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SECRETARY OF THE AIR FORCE

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FUNCTIONAL MANAGEMENT OF AIRFIELD OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 13-2, *ATC, Airspace, Airfield and Range Management*. It directs the management of US Air Force, Air Force Reserve Command (AFRC) and Air National Guard (ANG) air traffic control (ATC) and airfield management (AM) functions, personnel (to include DoD civilians) and facilities. It provides guidance for overhead management of the airfield operations flight (AOF). It outlines duties and responsibilities of officers (AFSC 13MX) assigned to the unit level AOF. It sets policy and describes unit, major command (MAJCOM) and USAF roles for managing airfield operations at USAF locations. 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. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in the instruction is Title 10, United States Code, Section 8013. Privacy Act system of records notice F036 AFFSA A applies. **Attachment 1** lists References and other Supporting Information used in this instruction.

(ANG) Air Force Instruction (AFI) 13-204, *Functional Management of Airfield Operations,* 30 Mar 03, is supplemented as follows and the supplement is applicable to the Air National Guard (ANG). This supplement outlines ANG implementation of the requirements of AFI 13-204. **NOTE**: For the purpose of this directive, the Office of Primary Responsibility (OPR) for ANG Air Traffic Control (ATC) Systems Division is ANG/C4A. Send recommended changes to this supplement to ANG/C4A, 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

SUMMARY OF REVISIONS

Implementation instructions were clarified, indicating that units that supplement this instruction must obtain HQ AF Flight Standards Agency approval. Airfield Operations Officer Proficiency Requirements: A policy caveat was added for airfield operations officers with prior enlisted air traffic control (ATC) experience. Emergency Staffing Level (ESL): ATC and AM ESL policy has been significantly revised, adding detailed steps/actions when dealing with staffing shortages and clarifying AM staff and ESL computations. Releasing Mishap Recordings/Factual Information: The policy for releasing recorded information to official safety investigation boards was clarified. Hazardous ATC Reports (HATR): Administrative changes posted in AFI 91-202, The US Air Force Mishap Prevention Program, were incorporated into this IC, allowing airfield operations personnel to indicate non-concurrence to final HATR reports.

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Chapter 1

GENERAL INFORMATION

1.1. Delegation of Authority. HQ USAF/XOO delegates HQ Air Force Flight Standards Agency, Airfield Operations Directorate (AFFSA/XA) as the Air Force's executive agent for terminal area airfield operations (air traffic control and airfield management) matters. In this capacity, AFFSA/XA will take policy guidance from the Air Staff and work airfield operations procedural, training, standardization, architecture, career field management and integration issues with the Federal Aviation Administration (FAA) and other agencies for the MAJCOMs. AFFSA/XA serves as the USAF representative on the Department of Defense (DoD) Policy Board on Federal Aviation (PBFA), the Department of Transportation (DOT) FAA Air Traffic Procedures Advisory Council and other federal forums as required.

1.2. Scope and Purpose of this Instruction. Airfield operations, within the context of this instruction, is comprised of air traffic control (ATC) and airfield management (AM) services. This instruction gives guidance on managing and operating USAF Airfield Operations services and facilities. It is complemented by AFI 13-203, *Air Traffic Control Procedures and Training*, and AFI 13-213, *Airfield Management*.

1.3. Waivers. HQ AFFSA/XA is the approval authority for all waivers to this instruction, except those delegated to MAJCOM and below. Send waiver requests on AF Form 4058, *Airfield Operations Policy Waiver*, to HQ AFFSA/XA, 1535 Command Drive, STE D-302, Andrews AFB, MD 20762.

1.3.1. Operations at contingency locations during combat: Operations Group Commanders, or equivalent, may authorize specific deviations for their airfields when responding to immediate tactical requirements at contingency locations; however, in the interest of flight safety, this should be only by exception. Process deviations that go beyond immediate tactical requirements according to paragraph **1.3.**

1.4. Governing Directives. Airfield operations services are governed by applicable AFIs, FAA Orders, applicable Parts of the Code of Federal Regulations, and host nation procedures which are adopted for USAF use, unless compliance is specifically exempted or waived. In cases of conflicting guidance due to FAA Orders, FAA Notices or other related ATC or AM directives not implemented by the USAF, units must send such directives, through MAJCOM channels, to HQ AFFSA/XA for resolution. A reference listing of AFIs, AFMANs and FAA Orders associated with providing airfield operations services is published at **Attachment 1**.

1.5. Federal Employees Liability Reform and Tort Compensation Act of 1988 (Westfall Act). This act gives federal employees absolute immunity from liability for state common law torts, as long as they were in the scope of employment at the time of the alleged tort. Federal employees are generally entitled to Department of Justice representation if lawsuits are brought against them for acts they commit in the scope of their employment, if those acts do not violate federal statutes. (See AFI 51-501, *Tort Claims*).

1.5.1. (Added-ANG) This applies to National Guard members when engaged in training or duty under Title 5, Title 10 or Title 32 status for training, provided the ANG unit accomplishes the required coordination prior to execution of the training activity. The Westfall Act applies, provided the

National Guard unit has properly scheduled and then conducted the training under Title 32 or Title 10 status.

1.5.2. (Added-ANG) The Westfall Act does not apply to persons not in Title 5, Title 10 or Title 32 status for federal training or duty; such as National Guard members who are on state active duty or those in a volunteer status without orders, or engaging in training activities that have not been approved by ANG/C4A.

1.5.3. (Added-ANG) Individuals not in federal status may not provide ATC services in any ANG ATC facility.

1.6. HQ USAF and MAJCOM Responsibilities.

1.6.1. HQ AFFSA/XA:

1.6.1.1. Establishes USAF standards for providing airfield operations services through publication of this AFI, AFI 13-203*, Air Traffic Control,* and AFI 13-213*, Airfield Management.*

1.6.1.2. Coordinates airfield operations related waiver requests, document change proposals (DCPs) and requests for interpretation of FAA Orders with HQ FAA, on behalf of units and MAJCOMs.

1.6.1.3. Develops and manages the USAF Air Traffic System Evaluation Program (ATSEP), which evaluates compliance with USAF and FAA requirements in providing airfield operations services. Publishes AFI 13-218*, Air Traffic System Evaluation Program.*

1.6.1.4. Publishes AFI 13-216, *Evaluation of Air Traffic Control and Landing Systems (ATCALS)*, AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)* and AFI 13-220, *Deployment of Airfield Operations.*

1.6.1.5. Serves as DoD lead for FAA Service B, flight planning system requirements. Establishes DoD requirements and implementation guidelines in AFJMAN 11-213, *Military Flight Data Telecommunications System*.

1.6.1.6. Manages the airfield operations officer (AFSC 13MX), enlisted AM (AFSC 1C0X1) and enlisted ATC (AFSC 1C1X1) career fields.

1.6.1.7. Coordinates with AETC to develop and maintain the appropriate initial skills and upgrade courses, career development courses and other training courses as required. Publishes the 1C1X1, 1C0X1 and 13MX Career Field Education and Training Plans (CFETP). Develops and publishes AM, ATC and airfield operations officer training guides and training products.

1.6.1.8. Administers the USAF Annual Airfield Operations Awards Program, in accordance with AFI 36-2807, *Annual Awards Program, Deputy Chief of Staff (DCS), Air and Space Operations*.

1.6.1.9. Reviews all USAF mishap reports involving ATC or AM services and authors AFFSA Command Endorsements as prescribed in AFI 91-204*, Safety Investigations and Reports.*

1.6.1.10. Reviews Airfield Operations Board minutes, Hazardous Air Traffic Reports (HATRs), FAA Military Facility Deviation (MFD) Reports, ATSEP Reports, aircraft mishap reports, etc, to identify and correct negative trends in providing airfield operations services, staffing, training or equipage.

1.6.1.11. Identifies, develops and provides courses to prepare NCOs and officers for unit level facility management responsibilities.

1.6.1.12. Develops and maintains the AOF Web.

1.6.1.13. Publishes and updates current airfield operations information via the AFFSA/XA web site and the quarterly *ATC and AM News*.

1.6.2. Major Command (MAJCOM) OPR for Airfield Operations:

1.6.2.1. Supplement USAF airfield operations related guidance with MAJCOM specific requirements. Provides direct airfield operations functional oversight and assistance to facilitate activities/operations of unit level Airfield Operations Flights (AOFs).

1.6.2.1.1. Appoint a MAJCOM Functional Manager counterpart to the USAF career field managers for each airfield operations AFSC.

1.6.2.1.1.1. (Not applicable to ANG and AFRC). Ensure AOFs are manned in accordance with Air Force Manpower Standard (AFMS) 13E1 or units receive their allocation of available manpower resources.

1.6.2.1.1.2. Source AEF requirements based on overarching guidance and direct coordination with the AEF Center.

1.6.2.1.1.3. MAJCOM supplements to AFI 13-203 will serve as the source document for unit ATC manning, to allow MAJCOMs to develop and validate their unit's ATC manpower authorizations.

1.6.2.1.2. Develop qualification training packages (QTPs) for MAJCOM unique requirements.

1.6.2.1.3. Establish a process for selecting unit personnel to attend professional development training such as the Military CAM Course, Terminal Instrument Procedures Course, Airspace Management Course, USAF Facility Management Schools, etc.

1.6.2.1.4. Must review and approve all unit level local operating procedures (Base Airfield Operations Instructions, Operations Letters, Letters of Agreement, OPLANs, etc.) which affect unit level ATC operations, except those which address administrative matters only, prior to implementation.

1.6.2.1.5. Review/endorse all unit level waiver requests to airfield operations related AFIs and FAA Orders. Ensure unit level waiver requests are completed using the AF Form 4058, *Airfield Operations Policy Waiver Request*, prior to forwarding them to HQ AFFSA/XA for subsequent action. If disapproved at the MAJCOM level, no further forwarding is necessary. Airfield operations waivers are normally approved for 2-year periods. However, MAJCOMs may approve temporary waivers for procedural or operational issues that their units can resolve within 6 months. MAJCOMs will send an information copy of all temporary waiver approval letters to HQ AFFSA/XA. NOTE: MAJCOMs must send all waiver requests involving manpower issues, facility staffing levels and upgrade requirements to HQ AFFSA/XA for approval.

1.6.2.2. Interface with higher headquarters agencies (i.e., HQ AFFSA, FAA Regional offices) and MAJCOM counterparts on behalf of unit level AOFs.

1.6.2.2.1. Review all airfield waiver packages forwarded for coordination by MAJCOM/CE.

1.6.2.3. Implement the USAF ATSEP program, IAW AFI 13-218, *Air Traffic System Evaluation Program*.

1.6.2.4. Establish and conduct MAJCOM Airfield Operations Annual Awards selection process and forward winners for USAF competition, in accordance with AFI 36-2807, *Annual Awards Program, Deputy Chief of Staff (DCS), Air and Space Operations*.

1.6.2.5. Review all USAF mishap reports involving ATC or AM services at their locations and provide input to MAJCOM Command Endorsements, as prescribed in AFI 91-204*, Safety Investigations and Reports.*

1.6.2.6. Ensure appropriate ATC or AM representation on aircraft mishap Safety Investigation Boards (SIBs), as prescribed in AFI 91-204, *Safety Investigations and Reports.*

1.6.2.6.1. Notify AFFSA/XA of mishaps requiring ATC or AM representation, to include the name and duty station of individuals assigned.

1.6.2.6.2. When the MAJCOM is unable to provide appropriate representation to the SIB, contact HQ AFFSA/XA to locate a qualified SIB representative.

1.6.2.7. Review Hazardous Air Traffic Reports (HATRs) and FAA Military Facility Deviation (MFD) Reports for units within the Command to ensure problem and corrective actions areas are accurately identified and accomplished, to sustain safe and efficient airfield operations services.

1.6.2.8. Reviews Airfield Operations Board minutes, to identify and correct negative trends in providing airfield operations services, AOF staffing, training or equipage.

1.6.2.9. Establish and conduct MAJCOM ATCALS Review Board quarterly. The board, chaired by MAJCOM OPR for Airfield Operations, provides MAJCOM Division Chiefs a forum to collectively review the status of MAJCOM ATCALS programs and jointly resolve issues. A desk-top study, as determined by the chairperson, may be held in lieu of a formal meeting. Meeting minutes will be sent to HQ AFFSA/XR, all MAJCOM ATC units (who will provide a copy to their communications, maintenance and base programming offices) and other agencies as requested. MAJCOMs will determine if local unit meetings are required. Agenda items are located in **Attachment 2**.

1.6.2.9. (ANG) There are three separate and distinct boards. The unit conducts an Air Traffic Control and Landing Systems (ATCALS) Review Board and submits the results to ANG/C4A within the first ten calendar days of March, June, September, and December. Using minutes from unit boards, ANG/C4A will conduct a major command (MAJCOM) ATCALS Review Board. The minutes from the MAJCOM board are forwarded to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations (HQ AFFSA) as described above.

1.6.2.9.1. (Added-ANG) All ANG units with ATCALS Maintenance responsibilities are required to conduct ATCALS Review Boards using the agenda specified in **Attachment 2**.

1.6.2.9.2. (Added-ANG) ATC/Meteorological and Navigational Aids (METNAV) QAEs will ensure they collect all the required data above for each of their locations and forward that data to ANG/ATCALS Maintenance Branch (C4AM) no later than the 15th of March, June, September, and December each calendar year.

1.6.2.9.3. (Added-ANG) ANG Unit ATCALS Review Board. The degree of participation may vary at locations where the ANG is not responsible for all ATCALS systems. The ATCS/CC or equivalent ATC level representative chairs the Unit ATCALS Review Board. The chairperson will appoint sufficient members to identify and resolve operational issues that reside within ANG control. FAA/Contract Maintenance participation is encouraged at locations where ATCALS equipment is the property of or maintained by another agency.

1.6.2.9.4. (Added-ANG) One copy of MAJCOM ATCALS Review Board minutes will be sent to all ANG participating units and other agencies as requested. Units shall review these minutes and document discrepancies in their minutes.

Chapter 2

AIRFIELD OPERATIONS FLIGHT STAFFING, PERSONNEL QUALIFICATIONS AND DUTIES

2.1. Airfield Operations Flight (AOF) Services: The AOF provides ATC, AM and Terminal Instrument Procedures (TERPS) support for the host wing, tenant and transient aircrews, and military/civil aircraft operating world-wide.

2.2. Manpower Standard . (Not applicable to ANG and AFRC). Duty titles are based on UMD authorizations as earned in accordance with Air Force Manpower Standard (AFMS) 13E1. Failure to use authorizations as described and earned on the UMD could result in reduction of these authorizations during manpower standard reviews.

2.2. (ANG) ANG tactical units are organized in ATCS to meet both fixed and deployed requirements. The ATCS is comprised of duty positions as defined in appropriate ATCS Manning Documents. Qualifications and responsibilities are defined in later paragraphs.

2.2.1. Units should request a variance to the manpower standard when additional related responsibilities levied on the AOF merit increased manpower authorizations. HQ AFFSA is the approval authority for variances and waivers to standardized duty titles.

2.2.2. Specific responsibilities of ATC and AM are outlined in AFI 13-203 and AFI 13-213.

2.2.3. The typical AOF staff is comprised of an AOF Commander; Terminal Instrument Procedures Specialist (TERPS); Chief, Airfield Management (CAM); Deputy CAM (DCAM); Chief, Airfield Management Operations (CAMO); Chief, Airfield Management Training (CAMT); tower/radar facility Chief Controller (CCTLR); Chief, ATC Training (CATCT); Chief, Standardization and Evaluation (CSE), Chief, ATC Automation (CATCA) and an Information Manager.

2.3. Airfield Operations Officer (13MX) Duty Titles, General Responsibilities, Mandatory Qualifications, Proficiency Requirements and Withdrawal.

2.3.1. Airfield Operations Flight Commander (AOF/CC):

2.3.1.1. The AOF/CC is the wing's airfield operations focal point, responsible for overall management of services provided by AOF personnel. When more than one 13MX officer is assigned, the senior officer will be designated the AOF/CC. Additional officers assigned to the AOF will be designated IAW para **2.3.2.** except as specifically designated at Airfield Operations Officer Training Program (OTP) locations. ***NOTE:*** ANG and AFRC locations with AM and/or ATC only locations can identify those managers with a different duty title.

2.3.1.1. (ANG) **NOTE:** Officers, civilians and senior noncommissioned officers (SNCOs), at ANG locations where they are only in charge of the ATC operation, shall use the duty title "Air Traffic Manager (ATM)." Those AOF/CC responsibilities in AFI 13-203, *Air Traffic Control*, which are strictly ATC-related, also apply to the ATM.

2.3.1.2. Qualifications for Selection as AOF/CC: Must hold Air Force Specialty Code (AFSC) 13M3. Must have completed Airfield Operations Officer Management Training Course (E3OBR13M1-002), a Department of Defense (DoD) Course or Federal Aviation Administration (FAA) equivalent course. Must have at least 18-months AOF/DO or AOF/SO experience follow-

ing completion of Airfield Operations Officer Training Program Course, (AFFSA 13M3-000, AFFSA 13M3-001 or AFFSA 13M3-002). Must have completed AT-M-11, Airfield Operations Officer Training Guide and AT-M-10, Airfield Management Training Guide.

2.3.1.2. (ANG) Qualifications: The requirement for 18-month experience does not apply to the ANG as the ATCS structure does not include AOF/DO or AOF/SO positions.

2.3.1.2.1. (Added-ANG) ATMs must hold AFSCs 13MX, 1C100, 1C191, 1C171, or GS-2152.

2.3.2. Airfield Operations Flight Operations Officer (AOF/DO) and Airfield Operations Flight Systems Officer (AOF/SO):

2.3.2. (ANG) These positions are not applicable to the Air National Guard**.**

2.3.2.1. The first responsibility of the AOF/DO, and if an additional officer is assigned AOF/SO, is to establish a fundamental understanding of the wing air traffic system's operational environment by completing the required facility certifications/rating. Upon completion of facility certification/rating requirements, the officer(s) will assist in the overall management of the AOF by performing duties as assigned by the AOF/CC. This assistance should be geared toward expanding the officers' technical, managerial, and leadership skills within the 13MX functional area, through mentoring by the AOF/CC. Specific managerial responsibilities of each officer should be specified in writing.

2.3.2.2. Qualifications for selection as AOF/DO or AOF/SO: Must hold Air Force Specialty Code (AFSC) 13M3. Must have completed Airfield Operations Officer Management Training Course (E3OBR13M1-002), a Department of Defense (DoD) Course or Federal Aviation Administration (FAA) equivalent course. Must have completed Airfield Operations Officer Training Program Course, (AFFSA 13M3-000, AFFSA 13M3-001 or AFFSA 13M3-002).

2.3.3. **Airfield Operations Officer Proficiency Requirements and Follow-on Training.** Airfield Operations Officers holding the 13M1 AFSC, who fail to complete training for upgrade to 13M3, will be eliminated from training IAW AFI 36-2101. Officers holding AFSC 13M3 with less than 6 years ATC experience from the date they graduated OTP (or ATC technical training for prior-enlisted controllers) must obtain specific ATC position certifications within their first 12 months of assignment and maintain proficiency. Failure to obtain required certifications within the 12-month period will result in withdrawal from the career field. When a 13M3 officer fails to obtain/maintain required certifications, the OSS/CC will initiate withdrawal action and accomplish actions normally performed by the AOF/CC, IAW AFI 13-203 and AFI 36-2101. (Exception: 13M3 officers assigned to 12-15 month (remote) tours are not required to obtain certifications). Position certifications required are contingent on the type of ATC facilities available at their location, as follows:

2.3.3. (ANG) **Certification/Rating Requirements for ATCS Personnel.** These titles and requirements also apply to Moffett Federal Airfield, Springfield-Beckley Municipal Airport, Alpena and Volk CRTCs.

2.3.3.1. Locations with both a tower and Radar Approach Control (RAPCON) facility: Certifications are required in radar approach, radar assist, and local control.

2.3.3.2. Locations with tower and ground controlled approach (GCA) facilities: Certifications are required in local control, radar assist, and radar final control (RFC).

2.3.3.3. Locations with tower and RFC facilities: Certifications are required in local control and radar final control.

2.3.3.4. Locations with tower only: Certifications are required in local control, ground control and flight data.

2.3.3.5. (Added-ANG) Guard specific positions of ATCS/CC, ATM, and Chief, ATC Operations (CATCO) shall meet applicable requirements stated above.

2.3.4. AOF/DO and AOF/SO officers must complete:

2.3.4.1. AT-M-11, Air Traffic Control Officer Training Guide, within 6 months of arrival at the first duty location. Document in AF Form 623.

2.3.4.2. AT-M-10, Airfield Management Training Guide, within 1 year after completion of AT-M-11. Document in AF Form 623.

2.3.5. 13MX Flightline Driving Requirements. All AOF officers must obtain flightline driving certification at each base of assignment.

2.3.6. 13MX Professional Development. Several follow-on training courses are available to further the 13MX officer's professional development and fulfill training requirements for contingency or other unique assignments. Officers must be AOF/CC qualified IAW para **2.3.1.2.** prior to attending other training courses such as:

2.3.6.1. Military CAM Course E3AZR1C091 000, enhances the 13M3 officer's knowledge of requirements for managing USAF airfields.

2.3.6.2. Automated Terminal Instrument Procedures Course E30ZR13M4 000 enhances the 13M3 officer's knowledge requirements for oversight of the base TERPS program.

2.3.6.3. Military Airspace Management Course E30ZR11A4X 000 enhances the 13M3 officer's knowledge of special use, terminal and enroute airspace requirements, restrictions and governing directives.

2.3.6.4. Joint Aerospace and Command and Control Course (JAC2C), PDS Code 77L, taught at the Air Force Command and Control Warrior School, Hurlburt Field, FL. Prepares 13M3 officer's to plan, produce, and execute an Air Tasking Order (ATO) in support of a Joint Task Force.

2.3.7. **Airfield Operations Officer Career Field Withdrawal.** Airfield operations officers who fail to meet proficiency and training requirements within specified time limits will be withdrawn IAW procedures outlined in AFI 13-203. Operations Support Squadron (OSS) Commanders must ensure AOF officers are not assigned additional duties until training requirements are completed and that they do not impact an officer's ability to maintain proficiency.

2.4. AOF Staff Duty Titles and General Responsibilities:

2.4.1. Chief, Airfield Management (CAM). The CAM coordinates with operational and support agencies to ensure a safe and well maintained airfield environment is available to support the flying mission for base assigned and transient aircrews. The CAM advises affected flying units on all airfield matters that may affect flying operations. The CAM serves as liaison between the flying community and base civil engineers to mitigate the impact of airfield construction requirements on flying operations. In this capacity, the CAM is a critical participant in all wing level planning meetings for activi-

ties affecting the airfield environment. The CAM operates in a one-deep position, orchestrating 24-hour operations or maintenance activities on the airfield and therefore will not be assigned additional duties that could interfere with primary responsibilities.

2.4.2. Deputy CAM. Supervises flightline operations and airfield maintenance activities to ensure safe, effective and efficient airfield operations. Serves as the CAM during their absence (i.e. leave, TDY, PME, transition between CAMs due to PCS, etc) or as otherwise needed. Attends meetings in support of special activities such as exercises, deployments, static displays, ceremonies and other events held on or near the airfield. Develops and manages the flightline driving program.

2.4.3. Tower, RAPCON, GCA and Complex Chief Controller (CCTLR). The ATC facility CCTLR manages the internal operation of the ATC facility. The CCTLR is responsible for overall activities in the IFR control room or VFR tower cab, ATC services provided by that facility and for direct supervision of the personnel assigned to the facility.

2.4.4. Terminal Instrument Procedures (TERPS) Specialist. The OG/CC is responsible for the base TERPS program. The AOF/CC will appoint a unit TERPS specialist to manage the day-to-day TERPS requirements.

2.4.4. (ANG) At locations where no OG/CC exists, an equivalent level of authority becomes responsible for this task. (Alpena CRTC/DO, Volk CRTC/DO, and 299 RCS/CC, 235 ATCS/CC, 258 ATCS/CC, 259 ATCS/CC, 297 ATCS/CC).

2.4.4.1. Qualifications:

2.4.4.1.1. Must hold either AFSC 1C151 (or higher) or GS-2152 with at least 3 years ATC experience.

2.4.4.1.2. If military, must hold the rank of SSgt (or higher). 1C1X1 must be facility rated prior to assuming primary TERPS specialist duties and maintain proficiency.

2.4.4.1.3. Must complete course E3AZR1C171-000, (Automated) Terminal Instrument Procedures. ***NOTE*:** Graduates of Terminal Instrument Procedures Course E30ZR1611-00 meet this requirement.

2.4.4.1.4. Must complete the appropriate TERPS section of AFJQS-002, within 6 months after graduation from TERPS school. If there are no other TERPS qualified personnel at the unit, MAJCOMs will provide task certification support.

2.4.4.1.5. Once assigned, should retain this duty for a minimum of 2 years, unless reassigned to another duty location. This ensures effective management of TERPS technical school training allocations and continuity of TERPS mission support at the unit level.

2.4.4.2. TERPS Training Quotas: See AFI 11-230, Chapter 12, *Instrument Procedures*.

2.4.4.3. Unit TERPS Responsibilities: See AFI 11-230, *Instrument Procedures,* Chapter 1.

2.4.5. Chief, ATC Training (CATCT). Develops and manages the AOF ATC training program to ensure effective training and qualification of unit assigned air traffic control personnel.

2.4.6. Chief, Standardization and Evaluation (CSE). The CSE administers the ATC certification and rating program according to FAA Order 7220.1, *ATC Certification Procedures*, FARs and Air Force requirements, using standards published in certification guides.

2.4.7. Chief, ATC Training and Standardization (TSN): A TSN serves in the capacity of a CATCT and CSE where only one 1C1X1 position is authorized. The TSN assumes the responsibilities of the CATCT and CSE as indicated in paragraphs **2.4.5.** and **2.4.6.**

2.4.8. Chief, Air Traffic Control Automation (CATCA). Currently, the CATCA position is only an authorized UMD position at locations with an existing manpower variance to manpower standard 13E1 authorized for Micro-EARTS locations. The CATCA manages ATC automation work center operations.

2.4.9. Air Traffic Control System Specialist (ATCSS). Currently, the ATCSS position is only an authorized UMD position at locations with an existing manpower variance to manpower standard 13E1 authorized for Micro-EARTS locations. The ATCSS is responsible for the overall operation and monitoring of the facility's ATC automated systems during their shift.

2.4.10. Airfield Management Quality Assurance Evaluator (QAE). A QAE is assigned at locations where AM services are provided by a contractor. The QAE works directly for the AOF/CC and serves as the technical expert on AM duties and responsibilities. The QAE assists the base contracting squadron with the development of AM Performance Work Statements (PWS) and subsequently monitors, evaluates and certifies contractor compliance with the PWS or equivalent document.

2.4.10. (ANG) ATC/METNAV QAE: The ATC/METNAV QAE works directly for ANG/Air Traffic Control Operations and Training (C4AO), and oversees compliance with contract requirements. NOTE: See AFMAN 64-124, *Performance-Based Service Contracts* (PBSC).

2.4.11. Chief, AM Training (CAMT). Develops and manages the AOF AM training program to ensure effective training and qualification of assigned personnel.

2.4.12. Chief, AM Operations (CAMO). The CAMO establishes performance standards and procedures for managing the base Flight Information Publication (FLIP) account, processing flight plans, Notices to Airman (NOTAMs) and airfield advisories, and other supporting flight data information for personnel assigned to unit level airfield management operations. Additionally, the CAMO establishes procedures for coordinating airfield activities, such as runway closures and unscheduled opening/closing of the airfield, with appropriate agencies, such as ATC, CE and command post and for conducting daily airfield inspections and checks.

2.4.13. (Added-ANG) ATC Squadron Commander (ATCS/CC): This position is located in an ATCS with responsibility for functions in support of tactical and fixed ATC. Qualifications are identical to those specified for the AOF/CC.

2.4.14. (Added-ANG) Chief, ATC Operations (CATCO): The CATCO is responsible for overall tactical ATC operations during Unit Training Assemblies (UTA), exercises, contingencies, and deployments, in accordance with this instruction, AFMAN 13-220, *Deployment of Airfield Operations*, and other publications as applicable. The CATCO reports to the ATCS/CC.

2.4.14.1. (Added-ANG) Qualifications:

2.4.14.1.1. (Added-ANG) Complete AT-M-11, *ATC Officer Training Guide*, within six months of arrival at the first duty location. Document completion in section III of the AF Form 623.

2.4.14.1.2. (Added-ANG) Complete AT-M-10, *Airfield Management Training Guide*, within one year after completion of AT-M-11. Document completion in section III of the AF Form 623.

2.4.14.2. (Added-ANG) Responsibilities: Will closely match those of the ATM and be tailored to meet wartime taskings. These responsibilities will be specified in writing by the ATCS/CC.

2.4.15. (Added-ANG) Chief Air Traffic Manager (CATCM): The CATCM reports to the CATCO.

2.4.15.1. (Added-ANG) Qualifications:

2.4.15.1.1. (Added-ANG) Must hold AFSC 1C100, or be assigned to the 1C100 slot on the Unit Manning Document (UMD).

2.4.15.1.2. (Added-ANG) Must obtain position certification in an operating position in the ATC facility of choice within six months of assignment to the CATCM position and maintain proficiency.

2.4.15.2. (Added-ANG) Responsibilities:

2.4.15.2.1. (Added-ANG) The CATCO will define the responsibilities of the CATCM in writing.

2.4.15.2.2. (Added-ANG) Acts as the interface between the CATCO and the ATC Unit Type Codes (UTCs).

2.4.15.3. (Added-ANG) Assumes duties of CATCO in the CATCOs absence.

2.4.16. (Added-ANG) Qualified Controller.

2.4.16.1. (Added-ANG) Qualifications: Must hold at least AFSC 1C151 or GS-2152 and be position certified/facility rated.

2.4.17. (Added-ANG) Position Assignment. Selection as CCTLR, WS, SC, CATCT, CSE, TSN, or coordinator should not be based solely on rank but based on the best overall qualifications for the position.

2.4.18. (Added-ANG) Certification Requirements for ANG Air Traffic Controllers. Because of the diverse air traffic control experience of both the full-time and traditional workforce, the following guidance is provided to identify the specific ratings/certifications required for each:

2.4.18.1. (Added-ANG) Traditional guardsmen without any air traffic control experience:

2.4.18.1.1. (Added-ANG) If this individual was facility-rated at home station as a result of formal upgrade/ qualification training, they must meet one of the following:

2.4.18.1.1.1. (Added-ANG) Using control 001 days, remain on active-duty until award of a facility rating in the UTC tasked facility.

2.4.18.1.1.2. (Added-ANG) Using control 001 days in combination with UTA, achieve position certification in Air Expeditionary Forces (AEF) tasked position (i.e. ground control/flight data or radar final control (RFC) for radar).

2.4.18.1.1.3. (Added-ANG) Using only UTAs to complete training requirements require, as a minimum, a position certification in the AEF tasked position.

2.4.18.2. (Added-ANG) Traditional guardsmen with current air traffic control experience (FAA/contract/ANG with certificate of availability):

2.4.18.2.1. (Added-ANG) If an individual is currently employed where their duties involve air traffic control on a regular basis, they must meet one of the following:

2.4.18.2.1.1. (Added-ANG) Using control 001 days, obtain a facility rating in the UTC tasked facility.

2.4.18.2.1.2. (Added-ANG) Using control 001 days in combination with UTAs, obtain position certification in AEF tasked position(s) in assigned UTC. Note: Once position certifications are obtained, the CCTLR may reduce the proficiency requirements by a maximum of 50%. These reductions are based on the individual controlling traffic in a like facility.

2.4.18.3. (Added-ANG) Full-time, Title 32:

2.4.18.3.1. (Added-ANG) Individual must be facility-rated in UTC assignment.

2.4.18.4. (Added-ANG) Full-time ATC personnel (not assigned to a specific radar/tower UTC):

2.4.18.4.1. (Added-ANG) Individual must be position certified in an AEF-tasked position. Note: Civil service pay grade is contingent on a GS-11 being dual-rated, GS-10 being rated tower-only.

2.5. Facility Staffing Requirements . Average operating hours of AOF facilities range from 16-24 hours daily, with assigned personnel working rotating shifts. Airfield maintenance activities frequently continue after wing flying is completed, often extending the duty day of Airfield Management personnel. ATC personnel must adhere to crew rest requirements defined in AFI 13-203, *Air Traffic Control*. Core manpower authorizations in AFMS 13E1 do not provide additional manpower for personnel to support unit/base details and augmentees for base exercises, etc. AOF personnel must not be used outside of their UMD authorized duties and responsibilities unless waived in accordance with AFI 36-2101, *Classifying Military Personnel.*

2.5.1. **Emergency Staffing Levels (ESL).** (This guidance does not apply to ANG and AFRC locations. ANG and AFRC will ensure that a program is in place to monitor staffing levels.) An airfield operations flight's ESL is the minimum number of qualified personnel required to provide normal services without degradation of safety. It prevents over-extension of the available workforce during periods of degraded staffing. Authorized overhead staff, including the CAM, will not be factored into determining ESL, as overhead management activities increase with the reduction of facility staffing. Units may operate a facility at ESL not longer than 60 days. The first day of the 60-day ESL period begins after all qualified personnel have been assigned to the affected facility. Because bases may be subjected to deployment taskings while under ESL, ESL computations will not be the sole factor in determining ability to support deployments.

2.5.1.1. When an AM facility's staffing reaches 75% of authorized, the facility has reached ESL. AM will not factor the AOF, CAM, DCAM or any unqualified 3-levels into ESL computations. MAJCOMs will advise each unit of total validated requirements. If variances exist to authorized manning, address them with notes if variances are not directly related to AM-related responsibilities.

2.5.1.2. ATC facilities will base ESL computations on absolute minimum position staffing per shift, per facility, to provide advertised services. Units will send ESL computations for their complex, by facility, to the MAJCOM OPR for ATC for validation each year. If variances exist to authorized manning, address them with the computed figure. MAJCOMs will advise each unit of total 5- and 7-level validated requirements. When at ESL, the following stipulations apply:

2.5.1.2.1. A minimum of one 7-level assigned per shift unless a variance justifies additional requirements. Use a SC concept for facilities when possible.

2.5.1.2.2. Do not consider positions authorized in FAC 13E100, 13E125 and host-nation controllers when computing ESL.

2.5.1.3. Sixty days prior to reaching ESL or as soon as the ESL status is identified, the AOF/CC will notify the Operations Support Squadron, Operations Group and Wing Commanders, in writing, that the facility is pending ESL. This notification will include current manning status, projected manning for the next quarter and recommended actions to ensure sufficient personnel are available to support the wing flying mission.

2.5.1.4. A copy of the ESL notification will be forwarded to the MAJCOM Airfield Operations staff. The MAJCOM 1C0X1/1C1X1 functional manager will coordinate with the AFFSA career field manager and AFPC to expedite return of the facility to authorized staffing levels, contingent on available manpower resources.

2.5.1.5. ESL status and action taken to mitigate the impact will be briefed at the base Airfield Operations Board and documented in the minutes.

2.5.2. The following actions are within the purview of the AOF/CC or OSS/CC to implement (coordination and approval with senior leadership i.e., OG/CC and WG/CC may be necessary). Any time facility staffing falls below authorized staffing, facility management should take these actions, until the impact on advertised services is mitigated.

2.5.2.1. Return medically qualified personnel assigned to other base/organizational duties (such as first sergeant or chief enlisted manager) to AOF facilities.

2.5.2.2. Curtail all additional duties (e.g. READY program augmentation, base-level details, and unit/organizational level additional duties).

2.5.2.3. Exempt personnel from local exercise taskings not involving AOF services (i.e., facility evacuations, facility security guards, damage assessment).

2.5.2.4. During known periods of low traffic density, combine ATC positions to reduce the number of controllers on shifts to afford adequate controller staffing during peak flying periods.

2.5.2.5. During periods of low flying activity, pursue a waiver to the AM shift-staffing requirement, IAW AFI 13-213.

2.5.2.6. Use a senior controller concept for all ATC facilities, where possible, during periods of non-peak flying.

2.5.2.7. Reduce ATC seven-level staffing to one per shift, unless a variance requires additional requirements.

2.5.2.8. Extend the ATC duty day to 10-hour shifts and/or 6/1 duty day rotation schedule and/or reduce the wing flying schedule, commensurate with available ATC staffing. Extend the AM duty

day to 12-hour shifts and/or 6/1 duty schedule. (NOTE: To facilitate shift rotations and crew rest requirements, this activity should be forecasted at least 2 weeks in advance).

2.5.2.9. AOF management may utilize dual-certified personnel from other facilities, the facility chief controller and all other personnel in FAC 13E100 (except the AOF/CC) who hold certifications to work in the affected facility.

2.5.2.10. Cancel leaves, PME attendance and non-essential TDYs.

2.5.3. When a facility reaches ESL, the following additional actions should be taken to mitigate the impact on flying operations. These actions require the involvement and support of base leadership (from the AOF/CC to the wing commander), the MAJCOM and, when support of adjacent FAA facilities is required, the FAA regional AFREP. MAJCOM airfield operations staffs must ensure the AFREP is advised of ESL issues that may require FAA support in their respective region.

2.5.3.1. Implement all actions in paragraph **2.5.2.** above.

2.5.3.2. Curtail ATC services, such as multiple precision radar approach capability, monitoring approaches during visual meteorological conditions, etc.

2.5.3.3. Request MAJCOM relief from external visits/inspections affecting AOF facilities.

2.5.3.4. Curtail ATC facility operating hours and temporarily return the airspace to the FAA (or host nation), according to para **5.2.**

2.5.3.5. Curtail AM operating hours IAW AFI 13-213.

2.5.3.6. NOTAM the facility closed and cease operations according to procedures agreed to in the FAA parent facility contingency plan, established in accordance with FAA Order 1900.47a.

2.5.4. If personnel actions taken have not alleviated the adverse conditions, and the facility remains at ESL at the end of the 60-day period, facilities must reduce services or curtail operating hours. Long-term ESL conditions require the involvement of MAJCOM, AFFSA and AFPC functional managers to ensure every option is pursued to expedite the return to authorized facility staffing levels. MAJCOMs must make every effort to resolve ESL problems with MAJCOM resources before requesting help from AFPC.

2.5.4. (ANG) DoD 1200.7 classifies Title 5 ATC and maintenance positions as “key positions.” This directive restricts personnel in this category from being members of the reserve forces, unless approved by the functional manager, ANG/C4A. ANG/C4AT may issue Certificates of Availability to personnel in this category provided the number does not exceed 15% of the total number of Title 5 personnel in each specialty within each unit or one, whichever is greater. Certificates of Availability will not be granted for individuals holding the ATM duty title/position.

2.6. Special Experience Identifiers (SEIs). See AFMAN 36-2108, *Airman Classification,* for SEI and AFI 36-2105 Officer Classification for SEI for award criteria and applicability.

2.6. (ANG) The following are applicable ATC SEIs: **053** (GCA), **054** (GCA WS/SC), **055** (Control Tower WS/SC), **056** (Control Tower), **350** (Airspace Management), **361** (TERPS), **362** (RAPCON WS/SC), **364** (RAPCON), **365** (RFC), **367** (ATCSS), and **900** (Combat Airspace Manager).

Chapter 3

CONVERTING ATC AND AIRFIELD MANAGEMENT SERVICES

3.1. Coordination Requirements:

3.1.1. USAF/XOO is the approval authority for all contracts and DoD conversions. MAJCOMs must coordinate all proposals for competitive sourcing, contracts or conversions with AFFSA/XA.

3.1.2. Units (AOF/CC) must:

3.1.2.1. Inform MAJCOM of contract and PWS proposals, developments, and negotiations. Units must submit new contracts, proposed amendments/revisions to current contracts, quality surveillance plans and checklists to the parent MAJCOM for review prior to approving/implementing changes.

3.1.2.2. Assign a quality assurance evaluator to ensure effective oversight.

3.1.2.3. Participate in contract bid proposals and fee award certifications.

3.1.2.4. Develop plans for contractor termination by default or walk-outs.

3.1.3. MAJCOMs must:

3.1.3.1. Coordinate the following information prior to contracting functions or converting any military authorizations to DoD civilians:

3.1.3.1.1. Proposed/revised contracts and PWS dates, location, host unit, and type of aircraft served (contractor name and address, and quality assurance evaluator name and phone number, if available).

3.1.3.1.2. Proposed timetable for transfer of manpower slots, personnel and equipment (transferred wartime tasking and personnel must be trained and ready for deployment) prior to conversion to DoD or contract services effective date.

3.1.3.1.3. Training impact statements on how converting to civilians will provide an equivalent or higher level of support.

3.1.3.2. Review and coordinate on any new contract proposals or amendments.

3.1.3.3. Review and coordinate on contractor termination by default or walk-out.

3.1.3.4. Maintain copies of the contract for each contracted location.

3.1.4. AFFSA/XA will evaluate contract proposals for impact on manpower and wartime requirements and forward to USAF/XOO for approval.

3.2. ATC Contracting Policy . At all state-side locations and Guam, HQ USAF and the FAA have agreed the US Air Force may contract only VFR control towers with low density traffic operations. USAF may not contract IFR facilities. The ANG is responsible for contracting tower services at ANG locations and will notify AFFSA/XA when contracting new facilities.

3.2. (ANG) ANG/C4A is responsible for the provision of ATC service at ANG flying locations determined to have a requirement for contracted service. ANG/C4AO develops the ATC Performance Work

Statements (PWS)/Statements of Work (SOW), for use at those locations, and manages the QAE program. The PWS shall be developed and administered IAW AFI 63-124, *Performance Based Service Contracts (PBSC)*.

3.2.1. (Added-ANG) ATC/METNAV QAEs will provide ANG/C4AO a draft PWS/SOW (to include site specific tabs) at least nine months prior to the expiration of a current contract. The assigned QAE will draft a site-specific PWS/SOW tab for a proposed additional site within six months of the projected starts date. Proposed contract modifications, along with the QAEs recommendation, considerations or concerns will be forwarded to ANG/C4AO for coordination with ANG/C4 Contract Management Branch (C4PC) and ultimately NGB/AQ.

3.2.2. (Added-ANG) ATC/METNAV QAE duties include, but are not limited to:

3.2.2.1. (Added-ANG) Evaluating and documenting contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP).

3.2.2.2. (Added-ANG) Notifying the Contracting Officer of any significant performance deficiencies.

3.2.2.3. (Added-ANG) Maintaining surveillance documentation.

3.2.2.4. (Added-ANG) Recommending improvements to the QASP and the Statement of Work throughout the life of the contract

3.2.2.5. (Added-ANG) QAE Coordination Requirements. ATC/METNAV QAE will provide all quality assurance inspection schedules, receiving reports, contract discrepancy reports (CDR), and other documentation as required by NGB/AQC.

3.3. USAF AOF Civilian Classification Guidance. Civilian positions will be classified IAW appropriate Office of Personnel Management Position Classification Standards and Air Force guidance. Three series are normally used: GS-2150 and GS-2154 for AM and GS 2152 for ATC.

Chapter 4

AIRFIELD OPERATIONS FLIGHT MANAGEMENT

4.1. Local Operating Procedures (LOPs).

4.1.1. The AOF/CC is responsible for ensuring LOPs are developed which define procedures and responsibilities for services provided by the Airfield Operations Flight. These LOPs, including the base Airfield Operations instruction, must be reviewed and approved by MAJCOM, prior to implementation, IAW AFI 13-203, *Air Traffic Control Procedures and Training,* and AFI 13-213, *Airfield Management*, as applicable. The following documents are examples of LOPs: Letters of Agreement (LOA), Operations Letters, Operating Instructions (OIs), Operations Plans (OPLAN), and Base Directives/Instructions. LOPs may be internal to the flight or a specific facility; they may be internal to AOF facilities (OIs), they may be between two or more agencies on the base (Operations Letters); or they may between wing agencies and external agencies such as the FAA or another operational wing (LOAs). The level of signature may vary slightly. The senior command authority for the signatory agencies should sign for their organization.

4.1.2. Each Airfield Operations Flight (AOF) must maintain a current index of applicable LOPs. The index and LOPs must be readily accessible to all AOF assigned personnel. Forward a copy of the current index to the MAJCOM annually. The index should include the subject/title of the LOP, date of MAJCOM approval (when applicable), and effective date of the LOP. See AFI 13-203, *Air Traffic Control Procedures and Training,* and AFI 13-213, *Airfield Management,* for specific explanations of LOPs as they affect ATC and AM operations.

4.1.2. (ANG) Forward indexes in January.

4.2. Air Traffic System Evaluation Program (ATSEP). The Air Traffic System Evaluation Program (ATSEP) is a USAF program managed by HQ AFFSA and implemented by MAJCOMs. The ATSEP evaluates the ability of USAF air traffic systems to meet standards and operational requirements of civil and military users. It has a broad scope and includes a compliance evaluation of airfield operations. Refer to AFI 13-218, *Air Traffic System Evaluation Program* for guidance.

4.2.1. (Added-ANG) As described in AFI 13-218/ANG Sup 1, the Facility Operations Guide (FOG) provides managers with an effective tool for identifying deficiencies in the ATC system. All facilities will complete the ANG FOG within 60 days of receipt, prior to an ATSE, and at least annually.

4.3. Air Traffic Control and Landing Systems (ATCALS) Evaluation Program. The ATCALS Evaluation Program is managed by HQ AFFSA. ATCALS evaluations are conducted to systematically evaluate, assess, analyze, document and archive the relationship between ATCALS equipment performance, the environment (terrain, weather, manmade structures, etc.), and flight evaluation results. ATCALS evaluations must be coordinated with the Operations Group/CC and local flying squadron commanders, to minimize the impact on wing flying operations while optimizing the performance of ATCALS and expediting completion of the evaluation. Refer to AFI 13-216, *Evaluation of ATC and Landing Systems (ATCALS),* for additional information.

4.3. (ANG) POC is ANG/C4AM.

4.3.1. (Added-ANG) ATC units will submit evaluation requests to reach ANG/C4AM NLT 30 June each year. Include all information listed for MAJCOM input. ANG/C4A input will include, but is not limited to, unit requests for ATCALS evaluations.

4.3.2. (Added-ANG) The OPR of ATCALS maintenance at bases requiring or receiving an ATCALS evaluation will accomplish the following:

4.3.2.1. (Added-ANG) Advise ANG/C4AM when encountering deficiencies, which are beyond local unit's capability, require maintenance assistance, require engineering assistance and/or ATCALS evaluation.

4.3.2.2. (Added-ANG) Submit requests for base line ATCALS evaluations to ANG/C4AM. Detailed documentation is needed.

4.3.2.3. (Added-ANG) Coordinate with ANG/C4AM and the designated evaluation activity to establish exact dates for scheduled evaluations as determined by operational requirements, the evaluation team, flight inspection aircraft availability and conflicting situations such as runway construction, exercises, etc.

4.3.2.4. (Added-ANG) Ensure all equipment scheduled for a base line evaluation is operational and performing IAW T.O. specifications prior to the evaluation teams arrival.

4.3.2.5. (Added-ANG) Ensure qualified maintenance personnel are available during the evaluation.

4.3.2.6. (Added-ANG) Respond to the evaluation notification letter as requested by the evaluation activity. Send an information copy to ANG/C4AM.

4.3.2.7. (Added-ANG) Arrange for equipment downtime required for the evaluation as requested in the notification letter/message.

4.3.2.8. (Added-ANG) Immediately notify the evaluation activity and ANG/C4AM of any condition that will delay the start or have a serious impact on the outcome of the evaluation. Follow the telephone notification with message notification.

4.4. Flight Inspections. The Flight Inspection Program is established to verify the performance of air navigation services and associated instrument flight procedures. Flight inspection frequency, coordination requirements and profiles of procedures flown are described in AFMAN 11-225, *United States Standard Flight Inspection Manual*. In keeping with guidelines in FAA Order 7110.65, *Air Traffic Control*, flight inspection aircraft should be given appropriate operational priority to accomplish required pattern work. Prompt and accurate coordination between affected airfield operations facility managers, NAVAIDS maintenance personnel and the affected flying community is critical to ensuring successful and expedient flight inspection services. The AOF/CC will track flight inspection completion dates and next periodic evaluation requirement for each NAVAID, and brief upcoming flight inspection requirements at the base Airfield Operations Board.

4.5. AOF Training Review Board (TRB): (Not applicable to AFRC.) The AOF/CC shall conduct a monthly training review board to monitor and document the training status of AOF personnel. Develop an LOP that outlines administrative policies, procedures and membership required for conducting the training review board. The AOF/CC shall approve published board minutes and forward a copy to the appropriate MAJCOM.

4.5.1. Agenda. The CATCT/TSN and CAMT shall prepare the TRB agenda based on current data from trainees' records, facility logs, inputs from CCTLR(s) and the CAMO, etc. Publish the proposed agenda prior to convening the TRB. As a minimum, the agenda will include the following items (as applicable to each location):

4.5.1.1. Indoctrination Process. Identify all individuals involved in base, squadron, and facility indoctrination programs to include the estimated completion dates. Identify the status of the initial evaluation to include any items found deficient and the method used to report the deficiency.

4.5.1.2. Five-Skill Level Upgrade Training. Identify all apprentice personnel involved in upgrade training. Information shall include training start dates, position of training, certifications obtained, training calendar days remaining in the position and status of trainee progression.

4.5.1.3. Seven-Skill Level Upgrade Training. Identify all journeyman personnel involved in upgrade training. Information shall include status of trainee progression and project completion.

4.5.1.4. Qualification Training. Identify all personnel involved in position and management training, to include TERPS. Information will include position certifications obtained, current training position, training calendar days remaining and status of training progression.

4.5.1.5. Controller Proficiency. Identify controller proficiency on all rated personnel (including staff).

4.5.1.6. Status of Trainees in Other Categories. Identify personnel in EDIT, stop training, suspensions, withdrawals and assigned personnel working outside of the career field. Identify the reason for the category and corrective actions being taken, where applicable.

4.5.1.7. Automated Training Programs. Identify the status of ATC Simulation Equipment (ATCTD, Tower Simulator, Enhanced Target Generator or AT Coach), AOF Web and other computer based delivery systems. Information shall include availability of the system, down time, problems/deficiencies, hours of usage and new programs, if available.

4.5.1.7. (ANG) Include documentation of PAR and ASR approach training using the Precision Approach Radar Training Simulator (PARTS) for all personnel in the minutes.

4.5.1.8. AF Form 623a Status. Discuss the results of monthly training record reviews. Report discrepancy and documentation trends.

4.5.1.9. Non-radar Training Program. Identify the status of the non-radar training program to include non-radar proficiency training, development of new non-radar simulator scenarios, new procedures affecting non-radar training and any adverse trends in non-radar operations.

4.5.1.10. TERPS Training Program. Identify training progress for new TERPS certifications.

4.5.1.11. Status of Facility Training Programs. Identify any regulatory changes received from higher headquarters, certification guide development and implementation and feedback received from flight personnel. Discuss any proposed changes necessary to improve the training program. This agenda item allows each member of the board to discuss the quality of training products, professional development and outstanding practices.

4.5.1.12. Quality Assurance. The CSE and CAMO will identify the quality of service provided to aircraft and other customers. Information will include, where applicable, the results of facility

crew evaluations, aircrew surveys, position certifications, monthly proficiency test/trend analysis, and certification tests and other information garnered during the reporting period.

4.5.1.12. (ANG) Include the date of evaluation on all periodic facility evaluations, special evaluations and position certifications.

4.5.1.13. Open Items. Identify all items that were carried over from the previous month's board for corrective measures. Include the open item, point of contact, plan of action, estimated completion date and whether the item is closed or open for the next board meeting.

4.5.2. Minutes Classification. When TRB minutes include ATSEP observations, the minutes must be marked FOR OFFICIAL USE ONLY.

4.5.2. (ANG) Distribute TRB minutes within 10 workdays after the board meeting.

4.6. AOF Web Program. The AOF/CC shall ensure that all flight personnel have access to the AOF Web. The AOF Web may be duplicated and placed on individual computers or utilized in a shared drive/ Local Area Network as appropriate. The training chapters of AFI 13-203, *Air Traffic Control Procedures and Training,* and AFI 13-213*, Airfield Management,* provide more specific guidance for application of the AOF Web Program.

4.7. Base Airfield Operations Board (AOB):

4.7.1. This board provides a forum for discussing, updating, and tracking various activities associated with support of the flying mission. The AOB will convene at least once per quarter.

4.7.2. The board is chaired by the Operations Group Commander (OG/CC) or higher authority.

4.7.2.1. The board chairperson appoints AOB membership that is published in the base airfield operations instruction. Membership must include representation from flying organizations, wing stan/eval, flight safety, the AOF (ATC, AM and TERPS), communication units, CE, appropriate FAA or host nation ATC facilities, the OSS/ CC, base weather, aero club manager (if applicable) and an airspace manager.

4.7.2.1. (ANG) At Alexandria International Airport, Johnstown-Cambria County Airport, Stanly County Airport, and Kalaleoa Airport, the AOB will be chaired by the Airport Manager. Additionally, appoint the ATCS/CC and Chief of Maintenance (COM) or civilian equivalent as a mandatory member of the airfield operations board.

4.7.2.2. Publish items that require annual review in the base airfield operations instruction and annotate each item with the month in which the items shall be reviewed

4.7.3. The AOF/CC schedules AOB meetings, prepares the agenda and records the minutes of the AOB.

4.7.3.1. Distribute the agenda to board membership prior to the scheduled meeting, so attendees have time to prepare for their particular discussion items. Indicate the base level OPR for each discussion item on the agenda.

4.7.3.2. The agenda shall include the following items and any other pertinent issues the wing deems appropriate. Items should be reviewed quarterly, unless annotated otherwise.

4.7.3.2.1. Airspace (terminal, en route, and special use airspace). Requires annual review or as changes occur.

4.7.3.2.2. ATC/Flying Procedures (new, revised, rescinded and seldom used). Requires annual review or as changes occur.

4.7.3.2.3. Military, FAA, and/or Host Nation concerns.

4.7.3.2.4. Airfield Operations Flight (Flight Support, AM, and ATC) Staffing and Proficiency. Highlight significant changes in authorized staffing levels. Report airfield operations staffing and proficiency in two categories:

4.7.3.2.4.1. Category I will reflect Unit Personnel Management Roster (UPMR) authorized and assigned.

4.7.3.2.4.2. Category II will reflect qualified staffing available and will specify personnel on long term DNIC status, suspended, deployed, pending withdrawal, separating, or PCS, and those personnel TDY (more than 2 weeks), assigned or detailed outside their primary AFSC longer than 30 days.

4.7.3.2.4.3. Do not include unqualified apprentice ATC/AM personnel in overall numbers. Report them separately for both categories.

4.7.3.2.5. ATCALS (flight inspection schedule, ATCALS equipment problems, status, upgrades, etc.).

4.7.3.2.6. Airfield Environment: Review airfield activities, problems, and programs such as:

4.7.3.2.6.1. Number and status of permanent/temporary airfield waivers.

4.7.3.2.6.2. Status of deteriorating airfield/runway conditions (inspection trends, foreign object damage/tire damage comparisons)

4.7.3.2.6.3. Status of the Annual Airfield Waiver Package accomplished IAW UFC 3-260-01. Review annually.

4.7.3.2.7. Aircraft Parking Plan: Review annually or as required.

4.7.3.2.8. Status of flightline driving program (i.e., units visited, units scheduled for the upcoming quarter, changes or problems with accomplishing flightline driver training, etc.).

4.7.3.2.9. Runway Intrusions/Controlled Movement Area (CMA) Violations: All CMA violations, including HATRs, regardless of impact on flight safety, must be documented in the AOB minutes. Provide a detail description of each incident to include (who, what, when, where and how, type vehicle/aircraft involved and action taken to prevent a reoccurrence.) Highlight any trends.

4.7.3.2.10. HATRs. Provide a brief summary of HATRs reported in the quarter preceding the AOB.

4.7.3.2.11. Air Traffic System Evaluation Program Observations. Include the current status of all discrepancies in the minutes until the observation is formally closed.

4.7.3.2.12. LOP Review: Annually review the listing and effective dates of LOPs affecting the local airfield/flight environment (base airfield operations instruction, letters of agreements,

operations letters, OPLAN taskings as applicable to the airfield environment, host nation agreements, etc.)

4.7.3.2.13. TERPS: Conduct annual reviews of all instrument procedures to validate the continuing need for each. In addition to the annual requirement, review procedures when changes occur.

4.7.3.2.14. Air Installation Compatible Use Zone (AICUZ): (Optional item). The AOB provides an optimal forum for conducting the biennial review of the local AICUZ Program, as required by AFI 32-7063, *Air Installation Compatible Use Zone Program*.

4.7.3.2.15. Special Interest Items (SII). Report the results of new AF or MAJCOM SII checklists, including SIIs carried over from the previous year, at the first AOB following the official release of the SII checklist.

4.7.3.3. Publish and distribute the minutes within 15 workdays after a board meeting.

4.7.3.3. (ANG) Format minutes IAW **Attachment 5 (Added)** and forward an electronic copy to ANG/Air Traffic Requirements Branch (C4AR).

4.7.3.3.1. If there is no discussion associated with a particular mandatory item, annotate it as "N/D" in the minutes.

4.7.3.3.2. When AOB minutes include ATSEP observations, the minutes must be marked FOR OFFICIAL USE ONLY.

4.7.3.3.3. Distribute Airfield Operations Board minutes to all board members and the commanders of represented base agencies, to command levels as designated in the MAJCOM supplement to this instruction, to HQ AFFSA/XA, to the AFREP of the servicing FAA region and, if appropriate, to ANG and HQ AFRC. Forward the HQ AFFSA/XA copy via E-mail to **mailto:AFFSA.XA@andrews.af.mil** or mail them to HQ AFFSA/XA, 1535 Command Dr., Suite D-302, Andrews AFB, MD 20762-7002.

4.8. Cooperative Quality Assurance and Safety Programs.

4.8.1. Base Level Evaluations: Several base level programs are designed to periodically assess the AOF's integrated participation with other agencies in supporting the wing mission. These include evaluations such as Operational Readiness Exercises (ORE) and Base Exercise Evaluations (e.g., Major Accident Response Exercises [MARE]).

4.8.2. The AOF also plays a key role in supporting wing safety managed programs such as the Bird Aircraft Strike Hazard (BASH) and the Mid-Air Collision Avoidance (MACA) Programs. These programs are directed by AFI 91-202, *The US Air Force Mishap Prevention Program.*

4.8.3. Pilot/AOF Liaison Program: The AOF supports the wing MACA program by establishing a Pilot/AOF Liaison Program. The specific purpose of this program is to facilitate communication. It enhances the wing MACA program by providing a forum for educating and addressing the concerns of wing assigned aircrews and civilian pilots at satellite airports served by USAF air traffic control facilities. This forum enhances safety and improves services provided in the local flight environment. As the primary liaison between the AOF and the flying community, the AOF/CC establishes the liaison program. Extensive implementation of the program may be limited, depending on the number of AOF personnel available to support the program. While specific requirements for implementation of

the pilot/AOF liaison program are best determined at the unit level, the following general guidelines are recommended, when manning permits:

4.8.3. (ANG) At joint use/civilian airfields, in addition to the flying squadron, assign a primary controller as liaison to each fixed base operator or air carrier operations office.

4.8.3.1. Assign at least one liaison to each flying squadron and each satellite airport supported by the AOF. Recommend reciprocal pilot liaisons be identified from each flying squadron to provide a team liaison concept. Liaisons to satellite airports generally coordinate visits/meetings with airport fixed base operators.

4.8.3.2. Maintain a record of each liaison visit/meeting and topics discussed. Disseminate the results of these discussions throughout the AOF and to flying squadrons/operations.

4.8.4. Annual Airfield Certification/Safety Inspection. The annual airfield inspection is conducted by the AOF, civil engineering and safety representatives to evaluate the airfields condition and compliance with USAF airfield infrastructure and safety requirements. Results of the inspection are highlighted to wing leadership and released to MAJCOM/DO/CE/SE by the wing commander. Annual Airfield Inspection criteria is outlined in AFI 13-213, *Airfield Management*, Atch 4.

4.9. Base Airfield Operations Instruction. Develop and publish the base Airfield Operations Instruction, the consolidated source document governing operations on the airfield and in the local terminal area. The base Airfield Operations Instruction is applicable to all units operating on the airfield. It must be coordinated with all affected agencies tasked by the instruction, approved by the MAJCOM and signed by the Wing/CC, prior to implementation. A listing of required items for publication in the base Airfield Operations Instruction is provided at **Attachment 3**.

4.10. Actions Following an Aircraft Mishap.

4.10.1. The AOF/CC should coordinate on base mishap notification procedures to ensure appropriate base agencies/senior leadership are notified of a mishap in a timely manner. To ensure ATC facilities are appropriately focused on mishap response activities and control of aircraft, only notification procedures directly associated with timely relay of data and mishap response activities should be designated to controllers in the ATC facilities.

4.10.2. CCTLRs will develop a facility mishap notification checklist to provide mishap response guidance to controllers on duty. The ATC Watch Supervisor (WS) or Senior Controller (SC) initiates completion of the mishap notification checklist. Facility checklists should contain procedures for accomplishing the following items as a minimum:

4.10.2.1. Notify the CCTLR and/or AOF/CC that a mishap has occurred.

4.10.2.2. Coordinate facility and runway status with other ATC agencies.

4.10.2.3. Request an aircraft mishap local (SPECI) weather observation.

4.10.2.4. Notify Air Traffic Control Landing System (ATCALS) maintenance to check equipment performance, if USAF ATCALS were involved.

4.10.2.5. Initiate NOTAMs, as required.

4.10.2.6. Safeguard written facility records, including events log, position logs, flight data strips, and weather data. As soon as feasible, remove, label, store, and safeguard pertinent recording tapes (analog and digital), cassettes, and discs.

4.10.2.7. Manning permitting, provide position relief to controllers who were on duty at the time of the mishap. The WS/SC determines the optimal time for position relief, giving consideration to continuity of services for mishap response support and human factors impact on controllers on duty at the time of mishap. If the WS/SC suspects a controller may have contributed to the mishap, the controller must be relieved from position immediately.

4.10.3. As soon as possible after being notified of an aircraft mishap, the AOF/CC or CCTLR will assess controller involvement. If the AOF/CC or CCTLR suspects a controller's performance contributed to a mishap:

4.10.3.1. Remove the controller from ATC duties pending a flight surgeon's evaluation. Prompt evaluation by the flight surgeon is essential to accurately assessing the controller's physiological condition relative to the mishap incident.

4.10.3.2. After receiving medical clearance from the local flight surgeon, assess the controller's proficiency and take appropriate certification action or return the controller to ATC duties.

4.10.4. CAM will develop a mishap notification checklist to provide mishap response guidance to AM Operations Supervisors on duty. As a minimum, locally developed aircraft mishap (on or off base) checklists should contain the following procedures:

4.10.4.1. If mishap occurred on or near the airfield, record the following items in the events log effective at the time of the mishap:

4.10.4.1.1. Active runway involved

4.10.4.1.2. Runway Surface Condition

4.10.4.1.3. NAVAID status

4.10.4.1.4. Airfield lighting status

4.10.4.1.5. Bird condition

4.10.4.2. Plot mishap location, cordon, Entry Control Point (ECP), safe route, known hazards and other relevant information on crash grid maps.

4.10.4.3. Suspend/close operations to the runways or taxiways as required.

4.10.4.4. Conduct FOD check as required. Do not touch or remove anything, e.g., FOD, debris, etc, from the runway. Inspect aircraft taxi routes affected by the mishap.

4.10.4.5. Send Flight Safety and/or Local NOTAM, as needed.

4.10.4.6. Obtain mishap aircraft information as needed:

4.10.4.6.1. Aircraft call sign and tail number

4.10.4.6.2. Departure base

4.10.4.6.3. Home station or organization

4.10.4.6.4. Name and rank of crew members

4.10.4.6.5. Number of personnel on board

4.10.4.7. Safeguard and make copies of the following documents:

4.10.4.7.1. Flight Plan (Weight and Balance if applicable)

4.10.4.7.2. AF Form 3616

4.10.4.7.3. Passenger Manifest (if applicable)

4.10.4.7.4. Local airfield advisory information

4.10.4.7.5. Any other forms that pertain to the flight

4.10.5. When a facility, service, or navigational aid is, or is suspected of being, involved in an aircraft mishap, ATCALS maintenance must be notified to determine if equipment performance and alignments are within technical order (T.O.) specifications.

4.10.5.1. Radar equipment performance checks must include scope, cursor, and map alignment.

4.10.5.2. ATCALS maintenance must perform an immediate and comprehensive ground check of equipment that remains in operation. Since ATCALS maintenance can only validate signals at ground level, a local flyability check should also be conducted to ensure appropriate airborne signal reception.

4.10.5.3. If equipment performance remains suspect, take the facility out of service, perform necessary maintenance, and request an official flight inspection. Return the facility to service, when it is suspected of contributing to a mishap incident, only after a successful FAA flight inspection.

4.10.6. Establish procedures to ensure AOF personnel do not release the names of individuals allegedly involved in an aircraft incident or accident to agencies outside US Air Force channels. Procedures should ensure personnel do not discuss the accident/incident beyond what is necessary to accomplish duties via the crash phone. All inquiries from non-mishap response personnel must be directed to Public Affairs.

4.10.7. Units will notify their MAJCOM airfield operations staff of any mishap involving AOF services, as soon as feasible, without impacting unit level emergency response activities. MAJCOM airfield operations staffs will coordinate with MAJCOM safety counterparts to ensure appropriate ATC and/or AM representation is afforded to the mishap Safety Investigation Board, as required in AFI 91-204, *Investigating and Reporting Mishaps.* When the command responsible for the mishap investigation differs from the command providing host base oversight, ATC/AM representation should be provided by the command with host base oversight.

4.10.7. (ANG) The ATM or designated representative shall report all Mishaps/ Hazardous Air Traffic Reports (HATR) (civilian or military) to the ANG Operations Center (1-800-443-2985, ext 1) within four hours. The ANG/C4A developed Mishap/HATR checklist shall be accomplished and forwarded via e-mail or facsimile to ANG/C4AO within 12 hours.

4.10.7.1. (Added-ANG) Mishap reporting shall be IAW AFI 91-204 for military and civilian incidents. Each ANG ATC function located on a Part 139 airport shall ensure a LOP is developed outlining detailed FAA/NTSB notification and follow-up procedures for civil aircraft mishaps.

4.10.7.2. (Added-ANG) HATR reporting shall be IAW AFI 91-202 for military and civilian incidents. Official HATR reports shall go through each unit's wing/host base Chief of Safety Office.

4.11. Retaining Records. AOF/CCs file and maintain official copies of written and recorded records pertinent to an alleged flying deviation, military facility deviation (MFD) or HATRs for six months. File and maintain copies of written and recorded records about aircraft mishaps or accidents for two years, or on inactivation of the unit (if sooner), according to AFMAN 37-139, *Records Disposition Schedule*. This file may contain the originals or certified copies. In addition, keep other data such as crew duty schedules, controller training records, pertinent medical data, etc., used in the investigation that the government might require to defend air traffic control in law suit actions. This file should contain only factual data that is generated in the ordinary course of business; it should not contain unsworn controller statements, summaries of events, opinions and recommendations, or privileged safety information.

4.11.1. The AOF/CC is custodian for recorder voice tapes (analog and digital)/cassette and data extraction disc recordings in USAF airfield operations facilities.

4.11.2. Continuous Data Recording (CDR) data of automated radar systems may be used in the investigation of reported incidents believed to be operational errors/deviations to determine the amount of separation that existed or position of the aircraft. CDR data may not be used as the primary source for reporting an incident or commencing an investigation. When CDR data is used in this capacity, the automated system clock shall be verified as accurate and each plotted target verified as valid.

4.12. Releasing Aircraft Mishap/Incident Related Information. Persons conducting an official safety investigation of an Air Force mishap have access to all factual and non-factual information pertinent to an aircraft mishap. These individuals may interview or request statements/testimony from personnel who were controlling air traffic at the time of the mishap or who observed the mishap incident. These interviews, statements and testimony are not protected from public release in all cases. See specific guidance below and in the governing AFIs for the type investigations that are associated with aircraft mishaps and what information is protected.

4.12.1. AFI 91-204, *Safety Investigations and Reports*, governs the Safety Investigation Board (SIB) process. The SIB is chartered solely for mishap prevention, to find causes of mishaps in order to take preventive actions.

4.12.1.1. The SIB produces a two-part report. Part I of the report contains non-privileged factual information that may be disclosed outside the Air Force. Transcripts of Recorded Air-to-Ground and Aircraft-to-Aircraft Communications are included in Part I, Tab N. Part II contains the privileged information that will not be disclosed. Investigation, Analysis, Findings, and Recommendations; Statements and Testimony of Witnesses and Persons Involved; and Statements of Persons Cited in Finding (respectively) are included in Part II, Tabs T, U, and V.

4.12.1.2. Distribution of privileged reports is restricted to those with a need to know and must be protected for interbase E-mail transmission. Refer to AFI 91-204, Chapter 2, for guidance on protecting privileged information.

4.12.1.3. Findings in a SIB report may not be used as evidence for punitive, disciplinary or administrative actions. AFI 91-204 protects controller statements and testimony made during the safety investigation from public disclosure. The intent of this protection is to encourage open communication without fear of retribution, in order to expedite the discovery of causal factors and prevent future incidents.

4.12.2. AFI 51-503, *Aircraft, Missile, Nuclear, and Space Accident Investigations*, governs the Accident Investigation Board (AIB) process. The purpose of accident investigations is to gather evidence

for claims, litigation, disciplinary and adverse administrative actions and other purposes not specific to mishap prevention. These investigators have access to factual data pertinent to the accident, (i.e., information contained in Part I of the SIB report). They may obtain a list of SIB witnesses. They may interview controllers (including SIB witnesses) and get controller statements or testimony, but may only interview SIB witnesses after the SIB President releases them. They may not have access to testimony or statements provided to the SIB, nor may they ask or allow individuals to disclose what they told the SIB. Statements and testimony made during aircraft accident investigations are releasable to the public under the FOIA. Controllers may seek legal counsel before making statements or providing testimony to accident investigators.

4.12.3. Factual records about hazardous air traffic reports, near midair collision reports, systems errors, or deviations are releasable to any government agency conducting the investigation without reference to the FOIA. AOF/CCs should cooperate to the maximum extent possible to make factual information available to the investigating agency. The investigator may also request AOF personnel to provide statements as supplemental information to aid in the investigation. These statements should contain factual information only.

4.12.4. FAA, National Transportation Safety Board (NTSB), and USAF investigators have access to factual records pertinent to an alleged violation of flying regulations. In accordance with AFJI 91-206, *Participation in a Military or Civil Aircraft Accident Safety Investigation,* military commanders will furnish all reasonable assistance within their capability to other Government activities participating in an aircraft accident investigation. Requests for specific information should be routed through military commanders. These investigators may request controller statements or testimony. Controller statements and testimony made during this type of investigation are releasable to the public. Controllers may seek legal counsel before making statements or testimony to accident investigators. Do not release names of individuals involved without the specific approval of HQ USAF/XOO.

4.12.5. The Department of the Air Force discloses its records to the public, unless these records are exempt from public disclosure. AFI 37-131, *Freedom of Information Act Program,* outlines procedures for disclosure of records and lists specific exemptions for withholding records. Process any non-governmental request that cites the Freedom of Information Act through the wing or base FOIA office.

4.12.6. Handle requests for classified or unclassified data from foreign governments or their representatives, including host nation mishap investigation teams, through foreign disclosure policy channels according to AFI 16-201, *Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*. MAJCOMs will define the process for handling requests by foreign governments.

4.13. Removing Original Records. With the exception of official safety investigations, do not release recorded or written records concerning mishaps without authority from the OG/CC or designated representative. Due to playback/recording capabilities of the DVRS and magnetic reel tapes (potential for recording over or deleting original recordings), it is recommended that original recorded records be retained in the AOF files and a certified transcript or certified tape copy be released to appropriate authorities. Release transcripts/voice recordings for OFFICIAL USE ONLY to a recognized investigation authority. To ensure custodial control, written and recorded records should not be released to an intermediary collection agency that is not a member of the investigation board. If the original recording is

released, keep a copy of the original recording with the custodian. NOTE: In accordance with FAA guidance, a DAT recording derived from the hard drive of the DVRS is certified as an original recording.

4.13.1. At joint-use RAPCONs, where the US Air Force has furnished recorder equipment, the FAA maintains custodial control of recordings. If the Air Force requires access to a tape of one of its positions in the facility, the FAA plays back the recording. If the mishap involves an FAA controller, the FAA provides a copy of the original voice recording for the use of investigators.

4.13.1. (ANG) At locations where other agencies are tasked to provide recorder support, tape custodial responsibilities shall be defined in an LOA.

4.13.2. If there is a need for a transcript or an additional tape copy, make it from the original recording. Only two certified re-recordings of the original (DAT) recording should be made. Any additional re-recordings should be made from a certified copy of the original. When making a tape copy include all transmissions from initial call-up to at least 5 minutes after last contact. Use a speaker-to-microphone method to copy when the equipment will not electronically connect. Preface the reproduction with a statement containing the information in paragraph **4.14.3.** Also include the date and time of reproduction, the name of the person supervising the reproduction and a certification that the reproduction is a true copy of the original recording.

4.13.2. (ANG) Though the tape custodian is not required to actually make tape reproductions, he/she must certify the reproduction.

4.13.3. The data extraction recordings of automated radar systems to a computer extraction disc are normally useless to a requesting party unless reduced to a printed hard-copy form. Therefore, when filling a request for computer data, the disc will be reduced to printed form. After a successful reduction to printed form, the disc may be returned to service through the normal rotation cycle unless a specific request is received to retain the disc in its entirety. The following disclaimer will be attached to any computer reproduction: "THIS DOCUMENT IS DERIVED FROM COMPUTER MAGNETIC RECORDINGS OF INTERNAL COMPUTER PROCESSING. IT IS NOT AN EXACT REPRESENTATION OF THE CONTROL POSITION DISPLAY." The printout data is considered a permanent record and shall be retained as part of the records identified in paragraph **4.12.**

4.14. How To Prepare Transcripts:

4.14.1. Include the following in the heading of the written transcript:

4.14.1.1. Subject.

4.14.1.2. Identity of the recording facility.

4.14.1.3. List of facilities and controller positions, and the abbreviation for each.

4.14.1.4. Frequency, landline, or position being recorded.

4.14.1.5. Date and time covered by the transcript.

4.14.1.6. Source of time entries; for example, time announcer, radio broadcast, reconstruction from timing tape, etc.

4.14.1.7. Certification statement (paragraph **4.14.3.**).

4.14.2. Abbreviate each facility in the transcript by using the location designator, followed by the facility and controller position. Identify aircraft by an abbreviated call sign if confusion will not result.

Precede each transmission with the time the transmission began and identity of the transmitting source. When the source is unknown, use UNK. Single-space the body of the transcription. Double-space between each transmission. Show unintelligible transmissions by a series of asterisks. At the end of the transcript, center the statement, “END OF TRANSCRIPT”.

4.14.3. Certify copies of written records or tape transcripts as follows: "I certify this to be a true and exact (copy or transcript) of the original recording on file at this office at (base name)” (Name and Grade); (Title).

4.15. Hazardous Air Traffic Reports (HATRs). AFI 91-202, The US Air Force Mishap Prevention Program, establishes and provides guidance for the USAF HATR program. The intent of the HATR program is not only to identify potentially hazardous aviation practices or procedures at a local unit, but to disseminate information which might prevent similar hazardous conditions at other USAF locations. Use AF Form 651, Hazardous Air Traffic Reports (HATRs) to submit a HATR. If unit level AOF services are identified as contributory/causal to the HATR, the AOF/CC must provide comments in the final HATR message prepared by the wing safety office. Comments on line 11 of the preliminary HATR report and line 2 of the final HATR report must indicate if the AOF/CC concurs or non-concurs with the content of the HATR. If the AOF/CC non-concurs, specific details of the disagreement must be identified.

4.16. Civil Aircraft Deviations. Report alleged deviations by civil aircraft to the nearest General Aviation District Office, Flight Standards District Office, Air Carrier District Office or equivalent host nation agency.

4.17. Military Facility Deviation (MFD) Reports. MFDs are filed IAW FAAO 7210.56, *Air Traffic Quality Assurance*. When a unit receives an MFD report from the FAA, or a host nation equivalent report, the AOF/CC must investigate and send results, along with a copy of the report, to the MAJCOM OPR for ATC within 7 duty days after receipt. Final response must include a brief summary of the event, probable cause, and corrective action taken (do not include any personnel actions taken beyond general statements about additional training for an individual involved).

4.17. (ANG) When an ANG unit receives a MFD, notify ANG/C4AO via e-mail or facsimile as soon as possible. Forward copies of final reports to ANG/C4AO.

Chapter 5

AERODROME OPERATIONS

5.1. Operating Hours. AOF facilities remain open in support of the base flying mission. Radar facilities that support the NAS may require 24 hour operations. The OG/CC specifies published ATC and AM facilities' hours of operation. These hours will determine unit's manpower authorizations/base manning requirements. Units requesting to curtail these hours must comply with para **5.2.** The AOF/CC will ensure hours of operation are published in the appropriate FLIPs**.**

5.2. Curtailing Facility Operating Hours and Return of Airspace to the FAA.

5.2.1. MAJCOM/DOs approve any action dealing with curtailment of operations that result in USAF-controlled terminal airspace being permanently or temporarily returned for FAA control. This does not apply to short term requests for holiday closures, which is at the discretion of the Wing Commander, with FAA supporting facility concurrence. Overall impact on the FAA supporting facility must be given careful consideration, when requesting FAA acceptance of terminal airspace, particularly when more than one USAF location/MAJCOM requires support from the same FAA ARTCC.

5.2.2. Units will notify MAJCOM airfield operations staffs and Regional Air Force Representatives (AFREPS) when a proposal to return airspace/curtail operating hours is under consideration. This notification shall precede any negotiations outside USAF channels. To facilitate preliminary coordination with HQ FAA, include AFFSA/CC, AF/XOO-CA and AF/XOO-RA as coordination addressees on any proposals submitted to MAJCOM/DOs.

5.3. Permanently Closing Runways . To permanently close a runway at an active Air Force base:

5.3.1. Obtain MAJCOM/DO and HQ USAF/XOO approval unless the USAF has directed the action. Provide an information copy to HQ AFFSA/XA.

5.3.2. Before the effective date of an approved closure:

5.3.2.1. Notify the Air Force Representative (AFREP) of the appropriate FAA region.

5.3.2.2. Provide HQ AFFSA/OL-D with appropriate data for FLIP documents.

5.3.2.3. Ensure the civil engineer marks the closed runway IAW AFI 32-1042 and ETL 94-01.

5.4. Activating Permanently Closed Runways. Activating a permanently closed runway, except for emergency situations, requires the following actions:

5.4.1. Comply with Unified Facilities Criteria (UFC) 3-260-01, 32-1042, 32-1043, 32-1187 and 32-1044.

5.4.2. Obtain MAJCOM/DO approval and coordinate through AFFSA/XA for AF/XOO approval.

5.4.3. Coordinate with the AFREP of the appropriate FAA region. (***NOTE:*** Bases not under FAA jurisdiction must coordinate with appropriate host government agencies).

5.4.4. Provide HQ AFFSA/OL-D with appropriate data for inclusion in FLIP documents.

5.5. Operation of Aircraft at Air Force Airfields.

5.5.1. Airfield operating hours are defined as those hours the runways, ATC tower and AM facilities are open to support military operational needs. If the Host Wing Commander extends operating hours outside the published airfield operating hours, essential services to include Fire/Crash, Medical, ATC and AM must be available. MAJCOMs may waive the requirement for AM operations after published airfield operating hours where USAF/USAFR/ANG do not have operational responsibility for the runway.

5.5.2. Military aero club aircraft are treated as government owned military aircraft for liability purposes and access to military aerodromes. Aircraft privately owned by members of a military aero club require authorization to use military facilities (see AFI 10-1001 and AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Installation*s).

5.5.3. Civil aircraft operating at USAF airfields must comply with procedures in

AFI 10-1001, AFI 10-1002 and AFI 10-1003.

5.5.4. Installations**.** Aircraft flight operations, when the tower and Airfield Management Operations are closed, require MAJCOM/DO written approval. Host Wing Commander must forward a request to MAJCOM/DO addressing the following:

5.5.4.1. Operational impacts:

5.5.4.1.1. How mishaps would affect "next day" Air Force operations. ***NOTE:*** Air Force must wait for National Transportation Safety Board to investigate civil aircraft accidents.

5.5.4.1.2. Delay of routine runway maintenance tasks.

5.5.4.2. Security implications:

5.5.4.2.1. Physical security:

5.5.4.2.1.1. Flightline access and ground traffic control.

5.5.4.2.1.2. Potential theft and sabotage/vandalism.

5.5.4.2.2. Operational security: intelligence exploitation.

5.5.4.3. Safety implications:

5.5.4.4. Risk of mishap increased with:

5.5.4.4.1. Uncontrolled taxi operations by operators unfamiliar with procedures and facilities.

5.5.4.4.2. Mix of uncontrolled military and civil traffic.

5.5.4.5. Delay in fire, crash or rescue responses.

5.5.4.6. Potential for injury to maintenance personnel on the airfield.

5.5.4.7. Public exposure to hazardous/dangerous activities.

5.5.4.8. Legal implications:

5.5.4.8.1. Accountability for incidents and accidents.

5.5.4.8.2. Liability for injury and damage.

5.5.4.8.3. Distinguishing authorized and unauthorized landings.

5.5.4.9. Other areas:

5.5.4.9.1. Procedures for operating airfield lighting, if applicable.

5.5.4.9.2. Procedures for conducting airfield inspection and checks IAW AFI 13-213.

5.5.4.9.3. Outline notification and radio communication procedures.

5.5.5. MAJCOMs**.** Prior to approving unit's waiver request, ensure essential services are available for safe aircraft operations during the time frames when Tower or Airfield Management Operations are closed. ***NOTE:*** The policy of permitting flight operations when Airfield Management operations is closed shall not be used in lieu of authorized manning increases for increased flight operations.

5.6. Control of Ground Traffic in Controlled Movement Areas. Publish controlled movement areas in the base airfield operations instruction. Procedures must require specific approval by ATC for entry onto controlled movement areas and should require direct 2-way radio communication. (When direct 2-way radio communication is not possible, procedures for use of light guns, light signals or escorts must be specifically outlined in an LOP.) Local guidance must include procedures to reposition personnel to a safe distance from controlled movement areas and to recall personnel from controlled movement areas in the event of a tower/vehicle radio failure.

Chapter 6

NATIONAL AIRSPACE SYSTEM (NAS)

6.1. NAS Defined. The common network of U.S. airspace, air navigation facilities, equipment and services, airports or landing areas, aeronautical charts, information and services, rules, regulations and procedures, technical information, and manpower and materiel. Included are system components shared jointly by military and the FAA. The OSS/CC will identify NAS ATCALS components in an LOP. When an ATCALS component is part of the NAS, coordinate with the proper ARTCC, FAA TRACON, and Flight Service Station (FSS) for anything that affects service. Request NOTAM action through the appropriate agency.

6.2. Management of USAF ATCALS. AFFSA/XR is the standard system manager for US Air Force ATCALS and is responsible for planning, implementing, and administering a program to control the inclusion and removal of Air Force ATCALS from the NAS.

6.2.1. The program must address system development, architecture, integration, and certification standards for all new ATCALS.

6.2.2. Coordinate with the appropriate FAA authority on all Air Force ATCALS proposed for inclusion in the NAS.

6.2.2. (ANG) ANG deployable ATCALS are not to be considered for inclusion in the NAS.

6.2.3. The FAA considers certification of NAS ATCALS an inherently governmental function that must be performed by government personnel. The Air Force Commercial Activities Program Manager (AF/PER) has determined that all USAF ATCALS maintenance certification is also inherently governmental.

6.2.4. All ATCALS must meet specifications and criteria according to FAAO 8200.1 (AFMAN 11-225, *US Standard Flight Inspection Manual Procedures*). Entering or removing USAF ATCALS from the NAS does not negate flight inspection or maintenance certification procedures required by federal regulations or other Air Force directives.

6.3. ATCALS Available for Inclusion in the NAS.

6.3.1. Radar Approach Control (RAPCON). Air Force facilities that provide terminal, overflight, or enroute ATC service to civil aircraft. Designation in NAS must include associated VHF radio equipment available for civil use.

6.3.2. Airport Surveillance Radars (ASR). Air Force terminal radar sensors available to provide radar data on terminal, overflight, or enroute aircraft movements to civilian agencies.

6.3.3. Control Towers. Air Force facilities providing service at joint-use airfields. Limit NAS certification to VHF radio equipment supporting civil operations.

6.3.4. VOR, VORTAC, and LF NDB. Air Force-owned ATCALS which civil aircraft use for instrument approach procedures to joint-use airfields or which support the national airways structure.

6.3.5. PAR, ILS, and MLS. Precision instrument landing systems used to support civil operations into a joint-use airfield.

6.4. Procedures for Entering ATCALS Into the NAS. AOF/CC must refer requests to their appropriate MAJCOM. The letter of transmittal must contain an evaluation of the request and, when recommending approval, a statement that the facility meets Air Force T.O. specifications and flight inspection standards. The unit must also identify the existing facility restoral policy.

6.4.1. The MAJCOM OPR for Air Traffic Services must review the request for validity:

6.4.1.1. If they do not consider the request valid, inform the requesting agency and send a copy to AFFSA/XR.

6.4.1.2. If they validate the request, they send it to the appropriate FAA region Air Force Representative (AFREP) to determine if existing maintenance restoral policy satisfies the FAA requirement.

6.4.2. If the request requires additional services or equipment, advise the FAA region of the associated cost and negotiate a reimbursement agreement. Do not provide an increased posture until arranging a reimbursement method.

6.4.3. When the above actions are complete, notify the appropriate FAA region AFREP, AFFSA/XR, and the concerned ATC unit of the effective date to enter the NAVAID into the NAS.

6.5. Withdrawing ATCALS from the NAS . Process requests to remove Air Force ATCALS from the NAS as follows:

6.5.1. Send requests received at the base level to MAJCOM.

6.5.2. The owning MAJCOM must coordinate the effective date for removal of the facility from the NAS with the appropriate FAA region, through the AFREP.

6.5.3. MAJCOM must inform AFFSA/XR and the local AOF/CC of the effective date.

6.6. Forms Prescribed . AF Form 4058, **Airfield Operations Policy Waiver Request**.

6.7. Forms Adopted . AF Form 623, **On-the-Job Training Record**, AF Form 623a, **On-the-Job Training Record - Continuation Sheet**, AF Form 651, **Hazardous Air Traffic Reports**, and AF Form 3616, **Daily Record of Facility Operation**.

Chapter 7 (Added-ANG)

RESOURCE UTILIZATION

7.1. (Added-ANG) Proficiency Training (PT) Days . PT days are fenced to support continuing ATC training and proficiency and are downloaded to ANG/Resources and Budget Branch (C4PB) at the beginning of each fiscal year. These days are issued to units quarterly. Use PT days for ATC operations and ATC support functions only.

7.2. (Added-ANG) Special Training (ST) Days . ST days supplement PT days to maintain and increase the proficiency and readiness level of ATCALS personnel. ST days are issued quarterly to those units that have operational home station training facilities.

7.3. (Added-ANG) Tracking . ATCS/CC (299 RCS/DO, CRTC/AT) is responsible for proper unit management of PT and ST days and associated dollars. Units must maintain a log for tracking days and dollars usage. Track usage on an individual basis.

7.4. (Added-ANG) Authorized Usage . Workday Utilization shall be in accordance with ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard.*

7.4.1. (Added-ANG) ST days are issued quarterly for facility rated controllers to obtain and maintain proficiency and for support personnel to provide the equipment/facilities for controller training. Ensure individuals use all 30 authorized PTs before the end of the fiscal year if ST days are also used.

7.4.2. (Added-ANG) PT days should be used when less than eight hours duty is performed. A minimum of four hours is required and greater length training periods are strongly encouraged to maximize resource utilization.

7.4.3. (Added-ANG) ATCALS personnel who are required to work additional hours in support of ATC training are authorized use of PT workdays in conjunction with their normal workday. ST days can be used in conjunction with their workweek.

7.4.4. (Added-ANG) Prepare ST orders only for days when actual training will be performed. Use ST days in one to five day increments. Do not use these days continuously, to include off-days or holidays. Individuals living outside the commuting distance or on CTL001 days are exceptions.

7.5. (Added-ANG) Request Coordination . Units submit requests for PT, ST days, formal schools training (FST), and associated funds to ANG/C4AR.

7.5.1. (Added-ANG) Units justify and request ST days quarterly. Requests should reach ANG/C4AR by the 10th workday of each month preceding the quarter.

7.5.2. (Added-ANG) Submit requests for the next quarter using the Unit Days and Dollars Request Worksheet and Appendix B of the ANG Financial Guide. Forward, electronically, to both the Host Base Comptroller and ANG/C4AR. Include the following in unit requests:

7.5.2.1. (Added-ANG) Individuals name.

7.5.2.2. (Added-ANG) Number of ST days requested and associated military personnel (MIL PERS), if required (include justification in the remarks section).

7.5.2.3. (Added-ANG) PT Days utilized.

7.5.3. (Added-ANG) Control Codes/Workday Utilization Code (WUC). The following control codes will be used to identify the type use of the ST days:

7.5.3.1. (Added-ANG) 001 - "Initial" facility rating (ANG/DPT school days for controllers only). CTL001 ST days for may be issued for more than one quarter but will not exceed the projected upgrade time. NOTE: Use CTL001 ST days for Initial Facility Ratings only (they may be used prior to the required quarterly use of PT days). ST Days will not be used for dual ratings/certifications.

7.5.3.2. (Added-ANG) 002 - Home station proficiency.

7.5.3.3. (Added-ANG) 003 - Home station facility/training support (i.e. trainers/monitors, CSE conducting certification evaluation, maintenance/administration support in direct support of ATC training).

7.5.3.4. (Added-ANG) 004 - ATCALS Radar Maintenance follow-on training (60 days).

7.5.3.5. (Added-ANG) 005 - Other ATC support.

7.5.4. (Added-ANG) PT/ST Funding: Funds required to support PT/ST days should be broken down per quarter using the same control codes and identified as MIL PERS or Operation and Maintenance (O&M). **NOTE**: Units should coordinate with their host budget analyst for receipt of funds. Days and dollars will be downloaded directly to the host comptroller. WUC and Emergency Special Program (ESP) codes will be downloaded to units as changes occur.

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

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*

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

AFI 10-403, *Deployment Planning and Execution (Mobility)*

AFI 10-414, *Requesting and Employing Combat Communications Resources in Peacetime*

AFI 10-707, *Spectrum Interference Resolution Program*

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*

AFI 11-201, *Flight Information Publications*

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

AFH 11-203, *Weather for Aircrews*

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

AFJMAN 11-208, *The US Military Notice to Airmen (NOTAM) System*

AFI 11-209, *Air Force Participation in Aerial Events*

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

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

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

AFMAN 11-225, FAA Handbook OAP 8200.1, *US Standard Flight Inspection Manual*

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

AFI 11-230, *Instrument Procedures*

AFI 11-290, *Cockpit/Crew Resource Management (CRM) Program*

AFI 13-201, *US Air Force Airspace Management*

AFI 13-202, *Overdue Aircraft*

AFI 13-203, *Air Traffic Control*

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

AFMAN 13-209, *Instrument Procedures*

AFI 13-213, *Airfield Management*

AFMAN 13-215, *ATC Radar Maps and Associated Systems*

AFI 13-216, *Evaluation of ATC and Landing Systems (ATCALS)*

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 Geospatial Information*

AFMAN 15-111, *Surface Weather Observations*

AFMAN 15-124, *Meteorological Codes*

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

AFJI 24-108, *Movement of Units in Air Force Aircraft*
NOTE: Superceded by DoDR 4500.9-R, Defense Transportation Regulation, Part 3-Mobility, Nov 01

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 31-101, *The Air Force Resource Protection Program*

AFI 31-204, *Motor Vehicle Traffic Supervision*

AFI 32-1002, *Snow and Ice Control*

AFI 32-1024, *Standard Facility Requirements*

AFI 32-1026, *Planning and Design of Airfields*

AFI 32-1041, *Airfield Pavement Evaluation Program*

AFI 32-1042, *Standards for Marking Airfields*

AFI 32-1043, *Management of Aircraft Arresting Systems*

AFI 32-1044, *Visual Air Navigation Systems*

AFI 32-1063, *Electric Power Systems*

AFH 32- 1084, *Facility Requirements*

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

AFMAN 32-1123(I), Airfield and Heliport Planning and Design (UFC 3-260-01)

AFI 32-7061, *The Environmental Impact Analysis Process*

AFI 32-7063, *Air Installation Compatible Use Zone Program*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 33-212, *Reporting COMSEC Deviations*

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

AFPD 36-4, *Air Force Civilian Training and Education*

AFI 36-401, *Employee Training and Development*

AFI 36-2101, *Classifying Military Personnel*

AFMAN 36-2108, *Enlisted Classification*

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

AFI 36-2210, *Airfield Operations Officer Training Program*

AFMAN 36-2234, *Instructional System Development*

AFH 36-2235, *Vol 11, Information for Designers of Instructional Systems*

AFI 36-2605, *Air Force Military Personnel Testing Program*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2807, *HQ USAF Deputy Chief of Staff Air and Space Annual Awards Program*

AFI 37-131*, Freedom on Information Act Program*
NOTE: Superseded by AFSUPDoDR 5400.7

AFMAN 37-138, *Records Disposition--Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule*

AFI 48-123, *Medical Examination and Medical Standards*

AFI 51-503, *Aircraft, Missile, Nuclear, and Space Accident Investigations*

AFI 51-701, *Negotiating, Concluding and Reporting International Agreements*

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

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

AFI 91-204, *Safety Investigations and Reports*

AFJI 91-206, *Participation in a Military or Civil Aircraft Accident Safety Investigation*

AFPAM 11-238*, Aircrew Quick Reference to the METAR/TAF Codes*

AFPAM 91-211, *US Air Force Guide to Mishap Investigation*

AFMP 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*

AFJI 91-206, *Participation In A Military Or Civil Aircraft Accident Safety Investigation*

AFPAM 91-211, *US Air Force Guide to Aviation Safety Investigation*

CFETP 1C1X1, *Air Traffic Control Operations*

Joint Doctrine

AF Doctrine Document 2-1.7, *Airspace Control in the Combat Zone*

Joint Publication 3-52, *Doctrine for Joint Airspace Control in the Combat Zone*

FAA Advisory Circulars (AC)

00-46, *Aviation Safety Reporting Program*

150/5200-18, *Airport Safety Reporting Program*

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

150/5300-13, *Airport Design*

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

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

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

ATC Training Series

(See Air Force Electronic Publication Library (AFEPL) for current listing of ATC training series)

Code of Federal Regulations (CFR) 14

Part 01, *Definitions and Abbreviations*

Part 65, *Certification: Airman Other Than Flight Crew Members*

Part 71, *Designation of Federal Airways, Controlled Airspace, and Reporting Points*

Part 73, *Special Use Airspace*

Part 77, *Objects Affecting Navigable Airspace*

Part 91, *General Operating and Flight Rules*

Part 93, *Special Air Traffic Rules and Airport Traffic Patterns*

Part 95, *IFR Altitudes*

Part 97, *Standard Instrument Approach Procedures*

Part 99, *Security Control of Air Traffic*

Part 105, *Parachute Jumping*

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

Part 157, *Notice of Construction Alteration, Activation, and Deactivation of Airports*

Part 171, *Non-Federal Navigation Facilities*

FAA Handbooks and Orders

6850.5, *Maintenance of Lighted Navigational Aids*

7100.8, *Standard Instrument Departure (SID)*

7100.9, *Standard Terminal Arrival (STAR)*

7110.10, *Flight Services*

7110.52, *Suspected Illegal Use of Aircraft*

7110.65, *Air Traffic Control*

7110.67, *Special Aircraft Operations by Law Enforcement Organizations*

7110.88, *Optimum Descent Procedures*

7130.3, *Holding Pattern Criteria*

7210.56, *Air Traffic Quality Assurance*

7210.3, *Facility Operation and Administration*

7220.1, *Air Traffic Control Certification Procedures*

7340.1, *Contractions*

7350.7, *Location Identifiers*

7400.2, *Procedures for Handling Airspace Matters*

7610.4, *Special Military Operations*

7930.2, *Notices to Airmen*

8240.36, *Instructions for Flight Inspection Reporting*

8240.41, *Flight Inspection/Air Traffic Coordination*

8260.19, *Flight Procedures and Airspace*

Aeronautical Information Manual (AIM)

International Civil Aviation Organization (ICAO) Publications

North Atlantic Treaty Organization Standardization Agreements (NATO STANAGs)

Flight Information Publications (FLIP): Air Force, FAA, DoD, and ICAO Publications

DoD Flight Information Handbook

High and Low Altitude Instrument Approach Procedures

High and Low Altitude Charts

VFR and IFR Supplements

Planning Data and Procedures

Abbreviations and Acronyms

NOTE: Acronyms—Air Force versus FAA abbreviations and acronyms will be utilized at all Air Force, AFRC and ANG locations when staffed with DoD or contract civilian controllers.

AFFSA—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFJMAN—Air Force Joint Manual

AFMAN—Air Force Manual

AFJQS—Air Force Job Qualification Standard

AFMS—Air Force Manpower Standard

AFPAM—Air Force Pamphlet

AFRC—Air Force Reserve Command

AFREP—Air Force Representative

AICUZ—Air Installation Compatible Use Zone

AM—Airfield Management

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

AOF/DO—Airfield Operations Flight Operations Officer

AOF/SO—Airfield Operations Systems Officer

AOI—Airfield Operations Instruction

ANG—Air National Guard

ASR—Airport Surveillance Radar

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATCS—ATC Specialist

ATCTD—ATC Training Device

ATD—Air Traffic Division (MAJCOM OPR for ATC)

ATM—Air Traffic Manager CCTLR, when requirement or function is limited to the internal operation of a facility, otherwise AOF/CC.

ATSEP—Air Traffic System Evaluation Program

ATCSS—Air Traffic Automation Control Specialist

AWDS—Automated Weather Distribution System

BASH—Bird/Aircraft Strike Hazard

CAMO—Chief, Airfield Management Operations

CAMT—Chief, AM Training

CATCA—Chief, ATC Automation

CATCT—Chief, ATC Training

CBT—Computer-Based Training

CC—Commander

CCTLR—Chief Controller

CDP—Controller Development Program

CDR—Continuous Data Recording

CFETP—Career Field Education and Training Plan

CFO—Chief, Flightline Operations

CHUM—Chart Updating Manual

CMA—Controlled Movement Area

CSE—Chief, Standardization and Evaluation

CTO—Control Tower Operator

CTS—Course Training Standard

DA—Drug Abuse

DBRITE—Digital Bright Radar Indicator Tower Equipment

DNIC —Duty Not Involving Controlling

DVA —Diverse Vector Area

DVRS —Digital Voice Recorder System

ESL—Emergency Staffing Level

FAA—Federal Aviation Administration

FAAO —FAA Order

FLIP —Flight Information Publication

FOC —Fear of Controlling

FOD —Foreign Object Damage/Debris

FTOR —Failure To Obtain (or Maintain) a Rating

GCA—Ground Controlled Approach

HATR—Hazardous Air Traffic Report

ILS—Instrument Landing System

ISD—Instructional System Development

JQS—Job Qualification Standard

LAAS—Low Altitude Alerting System

LOA—Letter of Agreement

LOP—Local Operating Procedure

MACA—Mid-air Collision Avoidance

MAJCOM—Major Command

NAS—National Airspace System

NAVAID—Navigational Aid

NLT—No Later Than

NOTAM—Notice to Airmen

OG/CC—Operations Group Commander

OJT—On-the-Job Training

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OSS —Operations Support Squadron

PAR —Precision Approach Radar

PDS—Personnel Data System

PWS—Performance Work Statement

QAE—Quality Assurance Evaluator

QTP—Qualification Training Package

RAPCON—Radar Approach Control (USAF)

RFC—Radar Final Control

SC—Senior Controller

SEI—Special Experience Identifier

STAR—Standard Arrival Route

STS —Specialty Training Standard

TERPS—Terminal Instrument Procedures

TRB—Training Review Board

TSN—Chief, ATC Training and Standardization

UGT—Upgrade Training

USAF—United States Air Force

WS—Watch Supervisor

Terms

Air Traffic Control and Landing Systems —Department of Defense facilities, personnel, and equipment (fixed, mobile, and seaborne) with associated avionics to provide safe, orderly, and expeditious aerospace vehicle movements worldwide.

ATC Tower Operator —An individual who meets the requirements for and is issued an air traffic control specialist certificate. An air traffic control tower operator may perform duty in either a control tower or a radar facility.

Airfield Check —Conducted by Airfield Management personnel to examine the primary takeoff, landing, and taxi surfaces in response to in-flight or ground emergencies, to determine Runway Surface

Condition or Runway Condition Reading, to conduct Foreign Object Damage checks, and for Bird Aircraft Strike Hazard/Habitat control.

Airfield Facilities —Includes the following: Runways, taxiways, parking areas, servicing areas, ATC facilities, Airfield Management Operations, navigational aids, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required.)

Airfield Inspection —Conducted by airfield management 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 inspect pavement conditions (including rubber deposits.)

Airfield Management—Primary functions include: coordinating and monitoring airfield maintenance/ support, providing flight planning assistance, coordinating Notice to Airmen and activities to provide a safe airfield environment.

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

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

Appropriate Examiner —The Control Tower Operator (CTO) examiner or Chief/Assistant Chief, Standardization and Evaluation, Chief/Assistant Chief, Training and Standardization.

Base Operations —A facility, located near the flightline that contains the Airfield Management functional areas to include the Chief, Airfield Management office, Airfield Management Operations, 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 career field. It instills sound objectivity in unit level training. Also called CFETP.

Cancellation of Position Certifications and Facility Ratings —The termination of a qualified controller's current position certifications and facility ratings.

Computer-Based Training —Students receives lesson materials at a training terminal through student and computer interaction.

Contractor —Any civilian company, limited business venture, sole proprietor, the Federal Aviation Administration or Department of Defense when contracted to perform Air Traffic Control or Airfield Management Operations for the US Air Force.

Controlled Movement Area—As defined in base Airfield Operation Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific air traffic control 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 “movement area” 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 controlled movement area without specific control tower approval. This definition includes runway intrusions and infractions caused by communication errors.

Dual Certification —A controller is dual certified when they hold current position certifications in more than one facility. The controller must maintain proficiency standards in both facilities to retain dual certification status.

Dual Qualified —A controller is dual qualified when they have been awarded both a radar and a control tower Special Experience Identifier.

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

Facility Rating—An endorsement by the Control Tower Operator Examiner, Chief/Assistant Chief, Standardization and Evaluation or Chief, Training and Standardization that an individual has demonstrated the competence, qualifications, and skills required to control traffic at positions specified for the following type of facility rating issued.

Control Tower Operator (CTO) —Includes local control, ground control and flight data positions.

Ground Controlled Approach (GCA) —Includes all positions except watch supervisor and coordinator.

Radar Approach Control (RAPCON) —Includes approach control, departure control, arrival control and associated assist positions.

Radar Final Control (RFC) —Includes position that conduct precision approach radar (PAR) approaches and/or airport surveillance radar (ASR) approaches and monitor instrument approaches.

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

Ground Controlled Approach —A fixed, mobile, or transportable facility that provides radar ATC services within airspace designated by an approach control facility.

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

Joint Facility —An ATC facility that divides responsibilities between the US Air Force and another military or civil agency.

Joint-Use Airfield —A US Air Force 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 airfield management personnel during periods of darkness (including pre-dawn and dusk) to determine the operability of airfield lighting systems.

Local Operating Procedures —Supplemental procedures issued as letters of agreement, operations letters, operating instructions, memorandum of understanding, memorandum of agreement, squadron regulations, operations plans, or base manual or instructions. Also called LOP.

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 Air Force personnel in the knowledge of skills needed to perform the duties of the CAM. This is an advanced Airfield

Management course designed primarily for the Air Force senior Noncommissioned Officer CAMs. Other potential candidates for this course include Air Force Airfield Operations Flight Officers, Air Force civilian CAMs, Civil Engineering Community Planners, Flying Safety Officers, as well as civilian contractors performing Airfield Management duties (to be approved on case-by-case basis). (Course number E3AZR1C091 000).

Position Certification —An endorsement by the Chief, Standardization and Evaluation, Assistant Chief, Standardization and Evaluation, Chief, Training and Standardization, Assistant Chief, Training and Evaluation or Control Tower Operator examiner, or Chief, Airfield Management Training that the applicant has demonstrated the competence, qualifications and skill required to operate at a specific position.

Precision Approach Radar —Radar displaying range, azimuth, and elevation (in relation to a glide slope) normally encompassing an area from 10 to 20 miles on final approach to a position on the runway intercepted by the glide slope.

Proficiency —In order to be proficient, a controllers must perform air traffic control duties under normal workload conditions in each operating position they are certified in within the last 30 consecutive days.

Qualification Training —Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualified Apprentice Controller —An individual who is position certified, holds AFSC 1C131, has successfully completed a position certification, recommended by the watch supervisor, and approved by the CCTLR but has not been awarded an SEI.

Qualified Controller —An individual who is position certified or facility rated and holds GS–2152, or Air Force Specialty Code 1C131 or above, holds current ratings or certifications as specified in one or more of the following facilities and has been awarded an 053, 056, or 364 SEI:

Control Tower —Control Tower Operator rating.

GCA or RFC —Ground Controlled Approach or Radar Final Controller rating.

RAPCON —Certifications in approach control, assistant approach control, and arrival control.

Radar Approach Control —A fixed, mobile, or transportable radar facility that provides approach and/or departure control service using surveillance radar. Also called RAPCON.

Radar Final Control —An air traffic control service that provides navigational guidance or approach monitoring during the final approach phase of flight. This service normally includes precision approach radar (PAR) approaches, instrument approach monitoring using precision approach radar equipment when final approach courses are coincident, flight following, airport surveillance radar (ASR) approaches and safety alert services. Additional services are provided within system capability. A controller assigned to the radar final control position (called the radar final controller) normally provides this service. Also called RFC.

Radar Final Control Facility —A fixed, mobile, or transportable radar facility that provides RFC service. (Precision Approach Radar rating required for award of Special Experience Identifier)

Review Training —Training conducted for the purpose of correcting specific operational deficiencies detected through performance evaluations, supervisory observations, trends, operational evaluations, etc.

Runway Intrusion —A Controlled Movement Area 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.

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

Skill —The ability to perform a job-related activity that contributes to the effective performance of a task. Skills involve physical or manipulative activities that often require knowledge for their execution. All skills are actions having specific requirements for speed, accuracy, or coordination.

Suspension of Air Traffic Control Specialist Certificate —Administrative action by the commander to temporarily remove an individual from air traffic control duties.

Suspension of Position Certification or Facility Rating —Action by the chief controller, Airfield Operations Flight officer, or appropriate examiner to restrict a qualified controller pending additional training, evaluation, or cancellation of a position certification or facility rating.

Uncontrolled Movement Areas —Taxiways and ramp areas not under the control of air traffic. ***NOTE:*** This definition is used in lieu of ìnon-movement areaî as defined in the Federal Aviation Administration Pilot Controller Glossary.

Attachment 1 (ANG)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AEF—Air Expeditionary Forces

ANGI—Air National Guard Instruction

ATCS—Air Traffic Control Squadron

CATCO—Chief, Air Traffic Control Operations

CATCM—Chief Air Traffic Control Manager

COM—Chief of Maintenance

CRTC—Combat Readiness Training Center

ESP—Emergency Special Program

FOG—Facility Operations Guide

FST—Formal Schools Training

IAW—In Accordance With

MFD—Military Facility Deviation

MIL PERS—Military Personnel

O&M—Operation and Maintenance

PARTS—Precision Approach Radar Training Simulator

PT—Proficiency Training

QASP—Quality Assurance Surveillance Plan

SOW—Statement of Work

SNCO—Senior Non-Commissioned Officer

ST—Specialty Training

UTA—Unit Training Assembly

UTC—Unit Type Code

WUC—Work Utilization Code

Terms

Position Certification—The Assistant Chief, Training and Standardization and Evaluation and any alternate Control Tower Operator examiners are also competent authorities to provide this endorsement when tasked to do so by the Chief, Training and Standardization/Control Tower Operator examiner.

Attachment 2

ATCALS REVIEW BOARD

A2.1. Procedures Explained.

A2.1.1. **Agenda.** Show open, closed items, and estimated completion dates where applicable. Recommended areas to address:

A2.1.1.1. Facilities commissioned or decommissioned.

A2.1.1.2. Repair schedules (for example, depot, on-site Mobile Depot Maintenance (MDM).

A2.1.1.3. Active and proposed communications-computer projects.

A2.1.1.4. Modification programs and schedules.

A2.1.1.5. Allied support status for ATCALS installations.

A2.1.1.6. Special problem facilities or areas.

A2.1.1.7. Funding issues.

A2.1.1.8. National Airspace System Plan and associated ATCALS issues.

A2.1.1.9. Status of implementation programs.

A2.2. ATCALS Review Board. A board that will convene quarterly, to discuss and make recommendations concerning various ATCALS programs, projects, and issues. The meeting should include discussing new agenda items and reviewing previous items, as required by the chairperson.

A2.3. ATCALS Review Board Minutes. Signed by chairperson and approved by the Director of Air Traffic Services, or designated alternate authority. Accomplish ATCALS Review Board minutes by letter. MAJCOMs will send one copy of combined unit review board minutes to AFFSA/XR, 38 EIS/XP, FAA/AAT-5 (liaison officer), FAA/AVN-550, NGB/SC. MAJCOMs determine additional distribution.

A2.4. Membership.

A2.4.1. MAJCOMs determine ATCALS Review Board membership. The following are recommendations:

A2.4.1.1. Air Traffic Services (Chairperson).

A2.4.1.2. ATCALS system managers.

A2.4.1.3. Civil engineering.

A2.4.1.4. Plans and programs.

A2.4.1.5. Logistics.

A2.4.1.6. Current operations.

A2.4.1.7. Airfield Management.

A2.4.1.8. Other representatives as deemed necessary.

A2.4.2. ATCALS Review Board membership will consist of division chiefs or their designated representatives from:

A2.4.2.1. ATC Operations and Procedures.

A2.4.2.2. ATC ATCALS Resources.

A2.4.2.3. Command and Control Requirements Division.

A2.4.2.4. ATCALS Surveillance Systems Division.

A2.4.2.5. Civil Engineering Program Division.

A2.4.2.6. DO Financial Management Division.

A2.4.2.7. Programs Division.

A2.4.2.8. Other MAJCOM Divisions as required.

Attachment 3

AIRFIELD OPERATIONS INSTRUCTION (AOI) REQUIREMENTS

A3.1. The following items must be addressed in the base AOI, as applicable. Specific procedures may be outlined in a separate local directive; however, that directive must be referenced in the base AOI.

A3.1.1. General Information Regarding Airfield Facilities

A3.1.1.1. Runway(s) and Taxiways – Airfield Diagram Depicting Runway/Taxiway Designations, Field Elevation/Gradient, Designation of Primary Instrument Runway, Depiction of ILS Critical Area and Instrument Hold Lines

A3.1.1.2. Runway Selection Procedures

A3.1.1.3. Controlled Movement Area (CMA) – Describe the parameters of the CMA and procedures for gaining access/exiting the CMA

A3.1.1.4. Airfield Lighting Systems

A3.1.1.5. Permanently Closed/Unusable Portions of the Airfield

A3.1.1.6. Aircraft Arresting Systems – Describe the type, location and standard configuration and coordination procedures for aircraft arresting systems. Use easy to understand descriptions such as "operational, not operational" and "in-service, out of service" consistently when reporting system status.

A3.1.1.7. Parking Plan/Restrictions

A3.1.1.8. Air Traffic Control Facilities – Operating Hours, Frequencies, Designated Airspace

A3.1.1.9. Local Frequencies

A3.1.1.10. Navigational Aids (NAVAIDs), to include Preventive Maintenance Inspection (PMI) schedule and Generator Power

A3.1.1.11. Transient Alert – Services/Facilities Available to Support Transient Aircraft

A3.1.1.12. Automated Terminal Information Service (ATIS) Procedures

A3.1.1.13. Aircraft Special Operations Areas/Ramps – Arm/De-Arm Areas, Engine Run-up Areas, Drag Chute Jettison Areas, Hot Pit Refueling Areas

A3.1.1.14. Aircraft Towing Procedures

A3.1.1.15. Aircraft Taxiing Requirements/Routes (to include Heavy Aircraft Jet Thrust Avoidance Procedures)

A3.1.1.16. Airfield Maintenance – Sweeper Operations, Grass Mowing, etc.

A3.1.1.17. Runway Surface Condition (RSC) and/or Runway Condition Reading (RCR) Values

A3.1.1.18. Procedures/requirements for conducting runway inspections/checks

A3.1.1.19. Engine Test/Run-up Procedures

A3.1.1.20. Noise Abatement Procedures

A3.1.1.21. Protecting Precision Approach Critical Areas

A3.1.1.22. Restricted/Classified Areas on the Airfield (When Applicable)

A3.1.1.23. Procedures for Suspending Runway Operations

A3.1.1.24. Procedures for Opening and Closing the Runway

A3.2. Flying Areas

A3.2.1. Local Flying Area/Designation of Airspace

A3.2.2. VFR Local Training Areas

A3.3. VFR Procedures

A3.3.1. VFR Weather Minimums

A3.3.2. VFR Traffic Patterns

A3.3.3. Special Procedures (Helicopter, Functional Check Flight, Paradrop Operations)

A3.3.4. Reduced Same Runway Separation Procedures (if applicable)

A3.3.5. Intersection Departures

A3.4. IFR Procedures

A3.4.1. Radar Traffic Patterns

A3.4.2. Availability/Restrictions for Surveillance (ASR) Approaches and Precision Approach Radar (PAR) Approaches/Monitoring

A3.4.3. Local Departure Procedures

A3.4.4. Radar Vector to Initial Procedures

A3.5. Emergency Procedures

A3.5.1. Operation of the Primary and Secondary Crash Net

A3.5.2. Emergency Response Procedures - In-Flight/Ground Emergency Procedures (On/Off Base). Designation and Responsibilities of the On-Scene Commander.

A3.5.3. External Stores Jettison Area Procedures

A3.5.4. Fuel Dumping

A3.5.5. Emergency Arresting/Barrier Gear Procedures

A3.5.6. Hot Brake Area and Procedures

A3.5.7. Abandonment of Aircraft (Controlled Bail-Out, Ejection, Plotting Aircraft Coordinates)

A3.5.8. Personnel/Crash Locator Beacon Signal/Emergency Locator Transmitter (ELT) response procedures

A3.5.9. Hung Ordnance Procedures

A3.5.10. Wind Limitations on Control Tower

A3.5.11. Evacuation of ATC and AM Operations Facilities

A3.5.12. Other Emergency Procedures as Locally Determined (SFO, Precautionary Approaches)

A3.6. Flightline (CMA) Vehicle/Pedestrian Operations

A3.6.1. Responsibilities – Overview of AM, flightline agency and unit commander responsibilities for control of vehicle/pedestrian operations on the airfield (See AFI 13-213, *Airfield Management*)

A3.6.2. Flightline Driving Requirements

A3.6.3. Agencies Authorized Privately Owned Vehicle (POV) Passes, if any

A3.6.4. Flightline Driving Violations and Penalties

A3.6.5. Vehicle Traffic Procedures (to include addressing bicycle traffic, when applicable)

A3.6.6. Vehicular Call signs

A3.6.7. Procedures for Gaining Access to the CMA (Access and Communications Responsibilities)

A3.6.8. Emergency vehicle operations (Fire and Rescue, Ambulance, Security Forces)

A3.6.9. Airfield Construction/Work Crew/Maintenance Restrictions

A3.7. Flight Planning Procedures

A3.8. Miscellaneous Procedures

A3.8.1. Airfield Operations Board (AOB) membership

A3.8.2. NOTAM Procedures

A3.8.3. Flight Information Publication (FLIP) Accounts, Procedures for Requesting Changes

A3.8.4. Waivers to Airfield/Airspace Criteria

A3.8.5. Prior Permission Requested (PPR) Procedures

A3.8.6. Arriving Air Evac Notification and Response Procedures

A3.8.7. Unscheduled Aircraft Arrivals

A3.8.8. Distinguished Visitor Notification Procedures

A3.8.9. Dangerous/Hazardous Cargo

A3.8.10. Wear of Hats

A3.8.11. Local Aircraft Priorities

A3.8.12. Lost Communications Instructions

A3.8.13. Standard Climb-Out Instructions

A3.8.14. Opposite Direction Take-Offs and Landings

A3.8.15. Breakout/Go Around/Missed Approach Procedures

A3.8.16. Flightline Smoking Policy

A3.8.17. Civilian Aircraft Operations

A3.8.18. Civil Use of Military NAVAIDs

A3.8.19. Aero Club Operations

A3.8.20. Weather Dissemination and Coordination Procedures – Hazardous/Severe Weather Notification Procedures; Lightning Response

A3.8.21. Airfield Snow Removal Operations

A3.8.22. Bird/Wildlife Control - Local Bird/Aircraft Strike Hazard (BASH) Program Guidelines

A3.8.23. Bird Watch Conditions - locally established Bird Watch Conditions (BWC)

A3.8.24. Supervisor of Flying (SOF) Operating from the Tower

A3.8.25. Taking of Photographs

Attachment 4

IC 2003-1 TO AFI 13-204, FUNCTIONAL MANAGEMENT OF AIRFIELD OPERATIONS

30 MARCH 2003

This instruction implements AFPD 13-2, Air Traffic Control, Airspace, and Airfield and Range Management. It directs the management of US Air Force, AFRC and ANG air traffic systems, personnel (to included DoD and contract civilians as delineated or outlined in the Statements of Work) and facilities. It directs the administration of facilities, the use of equipment, the operation of control towers and air traffic control (ATC) radar facilities and the training of USAF air traffic controllers. HQ Air Force Flight Standards Agency, Director of Airfield Operations (AFFSA/XA) must approve all Major Command (MAJCOM) and unit level supplements and interim changes to previously approved supplements to this directive prior to implementation. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in the instruction in Title 10, United States Code, Section 8014. Privacy Act system of records notice F036 AFFSA A applies.

SUMMARY OF REVISIONS

Implementation instructions were clarified, indicating that units that supplement this instruction must obtain HQ AF Flight Standards Agency approval. Airfield Operations Officer Proficiency Requirements: A policy caveat was added for airfield operations officers with prior enlisted air traffic control (ATC) experience. Emergency Staffing Level (ESL): ATC and AM ESL policy has been significantly revised, adding detailed steps/actions when dealing with staffing shortages and clarifying AM staff and ESL computations. Releasing Mishap Recordings/Factual Information: The policy for releasing recorded information to official safety investigation boards was clarified. Hazardous ATC Reports (HATR): Administrative changes posted in AFI 91-202, The US Air Force Mishap Prevention Program, were incorporated into this IC, allowing airfield operations personnel to indicate non-concurrence to final HATR reports.

2.3.3. Airfield Operations Officer Proficiency Requirements and Follow-on Training. Airfield Operations Officers holding the 13M1 AFSC, who fail to complete training for upgrade to 13M3, will be eliminated from training IAW AFI 36-2101. Officers holding AFSC 13M3 with less than 6 years ATC experience from the date they graduated OTP (or ATC technical training for prior-enlisted controllers) must obtain specific ATC position certifications within their first 12 months of assignment and maintain proficiency. Failure to obtain required certifications within the 12-month period will result in withdrawal from the career field. When a 13M3 officer fails to obtain/maintain required certifications, the OSS/CC will initiate withdrawal action and accomplish actions normally performed by the AOF/CC, IAW AFI 13-203 and AFI 36-2101. (Exception: 13M3 officers assigned to 12-15 month (remote) tours are not required to obtain certifications). Position certifications required are contingent on the type of ATC facilities available at their location, as follows:

2.3.7. Airfield Operations Officer Career Field Withdrawal. Airfield operations officers who fail to meet proficiency and training requirements within specified time limits will be withdrawn IAW procedures outlined in AFI 13-203. Operations Support Squadron (OSS) Commanders must ensure AOF officers are not assigned additional duties until training requirements are completed and that they do not impact an officer's ability to maintain proficiency.

2.5.1. Emergency Staffing Levels (ESL). (This guidance does not apply to ANG and AFRC locations. ANG and AFRC will ensure that a program is in place to monitor staffing levels.) An airfield operations flight's ESL is the minimum number of qualified personnel required to provide normal services without degradation of safety. It prevents over-extension of the available workforce during periods of degraded staffing. Authorized overhead staff, including the CAM, will not be factored into determining ESL, as overhead management activities increase with the reduction of facility staffing. Units may operate a facility at ESL not longer than 60 days. The first day of the 60-day ESL period begins after all qualified personnel have been assigned to the affected facility. Because bases may be subjected to deployment taskings while under ESL, ESL computations will not be the sole factor in determining ability to support deployments.

2.5.1.1. When an AM facility's staffing reaches 75% of authorized, the facility has reached ESL. AM will not factor the AOF, CAM, DCAM or any unqualified 3-levels into ESL computations. MAJCOMs will advise each unit of total validated requirements. If variances exist to authorized manning, address them with notes if variances are not directly related to AM-related responsibilities.

2.5.1.2. ATC facilities will base ESL computations on absolute minimum position staffing per shift, per facility, to provide advertised services. Units will send ESL computations for their complex, by facility, to the MAJCOM OPR for ATC for validation each year. If variances exist to authorized manning, address them with the computed figure. MAJCOMs will advise each unit of total 5- and 7-level validated requirements. When at ESL, the following stipulations apply:

2.5.1.2.1. A minimum of one 7-level assigned per shift unless a variance justifies additional requirements. Use a SC concept for facilities when possible.

2.5.1.2.2. Do not consider positions authorized in FAC 13E100, 13E125 and host-nation controllers when computing ESL.

2.5.1.3. Sixty days prior to reaching ESL or as soon as the ESL status is identified, the AOF/CC will notify the Operations Support Squadron, Operations Group and Wing Commanders, in writing, that the facility is pending ESL. This notification will include current manning status, projected manning for the next quarter and recommended actions to ensure sufficient personnel are available to support the wing flying mission.

2.5.1.4. A copy of the ESL notification will be forwarded to the MAJCOM Airfield Operations staff. The MAJCOM 1C0X1/1C1X1 functional manager will coordinate with the AFFSA career field manager and AFPC to expedite return of the facility to authorized staffing levels, contingent on available manpower resources.

2.5.1.5. ESL status and action taken to mitigate the impact will be briefed at the base Airfield Operations Board and documented in the minutes.

2.5.2. The following actions are within the purview of the AOF/CC or OSS/CC to implement (coordination and approval with senior leadership i.e., OG/CC and WG/CC may be necessary). Any time facility staffing falls below authorized staffing, facility management should take these actions, until the impact on advertised services is mitigated.

2.5.2.1. Return medically qualified personnel assigned to other base/organizational duties (such as first sergeant or chief enlisted manager) to AOF facilities.

2.5.2.2. Curtail all additional duties (e.g. READY program augmentation, base-level details, and unit/organizational level additional duties).

2.5.2.3. Exempt personnel from local exercise taskings not involving AOF services (i.e., facility evacuations, facility security guards, damage assessment).

2.5.2.4. During known periods of low traffic density, combine ATC positions to reduce the number of controllers on shifts to afford adequate controller staffing during peak flying periods.

2.5.2.5. During periods of low flying activity, pursue a waiver to the AM shift-staffing requirement, IAW AFI 13-213.

2.5.2.6. Use a senior controller concept for all ATC facilities, where possible, during periods of non-peak flying.

2.5.2.7. Reduce ATC seven-level staffing to one per shift, unless a variance requires additional requirements.

2.5.2.8. Extend the ATC duty day to 10-hour shifts and/or 6/1 duty day rotation schedule and/or reduce the wing flying schedule, commensurate with available ATC staffing. Extend the AM duty day to 12-hour

shifts and/or 6/1 duty schedule. (NOTE: To facilitate shift rotations and crew rest requirements, this activity should be forecasted at least 2 weeks in advance).

2.5.2.9. AOF management may utilize dual-certified personnel from other facilities, the facility chief controller and all other personnel in FAC 13E100 (except the AOF/CC) who hold certifications to work in the affected facility.

2.5.2.10. Cancel leaves, PME attendance and non-essential TDYs.

2.5.3. When a facility reaches ESL, the following additional actions should be taken to mitigate the impact on flying operations. These actions require the involvement and support of base leadership (from the AOF/CC to the wing commander), the MAJCOM and, when support of adjacent FAA facilities is required, the FAA regional AFREP. MAJCOM airfield operations staffs must ensure the AFREP is advised of ESL issues that may require FAA support in their respective region.

2.5.3.1. Implement all actions in paragraph **2.5.2.** above.

2.5.3.2. Curtail ATC services, such as multiple precision radar approach capability, monitoring approaches during visual meteorological conditions, etc.

2.5.3.3. Request MAJCOM relief from external visits/inspections affecting AOF facilities.

2.5.3.4. Curtail ATC facility operating hours and temporarily return the airspace to the FAA (or host nation), according to para **5.2.**

2.5.3.5. Curtail AM operating hours IAW AFI 13-213.

2.5.3.6. NOTAM the facility closed and cease operations according to procedures agreed to in the FAA parent facility contingency plan, established in accordance with FAA Order 1900.47a.

2.5.4. If personnel actions taken have not alleviated the adverse conditions, and the facility remains at ESL at the end of the 60-day period, facilities must reduce services or curtail operating hours. Long-term ESL conditions require the involvement of MAJCOM, AFFSA and AFPC functional managers to ensure every option is pursued to expedite the return to authorized facility staffing levels. MAJCOMs must make every effort to resolve ESL problems with MAJCOM resources before requesting help from AFPC.

4.7.3.2.4.1. Category I will reflect Unit Personnel Management Roster (UPMR) authorized and assigned.

4.13. Removing Original Records. With the exception of official safety investigations, do not release recorded or written records concerning mishaps without authority from the OG/CC or designated representative. Due to playback/recording capabilities of the DVRS and magnetic reel tapes (potential for recording over or deleting original recordings), it is recommended that original recorded records be retained in the AOF files and a certified transcript or certified tape copy be released to appropriate authorities. Release transcripts/voice recordings for OFFICIAL USE ONLY to a recognized investigation authority. To ensure custodial control, written and recorded records should not be released to an intermediary collection agency that is not a member of the investigation board. If the original recording is released, keep a copy of the original recording with the custodian. NOTE: In accordance with FAA guidance, a DAT recording derived from the hard drive of the DVRS is certified as an original recording.

4.15. Hazardous Air Traffic Reports (HATRs). AFI 91-202, The US Air Force Mishap Prevention Program, establishes and provides guidance for the USAF HATR program. The intent of the HATR program is not only to identify potentially hazardous aviation practices or procedures at a local unit, but to disseminate information which might prevent similar hazardous conditions at other USAF locations. Use AF Form 651, Hazardous Air Traffic Reports (HATRs) to submit a HATR. If unit level AOF services are identified as contributory/causal to the HATR, the AOF/CC must provide comments in the final HATR message prepared by the wing safety office. Comments on line 11 of the preliminary HATR report and line 2 of the final HATR report must indicate if the AOF/CC concurs or non-concurs with the content of the HATR. If the AOF/CC non-concurs, specific details of the disagreement must be identified.

Attachment 5 (Added-ANG)

AIRFIELD OPERATIONS BOARD MINUTES FORMAT

*** Boldface items imply unit specific information should be inserted**

**** Italicized items describe how to accomplish a specific requirement; they need not be a part of the actual minutes***

MEMORANDUM FOR DISTRIBUTION

FROM: **CHAIRPERSON** ***(OG/CC or equivalent (DO at CRTCs, Airport Manager at AEX, JST, VUJ, and JRF)***

SUBJECT: Airfield Operations Board Minutes

1. The Airfield Operations Board (AOB) convened **DATE** at **TIME** in the **XXXX** conference room.

2. Attendance

a. Members Present:

Name/Rank	Org/Office	Phone
XXXXXX (Chairperson)		
XXXXXX (Recorder)		

b. Members Absent:

Name/Rank	Org/Office	Phone

3. Airspace (annual review in **MONTH**) (if no discussion, say "NONE")

a. Terminal:

b. En Route:

c. Special Use:

4. ATC/Flying Procedures (annual review in **MONTH**) (if no discussion, say "NONE")

a. New:

b. Revised:

c. Rescinded:

5. Military, FAA, and/or Host Nation Concerns (if no discussion, say "NONE")

6. Staffing and Proficiency

a. ATC and ATCALS Maintenance Staffing: See Attachment.

b. Personnel not available for duty (suspended, long term DNIC, deployed, pending withdrawal, etc.)

Name/Rank	Status
XXXX	**Deployed to Bosnia, 13 Dec – 16 Mar**

c. Staff proficiency

Name/Rank	Position	Standard Met/Not Met (corrective action)
XXXX	**CCTLR**	**Not Met/Suspended pending special evaluation**

7. ATCALS

a. Flight Inspection Schedule

EQUIPMENT	*FREQUENCY*	*LAST CHECK*	*DUE*	*PAST DUE*
ASR	XXX DAYS	(date)	(date)	(date)
PAR	*XXX DAYS*	*13 Mar 96*	*Decommissioned*	
ILS 11	XXX DAYS	15 May 96	1 Jan 97	4 Mar 97
TACAN	XXX DAYS	31 Oct 95	24 Jan 97	10 Mar 97

b. ATCALS status, problems, and upgrades to include back-up power (if no discussion, say "NONE")

8. Airfield Environment (airfield activities, waivers, problems, and programs updates; separate discussion on each item)

9. Flightline Driving Training Program

a. Units Visited (by name):

b. Number of Intrusions and Trends:

10. CMA Violations (detailed description of each occurrence).

11. HATRs ***(if no discussion, say "NONE").***

12. Air Traffic System Evaluation Program (if applicable).

a. Observation **NUMBER**: *(As written in the report)*

Discussion: ***(Efforts unit is making toward closure)***

Status: ***(Either recommend the observation be closed or keep it listed as OPEN; include a unit OPR and an estimated closure date (ECD)).***

13. Annual Required Items (IAW AFI 13-203; list each item with month to be reviewed/status; discussion required only during that month).

a. LOPs (base airfield operations instruction, letters of agreement, operations letters, OPlans, host nation agreements) **(MONTH)**

b. TERPs **(MONTH)**

c. AICUZ **(MONTH)**

d. Aircraft parking plan **(MONTH)**

e. Local aircraft priorities **(MONTH)**

f. NOTAM Circuit and AWDS/ASOS reliability **(MONTH)**

g. Alternate ATC capability procedures (if applicable) **(MONTH)**

h. MACA (semiannually, or as mission changes) **(MONTHS)**

i. Base Parking Plan **(MONTH)**

14. Open Discussion ***(if no discussion, say "NONE")***

15. Closing Remarks

CHAIRPERSONS SIGNATURE BLOCK

NOTE 1: Include a Key Personnel Roster (include name, rank, and phone number of the WG/CC, OG/CC, CRTC/CC, CRTC/DO, Airport Manager, etc.)

NOTE 2: Minutes shall be reviewed and signed by the AOB Chairperson.

NOTE 3: When AOB minutes include ATSEP observation or problem discussion, all pages of the minutes should be marked with "FOR OFFICIAL USE ONLY"