MOS

93P

AVIATION
OPERATIONS
SPECIALIST

SOLDIER'S MANUAL
SKILL LEVEL 1 AND
TRAINER'S GUIDE

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SOLDIER'S MANUAL AND TRAINER'S GUIDE

MOS 93P

AVIATION OPERATIONS SPECIALIST
SKILL LEVEL 1

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*This publication supersedes STP 1-93P1-SM, 31 July 1996.

NOTE: Effective 30 September 2004, MOS 93P10 is scheduled for conversion/reclassification to MOS 15P10.

CHAPTER 3. MOS SKILL LEVEL TASKS

SUBJECT AREA 1: BASIC COMMUNICATIONS

SUBJECT AREA 2: TACTICAL OPERATIONS EQUIPMENT

SUBJECT AREA 3: FLIGHT RECORDS

SUBJECT AREA 4: BASIC CORRESPONDENCE

PREFACE

This publication supports the Army's revised enlisted and noncommissioned officer education system that focuses training on force standardization. It supports the training and enrichment soldiers need to pursue and enhance their military careers. Specifically, it covers operations-based individual tasks required of the specific Aviation MOS to perform proficiently. Appendix A provides an aviation school recommended professional reading list. Appendix B provides a sample DA Form 5164-R (Hands-on Evaluation). Appendix C provides a sample DA Form 5165-R (Field Expedient Squad Book). Appendix D provides a noncommissioned officer career progression for career management field 93, aviation operations. Soldiers will use the manual as a professional development and self-evaluation tool. Soldiers should gain high proficiency in performing the tasks in this publication. Therefore, their responses will become automatic when they perform these tasks, even under the most stressful circumstances.

All tasks in this guide are about specific CMF 93 duties and responsibilities. Reserve soldiers in the Army National Guard and Army Reserve will use this publication in the same self-development and evaluation method as their active duty counterparts.

The proponent of this publication is HQ TRADOC. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Aviation Center, ATTN: ATZQ-TDS-T, Fort Rucker, Alabama 36362-5000.

This publication has been reviewed for operations security considerations.

Unless this publication states otherwise, masculine nouns and pronouns do not refer only to men.

CHAPTER 1

INTRODUCTION

GENERAL

This Soldier Training Publication identifies the individual MOS training requirement for soldiers in MOS 93P. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. This manual is the primary MOS reference to support the self-development and training of every soldier. It standardizes performance steps, measures, and evaluation guidance for all individual critical tasks for skill level 1.

Use this manual with the soldier's manuals of common tasks (STPs 21-1-SMCT and 21-24-SMCT), ARTEPs, and FM 7-10(FM 25-101) to establish effective training plans and programs that integrate soldier, leader, and collective tasks.

TASK SUMMARIES

Task summaries outline the wartime performance requirements of each critical task. They provide the soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information you must know and the skills that you must perform to standard for each task. The format for the task summaries included in this SM is as follows:

Task Title. The task title identifies the action to be performed.

Task Number. Each task is identified by a specific number sequence. This task number, along with the task title, will be included in any correspondence relating to the task.

Conditions. The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime. This section identifies any environmental conditions that can alter task performances such as visibility, temperature, and wind. This section also identifies any specific cues or events—a chemical attack or identification of a threat vehicle—that trigger task performance.

Standards. The task standards describe how well and to what level soldiers must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness, and speed.

Training and Evaluation. This section may contain all or part of the training information outline, evaluation preparation subsection, and evaluation guide. The training information outline includes detailed training information. The evaluation preparation subsection indicates necessary modifications to task performance to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It also may include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation. The evaluation guide identifies the specific actions, known as performance measures, that the soldier must do to successfully complete the task. These actions are listed in a *Pass/Fail* format for easy evaluation. Each evaluation guide

contains a feedback statement that indicates the requirements—for example, number of performance measures *passed*—for receiving a *GO* on the evaluation.

   References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description.

Additionally, some task summaries include safety statements and notes. Safety statements (warning and caution) alert users to the possibility of immediate death, personal injury, or damage to equipment. Notes provide a small, extra supportive explanation or hint relative to the performance measures.

FORCE PROTECTION (SAFETY/RISK MANAGEMENT)

Safety is a component of force protection. Commanders, leaders, and soldiers use risk assessment and management to tie force protection into the mission. Risk management assigns responsibility, institutionalizes commander's review of operational safety, and leads to decision making at a level of command appropriate to the risk. The objective of safety is to help units protect combat power through accident prevention, which enables units to win fast and decisively with minimum losses. Safety is an integral part of all combat operations. Safety begins with readiness, which determines a unit's ability to perform its METL to standard.

Risk management is a tool that addresses the root causes of accidents (readiness shortcomings). It helps commanders and leaders to identify *what* the next accident will be. It also helps identify *who* will have the next accident. Risk management is a way to put more realism into training without paying the price in deaths, injuries, or damaged equipment.

Safety demands total chain of command involvement in planning, preparing, executing, and evaluating training. The chain of command responsibilities include the following:

   Commanders.
   - Seek optimum, not adequate, performance.
   - Specify the risk they will accept to accomplish the mission.
   - Select risk reductions provided by the staff.
   - Accept or reject residual risk, based on the benefit to be derived.
   - Train and motivate leaders at all levels to effectively use risk management concepts.

   Staff.
   - Assists the commander in assessing risks and develops risk reduction options for training.
   - Integrates risk controls in plans, orders, METL standards, and performance measures.
   - Eliminates unnecessary safety restrictions that diminish training effectiveness.
   - Assesses safety performance during training.
   - Evaluates safety performance during an AAR.

   Subordinate Leaders.
   - Apply effective risk management concepts and methods consistently to operations they lead.
   - Report risk issues beyond their control or authority to their superiors.

Individual Soldiers.
- Report unsafe conditions, and act and correct the situation when possible.
- Establish a buddy system to keep a safety watch on one another.
- Take responsibility for personal safety.
- Work as team members.
- Modify their risk behavior.

Risk management is a five step cyclic process that is easily integrated into the decision-making process outlined in FM 5-0(FM 101-5). The five steps are identifying hazards, assessing hazards, developing controls and making risk decisions, implementing controls, and supervising and evaluating.

Identify Hazards. Identify hazards to the force. Consider all aspects of current and future situations, the environment, and known historical problems.

Assess Hazards. Assess hazards using the risk assessment matrix in Figure 1-1. Assess the impact of each hazard in terms of potential loss and cost based on probability and severity, and then find the block where the two intersect to determine the risk level. For example, if the hazard probability is *LIKELY* and the severity is *MARGINAL* then the risk level is *MODERATE*.

Develop Controls and Make Risk Decisions. Develop controls that eliminate the hazard or reduce its risk. As control measures are developed, risks are reevaluated until all risks are reduced to a level where benefits outweigh potential costs. Accept no unnecessary risks and make any residual risk decisions at the proper level of command.

Implement Controls. Put controls in place that eliminate the hazards or reduce their risk.

Supervise and Evaluate. Enforce standards and controls. Evaluate the effectiveness of controls and adjust/update as necessary.

Note: The risk management training support package for soldiers, developed by the U.S. Army Safety Center, should be used to train personnel on the five-step risk management process and the risk assessment matrix. To obtain this training support package, contact the U.S. Army Safety Center, ATTN: CSSC-RA, Fort Rucker, AL 36362-5363. (E-mail address: http://"CSSC"@safety.army.mil)

SOLDIER'S RESPONSIBILITIES
Each soldier is responsible for performing individual tasks that the first-line supervisor identifies based on the unit's METL. The soldier must perform the task to the standards listed in the SM. If a soldier has a question about how to do a task or which tasks in this manual he must perform, he must ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct the soldier to the appropriate training materials.

			HAZARD PROBABILITY				
			FREQUENT	**LIKELY**	**OCCASIONAL**	**SELDOM**	**UNLIKELY**
			A	**B**	**C**	**D**	**E**
S E V E R I T Y	**CATASTROPHIC**	I	EXTREMELY	HIGH			
	CRITICAL	II		HIGH			
	MARGINAL	III		MODERATE			
	NEGLIGIBLE	IV			LOW		

Severity

Catastrophic	Death or permanent total disability, system loss, major property damage.
Critical	Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage.
Marginal	Minor injury, lost workday accident, compensable injury or illness, minor system damage, minor property damage.
Negligible	First aid or minor supportive medical treatment, minor system impairment.

Probability

Frequent	Individual soldier/item ....……...	Occurs often in career/equipment service life.
	All soldiers exposed or item inventory	Continuously experienced.
Likely	Individual soldier/item	Occurs several times in career/ equipment service life.
	All soldiers exposed or item inventory	Occurs frequently.
Occasional	Individual soldier/item	Occurs sometime in career/equipment service life.
	All soldiers exposed or item inventory	Occurs sporadically, or several times inventory service life.
Seldom	Individual soldier/item	Possible to occur in career/equipment service life.
	All soldiers exposed or item inventory	Remote chance of occurrence.
Unlikely	Individual soldier/item	Can assume will not occur.
	All soldiers exposed or item inventory	Possible, but improbable; occurs rarely.

Risk Levels

Extremely High	Loss of ability to accomplish mission.
High	Significantly degrades mission capabilities in terms of required mission standards.
Moderate	Degrades mission capabilities in terms of required mission standards.
Low	Little or no impact on mission accomplishment.

Figure 1-1. Standard risk assessment matrix.

SELF-DEVELOPMENT

Self-development is one of the key components of the leader development program. It is a planned progressive and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the soldier or NCO, has the responsibility to attain proficiency and remain current in all phases of the MOS. The SM is the primary source for the NCO to use in maintaining MOS proficiency.

Another important resource for self-development is the Army Correspondence Course Program, which can be accessed through the Internet at http://www.atsc.army.mil/accp/aipd.htm. Refer to DA Pamphlet 350-59 for information on enrolling in this program and for a list of courses, or write to: Army Institute for Professional Development, US Army Training Support Center, ATTN: ATIC-IPS, Newport News, VA 23628-0001.

TRAINING SUPPORT

This manual includes the following information, which provides additional training support information.

Glossary. The glossary is a single comprehensive list of acronyms, abbreviations, definitions, and letter symbols.

References. This section contains two lists of references, required and related, which support training of all tasks in this SM. Required references are listed in the conditions statement and are required for the soldier to do the task. Related references are materials, which provide more detailed information and a more thorough explanation of task performance.

DISTRIBUTION

Electronic versions of this manual can also be downloaded from the Internet at the web sites listed below.

Reimer Digital Library. The RDL web site (http://155.217.58.58.atdls.htm) contains the latest SM task summaries. Currently, this site does not contain graphics for all manuals, but it will in the near future. For more information, call 1-800-ASK-ATSC.

Army Doctrinal and Training Digital Library Data Repository. The ADTDL DR web site (http://155.217.58.100) serves to gather and disseminate training and doctrinal information. It acts as a bridge between proponent schools and units, with data flowing among the Army proponent schools, from proponent schools to units, and from units to proponent schools. The system contains hundreds of MTPs, STPs, drills, TSPs, OFSs, and collective and individual tasks developed within the proponent schools using the Automated Systems Approach to Training.

RECOMMENDED CHANGES

As a user of this soldier's manual, you are encouraged to recommend changes and make comments for improvement. In your comments, note the specific page, paragraph, and line where changes should be made. Give reasons for each comment so your recommended

change will be understood and completely evaluated. Fill out the questionnaire at the back of this manual and mail it. If you have detailed changes to recommend, prepare your comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or write them on plain paper and forward to Commander, U.S. Army Aviation Center, ATTN: ATZQ-TDS-T, Training Division, Fort Rucker, Alabama 36362; or E-mail address: ASAT@rucker.army.mil. If you send it by e-mail, request the e-mail be forwarded to the Chief, Enlisted Training Branch, DOTDS Training Division.

Note: Your name, rank, and unit address must be printed clearly to receive a prompt reply.

CHAPTER 2

TRAINER'S GUIDE

GENERAL

The MOS training plan identifies the essential components of a unit-training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MOS training plan should be used as a guide for conducting unit training and not a rigid standard. The MOS training plan consists of two parts. Each part is designed to assist the commander in preparing a unit-training plan, which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MOS training plan shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MOS training plan. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

    Duty Position Column. This column lists the duty positions of the MOS, by skill level, which have different training requirements.

    Subject Area Column. This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.

    Cross Train Column. This column lists the recommended duty position for which soldiers should be cross-trained.

    Train-up/Merger Column. This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

    Subject Area Column. This column lists the subject area number and title in the same order as Section I, Part One of the MOS training plan.

    Task Number Column. This column lists the task numbers for all tasks included in the subject area.

    Title Column. This column lists the task title for each task in the subject area.

    Training Location Column. This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word *Unit* will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

| AIT | Advanced Individual Training |
| UNIT | Trained in the Unit |

Figure 2-1. Training Locations

Sustainment Training Frequency Column. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Biweekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

Sustainment Training Skill Level Column. This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

SUBJECT AREA CODES

Skill Level 1
    1   BASIC COMMUNICATIONS
    2   TACTICAL OPERATIONS EQUIPMENT
    3   FLIGHT RECORDS
    4   FLIGHT OPERATIONS PROCEDURES
    5   TACTICAL OPERATIONS

DUTY POSITION TRAINING REQUIREMENTS

Table 2-1 shows the training requirements for MOS 93P1.

Table 2-1. Duty position training requirements.

SKILL LEVEL	DUTY POSITION	SUBJECT AREAS	CROSS-TRAIN	TRAIN-UP/MERGER
1	VEHICLE DRIVER	2, 6	N/A	AVN OPS SGT
	AVN OPS SPECIALIST	1-6	N/A	AVN OPS SGT
*See Part II, Sustained Training Column, for tasks within subject areas that apply at this skill level.				

MOS TRAINING PLAN

Table 2-2 lists the critical tasks for the MOS 93P1 Training Plan.

Table 2-2. Critical tasks list.

Subject Area	Task Number	Task Title	Training Location	Sustained Training Frequency	Sustained Training Skill Level
Skill Level 1					
1. BASIC COMMUNICATIONS	011-141-0113	Initiate Preaccident Plan	UNIT	QT	1-4
	011-141-1050	Transmit Flight Movement Messages	UNIT	AN	1-4
	011-143-1022	Decode Military Aircraft Designation Symbols, Military Aircraft Services, and Mission Prefixes	AIT	AN	1-4

Table 2-2. Critical tasks list (continued)

Subject Area	Task Number	Task Title	Training Location	Sustained Training Frequency	Sustained Training Skill Level
2. TACTICAL OPERATIONS EQUIPMENT	011-141-1052	Operate SINCGARS Equipment	AIT	MO	1-4
	011-141-1054	Operate the Automated Net Control Device (ANCD) (AN/CYZ-10)	AIT	MO	1-4
	011-141-1056	Operate the VRC-97 (MSRT)	UNIT	SA	1-4
	011-141-1057	Operate an AN/GRC-240 (Have Quick)	AIT	SA	1-4
	011-141-1058	Operate the Tactical Lightweight Digital Facsimile UXC-7	UNIT	AN	1-4
	011-141-1059	Operate the Aviation Mission Planning System (AMPS)	AIT	QT	1-4
	113-596-1068	Install Antenna Group OE-254/GRC (Team Method)	AIT	SA	1-3
3. FLIGHT RECORDS	011-141-0104	Process Individual Flight Records Using Automated Flight Record Systems (AFRS)	AIT	MO	1-4
	011-141-0105	Maintain Individual Flight Records Folder (IFRF)	AIT	SA	1-4
	011-141-0106	Complete DA Form 759 Series	AIT	MO	1-4
4. FLIGHT OPERATIONS PROCEDURES	011-141-1049	Process Flight Plans	AIT	AN	1-4
	011-141-1021	Process DOD International Flight Plan (DD Form 1801)	UNIT	AN	1-4
	011-141-1023	Post NOTAMs and Airfield Conditions	UNIT	SA	1-4
	011-141-1042	Locate Aeronautical Data in DOD Flight Information Publications (FLIPS)	AIT	SA	1-4
	011-141-1046	Initiate Overdue Aircraft Procedures	AIT	AN	1-4
	011-141-1048	Process Flight Orders	AIT	AN	1-4
	011-141-1068	Interpret Weather Reports	AIT	QT	1-4

Table 2-2. Critical tasks list (concluded)

Subject Area	Task Number	Task Title	Training Location	Sustained Training Frequency	Sustained Training Skill Level
5. TACTICAL OPERATIONS	011-141-0001	Locate a Geographic Coordinate on a Sectional, JOG-A or TPC	AIT	SA	1-4
	011-141-1047	Process Information During Tactical Operations	AIT	SA	1-4
	011-141-1061	Prepare a Situation Map	AIT	SA	1-4

CHAPTER 3

MOS/SKILL LEVEL TASKS

SKILL LEVEL 1
SUBJECT AREA 1: BASIC COMMUNICATIONS

Initiate Preaccident Plan
011-141-0113

Conditions: While performing duties as an aviation operations specialist, you are given a primary and secondary crash alarm system, AR 385-95, AR 420-90, current preaccident plan and crash plan guide, and unit SOP.

Standards: According to AR 385-95, current preaccident plan and crash plan guide, and unit SOP.

Performance Steps
  1. Test the Primary Crash Alarm System Regularly (Minimum Monthly).
     a. Ensure all activities are contacted.
     b. Secure acknowledgment of information by recording the time and initials of people contacted.
     c. Report all mechanical defects and incorrect information.
     d. Log the test and the test results.

  2. Activate Primary Crash Alarm System.
     a. Ensure all activities are notified.
     b. Relay all pertinent information.
     c. Secure acknowledgment.

  3. Activate Secondary Alarm System.

  4. Serve as Crash Control Center.
     a. Locate coordinates by alphanumerical grid.
     b. Monitor and coordinate requests from the crash area.
     c. Establish and control the crash-pass system.
     d. Monitor postcrash activities.
     e. Log all actions.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with an emergency scenario and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to operate the crash alarm systems and serve as the crash control center. Go over the materials needed to perform the task.

Performance Measures	**GO**	**NO GO**

1. Tested the primary crash alarm system daily. ____ ____
   a. Ensured that all activities were contacted.
   b. Secured acknowledgment of information by recording the
      time and initials.
   c. Reported any mechanical defects or incorrect information.
   d. Logged the test and the test results.

2. Activated the primary crash alarm system. ____ ____
   a. Ensured that all activities were notified.
   b. Relayed all pertinent information.
   c. Secured acknowledgment.

3. Activated the secondary crash alarm system, and specifies ____ ____
   an assembly point.

4. Served as the crash control center. ____ ____
   a. Located coordinates by alphanumerical grid.
   b. Monitored and coordinates requests from the crash area.
   c. Established and controls the crash-pass system.
   d. Monitored postcrash activities.
   e. Logged all actions.

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
   Required   **Related**
   AR 385-95   None
   AR 420-90

Transmit Flight Movement Messages
011-141-1050

Conditions: While performing duties as an aviation operations specialist, you are given a telephone communications or automated communications computer, completed flight plan that requires transmission, AR 95-11, FM 3-04.300(FM 1-300), and FAA Order 7110.10.

Standards: According to AR 95-11, FM 3-04.300(FM 1-300), and FAAO 7110.10.

Performance Steps

1. Use Correct Interphone Phraseology.

2. Transmit Flight Movement Messages to the Appropriate Agencies.

3. Transmit Messages in Order of Priority.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a flight movement message to transmit either telephonically or by automated computer and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to transmit the flight movement messages provided to the appropriate facilities. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Used correct interphone phraseology.	——	——
2. Transmitted flight movement messages to the appropriate agencies.	——	——
3. Transmitted messages in order of priority.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
Required	Related
AR 95-11	DOD FLIP General Planning
FM 3-04.300(FM 1-300)	FAAO 7110.65
FAAO 7110.10	

Decode Military Aircraft Designation Symbols and Military Aircraft Services and Mission Prefixes
011-143-1022

Conditions: While performing duties as an aviation operations specialist, you are given AR 70-50 and DOD FLIP General Planning, and a flight plan that requires decoding the designation symbol, military aircraft services, and mission prefixes.

Standards: According to AR 70-50 and DOD FLIP General Planning.

Performance Steps

1. Decode Aircraft Designation Symbols.
   a. The status prefix symbol indicates that an aircraft is being used for experimentation or a special or service test. This letter is placed to the immediate left of the modified mission symbol or, if no modified mission symbol applies, the mission or type symbol.
   b. The modified mission symbol indicates that the aircraft is so modified that its original intended capability no longer applies or that the aircraft has an added or restricted capability. This symbol consists of a prefix letter placed to the immediate left of the basic mission or type symbol. Only one modified mission symbol is used in any one designation.
   c. The basic mission symbol indicates the basic intended function or capability of the aircraft; for example, observation or utility.
   d. The type symbol is an additional letter that designates a helicopter and V/STOL aircraft. An aircraft identified by a type symbol, such as "H" for helicopter, will be further identified by only one mission symbol whether it is a basic mission or a modified mission symbol.
   e. The design number is the sequence number of each new design of the same basic mission or type of aircraft. A number is assigned consecutively for each basic mission or type. A new design number is assigned when an existing aircraft is redesigned to the extent that it no longer reflects the original configuration or capability.
   f. The series letter denotes differences affecting the relationship of the vehicle to its ground environment and major modifications to the aircraft, which result in significant changes to its logistic support. A series letter is assigned to each series change of a specific basic design. As new aircraft are designed, they are assigned a series letter in consecutive order, starting with the letter "A." To avoid confusion, the letters "I" and "O" will not be used as series symbols. The series letter completes the aircraft designation symbol.

2. Decode Military Aircraft Services and Mission Prefixes.
   a. The military aircraft mission prefixes are used in the same way as the aircraft type service codes. Both mission prefixes and service codes are used in two-way radio communications and when the pilot fills out Block 2 of the flight plan DD FORM 175. Refer to Chapter 9 of the DOD FLIP, General Planning for additional mission prefixes.
   b. Mission Prefixes.
      (1) RCH - AMC (Air Mobility Command).
      (2) S - SAM (Special Air Mission) (89th Military Airlift Wing).
      (3) SPAR - Other Special Air Missions.
      (4) E - Medical Air Evacuation.
      (5) F - Flight Check.

    c. Aircraft Services Prefixes.
      (1) A - Air Force.
      (2) VV - Navy.
      (3) R - Army.
      (4) VM - Marine Corps.
      (5) G - Air or Army National Guard.
      (6) C - Coast Guard.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with completed flight plans and all items listed in the conditions statement. Tell the soldier to decode military aircraft designation symbols, military aircraft services, and mission prefixes.

Brief Soldier: Tell the soldier to decode military aircraft designation symbols, military aircraft services, and mission prefixes provided. Go over the materials and equipment needed to perform the task.

Performance Measures	GO	NO GO
1. Decoded aircraft designation symbols.	——	——
2. Decoded military aircraft services and mission prefixes.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
Required	**Related**
AR 70-50	FM 3-04.300(FM 1-300)
DOD FLIP General Planning	

SUBJECT AREA 2: TACTICAL OPERATIONS EQUIPMENT

Install Antenna Group OE-254/GRC (Team Method)
113-596-1068

Conditions: You are given antenna group OE-254/GRC, two persons for erecting the antenna, frequency modulation radio set (installed), DA Pam 738-750, and TM 11-5985-357-13.

Standards: The standards are met when the OE-254/GRC is installed and connected to the FM radio set, and PMCS are performed according to TM 11-5985-357-13 and DA Pam 738-750 within 25 minutes.

Performance Steps
(Refer to TM 11-5985-357-13 for all performance steps.)

   1. Perform PMCS.

   2. Plan Antenna Installation Site.

   3. Position Base Plate and Guy Stakes.

   4. Assemble Antenna Equipment.

   5. Erect Antenna Using Two Persons.

   6. Connect the CG-1889B/U Connector to the Radio.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldiers with a scenario that requires them to install the antenna and all the equipment stated in the conditions statement.

Brief Soldier: Tell the soldiers they will be evaluated on their ability to install the antenna group. Go over the materials needed to perform the task.

Performance Measures	**GO**	**NO GO**
(Refer to TM 11-5985-357-13 for all performance measures.)		
1. Performed PMCS.	——	——
2. Planned antenna installation site.	——	——
3. Positioned base plate and guy stakes.	——	——
4. Assembled antenna equipment.	——	——

Performance Measures   **GO** **NO GO**

  5. Erected antenna using two persons.   ____   ____

  6. Connected the CG-1889B/U connector to the radio.   ____   ____

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
  Required   **Related**
  DA PAM 738-750   FM 6-02.18(FM 24-18)
  TM 11-5985-357-13   GTA 11-3-20
                                            TB 43-0129

Operate SINCGARS Equipment
011-141-1052

Conditions: While performing duties as an aviation operations specialist, you are given a SINCGARS radio system and TM 11-5820-890-10-1, TM 11-5820-890-10-3, and FM 6-02.19(FM 24-19) and AN/CYZ-10 (ANCD) containing signal operation instructions data and COMSEC.

Standards: According to TM 11-5820-890-10-1, TM 11-5820-890-10-3, and FM 6-02.19(FM 24-19).

Performance Steps
(Refer to TM 11-5820-890-10-1 for all performance steps.)

1. Prepare SINCGARS for Operation.

2. Operate SINCGARS Single-Channel.

3. Operate SINCGARS in Frequency Hopping Mode (Net Members).

4. Perform Operator Troubleshooting on SINCGARS.

5. Communicate using SINCGARS.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a frequency, message to be sent, a simulated malfunction, COMSEC, and all items listed in the conditions statement.

Brief Soldier: Tell the soldier that, by using the SINCGARS radio and ANCD, they are to ensure the system is properly setup, send a message using single-channel mode, send a message using FH mode, and perform operator troubleshooting on the radio from a simulated malfunction you provided. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Prepared SINCGARS for operation.	——	——
2. Operated SINCGARS single-channel.	——	——
3. Operated SINCGARS in FH mode (net members).	——	——
4. Performed operator troubleshooting on SINCGARS.	——	——
5. Communicated using SINCGARS.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
FM 6-02.19(FM 24-19)	FM 6-02.18(FM 24-18)
TM 11-5820-890-10-1	
TM 11-5820-890-10-3	

Operate the Automated Net Control Device (ANCD) (AN/CYZ-10)
011-141-1054

Conditions: While performing duties as an aviation operations specialist, you are given a ANCD, fill cable, SINCGARS operating in a digital net, communications card, and the appropriate publication (TM 11-5820-890-10-1, TM 11-5820-890-10-3, TM 11-5820-890-10-6, and TM 11-5820-890-10-8 for Non-ICOM).

Standards: According to TM 11-5820-890-10-1, TM 11-5820-890-10-3, TM 11-5820-890-10-6, and TM 11-5820-890-10-8.

Performance Steps

  1. Transfer COMSEC/FH Data from ANCD to ANCD.

  2. Obtain SOI Data from an ANCD.

  3. Transfer COMSEC/FH Data from ANCD to SINCGARS.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a communication card to complete from obtaining SOI Data from an ANCD and all items listed in the conditions statement. Have the solider transfer COMSEC/FH Data from one ANCD to another. Have the solider transfer COMSEC/FH Data from an ANCD to a SINCGARS.

Brief Soldier: Tell the soldier to complete the communication card, transfer data from one ANCD to another and transfer COMSEC/FH Data to a SINCGARS. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Transferred COMSEC/FH data from ANCD to ANCD.	——	——
2. Obtained SOI data from an ANCD.	——	——
3. Transferred COMSEC/FH Data from ANCD to SINCGARS.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
TM 11-5820-890-10-1	TB 11-5820-890-12
TM 11-5820-890-10-3	
TM 11-5820-890-10-6	
TM 11-5820-890-10-8	

Operate the VRC-97 (MSRT)
011-141-1056

Conditions: While performing duties as an aviation operations specialist, you are given an AN/VRC-97 (MSRT) and stand-alone components or vehicular mount components with proper encryption fills and TM 11-5810-329-10.

Standards: According to TM 11-5810-329-10.

Performance Steps

1. Prepare MSRT for operation.
    a. Place components in mount.
    b. Connect component cables.
    c. Perform operational check

2. Operate the MSRT.
    a. Affiliate the MSRT.
    b. Transmit message using the MSRT.

3. Perform power down procedures.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with an AN/VRC-97, the proper encryption fills, a message to be transmitted, and all items listed in the conditions statement.

Brief Soldier: Tell the soldier that by using the AN/VRC-97 and encryption device they are to ensure the system is properly setup and they will affiliate the system and pass a message that you provide to another station. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO

1. Prepared MSRT for operation.
   a. Placed components in mount.
   b. Connected component cables.
   c. Performed operational check.
	——	——

2. Operated the MSRT.
   a. Affiliated the MSRT.
   b. Transmitted message.
	——	——

3. Performed power down procedures for the MSRT	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
TM 11-5810-329-10	TM 11-5820-1021-10
	TM 11-5820-1021-23&P

Operate an AN/GRC-240 (Have Quick)
011-141-1057

Conditions: While performing duties as an aviation operations specialist, you are given an AN/GRC-240, AN/PSN-11 GPS Satellite Signal Navigation Set, proper encryption fills, TM 11-5820-1148-13&P, and TM 11-5825-291-13.

Standards: According to TM 11-5820-1148-13&P and TM 11-5825-291-13.

Performance Steps

1. Install the AN/GRC-240.

2. Operate the AN/GRC-240.
    Transmit message using the AN/GRC-240.

3. Perform power down procedures for the AN/GRC-240.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with the proper encryption fills, a message to be transmitted, and all items listed in the conditions statement.

Brief Soldier: Tell the soldier that by using the AN/GRC-240 and encryption device they are to ensure the system is properly setup and pass a message that you provided to another station. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Installed the AN/GRC-240.	⎯⎯	⎯⎯
2. Operated the AN/GRC-240. Transmitted message.	⎯⎯	⎯⎯
3. Performed power down procedures for the AN/GRC-240.	⎯⎯	⎯⎯

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
TM 11-5820-1148-13&P	None
TM 11-5825-291-13	

Operate the Tactical Lightweight Digital Facsimile UXC-7
011-141-1058

Conditions: While performing duties as an aviation operations specialist, you are given an AN/UXC-7 and TM 11-5815-615-23.

Standards: According to TM 11-5815-615-23, installed the facsimile system and processed clear copies to a distant terminal.

Performance Steps
(Note: Refer to TM 11-5815-615-23 for all performance steps.)

1. Inventory complete radio system and accessories.

2. Install AN/UCX-7.

3. Perform a self-test.

4. Operate the AN/UXC-7.
   Transmit a fax using the AN/UXC-7.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a fax to be transmitted and all items listed in the conditions statement.

Brief Soldier: Tell the soldier that by using the AN/UXC-7, they are to ensure the system is properly setup and send a fax you provided to another station. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Inventoried complete radio system and accessories.	——	——
2. Installed AN/UCX-7.	——	——
3. Performed a self-test.	——	——
4 Operated the AN/UXC-7. Transmitted a fax using the AN/UXC-7.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
TM 11-5815-615-23	None

Operate the Aviation Mission Planning System (AMPS)
011-141-1059

Conditions: While performing duties as an aviation operations specialist, you are given AMPS software, AMPS system or personal computer, necessary peripheral devices, and User's Manual.

Standards: According to User's Manual.

Performance Steps

1. Perform startup and login procedures.

2. Operate input devices.
    a. Input information using the keyboard.
    b. Input information using the roller ball.

3. Perform input and output functions from the AMPS.
    a. Input selected information into the system.
    b. Output selected information to the printer.
    c. Transfer selected information electronically.

4. Perform teardown procedures.
    a. Properly power down the AMPS.
    b. Properly pack the AMPS.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a list of items to be inputted and outputted from the system and all items listed in the conditions statement.

Brief Soldier: Tell the soldier that by using the AMPS, they are to ensure the system is properly setup, perform startup and login procedures, operate AMPS input devices, perform input/output of information from the list of information you provided and power down the AMPS. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Performed startup and login procedures.	——	——

2. Operate input devices.
  a. Inputted information using the keyboard.
  b. Inputted information using the roller ball.
	——	——

3. Performed input and output functions.
  a. Inputted selected information into the system.
  b. Outputted selected information to the printer.
  c. Transferred selected information electronically.
	——	——

Performance Measures   GO   NO GO

4. Performed teardown procedures.   ____   ____
    a. Properly powered down the AMPS.
    b. Properly packed the AMPS.

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
    Required   **Related**
    User's Manual   None

SUBJECT AREA 3: FLIGHT RECORDS

**Process Individual Flight Records Using Automated Flight Record Systems
011-141-0104**

Conditions: While performing duties as an aviation operations specialist, you are given a computer system, the AFRS program, formatted diskettes, completed DA Form 2408-12 (Army Aviator's Flight Record), and aviator, crew member and noncrew member's flight records.

Standards: According to AFRS User's Manual and FM 3-04.300(FM 1-300).

Performance Steps

1. Obtain data from the flight records information.

2. Add an individual's flight records to the AFRS master file.

3. Update individual flight records using the update menu.

4. Input individual flight records information from completed DA Form 2408-12 into AFRS.

5. Perform closeout procedures according to AFRS User's Manual.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with an aviator, crew member and noncrew member flight record, a requirement to process individual flight record using the AFRS, and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to process the individual flight records given, using the AFRS. Go over the materials and equipment needed to perform the task.

Performance Measures	GO	NO GO
1. Obtained data from the flight records information.	——	——
2. Added an individual's flight records to the AFRS Master File.	——	——
3. Updated individual flight records using the Update Menu.	——	——
4. Inputted individual flight records information from completed DA Forms 2408-12 into AFRS.	——	——
5. Performed closeout procedures.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	**Related**
FM 3-04.300(FM 1-300)	None
AFRS User's Manual	

Maintain Individual Flight Records Folder (IFRF)
011-141-0105

Conditions: While performing duties as an aviation operations specialist, you are given the requirement to establish and maintain DA Form 3513 (Individual Flight Records Folder, United States Army), DA Form 201A (Field Personnel File Divider), DA Form 759 (Individual Flight Record and Flight Certificate—Army), DA Form 759-1 (Individual Flight Record and Flight Certificate—Army), DA Form 759-2 (Individual Flight Record and Flight Certificate—Army Flying Hours Worksheet), and DA Form 759-3 (Individual Flight Record and Flight Certificate—Army, Flight Record And Flight Pay Work Sheet), related documents, and FM 3-04.300(FM 1-300).

Standards: According to FM 3-04.300(FM 1-300).

Performance Steps

1. Identify required records for a rated or nonrated crew member, and place the records on the right side of the IFRF.
   a. For rated crew members, DA Forms 759 and 759-1 are arranged for permanent file with the most current closeout on top.
   b. For nonrated crew members, DA Forms 759, 759-1, and 759-3 are arranged for permanent file with the most current closeout on top.

2. Identify required records for rated or nonrated crew members, and place the records on the left side of the IFRF.
NOTE: Subject areas are separated with DA Forms 201A that are labeled "Supplemental Documents," "Medical," and "Orders." Documents on the left side of the IFRF will be arranged in chronological order; most recent on top. FM 3-04.300(FM 1-300) shows examples of the arrangement of documents on the left side of the folder.
   a. Supplemental Documents. Miscellaneous documents are posted in this section. Items such as 120-day notices, ATP extensions/waivers, NGB/USAR assignment instructions, and anything else the commander designates as required documentation that does not fall under any other classification.
   b. Medical.
      (1) A DA Form 4186 (Medical Recommendation for Flying Duty) is filed in the IFRF at the times specified in Figure 0105-1. The commander, the individual, and flight surgeon must complete their areas of the form before it is filed in the IFRF according to AR 40-501..
      (2) Copies of medical suspensions or waivers are filed, with clearly stated periods of retention, for any action recommended by the flight surgeon.
   c. Orders.
      (1) Copies of all aviation service or flying status orders, aeronautical certifications (certificates of completion), and suspension orders (other than for medical disqualification) are placed in this section. All copies of crew member/ noncrew member flying status orders (to be performed and to be terminated) are retained.
      (2) Certificates of course completion for instructor pilot, instrument flight examiner, maintenance test pilot, nonrated crew member instructor, and nonrated standardization instructor will be placed in this section. When a certificate of course completion is not available, a DA Form 1059 (Service School Academic Evaluation) may be used until a replacement certificate can be obtained.

(3) A copy of the most current DA Form 7120-R, (Commander's Task List) top page only, will be placed in this section. This form outlines the duties authorized by the commander. Ensure signatures of both the commander and crew member are on the DA Form 7120-R before placing into the IFRF.

(4) Senior/Master Aviator Badge orders for rated aviators are placed in this section. AR 600-105 contains the procedures for determining eligibility criteria for aeronautical ratings (Senior or Master Army Aviator). An aviator's total operational flying duty credit can be obtained by computing them from his IFRF using the definition of TOFDC listed in AR 570-4. A copy of the ORB can be requested from the unit's Personnel Administration Center.

(5) Senior/Master Aviation Badge orders for crew member/noncrew members are also placed in this section. AR 600-106 contains the procedures for determining eligibility criteria for aeronautical ratings (Senior or Master Aviation Badge). AR 600-8-22 contains eligibility criteria for both badges.

(6) RFOs are placed in this section. They will be maintained in this section until the actual orders are received and then removed.

OCCURRENCE	RETENTION
Completion of annual medical examination	Until expiration date
Medical suspension	Until closeout of the DA Form 759
Medical suspension still in effect during the closeout period	Until next closeout of the DA Form 759
Termination of medical suspension (Up Slip)	Until closeout of the DA Form 759
Medical clearance when the individual reports to the new duty station	Until closeout of the DA Form 759
Assignment to an operational flying duty position from a nonoperational flying duty position	Until closeout of the DA Form 759
Medical clearance after an aircraft accident	Until closeout of the DA Form 759

Figure 0105-1. Retention of DA Form 4186.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a purpose to maintain the IFRF for an aviator, crew member and noncrew member and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to place the items in the IFRF correctly. Go over the materials needed to perform the task.

Performance Measures   **GO NO GO**

  1. Identified required records for a rated or nonrated crew members,
     and places the records on the right side of the IFRF.   ——   ——

  2. Identified required records for a rated or nonrated crew members,
     and places the records on the left side of the IFRF.   ——   ——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
    Required   **Related**
    FM 3-04.300(FM 1-300)   None

Complete DA Form 759 Series
011-141-0106

Conditions: While performing duties as an aviation operations specialist, you are given a DA Form 3513, a completed DA Form 2408-12, blank DA Forms 759, 759-1, 759-2, 759-3, a calculator, and FM 3-04.300(FM 1-300). You are provided with AR 37-104-4, AR 600-105, AR 600-106, DOD 7000.14-R (Volume 7A), and copies of orders placing an individual on flight status.

Standards: According to FM 3-04.300(FM 1-300).

Performance Steps
(Note: Refer to FM 3-04.300[FM 1-300] for all performance steps.)

1. Complete DA Form 759-2 (temporary worksheet and consolidation sheet) for a rated crew member.
   a. Complete the heading of DA Form 759-2 (temporary worksheet).
   b. Transcribe information from DA Form 2408-12 to DA Form 759-2 (temporary worksheet).
   c. Transcribe information from DA Form 759-2 (temporary worksheet) to DA Form 759-2 (consolidation worksheet).

2. Complete DA Form 759-1.
   a. Rated crew member.
      (1) Complete the heading of DA Form 759-1.
      (2) Transcribe flight hours from completed DA Form 759-2 to DA Form 759-1.
      (3) Transcribe flight hours from the previous DA Form 759-1.
      (4) Total lines and columns of the DA Form 759-1.
   b. Nonrated crew member.
      (1) Complete the heading of DA Form 759-1.
      (2) Transcribe flight hours from completed DA Form 759-3 to DA Form 759-1.
      (3) Transcribe flight hours from the previous DA Form 759-1 to current DA Form 759-1.

3. Complete DA Form 759.
   a. Rated crew member.
      (1) Complete Part 1, Bio/Demographic on DA Form 759.
      (2) Transcribe information to section A, Part II, Qualifications on DA Form 759.
      (3) Complete Section B, Part II, Total hours DA Form 759.
      (4) Complete Part III, ATP on DA Form 759.
      (5) Complete Part IV, remarks on DA Form 759.
   b. Nonrated crew member.
      (1) Complete Part 1, Bio/Demographic on DA Form 759.
      (2) Transcribe information to section A, Part II, Qualifications on DA Form 759.
      (3) Complete Section B, Part II, Total hours DA Form 759.
      (4) Complete Part III, ATP on DA Form 759.
      (5) Complete Part IV remarks on DA Form 759.

4. Complete DA Form 759-3 for a nonrated crew member.
   a. Complete the heading of DA Form 759-3 (temporary worksheet).
   b. Transcribe information from DA Form 2408-12 to DA Form 759-3 (temporary worksheet).

   c. Transcribe information from DA Form 759-3 (temporary worksheet) to DA Form 759-3
      (consolidation worksheet).
   d. Total the current DA Form 759-3 (consolidation sheet).

5. Initiate Incentive Flight Pay Computations. Total incentive flight pay on the current DA
   Form 759-3 (consolidation worksheet).

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with
a training scenario that requires them to complete a DA Form 759 series and all items listed in
the conditions statement.

Brief Soldier: Tell the soldier to correctly complete the DA Form 759 series using the data
provided. Go over the materials needed to perform the task.

Performance Measures   **GO NO GO**

1. Completed DA Form 759-2 (temporary worksheet and
   consolidation sheet) for rated crew members.   ——   ——

2. Completed DA Form 759-1.   ——   ——
   a. Rated crew member.
   b. Nonrated crew member.

3. Completed DA Form 759.   ——   ——
   a. Rated crew member.
   b. Nonrated crew member.

4. Completed DA Form 759-3 for nonrated crew members.   ——   ——

5. Initiated incentive flight pay computations.   ——   ——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the
soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the
deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
   Required   **Related**
   FM 3-04.300(FM 1-300)   None
   AR 37-104-4
   AR 600-105
   AR 600-106
   DOD 7000.14-R

SUBJECT AREA 5: FLIGHT OPERATIONS PROCEDURES

Process Flight Plans
011-141-1049

Conditions: While performing duties as an aviation operations specialist, you are given a completed DD Form 175 (Military Flight Plan) for a VFR flight, IFR flight, or composite flight, and DOD FLIP General Planning.

Standards: According to DOD FLIP General Planning.

Performance Steps
(Note: Refer to DOD FLIP General Planning for all performance steps.)

  1. Verify all items for completeness of a DD Form 175 for a VFR flight.

  2. Verify all items for completeness of a DD Form 175 for an IFR or composite flight.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with completed flight plans to process and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to verify the correctness and completeness of the flight plan and process the flight plan according to local procedures. Go over the materials needed to perform the task.

Performance Measures	**GO**	**NO GO**
1. Verified all items for completeness of a DD Form 175 for a VFR flight.	——	——
2. Verified all items for completeness of a DD Form 175 for an IFR or composite flight.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
Required	Related
DOD FLIP General Planning	AR 95-1
	AR 95-11

Process DD Form 1801 (DOD International Flight Plan)
011-141-1021

Conditions: While performing duties as an aviation operations specialist, you are given DD Form 1801, DOD FLIP General Planning, ICAO Document 7910, and local SOP.

Standards: According to DOD FLIP General Planning, ICAO Document 7910, and local SOP.

Performance Steps

1. Check flight plan for correct information according to DOD FLIP General Planning.

2. File flight plan with appropriate agency according to local SOP as dictated by the procedures established for the dispatchers in that geographical location.

3. Close the flight plan according to local SOP as dictated by procedures established for the dispatcher's geographical location.

Evaluation Preparation: Setup: In a suitable training environment. Provide the solider with a completed DD Form 1801 to process and all items in the conditions statement.

Brief soldier: Tell the soldier to verify the correctness and completeness of the flight plan and process the flight plan according to local procedures. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Checked flight plan for correct information according to DOD FLIP General Planning.	⎯⎯	⎯⎯
2. Filed flight plan with appropriate agency according to local SOP as dictated by the procedures established for the dispatchers in that geographical location.	⎯⎯	⎯⎯
3. Closed the flight plan according to local SOP as dictated by procedures established for the dispatcher's geographical location.	⎯⎯	⎯⎯

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
DOD FLIP General Planning	ICAO Document 8585
ICAO Document 7910	

Post NOTAMs and/or Airfield Conditions
011-141-1023

Conditions: While performing duties as an aviation operations specialist, you are given a notice to airmen display board, current NOTAMs, airfield conditions, DOD FLIP General Planning, FM 3-04.300(FM 1-300), AR 95-10, and local SOP.

Standards: According to DOD FLIP General Planning, FM 3-04.300(FM 1-300), AR 95-10, and local SOP.

Performance Steps

1. Post the NOTAMs to the Correct Column of the NOTAM Display Board.
   a. Review the entire summary for completeness and clarity.
      (1) Process NOTAM summaries that contain garbled or unreadable text in one of the following ways:
         (a) Post only the columns that contain complete and readable data.
         (b) Highlight the unreadable portions, posts the columns containing garbled or unreadable text and makes sure the following notice is posted at the top of the affected columns: "HIGHLIGHTED PORTIONS GARBLED OR UNREADABLE. CONTACT BASE OPERATIONS PERSONNEL FOR ASSISTANCE."
      (2) Post Part A of each column on top and succeeding parts in sequence underneath. (This arranges each column of the summary in alphabetical order.)
      (3) Print unpublished base NOTAMs on the NOTAM display board.
      (4) Ensure the proper sign is in view when a column is not posted.
      (5) Separate old and new summary parts on a display.
   b. Removes the old summary and hourly update and posts the new summary under the appropriate columns. (See Figure 1023-1.) If the new summary is not received, removes the old summary and update when it expires.

2. Display the Airfield Conditions.
   a. Includes, but does not limit the information to the following:
      (1) Airfield status (IFR or VFR)
      (2) Newly established conditions or changes in existing conditions.
      (3) Aeronautical navigation facilities information.
      (4) Services information.
      (5) Procedures information.
      (6) Hazards information.
   b. Display the information according to local SOP; ensures that the information is displayed in the flight planning area or at the flight dispatch office in clear view of the aviator.
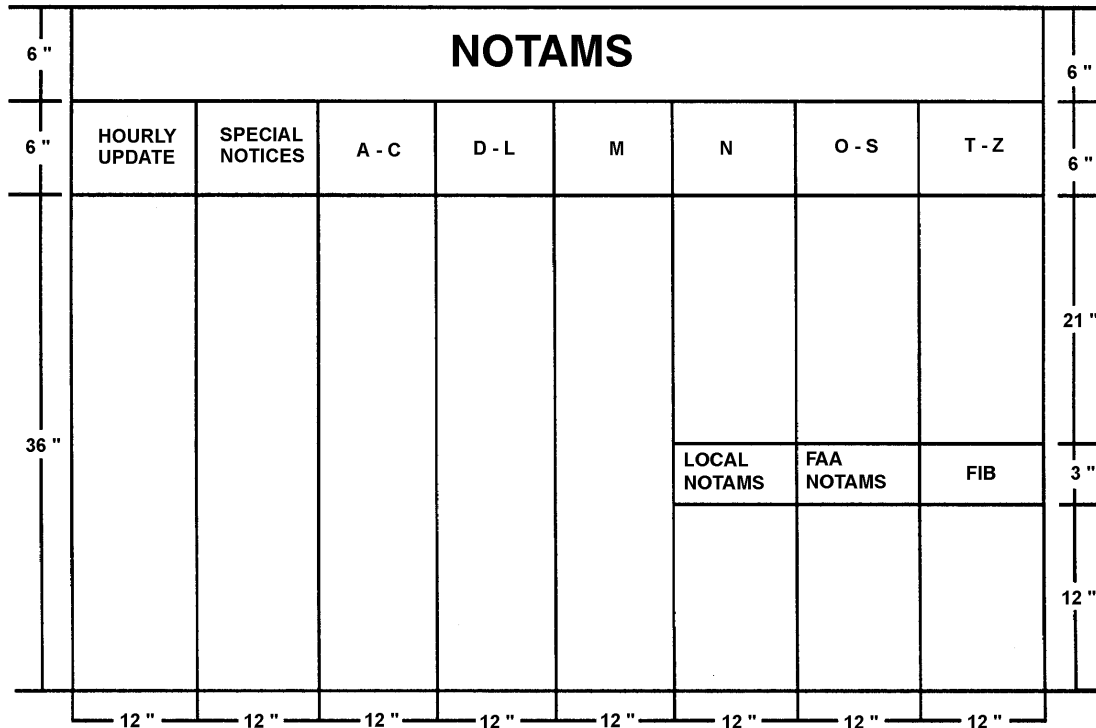
NOTAMS							
HOURLY UPDATE	SPECIAL NOTICES	A - C	D - L	M	N	O - S	T - Z
					LOCAL NOTAMS	FAA NOTAMS	FIB

Figure 1023-1. NOTAM summaries.

Evaluation Preparation: Setup: In a suitable training environment. Provide the solider with NOTAMS and airfield conditions to be posted and all items in the conditions statement.

Brief soldier: Tell the soldier to post the NOTAMs to the NOTAM display board and the airfield conditions to the appropriate area as required by the local SOP. Go over the materials needed to perform the task.

Performance Measures   GO   NO GO

  1. Posted the NOTAMs to the correct area of the NOTAM display board.   ——   ——

  2. Displayed the airfield conditions.   ——   ——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	**Related**
AR 95-10	None
FM 3-04.300(FM 1-300)	
DOD FLIP General Planning	

Locate Aeronautical Data in DOD Flight Information Publications (FLIPs)
011-141-1042

Conditions: While performing duties as an aviation operations specialist, you are given DOD FLIP General Planning, VFR Supplement, IFR Supplement, Flight Information Handbook, and an En route Low Altitude Chart.

Standards: According DOD FLIPs required for flight planning.

Performance Steps

1. Locate Aeronautical Data in the DOD FLIP General Planning.
   a. Chapter 1, Index for Aeronautical Information. This chapter lists sections and chapters of DOD FLIP planning in which information may be found and/or other primary publications to which reference may be made.
   b. Chapter 2, Explanation of Terms. This chapter lists terms and definitions, to include all those published in the FAA Pilot/Controller Glossary plus selected ICAO and military terms.
   c. Chapter 3, FLIP Program. This chapter describes the DOD FLIP program, individual FLIP products, and related publications.
   d. Chapter 4, Flight Plans. This chapter describes the procedures for using DD Forms 175 and 1801.
   e. Chapter 5, Pilot Procedures. This chapter outlines standard pilot procedures while operating under both FAA and ICAO control.
   f. Chapter 6, International Civil Aviation Organization. This chapter identifies ICAO member nations and international civil aviation rules and procedures.
   g. Chapter 7, Operations and Firings Over the High Seas. This chapter provides guidance for the procedures to be used by US military aircrews conducting air operations or gunnery exercises within airspace over the high seas.
   h. Chapter 8, Aviation Weather Codes. This chapter explains teletypewriter weather reports and METARs.
   i. Chapter 9, Aircraft Codes. This chapter identifies the categories of aircraft (A through E) and the codes for aircraft identification; for example, US President—Air Force 1.
   j. Chapter 10, Loran/Omega Chart Coverage. This chapter contains charts depicting Loran/Omega navigational aid coverage.
   k. Chapter 11, Revisions/Quality Reports/Requisitions/Distribution/Schedules. This chapter provides information on submission of recommended modifications to and requisition of DOD FLIPs. It also contains DOD FLIP revision schedules and distribution information.

2. Locate Aeronautical Data in the VFR Supplement.
   a. The airport directory legend shows a sample entry. Each field of the sample entry is clearly marked for easy reference to the legend.
   b. The legend explains each field and lists the possible entries.

3. Locate Aeronautical Data in the IFR Supplement.
   a. The airport/facility directory legend shows a sample entry. Each field of the sample entry is clearly marked for easy reference to the legend.
   b. The legend explains each field and lists the possible entries.

4. Locate Aeronautical Data in the Flight Information Handbook.

5. Locate Aeronautical Data in the En route Low Altitude Chart.

Evaluation Preparation: Setup: In a suitable training environment. Provide the solider with a list of information they are to locate and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to locate the correct aeronautical data in the DOD FLIPS provided. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Located Aeronautical Data in the DOD FLIP General Planning.	——	——
2. Located Aeronautical Data in the VFR Supplement.	——	——
3. Located Aeronautical Data in the IFR Supplement.	——	——
4. Located Aeronautical Data in the Flight Information Handbook.	——	——
5. Located Aeronautical Data in the En route Low Altitude Chart.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
Required	Related
DOD FLIP General Planning	None
DOD FLIP VFR Supplement	
DOD FLIP IFR Supplement	
DOD FLIP Flight Information Handbook	
DOD FLIP En route Low Altitude Chart	

Initiate Overdue Aircraft Procedures
011-141-1046

Conditions: While performing duties as an aviation operations specialist, you are given telephone communications or automated communications computer, approved flight plan, FAAO 7110.10, FM 3-04.300(FM 1-300), and AR 95-11.

Standards: According to FAAO 7110.10, FM 3-04.300(FM 1-300), and AR 95-11.

Performance Steps

1. Determine when an aircraft meets overdue aircraft procedures.

2. Initiate preliminary communication search actions on an overdue aircraft.

3. Provide information to the FSS on an overdue aircraft.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a scenario that requires overdue aircraft procedures to be initiated and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to determine if the aircraft is overdue and to take the appropriate actions according to the given publications. Go over the material needed to perform this task.

Performance Measures	GO	NO GO
1. Determined if aircraft met overdue aircraft procedures.	——	——
2. Initiated preliminary communication search actions on an overdue aircraft.	——	——
3. Provided information to the FSS on an overdue aircraft.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
Required	Related
AR 95-1	AR 95-11
FAAO 7110.10	
FM 3-04.300(FM 1-300)	
DOD FLIP General Planning	

Process Flight Orders
011-141-1048

Conditions: While performing duties as an aviation operations specialist, you are given a TOE/TDA, blank DA Form 2446 (Request for Orders), current DA Form 4186, AR 600-8-105, AR 680-29, and AR 600-106.

Standards: According to AR 600-8-105 and AR 600-106.

Performance Steps

1. Verify the soldier's eligibility.

2. Prepare DA Form 2446 with enclosures.

3. Determine when advance notification (120-day notice) of removal from flying status is needed and prepares 120-day notice when required.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a scenario to process and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to process the request for flight orders using the given forms and publications. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Verified the soldier's eligibility.	——	——
2. Completed DA Form 2446.	——	——
3. Determined if a 120-day advance notification is required.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
Required	Related
AR 600-106	None
AR 600-8-105	
AR 680-29	

Interpret Weather Reports
011-141-1068

Conditions: While performing duties as an aviation operations specialist, you are given an encoded meteorological terminal aviation report and DOD FLIP General Planning.

Standards: According to DOD FLIP General Planning, FAAO 7340, FAAO 7350, FM 3-04.230(FM 1-230), and ICAO Document 7910.

Performance Steps

Decode METAR Weather Report.
  a. Decode report type.
      (1) METAR. Hourly (scheduled) report, this is the hourly on the hour report of the current weather.
      (2) Special. Special (unscheduled) report, this unscheduled report is completed whenever significant changes in the weather occurs that were not forecasted.
  b. Decode location identifiers from either FAAO 7350 or ICAO Document 7910.
  c. Decode the proper date and time group in Zulu time for the report.
  d. Decode the report modifier as either:
      (1) A fully automated report.
      (2) Corrected report.
      (3) Completed by person (no modifier).
  e. Decode wind direction and speed.
      (1) Decode wind direction.
      (2) Decode the proper wind speed.
      (3) Decode the proper wind gusts or calm wind, if applicable.
      (4) Decode the proper variable wind direction, if applicable.
  f. Decode the prevailing visibility, if applicable.
  g. Decode the runway visual range, if applicable.
  h. Decode the weather phenomena, if applicable.
      (1) Decode proper level of intensity and proximity.
      (2) Decode proper weather descriptor.
      (3) Decode the precipitation.
      (4) Decode the obscuration.
      (5) Decode other weather phenomena not described above.
  i. Decode the sky conditions, cloud amount, and height.
      (1) There are six different sky conditions that can be reported on the METAR. Three digits will follow the sky condition symbol indicating the base of clouds in hundreds of feet. Always add two zeros to the number following the conditions for cloud height when the report is spoken.
  j. Decode the temperature and dew point.
      (1) The temperature and dew point is reported in whole degrees Celsius using two digits and separated by a slant (/). All temperature and dew points in the subzero values are prefixed with an M.
  k. Decode the altimeter data.
      (1) The altimeter data will always be prefixed with the letter A. The altimeter data are reported in inches of mercury ("Hg) using four digits. The four digits used will be tens, units, tenth, and hundreds.

l. Decode the remarks. Refer to DOD Flip General Planning or FAA 7340 for all remarks.

Evaluation Preparation: Setup: In a suitable training environment. Provide the solider with a METAR weather report that requires the soldier to decode and post the report and all items listed in the conditions statement.

Brief Soldier: Tell the soldier he will be evaluated on his ability to decode the METAR codes. Go over the materials needed to perform this task.

Performance Measures   **GO   NO GO**

Decoded METAR weather report.   ___   ___
   a. Decoded report type.
   b. Decoded Location Identifiers from either FAAO 7350 or ICAO
       Document 7910.
   c. Decoded the proper date and time group in Zulu time for the report.
   d. Decoded the report modifier as either:
   e. Decoded wind direction and speed.
   f. Decoded the prevailing visibility if applicable.
   g. Decoded the runway visual range if applicable.
   h. Decoded the weather phenomena if applicable.
   i. Decoded the sky conditions, cloud amount and height.
   j. Decoded the temperature and dew point.
   k. Decoded the altimeter data.
   l. Decoded the remarks. Refer to DOD Flip General Planning
       or FAAO 7340 for all remarks.

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
   Required   **Related**
   FAAO 7340   None
   FM 3-04.230(FM 1-230)
   DOD FLIP General Planning
   FAAO 7350
   ICAO DOCUMENT 7910

SUBJECT AREA 6: TACTICAL OPERATIONS

Locate a Geographic Coordinate on a Sectional, JOG-A, or TPC
011-141-0001

Conditions: While performing duties as an aviation operations specialist, you are given an aeronautical chart, JOG-A, or TPC and FM 3-25.26 and five sets of geographic coordinates to properly locate.

Standards: According to FM 3-25.26.

Performance Steps

1. Locate Degrees and Minutes of Latitude.
   a. The distance of a point north or south of the equator is known as its latitude. Lines of latitude run east and west and make parallel circles above and below the equator. Distances north and south are measured between these lines.
   b. Geographic coordinates are expressed in angular measurements. Each circle is divided into 360 degrees; each degree, into 60 minutes. The degree is symbolized by °; the minute, by '. Starting with 0° at the equator, the parallels of latitude are numbered to 90° both north and south. The extremities are the North Pole at 90° north latitude and the South Pole at 90° south latitude.
   c. Latitude is measured on a north-south line. To find the latitude of an item on a sectional aeronautical chart, JOG-A, or TPC, move up the scale (see Figure 0001-1 on the next page), keeping track of the measurements until you are aligned with the item. Look back at the last major measurement of degrees and count the tick marks up to the point where you are aligned with the item. This is the measurement of latitude. The latitude of the point indicated by the "X" in (Figure 0001-1) is 32°35'N.

2. Locate Degrees and Minutes of Longitude.
   a. The meridians of longitude are a second set of rings around the globe at right angle to the lines of latitude and passing through the poles. One meridian is designated as the prime meridian. (The prime meridian of the system we use runs through Greenwich, England.) The distance east or west of the prime meridian to a point is known as its longitude. Lines of longitude run north and south and measure distances east and west between them.
   b. Starting with 0 at the prime meridian, longitude is measured both east and west around the world. Lines east of the meridian are numbered to 180° and are identified as east longitude. Lines west of the meridian are numbered to 180° and are identified as west longitude. The direction east or west must always be given. The line directly opposite the prime meridian (180°) may be referred to as either east or west longitude.
   c. Longitude is measured on an east-west line. To find the longitude of an item on a sectional aeronautical chart, JOG-A, or TPC, move left (right if you are in Europe) on the scale (Figure 0001-2), keeping track of the measurements until you are aligned with the item. Look back at the last major measurement of degrees and count the tick marks to the point where you are aligned with the item. This is the measurement of longitude. The longitude of the point indicated by the "X" in Figure 0001-2 is 86°22'W.
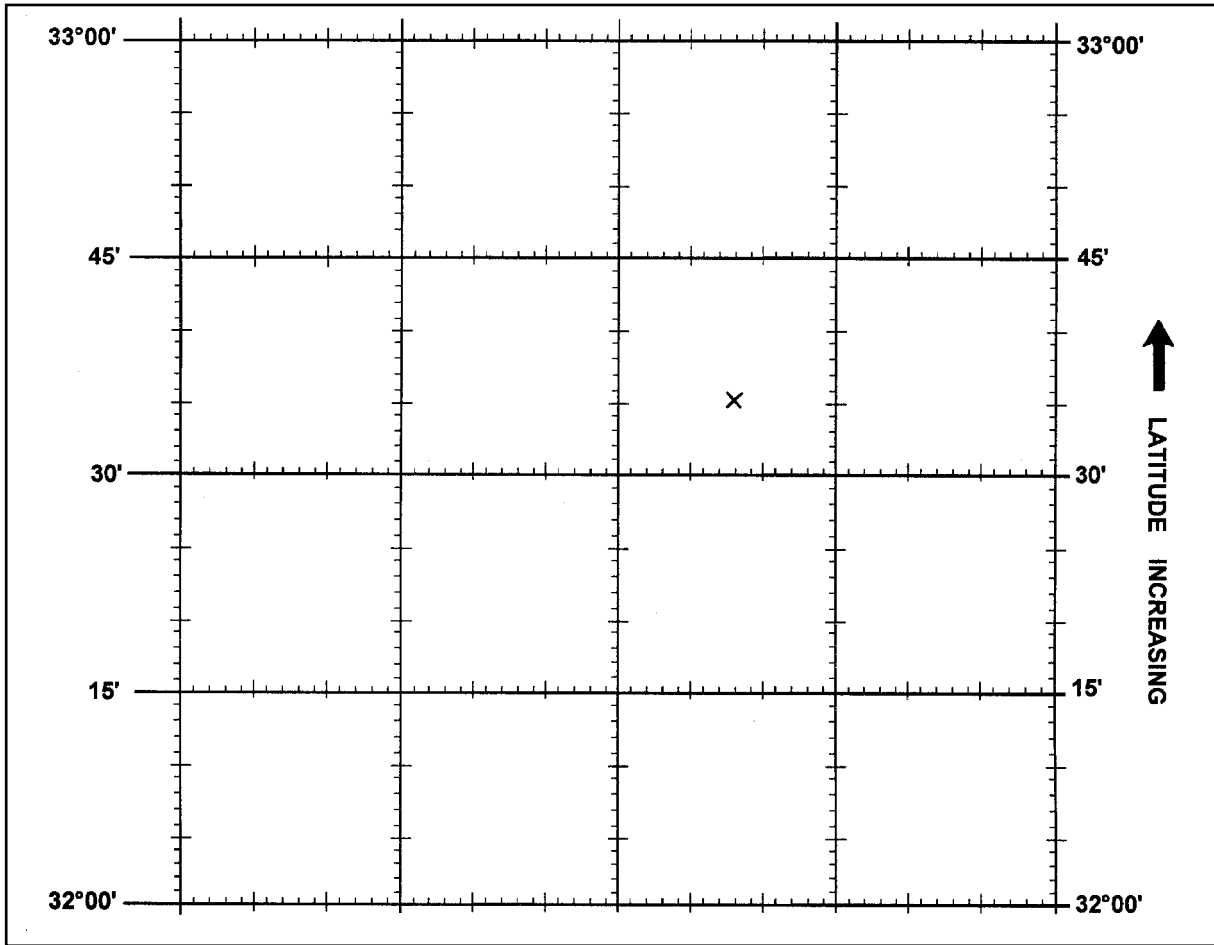
Figure 0001-1. Degrees and minutes of latitude.

LONGITUDE INCREASING

87°00' 45' 30' 15' 86°00'
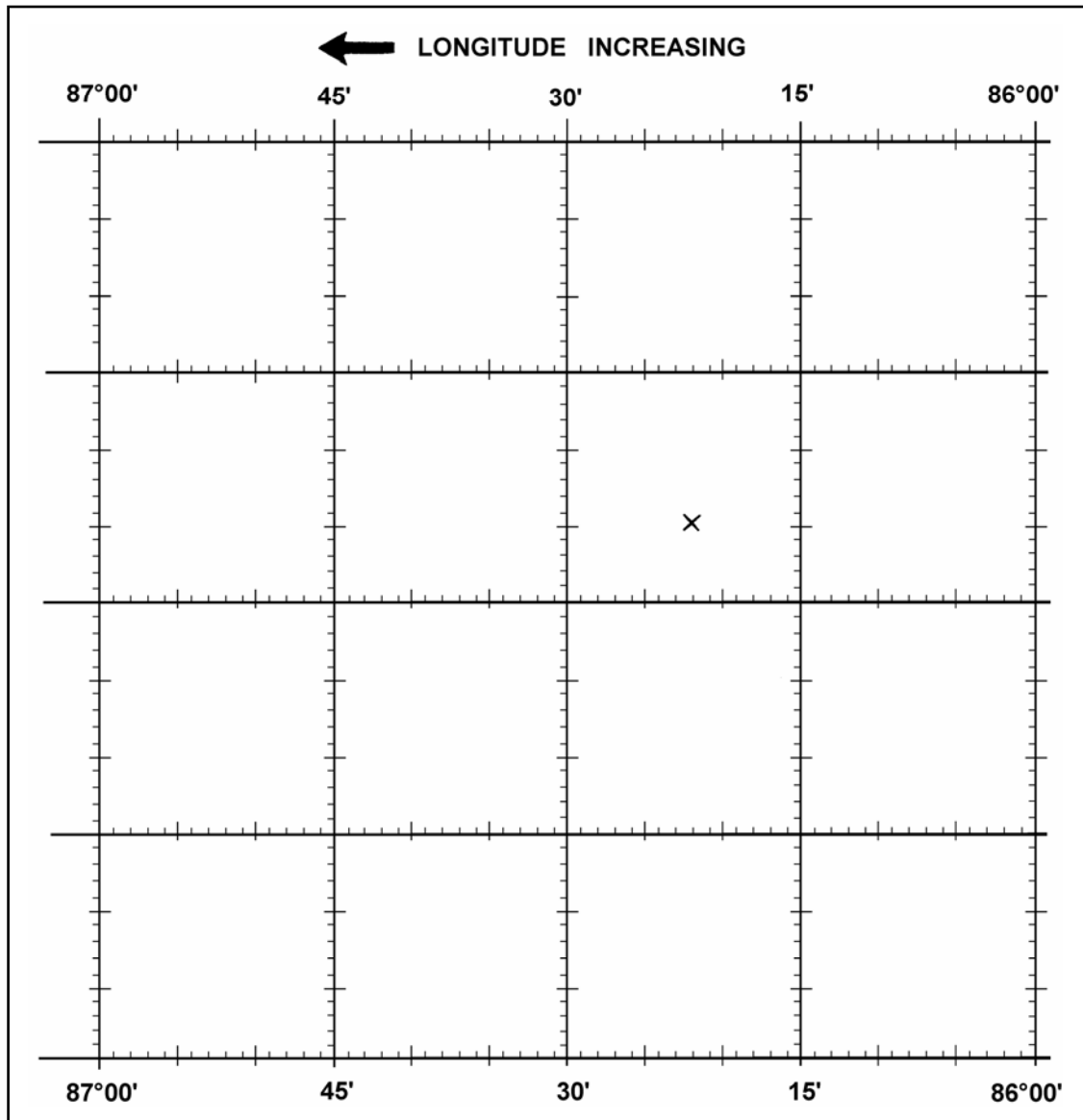
87°00' 45' 30' 15' 86°00'

Figure 0001-2. Degrees and minutes of longitude.

3. Locate a 6-digit Grid on a JOG-A Map.
   a. When plotting geographic coordinates, read latitude first; then read longitude. Read the coordinates in the direction in which the numbers are increasing. The coordinates of the point indicated by the "X" in Figure 0001-3 are 32°35'N, 86°22'W.
   b. When writing coordinates, write latitude first; then write longitude.

Evaluation Preparation: Setup: In a suitable training environment. Provide the solider with five sets of geographic coordinates to properly locate and all items in the conditions statement.

Brief Soldier: Tell the soldier to plot the designated point on the map from the given coordinates. Go over the materials needed to perform the task.
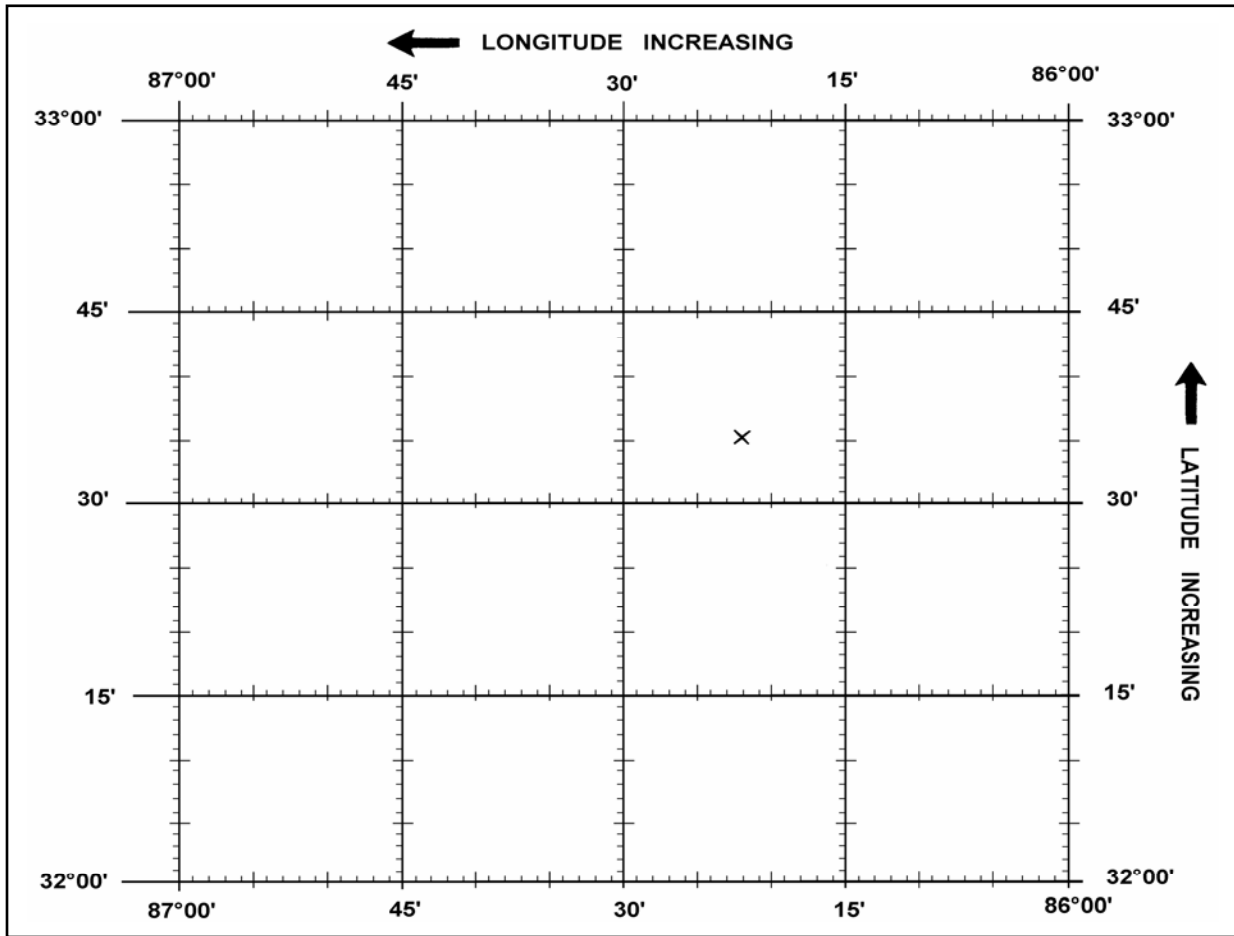
Figure 0001-3. Plotting geographic coordinates.

Performance Measures	GO	NO GO
1. Located degrees and minutes of latitude.	——	——
2. Located degrees and minutes of longitude.	——	——
3. Located a 6-digit grid on a JOG-A map.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
FM 3-25.26	None

Process Information During Tactical Operations
011-141-1047

Conditions: While performing duties as an aviation operations specialist, you are given FM 3-04.111(FM 1-111), FM 5-0(FM 101-5), FM 1-02(FM 101-5-1), FM 3-04.300(FM 1-300), and tactical standing operating procedures.

Standards: According to FM 3-04.111(FM 1-111), FM 5-0(FM 101-5), FM 1-02(FM 101-5-1), FM 3-04.300(FM 1-300), and TACSOP.

Performance Steps

1. Process any required operation reports from TACSOP by recording the information received and the disposition for the reports on DA Form 1594 (Daily Staff Journal or Duty Officer's Log).

2. Maintain DA Form 1594 of all TOC activities.

3. Processes required information for the operation of a TOC according to TACSOP.

Evaluation Preparation: Setup: In a TOC. Provide the soldier with selected reports to process and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to process the given operational reports according to unit TACSOP. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Processed required operation reports required by unit TACSOP.	——	——
2. Maintained DA Form 1594.	——	——
3. Processed information required by unit TACSOP.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References

Required	Related
FM 5-0(FM 101-5)	AR 220-15
FM 1-02(FM 101-5-1)	
FM 3-04.111(FM 1-111)	
FM 3-04.300(FM 1-300)	

Prepare A Situation Map
011-141-1061

Conditions: While performing duties as an aviation operations specialist, you are given a situation report and provided with FM 1-02(FM 101-5-1), FM 3-25.26, marking pencils or markers (blue, black, and red), a previously prepared situation map, and a protractor.

Standards: According to FM 1-02(FM 101-5-1) and FM 3-25.26.

Performance Steps

1. Select the Proper Color for the Military Symbol.

2. Draw Unit Symbols.

3. Draw Graphic Control Measures.

4. Plot the Symbol to Proper Location.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with all items listed in the conditions statement.

Brief Soldier: Tell the soldier that by using the given situation report, they will prepare a situation map. Tell the soldier that upon completion of the situation map they will give it you to review for correctness. Go over the materials needed to perform the task.

Performance Measures	GO	NO GO
1. Selected the proper color for the military symbol.	——	——
2. Drew unit symbols.	——	——
3. Drew graphic control measures.	——	——
4. Plotted the symbol to proper location.	——	——

Evaluation Guidance: Score the soldier GO if all performance steps are passed. Score the soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the soldier on the deficiency, retrain the soldier to perform the step correctly, and reevaluate the task.

References
    Required   **Related**
    AR 380-5.   None
    FM 1-02(FM 101-5-1)
    FM 3-25.26

APPENDIX A

AVIATION SCHOOL RECOMMENDED PROFESSIONAL READING LIST

This recommended professional reading list is designed for reading by all CMF 93, Aviation Operations soldiers and noncommissioned officers.

SKILL LEVEL 10

The Enlisted Soldier's Guide, Perez, 1st Ed., Stackpole Books.
The NCO Guide, Cragg and Perez, 3rd Ed., 1989.
Soldier's Study Guide How to Prepare for Promotion Boards, Jackson, Stackpole Books.

SKILL LEVEL 20

Rules for Leadership: Improving Unit Performance, Blade, National Defense University Press, 1986, 88-28556.
FM 6-22(FM 22-100), Army Leadership.
FM 7-10(FM 25-101), Battle Focused Training.
TC 22-6, The Army Noncommissioned Officer Guide.
Guide to Effective Military Writing, McIntosh, Stackpole Books.
Readings on famous military leaders, i.e., Napoleon, Grant, Lee, Pershing, Patton, Bradley, Ridgeway, Westmoreland, Schwartzkopf.
The Story of the Noncommissioned Officers Corps, Center for Military History, 70-38.

SKILL LEVEL 30

Small Unit Administration (Manual or ADP Systems), Stackpole Books.
Common Sense Training, Collins, Presidio Press, 1980, ISBN 0-89141-046-5.
The Noncommissioned Officers' Family Guide, Gross, Beau Lac Pub., 1985, ISBN 0911980-13-X.
FM 7-0(FM 25-100), Training the Force.

SKILL LEVEL 40

Readings about world politics and tensions issues.
Battle-Focused Doctrine (FM 3-01[FM 44-100] and related FMs).
Combat Leader's Field Guide (l0th Ed., Stackpole Books).
Roots of Strategy. Book 2 (Picq, Clausewitz, Jomini, Stackpole Books).

MILITARY JOURNALS

Army Aviation
Aviation Digest (Army)
Soldiers
Army (AUSA)
Jane's Defense Weekly
Air Force Magazine
Aerospace & Defense Science
National Defense
Military Technology
NCO Journal

FAA PUBLICATIONS
FAA World
ATC Procedures

Civilian Journals

Aviation Week and Space Technology
Aviation
Flying
Aviation & Space
Aviation Digest
Aviation Equipment Maintenance
Air Safety Weekly
Aviation Monthly
Aviation International News
Flight Safety Digest

APPENDIX B

DA FORM 5164-R (HANDS-ON EVALUATION)

This appendix provides a sample of DA Form 5164-R (Figure B-1) for the tasks in this STP.

The DA Form 5164-R allows the trainer to keep a record of the performance measures a soldier passes or fails on each task. Trainers should use the following instructions when completing DA Form 5164-R:

Prior to Evaluating the Soldier.

Obtain a blank copy of DA Form 5164-R, which you may locally reproduce on 8 x 11-inch paper. AR 350-57 contains a reproducible copy of this form. The form also can be downloaded from the U.S. Army Publishing Agency web site (www.usapa.army.mil/forms).

Enter the task title and 10-digit number for the task from the evaluation guide of the **SM** task summary.

In column (a), enter the number of each performance measure from the evaluation guide.

In column (b), enter the performance measure corresponding to the performance measure number in column (a). (You may abbreviate this information if necessary.)

Enter the feedback statement from the evaluation guide just below the last performance measure.

Locally reproduce the partially completed form if you are evaluating more than one soldier on the task or the same soldier on more than one task.

During the Evaluation.

Enter the date just before evaluating the soldier's task performance.

Enter the evaluator's name and the soldier's name and unit.

For each performance measure in column (b), enter a check in column (c) PASS or column (d) FAIL as appropriate.

Compare the number of performance measures the soldier passes (and if applicable, which ones) against the task standard shown in the feedback statement. If the standard is met or exceeded, check the GO block under STATUS; otherwise, check the NO-GO block.

	HANDS-ON EVALUATION For use of this form, see AR 350-57; the proponent agency is ODCSOPS		DATE **10 OCT 01**	
TASK TITLE	OPERATE SINCGARS EQUIPMENT		TASK NUMBER 011-141-1052	
ITEM	PERFORMANCE STEP TITLE		SCORE (Circle One)	
a	b		PASS c	FAIL d
1	Prepare SINCGARS for operation.		☒ P	☐ F
2	Operate SINCGARS single-channel.		☐ P	☒ F
3	Operate SINCGARS in FH mode (net members).		☐ P	☒ F
4	Perform operator troubleshooting on SINCGARS.		☒ P	☐ F
5	Communicate using SINCGARS.		☒ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
			☐ P	☐ F
EVALUATOR'S NAME *SSG Joe Thomas*			UNIT A CO 1/58th AVN REGT	
SOLDIER'S NAME *PFC Bill Wilson*			STATUS ☐ GO ☒ NO GO	

DA FORM 5164-R, SEP 85   EDITION OF DEC 82 IS OBSOLETE   USAPPC V2.00

Figure B-1. Sample of a completed DA Form 5164-R.

APPENDIX C
DA FORM 5165-R (FIELD EXPEDIENT SQUAD BOOK)

This appendix provides a sample of DA Form 5165-R (Figure C-1) for the tasks in this STP.

The DA Form 5165-R allows the trainer to keep a record of task proficiency for a group of soldiers. Trainers should use the following instructions when completing DA Form 5165-R:

Prior to Evaluating the Soldier.

Obtain a blank copy of DA Form 5165-R, which you may locally reproduce on 8 x 11 paper. AR 350-57 contains a reproducible copy of this form. The form also can be downloaded from the U.S. Army Publishing Agency web site (www.usapa.army.mil/forms).

Enter the SM task number and abbreviated task title for the evaluated tasks in the appropriate column. Use additional sheets as necessary. Locally reproduce the partially completed form if you are evaluating more than nine soldiers.

During the Evaluation.

Enter the names of the soldiers you are evaluating, one name per column, at the top of the form. You may add the names of newly assigned soldiers if there are blank columns.

Under STATUS, record (*in pencil*) the date in the GO block if the soldier demonstrated task proficiency to soldier's manual standards. Keep this information current by always recording the most recent date on which the soldier demonstrated task proficiency.

Record the date in the NO-GO block if the soldier failed to demonstrate task proficiency to soldier's manual standards. Soldiers who failed to perform the task should be retrained and reevaluated until they can meet the standards. When that occurs, enter the date in the appropriate GO block and erase the previous entry from the NO-GO block.

After the Evaluation.

Read down each column (GO/NO-GO) to determine the training status of that individual. This will give you a quick indication on which tasks a soldier needs training.

Read across the rows for each task to determine the training status of all soldiers. You can readily see on which tasks to focus training. Line through the training status column of any soldier who departs from the unit.

FIELD EXPEDIENT SQUAD BOOK For use of this form, see AR 350-57; the proponent agency is ODCSOPS									SHEET 1 OF 1
USER APPLICATION	SOLDIER'S NAME								
	PVT RICKS, JOHN		SPC BLACK, JANE		SGT WILLS, CHRIS				
TASK NUMBER AND SHORT TITLE	STATUS								
	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO
011-141-0113 INITIATE PREACCIDENT PLAN	X		X		X					
011-141-1050 TRANSMIT FLIGHT MOVEMENT MESSAGES		X	X		X					
011-141-1068 INSTALL ANTENNA GROUP OE-254/GRC (TEAM METHOD)	X		X		X					
011-141-1052 OPERATE SINCGARS EQUIPMENT	X		X		X					

DA FORM 5165-R, SEP 85 (MODIFIED)   EDITION OF DEC 82 IS OBSOLETE   USAPPC V1.00

Figure C-1. Sample copy of a completed DA Form 5165-R (modified).

APPENDIX D

NONCOMMISSIONED OFFICER CAREER PROGRESSION

THE LIFE CYCLE OF CAREER MANAGEMENT FIELD 93, AVIATION OPERATIONS, SOLDIERS STRUCTURE

Military occupational specialty 93P (Aviation Operations Specialist) must score a minimum of 92 on the skilled technical portion of the armed services vocational aptitude battery, agree to the current active duty service obligation, and have a secret security clearance.

The following Additional Skill Identifiers are applicable to CMF 93:

A2 - Aviation Safety.
F8 - Flight Simulator (UH-1FS) Console Operations.
2S - Battle Staff Operations NCO.
4A - Reclassification Training.
P5 - Master Fitness Trainer.
Q2 - Aviation Life Support Equipment.
Q8 - Tactical Air Operations.

PROFESSIONAL DEVELOPMENT

Professional development is the sum of all of the training, education, and experience gained by the enlisted soldier. The development process produces soldiers capable of carrying out their missions in a technically and tactically efficient manner. All the components of professional development must complement each other. The professional development process should train, promote, and then use soldiers in challenging careers. The soldier must be given the tools to achieve the personnel development goals. The primary key to professional development in NCOs is the noncommissioned officers education system.

Goal. The professional development goal is to provide every soldier with the opportunity to obtain the requisite skills and experience to become an NCO. All training, education, and experience constitutes professional development. Professional development enhances unit readiness and is an investment in the future of Army Aviation. The Aviation Branch's long-range goal for professional development is a tactically and technically proficient NCO.

Advance Individual Training.

The goal of AIT is to produce a soldier technically proficient at the novice level. The increase in the complexity and capabilities of aircraft and support systems, combined with the increasingly complex and technical skills required for their maintenance, mandates a continuous education process. AIT is the first step in this process. Soldiers are trained in their MOS-specific technical tasks after they have mastered basic soldiering skills. Specific MOS training is conducted in each aviation specialty. The school prior to an initial utilization tour completes technical certification. Individual unit training programs coupled with on-the-job experience continue the technical education of each soldier.

Resident training ensures that a sufficient supply of trained personnel are available. This must be accomplished while tailoring the resident training courses to each individual

professional development pattern. Training covers systems operation and maintenance, leadership skills, management skills, and current doctrinal tenets. Aviation enlisted soldier training is progressive and task oriented. It concentrates on the specific skills required by rank. The only exceptions are those soldiers accessed into an MOS through the civilian acquired skill program. See AR 601-210 for MOSs currently in the CASP.

Primary Leadership. The primary leadership development course is the first step in preparing the soldier for the initial challenges of leadership and is a prerequisite for promotion to sergeant. PLDC concentrates on building the basic skills required of the sergeant to perform as a trainer and leader.

Basic Noncommissioned Officers Course. The BNCOC is designed to prepare a soldier to perform at the staff sergeant level. SSGs are trained on leadership skills, weapons systems, MOS peculiar equipment, and tactics. BNCOC builds on the skills learned in PLDC to train subordinates to maintain, operate, and employ weapons and equipment in a combat environment. Completion of the BNCOC is required for promotion to SSG.

Advanced Noncommissioned Officers Course. The ANCOC is designed to prepare soldiers to perform the duties of platoon sergeant. ANCOC stresses MOS-related tasks, emphasizing advanced technical, tactical, leadership skills and knowledge of the subjects required for training and leading soldiers at the platoon level. Completion of the ANCOC is required for promotion to SFC.

First Sergeant Course. The first sergeant course is designed to prepare a SFC(P) or MSG to perform the duties required of a 1SG. The course stresses training, administration, leadership, and tactical skills. As the senior enlisted soldier at company level, the 1SG must be proficient in all areas. The course attendees must be 1SG designees or incumbents, SFC(P)s and MSGs who have less than 18 months in a 1SG position.

Sergeants Major Course.

The SMC is the capstone of the NCO education system. The SMC trains selected soldiers to be the senior enlisted leaders throughout the Army. These positions entail the highest levels of responsibility throughout the Army and DOD, in both troop and senior staff assignments. Eligible MSGs are selected to attend the SMC by a Department of the Army selection board and is required for promotion to SGM.

As soldiers gain experience and rank, they begin to occupy leadership positions. The increase in their job experience combined with their selection for promotion leads to their return to the resident training system. At every level throughout their careers, aviation enlisted soldiers are trained, promoted, and used to assume more challenging leadership positions.

Long-Range Sequence for Professional Development. Advanced individual training includes:

- Unit Experience
- PLDC
- Unit Experience
- BNCOC
- Unit Experience
- ANCOC = Tactically and technically proficient NCO

Reserve Component Progression.

Reserve component career progression is comprised of individual unit training programs coupled with on-the-job experience. Experience coupled with the appropriate level NCO educational courses qualifies a soldier for promotion. A troop program unit, individual mobilization augmentee, or individual ready reserve soldier must complete or receive constructive credit from the following accredited Active Army or Reserve Component NCOES courses for promotion to:

- Staff Sergeant - BNCOC
- Sergeant First Class or Platoon Sergeant - ANCOC
- Master Sergeant or 1SG - ANCOC
- Sergeant Major - SMC

The key component of professional development is NCOES. The NCOES is sequential and progressive and provides mandatory training prior to promotion. This applies equally to combined arms, combat support, and combat service support soldiers. It does not include functional courses such as the 1SG course or the battle staff course. By linking promotions to NCOES, the program increases the education level of the NCO Corps.

NCOES	LINK
PLDC	SGT
BNCOC	SSG
ANCOC	SFC
Sergeant's Major Academy	CSM/SGM

Soldiers are ultimately responsible for their individual development.

CAREER MANAGEMENT

The career management concept for the enlisted aviation soldier is designed to provide systematic opportunities for each soldier to obtain the proper balance of experience and professional education. Experience opportunities occur through a series of progressive assignments, which require increasing responsibility, while developing the full range of duties required by aviation enlisted soldiers. Professional education opportunities occur through civilian and military training, using the NCOES, Army Correspondence Course Program, on-the-job experience, and individual study.

Promotions.

Promotions have a direct bearing on the sustainment of aviation soldiers. A favorable opportunity for promotion increases the sustainment rate of a particular MOS, although the actual promotion might shift a soldier into a new specialty. Personnel management goals, current authorizations, and future force structure must all be carefully evaluated when allocating promotions among different specialties. The Army promotion program is composed of three subsystems—decentralized, semicentralized, and centralized.

The decentralized system allows local commanders to promote soldiers according to DA policies to the rank of PVT through SPC.

The semicentralized promotion allows field grade commanders to promote soldiers in the rank of SGT and SSG based on the soldier making the DA posted cut off score. Eligible aviation enlisted soldiers compete on a standardized point system composed of points awarded for past achievements and by the promotion board. Soldiers recommended for promotion to SGT and SSG must appear before a local selection board and are awarded promotion points based upon board appraisal. If a soldier has enough points, he is placed on the recommended list and total points are reported to DA. If after 90 days the total points meet or exceed the DA published cutoff score for the MOS, the soldier is promoted. Otherwise, the soldier remains in a promotable status until either he obtains sufficient promotion points or DA lowers promotion cutoff scores. The DCSPER determines the needs of the Army by rank and specialty, based on this need, PERSCOM publishes promotion point cutoff scores for the primary and secondary zones for promotion to both SGT and SSG

As an incentive to reward exceptional soldiers, waivers are authorized for time in service and time in grade. Soldiers with waivers are placed in the secondary zone. Outstanding soldiers have the opportunity for early advancement. This serves as a motivating factor for continued outstanding service and assists in the sustainment of a quality force.

The centralized system is used for promotion to the grade of SFC, MSG, and SGM. Three different boards convened annually at DA level make selections. Aviation Proponency develops a briefing for all promotion board members. The briefing familiarizes board members with soldiers' duties and responsibilities within aviation CMFs 67 and 93 and their typical career progressions.

Nonresident Training. Nonresident training affords aviation enlisted soldiers an opportunity to increase their professional proficiency. Because of the continual changes and complexity of aviation systems and missions, it is vital that soldiers take advantage of the various available nonresident training sources. Some of the programs are civilian schooling, correspondence courses, and learning center computer-assisted training programs.

Civilian Education.

There is no formal civilian education requirement in enlisted aviation CMFs beyond high school. However, for promotions above the rank of SSG, civilian education is an increasingly significant discriminator. Department of the Army policy stresses that, prior to the fifteenth year of service, enlisted soldiers should earn an associate degree, license, or professional certification in a field related to their MOS.

Under the tuition assistance program, active duty aviation enlisted soldiers can take courses at accredited civilian colleges and academic institutions. After approval of tuition assistance, individuals receive financial aid to cover up to 75 percent of tuition. Approval is at the local level. This program is being linked with the CMF NCO self-development career map. (See figure D-1).

Soldiers qualifying for the Montgomery GI Bill education entitlement may receive Veterans Administrative financial assistance. The following restrictions apply:

- Local unit commanders must approve duty time to engage in studies.
- In-service participants will only receive money for tuition.
- Individuals in fully funded programs are not authorized to receive VA financial assistance normally available under the GI Bill.

Servicemembers Opportunity College. SOC is a network of affiliated schools within the continental United States and meets the soldier's need for continued civilian education. These schools have liberal entrance requirements and provide several alternatives for obtaining readily transferable college credits. This flexible method of instruction is adaptable to the mobile lifestyle of a soldier.

Exportable training.

Exportable training publications contain essential and specialty critical tasks. These include common task training and MOS-related soldiers manuals. These manuals define the scope and performance standards of the varied tasks in the career field. The strength of individual basic skills is measured by the common task test. This serves to highlight deficiencies in unit individual training programs and can be used to focus unit training.

Individual training is a continuous process to attain and sustain proficiency in mission essential tasks. As new soldiers arrive in the unit, they are evaluated for individual skill proficiency and then integrated into the unit training program. New personnel should be integrated into the unit training program and be functioning members within 90 days of their arrival. All of their technical skills are maintained by continuous sustainment training.

Total Army Schools System. TASS establishes an effective and efficient school system of fully accredited and integrated Active Component\ARNG\USAR schools. TASS provides standard individual training and education for the army's three components. This system also establishes a tricomponent partnership, develops efficient use of resources, and functionally aligns Active Component\Reserve Component schools.

	THE FOLLOWING ARE ONLY RECOMMENDATIONS. It may not be feasible to complete all recommended courses since assignments may preclude off-duty education. Alternate methods of achieving CMF course recommendations are possible (examinations, correspondence courses, and ACE-recommended credits). See an education counselor for recommended courses/goals.
TITLE OF CAREER MANAGEMENT FIELD: **AVIATION OPERATIONS** **CMF NUMBER: 93**	

DEVELOPMENTAL ASSIGNMENTS					
RANKS, SKILL LEVELS, & DUTY ASSIGNMENTS	**PVT, PFC, SPC/CPL** Skill Level 10	**SGT** Skill Level 20 Recruiter/Retention/Drill SGT Shift/Repr Supervisor TAC Team Leader	**SSG** Skill Level 30 SEC/OPS SGT Platoon SGT	**SFC** Skill Level 40 Facility Chief ATC Chief	**MSG SGM/CSM** Skill Level 50 First Sergeant

INSTITUTIONAL TRAINING					
INSTITUTIONAL TRAINING	BCT AIT	PLDC	BNCOC	ANCOC	SERGEANT MAJOR COURSE

SELF DEVELOPMENT				
RECOMMEND-ED NCOES-RELATED COURSES	PRIOR TO PLDC: 1. English Composition 2. Basic Mathematics 3. Computer Literacy	PRIOR TO BNCOC: 1. Communication Skills 2. Personal Supervision 3. Behavioral Science 4. Speech	PRIOR TO ANCOC: 1. Principles of Management 2. Organizational Behavior 3. Information Mgt Systems 4. Technical Writing 5. College Math/Geometry Emphasis	PRIOR TO SMC: 1. Research Techniques (Statistics) 2. Human Resource Mgt *Battle Staff Course* *1SG Course*
RECOMMEND-ED CMF-RELATED COURSES AND ACTIVITIES	**Skill Level 10** 1. ControlTwr Oper Prep (ACCP) (93C) 2. Avn Opr Spec (ACCP) (93P) 3. Begin taking TEC, IAVD & CYBIS Avn Lessons for MOS in LC. For catalog of lessons write Cdr, US Army Avn Ctr, ATTN: ATZQ-TDI-D.Tng Spt Br, Bldg 3409. Ft Rucker, AL 36362	**Skill Level 20** 1. Aviation Law (93C) 2. Aviation Regulations (93C) 3. Safety Mgt (Basic) (ACCP) 4. Records Management	**Skill Level 30** 1. Army Accident Prevention Course 2. Avn Accident Prevention Management (ACCP) 3. Methods of Instruction 4. Performance Appraisals 5. Aviation Management 6. Stress Management	**Skill Level 40 50** 1. Policy & Decision Making 2. Airport Management
RECOMMEND-ED CMF-RELATED CERTIFICA-TION OR DEGREE GOAL	**NATIONAL TRADE/PROFESSIONAL CERTIFICATE IN:** (93C) FAA Facility Rating Prior to 3rd Yr of Service ASSOCIATE OF APPLIED SCIENCE IN: ATC Facilities Mgt; Aviation Opns Mgt BY THE 15TH YEAR OF SERVICE		**BACHELORS OF APPLIED SCIENCE IN:** ATC Facilities Management, Aviation Operations Management, Business Management, or Interdisciplinary Studies BY THE 20TH YEAR OF SERVICE	
LEGEND	ACCP -Army Correspondence Course Program LC - Course found in Learning Center		CYBIS - Network Computer Instruction (Where Available)	

Figure D-1. NCO leader self-development career map.

GLOSSARY

SECTION I. ABBREVIATIONS

AAR	after-action review
ACARS	aircraft communications addressing and reporting system
ACCP	Army Correspondence Course Program
acft	aircraft
ACO	airspace control order
ACS	Army Community Service
ACSO	Armored Cavalry Signal Officer
ADSO	active duty service obligation
ADTL	Army doctrinal and training literature
ADTDL	Army Doctrinal and Training Digital Library
AF	audio frequency
AFRS	automated flight records system
AGC	automatic gain control
AIM	Airman's Information Manual
AIT	advanced individual training
AL	Alabama
ALNOT	alert notice
AM	amplitude modulation
AMC	Air Mobility Command
AMPS	aviation mission planning system
AN	annually
ANCD	automated net control devices
ANCOC	Advanced Noncommissioned Officers' Course

APART	Annual Proficiency and Readiness Test
AR	Army regulation
ARNG	Army National Guard
ARTEP	Army Training and Evaluation Program
ARTS	automated radar terminal system
ASAT	automated systems approach to training
ASDE	airport surface detection system
ASE	aircraft survivability equipment
ASM	airspace management
ASVAB	armed services vocational aptitude battery
ATO	air tasking order
ATTN	attention
ATP	aircrew training program
ASRT	air support radar team
ATCRBS	Air Traffic Control Radar Beacon System
ATS	air traffic services
AVIM	aviation intermediate maintenance
AVN	aviation
AVUM	aviation unit maintenance
AWOL	absent without leave
AZ	azimuth
BA	biannually
BAS	battlefield air support
BIT	built-in-test
BKR	breaker
BL	battery low

BNCOC	Basic Noncommissioned Officers' Course
BRT	bright
BW	biweekly
C	Celsius
C^2	command and control
C-E	communications-electronics
CEOI	Communications-Electronics Operations Instructions
CEWI	combat electronic warfare intelligence
CFA	current files area
CGA	color graphics adapter
CHAN	channel
CL	centerline
CLR	clear
CM&D	collection management and dissemination
CMF	Corps maneuver formations
COMMZ	communications zone
COMM	communications
COMSEC	communication security
COND	condition
CONUS	Continental United States
CONV	conversion
CP	command post
CTO	control tower operator
CTOC	corps tactical operations center
CTT	Common Task Test
CW	continuous wave

CWA	Center Weather Advisory
DA	Department of the Army
DARR	Department of the Army regional representative
DCSPER	Deputy Chief of Staff, Personnel
DD	Department of Defense
DE	direct energy
DF	direction finding
DMA	Defense Mapping Agency
DMM	digital map marks
DO	delivery order
DOD	Department of Defense
DOTDS	Directorate of Training, Doctrine, and Simulation
DR	Data Repository
E	East
EAD	echelon above division
EC	electronic combat
EFTO	encrypted for transmission only
EPA	evasion plans of actions
EPW	enemy prisoner of war
equip	equipment
ER	evaluation report
ESM	Electronic Support Measure
ETA	Estimated Time of Arrival
ETD	estimated time of departure
ETE	estimated time en route
EW	Electronic Warfare

EXP	expansion
F	Fahrenheit
FA	functional area
FAA	Federal Aviation Administration
FAAO	Federal Aviation Administration Order
FAC-A	forward air controller--airborne
FH	frequency hopping
FIB	flight information bulletin
FIH	flight information handbook
FLIP	Flight Information Publication
FLOT	forward line of own troops
FM	field manual; frequency modulation (radio)
FO	forward observer
FOC	Flight Operations Center
freq	frequency
FSS	Flight Service Station
ft	foot
FTC	fuel time constant
FTM	Facility Training Manual
FTP	Facility Training Program
FW	fixed wing
FY	fiscal year
G1	Assistant Chief of Staff, G1 (Personnel)
G2	Assistant Chief of Staff, G2 (Intelligence)
G3	Assistant Chief of Staff, G3 (Operations and Plans)
G4	Assistant Chief of Staff, G4 (Logistics)

GCA	ground-controlled approach
GLO	ground liaison officer
GND	ground
GP	glide path
GPS	global positioning system
GS	general schedule
GTA	graphic training aids
HAT	height above touchdown
HE	high explosive
HF	high frequency
HF/SSB	high frequency/single sideband
HI	high
HIWAS	hazardous in-flight weather advisory service
HQ	Headquarters
HIDACZ	high-density airspace control zone
HIWAS	hazardous in-flight weather advisory service
HOM	homing
HORIZ	horizontal
HQ	headquarters
HV	high voltage
Hz	hertz
IC	installation commander
ICAO	International Civil Aviation Organization
IFR	instrument flight rules
IFRF	individual flight records folder
IET	initial entry training

IFF	Identification, Friend or Foe
ILS	Integrated Logistics Support
IMC	instrument meteorological conditions
IO	information operations
IND	indicator
INREQ	Information Request
IP	instructor pilot
ITEP	Individual Training Evaluation Program
JB	Job Book
JOG-A	Joint Operations Graphic – Air
KC	kilocycle
KHz	kilohertz
KTC	Dryad Numeral Cypher/Authentication System (Training)
KW	kilowatt
MA	minimum altitude
MAC	maintenance allocation chart
MACOM	major Army command
MEA	minimum en route altitude
mech	mechanized
MED	medium
MEM	memory
METAR	Meteorological Terminal Aviation Report
METL	mission-essential task list
MHz	megahertz
MIA	minimum IFR altitude
MIC	microphone

MIJI	Meaconing, Interference, Jamming, and Intrusion
MO	monthly
MOS	military occupational specialty
MOSC	military occupational specialty code
MP	maintenance test pilot
MSR	main supply route
MSRT	mobile subscriber radio-telephone terminal
MTI	moving target indicator
MTP	mission training plan
NAVAID	navigational aid
NB	narrow band
NBC	nuclear, biological, and chemical
NCO	noncommissioned officer
NCOES	noncommissioned officer education system
NCS	net control system
NGB	National Guard Bureau
NOTAM	Notice to Airmen
(O)	For Official Use Only
OPCODE	operations code
OPLAN	operation plan
OPORD	operation order
OPR	operator
ops	operations
OPSEC	operational security
PAC	Personnel Administration Center
pam	pamphlet

PAR	precision approach radar
PARA	paragraph
PL	phase line
PLDC	primary leadership development course
PLS	pulse
PMCS	preventive maintenance checks and services
POL	polarity
PZ	pickup zone
QT	quarterly
REIL	runway end identifier lights
R	right
REC	receive
RF	radio frequency
RFO	request for orders
RMK	remarks
ROC	Regional Operations Center
ROZ	restricted operations zone
RPI	runway point of intercept
RPV	remotely piloted vehicle
rqd	required
RSC	rescue control center
RT	receiver-transmitter
RTQC	real time quality check
RVR	runway visual range
RXMT	retransmit
S	south

S1	Adjutant (US Army)
S2	Intelligence Officer (US Army)
S3	Operations and Training Officer (US Army)
S4	Supply Officer (US Army)
SA	semiannually
SAM	special air mission
SI	set indicator
SINCGARS	single-channel ground and air radio system
SL	skill level
SM	soldier's manual
SOC	Service Member's Opportunity College
SOI	signal operation instructions
SOP	standing operating procedure
SP	standardization test pilot
SPAR	strategic air command peacetime airborne reconnaissance
spt	support
SQ	squelch
SQ DIS	squelch disable
SSR	secondary surveillance radar
STANAG	standardization agreement (Iternational)
SVFR	special visual flight rules
SW	southwest
tac	tactical
TACSOP	tactical standard operating procedures
TB	technical bulletin
TC	training circular

TCA	terminal control area
TCAS	traffic alert and collision avoidance system
TD	transmitter distributor
TDA	table of distribution and allowances
TEC	Training Extension Course
TEL	telephone
TG	Trainer's Guide
TLC	top loading coil
TM	technical manual
tng	training
TOC	tactical operations center
TOFDC	total operational flying duty credit
UH	utility helicopter
UHF	ultra high frequency
US	United States
USAASA	United States Army Aeronautical Services Agency
USAASD	United States Army Aeronautical Services Detachment
USAAVNC	United States Army Aviation Center
USAR	United States Army Reserve
USB	upper side band
UTC	Coordinated Universal Time
UVU	UHF/VHF/UHF
V	volt
VA	Virginia
VFR	visual flight rules
VOR	VHF omnidirectional range

VORTAC	VHF omnidirectional range tactical air navigation
V/STOL	vertical short takeoff ad landing
VTOL	vertical takeoff and landing
W	west
WCS	weapons control status
WB	wideband
WD	wind direction
WK	weekly
WOC	wing operations center
XCVR	transmitter-receiver
XMT	transmit
Z	Zulu (Greenwich mean time)

SECTION II. TERMS

ADDITIONAL SERVICES
Advisory information provided by air traffic control.

ADVISORY
Advice and information provided to assist pilots in the safe conduct of flight and aircraft movement.

AERODROME
A defined area on land or water (including any buildings, installations, and equipment) intended to be used either entirely or in part for the arrival, departure, and movement of aircraft.

AERONAUTICAL CHART
A map used in air navigation, containing all or part of the following: topographic features, hazards and obstructions, navigational aids, navigation routes, designated airspace, and airports.

AIRCRAFT
Devices used or intended to be used for flight in the air (When used in air traffic control, the terminology may include the flight crew.)

AIRFIELD
An area prepared for the accommodation (including any buildings, installations, and equipment) of arriving and departing aircraft.

AIRMAN'S INFORMATION MANUAL
A publication containing basic flight information and air traffic control procedures designated primarily as a pilot's instructional manual for use in the National Airspace System of the United States.

AIRPORT
An area of land or water, to include buildings and facilities (if any), used or intended to be used for the landing and takeoff of aircraft.

AIRPORT TRAFFIC CONTROL SERVICE
A service provided by a control tower for aircraft operating in the movement area and in the vicinity of an airport.

AIR ROUTE TRAFFIC CONTROL CENTER
A facility established to provide ATC services to IFR aircraft-controlled airspace and principally during the en route phase of flight.

AIR TRAFFIC
Aircraft operating in the air or on an airport surface, exclusive of loading ramps and parking areas.

AIR TRAFFIC CLEARANCE
An authorization by ATC to prevent collisions between known aircraft and to allow aircraft to proceed under specified traffic conditions within controlled airspace.

AIR TRAFFIC CONTROL
A service operated by the appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

AIR TRAFFIC CONTROL SPECIALIST/CONTROLLER
A person authorized to provide ATC services.

AIRMAN'S INFORMATION MANUAL
A publication containing basic flight information and ATC procedures designated primarily as a pilot's instructional manual for use in the National Airspace System of the United States.

AIRPORT
An area of land or water, to include buildings and facilities (if any), used or intended to be used for the landing and takeoff of aircraft.

AIRPORT TRAFFIC CONTROL SERVICE
A service provided by a control tower for aircraft operating in the movement area and in the vicinity of an airport.

ALERT NOTICE
A message sent by an FSS or ARTCC that requests an extensive communications search for overdue, unreported, or missing aircraft.

APPROACH CLEARANCE
Authorization by ATC for a pilot to conduct an instrument approach.

ATC CHIEF
The person responsible for the supervision and management of all ATC facilities located at an airfield or a heliport; the ATC chief must supervise two or more ATC facilities or 24 or more personnel.

ATC FACILITY CHIEF
The person responsible for the administration, duty schedules, and operation within an ATC facility (control tower, approach control, GCA, FOC, or FCC).

AUTOMATIC TERMINAL INFORMATION SYSTEM
The continuous broadcast of recorded noncontrol information in selected terminal areas.

COORDINATES
The intersection of lines of reference, usually expressed in degrees/minutes/seconds of latitude and longitude, used to determine position or location.

DIRECT SUPERVISION
Supervision of a person on a one-to-one basis by the holder of a current rating for a specific facility.

DOD FLIGHT INFORMATION PUBLICATION
A publication used for flight planning and en route and terminal operations.

ELECTRONIC COUNTER-COUNTERMEASURES
Actions taken to ensure friendly use of the electromagnetic spectrum despite the enemy's use of electronic warfare.

ELECTRONIC COUNTERMEASURES
Actions taken to prevent or reduce an enemy's effective use of the electromagnetic spectrum, including electronic jamming and electronic deception.

ELECTRONIC WARFARE
Military action involving the use of electromagnetic energy to determine, exploit, reduce, or prevent hostile use of the electromagnetic spectrum.

ELECTRONIC WARFARE SUPPORT MEASURES
Actions taken to search for, intercept, locate, and immediately identify radiated electromagnetic energy (for immediate Threat recognition).

FACILITY
An ATC establishment that includes personnel, equipment, and structures and provides ATC services; for example, control tower, approach control (radar or nonradar), GCA, FOC, or FCC.

FACILITY RATING
A determination of competence, qualification, or quality after which a certificate and rating are issued to an applicant. This rating confirms such determination, grants certain privileges, and may prescribe certain limitations according to the Federal Aviation Act, Federal Aviation Regulations, and Army regulations.

FACILITY TRAINING MANUAL
A locally developed publication used as a training and reference manual in the FTP.

FACILITY TRAINING PROGRAM
An ATC program designed to develop and maintain proficiency and skills necessary to perform ATC duties.

FLIGHT INSPECTION OR FLIGHT CHECK
An in-flight investigation and evaluation of a NAVAID that determine whether the aid meets established tolerances.

FLIGHT SERVICE STATION
An air traffic facility that provides pilot briefings, en route communications, and VFR search and rescue services; assists lost aircraft and aircraft in emergency situations; relays ATC clearances; originates NOTAMs; broadcasts aviation weather; receives and processes IFR flight plans; and monitors NAVAIDs.

INFORMATION REQUEST
A request originated by an FSS to obtain information concerning an overdue VFR aircraft.

INSTRUMENT FLIGHT RULES
Rules governing the procedures for conducting instrument flight.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
A specialized agency of the United Nations whose object is to develop the principles and techniques of international air navigation and to foster planning and development of international civil air transport.

INTERROGATOR
The ground-based transmitter/receiver associated with the ATCRBS.

JAMMING
Electronic or mechanical interference that may disrupt the display of aircraft on radar or the transmission or reception of radio communications or navigation.

LANDING SEQUENCE
The order in which aircraft are positioned for landing.

LIGHT GUN
A handheld, directional, light-signaling device that emits a brilliant narrow beam of white, green, or red light as selected by the controller. The light gun is used, in the absence of radio communications, for controlling air traffic operating near the airport and in the airport movement area.

MEACONING, INTRUSION, JAMMING, AND INTERFERENCE
A joint program that encompasses the reporting, evaluating, and issuing of information on suspected hostile EW activities.

MODE C
The altitude reporting portion of the ATCRBS.

MOVEMENT AREA
The runways, taxiways, and other areas of an airport that are used for taxiing, takeoff, and landing of aircraft, exclusive of the loading ramp and parking areas.

NO-GYRO APPROACH/VECTOR
A radar approach/vector provided in case of a malfunctioning gyrocompass or directional gyro.

NOTICE TO AIRMEN
A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment of, condition of, or change in any component that is essential to personnel concerned with flight.

ohm
The practical meter-kilogram-second unit of electric resistance equal to the resistance of a circuit in which a potential difference of one volt produces a current of one ampere.

PILOT REPORT
A pilot's report of meteorological phenomena encountered by aircraft in flight.

POINT OUT
An action taken by a controller to transfer the radar identification of an aircraft to another controller if the aircraft will or might enter the airspace or protected airspace of another controller and radio communications will not be transferred.

QUALIFIED CONTROLLER
A facility-rated controller or one who is position-qualified in one or more controller positions.

STAGE SERVICE
A national program instituted to extend the terminal radar service provided for aircraft to VFR aircraft. Pilot participation in the program is urged but is not mandatory.

TRAFFIC ADVISORIES
Advisories issued to alert pilots to other known or observed air traffic that may be in such proximity to the position of the pilots' aircraft or their intended route of flight to warrant attention.

TRANSPONDER
The airborne radar beacon receiver/transmitter portion of the ATCRBS.

VFR AIRCRAFT OR VFR FLIGHT
An aircraft conducting flight according to visual flight rules.

VISUAL FLIGHT RULES
Rules governing the procedures for conducting visual flight.

SECTION III. SPECIAL ABBREVIATIONS AND TERMS

None

REFERENCES

SOURCES USED/NEEDED

These sources have been quoted, paraphrased, or referred to in the publication of this manual. These documents must be available to the intended user of this publication.

Allied Communication Publication

ACP 125, US Supplement 1. Communications Instructions Radiotelephone Procedures for use by United States Ground Forces. 1 October 1985. (Order from U. S. Army C-E Office, ATTN: ASZ-FAC-M, Room 918, CM 4, Washington, D.C. 20376-5009.)

Army Correspondence Course Program Subcourses
AV0603. Airways Code Aviation Weather Report and Meteorological Terminal Aviation Report (METAR) Code.
AV0950. Flight Plans and Communications Procedures.
AV0961. DOD Flight Information Publications (FLIP).
AV1990. Install, Operate, and Maintain the Flight Coordination Central.
AV2408. Radio and Interphone Procedures.

NOTE: DA PAM 350-59 lists the ACCP subcourses and gives guidance on how to enroll.

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AR 25-50. Preparing and Managing Correspondence. 5 March 2001.
AR 25-55. The Department of the Army Freedom of Information Act Program. 14 April 1997.
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AR 220-15. Journals and Journal Files. 1 December 1983.
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AR 350-41. Training in Units. 19 March 1993.
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AR 385-95. Army Aviation Accident Prevention. 10 December 1999.
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AR 600-8-105. Military Orders. 28 October 1994.
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Tactical Pilotage Chart

Local SOP

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RECOMMENDED READINGS

These readings contain relevant supplemental information.

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