

DEPARTMENT OF THE AIR FORCE  
AIR FORCE FLIGHT STANDARDS AGENCY  
1535 COMMAND DRIVE, SUITE D-306  
ANDREWS AFB, MD 20762-7002

**AM-01**  
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## **AIRFIELD MANAGEMENT TRAINING GUIDES**



### **CHIEF, AIRFIELD MANAGEMENT**

**POSITION CERTIFICATION GUIDE**

FOREWORD

PURPOSE: This publication is for use in the training of USAF airfield management personnel and is not intended to replace, substitute for, or supersede official regulations, procedures, or directives.

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OPR: HQ AFFSA/XAM

Distribution: F

## Chief, Airfield Management

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**OBJECTIVES:** The objective specifies precisely what behavior is to be exhibited, the conditions under which behavior will be accomplished, and the minimum standard of performance. Objectives describe only the behaviors that directly lead to or specifically satisfy a job performance requirement. An objective is a statement of instructional intent.

**SAMPLES OF BEHAVIOR:** A statement of the behavior or performance expected of a trainee as a result of a learning experience, expressed in terms of the behavior, the conditions under which it is to be exhibited, and the standards to which it will be performed or demonstrated. These samples of behaviors should be incorporated into the task breakdowns or teaching outlines of each task by the trainer/supervisor. If no Samples of Behavior are listed, it is understood the Objective Statement reflects the desired outcome of the training, and no further tasks are required.

**MEASUREMENT:** The measurement is merely the method in which the task is to be evaluated, otherwise known as the standard. It must clearly state whether the trainee is expected to take an oral (O) or written (W) test, or a practical or performance (P) test once training is complete.

**INSTRUCTIONAL GUIDANCE:** This is the actual lesson plan or task breakdown the trainer/supervisor will use to conduct the training. HQ AFFSA and unit individuals develop the instructional guidance provided for each task with extensive background in Airfield Management training. The trainer/supervisor will use these breakdowns to develop lesson plans at the unit level to meet their mission requirements. Trainers/supervisors may supplement each lesson to further meet their mission needs.

**TRAINING IMPLEMENTATION OF THE CAM POSITION CERTIFICATION GUIDE (PCG):** Start the Chief, Airfield Management (CAM) PCG not later than the sew-on of TSgt. *Time length to complete CAM PCG is 6 months.* PCG will be implemented immediately and effect currently assigned personnel who are not qualified (in current duty position) under the old PCG program and/or those who have not attended the Military Airfield Manager course.

## Lesson 1

### **APPOINTING QUALIFIED PERSONNEL**

**TRs:** AFI 13-213, AFMAN 36-2108, AFI 36-2201, CFETP

#### **Objective:**

1. Can appoint qualified personnel to duty position within AM.
2. Civilian/Contractor responsibilities as they relate to AM.
3. Describe the career enhancement courses available to the CAM.
4. Describe the duties and responsibilities of the following duty positions within the AM specialty:
  - a. AM Operations Coordinator (AMOC)
  - b. AM Operations Supervisor (AMOS)
  - c. Chief, Airfield Management Training (CAMT)
  - d. Chief, Airfield Management Operations (CAMO)
  - e. Deputy Chief, Airfield Management (DCAM)
  - f. Chief, Airfield Management (CAM)

#### **Samples of Behavior:**

1. Can use the 1C0X1 CFETP and AFI 13-213 to appoint qualified personnel to AM Duty positions.
2. Can explain duty position progression IAW CFETP and AFI 13-213, to include minimum experience and time restraints for each duty position listed above.
3. Can associate the benefits of professional development with the CAM position.
4. Know the time line for maximum career progression to assist personnel assigned to AM (i.e. PME, CCAF, varied jobs, and advance training).

**Meas:** O/P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee describe the duty appointment process, with emphasis on time in service, qualifications, and rank.

## Lesson 2

### **SECURITY/OPSEC**

**TRs:** AFD 10-11, AFI 10-1101, AFI 31-407, AFI 33-204, AFI 33-220, AFSSI 3001, Joint Pub 1-02

**Objective:** Ensure the establishment of an OPSEC program.

#### **Samples of Behavior:**

1. Identify OPSEC vulnerabilities.
2. Provide corrective actions to prevent current/future vulnerabilities.
3. Know the qualification and procedures required for appointing a COMSEC Responsible Officer (CRO).
4. Can assess security needs and requirements of AM.

**Meas:** P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee brief/identify OPSEC vulnerabilities.

## Lesson 3

### **CLASSIFIED MATERIALS/SECURE COMMUNICATIONS EQUIPMENT**

**TRs:** AFPD 31-4, AFI 31-401, AFI 31-501, AFI 33-203, AFI 33-206, AFI 33-209, AFI 33-211, AFI 33-220, AFMAN 33-274, DOD 5200.1R

**Objective:** Analyze the requirements for COMSEC accounts.

#### **Samples of Behavior:**

1. Can review policy and procedures for accountability.
2. Can construct directives for AM personnel for the proper use of secure communications systems and equipment such as:
  - a. STU III.
  - b. KL-43.
  - c. Facsimile (FAX) Machines.
  - d. Computers.
  - e. SIPRNET

**Meas:** O/P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain procedures to determine COMSEC requirements.

## Lesson 4

### **AIRFIELD RESOURCE PROTECTION**

**TRs:** AFPD 16-3, AFI 31-101

**Objective:** IAW with TRs analyze duties and responsibilities regarding CAM and other airfield agencies concerning airfield resource protection plan.

**Samples of Behavior:**

1. Identify operational impact of controlled and restricted areas.
2. Attend an installation security council meeting.
3. Conduct an airfield inspection emphasizing resource protection requirements.
4. Describe the importance of resource protection during exercises and deployments.

**Meas:** P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test.

## Lesson 5

### **AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM**

**TRs:** AFI 91-301, AFI 91-302, AFOSH Standards

**Objective:**

1. Identify requirements for the AFOSH Program as it applies to AM and explain supervisors and individual roles and responsibilities.
2. Ensure compliance by all AM personnel.

**Samples of Behavior:**

1. Can explain how the AFOSH Program effects AM.
2. Can identify what constitutes a safety hazard.
3. Can explain reporting procedures.
4. Can complete a sample AF Form 55.

**Meas:** P/W

**Instructional Guidance:**

1. Review facility for potential office hazards and brief.
2. Have trainee read TRs.
3. Review TRs with trainee.
4. Review requirements to determine AM compliance with unit safety program.
5. Administer test.

## Lesson 6

### **VALIDATE WORK SCHEDULE**

**TRs:** AFI 13-213

**Objective:** Ensure duty schedule reflects current AM requirement for proper staffing and utilization of personnel.

**Samples of Behavior:**

1. Can describe the steps to ensure a work schedule is accomplished to meet mission requirement of the unit.
2. Can ensure personnel are utilized appropriately to ensure optimum performance.
3. Can differentiate military requirement against civilian union rules when scheduling civilian workers i.e. overtime, off time, night differential, shift rotation, etc.

**Meas:** P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee review a previous months duty schedule taking in consideration leaves, TDY, etc.
4. Administer test.

## Lesson 7

### **UTILIZE DAILY EVENTS LOG**

**TRs:** AFI 13-213, AFI 37-122

**Objective:** Review events logs for accuracy, completeness and conformance to established directives.

**Samples of Behavior:**

1. Compare events logs to supportive data to ensure completeness of information.
2. Can review events logs for airfield trend data and specify additional items requiring documentation.

**Meas:** O/P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee review 1 month's events logs for accuracy, completeness and document trends.

## Lesson 8

### **MANPOWER**

**TRs:** AFI 13-213, AFI 36-2101, AFI 38-201, AFMS 13E1, UMD, and UMPR

#### **Objective:**

1. Using TRs and unit workload data analyze and draw conclusions about authorized manning.
2. Differentiate between primary, career, and duty Air Force Specialty Code (AFSC) as they pertain to manning within AM.
3. Develop the ability to process manpower standards and formulate numerical values to adequately man AM facility.
4. Develop a working knowledge of the manpower standards applicable to AM.

#### **Samples of Behavior:**

1. Describe the purpose and uses of the following AFMS 13E1, UMD, UMPR, AF Form 3616.
2. Describe the workload data factors used to determine manning.
3. Can ensure personnel are not utilized outside their UMD authorized duties and responsibilities.
4. Describe the CAMs role in relation to UTCs and other TDY taskings and possible mission impact (i.e. reclama/shortfall).
5. Associate the duties of the MAJCOM AM functional manager in conjunction with unit manning levels.
6. Can communicate requirements to the AM MAJCOM functional manager to increase or decrease manpower.
7. Can determine the effects of assigned AFSC's on AM manning requirements.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee complete AFMS 13E1 worksheet using factor and applicable variances.

## Lesson 9

### **AM TRAINING PROGRAM (VALIDATE)**

**TRs:** AFI 13-213, AFI 36-401, AFPD 36-22, AFI 36-2201, AFMAN 36-2234, AFH 36-2235 Vol 11, CFETP

**Objective:** Validate the AM Training Program for compliance and documentation in accordance with established requirements.

#### **Samples of Behavior:**

1. Utilize the Instructional System Development (ISD) procedures as a guide for checking the AM training products.
2. Identify inconsistency and inaccuracy in the AM training program.
3. Can ensure the responsibilities of all involved in the AM training program are adequately explained in the training operation instruction (OI).

**Meas:** O/P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain roles, duties and responsibilities of trainee and trainer.
4. Administer open book test.

## Lesson 10

### **AM TRAINING PROGRAM (ADMINISTRATION)**

**TRs:** AFI 13-213, AFI 36-401, AFPD 36-22, AFI 36-2201, AFMAN 36-2234, AFH 36-2235 Vol 11, CFETP

**Objective:** Administration of the AM training program.

#### **Samples of Behavior:**

1. Explain the management, and implementation of the AM training program.
2. Explain the training progression for military and civilian AM personnel.
3. Using the ISD process, develop and administer a lesson plan from the AM training program to the training manager.
4. Explain the proper documentation of the AM training records.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee demonstrate use of master training guide to include administering a lesson plan.
4. Administer test.

## Lesson 11

### **AM TRAINING PROGRAM (EFFECTIVENESS)**

**TRs:** AFI 13-213, AFI 36-401, AFD 36-22, AFI 36-2201, AFMAN 36-2234, AFH 36-2235 Vol 11, CFETP

**Objective:** Evaluate training program for effectiveness in training AM personnel.

#### **Samples of Behavior:**

1. Analyze the established training program for compliance with guidelines established in AFIs 13-213, AFI 13-218 and AFI 36-2201.
2. Explain how the training program meets the needs of AM personnel and supports mission requirements.
3. Trainee will conduct a review of at least 50% of the training records, document any needed corrections/missing items and alert supervisor responsible for record upkeep.

**Meas:** O/P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee document review of the training program.

## Lesson 12

### **FLIGHT INFORMATION PUBLICATIONS (FLIP), AERONAUTICAL CHARTS AND RELATED AEROSPACE PRODUCTS**

**TRs:** AFI 11-201, AFI 14-205, AFI 24-405, FLIP GP, NIMA CAT Pt 1 Vol 1

#### **Objective:**

1. Compare local base data with like data published in other FLIP products (approach plates, en route supplement, area planning) and base publications (Airfield Operating Instruction, wing plans).
2. Prepare and coordinate FLIP changes with appropriate agencies.
3. Know the annual review and validation process of the NIMA account survey.

#### **Samples of Behavior:**

1. Review and document new FLIP editions for accuracy and consistency.
2. Can ensure accurate dissemination of changes as required to appropriate agencies.
3. Can ensure the NIMA survey is properly processed to reflect account requirements.

**Meas:** P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee review and document a new FLIP edition.

## Lesson 13

### **THE OPERATIONS AND MAINTENANCE BUDGET**

**TRs:** AFI 65-601 Vol 1 and Vol 2, AFI 65-604

**Objective:** Define the CAM's role in coordinating and recommending the priorities of airfield projects based on operational needs for base Operations and Maintenance (O&M) funding.

**Samples of Behavior:**

1. Can determine requirements to meet the Air Force's direct mission and support responsibilities.
2. Can obtain resources, and effectively and efficiently apply those resources to meet the Air Force's direct mission and support responsibilities.

**Meas:** P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 14

### **UNDERSTANDING PROGRAM ELEMENT CODES (PEC)**

**TRs:** AFI 65-601 Vol 2, AFI 65-604

**Objective:**

1. Identify the Program Element Code (PEC) that applies to AM.
2. Discuss the Program Element Manager (PEM) in charge of the PEC and their responsibilities.

**Samples of Behavior:**

1. Can determine what monies are sourced to meet the Air Force's direct mission and support responsibilities.
2. Can identify the agency responsible for appointing the PEM.

**Meas:** P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 15

### **UNDERSTAND ELEMENT OF EXPENSE/INVESTMENT CODES (EEIC)**

**TRs:** AFI 65-601 Vol 2, AFI 65-604

**Objective:** Identify the Element of Expense/Investment Codes (EEIC) that applies to AM.

**Samples of Behavior:** Can determine what element codes are sourced for AM.

**Meas:** P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 16

### **DEVELOP THE FINANCIAL PLAN (FINPLAN)**

**TRs:** AFI 65-601 Vol 1 and Vol 2, AFI 65-604

**Objective:** Know the CAM role in the development and operation of the Financial Plan.

#### **Samples of Behavior:**

1. Can determine requirements and effectively manage AM resources.
2. Can forecast out yearly resources needed to operate AM.
3. Can develop the AM portion of the flight's FINPLAN.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 17

### **END-OF-YEAR FALLOUT FUNDS**

**TRs:** AFI 65-601 Vol 1 and Vol 2, AFI 65-604

**Objective:** Know the CAM's role in the development, acquisition and implementation of end of year fallout funds.

**Samples of Behavior:**

1. Can determine requirements to acquire fallout monies available at the end of year.
2. Can obtain and apply those resources to meet AM's mission and support responsibilities.

**Meas:** P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 18

### **RECOGNITION PROGRAMS**

**TRs:** AFI 36-2803, AFI 36-2807

**Objective:** Know the CAM's role in the process of submitting subordinates for award and recognition programs.

**Samples of Behavior:** Can determine requirements, and effectively and efficiently apply resources to ensure personnel within AM are formally recognized for their achievements.

**Meas:** P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee complete an AF Form 1206 for a quarterly award.

Lesson 19

**COMBAT SKILLS TRAINING**

**TRs:** AFI 13-220, AFI 32-4005, and AFI 32-4007

**Objective:**

1. Identify guidance pertaining to AM personnel receiving proper training for unit type code (UTC) and contingency operations.
2. Explain the training and equipment needed to support UTC and contingency operation for AM personnel.

**Samples of Behavior:**

1. Can determine requirements and effectively apply guidance to ensure AM personnel are trained and ready for UTCs and Contingencies.
2. Can ensure training is provided on equipment necessary to support UTC and contingency operations.

**Meas:** P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 20

### **NOTIFICATION OF SYSTEMS AND PROCEDURES FOR EMERGENCY ACTIONS**

**TRs:** AFI 13-203, AFI 13-213, AFI 32-4001

**Objective:**

1. Comprehend AM responsibilities to other agencies on the Primary Crash Alarm System (PCAS).
2. Associate the duties and responsibilities of the CAM regarding Secondary Crash Net (SCN) operation and management.

**Samples of Behavior:** Conduct an inspection of the PCAS and SCN for compliance with AFI 13-203 and 213.

**Meas:** W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test.

## Lesson 21

### **QUICK REACTION CHECKLIST (QRC)**

**TRs:** AFI 13-213, AFI 32-4001, AFMAN 32-4004

**Objective:** Review QRCs for accuracy, consistency and compliance with current requirements and practices.

**Samples of Behavior:**

1. Explain the importance of the annual review.
2. From a list of emergency/non-emergency situations, determine which should be in a QRC and which should be in a local directory of another type (i.e. Operating Instructions).

**Meas:** O/P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 22

### **DISASTER CONTROL GROUP (DCG)**

**TRs:** AFI 13-213, AFI 32-4001, AFMAN 32-4004, AFMAN 32-4005, AFH 32-4016

**Objective:** Describe duties and responsibilities of CAM regarding the DCG.

#### **Samples of Behavior:**

1. Can explain the CAM's role when the DCG is activated.
2. Can participate in a DCG exercise as the CAM.

**Meas:** O

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 23

### **GRID MAPS**

**TRs:** AFI 32-4001, AFMAN 32-4004

**Objective:**

1. Know how to obtain a crash grid map.
2. Supervise plotting a grid map, to include use of overlays.

**Samples of Behavior:**

1. Can obtain current crash grid maps from appropriate authorities.
2. Can ensure the plotting of crash grid map coordinates is accurate.

**Meas:** P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee verify the accuracy of coordinates of a plotted scenario.

## Lesson 24

### **CONTINGENCY PLANS**

**TRs:** AFI 32-4001, AFMAN 32-4004, AFMAN 32-4005, AFH 32-4016V2

**Objective:** Analyze contingency plans for AM involvement and correlate OIs/QRCs.

**Samples of Behavior:**

1. Extract information from contingency plans for application in AM operations.
2. Write a sample QRC, OI or Emergency Action File (EAF).
3. Can obtain contingency plans from appropriate authorities.

**Meas:** P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee write a sample QRC, OI or EAF.

## Lesson 25

### **NOTICE TO AIRMEN (NOTAM) CRITERIA, ALTERNATE METHODS OF RECEIPT, AND LOCAL AIRFIELD NOTAM**

**TRs:** AFJMAN 11-208, AIM, FLIP GP, IFR SUP

**Objective:**

1. Initiate NOTAM action for non-procedural FLIP changes as necessary
2. Establish procedures to receive NOTAM products by alternate methods.
3. Review local airfield NOTAMs to ensure current airfield conditions are properly disseminated.

**Samples of Behavior:**

1. Differentiate between publishing procedures for procedural and non-procedural NOTAM material.
2. Verify NOTAMs, which are expected to last more than 90 days, are published via AFFSA/XOI.
3. Provide flying units and ATC agencies with changes and adjustments to the flying environment.
4. Can procure NOTAMs via alternate methods.
5. Develop procedures for receiving NOTAM products by alternate methods.
6. Explain the importance of reviewing local airfield NOTAMs on a daily basis.
7. Knows the relation of the liaison position in USAFE to the DoD NOTAM System.

**Meas:** P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 26

### **FLIGHT PLANNING SECTION**

**TRs:** AFI 13-213, Aeronautical Charts, National Imagery and Mapping Agency (NIMA) Catalog

**Objective:** Ensure products and services in the flight plan room conform to specification outlined in AFI 13-213.

**Samples of Behavior:** Conduct a thorough review of the flight planning products ensuring compliance with AFI 13-213 for pilot availability, accuracy, content, and currency.

**Meas:** O

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 27

### **WEATHER INFORMATION**

**TRs:** AFI 13-213, AFJMAN 15-111, FAAO 7110.10, Flight Information Handbook, and General Planning

**Objective:** Apply and interpret weather reports, as they pertain to AM.

**Samples of Behavior:**

1. Interpret weather data to include observations and forecasts.
2. Demonstrate the ability to utilize observations and forecasts to determine impact on the airfield

**Meas:** O/P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 28

### **PROCESSING WEATHER WARNINGS, WATCHES AND ADVISORIES**

**TRs:** AFI 13-213, AFJMAN 15-111, FAAO 7110.10, FIH, GP

**Objective:** Associate duties and responsibilities of the CAM regarding weather warnings, watches and advisories.

**Samples of Behavior:**

1. Describe the importance of dissemination as it relates to airfield operations. (Safety)
2. Direct information dissemination to ensure resource protection from the effects of hazardous weather warnings, watches and advisories. (Resource protection)
3. Coordinate on local weather support plans.

**Meas:** O

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 29

### **AIRFIELD SAFETY**

**TRs:** AFI 13-213, AFI 31-209, AFD 91-2, AFI 91-202

**Objective:** Know the duties and responsibilities of CAM regarding runway intrusions and control movement area violations.

#### **Samples of Behavior:**

1. List pro-active approaches to inform, educate and update users of the flightline on continuing changes and trends.
  - a. Local commanders channel.
  - b. Base newspaper.
  - c. Commander call.
  - d. Safety days.
  - e. VCO/VCNCO meetings.
  - f. Base marquees.
  - g. Safety grams.
2. IAW local directives, direct informative response to and up channeling of information in response to runway intrusions.
3. Prepare an example of a letter to the commander notifying them of a runway intrusion by an individual in their unit.
4. Explain the proper procedures for conducting an investigation into a runway intrusion incident.
5. Know the penalties for flightline driving violations.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 30

### **AIRFIELD SAFETY (USAF HAZARD REPORTS AND HAZARDOUS AIR TRAFFIC REPORT, HATR)**

**TRs:** AFI 13-213, AFI 91-202

#### **Objective:**

1. Explain the procedures for completing the AF Form 457, Hazard Report and AF Form 651, Hazardous Air Traffic Report as they relate to AM.
2. Describe the duties and responsibilities of the CAM regarding the use of AF Forms 457 & 651.

#### **Samples of Behavior:**

1. Describe when to utilize AF Form 457 and/or AF Form 651.
2. Direct the usage and coordination of appropriate forms to include follow-up actions until corrected.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 31

### **AIRFIELD RISK ASSESSMENT (OPERATION RISK MANAGEMENT (ORM))/ (RISK ASSESSMENT CODES (RAC))**

**TRs:** AFI 90-901, AFPAM 91-214, and AFI 91-301

#### **Objective:**

1. Know the four Operational Risk Management (ORM) principles that govern all actions associated with the management of risk.
2. Know the duties and responsibilities of the CAM regarding the use of RACs to expedite repairs.

#### **Samples of Behavior:**

1. Can interpret RAC and correlate their use in prioritizing airfield repairs.
2. Can integrate ORM principles in all phase of operation on the airfield.

**Meas:** O/P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 32

### **AIRFIELD LIGHTING SYSTEMS**

**TRs:** AFI 32-1044, AFMAN 32-1076, AIM, FAA AC 150/5340-26, FAAO 6850.5, FIH, FAA AC 150/5340-26, FLIP GP, UFC 3-260-01

#### **Objective:**

1. Know the type of airfield lighting systems and the specifications at an Air Force airfield.
2. IAW TRs analyze approach, runway, taxiway, rotating beacon, and obstruction lighting systems to determine if they meet mission requirements at your airfield.

#### **Samples of Behavior:**

1. Correlate information gathered from airfield lighting checks to comply with procedures outlined in FAAO 6850.5 and AFI 13-213 table 2.
2. Determine appropriate NOTAM action for system outages.
3. Coordinate for repair or maintenance of the above listed airfield lighting systems.
4. Explain the consequences for not meeting airfield lighting standards.
5. Explain the requirements of each lighting system and where it is located on the airfield.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Given a list of lighting intolerances, have trainee direct the appropriate responses.
4. Administer test.

## Lesson 33

### **AIRFIELD MARKINGS AND MAINTENANCE**

**TRs:** AFI 32-1042, AFH 32-1084, AIM, ETL 94-01, FAA AC 150/5340-1

**Objective:** Analyze and identify airfield markings for compliance with standards set forth in TRs.

**Samples of Behavior:**

1. Interpret criteria and coordinate actions to comply with airfield marking standards.
2. Explain the consequences for not meeting airfield marking standards.
3. Describe facts about coordination for airfield marking maintenance.

**Meas:** P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee evaluate airfield markings.
4. Administer test.

## Lesson 34

### **AIRFIELD INSPECTIONS/CHECKS**

**TRs:** AFH 32-1084, AFI 13-213, AFP 91-28, ETL 94-01, FAA AC 150/5340-1, FAA AC 150/5340-18, FAA AC 150/5345-44, FAAO 6850-5, FAA Part 139

**Objective:** Associate duties and responsibilities of CAM and his personnel regarding airfield inspections/checks IAW AFI 13-213 attach 3.

#### **Samples of Behavior:**

1. Can identify the duties and responsibilities of the CAM in conjunction with inspections/checks.
2. Can provide guidance on when to perform an airfield inspection/check.
3. Identify procedures for tracking and resolving substandard conditions existing on or in the airfield environment.
4. Can ensure the annual inspection is conducted IAW 13-213.

**Meas:** P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. On an airfield inspection/check have trainee analyze criteria and describe coordination procedures.

## Lesson 35

### **AIRFIELD INSPECTION AREAS**

**TRs:** AFI 21-101, AFJMAN 32-1038, AFI 32-1042, AFI 32-1043, AFI 32-1044, AFMAN 32-1076, AFH 32-1084, AFP 91-28, AFPAM 91-212, AIM, ETL 94-01, ETL 94-16, ETL 94-17, ETL 94-18, FAA AC 150/5340-1, FAA AC 150/5340-18, FAA AC 150/7460-1, FAAO 6750.16, FAAO 7110.65, FAA Part 139, IFR SUP, UFC 3-260-01

#### **Objective:**

1. Interpret airfield criteria and requirements in order to perform an airfield inspection.
2. Report, document and follow-up on findings for the following: 1) Parking Aprons; 2) Taxiways; 3) Runways and Overruns; 4) Lighting; 5) Obstructions and obstacles to include jersey barricades, porta-potties, EOR shacks; 6) Airfield Markings; 7) Airfield Signs; 8) Rubber Deposits; 9) Aircraft Arresting Systems; 10) Foreign Objects; 11) Drainage; 12) Perimeter Roads/Access Roads; 13) Instrument Approach Critical Areas; 14) Clear Zones; 15) Airfield Pavements, Heli-Pads, Trim Pads, Unpaved Surfaces; 16) Habitat Management; 17) Construction; 18) NAVAIDs.

#### **Samples of Behavior:**

1. Can perform an airfield inspection and interpret airfield criteria and requirements.
2. Can accurately report, document and follow-up on any discrepancies identified in the airfield environment.

#### **Meas: P**

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee conduct an airfield inspection.

## Lesson 36

### **RUNWAY SURFACE CONDITION (RSC)**

**TRs:** AFI 13-213, AFTO 33-1-23, FIH

**Objective:** Apply principles and techniques to determine and report RSC/RCR IAW AFI 13-213 chapter 5.

**Samples of Behavior:**

1. Define and conduct an RSC check.
2. Explain the importance of RSC and it's purpose.
3. Define a RCR and explain it's purpose.

**Meas:** O/P/W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee determine the different local runway surface conditions.
4. Administer test.

## Lesson 37

### **AIRFIELD CONSTRUCTION AND REPAIR**

**TRs:** AFI 13-213, AFI 32-1032, AFI 32-1043, AFI 32-1044, AFI 32-7063, ETL 94-01, UFC 3-260-01

#### **Objective:**

1. Know how to analyze the impact of construction or repair, on aircraft runway, taxiing, and parking operations .
2. Know the procedures to coordinate any construction or repair operation.
3. Know the procedures to implement construction projects on the airfield from initiation to project completion.
4. Know how to coordinate/process temporary airfield construction waivers prior to construction start.
5. Know how to establish construction free zones.
6. Know how to review airfield construction project blue prints and design specifications for compliance with applicable directives.

#### **Samples of Behavior:**

1. Differentiate between the different construction phases.
2. Explain the relationship of flight/ground safety and AM during all construction phases.
3. Attend applicable construction meetings.
4. Can prepare a change request letter to Civil Engineering after review of the airfield construction project.
5. Identify the procedures for coordination on an airfield digging permit.
6. Know how to complete the FAA Notice of Proposed Construction Form and when to submit it.
7. Can ensure construction that impacts the airfield environment is coordinated through TERPS.

**Meas:** O/P/W

#### **Instructional Guidance:**

1. Have trainee read TRs
2. Review TRs with trainee
3. Using a scenario have trainee explain the impact of construction or repair, on different areas of the airfield.
4. Using a scenario have trainee demonstrate the ability to coordinate and document airfield construction repairs.
5. Administer test.

## Lesson 38

### **AIRCRAFT ARRESTING SYSTEM CERTIFICATION**

**TRs:** AFI 32-1043, AFH 32-1084, AFTO 35E8-2-1-101

**Objective:** Know how to coordinate the certification/re-certification of arresting systems.

**Samples of Behavior:**

1. Can determine what agencies are involved in the aircraft arresting system certification process.
2. Attend a certification engagement.
3. Coordinate/schedule an aircraft barrier engagement.

**Meas:** O/P

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 39

### **OPEN HOUSES/AIRSHOWS/ STATIC DISPLAYS**

**TRs:** AFI 10-1001, AFI 11-209, AFI 32-7063

**Objective:** Know the duties and responsibilities of the CAM in relationship to supporting Open Houses, Air Shows, and Static Displays IAW with local directives.

#### **Samples of Behavior:**

1. Describe DD Form 2535 and FAA Form 7711-1/2.
2. Describe the coordination process and the responsibilities of the agencies involved.
3. Ensure the dissemination of NOTAMS and airfield advisories.
4. Advise on required landing permits (Civil Fly-Ins).
5. Discuss joint/shared use concepts pertaining to these events.
6. Explain what procedures are required for coordination of acrobatic (Thunderbirds/Blue Angels) use of the airfield.

**Meas:** O/P

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 40

### **AIR INSTALLATIONS COMPATIBILITY USE ZONE (AICUZ)**

**TRs:** AFI 32-7063, UFC 3-260-01

**Objective:** Know the purpose and different sections of the AICUZ and how often an AICUZ study is completed.

**Samples of Behavior:**

1. Explain quiet hours and noise abatement procedures in relation to AICUZ.
2. Explain diverse departure criteria (APZ1/2 and Clear Zones).
3. Explain the need to coordinate additional expansion.
4. Explain AICUZ committee composition.
5. Attend an AICUZ meeting.
6. Describe the 6 stages of the AICUZ program.

**Meas:** W

**Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test.

## Lesson 41

### **LETTER OF AGREEMENT (LOA), MEMORANDUM OF AGREEMENT (MOA), AND SUPPORT AGREEMENTS (SA)**

**TRs:** AFI 10-1002, AFI 13-201, AFI 13-213, AFI 25-201

**Objective:** Identify when a LOA, MOA, and SA are required for AM.

#### **Samples of Behavior:**

1. Review and ensure LOAs, MOAs, and SAs are in compliance with AM requirements and operations.
2. Write a sample LOA for filing flight plans from a fax with a tenant unit.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 42

### **SNOW AND ICE CONTROL**

**TRs:** AFI 13-213, AFI 25-201, AFI 32-1002

**Objective:** Know how to apply rules and regulations as they pertain to AM.

#### **Samples of Behavior:**

1. Describe roles and responsibilities of all Snow and Ice Control Committee (SICC) participants.
2. Attend a SICC meeting.
3. Can relate AM involvement with snow removal and flying operations.

**Meas:** O/P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Using scenario have trainee prioritize snow and ice removal requests.
4. Administer test.

## Lesson 43

### **BIRD AIRCRAFT STRIKE HAZARD**

**TRs:** AFI 32-1053, AFM 91-19, AFI 91-202, AFPAM 91-212, AIM, FAAO 7110.65

#### **Objective:**

1. Know how to apply rules and regulations concerning BASH as they pertain to AM.
2. Know how to apply the principles of bird dispersal using pyrotechnics, biocustics, and other methods IAW BASH Plan.
3. Know what passive controls can be instituted on the airfield to reduce BASH hazards.

#### **Samples of Behavior:**

1. Describe role and responsibilities of all BASH participants.
2. Attend a BHWG.
3. Verify FLIP entries concerning BASH are accurate.
4. Demonstrate the principles to disperse birds from the airfield.

**Meas:** O/P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test.

## Lesson 44

### **CIVIL AIRCRAFT USE OF USAF INSTALLATIONS**

**TRs:** AFD 10-10, AFI 10-1001, AFI 10-1002, AFI 10-1003, AFD 10-18, AFI 10-1801, AFI 34-217, AFMAN 34-232, HQ USAF/XOO-CA Civil Aircraft Permit Book

#### **Objective:**

1. Interpret the forms associated with civil aircraft landing permits.
2. Utilize and verify the civil aircraft landing permit listings.
3. Explain authorized use of US AF installations.

#### **Samples of Behavior:**

1. Understand the coordination process involved in receiving an ALAN.
2. Can coordinate with appropriate agencies for the determination, assessment, collection, and disposition of appropriate civil aircraft landing, parking, and storage fees.
3. Can consolidate data to complete the unauthorized landing report and describe disposition procedures.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test.

## Lesson 45

### **ESTABLISH FLIGHTLINE DRIVING PROGRAM**

**TRs:** AFI 24-301, AFJMAN 24-306, AFI 31-204

**Objective:** Review (update as needed) local flightline driving directives.

#### **Samples of Behavior:**

1. Know how to develop and manage a flightline driving program IAW AFI 13-213, Chapter 4.
2. Conduct a SAV on a unit's flightline driving program.
3. Conduct spot inspections of flightline drivers operating vehicles on the airfield.
4. Explain the procedures/steps to coordinate the flightline driving instruction throughout the entire base prior to publication.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.

## Lesson 46

### **PAVEMENT CLASSIFICATION**

**TRs:** AFJMAN 32-1036, AFJMAN 32-1038, AFI 32-1041, AFH 32-1084, FIH, IFR SUP

**Objective:** Interpret facts and principles about the contents of the Airfield Pavement Evaluation (APE), Pavement Condition Number (PCN), and Runway Friction Condition (RFC) reports, to justify airfield repairs.

#### **Samples of Behavior:**

1. Interpret APE to verify published PCN.
2. Interpret RFC reports to determine need for rubber removal.
3. Explain the procedures to request a weight waiver from CE.
4. Explain procedures to request a pavement evaluation.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test.

## Lesson 47

### **WAIVERS TO AIRSPACE/AIRFIELD CRITERIA**

**TRs:** AFI 13-213, AFI 32-1024, UFC 3-260-01

#### **Objective:**

1. Using TRs, know how to verify airfield facilities compliance with standards for design criteria.
2. Know how to process temporary and permanent waivers.
3. Know how to request deviations and exemptions to operations.
4. Apply airfield criteria to new construction requests to ensure compliance.
5. Coordinate and participate in the annual waiver review process.

#### **Samples of Behavior:**

1. Verify violations by applying criteria to the following: clear zones, primary surface lateral zone, taxiways and apron clearances to fixed and mobile obstacles.
2. Describe the dimensions to include airspace height criteria, transitional slope, and terminal instrument procedures (TERPS) as it relates to AM.
3. Describe the requirements and process for conducting annual waivers. Explain team composition and their roles.
4. Differentiate between temporary and permanent waivers.
5. Differentiate between deviations and exemptions.
6. Conduct an airfield inspection. Identify waivers that no longer apply for possible removal.
7. Report results to the AOB.

**Meas:** P/W

#### **Instructional Guidance:**

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee conduct airfield inspection and verify violations.
4. Administer test.