

**TRAINING & READINESS SUPPLEMENT**

**RADAR SUPERVISOR**



**Air Traffic Control Facility**  
**15 Aug 2019**

**Name**

This supplement includes Lesson Topic Guides (LTGs) and Local Qualification Standards (LQSs) for Marine Corps Air Station Cherry Point as required by ATC NATOPS and NAVMC 3500.94B, Chapter 8, Training & Readiness Manual.

The LTGs detail the reference materials and discussion items that support the Knowledge, Skills and Abilities (KSAs) that must be satisfactorily completed in order to assign the applicable qualification or designation. The LQSs are divided into KSAs. The time allowed to complete this T&R Supplement is defined by the ATC Facility Manual and shall not exceed the requirements of the T&R Directive. The actual completion data for each position qualification, to include total number of days and total number of hours, shall be collected and analyzed by the facility's training branch. These data support Continuous Process Improvement within the facility and aid in projects and planning at the regional level.

Knowledge is checked with a written test. All Knowledge tests shall be completed with a minimum passing score of 80% prior to the trainee reaching 25% of the established OJT time limit. Skills and Abilities may be accomplished through OJT or simulation and shall be marked appropriately. LTGs and LQSs written in black are those required by the T&R Directive, those written in red are supplemental information specifically for MCAS Cherry Point.

The following events are included in this supplement and taught in the associated Lesson Plan:

Event	Description
ACAD-0550	Comprehend knowledge applicable to supervisor positions.
ACPM-8020	Aviation Command Element (ACE)
ACPM-8021	Aviation Operations
ACPM-8022	Control of Aircraft and Missiles
ACPM-8023	Offensive Air Support
ACPM-8024	Assault Support
ACPM-8025	Air Reconnaissance
ACPM-8026	Electronic Warfare
ACPM-8027	Anti-Air Warfare
ACPM-8028	Aviation Ground Support
DESG-6240	Designate as a Radar Supervisor

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<b>TRAINING PLAN</b>			
Trainee:		Date:	
Position:		Initial Training <input type="checkbox"/>	
SATCS:		Subsequent Training <input type="checkbox"/>	
OJT Start Date		25% Date	
Pre OJT Required		50% Date	
Simulation Required		75% Date	
		100% Date	
Objectives:			
Trainee		Signature/Date	
Primary OJTI		Signature/Date	
Secondary OJTI		Signature/Date	

Ensure a copy of this training plan is on file in the ATC Training Office.



## RS 1 - RADAR SUPERVISOR KNOWLEDGE (ACAD-0550)

Lesson Topic Guide

**GOAL.** Comprehend knowledge applicable to supervisor positions.

**REQUIREMENT.** Describe the following IAW the reference.

1. Control authority.
2. Daily operations log.
3. Operating positions.
4. Human performance and medical qualifications.
5. Use of intoxicating drugs and alcoholic beverages.
6. Blood donors.
7. Workload planning.
8. Time Standards.
9. Communications.
10. Security of facilities.
11. Importance of collecting data.
12. Guidance concerning investigation and reporting.
13. ATC involvement.
14. Involvement of a facility or navigation aid.
15. ATC procedures following an accident/incident.
16. ATC personnel involved in an accident/incident.
17. Disciplinary action.
18. Air Traffic System Hazards (errors/deviations).
19. Activity report.
20. Billet descriptions, USMC.
21. Relief periods.
22. FAA Form 7230-4, Daily Record of Facility Operations.
23. Preparation of Form 7230-4.
24. Radar Team position responsibilities.
25. Applicable information contained in local directives.

**INSTRUCTOR.** SI (TS)

**REFERENCE**

1. FAA JO 7110.65
  - 1-1-9 Procedural Letters of Agreement
  - 2-2-6 IFR Flight Progress Data
  - 2-10-2 Terminal Radar Team Position Responsibilities
  - 10-2-5 Emergency Situations
2. NAVAIR 00-80T-114
  - 1.3 Control Authority
  - 4.1.3 Billet Descriptions, USMC
  - 4.2.1 Daily Operations Log
  - 4.2.2 Position Logs
  - 4.3.3 Operating Positions
  - 4.3.4 Human Performance and Medical Qualifications
  - 4.3.5 Use of Intoxicating Drugs and Beverages
  - 4.3.6 Blood Donors
  - 4.3.7 Portable Electronic Devices
  - 4.3.8 Work Load Planning
  - 4.4.4 Time Standards
  - 4.4.6.2 Severe Weather Activity

- 4.4.7 Communications
  - 4.4.8.7 Maintenance and Custody of Voice/Data Recordings
  - 4.6 Security of Facilities
  - 4.7.1 General (Incidents, Mishaps and Hazards)
  - 4.7.2 Guidance concerning investigation and reporting
  - 4.7.3.1 FWO Responsibilities
  - 4.7.3.2.1 ATC Personnel Contributing to Mishap/Hazard
  - 4.7.3.2.2 Disciplinary Action.
  - 4.8 ATC Hazard Reports
  - 4.10.1 Air Traffic Activity Report
3. FAA JO 7210.3
- 2-6-6 Relief Periods
4. Airfield Operations Manual
- 2.7. Clearance Delays
5. Facility Manual
- 1-107 Pass Down Logs
  - 1-201 Annotations
  - 1-401 Drug and Alcohol Use
  - 1-411 Blood Donations
  - 1-417 Briefing Area
  - 2-203 Combining of Positions
  - 2-303 Operational Discrepancy Report
  - 2-304 Air Traffic Activity Reports
  - 2-316 Daily Record of Facility Operations
  - 2-318 Initial Incident Reporting
  - 2-500 General
  - 2-501 Compiling Information
  - 2-507 Near Midair Collision Reports
  - 2-800 Civil Use Landing Permit
  - 2-802 Aircraft Without PPR
  - 3-104 Elevator Outage
  - 3-201 Bomb Threats
  - 4-109 Testing
  - 4-201 Proficiency Training
  - 4-203 Currency Requirements
  - 4-303 Minimum OJT Position Time
  - 6-110 Radar Watch Checklist
  - 7-105 Emergency Comm System
  - 7-111 Remote Recorder Monitor
  - 7-113 Emergency Generator Load Tests
  - App B Weather
  - App F Daily Record of Facility Operations



Local Qualification Standards

**KNOWLEDGE.** Satisfactorily complete test RS 2.

**SKILLS AND ABILITIES**

Skill/Ability	Date	OJTI

Individual has satisfactorily completed all LQS requirements for RS 2:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_

FWO/Crew Chief Signature \_\_\_\_\_



AVIATION COMMAND ELEMENT (ACE) - ACPM-8020

Lesson Topic Guide

**GOAL.** Demonstrate an understanding of the ACE ACPM Module by mastering a stage exam.

**REQUIREMENT.** Pass a closed book examination that encompasses all learning objectives contained in the prerequisites.

**PREREQUISITIES.** ACPM 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

**INSTRUCTOR.** BI, SI, WTI

Local Qualification Standards

**KNOWLEDGE.** Satisfactorily complete test ACPM-8020.

Individual has satisfactorily completed all LQS requirements for ACPM-8020:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**AVIATION OPERATIONS - ACPM-8021**

**Lesson Topic Guide**

**GOAL.** Demonstrate an understanding USMC aviation operations doctrine.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the six functions of Marine Aviation to include all their subsets.
2. Identify the organization and mission of the Marine Air Wing to include each type of group and squadron.
3. Identify the purpose of the air tasking order.
4. Identify the six phases of the air tasking cycle.

**INSTRUCTOR.** BI, SI, WTI

**REFERENCE.** MCWP 3-2 Aviation Operations

**Local Qualification Standards**

**KNOWLEDGE.** Satisfactorily complete test ACPM-8021.

Individual has satisfactorily completed all LQS requirements for ACPM-8021:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**CONTROL OF AIRCRAFT AND MISSILES - ACPM-8022**

**Lesson Topic Guide**

**GOAL.** Demonstrate an understanding of the USMC doctrine for the control of aircraft and missiles.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the principal objectives of the MACCS.
2. Describe how the control of aircraft and missiles serves as the integrating function.
3. Describe distinctions between Marine Aviation philosophy and that of the other services.
4. Describe the methods of airspace control.
5. Describe how the COMMARFOR may serve as the JFACC, ACA, and AADC.
6. Describe the airspace coordination measures commonly employed by the MAGTF.

**PERFORMANCE STANDARD.** Pass an exam with a score of 80% or higher on the stated learning objectives.

**INSTRUCTOR.** BI, SI, WTI

**ACADEMIC SUPPORT MATERIAL**

1. MAWTS-1 Control of Aircraft and Missiles Class
2. MAWTS-1 (U) Media site video

**REFERENCE.** MCWP 3-25 Control of Aircraft and Missiles.

**Local Qualification Standards**

**KNOWLEDGE.** Satisfactorily complete test ACPM-8022.

Individual has satisfactorily completed all LQS requirements for ACPM-8022:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

OFFENSIVE AIR SUPPORT - ACPM-8023

Lesson Topic Guide

**GOAL.** Demonstrate an understanding of USMC offensive air support (OAS) doctrine.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the purpose of the MAGTF Commanders Single Battle Concept.
2. Define the sub-categories of Offensive Air Support.
3. Discuss the requirements for effective offensive air support.
4. Define the three types of deep air support.
5. Define the capabilities and limitations that the OAS function offers.
6. Identify the elements of a Joint Tactical Air Strike Request.
7. Identify the three types of control of close air support.

**INSTRUCTOR.** BI, SI, WTI

**ACADEMIC SUPPORT MATERIAL.** MAWTS-1 OAS Class

**REFERENCE.** MCWP 3-23 OAS

Local Qualification Standards

**KNOWLEDGE.** Satisfactorily complete test ACPM-8023.

Individual has satisfactorily completed all LQS requirements for ACPM-8023:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**ASSUALT SUPPORT - ACPM-8024**

**Lesson Topic Guide**

**GOAL.** Demonstrate an understanding of assault support.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Describe and identify the sub-categories of Assault Support.
2. Identify which aircraft conduct each of the sub-categories.
3. Identify the elements of an Assault Support Request.
4. Describe the roles of the air mission commander and helicopterborne unit commander during helicopterborne assaults.
5. Describe assault support capabilities and limitations.

**INSTRUCTOR.** BI, SI, WTI

**ACADEMIC SUPPORT MATERIAL.** MAWTS-1 Assault Support Class

**REFERENCE.** MCWP 3-24 Assault Support

**Local Qualification Standards**

**KNOWLEDGE.** Satisfactorily complete test ACPM-8024.

Individual has satisfactorily completed all LQS requirements for ACPM-8024:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**AIR RECONNAISSANCE - ACPM-8025**

**Lesson Topic Guide**

**GOAL.** Demonstrate an understanding of USMC air reconnaissance doctrine.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Describe the three categories of air reconnaissance.
2. Identify the principals of air reconnaissance.
3. Identify the prerequisites for effective air reconnaissance.
4. Identify the current Marine Corps aircraft that have the mission of air reconnaissance.
5. Describe how air reconnaissance missions are tasked.
6. Describe the supporting requirement for effective air reconnaissance.
7. Identify the current sensors in the Marine Corps inventory and their capabilities.

**INSTRUCTOR.** BI, SI, WTI

**REFERENCE.** MCWP 3-26 Air Reconnaissance

**Local Qualification Standards**

**KNOWLEDGE.** Satisfactorily complete test ACPM-8025.

Individual has satisfactorily completed all LQS requirements for ACPM-8025:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_



**ELECTRONIC WARFARE - ACPM-8026**

**Lesson Topic Guide**

**GOAL.** Demonstrate an understanding of USMC electronic warfare doctrine.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the definitions of Electronic Warfare (EW), Electronic Attack (EA), Electronic Protect (EP), and Electronic Warfare Support (ES).
2. State which units in the Marine Corps have the primary responsibility of conducting EW and the EW tasks they perform.
3. Describe the role of the Electronic Warfare Coordination Cell.

**INSTRUCTOR.** BI, SI, WTI

**ACADEMIC SUPPORT MATERIAL**

1. MAWTS-1 (S) Electronic Warfare Class
2. MAWTS-1 (S) Media site video

**REFERENCE.** MCWP 3-40.5 Electronic Warfare

**Local Qualification Standards**

**KNOWLEDGE.** Satisfactorily complete test ACPM-8026.

Individual has satisfactorily completed all LQS requirements for ACPM-8026:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**ANTI-AIR WARFARE - ACPM-8027**

**Lesson Topic Guide**

**GOAL.** Demonstrate an understanding of USMC anti-air warfare doctrine.

**REQUIREMENT.** Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Define anti-air warfare and its two basic types.
2. Describe the principals of anti-air warfare.
3. Describe the types of offensive anti-air warfare missions.
4. Identify the active air defense tasks.
5. Provide three examples of passive air defense measures.
6. Define a Joint engagement zone, fighter engagement zone, missile engagement zone, and a base defense zone.
7. Define the air defense warning conditions.
8. Define the weapons control statuses.
9. Identify the responsibilities of the Regional Air Defense Commander and the Sector Air Defense Commander.

**INSTRUCTOR.** BI, SI, WTI

**REFERENCE.** MCWP 3-22 Anti-air Warfare

**Local Qualification Standards**

**KNOWLEDGE.** Satisfactorily complete test ACPM-8027.

Individual has satisfactorily completed all LQS requirements for ACPM-8027:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

AVIATION GROUND SUPPORT - ACPM-8028

Lesson Topic Guide

GOAL. Demonstrate an understanding of USMC aviation ground support doctrine.

REQUIREMENT. Conduct a self-paced reading of the reference and pass a closed book examination on the following learning objectives:

1. Identify the fourteen functions of AGS.
2. Identify the five activities that the MWSS performs for the ACE when deployed.
3. Identify the four classifications of Forward Operating Base (FOB) and state the distinguishing characteristics of each.
4. Identify the mission of the MWSS.

INSTRUCTOR. BI, SI, WTI

ACADEMIC SUPPORT MATERIAL

1. MAWTS-1 AGS Class
2. MAWTS-1 (U) Media site video

REFERENCE. MCWP 3-21.1 Aviation Ground Support

Local Qualification Standards

KNOWLEDGE. Satisfactorily complete test ACPM-8028.

Individual has satisfactorily completed all LQS requirements for ACPM-8028:

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor Signature \_\_\_\_\_



1. Radar Supervisor.

COMPLETION REQUIRED PRIOR TO BEGINNING OJT		
Task	Completion Date	OJTI Initials

COMPLETION REQUIRED AT 25% OF OJT TIME LIMIT			
Task	T&R Event	Completion Date	OJTI Initials
RS 1 Test			

**Qualification Process**

Recommended By FWO Instructor (Signature)	Date:
Concurrence - Radar Chief (Signature)	Date:

**MACCS QUALIFICATION FORM**

The MACCS T&R qualification form is used to document all event training that results in a qualification. The qualification form is a tool that provides the evaluator a medium to document a trainee's qualification skill check. Both the trainee and evaluator will sign this form. The WTPP Section will ensure this form is administratively correct and logged in M-SHARP.

<b>Trainee Rank / Name:</b>	<b>Billet:</b>
<b>Exercise / Operation:</b>	<b>Date:</b>
<b>Evaluator's Rank/Name:</b>	<b>Evaluator's Billet / DESG:</b>

T&R Event Codes	U	1	2	3	4	Comments
ACAD-0550						
ACPM-8020						
ACPM-8021						
ACPM-8022						
ACPM-8023						
ACPM-8024						
ACPM-8025						
ACPM-8026						
ACPM-8027						
ACPM-8028						
DESG-6240						

**Evaluator's Overall Comments**

(Comments on the trainees overall performance to include trends and recommendations for improvement)

**Legend**

<b>U = UNSAT</b>	Unsafe or complete lack of ability and/or knowledge. Requires substantial input from the evaluator for mission accomplishment.
<b>1</b>	Limited proficiency, does not meet the standard. Requires frequent input from the evaluator.
<b>2</b>	Capable. Recognizes and corrects errors. Requires occasional input from the evaluator.
<b>3</b>	Proficient. Correct, efficient, skillful, and without hesitation. Requires minimal input from the evaluator.
<b>4</b>	Unusually high degree of ability. Requires no input from evaluator

**Trainee Endorsement**

**Trainee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
I have read and discussed this evaluation with the evaluator and I understand its contents.

**Approval Process**

**Evaluator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
I certify that the trainee has completed the training as described on this form.

**OIC/SNCOIC Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**WTPP Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Evaluation form is correct, administrative actions have been completed, and event code(s) have been logged in M-SHARP.