520						
ACAD-0521						
ACAD-0522						
ACAD-0523						
ACAD-0525						
ACAD-0526						
ACAD-0532						
ACAD-0534						
ACAD-0535						
ACAD-0536						
ACAD-0537						
ACAD-0538						
ACAD-0539						
ACAD-0540						
EQPT-2018						
COMM-2206						
ACPM-8000						
RDR-3720						
RDR-3730						
QUAL-6120 (Arrival Control)						

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** _____

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