



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: ANG/C4A (Mr. S. Duke)
Supersedes AFI 13-218/ANG Sup 1, 6 Oct 00

Certified by: NGB/CF (Col D. Larrabee)
Pages: 5
Distribution: F

Air Force Instruction (AFI) 13-218, *Air Traffic System Evaluation Program*, 10 October 2003, is supplemented as follows and is applicable to the Air National Guard (ANG). This supplement outlines ANG implementation of the requirements of AFI 13-218. Send recommended changes to this supplement to Air National Guard Air Traffic Systems Division (ANG/C4A), 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.1. Air Traffic System Evaluation Program (ATSEP). Only those locations where the ANG has oversight responsibility for ATC, CE, AM, and/or ATCALs maintenance are subject to the ATSEP. Additionally, weather units at Volk Combat Readiness Training Center (CRTC), Springfield-Beckley Municipal Airport, Buckley Air Force Base (AFB), and McEntire Air National Guard Station (ANGS) are subject to the ATSEP. ANG contract locations shall be evaluated quarterly by ANG/C4A Quality Assurance Evaluators in accordance with (IAW) Federal Aviation Administration Orders and the current statement of work.

1.1.2. ANG/C4A is responsible for scheduling, implementing, and reporting Air Traffic System Evaluation (ATSE) visits at locations with ATC only or ATC and any combination of ATCALs maintenance, weather, CE and/or AM. Operations Support Branch (ANG/XOOS) is responsible for scheduling, implementing, and reporting ATSE visits at airfield management only locations.

1.3. **Program Scope** . Weather units at Volk CRTC, Springfield-Beckley Municipal Airport, Buckley AFB, and McEntire ANGS will be evaluated for compliance with established standards.

1.4.1. ANG/C4A and ANG/XOOS will coordinate/schedule ATC and AM evaluations by 30 Jun each year for the following year sending a joint letter to HQ AFFSA with the annual ANG ATSEP schedule.

1.4.2. ANG/C4A will notify the State Adjutant General at least 60 days prior to the evaluation.

1.5. (Added) **Team Composition** . The following qualifications for identified team members shall be met:

1.5.1. (Added) Team Chief:

1.5.1.1. (Added) Air Force Specialty Code (AFSC) 13MX. GS-2152, or GS-1670.

1.5.1.2. (Added) Twelve years ATC or ATCALs maintenance experience.

1.5.1.3. (Added) Rank of Major or civilian equivalent grade or higher.

1.5.2. (Added) ATC Procedures Specialist:

1.5.2.1. (Added) AFSC 1C171/1C191/1C100 or GS-2152.

1.5.2.2. (Added) Ten Years ATC experience.

1.5.2.3. (Added) Rank of GS-10/E-7 or higher.

1.5.2.4. (Added) Special Experience Identifier (SEI) 054/055/362/365 or equivalent experience.

1.5.3. (Added) ATC Training Specialist:

1.5.3.1. (Added) AFSC 1C171/1C191/1C100 or GS-2152.

1.5.3.2. (Added) Field participants must have served as Chief, ATC Training (CATCT), Assistant Chief, ATC Training (ACATCT), or Chief, ATC Training and Standardization (TSN) within the past three years.

1.5.3.3. (Added) Rank of GS-10/E-7 or higher.

1.5.3.4. (Added) SEI 054/055/362/365 or equivalent experience.

1.5.4. (Added) Maintenance Specialist:

1.5.4.1. (Added) AFSC 2E071/GS-9 or higher and ten years experience. (ATC Radar Maintenance)

1.5.4.2. (Added) AFSC 2E172/GS-9 or higher and ten years experience. (Meteorological Navigational (METNAV) Maintenance)

1.5.4.3. (Added) AFSC 2E173/GS-9 or higher and ten years experience. (Ground Radio Maintenance)

1.5.4.4. (Added) Must have at least eight years experience as a unit level maintenance technician who has performed supervisor's responsibilities.

1.5.5. (Added) TERPS:

1.5.5.1. (Added) AFSC 1C171/1C191/1C100, GS-1361, or GS-2152.

1.5.5.2. (Added) Rank of GS-10/E-7 or higher.

1.5.5.3. (Added) SEI 361 or equivalent experience

1.5.5.4. (Added) Must have completed the formal TERPS training course E3OZR13B4A-001 or E3OZR1611-001.

1.5.5.5. (Added) Must have at least five years TERPS experience actively accomplishing the duties of a unit TERPS and written certification by a MAJCOM or higher headquarters TERPS, as qualified to perform TERPS evaluator duty.

1.5.6. (Added) Airfield Management Specialist:

1.5.6.1. (Added) AFSC 1C071/1C091/1C000 or GS-09 or higher.

1.5.6.2. (Added) Ten years experience or less with approval of the AM Functional Manager.

1.5.6.3. (Added) Locations where only the AM function will be evaluated the team will consist of two qualified AMs as listed in paragraphs **1.5.6.1. (Added)** and **1.5.6.2. (Added)** The Team Chief for AM only evaluations shall be a Chief Master Sergeant or civilian equivalent.

1.5.7. (Added) Weather Specialist:

1.5.7.1. (Added) AFSC 1W071A, 1W091A or civilian equivalent.

1.5.7.2. (Added) Three years forecaster experience.

1.5.8. (Added) All team members shall complete the ANG ATSEP Team Member Training Program prior to participating in an ATSEP.

1.6. (Added) **Waivers.** ATC and ATCALs maintenance units shall forward requests for waivers to this supplement to ANG/C4A for review/approval. Airfield management and weather units shall forward requests for waivers to this supplement to Current Operations (ANG/XOO) for review/approval. The letter of request shall be signed by the unit commander and include the rationale for the waiver. Waiver requests for non-military airfield management organizations will include concurrence of the appropriate operators involved.

2.2. **Team In-brief.** The Air Traffic Control Squadron Commander (ATCS/CC), Air Traffic Manager (ATM), Chief, Airfield Management (CAM), or Communications Flight Commander (CF/CC) as appropriate, shall coordinate and schedule the in-brief.

2.2.7. (Added) The evaluated unit ATCS/CC or equivalent shall provide the ATSE team an in-brief not to exceed 15 minutes in duration. This briefing shall include any known unit deficiencies/limitations, local safety briefing, and a list of key personnel and their duty titles (i.e., Safety Officer, CE point of contact (POC), etc.).

2.3. **Daily Briefings .** The ATSEP team chief or designated representative will brief the OG/CC daily on the progress of the evaluation. If there is no OG/CC assigned, the team chief will brief the ATCS/CC or equivalent.

2.4. **Team Out-brief .** ATCS/CC, ATM, CF/CC, or CAM, as appropriate, shall coordinate and schedule the out-brief.

2.6. **Follow-up Evaluations.** ANG/C4A will notify the State Adjutant General at least 30 days prior to conducting an on-site follow-up evaluation.

3.1.6. ANG/C4A developed Facility Operations Guide (FOG) shall include a Communications Flight (CF) section to ensure this area is thoroughly evaluated.

3.1.7. ANG/C4A developed FOG shall include a CE section to ensure this area is thoroughly evaluated.

3.4. **Observation Resolution Instructions .** ATSEP Observation(s) discussed during an AOB shall be documented according to AFI 13-204/ANG Sup 1, *Functional Management of Airfield Operations*,

Attachment 4. Units do not have to wait for an AOB to forward requests for observation closure. They may submit a resolution letter identifying each observation recommended for closure and the documented actions taken to resolve/correct it. For locations with ATC only or ATC and any combination of ATCALS maintenance, Weather, CE, and/or AM, forward closure requests to ANG/C4A. For AM only locations, forward closure requests to ANG/XOOS. Director of Operations (ANG/XO) is the closure authority for all observations.

4.2. **ATSEP Checklists** . ATSE team members use HQ AFFSA FACs and ANG FOG checklists to conduct their evaluation. Units shall complete all applicable portions of these checklists within 60 days of receipt, prior to an ATSE visit, and at least annually. These checklists are provided to assist in accomplishing self-assessments and preparing for an ATSE. Management shall have completed copies of the FACs, FOG checklists, and applicable training records (AF 623, *Individual Training Record*) available for the ATSE team, upon their arrival.

4.3. **Problem and Off-Checklist Problem Resolution Instructions** . For locations with ATC only or ATC and any combination of ATCALS maintenance, Weather, CE, and/or AM, the ATCS/CC, CF/CC, or ATM, as appropriate, shall provide status updates on all open problems to ANG/C4A every 90 days from the date of the original report For AM only locations, the CAM shall provide status updates on all open problems and OCPs to ANG/XOOS every 90 days from the date of the original report If there has been no change since the previous update, state “no change” after the checklist item. ANG/C4A is the closure authority for all problems.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-204/ANG Sup 1, Functional Management of Airfield Operations

Abbreviations and Acronyms

ACATCT—Assistant Chief, ATC Training

AFB—Air Force Base

ANG—Air National Guard

ANGS—Air National Guard Station

AFSC—Air Force Specialty Code

ATCS—Traffic Control Squadron

ATM—Air Traffic Manager

ATSE—Air Traffic System Evaluation

CAM—Chief, Airfield Management

CATCT—Chief, ATC Training

CF—Communications Flight

CRTC—Combat Readiness Training Center

FOG—Facility Operations Guide

IAW—In Accordance With

METNAV—Meteorological Navigational

POC—Point of Contact

SEI—Special Experience Identifier

TSN—Chief, ATC Training and Standardization

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard