

**TRAINING & READINESS SUPPLEMENT**

**LOCAL 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-0526 | Explain visual separation, types of approaches, and VFR-on-top procedures.                |
| ACAD-0529 | Define Air Traffic Control Phraseology/Communications as it applies to local control.     |
| ACAD-0530 | Define proper separation to vehicle and aircraft movement as it applies to local control. |
| ACAD-0531 | Describe Spacing/sequencing/separation in the terminal environment.                       |
| ACPM-8000 | Marine Air Command and Control System   |
| 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.**

# LOCAL CONTROL

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| ACPM-8005   | -     | Marine Air Traffic Control                      |
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| <b>TRAINING PLAN</b>       |  |  |  |
|----------------------------|--|--|--|
| Trainee:                   |  | Date:  |  |
| Position:                  |  | Initial Training <input type="checkbox"/>    |  |
| FWO:                       |  | Subsequent Training <input type="checkbox"/> |  |
| OJT Start Date             |  | 25% Date                                     |  |
| OJF prior to OJT           |  | 50% Date                                     |  |
| Sim prior to OJT           |  | 75% Date                                     |  |
| Total Sim Required         |  | 100% Date                                    |  |
| Objectives:                |  |  |  |
| Trainee                    |  | Signature/Date                               |  |
|                            |  |  |  |
| SATCS                      |  | Signature/Date                               |  |
|                            |  |  |  |
| Team Leader (if not SATCS) |  | 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 |
|---------------|------|------|
|               |      |      |
|               |      |      |
|               |      |      |

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
  - 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 |

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 |
|---|------|------|
| Demonstrate the ability to determine when Special VFR operations are authorized.                                |      |      |
| Demonstrate the ability to authorize SVFR press-ups on the VTL pads without coordination with the Radar Branch. |      |      |
| 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.                                   |      |      |
| Demonstrate the ability to clear a SVFR aircraft for takeoff or to land.  |      |      |

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
  - Glossary Contact Approach
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 |
|---|------|------|
| 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.                              |      |      |

Individual has satisfactorily completed all LQS requirements for LTG 7:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_

FWO/Crew Chief Signature \_\_\_\_\_

Lesson Topic Guide

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

**REQUIREMENT.** Define the proper ATC phraseology/communications procedures as it applies to local control.

**INSTRUCTOR.** BI.

**REFERENCE**

1. FAA JO 7110.65
  - 3-2-1 Light Signals
  - 3-2-3 Receiver-Only Acknowledgement
2. ATC Facility Manual
3. NAVAIR 00-80T-114
  - 9.1.3.1 Local 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 |
|---------------|------|------|
|               |      |      |
|               |      |      |

Individual has satisfactorily completed all LQS requirements for LTG 10:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

FWO/Crew Chief Signature \_\_\_\_\_

Lesson Topic Guide

**GOAL.** Define proper separation to vehicle and aircraft movement as it applies to local 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 per the references. At a minimum, include information in sections 1, 3, 7, and 11.

**INSTRUCTOR.** BI.

REFERENCE

1. FAA JO 7110.65

- 2-1-25      Wheels Down Check
- 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 Controllers
- 3-1-5      Vehicles/Equipment/Personnel near/on Runways
- 3-1-6      Traffic Information
- 3-1-7      Position Determination
- 3-1-8      Low Level Wind shear/Microburst Advisories
- 3-1-10     Observed Abnormalities
- 3-1-11     Surface Area Restrictions
- 3-1-12     Visually Scanning Runways
- 3-1-13     Establishing Two-Way Communications
- 3-3-1      Landing Area Condition
- 3-3-2      Closed/Unsafe Runway Information
- 3-3-3      Timely Information
- 3-5-1      Selection
- 3-5-3      Tailwind Components
- 3-7-1      Ground Traffic Movement
- 3-7-2      Taxi and Ground Movement Operations
- 3-7-3      Ground Operations
- 3-7-4      Runway Proximity
- 3-7-5      Precision Approach Critical Area
- 3-11-1     Taxi and Ground Movement Operation (Helicopter)

2. Facility Manual

- 5-408      Delta Pattern
- 5-415      VISCOM Coordination
- 5-418      Use of Active Runways
- 5-422      Operations Along an Active Runway
- 5-425      Back Taxi for Departure
- 5-426      Pad Operations
- 5-430      Opposite Direction
- 5-502      Control Symbology

3. Airfield Operations Manual

- 1.7.      Compass Rose and Compass Swing Sites
- 1.10.     Arresting Gear
- 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
- 5.4. Procedures for Checking Wheels Down
- 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

**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 describe vehicles near movement area to pilots and final controllers. |      |      |
| Visually scans runway before clearing an aircraft for takeoff or to land.                        |      |      |

Individual has satisfactorily completed all LQS requirements for LTG 11:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_

FWO/Crew Chief Signature \_\_\_\_\_



Lesson Topic Guide

GOAL. Describe Spacing/sequencing/separation in the terminal environment.

REQUIREMENT. Describe the guidelines for spacing/sequencing/separation in the terminal environment.

INSTRUCTOR. BI.

REFERENCE

1. FAA JO 7110.65

- 3-8-1 Sequence/Spacing Application
- 3-8-2 Touch-and-Go or Stop-and-Go or Low Approach
- 3-8-3 Simultaneous Same Direction Operation
- 3-8-4 Simultaneous Opposite Direction Operation
- 3-9-1 Departure Information
- 3-9-3 Departure Control Instructions
- 3-9-4 Line Up and Wait (LUAW)
- 3-9-5 Anticipating Separation
- 3-9-6 Same Runway Separation
- 3-9-7 Wake Turbulence Separation for Intersection Departures
- 3-9-8 Intersecting Runway/Intersecting Flight Path Operations
- 3-9-9 Nonintersecting Converging Runway Operations
- 3-9-10 Takeoff Clearance
- 3-9-11 Cancellation of Takeoff Clearance
  
- 3-10-1 Landing Information
- 3-10-2 Forwarding Approach Information by Nonapproach Facilities
- 3-10-3 Same Runway Separation
- 3-10-4 Intersecting Runway/Intersecting Flight Path Separation
- 3-10-5 Landing Clearance
- 3-10-6 Anticipating Separation
- 3-10-7 Landing Clearance Without Visual Observation
- 3-10-8 Withholding Landing Clearance
- 3-10-9 Runway Exiting
- 3-10-10 Altitude Restricted Low Approach
- 3-10-11 Closed Traffic
- 3-10-12 Overhead Maneuver
- 3-10-13 Simulated Flameout (SFO) Approaches/Emergency Landing Pattern (ELP) Operations/Practice Precautionary Approaches
- 3-11-5 Simultaneous Landings and Takeoffs
- 3-12-1 Application (Sea Lane Operations)
- 3-12-2 Departure Separation
- 3-12-3 Arrival Separation
  
- 5-5-4 Minima (Radar separation)
- 5-8-2 Initial Heading
- 5-8-3 Successive Simultaneous Departures
- 5-8-4 Departure and Arrival
- 5-8-5 Departures and Arrivals on Parallel or Nonintersecting Diverging Runways

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 |
|---|------|------|
| Demonstrate the ability to issue wave-off procedures for instrument approaches.   |      |      |
| Demonstrate the skill of notifying AR when an aircraft conducting a PAR approach to a pad has landed.   |      |      |
| Demonstrate the ability to use non-standard traffic pattern while conducting UAS operations at the North TALS.  |      |      |
| Demonstrate the skill to properly apply runway separation between an arriving aircraft and another aircraft using the same runway.  |      |      |
| Demonstrate the skill to properly apply runway separation between an arriving aircraft using one runway from another aircraft using an intersecting runway or a nonintersecting runway when the flight paths intersect. |      |      |
| Demonstrate the ability to clear aircraft for a restricted low approach when deemed appropriate.  |      |      |
| Demonstrate the ability to separate successive departures.  |      |      |
| Demonstrate the ability to sequence separation between aircraft at the initial and in the tower pattern.  |      |      |

Individual has satisfactorily completed all LQS requirements for LTG 12:

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. Facility Manual

- 4-205 Tower Visibility Observers
- 5-302 VTL Pad Operations
- 5-403 Application of Visual Separation
- 5-414 Simultaneous Parallel Runway Operations
- 5-424 GCA Departures
- 5-427 Crash Circuit Test
- 5-702 Emergency Notification
  
- 6-305 Instrument Approaches

2. Airfield Operations Manual

- 3.5. Takeoff Instructions
- 3.6. Landing Instructions
- 3.7. Traffic Patterns
- 3.9. No Radio/Lost Communication Landing Procedures
- 3.11. AV-8B Operating Procedures
- 3.12. Procedural Waivers
- 5.5. Local Operating Terms

2. ATC Facility Manual

- 5-406 Special VFR Press-up
- 5-501 Terminal Data Entries

**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 acknowledge VISCOM coordination from the Radar Branch.                  |      |      |
| Demonstrate the ability to coordinate radar approaches when the VISCOM is out of service.        |      |      |
| Demonstrate the ability to place the fouled deck sign on the flight strip bay when required.     |      |      |
| Demonstrate the skill to request an SFA frequency from APE for IFR practice approach departures. |      |      |
| Demonstrate the ability to activate and/or deactivate helicopter pads and VTL pads.              |      |      |
| Demonstrate the ability to activate the Crash PA.  |      |      |
| Demonstrate the ability to take, record and report a tower visibility observation.               |      |      |

Individual has satisfactorily completed all LQS requirements for LTG 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 \_\_\_\_\_



## 1. Local 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 7 Test                                   | ACAD-0526 |                 |               |
| LTG 10 Test                                  | ACAD-0529 |                 |               |
| LTG 11 Test                                  | ACAD-0530 |                 |               |
| LTG 12 Test                                  | ACAD-0531 |                 |               |
| LTG 22 Practical Application                 | EQPT-2003 |                 |               |
| LTG 25 Practical Application                 | COMM-2206 |                 |               |
| LTG 26                                       |           |                 |               |

| 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.

|                               |                                   |
|-------------------------------|-----------------------------------|
| <b>Trainee Rank / Name:</b>   | <b>Billet:</b>                    |
| <b>Exercise / Operation:</b>  | <b>Date:</b>                      |
| <b>Evaluator's Rank/Name:</b> | <b>Evaluator's Billet / DESG:</b> |

| T&R Event Codes | U | 1 | 2 | 3 | 4 | Comments |
|-----------------|---|---|---|---|---|----------|
| ACAD-0520       |   |   |   |   |   |          |
| ACAD-0521       |   |   |   |   |   |          |
| ACAD-0522       |   |   |   |   |   |          |
| ACAD-0523       |   |   |   |   |   |          |
| ACAD-0524       |   |   |   |   |   |          |
| ACAD-0525       |   |   |   |   |   |          |
| ACAD-0526       |   |   |   |   |   |          |
| ACAD-0529       |   |   |   |   |   |          |
| ACAD-0530       |   |   |   |   |   |          |
| ACAD-0531       |   |   |   |   |   |          |
| EQPT-2003       |   |   |   |   |   |          |
| COMM-2206       |   |   |   |   |   |          |
| ACPM-8000       |   |   |   |   |   |          |
| TLC-3630        |   |   |   |   |   |          |
| QUAL-6180       |   |   |   |   |   |          |

**Evaluator's Overall Comments**

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

**Legend**

|                  |  |
|------------------|--|
| <b>U = UNSAT</b> | Unsafe or complete lack of ability and/or knowledge. Requires substantial input from the evaluator for mission accomplishment. |
| <b>1</b>         | Limited proficiency, does not meet the standard. Requires frequent input from the evaluator.                                   |
| <b>2</b>         | Capable. Recognizes and corrects errors. Requires occasional input from the evaluator.   |
| <b>3</b>         | Proficient. Correct, efficient, skillful, and without hesitation. Requires minimal input from the evaluator.                   |
| <b>4</b>         | 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.