

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



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 13-2**

3 JANUARY 2000

**Space, Missile, Command, And Control
AIRFIELD OPERATIONS (ORI) (WING)**

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This Checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Airfield Operations.

SUMMARY OF REVISIONS

This publication is substantially revised and must be completely reviewed. An asterisk (*) indicates a revision from the previous edition.

- 1.** References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. A pound sign (#) identifies Air Force common-core criteria (CCC) inspection areas listed in AFI 90-201, ***Inspector General Activity***. CCC items are critical to the mission.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the Checklist at **Attachment 1** as a guide only. AFSPC Checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of a unit's Airfield Operations Flight. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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Director of Operations

Attachment 1

AIRFIELD OPERATIONS (ORI) (WING)

Table A1.1. Checklist.

| | | | |
|---|------------|-----------|------------|
| MISSION STATEMENT: To provide a safe, orderly, expeditious movement of air traffic and a safe airfield environment with effective and efficient support activities. | | | |
| *SECTION 1: AIRFIELD OPERATIONS FLIGHT COMMANDER (AOF/CC) | | | |
| 1.1. CRITICAL ITEMS: | YES | NO | N/A |
| #1.1.1. Does airfield operations provide for the safe, orderly, and expeditious flow of air traffic during wartime/ contingency taskings while adhering to USAF, FAA, DoD and ICAO requirements? (AFI 90-201 Common Core Criteria, para A4.2.2.6.1.). | | | |
| #1.1.2. Does airfield operations ensure adequate airfield facilities (pavements, signs, markings, etc) during wartime/contingency taskings? (AFI 90-201 Common Core Criteria, para A4.2.2.6.1.). | | | |
| 1.1.3. Do facilities provide continuous service and meet mission requirements (e.g. CAM, CBO, Training NCO, TERPS, CSE requirements, etc.) when AEF UTC personnel are deployed? (AFI 90-201 Common Core Criteria, para A4.2.2.6.1.) | | | |
| 1.1.4. Are effective, viable recall procedures established, to include comm-out procedures? (AFI 13-213, para 3.3.6.20. and AFI 90-201 Common Core Criteria, para A4.2.2.6.3.) | | | |
| 1.1.5. Do established Emergency Action Checklists adhere to USAF, FAA, DoD and ICAO standards? (AFI 90-201 Common Core Criteria, para A4.2.2.6.3.) | | | |
| 1.1.6. Do established Emergency Action Checklists conform to established procedures and meet wartime/contingency mission requirements? (AFI 90-201 Common Core Criteria, para A4.2.2.6.3., AFI 13-213, para 3.3.6., AFI 13-203, para 10.5.) | | | |
| *1.2. NON-CRITICAL ITEMS: | | | |
| 1.2.1. Are written or recorded records about an aircraft mishap, alleged violations, or Hazardous Air Traffic Reports (HATRs) retained IAW AFI 13-203 para 11.6? | | | |
| 1.2.2. Are procedures established or included in the Airfield Operations Board to coordinate with the wing flight safety office for airfield pre-construction and post construction inspections? (AFI 13-203, para 1.1.1.2.13.) | | | |
| 1.2.3. Is information regarding aircraft incidents/accidents properly safeguarded to prevent release to unauthorized agencies? (AFI 13-203, para 1.1.1.2.6.1.) | | | |

| *SECTION 2: AIR TRAFFIC CONTROL/AIRFIELD MANAGEMENT OPERATIONS | | | |
|---|------------|-----------|------------|
| 2.1. CRITICAL ITEMS: | YES | NO | N/A |
| #2.1.1. Do controllers effectively cope with the following items while using appropriate procedures: 2.1.1.1. Emergencies using correct procedures/checklists? (AFI 90-201 Common Core Criteria, para A4.2.2.6.3., FAAO 7110.65 Chapter 10, Section 2, Base Airfield Operating Instruction) 2.1.1.2. Aircraft Mishaps (AFI 13-203, para 11.4. - 11.8.) 2.1.1.3. Facility Evacuations/Continuity of Air Traffic Control Services ((AFI 90-201 Common Core Criteria, para A4.2.2.6.1. and para A4.2.2.6.3.) 2.1.1.4. Aircraft/Facility Bomb Threats (Common Core Criteria, para A4.2.2.6.3., FAAO 7110.65, para 10-2-11, Base/Facility directives) 2.1.1.5. Unauthorized aircraft landings (Base Airfield Operations Instruction/Base Oplan/Checklist) 2.1.1.6. Hazardous Air Traffic Report (AFI 91-202, Common Core Criteria A4.2.2.6.3., AFI 13-203, para 1.1.1.2.5.2. and 1.1.1.2.5.3.) | | | |
| 2.1.2. Are crash points/cordons correctly plotted on crash grid maps? (AFI 90-201, para A4.2.2.6.3.) | | | |
| *2.2. NON-CRITICAL ITEMS | | | |
| 2.2.1. Are personnel familiar with appropriate Spectrum Interference Resolution actions? (AFI 10-706 and AFI 10-707) | | | |
| 2.2.2. Are procedures established for handling transient aircrew classified materials? (AFI 13-213, para 3.3.4. and AFSPCSUP1, para 3.3.4.) | | | |
| 2.2.3. Is information relayed over the primary and secondary crash nets critical to aircraft and airfield operations? (AFI 13-213, para 2.6.5.6.) | | | |
| SECTION 3: TRAINING | | | |
| *3.1. CRITICAL ITEMS | YES | NO | N/A |
| 3.1.1. Are a sufficient number of personnel mobility trained in order to meet AEF UTC requirements? (AFI 13-203, para 14.1., AFI 13-213, para 7.3.3.) | | | |
| *3.2. NON-CRITICAL | | | |
| 3.2.1. Are wartime/contingency unique air traffic control/airfield management requirements, not identified in AF JQS and/or STS, identified on an AF Form 797, Job Qualification Standard Continuation/Command JQS ? (AFI 13-203, para 6.3.) | | | |

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|---|------------|-----------|------------|
| 3.2.2. Are wartime/contingency/ unique air traffic control/airfield management requirements, identified on an AF Form 797 thoroughly trained prior to upgrade/qualification? (AFI 13-203, para 6.3. and 6.3.1.3.2.) | | | |
| | | | |
| *SECTION 4: TERMINAL INSTRUMENT PROCEDURES (TERPS) | | | |
| 4.1. CRITICAL ITEMS | YES | NO | N/A |
| 4.1.1. Are Terminal Instrument Procedures capable of meeting increased traffic flow and accommodating different aircraft characteristics during wartime/contingency taskings? (AFI 13-203, para 1.1.13.2.3.) | | | |
| 4.1.2. Are all flight publications reviewed for accuracy when received? (AFMAN 13-209, para 2.8.) | | | |
| | | | |
| 4.2. NON-CRITICAL ITEMS | YES | NO | N/A |
| 4.2.1. Do AOF personnel ensure timely and accurate procedural and non-procedural changes are submitted IAW AFMAN 13-209, para 2.7? | | | |
| 4.2.2. Does the TERPS office have on hand or access to required manuals, instructions and publications? (AFI 13-203, Attachment 1) | | | |