

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



**AIR FORCE INSTRUCTION 13-213**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**4 MAY 2004**

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

**AIRFIELD MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(MSgt Russell J. Henderson)  
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This supplement implements and extends the guidance of the Air Force Instruction (AFI) 13-213, *Airfield Management*, 9 September 2002. The AFI is published word-for-word without editorial review. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1.2. **Waivers.** Forward waiver requests to HQ AFRC/DOVA, 155 2nd Street, Robins AFB GA 31098. HQ AFRC/DOVA forwards the waiver, if needed, to HQ AFFSA. AFRC granted waivers will not exceed 2 years.

1.3. (Added) **The equivalent of the AOF/CC in AFRC is the Airfield Operations Manager (AOM).** All references to the AOF/CC in this instruction pertain to the AOM or OG/CC. The OSF/CC or OG/CC or designated representative has the responsibilities of this position at shared-use airfields.

2.1.1.1.1. (Added) At AFRC contract locations, contractors shall meet the minimum experience requirements as defined in the Statement of Work.

2.1.1.1.2. (Added) The contractor shall submit the Administrative Contracting Officer (ACO) the official resume of all prospective airfield management personnel prior to making any final commitment of employment. Resume shall be coordinated and approved by HQ AFRC/DOVA.

2.1.2.1. The Senior Reservist plans, organizes and directs Reserve AM activities at Reserve locations.

2.1.2.3. The CAM at contract/DOD locations will utilize existing positions to appoint the DCAM, CAMO and CAMT. Leave positions empty if no personnel are available.

2.1.2.3.1. (Added) As a minimum, the senior reservist will appoint a Reserve CAMT.

2.1.2.9. AFRC units at shared-use airfields shall conduct an AOB quarterly. This meeting will be chaired by the OG/CC. Agenda items include all applicable items identified in AFI 13-204, Functional Management of Airfield Operations, and this instruction. Request representation from the host civilian airport manager and FAA Control Tower. Send minutes of the AOB to HQ AFRC/DOVA, NAF and AFFSA.

2.1.2.9.1. (Added) CAM briefs Maintenance status and availability of airfield sweepers.

2.1.2.9.2. (Added) At shared-use airfield, the CAM solicits information on the applicable agenda items required in AFI 13-204 and 13-213 from the FAA and civilian airport authority when these agencies cannot be represented.

2.1.2.12.1. (Added) Coordinate Aircraft Landing Numbers (ALANs) locally and notify AFRC/DOVA of all disapproved ALANs requests.

2.1.2.14.1. (Added) Forward current copies of the following to AFRC/DOVA: Pavement Evaluation, Joint Use Agreement, Host Tenant Agreement, Bird Aircraft Strike Hazard (BASH) Plan, Airfield Operations Instruction and the Snow and Ice Control Plan.

2.1.2.18. Annually review all airfield related policies/procedures to include Letters of Agreement (LOAs), Memorandums of Understanding (MOUs), Operations Plans (OPLANs) and Joint Use Agreements.

2.1.2.19. At shared-use airfields, the CAM is responsible for developing, coordinating, and maintaining the base airfield operations instruction (AOI). Use AFI 13-204 and this instruction to aid in the development of the base AOI.

2.1.2.19.1. (Added) This AOI is used as a source document for local base airfield procedures. Examples of contents are: response to emergencies, civilian/military airport movement areas, airfield inspections, parking diagram, and taxi flows, limitations/restrictions, etc.

2.1.2.19.2. (Added) Include aircraft taxi and parking restrictions (wing-tip and weight restrictions, hazardous cargo, etc.)

2.1.2.19.3. (Added) The installation commander signs the AOI. HQ AFRC/DOVA must approve before signature and publication.

2.1.2.21.1. (Added) At a minimum, notify AOM or OG/CC, SOF (if available) and ATC Facilities.

2.1.2.24.3. (Added) Brief BHWG members on any trends relating to airfield management's responsibilities in the local BASH program. Areas of concern include but are not limited to: problems encountered (base agency support/funding), bird/animal trends identified during airfield inspections and checks, current FLIP entries regarding bird/animal cautions, and munitions expenditures/inventory. Ensure BASH meeting minutes reflect this briefing.

2.1.2.29.5. If local operating procedures are established, publish them in the base AOI. A letter of agreement can be established until the LOP is published in the AOI.

2.1.2.29.6.1. (Added) Develop an annual spray plan to eliminate weeds and grass growing through pavement cracks.

2.2.2.3.1. (Added) N/A at shared-use locations.

2.3.2.11. In addition to the normal log review; at the end of the month the CAMO will review the entire month's events logs, airfield inspection logs, and emergency logs. This review is to compare and evaluate data contained in the logs for trends and problem areas. This includes excessive airfield lighting outages, continuous FOD hazards, lack of documentation of airfield activities, BASH trends and delays, and other signs of problems that may be consistently occurring. The CAM will perform these duties if the CAMO position is vacant.

2.3.2.16.1. Airfield Management facilities located at civilian or other DoD locations are not required to store classified information for transient aircrews when another facility on base stores this material. In these instances, post signs in base operations with the location and telephone number for storing classified information and is clearly visible to aircrews.

2.3.2.17.1.1. (Added) Airfield management is not responsible for placing FLIP and aeronautical charts on base assigned aircraft. Supply FLIPs to the unit in which the aircraft is assigned.

2.3.2.17.2. Ensure currency of airfield restriction data published in the AMC Airfield Suitability Restrictions Report (ASRR) and coordinate errors with HQ AMC/DOAS.

2.4.2.3.1. (Added) The senior reservist or CAMT will notify AFRC/DOVA of all cross-trainee into the career field at their locations within 45 days.

2.4.2.9.1. (Added) N/A for Contractors. Reserve AM personnel need to ensure all requirements in AFMAN 13-220 are accomplished.

2.5.1. Quality Assurance Evaluator (QAE) positions at Air Reserve Bases shall be classified in the series of GS-2150. All AFRC QAEs shall complete the following within 6 months of assuming the position: HQ AFFSA PCGs AM-01 through 04, HQ AFCESA Computer Base Training (CBT) course Airfield Criteria, Standards and Facilities, HQ AFFSA CBT course Flightline Driving, HQ AFFSA CBT course Wildlife Management.

2.5.2. The AM QAE shall inform HQ AFRC/DOVA of all contract and SOW proposals, developments and negotiations. Submit new contracts, proposed amendments/revisions to current contract, quality surveillance plans and checklists to HQ AFRC/DOVA for approval prior to implementing changes.

2.7.1.1. (Added) At Joint and Shared Use civil airports where AFRC does not own the runway is authorized to have one qualified person on shift as workload dictates and as required.

2.7.2. Changes in AM staffing at contract location shall be coordinated and approved by HQ AFRC/DOVA. At ARB's only, the CAM and DCAM cannot be scheduled to perform AMOC duties. The DCAM can be used to fill in as AMOC personnel during emergency situations only, not to exceed one shift.

2.7.2.1. Request for waivers at contract location shall be coordinated and approved by HQ AFRC/DOVA.

2.7.3. Activation of reserve personnel to support home station requirements must be coordinated and approved through NAF/DO and AFRC/DO.

3.2.2.1. Shared-use airfields may apply for a waiver to the requirement for a recording device.

3.2.2.2. AFRC Ramp only bases may apply for a waiver to the requirement for dual extensions.

3.2.2.3. The SCN may be activated by another agency if there is a LOA or Ops Ltr between airfield management and the other agency. Operating procedures will be clear and concise on whom the activation

authority is and when the SCN is used. Publish SCN procedures in the base AOI. Regardless of activation authority, the secondary crash net will be maintained according to AFI 13-213.

3.2.2.3.3. The CAM is the manager of the SCN and is responsible for the overall operation of the SCN. In the absence of an OSS/CC the OG/CC approves or disapproves all additions and deletions to the SCN.

3.2.9.27. (Added) Develop procedures to notify inbound transient aircraft of changes to airfield due to inclement weather conditions or airfield closures.

3.3.1. Check the flight planning room daily to ensure the accuracy, currency, and availability of required FLIPs, charts, and forms. NOTE: If new FLIP products are not received by the effective date, mark material as "OUTDATED" and continue to use until the new products arrive. Document each occurrence on NIMA Form 8560-1A, NIMA Quality Feedback Card and forward to NIMA.

3.3.3. Coordinate with local TERPS specialist or local flying organization as required, when developing required displays. AFRC shared-use airfields coordinate with the Airport Authority to meet this requirement.

3.3.4.1. (Added) Coordinate this requirement with Wing Safety through the Bird Hazard Working Group.

3.3.5. Ensure a daily check of the flight service section and flight planning room is documented to verify all publications, FLIPS, charts, and forms are current.

4.1.1. The installation commander signs and certifies the base flightline driver familiarization directive. This instruction applies to all host, tenant, transient, civilians at joint-use location and contracting personnel operating vehicles on the AFRC flightline.

4.1.3. (Added) The installation commander may waive the 30-day suspension of the flightline driver's license, based on mission needs. This waiver must be in writing and may not be delegated below the installation commander.

4.3.1. HQ AFRC/DOVA must approve the flightline driver familiarization directive prior to signature and implementation.

4.3.1.1. (Added) Coordinate the flightline driving directive through the civil airport authority prior to being sent to HQ AFRC/DOVA for approval. Document all local coordination of the flightline drivers directive using AF Form 673, Request to Issue Publication, attach it to the package, and forwarded it to HQ AFRC/DOVA.

4.3.1.2. (Added) Coordinate with the following base agencies as a minimum, prior to forwarding final draft to HQ AFRC/DOVA for approval.

4.3.1.2.1. (Added) Flight Safety.

4.3.1.2.2. (Added) Security Police.

4.3.1.2.3. (Added) Transportation Squadron/Flight.

4.3.1.2.4. (Added) All Host and Tenant Organization commanders/VCOs, as required.

4.3.1.2.5. (Added) Civil Airport Authority (Joint/Shared Use Airports).

4.3.1.2.6. (Added) Base Vehicle Control Officers.

4.3.1.2.7. (Added) Air Traffic Control.

4.3.2. CAM or DCAM will Train and certify all Airfield Management Reservist personnel to drive on the flightline. Ensure all assigned airfield management personnel are trained and know how to operate a vehicle on runways, taxiways and aircraft parking areas.

4.3.2.1. (Added) If possible, AFRC shared-use airfields shall establish agreements with the local airport authority to conduct flightline driver training for Reservists and other base personnel (if required) on the civilian runways and taxiways.

4.3.2.2. (Added) If training cannot be accomplished on operating vehicles on runways and taxiways at civilian airports, then ensure these personnel receive the training during their annual tours at other locations. Select annual tour locations based on the training they can provide (see chapter 7).

4.3.3.2.5. Reserve bases without an eye clinic may conduct the color vision test by obtaining the falant color vision test. This is the only acceptable method besides using a certified eye examiner to complete the color vision test. Medical records may be used if the individual has been given and passed a color vision test in the past.

4.3.3.3.1. As a minimum, notify in writing the commander of a violator of a runway intrusion of the incident, with a courtesy copy to their unit commander and the OG/CC.

4.3.3.3.1.1. (Added) A runway intrusion automatically revokes the individuals flightline drivers license for a period of 30 days. The license will not be reissued until that individual has received and completed the entire flightline drivers certification training. Submit the re-certification package through the unit commander to the CAM after the suspension and training is complete.

4.3.3.4. Provide newly assigned base personnel with training on the entire flightline driving program regardless of previous assignments at another military installation. An AF Form 483 assigned at a previous installation is no longer valid when the individual arrives at their permanently assigned AFRC base. The airfield manager and vehicle control officers have the authority to confiscate the old AF Form 483 and restrict flightline driving privileges until the individual receives an AF Form 483 from their current base of assignment.

4.3.3.4.1. (Added) At joint/shared-use civilian airfields restrict flightline drivers to AFRC owned apron and/or taxiways when their duties do not require them to operate on the civilian portion of the airport. The AF Form 483 will be annotated "AFRC Apron Only" or other applicable annotation as necessary. The intent is to restrict flightline drivers from interfering with civilian aircraft operations that are not located on AFRC owned or leased property.

4.3.3.4.2. (Added) Flightline drivers requiring access to the civilian portion of the airport shall comply with all training requirements designated by the civil airport authority. These requirements as applicable will be included in the flightline driving directive. If the civil airport authority determines that AFRC training requirements are sufficient to operate on their portion of the airfield, the flightline driving directive will also be coordinated through that authority.

4.3.3.5. The CAM or DCAM will develop a minimum 25 multiple choice question test that is updated at least once a year.

4.3.3.5.1. (Added) A test can be developed and taken on line as long as a different test is given to those that fail the first time.

4.3.3.6.2. Document training and issue a temporary AF Form 483 to all contractors without a valid AF Form 483. TDY personnel will have the backside of their home station AF Form 483 endorsed/stamped "Your Base, Flight Line Authorized" or something similar.

4.3.4.2.1. (Added) Provide a briefing at scheduled base VCO meetings on flightline driving changes, trends, upcoming inspections, and other applicable issues.

5.1. **Responsibilities.** The following airfields are not required to maintain a decelerometer or report RCRs for their runways: Homestead ARB FL, March ARB CA, and Dobbins ARB GA.

5.2.6.2.1. (Added) The OG/CC will determine to what extent RCRs are conducted on aircraft parking areas and taxiways. Add these unique requirements in the base AOI.

6.1.1.1. Airfields may close for one day a month for airfield maintenance. The closure should occur on the same non-duty day each month (second Saturday, third Sunday, etc.). Publish this recurring closure in FLIP or NOTAM each occurrence and comply with appropriate notification procedures.

6.1.1.2. Coordinate airfield restrictions which limit the number or type of aircraft that may use an airfield with all local/assigned/tenant airfield users, and or operating/controlling agency. Ensure tenant unit participation/involvement in preplanning meetings concerning airfield restrictions/closures

6.2.1.1. Wing Commanders approve PPR/OBO

6.2.1.4. (Added) Coordinate any request to permanently increase or reduce airfield operating hours or permanent closure of a runway through HQ AFRC/DO.

6.2.2.1. Notify NAF/DO, HQ AFRC/DO, and HQ AFRC/DOVA by DMS message or letter, at least 10 calendar days prior to imposing any restrictions/closures approved by the WG/CC or OG/CC. For temporary closures related to hazardous weather or airfield incidents, the CAM must promptly notify HQ AFRC/DOVA by telephone during normal duty hours and on weekends or non-duty hours contact HQ AFRC/DOCC. Coordinate long term restrictions with HQ AFRC/DOVA.

6.2.2.1.1. (Added) At AFRC owned airfields; the WG/CC or OG/CC may approve an airfield closure that does not exceed 3 days. These closures support short notice emergency maintenance requirements, ceremonies, holidays, etc. HQ AFRC/DO approves a closure exceeding 3 days. Units submit a request for closure that exceeds 3 days to HQ AFRC/DOVA at least 45 days prior to proposed effective date, if the closure does not involve a unit deployment. This allows HQ AFRC/DO to assess the overall impact and work any adjustments. In the request for closure message, units provide the closure duration that includes start and end date/time, reason for closure, any operational restrictions and proposed work-around if necessary. Send a message with information to HQ AFFSA/XON, Andrews AFB MD, HQ AMC/TACC//XOO//XOC// Scott AFB IL, Director of Operations for each MAJCOM utilizing the airfield, and other concerned commanders.

6.2.2.1.2. (Added) If the runway closing forces a unit to deploy and conduct flying operations at another location, refer to the guidance at [Attachment 5 \(Added\)](#).

6.2.2.1.3. (Added) At locations with two or more runways, the WG/CC or OG/CC may close one runway as needed, as long as the flying mission can continue on the other runways. Notify HQ AFRC/DOVA 30 days prior to the event.

6.2.2.1.4. (Added) Requests to host an Airshow/Open House are reviewed by the NAF/DO and approved by HQ AFRC/DO. Send requests that include a formal request letter from the Operations Group Commander or higher authority, a completed FAA Form 7711-2, **Application For Certificate Of Waiver Or**

**Authorization**, and a separate schedule of events no later than 60 days prior to the event via the NAF/DO to HQ AFRC/DOVA. Additional supporting documentation may be submitted for event clarification. Ensure additional requirements in AFI 10-1001, AFI 11-209 and AFI 35-101 are met prior to the event.

**7.2. Training Program.** Reserve Training Managers will maintain continuity Binders in accordance with **Attachment 7 (Added)**.

7.2.1.1. (Added) Forward copy of training instruction to AFRC/DOVA for review and approval before implementing.

7.2.3.3. The senior reserve airfield management personnel may rearrange and group PCG lessons into block instruction, outlined in training instruction that best fits the use of UTA, man-days, and annual tour schedules.

7.2.3.3.1. (Added) Contract personnel shall utilize the AFRC developed Contractor Training Guide (CTG), **Attachment 6 (Added)**.

7.2.3.3.2. (Added) The CTG training items may be a local developed form or listed on AF Form 797.

7.2.3.3.3. (Added) Completed CTG will be maintained in contractor training folder or AF Form 623.

7.2.3.4. PCG completion time is extended to 12 months for AFRC Reservist.

7.2.3.4.1. (Added) To the maximum extent possible at shared-use airfields, ensure training is accomplished for Reserve personnel on tasks that cannot be trained and, or certified at their home station during their annual tours at other Air Force airfields.

7.2.3.5. (Added) The senior reservist/CAMT will develop a written plan or agreement with the gaining base to ensure all required training is accomplished during the annual tour. Coordination between the senior reservist, NAF and HQ AFRC/DOVA is encouraged to ensure maximum coverage of training areas. Consider the following information in the selection of a base for annual tours.

7.2.3.5.1. (Added) Traffic workload (200 flights a month minimum).

7.2.3.5.2. (Added) Training facilities.

7.2.3.5.3. (Added) Type of training needed by individual (that is, runway inspections, ICAO flight plans, BASH, etc).

7.2.3.6. (Added) All DoD civilians and Reservists submit a DD Form 1556, Request Authorization, Agreement, Certification of Training and Reimbursement, to HQ AFRC/DP through their base training representative. Forward or fax a courtesy copy to HQ AFRC/DOVA.

7.2.8.2.5. (Added) Reserve training records will be maintained in the following format:

7.2.8.2.5.1. (Added) Tab A-Current PCG for assigned position.

7.2.8.2.5.2. (Added) Tab B-CFETP and published changes.

7.2.8.2.5.3. (Added) Tab C-AF Form 797, *Job Qualification Standard Continuation/Command JQS*.

7.2.8.2.5.4. (Added) Tab D- AF Form 803, *Record of Task Evaluation*.

7.2.8.2.5.5. (Added) Tab E- AF Form 1098, *Special Task Certification and Recurring Training*.

7.2.8.2.5.6. (Added) Tab F- AF Form 623a, *On-the-Job Training Record-Continuation Sheet*.

7.2.8.2.5.7. (Added) Tab G- Miscellaneous documents.

**7.3. Forms Adopted.** AFRC Form 10, **Airfield Evaluation** and AFRC Form 10A, **Ramp Evaluation**.

**A3.1. Airfield Inspection.** Use AFRC Form 10, **Airfield Evaluation** and AFRC 10A, **Ramp Evaluation** to document daily airfield inspections and checks. Ramp only locations use AFRC Form 10A. All others use AFRC Form 10. Copy a current airfield diagram on the back of the form to help identify the location of discrepancies. Send suggestions to improve AFRC Form 10 and 10A to HQ AFRC/DOVA.

**A3.2. Airfield Check.** Use AFRC Form 10 and 10A to document airfield checks.

**A3.2.4.** Ensure airfield marking are inspected for reflectivity. Also, inspect the airfield during the hours of darkness for large night animals such as deer and coyotes that are feeding on the airfield at night. Conduct light serviceability check within 45 minutes of sunset.

**A3.3.1.** Conduct and document a joint airfield inspection quarterly. As a minimum, the CAM, AOM, TERPS, CE, and Base Safety representatives participate. Provide a copy of the quarterly airfield inspection to HQ AFRC/DOVA. *Note: General Mitchell ARS WI, Minn/St. Paul ARS MN, and Pittsburgh ARS PA are only required to perform bi-annual joint inspections due to ramp size.*

**A3.3.1.1. (Added)** Establish a LOA, Ops Ltr, or operating instruction (OI) if other agencies accomplish any of these individual tasks on a recurring basis (that is, airfield lighting, barrier maintenance, etc.). Specify in a LOA, Ops Ltr, or OI the training requirements, number of inspections performed daily, who is notified of outages, and the days the inspections occur. The airfield manager ensures all requirements in AFI 13-213 are met.

**A3.3.3.3.** At AFRC locations the AOM or OG/CC will staff the inspection report for coordination to WG/CC. The staff package must contain all the required coordination from personnel identified in paragraph **A3.3.3.3.1, AIRFIELD CERTIFICATION / SAFETY INSPECTION CHECKLIST** and appropriate airfield maintenance projects needed to correct deficiencies.

**Attachment 5 (Added)****SAMPLE RUNWAY CLOSURE CHECKLIST**

**A5.1. (Added)** Whenever a runway closure forces a unit to deploy and conduct flying operations at another location, the wing commander uses the following checklists to notify HQ AFRC. Include these checklist actions in a wing OPlan, when required.

**A5.2. (Added)** Sample Checklist No. 1 -- Notification Procedures. Units plan and schedule a runway closure as soon as the requirement for runway repair work is known. Send HQ AFRC/DOVA a message of a proposed runway closure by 31 December, for a closure that is anticipated during the next fiscal year. HQ AFRC/DOVA approves the unit's proposed TDY location and concept of operation. Include the following information in the notification message to HQ AFRC/DOVA:

Justification and extent of runway construction.

Proposed start date and duration.

Proposed procedures for aircraft operations.

Impact on flying mission.

Proposed TDY location.

Approximate cost estimates to deploy (to be revised as necessary).

Statement that deployment costs have been considered and included in the annual FIN Plan and, or Budget Execution Report (BER).

OPR for developing a runway closure deployment plan.

## Attachment 6 (Added)

## HQ AFRC AIRFIELD MANAGEMENT CONTRACTOR TRAINING GUIDE

 <h2 style="text-align: center;">HQ AFRC Airfield Management Contractor Training Guide</h2> 						
TASK NUMBER	SUBJECT AREA/TASKS AND TRAINING REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS
<b>1</b>	<b>Performance Work Statement (PWS)</b> TR: Statement of Work (SOW)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>2</b>	<b>Utilize Daily Events Log (AF Form 3616)</b> TR: AFI 13-213/AFRCSUP1, FAAO 7340.1	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>3</b>	<b>Shift Change, Opening and Closing Base Operations</b> TR: AFI 13-213/AFRCSUP 1, Local OI's	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>4</b>	<b>Equipment Malfunctions (i.e. AIS, Back-up Generator Procedures)</b> TR: Local OI's and QRCs	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>5</b>	<b>Utilize QRC</b> TR: AFI 13-213/AFRCSUP1, AFI 10-2501, AFMAN 32-4004	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>6</b>	<b>COMSEC/Security Support to Aircrews</b> TR: 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	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>7</b>	<b>Primary and Secondary Crash Phones</b> TR: AFI 10-2501, AFI 13-203, AFI 13-213/AFRCSUP 1, AFI 32-4004	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>8</b>	<b>Hydrazine Incidents</b> TR: Local OI's and QRCs	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>9</b>	<b>Hazardous Cargo Loading/Unloading Areas</b> TR: AFJI 11-204	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>10</b>	<b>Arm/Dearm, Hot Brake, and Hydrazine Areas</b> TR: Local OI's	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>11</b>	<b>Weather Warning and Advisories</b> TR: Wing OPLAN, Local OI's and QRC	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

<b>TASK NUMBER</b>	<b>SUBJECT AREA/TASKS AND TRAINING REFERENCES</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>	<b>TRAINEE'S INITIALS</b>	<b>TRAINER'S INITIALS</b>	<b>CERTIFIER'S INITIALS</b>
<b>12</b>	<b>Unauthorized Landing</b> TR: AFI 10-1001/AFRCSUP1	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>13</b>	<b>Overdue Aircraft</b> TR: AFI 13-202, Local OI's and QRCs	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>14</b>	<b>Customs, Agriculture, and Immigration</b> TR: Local OI's and QRCs	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>15</b>	<b>Flight Plans</b> TR: AFI 11-202 V3, AFJMAN 11-213, Airman Information Manual (AIM), FAAO 7110.10, Foreign Clearance Guide, General Planning (GP), Area Planning (AP), ICAO Document 4444 and Annex 10, Volume II.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>16</b>	<b>Flightline Driving Program</b> TR: AFI 13-213/AFRCSUP1, AFI 24-301, AFI-204, AFJMAN 24-306, Local OI's	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>17</b>	<b>Runway Intrusions</b> TR: AFI 13-213/AFRCSUP1, AFI 31-209, AFI 91-202, AFD 91-2, local OI's	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>18</b>	<b>Airfield Inspections/Checks</b> TR: AFI 13-213/AFRCSUP 1, AFI 21-101, AFJMAN 32-1038, AFI 32-1042, AFI 32-1043, AFI 32-1044, AFMAN 32-1076, AFH 32-1084, AFPAM91-212, Airman Information Manual (AIM), ETL94-01, FAA AC 150/5340-1, FAA AC 150/5340-18C, FAAO 6750.16, FAAO 7110.65, CFR Part 139, IFR Supplement, UFC-3-260-01, Local OIs	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>19</b>	<b>Navigational Aids</b> TR: FAAO 7110.65, FAAO 7340.1, FAAO 7350.60, Airman Information Manual (AIM), ICAO Doc. 7910, IFR Supplement, Flight Information Handbook (FIH), FLIP General Planning (GP)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>20</b>	<b>Airfield Markings</b> TR: AFI 32-1042, AFH 32-1084, Airman Information Manual (AIM), ETL 94-01, FAA AC 150/5340-1	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>21</b>	<b>Rubber Removal</b> TR: ETL 02-14	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>22</b>	<b>Aircraft Arresting Systems (Daily Inspections)</b> TR: AFI 32-1043, AFI 13-213/AFRCSUP	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

TASK NUMBER	SUBJECT AREA/TASKS AND TRAINING REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS
23	<b>Runway Surface Conditions (RSC)</b> <b>Runway Condition Readings (RCR)</b> TR: AFI 13-213/AFRCSUP 1, AFTO 33-1-23, Flight Information Handbook (FIH)	X	X	X	X	X
24	<b>Runway Change Procedures</b> TR: Local OI's and QRC	X	X	X	X	X
25	<b>Corrective Actions/Coordination for Airfield Discrepancies</b> TR: AFI 13-213/AFRCSUP 1, Performance Work Statement	X	X	X	X	X
26	<b>Air Force Waiver Program</b> TR: AFI 13-213/AFRCSUP 1, AFI 32-1024, UFC 3-260-01	X	X	X	X	X
27	<b>NOTAMs (Types, Criteria, and Processing Procedures)</b> TR: AFJMAN 11-208, Airman Information Manual (AIM) General Planning, IFR Supplement, Flight Information Handbook (FIH)	X	X	X	X	X
28	<b>BASH Program</b> TR: AFI 32-1053, AFI 91-202, AFPAM 91-212, Airman Information Manual (AIM), FAAO 7110.65	X	X	X	X	X
29	<b>Publications and Forms</b> TR: AFI 13-213/AFRCSUP1, AFMAN 37-138, AFMAN 37-138, AFI 37-139, AFI 37-160 V8, AFI 37-161	X	X	X	X	X
30	<b>FLIP Products (Obtaining and Distribution)</b> TR: AFI 11-201, AFI 14-205, AFI 24-405, General Planning (GP), NIMA Catalog Part 1, Volume 1	X	X	X	X	X
31	<b>NOTAMs and Airfield Advisories (Issuing, revising, and canceling)</b> TR: AFJMAN 11-208, Airman Information Manual (AIM), General Planning (GP), IFR Supplement, Flight Information Handbook (FIH)	X	X	X	X	X
32	<b>Civil Aircraft Use of Air Force Installations</b> <b>Joint Use/Shared Support Agreements</b> <b>Aircraft Landing Numbers (ALAN)</b> TR: AFI 10-1001/AFRCSUP 1, AFI 10-1002, AFI 10-1003, AFI 10-1801, AFI 34-217, AFI 34-232, HQ USAF/XOO-CA Civil Aircraft Permit Book	X	X	X	X	X

TASK NUMBER	SUBJECT AREA/TASKS AND TRAINING REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS
33	<b>Airfield Restrictions, Official Business Only (OBO), and Prior Permission Required (PPR)</b> TR: AFI 13-213/AFRCSUP 1, IFR Supplement	X	X	X	X	X
34	<b>Website Familiarization</b> <b>1. Air Force Flight Standards Agency (AFFSA)</b> <b>2. HQ AFRC/DOVA</b>	X	X	X	X	X
35	<b>Air Traffic System Evaluation Program (ATSEP)</b> TR: AFI 13-213/AFRCSUP 1, AFI 13-218, Self Inspection Checklist	X	X	X	X	X

**Attachment 7 (Added)****RESERVE TRAINING CONTINUITY BINDERS****A7.1. (Added) CONTINUITY BINDER CONTENTS:****A7.1.1. (Added) BINDER 1**

A7.1.1.1. (Added) Table of Contents

A7.1.1.2. (Added) Record of program review (MFR format)

A7.1.1.3. (Added) TAB A – Appointment Letters

A7.1.1.4. (Added) TAB B – Airfield Management Training OI

A7.1.1.5. (Added) TAB C – AFI 13-213/AFRCSUP 1

A7.1.1.6. (Added) TAB D – AFI 36-401, AFI 36-2101, AFI 36-2201 (may be electronically Stored on CD-ROM, but disk must be binder)

A7.1.1.7. (Added) TAB E– AOF WEB CD

A7.1.1.8. (Added) TAB F– AFFSA/PACAF Training Messages (includes all YOT messages)

A7.1.1.9. (Added) TAB G – Self Inspection (SII for Reserve Training, and ATSEP checklist)

**A7.1.2. (Added) BINDER 2**

A7.1.2.1. (Added) Table of Contents

A7.1.2.2. (Added) TAB A – Local Training/Qualification Guide

A7.1.2.3. (Added) TAB B – Newcomer’s Indoctrination Checklist/Form

A7.1.2.4. (Added) TAB C – AF Form 623a, OJT Continuation Sheet

A7.1.2.5. (Added) TAB D – AF Form 797, JQS Continuation Sheet

A7.1.2.6. (Added) TAB E – AF FORM 803, Report of Task Evaluation

A7.1.2.7. (Added) TAB F – AF Form 1098, Special Task/Recurring Training

A7.1.2.8. (Added) TAB G – MTTR

A7.1.2.9. (Added) TAB H – AM Ops Coordinator PCG

A7.1.2.10. (Added) TAB I – AM OPS Supervisor PCG

A7.1.2.11. (Added) TAB J – Chief AM OPS PCG

A7.1.2.12. (Added) TAB K – Chief AM PCG

A7.1.2.13. (Added) TAB L – Computer Based Training CDs

A7.1.2.14. (Added) TAB M – Local Training and PCG Test

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