

TRAINING & READINESS SUPPLEMENT

TOWER SUPERVISOR



Air Traffic Control Facility
15 Aug 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-0550	Comprehend knowledge applicable to supervisor positions.
ACPM-8020	Aviation Command Element (ACE)
ACPM-8021	Aviation Operations
ACPM-8022	Control of Aircraft and Missiles
ACPM-8023	Offensive Air Support
ACPM-8024	Assault Support
ACPM-8025	Air Reconnaissance
ACPM-8026	Electronic Warfare
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DESG-6242	Designate as a Tower Supervisor

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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.

TS 1 - TOWER SUPERVISOR KNOWLEDGE (ACAD-0550)

Lesson Topic Guide

GOAL. Comprehend knowledge applicable to supervisor positions.

REQUIREMENT. Describe the following IAW the reference.

1. Control authority.
2. Daily operations log.
3. Operating positions.
4. Human performance and medical qualifications.
5. Use of intoxicating drugs and alcoholic beverages.
6. Blood donors.
7. Workload planning.
8. Time Standards.
9. Communications.
10. Security of facilities.
11. Importance of collecting data.
12. Guidance concerning investigation and reporting.
13. ATC involvement.
14. Involvement of a facility or navigation aid.
15. ATC procedures following an accident/incident.
16. ATC personnel involved in an accident/incident.
17. Disciplinary action.
18. Air Traffic System Hazards (errors/deviations).
19. Activity report.
20. Billet descriptions, USMC.
21. Relief periods.
22. FAA Form 7230-4, Daily Record of Facility Operations.
23. Preparation of Form 7230-4.
24. Tower Team position responsibilities.
25. Applicable information contained in local directives.

INSTRUCTOR. SI (TS)

REFERENCE

1. FAA JO 7110.65
 - 1-1-9 Procedural Letters of Agreement
 - 2-2-6 IFR Flight Progress Data
 - 2-10-3 Tower Team Position Responsibilities
 - 10-2-5 Emergency Situations
2. NAVAIR 00-80T-114
 - 1.3 Control Authority
 - 4.1.3 Billet Descriptions, USMC
 - 4.2.1 Daily Operations Log
 - 4.2.2 Position Logs
 - 4.3.3 Operating Positions
 - 4.3.4 Human Performance and Medical Qualifications
 - 4.3.5 Use of Intoxicating Drugs and Beverages
 - 4.3.6 Blood Donors
 - 4.3.7 Portable Electronic Devices
 - 4.3.8 Work Load Planning
 - 4.4.4 Time Standards
 - 4.4.6.2 Severe Weather Activity

- 4.4.7 Communications
 - 4.4.8.7 Maintenance and Custody of Voice/Data Recordings
 - 4.6 Security of Facilities
 - 4.7.1 General (Incidents, Mishaps and Hazards)
 - 4.7.2 Guidance concerning investigation and reporting
 - 4.7.3.1 FWO Responsibilities
 - 4.7.3.2.1 ATC Personnel Contributing to Mishap/Hazard
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 - 4.8 ATC Hazard Reports
 - 4.10.1 Air Traffic Activity Report
3. FAA JO 7210.3
- 2-6-6 Relief Periods
4. Airfield Operations Manual
- 2.7. Clearance Delays
 - 3.11. AV-8B Operating Procedures
5. Facility Manual
- 1-107 Pass Down Logs
 - 1-201 Annotations
 - 1-401 Drug and Alcohol Use
 - 1-411 Blood Donations
 - 1-417 Briefing Area
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 - 2-501 Compiling Information
 - 2-507 Near Midair Collision Reports
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 - 5-411 Bird Aircraft Strike Hazard
 - 5-413 Suspension of VFR Operations
 - 5-601 Hourly Weather Forecast
 - 5-702 Emergency Notification
 - 5-706 Control Tower Emergency Evacuation Plan
 - 7-105 Emergency Comm System
 - 7-113 Emergency Generator Load Tests
 - App B Weather
 - App F Daily Record of Facility Operations

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test TS 1.

SKILLS AND ABILITIES.

Skill/Ability	Date	OJTI

Individual has satisfactorily completed all LQS requirements for TS 1:

Date: _____

Trainee: _____ Signature: _____

FWO/Crew Chief Signature _____

AVIATION COMMAND ELEMENT (ACE) - ACPM-8020

Lesson Topic Guide

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

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

PREREQUISITIES. ACPM 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

INSTRUCTOR. BI, SI, WTI

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8020.

Individual has satisfactorily completed all LQS requirements for ACPM-8020:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

AVIATION OPERATIONS - ACPM-8021

Lesson Topic Guide

GOAL. Demonstrate an understanding USMC aviation operations doctrine.

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

1. Identify the six functions of Marine Aviation to include all their subsets.
2. Identify the organization and mission of the Marine Air Wing to include each type of group and squadron.
3. Identify the purpose of the air tasking order.
4. Identify the six phases of the air tasking cycle.

INSTRUCTOR. BI, SI, WTI

REFERENCE. MCWP 3-2 Aviation Operations

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8021.

Individual has satisfactorily completed all LQS requirements for ACPM-8021:

Date: _____

Trainee: _____ Signature: _____

Instructor Signature _____

CONTROL OF AIRCRAFT AND MISSILES - ACPM-8022

Lesson Topic Guide

GOAL. Demonstrate an understanding of the USMC doctrine for the control of aircraft and missiles.

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

1. Identify the principal objectives of the MACCS.
2. Describe how the control of aircraft and missiles serves as the integrating function.
3. Describe distinctions between Marine Aviation philosophy and that of the other services.
4. Describe the methods of airspace control.
5. Describe how the COMMARFOR may serve as the JFACC, ACA, and AADC.
6. Describe the airspace coordination measures commonly employed by the MAGTF.

PERFORMANCE STANDARD. Pass an exam with a score of 80% or higher on the stated learning objectives.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL

1. MAWTS-1 Control of Aircraft and Missiles Class
2. MAWTS-1 (U) Media site video

REFERENCE. MCWP 3-25 Control of Aircraft and Missiles.

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8022.

Individual has satisfactorily completed all LQS requirements for ACPM-8022:

Date: _____

Trainee: _____ Signature: _____

Instructor Signature _____

OFFENSIVE AIR SUPPORT - ACPM-8023

Lesson Topic Guide

GOAL. Demonstrate an understanding of USMC offensive air support (OAS) doctrine.

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

1. Identify the purpose of the MAGTF Commanders Single Battle Concept.
2. Define the sub-categories of Offensive Air Support.
3. Discuss the requirements for effective offensive air support.
4. Define the three types of deep air support.
5. Define the capabilities and limitations that the OAS function offers.
6. Identify the elements of a Joint Tactical Air Strike Request.
7. Identify the three types of control of close air support.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 OAS Class

REFERENCE. MCWP 3-23 OAS

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8023.

Individual has satisfactorily completed all LQS requirements for ACPM-8023:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

ASSUALT SUPPORT - ACPM-8024

Lesson Topic Guide

GOAL. Demonstrate an understanding of assault support.

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

1. Describe and identify the sub-categories of Assault Support.
2. Identify which aircraft conduct each of the sub-categories.
3. Identify the elements of an Assault Support Request.
4. Describe the roles of the air mission commander and helicopterborne unit commander during helicopterborne assaults.
5. Describe assault support capabilities and limitations.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL. MAWTS-1 Assault Support Class

REFERENCE. MCWP 3-24 Assault Support

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8024.

Individual has satisfactorily completed all LQS requirements for ACPM-8024:

Date: _____

Trainee: _____ Signature: _____

Instructor Signature _____

AIR RECONNAISSANCE - ACPM-8025

Lesson Topic Guide

GOAL. Demonstrate an understanding of USMC air reconnaissance doctrine.

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

1. Describe the three categories of air reconnaissance.
2. Identify the principals of air reconnaissance.
3. Identify the prerequisites for effective air reconnaissance.
4. Identify the current Marine Corps aircraft that have the mission of air reconnaissance.
5. Describe how air reconnaissance missions are tasked.
6. Describe the supporting requirement for effective air reconnaissance.
7. Identify the current sensors in the Marine Corps inventory and their capabilities.

INSTRUCTOR. BI, SI, WTI

REFERENCE. MCWP 3-26 Air Reconnaissance

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8025.

Individual has satisfactorily completed all LQS requirements for ACPM-8025:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

ELECTRONIC WARFARE - ACPM-8026

Lesson Topic Guide

GOAL. Demonstrate an understanding of USMC electronic warfare doctrine.

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

1. Identify the definitions of Electronic Warfare (EW), Electronic Attack (EA), Electronic Protect (EP), and Electronic Warfare Support (ES).
2. State which units in the Marine Corps have the primary responsibility of conducting EW and the EW tasks they perform.
3. Describe the role of the Electronic Warfare Coordination Cell.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL

1. MAWTS-1 (S) Electronic Warfare Class
2. MAWTS-1 (S) Media site video

REFERENCE. MCWP 3-40.5 Electronic Warfare

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8026.

Individual has satisfactorily completed all LQS requirements for ACPM-8026:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

ANTI-AIR WARFARE - ACPM-8027

Lesson Topic Guide

GOAL. Demonstrate an understanding of USMC anti-air warfare doctrine.

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

1. Define anti-air warfare and its two basic types.
2. Describe the principals of anti-air warfare.
3. Describe the types of offensive anti-air warfare missions.
4. Identify the active air defense tasks.
5. Provide three examples of passive air defense measures.
6. Define a Joint engagement zone, fighter engagement zone, missile engagement zone, and a base defense zone.
7. Define the air defense warning conditions.
8. Define the weapons control statuses.
9. Identify the responsibilities of the Regional Air Defense Commander and the Sector Air Defense Commander.

INSTRUCTOR. BI, SI, WTI

REFERENCE. MCWP 3-22 Anti-air Warfare

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8027.

Individual has satisfactorily completed all LQS requirements for ACPM-8027:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

AVIATION GROUND SUPPORT - ACPM-8028

Lesson Topic Guide

GOAL. Demonstrate an understanding of USMC aviation ground support doctrine.

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

1. Identify the fourteen functions of AGS.
2. Identify the five activities that the MWSS performs for the ACE when deployed.
3. Identify the four classifications of Forward Operating Base (FOB) and state the distinguishing characteristics of each.
4. Identify the mission of the MWSS.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL

1. MAWTS-1 AGS Class
2. MAWTS-1 (U) Media site video

REFERENCE. MCWP 3-21.1 Aviation Ground Support

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8028.

Individual has satisfactorily completed all LQS requirements for ACPM-8028:

Date: _____

Trainee: _____

Signature: _____

Instructor Signature _____

1. Tower Supervisor.

TEST COMPLETION			
Task	T&R Event	Completion Date	OJTI Initials
TS 1 Test	ACAD-0550		

Qualification Process

Recommended By TS Instructor (Signature)	Date:
Concurrence - Tower Chief (Signature)	Date:

MACCS QUALIFICATION FORM

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

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

T&R Event Codes	U	1	2	3	4	Comments
ACAD-0550						
ACPM-8020						
ACPM-8021						
ACPM-8022						
ACPM-8023						
ACPM-8024						
ACPM-8025						
ACPM-8026						
ACPM-8027						
ACPM-8028						
DESG-6242						

Evaluator's Overall Comments

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

Legend

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

Trainee Endorsement

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

Approval Process

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

OIC/SNCOIC Signature _____ **Date** _____

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