

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 13-204

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

1 AUGUST 2003

Space, Missile, Command, and Control

FUNCTIONAL MANAGEMENT OF AIRFIELD OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 13-204, 30 March 2003, is supplemented as follows:

This publication is not applicable to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.3. Forward waiver renewal requests to HQ AETC/DOYF no later than 60 days prior to expiration. The office of primary responsibility (OPR) for ATC procedural waivers, waiver renewal, special use airspace (SUA) waivers, and publication change requests is [HQ AETC/DOYF](#).

1.6.2.3. Units requesting observers for the Air Traffic System Evaluation Program (ATSEP) must coordinate with HQ AETC/DOYF no later than 30 days prior to the ATSEP. The use of observers is solely a unit-funded initiative, and is initiated by the operations support squadron commander. HQ AETC/DOYF will coordinate directly with HQ AETC/IGO, and notify units of approval or disapproval. Those individuals approved to observe ATSEPs shall be briefed by DOYF prior to the ATSEP or operational readiness inspection (ORI) inbrief on the following items:

1.6.2.3.1. (Added)(AETC) Inspector general (IG) work center entry procedures.

1.6.2.3.2. (Added)(AETC) Team member composition, functional areas of responsibilities, and interim points of contact.

1.6.2.3.3. (Added)(AETC) Trusted agent status and responsibilities.

1.6.2.3.4. (Added)(AETC) Protocol, uniform, and conduct expectations.

1.6.2.4. MAJCOM will provide electronic notification to units on all suspense and unique award requirements/prerequisites. Airfield operations flight (AOF) commanders shall refer to AFI 36-2807, *Annual Awards Program, Deputy Chief of Staff (DCS), Air and Space Operations*, for additional guidance.

1.6.2.9. HQ AETC/DOYF will convene a headquarters Air Traffic Control and Landing Systems (ATCALs) review committee in February, May, August, and November to review the status of ATCALs programs, projects, and issues. The senior AOF officer or representative will chair the board and determine committee membership.

2.3. The quality assurance evaluator (QAE) is the focal point for airfield management (AM) contract locations. Address all AOF personnel complaints and/or concerns to the AM QAE, not the contractor.

2.3.5. AOF officers must obtain flightline-driving qualification within 6 months of assignment.

2.3.7. Officers maintain currency by meeting proficiency requirements as defined in AFI 13-204, *Functional Management of Airfield Operations*.

2.4.4.1.2. 1C1X1 military and GS-2152 (terminal) assigned terminal instrument procedures (TERPS) specialist at radar approach control (RAPCON) tower locations, will be rated, as a minimum, in all positions in the RAPCON, excluding military operations area (MOA) positions. 1C1X1 military and GS-2152 (terminal) assigned TERPS specialist at tower and radar final control (RFC) locations will be rated, as a minimum, in all positions in tower facilities.

2.4.4.4. The AOF/CC will appoint an alternate TERPS specialist in writing. Forward a copy of the appointment letter to [HQ AETC/DOYF](#).

2.5.1.2. The emergency staffing levels (ESL) notification package will include a draft (projected) AM 3 month duty schedule detailing utilization of AM personnel to ensure support of the wing flying mission.

2.5.5. (Added)(AETC) Units will provide ESL forecast to HQ AETC/DOYF, using the AOF Staffing Report per AFI 13-203/AETC Supplement 1, *Air Traffic Control*. Units experiencing unprojected staffing losses that will result in ESL will notify HQ AETC/DOYF immediately. Units that are at or below ESL will forward biweekly, written status reports to HQ AETC/DOYF.

2.5.6. (Added)(AETC) When staffing reaches ESL + 30 days, the operations support squadron commander (with concurrence from the operations group commander) shall present a plan to the wing commander which outlines ATC services to be curtailed on reaching ESL + 60 days. If at all possible, curtailed ATC operations should not impact primary flight training production (PFT) operating windows. ATC service reductions that impact adjacent ATC facilities or Federal Aviation Administration (FAA) centers will be thoroughly coordinated and agreed to upon implementation. Forward finalized ATC curtailment plans to [HQ AETC/DOYF](#).

2.5.7. (Added)(AETC) Units will forward ESL computations to HQ AETC/DOYF for validation and approval no later than 15 January of each year.

3.1.2.1. HQ AETC/DOYF is the point of contact for all proposals or initiatives to convert military positions (Air Force specialty code [AFSC] 13MX, 1C0X, and 1C1X) to civilian authorizations.

4.1.2. The AOF/CC will forward updated local operating procedures (LOP) indexes to HQ AETC/DOYF no later than 15 January each year, and whenever there are changes.

4.3. Submit ATCALs evaluation requests to HQ AETC/DOYF by 30 June each year. HQ AETC/DOYF input will include, but is not limited to, unit requests for ATCALs evaluations. Submit requests for baseline ATCALs evaluations to HQ AETC/DOYF. Detailed documentation is required. **NOTE:** Coordinate closely with local ATCALs maintenance personnel. Coordinate with HQ AETC/DOYF and designated evaluation activity to establish exact dates for scheduled evaluations as determined by operational requirements, evaluation team, flight inspection aircraft availability, and conflicting situations such as runway construction, exercises, etc.

4.5. Units shall use the format contained in Attachment 5 (Added)(AETC) to record training review board (TRB) minutes. TERPS training may be addressed under the management-training category. Every effort should be made to convene TRBs within the first 10 duty days of the month to allow AOF leadership to address training issues at the earliest opportunity.

4.7.2.1. Add security forces squadron (SFS) to list of airfield operations board (AOB) members.

4.7.3.2.2. Flying procedures include special use airspace, special visual flight rules (SVFR), and instrument flight rules (IFR) terminal airspace procedures.

4.7.3.2.8. Include total numbers of units on base that drive on the flightline, how many units were inspected this quarter, and how many units remain to be inspected until end of the year.

4.7.3.2.9. In addition to listing total number of runway intrusions/controlled movement area (CMA) violations for the quarter, list total number of violations for the year.

4.7.3.2.12. For each AOB, identify in the agenda LOPs to be reviewed. During the AOB, validate the need to keep, revise, or delete existing LOPs. All LOPs must be reviewed over the four quarterly AOBs.

4.8.3. Units will establish the Pilot/AOF Liaison Program guidelines in a LOP.

4.9. When submitting the base AOI for MAJCOM approval, the required cover letter will identify the AOI paragraph for all the required items for publication provided at Attachment 5 and Attachment 6 (Added)(AETC).

4.10.8. (Added)(AETC) Notification of Aircraft Mishaps, Incidents, and Accidents. As soon as feasible, with OG/CC concurrence, and without affecting unit level emergency response activities, notify [HQ AETC/DOYF](#) of all aircraft mishaps, incidents, or accidents that have occurred within AETC jurisdiction, or involved AETC air traffic controllers or ATC procedures (including terminal instrument procedures). Also notify [HQ AETC/DOYF](#) if a faulty ATCALs is suspected. Include the following information in the report:

4.10.8.1. (Added)(AETC) Location.

4.10.8.2. (Added)(AETC) Date and local time.

4.10.8.3. (Added)(AETC) Aircraft type, call sign, and command ownership (if known).

4.10.8.4. (Added)(AETC) Air traffic service, equipment, or ATCALs involved.

4.10.8.5. (Added)(AETC) Current status of equipment and ATCALs involved.

4.10.8.6. (Added)(AETC) Reported weather at time of incident.

4.10.8.7. (Added)(AETC) Whether control instructions were recorded and readable.

4.10.8.8. (Added)(AETC) Whether a watch supervisor or a senior controller was on duty. Include actions at the time of the incident.

4.10.8.9. (Added)(AETC) Number of qualified controllers scheduled for duty, on duty, and in position.

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

4.15. Units must notify [HQ AETC/DOYF](#) of a filed Hazardous Air Traffic Report (HATR). Notification may be made by telephone, fax, or e-mail. Report information as outlined in paragraph 4.10.8 (Added)(AETC).

5.1. List published facility operating hours in the base AOI. The AOF/CC through the OG will validate operating hours no later than 15 January each year. Other than temporary or intermittent curtailment of facility services and hours, base AOI operating hours should not conflict with published hours contained in the flight information publications.

5.2.1. Forward requests for curtailment to [HQ AETC/DOYF](#) for review and coordination with HQ AETC/DO. Submit requests at least 30 days prior to requested implementation date.

NOTE: The following are added to Attachment 1:

Abbreviations and Acronyms (Added)(AETC)

IFR—instrument flight rules

MOA—military operations area

SVFR—special visual flight rules

WILLIAM M. FRASER III, Brigadier General, USAF
Director of Operations

2 Attachments (Added)(AETC)

5. Training Review Board Minutes

6. Additional LOP Requirements

**Attachment 5 (Added)(AETC)
TRAINING REVIEW BOARD MINUTES**



DEPARTMENT OF THE AIR FORCE
(Your squadron)(AETC)
(Your base and state)

(Date)

MEMORANDUM FOR See Distribution

FROM: *Your Organizational Address*

SUBJECT: Training Review Board for the month of _____

1. The monthly Training Review Board convened on *Date*.
2. The following members were present:

(Grade and Name)	Duty Title
	AOF/CC Chairman
	AOF/DO/SO (as applicable)
	CCTLR
	TSN, CSE, and/or CATCT (as applicable)
	TDSA (as applicable)
	Airfield Management and/or Chief AM Training
	CATCA (as applicable)
	(Any other person attending the TRB)

3. The following members were not present:

(Grade and Name)	Duty Title

4. Indoctrination Process:

Name	Date Started Training
A1C Smith	1 Jun 02
Description of Training: <i>WX Cert completed (2 Jun 02). Initial Eval Completed (5 Aug 02). FEQ completed and forwarded to CATCT/CCTLR for validation then will be sent to tech-school.</i>	

5. 5-Level Upgrade Training:
 - a. Air Traffic Control Personnel:

Name	Trn Start Date	Current Position and Bock	Position Start Date	Calendar Days Remaining	Est SEI Comp Date	Certs Obtained	Training Progression
A1C Jones	15 Nov 01	LC/4	25 Jan 02	21	15 Jul 02	FD/GC	SAT
Description of Training: <i>Completed CTO certification on 15 Aug 02. Achieved 97% on CTO exam.</i>							
A1C Francis	15 Jun 01	AR/4	3 Jan 02	15	31 Dec 02	ARA	UNSAT
Description of Training: <i>A1C Francis is not progressing satisfactorily because of her inability to apply arrival sequence and required separation. She was entered into EDIT status on 1 Aug 02. A Meeting was held with CCTLR, CATCT, WS, and Trainer in determining needed corrective actions training. A1C Francis will be assigned to straight swings on the training crew and given maximum simulator and classroom training to help resolve her arrival sequencing/RADAR separation problem. This will be for the next 2 weeks and then her training status will be re-evaluated either to go back to crew/live traffic or be processed for withdrawal for FTOR.</i>							

b. Airfield Management Personnel:

Name	Date Entered Training	CDC Vol	Current PCG	Est. Completion Date	Training Progression
<i>A1C Thomas</i>	<i>1 Sep 01</i>	2	FDC	1 Sep 02	SAT
Description of Training: <i>Volume I VRE 94%. Vol II ECD 25 Jun 02.</i>					

6. 7-Level Upgrade Training:

a. Air Traffic Control Personnel:

Name	Date Entered Training	ADL Section	Training Progression
<i>SSgt Madison</i>	1 Sep 01	IV	SAT
Description of Training/Completed Projects: <i>Completed Section 3, Attended TRB, and will be on leave for 30 days.</i>			

b. Airfield Management Personnel:

Name	Date Entered Training	CDC Vol	7-Level School Date	Training Progression
<i>SSgt Thomas</i>	<i>1 Sep 01</i>	2	15 Oct 02	SAT
Description of Training: <i>Volume I VRE 94%. Vol II ECD 25 Oct 02.</i>				

7. Qualification Training:

Name	Current Position	Calendar Days Remaining	Certifications Obtained	Training Progression
SSgt McGuire	NAC	35	SAC, SAA	SAT
Description of Training: <i>Completed Block 1, 95% on Block test. Review training completed. Entered into Block 2 as of 1 Jun 02. No problems noted.</i>				

8. Management Training:

Name	Current Position	Date Entered Training	Training Progression
MSgt Grant	ACCTLR	1 Jun 02	SAT
Description of Training: <i>CMSgt Davis assigned as trainer.</i>			

9. Qualified Apprentice Controllers:

Name	Qualified Position(s)	Stop Training Days
AIC Jones		

10. Controller Proficiency:

Name	Facility	Position	Remarks
1 Lt Shaw	Tower	All	Leave
TSgt Wilson	RAPCON	AC, AA	DNIC
SSgt Schmidt	RAPCON	All	TDY

11. Status of Trainees in Other Categories:

a. Trainee's in EDIT status:

Name	Trng Start Date	Current Position and Block	Date Entered EDIT	Calendar Days Remaining	CCTLR Extension (Y/N)
AIC Jones	15 Nov 01	LC/3	14 May 02	14	Y
Reason and Corrective Actions:					

b. Stop Training, Suspensions, Withdrawals, and Controller's Working Outside the Career Field:

Name	Category	Reason
AIC Jones		
Corrective Actions:		

12. Automated Training Programs:

13. AF Form 623a Status:

14. Non-Radar Training Program:

15. Status of Facility Training Programs:

a. Weather Certification Training pamphlet is being rewritten to include changes made to the Cooperative Weather Watch OI. The pamphlet is expected to be completed 30 Sep 02. (POC: MSgt Whiteman WX).

16. Quality Assurance:

a. Position Certifications Performed:

Name	Facility	Position	Date	Results
1 Lt Shaw	Tower	LC	15 Aug 02	Pass
TSgt Wilson	RAPCON	AC, AA	13 Aug 02	Pass

17. Open Items:

FRANKLIN W. TURNER, MSgt, USAF
Chief, Air Traffic Control Training

JENNIFER R. KELLY, Capt., USAF
Commander, Airfield Operations Flight

Distribution:

Attachment 6 (Added)(AETC)
ADDITIONAL LOP REQUIREMENTS

Paragraph	Requirement	LOP
4.1.2	Each airfield operations flight (AOF) must maintain a current index of applicable LOPs.	Flight Operating Instruction
4.5	Develop an LOP that outlines administrative policies, procedures, and membership required for conducting the training review board.	Flight Operating Instruction
4.7.2.1	The board chairperson appoints AOB membership that is published in the base airfield operations instruction.	Base Airfield Operations Instruction
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.	Base Airfield Operations Instruction
4.10.2	CCTLRs will develop a facility mishap notification checklist to provide mishap response guidance to controllers on duty.	Facility Checklists
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.	Flight Operating Instruction
5.1	The OG/CC specifies published ATC and AM facilities' hours of operation.	Base Airfield Operations Instruction
5.6	Publish controlled movement areas in the base airfield operations instruction.	Base Airfield Operations Instruction
5.6	Procedures must require specific approval by ATC for entry onto controlled movement areas, and should require direct 2-way radio communication.	Base Airfield Operations Instruction
6.1	The OSS/CC will identify NAS ATCALs components in an LOP.	Base Airfield Operations Instruction