DCA23FA149

AIR TRAFFIC CONTROL

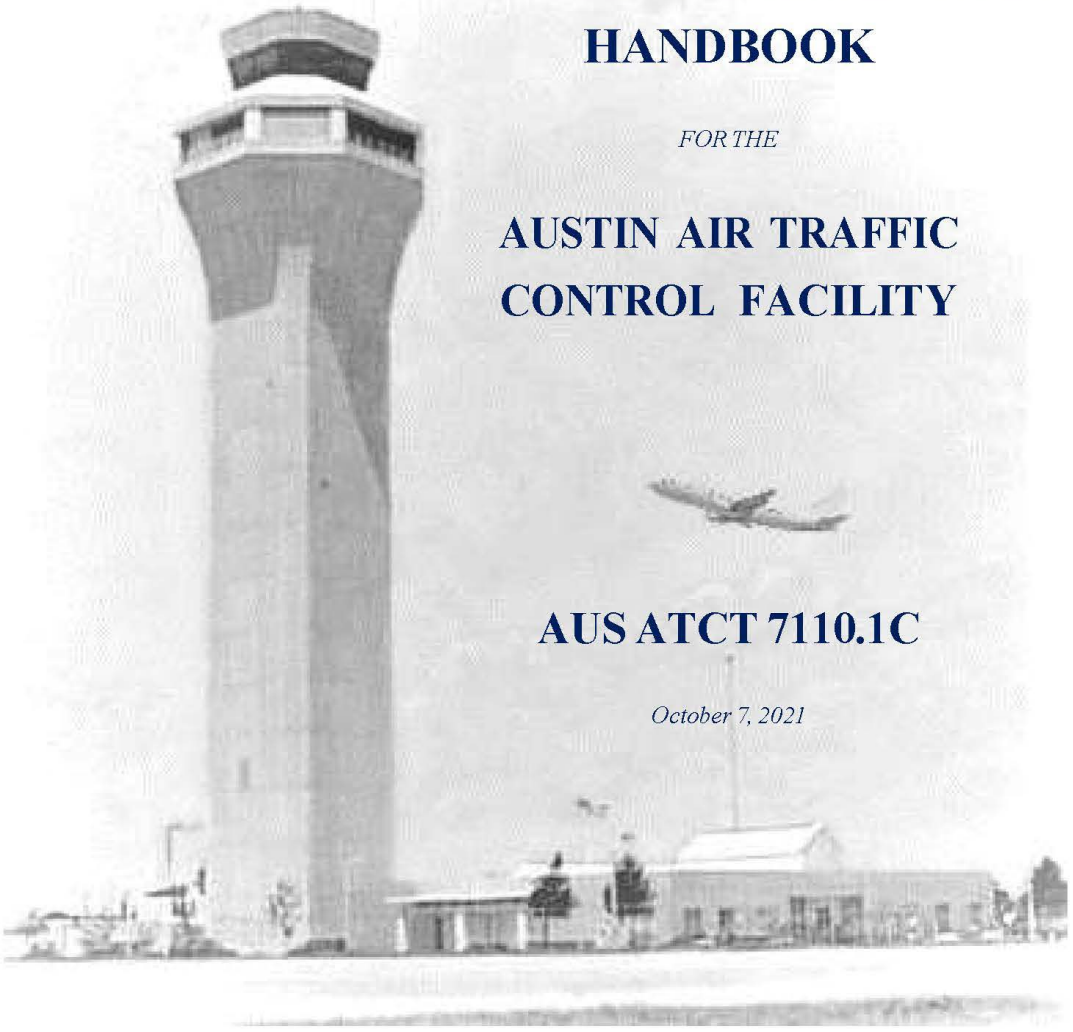
Group Chair's Factual Report – Attachment 7

AUS ATCT Facility Orders

FACILITY STANDARD OPERATING PROCEDURES HANDBOOK

FOR THE

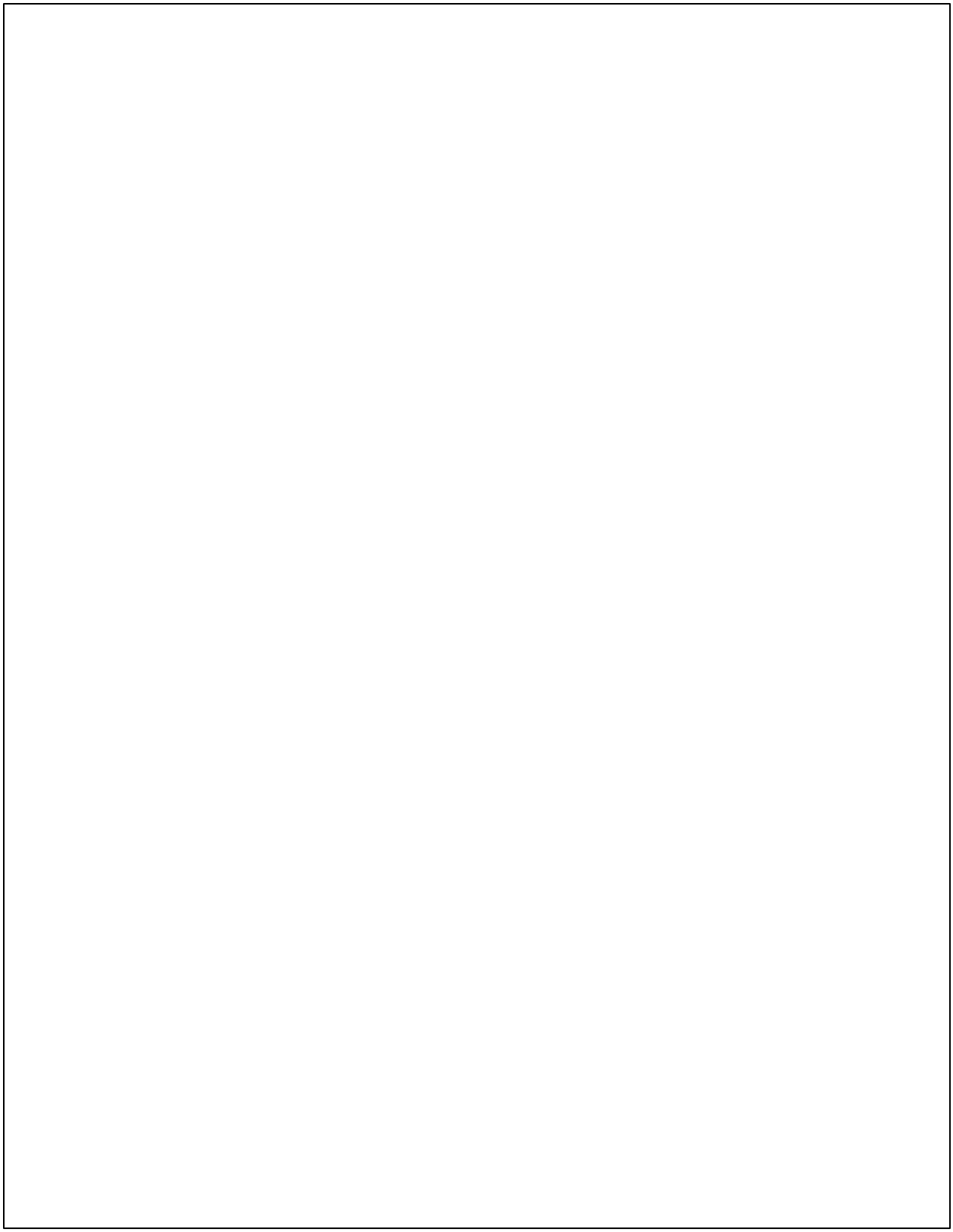
AUSTIN AIR TRAFFIC CONTROL FACILITY



AUS ATCT 7110.1C

October 7, 2021

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION



NOTICE U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AUS N 7110.72

Austin ATC Tower
Austin, Texas

Effective Date:
September 20, 2022

Cancellation Date:
September 19, 2023

SUBJ: Beacon Code and Radar Video Map Assignments

1. Purpose. This notice to AUS ATCT 7110.1C is an update of Beacon Code and Radar Video Map assignments.

2. Background. There have been a couple of new LOAs created where beacon codes have been assigned. And as new video maps are created and installed in STARS, the need for an up-to-date list is all the more important.

3. Audience. This notice applies to all Austin ATC Tower personnel.

4. Procedures. Replace pages within AUS ATCT 7110.1C, Facility Standard Operating Procedures Handbook in accordance with the following Page Control Chart:

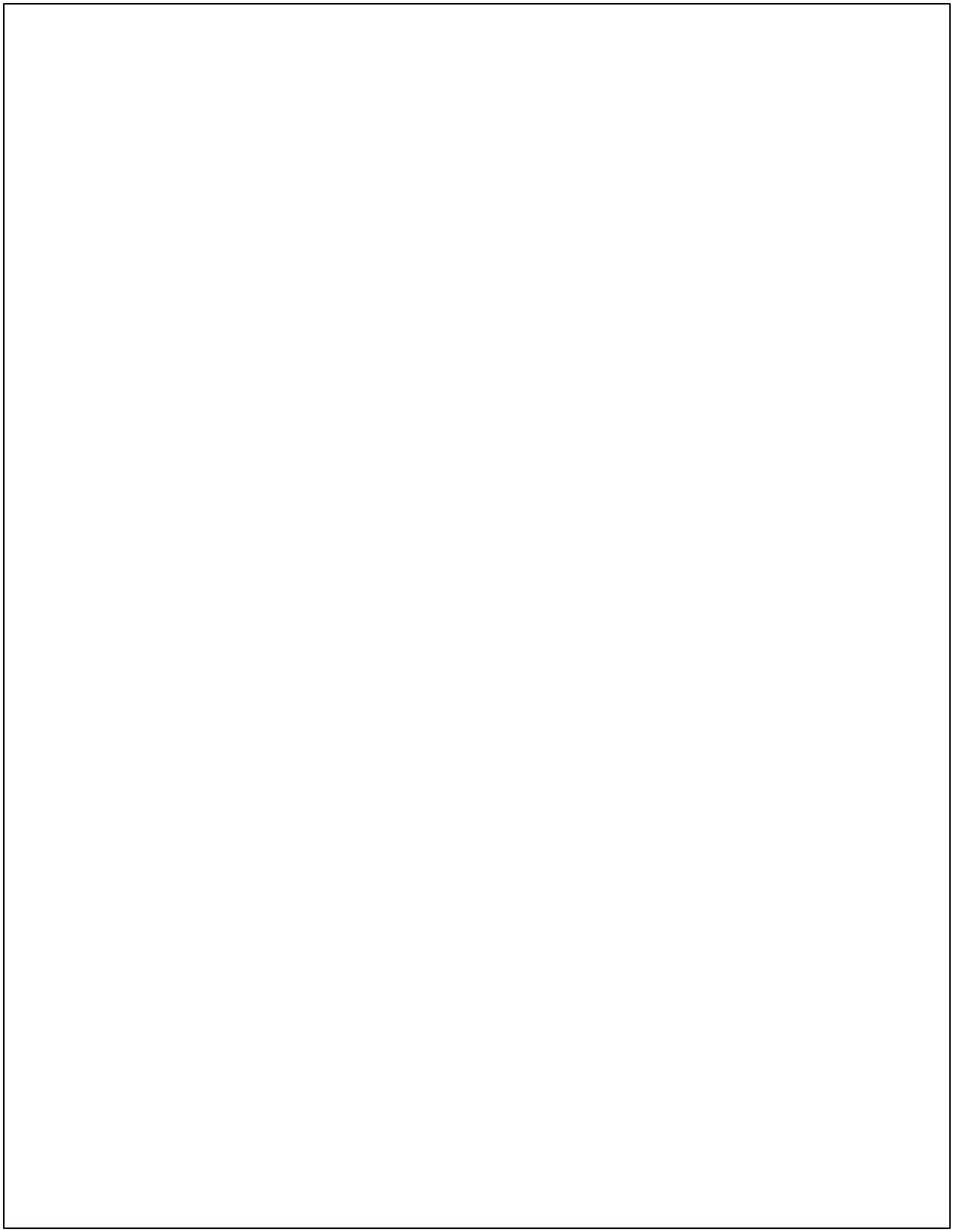
PAGE CONTROL CHART			
Remove Pages	**Dated**	**Insert Pages**	**Dated**
2-4-1	05/29/2022	2-4-1	09/20/2022
Appendix A, A-17	05/29/2022	Appendix A, A-17	05/29/2022
Appendix A, A-18	05/29/2022	Appendix A, A-18	09/20/2022
Appendix A, A-19	05/29/2022	Appendix A, A-19	09/20/2022
Appendix A, A-20	05/29/2022	Appendix A, A-20	05/29/2022

STEPHEN B MARTIN
Digitally signed by STEPHEN B MARTIN
Date: 2022.09.09 10:04:48 -05'00'

Stephen B. Martin
Air Traffic Manager
Austin ATC Tower

9-9-2022
Date Signed

DISTRIBUTION: AUS ATCT, Houston District, and Federal Directives Repository



NOTICE U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Austin ATC Tower
Austin, Texas

AUS N 7110.71

Effective Date:
May 29, 2022

Cancellation Date:
May 28, 2023

SUBJ: Tower Airspace

1. Purpose. This notice to AUS ATCT 7110.1C is reintroducing Tower Airspace. There are also other amendments for strip-marking procedures to highlight aircraft departing ABIA by crossing over the other parallel runway. Additional procedures capture ABIA airport delays.

2. Background. As traffic volume increases at ABIA the need for Tower airspace has been made more evident. New Tower shelves have been established to aid in departures avoiding the raising MVAs to the west.

Ground Controllers would routinely underline the route to signify a departure that will turn back across the parallel runway departure path. This procedure is now a requirement

To better capture any delays for Austin-Bergstrom International Airport (ABIA), new strip-marking procedures are being defined to show delay start/stop times.

3. Audience. This notice applies to all Austin ATC Tower personnel.

4. Procedures. Replace pages within AUS ATCT 7110.1C, Facility Standard Operating Procedures Handbook in accordance with the following Page Control Chart:

PAGE CONTROL CHART			
Remove Pages	**Dated**	**Insert Pages**	**Dated**
Table of Contents iii	03/05/2022	Table of Contents iii	05/29/2022
2-1-1	03/05/2022	2-1-1	05/29/2022
2-1-2	03/05/2022	2-1-2	03/05/2022
2-2-1	10/07/2021	2-2-1	10/07/2021
2-2-2	10/07/2021	2-2-2	05/29/2022
2-4-1	03/05/2022	2-4-1	05/29/2022
2-7-1	10/07/2021	2-7-1	10/07/2021
2-7-2	10/07/2021	2-7-2	05/29/2022
2-8-3	10/07/2021	2-8-3	05/29/2022
2-8-4	10/07/2021	2-8-4	10/07/2021
3-2-3	10/07/2021	3-2-3	10/07/2021
3-2-4 through 3-2-11	10/07/2021	3-2-4 through 3-2-11	05/29/2022
4-1-5 through 4-1-8	10/07/2021	4-1-5 through 4-1-8	05/29/2022
5-1-1 through 5-1-3	10/07/2021	5-1-1 through 5-1-3	05/29/2022
Appendix A, A-1 through A-14	10/07/2021	Appendix A, A-1 through A-14	05/29/2022
Appendix A, A-15 through A-23	03/05/2022	Appendix A, A-15 through A-26	05/29/2022

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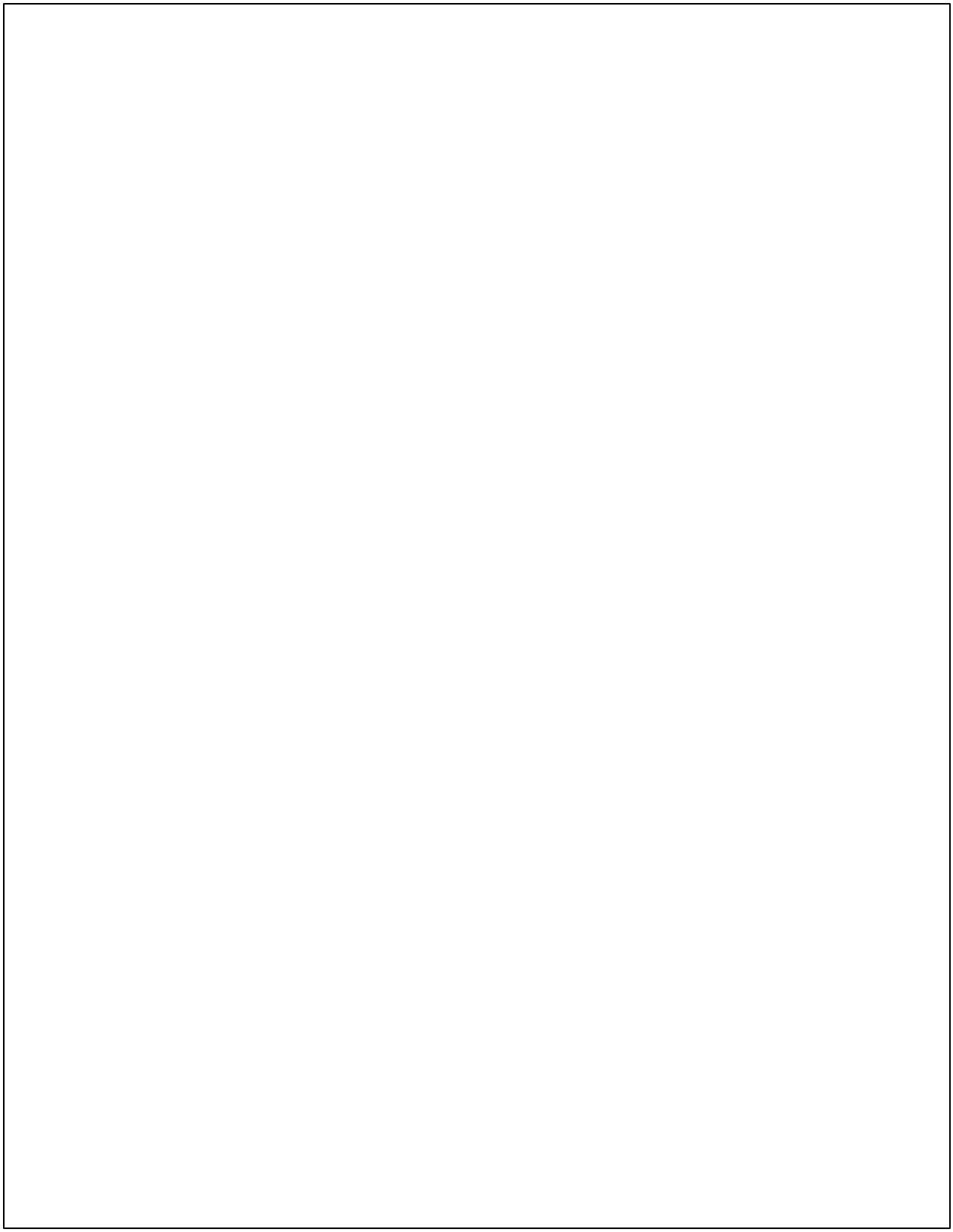
Date: 2022.05.20 10:43:50 -05'00'

Stephen B. Martin
Air Traffic Manager
Austin ATC Tower

5/20/22
Date Signed

DISTRIBUTION: AUS ATCT, Houston District, and Federal Directives Repository



NOTICE U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AUS N 7110.70

Austin ATC Tower
Austin, Texas

Effective Date:
April 17, 2022

Cancellation Date:
April 16, 2023

SUBJ: Special Activity Airspace (SAA)/Special Use Airspace (SUA) Notification Procedures

1. Purpose. This notice to AUS ATCT 7110.1C is meant to define and enhance effective SAA coordination procedures for proper SAA coordination.

2. Background. A Corrective Action Plan (CAP) and tasking memorandum was issued in February 2017 to address safety concerns resulting from reports of a potential gap in Special Activity Airspace (SAA) coordination processes.

The initial assessment found that operational personnel were often not receiving current SAA status. Subsequent investigations determined that facility SAA coordination/dissemination Standard Operating Procedures (SOP) and Letters of Agreement (LOA) were often inadequate and/or failed to address national expectations.

3. Audience. This notice applies to all Austin ATC Tower personnel.

4. Procedures. Replace pages within AUS ATCT 7110.1C, Facility Standard Operating Procedures Handbook in accordance with the following Page Control Chart:

PAGE CONTROL CHART			
REMOVE PAGES	**DATED**	**INSERT PAGES**	**DATED**
Table of Contents i	10/07/2021	Table of Contents i	10/07/2021
Table of Contents ii	10/07/2021	Table of Contents ii	04/17/2022
2-9-1	10/07/2021	2-9-1	04/17/2022
2-10-1	10/07/2021	*remove*	

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Date: 2022.04.19 11:56:37 -05'00'

Stephen B. Martin
Air Traffic Manager
Austin ATC Tower

4/17/22
Date Signed

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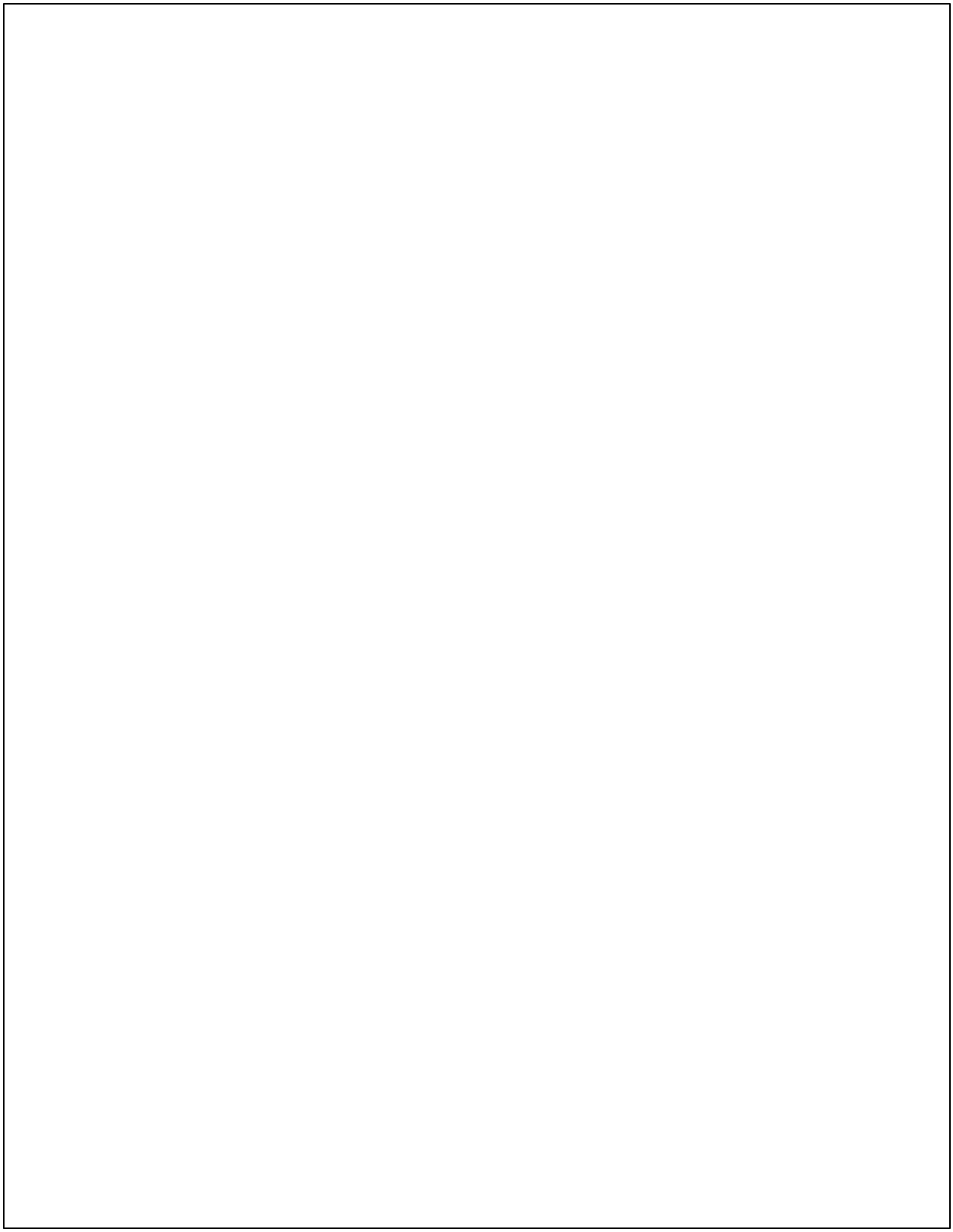

NOTICE U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Austin ATC Tower
Austin, Texas

AUS N 7110.69

Effective Date:
March 5, 2022

Cancellation Date:
March 4, 2023

SUBJ: Operational Risk Management (ORM) & Updates

1. Purpose. This notice addresses several updates to AUS ATCT 7110.1C, but specifically mandates procedural cooperation with TechOps personnel on maintenance issues for the Austin ATC Tower facility and the National Airspace System (NAS).

2. Background. There is a national requirement to contain Operational Risk Management (ORM) procedures within our Standard Operating Procedures (SOP) handbook. ORM establishes a formal document in collaboration between Air Traffic (AT) and Technical Operations (TechOps) for the review and approval of local procedures in support of ORM maintenance activities and projects that may affect the NAS. Additional updates have been addressed throughout the order.

3. Audience. This notice applies to all Austin ATC Tower personnel.

4. Procedures. Replace pages within AUS ATCT 7110.1C, Facility Standard Operating Procedures Handbook in accordance with the following Page Control Chart:

PAGE CONTROL CHART			
REMOVE PAGES	**DATED**	**INSERT PAGES**	**DATED**
Table of Contents iii	10/07/2021	Table of Contents iii	03/05/2022
2-1-1 through 2-1-3	10/07/2021	2-1-1 through 2-1-3	03/05/2022
2-4-1	10/07/2021	2-4-1	03/05/2022
2-8-1	10/07/2021	2-8-1	10/07/2021
2-8-2	10/07/2021	2-8-2	03/05/2022
3-2-5	10/07/2021	3-2-5	03/05/2022
3-2-6 through 3-2-7	10/07/2021	3-2-6 through 3-2-7	10/07/2021
3-2-8 through 3-2-9	10/07/2021	3-2-8 through 3-2-9	03/05/2022
3-2-10	10/07/2021	3-2-10	10/07/2021
A-15 through A-22	10/07/2021	A-15 through A-22	03/05/2022
insert		A-23	03/05/2022
insert		F-1 through F-6	03/05/2022

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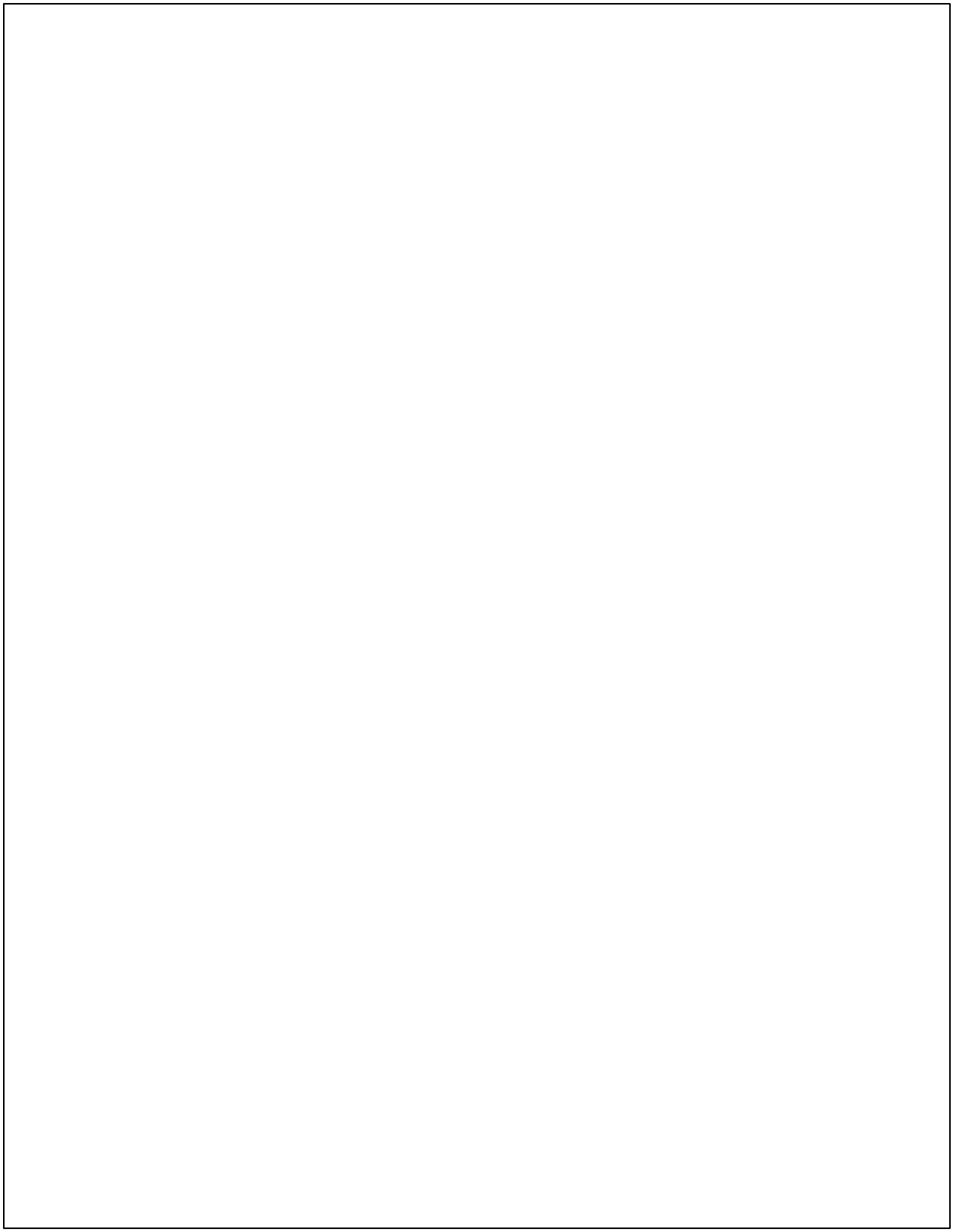
Digitally signed by STEPHEN B MARTIN
Date: 2022.02.25 09:33:31 -06'00'

Stephen B. Martin
Air Traffic Manager
Austin ATC Tower

2/25/2022
Date Signed

DISTRIBUTION: AUS ATCT, Houston District, and Federal Directives Repository



U. S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER AUS ATCT 7110.1C

Effective Date:
October 7, 2021

SUBJ: Facility Standard Operating Procedures Handbook

Foreword

This order prescribes air traffic control procedures and phraseology for use by AUS ATCT personnel providing air traffic control services. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by it.

Stephen B. Martin
Air Traffic Manager
Austin ATC Tower
STEPHEN B MARTIN Digitally signed by STEPHEN B MARTIN Date: 2021.10.04 15:58:38 -05'00'
Date: _____

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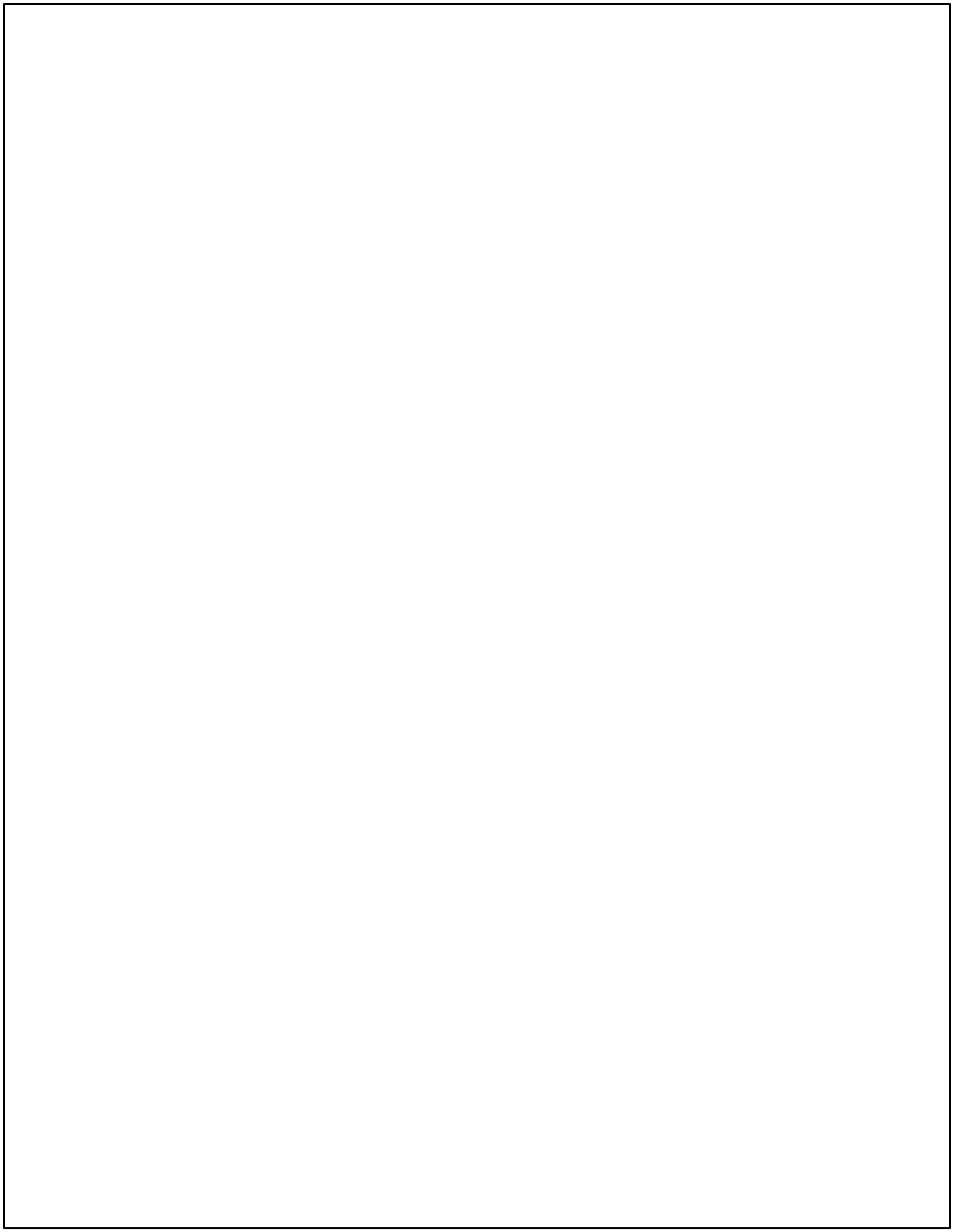


Facility Standard Operating Procedures Handbook

Explanation of Changes

A reformat of the content and multiple editorial changes facilitated the complete replacement of the original order. All current notices have been incorporated into this update.

Additionally, the changes to operating position consolidation practices necessitated an adjustment of airspace boundaries and responsibilities, specifically how Radar South (RS) was operated and the position currency captured. Therefore, to avoid opening and closing a position of operation it was determined that RS would be combined to Radar East (RE) when not open. Additionally, Satellite Radar (SR) was identified as a separate operating position so that it can then be combined at either Radar West (RW) or RS, or operated independently depending on volume and complexity.

2-3-1. AUTOMATED INFORMATION TRANSFER (AIT)

- Added guidance on the use of AIT per FAA JO 7110.65, Transfer of Radar Identification procedures.
- Renumbered all subsequent paragraph of Chapter 2, Section 3.

2-3-2. TRANSFER OF RADAR IDENTIFICATION (POINT OUT)

- Added guidance on the use of Automated Point-out procedures per FAA JO 7110.65, Transfer of Radar Identification methods.

2-6-1. CLASS C AIRSPACE

- Added Satellite Radar (SR) under subparagraph **e.** TRACON Operational Position Responsibilities.

3-1-2. TAXIWAYS

- Grouped Taxiways and Taxilanes together to reference movement areas without in-pavement lighting.

3-2-2. GROUND CONTROL (GC)

- Added guidance on utilizing TWY W in lieu of TWY V for the safety of aircraft and crews working around the BVN C208s.

4-1-2. RADAR POSITIONS

- Redfined responsibilities for Satellite Radar (SR) and guidance for RW and RS when SR is combined on either.

5-1-2. SOUTH FLOW (Pre-Arranged Coordination Procedures)

- Reformatted the graphic legends for better clarity of purpose.

5-1-3. NORTH FLOW (Pre-Arranged Coordination Procedures)

- Reformatted the graphic legends for better clarity of purpose.

APPENDIX A – AIRSPACE

- Configuration 1 has been redefined to have all positions opened separate from each other in a South Flow. Specific consolidations can then be made per normal STARS keyboard entries.
- Configuration 2 has been redefined to have all positions opened separate from each other in a North Flow. Specific consolidations can then be made per normal STARS keyboard entries.
- Configuration 3 has not been altered and should combine all radar positions into the Tower. BUT, it is recommended (for currency tracking) to simply combine the positions using normal STARS keyboard entries.
- Configurations 4 through 7 remain in place but are not to be used.
- STARS Macros have been created to ease the process of opening/closing the TRACON.
- The map coordinates were updated to reflect the airspace changes.
- Individual sector definitions follow the coordinates list.
- Graphical representations of each sector in each flow are contained in this appendix.
- The updated radar video maps in the STARS GEO VIDEO MAPS LIST for the airspace change have been renamed to mirror the names of the maps previously used regarding RS being Open/Closed (*e.g.,* map **202_SF_RSC** went from meaning South Flow, Radar South Closed to be South Flow, Radar South Combined, *etc.*) This should facilitate the uninterrupted use of Pref Sets that have been individually established.

APPENDIX C – CIRCUIT OF THE AMERICAS (COTA) OPERATIONS

- Relocated and retitled this appendix.

APPENDIX E – DEPARTURE GATE (EXITING) INFORMATION

- Relocated and retitled this appendix.

TABLE OF CONTENTS

Chapter 1 – INTRODUCTION

Section 1 – GENERAL

Chapter 2 – GENERAL PROCEDURES

Section 1 – AIRPORT OPERATIONS AT THE AUSTIN-BERGSTROM INTERNATIONAL AIRPORT

Section 2 – STARS

Section 3 – AUTOMATED INTRA-FACILITY TRANSFER

Section 4 – BEACON CODES

Section 5 – RADAR OPERATIONAL MODES

Section 6 – CLASS C SERVICE

Section 7 – FLIGHT PROGRESS STRIPS

Section 8 – LOCAL FLOW MANAGEMENT

Section 9 –SPECIAL PROCEDURES

Chapter 3 – TOWER OPERATIONS

Section 1 – TOWER STANDARD OPERATING PRACTICES (SOP)

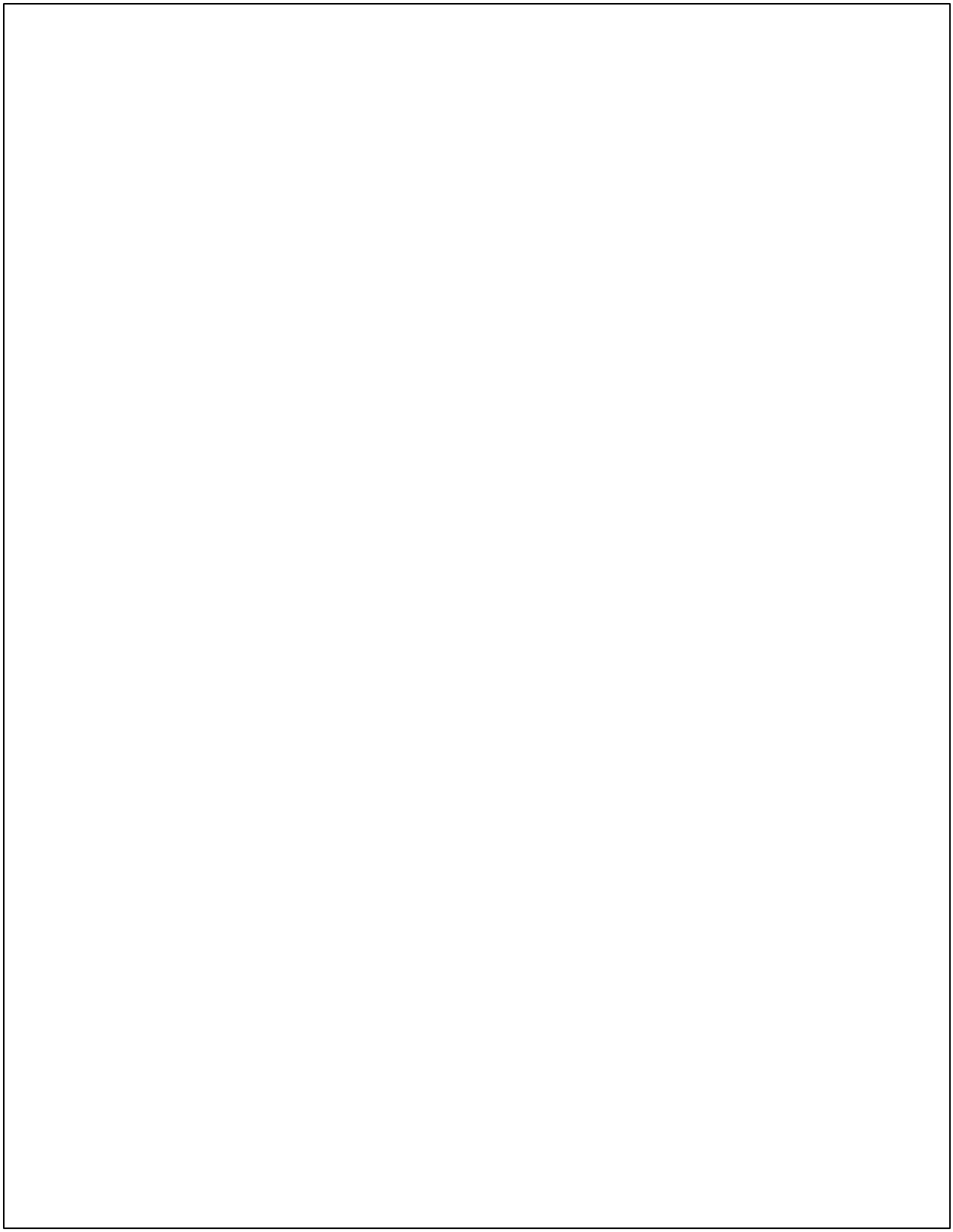
Section 2 – TOWER POSITIONS

Chapter 4 – TRACON OPERATIONS

Section 1 – TRACON POSITIONS

Chapter 5 – PREARRANGED COORDINATION
Section 1 – PREARRANGED COORDINATION PROCEDURES

APPENDICES



CHAPTER 1 - INTRODUCTION

SECTION 1 - GENERAL

1-1-1. PURPOSE

This order provides direction and guidance for the day-to-day operations in the Austin Terminal Area. Personnel are required to be familiar with the provisions of this order and to exercise their best judgment when encountering situations not covered herein.

1-1-2. DISTRIBUTION

This order is distributed to Austin ATC Tower, Houston District, and the Facility Directives Repository.

1-1-3. EFFECTIVE DATE

This order is effective October 7, 2021.

1-1-4. CANCELLATION

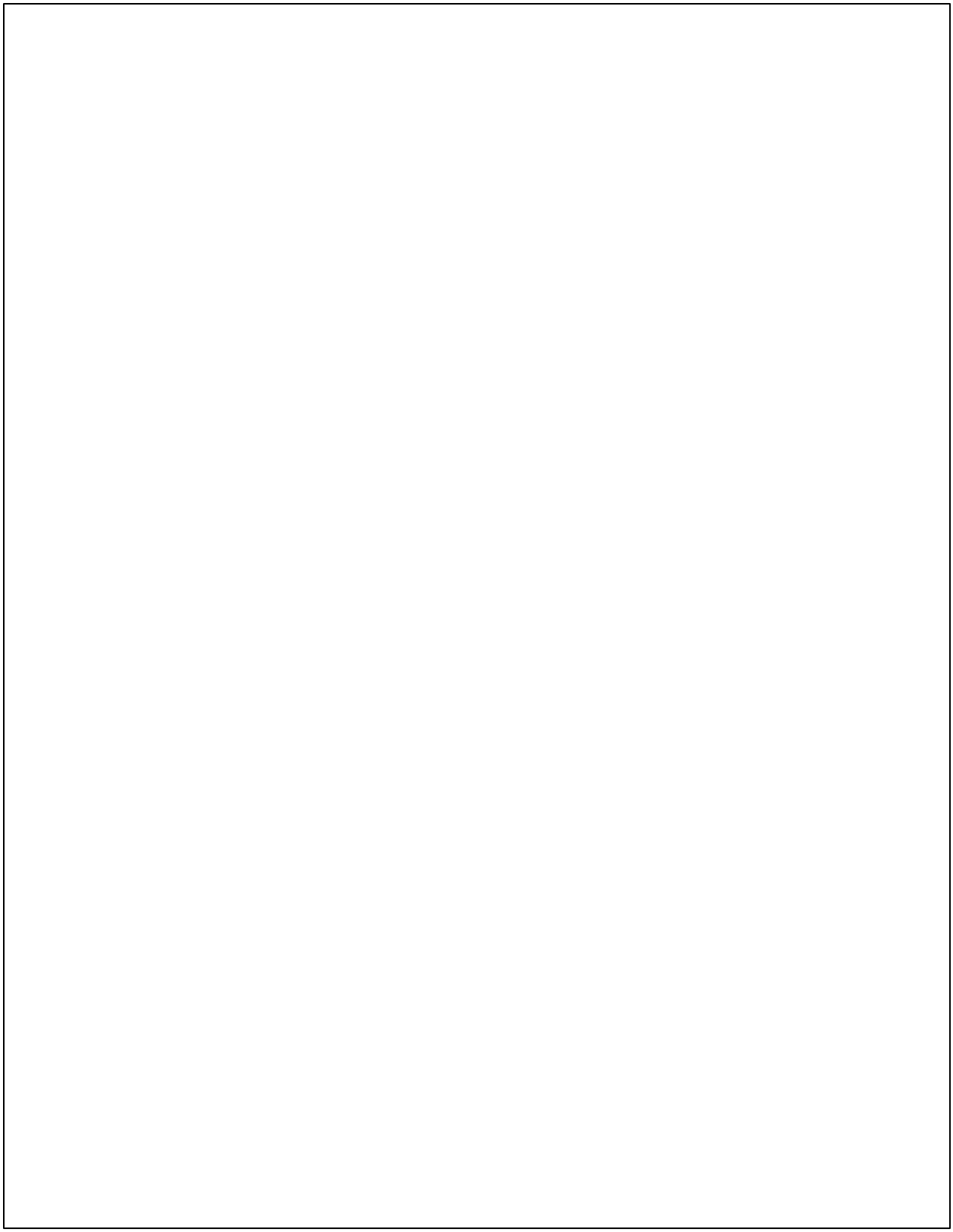
This order supersedes and cancels AUS ATCT 7110.1B, Facility Standard Operating Procedures, dated December 21, 2017.

The following notices have been incorporated into this order and are subsequently cancelled:

AUS N7110.64, Standard Operating Procedures (SOP) Update, dated March 28, 2021
AUS N7110.65, Magnetic Variation Update, dated April 22, 2021
AUS N7110.66, Opposite Direction Operations (ODO), dated April 22, 2021
AUS N7110.67, STARS Video Map Update to Appendix A, dated April 30, 2021
AUS N7110.68, Approach Data Procedural Changes, dated June 20, 2021

1-1-5. PUBLICATION DATES

The changes to this order will be scheduled, published and issued as necessary to ensure that its provisions remain current.



CHAPTER 2 – GENERAL PROCEDURES

SECTION 1 – AIRPORT OPERATIONS AT THE AUSTIN-BERGSTROM INTERNATIONAL AIRPORT (ABIA)

2-1-1. PRACTICE APPROACH CLIMBOUT AT ABIA

The Approach Control feeder positions (RW, RE and RS) must be responsible for issuing climbout to aircraft executing a missed approach or rerun at the Austin-Bergstrom International Airport:

a. Approach Control must advise Tower via scratchpad data when an arriving aircraft will execute a missed approach or rerun. The standard climbout instructions must comply with paragraph **3-2-3j** headings and be assigned 4000' MSL for IFR aircraft or meet MVA rules for VFR aircraft.

b. Approach Control must verbally advise Tower when non-standard climbout instructions have been issued.

2-1-2. OPPOSITE DIRECTION OPERATIONS (ODO) These procedures are intended for use only in cases of operational necessity or priority.

a. Definitions:

1. OPPOSITE DIRECTION OPERATIONS (ODO): IFR or VFR Operations conducted to the same or parallel runway where an aircraft is operating in a reciprocal direction of another aircraft arriving, departing, or conducting an approach.

NOTE- *It takes at least two (2) aircraft for an ODO to exist.*

2. OPPOSITE/RECIPROCAL COURSES are courses whose protected airspaces are coincident, overlap, or intersect and whose angular difference is greater than 135 degrees through 180 degrees inclusive.

3. CUTOFF POINT, a set distance from the runway for the purposes of providing adequate IFR separation for opposite direction aircraft to each runway. For ABIA, the Cutoff Point is a 10-mile arc from the departure end of the applicable runway.

NOTE- *IFR Aircraft in the downwind, not yet turned to base are not considered inside the Cutoff Point. But, once turned to base within 10 miles, are inside the Cutoff Point.*

b. Responsibilities:

1. Tower (LC) and TRACON (AF) share the responsibility to coordinate ODO and issue traffic advisories as prescribed in this order, whether the aircraft are IFR or VFR.

(a) Tower must verbally coordinate opposite direction departures with TRACON on a recorded line beginning with the phrase "OPPOSITE DIRECTION"; and include call-sign, aircraft type, and the runway requested.

(b) TRACON must verbally coordinate opposite direction arrivals with Tower on a recorded line beginning with the phrase "OPPOSITE DIRECTION"; and include call-sign, aircraft type, and the runway requested.

2. Tower is responsible for IFR Cutoff Point compliance for opposite direction arriving and departing aircraft in accordance with paragraphs **d1** and **d2**.

3. TRACON is responsible for IFR Cutoff Point compliance for opposite direction arrivals in accordance with paragraphs **d1** and **d2**.

c. General:

1. ODO procedures in this paragraph are applicable when two aircraft will execute approaches to opposite ends of the same runway, or when an aircraft will depart prior to an aircraft arriving on an opposite direction approach to the same or parallel runway.

2. These procedures are only applicable when AUS radar is operational.

3. When the Certified Tower Radar Display (CTRD) is out of service, TRACON will be responsible for ensuring (arrival and departure) IFR Cutoff Points are met.

4. Traffic advisories must be issued to both aircraft, including the direction of turn of the departing aircraft (if applicable).

EXAMPLE-
OPPOSITE DIRECTION TRAFFIC (distance) MILE FINAL, (type aircraft),
OPPOSITE DIRECTION TRAFFIC DEPARTING RUNWAY (number), (type aircraft),
and, if applicable,
TURNING (cardinal direction of turn or heading assigned)
OPPOSITE DIRECTION TRAFFIC (position), (type aircraft),

5. Some form of Memory Aid (strip marking, placement of strips, display automation {"ODO" in secondary scratchpad}, or a physical reminder {ON/OFF puck or ODO on strip}) must be used by both the TRACON and the Tower.

d. Procedures:

1. For IFR aircraft conducting ODO to the same runway:

(a) The provisions of FAA JO 7110.65, Paragraph 7-2-1, Visual Separation, are not authorized. Standard lateral or longitudinal separation must be applied.

(b) ODO IFR departures are prohibited with opposing IFR arrival traffic inside the IFR Cutoff Point; except in the event of an emergency.

(c) For ODO prior to reaching the IFR Cutoff Point:

i. A departing IFR aircraft, including an IFR aircraft performing a low approach, a touch-and-go, a stop-and-go, a go-around, or a missed approach must be airborne and have commenced a turn to avoid conflict prior to an arriving IFR aircraft reaching the IFR Cutoff Point or turned to base leg inside the IFR Cutoff Point; or

ii. An arriving IFR aircraft must cross the runway threshold prior to an opposite direction arriving IFR aircraft reaching the IFR Cutoff Point; or

iii. If the above conditions are not met, action must be taken to issue control instructions necessary to protect the integrity of the IFR Cutoff Point.

2. For IFR aircraft conducting ODO to parallel runways:

(a) A departing IFR aircraft must be turned away from opposing IFR traffic inbound to the other parallel runway when the arrival is inside the IFR Cutoff Point.

(b) Visual separation may be applied after the departure has commenced a turn away from the opposing IFR arrival traffic.

3. For VFR aircraft conducting ODO to the same or parallel runways/landing strips:

(a) A departing VFR aircraft must be turned to avoid conflict from opposing IFR or VFR arrival traffic.

(b) MLK/MOYA VFR helicopter arrivals/departures are considered ODO when the operation opposes the flow in use and must be handled in accordance with this directive.

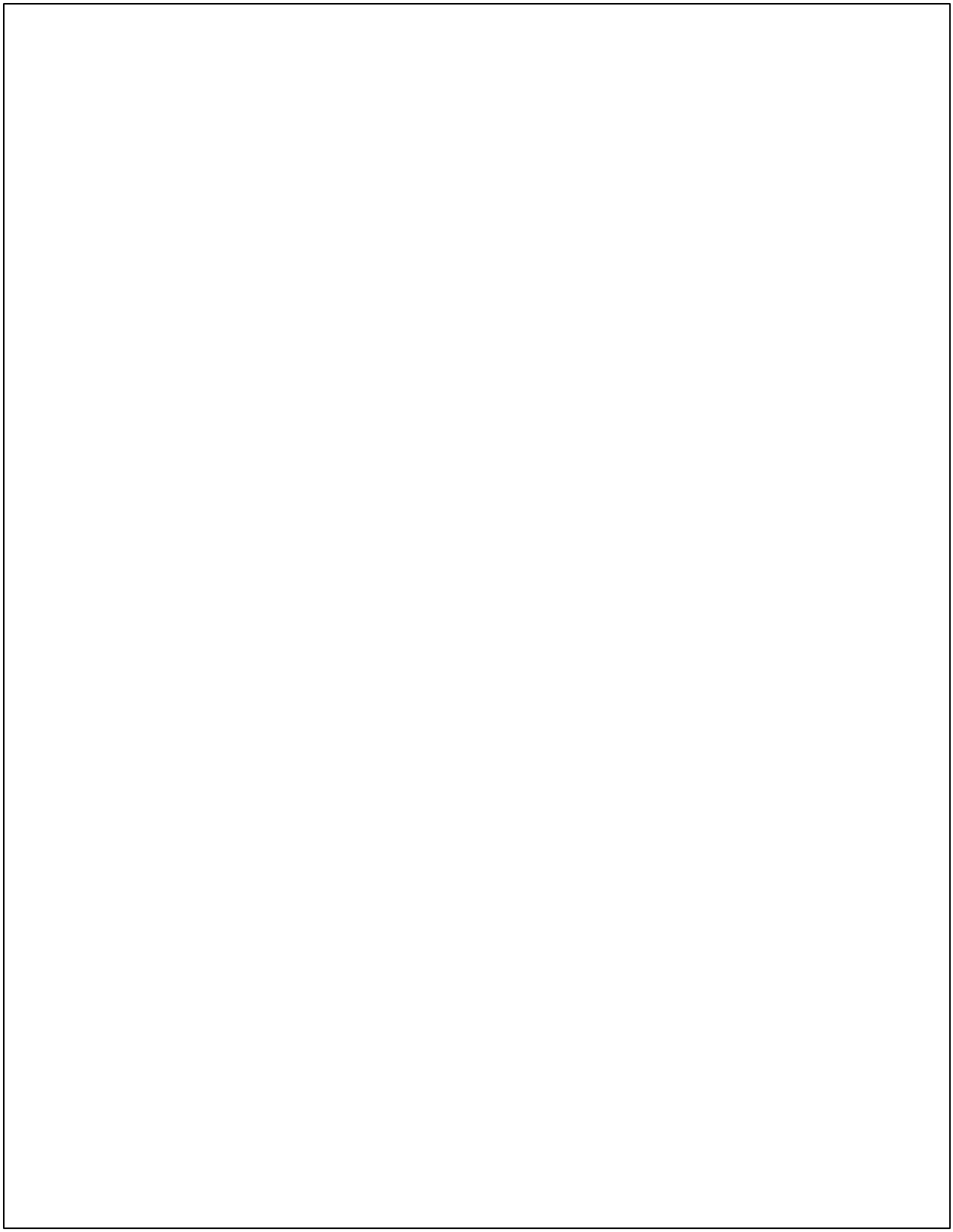
2-1-3. VFR HELICOPTER ARRIVAL PROCEDURES

a. If a helicopter pilot indicates familiarity with a coded route, instruct the helicopter to fly the appropriate route. If the pilot is not familiar with the coded routes, and if feasible, direct the helicopter along the coded route. The local helicopters which have an LOA must use the arrival and departure route as per their letter of agreement.

b. Feeder controllers (RW, RE, RS) must ensure that helicopters inbound to ABIA have the appropriate coded route displayed in their scratchpad prior to initiating a pointout to Austin Finals.

2-1-4. TURBOJET PROCEDURES

All turbojet arrivals to Austin-Bergstrom International Airport, when being vectored, must be allowed to be established on the final no closer than 5 miles from the landing threshold.



SECTION 2 – STARS

2-2-1. SCRATCHPAD DATA

Scratchpad entries should be used to transfer data via the STARS data block in lieu of verbal coordination. These are the only facility authorized coordination scratchpad entries. If other scratchpad entries are used, the entry must be removed prior to position relief or prior to a transfer of a STARS data tag.

a. Quick Function Keys. Aircraft inbound to AUS must be assigned a runway that conforms to the advertised direction of landing by the feeder controller. The feeder controller must enter the assigned runway into the STARS data block by either the "Quick Function" keys, or by manual scratchpad entries (MULTI-FUNC, Y, {L or R}, *SLEW*).

1. "△" (**SLEW**) is the STARS entry for the "left" runway (Runway 18L for a south flow or Runway 36L for a north flow)

2. "•" (**SLEW**) is the STARS entry for the "right" runway (Runway 18R for a south flow or Runway 36R for a north flow)

b. Quick Function Key Combinations. Used in combination, the quick function keys must be used to represent the runway and type of approach conducted (the order of the combination is not pertinent).

Keyboard Entry	Displayed	Meaning
△ / *or* / △	L V	Left runway cleared for visual approach
+ △ *or* △ +	L S	Left runway ILS approach
/ • *or* • /	R V	Right runway cleared for visual approach
+ • *or* • +	R S	Right runway ILS approach
△ △	L G	Left runway GPS/RNAV approach
• •	R G	Right runway GPS/RNAV approach
+ +	L Z	Left runway RNAV Z approach
/ /	R Z	Right runway RNAV Z approach

c. AUS Planned Missed Approaches and Rerun Scratchpad Data. The normal sequence of identifiers will indicate 1) Runway, 2) Type of Approach, and 3) Receiving Controller and Implied Departure Heading.

EXAMPLES-
RSE – Right Runway, ILS, Radar East
LGW – Left Runway, RNAV, Radar West
RLA – Right Runway, Localizer, Austin Finals
LST – Left Runway, ILS, Tower (aircraft will remain in the VFR traffic pattern)

NOTE- *The primary departure headings, depending on flow and type aircraft, will be assigned by a radar controller before the aircraft is switched to Tower and will conform to the standard headings as prescribed in paragraph* ***3-2-3j****.*

d. Course Information. Course information must be entered into the STARS computer for VFR departures that do not have a flight plan already in the NAS. Headings or direction of flight must be entered into the STARS in the following format: △H01 where '△' is the "DELTA" scratchpad key, 'H' is for "HEADING" and two digits indicate heading (rounded to the nearest ten degrees), or direction of flight indicated by △EEE, △WWW, etc.

e. Aircraft Type. The aircraft type designator must be entered into the STARS. The aircraft type displayed in the STARS must comply with FAA JO 7360.1.

f. VFR Arrivals (Secondary Airports), VFR Departures, IFR and VFR Overflights. The following must be entered into the STARS:

1. Type of aircraft

2. Identifier of destination, next fix, or heading

g. Authorized Three-Letter Identifiers. The following three-letter identifiers may be used in either of the scratchpads:

Entry	Meaning	Entry	Meaning
ATA	Atlantic Ramp	IFR	For Point-Outs from other Facilities
SIG	Signature Ramp	VFR	For Point-Outs from other Facilities
MLN	Million Air Ramp	xxK	Assigned Airspeed (*21K = 210 kts*)
'd2'd	Where 'd is direction (*ex. E2W*)	JFA	Just Flying Around
PNE	Training to the Northeast	CTY	Over the city
PSE	Training to the Southeast	LAK	Lake Travis
PNW	Training to the Northwest	SFT	Camp Swift
PSW	Training to the Southwest	DRY	Dryden Airport [TX05]
MLK	MLK Arrival/Departure	LEX	Lexington Airport [TE75]
GFD	GARFIELD Arrival/Departure	PAJ	Parachute Operations
MOY	MOYA Arrival/Departure	JMP	Parachute Operations
I35	IH35 Arrival/Departure	TOW	Banner Tow
SVR	Special VFR	DSH	Dell Seton at UT Downtown
CT2	Cat-II ILS Approach	AHH	Austin Heart Hospital
CT3	Cat-III ILS Approach	STD	St. David's Hospital
GPS	Global Position System Approach	DCH	Dell Children's Hospital
OHD	Overhead Approach to a Full Stop	SET	Seton Hospital
T/G	Touch and Go	SAM	South Austin Medical Center

h. Authorized Two-Letter Identifiers.

1. Austin Finals must use one of the following two-letter identifiers in the secondary scratchpad of an arrival as an information exchange to Local Control (when appropriate):

VF	Providing visual separation with the preceding aircraft assigned to the same runway
VS	Providing visual separation with an aircraft assigned to the parallel runway

2. The following two-letter identifiers may be used in the scratchpads:

SR	State Ramp
MR	Maintenance Ramp
CR	Cargo Ramp
GR	Guard Ramp
F1	At or over COTA *(Formula One race track)*
WR	Water Road

3. The following identifiers must be used in the secondary scratchpads for intra-facility coordination for non-towered satellite airport arrivals:

VA	Visual Approach Requested to Satellite Airport
V*xx*	Visual Approach Requested to Runway *xx*
G*xx*	GPS/RNAV Approach to Runway *xx*
VOR	VOR or VOR-DME

2-2-2. STARS HANDOFFS

a. San Antonio Approach. The entry for STARS handoff to SAT is **"△ 1 SLEW".** The keyboard entry to RF flight plan data to SAT is: **F9**, [BCN Code] *(space)* **ASA**, **ENTER**.

b. Gray Approach. The entry for STARS handoff to GRK is **"△ 2 SLEW".** The keyboard entry to RF flight plan data to GRK is: **F9**, [BCN Code] *(space)* **GRK**, **ENTER**.

c. Houston Approach. The entry for STARS handoff to I90 is **"△ 3 SLEW".** The keyboard entry to RF flight plan data to I90 is: **F9**, [BCN Code] *(space)* **AIA**, **ENTER**.

2-2-3. GENERAL

a. Aircraft Status. The feeder controllers must ensure that aircraft landing at Austin-Bergstrom reflect arrival status in the STARS.

b. VFR Aircraft. **All VFR aircraft must have a "V" in the SDS area or have the aircraft** call sign prefixed with a **"Z".**

c. Pipe Line Aircraft. Aircraft performing pipeline patrol **must be prefixed with "ZPL"** to indicate that they are VFR on pipeline patrol.

2-2-4. MINIMUM SAFE ALTITUDE WARNING AREAS

The Minimum Safe Altitude Warning (MSAW) aural alarm areas for the AUS, EDC, GTU and HYI towers are defined as being cylinders at each airport with a 10 NM radius from the center of the field, extending from the surface to 4500 feet MSL.

SECTION 3 – AUTOMATED INTRA-FACILITY TRANSFER

2-3-1. AUTOMATED INFORMATION TRANSFER (AIT)

Transfer radar identification, altitude control, and/or additional control information, without verbal coordination under the following conditions:

a. During radar handoff or point-out; and

b. Via information displayed in full data blocks (e.g., scratchpad entries, interim altitude depictions in the additional line of a STARS data block, etc.). To transfer interim altitude information via the STARS data block use the following:

1. Only the STARS data block owner may alter an interim altitude of an aircraft.

2. Use the IFR key (**+**) and three (3) digits to SLEW to an aircraft; where the digits equal hundreds of feet (e.g., **"+**070**"** would indicate an interim altitude of 7000 feet MSL). **(An entry of "+**000**"** clears the interim altitude.)

NOTE–
Information transferred using AIT procedures may be bi-directional, and may involve more than two sectors. Complete coordination, awareness of traffic flow, and understanding of ***each position's responsibilities concerning AIT proce****dures cannot be overemphasized.*

2-3-2. TRANSFER OF RADAR IDENTIFICATION (POINTOUT)

All personnel shall follow the guidance contained in FAA JO 7110.65, Transfer of Radar Identification when using automation capabilities (STARS) to transfer radar identification or information between radar positions.

a. Automated point-out procedures may be used in lieu of verbal point-out procedures under the following conditions:

1. Automated point-outs must be initiated and completed for one (1) position at a time.

2. Aircraft data block information must be accurate before initiating the point-out.

3. Aircraft Mode C must be validated and depicted before initiating the point-out. For aircraft either climbing or descending use of AIT procedures described in paragraph 2-3-1, Automated Information Transfer (AIT) above must be utilized.

4. A redirected handoff from one controller to another intra-facility controller constitutes the acceptance of a point-out from the controller initiating the redirected handoff.

5. For KAUS Arrivals (IFR/VFR): An automated point-out from Austin Finals to Austin Tower shall constitute an approval request (APREQ) for Austin Finals to transition through Tower departure airspace. Upon acceptance of the point-out, Austin Finals may continue descent, vector through Tower departure airspace, resume VFR navigation to the airport, or issue a visual approach clearance **and switch the aircraft to the Tower's frequency** when appropriate.

6. For KAUS Departures (IFR/VFR): An automated point-out from the Radar West or Radar East departure controller to Austin Finals shall constitute an approval request (APREQ) for that aircraft to transition through Finals airspace at or below 2,500 feet MSL. (Chapter 5, Pre-Arranged Coordination, automatically authorizes this transition above 2,500 feet MSL.) Upon acceptance of the point-out, the departure controller may allow the aircraft to transition Finals airspace and proceed on course.

7. For Satellite Airport Arrivals (IFR/VFR): An automated point-out of a satellite airport arrival between control positions within Austin airspace shall constitute an approval **request (APREQ) for the initiating controller to briefly transition the receiving controller's** airspace enroute to the satellite airport. Upon acceptance of the point-out, the aircraft may continue descent, resume VFR navigation to the airport, or issue a visual approach clearance **and switch the aircraft to the satellite tower's frequency or CTAF when** appropriate.

8. For Satellite Airport Departures (IFR/VFR): An automated point-out of a satellite airport departure between control positions within Austin airspace shall constitute an approval request (APREQ) for the initiating controller to briefly transition the receiving **controller's airspace. Upon acceptance of the point**-out, the aircraft should be turned and climbed to proceed on course.

9. For Enroute Traffic (IFR/VFR):

(a) These procedures must apply to all radar positions equally, regardless of which position initiates an automated point-out and which position accepts the point-out.

(b) The destination airport or an intermediate NAVAID must be displayed in one of the aircraft data block scratchpads.

(c) After a point-out has been accepted, the initiating controller must not change the route of flight or the assigned altitude of the aircraft until verbal coordination has been accomplished with the receiving controller. The only exception to this procedure must be to allow IFR traffic to conform to Letters of Agreement with adjacent facilities.

2-3-3. INTRA-FACILITY TRANSFER OF CONTROL (HANDOFF)

The intra-facility transfer of control/communication transfer must take place after a radar **handoff is accepted in the transferring controller's airspace and under the following** conditions:

a. The receiving controller has control for climb or descent into their airspace and must **not issue any changes to an aircraft's heading which** would permit a course reversal or which would prevent the aircraft from entering their area of jurisdiction in a normal manner. The receiving controller has control for climb or descent to conform with LOA altitude requirements.

b. The receiving controller shall not issue any changes to an aircraft's heading or altitude, which would conflict with the departure courses off the Austin-Bergstrom International Airport.

c. Assigned altitudes not in accordance with paragraphs **2-8-1 a2** & **a3** of this order will be coordinated either verbally or by **using the "+" altitude STARS** AIT entry.

2-3-4. SILENT HANDOFFS

Silent handoffs are authorized on all aircraft with an associated full data block if the handoff is in compliance with the following procedures:

a. Local Control must determine if the Tower Terminal Display Workstation (TDW) is acceptable for use in accordance with FAA JO 7210.3.

b. Local Control must use the STARS **"Quick Look" function for the purpose of silent** handoffs. Local Control must Quick-Look Austin Finals (AF) and Feeder radar positions (RW, RE, & RS).

c. Local Control must ensure departures acquire correctly on the appropriate departure position with accurate departure fix or destination and requested altitude in compliance with AUS LOAs. Data blocks without complete information must be verbally coordinated.

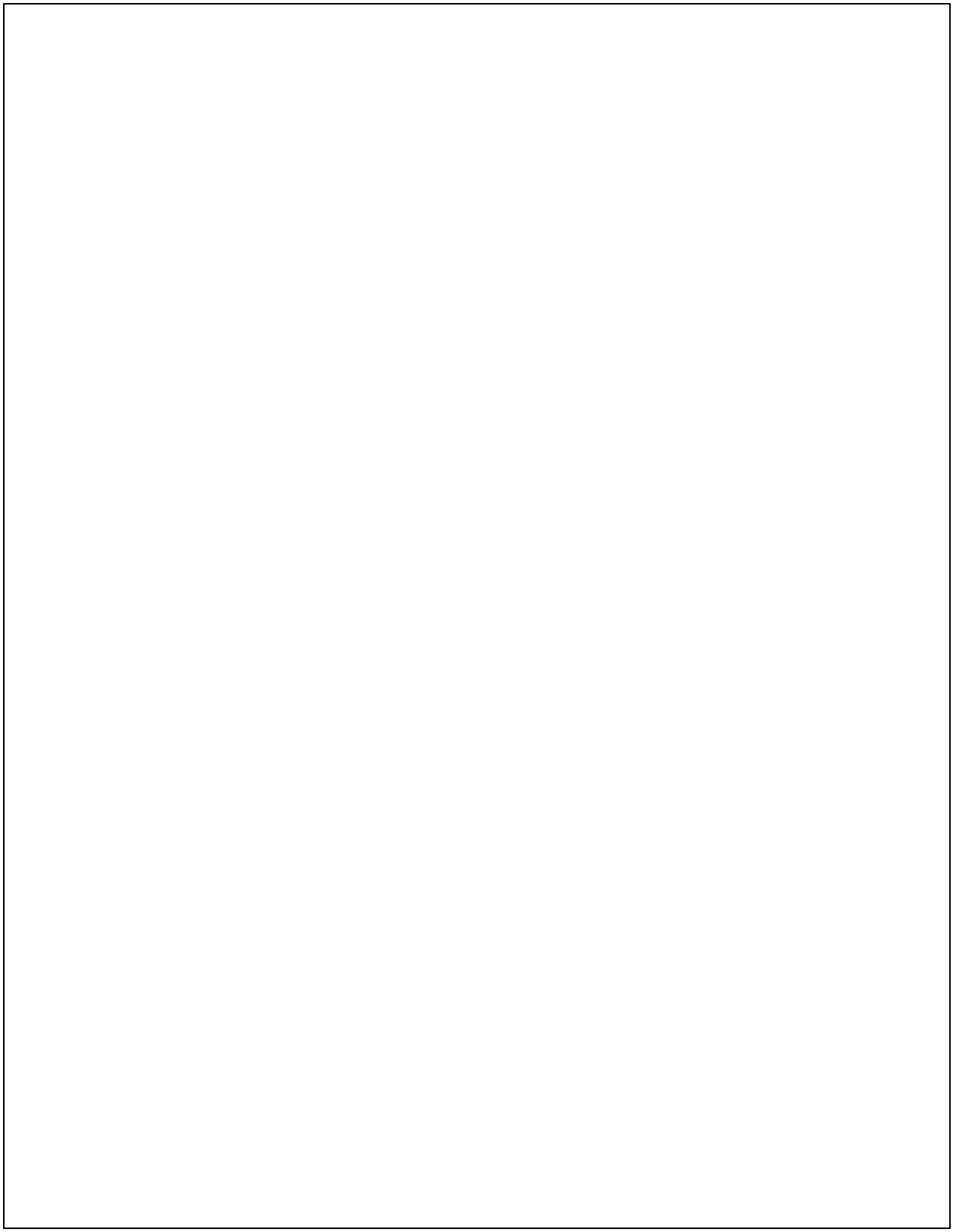
d. Local Control may depart an aircraft with an LOA assigned beacon code without scratchpad information if the destination is downtown Austin (CTY). The data block must be tagged **on the receiving controller's position symbol.**

e. Austin Finals must remain clear of the departure corridor unless prior coordination has been accomplished.

f. Austin Finals must instruct all aircraft to contact Austin Tower in a manner that will indicate the approach sequence, no closer than 5 flying miles from the runway, and no more than 15 miles from the airport unless coordinated.

2-3-5. TRANSFER OF VISUAL SEPARATION APPLICATION

The transfer of control of aircraft maintaining visual separation is authorized between positions/sectors at Austin ATC Tower once coordination is completed, on an individual basis.



SECTION 4 – BEACON CODES

2-4-1. NON-DISCRETE BEACON CODES

When a flight progress strip is received that has been assigned a non-discrete beacon code contact the sector that will work the aircraft in Houston Center's airspace and request a discrete beacon code.

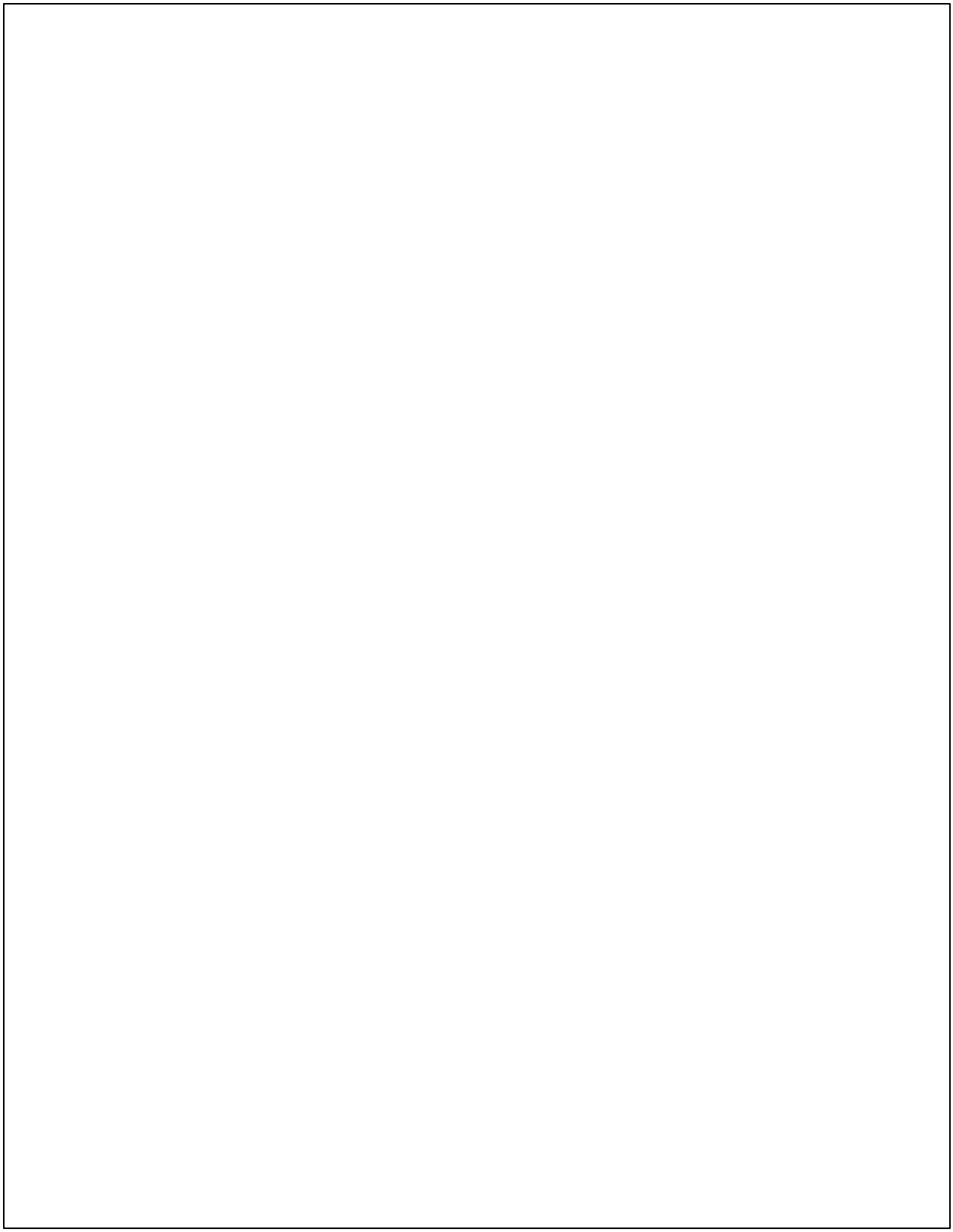
2-4-2. BEACON CODE ASSIGNMENT/MONITORING

a. When STARS is operational, beacon codes will be assigned by either the ARTCC or STARS computer.

b. The allocated facility code blocks have been distributed to accommodate the various statuses of flights as follows:

0201-0252	*VFR*	VFR aircraft *(sequential selection)*
0253	PL14	VFR Energy Transfer Pipeline aircraft
0254	PCHR3	VFR
0255	SHINR55	VFR AASF-TANG aircraft
0256	PCHR2	VFR
0257	PCHR1	VFR
0260	PL4	VFR TAF Pipeline aircraft
0261	SHINR13	VFR AASF-TANG aircraft
0262	SHINR26	VFR AASF-TANG aircraft
0263	SHINR27	VFR AASF-TANG aircraft
0264	SHINR28	VFR AASF-TANG aircraft
0265	SHINR65	VFR AASF-TANG aircraft
0266	SHINR99	VFR AASF-TANG aircraft
0267	MED14	VFR Stat Air Medical aircraft
0270	TOUR1	VFR Alamo Tours aircraft
0271	SF1	VFR Star Flight aircraft
0272	SF2	VFR Star Flight aircraft
0273	SF3	VFR Star Flight aircraft
0274	PL1	VFR Gulf Coast Pipeline aircraft
0275	AIRR1	VFR Austin Police Department aircraft
0276	DPSS100	VFR Texas Department of Public Safety aircraft
0277	AIRR2	VFR Austin Police Department aircraft
0601	Z10UE	VFR Skydive Lonestar PAJA aircraft
0602	Z87RM	VFR Parachute San Marcos PAJA aircraft
0603-0607	*VFR*	VFR Reserved for other Parachute Jump (PAJA) aircraft
0610-0627	*VFR*	VFR Assigned to GTU Tower
0630-0647	*VFR*	VFR Assigned to HYI Tower
0650	***IFR***	IFR aircraft *(sequential selection with below IFR codes)*
0651	ABPLN	VFR Austin Biplane aircraft
0652-0677	***IFR***	IFR aircraft *(sequential selection with above IFR code)*

c. Codes 0201-0277, 0601-0647 and 0651 have the minimum safe altitude warning (MSAW) inhibited for VFR operations.



SECTION 5 – RADAR OPERATIONAL MODES

2-5-1. STARS OPERATIONAL MODE TRANSITION PROCEDURES

The normal operating mode to be utilized is FUSED. When FUSED is not operationally feasible or is unavailable, use the transition procedures for utilizing other operating modes as described below.

NOTE– *FUSED, Single Sensor, and Multi modes are all products of the STARS Radar Data* ***Processors (RDP's). In the event that both RDP's fail, Direct Sensor Access (DSA) is the*** *only backup available (FUSED, Single Sensor, and Multi will be unavailable) and should only be utilized for short term emergency transitioning procedures.*

a. Definitions.

1. FUSED – **A "smoothed" display of targets that are generated from all available** sensors, both ground based, Austin (AUS), Rogers (QYS), Morales (QNA), and satellite based (ADS-B). Target updates occur every second and with the aid of a computer calculated position provide a target which appears to be constantly moving (not **"jumping').** FUSED is the normal operating mode to be used when available.

2. Single Sensor – A mode where the radar sensor can be selected on an individual basis. **Targets will be displayed in a "top hat" configuration (primary displayed in blue and** the associated secondary beacon slash in green). STARS will still be receiving data from the other available sensors. AUS radar in single sensor mode is the preferred mode when FUSED is not available.

3. Multi – A mode where all available sensors provide data to the STARS computer which then displays the target of highest confidence (requires 5 NM target and obstruction separation).

4. Direct Sensor Access (DSA) – DSA utilizes a raw radar feed from a single sensor (selectable) and displays only primary and secondary radar data with no automation interface (since there is no position symbol, targets cannot be tagged). DSA is a backup mode only to be used when both STARS Radar Data Processors fail. Radar data is sent directly to the **displays, bypassing the RDP's (both altitude and beacon codes are available since that** comes directly from the radar sensor).

b. Operational Modes.

1. Single Sensor:

(a) AUS radar in single sensor mode is the preferred mode when FUSED is not available. Apply standard lateral and vertical separation in accordance with national directives.

(b) When the single sensor selected is a Long Range Radar site (QYS or QNA), separation increases to 5 NM for aircraft, 5 NM for aircraft and obstructions, and 2½ NM for aircraft and adjacent airspace. Use the MVA-5 chart for the increased separation for obstructions. Passing and diverging procedures are not authorized.

(c) Non-radar criteria may be more advantageous for successive departures. Diverging headings issued by the tower must be coordinated with the radar controller. Radar controllers must use an appropriate form of radar identification for departure aircraft since the target may not be observed within one mile of the runway departure end.

2. Multi Mode:

(a) Apply 5 NM for aircraft, 5 NM for aircraft and obstructions, and 2½ NM for aircraft and adjacent airspace. Use the MVA-5 chart for the increased separation for obstructions. Passing and diverging procedures are not authorized.

(b) Non-radar criteria may be more advantageous for successive departures. Diverging headings issued by the tower must be coordinated with the radar controller. Radar controllers must use an appropriate form of radar identification for departure aircraft since the target may not be observed within one mile of the runway departure end.

3. Direct Sensor Access:

(a) When the AUS sensor is used, apply standard lateral and vertical separation minima in accordance with national directives.

(b) When either the QYS or QNA sensors are used, apply 5 NM separation as in Single Sensor or Multi Mode operations above.

(c) Limitations:

i. There is no automation interface available when in DSA Mode. All handoffs must be manually coordinated.

ii. Full data blocks that were on the display prior to entering DSA mode will remain displayed and continue to track with the associated target. All subsequent aircraft will be displayed only with associated altitude and beacon code. There will be no position symbols and therefore controllers will not have the ability to initiate any new tracks or display/modify any data on existing tracks.

iii. Departure messages (DM's) must be sent via FDIO.

(d) Best Practices

i. Display the beacon codes (MULTI FUNC, B)

ii. Use the CYAN color highlight to identify targets under your control (center button associated with trackball slew).

c. Responsibilities. The OSIC/OCIC is responsible for ensuring all transition procedures are initiated and terminated in accordance with this order and applicable LOAs.

1. When aware of any radar sensors that are or will be out of service, notify TechOps. Any sensor not in service must be disabled to prevent erroneous data from being processed. TechOps will disable the appropriate sensor after coordinating with Air Traffic. If TechOps is unavailable, the OSIC/OCIC must disable the sensor via a STARS keyboard entry as follows:

(a) To disable a sensor – **MULTI FUNC**, **2**, **S**, **T**, [RADAR ID], *****, **D**, **ENTER**

(b) To enable a sensor – **MULTI FUNC**, **2**, **S**, **T**, [RADAR ID], **E**, **ENTER**

NOTE– RADAR ID's are "A" for AUS, "R" for QYS, "N" for QNA

2. Normal operations are conducted in "MODE FSL" and "SITE FUSED". When FUSED is not available, Single Sensor with AUS selected **is the next preferred "SITE"** configuration. Next best SITE selection would be MULTI, which would provide data from all available sensors. Then single sensor for QYS or QNA; and finally, ADS-B.

NOTE – From the DCB select "SITE", the appropriate sensor, "DONE". *This entry must be made at each individual operating position. The entries may be made through the keyboard as well by pressing:* ***"SITE", {RADAR ID}, ENTER.***

3. If it becomes necessary to change to DSA Mode; from the DCB select "MODE" and "DSA", "ACCEPT". The keyboard entry is a toggle between FSL mode and DSA mode. **The entry is the simultaneous pressing of the "F16" and "D"** keys.

4. Notify adjacent facilities as necessary.

5. Make an entry on FAA Form 7230-4, Daily Record of Facility Operation, stating an explanation for operational mode transition.

EXAMPLE–
MULTI SENSOR MODE IN USE, AUS RADAR OTS

6. Make an ATIS broadcast advertising any reduction in services.

2-5-2. NON-RADAR TRANSITION PROCEDURES

In the event that AUS loses the ability to provide RADAR service, use the following procedure:

a. Inform aircraft that radar service is not available.

b. Establish appropriate non-radar separation.

c. Advise VFR aircraft inbound to AUS to contact AUS tower.

d. Implement the provisions of contingency plan ATC Limited.

1. Coordinate with adjacent/overlying facilities.

2. Stop departures.

3. Stop inbounds not already in AUS airspace.

4. Transfer control of airborne IFR aircraft to Houston Center.

5. Release Austin TRACON airspace to Houston Center.

6. Transition to VFR Tower operations.

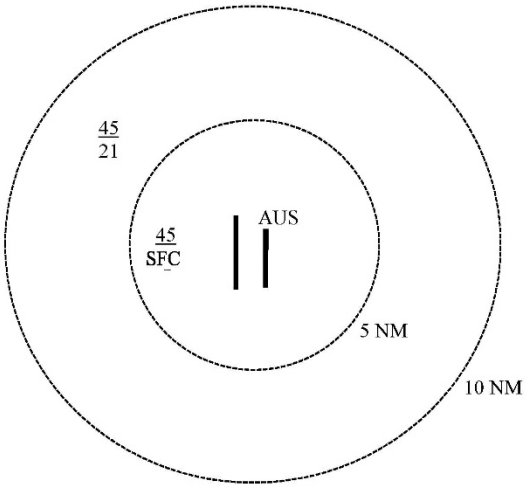
SECTION 6 – CLASS C SERVICE

2-6-1. CLASS C AIRSPACE

a. Areas defined

1. The Austin Class C airspace extends upward from the surface up to and including 4500 feet MSL within a 5 N.M. radius of the Austin-Bergstrom International Airport and extends upward from 2100 feet MSL to 4500 feet MSL within a 10 N.M. radius of Austin-Bergstrom International Airport.

2. The outer area airspace extends outward from the airport to 20 N.M. and extends from the lower limits of radar/radio coverage up to the ceiling of Austin Approach Control's delegated airspace excluding the Class C airspace.



b. Flight Data/Clearance Delivery:

1. Must obtain destination/special requests, headings and proposed cruising altitude on all VFR departures, enter flight plan information into STARS, then issue the STARS generated transponder code and the appropriate departure control frequency. VFR departures will be assigned the departure control frequency according to departure course, regardless of flow. If the departure frequency is questionable or non-standard, place a "W", "E", "S" or "A" on the flight progress strip, Box 8, to indicate which radar position and frequency the aircraft is assigned.

2. Prepare the data on a flight progress strip showing aircraft call sign, initial outbound heading or destination. If the destination airport is unknown, the on course heading should be solicited and entered on the strip.

3. Advise aircraft requesting touch and goes to remain on tower frequency while in the local traffic pattern to contact Ground Control on the appropriate frequency and prepare a **flight progress strip with the aircraft identification, type, and symbol "T/G"** only.

4. Must enter the flight plan information (call sign, type aircraft, requested altitude, and destination airport or departure heading) into the STARS or the NAS via the FDIO on all proposed VFR aircraft departing the Austin-Bergstrom International Airport.

5. Forward the strip to the Ground Controller when all actions are complete.

c. If an IFR cardinal altitude is delegated to a position of operation, the VFR altitude **associated 500'** below the cardinal altitude is also delegated to the same position of operation unless otherwise designated.

d. Local Control (Local East [T], Local West [X]) must:

1. Restrict VFR departures to a heading within the departure course as defined in paragraph **3-2-3k** of this order.

2. Provide conflict resolution between successive departures. If other than tower applied visual separation is provided, coordination must be effected with the appropriate controller.

3. Provide the initial separation between successive departures and other aircraft in the surface area.

e. TRACON Operational Position Responsibilities.

1. Feeder Positions – Radar West (RW), Radar East (RE) and Radar South (RS):

(a) Provides the required Class C services to all aircraft being worked within their area of responsibility.

(b) After coordination with the final controller, allow departures to proceed on course as soon as possible.

2. Austin Finals (AF) must provide the required Class C services to all aircraft operating within their area of jurisdiction.

3. Satellite Radar (SR) must provide services to all aircraft operating within their area of jurisdiction.

4. All radar positions must avoid the tower departure area unless approved by Local Control.

SECTION 7 – FLIGHT PROGRESS STRIPS

2-7-1. STRIP USAGE

a. Strips must be used in the TRACON for all IFR departures from satellite airports and any IFR/VFR overflights.

b. Full strips must be used in the Tower for IFR departures and half strips must be used in the Tower for VFR departures.

c. In the event of the facility-wide failure of STARS FSL, full strips must be used for all IFR operations.

2-7-2. VFR

a. VFR departure strips, when required, must contain as a minimum the following information:

Box 1	Aircraft identification
Box 2A	Aircraft location when offered by the pilot
Box 3	Aircraft type
Box 5	Beacon Code
Box 7	Requested altitude
Box 8	Departure frequency *(if necessary)*
Box 8B	Runway and intersection assignment *(if other than the approach end of the runway)*
Box 9A	Proposed initial departure heading or destination airport within the Austin terminal airspace. Include special requests. *(Example: ILS @ HYI)*
Box 9B	ATIS information letter, when offered by the pilot

b. VFR overflight strips, when required, must contain as a minimum the following information:

Box 1	Aircraft Identification
Box 3	Aircraft type
Box 9	Altitude
Box 9A	Destination

2-7-3. IFR

a. IFR departure strips, when required, must contain as a minimum the following information:

Box 1	Aircraft identification
Box 2A	Aircraft location when offered by the pilot
Box 3	Aircraft type
Box 5	Beacon Code
Box 7	Requested altitude
Box 8	Departure airport
Box 8B	Runway and intersection assignment *(if other than the RWY approach end)*
Box 9	Clearance limit, route, destination, and departure restrictions if appropriate
Box 9A	Enroute Spacing Program *(ESP)* and time released *(Example: ESP 1815)*
Box 9B	Check mark to indicate that the clearance was issued to the pilot by voice or PDC, "W" if issued and accepted by CPDLC
Box 10	ATIS Code
Box 11	*Not defined*
Box 12	*Not defined*
Box 13	Time aircraft calls ready for taxi to the runway *(when directed by COS/CCIC)*
Box 14	*Not defined*
Box 15	*Not defined*
Box 16	*Not defined*
Box 17	Time aircraft cleared for takeoff *(only used if the time the aircraft is cleared for takeoff is more than [15 minutes + normal taxi time] from box 13 time)*
Box 18	*Not defined*

b. IFR overflight strips shall contain as a minimum the following information

Box 1	Aircraft identification
Box 3	Aircraft type
Box 5	Beacon code
Box 6	Coordination fix
Box 8	ETA at coordination fix
Box 9	Altitude and route

1 2 2A	5	8	9 9B	10	11	12	
3	6	8A		13	14	15	
4	7	8B	9A 9C	16	17	18	

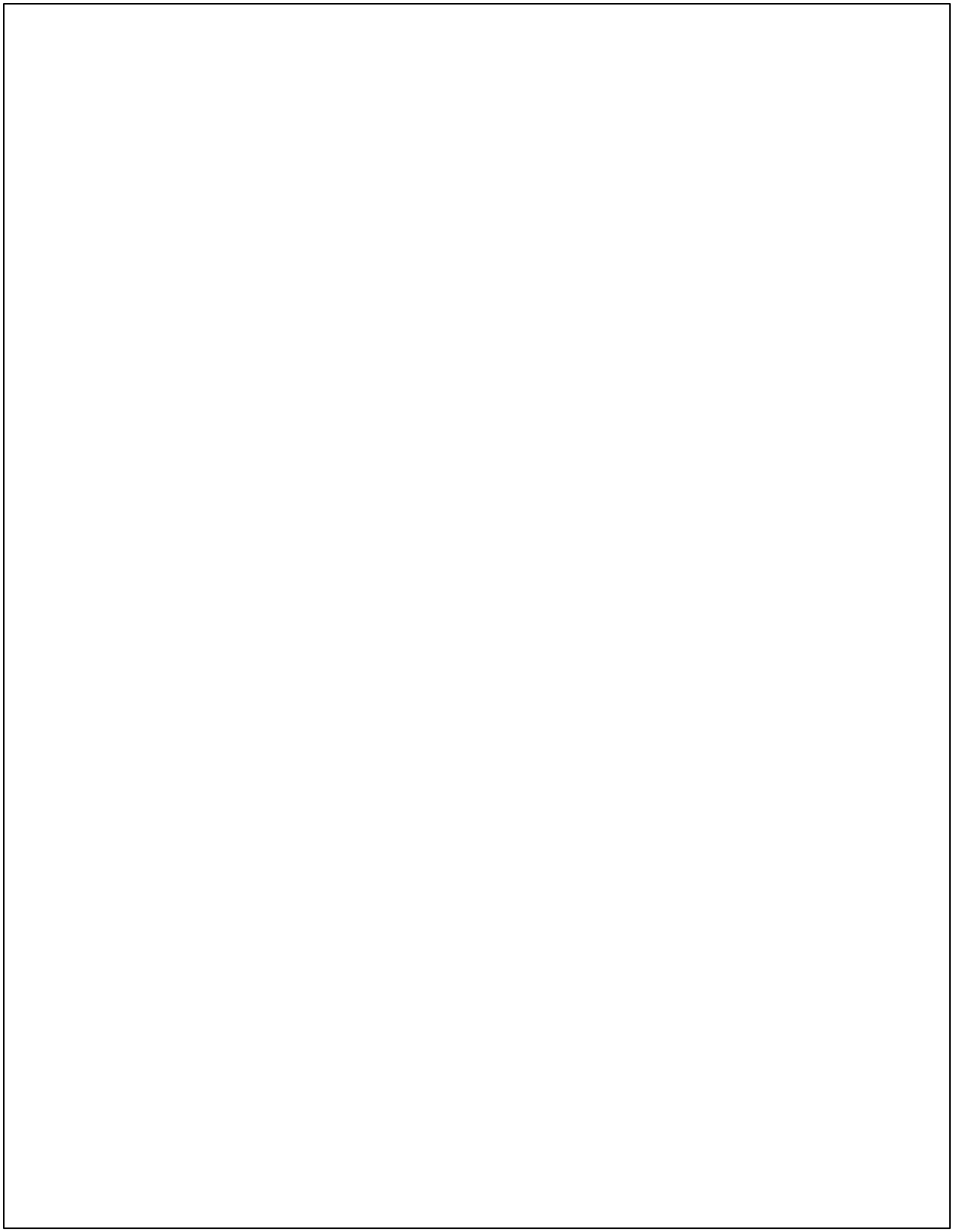
SAMPLE FLIGHT PROGRESS STRIP

2-7-4. IDENTIFIERS/ABBREVIATIONS

The following identifiers/abbreviations are to be used for strip marking purposes.

PRACTICE AREA – (Pxx) (to be used for aircraft destined to the practice areas northeast, southeast, southwest and northwest of the Austin-Bergstrom International Airport)

SR	State Ramp
(#)	Air Carrier gate number *(number only)*
MR	Maintenance Ramp
CR	Cargo Ramp
GR	Guard Ramp
WR	Water Road
ATA	Atlantic Ramp
SIG	Signature Ramp
MLN	Millionaire Ramp



SECTION 8 – LOCAL FLOW MANAGEMENT

2-8-1. TRAFFIC MANAGEMENT

These traffic management procedures must be used for Austin-Bergstrom International Airport except when traffic, weather, or other conditions dictate otherwise.

a. The feeder positions (Radar West, Radar East and Radar South) must establish the initial sequence for aircraft entering the terminal area on arrival routes within the positions' area of operation and, as traffic dictates, should vector arriving aircraft to a downwind flow for handoff to the Austin Finals Position. Radar East should sequence to an east downwind. Radar West should sequence to the west downwind. When Radar East sequences to the west downwind, Radar East is responsible for sequencing Radar East's traffic with Radar West. When Radar West sequences to the east downwind, Radar West is responsible for sequencing Radar West's traffic with Radar East's traffic.

1. This procedure applies only to IFR aircraft not on an RNAV STAR.

2. South Flow

(a) Arrivals from Radar East airspace should be assigned 6000 feet.

(b) Arrivals from Radar West airspace should be assigned 5000 feet.

(c) Arrivals from Radar South airspace should be assigned 6000 feet (for handoff to Radar East for sequencing).

3. North Flow

(a) Arrivals from Radar East airspace should be assigned 5000 feet.

(b) Arrivals from Radar West airspace should be assigned 6000 feet.

(c) Arrivals from Radar South airspace should be assigned 6000 feet.

b. Balancing Traffic

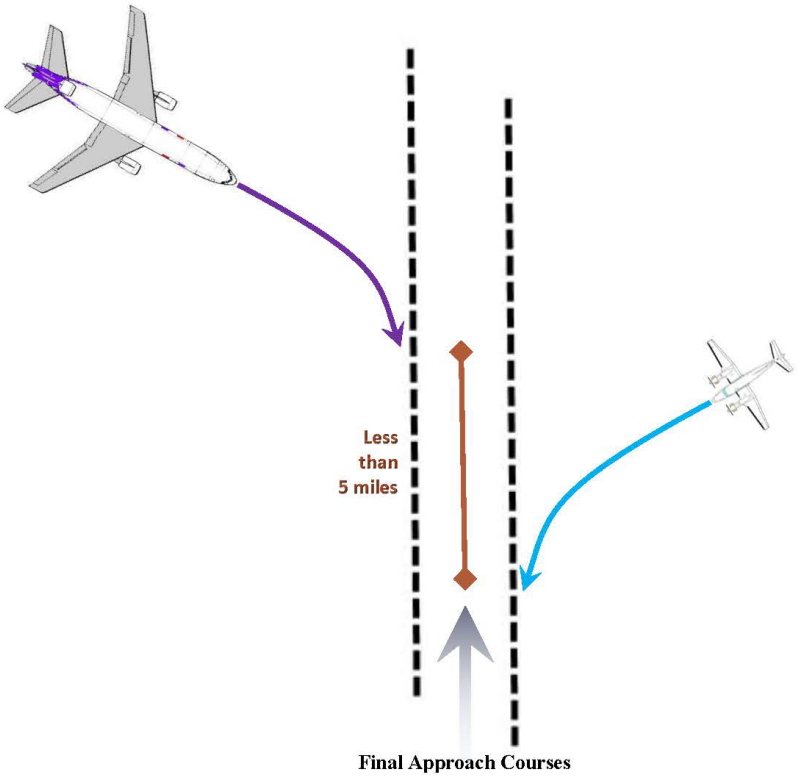
1. If an opportunity exists to balance the volume of traffic to the parallel runways, change the aircraft runway assignment as necessary.

2. Sequencing an aircraft to a runway that more closely conforms to the aircraft's parking area is not always advantageous to the pilot or the controllers. Be aware that balancing the flow of arrivals to the runways will likely be more efficient.

3. These practices facilitate the use of simultaneous visual approaches and simultaneous dependent (staggered) instrument approaches to AUS.

c. Definitions.

Opposing Bases. Aircraft from the opposite sides of the final approach courses flying toward the finals where the lateral distance between where the flight paths intersect the final approach courses is less than 5 miles.



2-8-2. FLOW MANAGEMENT

In order to prevent saturation of the system, flow management should be implemented as necessary to control the flow of traffic. The flow control phases may be implemented for the total facility or for a specific position or function.

a. Phase I (Departures)

1. Tower should avoid coordinating for deviations from Standard Operating Procedures.

2. VFR departures: Like type aircraft must be spaced at least 2 miles in trail.

3. IFR departures: Like type aircraft must be spaced at least 5 miles in trail.

b. Phase II (Departures)

1. VFR departures: Like type aircraft must be spaced at least 4 miles in trail.

2. IFR departures: Like type aircraft must be spaced at least 10 miles in trail.

c. Phase III

1. Stop all ABIA departures.

2. Phase III flow control should be used for brief periods to allow time to determine the next phase of flow control or during below minimum weather conditions, equipment failures, or airport emergencies/closures.

d. Arrival/Enroute delays shall be logged by:

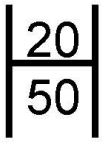
1. Record callsign and type aircraft on a blank half strip and place an "H" in Box 8.

2. Entering the time the aircraft begins holding (within top part of the "H").

3. Entering the time the aircraft is cleared out of holding (within bottom of the "H").

4. The total delay is computed and forwarded to OSIC/RCIC for entry into OPSNet.

EXAMPLE –



e. Departure delays of 15 minutes or more (beyond normal taxi time) must be recorded by making the following entries on the individual IFR flight progress strip (FPS):

1. Entering the time the aircraft calls ready for taxi in Box 13.

2. Entering the actual time the aircraft is cleared for takeoff in Box 17.

3. Forward the affected FPS to the COS/CCIC for entry into OPSNet.

2-8-3. DIRECTIONAL FLOW CHANGE AT ABIA

These instructions are to be used when it becomes necessary to change the directional flow at Austin-Bergstrom International Airport:

a. Tower:

1. Coordinate with the OSIC/RCIC to determine the need for a runway change.

2. Coordinate between LC and GC to determine the last departure(s) that will taxi to the current runway flow and which departure(s) will go to the new flow.

3. Coordinate with the OSIC/RCIC to determine the last arrival/departure for the current runway flow and first arrival to the new flow (Callsigns and Runways must both be stated).

4. All automatic releases are cancelled once a flow change has been initiated.

5. After the last arrival to the current runway flow for each runway:

(a) Change the ILS direction for that runway.

(b) If necessary, change the lighting settings for the runway and approach lights.

6. Change the CTRD map settings (TDW STARS maps) to the new flow.

7. Change the WSP settings to the new flow.

8. Update the D-ATIS and the ATIS code on the NIDS to reflect the runway(s) change.

9. Coordinate with the OSIC/RCIC to restore automatic departure releases.

b. TRACON:

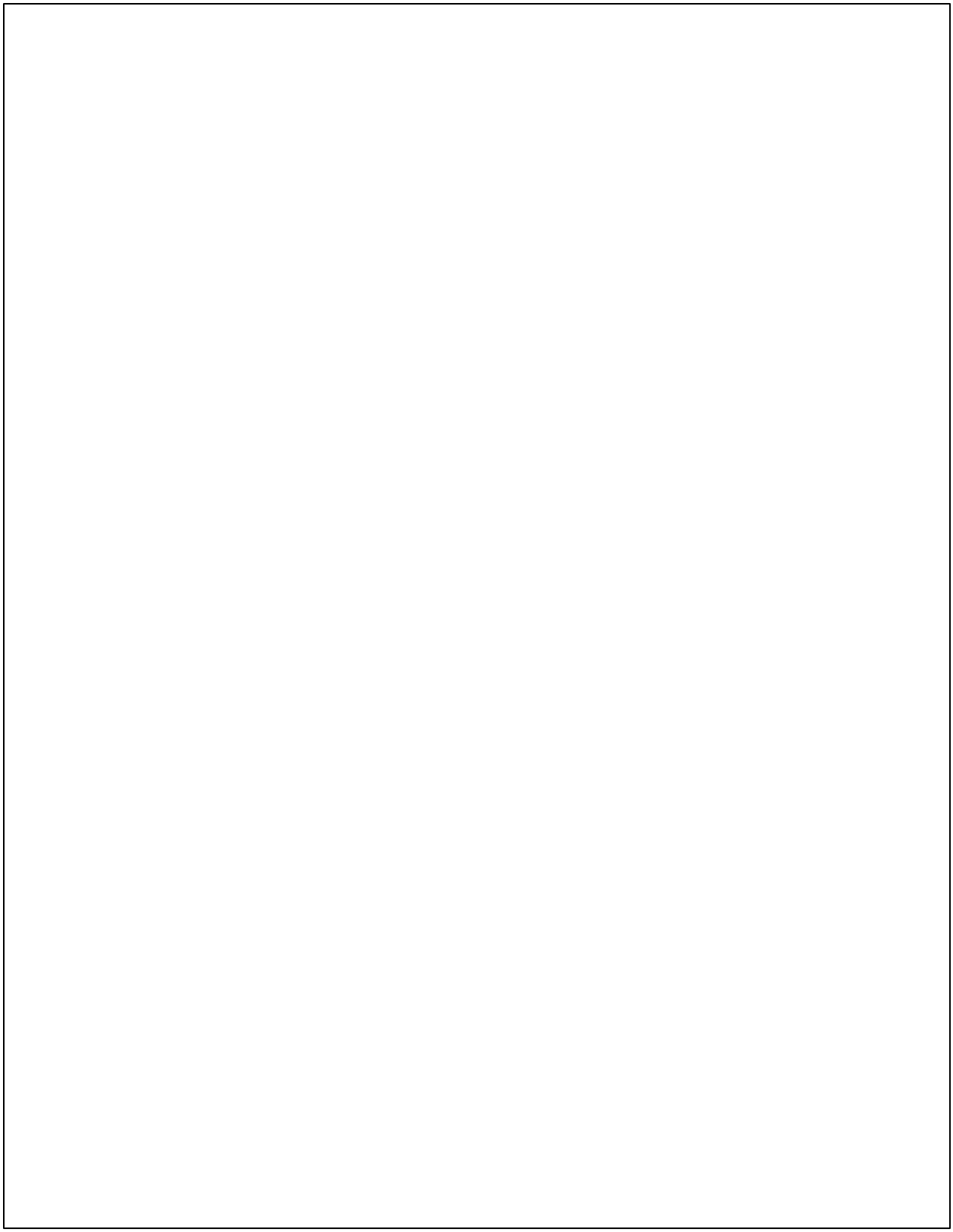
1. Coordinate with the Tower OS/CCIC to determine the need for a runway change.

2. Coordinate between RW, RE, RS and AF to determine last arrival(s) to the current runway flow and which arrival(s) will go to the new flow.

3. Coordinate with the Tower OS/CCIC to determine the last arrival/departure for the current runway flow and first arrival to the new flow (Callsigns and Runways must both be stated).

4. All automatic releases are cancelled once a flow change has been initiated.

5. Check that the TRACON ILS indicators correspond with the change.
6. Change the TCW STARS maps to the new flow.
7. Change the WSP settings to the new flow.
8. Verify the ATIS has been updated on the NIDS.
9. Coordinate with the Tower OS/CCIC to restore automatic departure releases.
10. Coordinate the new flow with ZHU Sectors (STV, BSM and IDU).
11. Coordinate the new flow with ZHU/TMU.



SECTION 9 – SPECIAL RPOCEDURES

2-9-1. SPECIAL ACTIVITY AIRSPACE (SAA)/SPECIAL USE AIRSPACE (SUA) NOTIFICATION PROCEDURES

The OSIC/CIC is required to notify impacted sectors of Special Activity Airspace (SAA)/Special Use Airspace (SUA) pending or actual activity. Any associated restriction area map must be activated if it is available. If there is no associated restriction area map, the AUS (Airspace and Procedures) specialist or the OM/OSIC/CIC will create one in STARS that outlines the defined area of the SAA/SUA. Upon the completion of the SAA/SUA activity the OSIC/CIC must notify the impacted sectors of the termination and ensure the associated restriction area map is deactivated.

2-9-2. PRACTICE INSTRUMENT APPROACHES FOR VFR AIRCRAFT

Approach Control feeder positions (RW, RE and RS) must issue climbout instructions to aircraft executing a missed approach or rerun at satellite airports.

a. IFR separation in accordance with FAA JO 7110.65 must be provided to VFR aircraft conducting practice instrument approaches at:

Austin-Bergstrom International Airport
San Marcos Municipal Airport
Georgetown Municipal Airport
Austin Executive Airport

b. IFR separation will not be provided to aircraft operating under VFR that practice instrument approaches to other satellite airports within the Austin terminal area.

2-9-3. TELEPHONE COMMUNICATIONS VIA RECORDED LINE

When equipment capabilities exist, every effort should be made to conduct conversations regarding ATC services, aircraft accidents, incidents and contingency operations on a recorded line.

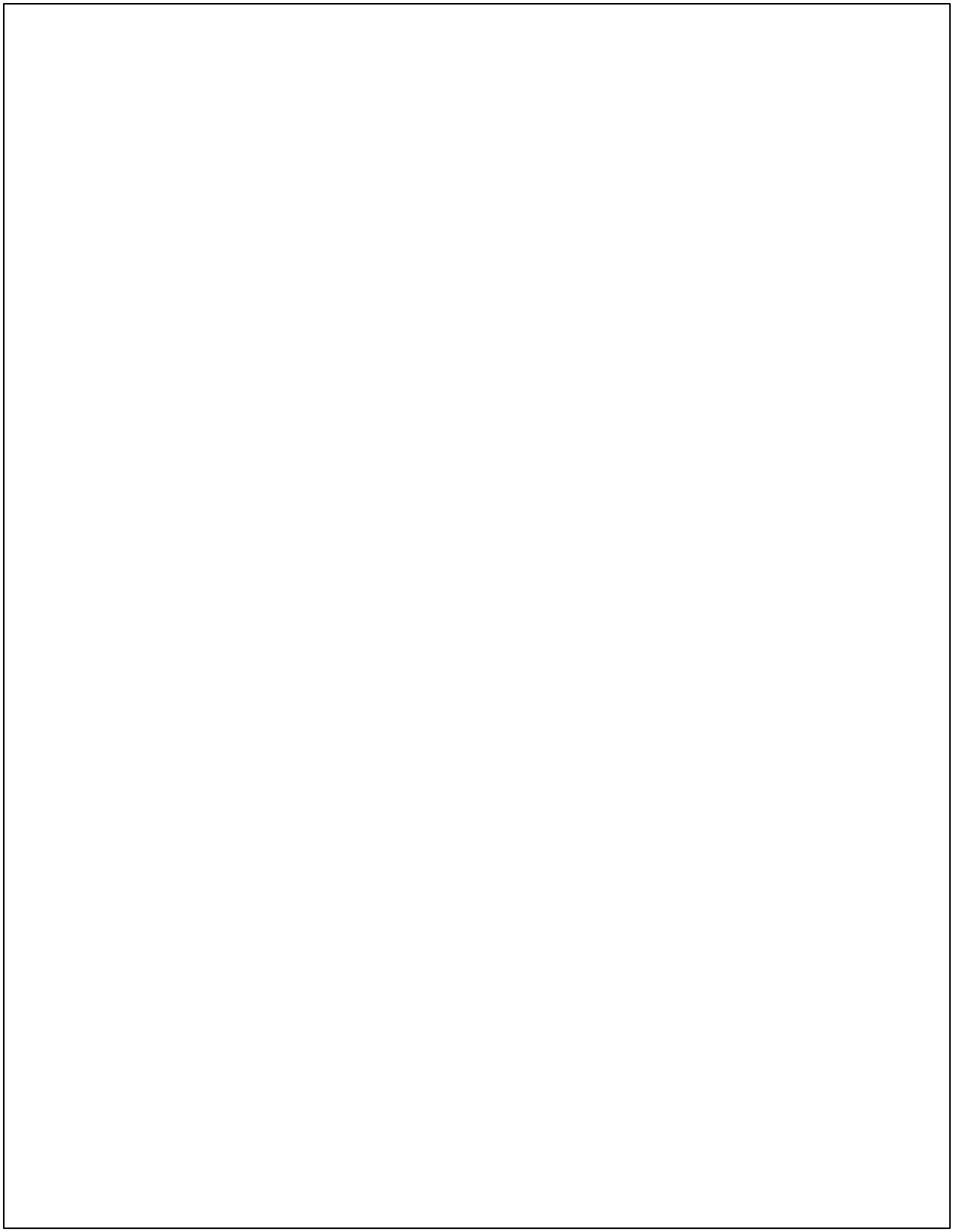
a. Recorded lines include:

1. TRACON …….. 512-369-7841

2. Tower ……... 512-369-7859

3. Approach Data ……. 512-369-7865/7866

4. Crash Phone …….. *auto-connect*



CHAPTER 3 – TOWER OPERATIONS

SECTION 1 – TOWER STANDARD OPERATING PROCEDURES (SOP)

3-1-1. RUNWAYS

a. For the application of separation criteria, the parallel runways (18L/36R & 18R/36L) are 6,700 feet apart, centerline-to-centerline. Water Road centerline is 700 feet from RWY 18R/36L centerline.

b. Traffic Patterns for all runways are at or below 2000 MSL.

3-1-2. TAXIWAYS

a. All taxiways are at least 75 feet wide and have no weight restrictions.

b. Taxiways with in-pavement lighting: "B", "F", "G1", "G2", "G3", "H", "M"; taxiway "G" east of taxiway "C" and taxiways "K" and "L" from the runway to taxiway "B".

c. Taxiways/Taxilanes without in-pavement lighting: "A", "C", "C1", "C2", "E", "J", "N", "P", "S", "T", "V", "W"; taxiway "G" west of taxiway "C" and taxiways "K" and "L" west of taxiway "B".

3-1-3. PRECISION APPROACH CRITICAL AREAS (ILS)

The ILS Critical Areas are depicted in **Appendix B**. Restrict the operation of aircraft and vehicles within the following ILS critical areas as specified in FAA JO 7110.65, par. 3-7-5.

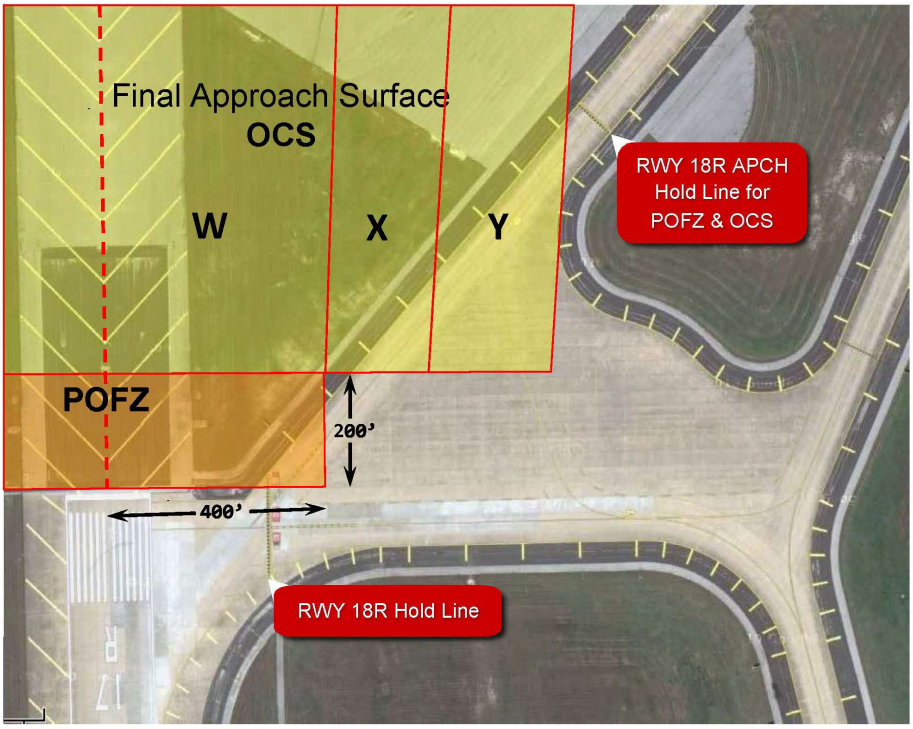
a. LOCALIZER CRITICAL AREA.

b. GLIDESLOPE CRITICAL AREA

3-1-4. PRECISION OBSTACLE FREE ZONE (POFZ) and OBSTACLE CLEARANCE SURFACES (OCS).

The POFZ and OCS at Austin-Bergstrom International Airport apply to runway 18R are depicted below. Restrict the operation of aircraft and vehicles within the following obstacle critical areas as specified in FAA JO 7110.65, par. 3-7-6.

(Illustrated in a graphic on the following page...)



3-1-5. INTERSECTION DISTANCES

The intersection departure distances for each runway are depicted in **Appendix B**.

3-1-6. MOVEMENT/NON-MOVEMENT AREAS

The movement/non-movement areas are depicted in **Appendix B**.

SECTION 2 – TOWER POSITIONS

Prior to assuming a position of operation the controller must self-brief on current and forecast weather through the Comprehensive Electronic Data Analysis and Reporting (CEDAR) **website link "WEATHER" (which goes to the NWS Pre**-Duty Weather Brief page).

After giving the required position relief briefing, the controller being relieved must remain plugged in for a minimum of two minutes monitoring the relieving controller to make sure all pertinent information and traffic situations are communicated and understood. At the end of the two-minute overlap (which can be waived by CCIC/OSIC), the controller being relieved must record their initials. The controller being relieved must ensure the appropriate A-SISO entries are made. *(This does not mean the controller must make the entry; the controller must ensure it is done.)*

3-2-1. CLEARANCE DELIVERY/FLIGHT DATA (CD)

a. Primary frequencies: 125.5 / 263.0

b. Prepares, updates and monitors the ATIS as required by FAA JO 7110.65. When the ATIS code is changed, FD must transmit the new code to the TRACON via the NIDS utilizing the immediate page display function.

c. Must ensure that the NIDS is updated:

1. Upon receiving new weather, runway changes or when the ATIS code changes.

2. When dictated by weather conditions specified in FAA JO 7110.65, enter **"PIREPS REQ" in the information** area.

3. Enter, update, or remove NOTAMS, flow restrictions and special activities as appropriate.

d. Must record PIREP's received by the Tower on AISR website and NIDS as directed by CCIC/OSIC.

e. Must make visibility observations when either tower visibility or visibility at the usual point of reference is less than four miles and forward the report to Clearance Delivery. Tower visibility values must then be entered into the ASOS OID. The tower visibility charts are contained in **Appendix B**.

f. Retain the SIGMET/AIRMET/CWA Information for further dissemination.

g. Must issue clearances as prescribed in current directives and letters of agreement.

h. Must copy clearances verbatim on flight progress strips and issue ATC manual clearances when the FDIO is out of service.

i. Pre-Departure Clearance (PDC): Upon receipt of a flight plan on the Tower Data Link System (TDLS) screen, CD must utilize the following PDC procedures to process the flight plan.

1. For those aircraft that do not have a SID in their route of flight, a selection in the frequency tab is mandatory.

2. The clearance will then be sent to the user. After acknowledgement by the user, a check mark will be put in Box 9B on the strip.

3. Revised flight plans previously sent via PDC must be issued verbally to the pilot.

4. If a reroute or revision occurs after the clearance has been issued, CD must mark "***REV***" (in red) on the old strip and leave it at the GC position. CD needs to keep the new strip.

j. Controller Pilot Data Link Communication (CPDLC):

1. For those aircraft that do not have a SID in their route of flight, a selection in the frequency tab is mandatory. Runway assignment and contact ground/clearance tabs are optional.

2. The clearance will then be sent to the user. Retain all flight progress strips at the **CD position until a "WILCO" message is received; then mark the strip with a "W" adjacent** to the route on block 9B.

3. Revised flight plans previously sent via CPDLC should be reissued to the pilot via CPDLC if able.

4. If a reroute or revision occurs after the clearance has been issued, CD must mark "***REV***" (in red) on the old strip and leave it at the GC position. CD needs to keep the new strip.

5. When an ALERT message is displayed, locate the aircraft and take appropriate action i.e. notify the controller in contact with the aircraft of their status and ensure proper clearance is received.

k. Must assign an initial altitude of 4000 feet to all IFR departures exiting AUS airspace.

l. Must issue a 3,500 foot initial altitude restriction to all departing VFR aircraft.

m. All aircraft, both IFR and VFR, departing AUS enroute to 50R should normally be assigned to Radar East.

n. All aircraft, both IFR and VFR, departing AUS enroute to EDC should normally be assigned to Radar East.

NOTE– *LC may change the departure controller assignment at the time of departure depending on the current workload of the RE, RW and AF sectors.*

o. For departure messages, must acknowledge Local Control and execute an ARTS Force Message (RF) before entering the Departure Message (DM).

p. Must issue local IFR clearances to aircraft requesting local IFR service as follows:

1. An airport within Austin ATC airspace:

(a) Obtain a computer generated beacon code by entering the appropriate information into the STARS computer, including the use of the IFR key.

(b) Clearance Limit – destination airport.

(c) Route of Flight – Radar vectors.

(d) Altitude – 3000' MSL.

2. VFR-On-Top (OTP) clearance which has not filed an IFR flight plan and will cancel IFR within AUS airspace:

(a) Obtain a computer generated beacon code by entering the appropriate information into the STARS computer, including the use of the IFR key, destination/clearance limit in △ scratchpad, "OTP" in + scratchpad.

(b) Clearance Limit – destination airport/fix within AUS airspace.

(c) Route of Flight – Radar vectors.

(d) Altitude – 3000' MSL.

3. VFR-On-Top (OTP) clearance which has not filed an IFR flight plan and will continue OTP outside AUS airspace:

(a) Obtain a computer generated beacon code by requesting NAS VFR flight following via the STARS computer, then amending the requested altitude to OTP/*xxx*.

(b) Clearance Limit – destination airport.

(c) Route of Flight – PDR on NAS generated flight plan.

(d) Altitude – 4000' MSL.

q. Special VFR aircraft will be assigned a VFR code. The first scratchpad must show "SVR" and the second scratchpad must show direction, "NW, NE, SE, SW, etc."

r. All local VFRs (AUS airspace only) should be prefixed with a "Z" followed by the last three numbers/letters of the callsign. If this leads to a duplicate abbreviated callsign then use the Z followed by the full callsign.

s. Must prepare flight progress strips in accordance with current strip marking procedures and forward the strip to the appropriate Ground Controller when the clearance is issued.

1. If the pilot states an ATIS code to Clearance Delivery, Clearance Delivery must write the ATIS code on the flight progress strip in Box 9B.

2. If provided by the pilot, Clearance Delivery must indicate the location of the aircraft on the airport in Box 2A of the departure strip.

t. Ensure that the Y scratchpad is updated with the correct destination or departure fix. This can be checked using "**Multifunction D** [*beacon*]." The controller may place a checkmark directly below the destination or departure fix to signify that this has been accomplished.

u. When Houston Center implements an Enroute Spacing Program (ESP) mark the affected flight plan with "***ESP_____***" (in red) in Block 9A of the flight progress strip.

v. When requested by Ground Control, obtain a release time from Houston Center for the ESP and mark the appropriate time on the flight progress strip.

w. Must update the STARS altimeter setting when the STARS is not receiving automatic input (altimeter must be within two hundredths of the altimeter supplied by weather service).

3-2-2. GROUND CONTROL (GC)

a. Primary frequencies are:

1. Ground Control East (GE) 121.9 / 348.6

2. Ground Control West (GW) 121.7

b. Normally worked from GE position.

c. If traffic conditions require, GC may be split into two positions, Ground Control East position (GE) and Ground Control West position (GW). When GC is split, GE assumes GC responsibilities for Taxiway G2 and all ground operations east of Taxiway G2 while GW assumes GC responsibilities for all ground operations west of Taxiway G2.

d. Must adhere to Airport policy for vehicular operations.

1. All authorized vehicles are to utilize the perimeter roads unless it is absolutely necessary to cross runways (*i.e.*, emergencies, airfield maintenance). GC must closely monitor vehicular crossings to ensure adherence to this policy.

2. GC should instruct all vehicles, other than ARFF and emergency vehicles that must operate on an active runway, to operate in a direction opposite to the aircraft traffic flow. GC must instruct these vehicles to contact LC on the tower frequency for clearance onto the runway and to remain on the appropriate Tower frequency while on the runway.

e. Controls aircraft and vehicles operating on the movement areas (including WATER ROAD) other than runways.

f. Must have traffic on Taxiway A give way to aircraft exiting the active runway.

g. Must use the Maintenance Ramp, or any other area designated by Airport authority, for engine run-ups, hazardous cargo, bomb threat, or general aircraft searches.

h. Assists the Local Controller in observing traffic.

i. Must review the flight progress strip to ensure the accuracy of appropriate departure instructions/restrictions.

j. Must write the assigned runway / intersection on the strip in red in Box 8B and post the strip at the Local Control position as the aircraft taxis.

k. Must assign air carriers taxiing from the main terminal ramp the runway that coincides with their direction of flight. Pilot requests for a different runway, other than the one assigned, will be assigned for safety/operational need only.

l. Must underline the route (in red) of an aircraft that will depart from a runway on the opposite side of the airport from their outbound flight path (*i.e.*, a westbound departure from the east runway or an eastbound departure from the west runway, IFR or VFR).

m. Must record a 2-digit time in Box 13 (aircraft ready for taxi) of an IFR departure flight progress strip when directed by the COS/CCIC for delay reporting IAW paragraph **2-8-2e**.

n. Push/power back operations that do not infringe upon the movement area or impede ingress thereto require only an acknowledgement. When other traffic is a factor, an instruction (advisory) to hold and approving the push / power back after the traffic is clear would be appropriate for any gate.

NOTE-
Movement of aircraft or vehicles on non-movement areas is the responsibility of the pilot, the aircraft operator, the driver, or airport management.

o. Must request a pilot report (PIREP) each hour from an aircraft taxiing out for departure to fulfill the requirement of FAA JO 7110.65, Paragraph 2-6-3.

p. Taxiing helicopters should be issued instructions to remain over paved surfaces to minimize blowing debris.

q. Fill out a VFR half strip for N121JV with the LOA assigned beacon code (0651) and Callsign (ABPLN). This code must only be used for downtown Austin (CTY) and Lake Travis (LAK) tour routes. The departure frequency should be shown per paragraph **2-6-1b1**.

3-2-3. LOCAL CONTROL (LC)

a. Primary frequencies are:

1. Local Control East (LE) 121.0 / 281.5

2. Local Control West (LW) 118.225 / 254.25

b. Airspace:

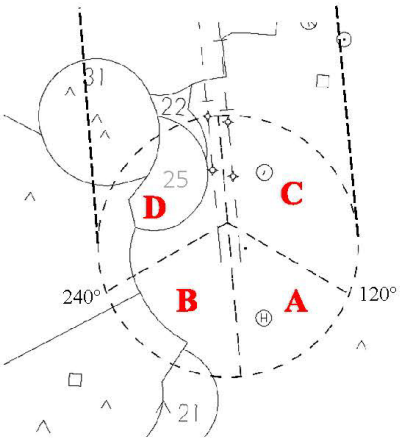
1. Tower airspace is defined by a 7NM radius around the airport center.

(a) LE has operational responsibility for RWY 18L/36R and the airspace within 7NM east of a vertical line equidistant between the parallel runways from the surface to 4000 feet MSL in areas **A** (South Flow) and **E** (North Flow), and from the surface to 2000 feet MSL in areas **C** (South Flow) and **G** (North Flow).

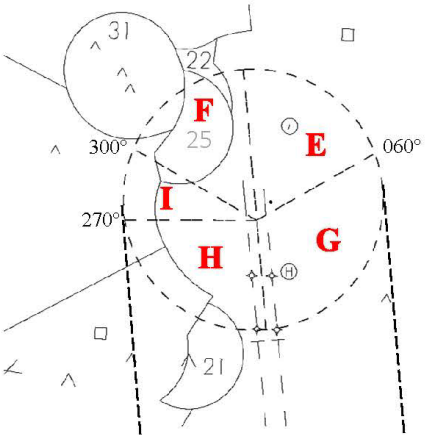
(b) LW has operational responsibility for RWY 18R/36L and the airspace within 7NM west of a vertical line equidistant between the parallel runways from the surface to 4000 feet MSL in areas **B** (South Flow), **F** (North Flow) and **I** (North Flow), and from the surface to 2000 feet MSL in areas **D** (South Flow) and **H** (North Flow).

2. Altitude Filter Limits: 005050

NOTE- *These altitude filter limits are minimum settings; they may be expanded.*



South Flow
A + **C** - Local Control East
B + **D** - Local Control West



North Flow
E + **G** - Local Control East
F, **H** + **I** - Local Control West

c. Normally worked combined from the LE position.

d. Ensures separation as required in the FAA JO 7110.65 for the:

1. Initial separation between successive departures.

2. Separation between arrivals and departures.

e. Must determine if the Certified Tower Radar Display (CTRD) is acceptable for use in accordance with FAA JO 7110.65 to provide:

1. "Silent handoff" and "quick look" procedures as specified in the CTRD Silent Handoff Procedures.

2. Radar separation of IFR aircraft operating in the vicinity of the Austin-Bergstrom International Airport.

f. Is authorized to conduct Touch and Go operations.

1. The touch and go traffic must have a full data block including a scratchpad entry with "T/G".

2. LC must sequence touch and go traffic with aircraft on final and must coordinate with AF to obtain a sequence for the VFR aircraft if it will affect the established sequence.

3. All touch and go traffic will operate at or below 2000' MSL. (ref. Chapter 5, Prearranged Coordination)

g. May change the landing runway assignment of any aircraft without coordination if the sequence is unaffected.

h. Is authorized to conduct helicopter operations.

1. If a VFR helicopter pilot indicates familiarity with a coded route, instruct the helicopter to fly the appropriate route. If the pilot is not familiar with the coded routes, and if feasible, direct the helicopter along the coded route. Helicopters with applicable Letters of Agreement must use the arrival and departure route as depicted in their LOA. LC may only approve direct routes because of operational necessity and/or as traffic safety dictates. Helicopters requesting VFR departure routes opposed to the current traffic flow must be verbally coordinated with the Austin Finals controller. IFR helicopters must comply with Prop/Turboprop headings in paragraph **j** below.

2. Taxiing helicopters should be issued instructions to remain over paved surfaces to minimize blowing debris.

3. LC must coordinate with GC for helicopter operations on other than runways.

4. Procedures for events at Circuit of the Americas (COTA) are contained in **Appendix C**.

i. Must have automatic releases on all departures except:

1. During periods when the CTRD is inoperative.

2. When there is an opposite flow.

3. When a runway change occurs.

4. When Approach Control cancels all or any portion of the release.

j. Must review the flight progress strip to ensure the accuracy of appropriate departure instructions/restrictions prior to issuing take-off clearance. The following headings are authorized to be assigned without coordination:

Turbojet Headings (IFR/VFR)				
RWY 18L	West Primary	West Secondary	East Primary	East Secondary
	170°	*None*	170°	150°
RWY 18R	West Primary	West Secondary	East Primary	East Secondary
	190°	*None*	170°	*None*
RWY 36L	West Primary	West Secondary	East Primary	East Secondary
	360°	*None*	360°	*None*
RWY 36R	West Primary	West Secondary	East Primary	East Secondary
	360°	*None*	020°	040°

Prop/Turboprop Fanned Headings (IFR/VFR)				
LE/LW Combined	South Flow West	South Flow East	North Flow West	North Flow East
	170° through 240°	120° through 170°	270° through 360°	360° through 060°
Prop/Turboprop Fanned Headings (IFR/VFR)				
LE/LW Split	South Flow West	South Flow East	North Flow West	North Flow East
	190° through 240°	120° through 170°	270° through 360°	020° through 060°

NOTE-
1. Departures off AUS will not be assigned to Radar South unless prior coordination is accomplished.
*2. Slow climbing westbound departures in a North Flow should exit Tower airspace in the 270°-300° shelf depicted in paragraph **3-2-3b1(b)**, south of the 3100' MVA.*

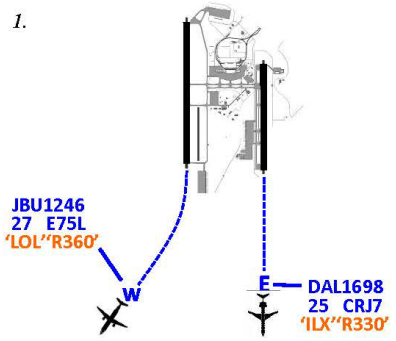
k. Must use initial departure headings that provide separation using degrees of divergence.

l. If degree divergence separation is being applied, LC must retain communications with both aircraft until both are acquired by STARS and established on the assigned heading.

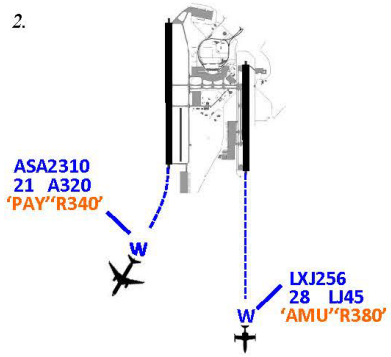
NOTE-
1. *It is not necessary to retain communications with both aircraft in the example where JBU1246 departs runway 18R heading 190 degrees going out over ELOEL and DAL1698 departs runway 18L heading 170 degrees going out over ILEXY.*

2. *The intent of this paragraph is for departures heading into the same sector at the same time. For example, LXJ256 departs runway 18L heading 170 degrees going out over AMUSE then ASA2310 departs runway 18R heading 190 degrees going out over PAYDA. In this case it becomes necessary for Local Control to retain communications until both targets have acquired so that the departure controller does not turn, in this example, LXJ256 in such a way as to be in conflict with ASA2310.*

1.



2.



m. Transfer of communications of a departing aircraft to a radar position constitutes transfer of control for climb and turns away from runway heading within Tower Airspace depicted in paragraph **3-2-3b1**.

n. Must provide visual separation between successive arrivals within 7 miles of the airport. LC must inform AF when visual separation cannot be provided. The status of tower-provided visual separation for arrivals must be recorded on FAA Form 7230-4, Daily Log.

o. Although it is the responsibility of AF to ensure separation of arrivals, this does not relieve LC of the responsibility of assisting AF by maintaining approved separation between successive arrivals released to the LC frequency.

p. Must inform AF when 2.5 mile in-trail separation is not available due to runway turn-off points not being visible.

q. In the event of an unplanned go-around/missed approach, LC, after establishing standard separation, should normally issue the headings from the table in paragraph **j** (above) and an altitude of 3000 feet MSL and then coordinate with AF. (AF may issue alternate instructions.)

r. Due to reverse high speed taxiways not being designated for normal runway exiting (there is no signage depicting the exit), do not assign TWY K or TWY L as runway exit points for aircraft landing RWY 36R; or TWY G as a runway exit point for aircraft landing RWY 18L.

NOTE- *Pilots may exit these taxiways at their own discretion.*

s. To the extent possible, must assist GC in observing ground traffic.

t. Must have CD/FD enter a departure message on aircraft that require a manual FDIO entry.

u. Must ensure the operation of runway lights, approach lights and airport lighting systems as required.

v. LC will provide an electronic boundary report by verifying the auto acquisition of the STARS data tag with the correct aircraft callsign, type, requested altitude, and destination / departure gate (in accordance with Appendix E). If the information is incorrect or the STARS data tag does not acquire before the aircraft is one mile from the runway, LC will provide a verbal position report to departure prior to switching the aircraft to departure control.

w. Must employ the following memory aids:

Runway Status (CLOSED)	NIDS Red/Green toggle indicator *(not used for runway inspections)*
Runway crossing	NIDS Red/Green toggle indicator
Vehicle, personnel or equipment on active runway(s)	STARS runway incursion prevention device
Land and Hold Short Operations (LAHSO)	*Not applicable*
Line Up and Wait (LUAW) availability	NIDS Red/Green toggle indicator
Landing clearance	Note pad with callsign written and checked (✓) or using the STARS function to change the color of the data block to cyan *(blue)*

x. Must ensure that local operations are counted and logged hourly on the Hourly Local Traffic Count form. Log each low approach, touch and go, or stop and go with a single mark (not two) on the form.

y. Must request a release from the other LC for IFR/VFR aircraft on a runway opposite to the direction of departure (i.e., westbound departures from the east runway) when LE and LW are decombined. The releasing local controller must issue a departure heading and release instructions.

NOTE- *This procedure ensures the requirement of paragraph* ***l*** *above (two departures into the same sector) is met.*

z. Must coordinate with GC prior to using Water Road.

aa. Must record a 2-digit time in Box 17 (aircraft cleared for takeoff) of an IFR departure flight progress strip when directed by the COS/CCIC for delay reporting IAW paragraph **2-8-2e**.

3-2-4. CAB COORDINATOR (CC)

a. Should normally be associated with Cab-Controller-In-Charge (CCIC).

b. Performs intra-facility coordination and exchanges pertinent traffic information between the tower positions and the TRACON positions and issues traffic unknown to Approach Control as necessary to ensure a safe, orderly, and expeditious flow of traffic.

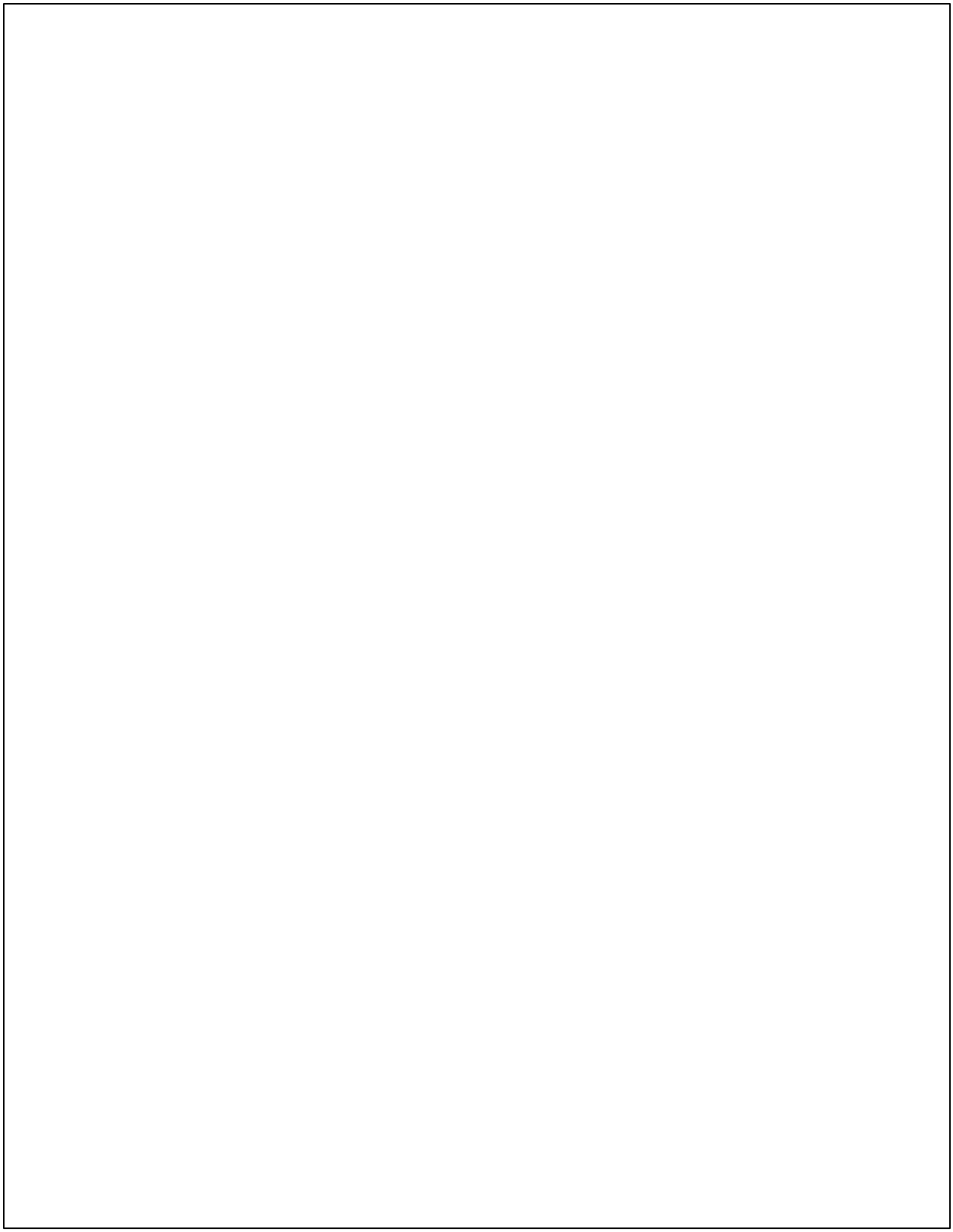
c. Preplans and regulates the flow of traffic in the surface area, the distribution of traffic, and the equal distribution of arrival/departure delays.

d. Provides and receives manual handoffs or point-outs with the TRACON and forwards all handoffs or point-outs to the appropriate LC.

e. Must assist LC in providing separation to aircraft operating within the local traffic pattern.

f. Assists LC in maintaining an orderly flow of traffic by visually observing traffic in the local traffic pattern.

g. Obtains releases and issues boundary/departure roll reports to the TRACON when required.



CHAPTER 4 – TRACON OPERATIONS

SECTION 1 – TRACON POSITIONS

Prior to assuming a position of operation the controller must self-brief on current and forecast weather through the Comprehensive Electronic Data Analysis and Reporting (CEDAR) **website link "WEATHER" (which goes to the NWS Pre**-Duty Weather Brief page).

After giving the required position relief briefing, the controller being relieved must monitor the position for a minimum of two minutes to make sure all pertinent information and traffic situations are communicated and understood. At the end of the two-minute overlap (which can be waived by RCIC/OSIC), the controller being relieved must record their initials. The controller being relieved must ensure the appropriate A-SISO entries are made. *(This does not mean the controller must make the entry; the controller must ensure it is done.)*

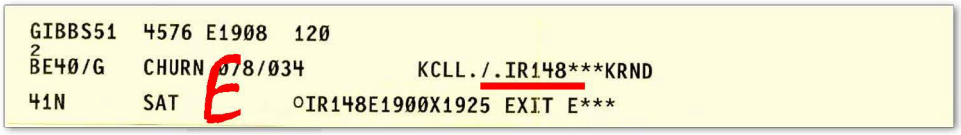
4-1-1. APPROACH DATA (AD)

a. FDIO Strips.

1. Strips must be used for IFR departures from satellite airports and any IFR/VFR overflights.

2. Strips for aircraft operating within IR-148 must have IR-148 underlined in RED in the route section of the flight progress strip. Additionally, any IR-148 flight plans that indicate exiting at Point E must have a large RED "E" in block 8 of the flight progress strip.

Figure 4 – 1



3. In the event of the facility-wide failure of STARS FSL, full strips must be used for all IFR operations.

b. Departures from satellite airports.

1. Releases off of a satellite airport while the control tower is in operation are handled per their individual LOAs. HYI departures shall be assigned frequency 118.15.

2. When release instructions are requested for a departure off of a non-controlled satellite airport, the following applies:

(a) AD will issue the IFR clearance and insert the departure control instructions as prescribed in the FAA JO 7110.65, par. 4-3-4.

(b) After ascertaining when the aircraft will be ready for departure, AD will inform the appropriate radar controller of the airport and departing runway. The departure controller must formulate the departure control instructions and the release/void time.

c. General.

1. Relay clearances and/or instructions as directed by the radar controller or by facility directive.

2. Relay clearances to satellite airports via the RTRO or land line.

3. Place appropriate amended information into the NAS via the FDIO.

4. Must amend requested altitudes for proposals in the computer only as required to conform to a letter of agreement.

5. Enter the data onto the ATCSCC OIS SYSTEM ADTN website at close of business each day.

6. Disseminate PIREP's to AUS Tower via NIDS and Federal Contract Flight Service Station (FCFSS) via AISR website at the direction of the RCIC/OSIC.

d. Flight Plan Processing when Radar and/or FDIO Outages Occur. During periods when a facility's FDIO/computer equipment or radar is not operational and "silent clearances" are not authorized, the following procedures must be used:

1. Obtain clearances from the Houston ARTCC on aircraft departing a satellite airport.

2. If unable to amend the flight plan via the FDIO, call the appropriate facility with the information.

e. NIDS entries.

1. Enter, update or remove NOTAMs, flow restrictions and special activities on the NIDS as appropriate.

2. Post on the NIDS any changes to adjacent facility positions (i.e., frequencies, dial codes, combining/decombining, etc.).

3. When the NIDS is non-operational, make copies of weather and distribute them to the control positions.

f. SIGMET/AIRMET/CWA information.

1. Coordinate with the RCIC/OSIC to determine if the area of the hazardous weather is within 50 NM of Austin Approach Control Airspace.

2. Disseminate SIGMET/AIRMET/CWA information to the specialists for broadcast via NIDS entry in the PIREP section; and file the information for data retention.

NOTE- *Hazardous Weather information disseminated via the FDIO also populates in the GI Message area of the NIDS so only the name of the information and affected area are required in the PIREP section (example: "ZHU CWA 201").*

3. Verbally notify each operating satellite airport control tower of any hazardous weather that is affecting the operation.

g. General Notice (GENOT) updates. Monitor the AIS-R (Aeronautical Information System Replacement) website [https://www.aisr.nas.faa.gov/AISR/message/index.jsp] for new and pertinent GENOTs. Obtain OSIC/OCIC guidance for any notice which appears to require an operational briefing; which would normally include any notice beyond regular ADS-B station updates. Any notice(s) requiring to be briefed should be forwarded to facility support staff for the training to be generated and distributed.

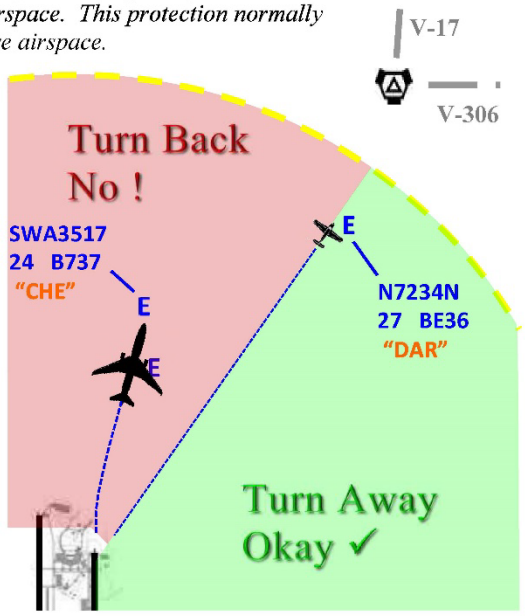
4-1-2. RADAR POSITIONS

a. The TRACON radar positions have common operational responsibilities. Radar West (RW), Radar East (RE), Radar South (RS), and Austin Finals (AF):

1. Are responsible for the required separation of arrivals, departures and overflights and protecting the departure courses (where applicable) within their area of operation.

NOTE- *Protection of departure courses means the departure will only be turned away from the extended centerline of the runway and further into the departure controller's (RE or RW) airspace. This protection normally ends at the outer edge of Tower Departure airspace.*

Figure 4 - 2



2. Provide approach control, departure control and VFR radar services in their area of operation.

3. Ensure arrivals are in an orderly sequence and at an airspeed compatible with the traffic flow and demand.

4. Perform coordination and radar handoffs to other positions and facilities as necessary.

5. Provide approach/departure control services and release aircraft from airports within their area of operation.

6. Before an aircraft is instructed to contact AUS Tower, the tower controller must be informed when visual separation is being applied to a preceding aircraft, either verbally or via a scratchpad entry per paragraph **2-2-1 h1** of this order.

b. Radar West (RW)

1. Frequencies: 119.0 / 370.85

2. Works all GTU arrivals and departures.

3. Assumes responsibility for AUS arrivals in a south flow when Austin Finals is closed along with frequencies 125.32 / 279.55.

4. Assumes responsibility for AUS arrivals in a north flow when Radar South and Austin Finals are closed along with frequencies 125.32 / 279.55.

5. Works all HYI arrivals and departures when Satellite Radar is combined to RW and assumes frequencies 118.15 / 350.25.

6. Altitude Filter Limits: 005150

NOTE- *These and all altitude filter limits are minimum settings; they may be expanded.*

c. Radar East (RE)

1. Frequencies: 127.225 / 317.65

2. Assumes frequencies 120.875 / 270.25 when Radar South is combined.

3. Altitude Filter Limits: 005150

d. Radar South (RS)

1. Frequencies: 120.875 / 270.25

2. Must not be assigned AUS departures without prior coordination.

3. Works all HYI arrivals and departures when Satellite Radar is combined to RS and assumes frequencies 118.15 / 350.25.

4. Assumes responsibility for AUS arrivals in a north flow when Austin Finals is closed along with frequencies 125.32 / 279.55.

5. Altitude Filter Limits: 005150

e. Satellite Radar (SR)

1. Frequencies: 118.15 / 350.25

2. This is an area that can be activated by the OSIC/RCIC to relieve the workload off of the Radar South or Radar West position.

3. Works all HYI arrivals and departures.

4. Altitude Filter Limits: 005050

f. Austin Finals (AF)

1. Frequencies: 125.32 / 279.55

2. Altitude Filter Limits: 005060

3. Transfer of communications to AUS Tower will be accomplished not less than five (5) flying miles from the airport and should not be more than fifteen (15) miles from the airport.

4. For aircraft crossing over the airport to enter a downwind, Austin Finals may make an automated hand-off to the Tower. If the Tower does not accept the hand-off prior to three (3) miles from the airport, Austin Finals will either vector the aircraft through the west/east final traffic or verbally coordinate with the Tower. If the Tower accepts the hand-off, this constitutes approval to instruct the aircraft to cross over the airport at/or above 2500 MSL for a downwind. Austin Finals will provide a space in the sequence for the aircraft crossing over the airport (*e.g.*, 5 NM gap between arrivals). The aircraft must be switched to Tower prior to crossing over the airport.

5. During an opposite direction flow, Austin Finals must issue releases after coordination with the affected position(s).

g. Final Monitors (EM, WM)

1. Ensure both lateral separation for aircraft on adjacent localizers/final approach courses and longitudinal separation for aircraft on the same localizer/final approach course that are on Tower frequency until the final approach fixes. Lateral separation responsibility continues to one mile from the runway threshold.

2. Notify the Austin Finals position (AF) in the TRACON and the Local Control position(s) (LE/LW) in the Tower, via recorded line, when opening or closing final monitor positions.

3. Ensure override capability on the appropriate LC frequency is operational, once, when opening the position.

4. Monitor appropriate LC frequency.

5. The final monitor positions (EM/WM) must be operated from the same radar site.

6. Instruct the aircraft to return to the correct final approach course when aircraft are observed to continue on a track which will penetrate the No Transgression Zone (NTZ).

PHRASEOLOGY-
(ACID) YOU HAVE CROSSED THE FINAL APPROACH COURSE. TURN (left/right) IMMEDIATELY AND RETURN TO THE FINAL APPROACH COURSE,
or
(ACID) TURN (left/right) AND RETURN TO THE FINAL APPROACH COURSE.

7. Instruct aircraft on the adjacent final approach course to alter course to avoid the deviating aircraft when an aircraft is observed penetrating or, in the controller's judgment, will penetrate the NTZ.

PHRASEOLOGY-
TRAFFIC ALERT, (ACID), TURN (right/left) IMMEDIATELY HEADING (degrees), CLIMB AND MAINTAIN (altitude).

8. Terminate radar monitoring when one of the following occurs:

(a) Visual separation is applied.

(b) Pilot reports runway in sight.

(c) Aircraft is one mile from the runway threshold.

h. Simultaneous Approaches

1. The OSIC/RCIC shall determine what type approaches are in use after coordination with the arrival controllers (i.e., Duals, Staggers, Visuals, etc.). The OSIC/RCIC shall ensure that the ATIS accurately reflects the approach type and that all appropriate communication, navigation, and surveillance systems are operating normally (including primary radar).

2. The feeder controller that initially works an arrival aircraft into approach control airspace shall advise the aircraft of the runway to expect.

3. The arrival controller shall:

(a) Apply the following minimum separation when conducting simultaneous independent approaches: a minimum of 1000 feet vertical or a minimum of 3 miles radar separation (or applicable wake turbulence separation) between aircraft until established on the parallel final approach course.

(b) Ensure traffic is established on the final approach course at the appropriate altitude prior to transferring communication to the Tower.

(c) Ensure communication is transferred to the Tower prior to loss of vertical separation.

PHRASEOLOGY-
CONTACT TOWER NOW ON (frequency)

NOTE- Verification is accomplished by receiving acknowledgement from the pilot.

(d) Traffic vectored for the low side may be turned to final inside the high side aircraft provided the low side aircraft is at or below 3000 feet and there is no conflicting traffic on the parallel final.

NOTE- *Two aircraft established on parallel final approach courses are not considered "simultaneous" until vertical separation is lost with less than 1.5 miles radar separation (standard dependent or "staggered" approaches). Both aircraft must be on the appropriate Tower frequency prior to losing standard separation.*

4-1-3. RADAR COORDINATOR POSITIONS (WC/EC/SC)

a. The Radar Coordinator must:

1. Perform all landline coordination.

2. Perform all "intra-facility" and "inter-facility" point-outs.

3. Initiate all outbound hand-offs, as necessary.

4. Manage flow restrictions; *i.e.*, metering, in-trail restrictions, stopping departures and / or arrivals.

5. Assist the radar controller in maintaining surveillance of the radar controller's traffic and determine / resolve potential traffic conflicts.

b. The Radar Coordinator must, at the direction of the Radar Controller:

1. Accept inbound handoffs.

2. Make SDS and Scratchpad entries.

3. Obtain VFR codes.

4-1-4. TRACON COORDINATOR (TC)

a. Coordinates with the CC position to assure a smooth changeover of aircraft from the TRACON to the Tower when necessary.

b. Assists AF by coordinating and releasing traffic when in an opposite direction flow at the Austin-Bergstrom International Airport.

c. In the event of an incident, have CD call the weather observers for a special weather report.

d. Notify all facilities concerned about outages of equipment that will affect their operation.

CHAPTER 5 – PREARRANGED COORDINATION

SECTION 1 – PREARRANGED COORDINATION PROCEDURES

5-1-1. GENERAL

a. The Automated Terminal Tracking System (ATTS) must be fully operational.

b. If prearranged coordination procedures are not practicable, the controller must complete a point-out prior to entering the airspace belonging to another controller.

c. Prearranged coordination may be withdrawn by any party to the procedure with sufficient notice to allow for other procedures to be safely implemented.

d. In those configurations where two departure controllers are required to use the same departure corridor, the controller working the succeeding aircraft is responsible for maintaining approved separation from the preceding aircraft. However, two positions of operation are not authorized to penetrate each other's airspace simultaneously.

e. The departure controller must assign a vector to the aircraft toward the appropriate departure airspace.

f. The departure controller must not allow the departure aircraft to proceed beyond 15 Nautical Miles (15 NM) from the runway departure end without initiating a point-out to the appropriate radar position controller with which they have been utilizing prearranged coordination procedures.

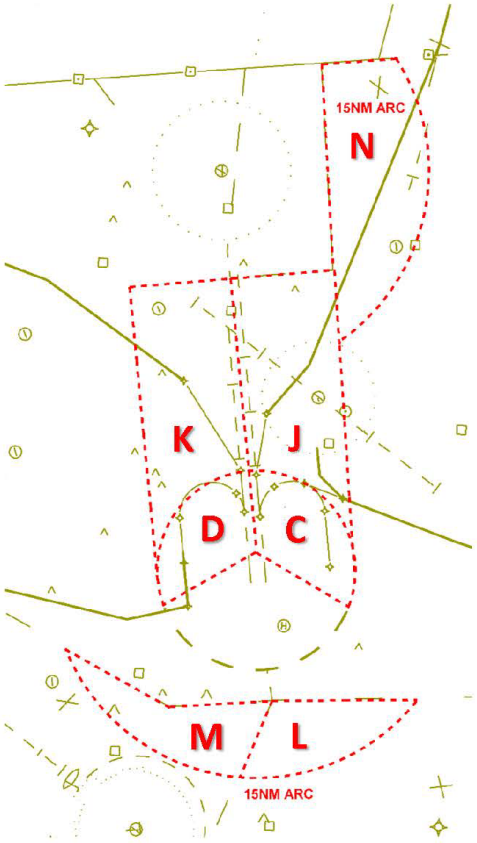
g. The controller penetrating another controller's airspace through these procedures must display aircraft data block information containing, at a minimum, the position symbol and altitude information.

h. The controller using prearranged coordination to enter another controller's airspace is responsible for maintaining approved separation between aircraft under their control and all aircraft in the airspace they will transit by observing the data blocks (position symbol, mode C readout, heavy aircraft/B757 information) of all radar positions with which they are utilizing prearranged coordination procedures to determine the appropriate separation to be applied.

i. Any untracked aircraft or aircraft with invalid mode C must be coordinated with the controller having authorization for use of prearranged coordination procedures by the controller whose airspace is affected.

5-1-2. SOUTH FLOW

Predicated on completion of the conditions in paragraph **5-1-1**, the following positions have prearranged coordination with the position(s), in the designated airspace(s) as depicted:



C & **D** - Austin Finals in Local Control airspace at or below 2000' MSL for AUS arrivals

C & **J** - Radar East in Austin Finals airspace at or above 2500' MSL for AUS departures

D & **K** - Radar West in Austin Finals airspace at or above 2500' MSL for AUS departures

L - Radar East in Radar South airspace when AUS departures are assigned at or above 5000' MSL and turned toward the departure gate *(see Note 1)*

M - Radar West in Satellite Radar airspace when AUS departures are assigned at or above 5000' MSL and turned toward the departure gate *(see Note 2)*

N - Radar West in Radar East airspace for eastbound GTU departures *(see Notes 3 & 4)*

NOTE-

1. *The intent in area "**L**" is to allow slow climbing departures routed to the east to proceed without a point-out to Radar South.*

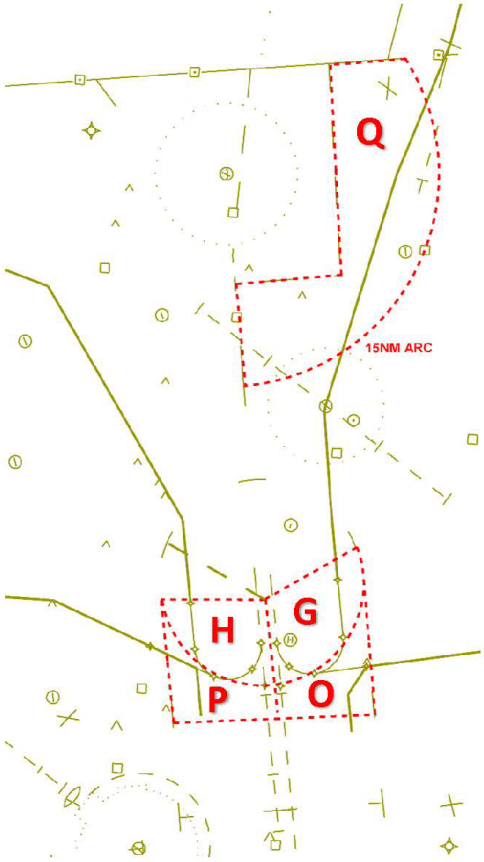
2. *The intent in area "**M**" is to allow slow climbing departures routed to the west to proceed without a point-out to Satellite Radar.*

3. *The eastbound GTU departures in area "**N**" must be assigned heading 100° and 3000' MSL and be in handoff status to Radar East by the common boundary. Upon acceptance of the radar handoff, Radar West may clear the aircraft to the departure gate and switch radio communication to Radar East.*

4. *Radar East must point out all T74 IFR arrivals and/or EDC IFR arrivals to Radar West to allow for compliance with paragraphs **5-1-1 g**, **h** & **i**.*

5-1-3. NORTH FLOW

Predicated on completion of the conditions in paragraph **5-1-1**, the following positions have prearranged coordination with the position(s), in the designated airspace(s) as depicted:



G & **H** - Austin Finals in Local Control airspace at or below 2000' MSL for AUS arrivals

G & **O** - Radar East in Austin Finals airspace at or above 2500' MSL for AUS departures

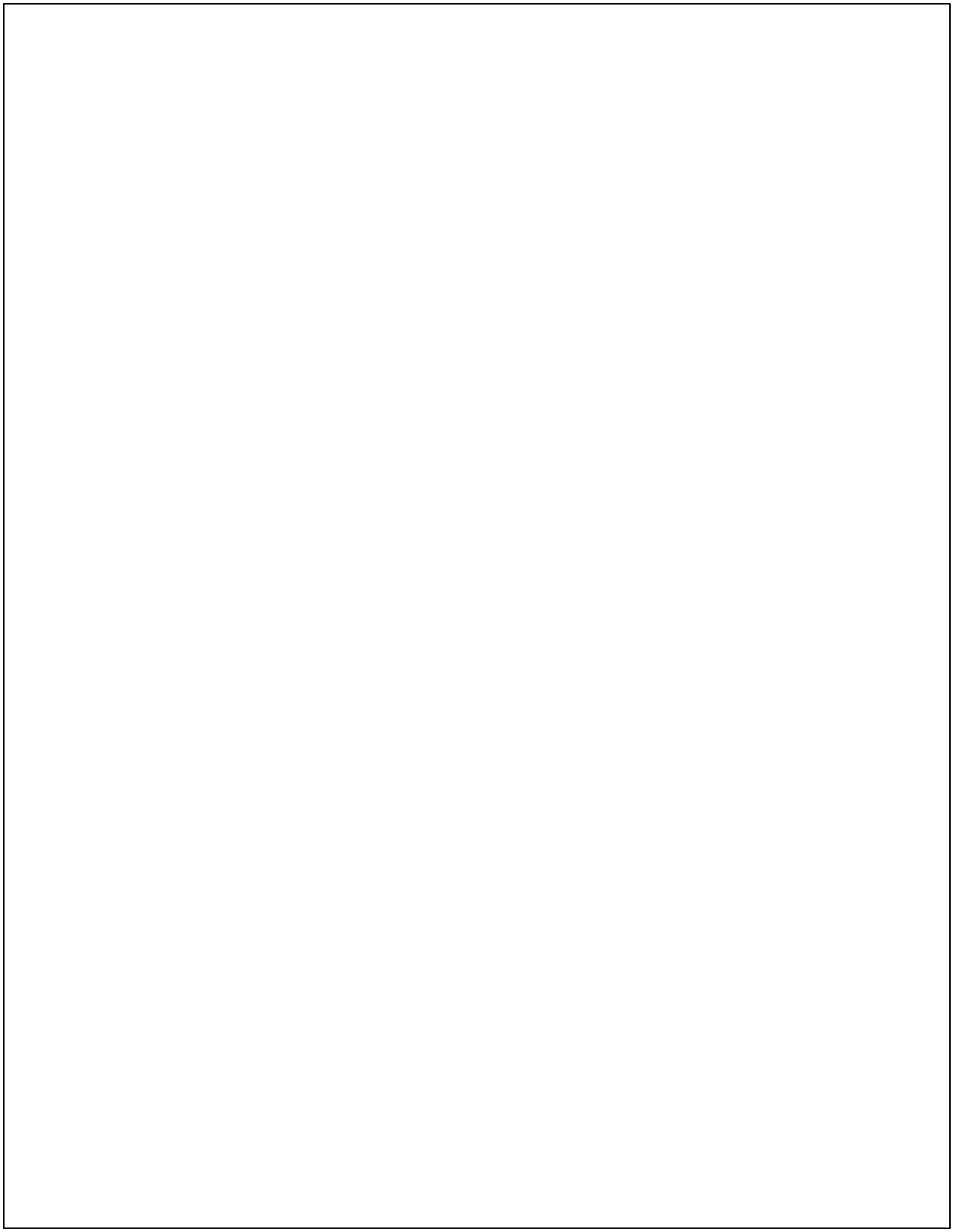
H & **P** - Radar West in Austin Finals airspace at or above 2500' MSL for AUS departures

Q - Radar West in Radar East airspace for eastbound GTU departures *(see Notes 1 & 2)*

NOTE-

1. *The eastbound GTU departures in area "**Q**" must be assigned heading 100° and 3000' MSL and be in handoff status to Radar East by the common boundary. Upon acceptance of the radar handoff, Radar West may clear the aircraft to the departure gate and switch radio communication to Radar East.*

2. *Radar East must point out all T74 IFR departures and/or EDC north IFR departures to Radar West to allow for compliance with paragraphs **5-1-1 g**, **h** & **i**.*



APPENDIX A

AIRSPACE

Austin Airport Traffic Control Tower airspace and configurations are defined as follows:

a. Configurations:

1) CON1 – All Positions Open Separately in a South Flow.

2) CON2 – All Positions Open Separately in a North Flow.

3) CON3 – All Positions Combined in Tower.

NOTE- *Avoid using CON3 for Midwatches, it does not allow for accurate radar currency tracking.*

b. STARS Macros:

1) *<F16>***CW***<KB Enter>* –The command begins with the current flow (CON1 or CON2) then combines RE, RS, SR, AF to RW *("W", thus the **CW**)* in the TRACON.

2) *<F16>***CX***<KB Enter>* –The command begins with the current flow (CON1 or CON2) then combines RW, RE, RS, SR, AF to LCW *("X", thus the **CX**)* into the Tower.

c. Map Coordinates:

Table A-1

Point	Coordinates	Point	Coordinates	Point	Coordinates
1	304800 / 0980500	**21**	294800 / 0975200	**41**	300016 / 0965838
2	304800 / 0974021	**22**	295115 / 0975940	**42**	300212 / 0973936
3	304800 / 0973812	**23**	295335 / 0980440	**43**	303257 / 0974040
4	304800 / 0971459	**24**	295500 / 0975300	**44**	303455 / 0974045
5	304800 / 0970600	**25**	295707 / 0975657	**45**	300216 / 0974816
6	303913 / 0970643	**26**	300700 / 0981500	**46**	301522 / 0981100
7	302612 / 0965429	**27**	302946 / 0980939	**47**	301538 / 0981300
8	302200 / 0965050	**28**	304800 / 0971709	**48**	304800 / 0973147
9	302014 / 0964918	**29**	304800 / 0972657	**49**	303258 / 0973201
10	301455 / 0964854	**30**	305813 / 0972300	**50**	300218 / 0973144
11	294401 / 0964915	**31**	305541 / 0971410	**51**	301004 / 0973209
12	294526 / 0970222	**32**	294710 / 0973116	**52**	300832 / 0973237
13	294551 / 0970852	**33**	295534 / 0974817	**53**	301301 / 0974005
14	293037 / 0965554	**34**	295555 / 0973135	**54**	300937 / 0974816
15	293055 / 0970407	**35**	301259 / 0973208	**55**	300957 / 0974823
16	293149 / 0974932	**36**	301341 / 0973221	**56**	303253 / 0974906
17	293530 / 0974830	**37**	301459 / 0974741	**57**	300420 / 0973956
18	294300 / 0974740	**38**	301102 / 0974834	**58**	293125 / 0973012
19	294600 / 0974730	**39**	301019 / 0974008	**59**	295545 / 0973939
20	294810 / 0974815	**40**	295223 / 0964915	**60**	295535 / 0973556
				61	301858 / 0974014

d. South Flow Airspace Sector Definitions (Use ***Table A-1*** for coordinate point reference):

1) Radar West:

a) Within the lateral confines of points 1, 3, 44, 43, 56, 55, 54, 53, 57, 42, 45, 46, 47, 1 – from the surface to 12000, excluding KGTU Class Delta airspace

b) Within the lateral confines of points 3, 48, 49, 43, 44, 3 – from the surface to 4000, excluding KGTU Class Delta airspace

c) Within the lateral confines of points 56, 43, 61, 53, 54, 55, 56 – from 6000 to 12000

d) Within the lateral confines of points 53, 57, a 7-mile ABIA arc to 54, 53 – from 5000 to 12000

e) Within the lateral confines of points 47, 46, 45, 42, 32, 20, 24, 26, 47 – from 5000 to 12000, excluding airspace delegated to SAT Approach from 11000 to 12000

f) Within the lateral confines of points 26, 24, 20, 21, 23, 26 – at 5000 only

2) Radar East:

a) Within the lateral confines of points 30, 31, 28, 29, 30 – from 10000 to 12000

b) Within the lateral confines of points 3, 48, 49, 43, 44, 3 – from 5000 to 12000

c) Within the lateral confines of points 48, 29, 28, 5, 6, 9, 40, 41, 50, 42, 57, 53, 52, 51, 49, 48 – from the surface to 12000, excluding KEDC Class Delta airspace

d) Within the lateral confines of points 43, 49, 51, 52, 53, 61, 43 – from 6000 to 12000

e) Within the lateral confines of points 53, 52, a 7-mile ABIA arc to 57, 53 – from 5000 to 12000

3) Radar South:

a) Within the lateral confines of points 42, 50, 41, 40, 11, 12, 32, 42 – from the surface to 12000

b) Within the lateral confines of points 32, 12, 11, 14, 58, 32 – from the surface to 8000

4) Satellite Radar:

a) Within the lateral confines of points 47, 46, 45, 42, 32, 20, 21, 23, 26, 47 – from the surface to 4000, excluding KHYI Class Delta airspace

b) Within the lateral confines of points 20, 32, 58, 16, 17, 18, 19, 20 – from the surface to 8000

5) Austin Finals:

a) Within the lateral confines of points 56, 49, 51, a 7-mile ABIA arc through 61 to 55, 56 – from the surface to 5000, excluding KEDC Class Delta airspace

b) Within the lateral confines of points 55, a 7-mile ABIA arc through 61 to 51, 52, 53, 54, 56 – from 3000 to 5000

6) Local Control:

a) Local Control East:

i. Within the lateral confines of points 61, a 7-mile ABIA arc through 51 to 52, 53, 61 – from the surface to 2000

ii. Within the lateral confines of points 53, 52, a 7-mile ABIA arc to 57, 53 – from the surface to 4000

b) Local Control West:

i. Within the lateral confines of points 54, a 7-mile ABIA arc through 55 to 61, 53, 54 – from the surface to 2000

ii. Within the lateral confines of points 53, 57, a 7-mile ABIA arc to 54, 53 – from the surface to 4000

e. North Flow Airspace Sector Definitions (Use ***Table A-1*** for coordinate point reference):

1) Radar West:

a) Within the lateral confines of points 1, 3, 44, 43, 61, 39, 37, 38, 45, 46, 47, 1 – from the surface to 12000, excluding KGTU Class Delta airspace

b) Within the lateral confines of points 3, 48, 49, 43, 44, 3 – from the surface to 4000, excluding KGTU Class Delta airspace

c) Within the lateral confines of points 61, 39, 37, a 7-mile ABIA arc to 61 – from 5000 to 12000

d) Within the lateral confines of points 37, 39, 57, 42, 32, 20, 45, 38, 37 – from 6000 to 12000, excluding airspace delegated to SAT Approach from 11000 to 12000

e) Within the lateral confines of points 47, 46, 45, 20, 24, 26, 47 – from 5000 to 12000, excluding airspace delegated to SAT Approach from 11000 to 12000

f) Within the lateral confines of points 26, 24, 20, 21, 23, 26 – at 5000 only

2) Radar East:

a) Within the lateral confines of points 30, 31, 28, 29, 30 – from 10000 to12000

b) Within the lateral confines of points 3, 48, 49, 43, 44, 3 – from 5000 to 12000

c) Within the lateral confines of points 48, 29, 28, 5, 6, 9, 40, 41, 50, 35, 36, 39, 61, 43, 49, 48 – from the surface to 12000, excluding KEDC Class Delta airspace

d) Within the lateral confines of points 61, a 7-mile ABIA arc to 36, 39, 61 – from 5000 to 12000

e) Within the lateral confines of points 39, 36, 35, 50, 42, 57, 39 – from 6000 to 12000

3) Radar South:

a) Within the lateral confines of points 42, 50, 34, 32, 42 – from 6000 to 12000

b) Within the lateral confines of points 50, 41, 40, 11, 12, 32, 34, 50 – from the surface to 12000

c) Within the lateral confines of points 32, 12, 11, 14, 58, 32 – from the surface to 8000

4) Satellite Radar:

a) Within the lateral confines of points 47, 46, 45, 33, 20, 21, 23, 26, 47 – from the surface to 4000, excluding KHYI Class Delta airspace

b) Within the lateral confines of points 33, 34, 32, 20, 33 – from the surface to 3000, excluding KHYI Class Delta airspace

c) Within the lateral confines of points 20, 32, 58, 16, 17, 18, 19, 20 – from the surface to 8000

5) Austin Finals:

a) Within the lateral confines of points 37, 39, 38, a 7-mile ABIA arc to 37 – at 5000 only

b) Within the lateral confines of points 39, 36, a 7-mile ABIA arc through 35 and 57 to 38, 39 – from 3000 to 5000

c) Within the lateral confines of points 35, 34, 33, 38, a 7-mile ABIA arc through 57 to 35 – from the surface to 5000

d) Within the lateral confines of points 33, 34, 32, 20, 33 – from 4000 to 5000

6) Local Control:

a) Local Control East:

i. Within the lateral confines of points 61, a 7-mile ABIA arc to 36, 39, 61 – from the surface to 4000

ii. Within the lateral confines of points 39, 36, a 7-mile ABIA arc through 35 to 57, 39 – from the surface to 2000

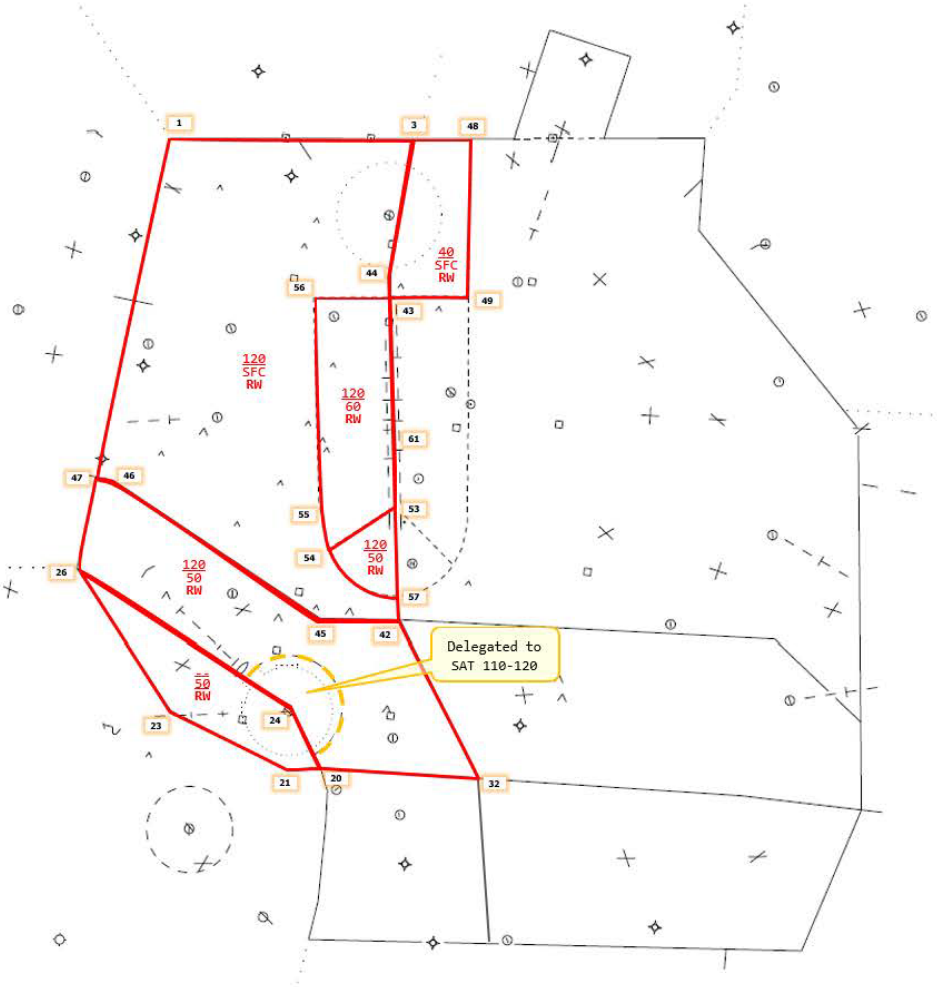
b) Local Control West:

i. Within the lateral confines of points 61, 39, 37, a 7-mile ABIA arc to 61 – from the surface to 4000

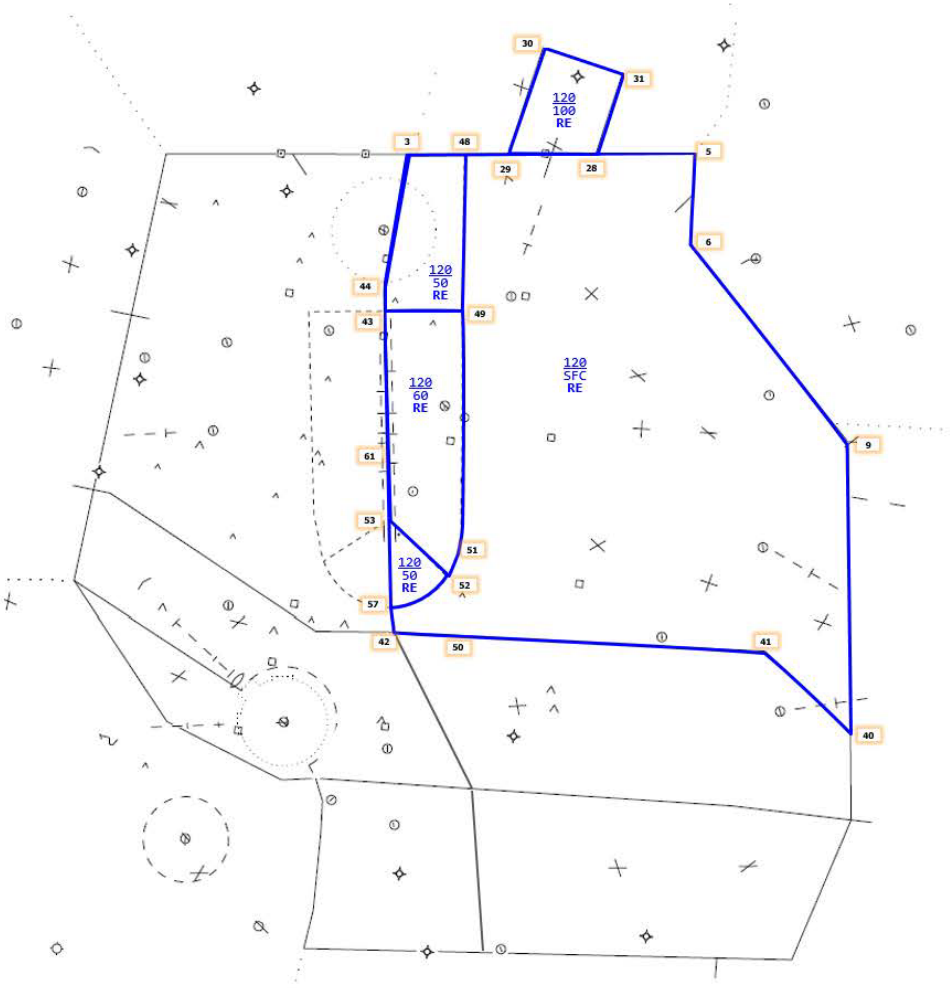
ii. Within the lateral confines of points 37, 39, 38, a 7-mile ABIA arc to 37 – from the surface to 4000

iii. Within the lateral confines of points 39, 57, a 7-mile ABIA arc to 38, 39 – from the surface to 2000

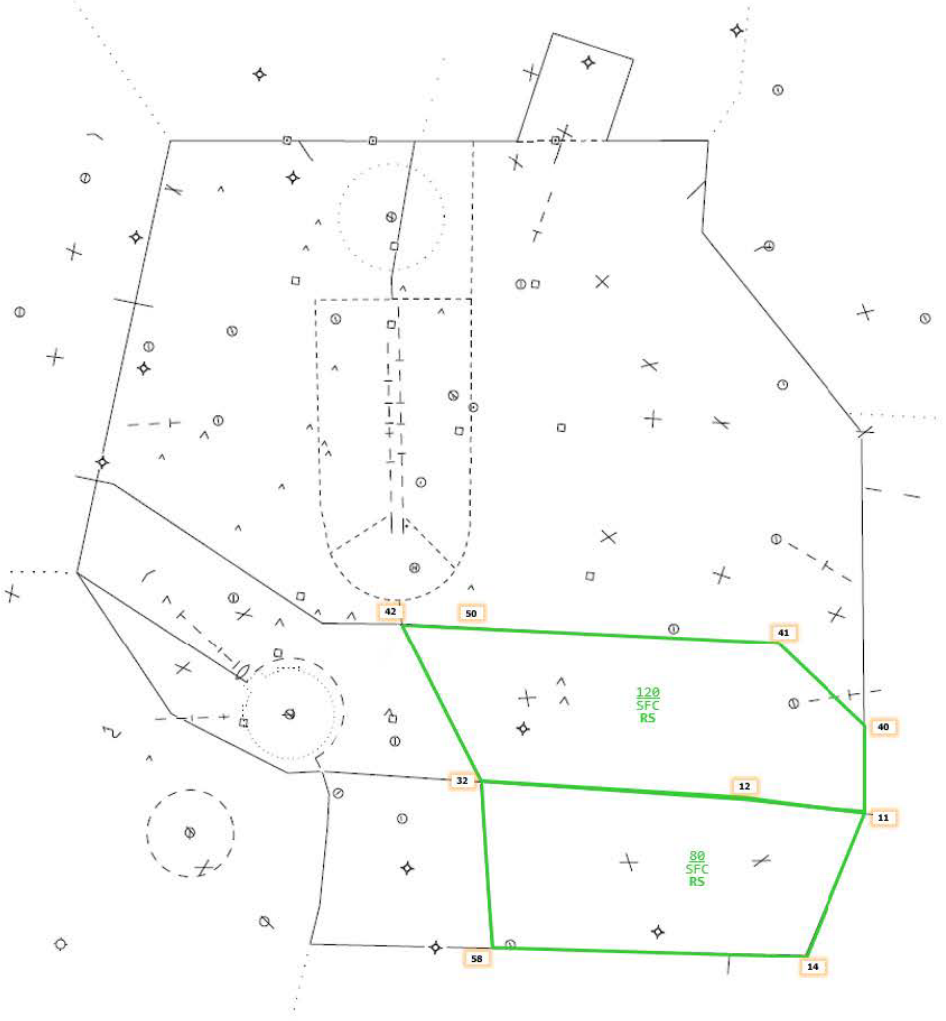
SOUTH FLOW – RADAR WEST



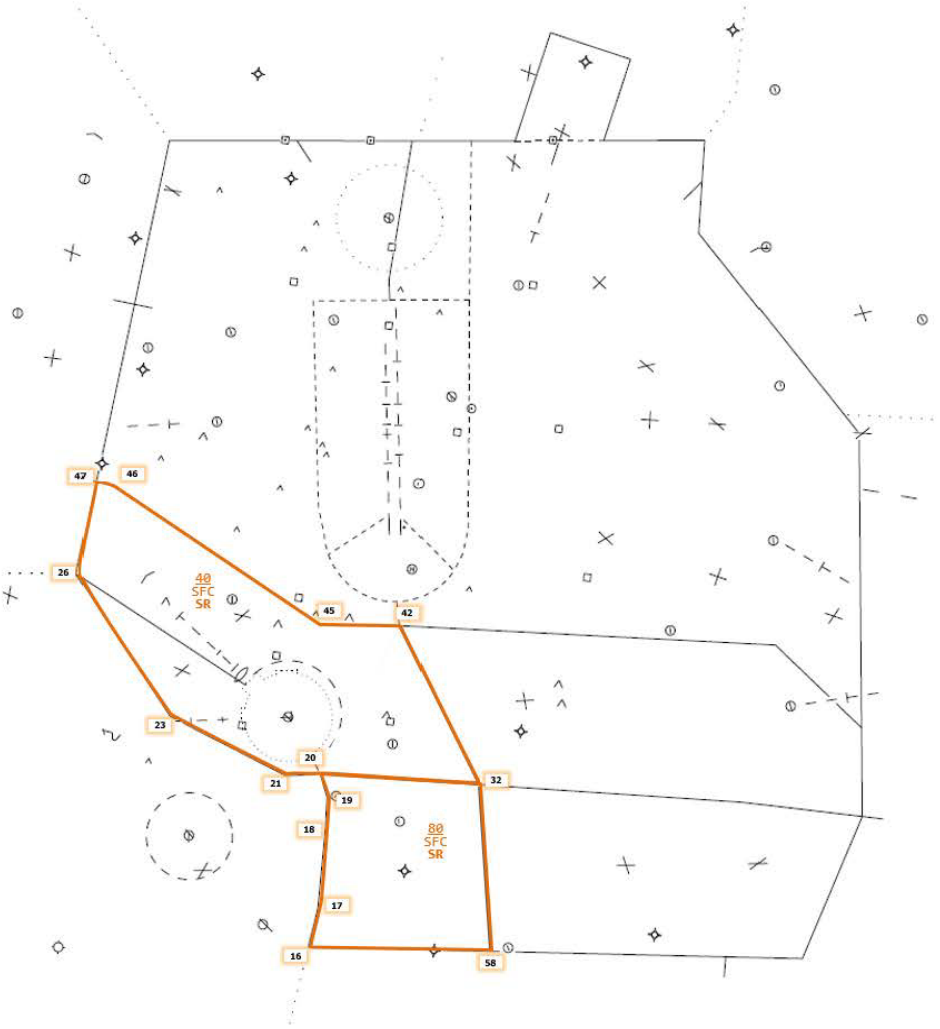
SOUTH FLOW – RADAR EAST



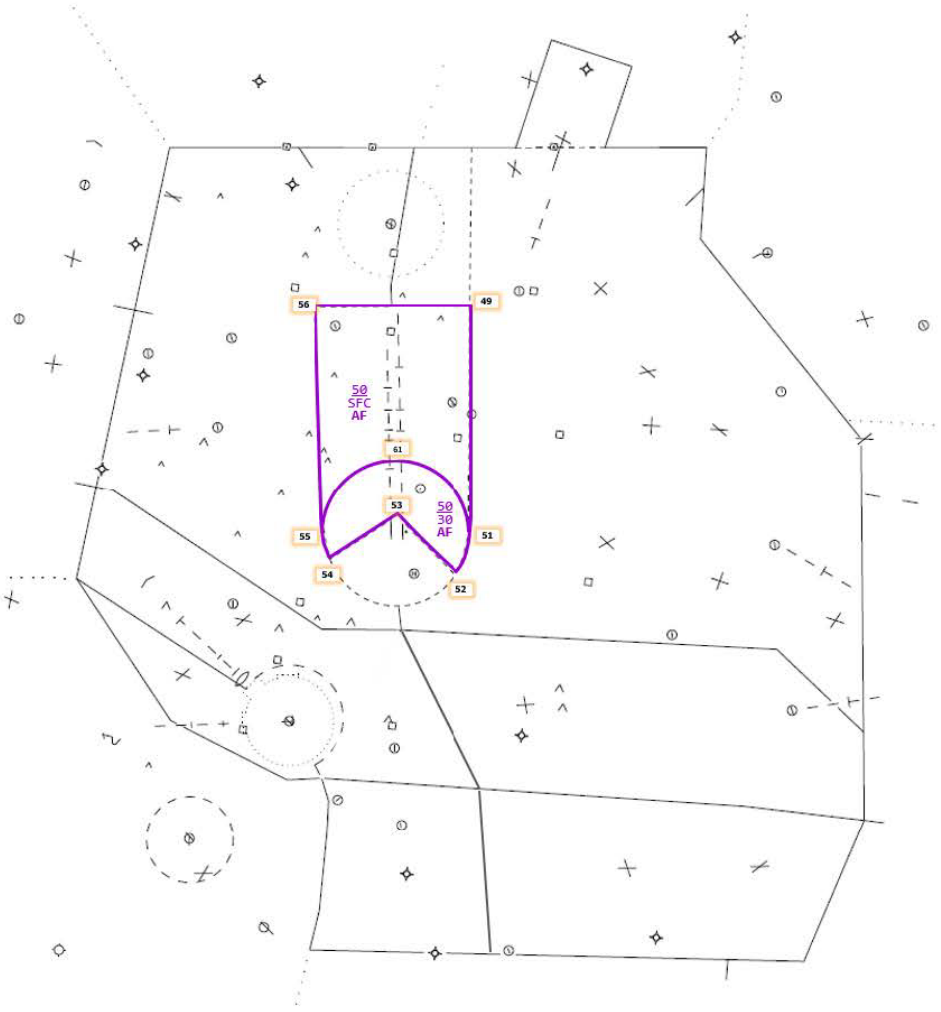
SOUTH FLOW – RADAR SOUTH



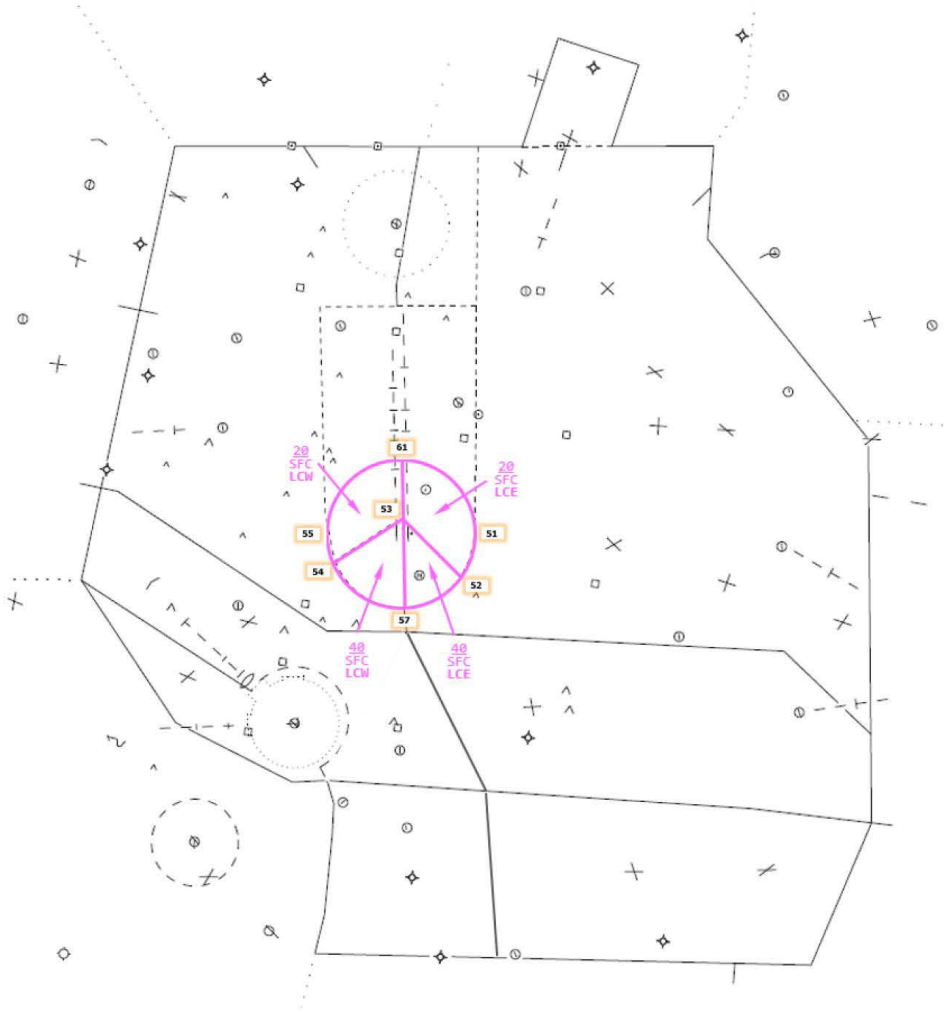
SOUTH FLOW – SATELLITE RADAR



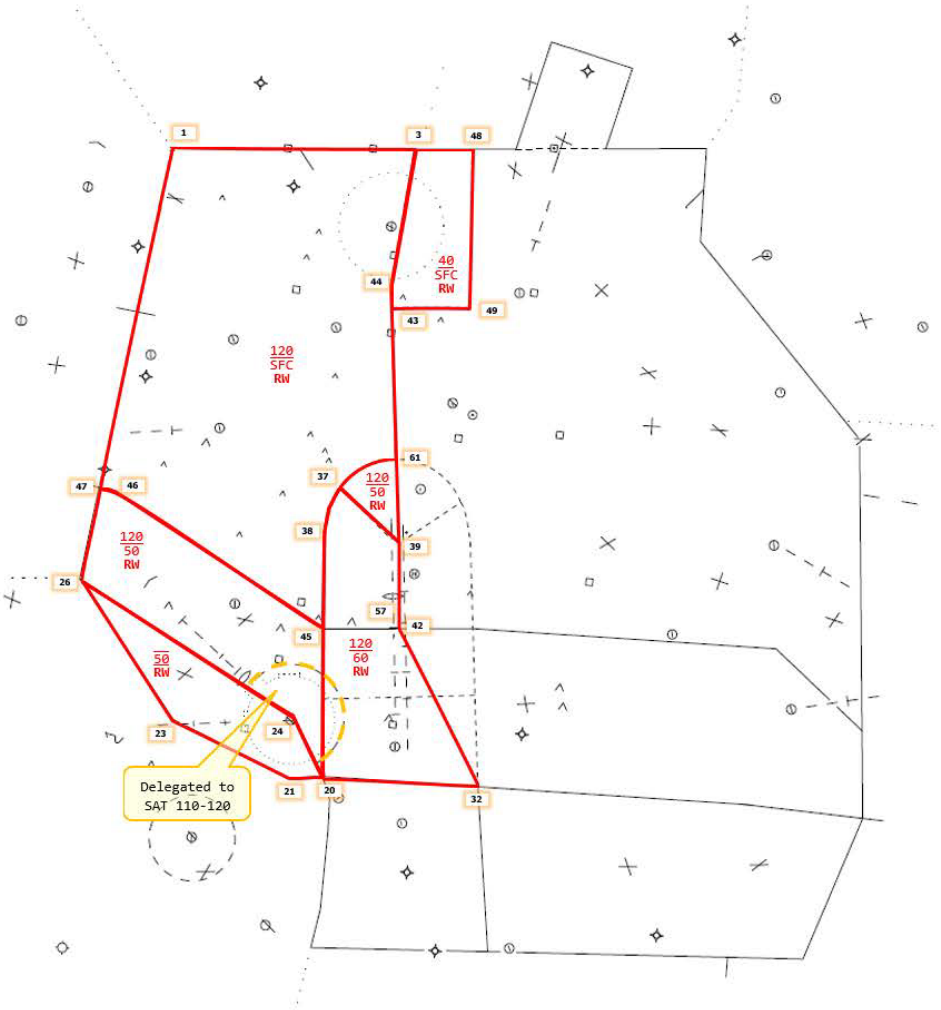
SOUTH FLOW – AUSTIN FINALS



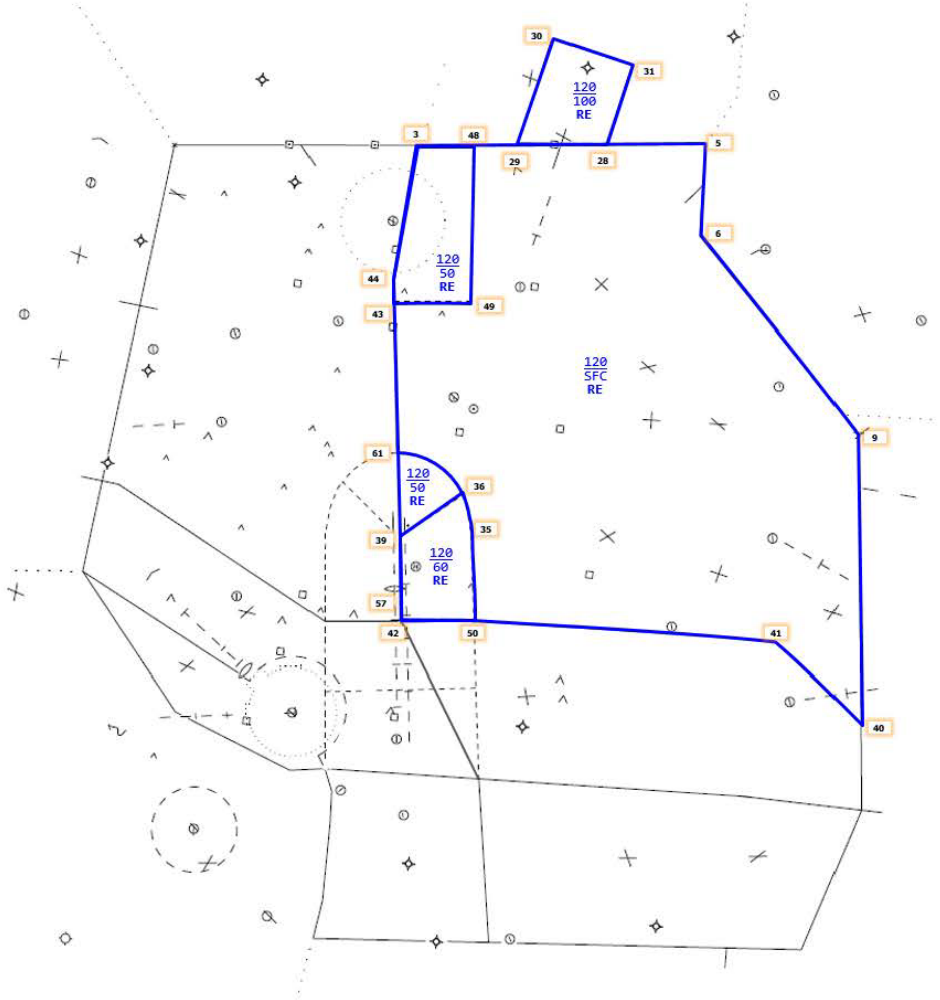
SOUTH FLOW – LOCAL CONTROL



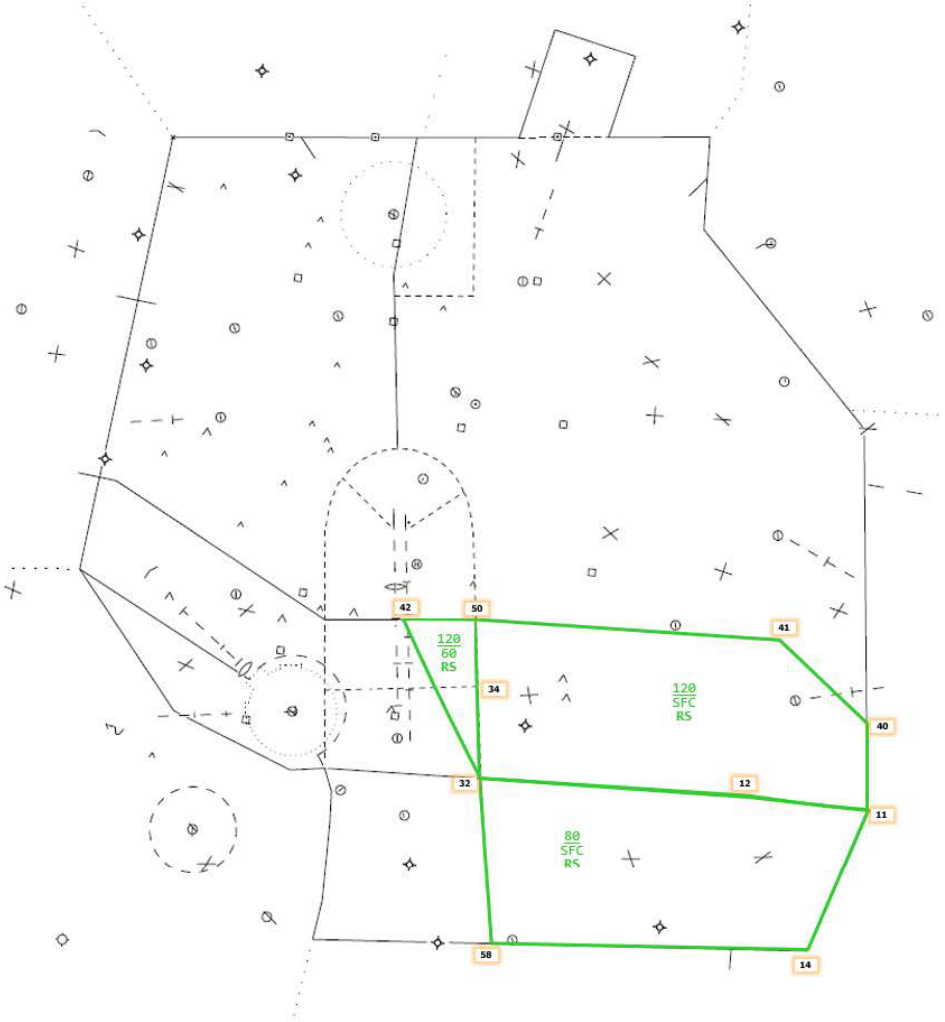
NORTH FLOW – RADAR WEST



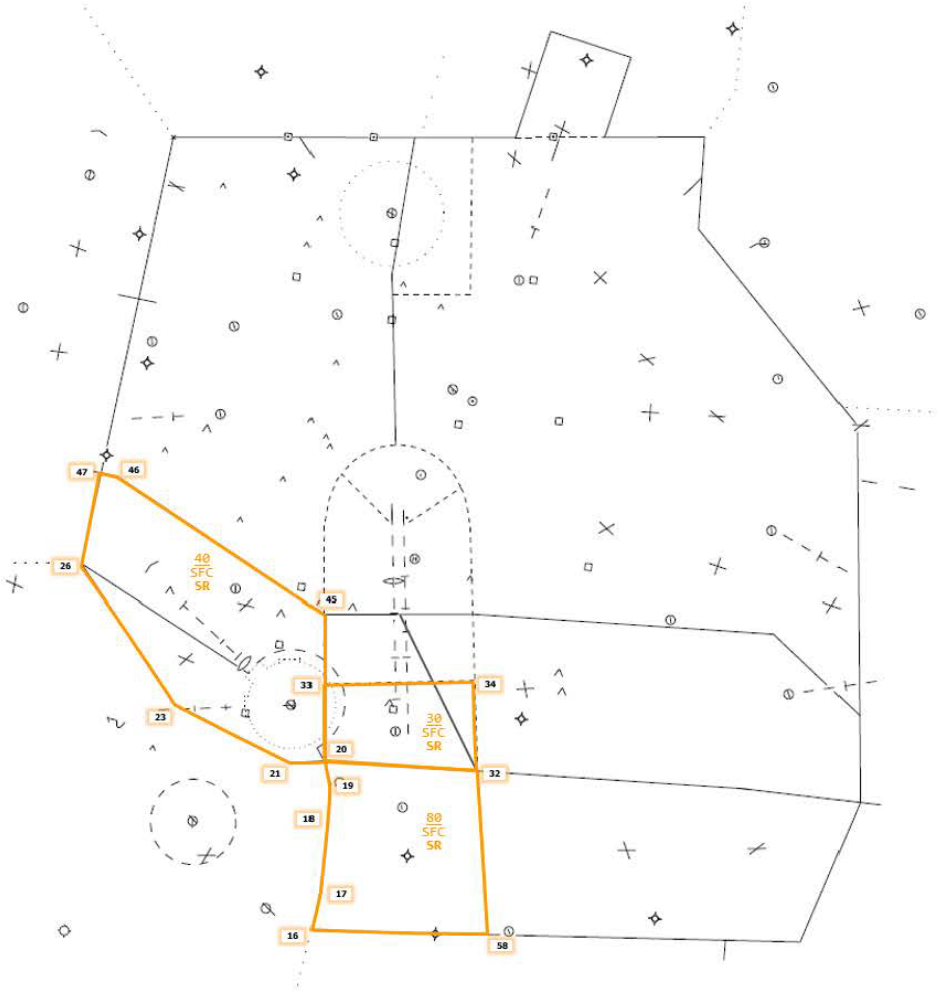
NORTH FLOW – RADAR EAST



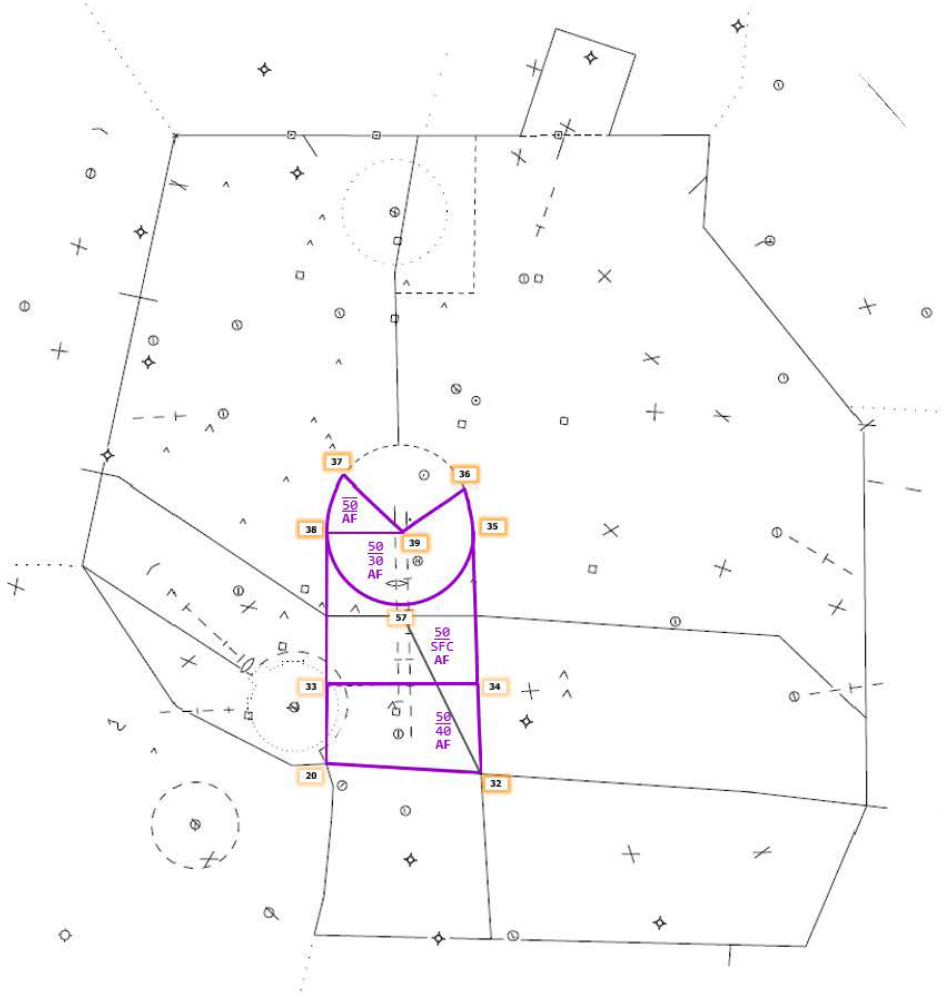
NORTH FLOW – RADAR SOUTH



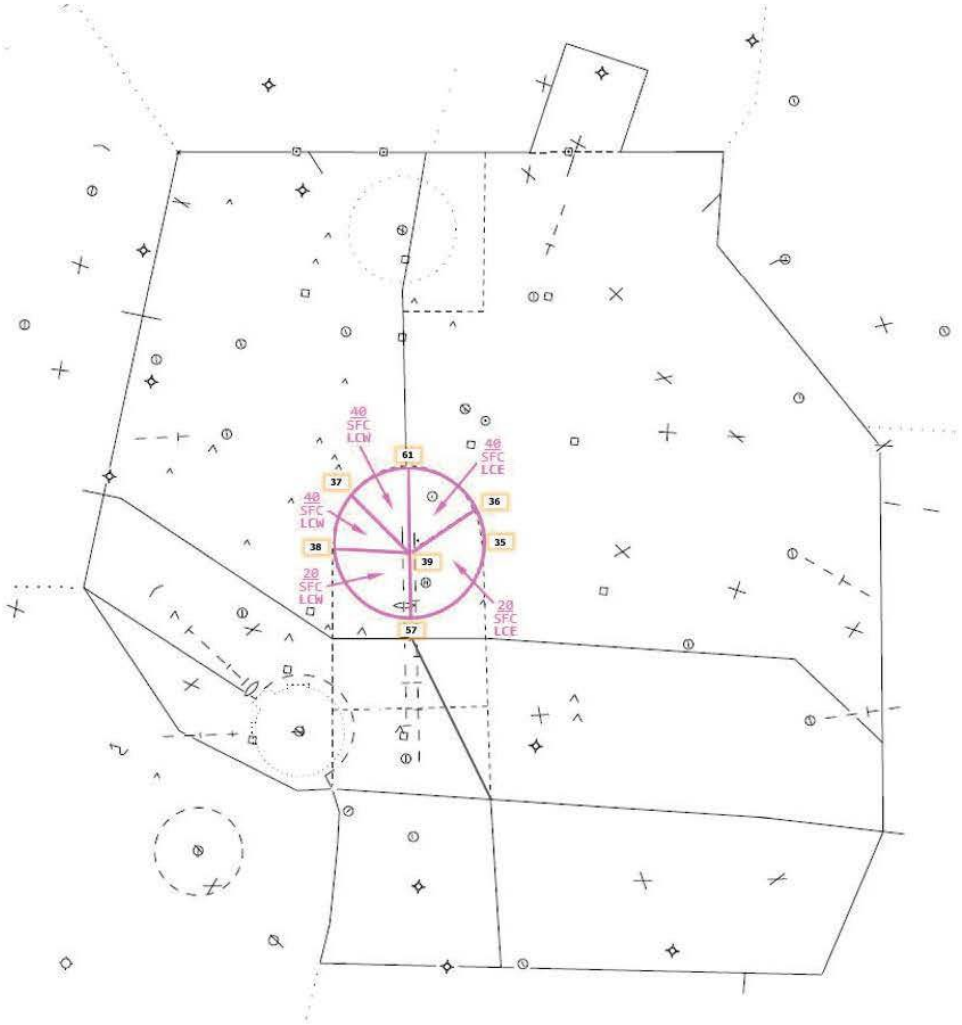
NORTH FLOW – SATELLITE RADAR



NORTH FLOW – AUSTIN FINALS



NORTH FLOW – LOCAL CONTROL



STARS GEO VIDEO MAPS LIST

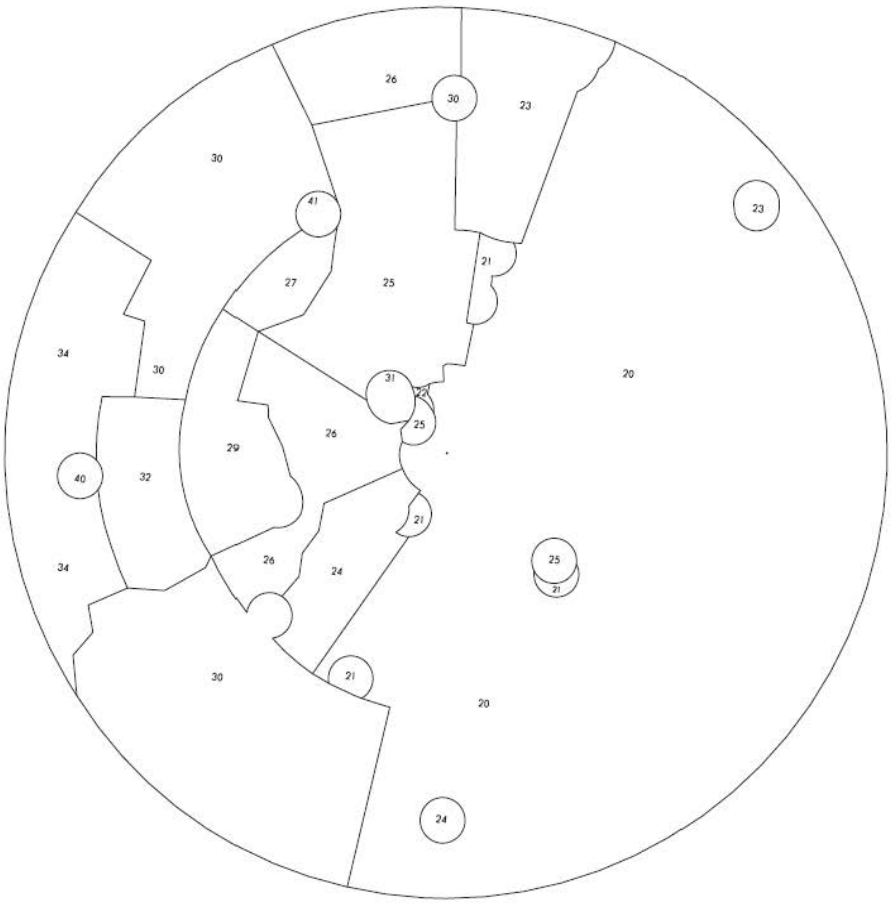
Map #	Title	Radar Video Map Description	A/B	DCP Button Group		
3	MONITOR	AUS Simultaneous ILS Monitor (SF & NF)	A			
4	MVA	MVA (Normal, 3NM)	B	AUS-6		TO-6
5	ROADS	Roads & Rivers	B	AUS-5		
10	ALIGN	Map Alignment Marks *[Used by TechOps]*	B			
11	AIRWAYS	Airways (Victor & Jet Routes)	B			
12	SF GPS	South Flow GPS Waypoints	B	AUS-2	HYI-4	
13	NF_GPS	North Flow GPS Waypoints	B	AUS-4	HYI-6	
15	COUNTY	State County Boundaries	B			
18	MVA_5NM	MVA (5NM)	B			
19	MTR_SR	Military Training Routes (SR)	B			
30	AP_FREQ	AUS Approach Frequencies	A			
31	SECTORS	ZHU ARTCC Sectors	A			
36	HYI_FNL	HYI Finals	A		HYI-1	
37	HYI_LBL	HYI Airfield Symbols & Identifiers	B		HYI-2	
41	GTU_FNL	GTU Finals	A	GTU-1		
42	GTU_RDS	GTU Roads & Lakes	B	GTU-2		
43	GTU_RNG	GTU Range Rings	A	GTU-3		
44	G_ARPTS	GTU Airfield Symbols	A	GTU-4		
45	GTU_LBL	GTU Airfield Identifiers	B	GTU-5		
50	HELO_RT	COTA Helicopter Routes	B			
60	EDC_FNL	EDC Finals	A			
61	EDC_D	EDC Class D Airspace	A			
100	AUS_FTM	AUS Fixed Target Map *[Used by TechOps]*	B			TO-3
105	CITIES	City Labels	B			
110	CLASS_C	AUS Class C Airspace	B			
112	SF_GPSL	South Flow GPS Labels	B			
113	NF_GPSL	North Flow GPS Labels	B			
116	HYI_FIX	HYI GPS Waypoints	B			
120	ADSB_40	ADS-B Ground Station 40-Mile Coverage	B			TO-4
121	ADSB_60	ADS-B Ground Station 60-Mile Coverage	B			TO-5
145	PL_ENG	Pipeline Patrol Routes	A			
146	PL_TAF	Pipeline Patrol Routes	A			
147	MTR_VR	Military Training Routes (VR)	A			
148	IR148	IR-148 Protected Airspace	B			
149	PL_GCT	Pipeline Patrol Routes	A			
150	50R_FNL	50R Finals	A			
200	ADJ_FAC	200+ Mile Map (SAT, GRK, I90 & MOAs)	B			TO-1
201	BASEMAP	AUS Airspace Outline	A	GTU-6	HYI-5	TO-2

STARS GEO VIDEO MAPS LIST *(Continued)*

Map #	Title	Radar Video Map Description	A/B	DCP Button Group
202	SF_RSC	South Flow Sector Boundaries (RS Combined)	A	
203	NF_RSC	North Flow Sector Boundaries (RS Combined)	A	
204	SF_RSO	South Flow Sector Boundaries (RS Open)	A	
205	NF_RSO	North Flow Sector Boundaries (RS Open)	A	HYI-3
206	SF_RNV	South Flow RNAV STARs Waypoints	B	
207	SF_STAR	South Flow RNAV STARs Tracks & Labels	B	
208	NF_RNV	North Flow RNAV STARs Waypoints	B	
209	NF_STAR	North Flow RNAV STARs Tracks & Labels	B	
220	SF_FINL	South Flow AF Airspace	A	
221	NF_FINL	North Flow AF Airspace	A	
222	SF-OPD	South Flow RNAV STARs Restrictions	B	
223	NF-OPD	North Flow RNAV STARs Restrictions	B	
224	SF-RNP	South Flow RNAV RNP Tracks	B	AUS-1
225	NF-RNP	North Flow RNAV RNP Tracks	B	AUS-3
226	SF_FAC	South Flow AUS Final Approach Courses	A	
227	NF_FAC	North Flow AUS Final Approach Courses	A	
228	SF_SEQ	South Flow OPD Sequence Marks	B	
229	NF_SEQ	North Flow OPD Sequence Marks	B	
230	STADIUM	Area Stadiums	B	
280	TS23_25	TS23 COPTER RNAV (GPS) 25 Approach	A	
281	38TA_36	38TA COPTER RNAV (GPS) 36 Approach	A	
282	68TX_17	68TX COPTER RNAV (GPS) 17 Approach	A	
283	TA22_14	TA22 COPTER RNAV (GPS) 137 Approach	A	
284	32TS_18	32TS COPTER RNAV (GPS) 18 Approach	A	
285	TE94_17	TE94 COPTER RNAV (GPS) 17 Approach	A	
286	3XA6_17	3XA6 COPTER RNAV (GPS) 17 Approach	A	
287	01XA_08	01XA COPTER RNAV (GPS) 08 Approach	A	
288	29XA_12	29XA COPTER RNAV (GPS) 12 Approach	A	
289	TX54_17	TX54 COPTER RNAV (GPS) 17 Approach	A	
290	63TA_34	63TA COPTER RNAV (GPS) 34 Approach	A	
300	TS23DEP	YAZOO1 RNAV Departure (TS23)	A	
303	TA22DEP	MIRSOL1 RNAV Departure (TA22)	A	
360	ALLHNDF	All Handoff Filters	B	
500	FLC_18L	AUS ILS/LOC 18L Flight Check Procedure	A	
501	FLC_18R	AUS ILS/LOC 18R Flight Check Procedure	A	
502	FLC_36L	AUS ILS/LOC 36L Flight Check Procedure	A	
503	FLC_36R	AUS ILS/LOC 36R Flight Check Procedure	A	
504	FLC_13	HYI ILS/LOC 13 Flight Check Procedure	A	

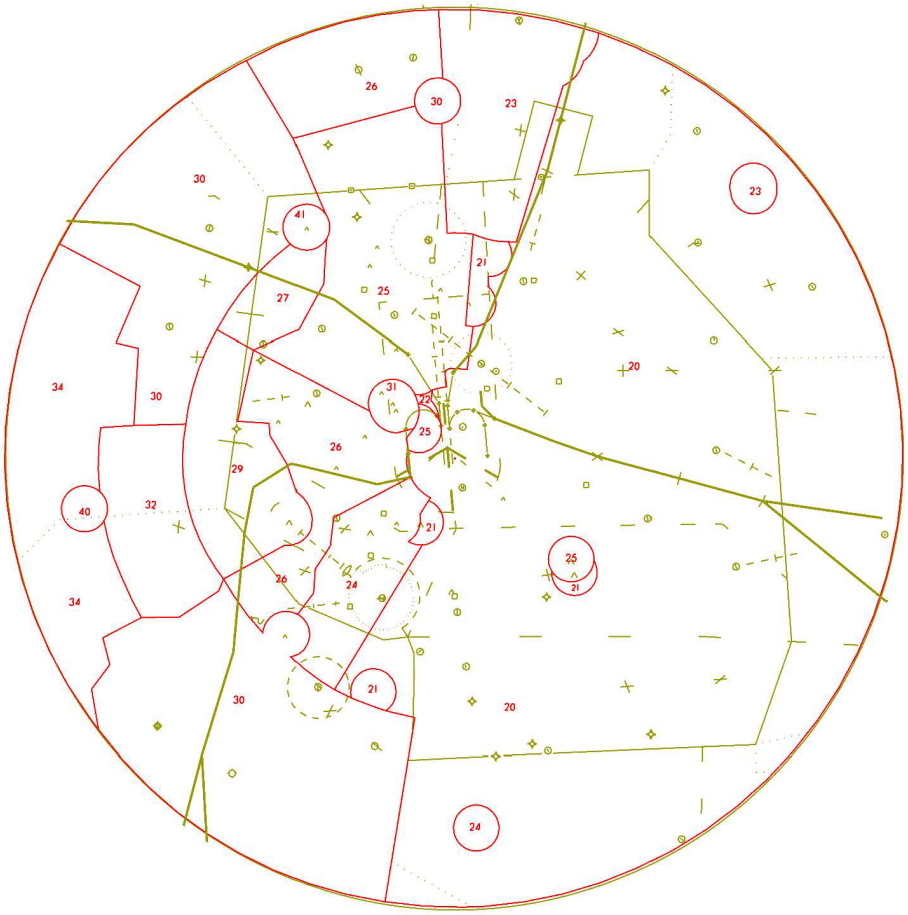
STARS MINIMUM VECTORING ALTITUDE (MVA) VIDEO MAPS

MVA-3 Map (60NM)



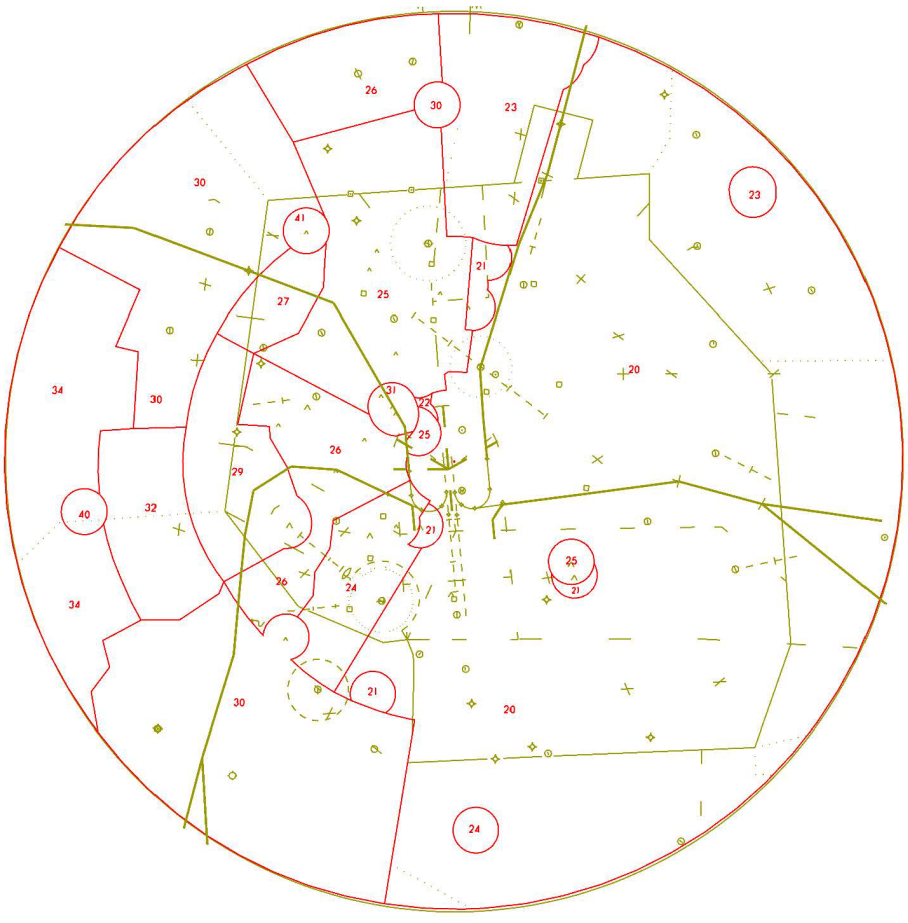
STARS MVA VIDEO MAPS *(Continued)*

MVA-3 and South Flow Radar Composite Maps



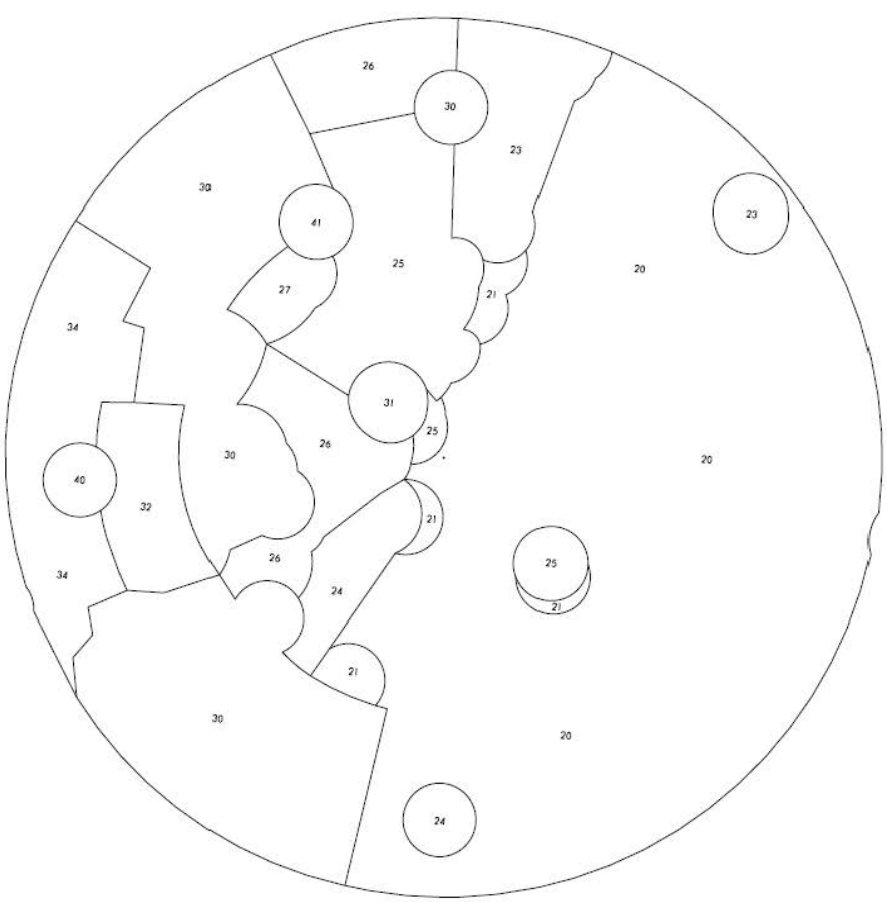
STARS MVA VIDEO MAPS *(Continued)*

MVA-3 and North Flow Radar Composite Maps



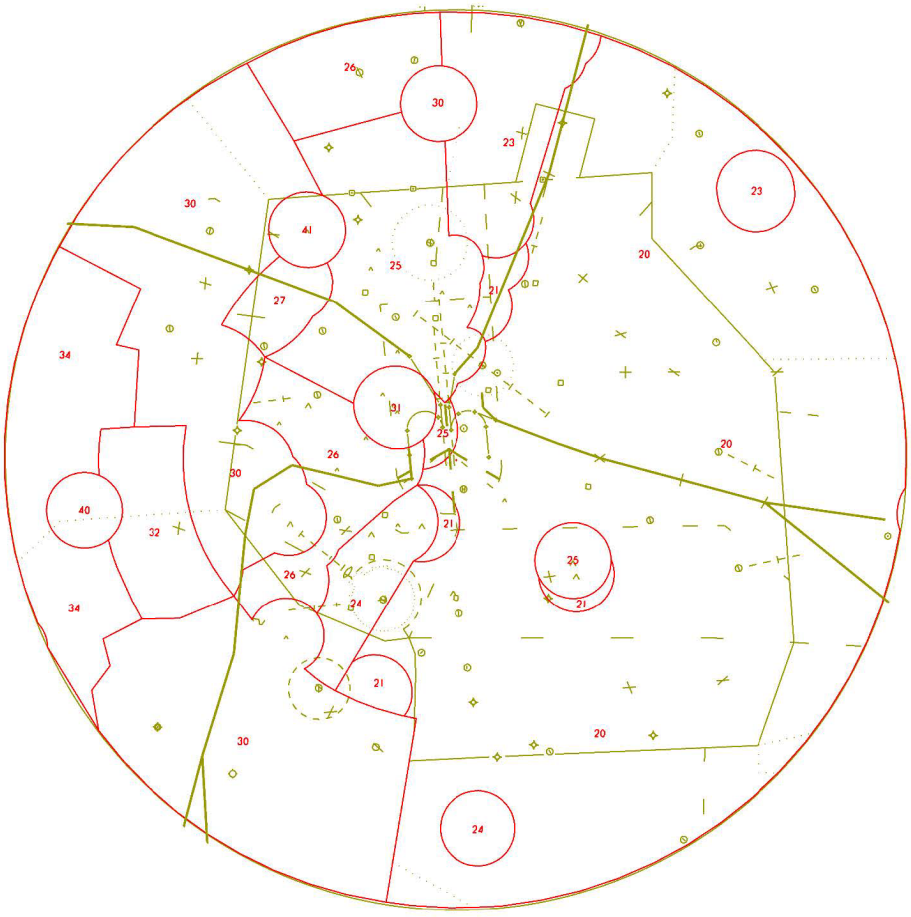
STARS MVA VIDEO MAPS *(Continued)*

MVA-5 Map (60NM)



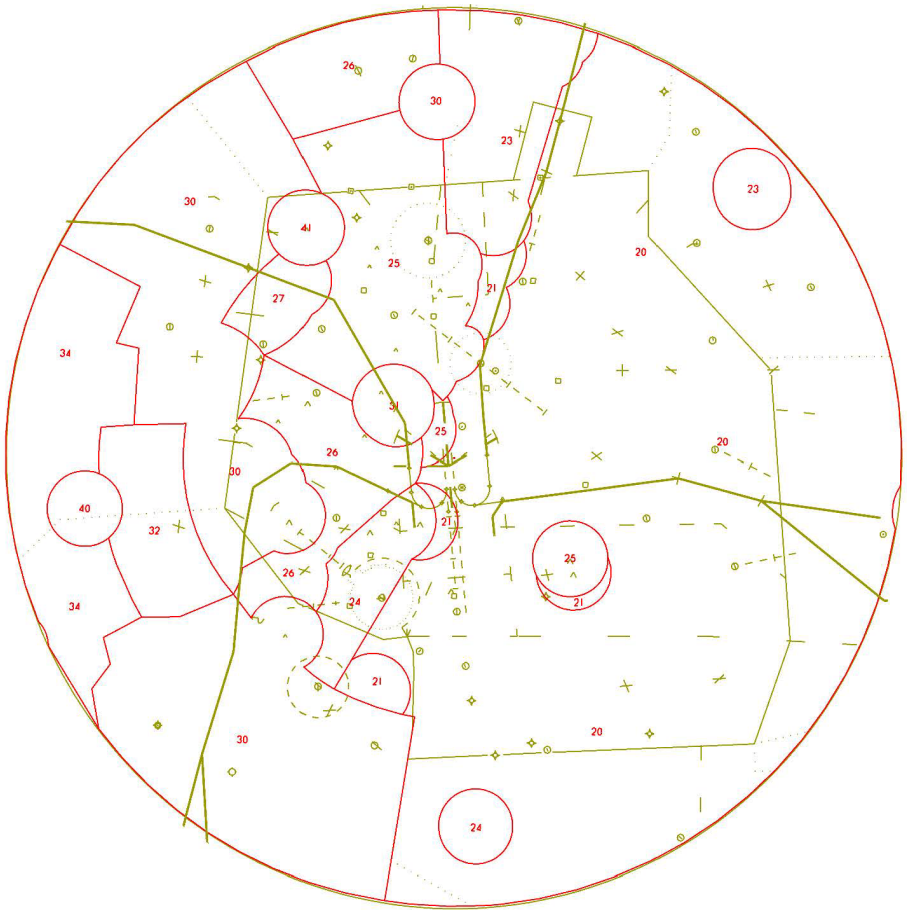
STARS MVA VIDEO MAPS *(Continued)*

MVA-5 and South Flow Radar Composite Maps



STARS MVA VIDEO MAPS *(Continued)*

MVA-5 and North Flow Radar Composite Maps



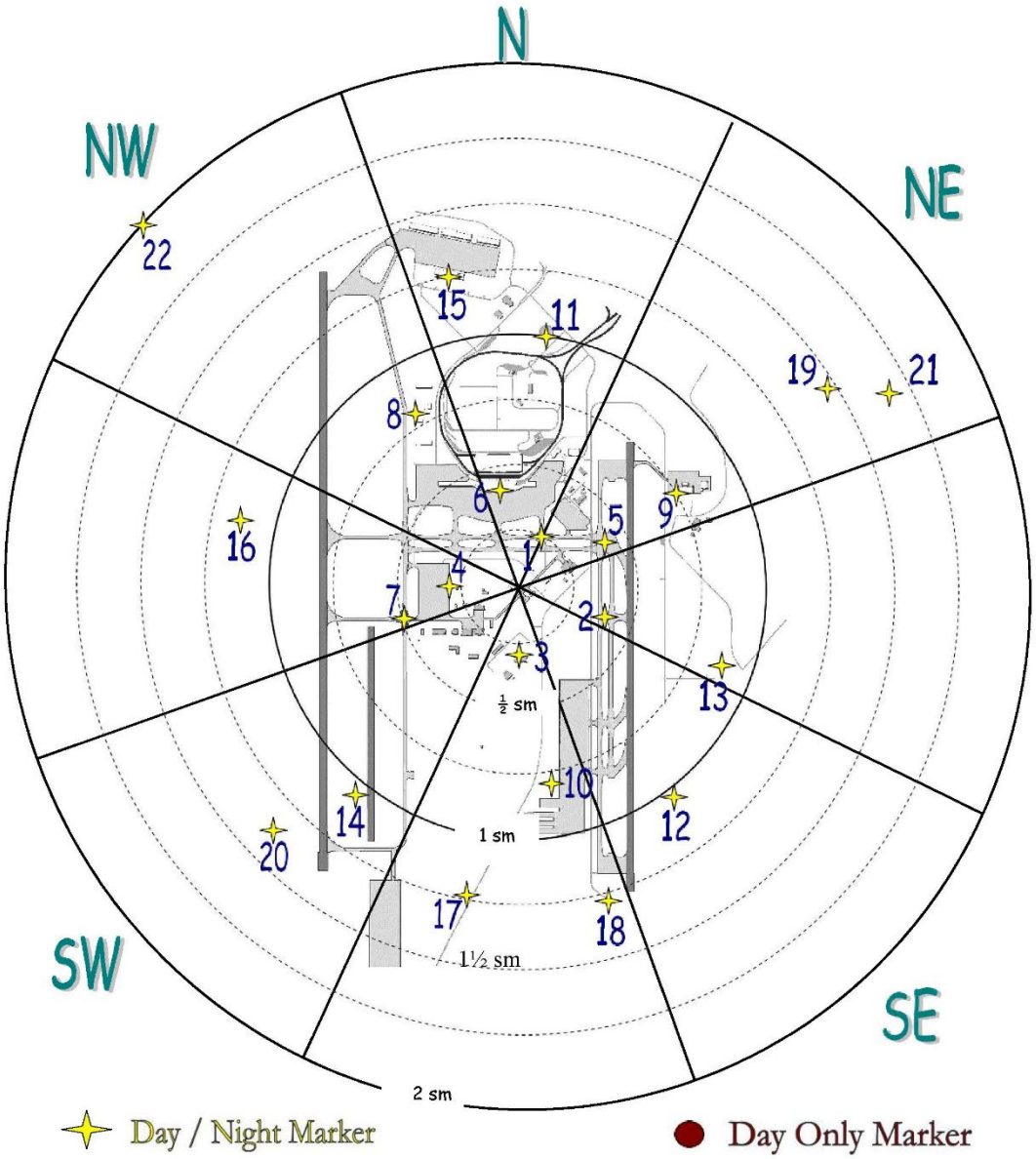
STARS RESTRICTION AREA (RA) LIST

STARS Restriction Areas			Text
RA #	Title	Displayed Text	Blink
101	ALERT ALL RUNWAYS	ALERT ALL RUNWAYS	Y
102	ALERT RUNWAY 18R/36L	ALERT RUNWAY 18R/36L	Y
103	ALERT RUNWAY 18L/36R	ALERT RUNWAY 18L/36R	Y
106	SPEEDWAY	*	N
107	BOBCAT STADIUM	*	N
108	UT	*	N
109	PARAJUMP	*	N
110	XS90 PARAJUMP	ALERT PARA ALERT	Y
111	T91 PARAJUMP	ALERT PAJA ALERT	Y
112	TE75 PARAJUMP	ALERT PAJA ALERT	Y
120	GTU ALERT RUNWAY	ALERT RUNWAY/AIRPORT GTU	Y
121	HYI ALERT RUNWAY	ALERT RUNWAY/AIRPORT HYI	Y
122	3T5 ALERT RUNWAY	ALERT RUNWAY/AIRPORT 3T5	Y
123	88R ALERT RUNWAY	ALERT RUNWAY/AIRPORT 88R	Y
124	RYW ALERT RUNWAY	ALERT RUNWAY/AIRPORT RYW	Y
125	EDC ALERT RUNWAY	ALERT RUNWAY/AIRPORT EDC	Y
126	50R ALERT RUNWAY	ALERT RUNWAY/AIRPORT 50R	Y
127	GYB ALERT RUNWAY	ALERT RUNWAY/AIRPORT GYB	Y
128	T74 ALERT RUNWAY	ALERT RUNWAY/AIRPORT T74	Y
129	85TX ALERT RUNWAY	ALERT RUNWAY/AIRPORT 85TX	Y
130	XS90 ALERT RUNWAY	ALERT RUNWAY/AIRPORT XS90	Y
131	2XA5 ALERT RUNWAY	ALERT RUNWAY/AIRPORT 2XA5	Y
132	T91 ALERT RUNWAY	ALERT RUNWAY/AIRPORT T91	Y
133	T20 ALERT RUNWAY	ALERT RUNWAY/AIRPORT T20	Y
134	TE75 ALERT RUNWAY	ALERT RUNWAY/AIRPORT TE75	Y
200	GTU AEROBATIC AREA	*	N

APPENDIX B

TOWER OPERATIONS

Tower Visibility Markers ~ 0to 2 Miles



TOWER VISIBILITYMARKERS 0 TO 2 MILES

	Distance	Direction	Marker
1	¼	NE	Intersection of Taxiway G @ G1
2	¼	E	Intersection of Taxiways A, B & J
3	¼	S	Solid Waste Services Building
4	¼	W	East Edge of Maintenance Ramp
5	½	NE	Intersection of Taxiways A, B & H
6	½	N	Terminal Building
7	½	W	Intersection of Taxiways T @ C
8	¾	NW	Fuel Farm Tanks
9	¾	NE	State Ramp Hangar
10	¾	S	Signature Terminal Building
11	1	N	Hilton Hotel
12	1	SE	Runway 36R Glideslope Building
13	1	E	ASR-9 Radar Antenna
14	1	SW	Runway 36L Wind Sock
15	1¼	N	Air Cargo Ramp
16	1¼	W	Billboard
17	1¼	S	Rotating Beacon
18	1¼	S	Runway 18L Localizer Building
19	1½	NE	Sonic Drive-In Sign
20	1½	SW	Southwest Remote Transmitter/Receiver (RTR) Site
21	1½	NE	Cell Tower (White Strobe Day/ Red Light Night)
22	2	NW	La Quinta Hotel

0 to 2 Miles Tower Visibility Markers

#1 ¼ NE – Intersection of TWYs G @ G1 (Day/Night)

#2 ¼ E – Intersection of TWYs A, B & J (Day/Night)

0 to 2 Miles Tower Visibility Markers

#3 ¼S – Nearest Edge of Solid Waste Services Building (Day/Night)

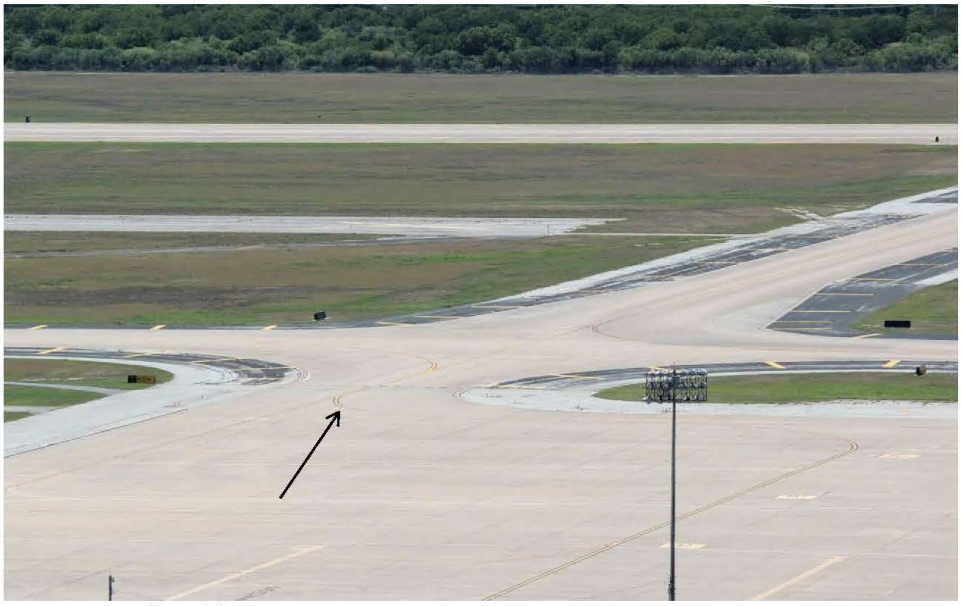
#4 ¼W – Nearest Edge of Maintenance Ramp (Day) / Lights (Night)

0 to 2 Miles Tower Visibility Markers

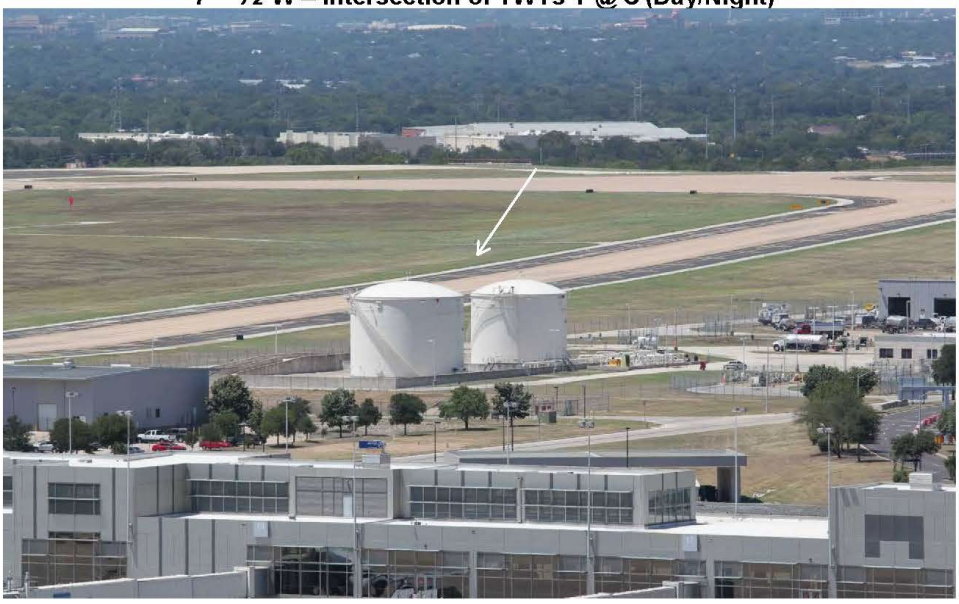
#5 ½ NE – "Green Ring" @ Intersection of TWYs A, B & H (Day/Night)

#6 ½ N – Nearest Side of Terminal Building, NOT Gates (Day/Night)

0 to 2 Miles Tower Visibility Markers



#7 ½ W – Intersection of TWYs T @ C (Day/Night)



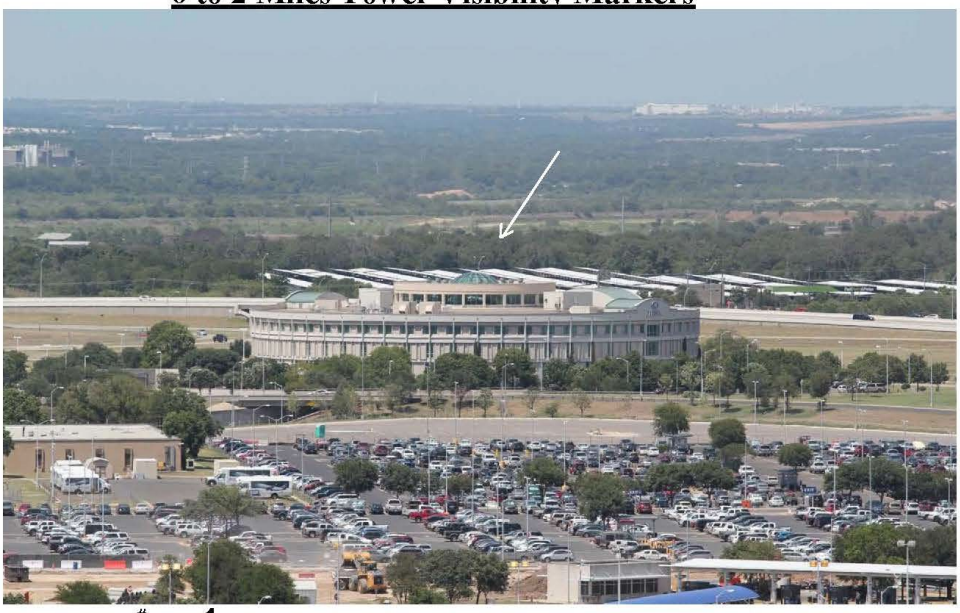
#8 ¾ NW – Fuel Farm Tanks (Day/Night)

0 to 2 Miles Tower Visibility Markers

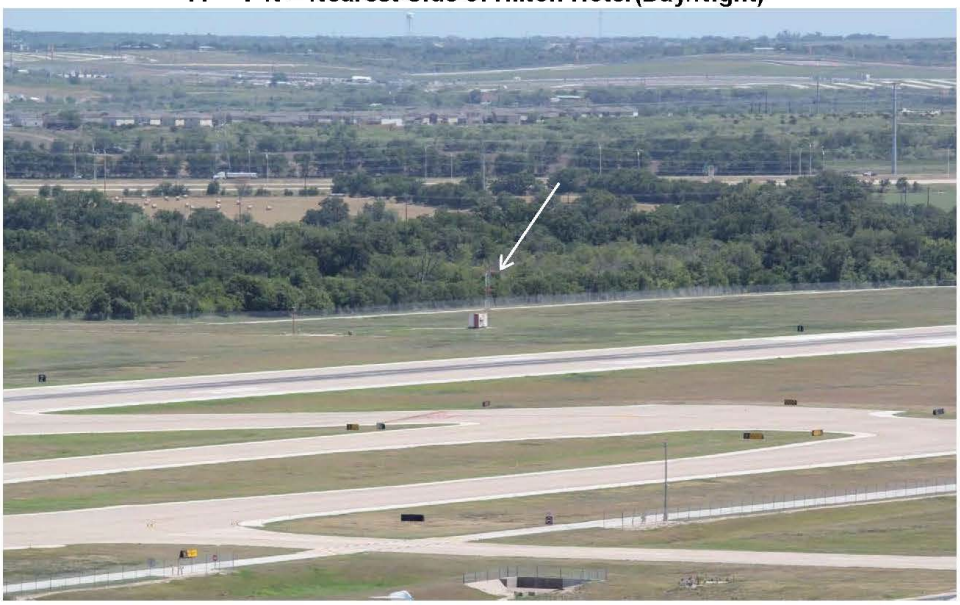
#9 ¾ NE – Nearest Corner of State Ramp Hanger (Day/Night)

#10 ¾ S – Nearest Wall of Signature Terminal Building (Day/Night)

0 to 2 Miles Tower Visibility Markers



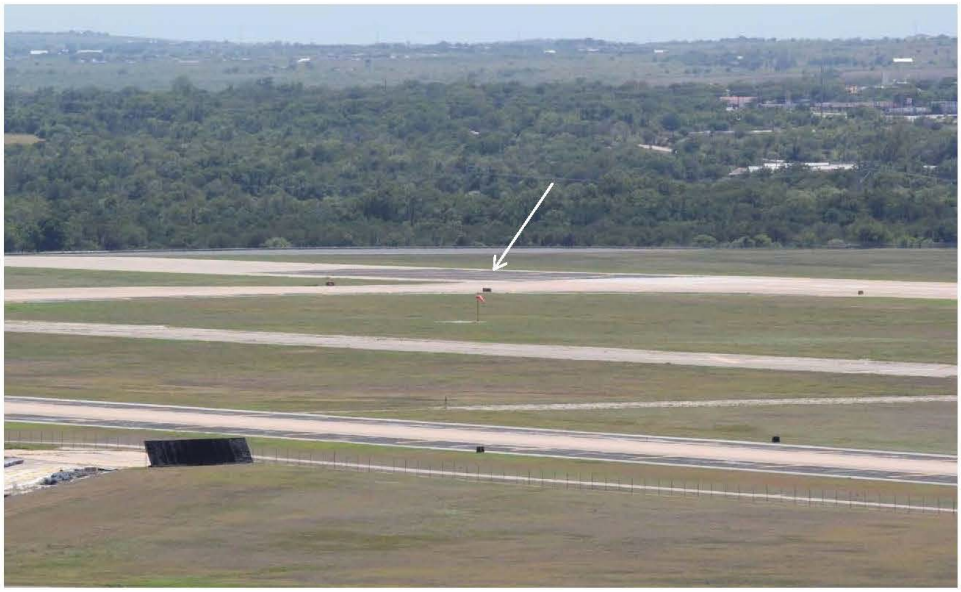
#11 1 N – Nearest Side of Hilton Hotel (Day/Night)



#12 1 SE – RWY 36R Glideslope Building (Day/Night)

0 to 2 Miles Tower Visibility Markers

#13 1 E – ASR-9 Radar Antenna (Day/Night)



#14 1 SW – RWY 36L Wind Sock (Day/Night)

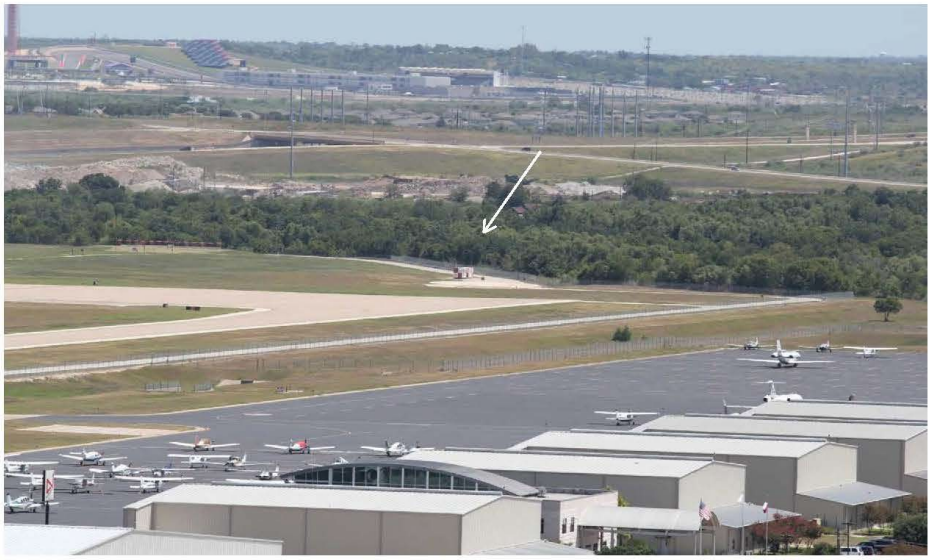
0 to 2 Miles Tower Visibility Markers

#15 1¼ N – Nearest Building on Air Cargo Ramp (Day/Night)

#16 1¼ W – Billboard (Day/Night)

0 to 2 Miles Tower Visibility Markers

#17 1¼ S – Rotating Beacon, NOT Cell Tower (Day/Night)



#18 1¼ S – RWY 18L Localizer Building (Day/Night)

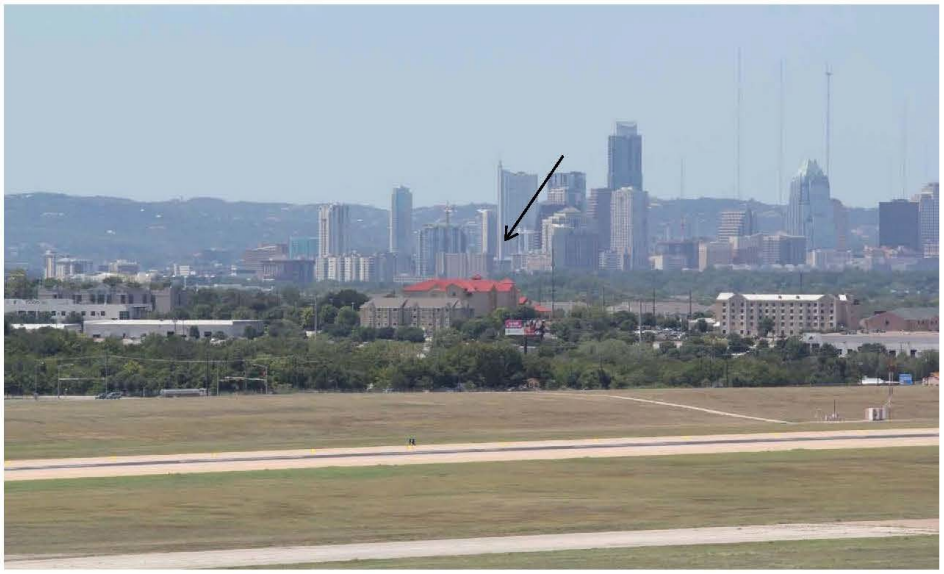
0 to 2 Miles Tower Visibility Markers

#19 1½ NE – Sonic Drive-In Sign (Day/Night)

#20 1½SW – Southwest Remote Transmitter/Receiver (RTR) Site (Day/Night)

0 to 2 Miles Tower Visibility Markers

#21 1½ NE – Cell Tower (Day/Night)



#22 2 NW – Red Roof of La Quinta Hotel (Day/Night)

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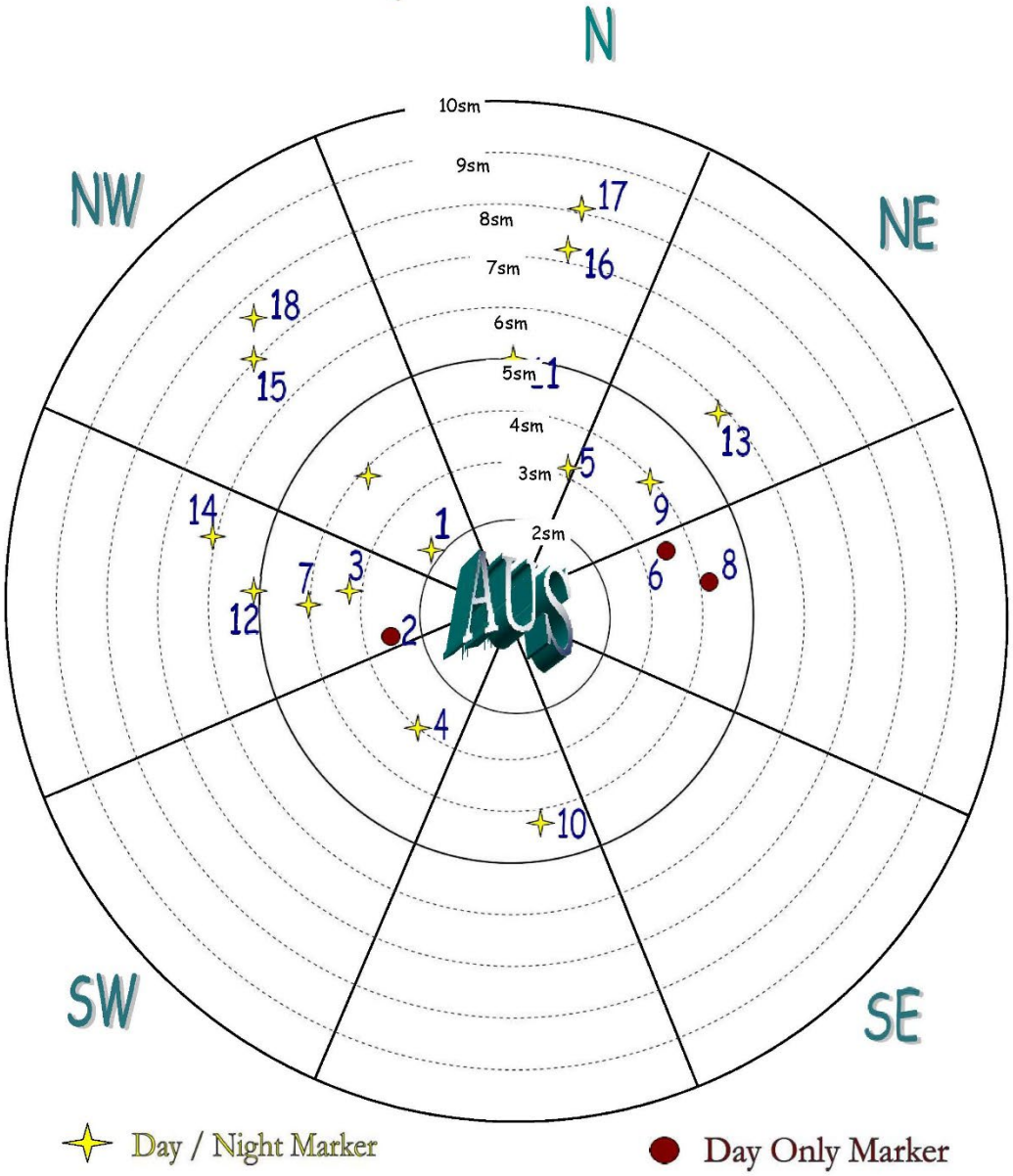
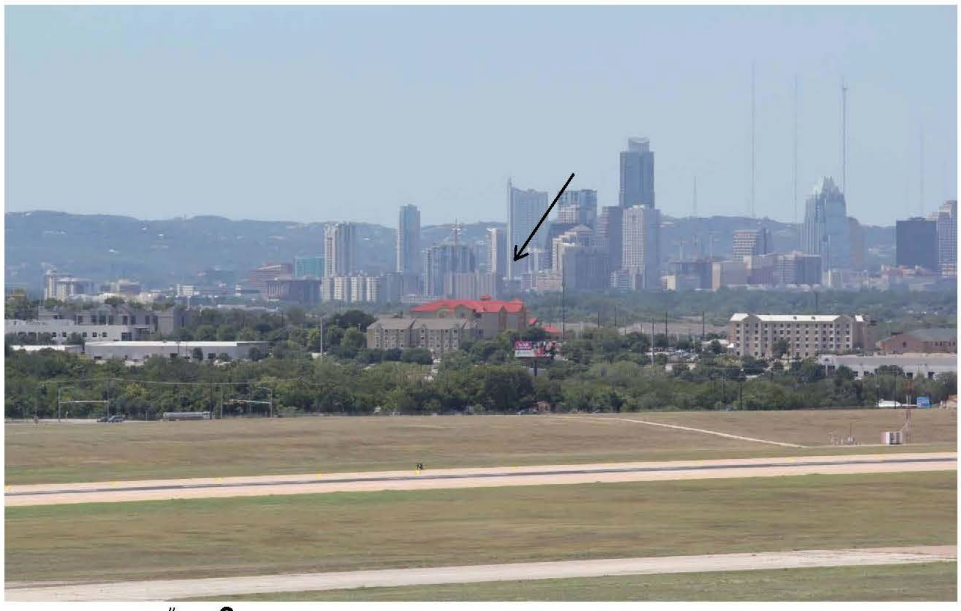
Tower Visibility Markers ~ 2 to 10 Miles



TOWER VISIBILITY MARKERS
2 TO 10 MILES

	Distance	Direction	Marker
1	2	NW	La Quinta Hotel
2	2½	W	Fire Training Tower (Day Only)
3	3	W	LCRA Micro Wave Antenna
4	3	SW	Pilot Knob Water Tank
5	3	NE	KLBJ Radio Antennas
6	3	E	Water Tower (Day Only)
7	4	W	AMD Building (Large Brown Building)
8	4	E	Church (Day Only)
9	4	NE	Texas Industries (White Structure Near Sand Pits)
10	4	S	COTA Race Tower
11	5	N	Travis County Corrections Water Tower
12	5	W	Omni Hotel
13	6	NE	Austin Colony (White Water Tower)
14	6	W	**St Edward's University**
15	7	NW	Capitol Building Dome
16	7	N	Travis County Exposition Center
17	8	N	Decker Creek Power Plant
18	8	NW	UT Tower

2 to 10 Miles Tower Visibility Markers

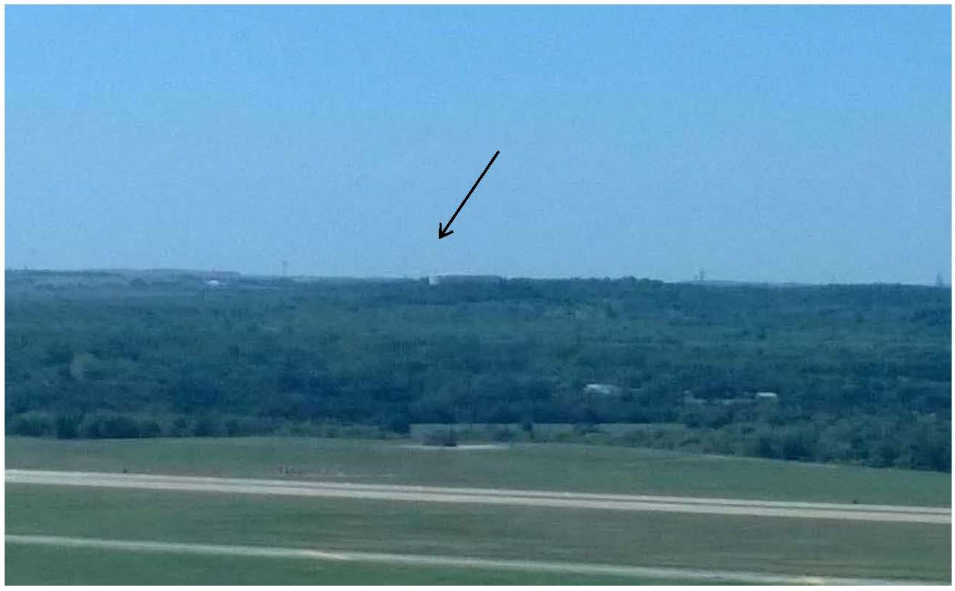


#1 2 NW – Red Roof of La Quinta Hotel (Day/Night)

#2 2½ W – Fire Training Tower (Day ONLY)

2 to 10 Miles Tower Visibility Markers

#3 3 W – LCRA Microwave Antenna (Day/Night)



#4 3 SW – Pilot Knob Water Tank (Day/Night)

2 to 10 Miles Tower Visibility Markers

#5 3 NE – KLBJ Antenna Buildings (Day) / Lights (Night)

#6 3 E – Water Tower (Day ONLY)

2 to 10 Miles Tower Visibility Markers

#7 4 W – Darkest Brown Portion of AMD Building (Day/Night)

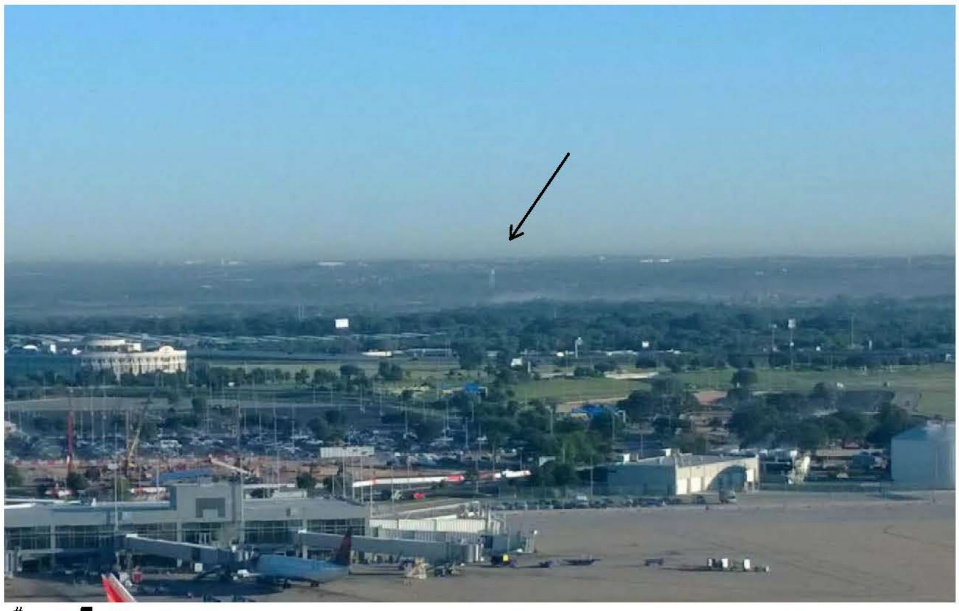
#8 4 E – Church on Hwy 71 (DayONLY)

2 to 10 Miles Tower Visibility Markers

#9 4 NE – Block Building of Texas Industries (Day/Night)

#10 4 S – COTA Race Tower (Day/Night)

2 to 10 Miles Tower Visibility Markers



#11 5 N – Travis Co. Corrections (many-legged) Water Tower (Day/Night)

#12 5 W – Omni Hotel, just South of I-35 Flyover (Day/Night)

2 to 10 Miles Tower Visibility Markers

#13 6 NE – Austin Colony Water Tower (Day/Night)

#14 6 W – St. Edward's University on Horizon (Day/Night)

2 to 10 Miles Tower Visibility Markers

#15 7 NW – Capitol Building Dome (Day/Night)

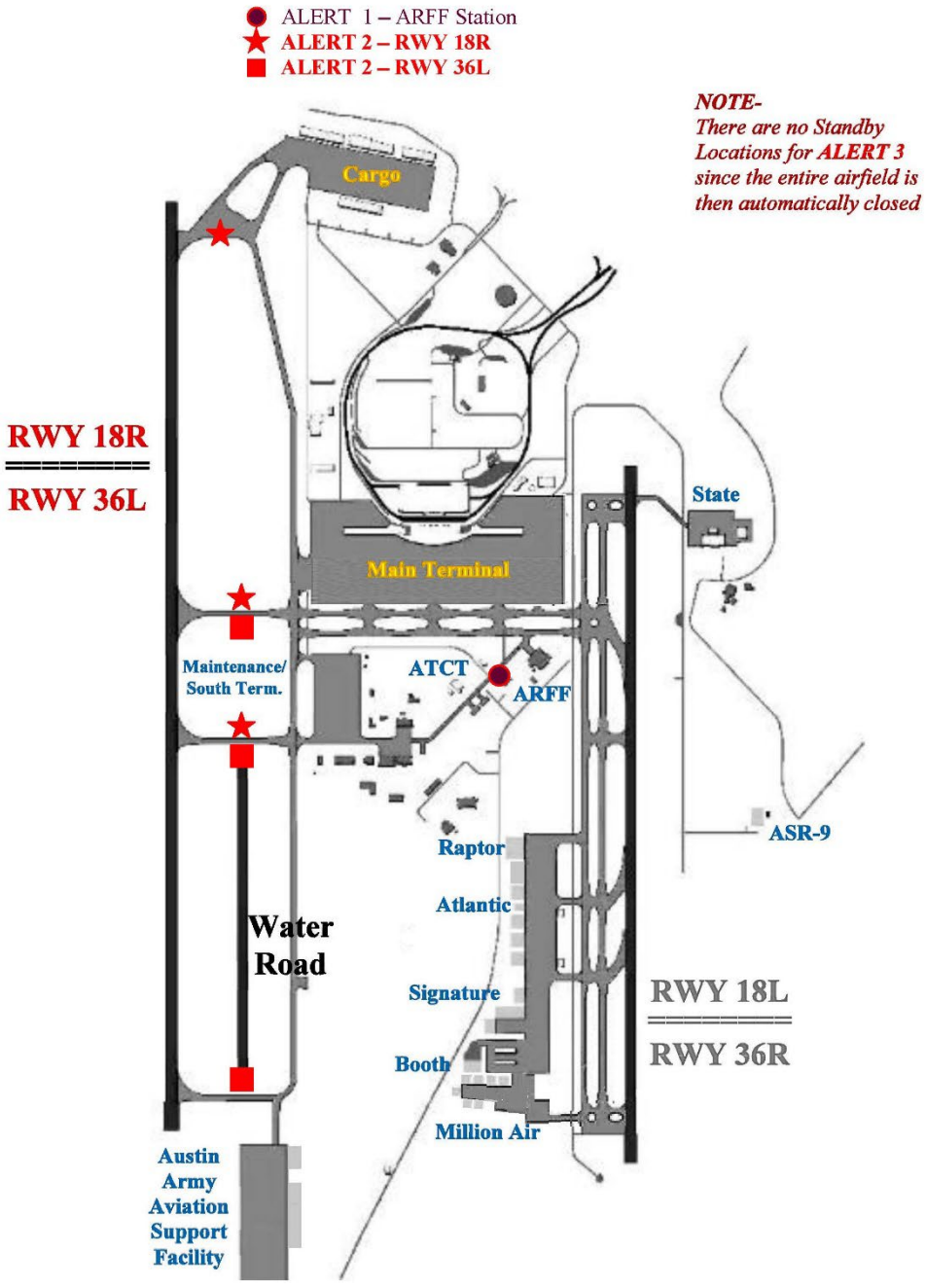
#16 7 N – Travis County Expo Center (Day/Night)

2 to 10 Miles Tower Visibility Markers

#17 8 N – Decker Creek Power Plant (Day/Night)

#18 8 NW – UT Tower (Day/Night)

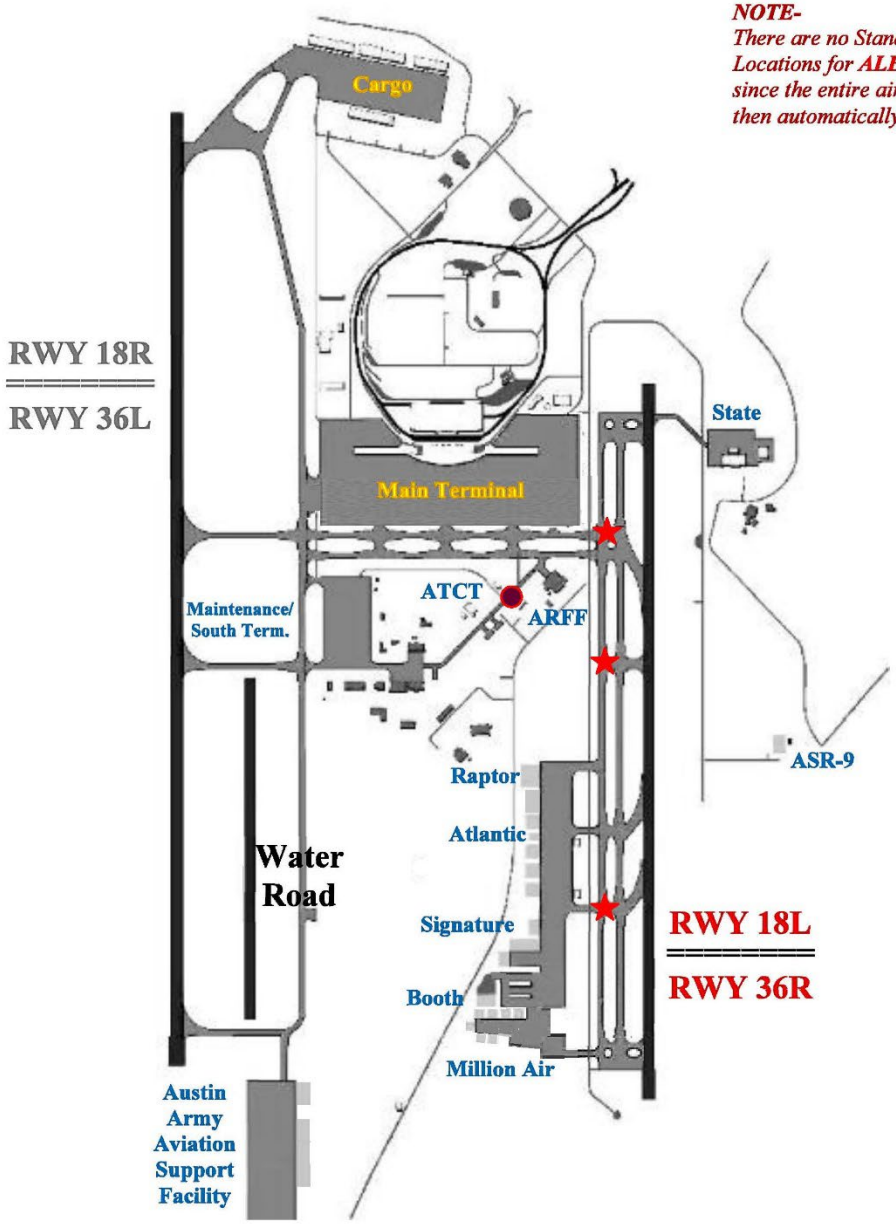
RUNWAY 18R/36L ARFF STANDBY POSITIONS



RUNWAY 18L/36R ARFF STANDBY POSITIONS

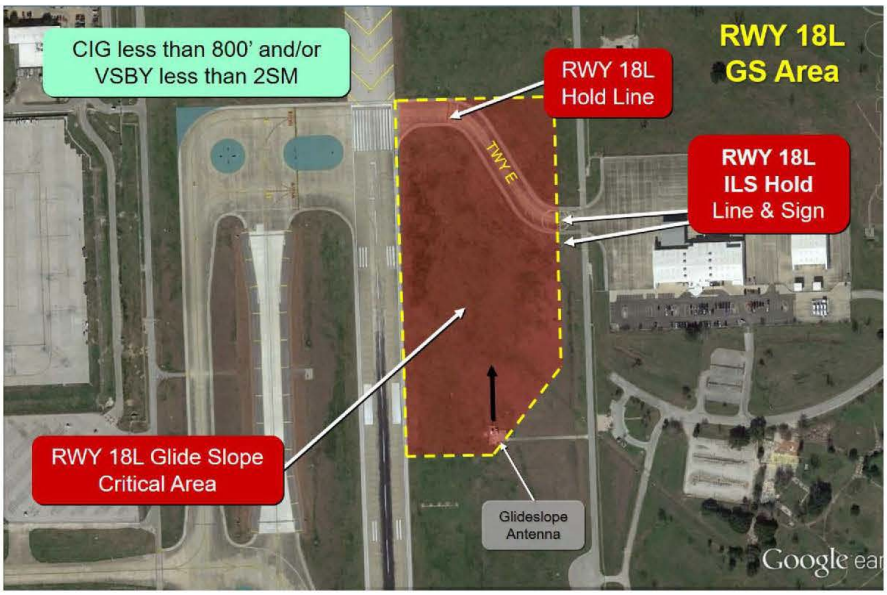
ALERT 1 – ARFF Station
ALERT 2 – RWY 18L / 36R

NOTE-
*There are no Standby Locations for **ALERT 3** since the entire airfield is then automatically closed*



RUNWAY 18L CRITICAL AREAS

Runway 18L Glideslope Critical Area



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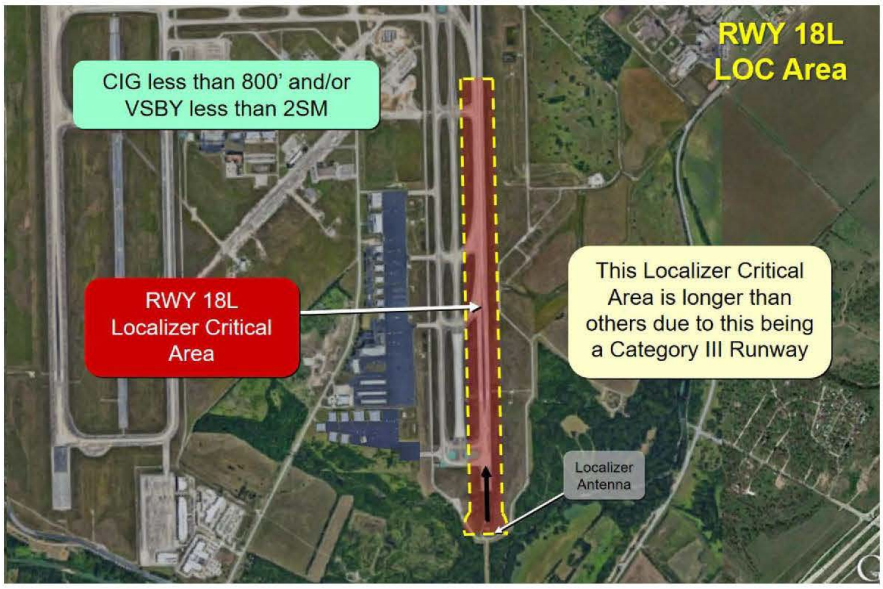

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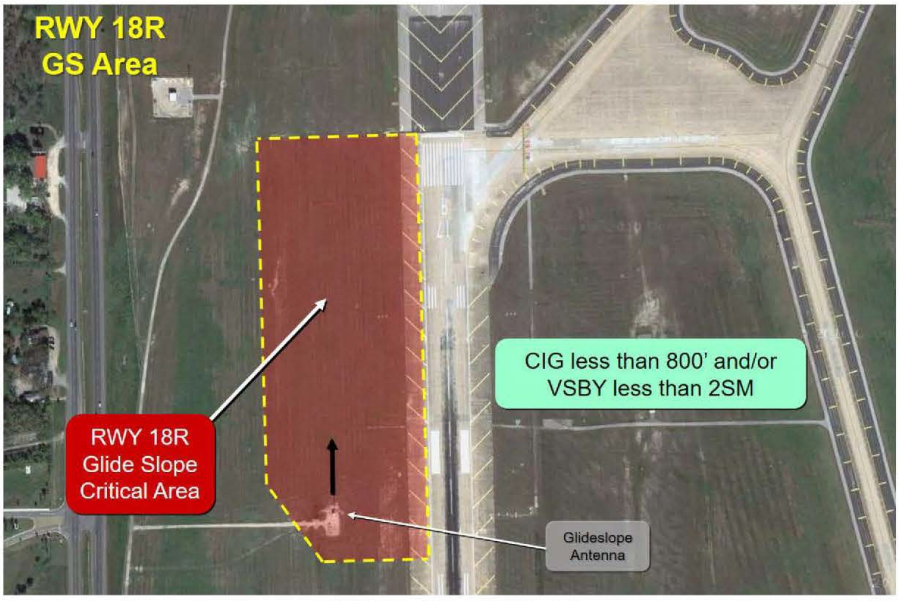

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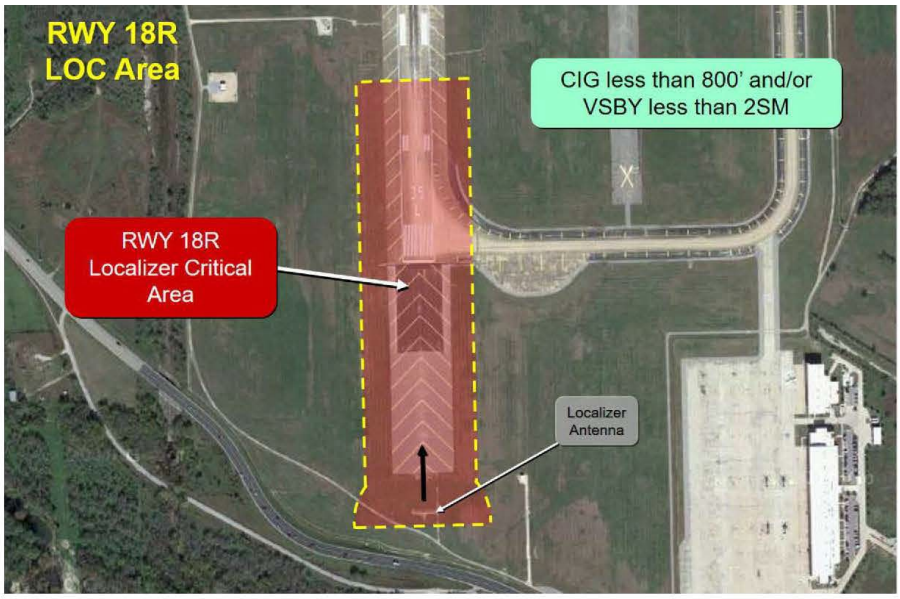

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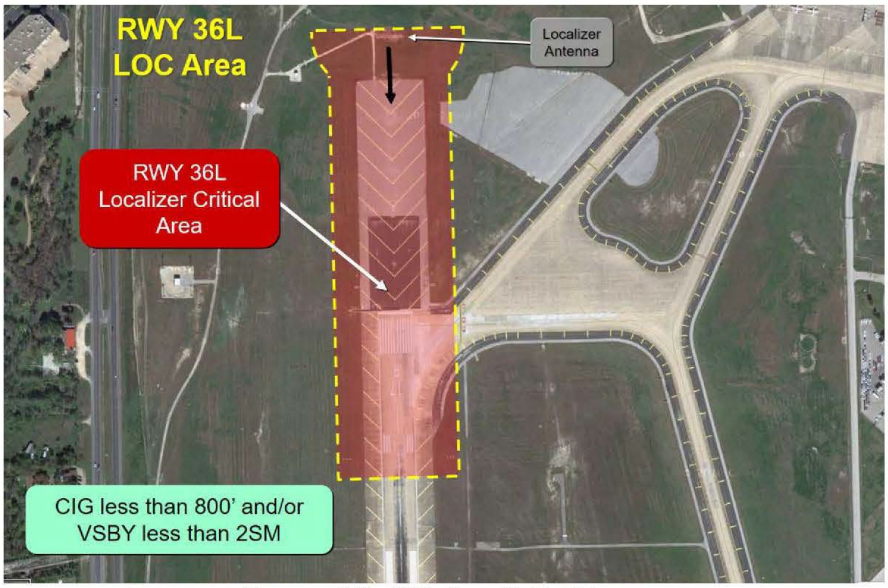
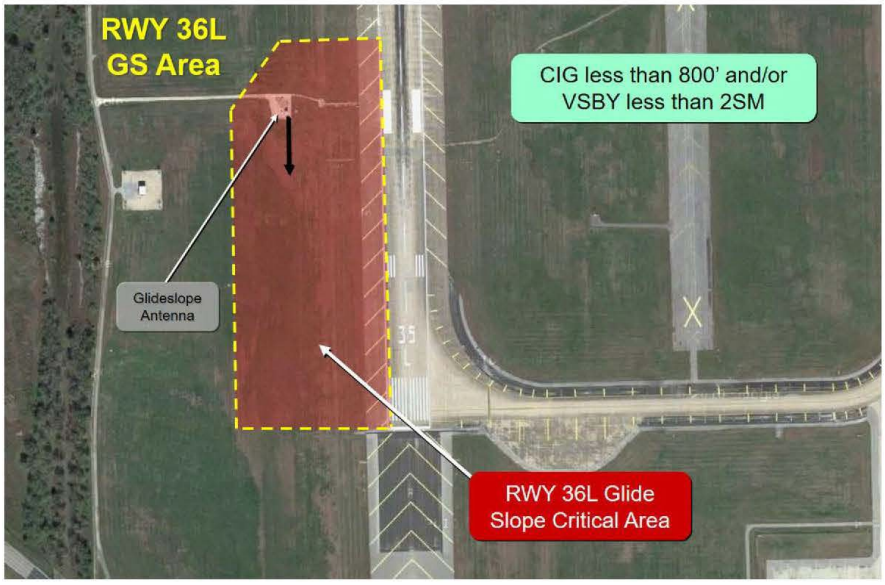
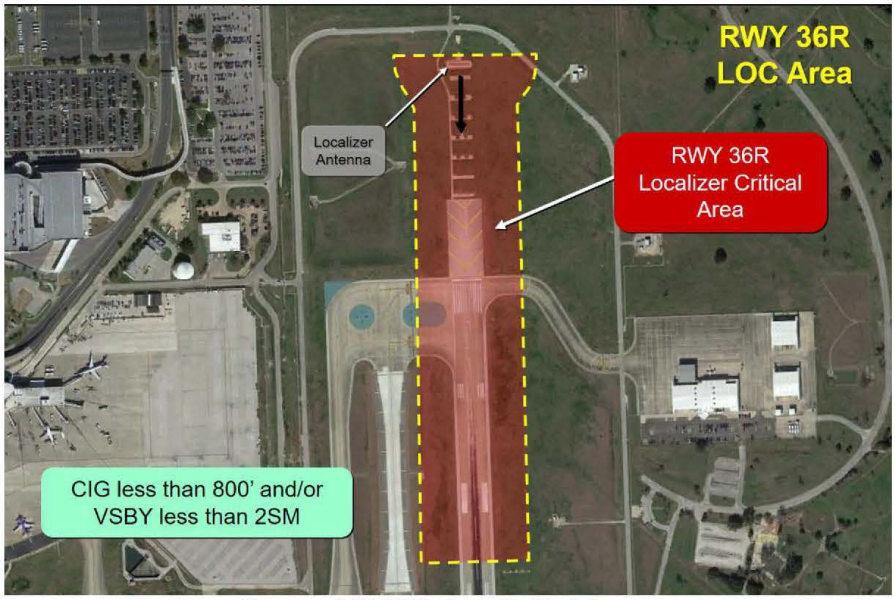


Runway 36L Glideslope Critical Area

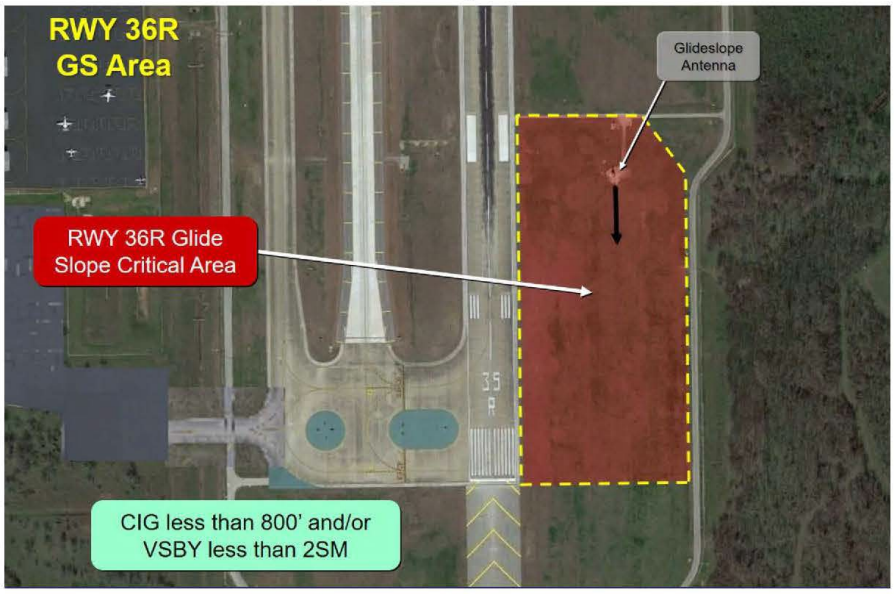


RUNWAY 36R CRITICAL AREAS

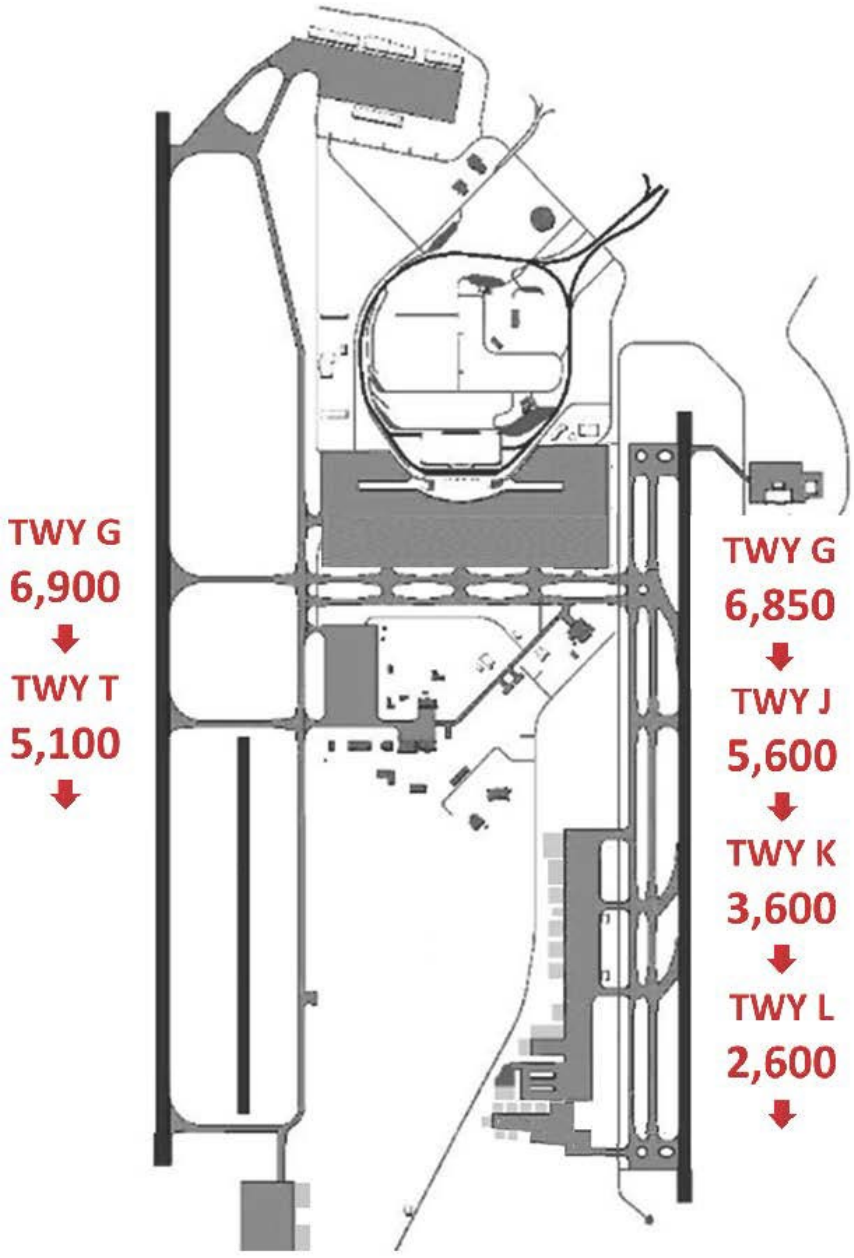
Runway 36R Localizer Critical Area



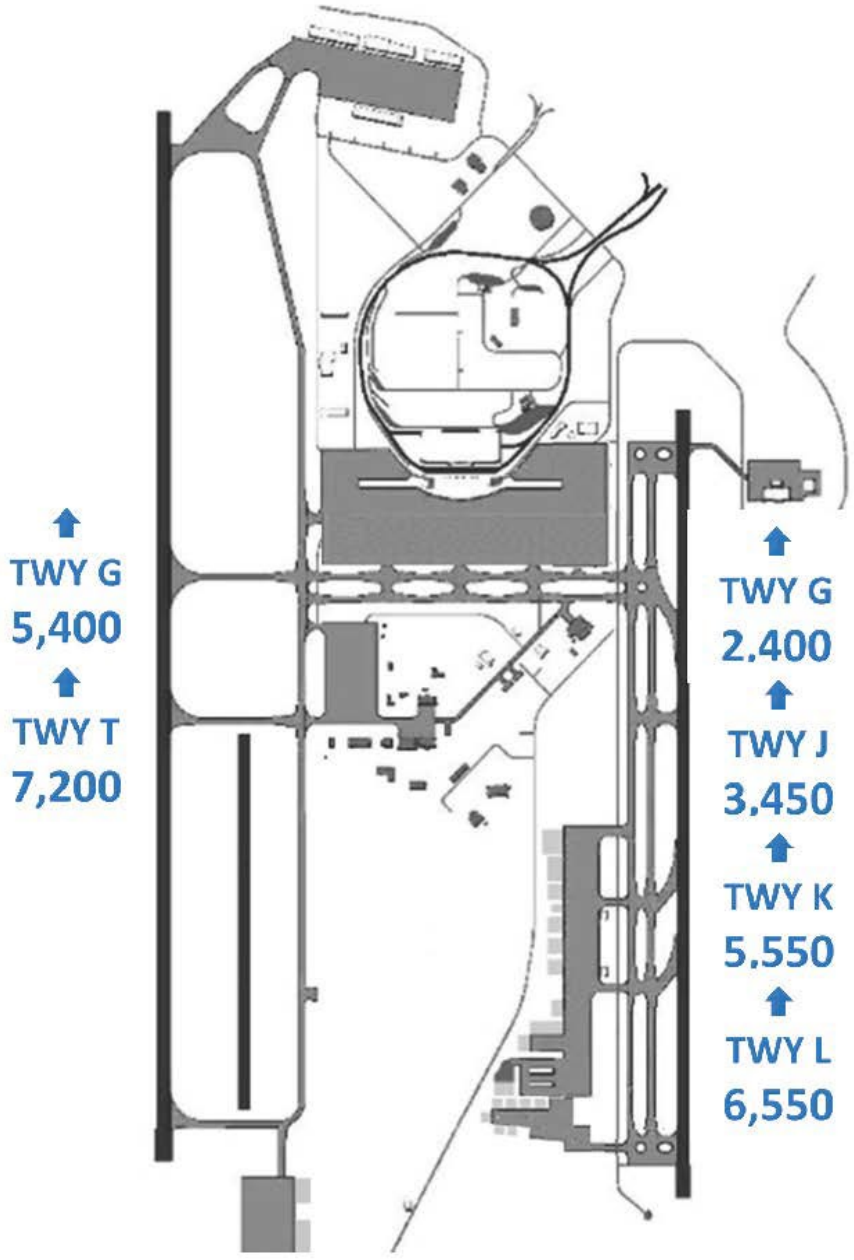
Runway 36R Glideslope Critical Area



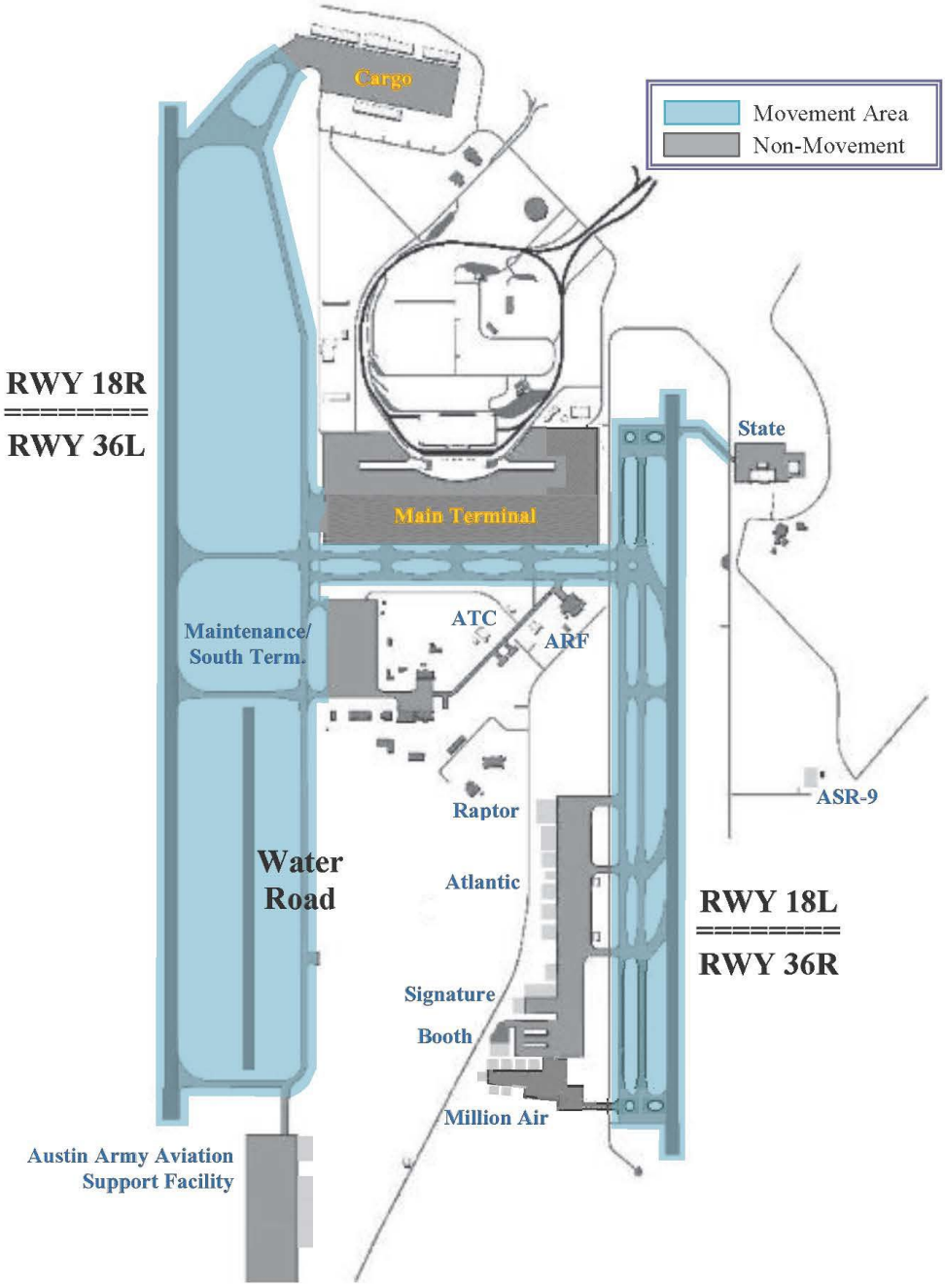
INTERSECTION DEPARTURE DISTANCES
SOUTH FLOW

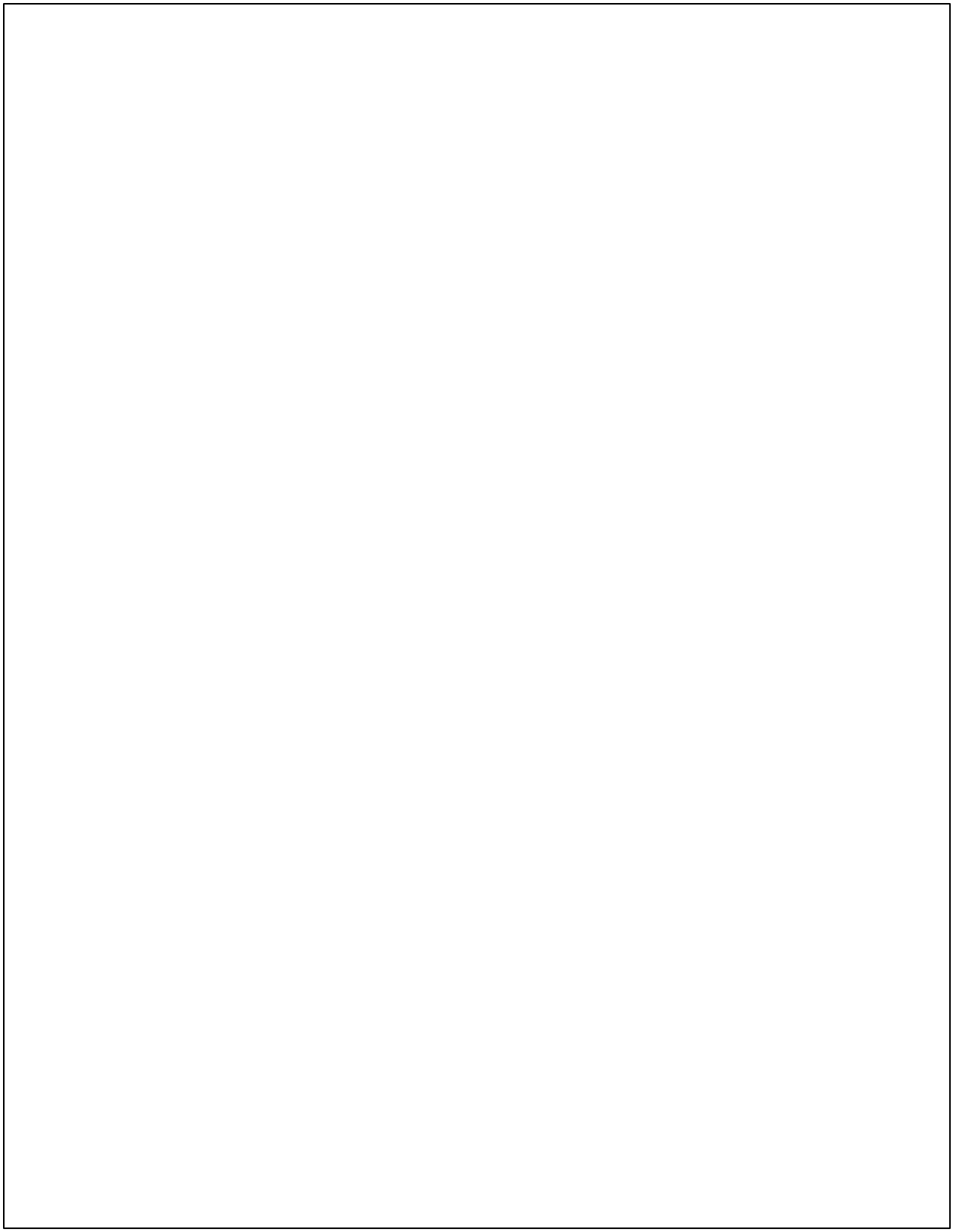


INTERSECTION DEPARTURE DISTANCES
NORTH FLOW



MOVEMENT AREAS





APPENDIX C

CIRCUIT OF THE AMERICAS (COTA) OPERATIONS

HELICOPTER CONTROL ("RACEOPS")

a. Procedures contained in paragraph 3-2-3, LOCAL CONTROL, of this handbook also govern this temporary position of operation.

b. The primary frequency is normally 118.225.

c. Normally worked by a CPC from the LCW position.

d. RACEOPS will assume responsibilities for ALL helicopter traffic within 10nm of the Austin Bergstrom International Airport from the surface to 2,000 feet MSL.

e. The following routes are authorized to be assigned without coordination:

1) GARFIELD and/or BALLPARKS

2) I-35 and/or BEN WHITE

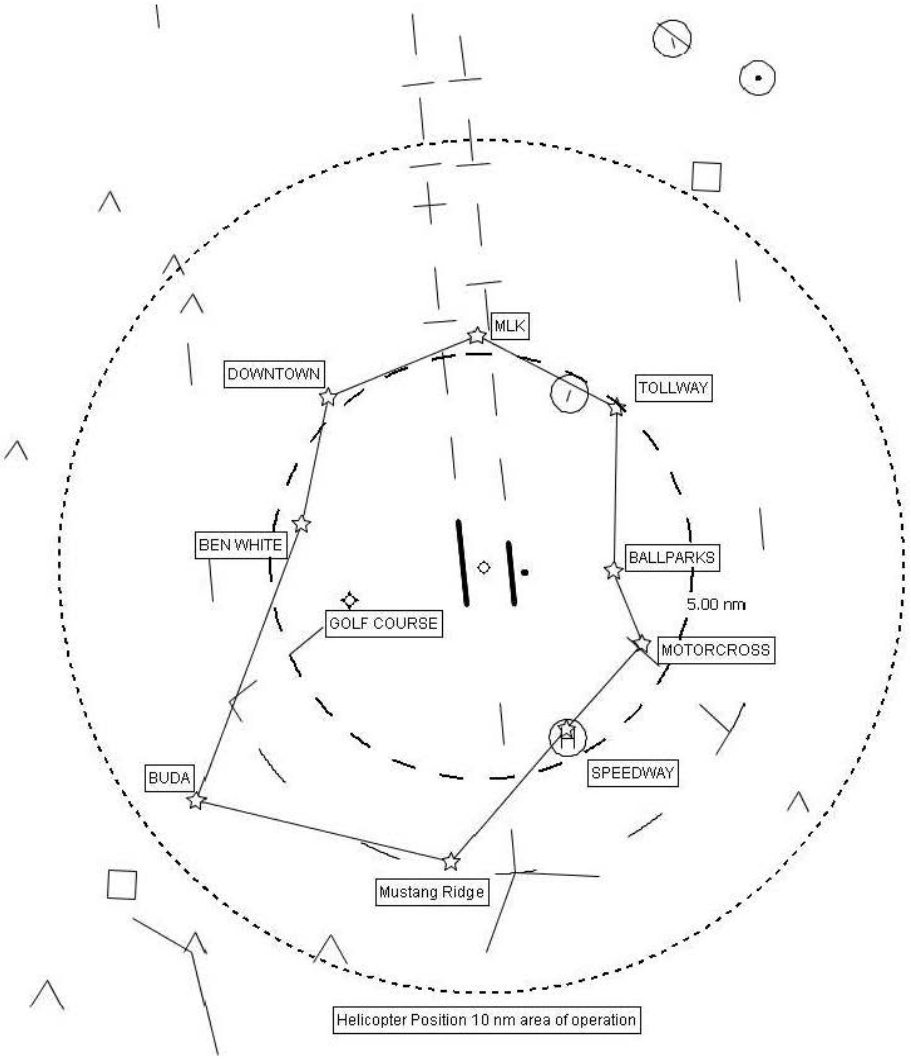
f. The MLK and MOYA routes require verbal coordination.

g. Unless otherwise coordinated, RACEOPS will provide and maintain separation from all traffic being worked by LC and GC.

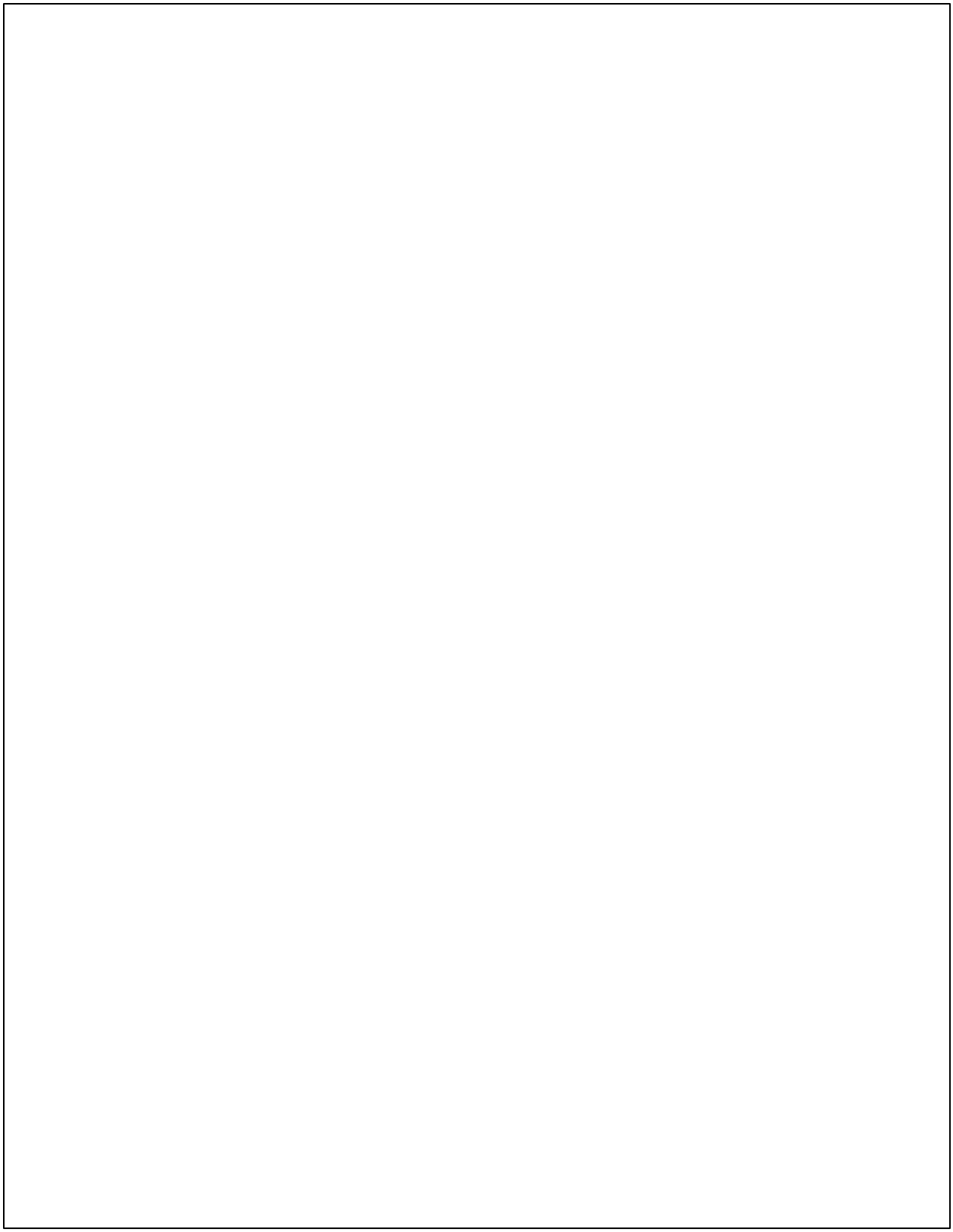
h. To the maximum extent possible, itinerant ABIA traffic should not be delayed by helicopter operations.

i. Circuit of the Americas (COTA) [***"SPEEDWAY"***] must coordinate with RACEOPS for all SVFR departures. RACEOPS must coordinate all SVFR helicopters landing COTA. **SPEEDWAY must provide an "On Deck" notification to verify that the SVFR is cancelled.** Separation standards/requirements are defined in the COTA Letter of Agreement and FAA JO 7110.65.

COTA HELICOPTER CONTROL ROUTES



RACEOPS AREA with FIXES



APPENDIX D

OPERATIONAL DISTRACTIONS AND ADMINISTRATIVE TASKS

Operational Distractions and Administrative Tasks

Watch supervisors (OSIC/CIC) are responsible for the management of the operational environment with a goal toward eliminating distractions created by:

1. Non-operationally related activities or tasks such as controller schedule or leave bidding, preparation of future schedules, training report completion, etc.

2. Non-operationally needed items that contribute to conversations or interactions between personnel, or produce noise at levels that can create distractions to controllers working at an operational position.

APPENDIX E

DEPARTURE GATE (EXITING) INFORMATION

DEPARTURE GATE INFORMATION TABLE

3 LETTER SCRATCHPAD ENTRY	DEPARTURE PROCEDURE
DAR	CWK#.ACT/V17
CHE	SAYBR#
NAV	CWK#.NAVYS
ILX	CWK#/ILEXY#
HOK	CWK#.CLL/CWK#.JAY
PLM	PALMS#
GAR	AUS#.SAT/BANDIA#
BET	AUS#.SAT/BANDIA#
JCT	AUS#.JCT
PAY	MUCKY#
AMU	AEROZ#/AMUSE
LOL	ELOEL#
AGJ	AUS#.AGJ
ELA	*Direct*
TNV	*Direct*

3 LETTER SCRATCHPAD ENTRY	RECEIVING FACILITY
GRK	GRK
ILE	GRK
LZZ	GRK
TPL	GRK
GOP	GRK
MNZ	GRK
CLL	I90
CFD	I90
RWV	I90
LHB	I90
ELA	I90
RCK	I90
11R	I90
51R	I90
60R	I90
66R	I90
T35	I90
BAZ	SAT
SEQ	SAT
E70	SAT
HDO	SAT
ERV	SAT/ZHU
T82	SAT/ZHU
BMQ	ZHU
DZB	ZHU
VCT	ZHU
PSX	ZHU
BWD	ZHU
SJT	ZHU

APPENDIX F

OPERATIONAL RISK MANAGEMENT (ORM)

A. What is an Operational Risk Management Plan (ORMP) – a formal document for review and approval in collaboration with Air Traffic and Technical Operations (TechOps) to be used in conjunction with local procedures to support the completion of formal ORM maintenance activities and projects that may affect the National Airspace System (NAS).

B. Principles of ORM.

1. Situational Awareness - Understand the current state and dynamics of the operation and remain vigilant for future changes and developments.
Considerations include:

a. Peak and off-peak traffic periods.

b. Weather conditions.

c. Known concurrent activities that could affect, or be affected by this activity.
Example- VIP movement, airshows, other outages, etc.

d. Additional outages in your facility or adjacent facility.

e. Current staffing/operational oversight.

f. Other communication/surveillance equipment available as an alternate means of providing air traffic services.

2. Plan Actions – The method and resources needed to accomplish the activity.
Considerations include:

a. Review break rotations/staffing plan to ensure positions are staffed accordingly.

b. Review applicable (e.g., FAA Order JO 1900.47) Air Traffic Control Operational Contingency Plans.

c. Brief affected staff prior to outages of the credible risks and potential impacts including worst-case scenarios and alternate procedures.

d. Identify the Tech Ops Point of Contact (POC) if immediate contact is needed.

e. Test back-up equipment before releasing the primary equipment to be worked on (where applicable).

3. Identify operational consequences – Identify the NAS systems and air traffic stakeholders that will, or could potentially be affected during the execution of the plan.
Considerations include:

a. Credible risks and potential impacts including worst-case scenarios that could affect Air Traffic's ability to provide service.

b. Affected facilities, sectors/areas, positions, or other stakeholders participating in, or potentially impacted by the activity.

c. Adverse effects to ATC personnel safety.

4. Communicate – An ongoing exchange of information between Tech Ops and Air Traffic personnel is essential for the review of the potential operational consequences and development of mitigation strategies. The information must be received, understood, and, in some cases, approved. Considerations include:

a. Identified credible risks and potential impacts including worst-case scenarios.

b. Mitigation Strategies.

1) Include using the back-up equipment/systems, alternate channels, etc.

2) Confirm proper operation of support equipment, standby equipment and/or backup systems prior to conducting the scheduled activity.

3) Confirm Tech Ops and Air Traffic are prepared to implement their mitigation strategies.

c. Notify Tech Ops immediately of any circumstances that may affect the procedure/task, e.g., change in operational hours, unusual circumstances, or operational configurations.

d. "Take-5", if needed (to gain more information or reassess approval).

e. Discuss and/or document effectiveness of plan for future reference or training.

5. Coordinate – Considerations include:

a. Coordinating the activity with the appropriate adjacent facilities.

b. Additional coordination and notification requirements should there be a change to planned activity.

c. Notify Regional Operations Center (ROC), Domestic Events Network (DEN), or facility management (when applicable).

d. Verify the equipment status and configuration upon completion of the activity.

e. Ensuring that Out for Maintenance (OFM) and Return to Service (RTS) are recorded on FAA Form 7230-4, Daily Record of Facility Operations.

C. Process. The ATM must:

1. Collaborate with Tech Ops during any projected planned maintenance tasks that may impact Air Traffic Control.

2. Ensure affected Air Traffic stakeholders or appropriate Subject Matter Experts (SMEs) are notified of planning meetings.

3. Review all Project Risk Plans (PRP) received from Tech Ops. (PRP is a living document that promotes coordination and communication and reduces the risk to the NAS associated with project implementation.

4. Forward concur or non-concur via the notification email or directly through the Corporate Work Plan Portal link provided in the email.

D. Procedures Requiring an ORMP.

1. Facility Management in collaboration with NATCA will:

a. Identify persons or positions authorized to review and/or approve ORMPs for the facility.

1) Approver – ATM (or designee)

2) Reviewer – Support Managers (or designee)

3) Team Members – NATCA Rep (or designee) and additional facility personnel can be chosen by any team member.

b. Communication procedures to ensure team members are notified will be via email, other electronic means, or verbal communication of their team participation responsibilities.

c. Add team members for informational and increased situational awareness purposes and should address any concerns through the Point of Contact (POC)/reviewer or approver.

2. Air Traffic Team Members consist of Point of Contact (POC)/Reviewer and Approver.

3. Air Traffic Team Members must:

a. Consist of a Union representative

b. Add additional team members as necessary.

c. Participate in ORMP meetings.

d. Review and comment on the ORMP.

e. Assess operational risks, identify any conflicting activities, and propose mitigations.

f. Maintain situational awareness until completion of the activity.

g. Contact the Air Traffic POC if the situation changes or the ORMP requires reassessment.

4. The Air Traffic POC/Reviewer is responsible for coordination of the ORMP meeting with all affected air traffic stakeholders.

a. Reviews the composition of the ORMP team and ensures the appropriate Air Traffic Team Members and/or Air Traffic Approver have been assigned. When more than one facility is affected, ORMPs may require multiple reviewers or approvers.

b. Adds team members as appropriate.

c. Participates in ORMP meetings.

d. Identifies any conflicting activities.

e. Ensures the completeness and feasibility of executing the ORMP, (shares responsibility with the Air Traffic Approver).

f. When the ORMP has been submitted for Air Traffic review, completes the Air Traffic mitigation plan element and submits the ORMP for approval. The System Support Center (SSC) Manager will submit the plan to the Air Traffic and Tech Ops approvers.

g. Ensures the affected Air Traffic personnel are briefed and prepared to implement mitigations prior to commencing work.

5. The Air Traffic and Tech Ops Approvers are responsible for the final review of the ORMP. The Approvers:

a. Ensure the completeness and feasibility of executing the ORMP (shared responsibility with the Air Traffic POC/reviewer).

b. Approve the ORMP or select the Take 5 button with comments for additional consideration or follow-up.

c. Change role assignments or team members as necessary.

d. Identify any conflicting activities.

e. Ensure the High Visibility Event flag is set when it meets the appropriate definition outlined below.

E. Procedures Not Requiring ORMP

1. Current day-to-day coordination and cooperation between Air Traffic and TechOps for normal/local equipment outages fall under the principles of ORM. Planned outages and maintenance activities WITH NO ORMP principles of ORM only require personnel to review the ORM checklist. An ORM checklist is available in the NIDS and listed below.

2. Morning standup meetings to discuss additional planned scheduled maintenance, unscheduled maintenance, outages, etc. The morning standups at 7:00 am, to include, but not limited to; Air Traffic Managers, TechOps Managers, TechOps personnel, Training specialist *(if needed)*, Airspace specialist *(if needed)*, NATCA rep, Supervisor, and Operations Manage.

ORM CHECKLIST

PRINCIPLES	CONSIDER THIS
1. Situational Awareness Understanding the current state and dynamics of the operation and remaining vigilant for future changes and developments.	○ Peak and off-peak traffic periods. ○ Weather conditions ○ Known concurrent activities that could impact, or be impacted by this activity *Example: VIP movement, airshows, other outages, etc.* ○ Additional outages in your facility or an adjacent facility ○ Current staffing/operational oversight ○ What other communication/ surveillance means are available as an alternate means of providing air traffic services
2. Plan Actions The method and resources needed to accomplish the activity.	○ Review break rotation/staffing to ensure positions are staffed accordingly ○ Review applicable publications, policies and procedures i.e.- FAA Order JO 1900.47, Air Traffic Control Operational Contingency Plans ○ Brief staff on duty during outage of the credible risks and potential impacts including worst case scenarios and alternate procedures. ○ Identify the Tech Ops POC if immediate contact is needed. ○ Test back up equipment before releasing the primary equipment to be worked on (where applicable)
3. Identify Operational Consequences Identify the NAS Services and Air Traffic stakeholders that will, or could potentially be affected during the execution of the plan.	○ Know the credible risks and potential impacts including worst-case scenarios that could affect Air Traffic's ability to provide services. ○ Affected facilities, sectors/ areas, positions, or other stakeholders participating in, or potentially impacted by the activity. ○ Determine if there are adverse effects to ATC personnel safety.
4. Communicate An ongoing exchange of information between Technical Operations and Air Traffic personnel to review the potential operational consequences and develop mitigation strategies. The information must be received, understood, and in some cases approved.	○ Identified credible risks and potential impacts including worst-case scenarios. ○ Mitigation strategies • Included using the backup equipment/systems, alternate channels, etc. • Confirm proper operation of support equipment, standby equipment and/or backup systems prior to conducting scheduled activity. • Confirming Technical Operations and Air Traffic are prepared to implement their mitigation strategies ○ Notify Tech Ops immediately of any circumstances that may affect the procedure/task, i.e. change in operational hours/ unusual circumstances, operational configurations, etc. ○ Take-5, if needed (to gain more information or reassess approval). ○ Discuss and/or document effectiveness of plan for future reference or training.
5. Coordinate	○ Coordinating the activity with the appropriate adjacent facilities, if necessary. ○ Additional coordination and notification requirements should there be a change to planned activity. ○ Notify ROC, Den or facility management (when applicable). ○ Verify the equipment operational status and configuration upon completion of the activity. ○ Record Out for Maintenance (OFM) and Return to Service (RTS) on the facility log (7210-4)

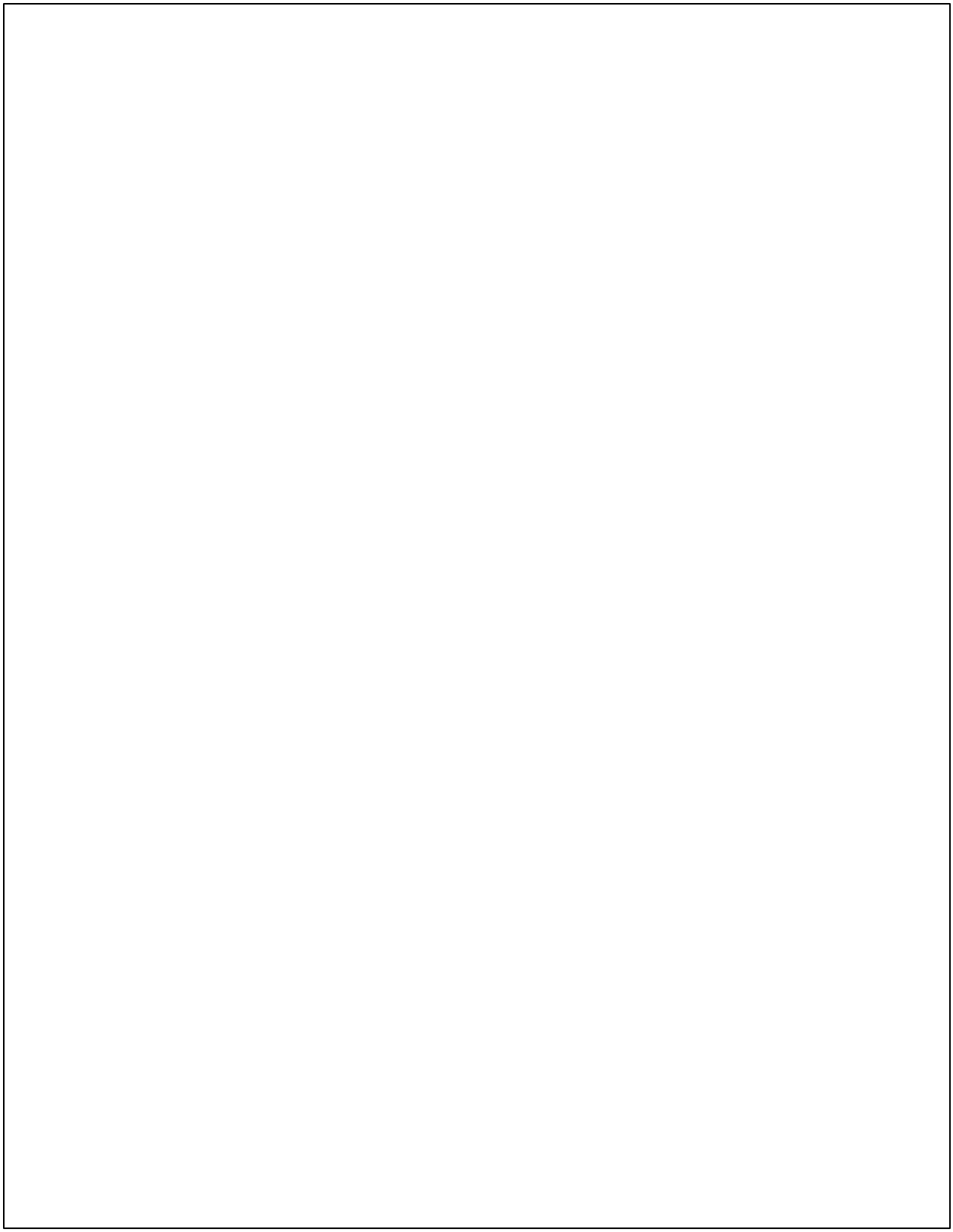
ORDER
AUS ATCT 3120.4C

AUSTIN ATC TOWER TECHNICAL TRAINING

April 22, 2021

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: AUS ATCT, Houston District, and Federal Directives Repository



NOTICE U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AUS N 3120.43

Austin ATC Tower
Austin, Texas

Effective Date:
September 20, 2022

Cancellation Date:
September 19, 2023

SUBJ: Assignment of Training Administrator Responsibilities

1. Purpose. This notice incorporates changes to the Roles and Responsibilities as defined in the AUS ATCT Technical Training Order.

2. Background. The FAA JO 3120.4 authorizes the facility manager to designate and assign the duties of the facility Training Administrator to someone other than the ATM.

3. Audience. This notice applies to all Austin ATCT personnel.

4. Procedures. Change AUS ATCT 3120.4C, Austin ATC Tower Technical Training to read as shown in the following by replacing pages 2-3 and 2-4 with the attached pages.

2-5. FACILITY PERSONNEL TRAINING RESPONSIBILITIES. The management of Air Traffic training at AUS is the responsibility of facility personnel as outlined in FAA JO 3120.4. Everyone involved in the training process must have a comprehensive working knowledge of the requirements, procedures, and guidelines outlined in this order and applicable national directives.

a. AIR TRAFFIC MANAGER (ATM). *– no change*

b. TRAINING ADMINISTRATOR (TA). The primary function of the TA is to ensure standardization in the training program, with the goal of providing consistent training to all facility personnel. The ATM retains the roles and responsibilities of the TA. The TA must:
– no change beyond this point

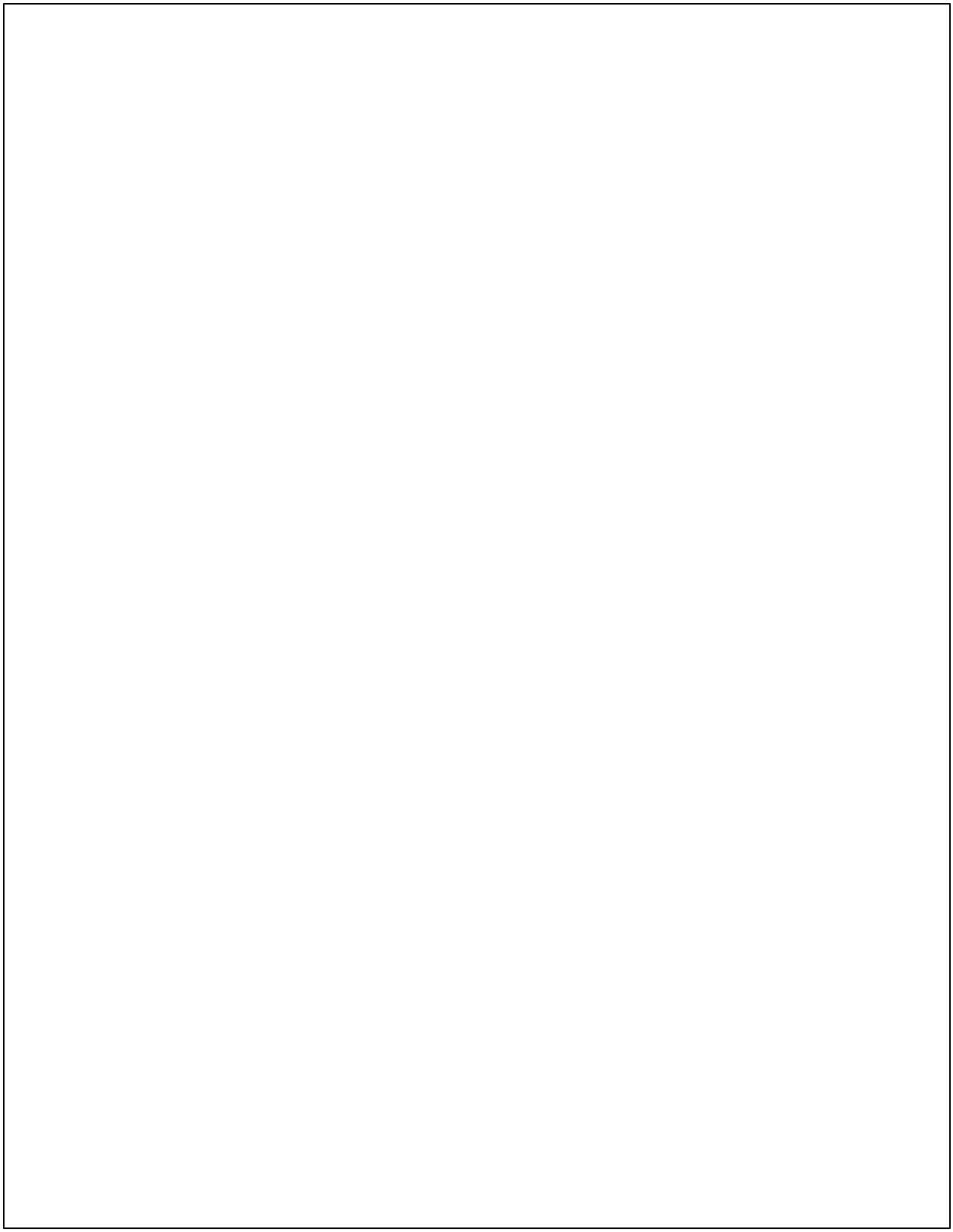
STEPHEN B MARTIN
Digitally signed by STEPHEN B MARTIN
Date: 2022.09.09 15:18:30 -05'00'

9-9-2022

Stephen B. Martin
Air Traffic Manager
Austin ATC Tower

Date Signed

DISTRIBUTION: AUS ATCT, Houston District, and Federal Directives Repository



NOTICE U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AUS N 3120.42

Austin ATC Tower
Austin, Texas

Effective Date:
May 22, 2022

Cancellation Date:
May 21, 2023

SUBJ: Qualification Training

1. Purpose. This notice identifies and defines the parameters of the simulation phases of qualification training for applicable positions of operation at AUS ATCT.

2. Background. A change was made to FAA JO 3120.4R, Air Traffic Technical Training which required the inclusion of simulation training guidance depicting a table of instructional, pre-evaluation, and evaluation scenarios; including the volume level for each scenario in the sequence that they will administered.

3. Audience. This notice applies to all Austin ATCT personnel.

4. Procedures. Change AUS ATCT 3120.4C, Austin Air Traffic Control Training Program by following the guidance in the page control chart.

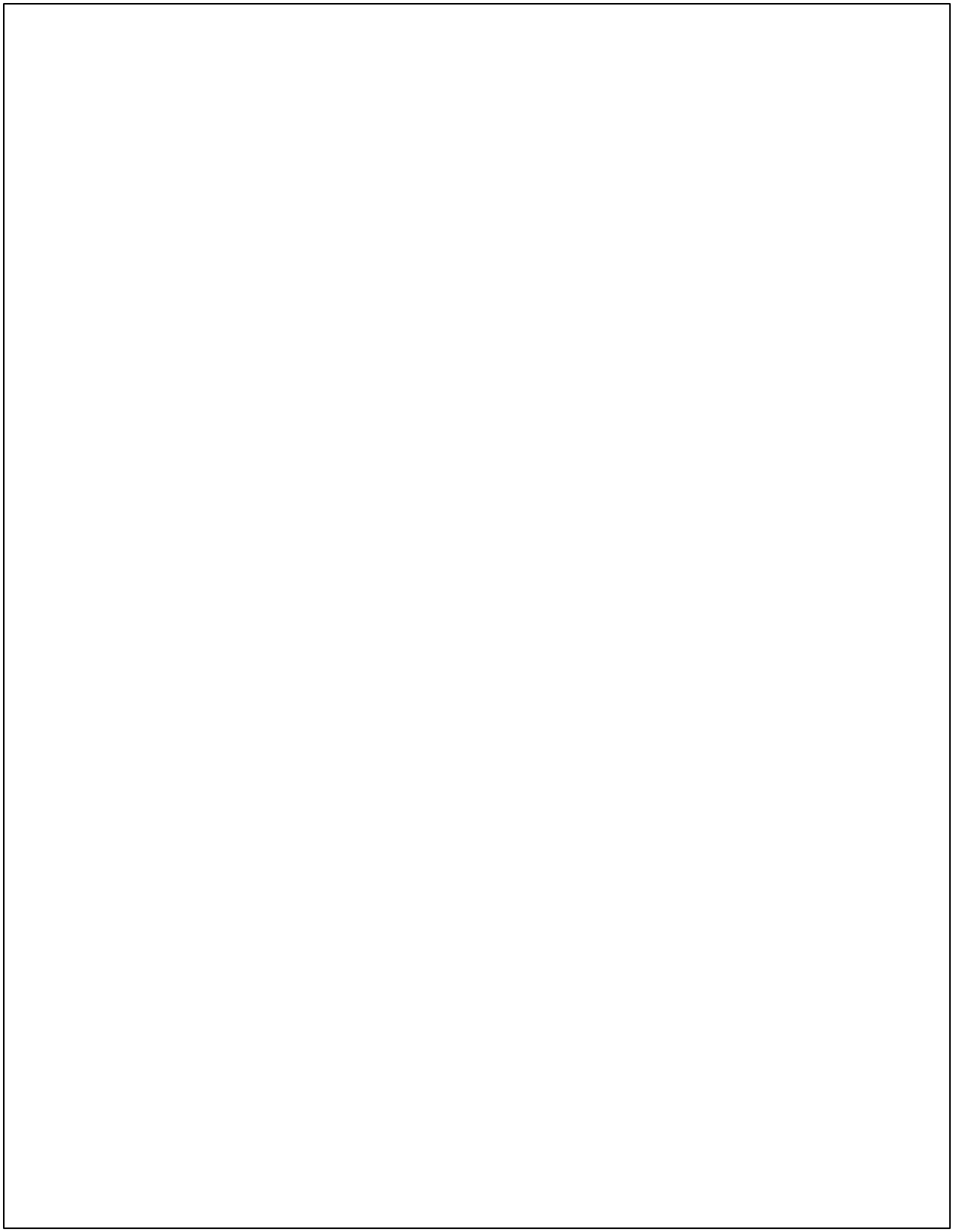
PAGE CONTROL CHART			
REMOVE PAGES	**DATED**	**INSERT PAGES**	**DATED**
Table of Contents i	04/22/2021	Table of Contents i	05/22/2022
3-1	04/22/2021	3-1	04/22/2021
3-2	04/22/2021	3-2	05/22/2022
3-3	04/22/2021	3-3	04/22/2021
3-4	04/22/2021	3-4	05/22/2022
4-1	04/22/2021	4-1	05/22/2022
4-2	04/22/2021	4-2	04/22/2021
B-1 through B-2	04/22/2021	B-1 through B-6	05/22/2022
D-1	04/22/2021	D-1	05/22/2022
J-1	04/22/2021	*remove*	

STEPHEN B MARTIN
Digitally signed by STEPHEN B MARTIN
Date: 2022.05.13 13:19:05 -05'00'

Stephen B. Martin
Air Traffic Manager
Austin ATCT

5/13/22
Date Signed

DISTRIBUTION: AUS ATCT, Houston District, and Federal Directives Repository



FORWARD

This order prescribes procedures and guidance for facility personnel in the administration of the Austin ATCT Technical Training Program. All personnel involved in training must maintain a comprehensive working knowledge of the procedures and guidelines as outlined in this order.

STEPHEN B MARTIN
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Date: 2021.04.21 10:59:35 -05'00'

Stephen B. Martin
Air Traffic Manager
Austin ATCT

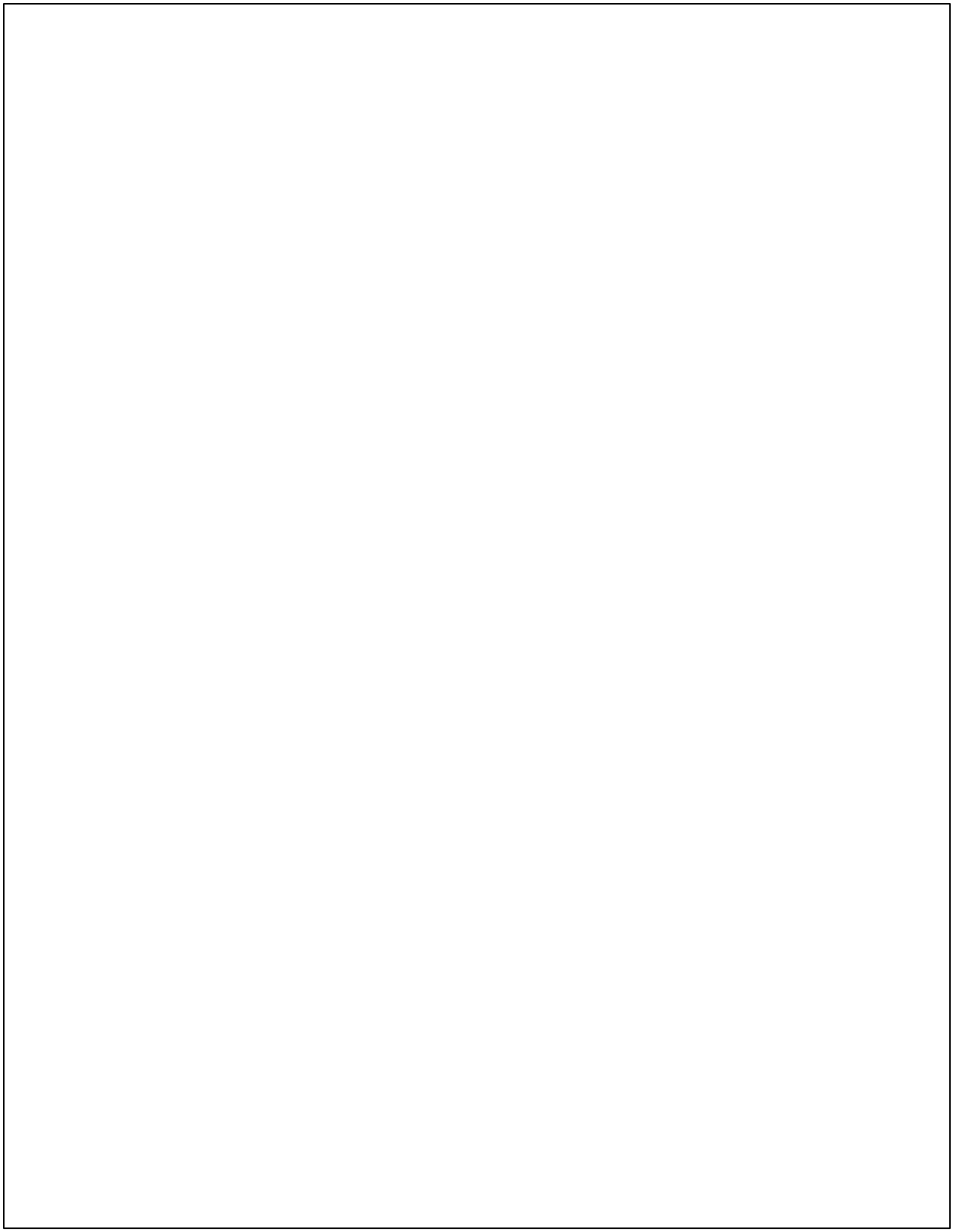


Table of Contents

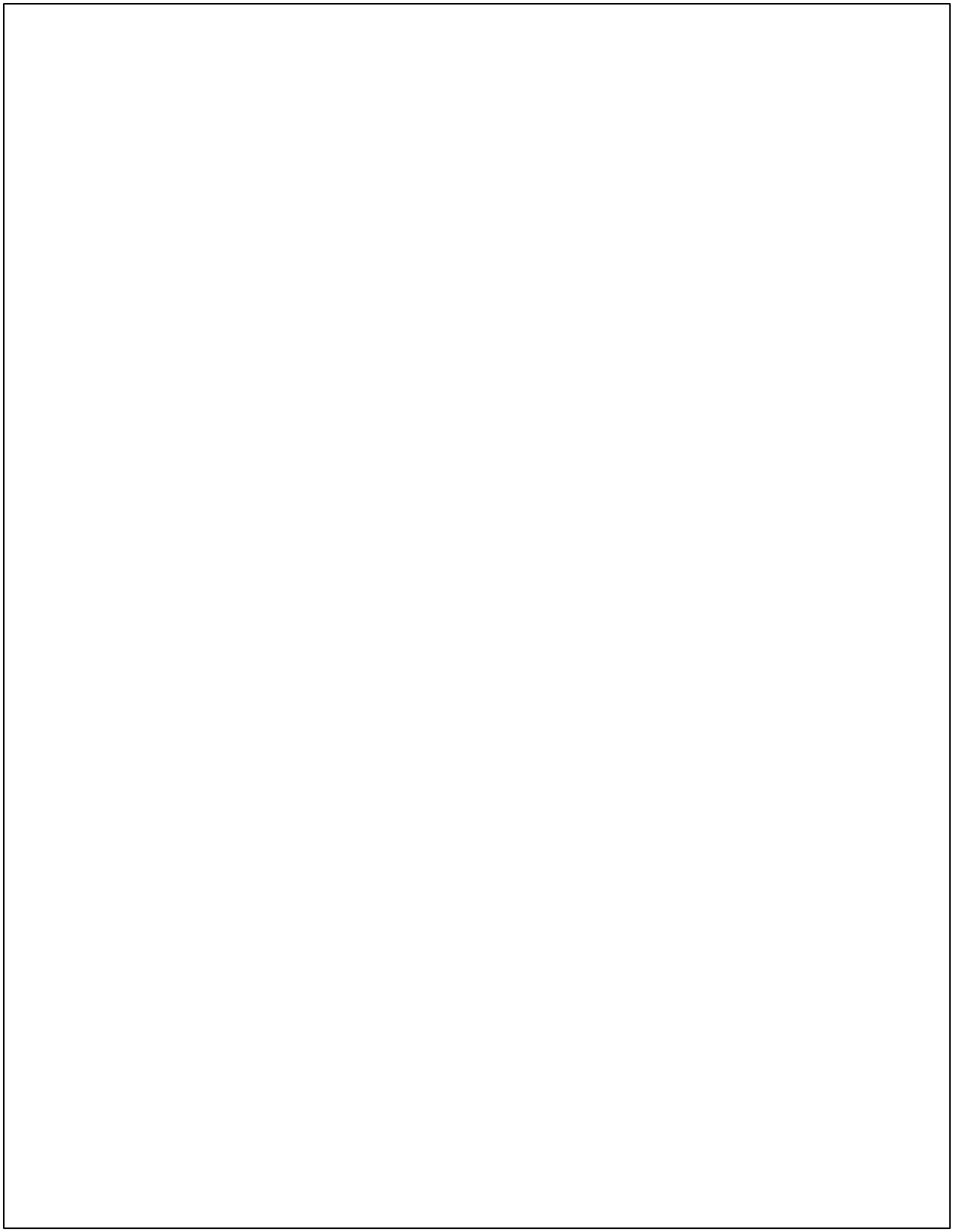
Chapter 1. General

Chapter 2. Administration

Chapter 3. Qualification Training

Chapter 4. Proficiency Training

Appendices



Chapter 1. General

1-1. PURPOSE. This order establishes the policy, requirements and administration of technical training for air traffic personnel at Austin ATCT and is supplemental to national order FAA JO 3120.4, Air Traffic Technical Training.

1-2. AUDIENCE. This order applies to AUS ATCT management personnel, AUS National Air Traffic Controllers Association (NATCA) covered personnel and FAA Designated Training Contractor (Science Applications International Corporation [SAIC]) personnel.

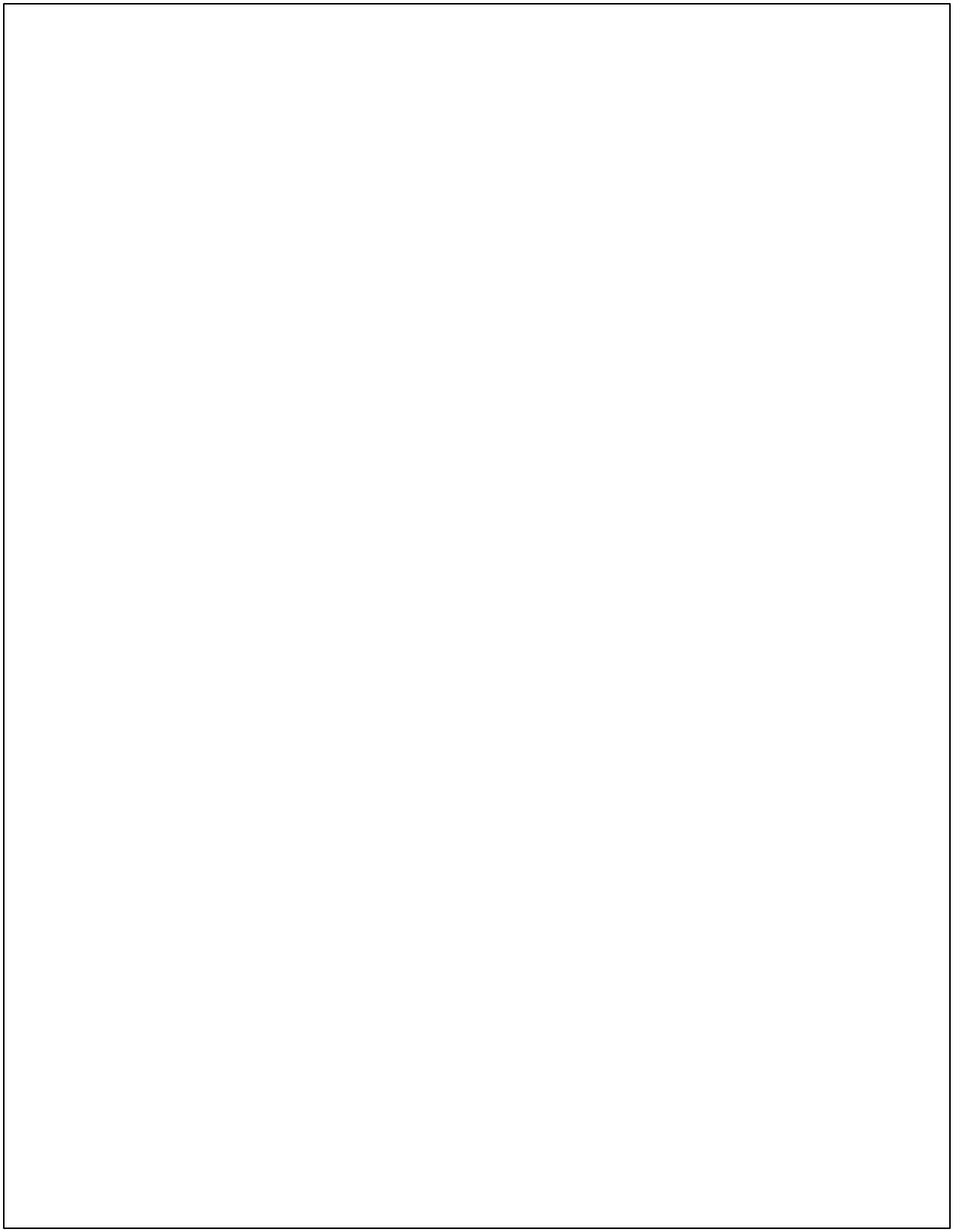
1-3. WHERE TO FIND THIS ORDER. This order is available in the FAA Facility Directives Repository (FDR) (website: http://loa.faa.gov) and the AUS ATCT Master Directives Library.

1-4. CANCELLATION. AUS ATCT Order 3120.4B, Austin Air Traffic Control Tower Training Program, dated 07/22/2018, and all subsequent changes and/or notices that have been incorporated into this order are cancelled.

1-5. EXPLANATION OF CHANGES. Several of the significant changes incorporated into this order have been submitted as change notices to the basic local order. In addition, a major change in procedural and technical requirements was made to national order, FAA JO 3120.4R that necessitated a similar update of this publication. If further changes are needed or desired, submissions and/or inquiries should be directed to the Training Administrator (TA).

1-6. DEFINITIONS. The following acronyms or abbreviations are used throughout this order:

ATCT	–	Airport Traffic Control Tower	**AUS**	–	Austin ATCT
ATM	–	Air Traffic Manager	**TA**	–	Training Administrator
NATCA	–	Collective Bargaining Assoc. *(Union)*	**PFR**	–	Principal Facility *(Union)* Rep.
OM	–	Operations Manager	**OS**	–	Operations Supervisor
CPC	–	Certified Professional Controller	**OSIT**	–	OS-In-Training
CPCIT	–	CPC-In-Training	**ATCS**	–	Air Traffic Control Specialist
DEV	–	Developmental ATCS	**Trainee**	–	DEV, CPCIT, or OSIT
OJT	–	On-the-Job Training	**OJF**	–	On-the-Job Familiarization
OJTI	–	OJT Instructor	**SET**	–	Skill Enhancement Training
SIT	–	Skill Improvement Training *(of SET)*	**SDT**	–	Skill Development Training *(of SET)*
LOA	–	Letter Of Agreement	**LSC**	–	Local Safety Council
RT	–	Recurrent Training	**ILT**	–	Instructor-Led Training *(Workshop)*
WBT	–	Web-Based Training *(eLMS)*	**iPad™**	–	Apple™ Tablet *(w/ Pencil & Keyboard)*
MLP	–	Mobile Learning Platform *(iPad™)*	**CIC**	–	Controller-In-Charge
CCIC	–	*(Tower)* Cab Controller-In-Charge	**RCIC**	–	Radar Controller-In-Charge
OSIC	–	Operations Supervisor-In-Charge	**OCIC**	–	Operations Controller-In-Charge
TS	–	Staff Support Specialist *(Training)*	**SAIC**	–	Contract Training Personnel
TSS	–	Tower Simulator System	**SIM**	–	Radar Simulator *(AT Coach)*
TRAX	–	FAA Electronic Training Record	**CMI**	–	Computer Managed Instruction
eLMS	–	Electronic Learning Management System			



Chapter 2. Administration

2-1. GENERAL. This chapter identifies responsibilities and training requirements for the AUS Training Program. Classroom and simulation training (TSS or SIM) has been designed to prepare the trainee for OJT by providing and evaluating the necessary prerequisite knowledge pertaining to airspace, traffic flows/patterns, local and national procedures, LOAs and applicable facility orders and notices.

2-2. FACILITY TRAINING OVERVIEW. Training will be administered to all facility Air Traffic Personnel; CPCs, CPCITs, DEVs, OSs, OSITs, OMs, management and staff. The training program is collaboratively reviewed and administered by the Training Administrator (TA) and the Principal Facility Representative (PFR) or his/her designee.

2-3. DOCUMENTATION/RECORD KEEPING.

a. COMPREHENSIVE ELECTRONIC DATA ANALYSIS and REPORTING (CEDAR). An electronic means of managing Briefing Items, Facility Log (FAA Form 7230-4), Leave Usage, assignment of Supervisor/Employee teams, Emergency Notification Data on employees, and other pertinent information. CEDAR assists with the management of various training requirements. Briefing and training items due for completion by the controller workforce and staff are listed in CEDAR. It is not used for historical documentation of training items.

b. TRAINING FORMS. No electronic means of managing training documentation is currently in use at AUS.

1) FAA Form 3120-25, OJT Instruction/Evaluation Report (WHITE copy), is to be completed for all control position OJT or OJF.

2) FAA Form 3120-25, OJT Instruction/Evaluation Report (YELLOW copy), is to be completed for a control position Performance Assessment (PA).

3) FAA Form 3120-25, OJT Instruction/Evaluation Report (BLUE copy), is to be completed for a control position Certification Skill Check (CSC).

4) FAA Form 3120-36, Controller-In-Charge OJT Instruction/Evaluation Report (WHITE copy), is to be completed for any OJT conducted for a CIC position.

5) FAA Form 3120-36, Controller-In-Charge OJT Instruction/Evaluation Report (GREEN copy), is to be completed for a CIC CSC. The appropriate CIC checklist form (depicted in Appendix E) must accompany this form for certification.

6) FAA Form 3120-45, Operations Supervisor On-the-Job Training Report (WHITE copy), is to be completed for any OJT conducted for the OS position.

7) FAA Form 3120-45, Operations Supervisor On-the-Job Training Report (GREEN copy), is to be completed for a certification skill check on the OS position.

8) FAA Form 3120-148, OJTI Candidate Abilities and Attributes Report is to be completed prior to a candidate being considered for OJTI duties. (See Appendix F for the selection/review process.)

9) FAA Form 3120-151, On-the-Job Instructor Evaluation/Certification Form is to be completed for each OJTI certification and subsequent evaluation.

c. TRAX.

1) All operationally-related training is documented for each individual in accordance with FAA JO 3120.4.

2) The TRAX database is the official training application used for recording of ATC training matters.

3) Personnel training documentation is generated from TRAX for signatures and entry into FAA Form 3120-1**, Training and Proficiency Record ("Orange Jacket").**

4) The retention requirements for the different items vary and all records will be retained in accordance with all applicable national requirements and regulations.

2-4. INDOCTRINATION.

a. Initial assignment of a Trainee is as follows:

1) The Trainee will initially be assigned to the Training Department with work hours normally being 0630-1500, Monday through Friday (except holidays).

2) In-processing will be in accordance with Appendix A, Facility Orientation.

3) The Trainee must coordinate any leave requests or absences with the TA, or the OM if the TA is not available.

b. Assignment of a Trainee to an operational team:

1) The Trainee will be assigned to a team and a Supervisor of Record by management.

2) The Trainee will be assigned an 8-hour operational work day.

3) The Trainee may work a holiday once certified on at least one operational position.

2-5. FACILITY PERSONNEL TRAINING RESPONSIBILITIES. The management of Air Traffic training at AUS is the responsibility of facility personnel as outlined in FAA JO 3120.4. Everyone involved in the training process must have a comprehensive working knowledge of the requirements, procedures, and guidelines outlined in this order and applicable national directives.

a. AIR TRAFFIC MANAGER (ATM). The ATM must:

1) Ensure a training program is established, conducted, and assessed in accordance with local, national, and service center orders/directives.

2) Ensure that individuals entering qualification training receive adequate facility orientation and are thoroughly briefed on the facility training directive and other associated directives prior to entering training.

3) Ensure the overall efficiency and effectiveness of the facility training program.

4) Determine team assignment for employees entering initial qualification training.

5) Ensure facility OJF/OJT certification hours are established, maintained, and updated.

6) Review monthly Performance Assessment (PA) results.

b. TRAINING ADMINISTRATOR (TA). The primary function of the TA is to ensure standardization in the training program, with the goal of providing consistent training to all facility personnel. The ATM retains the roles and responsibilities of the TA. The TA must:

1) Administer the facility training program.

2) Ensure that the facility training program is planned, conducted, assessed, and revised on a continuous basis through the use of local course materials, visual aids, and scenarios.

3) Administer the training contract at the local level.

4) Schedule and coordinate classroom, simulation, and refresher training.

5) Ensure that the National Training Database (NTD) is updated monthly. The TS has been tasked with maintaining AUS entries in the NTD.

6) Plan and direct the training of personnel involved in the OJT/certification process.

7) Continuously monitor and evaluate the performance of facility OJT instructors.

8) Review, with the Principal Facility Representative (PFR) or their designee, facility training in areas including monthly Performance Assessments (PAs), Certification Skill Checks (CSCs), consistency of training, completeness of (or corrections to) OJT documentation, and other relevant training issues.

9) Collaborate with the PFR (or their designee) on facility training processes.

c. OPERATIONS MANAGER (OM). The OM is responsible for providing oversight and ensuring standardization in the training program, with the goal of providing consistent training to all Trainees. In the absence of an OM the TA assumes these responsibilities.

1) Maintain (and monitor) facility training standards and convey expectations to OSs, CPCs, OJTIs, and Trainees.

2) Review all training forms/reports and verify the accuracy of documentation, providing feedback to the OSs and OJTIs where necessary.

d. SUPERVISOR OF RECORD. The Supervisor of Record must:

1) Establish training teams and serve as team leader.

2) Assign OJF/OJT only to positions for which classroom training and simulation training (where applicable) has been completed.

3) Be responsible for timely submission of all required training forms/reports.

4) Schedule and conduct monthly Training Team meetings.

5) Conduct a Performance Assessment (PA) at least monthly, at 50% and at 75% of the allotted OJT hours for each Trainee on each position which they are receiving OJT.

6) Schedule and conduct a Training Team meeting following any PA.

7) Initiate SET (SIT or SDT) and/or remedial training and suspension letters detailing the reasons for such training or suspension, and forward them to the OM.

8) Conduct a Certification Skill Check (CSC) upon concurrence with a recommendation from the Training Team and/or once target hours have been exhausted

9) Make the final determination regarding certification or suspension of OJT by signing the position certification entry on the Trainee's FAA Form 3120-25 (BLUE copy). This signature certifies that the employee has completed all qualification training for the position. *(The Trainee is not position certified until this has been completed by the Supervisor of Record.)*

10) Sign the position certification entry on the employee's FAA Form 3120-1.

11) Advise the OM when each Trainee obtains benchmark facility certification progress. Progress benchmarks are defined as 25%, 50%, 75%, and 100% of their overall facility training (e.g., certifications of CD/FD, GC, LC and AD would constitute 50% of the operational positions at AUS).

e. OPERATIONS SUPERVISOR (OS). Other OSs:

1) May, at the direction of the Supervisor of Record, conduct a Performance Assessment (PA) on any position that a Trainee is currently receiving OJT.

2) May, in the absence of the Supervisor of Record, conduct a Certification Skill Check (CSC) when a recommendation has been made from the training team. The final determination of certification remains with the Supervisor of Record unless assigned in writing to another OS.

3) Must be available to serve as an evaluator during Pass/Fail evaluations in the SIM lab.

f. ON-THE-JOB TRAINING INSTRUCTOR (OJTI). The OJTI must:

1) Provide training only on positions that have been assigned to the Trainee by their Training Team.

2) Provide instruction and/or coaching as necessary to the Trainee.

3) Provide a constructive session debrief that fosters progression of the Trainee.

4) Complete FAA Form 3120-25 (WHITE copy) accurately and no later than by the end of the shift.

g. DEV/CPCIT/OSIT (Trainee). The Trainee must:

1) Be physically and mentally prepared to receive OJT, exercise initiative and study to insure satisfactory training progression and certification.

NOTE-
Take responsibility for training.

2) Advise an OS, or the OM immediately of any extenuating circumstance(s) that might impede training progress.

3) Engage in OJT only on positions that have been assigned.

4) Verify that a session debrief is conducted for any OJT, PA or CSC and that session times are recorded accurately.

5) Review, discuss, and sign FAA Form 3120-25 for the OJF/OJT conducted. Signing this form does not necessarily imply agreement, only that the information was discussed. *(Trainee comments on the form are permitted and encouraged.)*

6) Ensure that OJTI operating initials and the on/off times are shown on the top right of FAA Form 3120-25 for each OJT session.

7) Ensure that OS operating initials and the on/off times are shown on the top right of FAA Form 3120-25 for each PA or CSC session.

8) Be responsive to training performance feedback from OJTIs/OSs/Staff.

h. STAFF SUPPORT SPECIALIST – TRAINING (TS). The TS must:

1) Prepare and maintain training material. Assist in the instruction and evaluation of Trainees in classroom and/or SIM training.

2) Conduct the AUS orientation for newly acquired personnel (see Appendix A).

3) Maintain training materials and documentation per local and national directives.

4) Review training forms/reports noting any trends, changes, etc.

5) Maintain awareness of Trainees' progress and advise the TA of training trends and/or deficiencies

6) Maintain the local training history of each Trainee within a secure local file, and by making monthly entries in the National Training Database (NTD).

7) Develop and distribute proficiency (refresher) training.

8) Coordinate with the TA for the scheduling and content of training.

i. CONTRACT TRAINING PERSONNEL (SAIC). SAIC, under the guidance and direction of the TA, must:

1) Prepare and maintain training materials for the classroom and the SIM labs.

2) Submit training material change requests to the TA.

3) Provide classroom and/or SIM lab instruction of Trainees.

4) Review training forms/reports noting any trends, changes, etc.

5) When requested, deliver and conduct proficiency refresher training.

6) Assist in maintaining training and briefing files and associated documents.

7) Maintain awareness of the Trainees' progress and advise the TA of training trends and/or deficiencies.

Chapter 3. Qualification Training

3-1. GENERAL. This chapter dictates that AUS will conduct qualification training through a combination of CMI courses, eLMS courses, classroom instruction, SIM lab exercises, and OJF/OJT with a goal of attaining position qualification and certification in the Tower Cab and the TRACON.

3-2. KNOWLEDGE DEVELOPMENT.

a. Each Trainee is expected to be familiar with the appropriate national and local procedures for the position assigned. Position-specific study lists are available from the training department.

b. Periodic training content examinations are given to evaluate whether the Trainee is attaining the knowledge base needed to perform the duties as an ATCS at AUS.

c. The Trainee will be required to successfully complete written examinations and satisfactorily demonstrate the ability to perform on each position, or on commonly combined positions prior to certification for the position(s).

d. Failure to achieve the necessary knowledge and skills will result in training suspension and/or termination in accordance with local and national directives.

3-3. CLASSROOM TRAINING. Classroom training will be provided to prepare Trainees for OJF/OJT. The primary goal is to expand upon the knowledge attained by prior experience and self-study, emphasizing the procedural application as it pertains to AUS. Trainees scheduled to start classroom training are expected to prepare for the instruction by studying the available training material.

a. A position-specific pre-training test will normally be conducted for Ground Control, Local Control, and Radar classroom training. The test will normally be administered prior to the beginning of the classroom training for the given position(s). If the Trainee demonstrates mastery of the position-specific material by scoring 95% or higher on the pre-training test, the TA may determine that the Trainee is capable of entering OJT without completing the entirety of classroom training (pending a brief review of the subject material).

b. Facility allotted classroom hours are defined in Appendix B.

c. To successfully complete the classroom training the Trainee must pass the lesson exam(s) with a minimum score of 70%. If the Trainee fails to achieve the minimum score, he/she will be provided with additional training (self-study and classroom review). A follow-up exam will be given to the Trainee. Failure to pass this second exam will result in termination of classroom training. The TA will make a determination of further action.

3-4. SIMULATOR TRAINING (TSS/SIM).

a. All SIM training must be recorded on FAA Form 3120-25, OJT Instruction/Evaluation Report (WHITE copy) in accordance with FAA JO 3120.4 and Appendix B of this order.

b. Training scenarios will be developed and administered which provide for increasing complexity levels, and as needed to address areas of improvement. A simulation training schedule is contained within Appendix B.

c. Evaluation scenarios.

1) Evaluation scenarios are administered per FAA JO 3120.4, Appendix D, Terminal Instruction Program Guide (IPG) parameters.

2) Evaluation scenarios must be conducted by an OS and graded on a scale of zero to 100 points (see Appendix B).

3) A final score is attained by averaging the scores of all evaluation scenarios. A score of at least 70% is required to pass the simulation phase of training.

4) If an average passing score of at least 70% is not achieved, the TA will issue a Suspension of Training memorandum to the Trainee and a Training Review will be conducted.

3-5. OPERATIONAL POSITION TRAINING.

a. TRAINING TEAM.

1) The Trainee's Supervisor of Record must establish a training team in accordance with national directives and act as Training Team Lead.

2) The training team should consist of the Supervisor of Record, the Trainee, and at least two (2), but no more than three (3) OJTIs.

3) The ATM (or their designee) may assign additional members.

4) The training team must conduct the majority (51% or more) of OJT.

b. TRAINING TEAM MEETING.

1) The training team must meet a minimum of once per calendar month, beginning the month after OJT has begun, to discuss the Trainee's progress and to recommend training modifications when appropriate.

2) A training team meeting should be conducted following a Performance Assessment (PA).

3) Meetings may be conducted at other intervals, as determined by the training team.

4) Training team meetings must be recorded on AUS Form 037M, Periodic Training Team Meeting (see Appendix C).

5) All members of the training team should be present, but no less than the Supervisor of Record, the Trainee and one of the assigned OJTIs.

6) After the recording of the discussion, including all signatures, AUS Form 037M must be forwarded through the OM to the TA and TS for inclusion in the Trainee's training folder.

c. TRAINING PLAN.

1) The training team must establish a training plan for each assigned operational position prior to commencing training on the position. The plan must be recorded on AUS Form 037P, Initial (or Updated) Training Plan [OJF/OJT] (see Appendix C). The plan must include the assigned OJF hours, the minimum and maximum OJT hours per operational position.

2) Any change in team members or adjustment of assigned OJT hours must be reflected in an updated Training Plan, and recorded on AUS Form 037P, Initial (or Updated) Training Plan [OJF/OJT] (see Appendix C).

3) The original Training Plan must be forwarded through the OM to the TA and TS for inclusion in the Trainee's training folder.

d. ON-THE-JOB FAMILIARIZATION (OJF).

1) Trainees must be assigned operational control position OJF hours as prescribed in Appendix B, as a minimum. Adjustments to these hours may be approved by the TA prior to the initial assignment of OJF.

2) The assigned OJF for each operating position must be completed prior to beginning OJT for that position. Additional OJF may occur at any time prior to certification.

3) FAA Form 3120-25, OJT Instruction/Evaluation Report (WHITE copy), must be completed by the Trainee for each session of OJF with each position being observed.

a) OJF should normally be conducted with an OJTI of the Training Team, but the Trainee may monitor any CPC.

b) OJF must not be conducted with a Trainee receiving OJT on that position.

c) OJTI/CPC operating initials and the on/off times are to be shown on the top right of FAA Form 3120-25 for each OJF session.

e. ON-THE-JOB TRAINING (OJT).

1) Trainees must be assigned operational control position OJT hours as defined in Appendix B. Adjustments to these hours may be approved by the TA prior to the initial assignment of OJT.

2) FAA Form 3120-25, ATCT/ARTCC OJT Instruction/Evaluation Report (WHITE copy), must be completed for each session of CPCIT/DEV position OJT.

3) FAA Form 3120-36, Controller-In-Charge OJT Instruction/Evaluation Report (WHITE copy), must be completed for each session of CPCIT/DEV CIC OJT.

4) FAA Form 3120-45, Operations Supervisor On-the-Job Training Report (WHITE copy), must be completed for each session of OS OJT.

5) The appropriate position OJT Checklist should also be updated as progress is made (Appendix E & Appendix G).

6) OJT on combined positions is authorized if those positions are routinely consolidated in the course of normal operations. The following position combinations are authorized for OJT:

a) Ground Control East (GE) and Ground Control West (GW).

b) Local Control East (LE) and Local Control West (LW).

c) CD and GC may be operated as a consolidated position *(see NOTE)*.

d) GC and LC may be operated as a consolidated position.

e) The radar positions Radar West [RW], Radar East [RE], Radar South [RS], Satellite Radar [SR], and Finals [AF] may be operated as varying consolidated position combinations.

NOTE –
Flight Data (FD) is permanently combined at Clearance Delivery (CD).

f) The OJTI must indicate each position, and divide the training time among them when training is being conducted on combined positions.

7) After completion of the training session, the OJTI must complete all items of the form. References are not required by an OJTI, but are encouraged. OJTI operating initials and the on/off times are to be shown on the top right of FAA Form 3120-25 for each OJT session referenced on the form. A debrief should occur as soon as possible, but no later than the end of the shift. The OJTI and the Trainee must each sign the form to acknowledge the discussion.

8) The Supervisor of Record must review and acknowledge each OJT submission.

f. OJT CHECKLISTS. Checklists have been developed for each operational position to ascertain training progress toward certification.

1) The OJTI should use the OJT checklist(s) for each session of the position being trained on and initial each block once that task has been completed and discussed. The Trainee must also initial that block; and enter a date for that completion.

2) A recommendation for a Certification Skill Check cannot be made until all items on the checklist have been completed or discussed and signed off by the Supervisor of Record.

3) Once all of the blocks have been completed the checklist must be signed by the Trainee, at least one of the assigned OJTIs, and the Supervisor of Record.

4) The checklist must accompany the Certification Skill Check report.

g. PERFORMANCE ASSESSMENT (PA).

1) A PA is an evaluation used to determine the progression of performance of the Trainee. Any OS certified on the position(s) being worked may perform the evaluation.

2) A PA is required to be conducted monthly on any position on which a Trainee has been provided OJT for that month.

3) A PA is permitted on combined positions only if training occurred on these positions while consolidated. The outcome of the PA is applicable to all the positions involved.

4) FAA Form 3120-25, OJT Instruction/Evaluation Report (YELLOW copy), must be completed and maintained for each PA. After the session, the evaluator must complete all items of the form, including providing references to comments made. OS operating initials and the on/off times are to be shown on the top right of FAA Form 3120-25 for each evaluation session. A debrief should occur as soon as possible, but no later than the end of the shift. The evaluator and the Trainee must each sign the form to acknowledge the discussion.

5) The Supervisor of Record and OM must review and acknowledge each PA form.

h. CERTIFICATION SKILL CHECK (CSC).

1) A CSC is an evaluation used to determine whether the Trainee is able to certify and perform the functions of the position(s) under general supervision.

2) The Trainee must be informed that the session is a CSC prior to the evaluation beginning on the position.

3) A CSC is permitted on combined positions only if training occurred on these positions while consolidated. The outcome of the CSC is applicable to all positions involved.

4) The CSC may be conducted by any OS certified on the position(s) being worked. However, should that OS recommend certification the Trainee is not certified on the position until the Supervisor of Record approves the position certification.

5) All applicable Job Subtasks must be marked SATISFACTORY, N/O, or N/A for certification. Any item not observed requires a comment (on the form) of a demonstration of satisfactory performance/knowledge.

6) Certification on any AUS radar position includes the associated Radar Coordinator.

7) FAA Form 3120-25, OJT Instruction/Evaluation Report (BLUE copy), must be completed and maintained for each CSC. (See Appendix H for guidance on N/O items.)

8) After the session, the evaluator must complete all items of the form, including providing references to comments made. OS operating initials and the on/off times are to be shown on the top right of FAA Form 3120-25 for each CSC session. A debrief should occur as soon as possible, but no later than the end of the shift. The evaluator and the Trainee must each sign the form to acknowledge the discussion.

9) The Supervisor of Record and OM must review and acknowledge each CSC form.

i. TRAFFIC DIVERSITY. Prior to achieving full area certification in either the tower or the TRACON, Trainees may have their scheduled regular days off (RDOs) adjusted to provide for traffic diversity exposure. This temporary RDO adjustment is meant to ensure Trainees are provided an opportunity to train on, become familiar with and proficient on, other aspects of the operation not experienced during their normal course of training.

j. TRAINING REVIEW. Any training review conducted for a Trainee must comply with the guidelines of FAA JO 3120.4.

1) A Training Review Board (TRB) is convened to review aspects of the training conducted for the Trainee. The members of the TRB are selected as follows:

a) The ATM will assign two (2) participants – **an OS other than the Trainee's** Supervisor of Record, a Second-Level Manager (or above) from within the district, and/or a TA from within the district.

b) A union (NATCA) participant.

2) Training Team members may be asked to provide information, but must not be members of the TRB.

3) The TRB must forward recommendations to the ATM for his/her final decision.

4) The results of the ATM's decision must be documented in writing and provided to the Trainee no later than 30 days from the date of suspension of OJT. The decision will be retained in accordance with applicable directives.

3-6. ON-THE-JOB TRAINING INSTRUCTOR (OJTI) TRAINING/DESIGNATION.

a. Prior to being designated as an OJTI, specialists must, in addition to the criteria sited in FAA JO 3120.4, Chapter 6, paragraph 1:

1) Complete FAA Course 55049001, Fundamentals of OJTI Workshop; or FAA Course 60004972, OJTI Supplemental Workshop.

2) Be operationally current on the position(s) involved.

b. The selection, designation and evaluation of OJTIs is in accordance with Appendix I.

3-7. CONTROLLER-IN-CHARGE (CIC) TRAINING. FAA Form 3120-36, Controller-In-Charge OJT Instruction/Evaluation Report (WHITE copy) must be completed and maintained for each OJT session. Use FAA Form 3120-36, Controller-In-Charge OJT Instruction/Evaluation Report (GREEN copy) for a CSC. Appendix F provides a checklist and describes the areas to be covered and evaluated prior to certification as a CCIC, an RCIC, or OSIC/OCIC at AUS ATCT.

3-8. OPERATIONS SUPERVISOR (OS) TRAINING. This training is new in scope in that it separates control position training from supervisory administration training.

a. This training is used to conduct OJT and certification for a newly rated supervisor on area functions and responsibilities assigned to an OS.

b. This training is not required for any OS who has been previously certified as an OS, whether at this facility or another.

c. In addition to the classroom and OJT associated with this training, an OS must certify and maintain currency on at least two (2) of the following operational control positions:

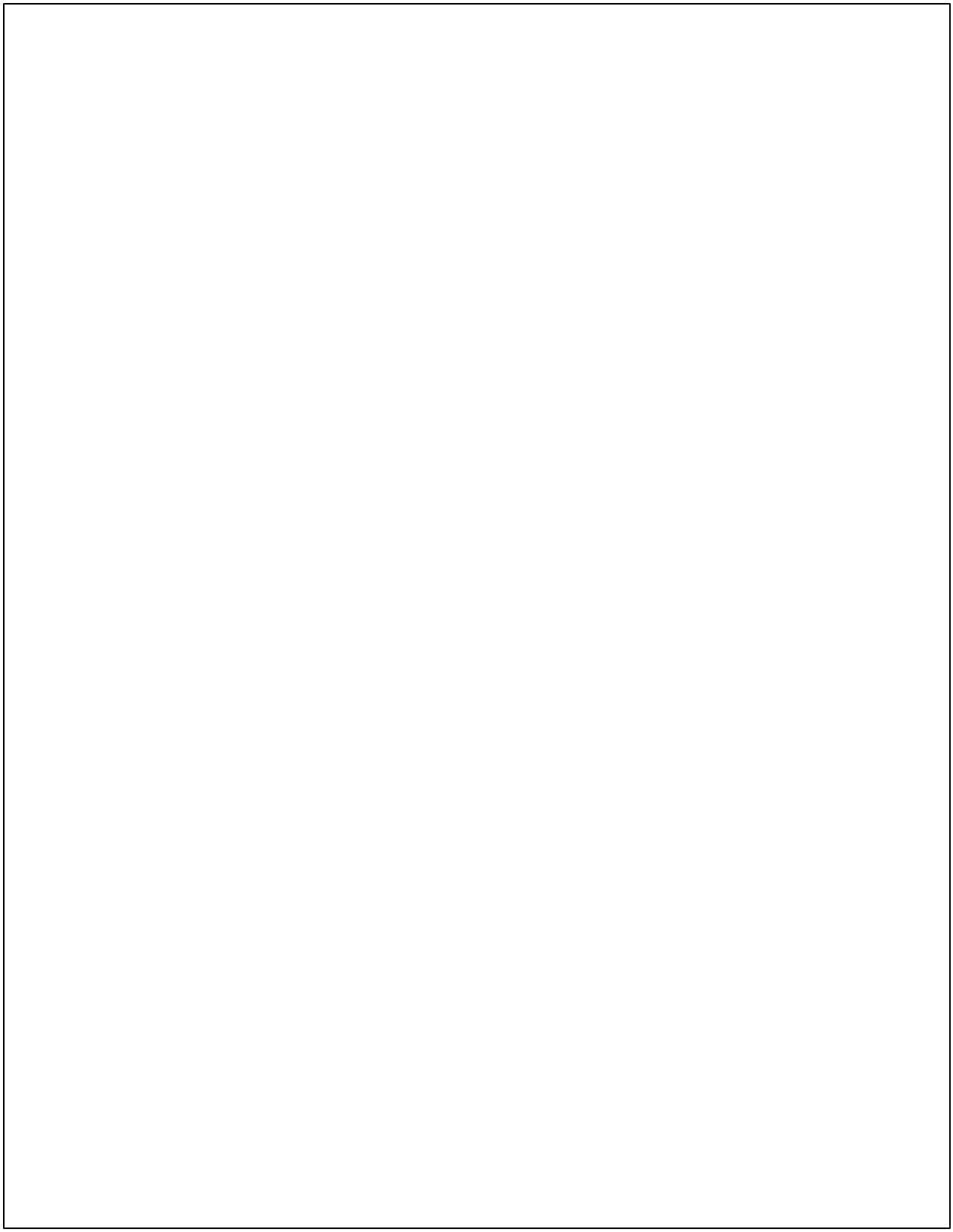
1. Tower – Local Control (LE/LW) and/or Ground Control (GE/GW).

2. TRACON – Radar West (RW), Radar East (RE), Radar South (RS), and/or Finals (AF).

d. An OS engaged in OJT on an operational position is considered a Trainee (OSIT) and would be governed by paragraph 3-5 of this order.

e. Assigned OS OJT hours are defined in Appendix B. Adjustments to these hours may be approved by the TA prior to the initial assignment of OS OJT.

f. FAA Form 3120-45, Operations Supervisor On-the-Job Training Report (WHITE copy) must be completed and maintained for each OJT session. Use FAA Form 3120-45, Operations Supervisor On-the-Job Training Report (GREEN copy) for a CSC.



Chapter 4. Proficiency Training

4-1. GENERAL. Facility and individual training is one of the primary methods for reducing the level of risk associated with air traffic control. This is accomplished through the proficiency training program where all personnel work to maintain the foundational knowledge, skills, and abilities required for working an operational position. Proficiency (Refresher) training is normally administered through briefings, including self-briefing items placed in CEDAR, simulations, and other presentations that may be face-to-face.

4-2. RECURRENT TRAINING. Recurrent Training is Refresher training that is defined and developed nationally, but administered locally. There are two rounds of training delivered annually. Each semi-annual round is comprised of approximately 4 hours of an Instructor-Led Training (ILT) workshop, and approximately 4 hours of Web-Based Training (WBT) focused on relevant and timely safety topics. Recurrent Training may be duplicated in local Refresher training.

4-3. REFRESHER TRAINING.

a. In order to maintain the knowledge, skills, and abilities to perform air traffic control duties, the TA and LSC will develop an Annual Refresher Training Plan. The plan must include items required in FAA JO 3120.4 that are pertinent to AUS operations, including which topics might be covered in simulation (TSS/SIM) training. Refresher training items are normally conducted in the month indicated. Additional Refresher training items may be considered when identified by the TA, LSC, controller workforce, management, and/or staff.

b. All operational personnel will be required to complete the training identified in the Annual Refresher Training Plan found in Appendix D.

c. Refresher knowledge exams will be administered periodically to identify and address specific items needing reinforcement. These exams are not to be graded and all items incorrectly answered will be discussed following the exam to ensure complete understanding.

4-4. SUPPLEMENTAL TRAINING.

a. All personnel must receive supplemental training whenever a significant change pertaining to new or revised procedures, regulations, or equipment takes place.

1) Mandatory Briefing Items (MBI) on national and local changes, that are pertinent to AUS operations, must be developed prior to the effective date of the change.

2) Operational personnel must complete all supplemental training prior to the use of new/revised equipment, procedures, and/or regulations.

b. The TA is responsible for identifying supplemental training and ensuring requirements are communicated to the training staff and the operations.

4-5. SKILL ENCHANCEMENT TRAINING (SET). The purpose of SET is to reinforce, enhance or improve skills for an individual; a specialist who is certified or a Trainee working on overcoming training shortfalls. SET may consist of simulation, electronic learning, classroom, self-study, observation, etc. The OM will coordinate SET needs with the TA.

There are two types of SET: Skill Improvement Training (SIT) and Skill Development Training (SDT).

a. Skill Improvement Training (SIT):

1) SIT is not used to correct a specific performance deficiency.

2) SIT may be requested by an individual certified on a position to enrich their ATC skills, abilities and knowledge, and must not be documented.

3) SIT may be assigned to a Trainee for a position on which they are receiving OJT to enhance specific skills, abilities and knowledge

a) Trainee SIT must be in writing and provided to the Trainee. This assignment must identify the skill that is targeted for enhancement and the expected outcome. The documentation must be forwarded to the OM.

b) Trainee SIT must be documented on FAA Form 3120-25, OJT Instruction/ Evaluation Report (WHITE copy).

c) A Training Team meeting must be conducted at the conclusion of Trainee SIT.

d) OJT need not be paused during Trainee SIT.

b. Skill Development Training (SDT):

1) SDT is conducted when a performance deficiency has been identified for an individual who is certified or receiving OJT on a position.

2) SDT begins from an individual's current performance level and employs part task teaching methods (one or a limited number of skills at a time) on a building block approach.

3) SDT must be in writing and provided to the individual (CPC or Trainee), identifying:

a) The specific deficiency (using the Job Tasks/Job Subtasks of FAA Form 3120-25) must be identified.

b) The teaching methods to be used (e.g., simulation, Part Task Training [PTT], electronic learning, classroom, self-study, observation, etc.)

c) The duration and/or quantity of simulation, PTT, electronic learning, classroom, self-study, observation, etc.).

d) The expected performance outcome; including the method to determine whether the outcome has been met.

e) The course of action should the expected outcome not be realized (e.g., additional SDT [CPC or Trainee], processing per FAA PMS and CBA for a CPC, or suspension of training for a Trainee).

4) SDT assigned to a Trainee requires that OJT be paused during the SDT.

5) SDT must be documented on FAA Form 3120-25, OJT Instruction/Evaluation Report (WHITE copy).

6) A Training Team meeting must be conducted at the conclusion of Trainee SDT.

4-6. REMEDIAL TRAINING. Remedial training is provided to specialists certified on an operational position to correct specifically identified deficiencies. Remedial training is mandatory when an individual is decertified as a result of a performance deficiency.

a. The individual's supervisor, after coordinating with the OM, must determine the methods/content tailored to meet the identified needs of the employee and may include classroom, PTT, electronic learning, simulation, and/or OJT.

b. The employee must be advised in writing of the skill that is targeted for training, the method of training to be completed and the expected outcome.

4-7. RECERTIFICATION TRAINING. Personnel who fail to meet currency requirements or are decertified for performance deficiencies must be recertified before resuming operational duties in accordance with FAA JO 3120.4, Chapter 4, paragraphs 7a and 7b, respectively.

a. Recertification due to a loss of currency requires as a minimum:

1) Completion of all outstanding refresher and supplemental training.

2) A Training Plan be developed if classroom, simulation, or OJT is conducted prior to recertification.

3) For a single operational position recertification, direct observation of operational performance, documented on FAA Form 3120-25, OJT Instruction/Evaluation Report (BLUE copy).

4) For an area recertification (Tower or TRACON), direct observation of operational performance must be on at least one position per area, documented on FAA Form 3120-25, OJT Instruction/Evaluation Report (BLUE copy).

b. Loss of currency recertification falls into one of three categories, based on the number of days being non-current (e.g., the day that a controller medical was suspended is day 1; or if current in November but not in December then January 1st is day 1):

1) Within 30 days – **The individual's supervisor may elect to recertify without training.** If recertification is not attained then training must be assigned per paragraph 2).

2) More than 30 days but fewer than 120 days – The individual must receive OJT of no more than 50% of Category I Target Hours (as defined in Appendix B). Training may include classroom, PTT, electronic learning, or simulation at the discretion of the TA.

3) 120 days or more – The individual must receive OJT not to exceed 100% of Category I Target Hours (as defined in Appendix B); and must receive classroom and simulation training.

c. Recertification due to a performance decertification will require:

1) Completion of all outstanding refresher and supplemental training.

2) Remedial training, conducted in accordance with FAA JO 3120.4 and this order.

3) The individual's supervisor, after coordinating with the OM, must determine the methods and content of training tailored to meet the identified needs of the individual and may include classroom, PTT, electronic learning, simulation, and/or OJT.

4) For a single operational position recertification, direct observation of operational performance, documented on FAA Form 3120-25, OJT Instruction/Evaluation Report (BLUE copy).

5) For an area recertification (Tower or TRACON), direct observation of operational performance must be on at least one position per area, documented on FAA Form 3120-25, OJT Instruction/Evaluation Report (BLUE copy). An area recertification must be deemed appropriate and approved by the ATM or their designee

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APPENDIX A
FACILITY ORIENTATION

A. ATM Orientation.

B. OM Orientation.

1. Expectations
2. Web Schedules
3. Cru-X/ART
4. Leave policy
5. **Bidding Regular Day's Off** (RDO)
6. Bidding Annual Leave (AL)

C. Brief on HRPM Vol. 1, EMP-1.14, Employment Policy for Air Traffic Control Specialist in Training.

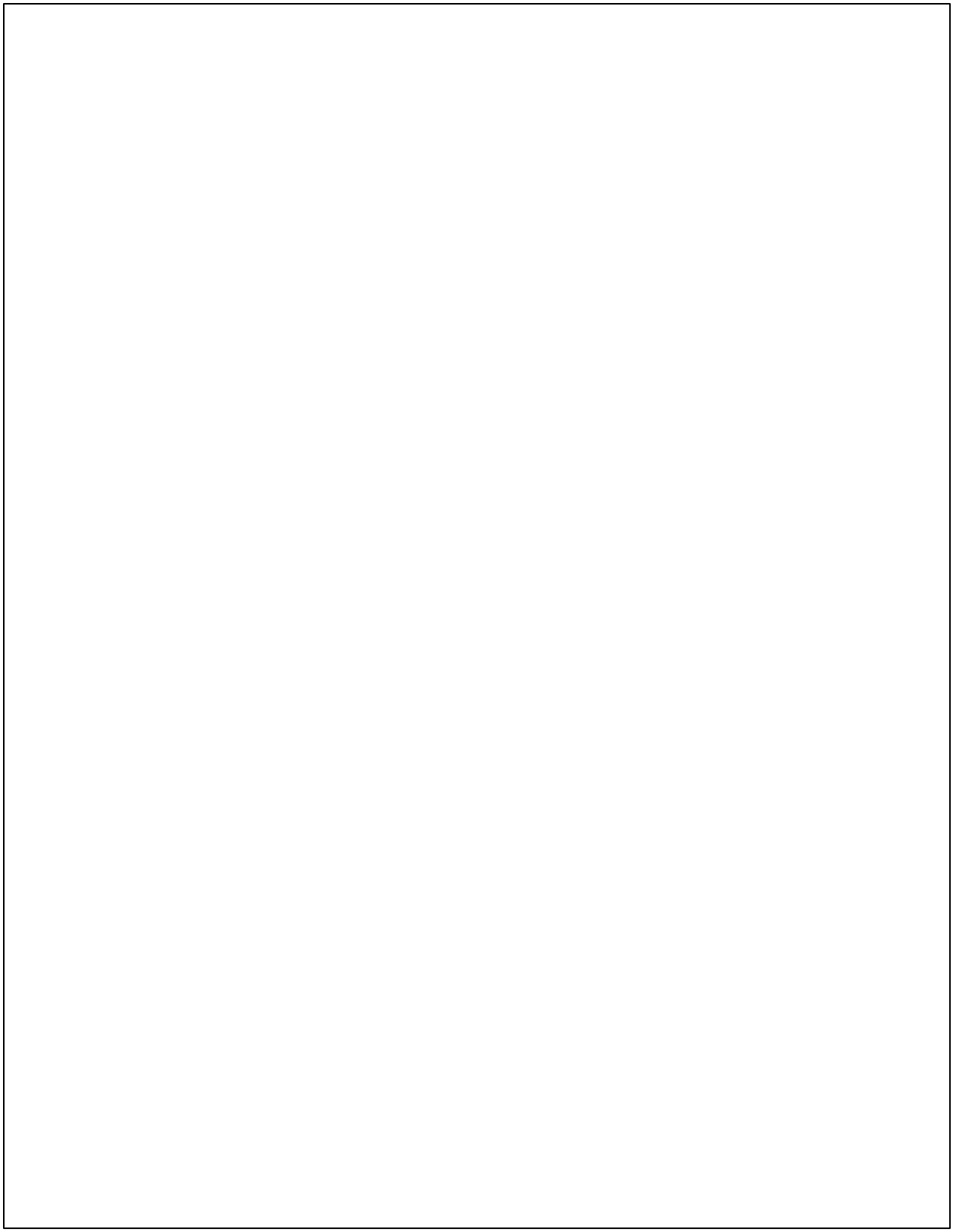
D. Administrative Officer Orientation.

1. Personnel resources
2. Benefits
3. Security
4. EEO / Work Environment / Accountability Board

E. TA Orientation – Training Order / Expectations / Training Materials

TRAINING COURSES REQUIRED FOR FAA EMPLOYEES

01001	Emergency Readiness for the 21st Century
DOTS6000004	DOT Security Awareness Training
(SAT) OSTOC10001	Privacy 101
FAA30200431	Ethics Basic Training Course
FAA30200806	Records Management 101
FAA10603	Introduction to SMS
	ATSAP *(within 60 days of arrival)*



APPENDIX B
FACILITY QUALIFICATION TRAINING

CLASSROOM/SIMULATION TRAINING HOURS

Classroom instruction will precede any SIM lab (if any) of that stage. When multiple stages/ positions are trained on simultaneously, the classroom portion will cover all applicable stages.

Each Trainee has the ability to expedite their classroom/SIM process (to an extent) by demonstrating the aptitude for advancement. The table below indicates each stage of classroom/SIM training with the normally scheduled hours, knowledge tests, and minimum scores for successful completion:

Position Classroom/Simulation Allotted Hours

Stage	Course - Title	Hrs.	Classroom Knowledge Test	Min.	Sim. Hrs. Min./Max.
II	55060 - Approach Data (AD)	32	CD/AD Procedures	70%	*N/A*
	55060 - Tower Flight Data (FD)	48			
III	55061 - Clearance Delivery (CD)				
IV	55062 - Ground Control (GC)	32	GC Procedures	70%	2 / 5
V	55063 - Local Control (LC)	48	LC Procedures	70%	2 / 5
VII	55065 - Radar (RW, RE, RS, AF)	56	Radar Procedures	70%	76 Scenarios
	Operations Supervisor	32	OS Administration	70%	*N/A*

NOTE-

1 *- Tower Flight Data & Clearance Delivery are permanently combined and assigned as CD.*
2 *- Stages II & III are always taught together.*
3 *- Stages II/III, IV & V are often taught concurrently.*
4 *- Stages IV & V simulation training is normally administered via TSS, but may be by Table Top or Cab Lab.*
5 *- Stage VII, Radar simulation training is normally conducted for all positions (RW, RE, RS, and AF).*
6 *- OS training is supervisory administration training beyond operational control position training.*

ON-THE-JOB FAMILIARIZATION / ON-THE-JOB TRAINING HOURS

OJF/OJT hours may be modified from the following table with concurrence of the TA and approval of the ATM. The OJT categories of prior experience are:

Category I OJF/OJT Training: Category I hours should be assigned to all newly hired FAA Developmentals and may be given to transferring CPCITs with no prior experience in a particular area (e.g., no prior radar, etc.).

Category II OJF/OJT Training: Category II hours are designated for transferring CPCITs who have experience in a tower and/or in a radar room at a level less than AUS operations.

Category III OJF/OJT Training: Category III hours are designated for incoming CPCITs who have been certified on like positions at an equivalent or higher level terminal facility. If a transferring employee in this category has not been certified at that level within the preceding 12 months they should be assigned Category II hours.

EXAMPLE-
***1** - A Trainee who has transferred from a VFR tower and has no radar experience would probably receive Category II hours for the tower and then Category I hours for radar.*
***2** - A Trainee who has only ever worked the Enroute environment would probably receive Category I hours for the tower and Category II hours for radar (due to the differences between Enroute and Terminal radar procedures).*

SIMULATION (TSS/ATCoach) QUALIFICATION TRAINING SCENARIOS

Simulation training is designated for Ground Control, Local Control, and each of the Radar positions (RW, RE, RS, AF).

1. The use of the TSS for Tower training is currently only for GC/LC Familiarization and Refresher training. The TSS scenarios have yet to be completed and verified.

2. Radar Simulation Training is conducted through the use of STARS ATCoach. The following table depicts the sequence and volume of the program scenarios:

(a) Familiarization scenarios will be applied as shown below (based on the same categories of prior experience as shown for OJF/OJT listed above):

AUS ATCT Simulation Lab Familiarization Guide

For CAT I Controller Trainees *(No Prior Radar Experience)*

Ttile	Volume (%)	Scenario # & Type		Flow	Sector(s)	Content
FAMVFRS		1	Familiarization	South	RW3	Keyboard Familiarization
					RE3	Keyboard Familiarization
FAMVFRN		2	Familiarization	North	RW3	Keyboard Familiarization
					RE3	Keyboard Familiarization
FAMVCTR			Familiarization	South	All	Vectoring Exercise
FAMDEPN		3	Familiarization	North	Feeder	Common Departure Headings [Vectors]
FAMDEPS	25% - 75%	4	Familiarization	South	Feeder	Common Departure Headings [Vectors]
FAMARRS		5	Familiarization	South	Feeder	Common Arrival Headings [Vectors]
FAMARRN		6	Familiarization	North	Feeder	Common Arrival Headings [Vectors]
FAMSECN		7	Familiarization	North	All	Secondary Airports [ARR/DEP] & Team Coordination
FAMSECS		8	Familiarization	South	All	Secondary Airports [ARR/DEP] & Team Coordination
FAMSPDS		9	Familiarization	South	Feeder	Departure/Overflight Speed Control Applications
FAMSPDA3N		10	Familiarization	North	AF3	Arrival Speed Control Applications
FAMTFCW4S		11	Familiarization	South	RW4	Traffic and Merging Target Procedures (50NM Range)
PRSSR4S		**P**	**Evaluation**	**South**	**RS4**	**Prepatory Evaluation of RS with SR combined**

For CAT II Controller Trainees *(Prior Radar Experience @ Lower Level)*

Trng Block	Volume (%)	Scenario # & Type		Flow	Sector(s)	Content
FAMVFRS		1	Familiarization	South	RW3	Keyboard Familiarization
FAMVFRN		2	Familiarization	North	RE3	Keyboard Familiarization
FAMVCTR			Familiarization	South	All	Vectoring Exercise
FAMDEPN		3	Familiarization	North	Feeder	Common Departure Headings [Vectors]
FAMDEPS	25% - 75%	4	Familiarization	South	Feeder	Common Departure Headings [Vectors]
FAMARRS		5	Familiarization	South	Feeder	Common Arrival Headings [Vectors]
FAMARRN		6	Familiarization	North	Feeder	Common Arrival Headings [Vectors]
FAMSECN		7	Familiarization	North	All	Secondary Airports [ARR/DEP] & Team Coordination
FAMSECS		8	Familiarization	South	All	Secondary Airports [ARR/DEP] & Team Coordination
FAMSPDA3N		10	Familiarization	North	AF3	Arrival Speed Control Applications
PRSSR4S		**P**	**Evaluation**	**South**	**RS4**	**Prepatory Evaluation of RS with SR combined**

AUS ATCT Simulation Lab Familiarization Guide						
For CAT III Controller Trainees *(Prior Radar Experience @ Equal or Higher Level)*						
Trng Block	**Volume (%)**	**Scenario #**	**& Type**	**Flow**	**Sector(s)**	**Content**
FAMDEPN	25% - 75%	3	Familiarization	North	Feeder	Common Departure Headings [Vectors]
FAMDEPS		4	Familiarization	South	Feeder	Common Departure Headings [Vectors]
FAMARRS		5	Familiarization	South	Feeder	Common Arrival Headings [Vectors]
FAMARRN		6	Familiarization	North	Feeder	Common Arrival Headings [Vectors]
FAMSECN		7	Familiarization	North	All	Secondary Airports [ARR/DEP] & Team Coordination
FAMSECS		8	Familiarization	South	All	Secondary Airports [ARR/DEP] & Team Coordination
PRSSR4S		**P**	**Evaluation**	**South**	**RS4**	**Prepatory Evaluation of RS with SR combined**

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AUS ATCT Simulation Lab Familiarization Extras						
For Controller Trainees *(who have COMPLETED the Program)*						
Title	**Volume (%)**	**Scenario #**	**& Type**	**Flow**	**Sector(s)**	**Content**
DUALS	*85%*	*A*	*Fun-Run*	*South*	*RE3*	*Traffic mix - Moderate/Mostly Difficult (non-counting…)*
				South	*RW3*	*Traffic mix - Moderate/Mostly Difficult (non-counting…)*
DUALN	*85%*	*B*	*Fun-Run*	*North*	*RE3*	*Traffic mix - Moderate/Mostly Difficult (non-counting…)*
				North	*RW3*	*Traffic mix - Moderate/Mostly Difficult (non-counting…)*

*The **DUALS & DUALN** scenarios are meant to be run with 2 trainees working side-by-side simultaneously, without supervision. However, they can be operated by a single trainee; with the other sector(s) being worked (and flown) by an RPO or staff instructor.*

(b) Instructional and Evaluation scenarios will be conducted for each radar position based on traffic volumes derived from current traffic complexities. The scenarios, scheduled in volume blocks of 70%, 80%, and 90% are applied as shown in the tables below. Each sector will be taught and evaluated within the volume block before moving on to the next sector in that block.

AUS ATCT Radar Simulation Lab Program Grid			
Block & Volume	**Scenario Type & Problem Name**		**Notes**
70% Block Light-Moderate (Sectored) Instructional	Radar West	LRW4S	[South-RW4] - Light-Moderate/Occasionally Difficult
		LRW4N	[North-RW4] - Light-Moderate/Occasionally Difficult
		LRWSR3S	[South-RW3] - Light-Moderate/Occasionally Difficult
		LRWSR3N	[North-RW3] - Light-Moderate/Occasionally Difficult
		ELRW4S	**[South-RW4] - Light-Moderate/Occasionally Difficult (PASS/FAIL)**
	Radar East	LRE4S	[South-RE4] - Light-Moderate/Occasionally Difficult
		LRE4N	[North-RE4] - Light-Moderate/Occasionally Difficult
		LRERS3S	[South-RE3] - Light-Moderate/Occasionally Difficult
		LRERS3N	[North-RE3] - Light-Moderate/Occasionally Difficult
		ELRE4N	**[North-RE4] - Light-Moderate/Occasionally Difficult (PASS/FAIL)**
	Radar South	LRSSR4S	[South-RS4] - Light-Moderate/Occasionally Difficult
		LRSSR4N	[North-RS4] - Light-Moderate/Occasionally Difficult
		LRSSR4SM	[South-RS4] - Light-Moderate/Occasionally Difficult
		LRSSR4NM	[North-RS4] - Light-Moderate/Occasionally Difficult
		ELRSSR4N	**[North-RS4] - Light-Moderate/Occasionally Difficult (PASS/FAIL)**
	Austin Finals	LAF4S	[South-AF4] - Light-Moderate/Occasionally Difficult
		LAF4N	[North-AF4] - Light-Moderate/Occasionally Difficult
		LAF3S	[South-AF3] - Light-Moderate/Occasionally Difficult
		LAF3N	[North-AF3] - Light-Moderate/Occasionally Difficult
		ELAF3S	**[South-AF3] - Light-Moderate/Occasionally Difficult (PASS/FAIL)**

80% Block Moderate (Sectored) Instructional	Radar East	MRE4S	[South-RE4] - Moderate/Occasionally Difficult
		MRE4N	[North-RE4] - Moderate/Occasionally Difficult
		MRERS3S	[South-RE3] - Moderate/Occasionally Difficult
		MRERS3N	[North-RE3] - Moderate/Occasionally Difficult
		MRE4SM	[South-RE4] - Moderate/Occasionally Difficult
		MRE4NP	[North-RE4] - Moderate/Occasionally Difficult
		MRERS3SM	[South-RE3] - Moderate/Occasionally Difficult
		MRERS3NM	[North-RE3] - Moderate/Occasionally Difficult
		EMRERS3S	[South-RE3] - Moderate/Occasionally Difficult (PASS/FAIL)
	Radar South	MRSSR4S	[South-RS4] - Moderate/Occasionally Difficult
		MRSSR4N	[North-RS4] - Moderate/Occasionally Difficult
		MRSSR4SM	[South-RS4] - Moderate/Occasionally Difficult
		MRSSR4NI	[North-RS4] - Moderate/Occasionally Difficult
		MRSSR4SH	[South-RS4] - Moderate/Occasionally Difficult
		MRSSR4NM	[North-RS4] - Moderate/Occasionally Difficult
		MRSSR4SP	[South-RS4] - Moderate/Occasionally Difficult
		MRSAF3N	[North-RS3] - Moderate/Occasionally Difficult
		EMRSSR4S	[South-RS4] - Moderate/Occasionally Difficult (PASS/FAIL)
	Radar West	MRW4S	[South-RW4] - Moderate/Occasionally Difficult
		MRW4N	[North-RW4] - Moderate/Occasionally Difficult
		MRWSR3S	[South-RW3] - Moderate/Occasionally Difficult
		MRWSR3N	[North-RW3] - Moderate/Occasionally Difficult
		MRW4SM	[South-RW4] - Moderate/Occasionally Difficult
		MRW4NM	[North-RW4] - Moderate/Occasionally Difficult
		MRWSR3SP	[South-RW3] - Moderate/Occasionally Difficult
		MRWSR3NP	[North-RW3] - Moderate/Occasionally Difficult
		EMRW4N	[North-RW4] - Moderate/Occasionally Difficult (PASS/FAIL)
	Austin Finals	MAF4S	[South-AF4] - Moderate/Occasionally Difficult
		MAF4N	[North-AF4] - Moderate/Occasionally Difficult
		MAF3S	[South-AF3] - Moderate/Occasionally Difficult
		MAF3N	[North-AF3] - Moderate/Occasionally Difficult
		MAF2S	[South-AF2] - Moderate/Occasionally Difficult
		MAF3NM	[South-AF3] - Moderate/Occasionally Difficult
		MAF3SI	[South-AF3] - Moderate/Occasionally Difficult
		MAF3SM	[South-AF3] - Moderate/Occasionally Difficult
		EMAF3S	[South-AF3] - Moderate/Occasionally Difficult (PASS/FAIL)
90% Block Moderate-Heavy (Sectored) Instructional	Radar South	HRSSR4S	[South-RS4] - Moderate-Heavy/Occasionally Difficult
		HRSSR4N	[North-RS4] - Moderate-Heavy/Occasionally Difficult
		HRSSR4SM	[South-RS4] - Moderate-Heavy/Occasionally Difficult
		HRSSR4NM	[North-RS4] - Moderate-Heavy/Occasionally Difficult
		EHRSSR4S	[South-RS4] - Moderate-Heavy/Occasionally Difficult (PASS/FAIL)
	Radar East	HRE4S	[South-RE4] - Moderate-Heavy/Occasionally Difficult
		HRE4N	[North-RE4] - Moderate-Heavy/Occasionally Difficult
		HRERS3S	[South-RE3] - Moderate-Heavy/Occasionally Difficult
		HRERS3N	[North-RE3] - Moderate-Heavy/Occasionally Difficult
		EHRE4N	[North-RE4] - Moderate-Heavy/Occasionally Difficult (PASS/FAIL)
	Austin Finals	HAF4S	[South-AF4] - Moderate-Heavy/Occasionally Difficult
		HAF4N	[North-AF4] - Moderate-Heavy/Occasionally Difficult
		HAF3S	[South-AF3] - Moderate-Heavy/Occasionally Difficult
		HAF3N	[North-AF3] - Moderate-Heavy/Occasionally Difficult
		EHAF4N	[North-AF4] - Moderate-Heavy/Occasionally Difficult (PASS/FAIL)
	Radar West	HRW4S	[South-RW4] - Moderate-Heavy/Occasionally Difficult
		HRW4N	[North-RW4] - Moderate-Heavy/Occasionally Difficult
		HRWSR3S	[South-RW3] - Moderate-Heavy/Occasionally Difficult
		HRWSR3N	[North-RW3] - Moderate-Heavy/Occasionally Difficult
		EHRWSR3S	[South-RW3] - Moderate-Heavy/Occasionally Difficult (PASS/FAIL)

SIMULATION EVALUATION SCENARIO SCORING

1. Each scenario will be graded on a scale of zero to 100 points. The score of the evaluation cannot be less than zero nor exceed 100 points. Scenarios will be marked with either a checkmark (✓), a minus sign (—), or a plus sign (+) in the Simulation Training column. OJTIs do not mark within this column, only Evaluators. Pre-Evaluation scenarios are graded but are not subject to Pass/Fail criteria.

(a) A single checkmark (✓) indicates the trainee has demonstrated satisfactory performance in a particular Job Subtask. No comments are required for a Job Subtask checkmark.

(b) A minus sign (—) indicates the trainee has failed to demonstrate satisfactory performance in a particular Job Subtask. There can be multiple minus occurrences within a single Job Subtask. A comment must be entered in Block 12, with an associated reference in Block 12A, for each minus that is marked.

(c) A single plus (+) indicates the trainee has consistently demonstrated above satisfactory performance for the observed Job Subtask. Whenever a plus is marked, comments must be entered in Block 12, but a reference is not required. Not all Job Subtasks have to be observed within the Job Task to be eligible to earn positive points.

(d) A Job Subtask that is Not Observed must be indicated by N/O; and a Job Subtask which is Not Applicable, must be marked N/A.

2. Evaluation scoring *(based on the table below)* will not be less than zero nor more than 100 points. The final score will be shown in Block 12. These scoring instructions do not apply to SET.

(a) Beginning with 100 points, deduct minus points first. For each minus occurrence in a Job Subtask, apply the point deduction for the governing Job Task, up to the maximum allowable. Partial points are not allowed.

(b) Then positive points are added, if applicable. Partial points are not allowed. Positive points may only be added once per Job Task, regardless of the number of plusses (+) in the Job Subtasks. Positive points are not allowed for a Job Task with any minuses (—) in a Job Subtask.

Simulation Scenario Evaluation Scoring Table

Job Task	Minus (–) pts Deducted per Occurrence	Maximum Point Deduction per Job Task	Plus (+) pts Added per Job Task
Separation	16 Points	No Maximum	5 Points
Weather	18 Points	No Maximum	4 Points
Coordination	18 Points	No Maximum	4 Points
Control Judgment	15 Points	20 Points	2 Points
Methods and Procedures	15 Points	20 Points	2 Points
Equipment	12 Points	10 Points	2 Points
Communication	12 Points	10 Points	1 Points
Other	12 Points	10 Points	1 Points

Position OJF and OJT Target Hours

Stage	Position Title	ID	Category I OJF–OJT *(Min/Max)*		Category II OJF–OJT *(Min/Max)*		Category III OJF–OJT *(Min/Max)*	
II	Approach Data	AD	3	16 / 80	2	12 / 60	1	8 / 40
	Tower Flight Data	FD	3	16 / 80	2	12 / 60	1	8 / 40
III	Clearance Delivery	CD						
IV	Ground Control	GC	3	20 / 100	2	16 / 80	1	12 / 60
V	Local Control	LC	3	32 / 160	2	24 / 120	1	16 / 80
VII	Radar							
	- Radar West	RW	3	40 / 200	2	32 / 160	1	20 / 100
	- Radar East	RE	3	40 / 200	2	32 / 160	1	20 / 100
	- Radar South	RS	3	40 / 200	2	32 / 160	1	20 / 100
	- Finals	AF	3	32 / 160	2	24 / 120	1	16 / 80
Controller-In-Charge								
	- Tower Cab	CCIC	0	14 / 20	0	12 / 10		
	- TRACON	RCIC	0	14 / 20	0	12 / 10		
Operations Supervisor		OS	0	14 / 20				

NOTE-

1 *- Tower Flight Data & Clearance Delivery are permanently combined and assigned as CD.*

2 *- Radar positions (RW, RE, RS, SR, AF) may be combined in multiple configurations.*

3 *- SR has no defined training hours, but can be trained when combined with RW or RS.*

4 *- SR may only be opened separately by a CPC.*

5 *- OS Training is supervisory administration training beyond operational control position training.*

OJF Tracking. OJF must be logged via Cru-ART and then recorded on FAA Form 3120-25, OJT Instruction/Evaluation Report (WHITE copy). The Trainee is responsible for the completion of the form, including obtaining a signature from the Controller who had been monitored. Once signed by the Controller and Trainee the form must be forwarded to the Trainee's Supervisor of Record for tracking.

OJT Tracking. OJT must be logged via Cru-ART and then recorded on FAA Form 3120-25, OJT Instruction/Evaluation Report (WHITE copy) as soon as possible after the completion of the training session. Use diligence to ensure the correct position(s) are referenced on the report. When positions are combined, the OJTI should determine how best to split the overall time among the positions.

Minimum Certification Hours. The percentage of target hours required before a Trainee is eligible for certification on each position must be at least 20% of the hours originally assigned by the Training Team and/or approved by the ATM. The Trainee's Supervisor of Record should contact the training department to verify that the minimum hours have been achieved for the position prior to certifying the Trainee on that position.

APPENDIX C
INITIAL (or UPDATED) TRAINING PLAN [OJF/OJT] FORM

AUS ATCT QUALIFICATION TRAINING
INITIAL *(or Updated)* TRAINING PLAN [OJF/OJT]

Date of Discussion _____

Training Team:	Initials	Signature
Supervisor of Record		
Trainee		
OJT Instructor		
OJT Instructor		
OJT Instructor		
Other Attendee		

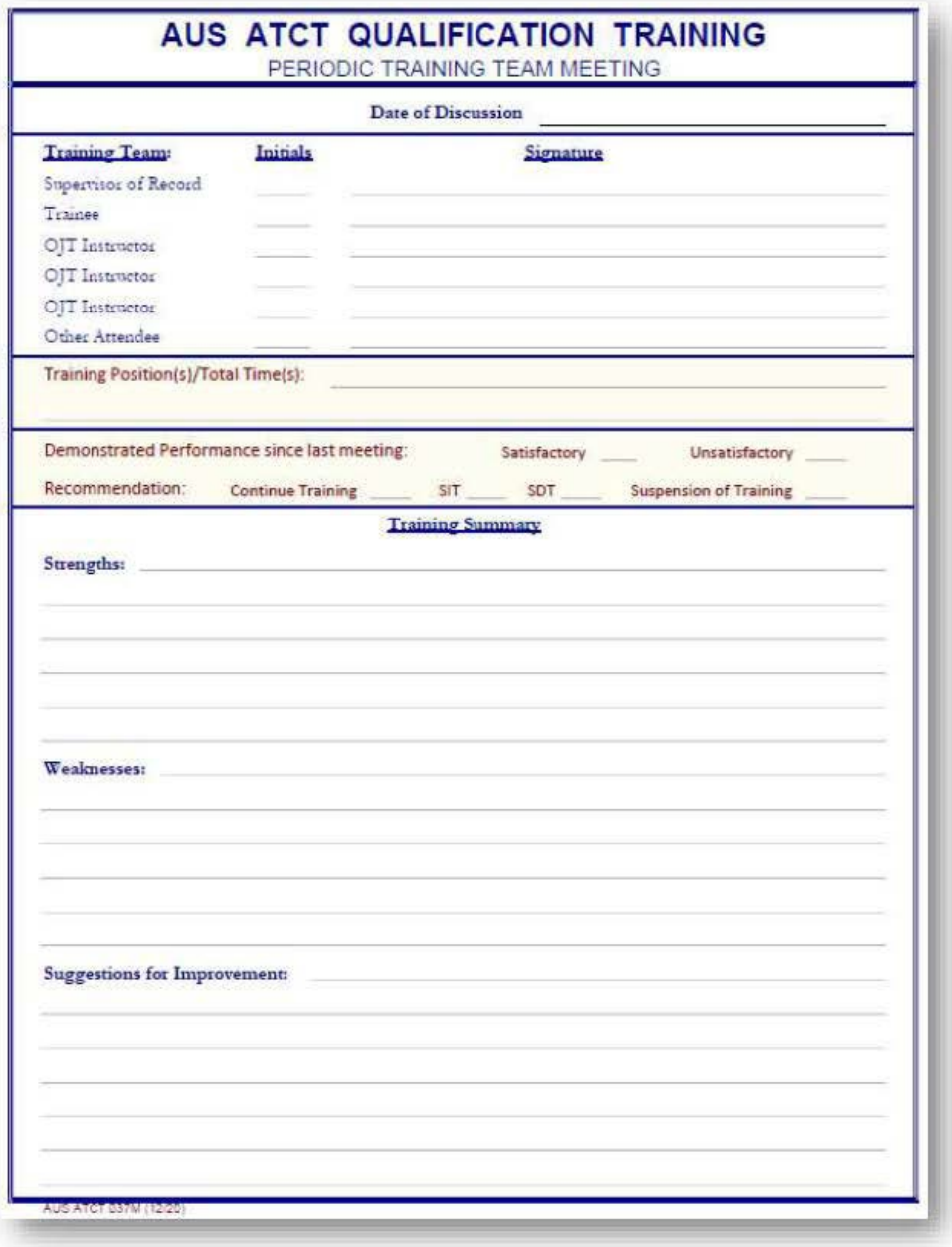
Training Guidelines (per FAA JO 3120.4, Ch. 2 & Ch. 6) Reviewed by the Team Leader:	OS Initials
1. Discussed the responsibilities of the Supervisor of Record (Team Lead)	
2. Discussed the responsibilities of the Developmental/CPCIT/OSIT (Trainee)	
3. Discussed the responsibilities of the OJTIs	
4. Informed the Trainee of what to expect from the OJTIs	
5. Discussed how and when Performance Assessments will be conducted	
6. Discussed how and when to use Periodic Training Team Meetings for progress review	

	Training Target Hours OJF	Training Target Hours OJT *(Max./Min.)*	Certification Goal(s) *(Comments, to include projected date)*
CD/FD		/	
GC		/	
LC		/	
CCIC		/	
AD		/	
RW		/	
RE		/	
RS		/	
AF		/	
RCIC		/	

Justifying *(or Additional)* Comments: *(e.g., position sequence, Training Team change, amended Target Hours, etc.)*

AUS ATCT 037P (12/20)

APPENDIX C
PERIODIC TRAINING TEAM MEETING FORM



AUS ATCT QUALIFICATION TRAINING

PERIODIC TRAINING TEAM MEETING

Date of Discussion _____

Training Team:	Initials	Signature
Supervisor of Record		
Trainee		
OJT Instructor		
OJT Instructor		
OJT Instructor		
Other Attendee		

Training Position(s)/Total Time(s): _____

Demonstrated Performance since last meeting: Satisfactory ____ Unsatisfactory ____

Recommendation: Continue Training ____ SIT ____ SDT ____ Suspension of Training ____

Training Summary

Strengths: _____

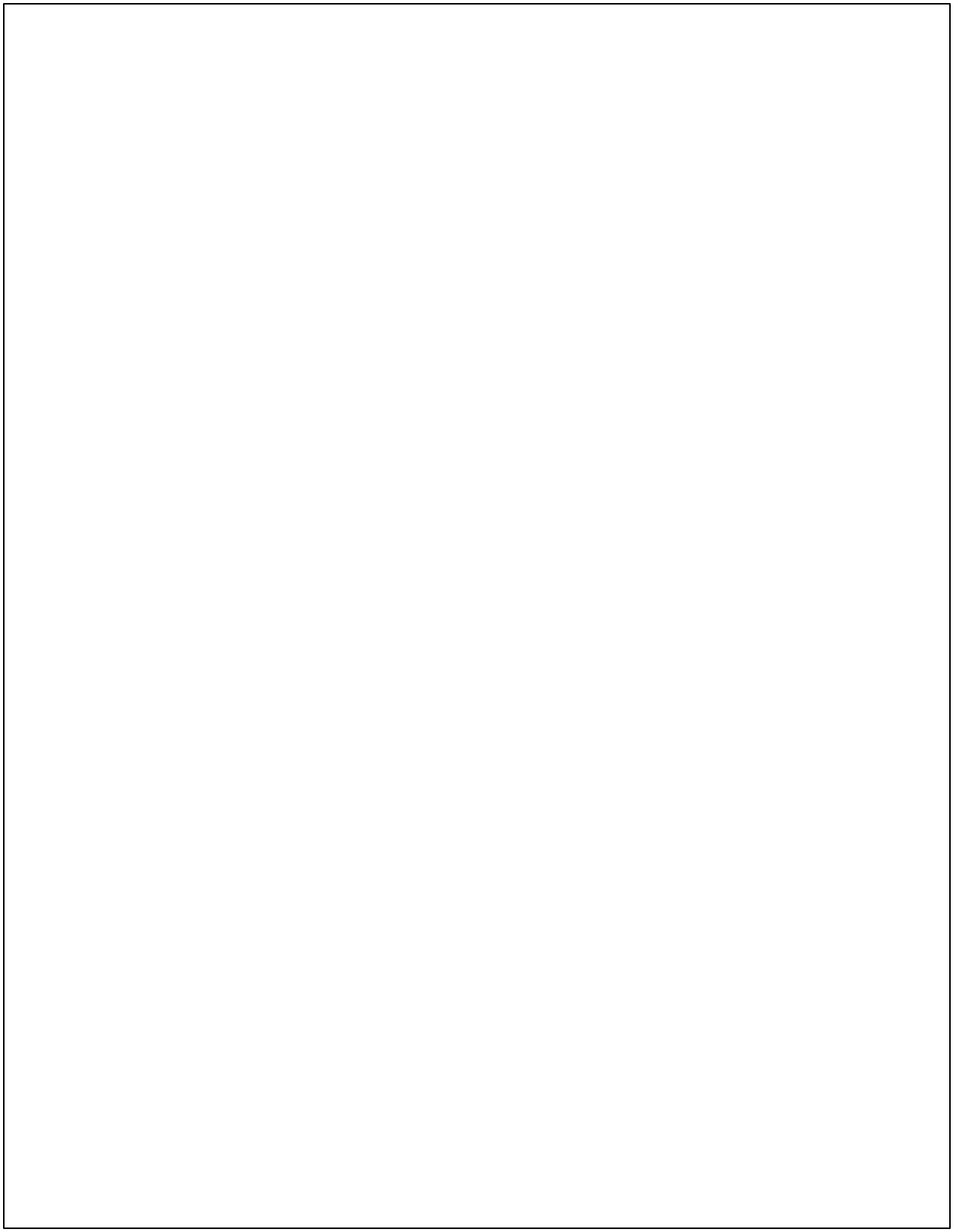
Weaknesses: _____

Suggestions for Improvement: _____

AUS ATCT 6310 (12-20)

APPENDIX D
ANNUAL REFRESHER TRAINING

MONTH	REVIEW SUBJECTS
JAN	Basics – *One of the following:* Phraseology, Vectoring, Speed Control, VFR Services, Control Judgment, Clearances, Coordination, Separation Minima, LOA/Directives Fatigue Awareness
FEB	Safety – *One of the following:* Wrong Surface Operations *[TSS]*, MSAW *[SIM]*, Runway Incursions, Go-Around/Missed Approach *[TSS]*, Weather/PIREP, Traffic Advisories/TCAS Recovery in ATC Operations
MAR	Emergency – *One of the following:* Hijacking, DEN/VIP Movement, VFR Aircraft Encountering IMC, Other Emergency Categories Safety Alerts *[SIM]*
APR	*(Nationally Assigned)* Semi-Annual Recurrent Training Topics *[ILT & WBT]*
MAY	Procedures/Operations – *One of the following:* Airspace Intruder *[SIM]*, Special Flight Handling, De-Icing, Bird Activity, Military Operations, Special Activity Airspace, MVA, Tower Visibility, Visual Separation, LUAW *[TSS]*, ODO, Time-Based Flow Management
JUN	Equipment – *One of the following:* Primary Backup Mode, Backup Equipment, Aircraft Equipment Failure OS/Controller-In-Charge (CIC) Training
JUL	Basics – *One of the following:* Phraseology, Vectoring, Speed Control, VFR Services, Control Judgment, Clearances, Coordination, Separation Minima, LOA/Directives Professional Skills – *One of the following:* Professionalism, Problem-Solving, OJTI, Teamwork, Communication, Leadership, Self-Motivation
AUG	Safety – *One of the following:* Wrong Surface Operations *[TSS]*, MSAW *[SIM]*, Runway Incursions, Go-Around/Missed Approach *[TSS]*, Weather/PIREP, Traffic Advisories/TCAS Lost Aircraft Orientation
SEP	Emergency – *One of the following:* Hijacking, DEN/VIP Movement, VFR Aircraft Encountering IMC, Other Emergency Categories Fire / Life Safety, Fire Prevention Plan and Facility Evacuation *[Simulation]*
OCT	*(Nationally Assigned)* Semi-Annual Recurrent Training Topics *[ILT & WBT]*
NOV	Procedures/Operations – *One of the following:* Airspace Intruder *[SIM]*, Special Flight Handling, De-Icing, Bird Activity, Military Operations, Special Activity Airspace, MVA, Tower Visibility, Visual Separation, LUAW *[TSS]*, ODO, Time-Based Flow Management
DEC	Equipment – *One of the following:* Primary Backup Mode, Backup Equipment, Aircraft Equipment Failure Defense Readiness & Contingency Plans



APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Clearance Delivery/Flight Data

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
1.	**Review and Demonstrate Area/Airspace/Equipment Knowledge:**			
a.	Knowledge of NIDS and the ability to make changes			
b.	Knowledge and use of communications systems			
c.	Knowledge and use of TDLS FDIO equipment (system & printer)			
d.	Knowledge and use of TDLS CPDLC/PDC systems			
e.	Knowledge and use of TDLS D-ATIS/ASOS systems (including legacy ATIS)			
f.	Knowledge and use of STARS equipment			
g.	Knowledge of AUS airspace (radar maps) and local area airports			
h.	Knowledge of KAUS SIDs			
i.	Knowledge and use of NOTAM/PIREP/SIGMET information			
j.	_____			
k.	_____			
l.	_____			
2.	**Review and Demonstrate SOP/LOA/other Directives:**			
a.	Local procedures - SOP, etc.			
b.	Houston ARTCC [ZHU] LOA (routes & altitudes)			
c.	San Antonio ATCT [SAT] LOA (routes & altitudes)			
d.	Houston TRACON [I90] LOA (routes & altitudes)			
e.	Gray ARAC [GRK] LOA (routes & altitudes)			
f.	AUS facility frequencies			
g.	_____			
h.	_____			
i.	_____			
3.	**Review and Demonstrate Control Methods/Applications:**			
a.	Check NAS flight plan accuracy			
b.	Local IFR flight plans			
c.	Local VFR flight plans			
d.	NAS VFR flight following			
e.	Amend scratchpad entries via STARS keyboard			
f.	Take Tower Visibility and amend ASOS as necessary			
g.	Apply strip-marking per SOP (FRC, ESP, ATIS, and parking)			
h.	Ground Delay Programs (GS/EDCT/ESP/MIT/etc.)			
i.	Ensures NIDS information is current (GDPs, PIREPs, SIGMETs/CWAs, etc.)			
j.	TMU landline procedures			
k.	PIREP recording and dissemination			
l.	Crash Phone' location, operation and procedures			
m.	_____			
n.	_____			
o.	_____			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

Page 2

OJT Checklist for Clearance Delivery/Flight Data

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
4.	**Accurately Perform the Following Duties Using the FDIO Keyboard:**			
a.	Modify aircraft type and equipment suffix			
b.	Obtain a full flight plan readout [FR] (both NAS & ICAO)			
c.	Enter a NAS flight plan departure message [DM]			
d.	Amend NAS flight plan data [AM] (i.e., departure point, route, altitude, etc.)			
e.	Request a NAS flight plan flight progress strip [SR]			
f.	Force NAS flight plan data back into STARS [RF]			
g.	Initiate/modify/cancel a NAS flight plan hold action [HM]			
h.	Update the status of an active NAS flight plan [PR]			
i.	Update the route of an amended NAS route structure [RM]			
j.	Remove NAS flight plan data [RS]			
k.	Request weather data [WR]			
l.	Suppress a PDR, PAR or PDAR			
m.	_____			
n.	_____			
o.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Approach Data

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____ **Inst. Trn.** **Date**

1. Review and Demonstrate Area/Airspace/Equipment Knowledge:

a.	Knowledge of NIDS and the ability to make changes			
b.	Knowledge and use of communications systems			
c.	Knowledge and use of FDIO equipment (system & printer)			
d.	Knowledge and use of ASOS systems (1-minute weather)			
e.	Knowledge and use of STARS equipment			
f.	Knowledge of AUS airspace (radar maps) and local area airports			
g.	Knowledge of AUS airspace SIDs (KAUS/KEDC/KGTU/KHYI/KRYW/T74/3R9)			
h.	Knowledge and use of NOTAM/PIREP/SIGMET information			
i.	_____			
j.	_____			
k.	_____			

2. Review and Demonstrate SOP/LOA/other Directives:

a.	Local procedures - SOP, etc.			
b.	Houston ARTCC [ZHU] LOA (routes & altitudes)			
c.	San Antonio ATCT [SAT] LOA (routes & altitudes)			
d.	Houston TRACON [I90] LOA (routes & altitudes)			
e.	Gray ARAC [GRK] LOA (routes & altitudes)			
f.	Austin Executive NFCT [EDC] LOA			
g.	Georgetown FCT [GTU] LOA			
h.	San Marcos FCT [HYI] LOA			
i.	AUS facility frequencies			
j.	_____			
k.	_____			
l.	_____			

3. Review and Demonstrate Control Methods/Applications:

a.	Check NAS flight plan accuracy			
b.	Local IFR flight plans			
c.	Local VFR flight plans			
d.	NAS VFR flight following			
e.	Ground Delay Programs (GS/EDCT/ESP/MIT/etc.)			
f.	Satellite airport clearances/releases with an open Tower			
g.	Satellite airport clearances/releases with an RCO			
h.	Satellite airport clearances/releases without a Tower or an RCO			
i.	Apply strip-marking per SOP (FRC, ESP, etc.)			
j.	Amend scratchpad entries via STARS keyboard			
k.	Ensures NIDS information is current (GDPs, PIREPs, SIGMETs/CWAs, etc.)			
l.	PIREP recording and dissemination			
m.	_____			
n.	_____			
o.	_____			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

Page 2

OJT Checklist for Approach Data

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
4.	**Accurately Perform the Following Duties Using the FDIO Keyboard:**			
a.	Modify aircraft type and equipment suffix			
b.	Obtain a full flight plan readout [FR] (both NAS & ICAO)			
c.	Enter a NAS flight plan departure message [DM]			
d.	Amend NAS flight plan data [AM] (i.e., location, route, altitude, etc.)			
e.	Request a NAS flight plan flight progress strip [SR]			
f.	Force NAS flight plan data back into STARS [RF]			
g.	Initiate/modify/cancel a NAS flight plan hold action [HM]			
h.	Update the status of an active NAS flight plan [PR]			
i.	Update the route of an amended NAS route structure [RM]			
j.	Remove NAS flight plan data [RS]			
k.	Request weather data [WR]			
l.	Suppress a PDR, PAR or PDAR			
m.	_____			
n.	_____			
o.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Ground Control

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
1.	**Review and Demonstrate Area/Airspace/Equipment Knowledge:**			
a.	Knowledge and use of communications systems			
b.	Knowledge and use of STARS equipment			
c.	Knowledge and use of airport/approach lighting systems			
d.	Knowledge and use of WSP system			
e.	Knowledge and rules for critical areas (RSAs, GSs, localizers, etc.)			
f.	Knowledge of movement areas (i.e., runways, taxiways, water road)			
g.	Knowledge of non-movement areas (gates, FBOs, ramps, etc.)			
h.	Knowledge of air carrier gate assignments (Main & South terminals)			
i.	Knowledge of US Customs availability/location			
j.	_____			
k.	_____			
l.	_____			
2.	**Review and Demonstrate SOP/LOA/other Directives:**			
a.	Local procedures - SOP, etc.			
b.	Ground Delay Programs (GS/EDCT/ESP/MIT/etc.)			
c.	City of Austin Airport Rescue and Fire Fighting [ARFF] Emergency LOA			
d.	Helicopter operations (i.e., AAASF [TANG], DPS, APD, other)			
e.	Low visiblity restrictions/operations (i.e., SMGS plan, Cat II/III checklist, ALSF generator, etc.)			
f.	Taxiway restrictions (weight, wingspan, etc.)			
g.	_____			
h.	_____			
i.	_____			
3.	**Review and Demonstrate Control Methods/Applications:**			
a.	Use of proper phraseology			
b.	Runway crossing procedures/coordination			
c.	Airport OPS (Safety Areas & general procedures)			
d.	Ramp management (Terminal, Cargo, FBO, State, Maintenance, etc. pushback/power requests)			
e.	Ground Delay Programs management			
f.	ARFF Emergency/standby locations			
g.	Procedures and use of Designated Emergency Frequency [DEF] (128.35)			
h.	Taxi routes - South flow/North flow			
i.	Taxiing for IFR departure sequencing/spacing			
j.	Weather diverts/overflow parking			
k.	Light gun signals and usage			
l.	_____			
m.	_____			
n.	_____			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Ground Control

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)			
Instructor (OJTI)			
Operations Supervisor			

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Local Control

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____ **Inst. Trn.** **Date**

1. Review and Demonstrate Area/Airspace/Equipment Knowledge:

a.	Knowledge and use of communications systems			
b.	Knowledge and use of STARS equipment			
c.	Knowledge and use of ILS components			
d.	Knowledge and use of airport/approach lighting systems			
e.	Knowledge and use of WSP system			
f.	Knowledge of AUS airspace - area airports, SIDs, departure fixes, radar maps, MVAs, etc.			
g.	Knowledge of KAUS safety areas (RSAs, GSs, localizers, etc.)			
h.	Knowledge of KAUS runways (dimensions, distance remaining, exiting procedures, etc.)			
i.	Knowledge of KAUS SIAPs (IAFs/IFs/FAFs, altitudes, MAP, etc.)			
j.	_____			
k.	_____			
l.	_____			

2. Review and Demonstrate SOP/LOA/other Directives:

a.	Local procedures - SOP, etc.			
b.	Ground Delay Programs (GS/EDCT/ESP/MIT/etc.)			
c.	City of Austin Noise Abatement Procedures LOA			
d.	City of Austin Airport Rescue and Fire Fighting [ARFF] Emergency LOA			
e.	Emergency checklist [AUS ATCT 011] usage			
f.	Runway change checklist usage			
g.	Low visiblity restrictions/operations (i.e., SMGS plan, Cat II/III checklist, ALSF generator, etc.)			
h.	Opposite Direction Operations (ODO)			
i.	Reduced separation final requirements			
j.	Tower-applied visual separation			
k.	_____			
l.	_____			
m.	_____			

3. Review and Demonstrate Control Methods/Applications:

a.	Use of proper phraseology			
b.	Handling of an emergency/unusual situation			
c.	Procedures and use of Designated Emergency Frequency [DEF] (128.35)			
d.	Airport OPS (Safety Areas & general procedures)			
e.	Light gun signals and usage			
f.	Runway crossing procedures/coordination			
g.	RVR requirements and phraseology			
h.	MBA/WSA - phraseology, knowledge of differences and handling of aircraft			
i.	Same runway separation			
j.	Standard IFR separation (arrival and departure)			
k.	Wake turbulence separation and advisory requirements			
l.	Line Up And Wait (LUAW)			
m.	IFR/VFR Tower assigned headings			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Local Control

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
3.	**Review and Demonstrate Control Methods/Applications** *(cont.)* **:**			
n.	Ensuring proper data block acquisition			
o.	Practice approach (Rerun/itinerant) procedures			
p.	Touch and Go operations (pattern work)			
q.	Overhead altitudes/procedures			
r.	Handling a missed approach/go-around			
s.	Water Road operations			
t.	Helicopter operations and routes			
u.	Pipeline operation and routes			
v.	Special/unusual operations (UAS, photo, flight check, etc.)			
w.	_____			
x.	_____			
y.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Radar West

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
1.	**Review and Demonstrate Equipment Modes, Methods, and Backup Systems:**			
a.	STARS function modes (FSL, TRNG, FMA, DSA)			
b.	STARS radar modes (Fused, ADS-B, Multi, Single [AUS, QYS, QNA])			
c.	RDVS functionality and backup radio options			
d.	RDVS dial line operation for adjacent facilities/sectors/functions			
e.	Adjacent sector frequencies			
f.	STARS - reposition/selection of systems area/lists/preview area/maps			
g.	STARS - selection/updating of prefferential settings [PREF SET]			
h.	STARS - entering/deleting scratchpad data (primary and sceondary)			
i.	STARS - defining/updating/deleting alert area shapes/text			
j.	STARS - display emergency airport and hospital list			
k.	NIDS - navigation, functions, tools			
l.	_____			
m.	_____			
n.	_____			
2.	**Review and Demonstrate SOP/LOA/other Directive Knowledge:**			
a.	Local procedures - SOP (for radar positions)			
b.	Houston ARTCC [ZHU] LOA			
c.	San Antonio ATCT [SAT] LOA			
d.	Houston TRACON [I90] LOA			
e.	Gray ARAC [GRK] LOA			
f.	Austin Executive NFCT [EDC] LOA			
g.	Georgetown FCT [GTU] LOA			
h.	San Marcos FCT [HYI] LOA			
i.	Knowledge of AUS area SIDs/STARs			
j.	Situational awareness of adjacent operational positions/personnel needs			
k.	Compliance with Traffic Management Initiatives (i.e., MIT, etc.)			
l.	Airspace knowledge - NAVAIDs, airways, waypoints, MVAs, etc.			
m.	Airspace configurations in North and South flows			
n.	Class C separation requirements (VFR/VFR & VFR/IFR) and clearances			
o.	Standard Instrument Approach Procedures (SIAP) - IAFs/IFs/FAFs, altitudes, MAP			
p.	Aircraft characteristics (airspeeds, climb/decent rates, etc.)			
q.	Situational awareness of aircraft environment (i.e., weather, time of day (dark or bright), etc.)			
r.	Ensure correct interphone use - Use of initials and position ID			
s.	Hazardous weather solicitation/dissemination (PIREP/AIRMET/SIGMET/CWA)			
t.	Decoding METAR messages			
u.	RVR requirements and phraseology			
v.	Weather deviations/diverts - handling & phraseology			
w.	VFR-On-Top separation, procedures & phraseology			
x.	Holding requirements & phraseology			
y.	Transponder requirements/usage			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Radar West

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
2.	**Review and Demonstrate SOP/LOA/other Directive Knowledge** *(cont.)*:			
z.	Standard KAUS departure headings			
aa.	Primary radar identification methods			
bb.	Separation standards - Fused/Multi/Single-Sensor			
cc.	Radar separation standards			
dd.	Appropriate application of passing and diverging			
ee.	Merging Target Procedures			
ff.	Traffic alerts, Safety Alerts and Minimum Safe Altitude Warning (MSAW) priorities			
gg.	Use of Visual Separation			
hh.	Aerial photography operations			
ii.	Initiating/accepting an automated handoff/point out			
jj.	Initiating/accepting a non-radar data block			
kk.	Transfer of communications			
ll.	Termination of radar service			
mm.	Position relief briefing - recording and checklist use			
nn.	_____			
oo.	_____			
pp.	_____			
3.	**Review and Demonstrate Control Methods/Applications:**			
a.	Use of proper phraseology			
b.	Handling of an emergency/unusual situation			
c.	Handling GTU arrivals/departures			
d.	ZHU/STV procedures for BMQ/DZB arrivals/departures			
e.	Wake turbulence spacing and advisory requirements			
f.	MBA/WSA - phraseology, knowledge of differences and handling of aircraft			
g.	Airspace/sector scan (recognize developing situations, etc.)			
h.	Airspeed - proper/timely assignment, phraseology			
i.	Handling of emergency and other unusual situations			
j.	Pipeline operation and routes			
k.	Helicopter operations in AUS airspace (hospitals, tours, COTA, etc.)			
l.	_____			
m.	_____			
n.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

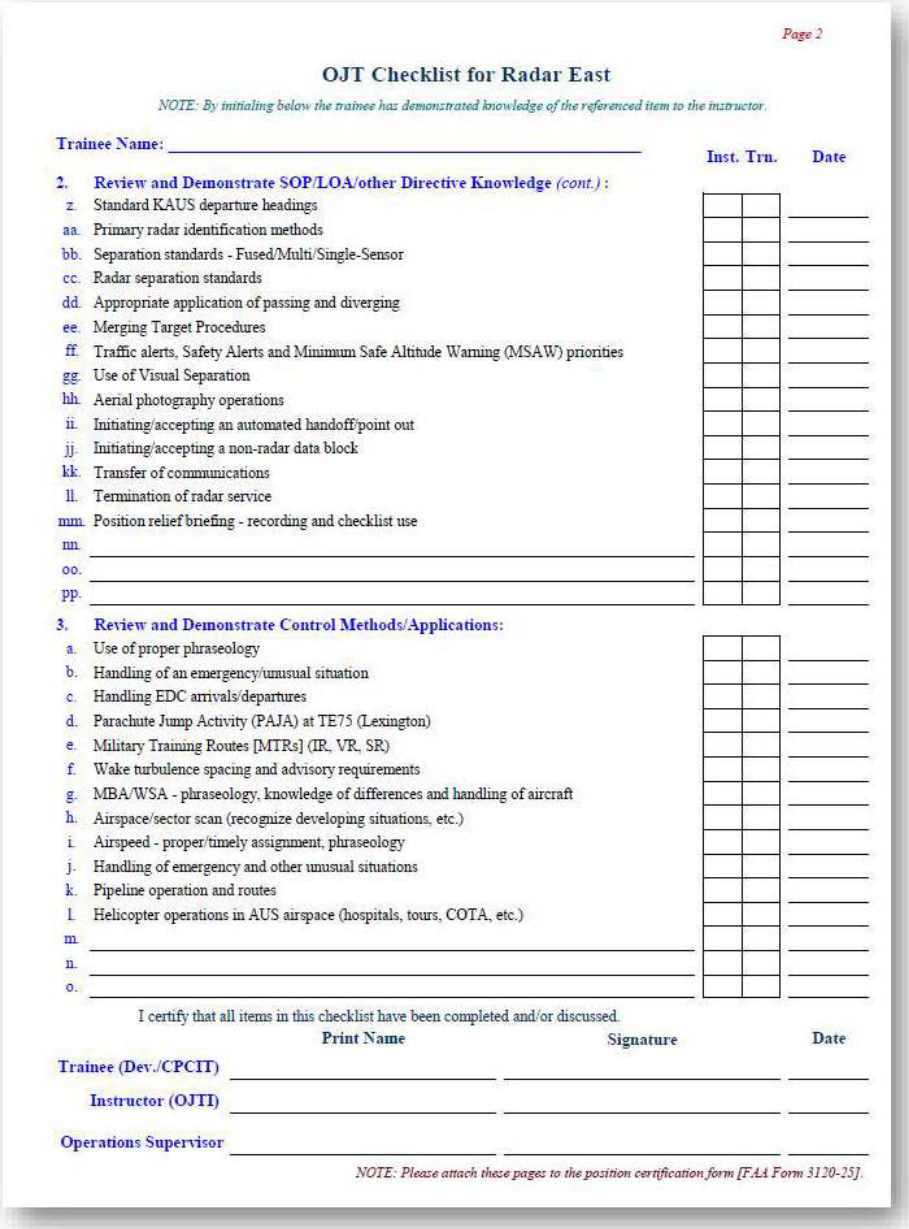
OJT Checklist for Radar East

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
1.	**Review and Demonstrate Equipment Modes, Methods, and Backup Systems:**			
a.	STARS function modes (FSL, TRNG, FMA, DSA)			
b.	STARS radar modes (Fused, ADS-B, Multi, Single [AUS, QYS, QNA])			
c.	RDVS functionality and backup radio options			
d.	RDVS dial line operation for adjacent facilities/sectors/functions			
e.	Adjacent sector frequencies			
f.	STARS - reposition/selection of systems area/lists/preview area/maps			
g.	STARS - selection/updating of prefferential settings [PREF SET]			
h.	STARS - entering/deleting scratchpad data (primary and sceondary)			
i.	STARS - defining/updating/deleting alert area shapes/text			
j.	STARS - display emergency airport and hospital list			
k.	NIDS - navigation, functions, tools			
l.	_____			
m.	_____			
n.	_____			
2.	**Review and Demonstrate SOP/LOA/other Directive Knowledge:**			
a.	Local procedures - SOP (for radar positions)			
b.	Houston ARTCC [ZHU] LOA			
c.	San Antonio ATCT [SAT] LOA			
d.	Houston TRACON [I90] LOA			
e.	Gray ARAC [GRK] LOA			
f.	Austin Executive NFCT [EDC] LOA			
g.	Georgetown FCT [GTU] LOA			
h.	San Marcos FCT [HYI] LOA			
i.	Knowledge of AUS area SIDs/STARs			
j.	Situational awareness of adjacent operational positions/personnel needs			
k.	Compliance with Traffic Management Initiatives (i.e., MIT, etc.)			
l.	Airspace knowledge - NAVAIDs, airways, waypoints, MVAs, etc.			
m.	Airspace configurations in North and South flows			
n.	Class C separation requirements (VFR/VFR & VFR/IFR) and clearances			
o.	Standard Instrument Approach Procedures (SIAP) - IAFs/IFs/FAFs, altitudes, MAP			
p.	Aircraft characteristics (airspeeds, climb/decent rates, etc.)			
q.	Situational awareness of aircraft environment (i.e., weather, time of day (dark or bright), etc.)			
r.	Ensure correct interphone use - Use of initials and position ID			
s.	Hazardous weather solicitation/dissemination (PIREP/AIRMET/SIGMET/CWA)			
t.	Decoding METAR messages			
u.	RVR requirements and phraseology			
v.	Weather deviations/diverts - handling & phraseology			
w.	VFR-On-Top separation, procedures & phraseology			
x.	Holding requirements & phraseology			
y.	Transponder requirements/usage			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS



Page 2

OJT Checklist for Radar East

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____ **Inst. Trn. Date**

2. Review and Demonstrate SOP/LOA/other Directive Knowledge *(cont.)*:

		Inst.	Trn.	Date
z.	Standard KAUS departure headings			
aa.	Primary radar identification methods			
bb.	Separation standards - Fused/Multi/Single-Sensor			
cc.	Radar separation standards			
dd.	Appropriate application of passing and diverging			
ee.	Merging Target Procedures			
ff.	Traffic alerts, Safety Alerts and Minimum Safe Altitude Warning (MSAW) priorities			
gg.	Use of Visual Separation			
hh.	Aerial photography operations			
ii.	Initiating/accepting an automated handoff/point out			
jj.	Initiating/accepting a non-radar data block			
kk.	Transfer of communications			
ll.	Termination of radar service			
mm.	Position relief briefing - recording and checklist use			
nn.	_____			
oo.	_____			
pp.	_____			

3. Review and Demonstrate Control Methods/Applications:

a.	Use of proper phraseology			
b.	Handling of an emergency/unusual situation			
c.	Handling EDC arrivals/departures			
d.	Parachute Jump Activity (PAJA) at TE75 (Lexington)			
e.	Military Training Routes [MTRs] (IR, VR, SR)			
f.	Wake turbulence spacing and advisory requirements			
g.	MBA/WSA - phraseology, knowledge of differences and handling of aircraft			
h.	Airspace/sector scan (recognize developing situations, etc.)			
i.	Airspeed - proper/timely assignment, phraseology			
j.	Handling of emergency and other unusual situations			
k.	Pipeline operation and routes			
l.	Helicopter operations in AUS airspace (hospitals, tours, COTA, etc.)			
m.	_____			
n.	_____			
o.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

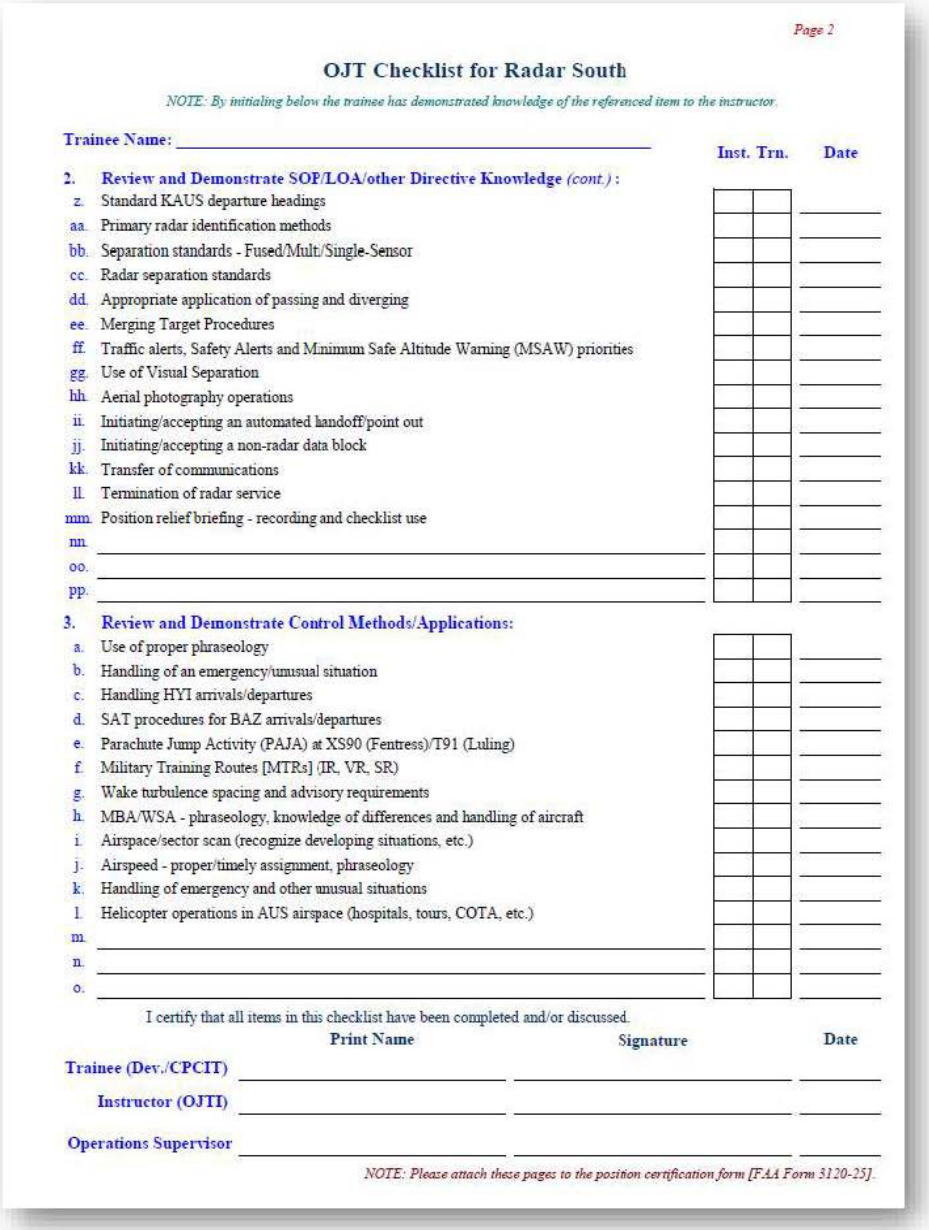
OJT Checklist for Radar South

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
1.	**Review and Demonstrate Equipment Modes, Methods, and Backup Systems:**			
a.	STARS function modes (FSL, TRNG, FMA, DSA)			
b.	STARS radar modes (Fused, ADS-B, Multi, Single [AUS, QYS, QNA])			
c.	RDVS functionality and backup radio options			
d.	RDVS dial line operation for adjacent facilities/sectors/functions			
e.	Adjacent sector frequencies			
f.	STARS - reposition/selection of systems area/lists/preview area/maps			
g.	STARS - selection/updating of prefferential settings [PREF SET]			
h.	STARS - entering/deleting scratchpad data (primary and sceondary)			
i.	STARS - defining/updating/deleting alert area shapes/text			
j.	STARS - display emergency airport and hospital list			
k.	NIDS - navigation, functions, tools			
l.	_____			
m.	_____			
n.	_____			
2.	**Review and Demonstrate SOP/LOA/other Directive Knowledge:**			
a.	Local procedures - SOP (for radar positions)			
b.	Houston ARTCC [ZHU] LOA			
c.	San Antonio ATCT [SAT] LOA			
d.	Houston TRACON [I90] LOA			
e.	Gray ARAC [GRK] LOA			
f.	Austin Executive NFCT [EDC] LOA			
g.	Georgetown FCT [GTU] LOA			
h.	San Marcos FCT [HYI] LOA			
i.	Knowledge of AUS area SIDs/STARs			
j.	Situational awareness of adjacent operational positions/personnel needs			
k.	Compliance with Traffic Management Initiatives (i.e., MIT, etc.)			
l.	Airspace knowledge - NAVAIDs, airways, waypoints, MVAs, etc.			
m.	Airspace configurations in North and South flows			
n.	Class C separation requirements (VFR/VFR & VFR/IFR) and clearances			
o.	Standard Instrument Approach Procedures (SIAP) - IAFs/IFs/FAFs, altitudes, MAP			
p.	Aircraft characteristics (airspeeds, climb/decent rates, etc.)			
q.	Situational awareness of aircraft environment (i.e., weather, time of day (dark or bright), etc.)			
r.	Ensure correct interphone use - Use of initials and position ID			
s.	Hazardous weather solicitation/dissemination (PIREP/AIRMET/SIGMET/CWA)			
t.	Decoding METAR messages			
u.	RVR requirements and phraseology			
v.	Weather deviations/diverts - handling & phraseology			
w.	VFR-On-Top separation, procedures & phraseology			
x.	Holding requirements & phraseology			
y.	Transponder requirements/usage			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS



Page 2

OJT Checklist for Radar South

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____ **Inst.** **Trn.** **Date**

2. Review and Demonstrate SOP/LOA/other Directive Knowledge *(cont.)* **:**

z.	Standard KAUS departure headings			
aa.	Primary radar identification methods			
bb.	Separation standards - Fused/Mult/Single-Sensor			
cc.	Radar separation standards			
dd.	Appropriate application of passing and diverging			
ee.	Merging Target Procedures			
ff.	Traffic alerts, Safety Alerts and Minimum Safe Altitude Warning (MSAW) priorities			
gg.	Use of Visual Separation			
hh.	Aerial photography operations			
ii.	Initiating/accepting an automated handoff/point out			
jj.	Initiating/accepting a non-radar data block			
kk.	Transfer of communications			
ll.	Termination of radar service			
mm.	Position relief briefing - recording and checklist use			
nn.	_____			
oo.	_____			
pp.	_____			

3. Review and Demonstrate Control Methods/Applications:

a.	Use of proper phraseology			
b.	Handling of an emergency/unusual situation			
c.	Handling HYI arrivals/departures			
d.	SAT procedures for BAZ arrivals/departures			
e.	Parachute Jump Activity (PAJA) at XS90 (Fentress)/T91 (Luling)			
f.	Military Training Routes [MTRs] (IR, VR, SR)			
g.	Wake turbulence spacing and advisory requirements			
h.	MBA/WSA - phraseology, knowledge of differences and handling of aircraft			
i.	Airspace/sector scan (recognize developing situations, etc.)			
j.	Airspeed - proper/timely assignment, phraseology			
k.	Handling of emergency and other unusual situations			
l.	Helicopter operations in AUS airspace (hospitals, tours, COTA, etc.)			
m.	_____			
n.	_____			
o.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Austin Finals

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____ **Inst. Trn. Date**

1.	**Review and Demonstrate Equipment Modes, Methods, and Backup Systems:**			
a.	STARS function modes (FSL, TRNG, FMA, DSA)			
b.	STARS radar modes (Fused, ADS-B, Multi, Single [AUS, QYS, QNA])			
c.	RDVS functionality and backup radio options			
d.	RDVS dial line operation for adjacent facilities/sectors/functions			
e.	Adjacent sector frequencies			
f.	STARS - reposition/selection of systems area/lists/preview area/maps			
g.	STARS - selection/updating of prefferential settings [PREF SET]			
h.	STARS - entering/deleting scratchpad data (primary and sceondary)			
i.	STARS - defining/updating/deleting alert area shapes/text			
j.	STARS - display emergency airport and hospital list			
k.	Finals-specific STARS keyboard entries			
l.	_____			
m.	_____			
n.	_____			
2.	**Review and Demonstrate SOP/LOA/other Directives:**			
a.	Airspace knowledge - configurations, MVAs and hotspots			
b.	Standard Instrument Approach Procedures (SIAP) - IAFs/IFs/FAFs, altitudes, MAP			
c.	Local procedures - SOP, LOAs, etc.			
d.	Separation standards - Fused/Multi/Single-Sensor			
e.	Primary radar identification methods			
f.	Traffic alerts, Safety Alerts and Minimum Safe Altitude Warning (MSAW) priorities			
g.	Appropriate application of passing and diverging			
h.	Transfer of communications points (i.e., to Tower)			
i.	Merging Target Procedures			
j.	Hazardous weather solicitation/dissemination (PIREP/AIRMET/SIGMET/CWA)			
k.	Compliance with Traffic Management Initiatives (i.e., MIT, etc.)			
l.	Airspeed knowledge			
m.	Localizer intercept locations (ref. the approach gate)			
n.	Stable Approach definition			
o.	Situational awareness of aircraft environment (i.e., weather, time of day (dark or bright), etc.)			
p.	Situational awareness of adjacent operational positions/personnel needs			
q.	Arrivals in North and South flows			
r.	VFR arrivals and Class C separation requirements			
s.	Requirement to forward inbounds to Tower when CTRDs are inoperative			
t.	Ensure correct interphone use - Use of initials and position ID			
u.	Position relief briefing - recording and checklist use			
v.	Passing along practice approach climbout instructions (i.e., scratchpad, verbal, etc.)			
w.	_____			
x.	_____			
y.	_____			

APPENDIX E
CONTROL POSITION (OJT) CERTIFICATION CHECKLISTS

OJT Checklist for Austin Finals

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
3.	**Review and Demonstrate Control Methods/Applications:**			
a.	Use of Visual Separation			
b.	Visual approach clearance when following the preceding arriving aircraft			
c.	Wake turbulence spacing and advisory requirements			
d.	Handling a missed approach/go-around			
e.	Initiating and/or accepting an automated Handoff or Pointout			
f.	MBA/WSA - phraseology, knowledge of differences and handling of aircraft			
g.	RVR requirements and phraseology			
h.	Holding - requirements and phraseology			
i.	Handling of emergency and other unusual situations			
j.	Airspeed - proper/timely assignment, phraseology			
k.	Parallel visual approach operations (30° rule application)			
l.	Appropriate application of vertical separation during opposing base-leg turns to final			
m.	Dependent (staggered) approach procedures			
n.	RNAV (RNP) approach procedures/phraseology			
o.	Control of the final (vector for ILS/RNAV, do not rely on visual approach/separation)			
p.	Interval recognition - building space/filling holes (counting miles, etc.)			
q.	Use of standard pattern and square turns to final			
r.	Glideslope intercept angle/altitude			
s.	Compression - recognition/application			
t.	EDC Class D altitudes for AUS arrivals in South flow			
u.	Pipeline operation and routes			
v.	Helicopter operations in AF airspace (hospitals, tours, COTA, etc.)			
w.	_____			
x.	_____			
y.	_____			

I certify that all items in this checklist have been completed and/or discussed.

	Print Name	Signature	Date
Trainee (Dev./CPCIT)	_____	_____	_____
Instructor (OJTI)	_____	_____	_____
Operations Supervisor	_____	_____	_____

NOTE: Please attach these pages to the position certification form [FAA Form 3120-25].

APPENDIX F
TOWER CAB CONTROLLER-IN-CHARGE (CCIC) CERTIFICATION

Tower Cab Controller-In-Charge (CCIC) Certification Process

The controller named below has completed CIC Course 57060 (CBI) & 55073 (Class) and received training on the following subjects:

a. OS/CIC Responsibilities
b. FAA Form 7230-4, Daily Log
c. Emergency Notification Procedures
d. Incident/Accident Notification Procedures
e. CAT II and CAT III Operations/SMGCS
f. On-the-Spot Corrections
g. Bird Activity/Bird Strike Reporting
h. Bomb Threat Handling
i. Equipment Operation and Outage Reporting
j. Training Assignments
k. **NOTAM's, CWA, SIGMET's**
l. Watch Checklist
m. WSP Interpretations
n. LUAW Authorizations
o. DEN Reporting Procedures
p. Personnel Spreader
q. Web Schedule and Overtime Call Out
r. Leave Requests
s. Tower Cab Position Operation and Break Rotation

I certify that _____ has been observed (or has discussed)
(Full name of controller)
conducting the items listed above and is authorized to perform CCIC duties at AUS ATCT.

Supervisor Signature	Controller Signature	Date

{This form should accompany FAA Form 3120-36 [BLUE], Controller-In-Charge OJT Instruction/Evaluation Report}

APPENDIX F
RADAR CONTROLLER-IN-CHARGE (RCIC) CERTIFICATION

Radar Controller-In-Charge (RCIC) Certification Process

The controller named below has completed CIC Course 57060 (CBI) & 55073 (Class) and received training on the following subjects:

a. OS/CIC Responsibilities
b. FAA Form 7230-4, Daily Log
c. Emergency Notification Procedures
d. Incident/Accident Notification Procedures
e. CAT II and CAT III Operations
f. On-the-Spot Corrections
g. Bird Activity/Bird Strike Reporting
h. Bomb Threat Handling
i. Equipment Operation and Outage Reporting
j. Training Assignments
k. **NOTAM's, CWA, SIGMET's**
l. Watch Checklist
m. WSP Interpretations
n. DEN Reporting Procedures
o. Personnel Spreader
p. Web Schedule and Overtime Call Out
q. Leave Requests
r. TRACON Position Operation and Break Rotation

I certify that _____ has been observed (or has discussed)
(Full name of controller)
conducting the items listed above and is authorized to perform RCIC duties at AUS ATCT.

_____ _____ _____
Supervisor Signature Controller Signature Date

{This form should accompany FAA Form 3120-36 [BLUE], Controller-In-Charge OJT Instruction/Evaluation Report}

APPENDIX G
OPERATIONS SUPERVISOR (OS) CERTIFICATION CHECKLIST

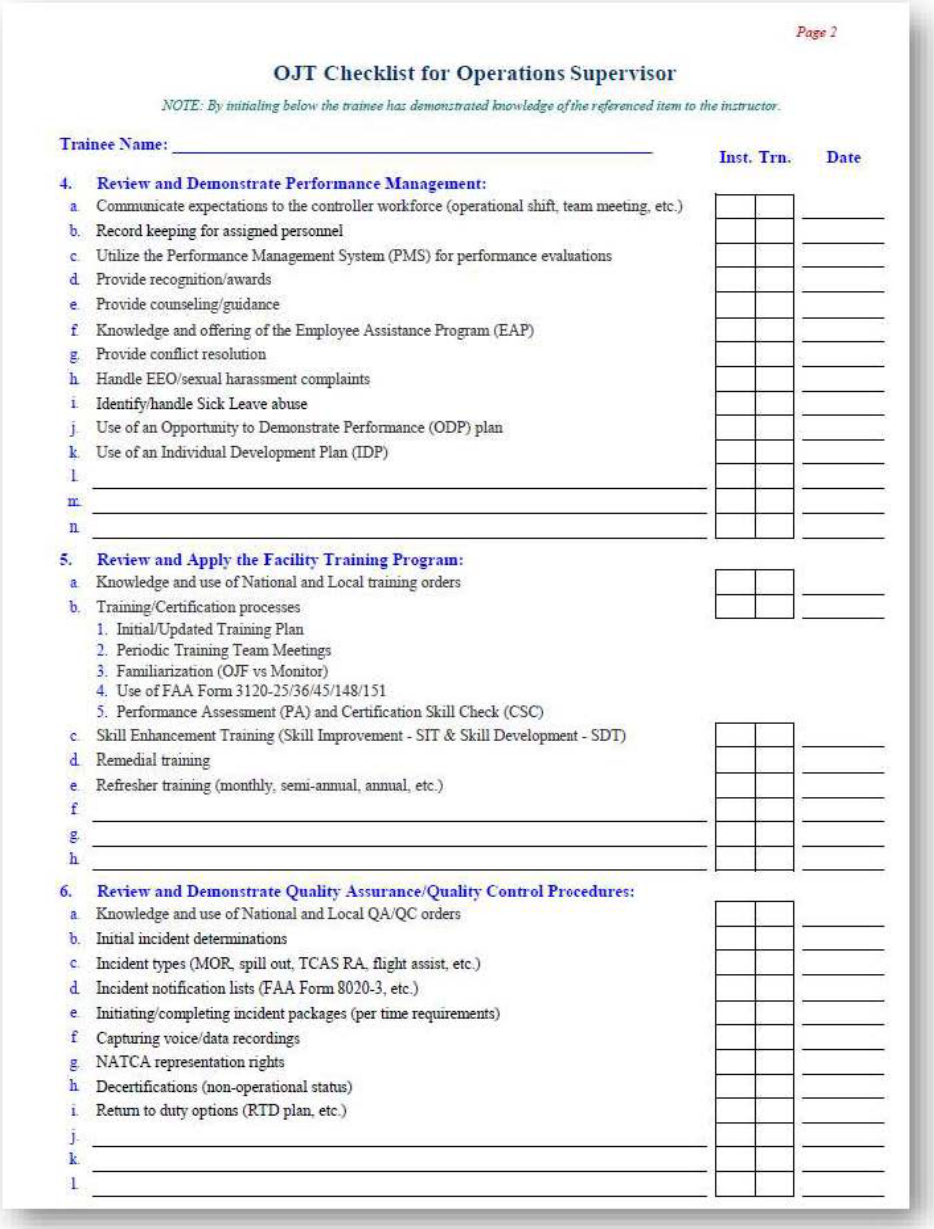
OJT Checklist for Operations Supervisor

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
1.	**Review and Demonstrate Equipment Knowledge:**			
a.	Knowledge and use of communications systems (i.e., DVRS, DALR, RCO, etc.)			
b.	Knowledge and use of communications backup systems (i.e., Main/Standby, PET-2000, etc.)			
c.	Knowledge and use of STARS (i.e., radar modes, TCW, TDW, etc.)			
d.	Knowledge and use of ASR-9 (i.e., settings, ATCRBS, etc.)			
e.	Knowledge and use of airport/approach lighting systems (including generators)			
f.	Knowledge and use of WSP system			
g.	Knowledge and use of ASOS, TDLS, NIDS, etc.			
h.	Knowledge and use of NAVAID and ALS monitoring			
i.	Knowledge and use of facsimile machine (and list of ROC, DEN, adjacent facility numbers)			
j.	_____			
k.	_____			
l.	_____			
2.	**Review and Demonstrate Administrative Duties:**			
a.	Scheduling (Web Scheduler, OPM-71 forms, etc.)			
	1. Annual Leave (Prime Time, spot leave, etc.)			
	2. Extended Sick Leave/LWOP/AWOL, etc.			
	3. Trauma Leave/COP, etc.			
	4. Other leave (FLMA/FFLA, holiday, bllod, weather, excused absence, etc.)			
b.	Overtime procedures/requirements			
c.	Watch Checklist use/recording			
d.	Contingency plan familairization/usage			
e.	Briefing item (MBI, eLMS, CBI, etc.) monitoring/enforcing			
f.	Administer/schedule training (OJT monitoring and OJTI evaluations)			
g.	Drug/alcohol testing requirements/application			
h.	_____			
i.	_____			
j.	_____			
3.	**Review and Demonstrate Labor/Management Relations:**			
a.	Knowledge of Human Resource Policy Manual (HRPM) guidelines			
b.	Knowledge of the NATCA Collective Bargaining Agreement (CBA)			
c.	Conduct Formal/Informal meetings			
d.	Handle greivances			
e.	Handle an Unfair Labor Practice (ULP) complaint			
f.	Handle an Unsafe Condition Report (UCR) complaint			
g.	Balance Agency direction with the NATCA CBA			
h.	Knowledge of the difference between employee conduct and operational performance			
i.	_____			
j.	_____			
k.	_____			

APPENDIX G
OPERATIONS SUPERVISOR (OS) CERTIFICATION CHECKLIST



Page 2

OJT Checklist for Operations Supervisor

NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____ **Inst.** **Trn.** **Date**

4. Review and Demonstrate Performance Management:

a. Communicate expectations to the controller workforce (operational shift, team meeting, etc.)
b. Record keeping for assigned personnel
c. Utilize the Performance Management System (PMS) for performance evaluations
d. Provide recognition/awards
e. Provide counseling/guidance
f. Knowledge and offering of the Employee Assistance Program (EAP)
g. Provide conflict resolution
h. Handle EEO/sexual harassment complaints
i. Identify/handle Sick Leave abuse
j. Use of an Opportunity to Demonstrate Performance (ODP) plan
k. Use of an Individual Development Plan (IDP)
l. _____
m. _____
n. _____

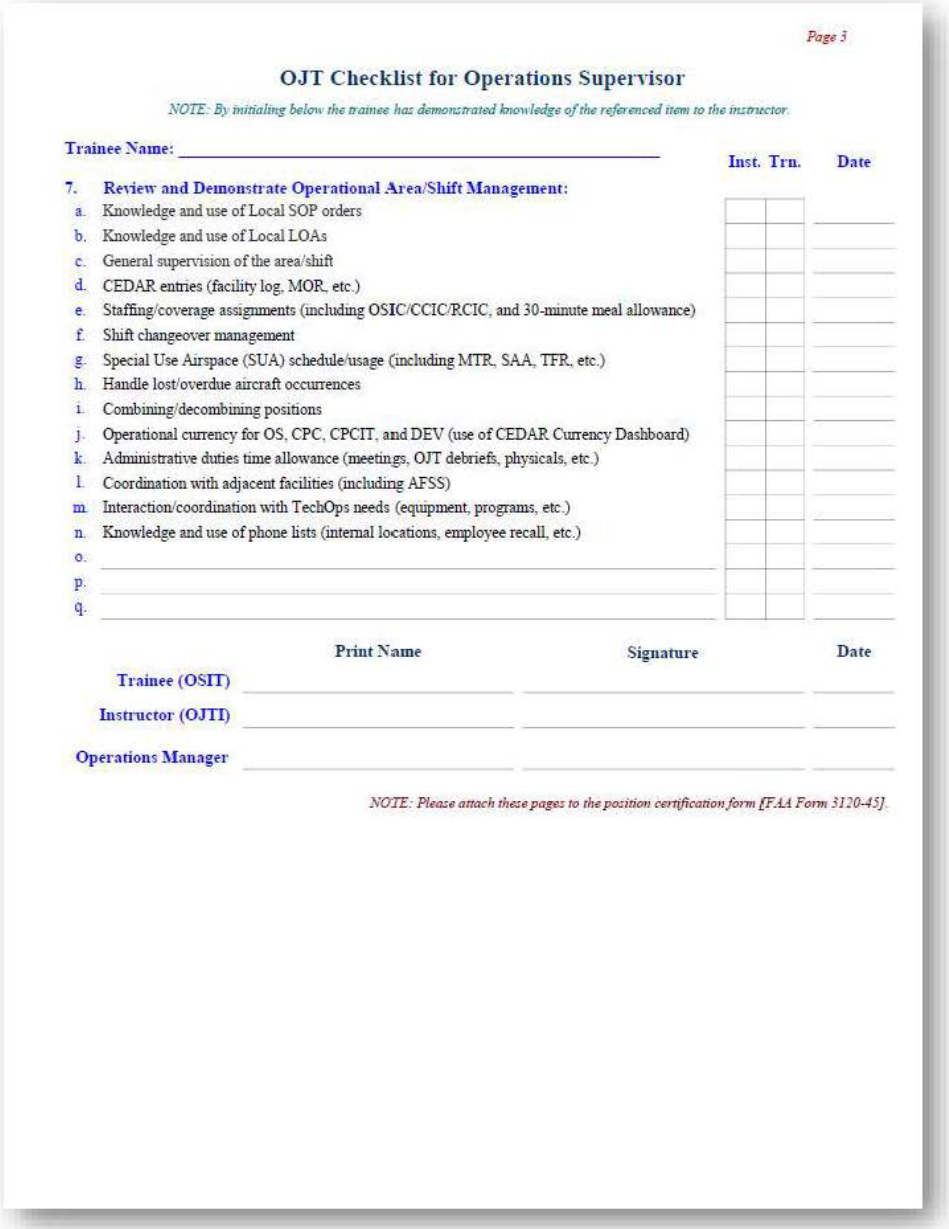
5. Review and Apply the Facility Training Program:

a. Knowledge and use of National and Local training orders
b. Training/Certification processes
   1. Initial/Updated Training Plan
   2. Periodic Training Team Meetings
   3. Familiarization (OJF vs Monitor)
   4. Use of FAA Form 3120-25/36/45/148/151
   5. Performance Assessment (PA) and Certification Skill Check (CSC)
c. Skill Enhancement Training (Skill Improvement - SIT & Skill Development - SDT)
d. Remedial training
e. Refresher training (monthly, semi-annual, annual, etc.)
f. _____
g. _____
h. _____

6. Review and Demonstrate Quality Assurance/Quality Control Procedures:

a. Knowledge and use of National and Local QA/QC orders
b. Initial incident determinations
c. Incident types (MOR, spill out, TCAS RA, flight assist, etc.)
d. Incident notification lists (FAA Form 8020-3, etc.)
e. Initiating/completing incident packages (per time requirements)
f. Capturing voice/data recordings
g. NATCA representation rights
h. Decertifications (non-operational status)
i. Return to duty options (RTD plan, etc.)
j. _____
k. _____
l. _____

APPENDIX G
OPERATIONS SUPERVISOR (OS) CERTIFICATION CHECKLIST



Page 3

OJT Checklist for Operations Supervisor

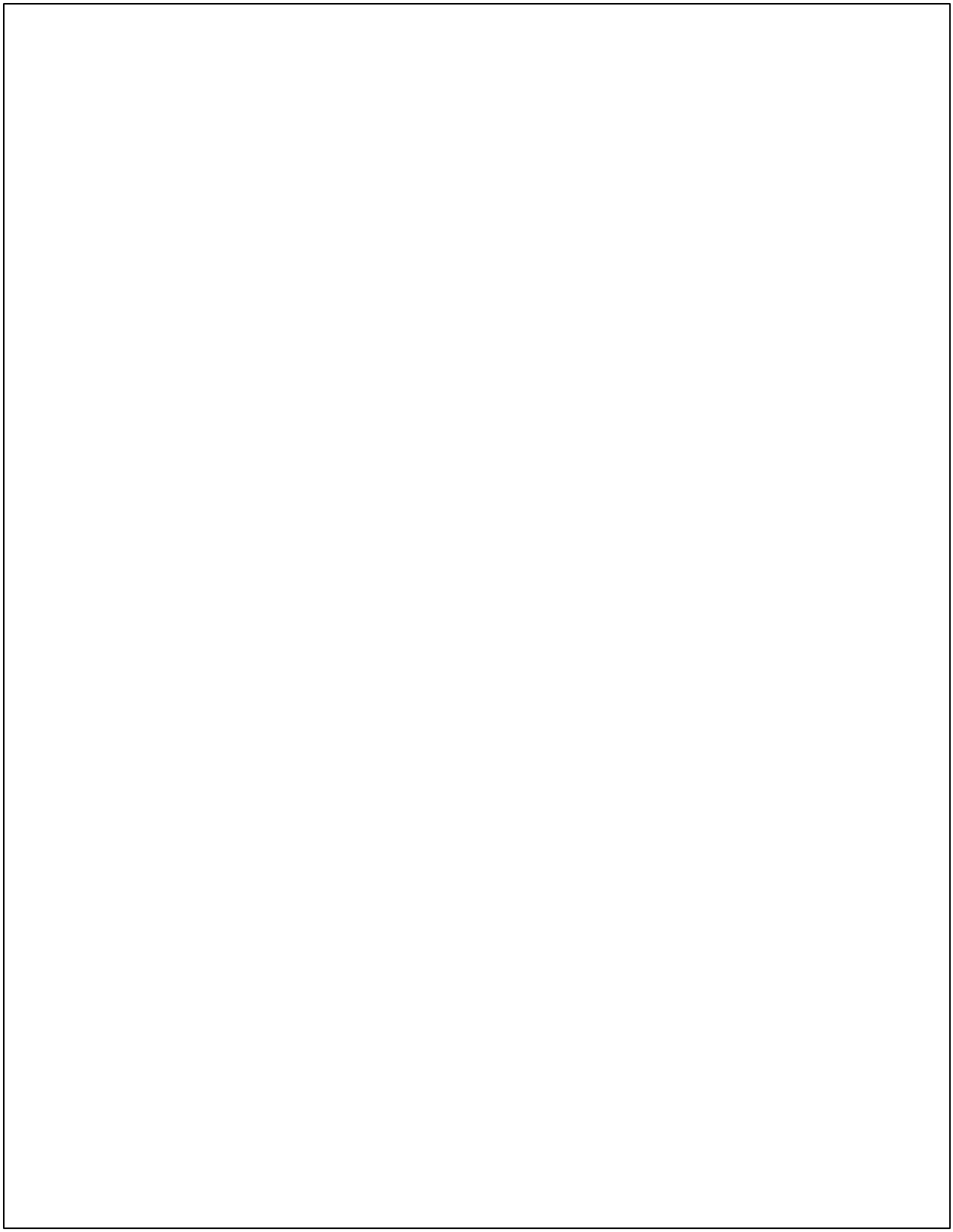
NOTE: By initialing below the trainee has demonstrated knowledge of the referenced item to the instructor.

Trainee Name: _____

		Inst.	Trn.	Date
7.	**Review and Demonstrate Operational Area/Shift Management:**			
a.	Knowledge and use of Local SOP orders			
b.	Knowledge and use of Local LOAs			
c.	General supervision of the area/shift			
d.	CEDAR entries (facility log, MOR, etc.)			
e.	Staffing/coverage assignments (including OSIC/CCIC/RCIC, and 30-minute meal allowance)			
f.	Shift changeover management			
g.	Special Use Airspace (SUA) schedule/usage (including MTR, SAA, TFR, etc.)			
h.	Handle lost/overdue aircraft occurrences			
i.	Combining/decombining positions			
j.	Operational currency for OS, CPC, CPCIT, and DEV (use of CEDAR Currency Dashboard)			
k.	Administrative duties time allowance (meetings, OJT debriefs, physicals, etc.)			
l.	Coordination with adjacent facilities (including AFSS)			
m.	Interaction/coordination with TechOps needs (equipment, programs, etc.)			
n.	Knowledge and use of phone lists (internal locations, employee recall, etc.)			
o.	_____			
p.	_____			
q.	_____			

	Print Name	Signature	Date
Trainee (OSIT)			
Instructor (OJTI)			
Operations Manager			

NOTE: Please attach these pages to the position certification form [FAA Form 3120-45].



APPENDIX H
CERTIFICATION SKILL CHECK (CSC) GUIDES

These FAA Form 3120-25/36/45 On-the-Job Training sample forms are to be used as general guides when certifying someone on an individual position of operation.

CD/FD CERTIFICATION GUIDE

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s) CD/FD

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR	☐ Light	☐ Not Difficult	
☐ MVFR	☐ Moderate	☐ Occasionally Difficult	8. Total Hours this Position
☐ IFR	☐ Heavy	☐ Mostly Difficult	
☐ Other_____		☐ Very Difficult	

9. Purpose				10. Routing
☐ OJT	☐ OJF	☐ Instructional Scenario		
☐ Evaluation Scenario	☐ Performance Assessment	☒ Certification		
☐ Recertification	☐ Skill Enhancement	☐ Other		

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Ensures separation.						
		2. Provides safety alerts.						
		3. Provides IFR/VFR conflict resolution.						
	B. Weather	4. Issues observed/reported weather.						
		5. Solicits/Issues PIREPs.						
		6. Issues hazardous inflight weather information.						
	C. Coordination	7. Performs handoffs/pointouts.						
		8. Performs required coordinations.						
	D. Control Judgment	9. Applies good control judgment.						
		10. Understands priority of duties.						
		11. Provides positive control.						
		12. Maintains effective traffic flow.						
	E. Methods and Procedures	13. Maintains aircraft identity.						
		14. Strip posting is complete/correct.						
		15. Clearance delivery is complete/correct and timely.						
		16. Adheres to LOAs/directives.						
		17. Provides additional services.						
		18. Rapidly recovers from equipment failures and emergencies.						
		19. Scans entire control environment.						
		20. Maintains effective working speed.						
	F. Equipment	21. Maintains equipment status information.						
		22. Understands/uses equipment capabilities.						
	G. Communication	23. Functions effectively as a radar/tower team member.						
		24. Communicates clearly and concisely.						
		25. Uses prescribed phraseology.						
		26. Makes only necessary transmissions.						
		27. Uses appropriate communications method.						
		28. Gives complete and accurate relief briefings.						
	H. Other							

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-25 (10-20) Supersedes Previous Edition Electronic Version (Adobe)

CD/FD CERTIFICATION GUIDE

12. Comments	12A. References
NOTE: You must OBSERVE or DISCUSS each Job Subtask. If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities: B.4-6. – Discussed Weather: a. Phraseology 1) Issuance of Observed/Reported Weather 2) Soliciting PIREPs 3) Issuance of Hazardous Inflight Weather Information E.18. – Discussed Equipment Failures & Emergencies: a. Loss of Transmitters/Receivers 1) Operation of PET2000 Transceivers 2) FAA TELCO jacks 3) Selection of "back-up" transmitters/receivers b. Loss of TDLS (FDIO/D-ATIS/CPDLC & PDC) 1) Silent clearance requirements 2) Manual clearance procedures 3) Sending "Departure Messages" (DMs) 4) Manual strip-marking 4) Manual ATIS procedures c. Loss of Automation/Radar 1) Letter of Agreement Responsibilities 2) Sending "Departure Messages" (DMs) 3) ATIS broadcast requirements d. Emergencies 1) Assist (as necessary) in data collection 2) Make notifications (if necessary)	*References ARE required*

Signature: _____ Date: _____

13. Recommendation	☐ Certification Skill Check	☒ Certification	
	☐ Continuation of OJT	☐ Skill Enhancement Training	☐ Suspension of OJT

14. Employee's Comments:
This report has been discussed with me

(Signature): _____ Date: _____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

FAA Form 3120-25 (10-20) Supersedes Previous Edition NSN: 0052-00-900-2002

AD CERTIFICATION GUIDE

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s) AD

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR	☐ Light	☐ Not Difficult	
☐ MVFR	☐ Moderate	☐ Occasionally Difficult	8. Total Hours this Position
☐ IFR	☐ Heavy	☐ Mostly Difficult	
☐ Other_____		☐ Very Difficult	

9. Purpose ☐ OJT ☐ OJF ☐ Instructional Scenario 10. Routing
☐ Evaluation Scenario ☐ Performance Assessment ☒ Certification
☐ Recertification ☐ Skill Enhancement ☐ Other

11. Performance

Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
A. Separation	1. Ensures separation.						
	2. Provides safety alerts.						
	3. Provides IFR/VFR conflict resolution.						
B. Weather	4. Issues observed/reported weather.						
	5. Solicits/Issues PIREPs.						
	6. Issues hazardous inflight weather information.						
C. Coordination	7. Performs handoffs/pointouts.						
	8. Performs required coordinations.						
D. Control Judgment	9. Applies good control judgment.						
	10. Understands priority of duties.						
	11. Provides positive control.						
	12. Maintains effective traffic flow.						
E. Methods and Procedures	13. Maintains aircraft identity.						
	14. Strip posting is complete/correct.						
	15. Clearance delivery is complete/correct and timely.						
	16. Adheres to LOAs/directives.						
	17. Provides additional services.						
	18. Rapidly recovers from equipment failures and emergencies.						
	19. Scans entire control environment.						
	20. Maintains effective working speed.						
F. Equipment	21. Maintains equipment status information.						
	22. Understands/uses equipment capabilities.						
G. Communication	23. Functions effectively as a radar/tower team member.						
	24. Communicates clearly and concisely.						
	25. Uses prescribed phraseology.						
	26. Makes only necessary transmissions.						
	27. Uses appropriate communications method.						
	28. Gives complete and accurate relief briefings.						
H. Other							

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-25 (10-20) Supersedes Previous Edition Electronic Version (Adobe)

AD CERTIFICATION GUIDE

12. Comments	12A. References
NOTE: You must OBSERVE or DISCUSS each Job Subtask. If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities: B.4-6. – Discussed Weather: a. Phraseology 1) Issuance of Observed/Reported Weather 2) Soliciting PIREPs 3) Issuance of Hazardous Inflight Weather Information E.18. – Discussed Equipment Failures & Emergencies: a. Loss of Transmitters/Receivers 1) Operation of PET2000 Transceivers 2) FAA TELCO jacks 3) Selection of "back-up" transmitters/receivers b. Loss of FDIO 1) Silent clearance requirements 2) Manual clearance procedures 3) Sending "Departure Messages" (DMs) 4) Manual strip-marking c. Loss of Automation/Radar 1) Letter of Agreement Responsibilities 2) Sending "Departure Messages" (DMs) d. Emergencies 1) Assist (as necessary) in data collection 2) Make notifications (if necessary)	*References ARE required*

Signature: _____ Date: _____

13. Recommendation ☐ Certification Skill Check ☒ Certification
☐ Continuation of OJT ☐ Skill Enhancement Training ☐ Suspension of OJT

14. Employee's Comments:
This report has been discussed with me

(Signature): _____ Date: _____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

FAA Form 3120-25 (10-20) Supersedes Previous Edition NSN: 0052-00-900-2002

GC CERTIFICATION GUIDE

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s) GC

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR	☐ Light	☐ Not Difficult	
☐ MVFR	☐ Moderate	☐ Occasionally Difficult	8. Total Hours this Position
☐ IFR	☐ Heavy	☐ Mostly Difficult	
☐ Other_____		☐ Very Difficult	

9. Purpose ☐ OJT ☐ OJF ☐ Instructional Scenario 10. Routing
☐ Evaluation Scenario ☐ Performance Assessment ☒ Certification
☐ Recertification ☐ Skill Enhancement ☐ Other

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Ensures separation.						
		2. Provides safety alerts.						
		3. Provides IFR/VFR conflict resolution.						
	B. Weather	4. Issues observed/reported weather.						
		5. Solicits/Issues PIREPs.						
		6. Issues hazardous inflight weather information.						
	C. Coordination	7. Performs handoffs/pointouts.						
		8. Performs required coordinations.						
	D. Control Judgment	9. Applies good control judgment.						
		10. Understands priority of duties.						
		11. Provides positive control.						
		12. Maintains effective traffic flow.						
	E. Methods and Procedures	13. Maintains aircraft identity.						
		14. Strip posting is complete/correct.						
		15. Clearance delivery is complete/correct and timely.						
		16. Adheres to LOAs/directives.						
		17. Provides additional services.						
		18. Rapidly recovers from equipment failures and emergencies.						
		19. Scans entire control environment.						
		20. Maintains effective working speed.						
	F. Equipment	21. Maintains equipment status information.						
		22. Understands/uses equipment capabilities.						
	G. Communication	23. Functions effectively as a radar/tower team member.						
		24. Communicates clearly and concisely.						
		25. Uses prescribed phraseology.						
		26. Makes only necessary transmissions.						
		27. Uses appropriate communications method.						
		28. Gives complete and accurate relief briefings.						
	H. Other							

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-25 (10-20) Supersedes Previous Edition Electronic Version (Adobe)

GC CERTIFICATION GUIDE

12. Comments	12A. References
NOTE: You must OBSERVE or DISCUSS each Job Subtask. If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities: B.4-6. – Discussed Weather: a. Phraseology 1) Issuance of Observed/Reported Weather 2) Soliciting PIREPs 3) Issuance of Hazardous Inflight Weather Information E.18. – Discussed Equipment Failures & Emergencies: a. Loss of Transmitters/Receivers 1) Operation of PET2000 Transceivers 2) FAA TELCO jacks 3) Selection of "back-up" transmitters/receivers b. Loss of Automation/Radar 1) Letter of Agreement Responsibilities 2) Request departure releases 3) STARS DSA procedures c. Emergencies 1) Emergency "Alert" procedures 2) Emergency "Standby" positions 2) Use of 128.35	*References ARE required*

Signature: _____ Date: _____

13. Recommendation	☐ Certification Skill Check	☒ Certification	
	☐ Continuation of OJT	☐ Skill Enhancement Training	☐ Suspension of OJT

14. Employee's Comments:
This report has been discussed with me

(Signature): _____ Date: _____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

FAA Form 3120-25 (10-20) Supersedes Previous Edition NSN: 0052-00-900-2002

LC CERTIFICATION GUIDE

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s) LC

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR	☐ Light	☐ Not Difficult	
☐ MVFR	☐ Moderate	☐ Occasionally Difficult	8. Total Hours this Position
☐ IFR	☐ Heavy	☐ Mostly Difficult	
☐ Other_____		☐ Very Difficult	

9. Purpose			10. Routing
☐ OJT	☐ OJF	☐ Instructional Scenario	
☐ Evaluation Scenario	☐ Performance Assessment	☒ Certification	
☐ Recertification	☐ Skill Enhancement	☐ Other	

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Ensures separation.						
		2. Provides safety alerts.						
		3. Provides IFR/VFR conflict resolution.						
	B. Weather	4. Issues observed/reported weather.						
		5. Solicits/Issues PIREPs.						
		6. Issues hazardous inflight weather information.						
	C. Coordination	7. Performs handoffs/pointouts.						
		8. Performs required coordinations.						
	D. Control Judgment	9. Applies good control judgment.						
		10. Understands priority of duties.						
		11. Provides positive control.						
		12. Maintains effective traffic flow.						
	E. Methods and Procedures	13. Maintains aircraft identity.						
		14. Strip posting is complete/correct.						
		15. Clearance delivery is complete/correct and timely.						
		16. Adheres to LOAs/directives.						
		17. Provides additional services.						
		18. Rapidly recovers from equipment failures and emergencies.						
		19. Scans entire control environment.						
		20. Maintains effective working speed.						
	F. Equipment	21. Maintains equipment status information.						
		22. Understands/uses equipment capabilities.						
	G. Communication	23. Functions effectively as a radar/tower team member.						
		24. Communicates clearly and concisely.						
		25. Uses prescribed phraseology.						
		26. Makes only necessary transmissions.						
		27. Uses appropriate communications method.						
		28. Gives complete and accurate relief briefings.						
	H. Other							

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-25 (10-20) Supersedes Previous Edition Electronic Version (Adobe)

LC CERTIFICATION GUIDE

12. Comments	12A. References
NOTE: You must OBSERVE or DISCUSS each Job Subtask. If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities: A.2. – Discussed Safety Alerts: a. Phraseology 1) Low Altitude alert 2) Traffic alert B.4-6. – Discussed Weather: a. Phraseology 1) Issuance of Observed/Reported Weather 2) Soliciting PIREPs 3) Issuance of Hazardous Inflight Weather Information E.18. – Discussed Equipment Failures & Emergencies: a. Loss of Transmitters/Receivers 1) Operation of PET2000 Transceivers 2) FAA TELCO jacks 3) Selection of "back-up" transmitters/receivers b. Loss of Automation/Radar 1) Letter of Agreement Responsibilities 2) Request departure releases 3) STARS DSA procedures c. Emergencies 1) Emergency "Alert" procedures 2) Emergency "Standby" positions 2) Use of 128.35	*References ARE required*

Signature: _____ Date: _____

13. Recommendation ☐ Certification Skill Check ☒ Certification ☐ Continuation of OJT ☐ Skill Enhancement Training ☐ Suspension of OJT

14. Employee's Comments:
This report has been discussed with me

(Signature): _____ Date: _____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

FAA Form 3120-25 (10-20) Supersedes Previous Edition NSN: 0052-00-900-2002

RADAR CERTIFICATION GUIDE

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Scenario/ Position(s)
		any Radar

4. Weather	5. Workload	6. Complexity	7. Hours
☐ VFR ☐ MVFR ☐ IFR ☐ Other_____	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	8. Total Hours this Position

9. Purpose			10. Routing
☐ OJT	☐ OJF	☐ Instructional Scenario	
☐ Evaluation Scenario	☐ Performance Assessment	☒ Certification	
☐ Recertification	☐ Skill Enhancement	☐ Other	

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Ensures separation.						
		2. Provides safety alerts.						
		3. Provides IFR/VFR conflict resolution.						
	B. Weather	4. Issues observed/reported weather.						
		5. Solicits/Issues PIREPs.						
		6. Issues hazardous inflight weather information.						
	C. Coordination	7. Performs handoffs/pointouts.						
		8. Performs required coordinations.						
	D. Control Judgment	9. Applies good control judgment.						
		10. Understands priority of duties.						
		11. Provides positive control.						
		12. Maintains effective traffic flow.						
	E. Methods and Procedures	13. Maintains aircraft identity.						
		14. Strip posting is complete/correct.						
		15. Clearance delivery is complete/correct and timely.						
		16. Adheres to LOAs/directives.						
		17. Provides additional services.						
		18. Rapidly recovers from equipment failures and emergencies.						
		19. Scans entire control environment.						
		20. Maintains effective working speed.						
	F. Equipment	21. Maintains equipment status information.						
		22. Understands/uses equipment capabilities.						
	G. Communication	23. Functions effectively as a radar/tower team member.						
		24. Communicates clearly and concisely.						
		25. Uses prescribed phraseology.						
		26. Makes only necessary transmissions.						
		27. Uses appropriate communications method.						
		28. Gives complete and accurate relief briefings.						
	H. Other							

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-25 (10-20) Supersedes Previous Edition Electronic Version (Adobe)

RADAR CERTIFICATION GUIDE

12. Comments	12A. References
NOTE: You must OBSERVE or DISCUSS each Job Subtask. If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities: A.2. – Discussed Safety Alerts: a. Phraseology 1) Low Altitude alert 2) Traffic alert B.4-6. – Discussed Weather: a. Phraseology 1) Issuance of Observed/Reported Weather 2) Soliciting PIREPs 3) Issuance of Hazardous Inflight Weather Information E.18. – Discussed Equipment Failures & Emergencies: a. Loss of Transmitters/Receivers 1) Operation of PET2000 Transceivers 2) FAA TELCO jacks 3) Selection of "back-up" transmitters/receivers b. Loss of Automation/Radar 1) Letter of Agreement Responsibilities 2) Request departure releases 3) STARS DSA procedures c. Emergencies 1) Emergency "Alert" procedures 2) Emergency "Standby" positions 2) Use of 128.35	*References ARE required*

Signature: _____ Date: _____

13. Recommendation ☐ Certification Skill Check ☒ Certification ☐ Continuation of OJT ☐ Skill Enhancement Training ☐ Suspension of OJT

14. Employee's Comments:
This report has been discussed with me

(Signature): _____ Date: _____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

FAA Form 3120-25 (10-20) Supersedes Previous Edition NSN: 0052-00-900-2002

CIC CERTIFICATION GUIDE

CONTROLLER-IN-CHARGE
OJT INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Position(s) any CIC

4. Weather	5. Workload	6. Complexity	7. Hours this session
☐ VFR	☐ Light	☐ Not Difficult	
☐ MVFR	☐ Moderate	☐ Occasionally Difficult	8. Hours (%) this position
☐ IFR	☐ Heavy	☐ Mostly Difficult	
		☐ Very Difficult	

9. Purpose				10. Routing
☐ OJT	☒ Certification	☐ Other		
☐ Performance Assessment	☐ Recertification	☐ Skill Enhancement		

11. Performance	CJE	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
	Operations Management	A. Monitors the Operation	1. Maintains awareness.					
			2. Applies good judgment.					
			3. Is aware of controller and system user requirements.					
			4. Handles unusual situations.					
		B. Methods and Procedures	5. Monitors system.					
			6. Correctly implements programs/initiatives.					
			7. Maintains efficient traffic flow.					
			8. Takes prompt action to correct errors.					
			9. Handles data correctly.					
		C. Equipment	10. Fully uses equipment capabilities.					
			11. Recognizes equipment malfunctions.					
			12. Makes complete/correct computer entries.					
		D. Resource Management	13. Staffs appropriately.					
			14. Provides relief periods.					
	Communications	E. Training	15. Accomplishes training.					
			16. Documents training.					
		F. Human Relations and Communication	17. Communicates shift requirements effectively.					
			18. Communicates effectively to the public.					
			19. Maintains an effective work environment.					
			20. Communicates effectively with management.					
			21. Provides complete and accurate relief briefings.					
	Special Ops	G. Quality Assurance	22. Prepares complete and accurate accident and incident reports.					
			23. Reports miscellaneous events accurately.					
		H. Other						

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-36 (10-20) Supersedes Previous Edition Electronic Version (Adobe)

CIC CERTIFICATION GUIDE

12. Comments	12A. References
NOTE: You must OBSERVE or DISCUSS each Job Subtask. If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities: A.4. – Discussed Handling Unusual Situations B.8. – Discussed Error Correction: a. Use of incorrect phraseology b. Use of incorrect procedures C.11-12. – Discussed Equipment issues: a. Watch Checklists b. ASR-9 Control Panel: 1) Alarms 2) Take Control 3) Release Control c. STARS DSA (transitioning to/from) d. WSP e. Outage reports to MOCC f. Reconfiguring TEDS g. Facility security (gate/doors/access) E.15. – Discussed Training Assignments: a. When/where/how much daily OJT b. How to provide for OJT & operational needs G.22-23. – Discussed Quality Assurance: a. Laser Event b. Loss of Standard Separation (LoSS) c. Where accident/incident report forms are located d. When to garner additional help in accident/incident reporting e. How best to capture miscellaneous events on the Daily Log	

Signature: _____ Date: _____

13. Recommendation ☐ Certification Skill Check ☒ Certification
☐ Continuation of OJT ☐ Skill Enhancement Training ☐ Suspension of OJT

14. Employee's Comments:
This report has been discussed with me

Signature: _____ Date: _____

15. Certification/Recertification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Certifier: _____ Date: _____

FAA Form 3120-36 (10-20) Supersedes Previous Edition NSN: 0052-00-900-2002

OS CERTIFICATION GUIDE

OPERATIONS SUPERVISOR
ON-THE-JOB TRAINING REPORT

1. Name	2. Date	3. Operational Area OS

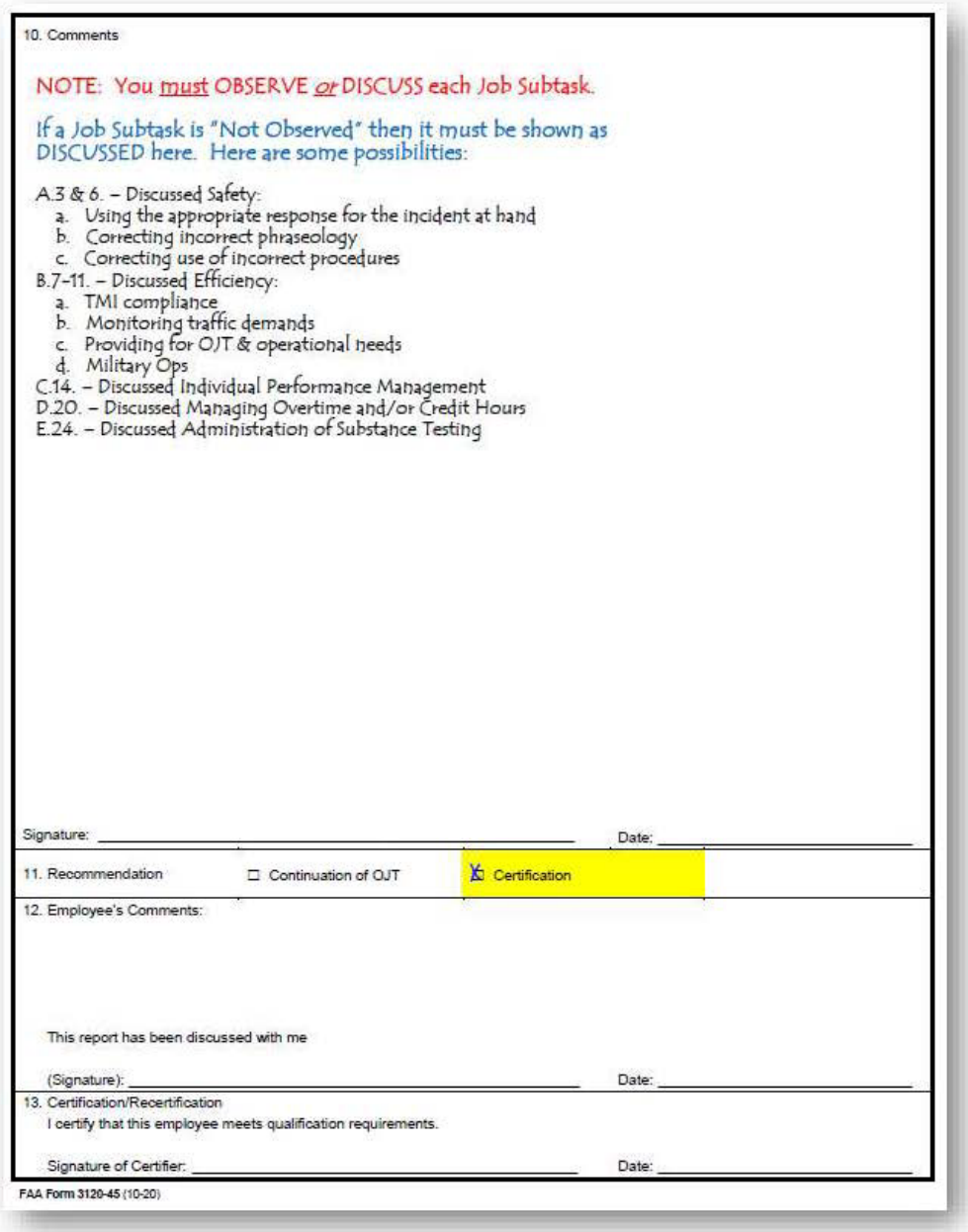
4. Weather	5. Workload	6. Complexity	7. Hours Observed/ Total Hours this Position
☐ VFR ☐ MVFR ☐ IFR ☐ LIFR	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult	8. Routing

9. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Safety	1. Positions are appropriately staffed for traffic.						
		2. Operational distractions are addressed.						
		3. Emergency procedures/event responses are understood/used.						
		4. Equipment capabilities/redundancies are understood.						
		5. Effective resource management is demonstrated.						
		6. On-the-spot corrections are made.						
	B. Efficiency	7. Traffic Management Initiatives.						
		8. Traffic Demand Monitoring.						
		9. Training is conducted efficiently/effectively.						
		10. Priority of administrative/operational duties is demonstrated.						
		11. Military/SAA procedures are understood.						
	C. Leadership	12. Briefings are conducted.						
		13. Professionalism is modeled and addressed.						
		14. Individual Performance Management is conducted.						
		15. Labor Management Relations are demonstrated.						
		16. Operational guidance is provided.						
		17. Employee recognition and awards demonstrated.						
	D. Acumen	18. Productivity is maximized.						
		19. Unusual and/or low/high density traffic is projected and appropriately managed.						
		20. Overtime/credit hours are properly managed.						
		21. Leave and schedules are projected and appropriately managed.						
	E. Administration	22. Reporting requirements are understood/demonstrated.						
		23. Standards of conduct are understood and addressed appropriately.						
		24. Substance testing is understood and addressed appropriately.						
		25. Software and business tools are used/understood.						
		26. Directives and policies are adhered to.						

Certification Skill Check (CSC) Guide Sheet

FAA Form 3120-45 (10-20)

OS CERTIFICATION GUIDE



10. Comments

NOTE: You must OBSERVE or DISCUSS each Job Subtask.

If a Job Subtask is "Not Observed" then it must be shown as DISCUSSED here. Here are some possibilities:

A.3 & 6. – Discussed Safety:
- a. Using the appropriate response for the incident at hand
- b. Correcting incorrect phraseology
- c. Correcting use of incorrect procedures

B.7-11. – Discussed Efficiency:
- a. TMI compliance
- b. Monitoring traffic demands
- c. Providing for OJT & operational needs
- d. Military Ops

C.14. – Discussed Individual Performance Management
D.20. – Discussed Managing Overtime and/or Credit Hours
E.24. – Discussed Administration of Substance Testing

Signature: _____ Date: _____

11. Recommendation ☐ Continuation of OJT ☒ Certification

12. Employee's Comments:

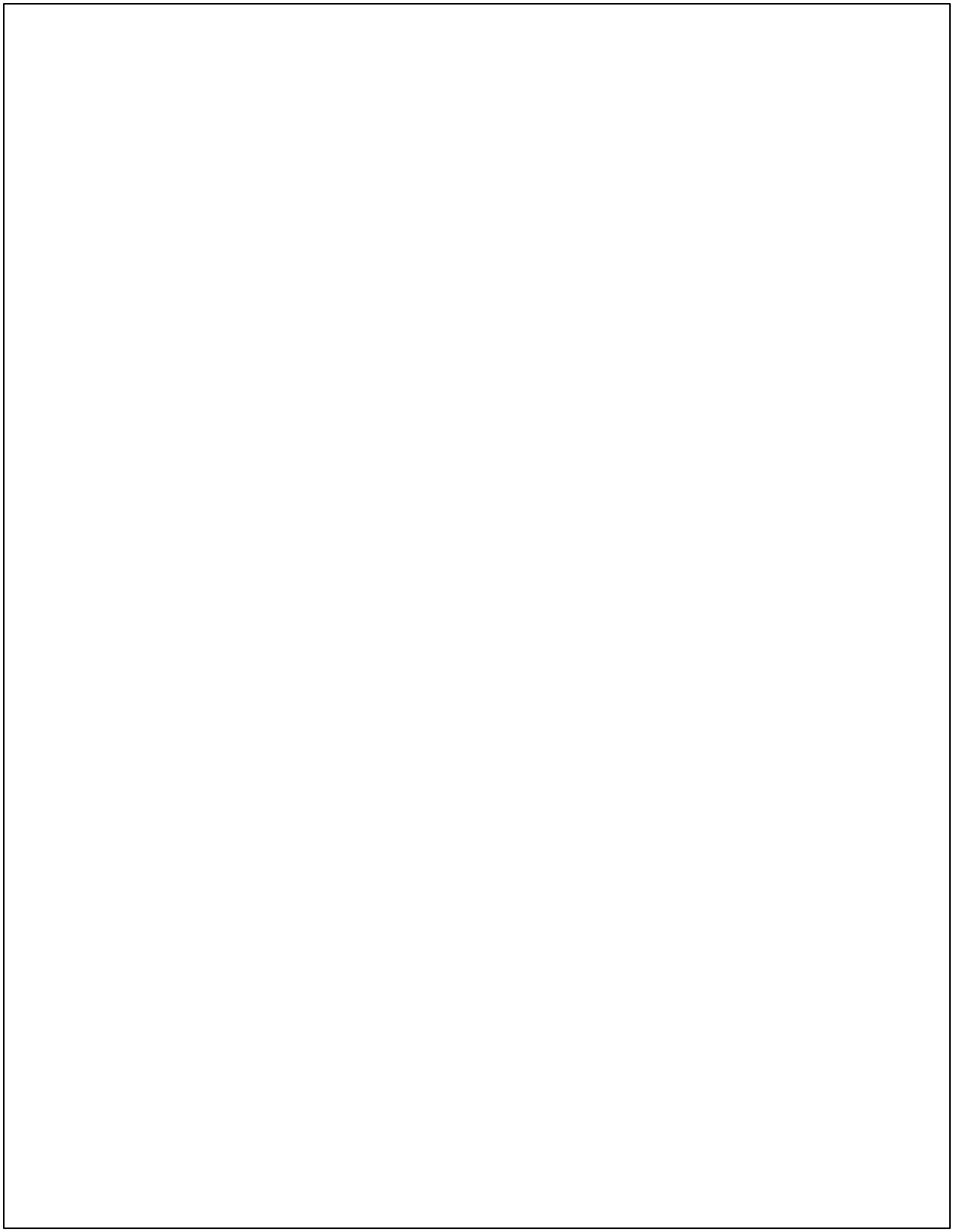
This report has been discussed with me

(Signature): _____ Date: _____

13. Certification/Recertification
I certify that this employee meets qualification requirements.

Signature of Certifier: _____ Date: _____

FAA Form 3120-45 (10-20)



APPENDIX I
ON-THE-JOB TRAINING INSTRUCTOR (OJTI) SELECTION/REVIEW

A. OJTI INITIAL SELECTION PROCESS

1. The ATM or his/her designee will designate a selection panel to recommend OJTI candidates. The panel must conform to the guidelines provided in FAA JO 3120.4 (i.e., the panel must be composed of a minimum of two people, including any participant identified in current collective bargaining agreements).

2. The Supervisor of Record must complete an OJTI Candidate Abilities and Attributes Report (FAA Form 3120-148, pages 1 and 2) for the panel to consider the candidate. The report should contain notes from the supervisor regarding the area (Tower, TRACON, or both) that the candidate is being requested as an OJTI.

3. The selection panel will make a final recommendation (FAA Form 3120-148, page 3) and forward it to the ATM or their designee for the selection decision.

4. The candidate and the training department will be made aware of the final decision.

B. OJTI DESIGNATION

Prior to being designated as an OJTI, specialists must meet the following prerequisites:

1. Complete certification in an area within the facility (either Tower or TRACON).

2. Be certified for a minimum of 12 months in the area of operation (Tower or TRACON), and be operationally current on the position(s) involved.

3. Must have successfully completed FAA Course 55049001, Fundamentals of OJTI Workshop or FAA Course 60004972, OJTI Supplemental Workshop.

4. Receive a recommendation by their Supervisor of Record (on FAA Form 3120-148).

5. Be recommended by the OJTI selection panel and approved by the ATM for OJTI duties.

6. Receive a certification as an OJTI (on FAA Form 3120-151) while instructing an OJT session (with a Trainee or in simulation).

7. A list of certified OJTIs (Tower, TRACON, or both areas) is maintained by the facility training department and is available for review.

C. ON-THE-JOB TRAINING INSTRUCTOR (OJTI) ANNUAL REVIEW

Each OJTI will be evaluated on an annual basis to ensure the consistent use of appropriate techniques and adherence to agency policies.

NOTE- *Specialists who are certified to perform as an OJTI must be evaluated while performing OJTI duties. The evaluation must be documented on FAA Form 3120-151. An evaluation must occur within 30 days of the initial engagement of OJT duties and at least annually thereafter. If the last evaluation has exceeded 12 months, an evaluation must be conducted within 30 days of resumption of OJTI duties.*

OJTI CANDIDATE SELECTION

OJTI CANDIDATE ABILITIES AND ATTRIBUTES REPORT

OJTI Candidate's Name: _____

Date: _____ **Supervisor of Record:** _____

	Demonstrates Yes/No	Comments (✓)
Maintain Operational Integrity		
Self-awareness – Operates within personal limits (i.e., asks for help or mitigates services as appropriate)		
Demonstrates situational awareness		
Effective Communication Skills		
Interpersonal – Communicates with peers and management		
Technical – Communicates effectively when on position		
Is an effective listener		
Adaptability		
Problem solving skills include using multiple techniques		
Is open-minded/receptive to different solutions for situations		
Knowledge/Application of Directives/Procedures		
Correctly applies all applicable Orders and other guidance (i.e., FAA JO 7110.65, SOPs, LOAs, LTAs, MOUs, and FAA JO 3120.4, etc.)		
Organizational skills		
Demonstrates attention to detail		
Has consistent work habits		
Patience		
Demonstrates respect for colleagues		
Demonstrates patience with internal and external users		
Professionalism		
Is an effective team member		
Displays pride of work/sense of ownership		
Responds to the needs of users		
Displays positive work habits (i.e. on time, willingness to provide assistance without solicitation)		
Receives constructive feedback well and seeks to improve when recommendations are received		
Demonstrates accountability in own work		

FAA Form 3120-148 (AUS Edition 11/2020) Page 1

OJTI CANDIDATE SELECTION

Comments/Justification:		
I Do ☐ / I Do Not ☐ Recommended this Candidate to be an OJTI	I Request this Selection to be for: Tower **ONLY** ☐ / TRACON **ONLY** ☐ / **BOTH** ☐	
	Signature	Date
Supervisor of Record		
OJTI Candidate		

Page 2 FAA Form 3120-148 (AUS Edition 11/2020)

OJTI CANDIDATE SELECTION

OJTI Selection Panel for Candidate: _____

Panel Member: _____

Panel Member: _____

Panel Member: _____

Panel Member: _____

Comments/Justification:

☐ We Concur and Submit this Candidate to be an OJTI for: Tower **ONLY** ☐ / TRACON **ONLY** ☐ / **BOTH** ☐

☐ We DO NOT Concur with the Supervisor in all aspects of their recommendation, but Submit this Candidate to be an OJTI for: Tower **ONLY** ☐ / TRACON **ONLY** ☐ / **BOTH** ☐

☐ We DO NOT Concur with the Supervisor that this Candidate is ready to be an OJTI in any capacity

☐ We Concur with the Supervisor that this Candidate is NOT ready to be an OJTI

	Signature	Date
OJTI Selection Panel Member		
OJTI Selection Panel Member		
OJTI Selection Panel Member		
OJTI Selection Panel Member		

☐ Approved / NOT Approved ☐

	Signature	Date
ATM (or His/Her Designee)		

FAA Form 3120-148 (AUS Edition 11/2020) Page 3

OJTI EVALUATION/CERTIFICATION FORM

OJT INSTRUCTOR EVALUATION/CERTIFICATION FORM

OJT Instructor:		OS:
Date:	Position:	Stage *(if applicable)*:

Purpose: ☐ EVALUATION ☐ CERTIFICATION

Job Function	Satisfactory	Unsatisfactory
1. Provides instruction of OJT in accordance with IPG, National, Regional, District, and Local Directives	☐	☐
2. Uses appropriate methods (lectures, discussions, demonstrations) in providing OJT instruction	☐	☐
3. Provides feedback on performance; identifies strengths; suggests methods for improvement	☐	☐
4. Properly completes FAA Form 3120-25 or FAA Form 3120-36	☐	☐
5. Maintains communications with the OS regarding Trainee status	☐	☐

Comments

OS Signature	Date
Employee Signature	Date

I certify that this employee meets the qualification requirements to conduct OJT on all positions in both the Tower & TRACON - unless otherwise noted

Signature of Certifier	Date

FAA Form 3120-151 (AUS Edition 11/2020)