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AIR FORCE FLIGHT STANDARDS AGENCY
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AIRFIELD MANAGEMENT TRAINING GUIDES



AIRFIELD MANAGEMENT OPERATIONS SUPERVISOR

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

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Airfield Management Operations Supervisor

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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 were developed by AF HQ AFFSA and unit individuals with extensive background in Airfield Management training. The trainer/supervisor will use these breakdowns to develop leShift Supervisoron plans at the unit level to meet their miShift Supervisorion requirements. Trainers/supervisors may supplement each leShift Supervisoron to further meet their miShift Supervisorion needs.

TRAINING IMPLEMENTATION OF THE AMSS POSITION CERTIFICATION GUIDE (PCG): Airfield Management Shift Supervisor (AMSS) PCG should begin after completion of the 5-level upgrade training. *Time length to complete AMSS PCG is 3 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.

Lesson 1

UTILIZE DAILY EVENTS LOG

STS Item: 4.2

TRs: AFI 13-213, FAAO 7340.1

Objective: Trainee can describe the roles and responsibilities of the AM Operations Supervisor IAW AFI 13-213 in completion of AF Form 3616. Explain the importance of accurate documentation on AF Form 3616 and it's impact on AM.

Samples of Behavior:

1. Know what events log entries are required.
2. Explain the use of proper contractions on the events log.
3. Show relationship between accurate records and manning.
4. Trainee can explain the requirements to review the events log.
5. Explain the use of abbreviations/contractions not listed in 7340.1.
6. Show relationship between accurate records and follow up actions.
7. Describe the importance of keeping accurate documentation and ensuring shift change checklist reflect complete knowledge of current airfield status.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee review previous months of events log and extract number of airfield checks and correlate to manning.
4. Have trainee review actual events logs for 3 shifts for accuracy.
5. Administer test.

Lesson 2

AM TRAINING PROGRAM UTILIZATION AND ADMINISTRATION

STS Item: 5.

TRs: AFI 13-213, AFI 36-401, AFI 36-2201, AFH 36-2235 Vol 11, AFMAN 36-2234, AFM 36-2247, AFD 36-4, AFD 36-22, CFETP

Objective: Utilize and administer the AM 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. Identify facts about the administration of the AM training program.
5. 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.
6. Associate the duties and responsibilities of the six duty positions, (Airfield Management Operations Coordinator, Airfield Management Operations Supervisor, Chief, Airfield Management Training, Chief, Airfield Management Operations, Deputy Chief, Airfield Management, Chief, Airfield Management) as they relate to each skill level.
7. Conduct training.

Meas: P

Instructional Guidance:

1. Have trainee read TRs
2. Review TRs with trainee
3. Attend the Train the Trainer course.
4. Have trainee explain roles, duties and responsibilities of trainee and trainer
5. Have trainee demonstrate use of master training guide to include administering a leShift Supervisor plan.

Lesson 3

PUBLICATIONS AND FORMS

STS Item: 6.

TRs: AFEPL, AFI 13-213, AFMAN 37-123, AFMAN 37-138, AFI 37-139, AFI 37-160 V8, AFI 37-161

Objective: Describe the procedures to determine requirements, requisition and maintain publications and forms.

Samples of Behavior: Trainee can access information via the internet on the computer to identify currency of forms and publications.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Demonstrate how to use AFPEL via the internet.

Lesson 4

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

STS Item: 7. – 7.5.

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

Objective: Demonstrate the ability to determine requirements, requisition, inventory, distribute and maintain materials.

Sample of Behavior:

1. Explain procedures for determining requirements for FLIP products.
2. Explain the procedures for requisitioning, inventorying, distributing and maintaining materials.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee complete FLIP requisition forms.
4. Have trainee conduct a FLIP changeover.

Lesson 5

DESIGNATIONS OF AIRSPACE

STS Item: 10.

TRs: AIRMAN INFORMATION MANUAL, FLIP AP1, FAR Part 71, 91, FAAO 7110.65, FLIP GENERAL PLANNING

Objective: Identify designations of local airspace.

Samples of Behavior:

1. Using the TR's, explain the different types of airspace and the ATC services provided for each.
2. Identify the different class of airspace within the local flying area.

Meas: W

Instructional Guidance:

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

Lesson 6

NAVIGATIONAL AIDS (NAVAIDS)

STS Item: 11.1 – 11.2.7.

TRs: AFI 11-202v3, AFI 32-1044, AFMAN 32-1076, AFPAM 91-28, AIRMAN INFORMATION MANUAL, FAAO 7110.65, FLIP GENERAL PLANNING, IFR SUPPLEMENT, UFC 3-260-01

Objective: Identify general principles about precision NAVAIDS (PAR, ILS, MLS), and non-precision NAVAIDS (ASR, NDB, GPS, TACAN, VORTAC, PVASI, PLASI, PAPI).

Samples of Behavior:

1. Differentiate between precision and non-precision NAVAIDS.
2. Explain the differences between each type of precision NAVAID and their uses.
3. Explain the differences between each type of non-precision NAVAID and their uses.

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. Administer test.

Lesson 7

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) Airspace Class “A” operations, 2) cruising altitudes, 3) flight levels.

Samples of Behavior:

1. Define aircraft speed requirements.
2. Explain correct altitudes for different route of flight (IFR/VFR).
3. Define “acrobatic flight”.
4. Determine 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. From a list of altitudes, have trainee determine the correct direction of flight (i.e. East/West).
4. Have trainee state basic VFR minimums.
5. Administer test.

Lesson 8

SECONDARY CRASH NET MANAGMENT

STS Items: 13.1. – 13.1.3.

TRs: AFI 13-203, AFI 13-213, AFI 32-4001, AFI 32-4004

Objective: Trainee will become familiar with primary crash arlarm system(PCAS) and secondary crash net (SCN) management.

Samples of Behavior:

1. Understand PCAS and SCN notification procedures.
2. Demonstrate the ability to activate back-up systems.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Using scenario simulating an emergency situation, have trainee demonstrate the ability to supervise reception and transmission of emergency information via PCAS/SCN.
4. Have trainee list the back-up procedures for notifying each agency.
5. Administer test.

Lesson 9

CONTINGENCY PLANS

STS Item: 13.6.

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

Objective: Explain the purpose of contingency plans as they relate to AM.

Samples of Behavior:

1. Define what a contingency plan is.
2. Describe AM responsibilities for each contingency plan on file.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Have trainee explain the role of AM in base contingency plans.

Lesson 10

RUNWAY INTRUSIONS

STS Item: 19.1.

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

Objective: Associate duties and responsibilities of AM Operations Supervisor regarding runway intrusions.

Samples of Behavior:

1. IAW local directives, direct informative response to and up-channeling of information for runway intrusions.
2. Identify the source documents which govern actions to take.
3. Identify who in AM needs to respond and what information is required.
4. Can identify two additional persons up chain, needing notification of information.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Given a runway intrusion scenario, have trainee perform the appropriate actions IAW checklists.
4. Administer test.

Lesson 11

USAF HAZARD REPORTS AND HAZARDOUS AIR TRAFFIC REPORT, HATR

STS Item: 19.2. – 19.3.

TRs: AFI 13-213, AFI 91-202

Objective: Associate the duties and responsibilities of the AM Operations Supervisor 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

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.

Lesson 12

AIRFIELD LIGHTING SYSTEMS

STS Item: 20.

TRs: AFI 13-213, AFJMAN 11-208, AFI 32-1044, AFMAN 32-1076, AIRMAN INFORMATION MANUAL, FAA AC 150/5340-26, FAAO 6850.5, FLIGHT INFORMATION HANDBOOK, FAA AC 150/5340-26, FLIP GENERAL PLANNING

Objective: IAW TRs, analyze approach, runway, taxi-way, rotating beacon, lighted signs, obstruction, and heliport lighting systems to determine the required actions (NOTAMS, airfield advisories).

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.
3. Coordinate for repair or maintenance of the above listed airfield lighting systems.

Meas: P/W

Instructional Guidance:

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

Lesson 13

AIRFIELD MARKINGS AND MAINTENANCE

STS Item: 21.1. – 21.10.

TRs: AFI 32-1042, AIRMAN INFORMATION MANUAL, 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 having a properly marked airfield.
3. Describe basic facts about coordination for airfield marking maintenance.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. On an airfield inspection with AM Rep. identify both proper and improper airfield markings and coordinate necessary compliance measures.
4. Administer test.

Lesson 14

AIRFIELD INSPECTIONS/CHECKS

STS Item: 22.1 – 22.2.13., 22.3. – 22.4.1

TRs: AFI 13-213, 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, AIRMAN INFORMATION MANUAL, ETL 94-01, ETL 94-16, ETL 94-17, ETL 94-18, FAA AC 150/5340-1, FAA AC 150/5340-18, 150/5345-44, FAA AC 150/7460-1, FAAO 6750.16, FAAO 6850-5, FAAO 7110.65, CFR Part 139, IFR SUPPLEMENT

Objective: Associate duties and responsibilities of AM Operations Supervisor regarding airfield inspections/checks IAW AFI 13-213 para 2.3.1, 2.3.2. IAW checklists, 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) Taxi-ways; 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, Airfield Construction Areas.

Samples of Behavior:

1. Interpret violations/discrepancies of established criteria.
2. Describe coordination procedures for correcting airfield discrepancies.

Meas: O/P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. On an airfield inspection/check have trainee identify violations to airfield criteria.
4. Conduct performance check.
5. Administer test.

Lesson 15

AIRFIELD CONSTRUCTION AND REPAIR

STS Item: 22.6.2. – 22.6.3.

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

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 construction phases.
2. Explain the relationship of flight/ground safety and AM during all phases.
3. Shadow AM Rep. 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 properly coordinate and document airfield construction repairs.
5. Administer test.

Lesson 16

OPEN HOUSES/AIRSHOWS/ STATIC DISPLAYS

STS Item: 22.9.

TRs: AFI 11-209, ETL 94-01

Objective: Identify basic facts and explain local procedures related to Open Houses, Air Shows, Static Displays.

Samples of Behavior: Can identify and explain basic facts about Open House, Air Shows and Static Displays as they pertain to AM.

Meas: O

Instructional Guidance:

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

Lesson 17

LETTER OF AGREEMENT (LOA) AND SUPPORT AGREEMENTS

STS Item: 22.11.

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

Objective: Interpret LOAs and SAs to ensure compliance.

Samples of Behavior:

Can identify facts and draw conclusion from content of LOAs and SAs.

Meas: O

Instructional Guidance:

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

Lesson 18

SNOW AND ICE CONTROL

STS Item: 22.12.

TRs: AFI 13-213, AFI 25-201, AFI 32-1045

Objective: Using the TRs, checklists, and OPLAN, identify the need for, manage and direct snow removal operations.

Samples of Behavior:

1. Using Airfield Diagram manage and direct priorities, and explain why.
2. Describe agencies involved and their responsibilities.
3. Shadow snow removal personnel (if able).

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 remove requests.
4. Administer test.

Lesson 19

Bird Aircraft Strike Hazard

STS Item: 23.1. – 23.4.

TRs: AFI 32-1053, AFI 91-202, AFPAM 91-212, AIRMAN INFORMATION MANUAL, FAAO 7110.65

Objective: Associate duties and responsibilities of AM Operations Supervisor regarding local BASH program.

Samples of Behavior: Implement appropriate BWC and insure compliance with local OPLAN.

Meas: O/P/W

Instructional Guidance:

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

Lesson 20

CIVIL AIRCRAFT USE OF USAF INSTALLATIONS

STS Item: 24.1. – 24.1.4.

TRs: AFD 10-10, AFI 10-1001, AFI 10-1002, AFI 10-1003, AFD 10-18, AFI 10-1801

Objective: Define unauthorized landing. List the procedures for processing an unauthorized landing.

Samples of Behavior: Explain the requirements for completing the unauthorized landing documentation for all parties involved.

Meas: W/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Using Scenarios have trainee identify an unauthorized/emergency landing.
4. Have trainee identify proper agencies for coordination.
5. Administer test.

Lesson 21

FLIGHTLINE DRIVING PROGRAM

STS Item: 25.

TRs: AFI 13-213, AFI 24-301, AFJMAN 24-306, AFI 31-204

Objective: Associate AM Operations Supervisor duties and responsibilities IAW local directives and AFI 13-213. Utilize and enforce the flightline driving program.

Samples of Behavior:

1. Process application forms for flightline driving program.
2. Demonstrate the ability to brief flightline driving program to other personnel.
3. Demonstrate the ability to process temporary flightline driving authorizations.
4. Identify roles of a Shift Supervisor in regards to violations.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with trainee.
3. Administer test on directives and local procedures.
4. Given scenarios, have trainee respond to a violation, confiscate AF Form 483, and brief violator on proper procedures.
5. Administer test.

Lesson 22

WAIVERS TO AIRSPACE/AIRFIELD CRITERIA

STS Item: 28.1. – 28.2., 28.4.

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

Objective: Using TRs verify violations by applying criteria to the following: imaginary surfaces, runway/clear zones and building restriction line. Describe the dimensions to include airspace height criteria, transitional slope, and terminal instrument approach procedures (TERPS) as it relates to AM.

Samples of Behavior:

1. Define the following: clear zones, primary surface lateral zones, taxiways and aprons clearances to fixed and mobile obstacles.
2. Shadow AM rep on an airfield inspection and verify violations.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs
2. Review TRs with trainee
3. Have trainee define lateral zones, taxiways and aprons clearances to fixed and mobile obstacles.
4. Administer test.

Lesson 23

WAIVERS TO AIRSPACE/AIRFIELD CRITERIA

STS Item: 28.3, 28.5 – 28.6.

TRs: AFI 13-213, UFC-3-260-01

Objective: Gain a basic understanding of waivers and waiver review process.

Samples of Behavior:

1. Identify the approval authority for temporary waivers.
2. Describe the process for requesting temporary and permanent waivers.
3. Explain differences between temporary and permanent waivers.
4. Be able to determine permissible deviations to airfield criteria.
5. Become familiar with waivers at your airfield.
6. Describe team composition.

Meas: W

Instructional Guidance:

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

Lesson 24

WAIVERS TO AIRSPACE/AIRFIELD CRITERIA

STS Item: 28.7. (EXEMPTIONS)

TRs: AFI 13-213, UFC-3-260-01

Objective: Identify basic facts and principles about exemptions and permissible deviations, siting criteria and standards to airfield and airspace criteria.

Samples of Behavior:

Explain basic facts and principles about exemptions and permissible deviations, siting criteria and standards to airfield and airspace criteria.

Meas: W

Instructional Guidance:

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

Lesson 25

WAIVERS TO AIRSPACE/AIRFIELD CRITERIA

STS Item: 28.8 (ANNUAL WAIVER REVIEW)

TRs: AFI 13-213,UFC-3-260-01

Objective: Describe the requirements for annual waiver reviews. Explain team composition and their roles.

Samples of Behavior: Can identify who the members are and what they are looking at during the review.

Meas: W

Instructional Guidance:

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

Lesson 26

AIRFIELD RESTRICTIONS

STS Item: 29.

TRs: AFI 13-213

Objective: Describe who has the authority to issue an airfield restriction.

Samples of Behavior: Can determine the requirements for when restrictions are imposed.

Meas: P

Instructional Guidance:

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

Lesson 27

AIRCRAFT PARKING PLAN

STS Item: 30.

TRs: AFM 32-1084, AFI 32-7062, UFC-3-260-01

Objective: Describe the requirements for annual parking plan review. Who are the team members? What areas are of primary concern?

Samples of Behavior: Can describe the local parking plan and primary areas of concern to AM.

Meas: O

Instructional Guidance:

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