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Air Force Specialty Code (AFSC) 1C1X1
Air Traffic Control



Master



Senior



Basic

CAREER FIELD
EDUCATION AND TRAINING PLAN

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SUMMARY OF CHANGES

Changes include: correcting hybrid course implementation dates, addition of requirements for occupational badge wear, and addition of Chemical, Biological, Radiological and Nuclear (CBRN) Task Qualification Training (TQT) requirements. Full change notes may be found on the [HQ AFFSA SharePointsite](#).

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AIR TRAFFIC CONTROL AFSC 1C1X1 CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will educate Airmen in all aspects of career field training. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This CFETP was constructed in accordance with (IAW) DAFMAN 36-2689, *Training Program*. **NOTE:** Department of Defense (DoD) civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Supervisors plan, manage and control training within the specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies career field progression information, duties and responsibilities, training strategies and career field path. Section C associates each level with specialty qualifications (i.e., knowledge, education, experience, training and other). Section D indicates resource constraints (i.e., funds, manpower, equipment, facilities). Section E identifies transition training guide requirements for Staff Sergeant (SSgt) through Master Sergeant (MSgt).

2.2. Part II provides information on tasks necessary for Airmen to perform duties in this AFS. Section A identifies the Specialty Training Standard (STS), and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core tasks and corresponding course requirements. Section B contains the course objective list and training standards which supervisors will use to determine if Airmen satisfied training requirements. Section C identifies available support materials. Section D identifies a training course index supervisors may use to determine resources available to support training and includes both mandatory and optional courses. Section E identifies Major Command (MAJCOM) unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

GLOSSARY OF ABBREVIATIONS/TERMS

Air and Space Expeditionary Force (AEF) - The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

Air Force Career Field Manager (AFCFM) - Representative appointed by the respective Headquarters (HQ) United States Air Force (USAF) Deputy Chief of Staff or Under Secretariat to ensure assigned Air Force specialties are trained and utilized to support AF mission requirements. AFCFM is the Office of Primary Responsibility (OPR) for the career field; however, works in concert with MAJCOM Functional Managers (MFMs) as required.

Air Force Enlisted Classification Directory (AFECD) - The official directory for all military enlisted classification descriptions, codes, and identifiers. The specialty descriptions and codes will be used to identify each Air Force job (valid requirements) and to describe the minimum mandatory qualifications of personnel to fill these jobs. The updated AFECD is available on the MyFSS website.

Air Force Officer Classification Directory (AFOCD) - The official directory for all military officer descriptions, codes, and identifiers. The updated AFOCD is available on the MyFSS website.

Air Force Specialty (AFS) - A group of positions (with the same title and code) that require common qualifications.

Air Force Specialty Code (AFSC) - A five-digit alphanumeric code with potential prefixes and suffixes added to identify each career field within the Air Force.

Airman Leadership School (ALS) - ALS is a military educational institution charged to prepare Senior Airman (SrA)-SSgt selects for positions of greater responsibility by preparing them for supervisory and reporting official duties.

Air Traffic Control Training Course (ATCTC) - Career field specific Air Force Training Course which provides detailed information that encompasses the various aspects of the 1C1X1 career field. The course is one of the prerequisites to become an Air Traffic Control trainer.

Air Traffic Safety Oversight Service (AOV) - The DoD established system for the purpose of credentialing air traffic controllers performing duties in DoD facilities.

Airfield Operations Data Management System (AODMS) - A training computer-based system that streamlines training management and records. It is the epicenter for AO data collection for trends and analysis, providing critical data that improves efficiency in many areas, and allows relevant decision making at all levels leading to safer operations.

Airfield Operations Systems Specialist (AOSS) - Individual(s) responsible for operating and monitoring airfield operations automated systems.

AOV Facility Rating – To achieve an AOV Facility Rating a controller must meet minimum position qualification for the designated facility in accordance with DAFMAN 13-204v3.

Assistant Chief Controller (ACCTLR) - Assists the Chief Controller (CCTLR) in managing the internal operation of the air traffic facility and performs duties as prescribed by the CCTLR.

Assistant Non-Commissioned Officer in Charge (NCOIC), Air Traffic Control Training (ANATCT) - Assists the NCOIC, Air Traffic Control Training (NATCT) in monitoring Air Traffic Control (ATC) facility training, coordinating monthly training schedules and training records inspections. The ANATCT also assists the NATCT in developing and managing the unit air traffic control simulator systems (radar or tower) and management of computer-based products.

Assistant NCOIC, Standardization and Evaluation (ANSE) - Assists the NCOIC Standardization and Evaluation (NSE) in administering the facility certification and rating program according to applicable USAF, Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO) and host nation requirements.

Assistant NCOIC, Training and Standardization (ATSN) - Assists the TSN in fulfilling the duties of the NATCT and NSE.

ATC Liaison - Provides technical advice to host nation, or applicable agency, in support of AF missions to include: facilitation of aircraft movements, coordination assistance, and clarification of operational and procedural requests between air traffic controllers, agencies, and aircrews.

Basic Military Training (BMT) - BMT is the initial military training course for new enlisted Air Force members. The course provides the individual with a basic foundation and introduction to Air Force history, customs and courtesies, physical fitness and military bearing.

Career Field Education and Training Plan (CFETP) - A CFETP is a comprehensive core training document that identifies life-cycle education and training requirements, training support resources and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle skills training.

Chemical, Biological, Radiological and Nuclear (CBRN) Task Qualification Training (TQT) - Tasks the AFCFM identifies as requirements to train on in order to prepare individuals and teams to perform tasks in CBRN contaminated environments. The AFCFM requires all CBRN TQTs be trained, although tasks may not be immediately applicable to all bases/facilities.

Chief Controller (CCTLR) - Manages the internal operation of the air traffic facility to include direct supervision of personnel assigned, ensuring ATC services are provided that meet mission needs and effectively implementing the controller training program.

Chief Enlisted Manager (CEM) - An Air Force specialty coding identifying all Chief Master Sergeant positions in the Airman Classification Structure. In many cases, CEM codes are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use.

Community College of the Air Force (CCAF) - Federally chartered degree-granting institution that awards an associate degree to active duty enlisted and Air Force Reserve component members. The associate in applied science degree is awarded for successful completion of a degree program specifically designed for an Air Force specialty.

Controller In Charge (CIC) -The civilian equivalent to the Watch Supervisor (WS) position.

Core Task – Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. The AFCFM requires all core tasks be trained, although tasks may not be immediately applicable to all bases.

Course Training Standard (CTS) - Training standard that identifies the training members will receive in a specific course.

Credential - An endorsement issued from FAA AOV that identifies a person as a qualified air traffic control specialist through the listing of identifying information and professional qualifications in the form of facilities, ratings, and designations.

Crew Resource Management (CRM) - A process designed to aid in the prevention of aviation accidents and incidents by improving crew performance through a better understanding of human factor concepts.

Customer Service Information Line (CSIL) - A 24-hour telephone line for supervisors to call when questions arise about training received at any formal technical training school. This system allows HQ AETC (Keesler Technical Training School) to respond quickly to the concerns of field supervisors. Call CSIL at DSN 597-4566 or Comm 228-377-4566, or fax DSN 597-3790, or email at, 81trg.tge.Workflow@us.af.mil.

Education and Training Course Announcements (ETCA) - Contains specific MAJCOM procedures, fund citations, reporting instructions and listings for those formal courses conducted or managed by the MAJCOMs or field operating agencies. The ETCA website can be found on the Air Force Portal.

Functional Area Managers (FAM) - The individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support the operational planning and execution. Responsibilities include, but are not limited to, developing, and reviewing policy, developing, managing, and maintaining Unit Type Codes (UTCs), developing criteria for, and monitoring readiness reporting, force posturing, and analysis. At each level of responsibility (Headquarters Air Force (HAF), MAJCOM, Air Component, Field Operating Agencies (FOA), Direct Reporting Units (DRU) and Unit), the FAM should be the most knowledgeable and experienced person within the functional area and have the widest range of visibility over the functional area readiness and capability issues.

Functional Account Code (FAC) - Code used to identify work centers on the Unit Manpower Document (UMD), Unit Personnel Management Roster (UPMR) and related documents.

Ground Controlled Approach (GCA) - A fixed, mobile, or transportable facility that provides

radar arrival and RFC services within airspace designated by an approach control facility.

Information Pamphlet (IP) - A publication maintained by HQ Air Force Flight Standards Agency (AFFSA) to provide enhanced guidance on a focused area of training. It is not intended to replace, substitute, or supersede official regulations, procedures, or directives.

Initial Skills Training - A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for officers.

Landing Zone (LZ) - Any planned landing surface and movement area that has not been evaluated or does not meet defined airfield criteria. LZ may be unprepared, semi-prepared, or paved.

Landing Zone Controller (LZC) - Individual performing air traffic control duties during LZ operations.

Landing Zone Safety Officer (LZSO) - Qualified and certified personnel responsible for safe and efficient conduct of LZ operations. This individual is in charge of the LZ, supervises personnel on/around the LZ and ensures the LZ is usable for the planned operation.

Major Command (MAJCOM) - A major subdivision of the Air Force organized on a functional basis in the United States and on a geographical basis overseas. MAJCOMs are interrelated and complementary, providing offensive, defensive and support elements to operational commanders.

MAJCOM Functional Manager (MFM) - Senior Noncommissioned Officers who manage designated enlisted career fields and serve as the Major Command liaisons for their respective Air Force Career Field Managers. See AFH 36-2618, *The Enlisted Force Structure*, for further details.

myLearning - Online learning system that delivers computer-based training and tracks and reports certificates and progress.

NCOIC, Airfield Automation Management (NAAM) - Individual responsible for managing the internal operation and establishment of procedures for airfield operations automation.

NCOIC, Air Traffic Control Training (NATCT) - ATC individual responsible for developing and managing the unit ATC Training Program.

NCOIC, Air Traffic Control Standardization and Evaluation (NSE) - ATC individual responsible for administering the facility certification and rating program according to applicable USAF, FAA, ICAO, and host nation requirements.

NCOIC, Air Traffic Control Training and Standardization (TSN) - Fulfills the duties of the NATCT and NSE.

NCO Academy (NCOA) - A military educational institution charged to prepare Technical Sergeants (TSgt) and Technical Sergeant-selects for positions of greater responsibility by broadening their leadership and supervisory skills and expanding their perspective of the military profession.

Notice to Airmen/Air Missions (NOTAM) - A notice containing information concerning the

establishment, condition or change in any component in the National Airspace System that is essential to personnel concerned with flight operations.

Numbered Air Force (NAF) - A level of command directly under a MAJCOM. NAFs are tactical echelons that provide operational leadership and supervision in specific geographic regions or theaters of operations.

Occupational Analysis (OA) - Collecting and analyzing factual data on the knowledge requirements and tasks performed by Air Force career fields. This data is used to provide personnel and training decision-makers with factual and objective job information which enable them to justify and/or change personnel utilization policies and programs, refine and maintain occupational structures, and establish, validate and adjust testing and training programs. Located at <https://usaf.dps.mil/sites/aetc-hq/A9/SAS/OA/Occupational%20Analysis%20Reports%20OARs/Forms/AllItems.aspx?viewpath=%2Fsites%2Faetc%2Dhq%2FA9%2FSAS%2FOA%2FOccupational%20Analysis%20Reports%20OARs%2FForms%2FAllItems%2Easpx>.

Occupational Survey Report (OSR) - A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job-Training (OJT) - Dual-track system of providing subject/task knowledge and hands-on over-the-shoulder training. OJT is conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Proficiency - Additional and/or periodic training and performance requirements, established by local facility managers, MAJCOMS, and/or HQ AFFSA to maintain personnel skills and knowledge standards for the local operational complexity.

Qualification Training - Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Qualification Training Package (QTP) - An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program or specific equipment component. It may be printed, computer-based or contained in other audio/visual media.

Radar Approach Control (RAPCON) - A terminal ATC facility that uses RADAR and non-RADAR capabilities to provide control services to aircraft arriving, departing, or transiting airspace controlled by the facility.

Radar Final Control (RFC) - An ATC service that provides navigational guidance or approach monitoring during the final phase of flight. An RFC facility is defined as a fixed or deployable radar facility that provides RFC service.

Resource Constraints - Resource deficiencies, such as money, facilities, time, manpower and equipment that preclude desired training from being delivered.

Senior Controller (SC) - The individual responsible for the overall operation of an air traffic

control facility during their shift and maintains general situational awareness of air traffic (see Watch Supervisor). A senior controller is also simultaneously responsible for duties at an operating position.

Senior Noncommissioned Officer Academy (SNCOA) - SNCOA is for Master Sergeants (MSgt), SeniorMaster Sergeant (SMSgt) selects, sister service SNCOs, and international SNCOs. The curriculum is designed to prepare SNCOs to lead in the employment of air, space and cyberspace power in support of national security objectives.

Senior Watch Supervisor (SWS) - Watch supervisors specifically appointed as crew lead. Only one member from each crew should hold the title.

Standardized Initial Task Evaluation (SITE) - Initial task evaluation for technical school graduates which contains a list of facets of military bearing and all tasks taught in the 1C131 formal course. The SITE form and instructions can be found on the HQ AFFSA SharePoint website.

Skills Training - A formal course resulting in the award of a skill level.

Special Experience Identifier (SEI) - SEIs identify special experience and training not otherwise reflected in the classification system. SEIs are primarily used for contingency purposes. SEIs are awarded based on completion of formal training, OJT, a unique course, and experience performing specific duties. See the *AFECD* and *AFOCD* for more specifics.

053	GCA	365	Radar Final Controller (RFC)
054	GCA WS/SC	376	Airfield Automation Systems Specialist (AOSS)
055	Control Tower WS	900	Combat Airspace Management
056	Control Tower	901	Command and Control (C2), Air Operations Center (AOC)
090	Contingency Response Forces (CRF)	917	C2 AOC Air Mobility Division
350	Airspace Management	955	Tower Chief Controller
357	TERPS	956	RAPCON Chief Controller
362	RAPCON WS	957	GCA Chief Controller
363	ATC Radar Center	3LZ	Landing Zone
364	ATC RAPCON	166	Advanced Air Advisor
		164	Basic Air Advisor

Specialty Knowledge Test (SKT) - One of two tests in the Weighted Airman Promotion System (WAPS). The SKT is an examination that covers broad technical knowledge within a given AFSC.

Specialty Training Requirements Team (STRT) - Forum to determine education and training requirements, by bringing together training experts to establish the most effective mix of formal and on-the-job training for each AFS skill level. The primary purpose of the STRT is for the AFCFM and functional leaders to determine and present training requirements to the AETC Training Pipeline Manager (TPM) and Training Manager (TM).

Specialty Training Standard (STS) - An Air Force publication (typically inserted as Part II of the CFETP) that describes an Air Force specialty in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5- or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an AFSC are taught in formal schools and correspondence courses.

Standard - An exact value, a physical entity, or an abstract concept, established and defined by authority, custom or common consent sets up to serve as a reference, model or rule in measuring quantities or qualities, establishing practices or procedures or evaluating results. A fixed quantity or quality.

Terminal Instrument Procedures (TERPS) Specialist - The individual responsible for designing, reviewing, and updating instrument procedures and ATC charts to support flight operations. This includes, but is not limited to: instrument approach procedures, ATC charts, aeronautic source and obstruction information, automation and non-radar support etc.

Total Force Integration (TFI) - All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Unit Type Code (UTC) - A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit" of the Armed Forces. Source: DoD Dictionary of Military Terms AF ATC UTC Example: 7FVL5 (SEI 055, E-5 Min, Tower Watch Supervisor).

Upgrade Training (UGT) - Mandatory training that leads to obtaining a higher level of proficiency and award of a skill level.

Utilization and Training Workshop (U&TW) - This is an executive decision meeting. A forum of the AFCFM, AETC TPM, MAJCOM FMs, and AETC TM. The AFCFM and AETC TPM will sign and publish minutes before adjourning workshop.

Wartime Course - Comprised of tasks that must be taught when courses are accelerated in a wartime environment. Wartime tasks are the tasks to be taught in the 3-level course when the wartimecourses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks only apply to those career fields that require instruction in conjunction with their schoolhouse tasks.

Wartime Tasks - Those tasks that must be taught when courses are accelerated in a wartime environment. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Watch Supervisor (WS) - The individual responsible for the overall operation of an air traffic control facility during their shift and maintains general situational awareness of air traffic.

Weighted Airman Promotion System (WAPS) - The Air Force promotion system for enlisted members. See DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, for promotion information.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for AFCFM MFM, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Some purposes of the CFETP are to:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, nonresident, field, and exportable training, based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade and proficiency requirements. OJT, resident training, and contract training or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.

2.3. All 1C1 personnel, to include GS-2152 and 13M personnel, will follow this guide for upgrade training. 13M trainees will complete Part II only during qualification/certification training, as necessary. The list of courses in Sections C and D will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority and will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description from the AFECD.

4.1.Specialty Summary. Controls en route and terminal air traffic by use of visual, radar and non-radar means. Supervises and manages ATC facilities. Related DoD Occupational Subgroup: 122200.

4.2. Duties and Responsibilities. Controls and regulates en route and terminal air traffic. Initiates and issues ATC clearances, instructions, and advisories to ensure the safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules. Plans, organizes, directs, inspects, and evaluates ATC activities.

4.2.1. ATC Journeyman (5-Skill Level/GS-2152).

4.2.1.1. Controls terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to air traffic operating under instrument and visual flight rules. Uses air or ground communications, aural, visual and radar systems to control and expedite air traffic. Uses flight plan data, position reports, visual observations, and radar-displayed data to determine aircraft positions. Issues advisories to pilots, ATC and other agencies concerning weather conditions, NOTAM information, traffic flow control measures, wake turbulence and additional services. Provides flight assistance and emergency service to pilots. Conducts intra-facility and inter- facility coordination of clearances, instructions, advisories, and aircraft movement information. Maintains operating position forms and records. Performs equipment activation/operations and alignment functions.

4.2.1.2. Operates radar facilities (RAPCON, GCA and RFC). Uses non-radar and radar procedures to separate and control arriving, departing and en route aircraft within designated airspace. Radar monitors departing aircraft and aircraft making instrument approaches using other navigational aids. Releases and/or accepts aircraft to and/or from other en route or terminal ATC facilities.

4.2.1.3. Operates control tower facilities. Uses visual, radar and non-radar procedures to separate and control aircraft operating in the vicinity of an airport and on the movement area. Issues control instructions to provide separation between aircraft and vehicular traffic operating on the aerodrome. Operates field lighting controls, visual signaling devices, aircraft arresting barrier position controls and primary crash alarm system. Releases and/or accepts aircraft to and/or from other terminal ATC facilities. Conducts tower visibility observations.

4.2.1.4. Operates non-radar approach control tower facilities. Uses visual, radar and non-radar procedures to separate and control aircraft operating in the vicinity of an airport and on the movement area. Issues control instructions to provide separation between aircraft and vehicular traffic operating on the aerodrome. Operates field lighting controls, visual signaling devices, aircraft arresting supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies. Combines conventional tower and non-radar procedures to separate and control arriving, departing and en route aircraft within designated airspace for departing aircraft and aircraft making instrument approaches using navigational aids. Releases and/or accepts aircraft to and/or from other en route or other terminal ATC facilities.

4.2.1.5. Maintains continual surveillance of assigned airspace and aircraft movement area.

4.2.1.6. Performs as upgrade/qualification OJT trainer/monitor. OJT trainers must be qualified IAW DAFMAN 36-2689, DAFMAN 13-204v3, *Air Traffic Control*, complete the ATCTC, and Trainer QTP. Local trainer requirements will be provided to newly assigned controllers who are already trainer certified.

4.2.2. ATC Craftsman (7-Skill Level/GS-2152).

4.2.2.1. Supervises ATC functions. Ensures the facility operates in a safe, efficient, and professional manner. Effects coordination within the facility and between other facilities or agencies. Exercises general supervision over ATC personnel. Identifies training requirements, ensures training is conducted and certifies training. Ensures pre-duty familiarization and equipment checks are conducted and appropriate agencies are notified of equipment deficiencies. Directs actions of controllers in handling aircraft mishaps, emergencies, bomb threats, fire, and similar emergency situations. Implements emergency operational plans and procedures.

4.2.2.2. Controls terminal air traffic. Initiates and issues ATC clearances, instructions, and advisories to ensure safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules. Employs air and ground communications, aural, visual and radar systems to control and expedite movement of air traffic. Releases and/or accepts aircraft to and/or from other en route or terminal ATC facilities. Coordinates the status of other ATC facilities.

4.2.2.3. Performs as upgrade/qualification OJT trainer. OJT trainers for ATC management training (CCTLR, NATCT, NSE, and ATCTC Instructor Certification) must: be certified on tasks to be trained, possess the appropriate SEI, complete ATCTC, complete Trainer QTP and respective management QTPs, must be position certified and/or facility rated and be recommended by their supervisor. Initial requirements only pertain to first time trainer qualifications. Local trainer requirements will be provided to new arrivals that are trainer certified.

4.2.3. ATC Superintendent (9-Skill Level/GS-2152).

4.2.3.1. Plans and organizes ATC activities. Provides for use and control of space, equipment, time, supplies, and personnel allotted to ATC activities. Analyzes traffic data from ATC facilities. Requisitions and accounts for equipment, space, supplies, and other resources required for efficient operation. Designs organizational chart to show lines of authority and to identify specific responsibilities for performing ATC functions.

4.2.3.2. Directs ATC activities. Establishes procedures and performance standards in ATC facilities. Recommends installing, maintaining, and removing ATC equipment and facilities.

4.2.3.3. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to provide assistance in solving operation, maintenance, supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies.

4.2.3.4. Advises supervisor on status, maintenance and adequacy of equipment, supplies, training, and operational efficiency. Interprets ATC policies for operational community.

4.2.3.5. Controls terminal air traffic in order to maintain operational awareness and proficiency.

4.2.4. Chief Enlisted Manager (0-Skill Level/GS-2152).

4.2.4.1. Plans and organizes RAPCON ATC activities.

4.2.4.2. Directs ATC activities. Establishes procedures and performance standards in ATC Radar facilities. Recommends installing, maintaining, and removing ATC equipment and facilities.

4.2.4.3. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to aid in solving operation, maintenance, supply, and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies.

4.2.4.4. Controls terminal air traffic in order to maintain operational awareness and proficiency.

4.2.4.5. Serves in MAJCOM or Air Force ATC Staff positions. **NOTE:** This CFETP outlines career progression/training requirements for 1C1 AFS personnel to perform ATC in a terminal environment only. Additional MAJCOM-specific requirements/training plan needs to be established for 1C1 AFS personnel to operate en route ATC facilities.

5. Skill and Career Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided (Table 5.1) in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

Table 5.1 – Skill/Career Progression			
Education and Training Requirements	Grade Requirements		
	Rank	Average Time for Promotion	Earliest Sew-On
Basic Military Training School			
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 10 months	
Upgrade To Journeyman (5-Skill Level) - Fulfilled upon award of the 053, 056, or 364 SEI - There is no required minimum Time in Training for upgrade to 5-skill level	A1C SrA	10 months 3 years	28 months

Airman Leadership School - Must be a SSgt-select, or SrA with 36 months time in service - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only)	Trainer Must be an A1C or above and be qualified and certified to perform the task to be trained. Must graduate the ATCTC.		
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt-select - Complete 7 Level myLearning Craftsman course and associated projects - There is no required minimum Time in Training for upgrade to 7-skill level	SSgt	7.5 years	3 years
Noncommissioned Officer Academy - Must be a Technical Sergeant (TSgt) or TSgt-select - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)	TSgt	12.5 years	5 years
	MSgt	16 years	8 years
USAF Senior NCO Academy - Must be a Senior Master Sergeant (SMSgt) or SMSgt-select - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only)	SMSgt	19.2 years	11 years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt	CMSgt	21.5 years	14 years
Chief Leadership Course (CLC) - Must be a Chief Master Sergeant (CMSgt)-select	Chief Enlisted Manager (0-Skill Level) - Must be a CMSgt		

5.1. Apprentice (3) Level.

5.1.1. Initial Skills Training. After basic military training, individuals will complete initial skills training at Keesler AFB, MS. The course content is recorded in the '3 Level' column, Part II of this CFETP. Personnel must complete a formal DoD or Department of Transportation (DoT) basic ATC Course to be awarded AFSC.

5.1.2. Apprentice controllers must be assigned to PEC 35114P. Apprentice and retrainee controllers are not authorized to wear the ATC basic badge until requirements for the award of the RAPCON, Tower or GCA SEI are met. **NOTE:** Apprentice and retrainee controllers are authorized to wear the ATC duty identifier patch upon graduation of technical school.

5.1.3. Upon arrival, ensure the trainee has sufficient time to become familiar with their new surroundings and complete base/unit in-processing First Term Airman Center (FTAC) and orientation. Familiarize apprentice controllers with their organization and its mission. Units must develop a newcomer indoctrination program IAW DAFMAN 36-2689 and DAFMAN 13-204v3. Conduct an initial evaluation on prior rated controllers and the SITE on new controllers IAW DAFMAN 36-2689 and DAFMAN 13-204v3. Discuss training goals, responsibilities (trainee, trainer, supervisor and CCTLR), training time, training records, promotion, withdrawal procedures and crew policies, etc.

5.1.4. 3-skill level apprentice controllers may, with supervisor recommendation and CCTLR approval, begin training for the appropriate facility rating/SEI.

5.2. Journeyman (5) Level.

5.2.1. To be eligible for upgrade to the 5-skill level, individuals must complete requirements for the award of the 053, 056, or 364 SEI, all core tasks identified in Part II section A of 1C1X1 CFETP and all DAFMAN 13-204v3 requirements. Forward completed DAF Form 2096, *CLASSIFICATION/ON-THE-JOB-TRAINING ACTION* IAW local procedures. There is no required minimum Time in Training for upgrade to 5-skill level.

5.2.2. Following award of the 5-skill level and depending on experience, individuals may be considered for facility OJT trainer. Award of applicable Trainer Certification is not automatic and reserved for individuals who display the appropriate leadership qualities demanded by the responsibilities of performing trainer duties.

5.2.3. Qualified controllers should gain additional job experience and knowledge and obtain other facility of assignment certifications after the position certifications are met for the award of the SEI. Upon award of the 5-skill level individuals may be selected to perform duty as an AOSS after completing the appropriate training package, qualification requirements stated in DAFMAN 13-204v3, and completion of DAF Form 2096. Forward completed DAF Form 2096 IAW local procedures. Individuals may also be selected to perform ANATCT duties after completing the appropriate training package.

5.2.4. Individuals will normally attend ALS after assuming the rank of SrA, upon first reenlistment or when selected for promotion to SSgt. The Air National Guard (ANG) may substitute this course with a non-resident ALS. Completion of ALS is mandatory prior to assuming the rank of SSgt. Once individuals assume the rank of SrA and complete ALS, they are authorized to supervise personnel.

5.3. Craftsman (7) Level.

5.3.1. Personnel are entered into 7-skill level upgrade training upon selection to SSgt (not earlier than the first day of the promotion cycle); or for retrainees, upon award of the 5-skill level if SSgt select or higher. Personnel selected for “out-of-cycle” promotion to SSgt will enter 7-skill level upgrade training the first day of the following month that AFPC announces the promotions. For controllers to be eligible for upgrade to the 7-skill level, individuals must satisfactorily complete all training requirements identified in the Craftsman portion of the Part II STS and the Craftsman myLearning Course. There is no required minimum Time in Training for upgrade to 7-skill level.

5.3.1.1. Award of applicable WS SEI is not automatic and reserved for individuals who display the appropriate leadership qualities demanded by the responsibilities of performing WS duties. Individuals must meet requirements listed in the AFECDD and DAFMAN 13-204v3. After individuals meet all requirements for 7-skill level upgrade in accordance with DAFMAN 36-2689, the CCTLR may award the applicable facility WS SEI. Forward completed DAF Form 2096 IAW local procedures.

5.3.2. Qualified ATC Craftsman having earned a facility WS SEI are considered for management positions based on rank, leadership, experience, skills and/or mission need for additional leadership roles as defined in DAFMAN 13-204v3 to include: NATCT, NSE, TERPS, NAAM, Combat Airspace, ATCTC Instructor, and CCTLR. Once qualified as an ATC Craftsman, attendance to the CCTLR course is completed, the HQ AFFSA CCTLR QTP is completed, and an individual has obtained mandatory experience in managing ATC functions, individuals may be eligible for award of the CCTLR SEI. Individuals must meet requirements listed in the AFECDD. Prior to assuming the rank of TSgt (except retrainees), individuals must be awarded a 7-skill level. The primary function performed by a TSgt in ATC is facility watch supervisor. It is imperative that controllers become dual-qualified before sewing on MSgt or career and assignment progression could be extremely limited.

5.4. Superintendent (9) Level.

5.4.1. The 9-skill level is awarded when individuals assume the rank of SMSgt. Air National Guard commanders may opt for SNCOs to complete the non-resident SNCOA course in lieu of attending the resident course. The primary function performed by SMSgts in ATC is facility CCTLR.

5.5. The CEM.

5.5.1. 1C100 is awarded to individuals selected for Chief Master Sergeant (CMSgt). Only CMSgts with an AOV Credential may fill ATC CEM positions. The primary function performed by CMSgts in ATC is RAPCON CCTLR or selection to MAJCOM, FOA or Air Force Staff. Specific qualifications and responsibilities are outlined in the AFECDD.

5.6. The occupational badge reflects the degree of experience and training in the career field. Personnel will comply with the following dress and appearance criteria: Once awarded the 5-skill level, wear of the basic badge is authorized. Wear of the senior badge is authorized after award of the 7-skill level, and the master badge as a Master Sergeant, or above, with a minimum of 5 years in the specialty from award of the 7-skill level.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the ATC career field. The spectrum includes a strategy for when, where and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The training decisions were made during the 1C1X1 STRT, held 5-9 December 2022. Copy of the minutes can be found on the HQ AFFSA SharePoint.










6.1. Initial Skills Training. The initial skills course, E3ABR1C131, will be revised by 334 TRS at Keesler AFB, MS, per updates made to Part II of this CFETP.

6.2. 5-Skill level upgrade training see paragraph **5.2.1**.

6.3. 7-Skill level upgrade training see paragraph **5.3.1**.

6.4. Proficiency Training. In order to be proficient, a controller must perform air traffic control duties under normal workload conditions in each operating position they are certified in each month. Controllers must meet or exceed the monthly standards specified by CCTLR to maintain proficiency.

Table 6.1 - 1C1 Career Field Development

						
						
<28 Months TIS	28 Months TIS	4-6 TIS	7-10 TIS	11-14 TIS	15-17 TIS	18-20 TIS
3-Level – 5-Level	5-Level	5-Level – 7-Level	7-Level	7-Level	9-Level	CEM
AFSC Development Experiences						
Full Facility Certifications	ATC Trainer	Watch Supervisor	Dual Certification	Senior Watch Supervisor	Tower CCTLR	RAPCON CCTLR
ATC Trainer	Dual Certification	Dual Certification	Senior Watch Supervisor	NSE/NATCT/TSN	RAPCON CCTLR (vectored)	MFM
	ANATCT	ATC Trainer	ANSE/ANATCT/ATSN	ACCTLR	MAJCOM Staff (non-MFM)	AFCENT CEM
		ANSE/ANATCT/ATSN	NSE/NATCT/TSN	Tower CCTLR (vectored)	FAM (vectored)	HQ AFFSA CEM
			Tower ACCTLR	MAJCOM Staff Position		334 th TRS Superintendent
				HQ AFFSA Position		Assignments CEM
						CFM
Education/Training						
1C1X1 Apprentice Course	ATCTC	7-Level UGT	NCOA	SNCOA	Contingency Wartime Planners Course	Chief Leadership Course (CLC)
5-Level UGT	ALS	Watch Supervisor QTP	ATCTC Instructor Course	CCTLR Course/QTP	SEJPME II	CFM Orientation
ATCTC	NATCT QTP	NATCT/NSE QTP	NATCT/NSE QTP	SEJPME II	Aircraft Mishap Investigation Course (AMIC)	Senior Leader Development Courses
		ATCTC Instructor Course	CCTLR Course/QTP	Airspace Management		Contingency Wartime Planners Course
		Instructional Design Courses		SEJPME I		Combat Airspace
		Combat Airspace	Combat Airspace	Instructional Design Courses		
		MCA QTP	Airspace Management			
			Instructional Design Courses			
AFSC Broadening Experiences						
Deployment	Deployment	Deployment	Deployment	Deployment	Deployment	Deployment
	AO Systems Specialist	FLT Instructor	NAAM	NAAM	CRG/53 ATCS	
	TSS Administrator	Tech School Instructor	NCOIC, Operational Support Facility (OSF)	Combat Airspace/AOC		
	AFAS Administrator	AO Systems Specialist	CRG/53 ATCS	CRG/53 ATCS		
	CRG	CRG/53 ATCS	TERPS	ATC Liaison		
	TERPS	Foreign Language Assignment	Foreign Language Assignment			
		LZSO/LZC, EUCARF PACMARF Technician	Tech School Instructor Supervisor, Civilian Management Course			
Non-AFSC Broadening Experiences (Non-Rank Specific)						
Retraining		Developmental Special Duty (First Sgt, MTL, MTL, Recruiter)		Unit-Assigned Additional Duties (UDM, UFPM, UTM, Security Manager)		Special Duties (Superintendent, Wing IG team)

7. Community College of the Air Force (CCAF). CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving military enlisted personnel. The college is regionally accredited through Air University by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associates of Applied Science degrees designed for specific Air Force occupational specialties and is the largest multi-campus community college in the world. Upon completion of basic military training and assignment to an AF career field, all enlisted personnel are registered in a CCAF degree program and are afforded the opportunity to obtain an Associate in Air Traffic Operations and Management degree. In order to be awarded, degree requirements must be successfully completed before the student separates from the Air Force, retires, or is commissioned as an officer. See the CCAF website for details regarding the Associates of Applied Science degree programs.

7.1. CCAF Degree Requirements. All enlisted Airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-level must be awarded, and the following requirements must be met:

	<u>Semester Hours</u>
Technical Education.....	24
Leadership, Management, and Military Studies	6
General Education.....	15
Program Elective.....	15
	Total: 60

7.1.1. Technical Education (24 Semester Hours): Completion of the career field apprentice course satisfies some semester hours of the technical education requirements. A minimum of 24 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses. Some academic degree programs have specific technical education requirements. Refer to the CCAF General Catalog for specific degree requirements for your specialty.

7.1.2. Leadership, Management, and Military Studies (6 Semester Hours): Enlisted Professional Military Education (EPME) and/or civilian management courses.

7.1.3. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.1.4. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. A maximum of nine semester hours of CCAF degree applicable technical credit otherwise not applicable to the program of enrollment may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.2. Professional Certifications. Certifications assist the professional development of our Airmen by broadening their knowledge and skills. Additionally, specific certifications may be awarded collegiate credit by CCAF and civilian colleges, saving time and Air Force tuition assistance funds. It also helps Airmen to be better prepared for transition to civilian life. To learn more about professional certifications and certification programs offered by CCAF, visit the website via Air Force Portal. In addition to its associate degree program, CCAF offers the following certification programs and resources:

7.2.1. CCAF Instructor Certification (CIC) Program. CCAF offers the three-tiered CIC Program for qualified instructors teaching at CCAF affiliated schools who have demonstrated a high level of professional accomplishment. The CIC is a professional credential that recognizes the instructor's extensive faculty development training, education and qualification required to teach a CCAF course, and formally acknowledges the instructor's practical teaching experience.

7.2.2. CCAF Instructional Systems Development (ISD) Certification Program. CCAF offers the ISD Certification Program for qualified curriculum developers and managers who are formally assigned at CCAF affiliated schools to develop and manage CCAF collegiate courses. The ISD Certification is a professional credential that recognizes the curriculum developer's or manager's extensive training, education, qualifications, and experience required to develop and manage CCAF courses. The certification also recognizes the individual's ISD qualifications and experience in planning, developing, implementing, and managing instructional systems. Highly desired for NATCTs/ANATCTs to attend. Members should coordinate with the Unit Training Manager for class dates and enrollment.

7.3. Air Force Credentialing Opportunities On-Line (AF COOL). AF COOL replaced the CCAF Credentialing and Education Research Tool (CERT). The AF COOL Program is managed by CCAF and provides a research tool designed to increase an Airman's awareness of national professional credentialing and funding opportunities available for all Air Force occupational specialties. AF COOL also provides information on specific occupational specialties, civilian occupational equivalencies, AFSC-related national professional credentials, credentialing agencies, and professional organizations. AF COOL contains a variety of information about credentialing and licensing and can be used to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials including eligibility requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to an AFSC.
- Learn how to fill gaps between Air Force training and experience and civilian credentialing requirements.
- Get information on funding opportunities to pay for credentialing exams and associated fees.
- Learn about resources available to Airmen that can help them gain civilian job credentials.

To learn more about AF COOL and funding processes, visit the Air Force Virtual Education Center (AFVEC) website.

7.4. Analysis, Design, Development, Implementation, and Evaluation Course. AETC offers the course which provides training for personnel charged with the responsibility of training program development and maintenance. The scope of training includes a systematic process used to analyze, design, develop, and evaluate training in the most effective and cost-efficient manner, all based around the process of continuous evaluation and improvement. The course offers 2 CCAF credit hours upon completion. Members should coordinate with the Unit Training Manager for class dates and enrollment.

Section C - Skill Level Training Requirements

8. Purpose. Skill level training requirements in ATC are defined in terms of task performance and knowledge-based criteria. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in Part II, Section A (STS) of this CFETP.

9. Specialty Qualifications. This information can be found in the official specialty description in AFECDD, paragraph 3.

Section D - Resource Constraints

10. Purpose. This section identifies known resource constraints that preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, OPR and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

10.1. There are currently no constraints on Apprentice, Journeyman, or Craftsman level training.

Section E - Transitional Training Guide

11. There are currently no transitional training requirements. This area is reserved.

PART II

Section A - Air Traffic Control STS

1. Implementation. This STS will be used for technical training provided by AETC for the 3-skill level ATC apprentice course beginning 20240320.

2. Purpose. As prescribed in DAFMAN 36-2689 and DAFMAN 13-204v3, this STS provides information on the tasks necessary for Airmen to perform duties in the 3-skill level. STS includes training standards, specialty/general core tasks and technical references to conduct training. The STS identifies those common core knowledge/performance tasks required to obtain position certification/facility ratings.

2.1. Information in column 1 (Task, Knowledge, and Technical Reference) identifies common ATC tasks, knowledge, and Technical References (TR).

2.2. An asterisk (*) in column 2 (Core Tasks) identifies specialty-wide training requirements. All core tasks must be trained, although tasks may not be immediately applicable to all bases.

2.3. Column 3 is used to record completion of tasks and knowledge training requirements. Task certification, as a minimum, must show Training Start Date (TSD) (if applicable), Training Completion Date (TCD), Trainee and Trainer Initials.

2.4. Column 4 depicts formal training and the proficiency to be demonstrated on the job by 3-skill level individuals. Proficiency format coding system indicates the level of training and knowledge provided by the resident training courses. This coding system represents the contract between the AFCFM and the course providers.

3. Promotion Tests. The STS also serves as a guide for development of promotion tests used in the WAPS for SSgt-TSgt. Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by SNCOs with extensive practical experience in their career fields. The test samples subject matter areas judged by test development members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air Reserve Component.

4. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for use by supervisory personnel. The purpose of this line is to report STS training deficiencies from technical school (i.e., trained incorrectly or not trained at all) not the Airmen's lack of knowledge retention. For a quick response to concerns, call CSIL at DSN 597-4566 or Comm 228-377-4566, or fax DSN 597-3790, or e-mail at, 81trg.tge.Workflow@us.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc).

5. Wartime Task Requirements. While full participation in exercises is crucial in preparing Airmen for contingency operations, controllers will not perform ATC duties in any ATC operating positions while wearing gas masks for training purposes. ATC voice emitters are not available to perform ATC duties safely in a live environment during exercises. However, ATC can complete CBRN TQTs while wearing MOPP-4 utilizing ATC simulators.

5.1. Landing Zone Operations (LZO). All controllers will be introduced to LZO basic terminology, definitions, and requirements via STS task item *11.1 ATC Combat Readiness Requirements*. The online portion of the 7-level hybrid course will build on knowledge standards by covering LZO concepts and procedures. See DAFMAN 13-217, *Drop Zone, Landing Zone, and Helicopter Landing Zone Operations*, section 4.9. for LZC certification procedures.

6. STS Documentation. Document STS in accordance with DAFMAN 13-204v3. Operating initials may not be used to sign any documents contained within the DAF Form 623, *Individual Training Record Folder*.

6.1. Appointed Trainers document the “Trainer” column of the STS when individuals meet or exceed the applicable standard.

6.2. Qualification Standard/Certification Procedures: Trainers will train and qualify personnel to the “Go” standard established in the appropriate certification guide. “Go” means that the individual can perform the task without assistance, meets proficiency standards identified in Note 4 of the proficiency code key and local requirements for accuracy, timeliness, and correct use of procedures.

NOTE: Third-party certification and task certification are accomplished by the NSE/TSN, via the position certification process. The NSE must evaluate each task to the “Go” standard for each control and/or duty position. Document all control and duty position certifications on DAF Form 3622, *Air Traffic Control/Weather Certification and Rating Record*.

6.3. Supplements. MAJCOM and units may supplement this STS to add command and local requirements. Those tasks must be documented on DAF Form 797, *Job Qualification Standard/Continuation/Command (JQS)* and included in the associated certification guide according to DAFMAN 13-204v3.

6.4. Printing Instruction. In an effort to reduce local CFETP printing costs, the following options are authorized: Keep at least one copy of the entire CFETP (part I and II) in each ATC facility for general access and master training plan development. The CCTLR may authorize placing only Part II; Section A of the CFETP, with the cover and the Trainer and Certifying Official Tracker, in individual’s DAF Form 623.

6.5. Technical Reference (TR). The NATCT must identify all TRs for each knowledge/task contained in this STS and DAF Form 797. Enter all TRs into one Master Task and Technical Reference (MTTR) and each associated certification guide. The NATCT must maintain a copy of this CFETP in the Master Training Plan according to DAFMAN 13-204v3.

AIR TRAFFIC CONTROL QUALITATIVE REQUIREMENTS
Tasks, Knowledge and Proficiency Level

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
TASK KNOWLEDGE LEVELS	a	Can name parts, tools and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p>NOTE 1: An asterisk sign (*) after the task, knowledge and technical reference indicates that the task is a CBRN TQT.</p> <p>NOTE 2: An asterisk sign (*) in column 2 indicates a specialty/general core task.</p> <p>NOTE 3: The Section 11 core task does not apply to GS-2152s unless deemed appropriate by the facility CCTLR.</p> <p>NOTE 4: In the event a wartime course is activated, all apprentice course training tasks in this specialty training standard are designated as wartime tasks.</p> <p>NOTE 5: All tasks contained in the ATC STS are trained to the 3c level when training for 5-level and above.</p> <p>NOTE 6: All tasks in Section 7 of the ATC Craftsman 7-level STS do not apply to GS-2152s unless deemed appropriate by the facility CCTLR.</p>		

Trainer and Certifying Official Tracker

[illegible]

1C1X1 STS

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
1. OPERATIONS SECURITY TR: AFI 10-701										
1.1. Definition										-
1.2. 1C1X1 Vulnerabilities	*									-
2. AIR TRAFFIC CONTROL (ATC) PUBLICATIONS TR: AFI 11-201, DAFMAN 13-204v3, FAAO JO 7110.65, Aeronautical Information Manual (AIM), FLIPs, HQ AFFSA SharePointWebsite, AODMS										
2.1. Facility Publications	*									A
2.2. Flight Information Publications (FLIPs)	*									A
2.3. Electronic Information	*									-
3. OPERATIONAL AREAS TR: AFMAN 11-202v3, DAFMAN 13-204v3, AFI 13-217, FAAO JO 7110.65, FAA JO 7610.4, AIM, Title 14 Code of Federal Regulations (CFR), FLIPs										
3.1. Class A Airspace										A
3.2. Class B Airspace										A
3.3. Class C Airspace										A
3.4. Class D Airspace										A
3.5. Class E Airspace										A
3.6. Class G Airspace										A
3.7. National Airspace System (NAS)										A
3.8. Air Defense Identification Zone (ADIZ)										-
3.9. Flight Information Region (FIR)										-
3.10. Airports Affecting Operations										A
3.11. Adjacent Airspace	*									B
3.12. ATC Facilities	*									B

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
3.13. Taxiways										B
3.14. Runways/Helipads	*									B
3.15. Ramps/Parking Areas										A
3.16. Field Elevation										B
3.17. Visual/Radio Blind Spots										A
3.18. Aircraft Arresting Systems										-
3.19. Airport Lighting										A
3.20. Ground NAVAID Checkpoints										-
3.21. Restricted Airspace										-
3.22. Warning Areas										-
3.23. Alert Areas										-
3.24. Prohibited Areas										-
3.25. Controlled Firing Area										-
3.26. Military Operations Area (MOA)										-
3.27. ATC Assigned Airspace (ATCAA)										-
3.28. Military Training Routes (MTR)										-
3.29. Temporary Flight Restriction (TFR)										-
3.30. Traffic Patterns	*									B
3.31. Bailout/Abandonment of Aircraft										-
3.32. External Stores Jettison										-
3.33. Fuel Dump										-
3.34. Hot Brakes										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
3.35. Arm/De-arm										-
3.36. Dangerous Cargo										-
3.37. Alert Pads										-
3.38. Drop Zones										-
3.39. Hydrazine Areas										-
3.40. Parachute Operations										-
3.41. Precision Approach Critical Areas/Precision Obstacle Free Zone (POFZ)										-
3.42. Landing Zone										A
4. AIR NAVIGATIONAL AIDS (NAVAID) TR: DAFMAN 13-204v3, FAAO JO 7110.65, AIM, FLIPs, Title 14 CFR										
4.1. VOR										B
4.2. TACAN										B
4.3. VORTAC										B
4.4. NDB										-
4.5. ILS										B
4.6. GPS										B
4.7. NAVAID Use Limitations										-
4.8. Area Navigation (RNAV)										-
4.9. Jet Routes/Airways										A
4.10. Minimum Vectoring Altitude (MVA)/IFR (MIFR) Chart										B
4.11. Minimum Enroute Altitude (MEA)										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
4.12. Minimum Obstruction Clearance Altitude (MOCA)										-
4.13. Minimum Reception Altitude (MRA)										-
4.14. Minimum Crossing Altitude (MCA)										-
4.15. Reporting Points										A
4.16. Coordination Fixes										A
5. EQUIPMENT OPERATION TR: DAFMAN 13-204v3, AFMAN 13-215v3, FAAO JO 7110.65, AIM, Standard Terminal Automation Replacement System (STARS) CBT, STARS TI, Solid State Instrument Landing System (SSILS) Remote Status Indicator (RSI) Control and Interlock & Remote-Control Status Unit (RCSU) Information Pamphlet (IP), Flight Data Input Output (FDIO) IP, Certified Tower Radar Display IP, Applicable System User’s Manual										
5.1. Surveillance Radar System										B
5.2. Primary Radar Capabilities										B
5.3. Alignment of Primary Radar										-
5.4. Electronic Cursor Procedures										-
5.5. Secondary Radar Capabilities										B
5.6. Beacon Range Accuracy										-
5.7. System/Receiver Control Panel										-
5.8. Beacon Target Displacement Procedures										-
5.9. Automated Systems Keyboard										-
5.10. Precision Approach Radar (PAR) Capabilities										-
5.11. PAR Alignment										-
5.12. PAR Turnaround Procedures										-
5.13. Video Map										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
5.14. Flight Data Input Output (FDIO)										-
5.15. This box is intentionally left blank.										-
5.16. NAVAID Monitoring Equipment										-
5.17. Automatic Terminal Information Service (ATIS)										A
5.18. Weather/ Information Dissemination System	*									B
5.19. Wind Indicators										-
5.20. Light Guns										A
5.21. Operate Radios	*									2b
5.22. Clocks	*									A
5.23. Operate Intercoms/Landlines	*									2b
5.24. Primary Crash Alarm System (PCAS)										A
5.25. Certified Tower Radar Displays (CTRD)										B
5.26. Recorders										-
5.27. Air Traffic Control Simulation Equipment (ATCSE)										-
5.28. Land Mobile Radio (LMR)										-
5.29. Auxiliary Power Source										-
5.30. Evacuation Alarms										-
5.31. Equipment Outages										-
5.32. Airfield Lighting Controls										A
5.33. Digital Monitor and Control Workstation/Display Functions										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
5.34. Digital Radar Display Configurations										-
5.35. Digital Radar Multi-Sensor Operations										-
6. WEATHER										
TR: AFH 11-203v1, DAFMAN 13-204v3, AFMAN 15-111, AFMAN 15-124, FAAO JO 7110.65, AIM										
6.1. Cooperative Weather Watch (CWW)										A
6.2. Effect of Weather on Aircraft	*									A
6.3. Disseminate Weather Information	*									2b
6.4. Visibility Checkpoint Charts/Prevailing Visibility										A
6.5. Apply Pilot Report (PIREP) Procedures	*									2b
6.6. Low Level Wind Shear (LLWS) Advisory										-
6.7. Braking Action Advisory										-
6.8. Runway Visual Range (RVR)										-
6.9. Weather/Chaff Advisory										-
7. OPERATING PROCEDURES										
TR: AFI 11-208, DAFMAN 13-201, DAFMAN 13-204v3, AFI 13-202, AFI 17-221, DAFI 91-212, AFMAN 11-202v3, AFMAN 13-215v1, AFTTP 3-4, FAAO JO 7110.65, FAAO JO 7110.67, FAAO JO 7200.3, FAAO JO 7200.23, FAAO 7220.1, FAAO JO 7360.1, FAAO JO 7610.4, FAAO JO 7930.2, FAAO 8200.1, FAAO 8240.41, AIM, Title 14 CFR, IFR Supplement, FLIPs, AOV IP										
7.1. Air Traffic Control Certification Procedures										-
7.2. General Flight Rules	*									B
7.3. Visual Flight Rules (VFR)	*									B
7.4. Instrument Flight Rules (IFR)	*									B
7.5. Radio/Frequency Channelization										-
7.6.Apply ATC Communication Procedures (radio/landline)*	*									2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.7. Apply Inter/Intra Facility Coordination*	*									2b
7.8. Team Position Responsibilities	*									B
7.9. Supervisor Notification Requirements	*									-
7.10. Aircraft Priorities	*									A
7.11. Aircraft Characteristics	*									B
7.12. Facility Evacuation Procedures	*									-
7.13. Alternate ATC Capabilities										-
7.14. Facility Checklists	*									B
7.15. Apply Night Vision Device (NVD) Operations										-
7.16. Facility Forms	*									A
7.17. Mark Flight Progress Strips	*									2b
7.18. Apply Transponder Procedures/Operations										2b
7.19. Assign Beacon Codes										2b
7.20. Transfer Control of Aircraft	*									2b
7.21. Coordinate Use of Airspace	*									2b
7.22. Closed/Unsafe Runway Information	*									B
7.23. Issue Airport, Obstruction, Field Condition Information	*									2b
7.24. Notice to Airmen/Air Missions (NOTAM)	*									A
7.25. In-Flight Equipment Malfunctions	*									A
7.26. Crash Grid Map										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.27. No Radio (NORDO) Aircraft Procedures	*									A
7.28. Communications Failure Procedures	*									A
7.29. Receiver-Only Acknowledgement Procedures	*									A
7.30. Emergency Aircraft Operations Procedures	*									A
7.31. Apply Expeditious Compliance Procedures	*									2b
7.32. Emergency Locator Transmitter (ELT) Signals	*									-
7.33. Emergency Fuel Operations Procedures	*									A
7.34. Minimum Fuel Procedures	*									A
7.35. Relay Observed Abnormality Procedures	*									B
7.36. Assist VFR Aircraft in Weather Difficulty	*									-
7.37. Overdue Aircraft Procedures	*									-
7.38. Hijack Procedures	*									A
7.39. Traffic Alert and Collision Avoidance System (TCAS) Resolution Advisories (RA)										B
7.40. Facility Bomb Threats	*									-
7.41. Aircraft Bomb Threats	*									-
7.42. Climb to VFR Instructions										-
7.43. Special VFR (SVFR) Procedures	*									-
7.44. Maintain Surveillance of Surface Area										2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.45. Maintain Surveillance of Controlled Movement Area (CMA)*										2b
7.46. Respond to Operational Requests	*									2b
7.47. Apply Additional Services	*									2b
7.48. Issue Bird Activity Information	*									2b
7.49. Protect Overhead Traffic Pattern	*									2b
7.50. Issue Traffic Advisories	*									2b
7.51. Issue Safety Alerts	*									2b
7.52. Divert Advisories										-
7.53. Request for Information from Non-ATC Agencies										-
7.54. Aircraft Conducting Unusual Maneuvers										-
7.55. Single Frequency Approaches										-
7.56. Minimum Distance without Final Clearance										-
7.57. VFR-on-Top Operations										-
7.58. Issue Missed Approach/Climb-Out Instructions	*									2b
7.59. Issue Breakout Instructions	*									2b
7.60. Control Vehicles, Equipment and Personnel*										2b
7.61. NAVAID Malfunction Procedures	*									-
7.62. Determine Aircraft Position on Airfield										2b
7.63. Use of Active Runways										2b
7.64. Runway Selection Procedures										A

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.65. Issue Takeoff/Landing Clearances										2b
7.66. Cancel Takeoff/Landing Clearances										2b
7.67. Issue Landing Information	*									2b
7.68. Landing Clearance without Visual Observation										A
7.69. Issue Restricted Low Approaches										2b
7.70. Issue Altimeter Setting	*									2b
7.71. Transfer of Position Responsibility	*									2b
7.72. Pre-Duty Familiarization Procedures	*									A
7.73. Apply Visual Separation	*									2b
7.74. Coordinate Aircraft Movement	*									2b
7.75. Apply Wake Turbulence Separation	*									2b
7.76. Issue Wake Turbulence Cautionary Advisories	*									2b
7.77. Intersecting Runway Operations										-
7.78. Issue Runway Exiting Instructions										2b
7.79. Sequence Aircraft*	*									2b
7.80. Separate Aircraft*	*									2b
7.81. Simulated Flameout (SFO) Approaches/Emergency Landing Pattern (ELP) Operations/ Precautionary Flameout (PFO)										B
7.82. Control Formation Flights	*									2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.83. Control Helicopter Operations	*									2b
7.84. Control VFR Transitions	*									2b
7.85. Issue Departure Procedures/Standard Terminal Arrivals (STAR)/Standard Instrument Departure (SID) Procedures										2b
7.86. Issue Line Up and Wait Instructions										2b
7.87. Issue Go-Around Instructions										2b
7.88. Control Simultaneous Operations										2b
7.89. Control Opposite Direction Operations	*									2b
7.90. Issue Departure Information										2b
7.91. Issue Departure Control Instructions										2b
7.92. Reduced Same Runway Separation										-
7.93. Control Taxi Operations*										2b
7.94. IFR Clearance Data										B
7.95. Formulate/Issue Departure Clearances										1a
7.96. Issue Amendments to Clearances										-
7.97. Issue Departure Restrictions, Clearance Void Times, Hold for Release Times and Release Times										2b
7.98. VFR Release of IFR Aircraft										-
7.99. Control Visual Approaches										2b
7.100. Circling Approaches										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.101. Final Approach Abnormalities										-
7.102. Conduct Basic Radar Service to VFR Aircraft										2b
7.103. Electronic Attack (EA) Activity	*									-
7.104. Conduct Radar Identification Procedures										2b
7.105. Conduct Handoff Procedures										2b
7.106. Conduct Point-Out Procedures										2b
7.107. Confirm Aircraft Identification										2b
7.108. Terminate Radar Service										2b
7.109. Vector Aircraft										2b
7.110. Nonparticipating Aircraft and Special Use/ATC Assigned Airspace (ATCAA)										-
7.111. Obstruction Separation										-
7.112. Separate Aircraft from Adjacent Airspace										2b
7.113. Edge of Scope Separation										-
7.114. Conduct Altitude Verification Procedures										2b
7.115. Issue Holding Instructions										2b
7.116. Holding Pattern Surveillance										-
7.117. Issue Approach/Arrival Information										2b
7.118. Issue Approach Clearance										2b
7.119. Issue Arrival Instructions										2b
7.120. Control Instrument Approaches										2b

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.121. VFR Practice Approaches										-
7.122. Radar Approaches										-
7.123. Control Radar Departures										2b
7.124. Control Successive/Simultaneous Departures										2b
7.125. Parallel/Non-Intersecting/Diverging Runways										B
7.126. No-Gyro Procedures										-
7.127. Position Advisories										-
7.128. Control Successive Approaches										2b
7.129. Validate Mode C Readouts										2b
7.130. Altitude Reservations (ALTRV)										-
7.131. Conduct Final Approach Course Intercept Procedures										2b
7.132. Apply Merging Target Procedures										2b
7.133. Speed Adjustments										-
7.134. Lowest Useable Flight Levels										-
7.135. Flight Inspection	*									-
7.136. Aircraft Carrying Dangerous Materials										-
7.137. Minimum Interval Takeoff (MITO)/Nonstandard Formation/Cell Operations										-
7.138. Military Authority Assumes Responsibility for Separation of Aircraft (MARSA) Operations										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
7.139. Search and Rescue										A
7.140. Law Enforcement Operations										A
7.141. Med Evac/Air Evac/HOSP Operations	*									A
7.142. Traffic Management Unit (TMU) Procedures										-
7.143. Apply Duty Priority	*									2b
7.144. Apply Operational Priority	*									2b
7.145. Unmanned Aircraft System (UAS)	*									A
7.146. Military Aerial Refueling Operations										-
7.147. Emergency Security Control of Air Traffic (ESCAT) Procedures	*									-
7.148. Tactical Arrival/Departure Procedures										-
8. NON-RADAR PROCEDURES										
TR: DAFMAN 13-204v3, FAAO JO 7110.65										
8.1. Non-Radar Principles										A
8.2. Initial Separation of Successive Departing Aircraft										-
8.3. Initial Separation of Departing/Arriving Aircraft										-
8.4. Longitudinal Separation										-
8.5. Lateral Separation										-
8.6. Vertical Separation										-
8.7. Altitude Assignment Procedures										-
8.8. Altitude Confirmation Procedures										-
8.9. Route Assignment Procedures										-

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
8.10. Protected Airspace Procedures										-
8.11. Radar Approaches in a Non-radar Environment										-
8.12. Timed Approaches										-
8.13. Position Reporting Procedures										-
9. PRECISION (PAR)/SURVEILLANCE (ASR) APPROACH RADAR PROCEDURES TR: DAFMAN 13-204v3, FAAO JO 7110.65, AIM										
9.1. Communications Check										-
9.2. Lost Communications										-
9.3. Transmission Acknowledgement										-
9.4. Distance from Touchdown										-
9.5. Altitude Information										-
9.6. Glidepath Notification										-
9.7. Descent Notification/Instructions										-
9.8. Course Guidance										-
9.9. Glidepath Information										-
9.10. Trend Information										-
9.11. Visual Reference Report										-
9.12. Elevation Failure Procedures										-
9.13. Approach Guidance Termination										-
9.14. Decision Height										-
9.15. Radar Final Position Advisories										-
9.16. PAR for Approach Monitoring										-
10. CREW RESOURCE MANAGEMENT (CRM) TR: FAAO JO 7110.65, ATC CRM IP										

1. Tasks, Knowledge and References	2.Core Tasks	3. Certification for On-the-Job Training (OJT)								4. 3-Level
		Tower				Radar				
		TSD	TCD	Trainee	Trainer	TSD	TCD	Trainee	Trainer	
10.1. CRM Terminology	*									A
10.2. Application of CRM Principles*	*									-
11. DOD ATC CONTINGENCY/COMBAT OPERATIONS TR: AFMAN 13-204v3, AFTTP 3-4.13v2, Contingency Airfield Operations										
11.1. ATC Combat Readiness Requirements*	*									-
Transcribe records IAW DAFMAN 13-204v3 paragraph 9.6.9										

7-Level Craftsman STS - Online

Note: STS is for certifying tasks contained in the ATC Craftsman (7-Level) myLearning course. Due to the creation of a hybrid (online/in-person) 7-level course, task items are marked as obsolete and effective as of a future date to be determined (TBD) based on funding for the hybrid course. As of the future determined date, leave the obsolete items blank and fill-in only the new effective task items that will be trained. If a task item states that it is “Obsolete/Deleted on a date TBD” then it is a current training task item.

ATC CRAFTSMAN (7-LEVEL) TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATIONS				7-LVL
	TSD	TCD	Trainee Initials	Trainer Initials	
1. AOF STRUCTURE TR: DAFMAN13-204v1, DAFMAN 13-204v3					
1.1. ATC Supervision Chain					B
1.2. ATC Management Responsibilities					B
1.3. MAJCOM/Higher Headquarters (HHQ) Roles					B
2. FACILITY OPERATIONS TR: AFI 10-201, AFI 11-208 (I), AFMAN 11-225 (I), DAFMAN 13-204v1, DAFMAN 13-204v3, FAAO JO 7110.65, FAAO 8200.1					
2.1. Local Operating Procedures					B
2.2. Ready Reference File Information					B
2.3. Recorder Procedures					B
2.4. Notice to Airmen/Air Missions (NOTAM) Procedures					B
2.5. Facility Security					B
2.6. Air Traffic Control and Landing Systems (ATCALS) Procedures					B
2.7. Equipment Outage Procedures					B

2.8. ATC Forms					B
2.9. Facility Manning Requirements					B
2.10. Unit Manpower Document (UMD) Obsolete/Deleted on a date TBD					B
2.10. Flight Check Operating Procedures Effective on a date TBD					B
2.11. Unit Personnel Management Roster (UPMR) Obsolete/Deleted on a date TBD					B
2.12. Air Force Readiness Reporting Obsolete/Deleted on a date TBD					B
2.13. Flight Check Operating Procedures Obsolete/Deleted on a date TBD					B
3. TRAINING PROGRAMS TR: DAFMAN 36-2689; DAFMAN 13-204v3, AFECD					
3.1. ATC Training Concepts and Procedures Obsolete/Deleted on a date TBD					B
3.2. Procedures for Award of SEIs, Skill Levels and AFSC, and Special Duty Assignment Pay (SDAP) Obsolete/Deleted on a date TBD					B
3.3. AFSC Withdrawal and Reclassification Determination/Process Obsolete/Deleted on a date TBD					B
3.4. Training Review Board (TRB) Procedures Obsolete/Deleted on a date TBD					B
4. CREW SUPERVISION TR: AFMAN 11-290, AFI 91-202, DAFI 91-204, DAFMAN 13-204v3, DAFMAN 48-123, FAAO JO 7110.65, ATCCRM IP, ACPD 91-2					
4.1. Watch Supervisor Requirements					B
4.2. Watch Supervisor Authority, Duties and Responsibilities					B
4.3. Crew/Facility Relief Procedures					B
4.4. Newcomer's Indoctrination Procedures Obsolete/Deleted on a date TBD					B
4.5. Duties Not to Include Controlling (DNIC) Procedures					B

4.6. Controller Proficiency Requirements					B
4.7. Crew Resource Management (CRM)					B
4.8. Personnel Safety					B
5. QUALITY ASSURANCE TR: AFI 90-201, DAFMAN 13-204v1, DAFMAN 13-204v3, FAAO 7220.1, Title 14 CFR Part 65 Subpart A & B					
5.1. Air Traffic Control Certification Process					B
5.2. Controller Suspensions, Revocations, and Special Evaluation Procedures					B
5.3. Facility Evaluation Procedures					B
5.4. AF Quality Assurance Programs and Procedures					B
5.5. Airfield Operations Board (AOB)					B
5.6. Specialty Training Requirements Team (STRT) Effective on a date TBD					B
6. EMERGENCY PROCEDURES TR: AFI 91-202, DAFMAN 13-204v1, DAFMAN 13-204v3, AF Form 651, FAAO JO 7110.65, FAAO 7210.633, AIM					
6.1. Hazardous Air Traffic Report (HATR) Procedures					B
6.2. Military Facility Deviation (MFD) Procedures Obsolete/Deleted on a date TBD					B
6.2. CMAV/Runway Incursion Effective on a date TBD					B
6.3. Emergency/Contingency Procedures Obsolete/Deleted on a date TBD					B
6.3. Emergency/Checklists/Contingency Procedures Effective on a date TBD					B
6.4. Mishap Prevention and Reporting Procedures					B

6.5. Emergency Checklists Obsolete/Deleted on a date TBD					B
6.6. Mid-air Collision Avoidance Program (MACA) Obsolete/Deleted on a date TBD					B
7. WARTIME AIR TRAFFIC CONTROL TR: AFI 10-403, DAFI 10-401, DAFMAN 13-217, Aeronautical Information Manuel, AFI 11-235, AFMAN 15-111, TSPWG 3-260-03.02-19, FAAO 7110.65, AFTTP 3-4.7, AFTTP 3-4.13V2, AFPAM 32-2004, AFTTP 3-4.4, Joint Operation Planning Process for Air (JOPPA) Handbook, Joint Publication 3-09, FM 3-09, Small Unmanned Aircraft System Handbook, AFDP 3-0					
7.1. Deployable ATCALS (DATCALS)					B
7.2. Unit Type Codes (UTC)					B
7.3. Mobility Terms					B
7.4. Concept of Air and Space Expeditionary Force (AEF) as it Relates to Air Traffic Control					B
7.5. AEF UTC Reporting Tool (ART) Obsolete/Deleted on a date TBD					B
7.5. Deliberate and Crisis Action and Planning Execution Segment (DCAPES) Effective on a date TBD					B
7.6. Deployment Funding Effective on a date TBD					B
7.7. LZC/LZSO Personnel Roles and Responsibilities Effective on a date TBD					B
7.8. Supervision and Management of LZC Personnel Effective on a date TBD					B
7.9. Surveys and Airfield Products Effective on a date TBD					B
7.10. Military, Joint Use, and Joint Fire Airspace Effective on a date TBD					B
7.11. Requirements and Coordination for Drop Zone and Specialized Fueling Operations on LZs/Airfields Effective on a date TBD					B
7.12. Control Point (CP) Selection, Set-up, and Procedures Effective on a date TBD					B

7.13. Night Vision Devices (NVD) for LZC Operations Effective on a date TBD					B
7.14. Light Gun Procedures, and Overt/Covert Signaling Devices Effective on a date TBD					B
7.15. LZ Reference Checkpoint Charts Effective on a date TBD					B
7.16. Deviations from LZ Surveys Effective on a date TBD					B
7.17. LZ Distress Conditions Effective on a date TBD					B
7.18. Modified Markings, Displacements, and/or Movement Area Offset Requirements Effective on a date TBD					B
7.19. ATC Radio Phraseology and Utilization of Multi-Service Brevity Codes Effective on a date TBD					B
7.20. Coordination of Emergency Services and Procedures Effective on a date TBD					B
7.21. ATC Planning, De-confliction Coordination, and Execution of LZ/Austere Airfield Control Effective on a date TBD					B
7.22. Coordinating Joint Fire Support Operations Effective on a date TBD					B
7.23. Release and/or Recovery Approval Small Unmanned Aircraft System (sUAS) and/or Unmanned Aircraft System (UAS) Operations inside Terminal Airspace Effective on a date TBD					B
7.24. Procedures for Movement to/from Forward Arming and Refueling Point (FARP), Loiter and De-arm/Re-arm Areas Effective on a date TBD					B
7.25. Transfer of Aircraft Control Effective on a date TBD					B

7-Level Craftsman STS – In-Residence

Note: STS is for certifying tasks contained in the ATC Craftsman (7-Level) in-residence course. After the course funding is secured, the course start date is TBD in FY 2025. Once the controller has attended the course, STS items can be signed off by a trainer.

ATC CRAFTSMAN (7-LEVEL) TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATIONS				7-LVL
	TSD	TCD	Trainee Initials	Trainer Initials	
1. ROLES AND RESPONSIBILITIES					
1.1. Differences in Duties					B
1.2. Exercising Positional Authority					B
1.3. Group Dynamics					B
1.4. Civilian Management Rules and Regulations					B
1.5. Recognizing Airman					B
1.6. AOF Structure and Higher Headquarters (HHQ)					B
1.7. Emerging Technology					B
2. AIRMAN LEADERSHIP QUALITIES					
2.1. Definition of Leadership					B
2.2. Emotional Intelligence					B
2.3. Leadership vs. Management					B
2.4. Critical Thinking, Problem Solving, and Listening					B

2.5. Managing Yourself					B
2.6. Social Media Etiquette					B
3. ORGANIZATIONAL STRUCTURE					
3.1. Definition of Culture					B
3.2. Understanding the Mission					B
3.3. Profession of Arms					B
4. TRAINING PROGRAM					
4.1. Leading the Training Program					B
5. FUNDING AND BUDGETING					
5.1. Resource Advisor Duties					B
5.2. Base Funding					B
6. ATC MENTAL HEALTH AND RESILIENCE					
6.1. Education and Training					B
6.2. Preventative Mental Health and Practicing Self-Care					B
6.3. Building Trust					B
6.4. Growing and Strengthening Relationships					B
6.5. Organizational Stressors and Toxic Leadership/Environment					B
6.6. ATC Specific Stressors and Triggers					B

6.7. DNIC and Medical Treatment					B
6.8. Empathy and Story Sharing					B
6.9. Suicide					B
6.10. Resources					B
7. STRATEGIC WARFIGHTER/OPERATIONAL REQUIREMENTS					
7.1. Strategic Documents – National Defense Strategy					B
7.2. Airfield as a Weapon System/Power Projection Platform					B
7.3. USAF Multi-Capable Airman (MCA)					B
7.4. MCA in the Airfield Operations Domain					B
7.5. ATC Agile Combat Employment					B
7.6. Joint and Coalition Partnerships					B
7.7. Linking Operational Requirements to Airman's Foundational Competencies					B
7.8. AFDP-1 and Operational Imperatives					B
8. PRACTICAL REVIEW EXERCISES					B

Section B - Course Objective List

This area is reserved.

Section C – Support Materials

7. Support Documents:

Document	Duty Position	Developer
STS	Air Traffic Control Specialist, Tower/RAPCON	HQ AFFSA

8. Training Publications. DAFMAN 13-204v3, outlines policies, procedures and responsibilities for training publications as OJT support materials. These support materials provide effective management devices for training and evaluation feedback of the entire training program.

Section D - Training Course Index

9. Training Course References. This section of the CFETP identifies training courses available for the specialties and shows how the courses are used by each MAJCOM in their career field training programs. Refer to ETCA website for further details.

Table 10.1. Required Courses

Course Number	Course Title	Location
E3ABR1C131	ATC Apprentice	Keesler AFB
AFTC 3F2X1 001	ATC Training Course	Duty Location
E6ACW1C171	ATC Craftsman (7-skill level)	Duty Location
E3AZR1C191	ATC Chief Controller	Keesler AFB

Table 10.2. Recommended Courses

Course Number	Course Title	Location
E3OZR13M3	Military Airspace Management	Keesler AFB
E5AZG1C171	Introduction to US Air Force Flight Procedures	Oklahoma City
ACC AOCIQTASP	Air Operations Center Airspace Course	Hurlburt Field
E3AZR1C171	Airfield Operations Systems Specialist	Keesler AFB
LZO	Landing Zone Operations	Scott AFB

10. Air University Courses. CDCs are not available for this AFSC.

Section E - MAJCOM Unique Requirements. MAJCOMS will identify MAJCOM specific requirements in the appropriate DAFMAN 13-204v3 supplement.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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1C1X1 Career Field Manager