

TRAINING & READINESS SUPPLEMENT

RADAR FINAL CONTROL



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% 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-0532	Identify radar equipment knowledge.
ACAD-0533	Describe radar final control knowledge.
ACAD-0534	Describe basic radar knowledge.
ACAD-0538	Describe radar coordination procedures.
EQPT-2018	Operate radar equipment.
COMM-2206	Operate radar communications equipment.
IUT-5000	Principles of instruction.
IUT-5010	Event structure.
IUT-5020	Conduct period of instruction.

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

RADAR FINAL CONTROL

Table of Contents

Section I	Training Plan
Section II	Radar Final Control (FC)
LTG 1	-	RADIO AND INTERPHONE COMMUNICATIONS (ACAD-0520)
LTG 2	-	AIRCRAFT MOVEMENT DATA (ACAD-0521)
LTG 3	-	FLIGHT PROGRESS STRIPS (ACAD-0522)
LTG 4	-	ATC CLEARANCE/PHRASEOLOGY (ACAD-0523)
LTG 13	-	RADAR EQUIPMENT PRINCIPLES (ACAD-0532)
LTG 14	-	RADAR FINAL CONTROL (ACAD-0533)
LTG 15	-	BASIC RADAR (ACAD-0534)
LTG 19	-	RADAR COORDINATION (ACAD-0538)
LTG 23	-	RADAR EQUIPMENT (EQPT-2018)
LTG 25	-	RADAR COMMUNICATIONS EQUIPMENT (COMM-2206)
LTG 26	-	LOCAL PROCEDURES
LTG 27	-	BASIC INSTRUCTOR (IUT-5000/5010/5020)
Section III	Progression Benchmarks
Section IV	Training & Readiness Events

TRAINING PLAN			
Trainee:		Date:	
Position:		Initial Training <input type="checkbox"/>	
SATCS:		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 of acknowledgement of clearances and instructions.
2. Describe interphone transmission priorities.
3. Describe the terms for priority interruption.
4. Describe the interphone 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. NA

Skill/Ability	Date	OJTI

Individual has satisfactorily completed all LQS requirements for LTG 4:

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 Equipment 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 or Low Sensitivity Operation
 - 5-2-16 Inoperative or Malfunctioning Interrogator
 - 5-2-21 Automatic Altitude Reporting
 - 5-2-22 Inflight Deviations From Transponder Requirements
 - 5-2-23 Beacon Termination
 - 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 (MSAW)
- 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 evaluated during LTG 23 and LTG 24.

Individual has satisfactorily completed all LQS requirements for LTG 13:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Describe radar final control knowledge.

REQUIREMENT. Describe the procedures listed in the reference.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

2-1-25	Wheels Down Check
3-1-13	Establishing Two-Way Communications
5-1-13	Radar Service Termination
5-6-1	Application (Vectoring)
5-6-2	Methods (Vectoring)
5-7-1	Application (Speed Adjustment)
5-7-2	Methods
5-7-3	Speed Assignments
5-7-4	Termination
5-9-5	Approach Separation Responsibility
5-10-3	No-Gyro Approach
5-10-4	Lost Communications
5-10-5	Radar Contact Lost
5-10-6	Landing Check
5-10-7	Position Information
5-10-8	Final Controller Changeover
5-10-9	Communications Check
5-10-10	Transmission Acknowledgment
5-10-11	Missed Approach
5-10-12	Low Approach and Touch-and-Go
5-10-13	Tower Clearance
5-10-14	Final Approach Abnormalities
5-10-15	Military Single Frequency Approaches
5-11-1	Altitude Information
5-11-2	Visual Reference Point
5-11-3	Descent Notification
5-11-4	Descent Instructions
5-11-5	Final Approach Guidance
5-11-6	Approach Guidance Termination (ASR)
5-12-1	Glidepath Notification
5-12-2	Decision Height (DH) Notification
5-12-3	Descent Instruction
5-12-4	Glidepath and Course Information
5-12-5	Distance From Touchdown
5-12-6	Decision Height
5-12-7	Position Advisories
5-12-8	Approach Guidance Termination (PAR)
5-12-9	Communication Transfer
5-12-10	Elevation Failure
5-12-11	Surveillance Unusable
5-13-1	Monitor On PAR Equipment
5-13-2	Monitor Availability
5-13-3	Monitor Information

2. NAVAIR 00-80T-114

- 7.2.2.11 On-the-Job Training
- 10.2.6.6.4 PAR Target Interpretation
- 10.2.6.6.5 Safety Limits Exceeded

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test LTG 14.

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the skill of reminding aircraft to check wheels down on each approach at the proper time.		
Demonstrate the ability ensure that established separation is maintained.		
Demonstrate the skill to conduct a no gyro approach.		
Demonstrate the ability to determine when lost communication instructions must be issued and is done correctly.		
Demonstrate the ability to properly respond to an aircraft that you have lost radar contact with.		
Demonstrate the skill of asking for a communications check on each approach.		
Demonstrate the skill of instructing the aircraft not to acknowledge further transmissions.		
Demonstrate the ability to issue missed approach procedures when appropriate.		
Demonstrate the skill to issue proper climbout instructions for different types of approaches.		
Demonstrate the ability to issue a clearance to land, touch and go or low approach obtained from the tower.		
Demonstrate the ability to properly respond to a clearance canceled or not received from the tower.		
Demonstrate the skill to respond to final approach abnormalities.		
Demonstrate the ability to provide recommended altitudes for surveillance approaches.		
Demonstrate the ability to request aircraft to report the airport/runway in sight for surveillance approaches.		
Demonstrate the ability to notify aircraft where descent will begin and MDA for surveillance approaches.		
Demonstrate the skill to issue course guidance every 15 seconds for surveillance approaches and 5 seconds for precision approaches.		
Demonstrate the ability to inform aircraft when it is approaching glidepath and when to begin descent.		
Demonstrate the skill of informing aircraft when it reaches decision height, passes over approach lights and passes over landing threshold.		
Demonstrate the ability to properly terminate a surveillance approach or precision approach.		

Demonstrate the ability to properly monitor an ILS approach using PAR.		
Demonstrate the ability to issue a speed adjustment.		
Demonstrate the ability to maintain established separation between aircraft under your control and other aircraft on final.		
Demonstrate the skill to conduct a no-gyro PAR and ASR approach.		
Demonstrate the skill to issue lost communications instructions when required.		
Demonstrate the ability to instruct aircraft not to acknowledge further transmissions.		
Demonstrate the ability to issue a missed approach procedure when required.		
Demonstrate the ability to issue appropriate departure instructions for low approach or touch and go aircraft.		
Demonstrate the ability to obtain a clearance from the tower or respond to a clearance cancelled/not received.		
Demonstrate the skill to interpret final approach abnormalities.		

Individual has satisfactorily completed all LQS requirements for LTG 14:

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 (UAS) 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 Minima 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 with a minimum score of 80.

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to maintain proper wake turbulence separation behind heavy jets.		
Demonstrate the ability to issue traffic advisories.		
Demonstrate the ability to pass bird activity, traffic, observed abnormalities or landing area conditions received from the tower verbatim.		
Demonstrate the ability to clear aircraft for restricted low approaches.		
Demonstrate the ability to clear an aircraft for a circling approach.		
Demonstrate the ability to radar identify an aircraft by primary or secondary means.		
Demonstrate the ability to properly transfer radar identification.		
Demonstrate the ability to apply radar separation.		
Demonstrate the ability to vector aircraft without a gyro.		

Individual has satisfactorily completed all LQS requirements for LTG 15:

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
4-6-3	Delays

Local Qualification Standards

KNOWLEDGE. Pass a written examination 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 _____

LTG 23 - RADAR EQUIPMENT (EQPT-2018)

Lesson Topic Guide

GOAL. Operate radar equipment.

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

PREREQUISITE. ACAD-0532

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test LTG 13.

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

Skill/Ability	Date	OJTI
Demonstrate the ability to read altimeter, wind instruments and clock information.		
Demonstrate the ability to configure the ASR scope for an approach.		
Demonstrate the ability to configure the PAR scope to the correct runway.		
Demonstrate the skill to perform an alignment check on the PAR scope.		
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.		

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. None.

Local Qualification Standards

KNOWLEDGE. Must have completed test LTG 13.

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI
Demonstrate the ability to operate the ETVS.		
Demonstrate the ability to operate the intercom between positions.		

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. Describe information contained in local directives.

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

INSTRUCTOR. BI.

REFERENCE

1. Letters of Agreement.

2. Facility Manual

2-606	Intrafacility Landlines
2-608	Local Frequencies
6-100	General
6-101	Airspace
6-200	Terminal Radar Team Positions
6-209	Final Control
6-302	Contact Approach
6-303	GCA and ILS Patterns
6-306	Radar Approach Minimums
6-307	ASR Recommended Altitudes
6-308	Climbout Instructions
6-309	Special Use Airspace Schedule
6-311	VISCOM Coordination
6-316	Cherry Point Waveoffs
6-317	AV-8 Minimum Fuel GCA
6-319	Missed Approach Instructions
6-320	Lost Comm Instructions
6-321	Restricted Low Approach
6-322	Radar Approach Confirmation
6-323	Runway Threshold and Approach Light Calls for PAR
6-324	Information and Status Boards
6-329	Pointouts
7-102	ETVS
7-105	Emergency Comm System
7-112	Visual Communications (VISCOM)
7-205	FPN-63 Precision Radar
7-206	FPN-63 Control Panel
7-207	FPN-63 Remote Control Panel
7-302	NAVAID Monitors
7-303	Navigation Aids

3. NAVAIR 00-80T-114

10.1.3.7 Final Control

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test LTG 26.

SKILLS AND ABILITIES

Skill/Ability	Date	OJTI

Individual has satisfactorily completed all LQS requirements for LTG 26:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL.

1. Introduce principles of instruction.
2. Understand the structure of an event.
3. Conduct a period of instruction on a T&R event.

REQUIREMENT.

1. Given the reference, the BIUT will demonstrate the following with the assistance of a unit instructor:
 - a. Introduce/discuss/demonstrate instruction techniques.
 - b. Introduce/discuss/demonstrate class management techniques.
 - (1) How to use class resources to communicate with the student.
 - (2) How to properly organize the class for effective instruction.
 - c. Introduce/discuss/demonstrate how to prepare for a period of instruction.
 - (1) Schedule the class.
 - (2) Prepare/access the training materials for the class.
 - (3) Prepare the evaluation form to be used to evaluate the students event performance, as applicable.
2. Using the community T&R manual, discuss the following with an instructor:
 - a. State the purpose of a T&R event.
 - b. Describe the structure of a T&R event and explain the purpose and content for each event section.
 - c. Using the given event, explain each section as it pertains to the event.
 - (1) Explain the purpose and content of the goal.
 - (2) Explain the requirement condition and performance steps for the event and what needs to be done to prepare to instruct the event.
 - (3) Explain how the event performance standard is measured and when the event has been completed.
 - (4) State who can instruct the event.
 - (5) State the event prerequisite and how to verify that it was completed.
 - (6) Explain how the external syllabus support requirement will be resourced.

(7) State the references required and how each would be used to train the event.

3. The BIUT, under the supervision of an instructor, will learn how to conduct a period of instruction on an event selected by the instructor. The event must be one the BIUT is current and proficient in. The BIUT will be able to:

a. State the instructor responsibilities.

b. Define the purpose and content of a T&R event per the aviation T&R program manual.

c. Prepare to train the event.

(1) Review the trainee's PR to identify required training for the event selected.

(2) Ensure the student has met prerequisites for the event to be trained.

(3) Develop a student training plan to ensure progression per this manual.

(4) Schedule the training event (facilities and students).

(5) Gather the resources necessary to conduct the training (instructional materials, references and equipment).

(6) Prepare an evaluation form for each student to be evaluated.

d. Conduct training on the event selected:

(1) Ensure all training resources are properly staged/equipment if set up properly for training.

(2) Instruct the student in a thorough manner so as to cover all requirements for the event.

(3) Ensure continuous, objective assessment of the students' progress during training.

e. Assess student performance:

(1) Assess the students' performance to the performance standard.

(2) Correct student deficiencies in a timely manner and provide the student feedback.

(3) Complete the evaluation form for each student trained.

(4) Debrief students on their performance and provide corrective action.

f. Route evaluation form, as required.

INSTRUCTOR. BI.

REFERENCE. NAVMC 3500.14

Local Qualification Standards

KNOWLEDGE. There is no test for LTG 27.

SKILLS AND ABILITIES

Skill/Ability	Date	SI
Demonstrate an understanding of the principles of instruction verbally.		
Physically demonstrate proper instruction and classroom techniques.		
Demonstrate event required knowledge.		
Demonstrate how to schedule and prepare to instruct an event.		
Without the aid of references and during a discussion session, demonstrate an understanding of the structure of T&R events.		
Conduct a period of instruction on a T&R event.		

Individual has satisfactorily completed all LQS requirements for LTG 27:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

1. Radar Final Control.

COMPLETION REQUIRED PRIOR TO BEGINNING OJT		
Task	Completion Date	OJTI Initials
5 Hour 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 13 Test	ACAD-0532		
LTG 14 Test	ACAD-0533		
LTG 15 Test	ACAD-0534		
LTG 19 Test	ACAD-0538		
LTG 23 Practical Application	EQPT-2018		
LTG 25 Practical Application	COMM-2206		
LTG 26 Test	NA		
LTG 27 Practical Application	IUT-5000		

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 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-0520						
ACAD-0521						
ACAD-0522						
ACAD-0523						
ACAD-0532						
ACAD-0533						
ACAD-0534						
ACAD-0538						
EQPT-2018						
COMM-2206						
IUT-5000						
IUT-5010						
IUT-5020						
RFC-3710						
QUAL-6110						

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.