

Summary Report for Individual Task
011-15Q-3017
Develop a Facility Training Program
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: In an air traffic control facility, given AR 95-2, TC 3-04.81, FAAO 7220.1, and 14 CFR Part 65, you are assigned as the facility chief with a requirement to develop a facility training program. Some iterations of this task should be performed in MOPP 4.

Standard: Develop a facility training program that incorporates all prescribed knowledge and skill requirements and accomplishes facility ratings within the training time limitations of AR 95-2 IAW TC 3-04.81.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are assigned as a facility chief in an air traffic control facility and have a requirement to develop a facility training program.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: FAAO 7220.1 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/.

CFR Title 14 Part 65 is a non-APD linked reference and can be found on the U.S. Government Publishing Office website (www.gpo.gov) by searching for "Code of Federal Regulations."

Performance Steps

1. Determine the knowledge and skill requirements based on the rating type.
 - a. For a control tower operator (CTO) facility rating: determine the knowledge and skill requirements in the 14 CFR, Part 65.
 - b. For an air traffic control specialist (ATCS) facility rating: determine the knowledge and skill requirements in FAAO 7220.1.
2. Determine the training time limitations based on the facility type IAW AR 95-2, Chapter 15.
3. Develop a facility training manual (FTM) IAW TC 3-04.81, Appendix B.
4. Develop a timeline/schedule that incorporates the four phases of training within the prescribed training time limitations.
5. Develop the indoctrination phase of the facility training program.
 - a. Prepare a checklist that includes, at a minimum, the required elements of the indoctrination phase as outlined in TC 3-04.81, Chapter 3, Paragraph 6.
 - b. Develop a written examination on chapter one of the FTM.
6. Develop the primary knowledge phase of the facility training program.
 - a. Identify the chapters of the FTM necessary for the trainee to operate effectively during the position qualification phase of training.
 - b. Develop a written examination on the chapters identified in step 6(a).
7. Develop the position qualification phase of the facility training program.
 - a. Develop written, oral, and practical evaluations based on the knowledge and skill requirements for the facility rating.
 - b. Determine the training requirements that will apply to each operating position before a trainee is eligible for position qualification.
 - c. Begin position qualification training at the least complex position and advance to the most complex.
8. Develop the facility rating phase of the facility training program.
 - a. Develop a written examination consisting of 50 to 100 questions covering the knowledge and skill requirements as determined by the facility rating type.
 - b. Focus the exam questions primarily on those topics the trainee must know to operate as a controller at the facility assigned.
9. Develop a written examination of at least 25 questions that covers administration and management training IAW TC 3-04.81, Chapter 3, Paragraph 12.

(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 tower related tasks. Brief Soldier: Tell the Soldier to select the runway for use.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the knowledge and skill requirements based on the rating type.			
2. Determined the training time limitations based on the facility type IAW AR 95-2, Chapter 15.			
3. Developed a facility training manual (FTM) IAW TC 3-04.81, Appendix B.			
4. Developed a timeline/schedule that incorporated the four phases of training within the prescribed training time limitations.			
5. Developed the indoctrination phase of the facility training program.			
6. Developed the primary knowledge phase of the facility training program.			
7. Developed the position qualification phase of the facility training program.			
8. Developed the facility rating phase of the facility training program.			
9. Developed a written examination of at least 25 questions that covered administration and management training IAW TC 3-04.81, Chapter 3, Paragraph 12.			

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
	CFR TITLE 14 PART 65	Certification: Airmen Other Than Flight Crewmembers (Use current version)	Yes	No
	FAAO 7220.1	Certification and Rating Procedures	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. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None