

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 13-204**

**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**06 JUNE 2003**

**Space, Missile, Command, and Control**

**FUNCTIONAL MANAGEMENT OF AIRFIELD  
OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 13-204, 30 March 2003 is supplemented as follows. Send recommended changes on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ AFMC/DOB, 4375 Chidlaw Road, Room S143, Wright-Patterson AFB OH 45433-5006.

1.3. Waiver requests must be submitted from the appropriate authority, using guidance contained in AFI 13-204, para 1.3. As a minimum, submit waiver requests through Operations Group Commanders at Eglin and Edwards, and Air Base Wing Commanders at all other AFMC locations. The time required for staffing waivers depends on the nature of the waiver and the level of approval required. However, allow 30-60 days for waivers approved at the MAJCOM level and 90-150 days for waivers that require HQ AFFSA/XA approval.

1.6.2.1.3. JAC2C

1.6.2.9. AFMC/DOBR will execute a desktop review and provide quarterly project timelines per base as well as a review of any ongoing issues.

2.4.3. AFMC does not authorize the position "Complex CCTLR" at Eglin and Edwards AFBs. Each facility will have a separate CCTLR who is responsible/accountable to the AOF/CC for the operation and management of that facility.

2.4.4.1.4.1. (Added) HQ AFMC/DOBO is the approval authority for deferment of AFJQS 1C1X1-002, Sec 2, *Terminal Instrument Procedures (TERPS)* tasks for AFMC units and other locations included by MOU. The AOF/CC will submit justification of deferred tasks to AFMC/DOBO for approval.

2.5.1.2. Send ESL computations to AFMC/DOB organizational mailbox for validation NLT the last duty day of March.

3.1.2.1. Inform HQ AFMC/DOBR of all proposed initiatives to convert any manpower position, i.e., military to civilian, civilian to military, or military to contractor.

4.1.1. Draft copies of revisions, changes, or new LOPs, LOAs, and OIs should be forwarded by either regular mail or e-mail, not both. E-mail should be sent to the HQ AFMC/DOB organizational mailbox <mailto:hqafmc.dob@wpafb.af.mil> and a courtesy copy to the appropriate DOB functional area manager. If no reply is received within five working days, verify receipt of the e-mail. Allow at least 45 days for staffing on all items sent for review and approval.

4.1.2. Forward current and dated indexes to the AFMC/DOBO organizational mailbox NLT the last duty day of February. Annotate those LOPs that are administrative or contain no ATC tasking.

4.5. Training Review Boards (TRB) are conducted for the current month (for example, January's TRB is held in January, not the December TRB in January). The intent of the TRB is to have a training Integrated Process Team (IPT)/working group that deals with current and future training issues. As a minimum, the board membership includes AOF/CC and deputies, TSN/CATCT, CSE, CAMT, Airfield Manager, CCTLRs, CATCA (Eglin only), and Tower Simulation System (TSS) Administrator. Procedures for the TRB may be contained in the facility training OIs. Send one copy of TRB minutes to HQ AFMC/DOB organizational mailbox <mailto:hqafmc.dob@wpafb.af.mil>.

4.5.1.13. Include the status of open ATSEP training observations and problems. Describe status, OPR, and estimated completion date. If observations are included, mark minutes "For Official Use Only."

4.6. Consider user access to shared drives when placing FOUO documents (such as OPLAN extracts) on the AOF Web.

4.7.3.2.4. Annually review published airdrome operating hours.

4.7.3.3.3. Forward AOB minutes to the HQ AFMC/DOB organizational mailbox <mailto:hqafmc.dob@wpafb.af.mil>.

4.8.3. The AOF/CC will define the PCL Program in an administrative operating instruction.

4.10.7. During duty hours, notify HQ AFMC/DOB via e-mail or phone within 8 hours following the format in Attachment 4. During non-duty hours, notify the 88 ABW Command Post, DSN 787-6314/6315.

4.15. Notify HQ AFMC/DOB via e-mail or phone following the format in Attachment 4.

4.17. Forward reports to HQ AFMC/DOB via e-mail or fax.

5.2.1. Submit curtailment/reduced operating hour requests to HQ AFMC/DOB at least 30 days prior to requested implementation date. Approval for requests may be granted for up to 12 months. Units required to curtail/reduce hours for longer than 12 months should submit an extension request NLT 60 days prior to the original approval expiration

A2.4.1.3. (As required)

A2.4.1.4. (As required)

A2.4.1.5. (As required)

A2.4.1.6. (As required)

A2.4.2.3. (N/A)

A2.4.2.4. (N/A)

**Attachment 5 (Added)**

**MISHAP/HATR REPORT**

- A5.1. (Added)** Location
- A5.2. (Added)** Date and local time of occurrence.
- A5.3. (Added)** Aircraft type and call sign, and command ownership (if known).
- A5.4. (Added)** Air traffic system (ATS) involved.
- A5.5. (Added)** Status at time of HATR/Mishap and current status of equipment and/or navigation aids involved.
- A5.6. (Added)** Reported weather at time of incident.
- A5.7. (Added)** Were control instructions recorded and readable?
- A5.8. (Added)** Was a watch supervisor or senior controller on duty? Include actions at the time of incident.
- A5.9. (Added)** Number of qualified controllers scheduled for duty, on duty, and in position (HATR only).
- A5.10. (Added)** Number of personnel injuries and fatalities (mishap only).
- A5.11. (Added)** Brief narrative of the event (factual information only).

PERRY L. LAMY, Brigadier General, USAF  
Director of Operations