

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				10. Routing	
<input type="checkbox"/> OJT <input type="checkbox"/> OJF <input type="checkbox"/> Additional Scenario <input type="checkbox"/> Instructional Scenario <input type="checkbox"/> Evaluation Scenario <input type="checkbox"/> Performance Assessment <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Skill Enhancement BSE					

11. Performance	Job Task	Job Subtask	Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	For BSEs, complete the 6 highlighted Job Subtasks below							
11. Performance	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								

12. Comments	12A. References
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For BSE: Document specific comments for each unsatisfactory job subtask checked. Comments must be based on non-compliance with safety standards described in FAA Order JO 7110.65. List references to specific procedures, LOAs, or directives in Block 12A. **The Designated Examiner must annotate "BSE successful" or "BSE unsuccessful" as the outcome of the session and must sign and date this block.**

AOV has not established a minimum or maximum time limit for a BSE session. The Designated Examiner and/or facility management must determine what is called for, as the appropriate amount of time to conduct a BSE may be influenced by traffic load and complexity.

All BSE sessions shall be recorded and copies of the sessions shall be retained for a period of twenty-four (24) months. However, these records need not be retained after the employee no longer holds the rating for which the recordings apply.

BSE GUIDANCE CAN BE FOUND UNDER "TRAINING AND DOCUMENTATION" ON THE CREDENTIALING SITE.

End of BSE Notes

BSE Comments:

Signature required for BSE

Signature: _____ Date: _____

13. Recommendation Certification Skill Check Certification
 Continuation of OJT Skill Enhancement Training Suspension of OJT Renew rating
Do not renew

14. Employee's Comments: **Signature required for BSE**

This report has been discussed with me

(Signature): _____ Date: _____

15. Certification/Recertification

I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature not required for BSE