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AIR FORCE FLIGHT STANDARDS AGENCY
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AIRFIELD MANAGEMENT TRAINING GUIDES



CHIEF, AIRFIELD MANAGEMENT OPERATIONS

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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CHIEF, AIRFIELD MANAGEMENT OPERATIONS

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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 or written test, or a practical or performance 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. The instructional guidance provided for each task is developed by HQ AFFSA and unit individuals 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 CAMO POSITION CERTIFICATION GUIDE (PCG): Chief, Airfield Management Operations (CAMO) PCG should begin after completion of the 7-level CDCs. *Time length to complete CAMO PCG is 6 months.* PCG will be implemented and effect currently assigned personnel who are qualified (in current duty position) under the old PCG programs. Only apply new material not previously covered in the old lesson plans to the current duty position.

AIRCREW SUPPORT FACILITIES

TRs: AFI 13-213

Objective: Evaluate the adequacy of AM facilities and services.

Samples of Behavior: Develop procedures for aircrews to provide feedback on aircrew services such as AM facilities and support.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee create a program or improve one already in existence.

Lesson 2

SECURITY/OPSEC

STS Item: 2.1. – 2.4.7.

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

Objective: Manage the OPSEC program effectively to prevent OPSEC incident.

Samples of Behavior: Trainee can brief OPSEC vulnerabilities. Identify and process incident reports. Manage and maintain all documents IAW pertinent AFIs.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee develop local test to administer to AM personnel.
4. Administer test.

Lesson 3

CLASSIFIED MATERIALS/SECURE COMMUNICATIONS EQUIPMENT

STS Item: 2.4.1 – 2.4.3.

TRs: AFD 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: Describe the proper procedures to identify requirements, establish accounts and order documents.

Samples of Behavior:

1. Describe the procedures for identifying requirements, establish accounts and order documents.
2. Implement directives and ensure OI's are developed for AM personnel for the proper use of secure communications systems and equipment.
 - a. STU III.
 - b. KL-43.
 - c. Facsimile (FAX) Machines.
 - d. Computers.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee QC current directives for compliance with TRs.

Lesson 4

AIRFIELD RESOURCE PROTECTION

STS Item: 2.5.

TRs: AFPD 16-3, AFI 31-101

Objective: IAW with TRs associate duties and responsibilities regarding Chief, Airfield Management Operations (CAMO) and airfield resource protection plan.

Samples of Behavior:

1. Identify operational impact of controlled and restricted areas.
2. 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.
4. Shadow Chief, Airfield Management to an Installation Security Council meeting if able.
5. Shadow Chief, Airfield Management on a monthly airfield inspection emphasizing resource protection.
6. Receive briefing from security forces resource protection manager.

Lesson 5

AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM

STS Item: 3.

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

Objective: Identify basic facts about the AFOSH Program as it applies to AM and explain supervisors and individual responsibilities. Ensure AM personnel comply with AFOSH guidance.

Samples of Behavior:

1. Can explain the AFOSH Program.
2. Can describe the purpose of the AF Form 55 and explain who maintains it.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee identify what constitutes safety hazards.
4. Have trainee explain reporting procedures.
5. Have trainee prepare and complete sample AF Form 55.
6. Have trainee review facility for potential office hazards and brief.
7. Administer test.

Lesson 6

PREPARE WORK SCHEDULE

STS Item: 4.1.

TRs: AFI 13-213

Objective: Prepare a working duty schedule.

Samples of Behavior: Describe the necessary steps in preparing a work schedule.

Meas: P/W

Instructional Guidance:

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

Lesson 7

UTILIZATION AND MANAGEMENT OF DAILY EVENTS LOG

STS Item: 4.2.

TRs: AFI 13-213, AFI 37-139

Objective: Review events logs for accuracy, completeness and conformance to established directives. Identify basic facts pertaining to the proper use and disposition of Daily Record of Facility Operations, AF Form 3616. Know the minimum information required to perform trend analysis of airfield operations.

Samples of Behavior:

1. Compare events logs to supportive data to ensure completeness of information.
2. Review for trends.
3. Ensure events logs are filed IAW AFI 13-213.
4. Explain the procedures for disposition of AF Form 3616.
5. Explain who can determine additional documentation requirements on the AF Form 3616?
6. Give an example of the first entry on the AF Form 3616 per AFI 13-213 para 3.2.8.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee review 2 months events logs for accuracy, completeness and document trends.
4. Have trainee create a list of documentation requirements, review for appropriate write ups and provide guidance as necessary.
5. Administer test.

Lesson 8

MANPOWER

STS Item: 4.3.

TRs: AFMS 13E1, UMD, and UMPR

Objective: Using TRs and unit workload data, verify authorized manning.

Samples of Behavior:

1. Describe the purpose and uses of the following AFMS 13E1, UMD, UMPR
2. Describe the workload data factors used to determine manning.
3. Describe the CAMO's role in relation to UTCs, other TDY tasking and other possible mission impact, (i.e. reclama, shortfall).

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee identify the factors and applicable variances used in determining authorized manning.
4. Have trainee complete AFMS 13E1 worksheet using factor and applicable variances.

Lesson 9

AM TRAINING PROGRAM (OVERSIGHT)

STS Item: 5.

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

Objective: CAMO establishes training requirements and evaluates training program effectiveness. Chief, Airfield Management Training (CAMT) has responsibility for the operation, design and development of the training program.

Samples of Behavior:

1. Identify basic facts about the Instructional System Development (ISD) program.
2. Identify basic facts about the AM training program.
3. Identify responsibilities of the trainee as it relates to the AM training program.
4. List the Training Managers responsibilities for program management as outlined in TRs.

Meas: O

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. Have trainee explain TM roles, duties and responsibilities for program management.
5. Administer open book quiz.

Lesson 10

AM TRAINING PROGRAM (ADMINISTRATION)

STS: 5.

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

Objective: TM administers the AM training program. CAMO must know the process for administration of the program.

Samples of Behavior:

1. Identify facts about the administration of the AM training program. Use of PCGs, STS, CFETP, 623s, etc from the CAMO perspective.
2. Explain the training progression from the 3- to 5- skill level; from the 5- to 7- skill level; and from the 7- to 9- skill level.
3. Associate the duties and responsibilities of the six duty positions, (AM Operations Coordinator, AM Operations Supervisor, CAMT, CAMO, Deputy Chief, Airfield Management, Chief, Airfield Management) as they relate to airfield operation and maintenance.
4. Using the ISD process, develop and administer a lesson plan from the AM training program.

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 (COMPLIANCE/GUIDELINES)

STS Item: 5.

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

Objective: CAMT analyzes the training program for compliance with established directives. CAMO must understand the review process for the administration of the training program.

Samples of Behavior:

1. Provide training material for AM assigned personnel.
2. Ensure program supports all requirements for upgrade, qualification and certification of AM assigned personnel.
3. Determine the training requirements of individual as they relate to duty positions and skill levels.
4. Conduct a self-assessment of the AM training program using training checklists in AFI 13-218.
5. Brief training status at the AOF training review board.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee do a records review, checking for accuracy and completeness.
4. Have trainee document both records review and review of the training program.
5. Have trainee attend the TRB.

Lesson 12

CRASH NET MANAGEMENT

STS Item: 13.1.3.

TRs: AFI 13-213, AFM 32-4001, AFM 32-4004

Objective: Determine requirements to establish, maintain and install the secondary crash phone system. Know the criteria to authorize users access to the secondary crash phone system.

Samples of Behavior:

1. Identify requirements for units to be placed on the list of authorized users of the secondary crash phone system per AFI 13-213 para 3.2.2.3.3.
2. Know the requirements for users to get access to the system.

Meas: P

Instructional Guidance:

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

Lesson 13

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

STS Item: 7. – 7.7.7.

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

Objective: Review and document new FLIP editions for accuracy and consistency.

Samples of Behavior:

1. Compare the local base data with like data published in other FLIP products (approach plates, en route supplement, area planning) and base publications (flying directive, wing plans).
2. Prepare and coordinate FLIP changes with appropriate local agencies.

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 14

FLIGHT PLANNING ROOM

STS Item: 17.

TRs: AFI 13-213

Objective: Identify and explain what must be in the flight planning room and why it must be there.

Samples of Behavior:

1. Explain how pilots acquire NOTAM.
2. Describe the services available to pilots in the flight planning room.
3. Determine at what frequency FLIPs should be checked.
4. Explain what are the required displays in the flight planning room.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee identify the flight planning room requirements.
4. Identify aircrew requirements and how the flight planning meets their needs from pre-flight to final destination.
5. Administer test.

Lesson 15

RESPONSIBILITIES OF AND COORDINATION WITH BASE SUPPORT AGENCIES

STS Item: 9.2.1 – 9.2.15., 9.4.1 – 9.4.7.

TRs: AFD 10-18, AFI 10-207, AFJI 11-204, AFJMAN 11-208, AFI 11-401, AFI 13-203 3.3, AFI 13-207, AFI 13-213, AFD 21-1, AFI 21-101, AFD 21-3, AFI 23-101, AFD 23-2, AFMAN 23-110V2, AFD 24-4, AFD 32-10, AFD 32-11, AFD 32-20, AFD 32-30, AFD 33-1, AFI 33-101, AFI 33-2, AFD 34-1, AFD 34-2, AFI 34-217, AFMAN 34-232, AFD 34-4, AFD 34-5, AFD 35-1, AFD 35-101, AFI 37-139, AFD 38-6, AFI 41-210, AFD 64-1, AFMAN 64-108, AFD 91-2, AFI 91-202, AFPAM 91-212, AFD 91-3, AFI 91-301, AFR 900-6, AIM, FIH, IFR SUP

Objective: Coordinate and analyze unique situations involving the following:

1. Agencies:

- a. Civil Engineer.
 1. Disaster Preparedness (DP).
 2. Power production.
 3. Airfield Lighting.
 4. Natural Resources.
 5. Community Planner.
 6. Horizontal/Vertical Shops.
 7. Contract management.
 8. Fire Department.
- b. Safety Office (Ground and Flight).
- c. Maintenance Operations Center (MOC).
- d. Command Post.
- e. Transient Alert.
- f. Security Forces.
- g. Transportation.
- h. Weather.
- i. Supply.
- j. Services.
- k. Communications Center.
- l. Protocol Office.
- m. Public Affairs.
- n. Current (squadron) Operations.
- o. Contracting Office.
- p. Aircrew Standardization & Evaluation.
- q. Transient Services
 1. PRIME KNIGHT/Billeting.
 2. Fleet Services.

Lesson 15 (con't)

2. Special Handling:

- a. Distinguished Visitors (DVs).
- b. Aeromedical Evacuation (AIR EVAC).
- c. Hazardous Cargo.
- d. SAM/SAAM.
- e. Customs/Agriculture/Immigration, Military Customs Inspections.
- f. Unannounced arrivals.
- g. Foreign Aircraft.
- h. Presidential Support.
- i. Prior Permission Required (PPR)/Official Business Only (OBO).
- j. Taxi Clearance/Engine Runs/Tows.

Samples of Behavior:

1. Can determine which agency within Civil Engineering needs to be contacted for service or repair of the airfield infrastructure.
2. Can determine which agency has responsibility for airfield issues.
3. Can develop guidance to support special handling of unique situations encountered in AM, such as Presidential support or Prior Permission Required (PPR)/ Official Business Only (OBO) operations.
4. Attend meetings as applicable.

Meas: O/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Given unique situations have trainee describe support coordination.
4. Administer test.

Lesson 16

AIRCRAFT PARKING PLAN

STS Item: 30.

TRs: AFI 13-213, AFH 32-1084, AFI 32-7062, AFM 91-201, UFC 3-260-01

Objective: Create a plan that identifies and designates aircraft parking areas on your airfield. Demonstrate correct distance to fixed obstacles for all areas where aircraft operate, from the largest aircraft operating on the airfield. Know who has responsibility for the aircraft-parking plan.

Samples of Behavior:

1. List the requirements for an aircraft-parking plan. Identify areas for hazardous cargo, engine run up, arm/de-arm, launch and recovery areas.
2. Describe the process for selecting and developing aircraft parking and maintenance areas.
3. Identify restrictions associated with aircraft parking plan.
4. Identify two parties involved in the development of the aircraft parking plan.
5. Using UFC 3-260-01:
 - a. Describe the restriction assigned to aircraft parking areas.
 - b. Determine facility for a specific location. Explain the purpose of a support facility.
 - c. Demonstrate the ability to use the AFM 91-201 to establish hazardous cargo handling areas on your airfield.
 - d. Explain how to determine the appropriate waiver requirements to aircraft plan.
6. Using AFH 32-1084, analyze common areas used in the development of the aircraft-parking plan.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee create an aircraft parking plan.
4. Analysis requirements for an aircraft parking plan.
5. Have trainee develop a hazardous cargo area.
6. Administer test.

Lesson 17

DESIGNATIONS OF AIRSPACE

STS Item: 10.

TRs: AIM, AP-1, CFR Part 71, CFR Part 91, FAAO 7110.65, FLIP GP, CBT-G-22

Objective: Identify designations of local airspace to support Demo flights, Airshows and locally established traffic patterns.

Samples of Behavior:

1. Can identify NOTAM requirements for the different types of airspace and the ATC services provided in them.
2. Can coordinate the closure of the different classes of airspace within local flying area to support Demo flights, Air Shows etc.

Meas: W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. From a list of airspace classes, have trainee identify ATC services provided.
4. Administer test.

Lesson 18

NAVIGATIONAL AIDS (NAVAIDS)

STS Item: 11.1 – 11.2.7.

TRs: AFI 11-202 V3, AFI 32-1044, AFMAN 32-1076, AIM, FAAO 7110.65, FLIP GP, IFR SUPPLEMENT, UFC 3-260-01

Objective: Explain the purpose and use of precision NAVAIDS (PAR, ILS, MLS), and non-precision NAVAIDS (ASR, NDB, GPS, TACAN, VORTAC, PVASI, PLASI, PAPI).

Samples of Behavior:

1. Can differentiate between precision and non-precision NAVAIDS.
2. Explain the runway marking requirements for precision NAVAID on the airfield.
3. Can determine NOTAM requirements for non-precision NAVAID within the NAS system.

Meas: W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. From a list of given NAVAIDS, determine which are available at base assigned and whether or not they are for precision/non-precision approaches.
4. Identify the location of NAVAIDS on the airfield.
5. Administer test.

Lesson 19

GENERAL FLIGHT RULES (GFR)

STS Item: 12

TRs: AFI 11-202 V3, CFR Part 71, CFR Part 91, FAAO 7110.65

Objective: Identify basic facts, relationships and state general principles about the GFRs governing the following: 1) aircraft speed, 2) acrobatic flight, 3) air traffic clearances and instructions, 4) inflight communications, 5) altitude requirements. Identify basic facts about VFR requirements as they pertain to 1) cruising altitudes, 2) cloud clearance and visibility 3) landing and approach minimums. Identify basic facts about IFR operations as they pertain to: 1) Class “A” Airspace operations, 2) cruising altitudes, 3) flight levels.

Samples of Behavior:

1. Identify correct aircraft speed requirements within the special use airspace.
2. Explain minimum altitudes for flight conducted within a MOA.
3. Explain proper procedures to flow for processing “acrobatic flight” plans.
4. Ensure personnel can differentiate between VFR and IFR flights and the conditions that affect the use both categories.
5. Identify whether communication with ATC is/is not mandatory within the different airspace classes.

Meas: W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. List coordination requirements for acrobatic flight and what NOTAM information aircrews require reference acrobatic flight.
4. Have trainee state basic VFR minimums.
5. Administer test.

Lesson 20

NOTIFICATION PROCEDURES FOR EMERGENCY ACTIONS

STS Items: 13.1.

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

Objective: Associate the duties and responsibilities of the Airfield Manager regarding notification of emergency response incidents.

Samples of Behavior:

1. Can determine the need to establish an effective communications network within airfield management to notify all parties in the event of an emergency.
2. Can identify and correct outdated emergency action checklist.
3. Can identify the duties and responsibilities of the Chief, Airfield Management during a MARE.
4. Ensure conformity of PCAS and SCN with AFI 13-213.

Meas: W

Instructional Guidance:

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

Lesson 21

DEVELOP QRCs

STS Item: 13.3.

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

Objective: Develop QRCs and review for accuracy, consistency and compliance against current requirements and practices.

Samples of Behavior:

1. Extract information from Air Force and local directive to develop QRCs.
2. Review QRCs for accuracy, consistency and compliance.
3. 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. Operational Instructions OIs).

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Review all local QRCs and draft new QRCs as required.
4. Administer test.

Lesson 22

DISASTER CONTROL GROUP (DCG)

STS Item: 13.4.

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

Objective: Associate duties and responsibilities of the Airfield Manager regarding the DCG.

Samples of Behavior:

1. Shadow the Airfield Manager on an exercise.
2. Attend DCG training.
3. Explain the Chief, Airfield Management's responsibilities during DCG activation.
4. List the members of the DCG.
5. Explain the importance of the DCG.

Meas: O

Instructional Guidance:

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

Lesson 23

PLOT GRID MAPS

STS Item: 13.5.

TRs: AFI 32-4001, AFMAN 32-4004

Objective: Supervise the plotting of a grid map, to include use of overlays. Ensure plotting of crash grid map coordinates is accurate.

Samples of Behavior:

1. Can explain the importance of properly plotting the grid map.
2. Can accurately explain location of event using the overlays to plot coordinates.
3. Can explain what agency creates the grip maps and where they are located on base.

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

STS Item: 13.6.

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).

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Review all local contingency plans that impact/involve AM.
4. Have trainee write a sample QRC, OI or EAF.

Lesson 25

FLIGHT PLANS

STS Item: 14.1.

TRs: AFI 11-202V3, AFJMAN 11-213, AFR 900-6, AIM, FAAO 7110.10, FCG, FLIP GP, AP, ICAO Document 4444 and Annex 10, Vol. II

Objective: Display proper management of the flight planning equipment. Develop an alternate means to relay information during system outages. Review flight plans and other supporting flight data information for accuracy, completeness and conformance to established directives.

Samples of Behavior:

1. Can determine whom to contact for support of the flight planning equipment.
2. Create LOAs for back up support during outages with other agencies having capabilities to process flight plans.
3. Ensure flight plans are filed IAW FLIP general planning and AFI 13-213.
4. Review flight plans for trends related to accuracy, completeness and conformance with directives.
5. Ensure proper disposition of flight plan records AFMAN 37-139.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee prepare a LOA with an alternate agencies to facilitate processing of flight plans during outages.
4. Have trainee review last month's flight plans for accuracy, completeness and any identifiable trends.
5. Administer test.

Lesson 26

EVALUATION PROGRAM

STS Item: 31.

TRs: AFI 13-203, AFI 13-213, AFI 13-218, AFI 90-901

Objective: Determine the impact Airfield Management has on the different inspection and evaluation programs. Analyze airfield management's role in the evaluation process and ensure compliance with directives.

Samples of Behavior:

1. Know the impact on AM (i.e. time spent on the flightline, review of documents, etc).
2. Can determine AM responsibility within the scope of the inspection or evaluation programs.
3. Adheres to the guidance in regulations governing the inspection and evaluation programs.
4. Differentiate between the methods used to conduct an inspection and/or an evaluation.
5. Describe the process to close out open checklist items and observations.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Complete the AM portion of AFI 13-218.
4. Have trainee demonstrate the ability to prepare for an inspection and/or evaluation.
5. Have trainee analyze the impact of the inspection and evaluation programs have on AM and its personnel.

Lesson 27

AIRFIELD MANAGEMENT'S BUDGET PROCESSES

TRs: AFI 65-601 V2

Objective: Develop an understanding of the budget process as it affects AM. Initialize a plan of action for preparing and submitting budgetary requirements for AM issues to include: supplies, materials, individual issue equipment (personal and non personal), airfield infrastructure repairs and TDYs for career and profession development courses/seminars.

Samples of Behavior:

1. Describe the method most used to appropriate funding at the end of the FY that's available to AM.
2. Describe the Cost Center and Resource Advisor duties and how they affect CAMO ability to operate AM Ops.
3. Create an operating budget for AM for the up coming FY.
4. Determine availability of funding sites to accommodate airfield infrastructure repairs. List at least three sources.
5. List at least three different forms available for financial requisition purposes.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Given resource limitations design a budget for AM to support operational needs for the up coming FY.
4. Have the Chief, Airfield Management mentor the process for project funding for infrastructure repairs.
5. Administer test.

Lesson 28

EUROPEAN FLOW CONTROL RESTRICTIONS

STS Item: 14.3.3.

TRs: AFI 13-213, AIM, AP2, FAAO 7110.10, FLIP GP, ICAO Doc 4444, Annex 10 Vol. II

Objective: Determine flow control restrictions and identify basic facts about Central Flow Management Unit (CFMU).

Samples of Behavior:

1. Define a calculated take-off time (CTOT).
2. Identify examples of why flow control restrictions may be imposed.
3. Describe duties and responsibilities of CFMU.
4. Identify location of CFMU.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain the difference between Operational Air Traffic (OAT) and General Air Traffic (GAT).
4. Have trainee determine which flight plans would/would not be subject to flow control.
5. Administer test.

Lesson 29

ALTITUDE RESERVATIONS

STS Item: 14.3.4.

TRs: AFJMAN 11-213, AFI 13-213, AIM, FAAO 7110.10, FAAO 7610.4, FLIP GP, ICAO Document 4444, Annex 10, Vol. II

Objective: Describe the procedures for coordinating altitude reservations with appropriate agencies.

Samples of Behavior:

1. Define altitude reservation.
2. Describe the procedures to confirm existence of ALTRV.

Meas: W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain procedures that apply to ALTRV flight plans.
4. Have trainee explain roles of given Altitude Reservation Facilities.
5. Have trainee coordinate procedures with appropriate agency to determine existence of an ALTRV.
6. Administer test.

Lesson 30

COMMUNICATIONS/ASSOCIATED EQUIPMENT SYSTEMS

TRs: AFI 13-213, AFI 33-106

Objective: Demonstrate the ability to operate each communications system in the flight services section. Can determine requirement for equipment management and replacement.

Samples of Behavior:

1. Describe the management of the following equipment:
 - a. Pilot-to-Dispatch (PTD) radio.
 - b. Aeronautical Information System (AIS)/Telecommunications.
 - c. Land Mobile Radios.
 - d. Telephone Console.
 - e. Automatic Weather Distribution.
 - f. Facsimile (FAX) Machine.
 - g. Copiers.
 - h. Desktop computers.
 - i. ATC and FAA direct telephone lines.
 - j. Pagers and cell phones (if applicable).

2. Can program for upgrade and replacement of equipment.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain what the CAMO's responsibilities are for each of the above listed equipment items.

Lesson 31

NOTICE TO AIRMEN (NOTAM)

STS Item: 16.1. (US NOTAM System)

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

Objective: Analyze the principles about the US (FAA) and DoD NOTAM System.

Samples of Behavior:

1. Differentiate between the US (FAA) and DOD NOTAM systems.
2. Describe the different types of information obtained from both systems.
3. Explain how to obtain NOTAMs through an alternate retrieval method.

Meas: P/W

Instructional Guidance:

1. Trainee Have trainee read TRs.
2. Trainee Review TRs with trainee.
3. Have trainee determine the request format for DoD and US (FAA) NOTAMs.
4. Administer test.

Lesson 32

FLIGHT PLANNING SECTION

STS Item: 17.1. – 17.2.

TRs: AFI 13-213, Aeronautical Charts, CHUM, NIMA Catalog

Objective: Verify the accuracy, currency and product availability of flight planning room contents. Ensure charts, displays are correct and current.

Samples of Behavior:

1. Trainee can verify accuracy of publications.
2. Using the CHUM trainee can validate chart product currency and do an inventory to establish product requirements.
3. Validate the publication received and inventory account level requirements for AM.
4. Ensure FLIP program is managed properly IAW guidance provide in DoD Catalog of Aeronautical Charts and Flight Information Publications.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee verify the accuracy and currency of the flight planning room's content.

Lesson 33

AIRFIELD SAFETY

STS Item: 19.2. –19.3.

TRs: AFI 13-213, AFI 91-202

Objective: Associate duties and responsibilities of CAMO regarding runway intrusions and forms for hazard documentation (Hazardous Air Traffic Report/USAF Hazard Report).

Samples of Behavior:

1. IAW AFI 13-213 brief the status of flightline driving program to include runway intrusion and trends at the AOB.
2. Ensure local guidance directs informative response to Unit Commander, Chief, Airfield Management, Flightline Driving Program Manager and any other agency requiring up channeling of information in response to runway intrusions.
3. Identify the source documents that govern actions to take.
4. Can use the HATR Form 651 and/or AF Form 457 to document unsafe conditions that contributed to the intrusion.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee review a completed HATR report and an AF Form 847.

Lesson 34

AIRFIELD SAFETY

STS Item: 19.2. – 19.3. (USAF Hazard Reports and Hazardous Air Traffic Report, HATR)

TRs: AFI 13-213, AFI 91-202

Objective: Associate the duties and responsibilities of the CAMO regarding the use of AF Forms 457 & 651.

Samples of Behavior:

1. Identify examples of when each type of report should be filed.
2. Demonstrate the ability to process the appropriate forms.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain the purposes, uses and locations of AF Forms 457 and 651.
4. Given a scenario, have trainee demonstrate the ability to process the appropriate forms.
5. Administer test.

Lesson 35

AIRFIELD SAFETY

STS Item: 19.4. (Risk Assessment Codes, RAC)

TRs: AFPAM 91-204, AFI 91-301

Objective: Associate the duties and responsibilities of the CAMO regarding the use of RACs to expedite repairs.

Samples of Behavior:

1. Interpret RAC and correlate their use in prioritizing airfield repairs.
2. Can identify who owns the RAC process.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Arrange with safety arrange a briefing on the RAC process.

Lesson 36

AIRFIELD LIGHTING SYSTEMS

STS Item: 20.1. – 20.7., 22.8.

TRs: AFI 13-213, AFI 32-1044, AFMAN 32-1076, AIM, FAA AC 150/5340-26, FAAO 6850.5, FIH, FAA AC 150/5340-26, FLIP GP, For Overseas Location consult ICAO ANNEX 14, NATO Criteria

Objective: IAW TRs analyze the approach light, runway light, taxiway light, rotating beacon, lighted signs, obstruction lighting, and heliport light systems to determine proper operations and if required NOTAM actions (NOTAMs, airfield advisories).

Samples of Behavior:

1. Correlate information gathered from airfield lighting checks for compliance with procedures outlined in FAAO 6850.5 and AFI 13-213, Table 2.
2. Determine appropriate NOTAM action.
3. Coordinate for repair or maintenance of the above listed airfield lighting systems.
4. Explain the importance of properly identifying airfield lighting outages and the need for a lighting chart to expedite repairs.

Meas: P/W

Instructional Guidance:

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

Lesson 37

AIRFIELD MARKINGS AND MAINTENANCE

STS Item: 21.1. – 21.10, 22.8.

TRs: AFI 32-1042, AFH 32-1084, AIM, ETL 94-01, FAA AC 150/5340-1, ICAO For Overseas Location consult ANNEX 14, NATO Criteria

Objective: Analyze airfield markings for compliance with standards set forth in Air Force TRs and FAA Advisory Circulars when Air Force guidance is lacking.

Samples of Behavior:

1. Interpret criteria and coordinate actions to comply with airfield marking standards.
2. Explain what the consequences are to pilots, if airfield-marking standards are not properly met.
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. In concert with the Chief, Airfield Management evaluate airfield markings for compliance with established guidance.
4. Administer test.

Lesson 38

AIRFIELD INSPECTIONS/CHECKS

STS Item: 22.1., 22.4.

TRs: AFI 13-213, AFH 32-1084, AFP 91-212, ETL 94-01, FAA AC 150/5340-1, FAA AC 150/5340-18, FAA AC 150/5345-44, FAAO 6850-5, CFR Part 139, UFC 3-260-01, For Overseas Location consult ICAO ANNEX 14, NATO Criteria

Objective: Associate duties and responsibilities of the CAMO regarding airfield inspections/checks IAW AFI 13-213 ATCH 4

Samples of Behavior:

1. Interpret violations/discrepancies of established criteria.
2. Describe basic facts about coordination for airfield discrepancies.
3. Explain the joint airfield inspection, the agencies involved, and their responsibilities.

Meas: O/P/W

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.
4. Conduct performance check.
5. Administer test.

Lesson 39

AIRFIELD INSPECTION AREAS

STS Item: 22.2. – 22.2.13.

TRs: AFI 21-101, UFC 3-260-01, AFJMAN 32-1038, AFI 32-1042, AFI 32-1043, AFI 32-1044, AFMAN 32-1076, AFH 32-1084, 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, CFR Part 139, IFR SUPPLEMENT, For Overseas Location consult ICAO ANNEX 14, NATO Criteria

Objective: Interpret airfield criteria and requirements in order to perform an airfield inspection. 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.

Samples of Behavior:

1. Complete an airfield inspection with the Chief, Airfield Management.
2. Explain the importance of identifying criteria.
3. Explain the importance of reporting, documenting and following up on deficiencies found on the airfield.

Meas: O/P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. With trainee conduct airfield inspections/checks.
4. Administer test.

Lesson 40

RUNWAY SURFACE CONDITION (RSC)

STS Item: 22.4.1. – 22.4.3.

TR: AFI 13-213, AFTO 33-1-23, FIH

Objective: Determine and report RSC IAW AFI 13-213 Chapter 5.

Samples of Behavior:

1. Define RSC.
2. Explain the importance of RSC and it's purpose.
3. Ensure local guidance covers when to conduct a RSC.

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 41

AIRFIELD CONSTRUCTION AND REPAIR

STS Item: 22.6.1. – 22.6.3.

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

Objective: Analyze the impact of construction or repair, on runway operations, taxiing, and parking. Describe procedures to take in coordination of any construction or repair operation.

Samples of Behavior:

1. Differentiate between the different construction phases.
2. Explain the relationship of flight/ground safety and AM during all phases.
3. Attend a precon, construction, completion, and acceptance meeting.
4. Shadow AM representative to at least one of the above meetings.

Meas: 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 42

AIRCRAFT ARRESTING SYSTEM CERTIFICATION

STS Item: 22.7.

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

Objective: Identify the agencies involved for the process of certifying/re-certifying arresting systems. Explain the local coordination process required.

Samples of Behavior: Shadow Chief, Airfield Management during certification engagement.

Meas: O/P

Instructional Guidance:

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

Lesson 43

OPEN HOUSES/AIRSHOWS/ STATIC DISPLAYS

STS Item: 22.9.

TRs: AFD 10-10, AFI 10-1001, AFI 10-1002, AFI 11-209, AFI 32-7063, ETL 94-01

Objective: IAW with local directives associate the duties and responsibilities of a CAMO in relationship to supporting Open Houses, Air Shows and Static Displays.

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. Shadow Airfield Manager to Open House, Air Shows and Static Display meetings.

Meas: W

Instructional Guidance:

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

Lesson 44

AIR INSTALLATIONS COMPATIBILITY USE ZONE (AICUZ)

STS Item: 22.10.

TRs: AFI 32-7063, AFH 32-7084, UFC 3-260-01

Objective: Associate facts pertaining to AICUZ and airfield operations.

Samples of Behavior:

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

Meas: W

Instructional Guidance:

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

Lesson 45

LETTER OF AGREEMENT (LOA) AND SUPPORT AGREEMENT (SA)

STS Item: 22.11.

TRs: AFI 10-1002, AFI 13-201, AFI 13-213, AFD 25-2, AFI 25-201

Objective: Review LOAs and SAs to ensure compliance with established regulations.

Samples of Behavior:

1. Can assess the need for LOAs and SAs for service and/or equipment usage.
2. Update and/or delete an existing LOA or SA that is about to expire.
3. Can identify and explain the process for creating a LOA/SA.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Review local LOAs and SAs for accuracy and completeness and compliance.

Lesson 46

SNOW AND ICE CONTROL

STS Item: 22.12.

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

Objective: Understand the local directives that apply to AM. Ensure AM personnel comply with rules and regulations that pertain to AM. Identify the duties associated with snow removal with agencies of responsibility.

Samples of Behavior:

1. Review local directive to ensure AM compliance.
2. Ensure AM personnel follow local directives as they pertain to AM.
3. Describe role and responsibilities of all Snow and Ice Control Committee (SICC) participants.
4. Shadow Airfield Manager to a SICC meeting.
5. Can identify the CAMO's role in the management of snow and ice removal actions as they pertain to the airfield environment and flying operations.
6. Can explain the requirement to coordinated all snow removal actions through proper channels and established local priorities.

Meas: O/P

Instructional Guidance:

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

Lesson 47

BIRD AIRCRAFT STRIKE HAZARD

STS Item: 23.1. – 23.4.

TRs: AFI 13-213, AFI 32-1053, AFI 91-202, AFPAM 91-212, AIM, FAAO 7110.65

Objective: Understand the local directives that apply to AM. Ensure AM personnel comply with rules and regulations as they pertain to Airfield Management. Correlate duties associated with BASH management with agencies of responsibility. Ensure entries as they pertain to BASH on the airfield are accurately depicted in FLIP products.

Standards of Behavior:

1. Review local directive to ensure AM compliance.
2. Ensure AM personnel follow local directives as they pertain to AM.
3. Describe role and responsibilities of all BASH participants.
4. Shadow Chief, Airfield Management to a BHWG.
5. Verify FLIP entries concerning BASH.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Test knowledge on local directives.

Lesson 48

CIVIL AIRCRAFT USE OF USAF INSTALLATIONS

STS Item: 24.1. – 24.4.

TRs: AFPD 10-10, AFI 10-1001, AFI 10-1002, AFI 10-1003, AFPD 10-18, AFI 10-1801, AFI 13-213, AFI 34-217, AFMAN 34-232, HQ USAF/XOO-CA Civil Aircraft Landing Permits

Objective: Interpret the forms associated with civil aircraft landing permits. Utilize and verify the civil aircraft landing permit listings. Explain authorized use of USAF installations.

Samples of Behavior:

1. Can coordinate an Aircraft Landing Authorization Number (ALAN) with appropriate agencies.
2. Knows the requirements for Military Aero Club aircraft operations.
3. Coordinate with appropriate agencies for the determination, assessment, collection, and disposition of appropriate civil aircraft landing, parking, and storage fees.
4. Consolidate data to complete the unauthorized landing report and describe disposition procedures.
5. Coordinate collection of processing fees for unauthorized landing through the base Finance Office.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Using scenarios have trainee identify processes associated with an unauthorized landing.
4. Have trainee identify appropriate agencies for coordination.

Lesson 49

ESTABLISH FLIGHTLINE DRIVING PROGRAM

STS Item: 26.

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

Objective: IAW AFI 13-213, Chapter 4, describe the procedures to develop and manage a flightline-driving program. Utilize and enforce the flightline-driving program.

Samples of Behavior:

1. Review local flightline driving directives, and update as needed.
2. Process application forms for flightline driving program.
3. Demonstrate the ability to brief local flightline driving procedures to other personnel.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Review current plan for accuracy and completeness.

Lesson 50

PAVEMENT CLASSIFICATION

STS Item: 27.1. – 27.3.

TRs: AFJMAN 32-1036, AFJMAN 32-1038, AFI 32-1041, AFH 32-1084, AFJMAN 32-8008 V1, AFJPAM 32-8013 V1, FLIGHT INFORMATION HANDBOOK, IFR SUPPLEMENT

Objective: Interpret facts and principles about the contents of the Airfield Pavement Structural Evaluation (APSE), Weight Bearing Capacity (WBC), and Runway Friction Characteristic (RFC), reports to become proficient in the pavement structures located on the airfield and to justify airfield repairs when necessary.

Samples of Behavior:

1. List the six types of airfield designs.
2. Interpret APSE to verify published WBC.
3. Interpret RFC reports to determine need for rubber removal.
4. Explain the procedures to request a weight waiver from CE.
5. Prepare AF Form 332 and explain the coordination process.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee briefed by Pavement Engineer [CE] and Stan Eval on their duties and responsibilities in association with the APSE, WBC and RFC reports.
4. Administer test.

Lesson 51

WAIVERS TO AIRSPACE/AIRFIELD CRITERIA

STS Item: 28.1. – 28.8.

TRs: AFI 13-213, AFI 32-1024, AFH 32-1084, UFC 3-260-01, For Overseas Location consult ICAO ANNEX 14, NATO Criteria

Objective: Using TRs, verify compliance with standards for design criteria, ensure standards are met. Explain the procedures to process temporary and permanent waivers, request deviations and exemptions to operations. Acquire the ability to review the annual waiver package for accuracy and completeness.

Samples of Behavior:

1. Verify violations by applying criteria to the following: clear zones, primary surface lateral zones, and taxiway 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 an annual waiver review. Explain team composition and their roles.
4. Differentiate between temporary and permanent waivers.
5. Differentiate between building restriction line, permissible deviations and exemptions.
6. Conduct an airfield inspection and verify violations. Identify waivers that no longer apply for possible removal.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee coordinate with the following to associate relationship with AM: CE community planner, TERPS, Safety, etc.
4. Have trainee conduct airfield inspection and verify violations.
5. Administer test.