

DEPARTMENT OF THE AIR FORCE
AIR FORCE FLIGHT STANDARDS AGENCY
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AIRFIELD MANAGEMENT TRAINING GUIDES



AIRFIELD MANAGEMENT OPERATIONS COORDINATOR

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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AM Operations Coordinator

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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 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 AMOC POSITION CERTIFICATION GUIDE (PCG): Airfield Management Operations Coordinator (AMOC) PCG should begin once an individual has completed in-processing into the unit and has settled in to the office environment (normally after the first 2 weeks). *Time length to complete AMOC 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.

Lesson 1

CAREER PROGRESSION

STS Item: 1.1, 1.2.

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

Objective: Using the 1C0X1 CFETP, identify basic facts about the career path of the AM career field. Using AFI 13-213, describe the duties and responsibilities of the following duty positions within the AM specialty:

1. Airfield Management Operations Coordinator (AMOC).
2. Airfield Management Operations Supervisor (AMOS).
3. Chief, Airfield Management Training (CAMT).
4. Chief, Airfield Management Operations (CAMO).
5. Deputy Chief, Airfield Management (DCAM).
6. Chief, Airfield Management (CAM).

Samples of Behavior:

1. Describe the career ladder IAW CFETP.
2. Describe the career progression IAW AFI 13-213, to include minimum experience and time restraints for each duty position listed above.

Meas: O

Lesson 2

SECURITY/OPSEC

STS Item: 2.1.

TRs: AFPD 10-11, AFI 10-1101, AFI 33-204, AFI 33-220, AFPAM 36-2241V1-CH 15, AFSSI 3001, Joint Pub 1-02

Objective: Practice/Exercise OPSEC Principles.

Samples of Behavior:

1. Explain and demonstrate the proper use of unsecure telecommunications equipment.
2. Describe the consequences of unfriendly forces deriving operational plans from small pieces of information.
3. List the OPSEC vulnerabilities of the AM career field.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Develop local scenario and have trainee identify OPSEC violations.

Lesson 3

CLASSIFIED MATERIALS/SECURE COMMUNICATIONS EQUIPMENT/ COMSEC RESPONSIBLE OFFICER (CRO)

STS Item: 2.2.1. - 2.2.5., 2.3., 2.4.1. - 2.4.7.

TRs: AFPD 31-4, AFI 31-401, AFI 31-501, AFI 33-203, AFI 33-206, AFI 33-209, AFI 33-211, AFI 33-212, AFI 33-220, AFMAN 33-274, DOD 5200.1R

Objective: Differentiate between COMSEC material and non-COMSEC material. Explain procedures for issuing and receiving documents, ensuring accountability, storing, handling, and destruction of material. Demonstrate the proper use of local secure communications systems and equipment. Identify the CRO and describe their responsibilities as it relates to AM.

Samples of Behavior:

1. Describe the types of security classifications.
2. Describe access procedures for each type of security classification.
3. Describe the procedures for issuing and receiving classified documents and accountability for each.
4. Explain the requirements for proper destruction of classified materials.
5. Demonstrate the proper use of secure communications systems and equipment.
6. Explain storage & handling of classified documents.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee simulate issuing receiving, destroying, inventorying and storage of COMSEC/classified material.
4. Have trainee demonstrate proper use of secure communication systems as applicable (i.e. STU III, KL43, fax machines, computers).
5. Have trainee describe responsibilities of CRO.
6. Create scenario simulating a possible compromise situation and evaluate trainee's actions.
7. Administer test.

Lesson 4

AIRFIELD RESOURCE PROTECTION

STS Item: 2.5.

TRs: AFPD 16-3, AFI 31-101V1

Objective: Using your installation security plan, define controlled and restricted areas.

Samples of Behavior:

1. Explain the importance of having a resource protection plan.
2. Differentiate between controlled and restricted areas on the airfield.
3. Describe the entrance requirements for each.
4. Describe the consequences for not following entrance requirements.
5. Identify Controlled Area Monitor.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee identify restricted and controlled areas on assigned airfield. Explain entrance requirements for each.
4. Have trainee Explain consequences of violations, (i.e. Helping Hand and Covered Wagon).

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 individual responsibilities.

Samples of Behavior:

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

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee identify what constitutes safety hazards.
4. Have trainee explain reporting procedures.

Lesson 6

UTILIZE DAILY EVENTS LOG

STS Item: 4.2.

TRs: AFI 13-213, AFI 37-122, FAAO 7340.1

Objective: Using TRs, create a daily events log using required entries.

Samples of Behavior:

1. Describe the purpose of the events log.
2. Explain the requirements to review the events.
3. List the required entries for the daily events log.
4. Using FAAO 7340.1, interpret common contractions used on the AF 3616

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee create AF Form 3616 using information extracts from pre-developed script.

Lesson 7

PUBLICATIONS AND FORMS

STS Item: 6.

TRs: AFEPL, AFIND 2, 9, AFI 13-213, AFMAN 37-123, AFMAN 37-138, AFI 37-139, AFI 37-160 V8, AFI 37-161, Master Catalog (Electronic)

Objective: Identify basic facts about publications and forms.

Samples of Behavior: Identify proper index and be able to use to identify currency of forms and publications.

Meas: W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee compare AFI 13-213's publication recommendation list against office publications library and forms maintained for availability and currency.
4. Administer test.

Lesson 8

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

STS Item: 7.1. - 7.6.

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

Objective: Identify general principles about FLIP, aeronautical charts, and related aerospace products. Complete the appropriate forms as required.

Sample of Behavior:

1. Explain procedures for determining requirements for FLIP products.
2. Explain the procedures for requisitioning, inventorying, distributing and maintaining materials.
3. Understand the difference between procedural and non-procedural FLIP changes.

Meas: O/P

Instructional Guidance:

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

Lesson 9

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

STS Item: 7.6.1. – 7.7.7.

TRs: AFI 11-201, AFPD 24-4, AFI 24-405, AIRMAN INFORMATION MANUAL, CHUM, FOREIGN CLEARANCE GUIDE, FLIGHT INFORMATION HANDBOOK, FLIP GENERAL PLANNING, NIMA CATALOG Pt 1 Vol 1

Objective: Using legends, and table of contents, explain the purpose and use of each of the following publications.

Samples of Behavior:

1. NIMA Catalog:
 - a. With minimal assistance, verify, order, obtain, and stock NIMA products.
 - b. Identify product availability and ordering procedures.
2. CHUM:
 - a. Explain the purpose and uses of the CHUM.
 - b. Demonstrate the ability to verify currency of charts.
3. FLIP Planning:
 - a. Explain the purpose, uses and contents of FLIP planning booklets.
 - b. Describe change procedures (i.e. PCN, TCN, ECN, FCCN, ICN).
 - c. Demonstrate the ability to locate information pertaining to air refueling tracks, DV Codes, etc.
4. FOREIGN CLEARANCE GUIDE:
 - a. Explain the purpose, uses and contents of the FOREIGN CLEARANCE GUIDE booklets, to include the classified supplement.
 - b. Describe change procedures.
 - c. Demonstrate the ability interpret the FOREIGN CLEARANCE GUIDE.
 - d. Demonstrate the ability to post Interim Change Notices (ICN) and Foreign Clearance Guide Change Notices (FCCN).
5. AIRMAN INFORMATION MANUAL:
 - a. Explain the purpose, uses and contents of the AIRMAN INFORMATION MANUAL.
 - b. Demonstrate the ability to extract needed information and apply to operations.
6. Enroute Supplement:
 - a. Interpret contents of the enroute supplement.
 - b. Demonstrate the ability to extract needed information and apply to daily operations.
7. Instrument Approach /Departure Procedures:
 - a. Interpret contents of the Terminal Approach Products booklets.
 - a. b. Demonstrate the ability to extract needed information and apply to daily operations.
8. STARS Standard terminal Arrive Procedures:

b. Interpret contents of the STARS booklets.
Demonstrate the ability to extract needed information and apply to daily operations.

9. Enroute/Aeronautical Charts:

- a. Interpret enroute/aeronautical charts.
- b. Demonstrate the ability to extract needed information and apply to daily operations.
- c. Demonstrate the ability to flight follow a filed flight plan.

10. Location Identifiers:

- a. Interpret contents of the Location Identifiers.
- b. Demonstrate the ability to extract needed information and apply to daily operations.

11. Contractions:

- a. Interpret contents of the Contractions book.
- b. Demonstrate the ability to extract needed information and apply to daily operations.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Extract entries from the legends of the given publications and have trainee explain what they mean and how they're used.
4. From a list of information have trainee identify publication in which information can be found.
5. Have trainee post changes to FLIPs (i.e. FOREIGN CLEARANCE GUIDE, GENERAL PLANNING).
6. Administer test.

Lesson 10

AIRCRAFT DESIGNATION SYSTEM

STS Item: 8.

TRs: AFJI 16-401, DOD 4120.15, FAAO 7110.65, FAAO 7110.183, FAAO 7340.1, FLIP GENERAL PLANNING

Objective: Identify basic facts about the aircraft designation system.

Samples of Behavior:

1. Explain the procedures for determining aircraft designation.
2. Describe the meaning of prefixes and suffixes as they relate to the aircraft designation system.
3. Give examples of and identify different parts of aircraft designations.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. From a list of prefixes and suffixes have trainee determine the meaning of each.

Lesson 11

AIR TRAFFIC CONTROL STRUCTURE

STS Item: 9.1. - 9.1.6.

TRs: AFI 11-202V3, AFI 13-201, AFI 13-203, AFI 13-213, AIRMAN INFORMATION MANUAL, FAAO 7110.65, FAAO 7210.3, FLIGHT INFORMATION HANDBOOK, ICAO Doc Annex 2, Rules of the Air

Objective: Identify and explain how the following air traffic control facilities relates to airfield management: 1) Federal Aviation Administration (FAA)/AF Representatives; 2) Air Route Traffic Control Centers (ARTCC), 5) Radar Approach Control (RAPCON), Radar Final Control (RFC); 3) Flight Service Station (FSS); 4) Control Tower; 2) FAA Approach Control; 6) International Civil Aviation Organization (ICAO).

Samples of Behavior:

1. FAA - Explain how FAA and AF Reps relate to AM.
2. ARTCC - Describe the services available from ARTCC, RAPCON, and RFC.
3. FSS - Describe the services available from the FSS.
4. Control Tower - Describe the services available from the control tower.
5. Area ach Control - Describe the services available from approach control.
6. ICAO - Describe the ICAO/host nation standards and the relationship with AM.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee visit agencies listed above.
4. Using scenario, have trainee identify which agency would handle an aircraft from pre-flight to final destination.

Lesson 12

COORDINATION WITH AND RESPONSIBILITIES OF BASE SUPPORT AGENCIES

STS Item: 9.2.1. – 9.2.15.

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 15-1, 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 35-201 AFD 35-6, AFI 36-2865, AFI 37-139, AFD 38-6, AFI 41-210, AFI 41-310, AFD 64-1, AFMAN 64-108, AFD 91-2, AFI 91-202, AFPAM 91-212, AFPAM 91-214, AFD 91-3, AFI 91-301, AFR 900-6, AIRMAN INFORMATION MANUAL, FLIGHT INFORMATION HANDBOOK, IFR SUP

Objective: Describe the mission and responsibilities provided to AM by the following support agencies:

1. Agencies

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

(2) Fleet Services.

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:

Meas: P/O

Instructional Guidance:

- 1. Have trainee read TRs.
- 2. Review TRs with the trainee.
- 3. From scenario have trainee determine which base support agency should be contacted for a given service.

Lesson 13

TERMINOLOGY, PHRASEOLOGY, CONTRACTIONS, AND LOCATION IDENTIFIERS

STS Item: 9.3. – 9.3.2.

TRs: FAAO 7110.65, FAAO 7340.1, FAAO 7350.6, AIRMAN INFORMATION MANUAL, ICAO Doc 7910, IFR SUP, FLIGHT INFORMATION HANDBOOK, FLIP GENERAL PLANNING

Objective: Identify the correct meaning of each symbol in the ICAO Phonetic Alphabet. Demonstrate correct radio communications procedures. Demonstrate correct usage of FAAO 7350.6, Location Identifiers and FAAO 7340.1, Contractions.

Samples of Behavior:

1. List the Phonetic Alphabet.
2. Demonstrate proper usage of the Phonetic Alphabet.
3. Demonstrate proper usage of the Pilot-to-Dispatch and ramp net radios.
4. Using FAAO 7350.6:
 - a. Describe the assignment system of location identifiers.
 - b. Determine FAA tie-in facility for a specific location. Explain the purpose of a tie-in facility.
 - c. Demonstrate the use of decode and encode sections.
 - d. Explain how to determine the appropriate ARTCC to send a flight plan
4. Using FAAO 7340.1, interpret common contractions used in the national airspace system (NAS).

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee write and speak phonetic alphabet.
4. Encode and decode list of frequently used location identifiers.
5. From a list of destination airports, have trainee determine the correct departure message addressees.
6. Monitor trainee while they receive and relay message(s) over PTD and ramp net using proper terminology (live training).
7. From a list of spelled-out words, have trainee determine correct contraction.

Lesson 14

NAVIGATIONAL AIDS (NAVAIDS)

STS Item: 11.1.1. – 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 SUP, UFC-3-260-01

Objective: Identify basic facts about the following NAVAIDS:

Precision; PAR, ILS, and MLS

Non-precision ASR, NDB, GENERAL PLANNINGS, TACAN, VORTAC, VASI, PLASI, and PAPI

Samples of Behavior: Explain the differences between each NAVAID and their uses.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. From a list of given NAVAIDS, determine which are available at base assigned.

Lesson 15

NOTIFICATION PROCEDURES FOR EMERGENCY ACTIONS

STS Items: 13.1. – 13.1.3., 13.4.

TRs: AFI 13-203, AFI 13-213, AFI 32-4001, AFMAN 32-4004, AFMAN 32-4005, AFMAN 32-4016

Objective: Explain the procedures for notifying various agencies during emergencies and/or contingency actions. Describe required actions in response to the Primary Crash Alarm System (PCAS). Describe procedures for activating the secondary crash net (SCN), to include back-up procedures. Identify the duties and responsibilities associated with Crash Net Management. Describe the purpose, composition, duties and responsibilities of the Disaster Control Group (DCG).

Samples of Behavior:

1. Respond to PCAS, and demonstrate ability to copy controller's words verbatim.
2. Activate secondary crash net. Relay verbatim controller's words.
3. Record all actions on AF Form 3616.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Using scenario(s) simulating an emergency situation have trainee demonstrate the ability to copy PCAS information and successfully pass this information via the SCN to include procedures when the SCN is out of service.

Lesson 16

QUICK REACTION CHECKLIST (QRC)

STS Item: 13.2. – 13.2.5.

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

Objective: Describe the purpose and application of QRCs.

Samples of Behavior:

1. Define and demonstrate the ability to use QRC's.
2. Demonstrate the ability to use several QRC's
3. Differentiate between emergency and non-emergency situations.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Using QRCs, have trainee explain correct responses to various incidents (On/Off base accidents, overdue/missing aircraft, anti-hijack procedures etc.).

Lesson 17

PLOT GRID MAREA PLANNINGS

STS Item: 13.5.

TRs: AFI 32-4001, AFMAN 32-4004

Objective: Describe the procedures for plotting a grid map, to include use of overlays. Plot coordinates and/or accident/incident on grid map.

Samples of Behavior:

1. Demonstrate ability to plot given coordinates.
2. Demonstrate ability to use overlays of a particular scale with the correct map.
3. Explain how cordons and entrance control points (ECP) are established and why?

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Given simulated incident coordinates, have trainee plot location on crash grid map.
4. Explain how wind direction affects plotting procedures.

Lesson 18

FLIGHT PLANS

STS Item: 14.1. – 14.2.3.

TRs: AFI 11-202V3, AFJMAN 11-213, AFR 900-6, AIRMAN INFORMATION MANUAL, FAO 7110.10, FOREIGN CLEARANCE GUIDE, FLIP GENERAL PLANNING, AREA PLANNING, ICAO Document 4444 and Annex 10, Vol II

Objective: Determine the accuracy and completeness of DD Forms 175, 1801, local (STEREO PLAN [SP], CANNED) and computer generated flight plans

Samples of Behavior:

1. Differentiate between the DD forms 175 and 1801. Describe when each is used.
2. Identify required data for each block of DD forms 175 and 1801.
3. Identify examples of properly formatted DD forms 175 and 1801.
4. Differentiate between SP and CANNED flight plans.
5. Differentiate between FAA forms Conus and Overseas.
6. Explain alternative flight plans procedures (Computer Generated).

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Monitor trainee accepting and reviewing FPL from an aircrew member.
4. Have trainee complete a DD Form 175/1801 for a predetermined location.
5. Have trainee QC a DD Form 175/1801 containing deliberate errors.
6. Administer test.

Lesson 19

PROCESS OUTBOUND FLIGHT PLANS

STS Item: 14.3. – 14.3.1.

TRs: AFI 11-202V3, AFJMAN 11-213, AFR 900-6, AIRMAN INFORMATION MANUAL, FAAO 7110.10, FLIP GENERAL PLANNING, AREA PLANNING

Objective: Analyze routes of flight.

Samples of Behavior:

1. Explain proper format for IFR flight plan, (Jet routes. NAVAIDS, Intersections, etc.).
2. Differentiate between formatting for DD Forms 175 and 1801.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. From a completed DD Form 175 and 1801, have trainee indicate any errors in flight planning format (i.e. FIX..FIX.RTE..RTE.FIX.AR or MLD dct CSL dct LAM).
4. Have trainee demonstrate the ability to flight-follow route of flight.
5. Administer test.

Lesson 20

DETERMINE ROUTING ADDRESSES

STS Item: 14.3.2.

TRs: AFJMAN 11-213, AFI 13-213, AIRMAN INFORMATION MANUAL, AREA PLANNING, FAAO 7110.10, FAAO 7350.6, FLIP GENERAL PLANNING, ICAO Doc 4444, Doc 7910, Doc 8585, Annex 10, Vol II

Objective: Using a filed or simulated flight plan, determine the correct addresses to process flight plans.

Samples of Behavior:

1. Describe the different methods and documents for obtaining routing addresses.
2. Decipher four letter ICAO designators (i.e. YXYX, ZOZX, ZQZX).

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Given outbound FPLs, list correct addressees.
4. Administer test.

Lesson 21

EUROPEAN FLOW CONTROL RESTRICTIONS

STS Item: 14.3.3.

TRs: AFI 13-213, AIRMAN INFORMATION MANUAL, AREA PLANNING2, FAAO 7110.10, FLIP GENERAL PLANNING, ICAO Doc 4444, and 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 the trainee.
3. Have trainee explain the difference between Operational Air Traffic (OAT) and General Air Traffic (GAT).
4. From scripted FPLs, have trainee determine which would/would not be subject to flow control.
5. Administer test.

Lesson 22

ALTITUDE RESERVATIONS (ALTRV)

STS Item: 14.3.4.

TRs: AFJMAN 11-213, AFI 13-213, AIRMAN INFORMATION MANUAL, AREA PLANNING, FAAO 7110.10, FAAO 7610.4, FLIP GENERAL PLANNING, 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: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the 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 with appropriate agency to determine existence of an ALTRV.
6. Administer test.

Lesson 23

INPUT FLIGHT PLAN PROPOSAL AND DEPARTURE MESSAGE

STS Item: 14.3.5.1. – 14.3.9.

TRs: AFJMAN 11-213, AFI 13-213, AFR 900-6, AIRMAN INFORMATION MANUAL, AIS Manuals, FAAO 7110.10, FLIP GENERAL PLANNING, AREA PLANNING, ICAO Document 4444, Annex 10, Vol II

Objective: IAW TRs, describe and demonstrate the procedures for inputting flight plans, via voice and electronic means. Ensure flight plan acknowledgment. Record and coordinate flight plan proposal and departure.

Samples of Behavior:

1. Describe format used to send messages over telecommunications systems.
2. Explain what each field represents.
3. Explain format for departure messages.
4. Explain format for IFR flight plan proposals.
5. Explain when a flight plan needs input by voiced means. Describe procedures.
6. Explain procedures for amendments, cancellations, delays and change messages.
7. Identify the agencies with whom to coordinate IFR flight plans.
8. Identify the agencies with whom to coordinate VFR flight plans.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee input FPL via available telecommunications system.
4. Have trainee simulate inputting FPL via voice and other electronic means.
5. Ensure trainee checks for FPL acknowledgment(s).
6. Have trainee create a departure message for both DD Form 175 (single and multiple legs) and 1801.
7. From a filed FPL, have trainee record and coordinate information.

Lesson 24

PROCESS INBOUND FLIGHT PLANS

STS Item: 14.4.1. – 14.4.5.

TRs: AFJMAN 11-213, AFI 13-213, AFJI 24-108, AFR 900-6, DOD 4515.13, AIRMAN INFORMATION MANUAL, FAAO 7110.10, FLIP GENERAL PLANNING, AREA PLANNING, ICAO Document 4444, Annex 10, Vol II

Objective: IAW checklists, process inbound notifications. Coordinate and update ETA/ETD. Determine and coordinate aircraft requirements. Monitor flight progress and coordinate arrivals.

Samples of Behavior:

1. Explain how inbound notifications are received and the procedures to follow when telecommunications systems are inoperative.
2. Identify the agencies to contact for inbound notifications.
3. Explain the various methods for obtaining aircraft requirements.
4. Explain the importance of monitoring flight progress and describe the procedures.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee record and coordinate an inbound notification message.
4. Given that an aircraft is early or late, have trainee determine what actions to take.
5. Using scenarios have trainee identify appropriate coordination for aircraft requiring special handling (i.e. EVAC, DV arrival, Hazardous Cargo).

Lesson 25

COMMUNICATIONS/ASSOCIATED EQUIPMENT SYSTEMS

STS Item: 15.1. – 15.3.

TRs: AFI 13-213, AFI 33-106

Objective: Describe and demonstrate the ability to operate each communications system in the flight services section.

Samples of Behavior:

1. Describe the use of the following equipment:
 - a. Pilot-to-Dispatch (PTD) radio.
 - b. Aeronautical Information System (AFTN, AIS/MERITS, FADAP, UGC141)
 - 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.
 - k. UHF and VHF radios
2. Coordinate maintenance for the above equipment.

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee demonstrate the ability to use each of the above listed equipment items.
4. Differentiate between UHF and VHF radios.

Lesson 26

NOTICE TO AIRMEN (NOTAM)

STS Item: 16.1. (US NOTAM System)

TRs: AFJMAN 11-208, AIRMAN INFORMATION MANUAL, FLIP GENERAL PLANNING, IFR SUP

Objective: Identify basic facts about the DOD and US (FAA) NOTAM Systems.

Samples of Behavior:

1. Differentiate between the US (FAA) and DOD NOTAM systems.
2. Describe the different types of information obtained from both systems.

Meas: O

Instructional Guidance:

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

Lesson 27

NOTAM CRITERIA

STS Item: 16.2.

TRs: AFJMAN 11-208

Objective: Identify criteria for NOTAM and non-NOTAM material.

Samples of Behavior:

1. Define NOTAM material.
2. Define non-NOTAM material.
3. Explain the difference between NOTAM and non-NOTAM material.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Given a list of items, have trainee determine which are and are not NOTAM material.

Lesson 28

TYPES OF NOTAMS/LOCAL NOTAM

STS Item: 16.3.

TRs: AFJMAN 11-208

Objective: Identify the different types of NOTAMS.

Samples of Behavior:

1. Define new NOTAM (NOTAMN).
2. Define revised NOTAM (NOTAMR).
3. Define canceled NOTAM (NOTAMC).
4. Define self-canceling NOTAM.
5. Define delayed handling NOTAM.
6. Define LOCAL NOTAM

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee prepare one each of the different types of NOTAMS.
4. Administer test.

Lesson 29

PROCESS NOTAMS

STS Item: 16.4.

TRs: AFJMAN 11-208, FLIGHT INFORMATION HANDBOOK

Objective: Process a NOTAM.

Samples of Behavior:

1. Identify the procedures for interpreting, formatting, transmitting, receiving, and receipt of NOTAM acknowledgment messages.
2. Describe the Q-code system.
3. Given a list, interpret Q-codes.
4. Explain where the Q-codes can be found.
5. Create samples of new, replacement, and cancellations NOTAMS.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Given a scenario, have trainee process NOTAM(s) to include all coordination.

Lesson 30

REQUEST NOTAM PRODUCTS

STS Item: 16.5.

TRs: AFJMAN 11-208

Objective: Explain procedures for requesting NOTAM products.

Samples of Behavior:

1. Identify the circumstances when the need to request NOTAM products exists.
2. Identify the restrictions imposed on requesting NOTAM products.
3. Identify the different formats for requesting NOTAM products.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee request a NOTAM summary using the Internet Website.

Lesson 31

ALTERNATE METHODS OF RECEIPT OF NOTAM MATERIAL

STS Item: 16.6.

TRs: AFJMAN 11-208

Objective: Demonstrate an alternate method of receiving NOTAM products.

Samples of Behavior: Describe other means for receiving NOTAM products.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee demonstrate the ability to request NOTAM products through alternate means.

Lesson 32

FLIGHT PLANNING SECTION

STS Item: 17.1. – 17.2.

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

Objective:

1. Identify and explain the displays required for the flight planning room.
2. Verify the availability, accuracy and currency of products available in flight planning room.

Samples of Behavior: Conduct check of flight planning room.

Meas: O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. IAW TR, have trainee identify and explain the displays in the flight planning room.
4. Following local procedures conduct an inspection of the flight planning room.

Lesson 33

WEATHER INFORMATION

STS Item: 18.1. (Weather Reports)

TRs: AFJMAN 15-111, FAAO 7110.10, Flight Information Handbook, FLIP General Planning

Objective: IAW TRs and QRCs, have trainee read and coordinate weather reports.

Samples of Behavior: Read weather data to include observations and forecasts.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee decipher two observations and forecasts.
4. Given a list, identify weather symbols and abbreviations.

Lesson 34

DISSEMINATE WEATHER WARNINGS, WATCHES AND ADVISORIES

STS Item: 18.2.

TRs: AFI 13-213, AFJMAN 15-111, FAAO 7110.10, FLIGHT INFORMATION HANDBOOK, FLIP GENERAL PLANNING

Objective: Associate the duties and responsibilities for processing and disseminating weather warnings, watches and advisories are received.

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 weather (resource protection).
3. Identify the required agencies to notify when weather warnings, watches, and advisories are received.

Meas: P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee disseminate weather warning, watches, and advisories.
4. Using actual or simulated events, have trainee demonstrate the ability to manage weather as it relates to safety and resource protection on the airfield.
5. Administer test.

Lesson 35

RUNWAY INTRUSIONS

STS Item: 19.1.

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

Objective: IAW checklists and OI's, complete required actions in response to runway intrusions.

Samples of Behavior:

1. Identify briefing requirements.
2. Identify the source document that governs actions to take.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Given a runway intrusion scenario, have trainee describe the appropriate actions.

Lesson 36

SAFETY REPORTS

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

TRs: AFI 13-213, AFI 91-202

Objective: Explain the purposes and uses of AF Forms 457 and 651.

Samples of Behavior: Identify examples of when each type of report should be filed.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee explain the purposes, uses and locations of AF Forms 457 and 651.
4. Have trainee demonstrate the ability to identify the proper report required.

Lesson 37

AIRFIELD LIGHTING SYSTEMS

STS Item: 20.1. – 20.3.

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

Objective: Identify local configurations and dimensions of approach, runway, and taxiway lighting systems.

Samples of Behavior:

1. Define the purpose and use of each of the above listed lighting systems.
2. List the sources where airfield lighting information may be found.
3. Shadow Airfield Management Representative. on airfield lighting inspection.

Meas: O/P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee identify all airfield lighting at base assigned.
4. Administer test.

Lesson 38

AIRFIELD LIGHTING SYSTEMS

STS Item: 20.4. – 20.5. (Rotating Beacons and Signs)

TRs: AFI 32-1044, AFMAN 32-1076, AIRMAN INFORMATION MANUAL, FAA AC 5340-26, FAAO 6850.5, FLIGHT INFORMATION HANDBOOK

Objective: Identify the purpose of the rotating beacon and airfield lighted signs.

Samples of Behavior:

1. Differentiate between military and civilian rotating beacons.
2. Explain when the rotating beacon must be illuminated.
3. Explain when the signs must be illuminated.
4. Differentiate between mandatory and guidance signs.

Meas: O

Instructional Guidance:

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

Lesson 39

AIRFIELD LIGHTING SYSTEMS

STS Item: 20.6. – 20.7. (Obstruction and Heliport Lighting)

TRs: AFI 32-1044, AFMAN 32-1076, AFP 91-28, AIRMAN INFORMATION MANUAL, FAA AC 5340-26, FLIGHT INFORMATION HANDBOOK

Objective: Define basic facts about obstruction and heliport lighting.

Samples of Behavior:

1. Explain the purpose of obstruction lighting.
2. Explain the purpose of heliport lighting.

Meas: O

Instructional Guidance:

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

Lesson 40

AIRFIELD MARKINGS

STS Item: 21.1. – 21.10.

TRs: AFI 32-1042, AFH 32-1084, AIRMAN INFORMATION MANUAL, ETL 94-01, FAA AC 150/5340-1

Objective: Using an airfield diagram and TRs, identify and explain the purpose of the following airfield markings: 1) runway markings, 2) taxi-way markings, 3) instrument hold lines, 4) alternate runway markings, 5) closed surface markings, 6) alternate runway markings, 7) aircraft parking ramps, 8) runway (VFR) hold lines, 9) helipad, and 10) signs.

Samples of Behavior: Explain the purposes of each airfield marking.

Meas: P/O/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. With trainee, conduct airfield markings check.
4. Administer test

Lesson 41

AIRFIELD INSPECTIONS AND CHECKS

STS Item: 22.1. – 22.2.13., 22.3, 22.4.

TRs: AFI 13-213, AFI 21-101, AFI 32-1026, 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, FAA AC 150/7460-1, FAAO 6750.16, FAAO 7110.65, CFR Part 139, IFR SUP, UFC-3-260-01

Objective:

1. Differentiate between an airfield inspection and an airfield check.
2. Explain when each is required.
3. Identify personnel authorized to accomplish an inspection/check.
4. Define/identify when other agencies will participate during airfield inspections/checks.

Samples of Behavior:

1. Shadow AM rep on Airfield Insp/Checks.
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 the trainee.
3. With trainee conduct Airfield Inspections/checks.
4. Conduct performance check.
5. Administer test.

Lesson 42

RUNWAY SURFACE CONDITION (RSC) AND RUNWAY CONDITION READING (RCR)

STS Item: 22.4.1. – 22.5.3.

TRs: AFI 13-213, AFTO 33-1-23, FLIGHT INFORMATION HANDBOOK

Objective: Determine and report RSC and RCR IAW TRs.

Samples of Behavior:

1. Explain the importance of RSC and RCR and there purpose.
2. Identify agencies that must be coordinated with when the RSC/RCR changes.
3. Perform and report RCR where applicable.
4. Complete associated forms and log entries.

Meas: O/P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee determine the different local runway surface conditions.
4. Have trainee document, decode and disseminate the information contained in an AF Form 227
5. Administer test.

Lesson 43

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

STS Item: 22.11

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

Objective: Identify basic facts about LOAs and SA's that impact or support AM requirements.

Samples of Behavior: Review Local LOAs and SAs.

Meas: O/P

Instructional Guidance:

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

Lesson 44

SNOW AND ICE CONTROL

STS Item: 22.12

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

Objective:

1. Using the TRs, checklists, and OPLAN, identify the agencies involved in developing and implementing snow and ice control procedures and AM's role in the process.
2. Explain who is involved in setting priority for snow removal operations.
3. Identify deicing equipment and materials and explain their effects on the airfield environment.

Samples of Behavior:

1. Using an Airfield Diagram, show and define priorities and discuss why each area holds that certain priority.
2. Describe agencies involved and their responsibilities.

Meas: O/P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee demonstrate the ability to prioritize snow and ice remove requests.
4. Administer test.

Lesson 45

BIRD AIRCRAFT STRIKE HAZARD

STS Item: 23.1 – 23.4.

TRs: AFI 32-1053, AFM 91-19, AFI 91-202, AFPAM 91-212, AIRMAN INFORMATION MANUAL, FAAO 7110.65

Objective: Identify basic facts about airfield wildlife hazards. Describe in general details the contents of your local BASH plan. Identify the declaring authorities for bird watch codes (BWC). Explain the impact of BWC moderate and severe. Identify the authorities to authorize, curtail, or cancel local flying in response to BWCs. Describe passive control measures. Demonstrate the use of active control measures. Describe the composition and responsibilities of the Bird Hazard Working Group (BHWG).

Samples of Behavior:

1. Define BWCs low, moderate and severe.
2. Report, disseminate and document a BWC change.
3. Differentiate between passive and active control measures. Give examples of each.
4. Have trainee identify who the animal is shipped to and how?
5. Have trainee explain requirements for collection and processing of animal remains.

Meas: O/P/W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Have trainee coordinate for varied wildlife responses.
4. Have trainee determine BWC using different scenario.
5. Have trainee complete required firearms training (as applicable).
6. Administer test.

Lesson 46

CIVIL AIRCRAFT USE OF USAF INSTALLATIONS

STS Item: 24.1- 24.1.3.

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

Objective: Define unauthorized landing.

Samples of Behavior: Complete associated QRC's

Meas: P/O

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Using scenarios have trainee identify an unauthorized/emergency landing.
4. Have trainee identify proper agencies for coordination.

Lesson 47

CIVIL AIRCRAFT USE OF USAF INSTALLATIONS

STS Item: 24.2.1 – 24.2.6.

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

Objective: Determine authorized users and categories, to include aeroclubs, emergencies, life flights, etc.

Samples of Behavior:

1. Using TRs, differentiate between the forms associated with civil aircraft landing permits and application/processing procedures.
2. Given a Civil Aircraft Landing Permit listing, interpret and validate information contained therein.
3. Describe procedures for verifying aircraft and/or companies not currently listed.
4. State the categories of unauthorized users.
5. Explain the difference between the categories of unauthorized landings.

Meas: O/P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Using scenario have trainee verify civilian aircraft landing permit.
4. Using scenario have trainee explain forms and processing procedures for aircraft landing permit application.
5. Have trainee verify landing authorization of a fictitious person and company for your airfield.

Lesson 48

CIVIL AIRCRAFT USE OF USAF INSTALLATIONS

STS Item: 24.2.7

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

Objective: Describe the purpose of and verification procedures for ALANs.

Samples of Behavior:

1. Define an ALAN.
2. Describe what aircraft require an ALAN.
3. Describe who issues an ALAN.
4. Give examples of situations requiring an ALAN.
5. Differentiate between PPR/OBO and ALAN.
6. Identify HQ USAF POCs.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Given a scenario, have trainee determine whether an ALAN is required.

Lesson 49

CIVIL AIRCRAFT USE OF USAF INSTALLATIONS

STS Item: 24.3 (MILITARY AERO CLUBS)

TRs: AFI 10-1001, AFI 34-217, AFMAN 34-232

Objective: Describe the procedures for validating military aero club aircraft.

Samples of Behavior: IAW AFI 10-1001, differentiate between military aero club aircraft not requiring landing permits and those members of aero clubs requiring permits.

Meas: P

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Develop a scenario where a trainee will have to validate whether or not the aircraft belongs to a military aero club and is authorized landing rights.

Lesson 50

FLIGHTLINE DRIVING PROGRAM

STS Item: 25

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

Objective: Understand Airfield Management and AOC role in the base flight line driving program.

Samples of Behavior:

1. Define the responsibilities of flight line driving as they relate to AM.
2. Explain procedures to become flight line qualified.
3. Receive flightline driving certification.
4. Explain the process for issuing a flightline driving authorization.

Meas: W

Instructional Guidance:

1. Have trainee read TRs.
2. Review TRs with the trainee.
3. Take flightline certification test.

Lesson 51

PAVEMENT CLASSIFICATION (WBC)

STS Item: 27.2

TRs: AFI 32-1041, AFH 32-1084, AFJMAN 32-1036, AFJMAN 32-1038, FLIGHT INFORMATION HANDBOOK, IFR SUP

Objective:

1. Identify basic facts and principles about weight bearing capacities (WBC) of your airfield.
2. Explain where the data is located and how to interpret it.

Samples of Behavior: Know the WBC for aircraft operating at your airfield.

Meas: P

Instructional Guidance:

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