

Report Date: 23 Apr 2015

Summary Report for Individual Task
011-15Q-3018
Prepare DA Form 3479 (Training and Proficiency Record - Air Traffic Controller)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the USAACE/Fort Rucker foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as a Training Supervisor in an air traffic control facility, or a Facility Chief in an air traffic services facility. Given TC 3-04.81 and DA Form 3479, you have a requirement to prepare DA Form 3479 for all facility personnel. Some iterations of this task should be performed in MOPP 4.

Standard: Prepare a complete and current DA Form 3479 for all assigned or attached air traffic controllers IAW TC 3-04.81, Appendix F.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are assigned to a duty position with a responsibility to prepare DA Form 3479.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Complete Section I (Assignments) of DA Form 3479.
 - a. Enter last name, first name, and middle initial of the individual.
 - b. Enter the standard three-letter rank abbreviation for military personnel, "DAC" for Department of the Army civilians, "LN" for local national non-DOD civilians, and "CIV" for other civilians or contractors.
2. Complete Section II (Training, Testing, and Evaluations) of DA Form 3479.
 - a. Record training events (subjects, positions, or equipment) in the appropriate block.
 - (1) Enter the subject, material, or equipment tested, for tests and examinations.
 - (2) Enter the facility positions that were evaluated for controller evaluations.
 - (3) Use a comma (,) to separate individual positions ("FD, GC").
 - (4) Use a slash (/) to show consolidated or combined positions ("FD, GC/LC").
 - b. Enter the type of training.
 - (1) Enter "P" for proficiency training.
 - (2) Enter "Q" for qualification training.
 - (3) Enter "R" for remedial training.
 - c. Enter the date the training, test, or evaluation was completed using the DD MMM YY format.
 - d. Enter the results of the training.
 - (1) Enter "S" for satisfactory/pass/go.
 - (2) Enter "U" for unsatisfactory/fail/no go.
 - e. Record pertinent comments that add further detail to the entry in the remarks block.
3. Complete Section III (Miscellaneous General Comments) of DA Form 3479.
 - a. Start each entry with a date in standard DD MMM YY format.
 - b. Record comments or elaborate on other entries, events, or incidents within the record in the body of the text area.
 - c. Ensure all mandatory entries are recorded. Mandatory entries IAW TC 3-04.81, Appendix F include:
 - (1) Reason and time limits for personnel placed on remedial training.
 - (2) Failure of the pre-FAA/ATCS examination.
 - (3) Failure of the final FAA/ATCS examination.

- (4) Gaining unit inspection of records.
- (5) Date granted, and time limit (if applicable), for training time extensions.
- (6) Position qualification, rating, RL progression dates, and total position hours.
- (7) Results of no-notice evaluations.
- (8) Results of annual skills evaluations.

d. Enter the name, rank, title, and signature of the individual making the entry.

4. Complete Section IV (Individual Radar Record) of DA Form 3479.

- a. Enter the monthly count of radar approaches by type or operation conducted by the controller.
- b. Close out the section on the last day of each calendar year.

- (1) Enter the yearly total in the "Total Runs for Year" line.
- (2) Tally the total runs for the year and total runs brought forward and enter the results in the "Total Runs" line.
- (3) Sign, date, and retain the closed-out section in the controller's file until completion of the following year.

c. Start a new form and place it on top of the previous year to record radar runs for the current year.

5. Maintain DA Form 3479 in a complete and current training and proficiency folder IAW TC 3-04.81, Appendix F.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other air traffic control related tasks. Brief Soldier: Tell the Soldier to prepare DA Form 3479.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Completed Section I (Assignments) of DA Form 3479.			
2. Completed Section II (Training, Testing, and Evaluations) of DA Form 3479.			
3. Completed Section III (Miscellaneous General Comments) of DA Form 3479.			
4. Completed Section IV (Individual Radar Record) of DA Form 3479.			
5. Maintained DA Form 3479 in a complete and current training and proficiency folder IAW TC 3-04.81, Appendix F.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA FORM 3479	Training and Proficiency Record - Air Traffic Controller	Yes	Yes
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- a. We are committed to the prevention of pollution.
- b. We are committed to meeting all applicable legal and regulatory requirements.
- c. We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None