

**BY ORDER OF THE COMMANDER
HEADQUARTERS AIR MOBILITY
COMMAND**



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AIR MOBILITY COMMAND

Supplement 1

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Space, Missile, Command, and Control

AIRFIELD MANAGEMENT (AM)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 13-213, dated 9 September 2002, is supplemented as follows: This supplement sets procedures for AM operations. This supplement does not apply to Air National Guard or US Air Force Reserve units. The Chief of Airspace and Airfield Operations (HQ AMC/DOA) has overall responsibility for administration of this supplement. Send comments and suggested improvements to this supplement on AF Form 847, Recommendation for Change to Publication, through channels to HQ AMC/DOA, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1.2. Send all waiver requests to HQ AMC/DOA, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302.
 - 2.1.2.1. Provide base worksheets to AOF/CC in sufficient time for review and forwarding to HQ AMC/DOAP to meet the fifth day of each month suspense. A TALCE Airfield Management NCO from each squadron will provide worksheets directly to HQ AMC/DOAP by the fifth day of each month.
 - 2.1.2.18. All annual reviews must be documented (i.e., Memo for Record) to show review has been completed.
 - 2.1.2.24.1. The CAM will brief the BHWG 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 with base agency support, funding issues/problems, bird and/or animal trends identified during airfield inspections and checks, and current FLIP entries regarding bird/animal cautions. Ensure BASH meeting minutes reflect this briefing.
 - 2.1.2.25.1. Maintain a copy of all MAJCOM-approved airfield lighting waivers.

2.1.2.25.2. Annual airfield waiver packages are due to HQ AMC/CEP for review NLT the end of the quarter using the following base breakdown. 1st Quarter (Jan-Mar): Andrews, Charleston, Dover; 2nd Quarter (Apr-Jun): Fairchild, Grand Forks, MacDill; 3rd Quarter (Jul-Sep): McChord, McConnell, McGuire; 4th Quarter (Oct-Dec): Pope, Scott, Travis.

2.1.2.26.3. Additionally, coordinate with Security Forces for impact on flightline security operations.

2.1.2.27.1. Annual reviews must be documented (i.e., Memo for Record) to show review has been complete and when.

2.1.2.27.2. Coordinate with Security Forces for development of any changes in aircraft parking plans or other special projects.

2.1.2.29.2. Coordinate with Security Forces to ensure snow removal does not interfere with security plans, procedures, intrusion detection systems, and ability to detect intruders near aircraft parking areas.

2.1.2.29.7. **NOTE:** Monitor the base vegetation management program to ensure it does not permit vegetation or tree penetrations as identified in UFC 3-260-01, Table 3.7, Airspace Imaginary Surfaces. If vegetation or trees are found to penetrate an imaginary surface, coordinate with the base civil engineer to take prompt action to request a temporary airfield waiver, which should cite the violation and address a corrective plan of action to bring the airfield into compliance. Ensure the grounds maintenance plan includes mowing of areas, such as the approach lights area on a yearly basis to ensure vegetation growth is maintained beneath the approach light plane and appropriate surface. Also, ensure all future vegetation and trees planted beneath an imaginary surface is of a variety that will not penetrate a surface in the future. The Vegetation Management Program will be briefed quarterly at the AOB to include the previous quarter and the upcoming quarter.

2.1.2.30. (Added) The CAM, with proper wing coordination, will provide HQ AMC/DOA with the number of civil aircraft operations for which fees were collected for the previous calendar year along with a description of airfield O&M projects funded with such fees. This report must be provided NLT 15 Jan of each year.

2.2.1.1. Must hold SEI 368 or attain within 12 months after assignment.

2.3.1. Must complete the AFCESA, Airfield Criteria, Standards, & Facilities Course CBT.

2.3.2.9. Report findings at quarterly AOB.

2.3.2.14. Quarterly reviews must be documented (i.e., log with initials/Memo for Record, etc.) to show review has been completed.

2.3.2.17.2. Reviews must be documented (i.e., Memo for Record/review log) to show review has been complete.

2.3.2.17.8. (Added) CAM will review on a semiannual basis, airfield restriction data published in the AMC Airfield Suitability Restrictions Report (ASRR) at <https://www.afd.scott.af.mil/> and coordinate changes with the Operations Group Standardization and Evaluation (OG/OGV) office prior to submitting to HQ AMC/DOVS.

2.3.2.18. **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.

- 2.4.2.1. Annual reviews must be documented (i.e., Memo for Record) to show review has been completed.
- 2.4.2.2. Formal evaluations will be performed and documented on each trainee until completion of all upgrade training requirements.
- 2.4.2.8. Inspection of training records will be conducted monthly and document completion in individual training record, as stated in AFI, and brief results at TRB.
- 2.7.2. Waivers will be granted for minimum required time and will include a get-well plan and estimated get-well date. Forward a courtesy copy of the complete OG/CC approved waiver to HQ AMC/DOA.
- 2.7.2.2. HQ AMC/DOA must coordinate on all waiver requests to AFI 36-2101 requirements.
- 3.2.2.3.6. If the command post desires to relay emergency information (other than information critical to aircraft and airfield operations), including exercises over the SCN, the command post contacts airfield management operations and asks them to activate the SCN. The command post controller can then relay the necessary information.
- 3.2.3. All AMC AM Operations Facilities will maintain a VHF radio. The OG/CC may waive the requirement when a frequency cannot be obtained. Provide a copy of the waiver to HQ AMC/DOA.
- 3.2.9. Combine, to the maximum extent possible, these requirements and any other local procedures deemed appropriate into a single Airfield Management Operations OI. Forward OI for review/approval to HQ AMC/DOA prior to implementation. All AM personnel will review the OI and QRCs quarterly and document review.
- 3.2.10.3.1. (Added) HQ AMC/TACC Flight Managers may provide Integrated Flight Management (IFM) flight plan proposals, mission progress, changes and arrival support requirements to AM Ops for AMC missions only.
- 3.2.10.3.2. (Added)) AMOPS responsibilities in conjunction with IFM flight plans are as follows:
 - 3.2.10.3.2.1. (Added) Review and accept signed flight plan from aircrews.
 - 3.2.10.3.2.2. (Added) Inform crew of any identified flight plan discrepancies and inform the aircraft commander to contact the Flight Manger directly with any changes (routing, dip clearance, fuel, load, weather, maintenance delays, etc.).
 - 3.2.10.3.2.3. (Added) Confirm flight plan is on file. Notify the aircraft commander when no flight plan is on file.
 - 3.2.10.3.2.4. (Added) Outline security requirements for authenticating origin of flight plans (e.g., password protection or other security equivalent).
 - 3.2.10.3.2.5. (Added) Conduct standard search and rescue procedures as required.
 - 3.2.10.3.2.6. (Added) Execute anti-hijacking procedures as required.
 - 3.2.10.3.2.7. (Added) Send arrival and departure messages.
 - 3.2.10.3.2.8. (Added) Develop LOAs, MOUs, LOPs with Command Post, Air Mobility Control Center (AMCC), etc., per AFI 13-213 as required.

4.3.3. The Flightline Driving directive will be a stand-alone document. Forward directive for review/approval to HQ AMC/DOA prior to implementation. Review program annually and document review has been completed.

4.3.3.2.5. Members requiring a color vision test will be referred to the local Medical Records Flight and their records screened to determine the results of previous tests. If the member has a previous failure, the member should be retested. If the member fails he/she should be referred to the optometry clinic for testing using the Farnsworth Dichotomous 15 Test. This test identifies the degree of deficiency and what areas the member is deficient (red, green, yellow, blue).

4.3.3.2.5.1. (Added) For civilian employees, it should be listed as a requirement for employment. The color vision exam will be accomplished on the pre-employment exam; if the member fails the plates, he/she will be referred to optometry to determine the level of deficiency.

4.3.3.2.22. (Added) Minimum training requirements and documentation for annual refresher training.

4.3.3.4. The CAM, DCAM, and CAMO are the only other AM representatives.

4.3.3.6.2. Document training and issue a temporary AF Form 483, or endorse/stamp the backside of the AF Form 483 from the home station.

4.3.3.7. Airfield Management is the only issuing authority for all POV passes.

5.1. The following bases do not require a decelerometer or to report RCR data. Charleston, MacDill and Travis.

6.2.1.1. WG/CC or OG/CC may approve airfield closures for up to 24 hours. The closure must be coordinated with TACC/XOB at least 14 days prior to closure and a courtesy copy of the approved closure must be forwarded to HQ AMC/DOA.

6.2.1.1.1. (Added) At locations with two or more runways, the WG/CC or OG/CC may approve an extended closure of one runway as needed as long as the base remains capable of fully supporting tanker and airlift missions. Notify HQ AMC/DOA of any runway closures. Locations with single runway operations must comply with procedures established in **6.2.1.1.3. (Added)** of this supplement. Runway closures do not constitute an airfield closure.

6.2.1.1.2. (Added) HQ AMC/DO is the approval authority for all airfield closures exceeding 24 hours (except as stated in paragraphs **6.2.1.1.2. (Added)**). Unit must ensure proper staffing is complete and forward closure/restriction request through the OG/CC or WG/CC to HQ AMC/DOA at least 45 days prior to closing or imposing any restrictions.

6.2.1.1.3. (Added) In the request for closure message, units must provide the closure duration to include start and end date/time, reason for closure, any operational restrictions, on-call capabilities (to support AEF commitments, pop-up contingencies, or tenant unit missions) and if necessary, proposed work arounds.

6.2.1.1.4. (Added) Airfield Manager must notify NAF/DO, HQ AMC/DO, HQ AMC/DOA and TACC/XOB by message at least 5 days prior to imposing any restrictions/closures approved by the WG/CC or OG/CC. Include the following message addresses in the info portion of message: HQ AFFSA ANDREWS AFB MD//XA//, HQ AFMC WRIGHT PATTERSON AFB OH//DOA//, HQ ACC LANGLEY AFB VA//DOR//, HQ AETC RANDOLPH AFB TX//DOY//, HQ AFSOC HURLBURT FLD FL//DOO//, HQ USAFE RAMSTEIN AB GE//DOY//, HQ PACAF HICKAM AFB HI//DOY//, HQ AFSPC PETERSON AFB CO//DOO//, HQ AFRC ROBINS AFB GA//DOB//

6.2.2.5. (Added) **NOTE:** All closures/restrictions, including reductions in available runway lengths, must be closely coordinated with TACC well in advance to minimize AMC mission impact. Advise HQ AMC/DOA by telephone, fax, or e-mail of all anticipated runway or airfield closures as soon as they are known.

6.2.2.6. (Added) **NOTE:** The Operations Group commander may approve a temporary reduction in an installation's airfield operating hours due to manning shortages. The approval must include a get-well plan and date and be forwarded via electronic means (e-mail, fax) at least 30 days in advance to HQ AMC/DOA for review. Other airfield services, such as the capability to support transient aircraft, may have reduced operating hours.

7.2.1. The training OI will be a stand-alone document signed by the AOF/CC. Forward OI for review/approval to HQ AMC/DOA prior to implementation.

7.2.6. Proficiency training will be conducted monthly. All AM personnel (including contractors and DOD civilian) will complete the monthly proficiency test and results will be briefed and documented at the monthly TRB.

7.2.8.1. All AMC AM personnel, including the CAM, will maintain a current training record. As a minimum the CAM's training records will include:

7.2.8.1.1. (Added) CAM's training records are exempt from maintaining the Career Field Education and Training Plan (CFETP) according to AFI 13-213, paragraph 7.2.8.2.1. A copy of the AFFSA exemption message, dated 18 Sep 02, must be on file in the training record in place of the CFETP.

7.2.8.1.2. (Added) All other documents for training will be maintained; such as the AF Form 623 (jacket) and other documents required for training purposes (e.g., AF Form 797, AF Form 1098 and/or any local training products).

A3.1.1.6. Participate with wing Safety in the completion of the BASH/Wildlife Management Self-Inspection Checklist in AFPAM 91-212, attachment 2. This checklist shall be accomplished as a minimum annually or prior to the start of bird migration periods. Results of this checklist will be briefed to members of the AOB.

A3.3.1. As a minimum, conduct and document a joint airfield inspection, with all required agencies, every 90 days. The AOF/CC or AOF/DO will participate in these inspections. Brief the results at the quarterly AOB. Conduct a monthly airfield inspection with the AOF/CC and the CE Community Planner.

A3.3.3.3.2. A copy of the final coordinated formal report will be maintained by the CAM and a copy sent to HQ AMC/DOA.

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