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**CFETP 13MX
Parts I and II
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AFSC 13MX

AIRFIELD OPERATIONS OFFICER



CAREER FIELD EDUCATION

AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
AIRFIELD OPERATIONS OFFICER 13MX**

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**AIRFIELD OPERATIONS OFFICER SPECIALTY
AFSC 13MX
CAREER FIELD EDUCATION AND TRAINING PLAN**

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum requirements for the Airfield Operations Officer specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. **NOTE:** Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts. Both parts are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, and training); and Section D indicates resource constraints.

2.2. Part II includes the following: Section A identifies OJT Support Materials. Section B identifies a training course index supervisors can use to determine resources available to support training. Section C identifies MAJCOM unique requirements. Section D describes the course training standard and course objectives for the initial skills (tech school) course. **NOTE:** The Airfield Operations Officer Training Program (OTP) is not described in detail in this CFETP; details on this program are in AFI 36-2210.

3. Using guidance provided in the CFETP will ensure airfield operations officers receive effective and efficient training at appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Air Force Career Field Manager (AFCFM). The AFCFM for AFSC 13MX is HQ AFFSA/XAR (Chief, Functional Management Division.)

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make

career field training identifiable, to eliminate duplication, and to ensure the training is budget defensible.

Continuation Training. Additional advanced training exceeding the minimum upgrade training requirements with emphasis on present or future duty assignments.

Core Task. Tasks the AFCFM identify as minimum qualification requirements within an AFSC regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Training Standard (CTS). A training standard that identifies the training those members will receive in a specific course.

Initial Skills Training. A formal resident course that results in award of the entry level.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

Training Planning Team (TPT). Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). Mandatory training that leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and ATC training personnel that determines career ladder training requirements.

Section A – General Information

1. Purpose. This CFETP provides the information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM functional managers (MFMs), training management, supervisors and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that airfield operations officers should receive in order to develop and progress throughout their career. For purposes of this plan, training is divided into entry level, upgrade, and proficiency training. Initial skills training is the Air Force specialty (AFS) specific training an individual receives upon entry into the Air Force for the award of the entry level (1) AFS. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, qualification requirements, and educational requirements for award of the intermediate (2), qualified (3) or staff (4) level. Proficiency training is additional training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

2. Uses. The plan will be used by MFMs and supervisors at all levels to ensure a comprehensive training program is available for each individual in the specialty.

2.1. AETC training personnel will develop and revise formal resident, non-resident, field and exportable training based upon requirements established by the users and documented in Part II. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion in the plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The list of courses in Part II will be used as a reference to support training.

2.4. Student Training Report Card. The 334 TRS will forward the student training report card, AETC Form 156, to the Officer Training Program site the student will be attending. This card reports students' performance during technical school training. Route the card through appropriate base training channels and the unit commander to the Chief, Officer Training Program (COTP). Upon graduation from OTP, the COTP should forward the card to the officer's unit of assignment. Supervisors use the card during the initial evaluation of knowledge and skills. For a more detailed explanation of the report card review AFI 36-2201.

2.5. Control Tower Operator (CTO) Knowledge Test. The 334 TRS conducts testing for the Federal Aviation Administration CTO and forwards the results to the FAA in Oklahoma City.

3. Coordination and Approval. The AFCFM is the approval authority for this CFETP. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. AFFSA/XAR will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B – Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Performs and manages airfield operations functions and activities, including air traffic control (ATC), airfield management, and base operations. Manages day-to-day operations of facilities, including radar approach control, ground control approach, control tower, and base operations. Provides staff supervision and technical assistance. Develops and formulates plans and policies for managing and operating Air Force (AF) airfield operations. Supports civil aviation responsibilities in compliance with Public Law 85-726.

4.2. Duties and Responsibilities.

4.2.1. Develops plans, policies, and procedures for operating AF airfield operations facilities and activities. Analyzes national defense guidance and objectives to create operational policies. Implements policy through development of plans and procedures to execute assigned airfield operations capabilities. Plans, programs and develops budget inputs to ensure resource availability for operational requirements. Plans and conducts flying and simulated exercises to evaluate and enhance operational readiness. Establishes procedures and monitors implementation of squadron programs, policies and plans. Develops and implements operational procedures and management agreements with sister services, allied forces and civil authorities to ensure safe and effective civil and military air traffic and airfield management operations.

4.2.2. Plans and organizes airfield operations activities. Makes recommendations and takes action on matters that affect the basic content and character of policy statements and regulations on the airfield operations system. Recommends establishment, augmentation, relocation or discontinuance of airfield operations facilities and navigational aids. Develops agreements between facilities and with other local agencies to define standards of performance. Maintains

close liaison with lateral Federal Aviation Administration (FAA) and host nation officials to negotiate and coordinate changes affecting airfield operations. Coordinates with FAA and military flight inspection agencies, ATC and landing systems maintenance, flying units, airfield operations facilities and other affected agencies concerning flight inspection activities.

4.2.3. Trains, establishes standards, and conducts evaluations. Develops formal schools' curriculums and conducts training for entry level and continuing education courses. Conducts and manages unit training and performance standards to ensure operations personnel have required job skills. Develops, evaluates, and adjusts training plans and programs to meet mission needs. Develops procedures for improving operations. Conducts evaluations to ensure personnel and units meet operational readiness goals, adhere to operational procedures, and use sound management practices. Coordinates with other agencies to ensure support resources are adequate to accomplish the mission.

4.2.4. Performs technical functions and activities. Develops airfield operations architecture supporting flight operations. Participates in research, development, test and evaluation to determine new airfield operations systems capabilities and modifications to existing systems. Assists in writing technical requirements and equipment specifications; develops criteria to evaluate operational effectiveness. Conducts analysis to determine optimum siting of equipment and facilities. Performs ATC and airfield operations using voice, data communication and radar systems. Performs airfield inspections and negotiates contracts to ensure optimal airfield and runway status.

4.2.5. Advises on effective use of airfield operations assets. Provides functional expertise and input for activating, employing, using, or deactivating airfield operations equipment. Provides recommendations to enhance inter-operability between airfield operations facilities and adjacent ATC and aviation support functions to allow increased responsiveness and flexibility for flight operations.

5. Skill and Career Progression. Adequate training and timely progression from the entry to intermediate or qualified levels play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Entry (1) Level. AFSC 13M1 is awarded at time of selection for school, Airfield Operations Officer, at Keesler AFB, MS. Officers with prior enlisted ATC experience will also attend the basic skills course at Keesler AFB, MS. However, based on previous enlisted ATC experience and certifications, they may be proficiency advanced through the Control Tower and/or Radar Approach Control blocks of instruction. Recommendations for proficiency advancement will be made by the instructor supervisor on a case-by-case basis based on documented experience and must be approved by the Flight Commander. After completing the Airfield Operations Officer Course at Keesler AFB, all officers immediately attend continuation training in the Airfield Operations Officer Training Program at either Tyndall AFB, FL, Altus

AFB, OK, or Laughlin AFB, TX. NOTE: In some cases, Air National Guard officers may attend OTP some time after reporting to their unit of assignment.

5.2. Intermediate (2) Level: This skill level is not used for this AFSC.

5.3. Qualified (3) Level:

5.3.1. Prior Enlisted Officers (who were enlisted air traffic controllers): These officers attend the Airfield Operations Officer Training Program at Tyndall, Altus, or Laughlin. This course provides management training in ATC and airfield management and runs concurrently with other OTP programs. Based on experience obtained at the working controller level (minimum 3 years ATC experience and any previous facility certifications), these trainees are required to obtain any required certifications in both tower and radar facilities (local, approach, and approach assist) to be upgraded to the 3-skill level (AFSC 13M3). These officers may attend training in a TDY status if the management training is all that is required.

5.3.2. All Other Officers.

5.3.2.1. Officers going to a typical Airfield Operations Flight assignment after OTP. These officers attend a 40-week Airfield Operations Officer Training Program at Tyndall, Altus, or Laughlin. Training provided at this course includes:

5.3.2.1.1. Management projects training conducted in a formal, academic environment. All students attend class/sessions/meetings to complete management-training projects.

5.3.2.1.2. Operational training. Trainees are distributed throughout Airfield Operations Flight facilities. Training blocks are established by calendar days, with minimal “time off” allowances for “productivity days”, holidays, or other types of “lost” training days. Trainees progress through specified training blocks that include hands-on control of live air traffic. At/before the end of the final block period, students “test out” of the block. When the time expires and blocks have been passed, students progress to another position. Officer trainees will be certified to a four aircraft standard. Once certifications are obtained in local control, approach/departure control, and approach assist positions; trainees will graduate with the 13M3 AFSC.

5.3.2.2 Elimination from OTP. If students are unable to obtain certifications at OTP locations IAW the program standards, these officers will be withdrawn for failure to obtain a rating IAW AFI 13-203. These officers will be reclassified IAW the needs of the Air Force.

5.4. Staff (4) Level. Airfield Operations officers are awarded the (4) skill level upon assignment to a MAJCOM/HQ staff.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Airfield Operations Officer career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and

eliminate a disjointed approach to training. Training decisions were made during the Airfield Utilization and Training Workshop, May 01, at Keesler AFB, MS.

6.1. Initial Skills. Initial/entry level training will be developed and taught by AETC.

6.2. Upgrade Requirements.

6.2.1. Intermediate (2). Not used.

6.2.2. Qualified (3). Sequence: Airfield Operations Officer Course (Keesler) (unless waived for prior enlisted experience;) Airfield Operations Officer Training Program; ATC position certifications at OTP (if required).

6.2.3. Staff (4). Assigned to a HQ/MAJCOM billet.

Section C--Proficiency Training Requirements

8. Purpose. Proficiency training requirements in this career field are well defined in terms of tasks and knowledge requirements (see AFI 13-203.) This section outlines the specialty qualifications for entry, award, and retention of each AFS level. The specific task and knowledge training requirements are identified in the Course Training Standard (CTS) and Training Course Index at Part II, Section A and B of this CFETP.

9. Specialty Qualification:

9.1. Entry Level Training:

9.1.1. Specialty Qualification: See AFMAN 36-2105, paragraph 3.

9.1.1.1. Knowledge. Knowledge is mandatory of: ATC procedures and techniques; airfield operations planning and programming; aircraft accident and incident reporting and investigation procedures; hazardous air traffic report procedures; national airspace management utilization and planning principles; federal rule-making actions; environmental requirements which apply to airfield operations management; ATC management of mobile assets and unit type code taskings for airfield operations; base operations functions; airfield management functions; principles of meteorology; USAF airfield and airspace criteria; radio interference reporting procedures; flight inspection of navigational aids and airfield operations facilities procedures; International Civil Aviation Organization, FAA, and notice-to-airman procedures; and radar, navigational aids, and communications maintenance structure and responsibilities.

9.1.1.2. Education. For entry into this specialty, undergraduate academic specialization in a technical discipline with courses in administration and management is desirable.

9.1.1.3. Training. Completion of a formal airfield operations officer technical training course, the Airfield Operations Officer Training Program (AFI 36-2210, *Air Traffic Control Officer Training Program*,) is mandatory.

9.1.1.4. Experience. A minimum of 3 years experience as an enlisted AF controller with prior facility ratings in a radar approach control and control tower facility satisfies the operational requirement. These prior rated AF controllers must complete the Management Training portion of OTP and complete any needed certifications required by paragraph 5.3.1.

9.1.1.5. Other: For entry into this specialty, physical qualification for ATC duty according to AFMAN 48-123, *Medical Examination and Medical Standards* is mandatory.

9.2. Intermediate Level Training: This level not used in this AFS.

9.3. Qualified Level Training:

9.3.1. Specialty Qualification: See AFMAN 36-2105, paragraph 3.

9.3.1.1. Knowledge. Same as 9.1.1.1. above. Additionally, officers must understand the day-to-day management of personnel and mission requirements. The following tasks are expected of qualified airfield operations officers (list is not all-inclusive): understand the duties and responsibilities of the Chief, Airfield Management; understand flight information publications; understand flight planning; understand distinguished visitor procedures; understand NOTAMs, understand airfield/runway inspection and checks; understand emergency procedures; understand airfield waivers; understand airfield lighting, sign, and marking requirements; understand flight line driving requirements; understand coordination requirements for construction requirements; develop, review, and modify letters of agreement, memoranda of understanding, and other letters of procedure; understand armament/hot cargo area establishment and procedures; understand airfield/runway opening and closing; understand Wing Safety interface; understand airfield management and ATC responsibilities concerning anti-hijack procedures; understand the airfield management and ATC responsibilities within the Bird/Aircraft Strike Hazard (BASH) Program; understand airfield management responsibilities concerning civil aircraft use of military airfields, landing permits, and agreements.

9.3.1.2. Education. Same as 9.1.1.2. above.

9.3.1.3. Training. Same as 9.1.1.3. above. Officers earn AFSC 13M3 after completing the basic skills course and certifications at the Airfield Operations Officer Training Program.

9.3.1.4. Experience: ATC Training Series ATM -10, *Airfield Operations Officer Training Guide*, and ATM-11, *Airfield Operations Officer - Air Traffic Control*, are accomplished during the officer's first 13MX assignment (after OTP.) Airfield Operations Officers are required to complete both ATM-10, ATM-11, facility certifications and have 18 months experience after OTP as either an AOF/DO or AOF/SO to qualify as an AOF/CC, IAW AFI 13-204. For facility certifications following OTP, 13M officers will use the 1C1X1 CFETP for qualification training.

9.3.1.4.1. Qualification at the unit level: Provided at least one USAF ATC facility exists at the officer's post-OTP assignment, he/she must complete the required certifications within the first 18 months of assignment:

9.3.1.4.1.1. Location with tower and RAPCON facilities: Certifications in radar approach, radar assist, and local control.

9.3.1.4.1.2. Location with tower and ground controlled approach facilities: Certifications in local control, radar assist, and radar final control.

9.3.1.4.1.3. Locations with tower and RFC facilities: Local control and radar final control.

9.3.1.4.1.4. Locations with only a tower: Full control tower operator facility rating. NOTE: 13M3 officer trainees will utilize the 1C1X1 CFETP STS to complete operational certifications.

9.3.1.4.2. Follow On Training. Officers that have not met the requirements outlined in para 9.3.1.4. are not authorized to attend follow on courses, listed in para 9.4.2.

9.3.1.5. Other: For entry into this specialty, physical qualification for ATC duty according to AFMAN 48-123, *Medical Examination and Medical Standards* is mandatory.

9.3.2. Training Sources and Resources. Formal training is conducted at Keesler, Laughlin, Tyndall, and Altus AFBs. The Joint Air Command and Control Course is taught at Hurlburt Field. Upgrade training (normally) and proficiency training is gained at the unit level.

9.3.3. Implementation. Qualified skill level is awarded either at the OTP site. Unit personnel specialists should initiate the proper upgrade action when requested.

9.4. Staff Level Training:

9.4.1. Specialty Qualification: See AFMAN 36-2105, paragraph 3.

9.4.1.1. Education. Same as 9.1.1.2. above.

9.4.1.2. Training. Same as 9.1.1.3. above.

9.4.1.3. Experience. Same as 9.1.1.1. above. Additionally, before being assigned to a staff function, officers should request attendance at the following formal training courses (and in this approximate order): Terminal Instrument Procedures; Chief, Airfield Management; Airspace Management; and Joint Air Operations Staff Course.

9.4.1.4. Other. For entry into this specialty, physical qualification for ATC duty according to AFMAN 48-123, *Medical Examination and Medical Standards* is mandatory.

9.4.2. Training Courses and Resources. The following formal training courses are available and will enhance officers' ability to perform staff functions. Individual officers are expected to request attendance and obtain funding when desired.

9.4.2.1. Automated Terminal Instrument Procedures (Course E30ZR13B4A 000).

9.4.2.2. Joint Air Operations Staff Course.

9.4.2.3. Chief, Airfield Management (Course E3AZR1C091).

9.4.2.4. Military Airspace Management (Course E30ZR11A4X 000).

9.4.2.5. Air Traffic Control Facility Management (Course AFFSA1C191 000).

9.4.3. Implementation. Staff level AFSC is awarded upon assignment to a HQ/MAJCOM staff billet (if officer is a Major or higher.)

Section D--Resource Constraints

10. Purpose. This section identifies known resource constraints which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. These constraints will be reviewed and updated at least annually.

11. Training.

11.1. Entry level constraints.

11.1.1. Airfield Operations Officer Course.

11.1.1.1. Constraints: Limited to five classes annually, 12 students per class (Note: The number of classes is projected to increase to 10 classes annually).

11.1.1.2. Impact: None (number of officers trained meets current Air Force needs.)

11.1.1.3. Resources Required. None.

11.1.1.4. Action Required.

11.1.1.5. OPR and Target Completion Date. N/A.

11.1.2. Airfield Operations Officer Training Program.

11.1.2.1. Constraints. Three sites (Tyndall, Altus and Laughlin) must continue to train enlisted controllers to sustain operations.

11.1.2.2. Impact. Moderate. Delays training process and slows the flow of officers to the field. Impedes enlisted controller upgrade and qualification training. Additionally, high numbers of apprentice controllers in upgrade or qualification training as well as the FY02 13M TPR increase impedes training opportunities for OTP students.

11.1.2.3. Resources Required.

11.1.2.3.1. New OTP program (AFI 36-2201). Consolidation of Management Training.

11.1.2.3.2. Lower training workload at the OTP locations.

11.1.2.4. Action Required.

11.1.2.4.1. Implement new AFI 36-2201.

11.1.2.4.2. Limit the number of 3-level and increase the number of 5-level enlisted controllers assigned to OTP locations.

11.1.2.5. OPR and Target Completion Date.

11.1.2.5.1. For AFI 36-2201: AFFSA/XAR, Oct 02.

11.1.2.5.2. For 3-level and 5-level Controller Assignments: AETC/DPA.

11.2. Intermediate Level Training: This level not used in this AFS.

11.3. Qualified Level Training.

11.3.1. Constraints. Officers with less than 6 years of ATC experience are required to obtain position certifications IAW AFI 13-203 within 12 months of arriving on station. At the same time, officers at their first assignment have to complete certifications within 18 months and complete training guides ATM-10 and ATM-11. These requirements, coupled with normal duties, often prevent the officer from obtaining the certifications within the time limit allowed. In fact, some officers fail to get the ratings at all.

11.3.2. Impact. Failure of the officer to obtain required ratings affects his/her ability to handle ATC-related issues at hand. Additionally, it affects his/her ability to speak from an experience base on ATC-related matters. Failure to comply with regulatory guidance may inhibit the officer's leadership ability and could warrant removal from the career field. Further, failure to complete certifications and the required ATMs will prevent officer assignments and deployments as AOF/CCs.

11.3.3. Resources Required. None.

11.3.4. Action Required. New OTP Program (AFI 36-2210).

11.3.4.1. AFI 36-2210 (OTP) revision, implementing frontload training at Keesler AFB. Implementation of advanced simulators at Keesler and OTP sites.

11.3.5. OPR and Target Completion Date.

11.3.5.1. AFFSA/XAR and 334 TRS, FY05.

11.4. Staff Level Training

11.4.1. Constraints.

11.4.1.1. Terminal Instrument Procedures Course.

11.4.1.1.1. Class sizes are limited. Quotas are allocated to MAJCOM OPRs for Airfield Operations; MAJCOMs authorize slots based on unit requests. Attendees are usually air traffic controllers training to become a unit TERPS specialist. Unit may fail to budget for TDY expenses, causing a missed training opportunity if a class slot may otherwise have been available.

11.4.1.1.2. Impact: Limited. Lack of training in the full TERPS course will not adversely affect an airfield operations officer's ability to perform staff functions. Additionally, the initial skills course to be taught at Keesler (beginning approximately 1 Jan 00) will include TERPS training for officers.

11.4.1.1.3. Resources Required. Training slots (quotas) and unit funds.

11.4.1.1.4. Action Required. Officers must make their desires known, through appropriate channels, to the MAJCOM training OPR. Additionally, officers must take their own actions to ensure unit funds for the TDY expenses are properly budgeted for.

11.4.1.1.5. OPR and Target Completion Dates: N/A.

11.4.1.2. Joint Air Command and Control Course.

11.4.1.2.1. Constraints. Class sizes are limited. Quotas are to MAJCOM OPRs for Airfield Operations; MAJCOMs authorize slots based on unit requests. Unit may fail to budget for TDY expenses, causing a missed training opportunity if a class slot may otherwise have been available.

11.4.1.2.2. Impact: Working at the unit level in USAF only operations, the impact of not having this training is limited. If the officer goes to a joint or combined environment, lack of training will impact the officer's understanding of the joint air operations structure, command channels, etc. Officers deployed to a contingency operation without this training hinder successful mission accomplishment.

11.4.1.2.3. Resources Required. Training slots (quotas) and unit funds.

11.4.1.2.4. Action Required. Officers must make their desires known, through appropriate channels, to the MAJCOM training OPR. Additionally, officers must take their own actions to ensure unit funds for the TDY expenses are properly budgeted for. Officers who intend to pursue an assignment in a combat airspace management job or anticipate deploying or exercising in joint/combined environments should aggressively pursue training. Officers should try to obtain this training before promotion to Captain; most combat airspace management jobs are filled by Captains.

11.4.1.2.5. OPR and Target Completion Dates: N/A.

11.4.1.3. Chief, Airfield Management Course.

11.4.1.3.1. Constraints. Varied. Courses may fill up slowly or more quickly; depends on demand at the time.

11.4.1.3.2. Impact. None.

11.4.1.3.3. Resources Required. Training slots (quotas) and unit funds.

11.4.1.3.4. Action Required: Officers must make their desires known, through appropriate channels, to the MAJCOM training OPR. Additionally, officers must take their own actions to ensure unit funds for the TDY expenses are properly budgeted for.

11.4.1.3.5. OPR and Target Completion Date. N/A.

11.4.1.4. Airspace Management Course.

11.4.1.4.1. Constraints. Class sizes are limited. Quotas are allocated to MAJCOM OPRs for Airfield Operations, MAJCOMs authorize slots based on unit requests.

11.4.1.4.2. Impact. Limited. Most airspace management at the unit level is done by the Wing Airspace Manager. Without this training, however, the officer may not be familiar with airspace actions required when requesting changes to existing terminal area procedures, airspace design or use, etc.

11.4.1.4.3. Resources Required. Training slots (quotas) and unit funds.

11.4.1.4.4. Action Required: Officers must make their desires known, through appropriate channels, to the MAJCOM training OPR. Additionally, officers must take their own actions to ensure unit funds for the TDY expenses are properly budgeted for.

11.4.1.4.5. OPR and Target Completion Date. N/A.

Part II

Section A—Course Training Standard

DEPARTMENT OF THE AIR FORCE
81st Training Group (AETC)
Keesler Air Force Base MS 39534

CTS E3OBR13M1 002
(PDS Code AO2)
December 2001

AIRFIELD OPERATIONS OFFICER

1. Implementation of training in support of this CTS will begin with class 021104 and graduating 030307.
2. Purpose. This course training standard:
 - 2.1. Establishes the training requirements using tasks, knowledge, and proficiency levels for Course E3OBR13M1 002, Airfield Operations Officer.
 - 2.2. Provides the basis for the development of more detailed training materials, training objectives, and training evaluation instruments for the course.
3. Course Description. This course provides training for personnel in AFSC 13MX in the knowledge and skills needed to perform duties as an airfield operations officer. The scope of training includes security, safety, airfield operations and management, air traffic control and airfield management procedures and operations, and terminal instrument procedures.
4. Qualitative Requirements. Attachment 1 contains the tasks, knowledge, and proficiency levels referenced in paragraph 2.
5. Proficiency Designator Table.

Table A5.1. Proficiency Designator.

Proficiency Designator	Title	Course Requirements	Experience Requirements
13MX	Entry Level	Basic Course	
13M1	Experienced Officer	Airfield Operations Officer Training Program	
13M2	Not Used		
13M3	Fully Qualified		Facility certifications IAW AFI 13-203
13M4	Staff Officer		Assignment to MAJCOM or higher staff position and rank of Major.

6. Recommendations. Comments and recommendations are invited concerning quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisor's convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. Reference this CTS and identify the specific area of concern (paragraph, training standard element, etc.). Address correspondence to 334 TRS/TRR, 700 Hanger Rd, Suite 118, Keesler AFB, MS 39534-2335.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

**CHARLES F. WALD, Lt. General, USAF
DCS, Air and Space Operations**

2 Attachments:

1. Proficiency Code Key
2. Qualitative Requirements

Supercedes CTS E3OBR13M1 001, February 2000
Prepared by: 334 TRS/TRR

CTS E3OBR13M1-002
QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (COMPLETE THEORY)
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p>* A task knowledge scale may be used alone or with a task performance scale to define a level of knowledge for a specific task. (Examples: b and 3b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>X This mark is used alone instead of a scale value to show that no proficiency training is provided in the course.</p> <p>- This mark is used alone in course columns to show that training is required but not given due to limitation in resources.</p>		

CTS E3OBR13M1 002

QUALITATIVE REQUIREMENTS

Tasks, Knowledge, and Proficiency Level

- | | |
|--|---|
| 1. CAREER PROGRESSION | |
| 1.1. Airfield Operations Officer | B |
| 1.2. Air Traffic Control | B |
| 1.3. Airfield Management | B |
| 2. GENERAL REQUIREMENTS | |
| 2.1 Qualifications and Responsibilities | B |
| 2.2 Training, Qualifications and Rating Requirements | B |
| 2.3 ATC Certification Requirements | B |
| 2.4 Medical Requirements | B |
| 3. SECURITY PROGRAMS | |
| 3.1. Communication Security (COMSEC) | A |
| 3.2. Information Security (INFOSEC) | A |
| 3.3. Computer Security (COMPUSEC) | A |
| 3.4. Operations Security (OPSEC) | A |
| 4. SAFETY PROGRAMS | |
| 4.1. Mid-air Collision Avoidance (MACA) | B |
| 4.2. Bird Aircraft Strike Hazard (BASH) Reduction and Animal Control | B |
| 4.3. Hazardous Air Traffic Report (HATR) | B |
| 4.4. Mishaps | B |
| 5. AIRFIELD OPERATIONS | |
| 5.1. Structure | B |
| 5.2. Facilities | B |
| 5.3. Directives, LOAs, Ops Letters, LOPs, QRCs, and Forms | B |
| 5.4. Anti-Hijack | A |
| 5.5. Contracting Services | B |
| 5.6. Manpower Management | B |
| 5.7. Incentive Programs | B |
| 6. FLIGHT PUBLICATIONS | |
| 6.1. Charts/Maps | B |
| 6.2. Flight Information Publications (FLIPS) | B |
| 7. AIRFIELD MANAGEMENT | |
| 7.1. Functions of Airfield Manager | B |

7.2. Contingencies and Support Plans	B
7.3. Airfield Security and Utilization	B
7.4. Airfield Criteria	B
7.4.1. Airfield waivers	B
7.4.2. Obstruction criteria	B
7.4.3. Frangibility	B
7.5. Airfield Maintenance and Construction	B
7.6. Airfield/Base Support Agencies	B
7.7. Airfield Inspections/Checks	B
7.8. Flightline Driving Program	B
7.9. Flight Plans	B
7.10. Civilian Aircraft Use	B
8. AIRCRAFT CHARACTERISTICS AND PERFORMANCE	
8.1. Aircraft Characteristics	B
8.2. Aircraft Designations	B
8.3. Effects of weather on aircraft performance	B
9. AIR TRAFFIC CONTROL (ATC)	
9.1. Operational structure	B
9.2. Facilities	B
9.3. Airspace	
9.3.1 Rulemaking/Non-Rulemaking Airspace	A
9.3.2 Special Use Airspace	A
9.3.3 AOF Interface with Airspace Management	A
9.4. General Flight Rules	B
10. AIR TRAFFIC CONTROL AND LANDING SYSTEMS (ATCALs)	
10.1. Air Navigation	B
10.2. Navigational Aids and System Management	B
10.3. Flight Inspection	B
10.4. ATCALs Plans and Programs	B
11. WEATHER REPORTS	
11.1. Copy and Relay METAR Reports	2b
11.2. Pilot Reports (PIREPS)	B
12. AIR TRAFFIC CONTROL OPERATIONS AND PROCEDURES	
12.1. Control Tower	
12.1.1. Perform Flight Data functions	2b
12.1.2. Perform Ground Control functions	2b
12.1.3. Perform Local Control functions	2b
12.2. Radar Approach Control	
12.2.1. Perform Clearance Delivery functions	1b
12.2.2. Perform Assistant Approach Control functions	2b

12.2.3. Perform Approach/Departure Control functions	2b
12.2.4. Perform Arrival Control functions	2b
12.2.5. Perform normal Radar Final Control (RFC) PAR only functions	1b
12.3 Non-Radar procedures	A
13. FAA CONTROL TOWER OPERATOR (CTO) WRITTEN TEST	
14. TERMINAL INSTRUMENT PROCEDURES (TERPS)	
14.1. Responsibilities, administration and procedures	B
14.2. Publications	B
14.3. Coordination	B
14.4. Product development	B
14.5. Application of CE Planning	B
14.6. TERPS Program Management	B
15. ORGANIZATION AND CHAIN OF COMMAND FAA INTERFACE	
15.1. Air Traffic Representative (ATREP)	A
15.2. Air Force Representative (AFREP)	A
15.3. Military Liaison Officer (MLO)	A
16. GENERAL OFFICE ADMINISTRATION	
16.1. Distribution Management	A
16.2. Management of Records	A
16.3. Records Disposition Schedule	A
16.4. Budget Process	B
17. CONTINGENCY OPERATIONS	
17.1. Combat Airspace	B
17.2. Combat Communications	B
17.3. Combat Readiness	B
17.4. Air Base Operability	A
18. QUALITY ASSURANCE	
18.1. Air Traffic System Evaluation Program (ATSEP)	B
18.2. USAF Inspections	B
18.3. AOF Measurement Tools	B
18.4. Crew Resource Management (CRM)	B

Section B--Training Course Index

7. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs. Refer to AFCAT 36-2223, *USAF Formal Schools*, for information on resident courses listed in this index.

8. Air Force In-Residence Courses:

8.1. Entry Level Awarding Courses

Course Number	Title	Location	User
E3OBR13M1-002	Airfield Operations Officer	Keesler AFB, MS	All

8.2. Advanced Skill Course.

Course Number	Title	Location	User
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9. Air Force Institute of Technology Courses:

Course Number	Title	Location	User
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10. Extension Course Institute (ECI) Courses:

Course Number	Title	Location	User
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11. Exportable Courses:

Course Number	Title	Location	User
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12. Courses Under Development and Revision:

Course Number	Title	Location	User
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Section C—Support Materials

13. The following list of support materials is not all-inclusive; however, it covers the most frequently referenced areas.

Document	Duty Position	Developer
ATM-10	AOF/DO or AOF/SO	AFSA/XAOT
ATM-11	AOF/DO or AOF/SO	AFSA/XAOF

Course Number	Title	Location	User
This section not used.			

Section D--MAJCOM Unique Requirements

Course Number	Title	Location	User
NOTE: There are currently no MAJCOM unique requirements. This area is reserved.			