

Summary Report for Individual Task  
011-15Q-2006  
Manage Shift During or After an Aircraft Accident or Incident  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** In an air traffic control facility, assigned shift leader duties, and given local weather information, FAAO 7110.65, AR 95-2, TC 3-04.81, and a requirement to manage your shift during or after an aircraft accident or incident. Some iterations of this task should be performed in MOPP 4.

**Standard:** Manage your shift during or after an aircraft accident or incident ensuring all pertinent data is obtained, recorded, and safeguarded while continuing to provide air traffic services IAW FAAO 7110.65, AR 95-2, and TC 3-04.81.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You are assigned shift leader duties and there has been an aircraft accident or incident within your facility's area of responsibility.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** FAAO JO 7110.65 is a non-APD linked reference; this publication can be found on the Federal Aviation Administration (FAA) website under "Air Traffic Plans and Publications" or by going to the following address: [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).

### Performance Steps

1. Provide the continuous safe, orderly, and expeditious movement of all air traffic IAW TC 3-04.81, Chapter (Ch) 1, Section (Sec) 2.
2. Obtain information IAW TC 3-04.81 Ch 1, Sec 2 and AR 95-2, Ch 14, Sec 2.
3. Notify the ATC chief, facility chief, and other designated personnel IAW TC 3-04.81, Ch 1, Sec 2 and AR 95-2, Ch 14.
4. Request a local weather observation unless there has been an intervening record or record-special observation.
5. Record all appropriate details, including the local weather observation, on DA Form 3502-R (Daily Report of Air Traffic Control Facility).
6. Remove and safeguard recorder media that is or may be pertinent to the accident or incident as soon as possible IAW TC 3-04.8, Ch 1, Sec 2.
7. Inspect the equipment along with maintenance personnel to determine if it could have contributed to the accident or incident.
8. Relieve controllers and refer them for evaluation when warranted.

(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 facility related tasks. Brief Soldier: Tell the Soldier to manage his/her shift during or after an aircraft accident or incident.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Provided the continuous safe, orderly, and expeditious movement of all air traffic IAW TC 3-04.81, Chapter (Ch) 1, Section (Sec) 2.			
2. Obtained information IAW TC 3-04.81 Ch 1, Sec 2 and AR 95-2, Ch 14, Sec 2.			
3. Notified the ATC chief, facility chief, and other designated personnel IAW TC 3-04.81, Ch 1, Sec 2 and AR 95-2, Ch 14.			
4. Requested a local weather observation unless there has been an intervening record or record-special observation.			
5. Record all appropriate details, including the local weather observation, on DA Form 3502-R (Daily Report of Air Traffic Control Facility).			
6. Removed and safeguarded recorder media that was or may have been pertinent to the accident or incident as soon as possible IAW TC 3-04.8, Ch 1, Sec 2.			
7. Inspected the equipment along with maintenance personnel to determine if it could have contributed to the accident or incident.			
8. Relieved controllers and referred them for evaluation when warranted.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 95-2	AIRSPACE, AIRFIELDS/HELIPORTS, FLIGHT ACTIVITIES, AIR TRAFFIC (RAR 001, 16 Oct 2008)	Yes	No
	DA FORM 3502	Daily Report of Air Traffic Control Facility (LRA)	Yes	No
	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	Yes	No
	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