

TIME CHECK#20
8/28/98

f. Supervisors shall:

(1) When one supervisor is on duty fulfill the responsibilities of the SI.

(2) When more than one supervisor is on duty fulfill the responsibilities of the SI and the SC. When two or more supervisors are scheduled to work, the supervisor in charge will be noted on the spreader.

(3) Ensure the memory aids provided are utilized.

g. S/CIC in the TRACON shall:

(1) Ensure adequate personnel coverage.

(2) Perform controller functions as needed.

(3) Determine and implement the operational flow (i.e., north or south flow) and coordinate with all concerned.

(4) Ensure information affecting operations is entered in the Daily Record of Facility Operations, FAA Form 7230-4, and appropriate coordination with maintenance is achieved in a timely manner.

(5) Ensure timely solicitation, collection, and dissemination of PIREPs. Also, ensure that PIREPs are entered into the SAIDS.

(6) Ensure that SIGMETs are disseminated to the appropriate positions and retained at the supervisor's desk during the valid period of the advisory.

(7) Ensure watch checklist is completed at 0000L, 0800L, and 1600L. The TRACON watch checklist and paragraph references from the 7210.3 are listed below.

*Time is obtained from WWV receiver in ops room
and manually entered in ARTS.*

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TRACON WATCH CHECKLIST

> ALTIMETER COMPARISON	DAILY
TIME CHECK	EACH WATCH <
121.5/243.0 (GROUND TO AIR)	WEEKLY (SUN)
PET2000	WEEKLY (SUN)
RECORDER	DAILY
RADAR PERFORMANCE	EACH WATCH
LIFEAIR EEBS	MONTHLY
MSAW ALARMS	EACH WATCH

(8) Ensure that the daily traffic count is tabulated and it conforms to the requirements outlined in FAA Order 7210.3. In addition, ensure that OJT tracking forms, LIT TWR Forms 2730-1, 2730-2, and 2730-3 are completed prior to the T&A clerk's morning pick up of administrative logs.

(9) Review ATIS broadcasts periodically throughout the watch to ensure current information is being broadcast.

(10) Advise the ATM of aircraft that enter the Class C Airspace without authorization. The aircraft identification and destination should be included if possible.

(11) Receive from JBR AFSS, NOTAM information and disseminate the information through the SAIDS.

(12) Be responsible for the recorder tapes. At the time of tape change (0100 UTC), record the date on the ARTS IIA telewriter printout.

(13) Ensure daily training reports are discussed and signed by the developmental and OJT instructor.

(14) Approve and coordinate changes in the VFR Flows (90/270 and 360 Free Flows).

h. Radar North (RN) shall:

(1) Be responsible for operations in the position's assigned airspace.

(2) Keep all radar positions informed of the runway in use at Little Rock Air Force Base. This is normally accomplished via the SAIDS.