

**Summary Report for Individual Task  
011-143-0024  
Perform Assumption of Duty Requirements  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** As an Air Traffic Controller assigned to an ATC facility, given DA Form 3502, DA Form 3503, and appropriate manuals

**Standard:** Preview the position, receive briefing, assume responsibility for, and review the position IAW FAAO JO 7110.65 Appendix D, TC 3-04.81, and, the Facility Training Manual and facility directives.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Safety Level:** Low

**MOPP:**

<b>Task Statements</b>
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**Cue:** You are coming to work a position within the facility.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Preview the position IAW FAAO JO 7110.65, Appendix D.
2. Receive verbal briefing IAW FAAO JO 7110.65, Appendix D.
3. Assume position responsibility IAW FAAO JO 7110.65, Appendix D.
4. Review the position IAW FAAO JO 7110.65, Appendix D.
5. Ensure that all requirements of the facility handover procedures have been completed IAW the Facility SOP.

(Asterisks indicates a leader performance step.)

**Evaluation Preparation:** SETUP: Require the Soldier to become completely familiar with a position in an ATC facility before he accepts responsibility for that position. Requirements for this task may be simulated by having another controller act as the person responsible for a predetermined position. Provide the assisting controller with information representing an actual position, a recent information file, and weather information.

**BRIEF SOLDIER:** Inform the Soldier that they will be evaluated on how they assumes duty requirements. If the task is to be simulated, tell them that another Soldier will operate in the assumed position. The soldier should assume duty as though a real situation exists.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Previewed the position.			
2. Received the verbal briefing.			
3. Assumed the responsibility of the position.			
4. Reviewed the position.			
5. Ensured that all requirements of the facility handover procedures have been completed.			

### Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA FORM 3502	DAILY REPORT OF AIR TRAFFIC CONTROL FACILITY (LRA)	Yes	No
	DA FORM 3503	AIR TRAFFIC CONTROL POSITION LOG (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	No	No
1.	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	No	No
2.	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	No	No
3.	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	No	No
4.	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	No	No
5.	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	No	No

**Environment:** 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 FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

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**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
011-143-5055	Record ATC Facility Daily Activities	011 - Aviation (Individual)	Reviewed

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
011-143-5004	Operate the Air Traffic Control Central, AN/TSW-7A	011 - Aviation (Individual)	Analysis Completed
011-143-1039	Provide Airport Surveillance Radar Approach	011 - Aviation (Individual)	Reviewed
011-143-0037	Operate the Tactical Airspace Integration System (TAIS), AN/TSQ-221	011 - Aviation (Individual)	Reviewed
011-143-1064	Operate the AN/TSQ-198A Tactical Terminal Control System (TTCS)	011 - Aviation (Individual)	Reviewed
011-143-1040	Provide Precision Approach Radar Approach	011 - Aviation (Individual)	Approved
011-143-0036	Operate the Air Traffic Navigation, Integration, and Coordination System (ATNAVICS), AN/TPN-31	011 - Aviation (Individual)	Analysis Completed
011-143-0020	Provide Flight Following Service	011 - Aviation (Individual)	Approved

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
01-4-7532	Conduct Tower Missions	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7531	Conduct Ground Controlled Approach Radar Functions	01 - Aviation/Aviation Logistics (Collective)	Approved