

TRAINING & READINESS SUPPLEMENT

GROUND 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-0524	Describe airfield lighting knowledge.
ACAD-0525	Identify requirements and phraseology for Special VFR operations.
ACAD-0527	Define ATC phraseology/communications as it applies to ground control.
ACAD-0528	Define proper separation to vehicle and aircraft movement as it applies to ground control.
EQPT-2003	Operate fixed control tower structure equipment.
COMM-2206	Operate control tower 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.

GROUND CONTROL

Table of Contents

Section I	Training Plan
Section II	Ground Control (GC)
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 5	-	AIRFIELD LIGHTING (ACAD-0524)
LTG 6	-	SPECIAL VFR (ACAD-0525)
LTG 8	-	ATC PHRASEOLOGY/COMMUNICATIONS (ACAD-0527)
LTG 9	-	VEHICLE AND AIRCRAFT MOVEMENT (ACAD-0528)
LTG 22	-	EQUIPMENT (EQPT-2003)
LTG 25	-	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.

Skill/Ability	Date	OJTI
Demonstrate the skill to issue VFR and IFR clearances.		
Demonstrate the ability to amend previously issued clearances.		
Demonstrate the skill to issue an altitude reservation flight plan clearance.		

Individual has satisfactorily completed all LQS requirements for LTG 4:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

LTG 5 - AIRFIELD LIGHTING (ACAD-0524)

Lesson Topic Guide

GOAL. Describe airfield lighting knowledge.

REQUIREMENT. Describe the use of airfield lighting listed in the reference and be able to determine intensity levels through the use of tables.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65, Air Traffic Control
 - 3-4-1 Emergency Lighting
 - 3-4-2 Runway End Identifier Lights
 - 3-4-3 VASI Lights
 - 3-4-4 Precision Approach Path Indicators (PAPI)
 - 3-4-5 Approach Lights
 - 3-4-6 ALS Intensity
 - 3-4-7 Sequenced Flashing Lights
 - 3-4-8 MALS
 - 3-4-9 ALSF-2
 - 3-4-10 Runway Edge Lights
 - 3-4-11 High Intensity Runway, Centerline Lights
 - 3-4-12 HIRL Associated with MALSR
 - 3-4-13 HIRL Changes
 - 3-4-14 Medium Intensity Runway Lights
 - 3-4-15 Simultaneous Approach/Runway Edge
 - 3-4-16 High-Speed Turnoff Lights
 - 3-4-17 Taxiway Lights
 - 3-4-18 Obstruction Lights
 - 3-4-19 Rotating Beacon
2. FAA JO 7210.3, Facility Operations and Administration
3. NAVAIR 51-50AAA-2, Airfield Lighting
4. ATC Facility Manual
 - 5-423 Taxiway Lights
5. Airfield Operations Manual
 - 1.9. Airfield Lighting

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 provide appropriate airport lighting for an emergency.		
Demonstrate the ability to operate approach lights correctly.		
Demonstrate the ability to operate sequenced flashing lights correctly.		
Demonstrate the ability to operate runway edge lights correctly.		
Demonstrate the ability to operate taxiway lights correctly.		
Demonstrate the ability to operate the rotating beacon correctly.		

Individual has satisfactorily completed all LQS requirements for LTG 5:

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.

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 determine when Special VFR operations are authorized.		
Demonstrate the ability to deny Special VFR clearance when ground visibility is below one mile.		
Demonstrate the ability to use proper strip marking for Special VFR aircraft.		

Individual has satisfactorily completed all LQS requirements for LTG 6:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Define Air Traffic Control Phraseology/Communications as it applies to ground control.

REQUIREMENT. Understand the proper ATC phraseology/communications procedures as it applies to ground control.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65

- 3-7-1 Ground Traffic Movement
- 3-7-2 Taxi and Ground Movement Operations
- 3-7-4 Runway Proximity
- 3-7-5 Precision Approach Critical Area

2. ATC Facility Manual.

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 8:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

Lesson Topic Guide

GOAL. Define proper separation to vehicle and aircraft movement as it applies to ground control.

REQUIREMENT. Define separation criteria for air traffic in the terminal area. Understand how to provide ATC services based upon observed or known traffic and airport conditions as listed in the reference.

INSTRUCTOR. BI

REFERENCE

1. FAA JO 7110.65

- 3-1-1 Provide Service
- 3-1-2 Preventive Control
- 3-1-3 Use of Active Runways
- 3-1-4 Coordination Between Local and Ground
- 3-1-5 Vehicles/Equipment/Personnel on Runway
- 3-1-6 Traffic Information
- 3-1-7 Position Determination
- 3-1-8 Low Level Wind shear/Microburst Advisories
- 3-1-10 Observed Abnormalities
- 3-1-12 Visually Scanning Runways
- 3-3-1 Landing Area Condition
- 3-3-2 Closed/Unsafe Runway Information
- 3-3-3 Timely Information
- 3-7-3 Ground Operations
- 3-11-1 Taxi and Ground Movement Operation (Helicopter)

2. Facility Manual

- 2-601 Airport Vehicles
- 5-303 Combat Aircraft Loading Area
- 5-304 Centerline Reflectors
- 5-417 Taxi Restrictions
- 5-418 Use of Active Runways
- 5-422 Operations Along an Active Runway
- 5-425 Back Taxi for Departure
- 5-426 Pad Operations
- 5-703 Hot Brakes
- 5-704 Crash & Vehicle Net
- 5-705 Arrested Landings

3. Airfield Operations Manual

- 1.7. Compass Rose and Compass Swing Sites
- 1.10. Arresting Gear
- 3.11 AV-8B Operating Procedures
- 3.13. Ordnance Arming/De-arming Procedures
- 3.14. External Ordnance Approach Procedures
- 3.15. Ordnance Handling and Refueling Operations
- 4.3. Construction and Maintenance
- 4.4. Uneven Pavement or Surface Procedures
- 4.5. Snow, Ice, Slush or Water Procedures
- 4.6. Removal of Objects
- 4.7. Airport Lighting System Failure
- 6.3. Customs and Agriculture Inspections

- 6.4. Distinguished Visitor Procedures
- 6.8. Priority for Refueling and Services
- 6.9. Civil Transient Aircraft
- 6.10. Concurrent Loading and Fueling of Transient Aircraft

4. NAVAIR 00-80T-114

9.1.3.2 Ground Control

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 Taxi aircraft to/from landing surfaces.		
Demonstrate the skill to scan runways and movement areas.		
Demonstrate the ability to verbalize intersection departure procedures.		
Demonstrate the skill to taxi multiple aircraft without conflict.		
Demonstrate the skill to determine position of vehicles/aircraft before issuing instructions.		
Demonstrate the ability to issue progressive taxi instructions.		

Individual has satisfactorily completed all LQS requirements for LTG 9:

Date: _____

Trainee: _____

Signature: _____

FWO/Crew Chief Signature _____

LTG 22 - EQUIPMENT (EQPT-2003)

Lesson Topic Guide

GOAL. Operate fixed control tower structure equipment.

REQUIREMENT. While in a fixed tower and given the required equipment, operate the following:

1. Operate the airfield lighting console/computer.
2. Operate console and cab lighting.
3. Operate cooling and heating controls.
4. Identify and describe operation of emergency power cutoff.
5. Read altimeter, wind instruments and clock information.
6. Ensure NAVAID monitors are operating properly, read indicators, and identify equipment status.
7. Operate the weather reporting monitor to extract information.
8. Operate ALDIS lamp.
9. Operate PA system.
10. Operate traffic tabulators.
11. Operate BRANDS/BRITE control panel and display.
12. Operate the tower display workstation (TDW)

INSTRUCTOR. BI

PREREQUISITE. None.

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 configure airfield lighting.		
Demonstrate the ability to operate console and cab lighting.		
Demonstrate the ability to operate cooling and heating controls.		
Demonstrate the use of Emergency Power Cutoff equipment.		
Demonstrate the ability to read altimeter, wind, weather and clock information from the VIDS.		
Demonstrate the skill to operate the ALDIS lamp.		

Individual has satisfactorily completed all LQS requirements for LTG 22:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

LTG 25 - COMMUNICATIONS EQUIPMENT (COMM-2206)

Lesson Topic Guide

GOAL. Operate control tower communications equipment.

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

1. Transmitter/receiver control panel.
2. Backup/emergency transmitter/receiver location and controls.
3. Emergency alert system.
4. Intercom units.
5. P.A. system.
6. Telephones.
7. Aldis lamp.
8. VIDS

INSTRUCTOR. BI.

PREREQUISITE. None.

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 ability to operate the transmitter/receiver control panel.		
Demonstrate the ability to locate the wind and altimeter.		
Demonstrate the proper use of local time and zulu time.		
Demonstrate the skill to use the ATIS.		
Demonstrate the ability to properly record an ATIS broadcast.		
Conduct a proper position relief.		
Demonstrate the proper use of position logs (VIDS/paper) to sign on and off.		
Demonstrate the ability to update status boards.		
Demonstrate the ability to signal vehicles with a light gun properly.		

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

INSTRUCTOR. BI.

REFERENCE

1. Letters of Agreement.

ZDC, MCABE, 2d MAW	Stereo Plans
ZDC, MAG-14, NKT	Stereo Routes

2. Facility Manual

2-608	Local Frequencies
	Local Control
	Ground Control
	Clearance Delivery
	Metro
	Base Operations

5-103	FOD Walks
5-104	FOD and Helicopters
5-105	FOD Sweepers
5-204	Ground Control
5-301	Movement Areas
5-417	Taxi Restrictions
5-429	Stereo Routes and VFR Flight Guarding

7-301	Airfield Lighting and Control System
-------	--------------------------------------

3. Airfield Operations Manual

3.2.c.	Quiet Hours
3.4.	Taxi Instructions
3.10.f.	Helicopter/Tilt Rotor Operating Procedures
3.16.	Dangerous/Hazardous Cargo
3.20.	Hot Brakes
3.21.	Suspension of Refueling and Ordnance Operations During Electrical Storms
3.22.	Personnel and Vehicle Restrictions

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 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. Ground 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 5 Test	ACAD-0524		
LTG 6 Test	ACAD-0525		
LTG 8 Test	ACAD-0527		
LTG 9 Test	ACAD-0528		
LTG 22 Practical Application	EQPT-2003		
LTG 25 Practical Application	COMM-2206		
LTG 26 Test			
LTG 26	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 WTTT 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-0524						
ACAD-0525						
ACAD-0527						
ACAD-0528						
EQPT-2003						
COMM-2206						
IUT-5000						
IUT-5010						
IUT-5020						
GC-3620						
QUAL-6170						

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** _____

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