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AIRFIELD MANAGEMENT

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG) and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that operate or administer functions and facilities for military Airfield Management (AM). At joint, shared-use and overseas airfields, this instruction applies to the facilities that are controlled and used exclusively by the Department of the Air Force, as outlined in real estate documents or letters of agreement. Headquarters (HQ) Air Force Flight Standards Agency, Director of Airfield Operations (AFFSA/XA) must approve all Major Command (MAJCOM) supplements and interim changes to previously approved supplements to this directive prior to implementation. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 37-124, *The Information Collections and Reports (ICR) Management Program*. The use of the name or mark of any specific manufacture, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

(AFRC) 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.

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Chapter 1

GENERAL INFORMATION

1.1. Airfield Facilities and Services.

1.1.1. Airfield facilities must permit safe, efficient and effective aircraft operations.

1.1.2. Units that operate airfield facilities, including overseas and joint-use facilities, must comply with this instruction.

1.1.3. Airfield Management Operations (AM Ops) at shared-use installations must comply with this instruction to the maximum extent possible. Develop local procedures with the civil airport manager and Air Traffic Control (ATC) agencies when necessary.

1.1.4. At contingency locations where USAF AM Ops personnel have primary responsibility for airfield management or share usage with a host-nation must comply with this instruction to the maximum extent possible.

1.1.5. AM facilities and services may be provided by contract or Letter of Agreement (LOA), if they satisfy the requirements of this instruction and requests are processed according to AFI 13-204, *Functional Management of Airfield Operations*.

1.1.6. Passenger processing is not an AFSC 1C0X1 core duty. AM will not perform passenger processing without MAJCOM/DO authorization.

1.2. Waivers. Headquarters Air Force Flight Standards Agency, Director of Airfield Operations (AFFSA/XA) is the approval authority for all waivers to this instruction, except those delegated to MAJCOM or below. To ensure a periodic revalidation of waiver requirements, AFFSA/XA normally grants airfield management operations waivers for a 1 year period. Send waiver requests on AF Form 4058, *Airfield Operations Policy Waiver*, to HQ AFFSA/XA, 1535 Command Drive, Suite D-302, Andrews AFB, MD 20762. Direct Reporting Units (DRU) and Field Operating Agencies (FOA) may submit waiver requests directly to AFFSA/XA. ***NOTE:*** All waiver renewal requests shall reach AFFSA/XA NLT 30 days prior to expiration or proposed implementation.

1.2. (AFRC) 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-AFRC) 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.

Chapter 2

PERSONNEL TITLES, QUALIFICATIONS AND RESPONSIBILITIES

2.1. Chief, Airfield Management (CAM).

2.1.1. **Qualifications.**

2.1.1.1. Must hold AFSC 1C071/1C091/1C000 (MSgt thru CMSgt) with 3 years experience in AM or equivalent civilian (DoD/Contractor) qualification. Must complete the Airfield Criteria, Standards and Facilities Course Computer Base Training (CBT) course developed by

HQ AFCESA/CES, AM-01, Chief, Airfield Management Position Certification Guide (PCG), and attend the Military Airfield Manager Course (E3AZR1C091 000) if not previously completed within 6 months of assuming position.

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

2.1.1.1.2. (Added-AFRC) 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.

2.1.1.2. Completion of the Airport Certification Procedures (E5ASG1C071-020) Course is highly recommended for CAMs, especially those assigned to a joint or shared use airfield with an Airport Operating Certificate (AOC).

2.1.2. **Responsibilities.** The CAM is responsible for the overall management of AM facilities and services to provide a safe, efficient and effective airfield environment for aircraft operations. Certain situations (e.g., exercises, sensitive weapons/aircraft movements, etc.) require the CAM to be designated as a trusted agent. ***NOTE:*** The CAM will not be assigned duties that could interfere with accomplishing their responsibilities outlined in this AFI.

2.1.2.1. Plan, organize and direct AM activities.

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

2.1.2.2. Manage the airfield environment to support base, transient and tenant unit flying operations according to USAF, Department of Defense (DoD), Department of Transportation (DOT), International Civil Aviation Organization (ICAO), Federal Aviation Administration (FAA) publications and host-tenant agreements.

2.1.2.3. Appoint qualified personnel for the Deputy Chief, Airfield Management (DCAM), Chief, Airfield Management Operations (CAMO) and Chief, Airfield Management Training (CAMT) duty positions.

2.1.2.3. (AFRC) 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-AFRC) As a minimum, the senior reservist will appoint a Reserve CAMT.

2.1.2.4. Conduct airfield inspections and checks to ensure a safe airfield environment. Develop procedures for Airfield Management Operations (AM Ops) personnel to accomplish airfield inspections/checks. Clearly identify when additional airfield checks are necessary. (See **Attachment 3**)

2.1.2.5. Provide guidance at facility planning board meetings concerning airfield facilities, operations and construction.

2.1.2.6. Coordinate with primary and mission support agencies to correct problems, improve procedures and increase efficiency of AM services.

2.1.2.7. Coordinate with the Disaster Control Group (DCG) on contingency operations that affect airfield operations.

2.1.2.8. Coordinate with Civil Engineers, Wing Safety and Foreign Object Damage (FOD) Manager on the wing/base FOD program to include placement of frangible STOP/CHECK FOR FOD signs before entering flightline areas.

2.1.2.9. Serve as a member of the Airfield Operations Board (AOB). Briefs AM related agenda items in accordance with AFI 13-204, *Functional Management of Airfield Operations*.

2.1.2.9. (AFRC) 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-AFRC) CAM briefs Maintenance status and availability of airfield sweepers.

2.1.2.9.2. (Added-AFRC) 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.

2.1.2.10. Develop procedures to notify local flying units, Civil Engineering (CE), Wing Safety (SE), Air Traffic Control (ATC), Command Post (CP), tenant flying units and other airfield (military/civilian) agencies when conditions may impact airfield or flying operations (e.g., runway or taxiway closures, parking aprons/spots closures, construction projects, repair activities, temporary obstructions, wing exercise conditions, after duty hour opening of the airfield and availability of lighting/navigational aid systems).

2.1.2.11. Provide airfield tours and familiarization training to wing and group commanders. Training is essential to wing senior leadership's understanding of airfield issues and responsibilities pertaining to on-scene commander, contingencies and deployments.

2.1.2.12. Process civil aircraft landing permits. Accomplish appropriate actions in the event of an unauthorized civilian aircraft landing. Coordinate with base agencies for the determination, assessment, collection and disposition of appropriate civil aircraft landing, parking and storage fees. (See AFI 10-1001, *Civil Aircraft Landing Permit*s).

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

2.1.2.13. Coordinate with Wing Plans (XP) to ensure activities (e.g., exercises, deployments, etc.) that impact the use of airfield facilities are not planned or executed without prior coordination with the CAM.

2.1.2.14. Coordinate on base-wide operational and contingency plans that affect airfield operations.

2.1.2.14.1. (Added-AFRC) 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.

2.1.2.15. Serve as a member of wing airshows/open house executive committees. Evaluate each activity plan to minimize/deconflict any impact to airfield operations before, during and after the event.

2.1.2.16. Do not authorize aircraft movement on closed or non-operational (runways, taxiways and aprons) areas.

2.1.2.17. Review airfield construction/repair project priorities for impact to airfield operations. Trend data, to include information collected from daily/annual airfield inspection reports should be used to support funding project to the Facilities Utilization Board (FUB) or equivalent base forums.

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

2.1.2.18. (AFRC) 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. Develop an Airfield Operations Instruction (AOI) and conduct quarterly Airfield Operations Board (AOB) according to AFI 13-204, *Functional Management of Airfield Operations,* when no USAF AOF function is assigned to base.

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

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

2.1.2.20. Coordinate on procedures delineating Supervisor of Flying (SOF), or other agencies, authority as it relates to AM responsibilities during in-flight/ground emergencies, Bird/Aircraft Strike Hazard (BASH) and Bird Watch Condition (BWC), Runway Surface Condition (RSC), Runway Condition Reading (RCR), runway inspections/checks, etc., established in the base AOI.

2.1.2.21. Develop procedures outlining AM actions in the event of reduced fire/crash rescue response capability. At a minimum, notify AOF/CC, Command Post, SOF (if available) and ATC Facilities.

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

2.1.2.22. Coordinate with the Wing Operations Center (battle staff) on contingency operations that affect airfield operations.

2.1.2.23. **Coordinate with Wing Safety on Programs for:**

2.1.2.23.1. Bird/wildlife control. See AFI 91-202, *US Air Force Mishap Prevention Program*, and AFPAM 91-212, *Bird Aircraft Strike Hazard (BASH) Management Techniques*.

2.1.2.23.2. Designating parking, loading and servicing for aircraft with hazardous cargo or live armament handling (guns, missiles and bombs). (See AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials,* AFMAN 91-201, *Explosives Safety Standards*).

2.1.2.23.3. Developing and applying OPLANs for responding to aircraft incidents/ accidents, in-flight emergencies (IFE), BASH, evacuations or similar disasters on or off base.

2.1.2.23.4. Determining Risk Assessment Codes (RAC) and applying Operational Risk Management (ORM) principles for hazardous airfield conditions.

2.1.2.24. **Bird Aircraft Strike Hazard (BASH)/Wildlife Management.**

2.1.2.24.1. Serve as a member of the Bird Hazard Working Group (BHWG).

2.1.2.24.2. Ensure the following BASH information is published in FLIP:

2.1.2.24.2.1. Restrictions, if any, to flight operations during each BWC.

2.1.2.24.2.2. Local or seasonal (Phase I/Phase II) BASH hazards if applicable.

2.1.2.24.2.3. BWC for auxiliary fields own/operated by host wing/base.

2.1.2.24.3. (Added-AFRC) 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.

2.1.2.25. **Airfield Waivers.**

2.1.2.25.1. Maintain a copy of the MAJCOM approved airfield waiver package and ensure access to all AM personnel that conduct airfield inspection/checks.

2.1.2.25.2. Participate with CE, Wing Safety, Terminal Instrument Procedures Specialist (TERPS), and ATCALS maintenance personnel in the annual review of waivers to airfield/airspace criteria.

2.1.2.25.3. Coordinate on all waivers that affect airfield/airspace criteria.

2.1.2.25.4. Do not authorize temporary airfield construction unless a waiver has been approved by the installation commander. (See Unified Facilities Criteria (UFC) 3-260-01, *Air-*

field and Heliport Planning and Design Criteria.) Obtain a copy of the approved waiver from CE prior to the start of construction.

2.1.2.25.5. Obtain airfield weight bearing capacity waivers from the airfield pavement engineer for special mission requirements.

2.1.2.26. **Airfield Construction.**

2.1.2.26.1. Coordinate and monitor airfield construction, repair and maintenance activities.

2.1.2.26.2. Attend pre-construction meetings and participate in project from planning phase through project completion.

2.1.2.26.3. Coordinate with the operations community, CE, Wing Safety, TERPS and tenant flying units to determine the impact of proposed airfield construction/repair projects on airfield operations.

2.1.2.26.4. Coordinate on all projects that impact airfield operations. Ensure owner/user maintains positive control of all contractors working on or near the airfield.

2.1.2.26.5. Develop procedures to ensure safe vehicle routes to/from airfield construction areas, site maintenance, daily cleanup, waste control and material/equipment storage.

2.1.2.26.6. Develop procedures for contractor personnel to receive training on airfield safety and flightline driving before starting work. Ensure airfield construction contracts contain these procedures and flightline driving requirements.

2.1.2.26.7. Participate in final inspection of construction projects prior to accepting project completion.

2.1.2.26.8. Review UFC 3-260-01, Attachment 15, prior to the start of any construction projects on the airfield for minimum safety guidelines.

2.1.2.26.9. Ensure construction areas are marked for day and night operations and barricades are in accordance with Engineering Technical Letter (ETL) 94-01, *Standard Airfield Pavement Marking Schemes*, and UFC 3-260-01.

2.1.2.27. **Airfield Parking Plans.**

2.1.2.27.1. Annually review and coordinate on all aircraft parking plans for compliance with planning and design criteria in UFC 3-260-01 and AFH 32-1084, *Facility Requirements*.

2.1.2.27.2. Participate with Wing Plans, Public Affairs, Command Post, Maintenance Operations Center, Wing Safety and other base agencies in the development of short-term aircraft parking plans for distinguished visitors, contingencies, exercises, static displays, air shows and other special airfield projects.

2.1.2.27.3. Participate with Civil Engineering, Wing Safety, Transient Alert, Maintenance Operations Center, flying units and other appropriate base agencies in the development of areas designated for loading, unloading, arming and de-arming of aircraft with hazardous cargo or live armament (guns, missiles and bombs). Criteria for designating these areas include security, safety of operations, location of aircraft grounding points and access for fire-fighting and rescue personnel and equipment. (See AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*s, AFMAN 91-201, *Explosives Safety Standards.*)

2.1.2.28. **Quality Assurance Program.**

2.1.2.28.1. Conduct an annual self-assessment of AM functions and services using AFI 13-218, *Air Traffic System Evaluation Program*, checklist and AFFSA/MAJCOM generated Special Interest Items (SII).

2.1.2.28.2. Review and compare MAJCOM cross feeds, newsletters, AFFSA Trend and Analysis Reports, mishap investigation results, AFFSA/MAJCOM Airfield Operations Digest articles, e-mail, etc.

2.1.2.29. **Coordinate with Civil Engineers to:**

2.1.2.29.1. Establish a dedicated airfield maintenance team to monitor pavement deterioration and perform required maintenance and repair activities.

2.1.2.29.2. Control ice and remove snow from the airfield. Coordinate with NAVAIDS Maintenance and CE on procedures for snow removal around navigational aids. (See AFI 32-1002, *Snow and Ice Control.*) ***NOTE:*** Snow removed from the airfield must be placed at a safe distance so as not to create snow berms that interfere or impede aircraft operations on runway, taxiways and aprons or which violate airfield/airspace criteria.

2.1.2.29.3. Establish a recurring budget and schedule for runway rubber removal and painting.

2.1.2.29.4. Correct deficiencies/outages in airfield lighting systems, markings and signs. ***NOTE***: All lights, signs and markings must meet location and design requirements of AFMAN 32-1076, *Design Standards for Visual Air Navigation Facilities*, AFI 32-1042, *Standards for Marking Airfields*, and ETL 94-01, *Standard Airfield Pavement Marking Schemes*.

2.1.2.29.5. Develop a local operating procedure (LOP) to have CE inspect/report airfield lighting systems reliability and outages to AM. ***NOTE:*** When runway edge lights are positioned more than 10 feet from the edge of the usable runway surface a CAUTION note must be indicated in the Remarks section of the Enroute Supplement. (Reference Enroute Supplement item 15 or Section A-11.)

2.1.2.29.5. (AFRC) 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. Maintain vegetation growth (grass mowing, tree/brush trimming) on or adjacent to the airfield according to AFI 91-202, AFPAM 91-212 or local BASH program. Areas include but not limited to overruns, drainage culverts/ditches, approach surfaces and areas around airfield lighting. All vegetation waste should be removed from the airfield to reduce areas from becoming a bird/wildlife attractant.

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

2.1.2.29.7. Remove, top or otherwise control trees penetrating imaginary surfaces or those posing a hazard to safe airfield operations according to UFC 3-260-01, Chapter 3.

2.1.2.29.8. Provide accurate runway weight bearing restrictions and publish these restrictions in FLIP documents based on current pavement evaluation reports. The CAM must maintain a current copy of the Airfield Pavement Structural Evaluation, Runway Friction Characteristics Evaluation and Airfield Pavement Condition Survey reports.

2.1.2.29.9. Perform inspection, maintenance and certification of aircraft arresting systems (see T.O. 35E8-2-1-101, *Operation and Service Instructions, USAF Aircraft Arresting Systems*) and report system status to AM.

2.1.2.29.10. Maintain documentation of annual certification of aircraft arresting systems. (See T.O. 35E8-2-1-101, *Operation and Service Instructions, USAF Aircraft Arresting Systems*).

2.1.2.29.11. Place frangible signs specifying the correct elevations near the takeoff end of the affected runway when runway end elevations differ by 25 feet from the published field elevations. (See AFMAN 11-217, Vol 1, *Instrument Flying Procedure*s and AFMAN 32-1076, *Design Standards for Visual Air Navigation Facilities.*)

2.2. Deputy Chief, Airfield Management (DCAM).

2.2.1. **Qualifications.**

2.2.1.1. Must hold AFSC 1C071 with 3 years experience in AM or equivalent civilian (DoD/Contractor) qualification. Must complete the Airfield Criteria, Standards and Facilities Course Computer Base Training (CBT) course developed by HQ AFCESA/CES, AM-01 PCG and attend the Military Airfield Manager Course (if not previously completed) within 12 months of assuming position.

2.2.1.2. Completion of the Airport Certification Procedures (E5ASG1C071-020) Course is highly recommended for DCAMs, especially those assigned to a joint or shared use airfield with an Airport Operating Certificate (AOC).

2.2.2. **Responsibilities.**

2.2.2.1. Supervise flightline operations and airfield maintenance activities to ensure safe, effective and efficient airfield operations.

2.2.2.2. Function as CAM during their absence (e.g., leave, TDY, PME, transition between CAMs due to PCS, etc) or as otherwise needed.

2.2.2.3. Participate in the Pilot/AOF Liaison program.

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

2.2.2.4. Conduct airfield inspections and checks. (See **Attachment 3**.)

2.2.2.5. Attend meetings in support of special activities to include exercises, deployments, static displays, ceremonies and other events held on or near the airfield.

2.2.2.6. Develop and manage the flightline driving program. (See **Chapter 4**.)

2.2.2.7. Establish procedures to determine and report RSC and RCR. (See **Chapter 5**.)

2.2.2.8. Coordinate with base flying units, security forces and local ATC agencies to secure aircraft and prevent unauthorized flights according to the installation security plan and AFI 13-207, *Preventing and Resisting Aircraft Piracy (Anti-Hijacking)*.

2.2.2.9. Maintain a locally developed airfield lighting chart depicting the number of lights associated with each lighting system. Along with CE Airfield Lighting, use criteria in FAA Order 6850.5, *Maintenance of Lighted Navigational Aids* and **Table 2.1.** of this AFI to determine if any

identified outages within a particular lighting system render that system unusable. Publish NOTAMs for lighting outages as appropriate.

2.2.2.10. Process AF Form 332s, *Base Civil Engineers Work Request,* for airfield discrepancies. Track, monitor and update status until work is complete.

2.2.2.11. Coordinate with CE on airfield sweeping schedule/plan to maintain areas on or next to runways, taxiways, ramps, engine run-up pads, runway overruns, airfield access roads and helicopter landing areas on a regularly scheduled basis and as needed.

2.3. Chief, Airfield Management Operations (CAMO).

2.3.1. **Qualifications.** Must hold AFSC 1C071 with 3 years experience in AM or equivalent civilian (DoD/Contractor) qualification. Must complete AM-02, Chief of Airfield Management Operations PCG (if not previously completed) within 6 months of assuming position.

2.3.2. **Responsibilities.**

2.3.2.1. Establish performance standards, procedures and work priorities for personnel working in AM Ops.

2.3.2.2. Establish procedures to process Notices to Airmen (NOTAM) according to AFJMAN 11-208, *Department of Defense Notice to Airmen (NOTAM) System*.

2.3.2.3. Ensure procedures in local weather support directive include notifying AM Ops of hazardous weather.

2.3.2.4. Ensure a Secondary Crash Net (SCN) is installed and operational. Develop primary/backup procedures for operation of the SCN.

2.3.2.5. Conduct airfield inspections and checks. (See **Attachment 3**.)

2.3.2.6. Assign two-letter operating initials to each individual for use in daily operations.

2.3.2.7. Develop the monthly AM Ops duty schedule to ensure effective utilization of AM personnel.

2.3.2.8. Develop Operating Instructions (OI), Quick Reaction Checklists (QRC), logs, etc. to perform AM activities and responsibilities. (See **Chapter 3**.)

2.3.2.9. Provide oversight of aircrew support. Develop procedures for soliciting and encouraging customer feedback to determine the quality of AM facilities/services.

2.3.2.10. Incorporate base flight planning procedures in base AOI (e.g., fax, e-mail, canned or telephone).

2.3.2.11. Review flight plans, traffic logs, NOTAMs and other supporting flight data information for accuracy, completeness and conformance to established directives.

2.3.2.11. (AFRC) 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.

2.3.2.12. During Mishap Reporting, ensure AM personnel do not release names of individuals allegedly involved in an aircraft incident or accident to agencies outside US Air Force channels. All inquires from non-mishap response personnel must be directed to Public Affairs. (See AFI 13-204, Chapter 4 and AFI 91-204 for additional information.)

2.3.2.13. Establish capability for transient aircrews to make long distance, commercial and Defense Switched Network (DSN) calls.

2.3.2.14. Develop procedures to check flight planning room diagrams for currency at least quarterly.

2.3.2.15. Develop procedures to receive computer flight plans for transient aircrews.

2.3.2.16. **Classified Material.**

2.3.2.16.1. Include an entry in appropriate FLIPs advising transient aircrews of the classified (Communication Security (COMSEC), cryptographic equipment or etc.) materials availability and storage restrictions at your location.

2.3.2.16.1. (AFRC) 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.

2.3.2.16.2. Establish procedures for a transient aircrew request to store TOP SECRET. (Normally the Wing Command Post will provide temporary storage of TOP SECRET material).

2.3.2.17. **FLIP program.** The primary/alternate FLIP managers are appointed by the CAMO and will:

2.3.2.17.1. Order FLIP and aeronautical charts for base units according to established distribution procedures. (See AFI 11-201, *Flight Information Publication*s, AFI 14-205, *Identifying Requirements for Obtaining and Using Cartographic Geodetic Products and Service*s, and *National Imagery Mapping Agency (NIMA) Catalog of Maps, Charts, and Related Products*.)

2.3.2.17.1.1. (Added-AFRC) 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. Review each new FLIP edition for accuracy and consistency of airfield related data. Compare local base data with data published in other FLIP products (approach plates, en route supplement, area planning), base publications (AOI, wing plans) and flight planning room displays.

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

2.3.2.17.3. Prepare and coordinate non-procedural FLIP changes with appropriate local agencies before submitting according to General Planning, Chapter 11. The CAM approves non-procedural FLIP change requests.

2.3.2.17.4. Initiate NOTAM action for non-procedural FLIP changes, as necessary.

2.3.2.17.5. When appropriate include in the "Remarks" section of the FLIP IFR supplement the type and extent of pavement in the touchdown zone (surface one) of the runway and in the

rollout or middle zone of the runway (surface two). For example: "First 1,000 feet of runway 25 and first 2,150 feet of runway 07 is concrete. Middle 5,450 feet of runway 07/25 is a porous friction surface."

2.3.2.17.6. Publish nonstandard approach lighting systems in the FLIP.

2.3.2.17.7. Publish accurate runway weight bearing restrictions in FLIP documents based on current pavement evaluation reports.

2.3.2.18. Develop procedures to ensure the flight planning room is checked for accuracy, currency and availability of materials (FLIPs, charts, forms, etc.) at least once daily. Document each check in the events log.

2.3.2.19. Publications, Charts and Forms. Maintain a master reference index of publications, charts and forms necessary to support AM Ops. The CAM determines the location of this file and ensures all publications are current and changes are posted. Electronic media may be used. (See **Attachment 1**.)

2.4. Chief, Airfield Management Training (CAMT).

2.4.1. **Qualifications.** Must hold AFSC 1C071 with 2 years experience in AM or equivalent civilian (DoD/Contractor) qualification. Must have completed a formal training /task certifier course. Must be trained and certified in all subject matter required for training. Must complete AM-02, 03 and 04 PCGs (if not previously completed) before assuming position.

2.4.2. **Responsibilities.**

2.4.2.1. Develop, implement and manage the AM training program according to this instruction; AFI 36-2201, *Developing, Managing and Conducting Training*; AFI 36-401, *Employee Training and Development*; AFMAN 36-2234, *Instructional System Development*; and AFMAN 36-2247, *Planning, Conducting, Administering and Evaluating Training*. Review the program annually and update as necessary.

2.4.2.2. Ensure supervisors conduct and document initial training interviews and formal training evaluations in the individual training records. Review Field Evaluation Questionnaires (FEQ) prior to submission.

2.4.2.3. Identify and forecast formal and supplemental training requirements. Coordinate scheduling through the appropriate channels, (e.g., AOF/CC, CAM, CAMO and Civilian Personnel Office).

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

2.4.2.4. Ensure training is documented in individual training records according to AFI 36-2201, Career Field Education and Training Plan (CFETP) and **Chapter 7** of this AFI.

2.4.2.5. Provide military personnel training status codes to unit training managers according to AFI 36-2201. Ensure codes accurately reflect personnel training status.

2.4.2.6. Participate in AOF Training Review Board (TRB). Brief required agenda items according to AFI 13-204.

2.4.2.7. Maintain a current copy of trainers and task certifiers' appointment letter. (N/A for contractors.)

2.4.2.8. Conduct an inspection of training records at least quarterly for accuracy, completeness and standardization. Document inspection results in individual training records.

2.4.2.9. Ensure all personnel subject to mobility are trained and qualified to meet their deployment requirements. Document mobility training on AF Form 1098, *Special Task Certification and Recurring Training*. (N/A for AM contract locations.)

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

2.4.2.10. Serve as AM's AOF Web administrator. Coordinate with the ATC administrator and the LAN manager to determine the best way to utilize the AOF Web.

2.4.2.11. Attend unit OJT meetings to stay current on training policies, procedures and changes.

2.4.2.12. Ensure Special Experience Identifiers (SEIs) are awarded according to AFMAN 36-2108, *Airman Classification*.

2.4.2.13. Ensure trainers and task certifiers are appointed in writing, IAW AFI 36-2201, based on their qualifications and experience (N/A for contractors).

2.4.2.13.1. Ensure trainers as a minimum:

2.4.2.13.1.1. Have attended a formal trainers course. Document this training on the inside front cover of the individual's training records.

2.4.2.13.1.2. Qualified and certified to perform the task to be trained.

2.4.2.13.1.3. Recommended by their supervisor.

2.4.2.13.2. Ensure task certifiers (N/A for contractors) as minimum are:

2.4.2.13.2.1. At least a SSgt with a 5-skill or civilian equivalent.

2.4.2.13.2.2. Are someone other than the trainer.

2.4.2.13.2.3. Are qualified and certified to perform the task being certified.

2.4.2.13.2.4. Have attended a formal certifier course. Document this training on the inside front cover of the individual's training records.

2.5. Quality Assurance (QA) Personnel (AM contracted locations).

2.5.1. **Qualifications.** Must hold AFSC 1C071 with 3 years experience in AM or equivalent civilian (DoD or Contractor) qualification. Must complete AM-01 PCG and attend the Military Airfield Manager Course (if not previously completed) within 6 months of assuming position. Must be appointed and trained prior to assuming QA responsibilities according to AFI 63-124, *Performance-Based Service Contracts (PBSC)*, or equivalent directive.

2.5.1. (AFRC) 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. **Responsibilities.** Serves as technical expert on AM duties and responsibilities. Assist contracting organizations with the development of Statement of Work (SOW) or equivalent document. Monitor, evaluate and certify contractor performance and compliance in accordance with the Quality Assurance Surveillance Plan and AFI 63-124, Performance Based Service Contracts (PBSC) or equivalent directive. Notify the Contracting Officer of any significant performance deficiencies. Maintain surveillance documentation. Recommend improvements to the Quality Assurance Surveillance Plan and Statement of Work throughout the life of the contract. ***NOTE:*** QA personnel will not be assigned duties that conflict with primary duties.

2.5.2. (AFRC) 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.

2.6. Airfield Management Operations Personnel.

2.6.1. **Airfield Management Operations Supervisor (AMOS) or civilian equivalent.**

2.6.1.1. **Qualifications.** Must hold AFSC 1C051/1C071 in AM or equivalent civilian (DoD/Contractor) qualification. Must have completed AM-03 and AM-04 PCGs.

2.6.1.2. **Responsibilities.** Maintains general situational awareness of airfield activities and be overall responsible for AM Ops while on duty. Serves as the CAM's representative during emergency response situations. Assesses airfield operations/situations, determines operational requirements and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways and runways). Briefs AM personnel on emergency and operational activities. Ensures a shift change briefing is accomplished and documented using a locally developed checklist. Conducts airfield inspections and checks. Performs Airfield Management Operations Coordinator duties as required to support airfield/flying operations.

2.6.2. **Airfield Management Operations Coordinator (AMOC) or civilian equivalent.**

2.6.2.1. **Qualifications.** Must hold AFSC 1C051 or equivalent civilian (DoD/Contractor) qualification in AM. Must have completed the AM-04 PCG. ***EXCEPTION:*** A fully qualified 3-skill level may be used as an AM Ops Coordinator. ***NOTE:*** Fully qualified is defined as the individual has completed all OJT (AM 04 PCG, local training requirements), 1C051 CDCs and is only awaiting time requirements outlined in AFI 36-2201, *Developing, Managing, and Conducting Training* for the award of the 5-skill level.

2.6.2.2. **Responsibilities.** Process flight plans and other air traffic related data through the national and international air traffic systems. Provide flight following services and initiate appropriate actions when aircraft are overdue. Maintain and process NOTAMs. Maintain a record of daily events on AF Form 3616, *Daily Record of Facility Operations*. Execute OIs and QRCs necessary to perform AM duties and respond to situations requiring immediate action. Provide transient aircrew and aircraft support to include processing Prior Permission Required (PPR) requests; designating parking areas; receiving, storing and issuing classified material, and coordinating aircrew transportation as required. Provide briefings to base and transient aircrews on relevant air-

field operations and restrictions. Maintain the flight planning room equipment, maps, displays and publications. Conducts airfield checks.

2.7. Airfield Management Operations Staffing.

2.7.1. During AM operating hours, two qualified AM Ops personnel will be on duty. At least one individual on duty will be a qualified Airfield Management Operations Supervisor.

2.7.1.1. (Added-AFRC) 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. During critical staffing shortages, the Operations Group Commander (OG/CC) may waive the shift-staffing requirement to authorize only one qualified Airfield Management Operations Supervisor on shift during periods of low flying activity. OG/CC waiver approval is a management tool to provide for effective use of available personnel. It must not be used to reduce shift-staffing requirements. ***NOTE:*** Waiver authority will not be delegated below the OG/CC level.

2.7.2. (AFRC) 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. Waiver request must be submitted on the AF Form 4058 to the OG/CC for approval. Waiver request must specify procedures to compensate for reduced operating capabilities when shift staffing is reduced to one qualified Airfield Management Operations Supervisor. Conduct a risk assessment, according to AFI 90-901, *Operational Risk Management*, as a part of the waiver request. Provide the MAJCOM Airfield Operations Staff an information copy of the waiver request.

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

2.7.2.2. AFMS 13E1 only provides manpower authorizations for peacetime operations. Support for taskings, contingencies, details, etc. are beyond the AFMS 13E1staffing standard. Do not utilize AM personnel outside of their UMD authorized duties and responsibilities unless waived according to AFI 36-2101*, Classifying Military Personnel*.

2.7.3. **Emergency Staffing Level (ESL).** See AFI 13-204, *Airfield Operations Functional Management*.

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

Table 2.1. Airfield Lighting Chart

	A	B	C	D
No.	**Lighting System**	**Component Types**	**Allowable Outages**	**Notes**
		APPROACH LIGHTING SYSTEMS		
1.	**ALSF –1**			
a.		Overall System		1, 2, 3
b.		Centerline bars	2 lamps out in 5 lamp bar	1
c.		Pre-Threshold bar	2 lamps out	1
d.		Threshold bar	5 lamps out	1
e.		Terminating bar	5 lamps out	1
f.		1000-foot bar	5 lamps out	1
2.	**ALSF – 2**			
a.		Overall System		1, 2, 3
b.		Centerline bar inner 1500ft	2 consecutive light bars out, 20% random lamps out	1
c.		Centerline bar outer 1500ft	2 consecutive light bars out, 20% random lamps out	1
d.		Centerline bar	2 lamps out in 5 lamp bar	1
e.		Side row bars	2 consecutive light bars out, 20% random lamps out	1
f.		Side row	1 lamp out in 3 lamp bar	1
g.		Threshold bar	3 adjacent lamps out, 20% random lamps out	1
h.		500-foot bar	3 adjacent lamps out, 20 % random lamps out	1
i.		1,000-foot bar	3 adjacent lamps out, 20% random lamps out	1
3.	**MALSR, SALS and SSALR**			
a.		Overall system		1, 2, 3

	A	B	C	D
No.	**Lighting System**	**Component Types**	**Allowable Outages**	**Notes**
b.		5-lamp bar	2 lamps out	1
c.		Threshold bar (where existing)	3 lamps out	1
d.		1000-foot bar	3 lamps out	1
4.	**Sequence Flashing Lights**			
a.		ALSF-1 and ALSF-2	2 lamps out	1
b.		MALSR, SALS and SSALR	1 lamp out	1
5	**ODALS and LDIN Lights**			
a.		Omnidirectional ALS	20% random lamps out	1, 2, 3
b.		Lead-In Lights	1 lamp out in 3 lamp group	1, 2
VISUAL GLIDE SLOPE INDICATOR				
6.	**VASI, PAPI and PASI Lamps**			
a.		Visual Approach Slope Indicator (VASI), Precision Approach Path Indicator (PAPI)	1 lamp out per box on a three lamp system; no lamps out per box on a two lamp system	1, 2
b.		Pulsed Visual Approach Slope Indicator (PVASI)	None	1, 2
RUNWAY END IDENTIFIER LIGHTS				
7.	**REIL**	Operational	None	1, 2, 4
OBSTRUCTION LIGHTS				
8.	**Fixed**	Operational	None	1, 2, 3
RUNWAY/TAXIWAY SYSTEMS AND AIRFIELD BEACONS				
9.	**Runway**			
a.		Threshold lights	25% lights out	1, 2

	A	B	C	D
No.	**Lighting System**	**Component Types**	**Allowable Outages**	**Notes**
b.		End Lights	25% random lights out	1, 2 ***EXCEPTION:*** Do not turn off lights if they are collocated (same fixtures) with the opposite end threshold lights)
c.		Edge Lights	15% random lights out	1, 2
d.		Edge Lights Cat II and III	5% random lights out	1, 2, 3
e.		Centerline Lights	10% lights out, 4 consecutive lights	1, 2, 3
f.		Touchdown Zone (TDZL)	10% lights out,	1, 2, 3 ***NOTE:*** Two adjacent bars on the same side of the system shall not be inoperative. A bar is considered inoperative when all light are out.
10.	**Taxiway**			
a.		Edge Lights	15% lights out	1, 2, 5
b.		Centerline Lights (Cat II)	10% lights out	1, 2, 3, 5 ***EXCEPTION:*** If 10a is in service for the same taxiway, disregard ***NOTE: 5***).
11.	**Rotating Beacon**		None	1

Information contained on this chart was extracted from FAAO 6850.5 and FAA AC 150/5340-26, Appendix 1. The allowable percentage of unserviceable lights shall not alter the basic pattern of the lighting system.

NOTES:

When allowable outages are exceeded, take the following actions:

1. Send a Flight Safety/Local NOTAM according to AFJMAN 11-208, *The US Military Notice to Airmen (NOTAM)* and NOTAM Bulletins.
2. Turn off affected lighting system. ***NOTE:*** MAJCOM/DO is the waiver authority for leaving the system on.

3. Coordinate with TERPs to advise that instrument approach criteria may be affected.
4. REILs should only be turned off when it is not connected with the opposite end threshold light.
5. Aircraft operations are prohibited during instrument or night operations unless waived/ approved by MAJCOM/DO. ***EXCEPTION:*** Use of reflectors and retro-reflective markers are allowed according to AFMAN 32-1076, *Design Standards for Visual Air Navigation Facilities*.

Chapter 3

FACILITIES AND EQUIPMENT

3.1. Airfield Management Facilities. Consists of the Chief, Airfield Management office, Airfield Management Operations, Flight Planning Room and Aircrew Lounge. MAJCOM is the waiver authority for facilities and equipment requirements in this chapter. Authority must not be delegated.

3.1.1. **Location.** All services must be located in the same building (Base Operations) and within the immediate vicinity of the airfield.

3.1.2. **Hours of Operation.** Publish airfield operating hours in FLIP when less than 24 hours a day, 7 days a week. ***NOTE:*** MAJCOMs will publish Airfield Management operating hours in MAJCOM supplements to this AFI.

3.2. Airfield Management Operations (AM Ops). Primary duties are to coordinate airfield management activities to include airfield construction and repair projects, apron, taxiway and runway closures, quiet hours, and snow and ice removal. AM Ops section also provides flight planning guidance to base and transient aircrews. AM Ops must contain the following:

3.2.1. Telecommunications equipment necessary to process flight data and other air traffic information.

3.2.2. Console configured with suitable direct voice line communications to the control tower, radar approach control, FAA ARTCC and tie-in FSS agencies, local rescue units, base flying units, Command Post, Security Forces, Transient Alert/Maintenance and additional lines as required. The console includes:

3.2.2.1. A recording device for communication between AM Ops and ATC facilities, Command Post, Fire Department, Security Forces, Pilot-to-Dispatch, and any telephone lines or radio frequencies on which flight plans can be filed, revised or cancelled. ***NOTE*:** If telephone lines/radios are already recorded by another agency, procedures may be established to grant CAM or designated representative access to tapes as required. Include disposition procedures according to AFMAN 37-139, *Records Disposition Schedule.*

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

3.2.2.2. Dual extensions of the Primary Crash Alarm System (PCAS).

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

3.2.2.3. Secondary Crash Net (SCN): AM Ops shall have SCN activation capability with an additional extension for monitoring and training purposes.

3.2.2.3. (AFRC) 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.

3.2.2.3.1. All stations on the SCN will be on dedicated lines and equipped with noise reduction feature [push-to-talk handsets or a feature such as a ìConfidencorî (a Trademark of National Communications Inc.), that filters out background noise].

3.2.2.3.2. SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents/mishaps. As a minimum, the SCN stations include:

3.2.2.3.2.1. AM Ops (if not activation authority).

3.2.2.3.2.2. Fire department.

3.2.2.3.2.3. Weather station.

3.2.2.3.2.4. Disaster preparedness.

3.2.2.3.2.5. Medical treatment facility.

3.2.2.3.2.6. Command Post.

3.2.2.3.2.7. Civil Engineering.

3.2.2.3.2.8. Security Forces.

3.2.2.3.3. Requests for additions/deletions to SCN must be coordinated through the CAM and forwarded to the Operations Support Squadron Commander (OSS/CC) for approval/disapproval. Determine ìtalk backî or ìlisten onlyî capability for approved additions as warranted in justification. ***NOTE:*** The total number allowed on the net must not exceed the capacity of the system or minimize signal strength and quality.

3.2.2.3.3. (AFRC) 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.

3.2.2.3.4. Test and document SCN system daily.

3.2.2.3.5. Only use the SCN to relay information critical to aircraft and airfield operations (e.g., hazardous weather warnings, in-flight emergencies (IFEs), ground emergencies (GEs), Force Protection Condition (FPCON) levels, DCG activations/recalls, bomb threats or terrorist activities). Use other forms of communication to relay non-critical information.

3.2.2.3.6. AM Ops is the primary activation authority for the SCN. When mission requirements dictate, the SCN may be installed/activated by another agency provided a letter of agreement exists between AM and the other agency. Operating procedures will be clear, concise on whom the activation authority is, and when the SCN is used. Regardless of activation authority, the secondary crash net will be operated and maintained in accordance with this AFI.

3.2.3. An ultra high frequency (UHF) radio transceiver for pilot-to-dispatch. ***NOTE***: A very high frequency (VHF) radio may be installed to support local requirements.

3.2.4. Radio(s) to communicate with the following agencies/personnel operating on the airfield:

3.2.4.1. Disaster response agencies.

3.2.4.2. Civil Engineers.

3.2.4.3. Control tower.

3.2.4.4. Transient Alert/Maintenance.

3.2.4.5. Operations Group Commander (OG/CC).

3.2.4.6. Other activities/agencies as needed.

3.2.5. A personal computer, including a printer, with Internet capability to access such sites as the DoD NOTAM System, AMC Airfield Suitability and Restrictions Report (ASRR), Military Aircrew Information System (MAIS) and Departmental Publishing Electronic Products (this may require FormFlow a trademark of the Symantec Company). The hardware/software applications must be capable of providing aircrews with immediate access. The personal computer may also contain Air Force/MAJCOM approved and certified mission planning software (e.g., Portable Flight Planning System (PFPS)).

3.2.6. An auto-start generator to provide backup power for lighting and all AM Ops equipment, to include flight planning equipment, crash alarm system, radios and telephones.

3.2.7. Facility or written procedures in place to temporarily store transient aircrew classified materials up to and including SECRET.

3.2.8. Daily Record of Facility Operations. Use the AF Form 3616 to record significant incidents/events during each tour of duty. Entries may be handwritten, typed or computer generated. Each AMOS will sign the AF Form 3616 under ìSignature of Supervisor(s)î at the end of their shift. Their signature certifies the entries are correct and the form contains all required entries. First entry will state name and operating initials of individuals coming on duty. Annotate all actions on the events log. Detailed documentation may be maintained on other forms or checklists. Maintain the AF Form 3616 for a minimum of one year. Maintain other supporting information according to AFMAN 37-139, *Records Disposition Schedule*.

3.2.8.1. When using a computer to maintain a continuous log to cover an entire day, the AMOS may sign on/off electronically (e.g., 1430 J. JONES OFF, T. SMITH ON SHIFT AS AIRFIELD MANAGEMENT OPERATIONS SUPERVISOR). Entering the name of the relieved AMOS serves the same purpose as signing the certification statement at the top of the form. At the end of the day, the AMOS on duty will print and sign the certification statement at the top of the AF Form 3616. Entries may be corrected at any time before printing the hard copy, but must be coordinated with the AMOS on duty when the entry was made.

3.2.8.2. The CAM, DCAM and CAMO will review and initial daily logs for airfield trend data. As a minimum, the following items must be annotated on the AF Form 3616:

3.2.8.2.1. Shift changes, opening and closing AM Ops.

3.2.8.2.2. Personnel working on the airfield (e.g., grass cutters, contractor construction personnel, CE repair crews etc.) and coordination.

3.2.8.2.3. Issue, revision and cancellation of NOTAMs.

3.2.8.2.4. Airfield inspections/checks.

3.2.8.2.5. RSC/RCR.

3.2.8.2.6. BWC declarations.

3.2.8.2.7. IFE/GEs to include aircraft arresting system engagements.

3.2.8.2.8. Runway intrusions.

3.2.8.2.9. Primary/Secondary Crash net tests and activations.

3.2.8.2.10. Active runway/runway changes.

3.2.8.2.11. Weather warnings and advisories.

3.2.8.2.12. Closure of aerodrome, runways, taxiways and aprons.

3.2.8.2.13. NAVAID and lighting outages.

3.2.8.2.14. Daily inspection of aircraft arresting and lighting systems by Civil Engineers.

3.2.8.2.15. Equipment malfunctions/outages (e.g., FAA flight planning system, back-up generator).

3.2.8.2.16. Fire fighting/rescue capabilities.

3.2.8.2.17. Daily flight planning room checks.

3.2.8.3. The CAM or CAMO may specify additional items requiring documentation.

3.2.9. Operating Instructions (OI) and Quick Reaction Checklists (QRC). Maintain OIs and checklists necessary to perform the activities and responsibilities listed below. Develop QRCs for emergencies requiring immediate action. The CAM, DCAM and CAMO will document a review of all OIs/checklists annually for accuracy, consistency and compliance against current requirements and practices. The following OIs/QRCs will be maintained:

3.2.9.1. Inbound/outbound aircraft.

3.2.9.2. Distinguished Visitors (DV) arrivals/departures.

3.2.9.3. Aircraft requiring special handling (air evacuation or hazardous cargo).

3.2.9.4. Airfield restrictions (Prior Permission Required (PPR), Official Business Only (OBO), quiet hours, closures, etc.)

3.2.9.5. Airfield inspections and checks.

3.2.9.6. Flightline driver's familiarization program.

3.2.9.7. FLIP management.

3.2.9.8. Weather warnings and advisories.

3.2.9.9. IFEs/GEs.

3.2.9.10. BASH/wild life responses and BWC declarations/notifications.

3.2.9.11. Broken Arrow (as required).

3.2.9.12. On/off base accident/incident.

3.2.9.13. Anti-hijacking.

3.2.9.14. Unauthorized landing.

3.2.9.15. Overdue aircraft.

3.2.9.16. Hydrazine incident.

3.2.9.17. Bomb threat.

3.2.9.18. Hung ordnance and hot armament.

3.2.9.19. Runway intrusion/Controlled Movement Area (CMA) violation.

3.2.9.20. Pyramid alert/recall procedures.

3.2.9.21. Flight Safety/Local NOTAM procedures.

3.2.9.22. Corrective action/coordination for airfield discrepancies.

3.2.9.23. Customs/Agriculture/Immigration. Publish response agency, time and required notification action in FLIP documents.

3.2.9.24. Facility/Building Evacuations.

3.2.9.25. Mishap Notification/Response (see AFI 13-204, Chapter 4).

3.2.9.26. Emergency Locator Transmitter (ELT).

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

3.2.10. Flight Plans. All aircraft departing Air Force installations must have a flight plan on file with AM Ops prior to takeoff.

3.2.10.1. Use DD Form 175, *Military Flight Plan*, DD Form 1801, DoD *International Flight Plan*, or other authorized forms according to AFI 11-202 Volume 3, *General Flight Rule*s and FLIP General Planning. Original flight plans will not be accepted via radio. Locally filed flight plans can be amended via any means provided an original flight plan is on file at the departure AM Ops.

3.2.10.2. An aircraft commander on a stopover flight/divert (weather or maintenance) flight plan may re-file or amend the flight plan with AM Ops via any means (radio, telephone, etc.) provided AM Ops personnel verify an original flight plan clearance was filed. AM Ops may verify original flight plans by contacting the original departure location via telephone or flight plan processing computer.

3.2.10.3. Flight plans must be filed in person unless procedures are included in the base AOI or an LOA is established between the CAM and the user(s) (local squadrons, aero club, etc.). LOA/AOI will indicate that user will maintain the original flight plan according to AFMAN 37-139, *Records Disposition Schedul*e. ***NOTE:*** All aircraft departing Air Force installations must have a flight plan on file with AM Ops prior to takeoff. Flight plans may be processed by a MAJCOM approved Flight Planning Cell provided a MAJCOM directive or supplement outlines the flight planning process, security requirements and airfield management notifications at departure and destination airfields. Flight planning cells must ensure AM Ops receives a copy of proposed flight plans departing and/or arriving their station. Coordinate procedures through AFFSA/XA/XO prior to implementation.

3.2.11. On-base/off-base crash grid maps.

3.3. Flight Planning Room.

3.3.1. The Flight Planning Room will be located near AM Ops, but separated from other work areas. The location shall be suitable for aircrew mission planning. The Flight Planning Room must have at least:

3.3.1. (AFRC) 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.

3.3.1.1. Well lighted areas with suitable tables and chairs.

3.3.1.2. A personal computer, to include a printer with Internet capability to access sites as the DoD NOTAM System, AMC Airfield Suitability and Restrictions Report (ASRR), and Departmental Publishing Electronic Products. This may require FormFlow (a trademark of the Symantec company). The personal computer may also contain Air Force/MAJCOM approved and certified mission planning software (e.g., Portable Flight Planning System (PFPS)). A backup system is required in case of a base LAN outage (e.g., a laptop with modem capability, an LOA with an FSS, etc.).

3.3.1.3. At least one telephone with DSN and off-base dialing capability.

3.3.1.4. A large scale airfield diagram depicting as a minimum:

3.3.1.4.1. Runways and gradients.

3.3.1.4.2. Taxiways with designators.

3.3.1.4.3. Aircraft parking apron with designators.

3.3.1.4.4. Arming and de-arming, hot brake and hydrazine areas.

3.3.1.4.5. Aircraft arresting systems (types/location).

3.3.1.4.6. Hazardous cargo loading/unloading areas.

3.3.1.4.7. Location and description of Visual Flight Rules (VFR) and Instrument ìINSTî hold position signs and markings.

3.3.1.4.8. Inertial Navigation System (INS) checkpoint coordinates for aircraft parking spots, engine run-up areas, and taxiway/apron holding positions.

3.3.1.4.9. Location of AM Ops, Control Tower, Fire Department, and Transient Alert/Maintenance.

3.3.1.4.10. Other information needed for the safe and expeditious handling of aircraft.

3.3.1.4.11. Display runway distances from appropriate taxiways to runway ends at those airfields where intersection departures are permitted.

3.3.2. VFR Flying Area Chart showing traffic flow for each landing direction. Indicate True North on the diagram.

3.3.3. Aeronautical charts depicting hazards or other items affecting air navigation in the local area. Use chart(s) of sufficient scale to show:

3.3.3. (AFRC) 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.

3.3.3.1. Local flying areas.

3.3.3.2. Special Use Airspace or other special use areas/routes.

3.3.3.3. Airways through the local area.

3.3.3.4. Traffic routes to and from other airports that may conflict with local or transient traffic.

3.3.3.5. Airspace restrictions.

3.3.3.6. Significant terrain obstructions highlighted.

3.3.3.7. Class B, C and D airspace.

3.3.3.8. Specific areas for disposal of aircraft external stores, fuel dumping, jettisoning cargo from in-flight aircraft and aircraft abandonment.

3.3.4. A chart, map or computer generated illustration developed by Wing Safety to inform base/transient aircrews of bird/wildlife hazards.

NOTE: All flight planning room diagrams and charts must be of sufficient size and scale to support aircrew flight/mission planning and include OPR and currency date.

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

3.3.5. Current publications, charts and forms. (See **Attachment 1**, *Publications, Charts, and Form*s).

3.3.5. (AFRC) 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.

3.3.6. Display the following prominently:

3.3.6.1. AF Form 651, *Hazardous Air Traffic Report* (HATR).

3.3.6.2. AF Form 457, *USAF Hazard Report*.

3.3.6.3. AF Form 3546, *AFFSA Comment Card*.

3.3.6.4. Customer quality feedback questionnaire.

3.4. Airfield Status Displays. Prominently display, as a minimum, active runway(s), BWC, RSC/RCR, NOTAM data, and construction status/revised taxi routes/restrictions.

3.5. Aircrew Lounge. Furnish the aircrew lounge with at least one telephone with DSN and off-base dialing capability and provide comfortable seating for aircrews awaiting aircraft servicing or departure.

3.6. Emergency Response Vehicle (TA019).

3.6.1. Airfield Management must be equipped with a 4x4 emergency response vehicle(s) to allow for year-round (snow/rain) inspection and response to in-field and perimeter areas (IFEs/GEs, aircraft mishaps, airfield inspections/checks, airfield construction, BASH responses, etc.). The vehicle shall

be dedicated to AM for airfield responses. The vehicle must be capable of carrying additional passengers for quarterly inspections, waiver reviews, etc. (e.g., SUV, suburban, 4-door pickup).

3.6.1.1. Vehicle(s) must be marked and lighted as specified in T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*.

3.6.1.2. Vehicle(s) must be equipped with two-way radio(s) (FM radio, UHF, VHF, etc.) that meet local requirements to communicate with other personnel and vehicles operating on the airfield and to monitor aircraft operations on or near the aerodrome (e.g., disaster response agencies, civil engineers, control tower, etc.).

3.6.1.3. Additional vehicle(s) may be required to support BASH operations, joint inspections, airfield maintenance and multiple runway operations.

NOTE: Vehicles that are used to conduct airfield friction tests must meet the minimum requirements outlined in T.O. 33-1-23, *Procedures for Use of Decelerometer to Measure Runway Slickness.*

Chapter 4

FLIGHTLINE DRIVER'S FAMILIARIZATION PROGRAM

4.1. Host Wing Commander/Support Group Commander.

4.1.1. Designate personnel and agencies to support the Flightline Driving Program.

4.1.1. (AFRC) 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.

4.1.2. Upon suspension/revocation of base driving privileges, the Support Group Commander (SPTG/CC) can authorize re-instatement of flightline driving privileges to perform critical mission essential duties.

4.1.3. (Added-AFRC) 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.

4.2. Unit Commanders.

4.2.1. Appoint a primary and alternate unit Flightline Driving Program Manager in writing (normally the Vehicle Control Officer or Vehicle Control Noncommissioned Officer) to conduct training for all their personnel where duties require operating a vehicle on the flightline. Forward a copy of the appointment letter to the DCAM.

4.2.2. Certify personnel are qualified to drive on the flightline. (See **Attachment 2**.) (Authority may be delegated in writing to individual unit Flightline Driving Program Managers.)

4.2.3. All base assigned personnel who operate a vehicle on the flightline must complete all training and testing requirements. Flightline experience (e.g., operating vehicles or aircraft) is not a substitute for completion of flightline driving training and testing requirement.

4.2.4. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.

4.2.5. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's flightline driving authorization and notify the unit Flightline Driving Program Manager and DCAM in writing. Request for re-instatement must be processed according to paragraph **4.1.2.**

4.3. DCAM.

4.3.1. Develop a local flightline driver's familiarization program and provide it to unit Flightline Driving Program Managers.

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

4.3.1.1. (Added-AFRC) 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-AFRC) 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-AFRC) Flight Safety.

4.3.1.2.2. (Added-AFRC) Security Police.

4.3.1.2.3. (Added-AFRC) Transportation Squadron/Flight.

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

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

4.3.1.2.6. (Added-AFRC) Base Vehicle Control Officers.

4.3.1.2.7. (Added-AFRC) Air Traffic Control.

4.3.2. Train unit Flightline Driving Program Managers on flightline driving requirements and provide information needed to train personnel operating vehicles on the flightline.

4.3.2. (AFRC) 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-AFRC) 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-AFRC) 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. Develop a Flightline Driving Program Directive. Develop a directive to establish a wing/base/local flightline driver's familiarization program. The directive must contain:

4.3.3.1. **Airfield Diagram.** Depict the following items:

4.3.3.1.1. Controlled movement areas (CMA) for vehicles/pedestrians as defined in the base AOI.

4.3.3.1.2. Location and description of Visual Flight Rules (VFR) and instrument (INST) holding position signs and markings.

4.3.3.1.3. Flightline entry control points.

4.3.3.1.4. Restricted area boundaries and restricted area entry control points.

4.3.3.1.5. Vehicle traffic lanes and traffic flow.

4.3.3.1.6. Critical area boundaries for precision electronic navigational aids (ILS, PAR, etc.)

4.3.3.2. **Operating Procedures and Standards.** As a minimum, include: (Reference AFJMAN 24-306, Chapter 25 and AFOSHSTD 91-100, Chapter 6.)

4.3.3.2.1. Procedures for operating a vehicle on the flightline. All personnel driving/working on the airfield/flightline will receive training, briefing or an escort (according to local flightline driving program) prior to entry to the flightline. Sponsoring agency (e.g., Fire Depart-

ment, Contracting, Civil Engineering, etc.) will provide a flightline qualified escort for personnel working on the airfield. Personnel acting as an escort must be authorized/certified to drive on the flightline.

4.3.3.2.2. Procedures for operating a vehicle in the Controlled Movement Area (CMA). In accordance with AFI 13-204, no vehicle or person may enter the CMA without specific approval from ATC. Establish written procedures for emergency removal of vehicles in the event of vehicle/control tower radio failure. ***NOTE***: Vehicles operating in the CMA must use rotating beacon lights or hazard/warning flashers.

4.3.3.2.3. Procedures for proper radio terminology/phraseology and discipline. The phrase "clear" shall not be used by personnel vehicles operating on the airfield. Vehicles operating in the CMA will be assigned call signs (e.g., Barrier Maintenance, Airfield Lighting, Fire Department, Transient Alert/Maintenance, AM Ops, etc.). Vehicular call signs should be approved by AM to ensure duplicate call signs are not used. Identify vehicular call signs that operate in the CMA in the Flightline Driving Directive.

4.3.3.2.4. Control tower light gun signals.

4.3.3.2.5. Procedures for determining if an individual can distinguish between red, green, white, yellow and blue. Contact base hospital/medical treatment facility for assistance in determining best process for testing individuals for color vision. Coordination with hospital and safety officials may be necessary to evaluate those cases where individuals fail the color vision testing to determine if issuance of a ìlimited accessî permit should be approved. Access to the CMA is not granted in these cases.

EXCEPTION: Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from color vision testing portion of the flightline drivers program provided previous test results indicate the member can distinguish red, green, white, yellow and blue. Individual must provide official documentation of test results from wing or base medical facility when submitting a request for a driving permit.

4.3.3.2.5. (AFRC) 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.

4.3.3.2.6. Airfield signs and markings.

4.3.3.2.7. Speed limits for vehicle parking areas, aircraft parking ramps, flightline access roads, taxiways, runways and aircraft/equipment/trailer towing operations.

4.3.3.2.8. Procedures for operating vehicles in the vicinity of aircraft.

4.3.3.2.9. Parking and chocking requirements.

4.3.3.2.10. Define and identify lateral distance requirements for mobile obstacles on taxiways/aprons.

4.3.3.2.11. FOD control/prevention. Include written procedures for off-pavement operations and entering the flightline driving area(s).

4.3.3.2.12. Restricted Visibility or Night Operations to include requirements to stop and hold at an ìINSTî holding position during Instrument Flight Rules (IFR) conditions.

4.3.3.2.13. Procedures for operating vehicles with daytime running lights as required.

4.3.3.2.14. Procedures or restrictions for operating motorcycles, mopeds or scooters, bicycles, tricycles and other vehicles as required.

4.3.3.2.15. Unique unit requirements/operations and local restrictions, as required.

4.3.3.2.16. Procedures for use of perimeter roads, in-field, intermediate, perpendicular or other airfield roads to reduce non-essential vehicle movement on the airfield.

4.3.3.2.17. Procedures to limit vehicle traffic crossing the runway to an absolute minimum.

4.3.3.2.18. Tower or vehicle radio problem areas and visual blind spots.

4.3.3.2.19. Procedures and minimum refresher training requirements to be covered on an annual basis.

4.3.3.2.20. Emergency vehicle operations (Fire and Rescue, Ambulance, Security Forces).

4.3.3.2.21. Procedures for vehicle traffic control devices/lights for crossing active taxiways/ runways.

4.3.3.3. **Reporting, Enforcement and Violation Consequence.** Unit Commanders, Flightline Driving Program Managers and AM personnel have authority to revoke flightline driving privileges. Establish procedures for reporting and documenting CMA violations and other flightline driving infractions. AM Ops must be notified immediately of any CMA violation.

4.3.3.3.1. Develop procedures for revoking/reissuing AF Form 483, Certificate of Competency, to include notification of Unit Commander, DCAM and Flightline Driving Program Manager when an individual's flightline driving privileges have been revoked. A runway intrusion is the most serious CMA violation and action must be taken to eliminate the potential for reoccurrence. As a minimum, flightline driving privileges must be revoked until the individual is re-certified to drive on the flightline.

4.3.3.3.1. (AFRC) 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-AFRC) 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.

4.3.3.3.2. For runway intrusions that had an adverse impact on flight operations (arrivals, departures, etc.) an AF Form 651, *Hazardous Air Traffic Report,* must be submitted to Wing Safety. For specific incidents of runway intrusions and other CMA violations that did not impact aircraft operations, the AF Form 457, USAF Hazard Report, will be used and reported to the CAM to take immediate action to correct the problem or apply interim control measures. When circumstances surrounding the incident cannot be corrected immediately, report the incident to the Wing Safety Office by AF Form 457, USAF Hazard Report, by telephone or in person. (See AFI 91-202, *US Air Force Mishap Prevention Program.*)

4.3.3.3.3. All CMA violations, including HATRs, regardless of impact on flight safety, must be documented in AOB minutes. Units must provide specific information (Who, What, When, Where and How) for trend analysis.

4.3.3.4. **Training criteria.** Develop procedures for issuing AF Form 483. All base assigned personnel operating a vehicle on the flightline must be trained on local flightline driving procedures, complete the Flightline Driving CBT (developed by HQ ACC/DORO), and be licensed or certified either to operate a privately/government/contractor owned or leased vehicle and AF Form 483 endorsed for flightline driving. The CAM, DCAM or designated AM representative is the only approval authority for signing the AF Form 483. Authority must not be delegated outside AM.

4.3.3.4. (AFRC) 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-AFRC) 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-AFRC) 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. **Testing requirements.** Outline local testing procedures and responsibilities. ***NOTE:*** Training and testing material available in both English and predominant host nation language may be helpful in ensuring complete understanding of program requirements and intent.

4.3.3.5. (AFRC) 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-AFRC) 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. **TDY and Contractor Personnel.** Outline minimum briefing and training requirements for non-base assigned personnel requiring temporary flightline access. Ensure appropriate training for TDY/contractor personnel based on type and location of work. Develop and impose restricted routes to and from work locations, as required.

4.3.3.6.1. Permanently assigned contractors (e.g., grass cutters, airfield lighting, pavement repair teams, etc.) must meet the same certification requirements as base assigned personnel.

4.3.3.6.2. TDY/contractor personnel must possess a valid AF Form 483 from their home station or complete the base flightline training program to operate a vehicle in the flightline area without an escort. As a minimum, TDY/contractor personnel with a valid AF Form 483 from

another duty station require a local briefing/training and when necessary a practical orientation by the host/sponsoring unit.

4.3.3.6.2. (AFRC) 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.

4.3.3.7. **Privately Owned Vehicle Passes.** Develop procedures for issuing POV passes. POVs on the flightline are discouraged, shall be restricted to an absolute minimum, and validated annually. The CAM, DCAM or designated representative will issue decals/temporary passes to control and identify POVs authorized access to the flightline. At a minimum, include mandatory briefing requirements and security of POV passes (expiration, disposition, changing color of passes yearly, etc).

4.3.4. **Quality Control.** Monitor unit's flightline driver training programs for effectiveness.

4.3.4.1. Conduct spot checks to monitor compliance with flightline driving procedures. Monitor radios for proper radio terminology/phraseology and discipline.

4.3.4.2. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefings, etc. to educate/inform/update users on flightline changes and trends (exercise activities, driving violations, closures, inclement weather conditions, etc.).

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

4.3.4.3. Annually inspect all unit flightline driving programs. Inspections must focus on program integrity, compliance and support. As a minimum, inspection results will be briefed quarterly at the AOB and information copies will be given to the unit commander. As a minimum review/inspect:

4.3.4.3.1. Flightline Driving Program Manager qualifications and letter of appointment.

4.3.4.3.2. Availability and currency of the flightline driving instruction, prescribed forms and other associated publications.

4.3.4.3.3. Current listing and number of certified flightline drivers in the unit.

4.3.4.3.4. Adequacy of training and testing materials.

4.3.4.3.5. Training documentation.

4.4. Unit Flightline Driving Program Manager: (Reference AFI 24-301; *Vehicle Operations,* AFI 31-204; *Motor Vehicle Traffic Supervision*; and AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 25, AFOSHTD 91-100, *Aircraft Flightline Ground Operations and Activities.*)

4.4.1. Must be trained and certified to drive on the flightline.

4.4.2. Administers the unit flightline driver's training program according to this chapter and the Wing/Installation Flightline Driving Program Directive. Provides control tower light gun signal recognition training and classroom training (as directed locally), practical flightline driving procedures for day (night as required), a flightline driving test (check ride), and a flightline driving test (written).

NOTE: Individuals not receiving night orientation/training check rides will have their AF Form 483s restricted (e.g., ìAUTHORIZED DAYLIGHT HOURS ONLYî). If the individual later requires a night-time authorization, the unit Flightline Driving Program Manager will ensure training is provided (night orientation) and documented. The CAM, DCAM or designated AM representative will update the AF Form 483, as required.

4.4.3. Ensures all trainees are licensed or certified to operate either a privately/government/contractor owned or leased vehicle. (For overseas units MAJCOM directives apply).

4.4.4. Ensures all trainees are qualified to drive the vehicle(s) they will be operating on the airfield.

4.4.5. Maintains records, associated forms and listing of all unit personnel authorized to drive on the flightline. Review and update the listing of all unit personnel authorized to drive on the flightline at least quarterly. Forward a copy to the DCAM.

4.4.6. Notifies Unit Commander and DCAM in writing after revoking an individual's flightline driving privileges.

4.4.7. Schedules training for replacement Flightline Driving Program Manager with the DCAM at least 30 days prior to relinquishing unit duties.

4.4.8. Schedules personnel for color vision testing according to the local directive.

4.4.9. Conducts and documents annual refresher training for all flightline drivers.

Chapter 5

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

5.1. Responsibilities. Determine and report RSC and RCR, as required and according to T.O. 33-1-23, *Procedures for Use of Decelerometer to Measure Runway Slickness*, when the airfield is open. Use AFTO Form 277, *Results of Runway Braking Test*, when reporting RCRs. Airfields with little or no record of snow accumulation (based on the installation's climatology record) need not maintain a decelerometer or report RCRs. MAJCOM is the waiver authority for the decelerometer requirement in this chapter.

5.1. (AFRC) 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. Determining RSC and RCR. Report RSC to the nearest 1/10 of an inch according to T.O. 33-1-23. The ML75 Rain Stick, Stock Number 6660007748379, can be used to measure RSC depth.

5.2.1. **Wet Runway.** When water is the only form of moisture on the runway, report the RSC as ìwet runwayî and no RCR. Joint USAF/NASA tests have proven RCR measurements invalid where the only form of moisture affecting the runway is water. ***NOTE:*** The CAM determines when runway surface is wet or as otherwise specified in the AOI.

5.2.2. **Slush on Runway.** When slush is on the runway and ice or snow is not present, report the RSC as ìslush on runwayî. Do not report an RCR. ***NOTE:*** Pilots determine braking action for slush and wet runways from aircraft technical order data.

5.2.3. **Ice or Snow on Runway** .

5.2.3.1. For single type surface runway, determine the predominant RSC and the average RCR, when applicable, for the covered portions of the runway.

5.2.3.2. When the runway surface consists of two pavement surfaces with significantly different friction characteristics, such as concrete and porous friction surfaces, determine the predominant RSC and RCR for the runway touchdown zones (surface one) and, if applicable, for the middle or roll-out portion of the runway (surface two).

5.2.3.3. The format used for transmission must clearly identify which runway portion has the high friction surface (HFS). For example: ìPSR 12 HFS IR 08.î Packed snow on runway, decelerometer reading 12 on touchdown portion. The rollout portion is a high friction surface "HFS" with ice on runway, decelerometer reading 08. Provide two RSCs or RCR reports when the two types of runway surfaces have different runway cover.

5.2.3.4. When using a Tapley Decelerometer, round down if the reading is not a whole number. For example: Reading 11.2, indicate 11; for 11.8, indicate 11.

5.2.4. **Water or Slush and Ice on Runway.** When water or slush is present on an ice-covered runway, report the predominant RSC. Determine the RCR or use the value ***12***, whichever is lower.

5.2.5. **Runway Partially Covered with Ice or Snow.** When the runway is partially covered with ice or snow, determine:

5.2.5.1. One RSC for those parts of the runway that are completely covered.

5.2.5.2. An RSC for the rest of the runway.

5.2.5.3. An average RCR that is representative of those parts of the runway that are completely covered with snow or ice.

5.2.6. **Other Information.** Include other information essential to safe aircraft operation. This information is for local use only (see paragraph **5.3.**). Report it in clear text following the RSC and RCR data.

5.2.6.1. Clarify the extent or depth of any precipitation on the runway. For partially covered runways, identify location of the covered portion of the runway (touchdown area, rollout area, etc.).

5.2.6.2. Determine ramp and taxiway conditions as required locally.

5.2.6.2.1. (Added-AFRC) 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.

5.2.7. **Anti-Lock Brake Systems (ABS).** See T.O. 33-1-23 for vehicles equipped with ABS.

5.3. Reporting Runway Conditions.

5.3.1. **Local Reporting.** Disseminate local runway condition reports as necessary. Agreements developed between AM and the base weather station for local reporting must ensure that:

5.3.1.1. Weather data has first priority over weather circuits.

5.3.1.2. Runway condition entries are separate from weather entries.

5.3.1.3. Airfield Management reports RSC and RCR data to ATC facilities, Base Weather Station and Command Post.

5.3.1.4. The CAM determines if additional offices should receive notification.

5.3.1.5. Airfield Management will provide ATC with ICAO braking action remarks (GOOD, FAIR, POOR and NIL) as outlined in the Flight Information Handbook or Enroute Supplement for each value reported. ***NOTE:*** ICAO braking action is needed for non-USAF aircraft.

5.3.2. **Reports to Other Bases.** Use codes outlined in T.O. 33-1-23 and **Table 5.1.** of this AFI to transmit runway condition data.

5.4. Conducting RSC/RCR Checks.

5.4.1. When the RSC is reported as wet runway (WR) or slush on runway (SLR) and the possibility of freezing conditions exist, RCR checks are required.

5.4.2. When the RCR is 12 or less, accomplish RCRs as frequently as traffic conditions allow during heavy traffic conditions and before each aircraft landing under light traffic conditions.

5.4.3. During rapid changing conditions (e.g., increased snow fall, treatment of landing/taxiing surfaces, temperature changes, etc.) RSC and RCR checks must be conducted more frequently to ensure aircrews are provided with the most timely and accurate information.

Table 5.1. Runway Surface Condition (RSC) Codes.

Wet Runway	WR
Slush on Runway	SLR
Loose Snow on Runway	LSR
Packed Snow on Runway	PSR
Ice on Runway	IR
Use with a wet or slush-covered runway or when a decelerometer reading is not available and ice or snow is on the runway	//
Use when AM Ops is closed or RCR is not available. When AM Ops opens and reports a new runway condition, stop transmitting RCRNR and transmit the actual runway condition data.	RCRNR
RSC "patchy"	P
Runway sanded	Sanded
RSC is "patchy" but rest of Runway wet or dry	P Wet or P Dry
Packed snow on runway, Decelerometer reading 15	PSR 15
Ice on runway, no decelerometer reading available	IR//
Loose snow on runway, decelerometer reading 08, patchy, rest of runway dry	LSR08P DRY
RCR not reported	RCRNR

Chapter 6

AIRFIELD RESTRICTIONS AND CLOSURE PROCEDURES

6.1. Operational Restrictions. Airfield Management has the authority to impose airfield restrictions (close/suspend and resume airfield, runway or taxiway operations). Ensure these procedures are outlined in the base AOI.

6.1.1. The following restrictions are allowed at USAF bases, shared/joint-use airfields, overseas bases and associated airfields where AM is operated by the USAF:

6.1.1.1. Permanent or temporary closure of all or any part of an airfield to all traffic. Temporarily close an airfield to all traffic during hazardous weather such as tornadoes, hurricanes or typhoons. Notify appropriate agencies.

NOTE: Airfield Management must temporarily suspend/close runway operations when any unsafe condition affects runway operations (e.g., FOD, bird condition, snow removal, arresting systems maintenance/configuration changes, airfield construction, pavement repair, etc.). The suspension/closure announcement will be accompanied with the time runway operations are expected to resume. Airfield Management will complete an airfield check and report the airfield status/runway condition prior to resuming operations. Suspensions are very short in duration such as responses to in-flight emergencies, FOD, bird conditions. Closures are normally for extended periods such as snow removal operations and construction/repair activities.

6.1.1.1. (AFRC) 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. Limiting operations to specific types of aircraft.

6.1.1.2. (AFRC) 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

6.1.1.3. Limiting transient traffic to Official Business Only (OBO) and Prior Permission Required (PPR) restrictions, except aircraft with DV-6 or higher grade on board, aircraft emergencies, or as an alternate for IFR flights. Aeromedical Evacuation (AIREVAC) or Special Air Missions (SAM) are exempt from PPR/OBO restrictions, but are required to obtain a PPR number for tracking/notification.

6.1.1.4. Restrict use of an airfield due to classified operations when normal activity would compromise security.

6.1.1.5. Restrict use of an airfield when base facilities are reduced or lack sufficient resources (e.g., for limited transient services, limited apron parking space, major construction, reduced fire protection, etc.).

6.1.1.6. The CAM may prohibit low approaches, restricted low approaches and practice landings while snow removal operations are in progress on the runway. Coordinate such restrictions with the OG/CC through the AOF/CC and notify wing and tenant flying units.

6.2. Procedures for Imposing Restrictions.

6.2.1. MAJCOM.

6.2.1.1. Establish procedures in a MAJCOM supplement to this AFI to approve or deny restrictions (OBO/PPR) and closure requests.

6.2.1.1. (AFRC) Wing Commanders approve PPR/OBO

6.2.1.2. Advise HQ USAF/XOO and HQ AFFSA/XA at least 5 days before imposing a restriction if the restriction exceeds 6 months.

6.2.1.3. Advise other MAJCOMs of known airfield restrictions at bases within your respective MAJCOM.

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

6.2.2. Bases.

6.2.2.1. Notify tenant units and MAJCOM of restrictions.

6.2.2.1. (AFRC) 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-AFRC) 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-AFRC) 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-AFRC) 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-AFRC) 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 sup-

porting 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.

6.2.2.2. If an approved long-term restriction requires a change to a FLIP document, send the information to HQ AFFSA/OL-D or e-mail: **mailto:affsaold@nima.af.mil**. Include effective times and dates and the approval authority. HQ AFFSA/OL-D will not publish FLIP changes for airfield restrictions that last less than 60 days.

6.2.2.3. Establish procedures for entering closures or restrictions into the NOTAM system when the decision to close or restrict rests with the civil airport manager at shared-use airfields.

6.2.2.4. If a restriction can be removed before the approved expiration date, send a NOTAM canceling the restriction. Notify HQ AFFSA/OL-D of the change if the restriction was published in the FLIP. Inform the MAJCOM and locally assigned flying and tenant units.

6.3. Permanently Closing/Activating Permanently Closed Runways. See AFI 13-204, *Functional Management of Airfield Operations*, Chapter 5.

6.4. Operation of Aircraft at Air Force Airfields. See AFI 13-204, *Functional Management of Airfield Operations*, Chapter 5.

6.5. Aircrew Violations of Airfield Restrictions. Process a written explanation of the incident through your WG/CC to the WG/CC of the aircrew violating the restriction. Provide information copies to the MAJCOM.

Chapter 7

TRAINING

7.1. Introduction. This chapter outlines specific training requirements and responsibilities for all military, civilian and contractor AM personnel.

7.2. Training Program. The purpose of AM training is to qualify AM personnel for position certification, skill-level advancement and ensure proficiency to support peacetime operations and wartime readiness. The program shall include but is not limited to the following:

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

7.2.1. **Training Operating Instruction (OI).** Develop a training instruction to establish policy and procedures for implementing the training program. It must define responsibilities of personnel involved in upgrade, qualification, recurring and proficiency training. For contract locations, this will be included in the quality control plan or equivalent document.

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

7.2.2. **Newcomer's Indoctrination.** Establish a Newcomer's Indoctrination Program for apprentice and skilled personnel.

7.2.2.1. Develop a standardized checklist or form for supervisors to conduct initial evaluations.

7.2.2.2. Initial Evaluations. Ensure initial evaluations/interviews of newly assigned personnel are conducted to determine knowledge and skills. Document the completion of these evaluations on the AF Form 623a. Compare the individual's qualifications against the Master Task List and PCGs for the position(s) to be held. Once qualification and upgrade training requirements are established for the individual, use the appropriate PCG to conduct training. Document training on the 1C0X1 CFETP (STS), AF Form 797 and AF Form 1098. (Refer to AFMAN 36-2247, *Planning, Conducting, Administering and Evaluating Training*, AFI 36-2201, *Developing, Managing and Conducting Training* and AFI 36-401.)

7.2.2.3. Airfield Management Apprentice Course (E3ABR1C031 000) Graduates. Assigned certifiers will conduct a task evaluation using the 1C0X1 CFETP STS 3-level course proficiency codes. Report deficiencies to the technical school by documenting deficiencies on a Field Evaluation Questionnaire or by calling the Customer Service Information Line (CSIL) at Keesler AFB.

7.2.2.4. Tours and Visits. Ensure new personnel visit other facilities/agencies to meet personnel and understand how other operations interface with AM. As a minimum, accomplish tours or visits of the following areas: ATC Facilities, Weather, Command Post, Fire Department/Crash Control, Transient Alert/Maintenance, Civil Engineers, Local Flying Units, Transportation, Passenger Terminal, Wing Safety, Security Forces/Law Enforcement Desk, Aero Club and Fuels Control Center. Document completion of tours/visits on AF Form 623a.

7.2.3. **Air Force Position Certification Guide (PCG).**

7.2.3.1. **General.** There are four published PCGs: AM-01, *Chief, Airfield Management*; AM-02, *Chief, Airfield Management Operations*; AM-03, *Airfield Management Operations Supervisor*;

and, AM-04, *Airfield Management Operations Coordinator*. The AM PCGs are available through AFPDO or HQ AFFSA/XAM web site.

7.2.3.2. **Purpose.** The PCGs are designed to standardize AM training. They are used to qualify personnel for duty positions and to assist personnel in meeting upgrade training requirements. Develop additional lessons and/or further expand/breakdown PCG lessons to meet local mission requirements and ensure 100% task coverage. When developing additional lessons, use the same format presented in the PCGs.

7.2.3.3. **Application.** Ensure trainers use the PCGs to conduct qualification/upgrade training. Initial completion of the PCG will be documented on the inside front cover of the AF Form 623 or civilian training record in the same section you document CDC completion. Enter the long title (e.g., Airfield Management Operations Coordinator Position Certification Guide), the short title (e.g., AM-04), the PCG date and the training completion date. Document USAF directed changes and local PCG completion on AF Form 797. Although PCGs are used as training guides, document start and completion of training on the CFETP STS, AF 797 and AF 1098 as appropriate. The applicable STS items are listed on the actual lesson plans. PCG lessons may be rearranged and grouped together for block instruction. If this approach is used, provide a block overview that identifies the block objectives.

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

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

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

7.2.3.4. **Implementation.** AM enlisted personnel will complete PCGs as part of qualification/upgrade training. Civilian personnel who have not previously held the position (as civilian or 1C0X1) will complete required PCGs. Once an individual PCS or is hired at another unit, they are not required to re-accomplish a completed PCG. After an initial evaluation, only conduct training for deficient areas, local orientation/requirements and upgrade training as needed.

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

7.2.3.4.1. (Added-AFRC) 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-AFRC) 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-AFRC) Traffic workload (200 flights a month minimum).

7.2.3.5.2. (Added-AFRC) Training facilities.

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

7.2.3.6. (Added-AFRC) 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.

7.2.4. **Enlisted Upgrade Training.** Conduct upgrade training according to AFI 36-2201, 1C0X1 CFETP and this AFI.

7.2.4.1. **Three-Skill Level.** The AM 3-skill level is awarded upon completion of the Airfield Management Apprentice Course at Keesler Technical Training Center. All retrainees will attend the Airfield Management Apprentice Course. Exception-to-policy cases approved by the AM Career Field Manager and individuals retrained as the result of a humanitarian re-assignment may obtain the 3-skill level through OJT. Use the 1C0X1 CFETP STS 3-skill level course performance codes to determine training requirements.

7.2.4.2. **Five-Skill Level.** Enter individual into 5-skill level upgrade training after completion of paragraphs **7.2.2.2.** and **7.2.2.3.** Recommend trainees for award of 1C051 only after the individual has completed the following:

7.2.4.2.1. 5-Level CDC.

7.2.4.2.2. AM-04 PCG and all 5-skill level training requirements listed in the 1C0X1 CFETP (STS).

7.2.4.2.3. Enlisted personnel skills training requirements according to AFMAN 36-2108 and AFI 36-2201.

7.2.4.3. **Seven-Skill Level.** Enter individual into 7-skill level upgrade training after notification of promotion to staff sergeant but no earlier than the first day of the promotion cycle. Recommend trainee for award of 1C071 only after promotion to SSgt and the individual has completed the following:

7.2.4.3.1. 7-level CDC.

7.2.4.3.2. AM-02 PCG and all 7-skill level training requirements listed in the 1C0X1 CFETP (STS).

7.2.4.3.3. Airfield Management Craftsmen Course, E3ACR1C071-000.

7.2.4.3.4. Enlisted personnel skills training requirements according to AFMAN 36-2108 and AFI 36-2201.

7.2.4.3.5. Operational Risk Management training.

7.2.4.3.6. Professional Development requirements in para **7.2.5.**

7.2.4.4. **Nine-Skill Level** . AM personnel must have completed the AM-01 PCG, Military Airfield Manager Course and enlisted personnel skills training requirements according to AFMAN 36-2108 and AFI 36-2201 prior to award of the 9-skill level.

7.2.5. **Professional Development** . Training is required on the following items to further prepare and develop AM personnel. The following training is also required as a part of 7-skill level upgrade train-

ing (enlisted) or within 12 months of assuming CAMO duties (civilian). Document completion of professional development on AF Form 797.

7.2.5.1. Pavement Conditions. Trainee must be able to properly identify deficiencies (spalls, cracks in pavement, etc,) and schedule repairs through civil engineering personnel.

7.2.5.2. AF Form 332 Procedures. Trainees must be familiar with the process for completion and coordination of the AF Form 332.

7.2.5.3. Budget and Facility Management Board Process. Trainees must be able to provide operational impact assessments to assist CE, OSS/CC, OG/CC and others for prioritizing base projects.

7.2.5.4. Airfield Waiver Process. Trainee must be familiar with the airfield waiver process and should accompany the CAM on at least one annual waiver review.

7.2.5.5. Meetings. Provide trainee maximum exposure to and accompany the CAM to the following: FOD, AOB, BHWG, TRB, airfield construction planning/pre-construction, construction site, project completion phase, exercise planning, open house/airshow/static display, deployment and support agencies coordination.

7.2.5.6. Hazardous Cargo/Live Armament. Trainee should be familiar with areas designated for loading, unloading, arming and de-arming of aircraft with hazardous cargo or live armament.

7.2.5.7. Annual AM/AOF/OSS Budget Process. Trainee should assist in the preparation of unit financial plan (FINPLAN) and understand funded/unfunded requirements, due outs, memo due outs and "fall-out" money.

7.2.5.8. AFMS 13E1. Trainee should be familiar and understand the unit manning documents (grade/skill level) process, procedures and agencies involved in changes or variances to existing structure.

7.2.6. **Proficiency Training.** Develop and administer practical or written proficiency tests at least quarterly to maintain a high standard of proficiency. Formulate oral tests to the go/no go standard and written tests to 80 percent/corrected to 100 percent standard. Proficiency training shall consist of tasks and knowledge from all appropriate USAF, MAJCOM and local references deemed essential to mission performance. Document results on AF Form 1098 in the training records.

7.2.7. **Recurring Training** . Consider the following items for recurring training:

7.2.7.1. Use of pyrotechnics in support of BASH.

7.2.7.2. Snow and Ice Control. Include RCR procedures, operational control/procedures, inspections and AM duties/responsibilities outlined in the wing snow removal plan.

7.2.7.3. Fire Extinguisher use.

7.2.7.4. Generator start-up and power transfer.

7.2.7.5. Aircraft Arresting System configuration.

7.2.7.6. Higher Headquarter and MAJCOM CBTs.

7.2.8. **Training Records.**

7.2.8.1. Master training record. Develop and maintain a master training record according to AFMAN 36-2247 and AFI 36-401.

7.2.8.2. Individual training record. An individual training record, AF Form 623, shall be maintained on enlisted AM personnel to reflect completion of upgrade, qualification, recurring and proficiency training. It must also reflect all formal courses attended and certifications awarded. ***NOTE:*** Civilian/Contractor personnel will maintain a similar individual training record covering all applicable requirements. As a minimum, individual training records shall contain the following:

7.2.8.2.1. 1C0X1 CFETP and published changes. The CFETP and changes are available electronically on HQ AFFSA's web site and the most current version is listed in AFIND-8, *Numerical Index of Specialized Education and Training*.

7.2.8.2.2. AF Form 797, *Job Qualification Standard Continuation/Command JQS*. Develop local PCGs for these tasks.

7.2.8.2.3. AF Form 1098, *Special Task Certification and Recurring Training*.

7.2.8.2.4. AF Form 623a, *On-the-Job Training Record-Continuation Sheet*. In addition to previously mentioned documentation requirements also document all training delays, counseling, deficiencies and corrective actions.

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

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

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

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

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

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

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

7.2.8.2.5.7. (Added-AFRC) Tab G- Miscellaneous documents.

7.2.9. **Master Task and Technical Reference (MTTR).** This document is available only on the AOF Web and the HQ AFFSA web site. The AF MTTR lists AM tasks, PCG coverage location and the technical reference.

7.2.10. **Master Task Listing (MTL).** In accordance with AFMAN 36-2247, the MTL will identify all training requirements to include daily duties, contingency or wartime tasks, additional duties and all other mandatory training requirements. Identify tasks required for each position. Units may use a locally supplemented MTTR in lieu of the MTL.

7.2.11. **Master Reference Index (MRI).** The MRI is a master listing of all technical sources required in the airfield operations flight. The MRI is only available on the AOF Web. References available electronically are hyperlinked to the source.

7.2.12. **AF Civilian Training.** Newly hired AM personnel not previously in the 1C0X1 career field will complete 1C051 CDCs.

7.2.12.1. Personnel filling the equivalent of an Airfield Management Operations Supervisor are required to complete the 1C071 CDCs prior to attending Airfield Management Craftsman Course.

7.2.12.2. All CAMs with less than 3 years experience in airfield management and have not previously completed the Airfield Management Craftsman Course or 1C071 CDCs, must complete 1C071 CDCs prior to attending the Military Airfield Managers Course.

7.3. Forms Adopted. AF Form 70, **Pilot's Flight Plan and Flight Log,** AF Form 332, **Base Civil Engineers Work Request,** AF Form 457, **USAF Hazard Report,** AF Form 483, **Certificate of Competency,** AF Form 651, **Hazardous Air Traffic Report (HATR),** AF Form 3546, **AFFSA IFC Comment Card,** AF Form 3616, **Daily Record of Facility Operation,** AFTO Form 277, **Results of Runway Braking Tests,** DD Form 175, **Military Flight Plan,** DD Form 1801, **DOD International Flight Plan,** DD Form 2349, **NOTAM Control Log,** DD Form 2400, **Civil Aircraft Certificate of Insurance,** DD Form 2401, **Civil Aircraft Landing Permit,** DD Form 2402, **Civil Aircraft Hold Harmless Agreement,** and FAA Form 5280-7, **Airfield Visual Aid Safety Placard** (NSN 0052-00-918-1000).

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

CHARLES F. WALD, Lt Gen, USAF
DCS/Air and Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

US Air Force Publications.

AFI 10-1001, *Civil Aircraft Landing Permits*

AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*

AFI 10-1003, *Use of Air Force Installations for Non-Government Business by Civil Air Carriers Participating in the Civil Reserve Air Fleet (CRAF) Program*

AFH 10-222V7, *Emergency Airfield Lighting System (EALS)*

AFH 10-222V8, *Guide to Mobile Aircraft Arresting System Installation*

AFI 11-201, *Flight Information Publication*

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFI 11-202, Vol III, *General Flight Rules*

AFJMAN 11-208, *Department of Defense Notice to Airmen (NOTAM) System*

AFMAN 11-217, Vol I & Vol II *Instrument Flight Procedures*

AFJMAN 11-213, *Military Flight Data Telecommunications System*

AFI 11-218, *Aircraft Operations and Movement on the Ground*

AFJMAN 11-225, *US Standard Flight Inspection Manual (FAAH 8200.1)*

AFJMAN 11-226, *US Standard for Terminal Instrument Procedures (TERPS) (FAAH 8260.3)*

AFI 11-230, *Instrument Procedures*

AFMS 13E1, *Air Force Manpower Standard 13E1, Airfield Operations Flight*

AFI 13-201, *Air Force Airspace Management*

AFI 13-202, *Overdue Aircraft*

AFI 13-203, *Air Traffic Control*

AFI 13-204, *Functional Management of Airfield Operations*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFI 13-217, *Assault Zone Procedures*

AFI 13-218, *Air Traffic System Evaluation Program*

AFMAN 13-220, *Deployment of Airfield Operations*

AFI 14-205, *Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services*

AFI 21-101, *Maintenance Management of Aircraft*

AFI 23-202, *Buying Petroleum Products, and Other Supplies and Services Off-Station*

AFI 24-301, *Vehicle Operations*

AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*

AFI 24-405, *Department of Defense Foreign Clearance Guide*

AFI 25-201, *Support Agreement Procedures*

AFI 31-204, *Motor Vehicle Traffic Supervision*

AFI 32-1002, *Snow and Ice Control*

AFI 32-1024, *Standard Facility Requirements*

AFI 32-1041, *Airfield Pavement Evaluation Program*

AFI 32-1042, *Standards for Marking Airfields*

AFI 32-1043, *Managing Aircraft Arresting Systems*

AFI 32-1044, *Visual Air Navigation Systems*

AFMAN 32-1076, *Design Standards for Visual Air Navigation Facilities*

AFH 32-1084, *Standard Facility Requirements Handbook*

UFC 3-260-01, *Airfield and Heliport Planning and Design Criteria*

AFI 32-7061, *Environmental Impact Analysis Process (EIAP)*

AFI 34-217, *Air Force Aero Club Program*

AFMAN 34-232, *Aero Club Operations*

AFI 36-2101, *Classifying Military Personnel*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2807, *Headquarters United States Air Force, Deputy Chief of Staff Air and Space Operations, Annual Awards Program*

AFMAN 37-139, *Records Disposition Schedule*

AFOSHSTD 91-100, *Aircraft Flightline - Ground Operations and Activities*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFPAM 91-212, *Bird/Aircraft Strike Hazard (BASH) Management Techniques*

ETL 94-01, *Engineering Technical Letter (ETL) 94-01: Standard Airfield Pavement Marking Schemes*

ETL 97-14, *Procedures for Airfield Pavement Condition Index Surveys*

ETL 97-17, *Guide Specification – Paint and Rubber Removal from Roadway and Airfield Pavements*

ETL 00-8, *Airfield Pavement Design Criteria*

Federal Aviation Administration (FAA) Advisory Circulars (AC).

00-46, *Aviation Safety Reporting Program*

150/5200-18, *Airport Safety Self-Inspection*

150/5200-30, *Airport Winter Safety and Operations*

150/5300-13, *Airport Design*

150/5320-12, *Measurement, Construction, and Maintenance of Skid-Resistant Airport Pavement Surfaces*

150/5340-1, *Standards for Airport Markings*

150/5340-26, *Maintenance of Airport Visual Aid Facilities*

150/5340-18, *Standards for Aircraft Sign Systems*

150/5345-44, *Specifications for Taxiway and Runway Signs*

150/5220-9, *Aircraft Arresting Systems for Joint/Military Airports*

Federal Aviation Administration (FAA) Handbooks/Orders.

FAAH 7110.10, *Flight Services*

FAAH 7340.1, *Contractions*

FAAH 7350.7, *Location Identifiers*

FAAH 7400.2, *Procedures for Handling Airspace Matters*

FAAH 7610.4, *Special Military Operations*

FAAH 7930.2, *Notices to Airmen*

FAAH 8200.1, *Flight Inspection (AFJMAN 11-225)*

FAAH 8260.3, *Terminal Instrument Procedures (TERPS) (AFJMAN 11-226)*

FAAO 6850.5, *Maintenance of Lighted Navigational Aids*

Title 14, Code of Federal Regulations (CFRs).

Part 1, *Definitions and Abbreviations*

Part 73, *Special Use Airspace*

Part 77, *Objects Affecting Navigable Airspace*

Part 91, *General Operating and Flight Rules*

Part 105, *Parachute Jumping*

Part 139, *Certification and Operations: Land Airports Serving Certain Air Carriers*

International Civil Aviation Organization (ICAO) Publications.

ICAO DOC 4444, *Rules of the Air*

ICAO DOC 7910, *Location Identifiers*

ICAO DOC 8585, *Designators for Aircraft Operating Agencies, Aeronautical Authorities, and Services*

ICAO DOC Annex 2, *Rules of the Air*

ICAO DOC Annex 10, *Aeronautical Telecommunications*

ICAO DOC Annex 14 Vol 1, *Aerodrome Design and Operations*

ICAO DOC Annex 14 Vol 2, *Heliports*

Technical Orders.

T.O. 33-1-23, *Procedures for Use of Decelerometer to Measure Runway Slickness*

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

TO 11W2-9-2-31, *NJ Very Pistol*

Forms.

AF Form 70, *Pilot's Flight Plan and Flight Log*

AF Form 332, *Base Civil Engineers Work Request*

AF Form 457, *USAF Hazard Report*

AF Form 483, *Certificate of Competency*

AF Form 651, *Hazardous Air Traffic Report (HATR)*

AF Form 3546, *AFFSA IFC Comment Card*

AF Form 3616, *Daily Record of Facility Operation*

AFTO Form 277, *Results of Runway Braking Tests*

DD Form 175, *Military Flight Plan*

DD Form 1801, *DOD International Flight Plan*

DD Form 2349, *NOTAM Control Log*

DD Form 2400, *Civil Aircraft Certificate of Insurance*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2402, *Civil Aircraft Hold Harmless Agreement*

FAA Form 5280-7, *Airfield Visual Aid Safety Placard (NSN 0052-00-918-1000)*

Flight Information Publications (FLIP).

Aeronautical Information Publication (AIP) (for overseas country of assignment)

Air Almanac

Aeronautical Information Manual (AIM) (for CONUS bases)

Airport Facility Directory, all volumes

National Imagery Mapping Agency (NIMA)

Chart Updating Manual (CHUM)

International Flight Information Manual (for overseas locations)

International Notices to Airmen

Sight Reduction Tables

USAF Foreign Clearance Guide (FCG)

National Imagery Mapping Agency (NIMA) Catalog of Maps, Charts, and Related Products

Planning, Enroute, Terminal, Navigation and Aeronautical Charts appropriate for transient and base missions.

Local Standard Instrument Departures (SID) (loose leaf or bound as appropriate). Civil SIDs as required.

Abbreviations and Acronyms

ABS—Anti-Lock Braking System

AF—Air Force

AF Form—Air Force Form

AFCESA—Air Force Civil Engineering Support Agency

AFFSA—Air Force Flight Standards Agency

AFH—Air Force Handbook

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFMS—Air Force Manpower Standard

AFPAM—Air Force Pamphlet

AFRC—Air Force Reserve Command

AFREP—Air Force Representative

AFSC—Air Force Specialty Code

AICUZ—Aircraft Incident Compatibility Use Zone

AIM—Aeronautical Information Manual

AIP—Aeronautical Information Publication

AIREVAC—Aeromedical Evacuation

AM—Airfield Management

AMOC—Airfield Management Operations Coordinator

AMOS—Airfield Management Operations Supervisor

AM Ops—Airfield Management Operations

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

AOB—Airfield Operations Board

AOC—Airport Operating Certificate

AOF/CC—Airfield Operations Flight Commander

AOI—Airfield Operations Instruction

ARTCC—Air Route Traffic Control Center

ASRR—Airfield Suitability and Restrictions Report

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATSEP—Air Traffic System Evaluation Program

BASH—Bird Aircraft Strike Hazard

BHWG—Bird Hazard Working Group

BWC—Bird Watch Condition

CAM—Chief, Airfield Management

CAMO—Chief, Airfield Management Operations

CAMT—Chief, Airfield Management Training

CBT—Computer Based Training

CDC—Career Development Course

CE—Civil Engineering

CFETP—Career Field Education and Training Plan

DCAM—Deputy Chief, Airfield Management

DoD—Department of Defense

CHUM—Chart Updating Manual

CMA—Controlled Movement Area

COMSEC—Communications Security

CONUS—Continental United States

CP—Command Post

CTS—Course Training Standard

DCG—Disaster Control Group

DCS—Deputy Chief of Staff

DD Form—Department of Defense Form

DOD—Department of Defense

DSN—Defense Switched Network

DV—Distinguished Visitor

EIAP—Environmental Impact Analysis Process

ETL—Engineering Technical Letter

FAA—Federal Aviation Administration

FAAH—Federal Aviation Administration Handbook

FAAO—Federal Aviation Administration Order

FCG—Foreign Clearance Guide

FINPLAN—Financial Plan

FLIP—Flight Information Publication

FOD—Foreign Object Damage

FUB—Facilities Utilization Board

GE—Ground Emergency

GOV—Government Owned Vehicle

HATR—Hazardous Air Traffic Report

HFS—High Friction Surface

HQ—Headquarters

IAP—Instrument Approach Procedure

IAW—In Accordance With

ICAO—International Civil Aviation Organization

IFE—In-Flight Emergency

IFC—Instrument Flight Center

IFR—Instrument Flight Rules

INST—Instrument or Instrument Hold Line

IR—Ice on Runway

JQS—Job Qualification Standard

LOA—Letter of Agreement

LOP—Local Operating Procedure

LSR—Loose Snow on Runway

MAJCOM—Major Command (Airfield Operations Division unless other specified)

MOU—Memorandum of Understanding

MRI—Master Reference Index

MTL—Master Task Listing

MTTR—Master Task and Technical Reference

NASA—National Aeronautics and Space Administration

NAVAID—Navigational Aid

NOTAM—Notices to Airmen

NSN—National Stock Number

OBO—Official Business Only

OG—Operations Group

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

ORM—Operational Risk Management

OSS—Operations Support Squadron

PCAS—Primary Crash Alarm System

PCG—Position Certification Guide

POV—Privately Owned Vehicle

PPR—Prior Permission Required

PSR—Packed Snow on Runway

PWS—Performance Work Statement

QA—Quality Assurance

QRC—Quick Reaction Checklist

RAC—Risk Assessment Code

RCR—Runway Condition Readings

RCRNR—Runway Condition Readings Not Reported

RSC—Runway Surface Conditions

RWY—Runway

SAV—Staff Assistance Visit

SCN—Secondary Crash Net

SE—Wing Safety

SID—Standard Instrument Departure

SII—Special Interest Item

SLR—Slush on Runway

SOF—Supervisor of Flying

STS—Specialty Training Standard

TALCE—Tanker Airlift Control Element

TDY—Temporary Duty

TERPS—Terminal Instrument Procedures

TO—Technical Order

UGT—Up-Grade Training

UHF—Ultra High Frequency

UMD—Unit Manning Document

UTC—Unit Type Code

US—United States

USAF—United States Air Force

USAFR—United States Air Force Reserve

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

VFR—Visual Flight Rules

VHF—Very High Frequency

XP—Wing Plans

WR—Wet Runway

Terms

Airfield Check—Conducted by AM personnel to examine the primary takeoff, landing and taxi surfaces in response to IFEs/GEs, to determine RSC and RCR, to conduct FOD checks and for BASH/Habitat control.

Airfield Facilities—Includes runways, taxiways, parking and servicing areas, ATC facilities, AM Ops, navigational aids, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

Airfield Inspection—Conducted by AM personnel to identify violations of established obstacle clearance criteria, identify lighting, marking and sign discrepancies, inspect construction areas to ensure they do not present a hazard to aircraft operations and to inspect pavement conditions to include rubber deposits.

Airfield Management—A function that plans coordinates and monitors airfield maintenance/support; provides flight planning assistance, coordinates NOTAMs and other activities to ensure a safe airfield environment.

Airfield Management Craftsman Course—Provides advanced training for personnel upgrading to the 7-skill level. (E3ACR1C071 000)

Airfield Management Operations Supervisor Position Certification Guide, AM-03—This publication provides detailed training requirements, training objectives and training evaluations to qualify personnel required to perform duties of the AMOS.

Airfield Management Operations Coordinator Position Certification Guide, AM-04—This publication provides detailed training requirements, training objectives and training evaluations to qualify

personnel required to perform duties of the AMOC.

Airfield Operations Instruction—Formerly known as the base flying regulation. Defines local procedures for Airfield Management and ATC. Also called AOI.

Base Operations—A facility, located near the flightline that contains the Airfield Management functional areas to include the Chief, Airfield Management office, AM Ops, Flight Planning Room and Aircrew Lounge.

Career Field Education and Training Plan—A comprehensive, core training document that identifies life-cycle training and education requirements and minimum core task requirements for the AM career field. It instills sound objectivity in unit level training. Also called CFETP.

Chief, Airfield Management Operations Position Certification Guide, AM-02—This publication provides detailed training requirements, training objectives and training evaluations to qualify personnel required to perform duties of the CAMO.

Chief, Airfield Management Position Certification Guide, AM-01—This publication provides detailed training requirements, training objectives and training evaluations to qualify personnel required to perform duties of the CAM.

Closed—An airfield is "closed" when no flying activity is permitted. If the closure is for a particular type of aircraft or operation, it must be so stated. For example: "Closed to aircraft not involved in Volant Rodeo."

Controlled Movement Area—As defined in base AOIs, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific ATC approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. ***NOTE:*** This definition is used in lieu of ìmovement areaî as defined in the FAA Pilot Controller Glossary. Also called CMA.

Controlled Movement Area Violation—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. This definition includes runway intrusions and infractions caused by communication errors.

External Stores—Items mounted on the external portions of an aircraft, including armament, fuel tanks, baggage pods, etc., that can be released or jettisoned from an aircraft.

Foreign Object Damage Check—Conducted by AM personnel prior to start of normal flying activities or in response to FOD reports by SOF, control tower, aircraft, etc.

Host Wing (or equivalent level) Commander—The individual with ultimate responsibility for operating the airfield.

Joint-Use Airfield—A USAF installation where agreements exist among the Air Force, civil, and host nation authorities for joint-use of all or a portion of airfield facilities.

Lighting Check—Conducted by Civil Engineer (electrician) or AM personnel during periods of darkness (including pre-dawn and dusk) to determine the operability of airfield lighting systems.

MAJCOM—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

Military Airfield Manager Course—This course provides training for selected USAF personnel in the

knowledge of skills needed to perform the duties of the CAM. This is an advanced AM course designed primarily for the USAF senior NCO Airfield Manager. Other potential candidates for this course include USAF Airfield Operations Flight Officers, AF civilian Airfield Managers, Civil Engineering Community Planners, Flying Safety Officers, as well as civilian contractors performing AM duties (to be approved on case-by-case basis). (E3AZR1C091 000)

Official Business Only—The airfield is closed to all transient military aircraft for obtaining routine services such as fueling, passenger drop off or pickup, practice approaches, parking, etc. The airfield may be used by aircrews and aircraft if official government business (including civilian) must be conducted on or near the airfield and Prior Permission is received from the Airfield Management. Also called OBO.

Prior Permission Required—Airfield is closed to transient aircraft unless approval for operation is obtained from the appropriate commander through Airfield Management. PPR must be requested and approved before the flight departs to that airfield. The purpose of PPR is to control volume and flow of traffic rather than to prohibit it. Prior permission is required for all aircraft requiring transient alert service outside the published transient alert duty hours. All aircraft carrying hazardous materials must obtain prior permission as outlined in AFJI 11-204. Also called PPR.

Runway Condition Reading—A numerical reading that identifies the surface friction capability of the runway pavement, obtained using a decelerometer. The aircrew uses this information to determine runway braking action during takeoffs and landings. Also called RCR.

Runway Intrusion—A CMA violation that is the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communication errors.

Runway Surface Condition—Identifies the condition of the runway surface when covered with slush, snow, ice or water. Also called RSC.

Runway Suspension—A short-term condition that conditions, requires temporarily restricting aircraft arrivals and departures until corrected. For example: Foreign Object Damage, In-flight Emergencies and Severe BASH conditions.

Shared-Use—An airfield jointly used by civil and military flight activities that is located at a civil airport under control of civil authorities.

Spall—Chipping or splintering associated with concrete deterioration.

Wet Runway—An RSC where visible water is the only form of moisture on the runway surface.

Attachment 2

DOCUMENTATION OF FLIGHTLINE DRIVER TRAINING AND CERTIFICATION

MEMORANDUM FOR (Airfield Management)

FROM: (Your Unit)

SUBJECT: Documentation of Flightline Driver Training and Certification

1. The following individual is granted flightline driving privileges:

Name/Rank: Civilian License: Yes/No

Unit: Restrictions:

Duty Phone:

2. The above individual has been certified on the following items:

TRAINING ITEM	DATE	TRAINER	TRAINEE
Ability to distinguish between Red/Green/Yellow/White/Blue	_____	_____	_____
Light Gun Signal Recognition Test	_____	_____	_____
Flightline Driving CBT	_____	_____	_____
Flightline Driver Training (Classroom)	_____	_____	_____
Day Flightline Orientation/Training (Practical)	_____	_____	_____
Night Flightline Orientation/Training (Practical)	_____	_____	_____
Flightline Driver Test (Practical)	_____	_____	_____
Flightline Driver Test (Written)	_____	_____	_____

3. This letter will be retained by the unit Flightline Driving Program Manager until individual is reassigned.

_____

Unit Commander or Unit Flightline Driving Program Manager

NOTE: Local form letter may be used as long as it includes all information listed above.

Attachment 3

AIRFIELD INSPECTIONS AND CHECKS

A3.1. Airfield Inspection. Minimum requirement: one per day. Each unit must use a locally or MAJCOM developed airfield inspection checklist/diagram. Report discrepancies/hazards to the appropriate agencies for correction. Document actions taken and monitor status until corrected. Maintain documentation for a minimum of 12 months. For an example checklist/diagram, see **Figure A3.1.** and **Figure A3.2.**

A3.1. (AFRC) 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.

A3.1.1. All personnel performing airfield inspections/checks must be certified and possess an operational understanding of the following:

A3.1.1.1. Obstacle clearance criteria and airfield waiver program. Must know distance requirements for obstacles (fixed/mobile) in relation to imaginary surfaces, taxiways and parking aprons. (UFC 3-260-01, *Airfield and Heliport Planning and Design*)

A3.1.1.2. Standards for signs and lighting systems. (AFMAN 32-1076*, Design Standards for Visual Air Navigation Facilities*)

A3.1.1.3. Air Traffic Control and Landing Systems (ATCALS) and aircraft arresting systems. (AFI 32-1043, *Managing Aircraft Arresting Systems*, AC 150/5220-9, *Aircraft Arresting Systems for Joint/Military Airports)*

A3.1.1.4. Aircraft restrictions and limitations to include weight/engine-run/wing-tip/taxi as published in FLIP, AOI and Airfield Pavement Report.

A3.1.1.5. Snow removal plan requirements to include priorities, berm heights, etc.

A3.1.1.6. Bird watch conditions, attractants, control measures and surveys pertaining to AM responsibilities of the wing BASH OPLAN.

A3.1.1.7. Standards for airfield markings. (ETL 94-01, *Standard Airfield Pavement Marking Schemes*, AFI 32-1042, *Standards for Marking Airfields*)

A3.1.1.8. Airfield pavement conditions, distresses and corrective actions.

NOTE: Completion of the USAF Airfield Inspection and Maintenance CBT is mandatory for all personnel before certification to conduct airfield inspections/checks. All personnel will review this course as a part of recurring training at least annually.

A3.1.2. Airfield inspections are conducted by the CAM, DCAM, CAMO and AMOS to identify violations of established airfield criteria. As a minimum, inspect the following airfield criteria and facilities:

A3.1.2.1. Inspect airfield for obstacles that violate airfield imaginary surface criteria, such as construction activities (cranes, etc.), tree growth, dirt/snow piles, sandbag bunkers. Inspect (runways, taxiways and aprons) lateral clearance areas for violations (fixed or mobile).

A3.1.2.2. Inspect construction areas to ensure that a high level of safety is maintained. Check siting of barricades, construction lights, equipment parking, stockpiled materials, debris and foreign objects.

A3.1.2.3. Inspect airfield markings for peeling, chipping, fading and obscurity due to rubber buildup. Ensure markings are properly sited and reflective during hours of darkness. ***NOTE:*** When markings are obscured, coordinate with the OG/CC, or designated representative, to determine when conditions are no longer adequate for taking credit for lights and provide the results to the TERPS Specialist.

A3.1.2.4. Inspect airfield signs for correct background and legend colors, easy to read, not obscured by vegetation, dirt or snow, frangible mounted and illuminated if required for night operations.

A3.1.2.5. Inspect airfield lighting systems to ensure they are frangible mounted and foundations do not extend more than 3 inches above the finished surface of surrounding area. Ensure lighting systems are not obscured.

A3.1.2.6. Inspect pavement areas for conditions that could cause ponding, obscure markings, attract wildlife or otherwise impair safe aircraft operations (e.g., scaling, spalling, cracks, holes, surface variations such as bumps/low spots, rubber deposits and vegetation growth).

A3.1.2.7. Inspect pavement areas for loose aggregate or other foreign objects and contaminants. Ensure foreign objects and contaminants are removed promptly.

A3.1.2.8. Check aircraft arresting systems for obvious conditions that could compromise the system's operation (e.g., noticeably loose cable, doughnut spacing, broken rope ties, barrier pad deterioration, etc.). If an unsafe condition exists, notify CE or Fire Department. Ensure system is sited and installed according to AFI 32-1043 or AC 150/5220-9.

A3.2. Airfield Check. An airfield check is not a substitute for the required daily airfield inspection. Report discrepancies/hazards to the appropriate agencies for correction. Document actions taken and monitor status until corrected. Maintain documentation for a minimum of 12 months. Airfield checks are conducted and documented by AM personnel to examine the primary takeoff, landing and taxi surfaces in support of:

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

A3.2.1. IFEs/GEs. ***NOTE:*** If local policy does not require physical response by AM personnel to all IFEs/GEs the base AOI will specify/clarify those requirements.

A3.2.2. RSC and RCR determination.

A3.2.3. FOD/BASH/Habitat control, ponding, etc. Documentation of BASH/wildlife responses must include BWC, time of activity, weather conditions, location of activity, species, estimated number of birds/animals and dispersal method used. ***NOTE:*** Conduct this check before the start of flying activities each day and as required throughout the day.

A3.2.4. Nighttime/evening airfield lighting activation (serviceability check). ***NOTE:*** MAJCOM may waive where appropriate.

A3.2.4. (AFRC) 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.

A3.2.5. Wide body/heavy aircraft (e.g., B-52, C-5, KC-10, C-141, etc.) arrivals and departures as required by local directives.

A3.2.6. Other events, such as unauthorized aircraft landings, severe weather, flightline driving violations, checks of construction areas, natural disaster (tornado, typhoon, earthquake etc.) to check for conditions that could affect safe airfield operations.

A3.3. Additional Airfield Inspections.

A3.3.1. A monthly joint airfield inspection comprised of representatives from airfield management, ATC (controller/TERPS), Safety (flight and ground), (SOF (host/tenant), CE (waivers/pavements) and Security Forces is highly recommended.

A3.3.1. (AFRC) 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-AFRC) 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.

A3.3.2. Conduct and document an inspection, with representatives from CE and Wing Safety, before and after completion of any major runway/taxiway/apron construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. Emphasis will be ìwaiver impactî of affected area(s).

A3.3.3. The CAM, CE and Wing Safety representatives will conduct an annual airfield inspection in conjunction with the airfield/airspace waiver review using the AIRFIELD CERTIFICATION/ SAFETY INSPECTION CHECKLIST (**Table A4.1.**) to document violations and unsatisfactory conditions on the airfield. Representatives from TERPS, ATCALS maintenance, Weather and Security Forces are highly encouraged to participate to provide technical expertise in their area of responsibility. The following responsibilities are assigned.

A3.3.3.1. Civil Engineering will determine appropriate airfield maintenance/construction projects needed to correct deficiencies. In addition, brief inspection results along with the annual waiver package at the next Facilities Utilization Board.

A3.3.3.2. The CAM will record the results of the inspection on the USAF Airfield Inspection Checklist, brief results to the AOB and maintain a copy on file 12 months.

A3.3.3.3. The AOF/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.

A3.3.3.3. (AFRC) 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.

A3.3.3.3.1. The OG/CC, SPTG/CC, CAM, Civil Engineering and Wing Safety will all review and coordinate on the report prior to WG/CC's coordination/indorsement.

A3.3.3.3.2. The WG/CC will review/coordinate on the formal report and indicate whether airfield meets USAF standards. If not, identify corrective action being taken and estimated ìGet Wellî dates. ***NOTE:*** The standardized inspection program serves as a tool for validating whether USAF airfields meet standards and elevating the status of the airfield facilities to wing leadership. The program also serves as an annual validation for USAF airfields operating with a FAA Airport Operating Certificate (AOC). While DoD airfields are exempt from the FAA AOC certification inspection process (approved by the FAA in the DoD Exemption number 5750B, regulatory docket number 12656), the program will ensure that all airfields meet a minimum standard for safe operations. The FAA exemption is contingent upon bases annually validating compliance with USAF standards to ensure their airfield meets or exceeds FAA safety levels.

Figure A3.1. Sample Airfield Inspection Checklist.

AIRFIELD INSPECTION/CHECK CHECKLIST			DATE
SECTION I	**AIRFIELD INSPECTION**	INSPECTOR	TIME

	1. OBSTACLE CLEARANCE CRITERIA (tree growth vegetation, dirt/snow piles, ponding, construction, depressions, mobile/fixed obstacles)		**3. SIGNS/MARKINGS** (faded/broken)		**6. PAVEMENT CONDITIONS** (rubber deposits, cracks, spalling, marking, FOD, paint buildup/chipping)
			a. VFR HOLDING POSITIONS		
			b. INSTRUMENT HOLDING POSITIONS		a. RUNWAY/OVERRUNS 17R/35L
	a. RWY CLEAR ZONES 3000X3000 FT		c. ELEVATION SIGNS		b. RUNWAY/OVERRUNS 17L/35R
	b. RWY LAT CLEARANCE 1000 FT CENTERLINE		d. NAVAID GROUND RECEIVER CHECKPOINTS		c. RUNWAY/OVERRUNS 17A/35A
	c. TWY LAT CLEARANCE 200 FT CENTERLINE		e. CLOSED AREAS		d. TAXIWAYS
	d. APRON LAT CLEARANCE				e. PARKING APRONS
	e. CONSTRUCTION AREAS		**4. RWY/TWY/APRON SHOULDERS**		f. ACCESS ROADS
	f. PERIMETER/ACCESS ROADS		a. RWY 200 FT		
	g. TRANSITION SLOPE (7:1)		b. TWY 50 FT		**7. HABITAT MANAGEMENT**
			c. APRON 50 FT		a. GRASS HEIGHT
	2. FOD CONTROL				b. PONDING EFFECTS
	a. RUNWAYS/OVERRUNS, TAXIWAYS/ SHOULDERS		**5. CONSTRUCTION**		c. BIRD/ANIMAL SURVEY
	b. PARKING APRONS		a. PARKING		d. BASH CONDITION:
	c. INFIELD AREAS BETWEEN RUNWAYS/ TAXIWAYS		b. RULES COMPLIANCE		LOW MOD SEVERE
	d. PERIMETER/ACCESS ROADS		c. WORK SITE (LIGHTING/MARKING)		
			d. STORAGE		
			e. VEHICLES LIGHTED/MARKED		
			f. FOD CONTROL		

SECTION II AIRFIELD CHECKS

ITEM NO	TIME	INSPECTOR	TYPE	REMARKS

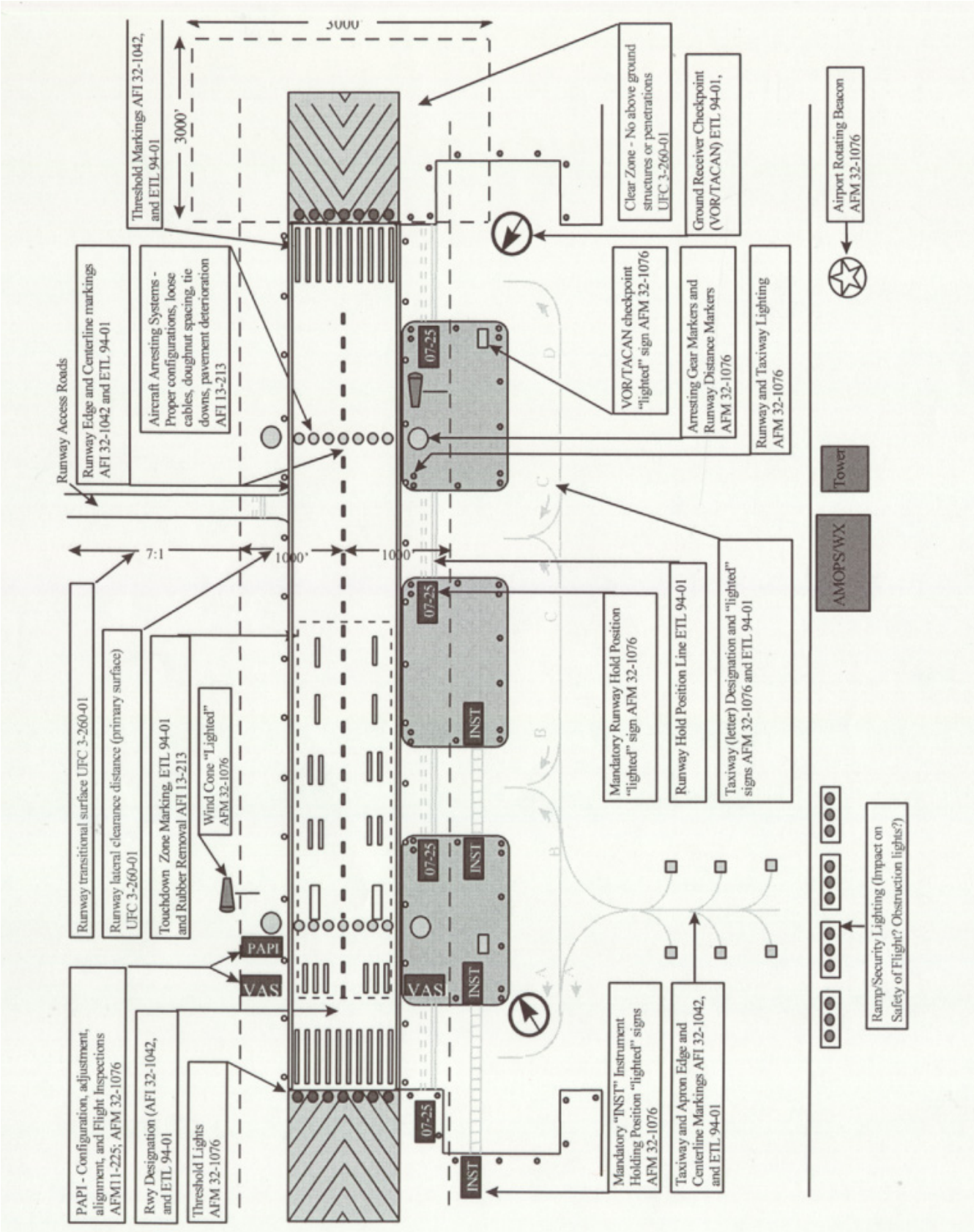
SECTION III	**LIGHTING CHECK**	INSPECTOR	TIME

	1. 17R/35L RWY EDGE LIGHTS		10. 17L ALS		19. TWY ‘F’		28. TWY ‘E2’
	2. 17A/35A EDGE LIGHTS		11. 17L PAPI		20. TWY ‘G’		29. TWY ‘E1’
	3. 17L/35R RWY EDGE LIGHTS		12. 17L THRESHOLD		21. TWY ‘K1’		30. TWY ‘D’
	4. 17R ALS		13. 35R ALS		22. TWY ‘H’		31. SPOT 1 – 8
	5. 17R VASI		14. 35R PAPI		23. TWY ‘J’		32. OBSTR LIGHTS
	6. 17R THRESHOLD		15. 35R THRESHOLD		24. TWY ‘K2’		33. ROTATING BEACON
	7. 35L ALS		16. 17R/35L DRM		25. TWY ‘K3’		34. WIND CONES
	8. 35L VASI		17. 17L/35R DRM		26. TWY ‘L’		35. NAVAID CHECKPOINTS
	9. 35L THRESHOLD		18. TWY ‘C’		27. TWY ‘M’		36. APRON LIGHTS

ITEM NO	DISCREPANCY	REPORTED TO: INITIALS	CONTROL NUMBER	DATE/TIME	FOLLOW UP	COMPLETED

INSTRUCTIONS: DISCREPANCIES NOT CORRECTED WILL BE ADDED ON THE WORKORDER LOG OR AF FORM 332. MARK DISCREPANCY LOCATION ON THE AIRFIELD DIAGRAM	REVIEW BY:		
	CAMO	DCAM	CAM

Figure A3.2. SAMPLE AIRFIELD DIAGRAM AND DESIGN CRITERIA



Attachment 4

AIRFIELD CERTIFICATION/SAFETY INSPECTION CHECKLIST

Table A4.1. Airfield Certification/Safety Inspection Checklist.

AIRFIELD CERTIFICATION/SAFETY INSPECTION				
Airfield Name	Inspection Date	**Y** = Yes **N** = No, remarks required **N/A** = Used only when airfield facility/ requirement is not available or applicable.		
FACILITIES – All items must be inspected unless a facility is not available.		**Y**	**N**	**N/A**
Section 1. Pavement Areas. REFERENCE: AFI 13-213 and UFC 3-260-01 (Runways, Taxiways, Ramps, Aprons, etc)				
1.1. Are pavement areas free of depressions and drain sufficiently to prevent ponding that obscures markings, attracts wildlife or otherwise impairs safe aircraft operations?				
1.2. Are pavements free of excessive rubber deposits, loose aggregate, contaminants or other foreign objects?				
1.3. Are pavement areas free of scaling, spalling, cracks and surface variations such as bumps, and low spots that could cause damage to aircraft, cut tires or cause tail hook skip (no surface deviations of + or – 1/ 8” within 200’ of arresting cables)?				
1.4. Are runway, taxiway, apron edges and pavement joints free of vegetation growth that impedes drainage or causes premature pavement deterioration?				
1.5. Are pavements free of holes that could impair directional control of aircraft or possibly damage a tire? Holes greater than 3î in diameter can damage small, high pressure tires on trainer and fighter aircraft.				
1.6. Are the pavement lips (the area between full-strength pavement and runway/taxiway/apron shoulders areas) no greater than necessary to allow water to drain off the pavement?				
1.7. Are primary pavements structurally capable of supporting the mission? (Review latest HQ Air Force Civil Engineer Support Agency (HQ AFCESA) Pavement Evaluation Report)				
1.7.1. Is the HQ AFCESA report current? (Less than 10 years old and reflects latest major construction efforts).				
1.8. Are runway friction characteristics adequate? (See latest HQ AFCESA Friction Characteristics Report)				
1.8.1. Is the HQ AFCESA report current? (Within last 5 years and reflects results of major construction/reconstruction?)				

1.9. Is Pavement Condition Index (PCI) greater than 70? (See latest Pavement Condition Report). Pavement must have a PCI equal to or greater than 70 to be rated adequate.			
Section 2. Airfield Safety Clearances and Apron Areas. REFERENCE: UFC 3-260-01, AFI 32-7063, and AFH 32-7084. (The inspection team must have a current copy of the airfield waiver file, including a map of the airfield annotated with the airfield imaginary surfaces, as well as all exemptions, waivered items, and permissible deviations.)			
2.1. Are the runway lateral clearance zone (Class A: 500 feet; Class B: 1000 feet either side of the runway centerline) ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations and waivered items) and graded to the requirements of Table 3.2, Items 13 and 14? In addition, note any erosion, unusual depressions that may indicate collapsed subsurface drainage structures or power ducts and/or rutting, caused by vehicles, or animals.			
2.2. Is the graded area of the clear zone cleared, grubbed of stumps and free of abrupt surface irregularities, ditches and ponding areas? For additional information, see Table 3.5.			
2.3. Is the graded portion of the Clear Zone free of above ground structures, objects, or roadways with exception to those items listed within UFC 3-260-01, Attachment 14? Land use within the remainder of the clear zone must comply with AFI 32-7063, Chapter 5 and AFH 32-7084.			
2.4. Are all penetrations to airfield imaginary surfaces documented? Check airfield obstruction maps for accuracy/currency. See Table 3.7. for dimensions and slopes. ***NOTE:*** Trees must be removed or trimmed to ten feet below the point where they penetrate the imaginary surface.			
2.5. Are all violations along the taxiways documented? (The required clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line) is: Class A: Min 45.72m [150ft]; Class B: Min 60.96m [200ft] This area is to be clear of all fixed and mobile obstacles except as noted in UFC 3-260-01, Attachment 14.			
2.6. Are all violations along the apron edges documented? (The required clearance from the apron boundary marking (double continuous 6-inch wide yellow stripes with a 6-inch gap) to fixed or mobile obstacles is based on the most demanding aircraft that will use the apron. Compute this distance by multiplying 0.5 x the wingspan of the most demanding aircraft that will use the apron, and add the appropriate wing tip clearance required by Table 6.1, item 5 or 6. Then subtract the distance from the taxilane centerline to the apron boundary marking to find the required clear distance. This distance is to be clear of all fixed and mobile obstacles except as specifically noted in Attachment 14. See UFC 3-260-01 Table 6 for additional information.			

2.7. Are storm sewer system inlets and drainage channels free of debris? Note any standing water.			
2.8. Are manhole, handhole, inlet and sewer covers in place? Is each cover at grade level (no more than 3-inches high)?			
Section 3. Airfield Markings. REFERENCE: AFI 32-1042 and ETL 94-01			
1. Are the following airfield markings properly depicted and sited in accordance with current criteria? 2. Are markings free of peeled, blistered, chipped or faded paint? 3. Are markings clearly visible during the day or night? 4. Are runway markings free of excessive rubber deposit build up?			
3.1. Runways			
a. Centerline			
b. Threshold			
c. Displaced Threshold			
d. Designation			
e. Side Stripes			
f. Touchdown Zone			
g. Fixed Distance			
h. Aircraft Arresting System Warning			
i. Overruns			
3.2 Taxiways			
a. Centerline Stripe			
b. Instrument Holding Positions			
c. VFR Runway Holding Position			
d. Edge Stripes			
e. Taxi lane Edge Stripes			
3.3. Apron			
3.4. Helipads (Perimeter/Identification/ Hospital)			
3.5. Parking Ramps			
3.6. Closed Pavements			
a. Permanently Closed Runways/Taxiways			
b. Temporarily Closed Runways/Taxiways			
c. Aprons			
3.7. Barricades			

3.8. Shoulders (Deceptive Surface):			
a. Runway			
b. Taxiway			
c. Apron			
3.9. INS Checkpoints			
3.10. Ground Receiver Checkpoints			
3.11. Compass Calibration Pad			
3.12. Expedient Airfield Markings.			
a. Shortfield or Assault Zone			
b. Minimum Operating Strip (MOS)			
c. Taxiway			
3.13. Flightline Vehicular Access roads (See Federal Highway Administration Manual on Uniform Traffic Control Devices)			
Section 4. Airfield Signs. REFERENCE: AFMAN 32-1076			
4.1. Are mandatory signs properly sited in accordance with current criteria?			
4.2. Are informational signs properly sited in accordance with current criteria?			
4.3. Do all signs have the correct legend and orientation? Color coding? Easy to read? Illuminated for night operations?			
4.4. Are signs mounted on frangible couplings? Note any broken panels.			
4.5. Are signs clear of vegetation growth or dirt that obscures a vehicle operator or pilots view?			
Section 5. Airfield Lighting. REFERENCE: AFMAN 32-1076			
1. Are the following lighting systems properly sited in accordance with current criteria? 2. Are they operable if installed? 3. Are lighting systems clear of vegetation growth and foreign material that obscures vehicle operators and pilot's view? 4. Are elevated fixtures mounted on frangible couplings? 5. Is the orientation of all lenses within tolerances? ***NOTE:*** A light unit that appears dimmer or brighter is an indication they may be misaligned.			
5.1. Approach Lighting Systems			
a. ALSF-1			
b. ALSF-2			
c. SALS			

d. SSALR			
e. MALSR			
f. REIL			
g. PAPI			
5.2. Runway Lighting Systems			
a. HIRL			
b. MIRL			
c. Threshold Lights			
d. Lights with Displaced Threshold			
e. Runway End Lights			
f. Runway Centerline Lights			
g. Touchdown Zone Lights			
5.3. Taxiway Lighting			
a. Edge Lights			
b. Centerline Lights			
c. Runway Exit Lights			
d. Taxiway Hold Lights/Stop Bar			
e. Hold Position Edge Lights (Runway Guard Lights)			
5.4. Obstruction Lights			
5.5. Helipad Lights			
a. Perimeter Lights			
b. VFR Landing Direction Lights and Approach Lights			
c. Floodlights			
d. Approach Slope Indicator			
e. Identification Beacon			
f. Wind Direction Indicators			
5.6. Heliport Lights			
a. Heliport			
b. Rotary Wing Landing lanes			
c. Refueling Area Lights			
d. Hoverlane Lights			
5.7. Miscellaneous Lighted Visual Aids			
a. Airport Beacon			
b. Runway/Taxiway Retro-Reflective Markers			

c. Other Auxiliary Lights			
d. Apron/Security			
Section 6. Wind Cones. REFERENCE: AFMAN 32-1076			
6.1. Are wind cone fabrics in good condition? ***NOTE:*** Wind Cone fabric must not be badly worn, rotted, faded or soiled.			
6.2. Does the wind cone assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement.			
6.3. Are wind cones illuminated? If so, are lights operable?			
6.4. Is the wind cone free of obscuring vegetation?			
6.5. Are wind cones sited IAW AFMAN 32-1076?			
Section 7. Obstructions to Air Navigation. REFERENCE: CFR Part 77, UFC 3-260-01			
7.1. Are all obstructions documented? ***NOTE:*** Assistance from TERPS Specialist may be required to determine.			
7.2. Are all obstructions removed, marked, or lighted?			
Section 8. Arresting Systems. REFERENCE: AFI 32-1043, T.O. 35E8-2-5-1, AFH 32-1084, UFC 3-260-01			
8.1. Are unidirectional systems and nets located closer than 35 feet from the threshold of the runway? ***NOTE:*** Runway threshold markings begin 20 feet inboard of the full strength pavement; therefore, do not install a unidirectional system within 55 feet of the threshold markings.)			
8.2. Are energy absorbers (except BAK-13 and ships' anchor chains) located below grade or at least 275 feet from the edge of the runway pavement? BAK-13 installations may be as close as 150 feet.			
8.3. Are paved transitions and buried crushed stone ramps provided around the arresting system components located on the runway shoulders? Is the area over the fairlead tube finished to a grade of 1V: 30H or flatter? (See AFI 32-1024, *Standard Facility Requirements* for additional information).			
8.4. Do frameless protective shelters used for above-grade systems comply with the frangibility requirement in AFI 32-1043 and the Typical Installation Drawings?			
8.5. Is the minimum effective pendant height greater than 1.5 inches? If the effective pendant height is 1.75 inches or less has a repair action been initiated? If the effective pendent height is less than 1.5 inches, has an emergency repair been initiated?			

8.6. Do arresting systems meet location and design specifications?			
8.7. Do arresting system cables have proper tension, doughnut spacing, and tie-downs? Note any broken tie downs.			
8.8. Is the pavement type the same in the critical area (within 200 feet on either side of the cable)? Exception: Use of polyethylene panels to repair pavement damaged pavement beneath the pendant. Otherwise, asphalt pavements should be repaired with asphalt and Portland Cement Concrete (PCC) pavements should be repaired with PCC.			
8.9. Is the pavement within 200 feet either side of the cable clear of excessive paint build up that could cause a tail hook skip?			
Comments:			

(Name, Rank, Title, Signature and Agency/office symbol)	
Inspection Team	*Coordination*

DATE:	NAME (TYPE/PRINT Name, Rank and Title):	WG/CC Signature:

Attachment 5 (Added-AFRC)

SAMPLE RUNWAY CLOSURE CHECKLIST

A5.1. (Added-AFRC) 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-AFRC) 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/DO 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-AFRC)

HQ AFRC AIRFIELD MANAGEMENT CONTRACTOR TRAINING GUIDE

HQ AFRC Airfield Management Contractor Training Guide

TASK NUMBER	SUBJECT AREA/TASKS AND TRAINING REFERENCES	START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS
1	**Performance Work Statement (PWS)** TR: Statement of Work (SOW)	X	X	X	X	X
2	**Utilize Daily Events Log (AF Form 3616)** TR: AFI 13-213/AFRCSUP1, FAAO 7340.1	X	X	X	X	X
3	**Shift Change, Opening and Closing Base Operations** TR: AFI 13-213/AFRCSUP 1, Local OI's	X	X	X	X	X
4	**Equipment Malfunctions (i.e. AIS, Back-up Generator Proceedures)** TR: Local OI's and QRCs	X	X	X	X	X
5	**Utilize QRC** TR: AFI 13-213/AFRCSUP1, AFI 10-2501, AFMAN 32-4004	X	X	X	X	X
6	**COMSEC/Security Support to Aircrews** 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	X	X	X	X	X
7	**Primary and Secondary Crash Phones** TR: AFI 10-2501,AFI 13-203, AFI 13-213/AFRCSUP 1, AFI 32-4004	X	X	X	X	X
8	**Hydrazine Incidents** TR: Local OI's and QRCs	X	X	X	X	X
9	**Hazardous Cargo Loading/Unloading Areas** TR: AFJI 11-204	X	X	X	X	X
10	**Arm/Dearm, Hot Brake, and Hydrazine Areas** TR: Local OI's	X	X	X	X	X
11	**Weather Warning and Advisories** TR: Wing OPLAN, Local OI's and QRC	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
12	**Unauthorized Landing** TR: AFI 10-1001/AFRCSUP1	X	X	X	X	X
13	**Overdue Aircraft** TR: AFI 13-202, Local OI's and QRCs	X	X	X	X	X
14	**Customs, Agriculture, and Immigration** TR: Local OI's and QRCs	X	X	X	X	X
15	**Flight Plans** 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.	X	X	X	X	X
16	**Flightline Driving Program** TR: AFI 13-213/AFRCSUP1, AFI 24-301, AFI-204, AFJMAN 24-306, Local OI's	X	X	X	X	X
17	**Runway Intrusions** TR: AFI 13-213/AFRCSUP1, AFI 31-209, AFI 91-202, AFPD 91-2, local OI's	X	X	X	X	X
18	**Airfield Inspections/Checks** 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	X	X	X	X	X
19	**Navigational Aids** 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)	X	X	X	X	X
20	**Airfield Markings** TR: AFI 32-1042, AFH 32-1084, Airman Information Manual (AIM), ETL 94-01, FAA AC 150/5340-1	X	X	X	X	X
21	**Rubber Removal** TR: ETL 02-14	X	X	X	X	X
22	**Aircraft Arresting Systems** (Daily Inspections) TR: AFI 32-1043, AFI 13-213/AFRCSUP	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
23	**Runway Surface Conditions (RSC)** **Runway Condition Readings (RCR)** TR: AFI 13-213/AFRCSUP 1, AFTO 33-1-23, Flight Information Handbook (FIH)	X	X	X	X	X
24	**Runway Change Procedures** TR: Local OI's and QRC	X	X	X	X	X
25	**Corrective Actons/Coordination for Airfield Diescrepancies** TR: AFI 13-213/AFRCSUP 1, Performance Work Statement	X	X	X	X	X
26	**Air Force Waiver Program** TR: AFI 13-213/AFRCSUP 1, AFI 32-1024, UFC 3-260-01	X	X	X	X	X
27	**NOTAMs** (Types, Criteria, and Processing Procedures) TR: AFJMAN 11-208, Airman Information Manual (AIM) General Planning, IFR Supplement, Flight Information Handbook (FIH)	X	X	X	X	X
28	**BASH Program** TR: AFI 32-1053, AFI 91-202, AFPAM 91-212, Airman Information Manual (AIM), FAAO 7110.65	X	X	X	X	X
29	**Publications and Forms** 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	**FLIP Products (Obtaining and Distribution)** 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	**NOTAMs and Airfield Advisories (Issuing,revising, and canceling)** TR: AFJMAN 11-208, Airman Information Manual (AIM), General Planning (GP), IFR Supplement, Flight Information Handbook (FIH)	X	X	X	X	X
32	**Civil Aircraft Use of Air Force Installations** **Joint Use/Shared Support Agreements** **Aircraft Landing Numbers (ALAN)** 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	**Airfield Restrictions, Official Business Only (OBO), and Prior Permission Required (PPR)** TR: AFI 13-213/AFRCSUP 1, IFR Supplement	X	X	X	X	X
34	**Website Familiarization** **1. Air Force Flight Standards Agency (AFFSA)** **2. HQ AFRC/DOVA**	X	X	X	X	X
35	**Air Traffic System Evaluation Program (ATSEP)** TR: AFI 13-213/AFRCSUP 1, AFI 13-218, Self Inspection Checklist	X	X	X	X	X

Attachment 7 (Added-AFRC)

RESERVE TRAINING CONTINUITY BINDERS

A7.1. (Added-AFRC) CONTINUITY BINDER CONTENTS:

A7.1.1. **(Added-AFRC) BINDER 1**

A7.1.1.1. (Added-AFRC) Table of Contents

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

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

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

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

A7.1.1.6. (Added-AFRC) 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-AFRC) TAB E– AOF WEB CD

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

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

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

A7.1.2.1. (Added-AFRC) Table of Contents

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

A7.1.2.3. (Added-AFRC) TAB B – Newcomer's Indoctrination Checklist/Form

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

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

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

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

A7.1.2.8. (Added-AFRC) TAB G – MTTR

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

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

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

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

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

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