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***AREA CONTROL CENTER PERSONNEL
TRAINING AND CERTIFICATION***

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This instruction implements and extends guidance from AFI 13-201, *Air Force Airspace Management*, dated 21 September 2001. This instruction establishes standard procedures for the training and certification of personnel for operational positions within the Area Control Center (ACC). It excludes 30th Space Wing (30 SW) Aerospace Surveillance Officer (ASO) and Aerospace Control Officer (ACO) by authorization from the 30 SW Commander (30 SW/CC). This instruction applies to Range Operations and Maintenance personnel to the extent specified in the current contract, which will in the event of conflict, take precedence over this publication. Refer recommended changes and questions about this supplement to 2 ROPS/DON, 1602 California Blvd, Suite 146, VAFB CA 93437-5233 using AF Form 847, **Recommendation for Change of Publications**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

SUMMARY OF CHANGES

This revision incorporates the following changes: Throughout the document, 30 RANS has been changed to 2 ROPS. "Area Control Center" has been added; (paragraph 1.1.); "and ASO" has been added (paragraph 1.2.); (paragraphs 1.3.1. and 1.3.2.) have been added and numbering has been updated; "The Aeronautical Operations/Aeronautical Control Officer" has been changed to "The Aeronautical Operations Control Officer/Aerospace Control Officer (AOCO/ACO)" (paragraph 1.4.); "AOCO" has been added and the first two sentences have been combined into one (paragraph 2.1.); numbering has been changed, any references to Plotboard Controllers have been removed, (paragraph 2.1.-2.7); removed (paragraph 2.7.); "30 SW Commander" has been changed to "30 SW/CC" (paragraph 3.1.); "the" has been removed; "Aeronautical Operations Control Officer (AOCO) or Aeronautical Control Officer (ACO)" has been changed to "AOCO/ACO" (paragraph 3.3.); first two sentences have been combined; "Precision Surface Plotter" has been removed (paragraph 4.1.); "are the same as for the AC position" has been changed to "pertain to maritime operations" (paragraph 4.3.); (paragraph 4.4.), "three" has been changed to "two" (paragraph 4.4.); "five work days in advance of" has been changed to "five duty days prior to" (paragraph

5.2.); “four” has been changed to “three” and “5 work days in advance of” has been changed to “five duty days prior to” (paragraph 5.3.); “may” has been changed to “will” (paragraph 5.3.1.); first sentence has been reworded (paragraph 5.4.); “semi-annual” has been removed (paragraph 5.5.); “missile” has been changed to “launch” (paragraph 6.1.); “missile” has been changed to “launch” (paragraph 6.2.); “Surface and Air Surveillance Controller” has been changed to “Surface Area Surveillance Controller” (paragraph 6.3.); has been removed and numbering has been updated (paragraph 6.4.); “work days in advance of” has been changed to “duty days prior to” (paragraph 6.5.); “Form Prescribed” has been changed to “Prescribed and Adopted Forms” (paragraph 7.); “30 SW 5636, **Area Control Center Personnel Training and Certification**” is prescribed form (paragraph 7.1.); “AF Form 847, **Recommendation for Change of Publications**” added as adopted form (paragraph 7.2.); Approval Authority has been updated; AFI 13-201, *Air Force Airspace Management* has been added as a reference; “Aeronautical Control Officer” has been changed to “Aerospace Control Officer”; “PBC—Plotboard Controller” has been removed; “PSP—Precision Surface Plotter” has been removed; “SAS—Surface and Air Surveillance Controller” has been changed to “SASC—Surface Area Surveillance Controller”; “Operations” has been added; Aerospace Surveillance Officer definition has been reworded; “Aeronautical Operations/Aeronautical Officer” has been changed to “Aeronautical Operations/Aerospace Control Officer” in **Attachment 1**; 30 SW Form 5636 has been added **Attachment 2**. A bar (|) indicates a revision from the previous edition.

1. Responsibilities:

- 1.1. The Commander, 30th Operations Group (30 OG/CC) is the final reviewing authority for Military Radar Unit (MRU) initial certification and annual evaluations of Area Control Center (ACC) and Aerospace Surveillance Officer (ASO) personnel for all operational positions.
- 1.2. The Commander, 2d Range Operations Squadron (2 ROPS/CC) is the endorser for MRU initial certifications and annual evaluations of ACC and ASO personnel for all operational positions within the ACC.
- 1.3. The Aerospace Surveillance Officer (ASO):
 - 1.3.1. 2 ROPS/DON civilians are responsible for being ASO qualified.
 - 1.3.2. 2 ROPS military personnel assigned to the Airspace and Offshore Management Flight (2 ROPS/DON) are qualified after completing contractor provided training for the Surface Area Surveillance (SAS).
 - 1.3.3. Performs initial and annual evaluations based upon periodic observation of the controllers.
 - 1.3.4. May suspend or cancel controller certification if the controller is not performing at a satisfactory level.
- 1.4. The Aeronautical Operations Control Officer/Aerospace Control Officer (AOCO/ACO) monitors and directs ACC activities during aerospace operations and launches.
- 1.5. The ACC Supervisor:
 - 1.5.1. Establishes and maintains the training program required for certification in this instruction.
 - 1.5.2. Ensures timely submission of certification/evaluation documents and notifications for all proposed controller certifications, evaluations, or decertifications (paragraph 6.).

1.5.3. Shall meet the certification criteria and currency requirements for all ACC positions per this instruction.

2. Area Control Center Positions:

2.1. The Duty Air Controller (DAC) conducts daily coordination and control of Vandenberg restricted airspace and offshore warning areas and coordinates ACC activities during test operations. Augmentees shall not be assigned to this position. The DAC shall be a certified Air Controller. The DAC is responsible for providing information to the AOCO/ACO during operations. The DAC is operationally responsible to the AOCO/ACO during aeronautical operations and missile operations.

2.2. The Air Controller is specifically trained and certified to control aircraft by using radar and communications equipment while conforming to United States Air Force (USAF), Department of Defense (DoD), and Federal Aviation Administration (FAA) regulations, directives, and procedures. The following ACC positions require certification as an Air Controller and all are responsible to the DAC:

2.2.1. The Aircraft Controller (AC) is assigned to a manual or automated radar display, providing command and control directions or flight following information to aircraft.

2.2.2. The Surveillance Controller (SC) is assigned to observe airspace using radar display systems, or other means, to detect and track aircraft which may enter assigned airspace during an operation.

2.3. The Surface Area Surveillance Controller (SASC) detects and plots surface contacts.

3. General Policies:

3.1. DoD Directive 3200.11, *Major Range and Test Facility Base—Summary of Capability*, defines 30 SW/CC responsibilities for range clearance and surveillance. FAA Order 7610.4, *Special Military Operations*, authorizes a Military Radar Unit (MRU) to provide command and control instructions to participating aircraft within airspace released by the appropriate air traffic control (ATC) facility. To fulfill these obligations, 30 SW requires personnel who coordinate and control aircraft and ship operations from the ACC to be properly trained and certified. Therefore, 30 SW maintains established standards of training and certification of ACC personnel. The 30 SW ASO will ensure compliance with these standards.

3.2. The mission of the ACC is to furnish technical support and command/control actions necessary to ensure all uprange airspace and ocean operating area activities are coordinated. As a certified Military Radar Unit, this is done according to regulations, inter-agency agreements, directives, and instructions. The purpose of training and certification is to ensure ACC personnel are knowledgeable of current practices and policies and maintain a satisfactory level of proficiency.

3.3. ACC operations performance and routine day-to-day controlling/monitoring will be provided by the AOCO/ACO. Evaluation of compliance with government regulations, directives, operating instructions, and inter-agency agreements will be monitored by the ASO.

4. Training Requirements:

4.1. The three certified positions within the ACC are, Duty Air Controller, Air Controller, and Surface Area Surveillance Controller. An individual assigned to train as DAC, Air Controller, or Air Control-

ler Augmentee, shall be a graduate of an appropriate civil or military air traffic control school or military air intercept/weapons controller school.

4.2. Air Controller training includes:

4.2.1. Local air traffic control (ATC) and inter-range airspace procedures.

4.2.2. 30 SW airspace and surface procedures.

4.2.3. Applicable USAF, 30 SW, 30 OG, 2 ROPS, and FAA regulations, instructions, and agreements required to successfully complete the assigned operational mission.

4.3. Surface Area Surveillance Controller training requirements pertain to maritime operations.

4.4. Duty Air Controllers must meet all training requirements for the other two ACC operational positions.

4.5. Personnel in training for any of the ACC operational positions must be under the direct supervision of an individual certified for that position.

5. Certification Procedures:

5.1. Initial certification is accomplished by:

5.1.1. Meeting the training requirements for the ACC position as outlined in paragraph 4.

5.1.2. Successful completion of the appropriate training within 90 days (60 day extensions may be requested by a memorandum to the ASO from the ACC supervisor).

5.1.3. Successful completion of an evaluation administered by the ASO.

5.2. The ACC supervisor will notify the ASO five duty days prior to the evaluation. The evaluation shall be documented on 30 SW Form 5636, **Area Control Center Personnel Training and Certification**. The ASO will assess each individual's performance as documented in the 30 SW Form 5636 and by personal observation. The completed form shall be forwarded to 2 ROPS/CC and 30 OG/CC for coordination and review.

5.3. Annual evaluations shall be completed by the last day of the month following the anniversary date of the previous evaluation for the three identified ACC operational positions. The ACC supervisor will notify the ASO five duty days prior to the proposed date of the evaluation. The evaluation shall be documented on a 30 SW Form 5636. The ASO will assess each individual's performance as documented in the 30 SW Form 5636 and by personal observation. The completed form shall be forwarded to 2 ROPS/CC and 30 OG/CC for review and coordination.

5.3.1. If at any time a controller is unable to maintain a satisfactory performance level, the applicable certification will be revoked, and the controller shall accomplish training as deemed appropriate by the ACC supervisor and the ASO. When retraining has been successfully completed, the controller will be evaluated by the ASO.

5.4. A 30 SW Form 5636 shall be submitted semi-annually (June and December), by the ACC supervisor to the ASO, to ensure each individual meets minimum currency requirements as set forth in paragraph 6.

5.5. All 30 SW Forms 5636s showing the number of operations performed at each position, for each controller, may be requested by the ASO prior to the evaluation.

6. Annual Minimum Currency Requirements:

- 6.1. Duty Air Controller: Perform positional duties four times during flight tests or launch operations.
- 6.2. Air Controller: Perform active control duties in support of ten flight tests or associated flight tests for launch operations.
- 6.3. Surface Area Surveillance Controller: Actively observe surface contacts at least ten times during actual or simulated launch operations.
- 6.4. In the event minimum currency is not maintained for any of the positions listed, the individual shall be considered unqualified to perform the duties for that position without direct supervision. The individual shall be considered re-qualified upon successful completion of an evaluation which has been reviewed and approved by the ASO. The ACC supervisor will notify the ASO five duty days prior to the proposed date of the evaluation. The evaluation shall be documented on 30 SW Form 5636. The ASO will assess each individual's performance as documented in the 30 SW Form 5636 and by personal observation.

7. Prescribed and Adopted Forms:

- 7.1. Prescribed Form:
 - 7.1.1. 30 SW Form 5636, **Area Control Center Personnel Training and Certification.**
- 7.2. Adopted Form:
 - 7.2.1. AF Form 847, **Recommendation for Change of Publications.**

JACK WEINSTEIN, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 13-201, *Air Force Airspace Management*

DoD Directive 3200.11, *Major Range and Test Facility Base--Summary of Capability*

Federal Aviation Administration Handbook 7610.4, *Special Military Operations*

Abbreviations and Acronyms

AC—Aircraft Controller

ACC—Area Control Center

ACO—Aerospace Control Officer

AOCO—Aeronautical Operations Control Officer

ASO—Aerospace Surveillance Officer

ATC—Air Traffic Control

DAC—Duty Air Controller

DoD—Department of Defense

FAA—Federal Aviation Administration

MRU—Military Radar Unit

SASC—Surface Area Surveillance Controller

SC—Surveillance Controller

USAF—United States Air Force

Terms

Area Control Center—Section of the Western Range Operations Control Center that exercises command and control of Western Range assets and ensures area clearance during hazardous operations.

Aerospace Surveillance Officer—2 ROPS/DON personnel qualified to perform duties in the ACC, due to attendance at an Air Force Air Control/Air Traffic Control School or trained in Surface Areas Surveillance; designated as quality assurance evaluators.

Aeronautical Operations/Aerospace Control Officer—2 ROPS personnel responsible to ensure hazard area clearance and aeronautical safety.

Military Radar Unit—A certified facility that provides surveillance and command and control in designated special use airspace.

Attachment 2

EXAMPLE 30 SW FORM 5636

Figure A2.1.

AREA CONTROL CENTER PERSONNEL TRAINING AND CERTIFICATION											
1. AREA CONTROL CENTER EVALUATION FOR _____											
<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL (Check One)											
<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th Qtr (Check One) _____ (Yr)											
OPERATIONAL POSITION	OP NO.	DATE	OP NO.	DATE	OP NO.	DATE	OP NO.	DATE	OP NO.	DATE	
1. DAC											
2. AIRCRAFT CONTROLLER											
3. SURVEILLANCE CONTROLLER											
4. PLOTBOARD CONTROLLER											
5. SURFACE/AIR SURVEILLANCE											
6. PRECISION SURFACE PLOTTER											
II. REQUEST FOR EVALUATION											
I CERTIFY THAT THE INDIVIDUAL NAMED IN SECTION I MEETS ALL THE REQUIREMENTS FOR A _____ EVALUATION.											
SIGNATURE								DATE			
III. EVALUATOR'S OBSERVATION OF AREA CONTROL CENTER PERSONNEL PERFORMANCE											
PERFORMANCE RATING											
TASKS (USE * TO SHOW CRITICAL TASKS)	GRADE			TASKS (USE * TO SHOW CRITICAL TASKS)	GRADE						
	S	U	NOT OBS		S	U	NOT OBS				
1. OPERATIONS PLANNING				11. WEATHER INFORMATION							
2. BRIEFINGS/DEBRIEFINGS				12. AIRCRAFT EMERGENCY/SEARCH AND RESCUE (SAR) PROCEDURES*							
3. COORDINATION				13. DECISION MAKING							
4. EQUIPMENT SETUP/CHECKOUT/STATUS REPORTING				14. SAFETY OF FLIGHT*							
5. CONSOLE OPERATIONS AND DISPLAYS				15. HANDOFF PROCEDURES							
6. COMMUNICATIONS SELECTION AND USE				16. RADAR IDENTIFICATION							
7. CLASSIFIED/COMMUNICATIONS SECURITY (COMSEC) PROCEDURES*				17. SITUATION INFORMATION*							
8. RADIO/TELEPHONE (R/T) COMMUNICATIONS PROCEDURES				18. AIR-TO-AIR MISSION POSITIONING							
9. DOCUMENTATION				19. AIR REFUELING MISSION POSITIONING*							
10. CHECKLIST/DISPLAYS				20. PROFESSIONALISM							
21. MISSION DESCRIPTION											

Figure A2.2. Example 30 SW Form 5636 Reverse

EVALUATOR'S COMMENTS				
1. DISCREPANCIES AREA				
2. RECOMMENDED ADDITIONAL TRAINING/CORRECTIVE ACTIONS				
3. ADDITIONAL COMMENTS/RESTRICTIONS				
30 SW AEROSPACE SURVEILLANCE OFFICER NAME/GRADE		SIGNATURE		DATE
REVIEWING OFFICER'S REMARKS				
4. 2 ROPS/CC REMARKS				
5. 30 OG/CC REMARKS				
QUALIFICATION DATA				
OVERALL		RESTRICTION (EXPLAIN IN COMMENTS)	ADDITIONAL TRAINING	
<input type="checkbox"/> QUALIFIED	<input type="checkbox"/> UNQUALIFIED	<input type="checkbox"/> YES	DATE ADDITIONAL TRAINING COMPLETED-	
EXPIRATION OF QUALIFICATION		<input type="checkbox"/> NO	CERTIFICATION OF ADDITIONAL TRAINING COMPLETED	
CERTIFICATION				
TYPED NAME AND GRADE	ORGANIZATION	CHECK ONE		SIGNATURE
		CONCUR	DO NOT CONCUR	
	2 ROPS/CC	<input type="checkbox"/>	<input type="checkbox"/>	
	30 OG/CC	<input type="checkbox"/>	<input type="checkbox"/>	
I CERTIFY THAT I HAVE BEEN BRIEFED AND UNDERSTAND THE ACTION BEING TAKEN.				
DATE	TYPED NAME OF EXAMINEE			SIGNATURE