

Summary Report for Individual Task
011-15Q-2002
Conduct Controller Training
Status: Approved

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 TC 3-04.81 and DA Form 3479-1, with a requirement to conduct controller training. Some iterations of this task should be performed in MOPP 4.

Standard: Conduct controller training that effectively covers the applicable knowledge and skill requirements IAW TC 3-04.81.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are assigned shift leader duties in an air traffic control facility.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Conduct qualification training.
 - a. Provide qualification training to newly assigned personnel before they can obtain a facility rating.
 - (1) Conduct indoctrination training IAW TC 3-04.81, Ch. 3, Para. 6.
 - (2) Conduct primary knowledge training.
 - (a) Teach the general subjects the trainee needs prior to training at an operating position.
 - (b) Ensure the trainee does not progress to the next phase of training until they have successfully completed a written closed-book examination on the applicable material.
 - (3) Conduct position qualification training.
 - (a) Provide hands-on training at each position incorporating written, oral, and practical evaluations.
 - (b) Evaluate the trainee on each operating position and record the results on DA Form 3479-1 (Trainee/Controller Evaluation).
 - (4) Conduct facility rating training.
 - (a) Teach the trainee the topics they must know to operate as a controller at the facility assigned.
 - (b) Ensure the trainee successfully completes both the pre-FAA/ATCS facility rating examination and the final-FAA/ATCS facility rating examination.
 - b. Provide qualification training to facility-rated controllers when new procedures are instituted or new ATC equipment is installed.
2. Conduct administration and management training IAW TC 3-04.81, Ch. 3, Para. 12,13.
3. Conduct proficiency training to ensure facility-rated or PQ controllers remain current and proficient on ATC policies, procedures, and equipment.
4. Conduct remedial training.
 - a. Provide remedial training when personnel have shown they are no longer qualified at a control position which they were previously qualified.
 - b. Provide remedial training to correct a demonstrated weakness or for the failure of a written or oral examination.

(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 conduct controller training.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Conducted qualification training. | | | |
| 2. Conducted administration and management training IAW TC 3-04.81, Ch. 3, Para. 12,13. | | | |
| 3. Conducted proficiency training to ensure facility-rated or PQ controllers remained current and proficient on ATC policies, procedures, and equipment. | | | |
| 4. Conducted remedial training. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|-------------------------|---|----------|---------|
| | DA FORM 3479-1 | Trainee/Controller Evaluation | No | 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