

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



**AIR FORCE INSTRUCTION 13-204**

**AIR FORCE SPACE COMMAND**

**Supplement 1**

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**Space, Missile, Command and Control**

**FUNCTIONAL MANAGEMENT OF  
AIRFIELD OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is HQ AFSPC/XORA (MSgt Martha C. Wilkinson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 13-204, **Functional Management of Airfield Operations**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It further delineates guidance that was extracted from AFI 13-203, **Air Traffic Control**, and incorporated into a new instruction, AFI 13-204. AFI 13-204 was developed to collocate managerial information pertaining to ATC and AM, where these functions overlapped. It incorporates guidance previously contained in AFI 13-203 and AFI 13-213, **Airfield Management**. This supplement applies to AFSPC subordinate units providing airfield operations services and directs management of AFSPC airfield management (AM) and air traffic control (ATC) functions, personnel and facilities. HQ AFSPC/XORA is MAJCOM OPR for airfield operations on all subjects contained herein. It does not apply to ANG or AFRC units. Upon receipt of this integrated supplement, you may discard the Air Force basic publication. This supplement is complimentary to AFI 13-203 supplement and is to be used in conjunction with it. While the information contained in 13-204 is not new, significant changes have occurred in the location of managerial information regarding flight operations and overhead staff responsibilities/qualifications. This supplement should be reviewed in its entirety.

1.3. Send all waiver requests to: HQ AFSPC/XORA, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-4200.

1.6.2.1.4. Include a Summary of Changes with all LOP submissions.

1.6.2.9.1. (Added) Units providing ATC services will convene an ATCALs Review Board meeting in January, April, July and October. Publish and distribute minutes prior to the end of the month in which the board was held. Forward minutes to HQ AFSPC/XORA via e-mail (**[AFSPC.XORA@peter-son.af.mil](mailto:AFSPC.XORA@peter-son.af.mil)**) within 5 duty days after publishing (see **Attachment 2**, basic instruction). If unable to e-mail, send to HQ AFSPC/XORA, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-4200.

1.6.2.9.1.1. (Added) HQ AFSPC/XORA will convene a headquarters ATCALs Review Board in February, May, August and November to review the status of ATCALs programs, projects and issues.

2.3.1.3. (Added) Where a TERPS Specialist is not assigned and during periods of vacancy, HQ AFSPC/XORA will assume unit TERPS responsibilities. The AOF/CC will act as a liaison between HQ AFSPC/XORA and wing/base/tenant units. In this capacity, AOF/CC participation is paramount and could directly impact flight safety.

2.3.3.5. (Added) Locations with Airfield Management: Each AOF officer will complete 2 hours of proficiency time in the Flight Service Section (FSS) per month. As a minimum, the AOF/CC will accompany the CAM on the monthly airfield inspection. Document AOF officer Airfield Management proficiency and monthly airfield inspection on AF Form 3616, **Daily Record of Facility Operation**.

2.4.4. At locations where a TERPS specialist is not authorized as part of the manning document, HQ AFSPC/XORA will assume TERPS responsibilities. Where a TERPS specialist is assigned, but is TDY, HQ AFSPC/XORA will assist in meeting day-to-day TERPS responsibilities. In the absence of a unit TERPS specialist, the AOF/CC will establish procedures to ensure requirements in **paragraph 2.4.4.3.** of this supplement are met. **NOTE:** (Added-Patrick AFB Only) Assign at least two qualified NCOs to perform as TERPS specialists (see AFI 11-230, **Instrument Procedures**, para 12.1.1.).

2.4.4.3. Unit TERPS Responsibilities: In addition to those responsibilities outlined in AFI 11-230, Chapter 1, AOF/CCs will ensure the requirements in **Attachment 5 (Added)** of this supplement are met.

2.4.4.3.1. (Added) The CAM notifies the AOF/CC of any new airfield obstructions. The AOF/CC will advise HQ AFSPC/XORA of the obstacle height MSL, ground level elevation at the obstacle, location (latitude and longitude) for instrument procedure evaluation.

2.5.1.2. Send ESL computations to HQ AFSPC/XORA in February for revalidation. Provide monthly ESL forecasts to HQ AFSPC/XORA based on PCS, TDY, long-term personnel duty limitations (e.g., DNIC), etc. Notify HQ AFSPC/XORA 90 days prior to a unit reaching ESL.

2.5.3. Units can reduce services and/or hours of operation only after notifying HQ AFSPC/XO of intentions to take such action. Reduced hours may necessitate imposing an airfield restriction. Consult **para 5.1.** and **5.2.** of the basic instruction.

3.1.2. Send all contracts and PWS proposals/changes/modifications involving ATC and AM operations to HQ AFSPC/XORA, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-4200, prior to implementation.

4.1.2. Forward copies of current indexes to HQ AFSPC/XORA in January of each year.

4.2. Conduct an annual self-assessment of all functions and services. Use AFI 13-218, **Air Traffic System Evaluation Program**, checklists and AFFSA/MAJCOM generated Special Interest Items (SII), to complete the assessment.

4.5. Forward a copy of TRB minutes to HQ AFSPC/XORA within 5 duty days of publishing. Minutes can be sent electronically with a FAXed signature page to accompany them.

4.5.1.14. (Added) Combat Familiarization Training. Address the status of combat familiarization training. Identify training shortfalls (where individuals are assigned to a tasked UTC); include whether or not other AOF personnel are meeting mandatory requirements IAW AFI 10-403, **Base Support and Expeditionary Site Planning**, para 2.5.2. If requirements aren't being met, identify the reason(s) why, corrective action and an estimated/projected completion date that training will be accomplished. Units can use AF

Form 1098, **Special Task Certification and Recurring Training**, a matrix, or any other appropriate tool to track “ancillary” (combat) training.

4.7.1. The AOB will convene once every 90 days.

4.7.3.2.6.1. Provide status of obstacles identified in the Airfield Obstruction Reduction Initiative (AORI), to include an action plan with funding strategy to eliminate obstacles.

4.7.3.2.16. (Added) Document all after hours operations support (date and number of hours) where ATC and/or AM services were provided outside of published operating hours. Forward this information to HQ AFSPC/XORA as an attachment to the AOB minutes.

4.7.3.3.3. Once approved by the group commander responsible for air traffic services, forward AOB minutes to HQ AFSPC/XORA via e-mail ([AFSPC.XORA@peterson.af.mil](mailto:AFSPC.XORA@peterson.af.mil)). Include date of commander approval. If unable to e-mail, send hard copy to HQ AFSPC/XORA, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-4200. In addition, provide an electronic copy to [AFSPC.ATCAL@peterson.af.mil](mailto:AFSPC.ATCAL@peterson.af.mil) and [AFSPC/CEP@peterson.af.mil](mailto:AFSPC/CEP@peterson.af.mil).

4.10.7. AOF/CC must notify HQ AFSPC/XORA telephonically. If mishap occurs after normal duty hours, use e-mail for notification. Send information to [AFSPC.XORA@peterson.af.mil](mailto:AFSPC.XORA@peterson.af.mil).

4.15. Units must notify HQ AFSPC/XORA of a filed HATR. Notification may be made by telephone, FAX or e-mail. Notification will include information as outlined in **paragraph 4.15.1. (Added)**. (Added) of this supplement.

4.15.1. (Added) Notification should include:

4.15.1.1. (Added) Location.

4.15.1.2. (Added) Date and local time.

4.15.1.3. (Added) Aircraft type, call sign, and command of ownership (if known).

4.15.1.4. (Added) Air traffic service, equipment, or ATCALS involved.

4.15.1.5. (Added) Current status of equipment and ATCALS involved.

4.15.1.6. (Added) Reported weather at time of incident.

4.15.1.7. (Added) Whether or not control instructions were recorded and readable.

4.15.1.8. (Added) Whether the supervisor on duty was acting in the capacity of a watch supervisor or a senior controller. Include actions at the time of the incident.

4.15.1.9. (Added) Number of qualified controllers scheduled for duty, on duty, in position, and if any training was being conducted.

4.15.1.10. (Added) A brief narrative of the event (factual information only).

4.17. Notify HQ AFSPC/XORA as soon as possible of all military facility deviations. Notification can be made via phone, FAX or e-mail ([AFSPC.XORA@peterson.af.mil](mailto:AFSPC.XORA@peterson.af.mil)).

5.2. See AFI 13-213, para 6.2. to determine if an airfield restriction is required.

5.5.4. Once approved, publish operating procedures in the AOI.

5.5.4.2.1.3. (Added) Establish procedures to ensure Security Forces (SF) can identify aircraft authorized to conduct closed airfield operations. Establish procedures for closed airfield unauthorized landings and publish in the base Airfield Operations Instruction (AOI).

5.5.4.4.3. (Added) Uncontrolled ground vehicle operations, specifically runway operations.

5.5.4.4.4. (Added) Aircraft emergencies to include notification procedures.

5.5.4.4.5. (Added) Overdue aircraft procedures.

5.5.4.9.4. (Added) Flight planning procedures to include obtaining NOTAMs and weather.

5.5.4.9.5. (Added) Aircraft flight following procedures.

5.5.4.9.6. (Added) Agencies authorized uncontrolled operations and the type of operations (e.g., Search and Rescue).

A2.1.1. The following information will be addressed in the agenda:

A2.1.1.10. (Added) Status of new or proposed ATC military construction program projects.

A2.1.1.11. (Added) Allied support status of any programs/projects that affect the airfield.

A2.1.1.12. (Added) Other ATCALs programming issues/concerns.

A2.4.1. As a minimum, ATCALs Review Board membership will consist of the following personnel/unit representatives: AOF/CC/DO, Meteorological Navigation (METNAV) Maintenance, Radio and Radar Maintenance, Communications Squadron, Facility Chief Controller (CCTLR), Terminal Enroute Procedures (TERPS) Specialist, Chief of Airfield Management (CAM) and Civil Engineering (CE).

**Attachment 5 (Added)****AOF/CC RESPONSIBILITIES WHEN TERPS SPECIALIST IS NOT ASSIGNED OR IS TDY**

A5.1. (Added) Where a TERPS Specialist has not been assigned and during periods of vacancy HQ AFSPC/XORA will assume unit TERPS procedure development and maintenance responsibilities. The AOF/CC will act as a liaison between HQ AFSPC/XORA and wing/base/tenant units. In this capacity, AOF/CC participation is vital to flight safety.

A5.1.2. (Added) Perform required coordination for new and revised procedures as requested by HQ AFSPC/XORA.

A5.1.3. (Added) Prior to 15 August, coordinate with local flying customers to validate and document the operational need for each procedure. Determine if all maintained approaches are necessary to meet specific mission needs as published. Documentation will be published in the quarterly Airfield Operations Board meeting minutes.

A5.1.4. (Added) Notify HQ AFSPC/XORA when any object on the airport proper is altered, moved or added. The AOF/CC will remain vigilant for any obstacle in the class D surface area that may impact instrument procedures. The AOF/CC will advise HQ AFSPC/XORA of the obstacle height MSL, ground level elevation at the obstacle, location (latitude and longitude) for instrument procedure evaluation.

A5.1.5. (Added) Ensure all FAA Forms 7460-1, **FAA Notices of Proposed Construction or Alteration**, are forwarded to HQ AFSPC/XORA (TERPS) for review of effects on instrument procedures, DVA, MVAC, MIFRAC, and MSAW/LAAS (see AFI 11-230, para 11.11.). Additionally, the AOF will act as the focal point for all FAA Forms 7460-1 and ensure Airspace Management; ATC manager and Airfield Management participate in the review process. HQ AFSPC/XORA shall be advised in writing (e-mail is satisfactory) of all reviews and comments concerning Notices of Proposed Construction that affect USAF airspace, instrument procedures or IFR charts, within 5 duty days of completion. Ensure HQ AFSPC/XORA is notified of any proposed base construction, which could affect instrument procedures. **NOTE:** The AOF/CC will not act as TERPS signatory for review of construction projects.

A5.1.6. (Added) Develop and maintain a continuity folder including, as a minimum, the following: Key Personnel, Projects in Progress, Procedures Listing (AFFSA annual review spreadsheet acceptable). File Maintenance and Disposition Plan and Current Procedural Data. In this section, compile the following source documentation (originals, copies, or a statement identifying their location): AF Form 3628, **TERPS Automation Data Summary**; AF Form 3629, **Obstruction Data**; FAA Form 8240-8, **Flight Inspection Report** (for all base ATCALs); FAA Form 8240-22, **Facility Data** (for all base NAVAIDS); Source Documentation (airfield surveys, ATCALs reports, vegetation growth information); HQ AFSPC guidance such as policy letters or interim changes and HQ AFSPC/XORA TERPS Evaluation Checklists (hard copy or electronic copies are acceptable).

A5.1.7. (Added) Ensure base Civil Engineers (CE) supply HQ AFSPC/XORA updated CE Maps annually, NLT June (IAW AFI 11-230, para 1.4.5.). This may be either on paper or Compact Disk (CD) with read/write CD being the preferred method. If provided on CD, ensure the CE Map is saved in AutoCAD 2000 or later format.

A5.1.8. (Added) Using AF Form 813, **Request For Environmental Impact Analysis**, developed by TERPS personnel, provide notification of instrument procedure revisions to the installation environmental management (EM) office to conduct an environmental impact analysis. Simultaneously provide a copy of the AF Form 813 to the BCE/community planner to ensure compatibility with the AICUZ. Addi-

tionally, notify wing Airspace Management for evaluation against local Special Use Airspace or Military Training Routes (MTRs). Provide information to the CATCT/CSE/TSN or Facility Manager for controller training and ready-reference file update.

A5.1.9. (Added) Advise HQ AFSPC/XORA within 24 hours of NOTAMS issued that affect any published TERPS procedure.

A5.1.10. (Added) Ensure Airfield Management is provided data on instrument procedures requiring NOTAM action.

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