

## 年公務人員特種考試民航人員考試航空通信科錄取人員 實務訓練輔導紀錄表

姓名： \_\_\_\_\_ 日期： \_\_\_\_\_ 年 月 日 ~ \_\_\_\_\_ 年 月 日  
 Name： \_\_\_\_\_ Date： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ~ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 本週時數： \_\_\_\_\_ 席位： \_\_\_\_\_ 週次： \_\_\_\_\_  
 Week Time On： \_\_\_\_\_ Position of： \_\_\_\_\_ Week： \_\_\_\_\_

填寫說明— 考評 C & D 時需針對該項予以敘述 Performance Grading: (C & D require written comment) A-超越標準 Exceeds average performance B-合乎進度 Performance adequate for time on position C-進度落後 Performance not adequate for time on position D-表現不佳 Unsatisfactory						
項目	內 容	考 評				
		A	B	C	D	
1.行動通信業務 Mobile Communication	理解陸空通訊程序及熟悉選擇呼叫系統之使用 Comprehension of Radiotelephony and Familiarization of SELCAL Procedures					
	抄報準確性 Accuracy					
	守聽航管位置報告並傳遞訊息 Monitor ATC Frequencies and Transmit Messages	接聽能力 Messages Received Abilities				
	按程序作業 Follow the Procedures					
	通信不良時之處理能力 The abilities to deal with mal-communications					
2.飛航資料業務 Flight Data	使用系統中各種指令之知能 Knowledge of Supervision Commands, System Configuration and Operation Functions					
	處理被 ATMS 系統所剔除資料之能力 Abilities to manage Flight Data which were rejected by ATMS system					
	對航管單位所提出需求之處理能力 Abilities to manage any request by ATC units regarding Flight Data					
	過境航機申請外交許可之處理能力 The abilities to take care of the application for the DPL					
	被拒絕過境航機申請外交許可時之處理能力 The abilities to take care of the suspended flights which applies for the DPL					
	國際線路故障之處理能力 The abilities to deal with the mal-function of international circuits					
	業務公電之處理能力 The abilities to take care of service messages					
	異地備援機制之緊急應變能力 The abilities to put into practice the contingency for backup mechanism					
3.固定通信業務 Fixed Communication	鄰區或第三地轉報系統故障之轉報處理能力 The abilities to take care of the failure for the transmission system in neighboring areas					
	使用系統中各種指令之知能 Knowledge of Supervision Commands, System Configuration and Operation Functions					

	系統運作告警及技術告警之處理能力 Abilities to Handle ALT、ALX Alarm Reports and Initiation after System Failure, System Recovery Procedure as well				
	搜尋電報的能力 Abilities of Searching Messages				
	電報之製作及更正 Messages Creation and Correction				
	來報之校對與處理 Check and Proofread. All Incoming CSN, Deal with STT Messages Properly				
	飛航公告之譯電能力 Encode and Decode CW Messages Correctly				
4.學習精神 Personal Traits	敬業精神 Attitude of Respect Work				
	主動性 Initiative				
	學習態度 Acceptance of Instruction/Criticism				
	協調與合作 Cooperativeness				
綜合考評 WRITTEN COMMENTS					
授課內容簡介、學員討論綱要 CLASSROOM INSTRUCTION, BRIEFING MATERIAL AND DISCUSSION OF STUDENT'S PERFORMANCE					
學員意見 STUDENTS COMMENTS					
_____ 學員簽名 Signature of Student			_____ 教官簽名 Signature of Instructor		
協訓官 PDO			通信中心主任 Facility Chief		

備註：

1. 本表於考試錄取人員實務訓練期間，每週填寫 1 張。
2. 本表請受訓人員之教官詳實紀錄，並檢陳協訓官及通信中心主任核閱後，由協訓官暫予收存，俟受訓人員訓練期滿，作為考評實務在職訓練成績之重要參考，併同受訓人員實務訓練成績考核表彙陳。