

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

1. Name		2. Date		3. Scenario/ Position(s)	
4. Weather VFR MVFR IFR Other _____	5. Workload Light Moderate Heavy	6. Complexity Not Difficult Occasionally Difficult Mostly Difficult Very Difficult		7. Hours	
				8. Total Hours This Position	
9. Purpose OJT OJF Additional Scenario Instructional Scenario Evaluation Scenario Performance Assessment Certification Recertification Skill Enhancement BSE					10. Routing

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	For BSEs, complete the 6 highlighted Job Subtasks below							
	A. Separation	1. Ensures separation.						
		2. Provides safety alerts.						
		3. Provides IFR/VFR conflict resolution.						
	B. Weather	4. Issues observed/reported weather.						
		5. Solicits/issues PIREPs.						
		6. Issues hazardous inflight weather information.						
	C. Coordination	7. Performs handoffs/pointouts.						
		8. Performs required coordination.						
	D. Control Judgment	9. Applies good control judgment.						
		10. Understands priority of duties.						
		11. Provides positive control.						
		12. Maintains effective traffic flow.						
	E. Methods and Procedures	13. Maintains aircraft identity.						
		14. Strip posting is complete/correct.						
		15. Clearance delivery is complete/correct and timely.						
		16. Adheres to LOAs/directives.						
		17. Provides additional services.						
		18. Rapidly recovers from equipment failures and emergencies.						
		19. Scans entire control environment.						
		20. Maintains effective working speed.						
	F. Equipment	21. Maintains equipment status information.						
		22. Understands/uses equipment capabilities.						
	G. Communication	23. Functions effectively as a radar/tower team member.						
		24. Communicates clearly and concisely.						
		25. Uses prescribed phraseology.						
		26. Makes only necessary transmissions.						
		27. Uses appropriate communications method.						
		28. Gives complete and accurate relief briefings.						
	H. Other							

