

MOS

93P

**AVIATION
OPERATIONS
SPECIALIST**

**SOLDIER'S MANUAL
SKILL LEVELS 2, 3, AND 4
AND TRAINER'S GUIDE
OCTOBER 2002**

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HEADQUARTERS, DEPARTMENT OF THE ARMY

SOLDIER'S MANUAL AND TRAINER'S GUIDE

MOS 93P

AVIATION OPERATIONS SPECIALIST SKILL LEVELS 2/3/4

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NOTE: Effective 30 September 2004, MOS 93P24 is scheduled for conversion/reclassification to MOS 15P24.

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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 levels 2, 3, and 4.

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](http://\))

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
SEVERITY	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

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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.

BNCOC	Basic NCO Course
ANCOC	Advanced NCO Course
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 2

- 3 Flight Operations Procedures

Skill Level 3

- 1 Tactical Operations Equipment
- 2 Flight Records
- 3 Flight Operations Procedures
- 4 Tactical Operations

Skill Level 4

- 1 Tactical Operations Equipment
- 4 Tactical Operations

DUTY POSITION TRAINING REQUIREMENTS

Table 2-1 shows the training requirements for MOS 93P24.

Table 2-1. Duty position training requirements.

SKILL LEVEL	DUTY POSITION	SUBJECT AREAS	CROSS-TRAIN	TRAIN-UP/MERGER
2	AVN OPNS SGT	3	N/A	ASST AVN OPS SGT/ AVN OPS SGT
3	ASST AVN OPS SGT/AVN OPS SGT	1-4	N/A	AVN OPS SGT
4	AVN OPS SGT	1, 4	N/A	FIRST 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 93P24 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 2					
3. FLIGHT OPERATIONS PROCEDURES	011-141-3010	Manage Notice to Airmen (NOTAM)	UNIT	SA	2-4
	805C-PAD-3591	Protect Classified Information and Materials	UNIT	SA	2-4
	805C-PAD-3594	Store Classified Information and Materials	UNIT	SA	2-4

Table 2-2. Critical tasks list (continued)

Subject Area	Task Number	Task Title	Training Location	Sustained Training Frequency	Sustained Training Skill Level
Skill Level 3					
1. TACTICAL OPERATIONS EQUIPMENT	011-141-3015	Supervise the Aviation Mission Planning System (AMPS)	BNCOC	QT	3-4
2. FLIGHT RECORDS	011-141-0002	Inspect Individual Flight Records Folder (IFRF)	BNCOC	QT	3-4
3. FLIGHT OPERATIONS PROCEDURES	011-141-1006	Verify Eligibility of Aviation Badges	BNCOC	QT	3-4
	011-141-2029	Determine the Number of Flying Status Positions for Nonrated Personnel	BNCOC	QT	3-4
	011-141-3011	Manage Incentive Flight Pay	BNCOC	QT	3-4
	011-141-3012	Supervise the Extraction of Critical Information from Joint Airspace Documents	BNCOC	QT	3-4
	011-141-3051	Implement the Flying Hour Program	BNCOC	AN	4
4. TACTICAL OPERATIONS	071-322-5000	Prepare an Operation Overlay	BNCOC	SA	3-4
	011-141-0112	Direct Relocation of a Tactical Operations Center	BNCOC	QT	3-4
	011-141-0110	Direct Establishment of a Tactical Operations Center	BNCOC	QT	3-4
Skill Level 4					
1. TACTICAL OPERATIONS EQUIPMENT	011-141-3052	Manage the Aviation Mission Planning System (AMPS)	ANCOC	QT	4
4. TACTICAL OPERATIONS	071-332-5022	Prepare a Battalion Situation Report (SITREP)	ANCOC	QT	4

CHAPTER 3

MOS/SKILL LEVEL TASKS

SKILL LEVEL 2

SUBJECT AREA 3: FLIGHT OPERATIONS PROCEDURES

Manage Notice to Airmen (NOTAM)

011-141-3010

Conditions: While performing duties as an aviation operations specialist, you are given AR 95-10, FAA Order 7930.2, FAA Order 7340.1, DOD FLIP, General Planning, and a list of information that must be prepared and transmitted in NOTAM format.

Standards: According to AR 95-10, FAAO 7930.2, FAAO 7340.1, and DOD FLIP, General Planning.

Performance Steps

1. Determine type of NOTAM.
 - a. NOTAM D. Intent to limit NOTAM D to time-critical information that would affect a pilot's decision to make or continue a flight.
 - b. NOTAM L. Information that is mostly advisory or nice to know that can be given to a pilot upon request, as needed before departure, while en route, or prior to landing.
 - c. Criteria for NOTAMs, although not all-inclusive, are listed below.
 - (1) The information must concern a hazard to flight or must severely limit military flight operations.
 - (2) The information must be published or qualify for publication in FLIP products.
 - (3) The information must be more restrictive than the information published in FLIP products.
 - (4) The information must pertain to arrival information.
 - (5) The information must be under the jurisdiction of the NOTAM authority.
 - d. The information listed below, although not all-inclusive, does NOT meet the criteria for NOTAMS.
 - (1) Any explanation as to why a NOTAM condition exists.
 - (2) Any information correctly published in FLIP products or in the FAA NOTAM book.
 - (3) Information that is addressed to locally based aircraft only.
 - (4) Changes to non-FLIP products.
 - (5) Changes to loose-leaf products.
 - (6) Products developed for use by one unit or organization only (only available to normal flying activities).
 - (7) Local information about nonregulatory lighting outages, runway or taxiway conditions, and facility services (billeting, ground transportation, parking).
2. Maintain control of NOTAM.
 - a. Internal message control, each operation office will maintain a file of DD Form 2349 (NOTAM Control Log) as a record of locally generated NOTAM.

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- b. Number system. A six-digit number identifies each NOTAM. Once this number is assigned, it must be used to refer to the NOTAM for all purposes, including revision and cancellation.
- c. Use of contractions.
- d. Originating NOTAM.
- e. Revising a NOTAM.
- f. Canceling a NOTAM.
- g. Self-canceling NOTAM.
- h. Hold NOTAM.
- i. Timeliness. The timeliness of NOTAM information is critical to safety-of-flight operations. Units must coordinate, transmit, and post NOTAM information within 15 minutes. Units using the FAA domestic system to input NOTAM must not file them with the tie-in FSS unit three days before the effective date.
- j. Documentation of unauthorized delays. Local managers must eliminate problems that create delays in the processing of NOTAM. They must thoroughly and accurately document each problem and corrective action. Local managers must maintain this documentation for at least 30 days.

3. Determine what conditions must be reported in a NOTAM.

- a. NAVAID or ATC facility being commissioned or decommissioned.
- b. An interruption or return to operation.
- c. A restriction or inability of the facility to provide IFR traffic services.
- d. Conditions that restrict or change terminal instrument procedures.
- e. Report facilities with inoperative monitors as unmonitored.
- f. Temporary obstruction to runway or landing area.

NOTE: Instructions for completing DD Form 2349 are in AR 95-10.

4. Determine conditions that will not be reported in a NOTAM.

NOTE: An explanation of the six-digit NOTAM numbering system is in AR 95-10.

5. Determine time representation (USAF).

- a. All dates and times in NOTAM will be expressed in coordinated universal time. The letter "Z" will not be used following time or date-time groups. Zulu time is implied.
- b. A NOTAM with effective times that overlap several days must show the exact expiration time (UTC).
- c. The time 0500/1600 in the "D" field of the input format means 0500 through 1600 daily.
- d. The abbreviation "WKEND" means Saturday and Sunday. (May use WKEND AND HOL.)
- e. The abbreviation "WKDAY" means Monday through Friday. (May use WKDAY EXC HOL.)

6. Prepare NOTAM in proper format.

- a. Do not transmit a NOTAM more than once. Each time a NOTAM is retransmitted, the USNS computer will generate another comeback copy with a new NOTAM number. The transmitter will have to cancel this number.
- b. If you do not receive a comeback copy within 50 minutes of NOTAM transmission, you may retransmit the NOTAM. Before retransmitting the NOTAM, recheck the receive printer and check with weather personnel to make sure the comeback copy was not overlooked.

7. Transmit NOTAM.
 - a. Send a replacement NOTAM to update or correct an existing NOTAM. Complete all mandatory fields (A, B, C, and E) and, if used, optional fields (D, F, and G) of the DD Form 2349 even if the information did not change.
 - b. When canceling a NOTAM, transmit only the information through the "A" field.
8. Cancel or Extend NOTAM.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a list of information to prepare a NOTAM and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to prepare and transmit the NOTAM from the information provided. Go over the materials needed to perform this task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined type of NOTAM.	_____	_____
2. Maintained control of NOTAM.	_____	_____
3. Determined what conditions must be reported on the NOTAM.	_____	_____
4. Determined the conditions that were not reported.	_____	_____
5. Determined time representation.	_____	_____
6. Prepared the NOTAM in proper format.	_____	_____
7. Transmitted the NOTAM.	_____	_____
8. Canceled or extended the NOTAM.	_____	_____

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

<p>Required AR 95-10 FAAO 7340.1 FAAO 7930.2 DOD FLIP, General Planning</p>	<p>Related None</p>
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Store Classified Information and Materials
805C-PAD-3594

Conditions: You are given AR 380-5 and classified information and materials that need to be stored.

Standards: Store and safeguard classified material while maintaining physical security according to AR 380-5

Performance Steps

1. Determine Storage and Safekeeping Requirements.
 - a. Security containers.
 - (1) Conform to federal specifications.
 - (2) Label properly.
 - (3) Appropriate container for type of classification.
 - b. Locks.
 - (1) Use combination padlocks as required for classification level.
 - (2) Combination stored properly.
 - (3) Combination changed as required.
 - c. Proper access authorizations are identified.
2. Maintain Physical Security.
 - a. Establish responsibility for securing and controlling classified area.
 - (1) Appropriate personnel are designated to conduct security checks.
 - (2) Classified materials are handled properly when not in a storage container.
 - (3) Physical security responsibilities established.
 - b. Establish records for recording security of classified materials.
 - (1) Cover sheets are used properly.
 - (2) Security checks conducted.
 - (3) Key control established.
 - c. Train section personnel on security requirements for classified materials.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a scenario that requires classified information and materials to be stored and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to store and safeguard classified information and materials. Go over the materials needed to perform the task.

Performance Measures

GO NO GO

1. Determine Storage and Safekeeping Requirements.
 - a. Security containers
 - (1) Conform to federal specifications.
 - (2) Label properly.
 - (3) Appropriate container for type of classification.

Performance Measures

GO **NO GO**

- b. Locks.
 - (1) Use combination padlocks as required for classification level.
 - (2) Combination stored properly.
 - (3) Combination changed as required.
- c. Proper access authorizations are identified.
- 2. Maintain Physical Security.
 - a. Establish responsibility for securing and controlling classified area.
 - (1) Appropriate personnel are designated to conduct security checks.
 - (2) Classified materials are handled properly when not in a storage container.
 - (3) Physical security responsibilities established.
 - b. Establish records for recording security of classified materials.
 - (1) Cover sheets are used properly.
 - (2) Security checks conducted.
 - (3) Key control established.
 - c. Train section personnel on security requirements for classified materials.

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
AR 380-5

Related
None

Protect Classified Information and Materials
805C-PAD-3591

Conditions: You are given AR 380-5 and the responsibility for the protection of classified information for your office.

Standards: Determine requirements to classify material and documents; mark, declassify, and downgrade classified material; implement actions to safeguard classified material when discussing, transporting, transmitting, storing, and destroying according to AR 380-5.

Performance Steps

1. Determine requirements to classify material and documents.
 - a. Determine if document should be classified.
 - b. Determine the different security classifications.
 - c. Determine who has classification authority.
2. Determine marking requirements for classified material and documents.
 - a. Determine the size of the classification markings.
 - b. Determine how classified material is marked.
 - c. Determine when classified material is marked.
3. Determine requirements to declassify material and documents.
 - a. Determine when material is declassified.
 - b. Determine who has declassification authority.
4. Determine requirements to downgrade material and documents.
 - a. Determine when material is downgraded.
 - b. Determine who has downgrading authority.
5. Determine storage and safekeeping requirements for classified material and documents.
 - a. Determine special storage needs.
 - b. Determine security containers required.
 - c. Determine locks requirement.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a scenario that would require classified information and materials to be protected and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to protect the classified information and materials provided. Go over the materials needed to perform this task.

Performance Measures

GO NO GO

1. Determined requirements to classify material and documents.
 - a. Determined if classification was required.
 - b. Determined the proper security classification.
 - c. Determined who has classification authority.

_____ _____

Performance Measures

	<u>GO</u>	<u>NO GO</u>
2. Determined marking requirements for classified material and documents.	——	——
a. Used proper letter size for the classification markings.		
b. Marked classified material in required areas.		
3. Determined requirements to declassify material and documents.	——	——
a. Identified material eligible for declassification.		
b. Determined who has declassification authority.		
4. Determined requirements to downgrade material and documents.	——	——
a. Identified material eligible for downgrading.		
b. Determined who has downgrading authority.		
5. Determined storage and safekeeping requirements for classified Material and Documents.	——	——
a. Used security containers appropriate for classification level.		
b. Used locks for appropriate container and classification level.		

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
AR 380-5

Related
None

SKILL LEVEL 3

SUBJECT AREA 1: TACTICAL OPERATIONS EQUIPMENT

Supervise the Aviation Mission Planning System (AMPS)

011-141-3015

Conditions: While performing duties as an aviation operations sergeant, you are given mission planning information, AMPS software, AMPS or personal computer, necessary peripheral devices, User's Manual, and a requirement to supervise an aviation operations specialist operating the AMPS.

Standards: Supervise the soldier according to User's Manual.

Performance Steps

1. Supervise the start-up and login procedures.
2. Supervise the operations of input devices.
 - a. Ensure the soldier knows the proper way to input information using the keyboard.
 - b. Ensure the soldier knows the proper way to input information using the roller ball.
3. Supervise data inputs and outputs from the AMPS.
 - a. Select data to be inputted into the system.
 - b. Select data for output to printer.
 - c. Select data for electronic transfer.
4. Supervise teardown procedures.
 - a. Ensure soldier properly powers down the AMPS.
 - b. Ensure the soldier properly packs the AMPS.

Evaluation Preparation: Setup: In a suitable training environment. Provide the sergeant with a mission planning scenario that requires supervision of a soldier that is operating the AMPS and all items listed in the conditions statement.

Brief Soldier: Tell the sergeant to supervise the setup, data entry, data output and teardown of the AMPS by the soldier. Go over the materials needed to perform this task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Supervised the start-up and login procedures.	_____	_____
2. Supervised the operations of input devices.	_____	_____
a. Ensured the soldier knew the proper way to input information using the keyboard.		
b. Ensured the soldier knew the proper way to input information using the roller ball.		

Performance Measures

GO NO GO

- 3. Supervised the data inputs and outputs from the AMPS.
 - a. Selected the data to be inputted into the system.
 - b. Selected the data to be outputted to the printer.
 - c. Selected the data to be electronic transferred.

- 4. Supervised the teardown procedures.
 - a. Ensured the AMPS was properly powered down.
 - b. Ensured the AMPS was properly packed.

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
User's Manual

Related
None

SUBJECT AREA 2: FLIGHT RECORDS

Inspect Individual Flight Records Folder (IFRF)

011-141-0002

Conditions: While performing duties as an aviation operations specialist, you are given DA Form 3513 (Individual Flight Records Folders, United States Army), AR 600-105, AR 600-106, AR 95-1, AR 40-501, AR 25-400-2, FM 3-04.300(FM 1-300), TC 1-210, aviator and nonrated crew member flight records checklists, individual aircrew training folder, and a requirement to audit aviator and nonrated crew member IFRF.

Standards: According to AR 600-105, AR 600-106, AR 95-1, AR 40-501, AR 25-400-2, FM 3-04.300(FM 1-300), TC 1-210, and aviator or nonrated crew member flight record checklist.

Performance Steps

1. Identify and annotate all deficiencies in an aviator's IFRF.
2. Identify and annotate all deficiencies in nonrated crew member's IFRF.
3. Extract critical Aircrew Training Program information from IATF.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a requirement to audit an aviator and nonrated crew member's IFRF and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to identify and annotate all deficiencies in the IFRF. Go over the materials needed to perform this task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified and annotated all deficiencies in aviator IFRF.	___	___
2. Identified and annotated all deficiencies in nonrated crew member's IFRF.	___	___
3. Extracted critical ATP information from IATF required to complete closeout of aviator or nonrated crew member's 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

AR 25-400-2

AR 40-501

AR 95-1

AR 600-105

AR 600-106

FM 3-04.300(FM 1-300)

TC 1-210

Related

Applicable ATM

SUBJECT AREA 3: FLIGHT OPERATIONS PROCEDURES

Verify Eligibility of Aviation Badges

011-141-1006

Conditions: While performing duties as an aviation operations specialist, you are given an aviator or nonrated crew member's DA Form 3513, DA Form 4186 (Medical Recommendation for Flying Duty), DA Form 2446 (Request for Orders), AR 600-105, AR 600-106, AR 600-8-22, AR 600-8-105, and a requirement to request aviation badges.

Standards: According to AR 600-105, AR 600-106, AR 600-8-22, and AR 600-8-105.

Performance Steps

1. Determine the soldier's eligibility for the award.
 - a. Senior Aviator Badge.
 - (1) Have at least seven years of rated aviation service, of which four years must have been as an Army Aviator.
 - (2) Have at least 1,500 hours of flying time or at least 72 months' total operational flying duty credit and 1,000 hours of flying time.
 - (3) Be medically qualified, Class II or higher.
 - (4) Be military instrument-qualified, does not have to be current.
 - b. Master Aviator Badge.
 - (1) Have at least 15 years of rated aviation service, of which 12 years' must have been as an Army Aviator or Senior Army Aviator.
 - (2) Have at least 3,000 hours of flying time or at least 108 months' total operational flying duty credit and 2,000 hours of flying time.
 - (3) Be medically qualified, Class II or higher.
 - (4) Be military instrument-qualified, does not have to be current.
 - c. Senior Flight Surgeon Badge.
 - (1) Have at least five years as a flight surgeon qualified for aviation service.
 - (a) Have at least 400 hours of flying time in military aircraft and 100 hours of civilian pilot time.
 - (b) Be medically qualified, Class II or higher.
 - (2) Have at least two years operational flying duty as a flight surgeon, plus residency training and board certification as a specialist in aerospace medicine.
 - (a) Have at least 300 hours of flying time in military aircraft or 250 hours of military and 50 hours of civilian pilot time.
 - (b) Be medically qualified, Class II or higher.
 - (3) Have at least three years' operational duty as a flight surgeon, plus two years as an Army aviator.
 - (a) Have at least 350 hours of flying time in military aircraft.
 - (b) Be medically qualified, Class II or higher.
 - d. Master Flight Surgeon Badge.
 - (1) Have at least ten years' operational flying duty.
 - (2) Have at least 850 hours of flying time in military aircraft or 700 hours of flying time in military aircraft and 150 hours as a civilian pilot.

- (3) Be medically qualified, Class II or higher, and be certified by the American Board of Preventive Medicine as a specialist in aerospace medicine or hold comparable credentials as determined by the Surgeon General.
- e. Senior Aviation Badge.
- (1) Eligibility criteria. For award of this badge, an individual must either successfully perform 7 years on flight status (physically qualified-class III) in a principal duty assignment as described in AR 600-106. Soldiers in (CMF) 67 and 93, including all 68 series MOS, Warrant Officers MOS 150A and 151A, and MOS 00Z individuals from (CMF) 67 or 93 field, may qualify for the senior Aviation Badge with 10 years of experience and meet the following criteria:
- (a) Only time involving frequent and regular flights will be counted toward fulfillment of this requirement, except that time involved in transit between PCS assignments to include TDY, will also be credited.
- (b) Soldiers that retain (CMF) 67 or 93 while performing career progressive assignments, especially duties as Drill Sergeant, Recruiter, Career Management NCO, Career Advisor, Instructor or Equal Opportunity Advisor will be counted towards this requirement not to exceed 36 months. Warrant Officers MOS 150A or 151A may qualify for this badge after successfully performing 7 years on flight status or 10 years experience in (CMF) 67 or 93, MOS 151A or 150A. Prior enlisted (CMF) 93 time may count with MOS 150A experience to fulfill this requirement. The retroactive date for this badge under this criterion is 1 January 1983.
- (c) Displayed complete competence in the principal duty or duties performed leading to this award.
- (d) Have attained the grade E-4 or higher.
- (e) Be recommended by the commander of the unit to which presently assigned.
- (2) Retroactive Award. The retroactive date for award of this badge is 1 February 1989 for soldiers in (CMF) 93, Warrant Officers MOS 150A and 151A and individuals in MOS 00Z. Soldiers holding (CMF) 93 or MOS 93D, before 30 September 1996 and MOS 93B before 1 January 1998, may qualify for award of the Senior Aviation Badge based on documented experience.
- f. Master Aviation Badge.
- (1) For award of this badge, an individual must either successfully perform 15 years on flight status (physically qualified-class III) in a principal duty assignment as described in AR 600-016. Soldiers in career management fields (CMF) 67 or 93, including all 68 series MOS, Warrant Officers MOS 150A and 151A and individuals in MOS 00Z from a (CMF) 67 or 93 field, may qualify for the Master Aviation Badge with 17 years of experience and meet the following criteria:
- (a) Only time involving frequent and regular flights will be counted toward fulfillment of this requirement, except that time involved in transit between PCS assignments, to include TDY, will also be credited.
- (b) Soldiers that retain (CMF) 67 or 93 while performing career progressive assignments, especially duties as Drill Sergeant, Recruiter, Career Management NCO, Career Advisor, Instructor or Equal Opportunity Advisor will be counted towards this requirement not to exceed 36 months. Warrant Officers MOS 150A or 151A may qualify for this badge after successfully performing 15 years on flight status or 17 years experience in (CMF) 67 or 93, MOS 151A or 150A. Prior enlisted (CMF) 93 time may count with MOS 150A experience to fulfill this requirement.

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- (2) Retroactive date. The retroactive date for the badge under this revised criteria is 1 January 1976. The retroactive date for (CMF) 93, Warrant Officer MOS 150A and 151A and individuals in MOS 00Z is 1 February 1982. Soldiers holding (CMF) 93, MOS 93D, before 30 Sep 96 and MOS 93B, before 1 January 1998, may qualify for the award of the Master Aviation Badge based on documented experience.
 - (3) Displayed complete competence in the principal duty or duties performed leading to this award.
 - (4) Have attained the grade of E6 or higher.
 - (5) Be recommended by the unit commander and endorsed by the next higher commander of the unit to which presently assigned.
- 2. Prepare DA Form 2446.
 - a. For either Senior/Master Aviator, Senior/Master Flight Surgeon, Senior/Master Aviation Badges, prepare the form according to AR 600-8-105.
 - b. Secure the appropriate unit signatures.
 - 3. Submit the appropriate forms through command/administrative channels.
 - 4. Contact command/administrative channels to follow-up on DA Form 2446 if orders are not returned in a timely manner.

Evaluation Preparation: Setup: In a suitable training environment. Prepare a scenario for the soldier to verify eligibility requirements of an appropriate badge and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to prepare a RFO for the appropriate badge stated in the scenario. Go over the materials needed to perform the task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Determined the soldier's eligibility for the award.	_____	_____
2. Prepared the DA Form 2446. <ul style="list-style-type: none">a. For either a Senior/Master Aviator Badge, Senior/Master Flight Surgeon Badge, or a Senior/Master Aviation Badge, prepared the form according to AR 600-8-105, Format 332.b. Secured the appropriate unit signatures.	_____	_____
3. Submitted the appropriate forms through command/administrative channels.	_____	_____
4. Contacted command/administrative channels to follow-up on DA Form 2446 if orders were not returned in a timely manner.	_____	_____

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

AR 600-105

AR 600-106

AR 600-8-22

AR 600-8-105

Related

None

Supervise the Extraction of Critical Information from Joint Airspace Documents
011-141-3012

Conditions: While performing duties as an aviation operations sergeant, you are given sample current airspace documents (Airspace Control Order, Air Tasking Order, and Special Instructions), FM 3-52(FM 100-103), and a requirement to supervise the extraction of joint airspace documents by an aviation operations specialist.

Standards: According to FM 3-52(FM 100-103).

Performance Steps

1. Supervise the extraction of critical information from the ACO.
2. Supervise the extraction of critical information from the ATO.
3. Supervise the extraction of critical information from the SPINS.

Evaluation Preparation: Setup: In a suitable training environment. Provide the sergeant with a scenario that requires the supervision of an aviation operations specialist extracting critical information from Joint Airspace documents and all items listed in the conditions statement.

Brief Soldier: Tell the sergeant to supervise the extraction of critical information by the aviation operations specialist from the joint airspace documents provided. Go over the materials needed to perform this task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Supervised the extraction of critical information from the ACO.	—	—
2. Supervised the extraction of critical information from the ATO.	—	—
3. Supervised the extraction of critical information from the SPINS.	—	—

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
FM 3-52(FM 100-103)

Related
None

Manage Incentive Flight Pay
011-141-3011

Conditions: While performing duties as an aviation operations specialist, you are given AR 37-104-4, AR 600-105, AR 600-106, DOD 7000.14R, FM 3-04.300(FM 1-300), nonrated crew member flight records, and a requirement to manage incentive flight pay.

Standards: According to AR 37-104-4, AR 600-105, AR 600-106, FM 3-04.300(FM 1-300), and DOD 7000.14-R.

Performance Steps

1. Manage the process of determining the eligibility for aviation career/HDIP.
2. Manage the initiation of DA Form 759-3 (Individual Flight Record and Flight Certificate—Army, Flight Record And Flight Pay Work Sheet).
3. Manage the process of determining minimum aerial flight requirements for an individual.
4. Manage the process of determining the entitlement to incentive pay when the soldier is injured or incapacitated as a result of performance of hazardous duty.
5. Manage preparation and submission of the flight pay certificate.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a nonrated crew member flight record and a scenario that requires the soldier to manage incentive flight pay and all items listed in the conditions statement.

Brief Soldier: Tell the soldier to manage the incentive flight pay for the scenario given. Tell the soldier to complete the process to determine the eligibility for flight pay and to prepare an accurate flight pay certificate for submission. Go over the materials needed to perform this task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Managed the determination of eligibility for aviation career/hazardous duty incentive flight pay.	_____	_____
2. Managed the initiation of DA Form 759-3.	_____	_____
3. Managed the determination of minimum aerial flight requirements for an individual.	_____	_____
4. Managed the determination of entitlement to incentive pay when the soldier is injured or incapacitated as the result of the performance of hazardous duty.	_____	_____

Performance Measures

GO NO GO

- 5. Managed the determination of entitlement to incentive pay when the soldier is injured or incapacitated not as the result of the performance of hazardous duty. _____ _____

- 6. Managed the preparation and submission of the flight pay certificate. _____ _____

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

- AR 37-104-4
- AR 600-105
- AR 600-106
- FM 3-04.300(FM 1-300)
- DOD 7000.14-R

Related

None

Determine the Number of Flying Status Positions for Nonrated Personnel 011-141-2029

Conditions: While performing duties as an aviation operations sergeant, you are given the current modified table of organization and equipment or table of distribution and allowances, AR 600-106, and a requirement to determine the number of flying status positions for nonrated personnel.

Standards: According to AR 600-106 and MTOE/TDA,.

Performance Steps

1. Identify crewmember flying status criteria.
 - a. The individuals listed below, when assigned to authorized crew member flight positions as documented in TAADS, meet the criteria for nonrated crew member flying status.
 - (1) Crew chiefs.
 - (2) Flight engineers.
 - (3) Flight stewards.
 - (4) Nonrated crew member instructors or standardization instructors.
 - b. Unless otherwise authorized by HQDA (or Chief, National Guard Bureau, for ARNG), only personnel who are MOS-qualified and are in positions designated with the SQI "F" on the authorization document for the type of aircraft will be placed on flying status under this authorization.
 - c. Commanders issuing orders will ensure that the number of people on flying status does not exceed the crew member limits per assigned aircraft. These limits are listed below.
 - (1) CH-54, heavy lift helicopter: two.
 - (2) CH-47, medium helicopter: two; special operations MH-47, medium helicopter: three.
 - (3) UH-1, utility helicopter; UH-60, utility tactical transport helicopter; and EH-1 or EH-60, electronic helicopter: one. Aeromedical evacuation units: one and one-half crew chiefs per aircraft. Special operations UH-1 or MH-60: two.
 - (4) C-7A, cargo airplane: one.
 - (5) VC-11 or C-20, Gulfstream jet: three (one flight engineer, two flight stewards).
 - (6) C-12, medium fixed-wing transport airplane: one (Reserve Component, only in peacetime).
 - (7) U-21, utility airplane: one (Reserve Component, only in peacetime).
 - (8) U-8, U-3, or T-42, utility airplane: one (Reserve Component, only in peacetime).
 - (9) UV-18, twin-engine airplane: one (Reserve Component, only in peacetime).
 - d. Soldiers in TAADS-documented door gunner positions are considered to have flying status. However, they must be assigned to a tactical unit that is deployed to an area designated by proper authority as an imminent danger/hostile fire area.
2. Identify all nonrated crew member flying status positions.
 - a. Aviation platoon, section, and detachment sergeants (chiefs) and aircraft maintenance supervisors in units and detachments that are assigned six or more fixed- or rotary-wing observation, reconnaissance, surveillance, attack, or utility aircraft.
 - b. In units and detachments equipped with the types of aircraft listed in a above, one aircraft repairer or one aircraft component repairer per each six aircraft or major fraction thereof. (A major fraction is defined as a number larger than half the total.)

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- c. Aviation platoon, section, and detachment sergeants (chiefs) and aircraft maintenance supervisors in units and detachments equipped with two or more medium or larger fixed- or rotary-wing cargo aircraft.
- d. In units and detachments equipped with the types of aircraft listed in c above, one aircraft repairer or one aircraft component repairer per each three aircraft or major fraction thereof.
- e. Aircraft maintenance or repair platoon sergeants, shop foremen, aircraft maintenance section or branch sergeants, production control NCOs, and aircraft maintenance or repair supervisors in TAADS-documented AVUM and depot aircraft maintenance units and activities.
- f. Aircraft technical inspectors assigned to TAADS-documented positions who are actively engaged in inspecting aircraft and are MOS-qualified.
- g. Aircraft avionics mechanics/repairmen assigned to TAADS-documented avionics equipment repair, not to exceed two per unit.

NOTE: Units having more than one type or model of aircraft will compute the number of persons to be placed on assigned aircraft, including maintenance float aircraft if these float aircraft are maintained and routinely used by the unit.

- 3. Identify all noncrew member flying status positions.
- 4. Identify procedures for processing flying status orders.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a MTOE/TDA and a scenario that requires the determination of numbers of flying status positions for nonrated personnel and all items listed in the conditions statement. Ensure that the soldier knows how to read and extract information from the unit MTOE/TDA.

Brief Soldier: Tell the soldier to identify the number of nonrated crew member and noncrew member flying status positions. Go over the materials needed to perform this task.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified crew member flying status criteria.	___	___
2. Identified nonrated crew member flying status criteria.	___	___
3. Identified all authorized noncrew member flying status positions.	___	___
4. Identified the procedures for processing flying status orders.	___	___

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
AR 600-106
MTOE/TDA

Related
None

Implement the Flying Hour Program 011-141-3051

Conditions: While performing duties as an aviation operations specialist, you are given the commander's guidance, AR 95-1, TC 1-210, and a requirement to implement the FHP.

Standards: Implement and coordinate the FHP according to AR 95-1, TC 1-210, and commander's guidance.

Performance Steps

1. Identify the mission or training hours requested by subordinate units.
 - a. Identify operational requirements, to include—
 - (1) Combat, combat support, and combat service support.
 - (2) Training and training support.
 - (3) Executive and staff transport and support of local administrative, executive, and inspection functions.
 - (4) Support of assigned crew members, staff personnel assigned to flying duty, or reserve component crew members.
 - (5) Aerial photography and mapping.
 - (6) Aeromedical evacuation, crash rescue, or search and rescue.
 - (7) Special missions unique to the location or operation.
 - b. Ensure that annual support requirements projected by supported units are reported to the aviation commander.
 - c. Integrate the aviation unit collective training with operational missions.
 - d. Identify individual training hours. Include the hours required to train and evaluate newly assigned crew members. Also include the hours required to conduct special training that cannot be done during operational and collective training missions.
 - e. Identify the hours necessary for maintenance. As a general rule, estimate 5 percent of the total hours in the FHP for maintenance. Adjust this estimate according to variables such as aircraft age and local flying conditions (sand, dust, or arctic conditions).
2. Compare the training hours requested and the actual training hours received from higher headquarters.
3. Assist staff officers in making a recommendation to the commander on the allocation of flying hours to subordinate units.
4. Monitor the FHP.
 - a. Identify any change in the unit's mission.
 - b. Monitor budget constraints.
 - c. Monitor the unit's readiness level.
 - d. Monitor the unit's maintenance support capabilities.
5. Adjusts FHP allocation.
 - a. Allocates hours to units using steps 1 through 4.
 - b. Determines the number of hours that can be laterally transferred from one unit to another without sacrificing the mission and training requirements.

6. Complete the flying hour report.
 - a. Ensure hours reported mirror those hours reported on DA Form 1352 (Army Aircraft Inventory, Status and Flying Time).
 - b. Complete and submit flying hour report to higher headquarters.

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with a scenario that requires the implementation of the FHP and all items listed in the conditions statement.

Brief Soldier: Tell the soldier he must identify and compare information, assist in making recommendations monitor the FHP, make the appropriate adjustments to the FHP, and complete a flying hour report. Go over the materials needed to complete this task.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified the mission or training hours requested by subordinate units.	—	—
2. Compared the training hours requested and the actual training hours received from higher headquarters.	—	—
3. Assisted staff officers in making a recommendation to the commander on the allocation of flying hours to subordinate units.	—	—
4. Monitored the FHP.	—	—
5. Adjusted FHP allocation.	—	—
6. Completed the flying hour report.	—	—

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
 TC 1-210
 AR 95-1

Related
 Applicable ATM

SUBJECT AREA 4: TACTICAL OPERATIONS

Prepare an operation overlay

071-322-5000

Conditions: You are given a complete copy of an operation order your unit is to execute, a commander's or operations officer's guidance (to include time available for preparation), overlay paper, tape, a map of the operational area, colored pencils (red, black, blue, green, and yellow), a No. 2 pencil, a coordinate scale, and FM 1-02(FM 101-5-1).

Standards: Within the time specified, the overlay must be identified by map reference data, effective date, and purpose; contain classification markings and downgrading instructions, if applicable; contain distribution instructions and authentication, if distributed separately; be prepared according to overlay techniques outlined in FM 1-02(FM 101-5-1); and be prepared with boundaries and unit locations plotted to within 50 meters and tactics and fire support control measures to within 25 meters.

Performance Steps

1. Registering the Overlay.
2. Plotting of new detail. Use colored pencils or markers in standard colors, when available, to plot any detail (FM 1-02[FM 101-5-1]); otherwise, plot the activities you wish to show with a pen or pencil that makes a lasting mark without cutting the overlay. Use standards military symbols where possible. When the author invents nonstandard symbols, they must be identified on the edge of the overlay. Show only that detail with which the document is directly concerned.
3. Classification. The classification of the overlay will be dependent upon classification of the order being used to prepare the overlay. Mark the based top and bottom of the overlay with the classification.
4. Overlay Techniques. A PL is also used to control fires and unit movement and even to limit the advance of attacking elements. Units report their arrival at or clearance of a PL, but they do not halt unless ordered to do so. A PL is drawn as a solid line with the letters PL at each end of the line or where appropriate to allow easy identification. A PL is identified further by a number, a letter, or code name (which can be phonetic letters, colors, flowers, cars, or any other code system) under or beside the PL abbreviation

Evaluation Preparation: Setup: In a suitable training environment. Provide the soldier with the items listed in the condition statement. Provide an OPORD for the soldier to extract the information to be posted on the operation overlay.

Brief Soldier: Have the soldier read the OPORD and answer any questions that they may have. Then tell the soldier to post the information you directed on the overlay.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Placed registering marks in opposite corners of the overlay.	—	—
2. Marked information using standard military symbols.	—	—
3. Indicated enemy units, installations, equipment, or activities with either the color RED or with double-lined symbols.	—	—
4. Indicated future locations or coordinating detail with broken-line symbols.	—	—
5. Placed symbols indicating size on a boundary to indicate the highest unit sharing the boundary.	—	—
6. Extended the axis of advance arrow from the line of departure to the objective.	—	—
7. Labeled the route of march arrows with a code name or unit designation.	—	—
8. Labeled the MSR and assigns a code-name.	—	—
9. Ensured the center of a unit's symbol corresponds to the coordinates of the unit.	—	—

References

Required

FM 1-02(FM 101-5-1)

Related

None

Direct Relocation of a Tactical Operations Center
011-141-0112

Conditions: While performing duties as an aviation operations sergeant in a TOC, you are given a movement order, unit SOP, and a requirement to direct the relocation of the TOC.

Standards: According to movement order and unit SOP.

Performance Steps

1. Establish the tactical CP in accordance with movement order and unit SOP.
 - a. Move the tactical CP to an area where C² of ongoing or planned operations are facilitated.
 - b. Ensures that the displaced tactical CP is operational and ready to assume all operations before the main TOC begins relocation procedures.
 - c. Conduct flight following operations as required.
2. Direct preparations for movement of the TOC according to unit SOP.
 - a. Task organize TOC personnel, assign responsibilities, and issue instructions.
 - b. Stop equipment operation and supervise the disassembling and packing of the equipment for movement.
 - c. Supervise the disassembling and packing of tents and camouflage for movement.
 - d. Directs the loading of all equipment according to vehicle load plans.
 - e. Ensure local area security is maintained.
3. Maintain communications with higher, adjacent, subordinate units, and the tactical CP during movement.
4. Move the TOC to a new position and assume C² responsibilities from the tactical CP according to the movement order and unit SOP.

Evaluation Preparation: Setup: In a field environment. Provide the soldier a movement order that requires the TOC to be relocated and all items listed in the conditions statement. Ensure that the new training area selected for TOC relocation is requested and approved for unit training.

Brief Soldier: Have the soldier read the movement order and answer any questions that he may have. Tell the soldier to direct the relocation of the TOC. Go over the material needed to perform this task.

Performance Measures

GO NO GO

1. Established the tactical CP according to the movement order and unit SOP.
 - a. Moved the tactical CP to an area where C² of ongoing or planned operations were facilitated.

Performance Measures

GO NO GO

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <ul style="list-style-type: none"> b. Ensured that the displaced tactical CP was operational and ready to assume all operations before the main TOC began relocation procedures. c. Conducted flight following operations as required. | <p>_____</p> <p>_____</p> |
| <ul style="list-style-type: none"> 2. Directed preparations for movement of the TOC according to unit SOP. <ul style="list-style-type: none"> a. Task organized TOC personnel, assigned responsibilities, and issued instructions. b. Stopped equipment operation and supervised the disassembling and packing of the equipment for movement. c. Supervised the disassembling and packing of tents and camouflage for movement. d. Directed the loading of all equipment according to vehicle load plans. e. Ensured local area security was maintained. | <p>_____</p> <p>_____</p> |
| <ul style="list-style-type: none"> 3. Maintained communications with higher, adjacent, subordinate units, and the tactical CP during movement. | <p>_____</p> <p>_____</p> |
| <ul style="list-style-type: none"> 4. Moved the TOC to the new position and assumed C² responsibilities from the tactical CP according to the movement order and unit SOP. | <p>_____</p> <p>_____</p> |

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
Local SOP

Related
None

Direct Establishment of a Tactical Operations Center
011-141-0110

Conditions: While performing duties as aviation operations sergeant in a TOC, you are given all equipment necessary to establish the TOC as dictated by the unit tactical standard operating procedures and a requirement to direct the establishment of a TOC.

Standards: According to unit TACSOP.

Performance Steps

1. Select an area for the TOC based on the factors of METT-T.
 - a. Task organize TOC personnel, assigned responsibilities, and issue instructions.
 - b. Locate the TOC on reverse slopes to deny enemy direct and indirect fire effects.
 - c. Locate the TOC in urban areas, if possible, to harden and reduce infrared or visual signatures.
 - d. Select an area that facilitates good communications with higher, adjacent, and subordinate units.
 - e. Ensure accessibility to road networks, cover, concealment, and drainage.
2. Establish and maintain area security.
 - a. Implement passive measures.
 - (1) Provide proper cover and concealment.
 - (2) Adhere to OPSEC measures.
 - b. Implement active measures.
 - (1) Have selected personnel available to secure primary entrances and exits and to conduct surveillance of likely avenues of approach.
 - (2) Take other measures, to include activation of reaction forces upon an identified incursion.
 - (3) Rehearse and execute reaction plans on a predetermined alarm and from a designated rally point where reaction forces may receive a detailed briefing of their security duties.
 - c. Establish a TOC security element, if available, to—
 - (1) Set up initial security.
 - (2) Position crew-served weapons and vehicles, if applicable.
 - (3) Position remaining personnel.
 - (4) Clear fields of fire.
 - (5) Employ obstacles.
 - (6) Prepare fighting positions.
 - (7) Prepare alternate and supplementary positions.
 - (8) Select and prepare routes for supply and evacuation.
3. Establish communication.
 - a. Establish a wire and radio communication system with higher, adjacent and subordinate units.
 - b. Remotely locate and disperse antennas.
4. Position and employ equipment.
 - a. Erect TOC (unless urban location is used).

- b. Establish an area for mission briefings that is large enough to accommodate all staff personnel, liaison officers, and air mission commanders involved.
- c. Establish an area for flight planning that includes all necessary publications and maps for the area.

Evaluation Preparation: Setup: In a field environment. Provide the sergeant with a requirement to direct the establishment of the TOC, and all items listed in the conditions statement. Have the unit TOC loaded up on vehicles and ready for deployment. Ensure that enough personnel are on hand to assist at the worker level.

Brief Soldier: Tell the soldier to direct the establishment of the TOC. Brief the soldier on the scenario and give them any necessary safety/environmental guidance. Go over the materials needed to perform the task.

Performance Measures

GO NO GO

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <ul style="list-style-type: none"> 1. Established an area for the TOC based on METT-T. <ul style="list-style-type: none"> a. Task organized TOC personnel, assigned responsibilities, and issued instructions. b. Located the TOC on reverse slopes to deny enemy direct and indirect fire effects. c. Located the TOC in urban areas to harden and reduce infrared or visual signatures. d. Selected an area that facilitates good communications with higher, adjacent, and subordinate units. e. Ensured accessibility to road networks, cover, concealment, and drainage.
 2. Maintained area security. <ul style="list-style-type: none"> a. Implemented passive measures. <ul style="list-style-type: none"> (1) Provided proper cover and concealment. (2) Adhered to OPSEC measures. b. Implemented active measures. <ul style="list-style-type: none"> (1) Selected personnel available to secure primary entrances and exits and to conduct surveillance of likely avenues of approach. (2) Took other measures, to include activation of reaction forces upon an identified incursion. (3) Rehearsed and executed reaction plans on a predetermined alarm and from a designated rally point where reaction forces may receive a detailed briefing of their security duties. c. Established a TOC security element, if available, to— <ul style="list-style-type: none"> (1) Established up initial security. (2) Positioned crew-served weapons and vehicles, if applicable. (3) Positioned remaining personnel. (4) Cleared fields of fire. (5) Emplaced obstacles. (6) Prepared fighting positions. (7) Prepared alternate and supplementary positions. | <p>—</p> <p>—</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|

Performance Measures

GO NO GO

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| (8) Selected and prepared routes for supply and evacuation. | _____ | _____ |
| 3. Established a communication center. | _____ | _____ |
| a. Established a wire communication system as well as radio communications with higher, adjacent, and subordinate units. | | |
| b. Remotely located and dispersed antennas. | | |
| 4. Positioned and employed equipment. | _____ | _____ |
| a. Erected TOC (unless urban location is used). | | |
| b. Established an area for mission briefings that is large enough to accommodate all staff personnel, liaison officers, and air mission commanders involved. | | |
| c. Established an area for flight planning that includes all necessary publications and maps for the area. | | |

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
Local SOP

Related
AR 95-11

SKILL LEVEL 4

SUBJECT AREA 1: TACTICAL OPERATIONS EQUIPMENT

Manage the Aviation Mission Planning System (AMPS)

011-141-3052

Conditions: While performing duties as an aviation operations sergeant in a TOC, you are given AMPS or personal computer, software, necessary peripheral devices, User's Manual, and a requirement to manage the AMPS.

Standards: Manage the AMPS according to User's Manual.

Performance Steps

1. Manage the start-up and login procedures.
2. Manage the operations of input devices.
 - a. Ensure the soldier knows the proper way to input information using the keyboard.
 - b. Ensure the soldier knows the proper way to input information using the roller ball.
3. Manage data inputs and outputs from the AMPS.
 - a. Select data to be inputted into the system.
 - b. Select data for output to printer.
 - c. Select data for electronic transfer.
4. Manage teardown procedures.
 - a. Ensure soldier properly power downs the AMPS.
 - b. Ensure the soldier properly packs the AMPS.

Evaluation Preparation: Setup: In a field environment. Provide the sergeant with a scenario that requires the management of the AMPS and all items listed in the conditions statement. This task could incorporate the sergeant managing the operations of the AMPS being performed by an aviation operations specialist.

Brief Soldier: Tell the soldier to manage TOC operations by managing critical data input and critical data output from the AMPS. Go over the materials needed to perform this task.

Performance Measures

GO NO GO

- | | | |
|----------------------------------------------------------------------------------------|---|---|
| 1. Managed the start-up and login procedures. | — | — |
| 2. Managed the operations of input devices. | — | — |
| a. Ensured the soldier knew the proper way to input information using the keyboard. | | |
| b. Ensured the soldier knew the proper way to input information using the roller ball. | | |

SUBJECT AREA 4: TACTICAL OPERATIONS

Prepare a Battalion Situation Report (SITREP)

071-332-5022

Conditions: You are given a copy of your unit's SOP for recurring reports, a battalion operations officer (S3) workbook, a staff journal, a current OPOD, overlays appropriate to the operations, file copies of previously submitted SITREPs, the battalion intelligence officer/battalion supply officer (S2/S4) portions of the SITREP, the subordinate units' status report, and time available for preparation.

Standards: Within the time specified by the SOP, items must be sequenced in the five-paragraph SITREP format (omitting subparagraphs not applicable). The annexes and overlay, if used, must be labeled and sequenced. The SITREP must show the correct classification and downgrading instructions, be authenticated; contain distribution instructions; and be completed and distributed according to the unit's SOP.

Performance Steps

1. The SITREP is the means of reporting the operational situation as required by the next headquarters. It is a recurring report because it is submitted one or more times daily in a prescribed format. (See Figures 5022-1 and 5022-2 for format.)
2. Requirements for submitting the SITREP are prescribed in the unit's SOP and specify an "as of" time and a time the report is due at higher headquarters.
3. The S3 has primary staff responsibility for the preparation of this report. Other staff officers contribute to its preparation by providing the S3 with details to be included from their areas of interest. For example, the S2 would provide information on the enemy (paragraph 1) and the S4 information pertaining to combat service support (paragraph 3).
4. Full use of traces or overlays should be made for clarity and brevity of the report.
5. When the SITREP is sent by radio (voice or RATT), it should be confirmed in writing.
6. Prescribed format sequence is used, but subparagraphs not applicable are omitted.
7. Commander's evaluation, paragraph 5, is completed when directed by higher authority.

(Based on STANAG No 2020, Operational Situation Reports)
FROM: Cdr, 2d Bn (Mech), 76th Inf
TO: Cdr, 1st Bde, 52d Inf Div (Mech)
SITREP 15: Period 120600A to 121800A Jul. ENEMY: No change enemy locations or identifications. Periodic hostile shelling of Bn area. Patrol approximately 30 men attacked Tm B at 121000A Jul. 3 enemy KIA. 3 WIA. Aggressor most probable course of action is to attack within 24 hours with present committed forces. OWN SITUATION: Bn continues defense MEAD River. No change in location and dispositions. Tm B repulsed enemy patrol with no casualties. Bn reconnaissance patrol returned 121700A Jul, negative contact. COMBAT SERVICE SUPPORT: Normal. RADIATION STATUS: 70% RS-2, 30% RS-1.

Figure 5022-1. Sample situation report in message form.

(Based on STANAG No 2020, Operational Situation Reports)

(NOTE: Omit subparagraphs not applicable.)

(Classification)

Copy no ____ of ____ copies
 Issuing headquarters
 Place of issue (may be in code)
 Date-time group of signature
 Message reference number

SITUATION REPORT NO

Period covered: (date and time to date and time).

References: Maps (series number, sheet(s), edition, scale).

1. ENEMY

- a. Units in contact.
- b. Enemy reserves that can affect local situation.
- c. Brief description of enemy activity during period covered by report.
- d. Brief estimate of enemy strength, material means, morale, and probable knowledge of our situation.
- e. Conclusions covering courses of action open to enemy.

2. OWN SITUATION

- a. Location of forward elements.
- b. Location of units, headquarters, and boundaries.
- c. Location of adjacent units and supporting troops.
- d. Brief description and results of operations during period of report.
- e. Noneffective units.

3. COMBAT SERVICE SUPPORT

General statement of the administrative situation, if other than normal, as it directly affects the tactical situation.

4. GENERAL

Information not covered elsewhere.

5. COMMANDER'S EVALUATION

To be completed when directed by higher authority.

Authentication:

Commander

Annexes:

Distribution:

(Classification)

Figure 5022-2. Sample SITREP in detailed written form.

Evaluation Preparation: Setup: At the test site, provide a SITREP covering the current situation of enemy, friendly, combat service support, general, and commander's evaluation. Provide a SITREP format as shown in the task.

Brief Soldier: Tell the soldier that he is to encode the SITREP using the SOI. Then, he is to send the message using the correct format.

Performance Measures

GO NO GO

- | | | |
|------------------------------------------------------------------------------|-------|-------|
| 1. Encoded all elements correctly. | _____ | _____ |
| 2. Encoded all elements of the situation report in the correct format. | _____ | _____ |
| 3. Transmitted report in message for using the five-paragraph SITREP format. | _____ | _____ |

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
TACSOP

Related
FM 5-0(FM 101-5)

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 (10th 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

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

FAA PUBLICATIONS

FAA World
ATC Procedures

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 MANAGE NOTICE TO AIRMEN (NOTAM)		TASK NUMBER 011-141-3010	
ITEM a	PERFORMANCE STEP TITLE b	SCORE (Circle One)	
		PASS c	FAIL d
1	Determine type of NOTAM.	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
2	Maintain control of NOTAM.	<input type="checkbox"/> P	<input checked="" type="checkbox"/> F
3	Determine what conditions must be reported in a NOTAM.	<input type="checkbox"/> P	<input checked="" type="checkbox"/> F
4	Determine conditions that will not be reported in a NOTAM.	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
5	Determine time representation (USAF)	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
6	Prepare NOTAMs in proper format.	<input type="checkbox"/> P	<input checked="" type="checkbox"/> F
7	Transmit NOTAM.	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
8	Cancel or extend NOTAM.	<input checked="" type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
EVALUATOR'S NAME <i>SFC Thomas</i>		UNIT A CO 1/58 th AVN REGT	
SOLDIER'S NAME <i>SGT Wilson</i>		STATUS <input type="checkbox"/> GO <input checked="" type="checkbox"/> NO GO	

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.

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 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.

<p>TITLE OF CAREER MANAGEMENT FIELD: AVIATION OPERATIONS</p> <p>CMF NUMBER: 93</p>		<p>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.</p>								
DEVELOPMENTAL ASSIGNMENTS										
<p>RANKS, SKILL LEVELS, & DUTY ASSIGNMENTS</p>	<p>PVT, PFC, SPC/CPL Skill Level 10</p> <p>→</p>		<p>SGT Skill Level 20</p> <p>Recruiter/Retention/Drill SGT → Shift/Repr Supervisor TAC Team Leader</p>		<p>SSG Skill Level 30</p> <p>SEC/OPS SGT Platoon SGT</p>		<p>SFC Skill Level 40</p> <p>Facility Chief ATC Chief</p>		<p>MSG SGM/CSM Skill Level 50</p> <p>First Sergeant</p>	
	<p>→ → → → →</p>									
INSTITUTIONAL TRAINING										
<p>INSTITUTIONAL TRAINING</p>	<p>BCT</p> <p>AIT</p>	<p>PLDC</p>	<p>BNCOC</p>	<p>ANCOC</p>	<p>ANCOC</p>	<p>ANCOC</p>	<p>SERGEANT MAJOR COURSE</p>	<p>ANCOC</p>	<p>ANCOC</p>	
SELF DEVELOPMENT										
<p>RECOMMENDED NCOES-RELATED COURSES</p>	<p>PRIOR TO PLDC:</p> <p>1. English Composition 2. Basic Mathematics 3. Computer Literacy</p>		<p>PRIOR TO BNCOC:</p> <p>1. Communication Skills 2. Personal Supervision 3. Behavioral Science 4. Speech</p>		<p>PRIOR TO ANCOC:</p> <p>1. Principles of Management 2. Organizational Behavior 3. Information Mgt Systems 4. Technical Writing 5. College Math/Geometry Emphasis</p>		<p>PRIOR TO SMC:</p> <p>1. Research Techniques (Statistics) 2. Human Resource Mgt</p> <p>Battle Staff Course 1SG Course</p>			
	<p>RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES</p>	<p>Skill Level 10</p> <p>1. ControlTwr Oper Prep (ACCP) (93C) 2. Avn Opr Spec (ACCP) (93P) 3. Begin taking TEC, IAVD & CYBISAvn Lessons for MOS in LC. For catalog of lessons write Cdr, US ArmyAvn Ctr, ATTN: ATZQ-TDI-D.TngSpt Br, Bldg 3409. Ft Rucker, AL 36362</p>		<p>Skill Level 20</p> <p>1. Aviation Law (93C) 2. Aviation Regulations (93C) 3. Safety Mgt (Basic) (ACCP) 4. Records Management</p>		<p>Skill Level 30</p> <p>1. Army Accident Prevention Course 2. Avn Accident Prevention Management (ACCP) 3. Methods of Instruction 4. Performance Appraisals 5. Aviation Management 6. Stress Management</p>		<p>Skill Level 40 50</p> <p>1. Policy & Decision Making 2. Airport Management</p>		
<p>RECOMMENDED CMF-RELATED CERTIFICATION OR DEGREE GOAL</p>	<p>NATIONAL TRADE/PROFESSIONAL CERTIFICATE IN: (93C) FAA Facility Rating Prior to 3rd Yr of Service</p> <p>ASSOCIATE OF APPLIED SCIENCE IN: ATC Facilities Mgt; Aviation Opns Mgt BY THE 15TH YEAR OF SERVICE</p>				<p>BACHELORS OF APPLIED SCIENCE IN: ATC Facilities Management, Aviation Operations Management, Business Management, or Interdisciplinary Studies</p> <p>BY THE 20TH YEAR OF SERVICE</p>					
<p>LEGEND</p>	<p>ACCP - Army Correspondence Course Program LC - Course found in Learning Center</p>				<p>CYBIS - Network Computer Instruction (Where Available)</p>					

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

GLOSSARY

SECTION I. ABBREVIATIONS

AAF	Army airfield
AAR	after-action review
AC	active component
ACA	airspace control authority
ACC	airspace control center
ACCP	Army Correspondence Course Program
ACE	airspace control element
acft	aircraft
ACO	airspace control order
ACofS	Assistant Chief of Staff
ACP	Airspace Control Plan
ADTDL	Army Doctrinal and Training Digital Library
AIM	Airman's Information Manual
AIT	advanced individual training
ALO	air liaison officer
AN	annually
AM	amplitude modulation
AMPS	aviation mission planning system
ANCOC	Advanced Noncommissioned Officers' Course
ANGLICO	air and naval gunfire liaison company
AR	Army Regulation
ARNG	Army National Guard
ARTEP	Army Training and Evaluation Program

ASAT	automated systems approach to training
ASR	airport surveillance radar
asst	assistant
ASVAB	armed services vocational aptitude battery
ATCS	air traffic control specialist
ATC	air traffic control
ATCAA	air traffic control assigned airspace
ATCRBS	Air Traffic Control Radar Beacon System
ATIS	Automated Terminal Information Service
atk	attack
ATM	aircrew training manual
ATO	air tasking order
ATP	aircrew training program
ATSC	Army Training Support Center [Fort Eustis, VA]
ATTN	attention
attn	attention
ATS	air traffic services
avn	aviation
AVIM	aviation intermediate maintenance
AVUM	aviation unit maintenance
BA	biannually
BNCOC	Basic Noncommissioned Officers' Course
C	Celsius
CASP	civilian acquired skill program
C²	command and control
CEOI	Communications-Electronics Operations Instructions

CMF	Corps maneuver formations
COMSEC	Communication Security
CONUS	Continental United States
CP	command post
crypto	cryptographic
CSM	command sergeant major
CYBIS	Network Computer Instruction
DA	Department of the Army
DCSPER	Deputy Chief of Staff, Personnel
DD	Department of Defense
DOD	Department of Defense
DOTDS	Directorate of Training, Doctrine, and Simulation
DR	Data Repository
DSN	Defense Switching Network
EXC	exclude
FAA	Federal Aviation Administration
FAAO	Federal Aviation Administration Order
FH	frequency hopping
FHP	flying hour program
FLIP	Flight Information Publication
FM	field manual; frequency modulation (radio)
FSS	Flight Service Station
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)

G5	Assistant Chief of Staff, G5 (Civil Affairs)
G6	Assistant Chief of Staff, G6 (Signal)
HDIP	hazardous duty incentive pay
HOL	holiday
HQ	headquarters
HQDA	Headquarters, Department of the Army
Hz	hertz
IATF	individual aircrew training folder
ICAO	International Civil Aviation Organization
ID	identification
IFR	instrument flight rules
IFRF	individual flight records folder
IFRF	individual flight records folder
ITEP	Individual Training Evaluation Program
JB	Job Book
JOGA	Joint Operations Graphic-Air
KHz	kilohertz
LC	line of contact
LOA	letter of agreement
METL	mission-essential task list
METT-T	mission, enemy, terrain (and weather), troops, and time available
MHz	megahertz
MO	monthly
MOS	military occupational specialty
MOSC	military occupational specialty code
MSR	main supply route

MTOE	modified table of organization and equipment
MTP	mission training plan
NAVAID	navigational aid
NCO	noncommissioned officer
NOTAM	Notice to Airmen
OFS	Officer Foundation System
OPORD	operation order
ops	operations
OPSEC	operational security
PCS	permanent change of station
PERSCOM	personnel command
PL	phase line
PLDC	primary leadership development course
QT	quarterly
RATT	radio teletypewriter
RC	reserve components
RDL	Reimer Digital Library
RFO	request for orders
S	south
S1	Adjutant (US Army)
S2	Intelligence Officer (US Army)
S3	Operations and Training Officer (US Army)
S4	Supply Officer (US Army)
S5	Civil Affairs Officer (US Army)
SA	semiannually
SGT	sergeant

SIGSEC	signal security
SITREP	situation report
SM	soldier's manual
SMC	sergeant major's course
SMCT	Soldier's Manual of Common Tasks
SOC	Service Member's Opportunity College
SPINS	special instructions
SQT	skill qualification test
STANAG	Standardization Agreement (International)
STOL	short takeoff and landing
STP	Soldier Training Publication
TAADS	The Army Authorization Documents System
tac	tactical
TACAIR	tactical air
TACAN	tactical air navigation
TACSOP	tactical standard operating procedures
TASS	Total Army Schools System
TB	technical bulletin
TC	training circular
TDA	table of distribution and allowances
TDY	temporary duty
TOC	tactical operations center
TOE	table(s) of organization and equipment
TRADOC	U.S. Army Training and Doctrine Command
TSP	training support package
UH	utility helicopter

US	United States
USAASA	United States Army Aeronautical Services Agency
USAASD	United States Army Aeronautical Services Detachment
USAAVNC	United States Army Aviation Center
USAF	United States Air Force
USAR	United States Army Reserve
USNS	United States NOTAM System
UTC	Coordinated Universal Time
VA	Virginia
VHF	very high frequency
WKEND	weekend
WIA	wounded in action
WK	weekly
WO	warning order
WKDAY	week day

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.

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ICAO Document 7910. Location Identifiers.
ICAO Document 8585. Designators for Aircraft Operating Agencies.

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Other Product Types

Local SOP
TACSOP
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Soldier Training Publications

STP 21-1-SMCT. Soldier's Manual of Common Tasks (SMCT), Skill Level 1. 1 October 2001.
STP 21-24-SMCT. Soldier's Manual of Common Tasks (SMCT) Skill Levels 2-4. 1 October 2001.

Standard Form

SF Form 344. Multiuse Standard Requisitioning/Issue System Document. January 1972.

Technical Bulletin

TB 43-0129. Safety Requirements for use of Antenna and Mast Equipment. 15 June 1986.

Training Circular

TC 1-210. Aircrew Training Program Commander's Guide to Individual and Crew Standardization. 3 October 1995.

Technical Manuals

- TM 11-5810-256-12. (O) (COMSEC - For title see PAM 25-35). 12 August 1993.
- TM 11-5815-615-23. Unit and Direct Support Maintenance Manual for Lightweight Digital Facsimile AN/UXC-7. 1 September 1992.
- TM 11-5820-890-10-1. Operator's Manual for SINCGARS Ground Combat NET Radio, ICOM Manpack Radio AN/PRC-119A, Short Range Vehicular Radio AN/VRC-87A, Short Range Vehicular Radio With Single Radio Mount AN/VRC-87C, Short Range Vehicular Radio With Dismount AN/VRC-88A, Short Range Vehicular Radio With Dismount and Single Radio Mount AN/VRC-88C, Short Range/Long Range Vehicular Radio AN/VRC-89A, Long Range Vehicular Radio AN/VRC-90A, Short Range/Long Range Vehicular Radio with Dismount AN/VRC-91A, Long Range/Long Range Vehicular Radio AN/VRC-92A. 1 September 1992.
- TM 11-5820-890-10-3. Operator's Manual For Sinrgars Ground Combat Net Radio, Non-ICOM Manpack Radio AN/PRC-119, Short Range Vehicular Radio AN/VRC-87, Short Range Vehicular Radio (With Single Radio Mount), AN/VRC-87D Short Range Vehicular Radio With Dismount AN/VRC-88, Short Range Vehicular Radio With Dismount (With Single Radio Mount), AN/VRC-88D Short Range/Long Range Vehicular Radio, AN/VRC-89, Long Range Vehicular Radio, AN/VRC-90 Short Range/Long Range Vehicular Radio With Dismount, AN/VRC-91 Long Range/Long Range Vehicular Radio, AN/VRC-92. 1 September 1992.
- TM 11-5820-890-10-6, SINCGARS ICOM Ground Radios Used with Automated NET Control Device (ANCD); Precision Lightweight GPS Receiver (PLGR); Handheld Remote Control Radio Device (HRCRD) Operator's Pocket Guide Radio Sets Manpack Radio (AN/PRC-119A/D/F), Vehicular Radios (AN/VRC-87A/D/F Through AN/VRC-92A/D/F). 1 December 1998.
- TM 11-5820-890-10-8, Operator's Manual for SINCGARS Ground Combat NET RADIO, ICOM Manpack Radio, AN/PRC-119A, Short Range Vehicular Radio AN/VRC-87A, Short Range Vehicular Radio With Single Radio Mount AN/VRC-87C, Short Range Vehicular Radio With Dismount AN/VRC-88A, Short Range/Long Range Vehicular Radio AN/VRC-89A, Long Range Vehicular Radio AN/VRC-90A, Short Range/Long Range Vehicular Radio with Dismount AN/VRC-91A, Short Range/Long Range Vehicular Radio AN/VRC-92A Used With Automated Net Control Device (ANCD) (AN/CYZ-10) Percision Lightweight GPS Receiver (PLGR) (AN/PSN-11) Secure Telephone Unit (STU) Frequency Hopping Mutiplexer (FHMUX). 1 December 1998.
- TM 11-5820-890-20-1. Unit Maintenance Manual for Ground Icom Radio Sets, AN/PRC-119A, AN/PRC-119D, AN/PRC-119F, AN/VRC-87A, AN/VRC-87D, AN/VRC-87F, AN/VRC-88A, AN/VRC-88D, AN/VRC-88F, AN/VRC-89A, AN/VRC-89D, AN/VRC-89F, AN/VRC-90A, AN/VRC-90D, AN/VRC-90F, AN/VRC-91A, AN/VRC-91D, AN/VRC-91F, AN/VRC-92A, AN/VRC-92D, AND AN/VRC-92F. 30 December 1998.
- TM 11-5820-1148-13&P. Operator's, Unit and Direct Support Maintenance Manual For Radio Set AN/GRC-240. 1 March 1996.
- TM 11-5825-291-13. Operations And Maintenance Manual For Satellite Signals Navigation Sets AN/PSN-11 and AN/PSN-11(V)1. 1 April 2001.
- TM 11-5985-357-13. Operator's, Organizational, and Direct Support Maintenance Manual for Antenna Group, OE-254/GRC. 1 February 1991.

Training Circular

- TC 24-21. Tacatical Multichannel Radio Communications Techniques. 3 October 1988.

Training Support Package

011-82-3338. Flight Orders. 22 May 2000.

RECOMMENDED READINGS

These readings contain relevant supplemental information.

Army Correspondence Course Program Subcourse

AV0992. En route Control Procedures.

SS0652. Operating Through Radio Jamming and Deception.

Army Regulations

AR 40-8. Temporary Flying Restrictions Due to Exogenous Factors. 17 August 1976.

AR 95-1. Flight Regulations. 1 September 1997.

AR 420-90. Fire and Emergency Services. 10 September 1997.

Army Training and Evaluation Program

ARTEP 1-425-MTP. Mission Training Plan for Air Traffic Services Battalion. 5 April 1996.

Department of Army Pamphlet

DA PAM 25-7-1. (S) Joint Handbook for Message Text Formats-Classified Supplement (U). 15 April 1986.

Field Manual

FM 6-02.35(FM 24-35). (O) Signal Operation Instructions "The SOI." 26 October 1990.

Training Support Package

011-73-8230. Determine the Number of Flying Status Positions for Nonrated Personnel. 30 September 1998.

SOLDIER TRAINING PUBLICATION USER FEEDBACK

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