

Summary Report for Individual Task
011-15Q-3020
Perform Responsibilities of a Facility Chief During or After an Aircraft Accident or Incident
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: As a facility chief in an air traffic control facility, given TC 3-04.81 and FAAO JO 7110.65, with a requirement to perform responsibilities during or after an aircraft accident or incident. Some iterations of this task should be performed in MOPP 4.

Standard: Perform the responsibilities of a facility chief during or after an accident or incident ensuring the safe, orderly, and expeditious flow of traffic and the proper recording and maintaining of accident/incident records and data IAW TC 3-04.81 and FAAO JO 7110.65.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are assigned as a facility chief during an aircraft accident or incident within your facility's jurisdiction.

DANGER
None

WARNING
None

CAUTION
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/.

Performance Steps

1. Ensure the safe, orderly, and expeditious movement of all air traffic operating under the jurisdiction of the ATC facility continues when a facility, service, or NAVAID is suspected to have been involved in an aircraft accident or incident.
2. Obtain accurate and complete information to be used as the basis for detailed investigations.
Note: This information includes written statements about the incident or accident from all controllers and supervisory personnel involved.
3. Notify the ATC chief or facility chief and other designated personnel.
4. Forward information for NOTAMs to the airfield commander and complete DA Form 7305 if applicable.
5. Request a local weather observation unless there has been an intervening record or record-special observation.
6. Record all appropriate details, including the local weather observation and written statements on DA Form 3502 (Daily Report of Air Traffic Control Facility).
7. Remove and safeguard recorder media that is or may be pertinent to the accident or incident as soon as possible. Handle the recordings according to TC 3-04.81 Chapter (Ch)3.
Note: In the case of a complaint about ATC services or an emergency that does not result in an accident or incident, you do not have to remove the recorder media before the normal rotation time.
8. Inspect the equipment along with certified maintenance personnel to determine if it could have contributed to the accident or incident.
9. Relieve controllers and refer them for medical evaluation when warranted.
10. Ensure personnel do not give interviews, make statements or release any information to news agencies or unauthorized personnel.

(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. Ensured the safe, orderly, and expeditious movement of all air traffic operating under the jurisdiction of the ATC facility continues when a facility, service, or NAVAID is suspected to have been involved in an aircraft accident or incident.			
2. Obtained accurate and complete information to be used as the basis for detailed investigations.			
3. Notified the ATC chief or facility chief and other designated personnel.			
4. Forwarded information for NOTAMs to the airfield commander and completed DA Form 7305 if applicable.			
5. Requested a local weather observation unless there was an intervening record or record-special observation.			
6. Recorded all appropriate details, including the local weather observation and written statements on DA Form 3502 (Daily Report of Air Traffic Control Facility).			
7. Removed and safeguarded recorder media that was or might have been pertinent to the accident or incident as soon as possible IAW TC 3-04.81.			
8. Inspected the equipment along with certified maintenance personnel to determine if it could have contributed to the accident or incident.			
9. Relieved controllers and referred them for evaluation when warranted.			
10. Ensured personnel did not give interviews, make statements or release any information to news agencies or unauthorized personnel.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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

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. 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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
15Q20, Air Traffic Control Operator ICTL	Enlisted	MOS: 15Q, Skill Level: SL2
15Q20 Air Traffic Control ICTL	Enlisted	MOS: 15Q, Skill Level: SL2
15Q Air Traffic Control Operator ICTL (Consolidated)	Enlisted	MOS: 15Q