

**Report Date:** 05 Feb 2013

**Summary Report for Individual Task  
011-143-3006  
Develop An Air Traffic Control Letter Of Agreement  
Status: Approved**

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

DESTRUCTION NOTICE: None

**Condition:** As an Air Traffic Control Facility Chief given a requirement to develop an Air Traffic Service (ATS) Letter of Agreement (LOA), draft the LOA using the appropriate manuals. Some iterations of this task should be performed in MOPP.

**Standard:** Develop an ATS LOA that will apply to a specific facility, a group of facilities, or all facilities within a designated geographical area in accordance with (IAW) TC 3-04.81; Appendix A and FAAO JO 7210.3.

**Special Condition:** None

**Special Standards:** None

**Special Equipment:**

**Safety Level:** Low

**MOPP:** Sometimes

<b>Task Statements</b>
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**Cue:** You are the facility/ATC chief and have to develop a letter of agreement with a local facility for operations.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Determine conditions requiring the creation of an LOA IAW TC 3-04.81 and FAA JO 7210.3 are:

a. Supplement established operational/procedural instructions.

b. Define responsibilities and coordination requirements.

c. Establish or standardize operating methods.

d. Specify special operating conditions or specific air traffic control procedures.

e. Delegate responsibility for ATC service; e.g., approach control service, control boundary jurisdiction, and procedures for coordinating and controlling aircraft where two or more airports have conflicting traffic patterns or overlapping conflicting traffic patterns.

2. Format letter IAW TC 3-04.81, AR 95.2, and FAAO JO 7210.3.

3. Coordinate with other facilities, agencies, and authorities for approval of LOA

(Asterisks indicates a leader performance step.)

**Evaluation Preparation:** BRIEF SOLDIER: Inform the Soldier to perform the duties of the facility/ATC Chief and develop a letter of agreement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the conditions requiring the creation of an LOA.			
2. Formatted letter IAW TC 3-04.81, AR 95.2, and FAAO JO 7210.3.			
3. Coordinated with other facilities, agencies, and authorities for approval of the LOA.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 95-2	AIRSPACE, AIRFIELDS/HELIPORTS, FLIGHT ACTIVITIES, AIR TRAFFIC	Yes	No
	FAAO JO 7110.65	Air Traffic Control (Use Current Version)	Yes	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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
011-143-1039	Provide Airport Surveillance Radar Approach	011 - Aviation (Individual)	Obsolete
011-143-0028	Control The Flight Of IFR Arrival/Departure Aircraft	011 - Aviation (Individual)	Approved
011-143-1043	Provide Nonradar IFR Service	011 - Aviation (Individual)	Obsolete
011-143-1044	Identify Aircraft Using Radar Procedures	011 - Aviation (Individual)	Obsolete
011-143-1038	Provide Radar Approach Information	011 - Aviation (Individual)	Obsolete
011-143-3016	Develop an Air Traffic Control Facility Memorandum	011 - Aviation (Individual)	Obsolete
011-143-3020	Perform the Responsibilities of a Facility Chief During or After an Aircraft Accident or Incident at an Airfield	011 - Aviation (Individual)	Analysis
011-143-1045	Provide Radar Separation	011 - Aviation (Individual)	Obsolete
011-143-3024	Prepare Minimum Vectoring Altitude (MVA) Chart	011 - Aviation (Individual)	Obsolete
011-143-3004	Perform the Responsibilities of an ATC Chief During or After an Aircraft Accident or Incident	011 - Aviation (Individual)	Obsolete
011-143-3020	Manage Facility During or After an Aircraft Accident or Incident	011 - Aviation (Individual)	Obsolete
011-143-3014	Coordinate Facility Flight Inspection	011 - Aviation (Individual)	Obsolete
011-143-3012	Develop an Air Traffic Control Operations Letter	011 - Aviation (Individual)	Obsolete
011-143-3015	Develop Instrument Approach Procedures (ASR, PAR, NDB)	011 - Aviation (Individual)	Obsolete
011-143-2007	Retain Records, Logs, and Recorder Media	011 - Aviation (Individual)	Obsolete
011-143-2006	Manage Shift During and After an Aircraft Accident or Incident	011 - Aviation (Individual)	Obsolete
011-143-0028	Control the Flight of IFR Arrival/Departure Aircraft	011 - Aviation (Individual)	Obsolete
011-143-5051	Operate Beacon Set, AN/TRN-30 (V) 1 or (V) 2(STUB)	011 - Aviation (Individual)	Approved
011-143-1040	Provide Precision Approach Radar Approach	011 - Aviation (Individual)	Obsolete
011-143-0038	Control the Flight of VFR Arrival/Departure Aircraft	011 - Aviation (Individual)	Obsolete
011-143-0017	Control the Flight of SVFR Arrival/Departure Aircraft	011 - Aviation (Individual)	Obsolete
011-143-2012	Supervise the Operation of Tactical Terminal Control System (TTCS)	011 - Aviation (Individual)	Obsolete
011-143-4004	Recommend ATS Usage	011 - Aviation (Individual)	Obsolete
011-143-5006	Operate the Landing Control Central, AN/TSQ-71B	011 - Aviation (Individual)	Approved

011-143-5004	Operate the Air Traffic Control Central, AN/TSW-7A	011 - Aviation (Individual)	Obsolete
011-143-5014	Operate Radar Set, AN/FPN-40	011 - Aviation (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
01-4-7566	Establish Air Traffic Control (ATC) Letter(s) of Agreement and Procedures	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7537	Provide Airspace Information Center (AIC) Services	01 - Aviation/Aviation Logistics (Collective)	Approved
N/A	N/A	Not Selected	Delete
01-4-7532	Conduct Tower Missions	01 - Aviation/Aviation Logistics (Collective)	Approved