

# CHAPTER 2



## AIR TRAFFIC CONTROLLER (AC)

NAVPERS 18068-2H  
Change 93

Updated: January 2023

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AIR TRAFFIC CONTROLLER (AC)



SCOPE OF RATING

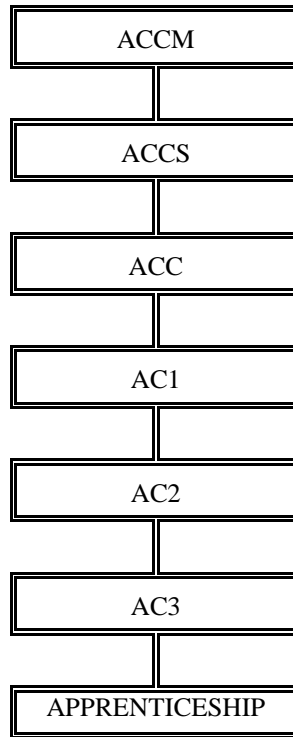
Air Traffic Controllers (AC) provide Air Traffic Control (ATC) services at aviation towers, ashore and fleet radar facilities, and air operations offices world-wide; operate radio communication systems, and visual landing aids; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); operate surveillance radar, precision radar, data link approach systems, Identification Friend or Foe (IFF) equipment, and other ATC gear; respond to emergency air traffic situations; maintain current flight planning information and reference materials; and assist pilots in the preparation and processing of flight plans.

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This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) in Chapter 2.

## GENERAL INFORMATION

### CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

### SAFETY

**The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.**

**Job Title****Air Traffic Controller****Job Code****001307****Job Family**Transportation and  
Material Moving**NOC**

TBD

**Short Title (30 Characters)**

AIR TRAFFIC CONTROLLER

**Short Title (14 Characters)**

AIR TRAF CNTLR

**Pay Plan**

Enlisted

**Career Field**

AC

**Other Relationships and Rules**

NEC FXXX Series and other NECs as assigned

**Job Description**

Air Traffic Controllers (AC) play a key role in the effective use of Naval airpower throughout the world in operational and training environments; provide separation between aircraft operating in the system; organize and expedite the flow of traffic operating to and from airfields and the decks of Naval ships using radio, radar, and lighting systems; control the movement of aircraft and vehicles on airfields; and issue instructions to pilots.

**DoD Relationship****Group Title**

Air Traffic Control

**DoD Code**

122200

**O\*NET Relationship****Occupation Title**

Air Traffic Controllers

**SOC Code**

53-2021.00

**Job Family**Transportation and Material  
Moving**Skills***Coordination**Speaking**Critical Thinking**Management of Material Resources**Monitoring**Complex Problem Solving**Judgment and Decision Making**Writing**Management of Personnel Resources**Quality Control Analysis***Abilities***Deductive Reasoning**Oral Expression**Written Comprehension**Speech Clarity**Inductive Reasoning**Written Expression**Problem Sensitivity**Time Sharing**Manual Dexterity**Control Precision***FLIGHT PLANNING AND OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Coordinate Distinguished Visitor (DV) movements

E4

CORE

File squadron flight schedules

E4

CORE

Initiate overdue aircraft actions

E4

CORE

Input Notices To Air Mission (NOTAM)

E4

CORE

Process aircraft movement messages

E4

CORE

Process flight plans

E4

CORE

Supervise flight planning

**CONTROL TOWER OPERATIONS****Paygrade****Task Type****Task Statements**

E4

CORE

Conduct runway visual scans

E4

CORE

Control aircraft movements on airfields

E4

CORE

Control vehicles on airfields

E4

CORE

Control visual landing aides, airport lighting, and lighting systems

E4

CORE

Coordinate arresting gear operations

E4

CORE

Coordinate runway use

E5

CORE

Determine assigned runway use

E5

CORE

Log daily airfield inspections

E4

CORE

Perform tower visibility observation

### CONTROL TOWER OPERATIONS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Separate aircraft in tower jurisdiction
E5	CORE	Sequence aircraft in tower jurisdiction

### EMERGENCY OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Activate airfield emergency alarms
E5	CORE	Assist Search and Rescue (SAR) operations
E4	CORE	Control aircraft experiencing emergencies
E4	CORE	Direct vehicles to emergency sites
E5	CORE	Log aircraft emergencies
E4	CORE	Operate portable radio communication equipment
E4	CORE	Test emergency alarms

### GENERAL OPERATING PROCEDURES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Brief pilots on local course rules
E6	CORE	Brief watch teams
E4	CORE	Comply with Electronic Emission Control (EMCON) and Hazards of Electromagnetic Radiation to Ordnance (HERO) plans
E5	NON-CORE	Conduct mobile airfield site surveys
E4	CORE	Control aircraft in holding pattern
E5	CORE	Control special handling aircraft evolutions
E7	CORE	Coordinate Air Traffic Control (ATC) issues with civil authorities
E7	CORE	Coordinate Air Traffic Control (ATC) issues with other military agencies
E4	CORE	Coordinate aircraft information with transient line
E4	CORE	Coordinate aircraft movements
E5	CORE	Coordinate flight operations
E5	CORE	Coordinate maintenance of Air Traffic Control (ATC) equipment
E5	CORE	Coordinate Medical Evacuation (MEDEVAC) movements
E4	CORE	Display flight information
E4	CORE	Disseminate bird activity reports
E4	CORE	Disseminate Hazards of Electromagnetic Radiation to Ordnance (HERO) conditions
E4	CORE	Disseminate Pilot Reports (PIREP)
E4	CORE	Disseminate weather information
E4	CORE	Instruct Air Traffic Control (ATC) trainees
E4	CORE	Interpret Air Traffic Control (ATC) communication messages (e.g., airspace request, Notice of Intent (NOI), etc.)
E5	CORE	Investigate Emergency Locator Transmitter (ELT) signals
E4	CORE	Issue advance non-control information to aircraft
E4	CORE	Issue advisories

### GENERAL OPERATING PROCEDURES (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Issue Air Traffic Control (ATC) clearances
E4	CORE	Issue Air Traffic Control (ATC) safety alerts
E4	CORE	Issue aircraft clearance delay notices
E4	CORE	Issue aircraft control instructions
E4	CORE	Issue radio frequency changes
E4	CORE	Issue Unmanned Aerial Vehicle (UAV) pilot control instructions
E4	CORE	Maintain aeronautical charts and publications
E4	CORE	Maintain current weather reports for flight operations
E5	CORE	Maintain physical security of Air Traffic Control (ATC) spaces
E4	CORE	Monitor assigned airspace
E4	CORE	Monitor Automated Surface Observation System (ASOS) displays
E5	CORE	Monitor national security and safety of flight communications
E4	CORE	Monitor Navigation Aids (NAVAIDS) alarms
E4	CORE	Notify enroute and destination stations of aircraft requiring special handling
E4	CORE	Obtain aircraft fuel states
E4	CORE	Obtain aircraft position reports
E4	CORE	Obtain Pilot Reports (PIREP)
E4	CORE	Operate Air Traffic Control (ATC) equipment
E5	CORE	Perform noise abatement procedures
E4	CORE	Plot position (e.g., ship, crash grid, etc.)
E4	CORE	Process flight progress strips
E4	CORE	Provide additional services to aircraft
E4	CORE	Provide assistance with missing aircraft initial search
E4	CORE	Relay aircraft ordnance handling information
E4	CORE	Report national security threats
E4	CORE	Report operational errors or deviations
E4	CORE	Report unusual occurrences
E4	CORE	Supervise Air Traffic Control (ATC) watch teams
E5	CORE	Supervise aircraft evolutions
E5	NON-CORE	Supervise expeditionary watch teams
E4	CORE	Update Air Traffic Control (ATC) equipment status
E4	CORE	Update Air Traffic Control (ATC) forms and logs
E4	CORE	Update Air Traffic Control (ATC) status boards

### RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Adjust Air Traffic Control (ATC) radar consoles
E4	CORE	Brief Air Combat Elements (ACE)
E4	CORE	Collect pre-launch data

**RADAR (ASHORE, CARRIER, AMPHIBIOUS, TACRON, FACSFAC) (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	CORE	Conduct radar final approaches
E4	CORE	Control aircraft in Special Use Airspace (SUA)
E5	CORE	Control aircraft refueling evolutions
E5	CORE	Coordinate air to air refueling
E5	CORE	Coordinate Air Traffic Control (ATC) airspace
E4	CORE	Decode Identification Friend or Foe (IFF) Hydraulics, Electrical, Fuel, Oxygen, Engine (HEFOE) information
E4	CORE	Disseminate pre-launch data
E4	CORE	Establish radar contacts
E6	CORE	Implement Severe Weather Avoidance Plans (SWAP)
E7	NON-CORE	Manage Air Traffic Control (ATC) expeditionary services
E4	CORE	Monitor instrument approaches
E4	CORE	Perform tactical Air Traffic Control (ATC) assault procedures
E4	CORE	Relay mission information
E5	CORE	Separate aircraft under radar jurisdiction
E5	CORE	Sequence aircraft under radar jurisdiction
E6	CORE	Supervise Air Traffic Control (ATC) shipboard operations
E4	CORE	Transfer radar identification
E4	CORE	Vector aircraft

**TECHNICAL ADMINISTRATION**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E7	NON-CORE	Conduct airfield site surveys
E7	CORE	Coordinate Air Traffic Control (ATC) equipment issues with In-Service Engineering Activity (ISEA)
E7	CORE	Coordinate Air Traffic Control (ATC) system upgrades
E7	NON-CORE	Coordinate National Aeronautics and Space Administration (NASA) operations
E6	CORE	Coordinate noise abatement procedures
E7	CORE	Coordinate with Federal Aviation Administration (FAA) personnel
E7	CORE	Draft video map data requests
E7	NON-CORE	Evaluate Air Traffic Control (ATC) facilities for Federal Aviation Administration (FAA) and Department of the Navy (DoN) procedural compliance
E7	CORE	Evaluate Air Traffic Control (ATC) procedure change proposals
E7	CORE	Evaluate Air Traffic Control (ATC) training programs
E7	CORE	Investigate airspace issues
E6	CORE	Maintain logs and records (e.g., equipment, hot area event, tower visibility, etc.)
E6	CORE	Maintain operational continuity of Air Traffic Control (ATC) watch teams
E7	CORE	Manage Air Traffic Control (ATC) equipment
E7	CORE	Manage Air Traffic Control (ATC) facilities



## TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage Air Traffic Control (ATC) facility waivers
E7	CORE	Manage Air Traffic Control (ATC) Naval Air Training and Operating Procedures Standardization (NATOPS) programs
E7	CORE	Manage Air Traffic Control (ATC) personnel
E7	CORE	Manage Air Traffic Control (ATC) procedure correspondence
E6	CORE	Manage Air Traffic Control (ATC) publications libraries
E7	CORE	Manage Air Traffic Control (ATC) specialist certificate/revocation packages
E7	CORE	Manage Air Traffic Control (ATC) training programs
E7	CORE	Manage Air Traffic Control Assigned Airspace (ATCAA)
E6	CORE	Manage airfield operations
E7	NON-CORE	Manage airport procedures
E7	CORE	Manage airspace
E7	CORE	Manage Department of the Navy (DoN) Air Traffic Control (ATC) program for obstruction evaluation, airport and airspace analysis
E7	NON-CORE	Manage Department of the Navy (DoN) navigational aids within the National Airspace System (NAS) and at overseas installations
E7	NON-CORE	Manage Department of the Navy (DoN) participation in the federal rule-making process
E7	CORE	Manage deployment and procurement of Air Traffic Control (ATC) systems
E7	CORE	Manage facility Air Installation Compatibility Use Zone (AICUZ) programs
E7	CORE	Manage facility Unmanned Aerial Systems (UAS) program
E7	CORE	Manage facility's Air Traffic Control (ATC) Notice To Air Mission (NOTAM) program
E7	CORE	Manage Terminal Instrument Procedures (TERPS)
E6	CORE	Monitor Air Traffic Control (ATC) training programs
E6	CORE	Prepare Air Traffic Control (ATC) communication messages (e.g., airspace request, Notice of Intent (NOI), etc.)
E7	CORE	Prepare Air Traffic Control (ATC) hazard reports
E7	CORE	Prepare Air Traffic Control (ATC) voice recording transcriptions
E7	CORE	Prepare Operational Capability Improvement Requests (OCIR)
E7	NON-CORE	Process Altitude Reservation (ALTRV) requests
E6	CORE	Process facility records and reports
E7	CORE	Process operational errors or deviations
E7	NON-CORE	Provide inputs for Air Traffic Control (ATC) systems to technicians
E7	NON-CORE	Provide technical support on airspace matters
E7	CORE	Qualify air traffic controllers
E7	CORE	Request Federal Aviation Administration (FAA) waivers
E7	CORE	Update Air Traffic Control (ATC) manuals
E5	CORE	Verify log and records (e.g., equipment, hot area event, tower visibility, etc.)