

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 13-204**

**VOLUME 1**



**1 SEPTEMBER 2010**

**AIR COMBAT COMMAND  
Supplement**

**28 FEBRUARY 2011  
Certified Current 5 March 2014**

**Space, Missile, Command and Control**

**AIRFIELD OPERATIONS CAREER FIELD  
DEVELOPMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AFFSA/A3A

Certified by: HQ USAF/A3O-B  
(Mr. Steven Pennington)

Supersedes: AFI 13-203, 30 November  
2005, AFI 13-204, 10  
January 2005, AFI 13-213,  
Chapter 1 and portions of  
Chapters 2 and 7, 29 Jan  
2008

Pages: 25

(ACC)

OPR: ACC/A3AO

Certified by: ACC/A3A  
(Colonel Wayne A. Canipe)

Supersedes: AFI13-203\_ACCSUP1,  
17 Oct 2006

Pages:2

---

This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It directs the management of US Air Force (USAF), Air National Guard (ANG) and Air Force Reserve Command (AFRC) airfield operations personnel (to included DoD and contract civilians) and describes career development. It specifies minimum administrative, procedural and operational performance and management standards for services provided by all USAF ATC facilities, including USAF contracted ATC locations where the USAF has functional oversight responsibility. Headquarters Air Force Flight Standards Agency, Director of Airfield and Air Traffic Control Standards (HQ AFFSA/A3A) must approve all Major Command (MAJCOM) supplements, and interim changes to previously approved supplements, to this directive prior to implementation. Refer recommended changes and questions about this

publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> . The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

**(ACC) AFI 13-204V1, 1 September 2010, is supplemented as follows.** This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC). Base-level supplements to this instruction require MAJCOM and AFFSA approval and must be forwarded to HQ ACC/A3A. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the *AF Records Disposition Schedule (RDS)* located on the AF Portal <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**(ACC)** The authorities to collect and or maintain the records prescribed in this publication are Title 10, United States Code, Chapter 857 and Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons, November 22, 1943 as amended by Executive Order 13478, Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers, November 18, 2008. Send recommended changes on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ ACC/A3A, 205 Dodd Blvd, Suite 201, Langley AFB VA 23665-2789.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include guidance to airfield operations officer development, airfield management development, and contract airfield operations. Minor changes were made throughout and include reference updates and editing errors.

(ACC) This document has been substantially revised and must be completely reviewed. Major changes include guidance to airfield operations officer development, airfield management development, and contract airfield operations. Minor changes were made throughout and include reference updates and editing errors.

<b>Chapter 1—GENERAL INFORMATION</b>	<b>5</b>
1.1. General. ....	5
1.2. Waiver Authority. ....	5
1.3. Recommended Changes. ....	6
1.4. Supplements. ....	6
1.5. Responsibilities: ....	6
<b>Chapter 2—AIRFIELD OPERATIONS OFFICER DEVELOPMENT</b>	<b>8</b>
2.1. Airfield Operations (AO) Officers, AFSC 13MX ....	8
2.2. Commissioning Source. ....	8
2.3. Initial Qualification Training (IQT). ....	8
2.4. Mission Qualification Training (MQT). ....	8
2.5. 13MX Developmental Training. ....	9
2.6. 13 MX Professional Development Positions. ....	10
<b>Chapter 3—AIRFIELD MANAGEMENT DEVELOPMENT (</b>	<b>11</b>
3.1. AM Upgrade Training (UGT). ....	11
3.2. AM Professional Development Positions: ....	13
3.3. AM Professional Development. ....	13
<b>Chapter 4—AIR TRAFFIC CONTROLLER DEVELOPMENT (ENLISTED PERSONNEL)</b>	<b>14</b>
4.1. ATC Upgrade Training (UGT). ....	14
4.2. ATC Professional Development Positions. ....	14
<b>Chapter 5—AIRFIELD OPERATIONS CIVILIAN PERSONNEL DEVELOPMENT</b>	<b>16</b>
5.1. Applicability. ....	16
5.2. AO Job Series. ....	16
5.3. Selection/Classification Criteria. ....	16
5.4. Civilian Career Progression. ....	18
5.5. Civilian Professional Development Positions. ....	18
5.6. Civilian Functional Development Positions. ....	19
<b>Chapter 6—CONTRACTED AIRFIELD OPERATIONS</b>	<b>20</b>

6.1.	Applicability. ....	20
6.2.	Responsibilities. ....	21
6.3.	Adopted Forms. ....	22
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>		<b>23</b>

## Chapter 1

### GENERAL INFORMATION

**1.1. General.** This instruction provides guidance for career field management and personnel development for officer, enlisted, and civilian airfield operations personnel. It is complemented by AFI 13-204, Vol 2, *Airfield Operations Standardization and Evaluations* and Vol 3, *Airfield Operations Procedures and Programs*.

1.1.1. Delegation of Authority. HQ USAF/A3O delegates to HQ USAF/A3O-AY career field management responsibilities for Air Force Specialty Codes (AFSCs) 13MX, Airfield Operations (AO) Officer; 1C1X1, Air Traffic Control (ATC); and 1C7X1, Airfield Management (AM). In this capacity, HQ USAF/A3O-AY will take policy guidance from the Air Staff and work airfield operations upgrade training and architecture matters. Additionally, HQ USAF/A3O-AY will provide technical/functional input to Air Force Personnel Center Civilian Personnel officials regarding National Security Personnel System (NSPS)/ General Schedule (GS) 2150/2152/2154 career field management matters. HQ USAF/A3O also delegates to HQ USAF/A3O-AY the responsibility of oversight and standardization of unit level training programs supporting upgrade training.

### 1.2. Waiver Authority.

1.2.1. Waivers. HQ USAF/A3O will provide waivers to this instruction only upon an official MAJCOM request when an essential requirement makes a waiver necessary or compliance with creates a hazard.

1.2.1. (ACC) All new waiver or renewal requests shall reach HQ ACC/A3AO not later than (NLT) 60 days prior to expiration/expected implementation date and must be forwarded to the HQ ACC Airfield Operations Branch organizational email account ([acc.xoroopspros@langley.af.mil](mailto:acc.xoroopspros@langley.af.mil)).

1.2.1.1. Waiver Process. HQ USAF/A3O will provide only written waivers with an expiration date. Revisions to this AFI do not automatically invalidate current waivers with respect to paragraph numbering, etc. Upon publication of a revision, HQ AFFSA shall coordinate with each MAJCOM to convert, rescind, or issue new waivers (when appropriate) resulting from revisions to this AFI. Units requiring a waiver to this AFI will follow this procedure:

1.2.1.2. Units will forward their written request for a waiver to this instruction through their chain of command to the MAJCOM/A3. The unit's detailed waiver request must clearly delineate if a FAA exemption is required, the operational requirement for the waiver and risk mitigation measures to be undertaken during operations under the waiver.

1.2.1.3. MAJCOMs will review the request. If approved, the MAJCOM/A3 will endorse the request and forward it in memo or message format to HQ USAF/A3O, with a copy to HQ AFFSA/A3A, at least 30 days prior to the waiver requirement. Submit waiver requests to: [afa3o.workflow@pentagon.af.mil](mailto:afa3o.workflow@pentagon.af.mil) (copy to: [hqaffsa.a3a@tinker.af.mil](mailto:hqaffsa.a3a@tinker.af.mil)). If approved, HQ USAF/A3O will send an approved waiver memo to the MAJCOM/A3. HQ USAF/A3O will review and respond in writing to all MAJCOM waiver requests.

1.2.1.4. MAJCOMs shall track the currency of all approved waivers to ensure renewals, if required, are validated and then requested using the process above at least 15 days prior to the expiration date.

1.2.1.5. To ensure a periodic revalidation of waiver requirements, HQ USAF/A3O grants waivers to this AFI for a period not to exceed two years.

1.2.1.6. AF IMT 4058, Airfield Operations Policy Waiver. Use AF IMT 4058 to request waivers to this instruction. If additional space is required, annotate on plain bond paper and submit along with the form. Number each comment with the corresponding block number. In addition, units will submit an Operational Risk Management (ORM) Assessment in accordance with AFPAM 90-902, Operational Risk Management (ORM) Guidelines and Tools or alternate risk mitigation procedures with all waiver requests.

1.2.1.7. Submit additional data (e.g., Letters of Procedure (LOP), airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request as required.

**1.3. Recommended Changes.** Submit recommended changes to this AFI through the MAJCOM to HQ AFFSA/A3A using the AF IMT 847, Recommendation for Change of Publication.

**1.4. Supplements.** HQ USAF/A3O-AY must approve all supplements to this instruction

**1.5. Responsibilities:**

1.5.1. HQ USAF/A3O-AY Career Field Manager (CFM):

1.5.1.1. Manages the AO (AFSC 13MX), enlisted AM (AFSC 1C7X1) and enlisted ATC (AFSC 1C1X1) career fields in accordance with AFI 36-2201 Vol 5, *Air Force Training Program Career Field Education and Training*.

1.5.1.2. Coordinates HQ USAF/A3O appointment of a senior civilian in NSPS/GS-2150/2152/2154 job series as the assistant to the NSPS/GS-21XX career field manager for addressing civilian airfield management and air traffic control personnel issues. **Note:** This position will normally reside at HQ USAF/A3O-AY.

1.5.1.3. Coordinates with Air Education and Training Command (AETC) to develop and maintain the appropriate initial qualification and upgrade courses, career development courses, and other career field training courses as required in accordance with AFI 36-2201, Vol 5.

1.5.2. NSPS/GS-2150/2152/2154 Assistant Career Field Managers. Develop standard core personnel documents (SCPD) and standard position descriptions (SPD) for civilian air traffic control and airfield management positions. **Note:** GS-2154 series are not applicable to AFRC AM personnel.

1.5.2.1. Manages development and publication of AM, ATC, and airfield operations officer training guides and other training products used in qualification/functional training.

1.5.2.2. Tracks and maintains all approved and pending waivers to this instruction.

1.5.2.3. Ensures civilian hiring authorities use correct job series and SCPDs/SPDs to hire civilian airfield operations personnel. The NSPS/GS-2152 job series will not be used for AM positions.

1.5.3. MAJCOM OPR for Airfield Operations:

1.5.3.1. Serves as MAJCOM Functional Manager counterpart to the USAF career field managers for each airfield operations AFSC and civilian job series.

1.5.3.2. Establishes a process for prioritizing and scheduling personnel identified by the units for career field development courses, e.g., Advanced Military Airfield Managers Course, Military Airspace Management Course, and Air Traffic Control Systems Specialist Course.

## Chapter 2

### AIRFIELD OPERATIONS OFFICER DEVELOPMENT

**2.1. Airfield Operations (AO) Officers, AFSC 13MX** Are responsible for the overall direction and management of services provided by ATC and AM personnel. Additionally, AO officers provide expertise on civil and combat airspace matters. AO officers provide senior leaders with guidance and recommendations for facility operations, programs, policy, and personnel actions. They may also serve as operations officers or commanders of operations support units.

**2.2. Commissioning Source.** Officers being assigned to the 13M career field are subject to the same commissioning requirements as other non-rated operations officers.

**2.3. Initial Qualification Training (IQT).** All officers attend the initial skills training at Keesler AFB, MS for AO management training and initial ATC skills training. Upon graduation, officers will be awarded the 13M1 AFSC.

2.3.1. Based on prior enlisted ATC/AM certifications and recent proficiency, officers may be proficiency advanced through the control tower, Radar Approach Control, and AM blocks of instruction in accordance with CFM policy.

2.3.2. All officers, regardless of prior enlisted or officer experience, must complete the airfield operations flight commander responsibilities portion of the course.

**2.4. Mission Qualification Training (MQT).** Upon completion of all IQT requirements, 13M1 officers will be entered into the approved CFM required training program to obtain 13M3 skill-level.

2.4.1. Upgrade Facility Position Certification requirements:

2.4.1.1. One control position in either the control tower or radar facility (e.g. local control or approach control).

2.4.1.1. (ACC) At Davis-Monthan AFB, must obtain Local Control.

2.4.1.2. One assist position in the opposite ATC facility (e.g., flight data or approach assist).

2.4.1.2. (ACC) Not applicable to Davis-Monthan AFB.

2.4.1.3. AMOC certification.

2.4.1.3. (ACC) In addition to Airfield Management Operations Coordinator (AMOC) and Air Traffic Control (ATC) assist position requirements, Airfield Operations Flight (AOF) officers in upgrade training must obtain and document a minimum of 1 hour per week directly involved in activities on the airfield (ie. Airfield checks/inspections, construction site tours, BASH or IFE response involvement, etc).

2.4.1.4. Completion of the AOM series via 334 TRS developed ADSL course.

2.4.1.5. Obtain and maintain proficiency in positions certified until PCS to his/her next duty location.

2.4.2. Post-upgrade Facility Position Certification Requirements for 13Ms assigned at the Airfield Operations Flight level:

2.4.2.1. Completion of AFM PCG within 12 months of 13M3 upgrade (one time requirement).

2.4.2.2. AMOC certification.

2.4.2.3. Certification in most complex assist position in most complex facility as determined by the AOF/CC and validated by MAJCOM.

2.4.2.3. (ACC) Identify most complex assist position in the most complex facility in the Training Operating Instruction.

2.4.2.4. Obtain and maintain proficiency in AMOC and the ATC assist position.

2.4.2.4. (ACC) In addition to AMOC and ATC assist position requirements, post-upgrade AOF officers must obtain and document a minimum of 1 hour per week directly involved in activities on the airfield (ie. Airfield checks/inspections, construction site tours, Bird Aircraft Strike Hazard (BASH) or In-Flight Emergency (IFE) response involvement, etc).

**2.5. 13MX Developmental Training.** Several follow-on training courses are available to further the 13MX officer's professional development and fulfill training requirements for contingencies or other unique assignments. Every effort should be made to assist fully qualified officers in attending the below courses and seminars.

2.5.1. Advanced Airfield Manager Course. This course is designed primarily to provide AM SNCOs the knowledge and skills needed to perform the duties of the Airfield Manager. 13MX officers are encouraged to attend this course within 2 years of completing MQT, or prior to their selection as an Airfield Operations Flight Commander (AOF/CC) to enhance their knowledge of requirements for managing USAF airfields. Refer to the Education and Training Course Announcements website at <https://etca.randolph.af.mil> for course information. Award SEI OCH upon completion of all requirements.

2.5.2. Military Airspace Management Course. This is an advanced course designed to provide 13MX officers with the ability to identify, define, develop, negotiate, and process airspace and air traffic control service requirements essential to national defense flight operations in the peacetime US airspace system. Officers are encouraged to attend this course when serving as the AOF/CC at a location with a complex ATC environment or prior to a staff assignment. Refer to the Education and Training Course Announcements website at <https://etca.randolph.af.mil> for course prerequisites. Award SEI OUL upon completion of all requirements.

2.5.3. Aircraft Mishap Investigation Course (AMIC). The purpose of this course is to train potential pilot and maintenance members and selected technical experts in the techniques and procedures of investigating aircraft mishaps. AMIC is recommended for 13MX officers as senior captains or majors who may be selected to augment safety investigation boards. Funded allocations for the course may be sought through wing safety offices.

2.5.4. Air and Space Operations Center (AOC) IQT, Airspace (AOCIQT-ASP, ). This course prepares 13MX officers to plan, produce, and execute an Airspace Control Order (ACO) in support of an Air Tasking Order (ATO). This course is recommended training

prior to any deployment; however, it is required for permanent or temporary assignment to an AOC. Award Combat Airspace Basic, Journeyman and Theater Airspace Expert SEIs upon completion of specified training requirements listed in the Air Force Officer Classification Directory (AFOCD.)

2.5.5. Seminars and conferences hosted by professional aviation organizations and associations.

2.5.6. FAA/ICAO (International Civil Aviation Organization) courses related to airspace configuration, Next Generation ATC development, and similar educational opportunities. See [www.icao.int](http://www.icao.int) or [www.faa.gov](http://www.faa.gov) for training opportunities.

## **2.6. 13 MX Professional Development Positions.**

2.6.1. Qualifications for Selection as AOF/CC. Must hold AFSC 13M3 and have completed all required ATC and AM training. Eighteen months of AOF/DO or AOF/SO experience prior to assuming duties as AOF/CC is required. Waivers to this requirement must be submitted to MAJCOM OPR for AO.

2.6.2. Qualifications for selection as AOF/DO or AOF/SO. Must hold AFSC 13M3.

2.6.3. Qualifications for Selection to Higher Headquarters Staff Positions. Must hold AFSC 13M3 with 6 years of experience in AOF/SO/DO/CC, combat airspace, or IQT instructor positions.

### Chapter 3

#### AIRFIELD MANAGEMENT DEVELOPMENT (

**3.1. AM Upgrade Training (UGT).** UGT is necessary to award a higher skill level in the 1C7X1 career field. The UGT timeframe is identified as the first official day of training towards the next higher skill level. Conduct and document upgrade training according to AFI 36-2201 Vol 3, *Air Force Training Program On The Job Administration*; 1C7X1 Career Field Education and Training Plan (CFETP); and this AFI. Individuals must meet the requirements in accordance with AFI 36-2201, Vol 2 *Air Force Training Program Training Management*, and the following for award of the below skill levels:

3.1.1. AM Apprentice (1C731). AFSC 1C731 is awarded upon completion of the AM Apprentice Course at the Keesler AFB Technical Training Center. All personnel retraining into the AM career field will attend the apprentice course. **Exception:** A retrainee may obtain a 3-skill level via on-the job training (OJT) when specified in the retraining instructions and approved by the AM CFM. Personnel approved to retrain via OJT may be awarded a 3-skill level upon completion (training and certification) of tasks taught in the AM Apprentice Course and duty position requirements identified by the supervisor and all other mandatory requirements.

3.1.2. AM Journeyman (1C751). Enter individuals into 5-skill level UGT after completion of an initial evaluation and the apprentice course Graduate Assessment Survey. Recommend individual for award of 1C751 only after the individual has completed the following:

3.1.2.1. 5-Level Career Development Course (CDC).

3.1.2.2. Position Certification Guides (PCG) *Airfield Management Operations Coordinator* and *Airfield Management Operations Supervisor (AMOS)*

3.1.2.3. All 5-skill level training requirements listed in the 1C7X1 CFETP Part II.

3.1.2.4. Training requirements outlined in the *Air Force Enlisted Classification Directory* (AFECD) and AFI 36-2201, Vol 2.

3.1.3. AM Craftsman (1C771). Enter individuals into 7-skill level UGT after notification of promotion to Staff Sergeant (SSgt) but no earlier than the first day of the promotion cycle. Recommend individual for award of 1C771 only after promotion to SSgt and completion of the following:

3.1.3.1. Airfield Management Advanced Distributed Learning System (ADLS) Craftsman Course.

3.1.3.2. PCGs *NCOIC, Airfield Management Operations* and *NCOIC, Airfield Management Training*.

3.1.3.3. All 7-skill level training requirements listed in the 1C7X1 CFETP.

3.1.3.4. All training requirements outlined in the AFECD and AFI 36-2201, Vol 2.

3.1.3.5. USAF Operational Risk Management (ORM) *Application and Integration Course*, available for download at AF Safety Center Training Website.

3.1.3.6. Developmental training requirements. The following training items are required for individuals in 7-skill level UGT; however, it is highly recommended that they be used to professionally develop all airfield management personnel at any stage in their career. Document completion of professional development training on the AF IMT 797, *Job Qualification Standard Continuation/Command JQS*, using separate entries for each item.

3.1.3.6.1. Airfield Conditions. Trainee must be able to properly identify airfield deficiencies (e.g., pavement spalls/cracks, markings, lighting, etc.) and coordinate and schedule repairs with CE personnel. Trainee must accompany the AFM on an Annual Airfield Safety/Certification Inspection.

3.1.3.6.2. AF IMT 332, *Base Civil Engineer Work Request*, Procedures. Trainee must be able to process an AF IMT 332.

3.1.3.6.3. Budget and Facility Utilization Board Process. Trainee must be able to provide operational impact assessments to assist CE, AOF/CC, OSS/CC, OG/CC and others for prioritizing airfield construction/repair projects.

3.1.3.6.4. Airfield Waiver/ORM Process. Trainee must be familiar with the airfield waiver process (UFC 3-260-01, Appendix B, Section 1) and should accompany the AFM on at least one annual waiver review.

3.1.3.6.5. Meetings. Trainee must accompany the AFM or designated representative to the following meetings:

3.1.3.6.6. Airfield Operations Board (AOB).

3.1.3.6.7. Bird/Wildlife Hazard Working Group (BHWG).

3.1.3.6.8. Foreign Object Damage (FOD).

3.1.3.6.9. Training Review Board (TRB).

3.1.3.6.10. Airfield construction.

3.1.3.6.11. Planning/pre-construction.

3.1.3.6.12. Project completion phase.

3.1.3.6.13. Exercise planning.

3.1.3.6.14. Open house/airshow/static display.

3.1.3.6.15. Deployment planning.

3.1.3.6.16. In-Garrison Expeditionary Site Plan (IGESP).

3.1.3.6.17. Hazardous Cargo/Live Armament. Trainee must be familiar with the criteria for designating areas to load, unload, arm and de-arm aircraft with hazardous cargo or live armament.

3.1.3.6.18. Annual AM/AOF/Operations Support Squadron (OSS) budget process. Trainee must be familiar with the preparation of unit financial plan (FINPLAN) and understand funded/unfunded requirements and fall-out funds.

3.1.3.6.19. Capabilities Based Manpower Standard (CMS). Trainee must be familiar with the CMS/variances, unit-manning documents and the process to make a revision.

Include exposure and familiarity with the Status of Resources Training System (SORTS) and Designed Operational Capability (DOC) Statement.

#### 3.1.4. 368 SEI Requirements

3.1.4.1. Upon promotion to TSgt, enter individual into SEI 368 qualification training. Must complete the minimum requirements outlined in the AFECD and awarded the SEI within 1 year. **Note:** For ANG, enter individuals upon selection to MSgt.

3.1.5. AM Superintendent (1C791). Enter individuals into 9-skill level UGT after notification of promotion to Senior Master Sergeant (SMSgt) but no earlier than the first day of the promotion cycle. Recommend individual for award of 1C791 only after promotion to SMSgt and completion of the following (if not already completed):

3.1.5.1. Advanced Airfield Manager Course.

3.1.5.2. PCG, *Airfield Manager*.

3.1.5.3. All training requirements outlined in the AFECD and AFI 36-2201, Vol 2.

### 3.2. AM Professional Development Positions:

3.2.1. Airfield Manager (AFM). Must be in the rank of MSgt – CMSgt, hold AFSC 1C700, 1C791, or 1C771, possess Special Experience Identifier (SEI) 368, and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level).

3.2.2. Deputy Airfield Manager (DAFM). Must be in the rank of TSgt or above, hold AFSC 1C771, possess SEI 368 and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level).

3.2.3. NCOIC, Airfield Management Operations (NAMO). Must be in the rank of SSgt or above, hold AFSC 1C771, and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level). **Note:** The AFM may appoint a SSgt/5-skill level that has completed all upgrade/qualification training requirements and is only awaiting time requirements outlined in AFI 36-2201, Vol 2 for the award of the 7-skill level.

3.2.4. NCOIC, Airfield Management Training (NAMT). Must be in the rank of SSgt or above, must hold AFSC 1C771, and have at least 3 years experience in AM (1 of the 3 years must be working in an AM facility at the 1C771 level). **Note:** The AFM may appoint a SSgt/5-skill level who has completed all upgrade/qualification training requirements and is only awaiting time requirements outlined in AFI 36-2201, Vol 2 for the award of the 7-skill level.

**3.3. AM Professional Development.** Every effort should be made to assist AM personnel in attending the professional development courses/programs referenced in the 1C7X1 CFETP, Table 5.2.

## Chapter 4

### AIR TRAFFIC CONTROLLER DEVELOPMENT (ENLISTED PERSONNEL)

**4.1. ATC Upgrade Training (UGT).** Upgrade training is necessary to be awarded a higher skill level. The UGT timeframe is identified as the first official day of training in a position. Individuals must meet the requirements in accordance with AFI 36-2201, Vol 2 *Air Force Training Program Training Management* and the following for award of the below skill levels:

4.1.1. ATC Apprentice (1C131). AFSC 1C131 is awarded when an individual completes the ATC Operations Apprentice Course at Keesler AFB Technical Training Center or as a result of the recruiting process when an individual has successfully completed a formal DoD/FAA ATC course.

4.1.2. ATC Journeyman (1C151). AFSC 1C151 is awarded when an individual completes: All tasks, for the positions identified below, in the CFETP Part II and related AF IMT 797 tasks identified by the facility Chief Controller (CCTLR). Minimum position certifications that must be completed per facility are:

4.1.2.1. Control Tower (CTO; SEI 056) Local Control, Ground Control and Flight Data.

4.1.2.2. Radar Approach Control (RAPCON; SEI 364) Approach Control, Approach Assist and Arrival Control. **Note:** At locations where controllers routinely perform Arrival Control functions as part of an Approach Control function, individuals may be awarded SEI 364. CCTLRs must outline the minimum standards necessary for award of the Arrival Control rating as part of a combined rating in the facility PCGs and all training objectives and standards for the Arrival Control position must be met.

4.1.2.3. Ground Control Approach (GCA; SEI 053) Arrival Control, Arrival Assist, and RFC (if available).

4.1.3. ATC Craftsman (1C171). Complete ADLS course E6ACS1C171 000, ATC Craftsman Course. Trainees are automatically enrolled by AFPC upon notification of promotion, with the exception of out-of-cycle promotes and re-trainees. **Note:** National Guard Bureau (NGB) will coordinate enrollment of their personnel in the ADLS course.

### 4.2. ATC Professional Development Positions.

4.2.1. "Facility type" Chief Controller (CCTLR): Must hold at least AFSC 1C171, performed ATC duties for at least 5 years, and have 1 year experience in the type facility to manage, excluding RFC. **Note:** Individuals must be assigned to the CCTLR position number on the unit manning document to be awarded the SEI. Assistant CCTLRs will only be awarded the SEI if filling in as the CCTLR due to an extended deployment (6 months or more). **Note:** During such time, it is not required that the Assistant CCTLR be moved to the CCTLR position number on the UMD.

4.2.1.1. Tower CCTLR (SEI 955). Must have held SEI 055 for at least 1 year.

4.2.1.2. RAPCON CCTLR (SEI 956). Must have held SEI 362 for at least 1 year.

4.2.1.3. GCA CCTLR (SEI 957). Must have held SEI 054 for at least 1 year.

- 4.2.1.4. Complex CCTLR. Must have SEI 955, 956, or 957. The second facility watch-supervisor SEI must be obtained within 1 year of assuming Complex CCTLR duties.
- 4.2.2. NCOIC, ATC Training (NATCT): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362, and have performed ATC duties for at least 5 years. SEI 054 and 362 not required for Tower only locations.
- 4.2.3. NCOIC, Standardization and Evaluation (NSE): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362 and have performed ATC duties for at least 5 years.
- 4.2.4. NCOIC, ATC Training and Standardization (TSN): Must hold at least AFSC 1C171, possess SEI 054, 055, or 362, and have performed ATC duties for at least 5 years.
- 4.2.5. Watch Supervisor (WS) or Senior Controller (SC): Must hold at least AFSC 13M3 or 1C171, possess appropriate SEI , and have performed ATC duties for at least 4 years and have 1 year experience in type facility to supervise, excluding RFC. (RAPCON satisfies the GCA experience requirement.
- 4.2.6. NCOIC, ATC Automation (NATCA): Must hold at least AFSC 1C171, possess SEI 376 , have performed ATC automation duties for at least 2 years, and have one year experience in type of automation work center to manage.
- 4.2.7. ATC Systems Specialist (ATCSS): Must hold at least AFSC 1C151 and possess 364 or 376 SEI, and performed ATC duties for at least 3 years.
- 4.2.8. ATC Functional Development Positions.
- 4.2.8.1. Assistant “*Facility Type*” Chief Controller (ACCTLR): Must hold at least AFSC 1C171, certified in all positions, WS qualified and maintain proficiency. Must have performed ATC duties for at least 5 years and have 1 year experience in the type facility to manage, excluding RFC.
- 4.2.8.2. Assistant NCOIC, ATC Training (ANATCT): Must hold at least AFSC 1C151 and facility rated.
- 4.2.8.3. Assistant NCOIC, Standardization and Evaluation (ANSE): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362 (as applicable).
- 4.2.8.4. Assistant NCOIC, ATC Training and Standardization (ATSN): Must hold at least AFSC 1C171, possess SEI 054, 055, or 362 (as applicable).
- 4.2.8.5. Combat Airspace Manager: Air and Space Operations Center (AOC) IQT, Airspace (AOCIQT-ASP). This course prepares 1C1X1 personnel to plan, produce, and execute an Airspace Control Order (ACO) in support of an Air Tasking Order (ATO). This course is required for permanent or temporary assignment to an AOC. AOC MQT occurs with assignment to NAF AOC organization ADS qualification. Award Combat Airspace Basic and Journeyman SEIs upon completion of specified training requirements listed in the Air Force Enlisted Classification Directory (AFECD.)

## Chapter 5

### AIRFIELD OPERATIONS CIVILIAN PERSONNEL DEVELOPMENT

**5.1. Applicability.** This chapter applies to Department of Defense (DoD) civilians performing AO and airspace management duties only. Requirements for contractors and Host Nation/Local National personnel are covered in HQ USAF/A3O-AY or MAJCOM approved Performance Work Statement (PWS), Statements of Work (SOW) or Host Nation agreements.

**5.2. AO Job Series.** The preferred job series for AO civilians are NSPS/GS-2150, Transportation Operations and NSPS/GS-2154, Air Traffic Assistant for AM personnel and NSPS/GS-2152, Air Traffic Control for AOF staff, ATC, and airspace management personnel.

**5.3. Selection/Classification Criteria.** DoD Civilian duty positions are classified according to the Office for Personnel Management (OPM) Position Classification Standards or NSPS equivalents and Air Force Guidance.

5.3.1. NSPS/GS-2150/2154 (AM Only) Criteria. For classifying AM civilian duty positions, use Standard Core Personnel Document (SCPD) Numbers 9G501 – *Airfield Management Shift Lead*, 9G502 – *Assistant Airfield Manager* and 9G503 – *Airfield Manager*. For NSPS civilians, use Standard Position Description (SPD) Numbers 9N584 - *Airfield Manager* and 9N585 – *Assistant Airfield Manager*. (Available for download from the Air Force Portal SCPD and SPD Libraries). Not applicable to Air National Guard. Civilians must possess the knowledge, skills, and abilities to effectively inspect the airfield environment for safety and compliance with established Air Force, Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO), or North Atlantic Treaty Organization (NATO) airfield planning and design criteria. Refer to an applicant/employee's skill codes to determine their current and previous work experience. Skill codes are usually incorporated in a civilian employee's Career Brief.

5.3.1.1. Civilians selected to fill the Airfield Manager, Assistant Airfield Manager, or Airfield Management Operations Manager and Airfield Management Training Manager duty positions must have *at least one or more years* supervisory and/or management level training and experience planning, organizing and executing AM duties outlined in this AFI and AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs* at a military or civil airport.

5.3.1.1.1. Candidates selected to fill the Airfield Manager and Assistant duty positions must already possess a USAF Airfield Manager Position certification or FAA equivalent certification and/or training credentials.

5.3.1.1.2. Candidates selected to fill the Airfield Management Operations Manager duty position must already possess a USAF NCOIC, Airfield Management Operations certification (or higher) or FAA equivalent training and/or certification.

5.3.1.1.3. Candidates selected to fill the Airfield Management Training Manager duty position must already possess a USAF NCOIC, Airfield Management Training certification (or higher) or FAA equivalent certification and/or training credentials.

5.3.1.2. Civilians selected to fill AM Shift Lead duty positions must have *at least one or more years* technician/journeyman level training and experience executing AM duties

outlined in this AFI and AFI 13-204 Vol 3 at a military or civil airport. **Note:** Candidates selected to fill the AM Shift Lead duty position must already possess a USAF Airfield Management Shift Supervisor/Lead certification or FAA equivalent certification and/or training credentials.

5.3.1.3. Specific management and/or technical training, experience, and responsibilities for all AM civilian positions must be published in the SCPD or PWS/SOW.

5.3.1.4. Hiring authorities (e.g., OSS/CC, AOF/CC, AFMs, etc.) must ensure the knowledge, skills and abilities of the candidate being selected are directly related to the duty position hired to perform to ensure safe, efficient and effective airfield operations.

5.3.1.5. Consult MAJCOM for assistance validating work experience, job knowledge and authoring job announcements as required.

5.3.1.6. Civilians must be able to complete and maintain certification to operate a vehicle on the airfield, to include meeting all color vision testing requirements in order to operate a vehicle in the Controlled Movement Area (CMA).

5.3.1.7. Civilians must have the ability to use wildlife control devices and firearms, as well as any other necessary equipment.

5.3.1.8. Civilians must complete all of the following within 6 months of assuming the position.

5.3.1.8.1. Local qualification training requirements.

5.3.1.8.2. Conduct and document a review of the current USAF Position Certification Guides for the duty position being selected to fill (*if not previously completed*). **Note:** The objective of this review is to provide an individual with existing airfield/airport management experience the minimum operations, procedures and training standards for working in a USAF Airfield Management facility.

5.3.1.8.3. AM Computer Base Training Products and AM Supplemental Training requirements outlined in AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs* and PWS/SOW

5.3.2. NSPS/GS-2152 Criteria. Only personnel who have successfully completed a formal DoD or DoT basic ATC course may be selected for NSPS/GS-2152 positions. Those working as active air traffic controllers must meet FAA Flying Class II medical standards. **Note:** Refer to an applicant/employee's skill codes to determine their current and previous work experience. Skill codes are usually incorporated in a civilian employee's Career Brief. For classifying ATC civilian duty positions, use SCPD Numbers 9G801, 9G802, and 9G803 – *Tower*; 9G804, 9G805, and 9G806 – *RAPCON*; 9G807, 9G808, 9G809, and 9G810 – *Automation Specialist*. (Available for download from the Air Force Portal SCPD Library). SPDs for NSPS civilians are not yet developed. Not applicable to Air National Guard.

5.3.3. Minor modifications to the above documents may be necessary to address locally assigned duties and responsibilities. Guidance for developing and modifying CPDs and SPDs is available on the AFPC website and in AFI 36-1401, *Position Classification*.

**5.4. Civilian Career Progression.** Civilians desiring to compete for higher-level jobs are required to complete the appropriate requirements in chapters 3 and 4, if not completed already, in order to meet the experience and training requirements of the desired position.

5.4.1. AM. AM Civilians desiring to compete for supervisory positions (Airfield Management Shift Lead (AMSL), Airfield Management Training Manager (AMTM), Airfield Management Operations Manager (AMOM), Assistant Airfield Manager (AAFM), and Airfield Manager (AFM) are required to complete 7-Level UGT requirements in Para. 3.1.3. to include the ADLS Craftsman Course and the training requirements outlined in AFI 13-204 Vol 3, Chapter 15 (*if not previously completed*) prior to being selected to fill the position vacancy.

5.4.2. ATC. In order to be considered for a position as a Controller in Charge (CIC), all ATC 7-skill level UGT requirements must be completed.

### **5.5. Civilian Professional Development Positions.**

#### **5.5.1. AM Civilian Professional Development Positions.**

5.5.1.1. Where positions exist, AM civilians may progress from Airfield Management Shift Lead (AMSL) to Airfield Management Training Manager (AMTM), Airfield Management Operations Manager (AMOM), Assistant Airfield Manager (AAFM), and Airfield Manager (AFM). Qualified AM civilians are also eligible to compete for NSPS/GS-2150 positions on higher headquarters staffs. Position training and certification requirements that must be completed prior to being selected to fill the position vacancy are outlined in AFI 13-204, Vol 3, *Airfield Operations Procedures and Programs*.

5.5.1.2. When military staffing warrants, MAJCOMs may approve temporary appointments of otherwise qualified AM GS/NSPS personnel (See para 5.3.1.) for a period not to exceed 180 days in duration. This restriction protects professional development opportunities for active duty personnel who require AM management skills at overseas/contingency locations. **Note 1:** Ensure Standard Form 52B, *Request For Personnel Action* is submitted to servicing Civilian Personnel Office (CPO) prior to start date and at completion of temporary appointment. **Note 2:** Does not apply to facilities exclusively staffed by civilian personnel.

#### **5.5.2. ATC Civilian Professional Development Positions.**

5.5.2.1. In facilities staffed exclusively by civilian controllers, ATC civilians may progress from Controller to CIC; ATC Automation Manager (ATCAM); ATC Training Manager (ATCTM); Training and Standardization Manager (TSM); or Air Traffic Manager (ATM). Qualified ATC civilians are also eligible to compete for NSPS/GS-2152 positions as Air Traffic Manager/ Airfield Operations Managers (AOF/CC equivalent), airspace managers, Instrument Procedure Designers (TERPS), and on higher headquarters staffs. Position training requirements are outlined in AFI 13-204, Vol 3.

5.5.2.2. When military staffing warrants, MAJCOMs may approve temporary appointments of otherwise qualified GS-2152s personnel to CCTLR, NATCT, NSE, and TSN positions for a period not to exceed 180 days in duration. This restriction protects professional development opportunities for active duty personnel who require ATC

management skills at overseas/ contingency locations. **Note 1:** Ensure Standard Form 52B is submitted to servicing CPO prior to start date and at completion of temporary appointment. **Note 2:** Does not apply to facilities exclusively staffed by civilian controllers.

**5.6. Civilian Functional Development Positions.** When necessary and/or appropriate, GS-2152 controllers, who meet the equivalent qualifications, may be assigned as ACCTLR, ANATCT, ANSE, and ATSN or civilian equivalent as additional duties. In facilities staffed exclusively by civilian controllers, these positions are designed to groom civilians for future leadership roles.

## Chapter 6

### CONTRACTED AIRFIELD OPERATIONS

**6.1. Applicability.** This chapter applies to contractors performing AO duties.

6.1.1. Airfield Management Contractors must possess required knowledge, skills, and abilities to effectively manage and inspect the airfield environment for safety and compliance with established Air Force, Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO), or North Atlantic Treaty Organization (NATO) airfield planning and design criteria.

6.1.1.1. Contractors selected to fill management/staff duty positions (e.g. Airfield Manager, Assistant Airfield Manager, or Airfield Management Operations Manager) must have *at least three or more years* supervisory and/or management level training and experience planning, organizing and executing AM duties outlined in this AFI and AFI 13-204 Vol 3 at a military or civil airport. **Note:** The Airfield Manager and Assistant must already possess a USAF Airfield Manager Position certification or FAA equivalent training and/or certification. The Airfield Operations Manager must already possess a NCOIC, Airfield Management Operations certification (or higher) or FAA equivalent training and/or certification.

6.1.1.2. Contractors selected to fill AM Shift Lead duty positions must have *at least one or more years* technician/journeyman level training and experience executing AM duties outlined in this AFI and AFI 13-204 Vol 3 at a military or civil airport. **Note:** The AM Shift Lead must already possess a USAF Airfield Management Shift Supervisor/Lead certification or FAA equivalent training and/or certification.

6.1.1.3. Contractors must be able to complete and maintain certification to operate a vehicle on the airfield, to include meeting all color vision testing requirements in order to operate a vehicle in the Controlled Movement Area (CMA).

6.1.1.4. Contractors must have the ability to use wildlife control devices and firearms, as well as any other necessary equipment.

6.1.1.5. Contractors must complete all of the following within 6 months of assuming the position.

6.1.1.5.1. Local qualification training requirements.

6.1.1.5.2. Conduct and document a review of the most current USAF Position Certification Guides for the duty position being selected to fill (*if not previously completed*). **Note:** The objective of this review is to provide an individual with existing airfield/airport management experience the minimum operations, procedures and training standards for working in a USAF Airfield Management facility.

6.1.1.5.3. AM Computer Base Training Products and AM Supplemental Training requirements outlined in AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs* and PWS/SOW

6.1.2. Air Traffic Control Contractors selected to fill ATC duty positions, Tower and/or Radar, must have appropriate training and experience (four or more years for

technician/journeyman level and eight or more for supervisory/management level) for executing ATC duties outlined in this AFI. They must possess required knowledge, skills and abilities to effectively promote air traffic system safety in compliance with established Air Force, FAA, ICAO, or NATO criterion.

6.1.2.1. Contractors selected to fill management/staff duty positions (CCTLR, NATCT, NSE, TSN or respective assistant positions) must have supervisory and/or management level experience, e.g. training, planning, organizing, and directing other personnel in ATC activities.

6.1.3. More specific management training, experience, responsibilities, and duty/operational requirements will be outlined in a MAJCOM or HQ USAF/A3O-AY approved PWS, SOW or Host Nation agreements.

6.1.3.1. Where training is required, Contract personnel will conduct and document training as outlined in the PWS or SOW.

**6.2. Responsibilities.** All PWS/SOWs (new/revised) containing AO services must be reviewed and approved by the MAJCOM OPR for Airfield Operations prior to implementation.

6.2.1. MAJCOMS must:

6.2.1.1. Act as a member of the multi-functional team for the establishment of new contracts or maintenance of existing contracts.

6.2.1.2. Review and coordinate on any new contract, proposals or amendments/modifications.

6.2.2. Units (AOF/CC) must:

6.2.2.1. Inform MAJCOM of contract and PWS/SOW proposals, developments and negotiations.

6.2.2.2. Submit new contracts, proposed amendments/modifications to current contracts, quality surveillance plans and checklists to the parent MAJCOM for review prior to implementing changes.

6.2.2.3. Assign a quality assurance evaluator (QAE) to ensure effective contract oversight. Where AM/ATC services are provided exclusively by a contractor, the QAE must be a subject matter/technical expert on AM/ATC duties and responsibilities.

6.2.3. QAE must:

6.2.3.1. Be appointed and trained prior to assuming QAE duties (See AFI 63-124, *Performance Based Services Acquisition*)

6.2.3.2. Assist the base contracting squadron with the development of AM/ATC PWSs/SOWs.

6.2.3.3. Perform quality assessment functions and manage performance (monitor, evaluate, and certify contractor compliance) in accordance with the performance plan and assess contractor performance against contract performance standards. **Note:** Where possible, the QAE should be a SME and act as a Functional Area Evaluator when necessary (e.g. ATC annual evaluations.)

6.2.3.4. Notify the Contracting Officer of any performance deficiencies and follow-up for resolution.

### **6.3. Adopted Forms.**

Standard Form 52B, *Request For Personnel Action*

AF IMT 332, *Base Civil Engineer Work Request*

AF IMT 797, *Job Qualification Standard Continuation/Command JQS*

AF IMT 847, *Recommendation for Change of Publication*

JOHNNY A. WEIDA, Maj Gen, USAF  
Asst DCS, Operations, Plans, and Requirements

**(ACC)**

DAVID L. GOLDFEIN, Major General, USAF  
Director of Operations

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

AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, 7 August 2007

AFI 13-204 Vol 2, *Airfield Operations Standardization and Evaluations*

AFI 13-204 Vol 3, *Airfield Operations Procedures and Programs*

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-1401, *Position Classification*, 1 August 1997

AFI 36-2201 Vol 2, *Air Force Training Program Training Management*, 13 January 2004

AFI 36-2201 Vol 3, *Air Force Training Program On The Job Administration*, 4 February 2005

AFI 36-2201 Vol 5, *Air Force Training Program Career Field Education and Training*, 8 June 2004

AFI 63-124, *Performance Based Services Acquisition*, 1 August 2005

***Abbreviations and Acronyms***

**AAF**M—Assistant Airfield Manager

**(Added-ACC)** **ACC**—Air Combat Command

**ACCTL**R—Assistant Chief Controller

**ACO**—Airspace Control Order

**ADLS**—Advanced Distributed Learning System

**AETC**—Air Education & Training Command

**AFI**—Air Force Instruction

**AFM**—Airfield Manager

**AFPC**—Air Force Personnel Center

**AFSC**—Air Force Specialty Code

**AMIC**—Aircraft Mishap Investigation Course

**AFLD**—Airfield

**AM**—Airfield Management

**AMOM**—Airfield Management Operations Manager

**AMSL**—Airfield Management Shift Lead

**AMTM**—Airfield Management Training Manager

**ANATCT**—Assistant, NCOIC, Air Traffic Control Training

**ANG**—Air National Guard

**ANSE**—Assistant, NCOIC, Standards & Evaluation  
**AO**—Airfield Operations  
**AOB**—Airfield Operations Board  
**AOF**—Airfield Operations Flight  
**AOM**—Airfield Operations Management  
**AOOT**—Airfield Operations Officer Training  
**ATC**—Air Traffic Control  
**ATCS**—Air Traffic Control Specialist  
**ATCSS**— ATC Systems Specialist  
**ATCAL**—Air Traffic Control and Landing Systems  
**ATSN**— Assistant, NCOIC, ATC Training and Standardization  
**BHWG**—Bird/Hazard Working Group  
**CC**—Commander  
**CCTLR**—Chief Controller  
**CDC**—Career Development Course  
**CE**—Civil Engineering  
**CFETP**—Career Field Education Training Plan  
**CFM**—Career Field Manager  
**CTO**—Control Tower Operator  
**FAA**—Federal Aviation Administration  
**FLT**—Front Load Training  
**FOD**—Foreign Object Damage  
**GCA**—Ground Control Approach  
**ICAO**—International Civil Aviation Organization  
**IQT**—Initial Qualification Training  
**MAJCOM**—Major Command  
**MQT**—Mission Qualification Training  
**NATCA**—NCOIC, Air Traffic Control Automation  
**NATCT**—NCOIC, Air Traffic Control Training  
**NSE**— NCOIC, Standardization and Evaluation  
**NSPS**—National Security Personnel System  
**OJT**—On-the-Job Training

**OPR**—Office of Primary Responsibility  
**ORM**—Operation Risk Management  
**OSS**—Operation Support Squadron  
**PCG**—Position Certification Guide  
**PWS**—Performance Work Statement  
**QAE**— Quality Assurance Evaluator  
**RAPCON**—Radar Approach Control  
**RFC**—Radar Final Controller  
**SC**—Senior Controller  
**SCPD**—Standard Core Personnel Documents  
**SEI**—Special Experience Identifier  
**SNCO**—Senior Non-Commissioned Officer  
**SO**—Systems Officer  
**SORTS**— Status of Resources Training System  
**SOW**—Statement of Work  
**SPD**— Standard Position Description  
**TERPS**—Terminal Instrument Procedures  
**TRB**—Training Review Board  
**TSN**— NCOIC, ATC Training and Standardization  
**UGT**—Upgrade Training  
**MPF**—Virtual Military Personnel Flight  
**WS**—Watch Supervisor