Administrative Changes to AFI13-204, VOLUME 1, AFGSCSUP, *Airfield Operations Career Field Development*

3 OCTOBER 2016

OPR: HQ AFGSC/A3OA

References throughout to A33S are hereby changed to A3OA.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 13-204, VOLUME 1

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Space, Missile, Command and Control

AIRFIELD OPERATIONS CAREER FIELD DEVELOPMENT

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all Air Force, Air National Guard (ANG) and Air Force Reserve Command (AFRC) airfield operations personnel (to include DoD and contract civilians). It directs the management of US Air Force (USAF), Air National Guard (ANG) and Air Force Reserve Command (AFRC) airfield operations personnel (to include 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 Airfield Operations (AO) facilities, including contracted AO locations where the USAF has functional oversight responsibility. This Air Force Instruction (AFI) may be supplemented at any level, however all supplements to include interim changes to previously approved supplements must be

routed to Headquarters (HQ) Air Force Flight Standards Agency, Director of Airfield Operations (HQ AFFSA/XA) for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*. See **Attachment 1** for a glossary of references and supporting information used in this instruction.

(AFGSC) This supplement implements and extends the guidance of AFI 13-204, Volume 1, *Airfield Operations Career Field Development*. It applies to all active duty AFGSC members, Air National Guard (ANG) and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that operate or administer functions in facilities in the airfield operations flight (AOF). It directs the administration of facilities, the use of equipment, the operations, and the training of airfield operations. It outlines duties and responsibilities of AOF members assigned to the unit level. This publication implements Major Command guidance by supplementing specific processes and procedures for managing airfield operations at AFGSC locations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate 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 in the Air Force Records Information Management System (AFRIMS). The reporting requirements in this supplement are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This interim revises AFI 13-204 Volume 1 by incorporating SAF/IGI tier waiver authority guidance outlined in AFI 33-360, *Publications and Forms Management.* Minor changes were made throughout and include reference updates and editing errors. A margin bar (|) indicates newly revised material.

(AFGSC) The waiver authorities for wing/unit level requirements have been identified.

Chapter 1

OVERVIEW

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. (AFGSC) For all guidance and coordination, units shall use the AFGSC A33S Airfield Operations Workflow email account: a3.ao.airfieldoperations@us.af.mil. All new Airfield Operations policy waiver or renewal requests (excluding FAA waivers) shall be processed IAW AFI 33-360, paragraph 1.9.5. and forwarded to the AFGSC A33S Airfield Operations Workflow NLT 60 days prior to expiration or expected implementation date. **(T-2).** Waivers to FAA publications shall be sent to the AFGSC A33S Workflow following coordination through the appropriate AFREP.

1.2. Delegation of Authority. HQ USAF/A3O delegates to HQ USAF/A3O-BA 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-BA will take policy guidance from the Air Staff and work airfield operations upgrade training and architecture matters. Additionally, HQ USAF/A3O-BA will provide technical/functional input to Air Force Personnel Center Civilian Personnel officials regarding General Schedule (GS) 2150/2152/2154 career field management matters. HQ USAF/A3O also delegates to HQ USAF/A3O-BA the responsibility of oversight and standardization of unit level training programs supporting upgrade training.

1.3. Waivers and Recommended Changes.

1.3.1. Waiver Authority.

1.3.1.1. Waiver authority for Tier 0: Non-AF authority (e.g. Federal Aviation Adminstration)

1.3.1.2. Waiver authority for Tier 1: MAJCOM/CC (delegable no lower than the MAJCOM/A3, with the concurrence of HAF/A3).

1.3.1.3. Waiver authority for Tier 2: MAJCOM/CC (delegable no lower than MAJCOM/A3)

1.3.1.4. Waiver authority for Tier 3: Wing/CC (delegable no lower than Group/CC or equivalent).

1.3.1.5. Waiver authority for Non-tiered compliance items targeted for functions above the wing or equivalent is AFFSA/XA.

1.3.2. Waiver Process.

1.3.2.1. Process waiver requests IAW AFI 33-360, paragraph 1.9.5. (T-1) Units may use the AF Form 4058, *Airfield Operations Policy Waiver* to process waivers to this instruction.

1.3.2.2. If deemed necessary, submit additional data (e.g., Letters of Procedure (LOP), airspace maps, traffic patterns, airfield diagrams, etc.) to substantiate the waiver request.

1.3.2.3. AOF/CC will forward a copy of the approved waiver to AFFSA/XA for publication OPR's situational awareness, consolidation/filing into the master waiver file, and to identify/track possible trends. (T-1)

1.3.2.4. Tier 0 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to the publication OPR (i.e. external agency/Non-AF authority) for concurrence/approval. Package results will be provided to the appropriate MAJCOM functional OPR.

Exception: Waivers to FAA publications must be coordinated with the MAJCOM OPR for Airfield Operations (AO) and the appropriate Air Force Representative (AFREP). (T-0) Submit the waiver package and Safety Risk Management Document (SRMD) through the MAJCOM OPR for AO to AFFSA/XA. (T-0) Upon AFFSA/XA concurrence to proceed, the AFREP will forward the waiver package and SRMD to FAA for processing. The AFREP will monitor the waiver process and inform the requesting unit, MAJCOM OPR for AO, and AFFSA/XA of FAA's determination. (T-0)

1.3.2.5. Tier 1 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to HAF/A3 (certifying official) for concurrence. Package results will be provided to the appropriate MAJCOM functional OPR.

1.3.2.6. Tier 2 waiver: Staff waiver requests in accordance with MAJCOM guidance. (T-2)

1.3.2.7. Tier 3 waiver: Staff waiver requests in accordance with Wing guidance. (T-3)

1.3.3. Recommended Changes. Submit recommended changes to this AFI and FAA guidance through the MAJCOM OPR for AO to HQ AFFSA using AF Form 847, *Recommendation for Change of Publication.*

1.4. Conflicting Directives. Units affected by FAA and other related AO directives not implemented by the USAF must request resolution from HQ AFFSA through their MAJCOM OPR for AO. (T-1)

Chapter 2

RESPONSIBILITIES

2.1. The HQ USAF/A3O-BA Career Field Manager (CFM) shall:

2.1.1. Manage the AO (AFSC 13MX), enlisted AM (AFSC 1C7X1) and enlisted ATC (AFSC 1C1X1) career fields in accordance with AFI 36-2201, *Air Force Training Program*.

2.1.2. Coordinate HQ USAF/A3O appointment of a senior civilian in GS-2150/2152/2154 job series as the assistant to the GS-21XX career field manager for addressing civilian AM and ATC personnel issues. **Note:** This position will normally reside at HQ USAF/A3O-BA.

2.1.3. Coordinate 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.

2.1.4. Manage development and publication of AM, ATC, and AO Officer training guides and other training products used in qualification training.

2.2. The GS-2150/2152/2154 Assistant CFMs shall:

2.2.1. 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.

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

2.3. The MAJCOM OPR for Airfield Operations shall:

2.3.1. Serve as MAJCOM Functional Manager (MFM) for airfield operations.

2.3.2. Established a process for prioritizing and scheduling personnel identified by the units for career field supplemental courses, e.g., Advanced Airfield Managers Course, Military Airspace Management Course, Chief Controller Course and Air Traffic Control Systems Specialist Course.

2.3.2. **(AFGSC)** AOFs should biannually review and identify AOF personnel who require career field supplemental courses (e.g., Advanced Airfield Managers Course, Military Airspace Management Course, Chief Controller Course and Air Traffic Control Systems Specialist Course) at or around 15 January and 15 June for HQ scheduling purposes. If necessary, units will prioritize and coordinate identified personnel with HQ AFGSC/A33S via email coordination.

2.3.3. **(Added-AFGSC)** Units shall coordinate all requests for career field supplemental courses with AFGSC A33S Airfield Operations Workflow. Request must include: Name, Grade, Course Requested, Duty Title, SSN, Phone Number, and Skill Level. **Note**: For Advanced Airfield Managers Course requests, include Airfield Manager PCG completion date, along with the following computer based training (CBT) completion dates to verify currency: Airfield Criteria, Airfield Inspections & Maintenance, Airfield Driving, and Wildlife Hazards. **(T-2).**

Chapter 3

AIRFIELD OPERATIONS OFFICER DEVELOPMENT

3.1. 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.

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

3.3. Initial Qualification Training (IQT). All officers attend the Airfield Operations Officer initial skills training at Keesler AFB Technical Training Center. AFSC 13M1 is awarded at time of selection to attend the initial skills training formal course at Keesler AFB, MS.

3.3.1. 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.

3.3.2. All officers, regardless of prior enlisted or officer experience must complete the airfield operations flight commander responsibilities portion of the course. (T-1)

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

3.4.1. Complete the Upgrade Facility Position Certification requirements as outlined in the 13M CFETP. (T-1)

3.4.1.1. If a 13M1 is assigned to a tower only or contract AM facility, defer training on radar and /or AM until assignment to another location. Deferment of this training does not preclude upgrade to 13M3.

3.4.1.2. 13M officers unable to obtain position certifications IAW the Career Field Education and Training Plan (CFETP) and this AFI will be withdrawn for failure to obtain a rating IAW AFI 13-204v3, *Airfield Operations Procedures and Programs* and AFI 36-2201. Eliminated officers may or may not be reclassified based on the needs of the Air Force.

3.4.1.3. **(Added-AFGSC)** Identify the most complex facility (if assigned to an ATC Complex) in the ATC Training Operating Instruction. **(T-2).**

3.4.2. Complete Post-upgrade Facility Position Certification Requirements for 13Ms assigned at the Airfield Operations Flight (AOF) level as outlined in the 13M CFETP. (T-1)

3.5. 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.

3.5.1. 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.

3.5.2. 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.)

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

3.6. 13MX Duty Positions.

3.6.1. AOF Systems Officer (SO) must hold AFSC 13M3. (T-1)

3.6.2. AOF Director of Operations (DO) must hold AFSC 13M3. (T-1)

3.6.3. AOF/CC must hold AFSC 13M3 and have 18 months of AOF/DO or AOF/SO experience prior to assuming duties as AOF/CC. (T-1)

3.6.4. Staff Level. AO Officers are awarded AFSC 13M4 upon assignment to MAJCOM/HQ staff.

Chapter 4

AIRFIELD MANAGEMENT DEVELOPMENT (ENLISTED PERSONNEL)

4.1. AM Upgrade Training (UGT). UGT is necessary to award a higher skill level. Personnel are entered into 5-level UGT the date arrived station (DAS) and 7-level UGT training on the first day of the promotion cycle. Individuals must meet the requirements in accordance with AFI 36-2201 and the following for award of the below skill levels: (T-1)

4.1.1. 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. (T-1) **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.

4.1.2. AM Journeyman (1C751). AFSC 1C751 is awarded upon completion of the Airfield Management Operations Coordinator (AMOC) Position Certification Guide (PCG), all 5-skill level training requirements listed in the 1C7X1 CFETP Part II, and a minimum of 12 months in UGT (9 months for retrainees with Training Status Code “F”). (T-3)

4.1.3. AM Craftsman (1C771). AFSC 1C771 is awarded upon completion of the Airfield Management Advanced Distributed Learning System (ADLS) Craftsman Course, all 7-skill level training requirements listed in the 1C7X1 CFETP Part II, and a minimum of 12 months in UGT (6 months for re-trainees with Training Status Code “G”). (T-3)

4.1.4. AM Superintendent (1C791). AFSC 1C791 is awarded upon promotion to Senior Master Sergeant (SMSgt) and possess SEI 368.

4.2. AM Duty Positions:

4.2.1. Airfield Management Operations Coordinator (AMOC): Must hold AFSC 1C731, as a minimum, and have completed the AMOC PCG. Submit AF Form 2096 to award SEI 154 – AMOC after completion of AMOC prerequisite. (T-1)

4.2.2. Airfield Management Operations Supervisor (AMOS) / Shift Lead (AMSL): Must hold AFSC 1C751, as a minimum and have completed the AMOS PCG. Submit AF Form 2096 to award SEI 155 – AMOS after completion of AMOS prerequisite. (T-1)

4.2.3. NCOIC, Airfield Management Training (NAMT): Must be in the rank of SSgt or above, hold AFSC 1C771, have completed the NCOIC, Airfield Management Operations and Training PCG, 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). **Exception:** During 7-skill level staffing shortages, the AOF/CC may appoint a 5-skill level in the rank of SSgt or above that have at least 3 years experience in AM, completed all upgrade/qualification training requirements and is only awaiting time requirements outlined in AFI 36-2201 for the award of the 7-skill level. (T-3)

4.2.4. NCOIC, Airfield Management Operations (NAMO): Must be in the rank of SSgt or above, hold AFSC 1C771, have completed the NCOIC, Airfield Management Operations and Training PCG, 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). **Exception:** During 7-skill level staffing shortages, the AOF/CC may appoint a 5-skill level in the rank of SSgt or above that have at least 3 years experience in AM, completed all upgrade/qualification training requirements and is only waiting time requirements outlined in AFI 36-2201 for the award of the 7-skill level. (T-3)

4.2.5. 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). (T-1)

4.2.6. Airfield Manager (AFM): Must be in the rank of MSgt-CMSgt, hold AFSC 1C771, 1C791, or 1C700, 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). (T-1)

Chapter 5

AIR TRAFFIC CONTROLLER DEVELOPMENT (ENLISTED PERSONNEL)

5.1. ATC Upgrade Training (UGT). Upgrade training is necessary to be awarded a higher skill level. Personnel are entered into 5-level UGT training the date arrived station (DAS) and 7-level UGT training on the first day of the promotion cycle. Individuals must meet the requirements in accordance with AFI 36-2201 and the following for award of the below skill levels: (T-1)

5.1.1. 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. (T-1)

5.1.2. ATC Journeyman (1C151). AFSC 1C151 is awarded when an individual completes a minimum of 12 months UGT, or 9 months for re-trainees, core task knowledge requirements identified in the CFETP Part II, all tasks required for the positions identified below, and related AF Form 797 tasks identified by the facility Chief Controller (CCTLR). (T-3) Minimum position certifications that must be completed per facility are:

5.1.2.1. Control Tower (CTO; SEI 056) - Requires certification in local control, ground control and flight data. (T-1)

5.1.2.2. Radar Approach Control (RAPCON; SEI 364) - Requires certification in approach, approach assistant and arrival. **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. (T-1)

5.1.2.3. Ground Control Approach (GCA; SEI 053) – Requires certification in Arrival and Arrival Assistant. (T-1)

5.1.3. ATC Craftsman (1C171). For controllers to be eligible for upgrade to the 7-skill level, individuals must satisfactorily complete a minimum of 12 months UGT, or 6 months for re- trainees, all training requirements identified in the Craftsman CTS and the Craftsman ADLS Course. Trainees are automatically enrolled in ADLS course E6ACS1C171 000, ATC Craftsman Course by AFPC upon notification of promotion, with the exception of out-of-cycle promotees and re-trainees. **Note:** National Guard Bureau (NGB) will coordinate enrollment of their personnel in the ADLS course. (T-3)

5.2. ATC Duty Positions.

5.2.1. "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 successfully complete the formal CCTLR course, and CCTLR QTP to be awarded the CCTLR SEI. (T-1)

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

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

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

5.2.1.4. 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. (T-1)

5.2.1.5. 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. (T-1)

5.2.2. 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. (T-1)

5.2.2.1. Assistant NCOIC, ATC Training (ANATCT): Must hold at least AFSC 1C171 and facility rated. (T-1)

5.2.3. NCOIC, ATC 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. (T-1)

5.2.3.1. Assistant NCOIC, ATC Standardization and Evaluation (ANSE): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362 (as applicable). (T-1)

5.2.4. NCOIC, ATC Training and Standardization (TSN): Must hold at least AFSC 1C171 and possess SEI 054, 055 or 362, and have performed ATC duties for at least 5 years. (T-1)

5.2.4.1. Assistant NCOIC, ATC Training and Standardization (ATSN): Must hold at least AFSC 1C171 and possess SEI 054, 055 or 362 (as applicable). (T-1)

5.2.5. Watch Supervisor (WS) or Senior Controller (SC): Must hold at least AFSC 1C171 and possess SEI 054, 055 or 362, 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). (T-1)

5.2.6. NCOIC, Airfield Automation Management (NAAM): Must hold at least AFSC 1C171, possess SEI 376, have performed AO automation duties for at least 2 years and have 1 year experience in type of automation work center to manage. Rationale: AOSS is not required at non-STARS locations. (T-1)

5.2.7. Airfield Operations Systems Specialist (AOSS): Must hold at least AFSC 1C171, possess SEI 362, 054 and/or 376 SEI and have performed ATC duties for at least 4 years. (T-1)

5.2.7.1. Prerequisites to Attend Air Traffic Control Systems Specialist (ATCSS) Course E3AZR1C171 00SB:

5.2.7.1.1. Have, or attain, three (3) years retainability. Not applicable to civilian controllers.

5.2.7.1.2. Have no more than 16 years Total Active Federal Military Service (TAFMS). Not applicable to civilian controllers.

5.2.7.1.3. Complete additional ATCSS course prerequisites located on the Education and Training Course Announcement (ETCA) website.

5.2.8. Instrument Procedure Specialist/Managers (TERPS) (SEI 357): Must hold at least AFSC 1C171, possess SEI 054, 055 or 362, completion of course E5AZG1C171 00FA (TERPS, FAA 15300083), and completion of TERPS QTP. (T-1)

5.2.9. Combat Airspace Manager Level I (SEI 900): Must hold at least AFSC 1C171; possess SEI 054, 055 or 362; completion of course AOCIQTASP (SEI 901); and participation in one Joint Chiefs of Staff exercise with combat airspace management employment or one air operations center (AOC) deployment in the combat airspace management cell (30 days or more). (T-1)

5.2.10. Combat Airspace Manager Level II (SEI 909): Must hold at least AFSC 1C171, possess SEIs 900 / 901, and assignment to combat airspace position (NAF/AOC) or 1+ years (cumulative) deployed experience. (T-1)

Chapter 6

AIRFIELD OPERATIONS CIVILIAN PERSONNEL DEVELOPMENT

6.1. Applicability. This chapter applies to Department of Defense (DOD) civilians performing AO and airspace management duties only. Requirements for Host Nation/Local National personnel are covered in HQ USAF/A3O-BA or MAJCOM approved Host Nation agreements.

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

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

6.3.1. GS-2150/2154 (AM Only) Criteria.

6.3.1.1. 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. (Available for download from the Air Force Portal SCPD and SPD Libraries.) Not applicable to ANG. Specific management and/or technical training, experience and responsibilities for all AM civilian positions must be published in the SCPD.

6.3.1.1.1. 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 (lCAO) or North Atlantic Treaty Organization (NATO) airfield planning and design criteria. (T-1)

6.3.1.1.2. 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). (T-1)

6.3.1.1.3. Civilians tasked with performing Bird/Wildlife Aircraft Strike Hazard (BASH) duties must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment. (T-1)

6.3.1.1.4. Refer to an applicant's resume to determine their current and previous work experience. DOD Civilian hires must comply with OPM and AFPC conditions of employment guidance/standards.

6.3.1.2. Personnel selected to fill AM Shift Lead must already possess USAF AMOS certification or have equivalent education and experience executing AM duties that correlate to tasks in the AMOC and AMOS PCGs, and duties described in AFI 13-204v3 at a military or civil airport. Newly hired personnel must complete local qualification training and those not USAF certified must complete the AMOC and AMOS PCGs within 6 months. (T-1)

6.3.1.3. Personnel selected to fill the AM Operations or Training Manager positions must already possess USAF NCOIC, Airfield Management Operations certification or have

equivalent education and supervisory experience executing AM duties that correlate to tasks in the NCOIC, Airfield Management Operations and Training PCG and duties described in AFI 13-204v3 at a military or civil airport. Newly hired personnel must complete local qualification training and those not USAF certified must complete the NCOIC, Airfield Management Operations and Training PCG within 6 months. (T-1)

6.3.1.4. Personnel selected to fill the Airfield Manager or Assistant Airfield Manager positions must already possess USAF AFM certification or have equivalent education and management experience executing AM duties that correlate to tasks in the AFM PCG and duties described in AFI 13-204v3 at a military or civil airport. Newly hired personnel must complete local qualification training and those not USAF certified must complete the AFM PCG within 6 months and the Advanced Airfield Managers Course within 12 months. (T-1)

6.3.2. GS-2152 (ATC) Criteria.

6.3.2.1. Only personnel who have successfully completed a formal DoD or DOT basic ATC course may be selected for 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 resume to determine their current and previous work experience. 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). Not applicable to ANG. (T-0)

6.3.2.2. 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.

6.4. Civilian Career Progression. Civilians desiring to compete for higher-level jobs are required to complete the appropriate requirements in chapters 3, 4 and 5 if not completed already, in order to meet the experience and training requirements of the desired position. (T-0)

6.4.1. AM. Civilians desiring to compete for supervisory positions Airfield Management Training Manager (AMTM), Airfield Management Operations Manager (AMOM), Assistant Airfield Manager (AAFM) and/or Airfield Manager (AFM) are required to complete 7-skill level UGT (if not previously completed) prior to being selected to fill the position vacancy. (T-1)

6.4.1. **(AFGSC)** For civilians wishing to compete for higher-level jobs, document and report civilian career progression and training status in the monthly Airfield Operations Training Review Board (TRB) minutes. **(T-2).**

6.4.2. 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. (T-0)

6.5. Civilian Professional Development Positions.

6.5.1. AM Civilian Professional Development Positions.

6.5.1.1. Where positions exist, AM civilians may progress from AMSL to AMTM, AMOM, AAFM and AFM. Qualified AM civilians are also eligible to compete for 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 13-204v3. (T-1)

6.5.1.2. When military staffing warrants, MAJCOMs may approve temporary appointments of otherwise qualified AM GS personnel (see para 6.3.1.) for a period not to exceed 180 days in duration. This restriction protects professional development opportunities for active component 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.

6.5.2. ATC Civilian Professional Development Positions.

6.5.2.1. 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 GS-2152 positions as Air Traffic Manager/Airfield Operations Managers (AOF/CC equivalent), airspace managers, Instrument Procedure Specialist (TERPS) and on higher headquarters staffs. Position training requirements are outlined in AFI 13-204v3.

6.5.2.2. When military staffing warrants, MAJCOMs may approve temporary appointments of otherwise qualified GS-2152 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 component 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 or ANG locations.

6.5.2.2. **(AFGSC)** AOFs shall send all requests for temporary appointments of qualified ATC GS-2152 personnel to staff positions through the AFGSC A33S Airfield Operations Workflow, NLT 45 days prior to requested appointment date. Request shall be in standard MFR format with the following information included: GS-2152 name, current position, requested position to be filled, requested appointment date, impacts to manning (if applicable), and request's justification.

6.6. 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 7

CONTRACTED AIRFIELD OPERATIONS

7.1. Applicability. This chapter applies to contracts for performance of AO duties. Requirements for these type contracts are covered in HQ USAF/A3O-BA or MAJCOM approved Performance Work Statement (PWS), Statements of Work (SOW) or Host Nation agreements and will include the following criteria.

7.1.1. Contracts used to obtain Airfield Management services must require that the contractor's personnel possess required knowledge, skills, and abilities to effectively manage and inspect the airfield environment for safety and compliance with established Air Force, FAA, ICAO or NATO airfield planning and design criteria. Specific management and/or technical training, experience and responsibilities for all AM positions must be published in the PWS or SOW. **Note:** Personnel hired to contract positions must meet AMSL requirements. (T-1)

7.1.1.1. The contract must specify that personnel performing the contract 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 CMA.

7.1.1.2. The contract must specify that personnel performing BASH duties under the contract must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment.

7.1.1.3. Contracts for personnel selected to fill AMSL duty positions must state that the personnel must possess USAF AMOS certification or have equivalent education and experience executing AM duties that correlates to tasks in the AMOC and AMOS PCGs, and duties described in AFI 13-204v3 at a military or civil airport.

7.1.1.4. Contracts for personnel selected to fill AMOM position must state that the personnel must possess USAF NAMO certification or have equivalent education and at least 3 years supervisory experience executing AM duties that correlates to tasks in the NAMO/T PCG and duties described in AFI 13-204v3 at a military or civil airport.

7.1.1.5. Contracts for personnel selected to fill AFM or AAFM must state that the personnel must possess USAF AFM certification or have equivalent education and at least 3 years management experience executing AM duties that correlates to tasks in the AFM PCG and duties described in AFI 13-204v3 at a military or civil airport. **Note:** The Advanced Airfield Managers course; if not previously completed, must be completed within 6 months of appointment (at the contractors expense).

7.1.1.6. The contract must state that within 6 months of assuming a position, all the personnel performing the contract must complete local qualification training requirements, and conduct and document a review of the most current USAF PCG for the duty position being filled. **Note:** The objective of this review is to provide an individual with existing airfield/airport management experience the minimum standards for working in a USAF AM facility.

7.1.2. Contracts for Air Traffic Control personnel selected to fill ATC duty positions, Tower and/or Radar, must state that the personnel must have appropriate training and experience (4

or more years for technician/journeyman level and 8 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. (T-1)

7.1.2.1. Contracts for personnel selected to fill management/staff duty positions (CCTLR, NATCT, NSE, TSN or respective assistant positions) must state that the personnel must have supervisory and/or management level experience, e.g. training, planning, organizing and directing other personnel in ATC activities. (T-1)

7.1.2.2. The contract must specify that personnel performing BASH duties under the contract must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment. (T-2)

7.1.2.3. Contracts for personnel selected to fill AMSL duty positions must state that the personnel must possess USAF AMOS certification or have equivalent education and experience executing AM duties that correlates to tasks in the AMOC and AMOS PCGs, and duties described in AFI 13-204v3 at a military or civil airport. (T-2)

7.1.2.4. Contracts for personnel selected to fill AMOM position must state that the personnel must possess USAF NAMO certification or have equivalent education and at least 3 years supervisory experience executing AM duties that correlates to tasks in the NAMO/T PCG and duties described in AFI 13-204v3 at a military or civil airport. (T-2)

7.1.2.5. Contracts for personnel selected to fill AFM or AAFM must state that the personnel must possess USAF AFM certification or have equivalent education and at least 3 years management experience executing AM duties that correlates to tasks in the AFM PCG and duties described in AFI 13-204v3 at a military or civil airport. **Note:** The Advanced Airfield Managers course, if not previously completed, must be completed within 6 months of appointment (at the contractor's expense). (T-1)

7.1.2.6. The contract must state that within 6 months of assuming a position, all the personnel performing the contract must complete local qualification training requirements, and conduct and document a review of the most current USAF PCG for the duty position being filled. **Note:** The objective of this review is to provide an individual with existing airfield/airport management experience the minimum standards for working in a USAF AM facility. (T-2)

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

7.1.3.1. Where training is required, contract personnel will conduct and document training as outlined in the PWS or SOW. (T-2)

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

7.2.1. MAJCOM OPR for AO will:

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

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

7.2.2. Units (AOF/CC) must:

7.2.2.1. Inform MAJCOM of contract and PWS/SOW proposals, developments and negotiations. (T-2)

7.2.2.2. Submit new contracts, proposed amendments/modifications to current contracts, quality surveillance plans and checklists to the MAJCOM OPR for AO for review prior to implementing changes. (T-2)

7.2.2.3. Nominate a Contract Officer Representative (COR) to ensure effective contract oversight. Where AM/ATC services are provided exclusively by a contractor, the COR must be a Subject Matter Expert (SME) on AM/ATC duties and responsibilities. (T-2)

7.2.3. COR must:

7.2.3.1. Be appointed and trained prior to assuming COR duties. (T-2)

7.2.3.2. Assist Contracting Officer with the development of AM/ATC PWSs/SOWs. (T-2)

7.2.3.3. Perform quality assurance functions and manage performance (monitor, evaluate, and certify contractor compliance) in accordance with Quality Assurance Surveillance Plan. (T-2)

7.2.3.4. Notify the Contracting Officer of any performance deficiencies and follow-up for resolution. (T-2)

7.2.3.5. Review COR training as some of the requirements are based on Federal Acquisition Regulation or Defense Acquisition Regulation. (T-0)

BURTON M. FIELD, Lt Gen, USAF
DCS, Operations, Plans, and Requirements

(AFGSC)

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Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 13-204 Vol 2,Airfield Operations Standardization and Evaluations, 1 September 2010

AFI 13-204 Vol 3,Airfield Operations Procedures and Programs, 1 September 2010

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

(Added-AFGSC) AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-1401,Position Classification, 1 August 1997

AFI 36-2201,Air Force Training Program, 15 September 2010

Standard Form 52B,*Request For Personnel Action*

Adopted Forms

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

AF Form 847,*Recommendation for Change of Publication*

AF Form 4058, *Airfield Operations Policy Waiver*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager

ACCTLR—Assistant Chief Controller

ACO—Airspace Control Order

ADLS—Advanced Distributed Learning System

AETC—Air Education & Training Command

AFI—Air Force Instruction

AFM—Airfield Manager

AFOCD—Air Force Officer Classification Directory

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AMIC—Aircraft Mishap Investigation Course

AFLD—Airfield

AM—Airfield Management

AMOC—Airfield Management Operations Coordinator

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

AOC—Air Operations Center

AOF—Airfield Operations Flight

AOM—Airfield Operations Management

ATC—Air Traffic Control

ATCS—Air Traffic Control Specialist

ATO—Air Tasking Order

AOSS—Airfield Operations Systems Specialist

ATSN—Assistant, NCOIC, ATC Training and Standardization

BHWG—Bird/Hazard Working Group

CC—Commander

CCTLR—Chief Controller

CE—Civil Engineering

CFETP—Career Field Education Training Plan

CFM—Career Field Manager

CIC—Controller in Charge

COR—Contract Officer Representative

CPD—Core Personnel Documents

CTO—Control Tower Operator

DAFM—Deputy Airfield Manager

DAS—Date Arrived Station

FAA—Federal Aviation Administration

FLT—Front Load Training

FOD—Foreign Object Damage

GCA—Ground Control Approach

ICAO—International Civil Aviation Organization

IGESP—In-Garrison Expeditionary Site Planning

IQT—Initial Qualification Training

MAJCOM—Major Command

MQT—Mission Qualification Training

NATCA—NCOIC, Air Traffic Control Automation

NATO—North Atlantic Treaty Organization

NAAM—NCOIC, Airfield Automation Manager

NAMO—NCOIC, Airfield Management Operations

NAMT—NCOIC, Airfield Management Training

NSE—NCOIC, Standardization and Evaluation

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

QTP—Qualification and Training Package

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

vMPF—Virtual Military Personnel Flight

WS—Watch Supervisor