

Summary Report for Individual Task  
011-15Q-2003  
Assign Controllers to Operating Positions  
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:** As an Air Traffic Controller in an ATC facility, given assigned subordinate personnel and a requirement to assign personnel to appropriate operating positions based on air traffic, equipment, facility function, individual qualifications, FAAO 7110.65 and TC 3-04.81. Some iterations of this task should be performed in MOPP 4.

**Standard:** Assign rated, position qualified, and nonrated subordinate personnel to the appropriate operating positions in an ATC facility, combining operating positions, as the amount of activity and the qualifications of the controllers make this feasible IAW FAAO JO 7110.65, TC 3-04.81, and local directives.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You are the shift supervisor for your ATC facility.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** NOTE: local conditions and mission requirements will dictate applicable performance measures.

### Performance Steps

1. Assign only ATC personnel qualified to perform duties outlined in AR 95-2 and TC 3-04.81 to operating positions.
  
2. Assign controllers to position as required by traffic, equipment, and individual qualifications.
  
3. Assign non-position qualified controllers to positions on which they are qualified or assign them under the direct supervision of facility rated controllers.
  
4. Assign non-position qualified controllers to combined positions IAW TC 3-04.81, Paragraph 1-35 (installation) or Paragraph 5-34 (tactical).
  
5. Assign controllers providing direct one-on-one supervision IAW TC 3-04.81, Paragraph 1-36.
  
6. Allow non-position qualified trainees to conduct precision or surveillance approaches during IFR conditions, at your discretion and only when the following conditions exist:
  - a. Direct one-on-one supervision is maintained.
  
  - b. Direct communications override is available at the position of operation.
  
  - c. Weather conditions are acceptable (not less than a 500-foot ceiling or 1-mile visibility).
  
7. Consolidate operating positions IAW TC 3-04.81, Paragraph 1-33 (installation) or Paragraph 5-31 (tactical).

(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 assign controllers to operating positions.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Assigned only ATC personnel qualified to perform duties outlined in AR 95-2 and TC 3-04.81 to operating positions.			
2. Assigned controllers to position as required by traffic, equipment, and individual qualifications.			
3. Assigned non-position qualified controllers to positions on which they were qualified or assigned them under the direct supervision of facility rated controllers.			
4. Assigned non-position qualified controllers to combined positions IAW TC 3-04.81, Paragraph 1-35 (installation) or Paragraph 5-34 (tactical).			
5. Assigned controllers providing direct one-on-one supervision IAW TC 3-04.81, Paragraph 1-36.			
6. Allowed non-position qualified trainees to conduct precision or surveillance approaches during IFR conditions, at your discretion and only when the following conditions existed:			
a. Direct one-on-one supervision is maintained.			
b. Direct communications override is available at the position of operation.			
c. Weather conditions are acceptable (not less than a 500-foot ceiling or 1-mile visibility).			
7. Consolidated operating positions IAW TC 3-04.81, Paragraph 1-33 (installation) or Paragraph 5-31 (tactical).			

**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)	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