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AIRFIELD MANAGEMENT

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This Department of the Air Force Manual (DAFMAN) implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airfield, Airspace and Range Management*. This publication applies to all civilian employees and uniformed members of the United States Space Force (USSF), Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG), and organizations (to include those at contracted locations) who operate or administer functions and facilities for Airfield Management (AM). At joint, shared-use, and overseas airfields, this manual applies to the facilities controlled and used exclusively by the Department of the Air Force (DAF), as outlined in international agreements, real estate documents or other written agreements. This manual outlines key duties, responsibilities, and position qualification requirements of AM personnel. This manual also provides detailed guidance, procedures and programs for managing AM where the Air Force has functional oversight responsibility. This manual may be

supplemented at any level; however, all Major Command (MAJCOM) supplements to include interim changes to previously approved supplements must be routed to Air Force Flight Standards Agency, Airfield Operations Division (AFFSA/XA) for coordination prior to certification and approval. References to MAJCOM within this publication refer to the MAJCOM Office of Primary Responsibility (OPR) for Airfield Operations. Unit (wing or base) level supplements to this publication must be routed to the responsible MAJCOM OPR for Airfield Operations for coordination prior to certification and approval. The authorities to waive wing, unit, delta, or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1 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 squadron commander for non-tiered compliance items or requirements. Refer to **Chapter 1** for additional waiver requirements to this manual. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed as outlined in the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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 DAF.

(USAFE-AFAFRICA) This supplement implements and extends the guidance of DAFMAN 13-204V2, *Airfield Management*. This publication applies to all units assigned to USAFE-AFAFRICA who operate or administer functions and facilities for airfield operations. This publication does not apply to the Air Force Reserve (AFRC), Air National Guard (ANG), or the United States Space Force (USSF). Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the publication OPR for non-tiered compliance items. This publication will not be supplemented or further implemented or extended.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include the changing publication from an Air Force Manual (AFMAN) to DAFMAN; functionally realigned AM guidance, procedures, and programs into a single publication; complied with Secretary of the Air Force policy memorandums to improve clarity, reduce compliance statements, and ensure waiver approvals and authorities reside at the lowest acceptable level.

(USAFE-AFAFRICA) This document has been revised and must be completely reviewed. Major changes include, but are not limited to, changing publication from an AFI to AFMAN and

functionally realigning Airfield Management guidance, procedures and programs into a single publication.

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Chapter 1

GENERAL

1.1. Overview. This manual provides guidance for managing AM personnel, programs, facilities, and airfields Air Force-wide. This manual is complemented by AFMAN 13-204, Volume 1, *Management of Airfield Operations*.

1.2. The Military and Civilian Aviation Integration Division. The Military and Civilian Aviation Integration Division, Career Field Management is responsible for Air Force Specialty Codes (AFSCs) 13MX, Airfield Operations officer; 1C1X1, Air Traffic Control (ATC); 1C7X1, Airfield Management, and 1C8X3, Radar, Airfield and Weather Systems (RAWS). Career Field Manager (CFM) duties will be executed referenced in AFMAN 36-2100, *Military Utilization and Classification*, DAFI 36-2670, *Total Force Development*, DAFMAN 36-2689, *Training Program*, and AFI 38-101, *Manpower and Organization*. This list is not exclusive.

1.3. Air Force Flight Standards Agency (AFFSA). AFFSA is responsible for terminal area airfield operations (i.e., ATC, AM and RAWS) matters. In this capacity, AFFSA executes responsibilities guided by Air Force Mission Directive (AFMD) 27, *Air Force Flight Standards Agency (AFFSA)*, in keeping with policy guidance provided by the Air Staff. For the purpose of addressing specific procedural, training, standardization, architecture and integration issues directly related to airfield operations, AFFSA may have cause to interact with the MAJCOMs, Federal Aviation Administration (FAA), and other military services.

1.4. Operations at Contingency Locations. Contingency is defined as a situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests. At contingency locations, outside the United States, the Senior Airfield Authority (SAA) may waive airfield operations procedures outlined in this manual to support tactical or combat operations. This authority must not be exercised below the SAA level. **(T-1)** Prior to issuance of such a waiver, the following actions must be accomplished:

1.4.1. Conduct a risk management assessment with the rationale for the waiver and explain how (1) complying with the requirement/compliance item impacts mission accomplishment, OR how (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR how (3) expected cost of compliance outweighs the benefit; OR how (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **Note:** SAA waiver period must not exceed requested waiver period or 30 calendar days after the approving commander's deployment length, whichever is shorter. **(T-1)** Because waivers are the expression of a specific commander's risk acceptance, approved waivers automatically expire 30 calendar days after a change in commander, unless the new commander renews the waiver.

1.4.2. Forward proposed waivers to the Air Force forces staff or equivalent for an operational review if time permits, or at the discretion of the SAA.

1.4.3. Refer to Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.13 Volume 2, *Contingency Airfield Operations* for additional information. This AFTTP outlines how Air Force Forces open and operate a deployed or contingency airfield. This AFTTP volume also

contains planning considerations for AM, ATC, and deployable air traffic control and landing systems capabilities, procedures, forces, and equipment.

1.5. Airfields Operated Pursuant to Contract. This manual applies to locations where Department of Defense (DoD) or Air Force access is pursuant to contract, to the extent specifically outlined in the contract statement of work (SOW) and/or performance work statement (PWS). Locations unable to comply with these criteria due to pre-existing SOWs/PWSs are exempt until such time that the current contract expires. Locations that exclude this manual, must specifically state rationale for the exclusion in the SOW/PWS. **(T-2)**

1.6. Overseas Locations. Any host nation procedures, or procedures based on otherwise inapplicable international regulations that are being implemented to fulfill basing or similar agreements should be implemented consistent with this manual to the extent possible. While agreed practices adopted for Air Force use in overseas areas take precedence, every effort should be made to conform to this manual.

1.6.1. MAJCOMs must identify any special procedures agreed with host nations in their supplement to this manual. Refer conflicting procedures to Headquarters (HQ) AFFSA prior to implementation.

1.6.2. Airfield operations personnel augmenting a facility operated by another branch of the United States (U.S.) military will comply with their regulations and procedures as applicable. **(T-0)**

1.7. Waivers.

1.7.1. Units must use the DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval* to process waivers to this manual. **(T-1)**

1.7.2. Unit waiver requests must include the following:

1.7.2.1. A paragraph reference or text of the specific requirement for which the commander/director is requesting a waiver. **(T-1)**

1.7.2.2. Rationale for the waiver. **(T-1)** Explain which one of the following reasons apply and why: (1) How complying with the requirement/compliance item impacts mission accomplishment, (2) Cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; or (3) Expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower).

1.7.2.3. Time period or circumstance the waiver is needed. **(T-1)** **Note:** Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar after the approving commander's tour length, whichever is shorter. Because waivers are the expression of a specific commander's risk acceptance, approved waivers automatically expire 90 calendar days after a change in commander unless the new commander renews the waiver.

1.7.2.4. Risk mitigation measures to be implemented, if necessary, by the requesting commander during the waiver period. **(T-1)**

1.7.2.5. Impact if waiver is disapproved. **(T-1)**

1.7.3. If deemed necessary, submit additional data (e.g., local operating procedure (LOP), airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request.

1.7.4. Units must provide an informational copy of all Tier 3 approved waivers to MAJCOM OPR for airfield operations. **(T-2)**

1.7.4.1. **(Added-USAFE-AFAFRICA)** Send the informational copy to USAFE-AFAFRICA/A3AA within 30 calendar days of approval for situational awareness and process improvement considerations.

1.7.5. Units will submit waivers to applicable FAA publications through their respective commander for coordination from the MAJCOM OPR for airfield operations, AFFSA/XA and the appropriate Air Force representative. **(T-0)** The Air Force representative submits the request to FAA and notifies the requesting unit, MAJCOM OPR for airfield operations, and AFFSA/XA of the results.

1.7.6. The requestor's unit commander must forward a copy of the approved waiver to the AFFSA/XA workflow at hqaffsa.xa@us.af.mil within 30 calendar days of approval for situational awareness and process improvement considerations. **(T-1)**

1.7.7. Approved waivers become part of the approvers and requestor's official records and are appropriately filed as guided by criteria in AFI 33-322. **(T-1)**

1.8. Governing Directives. Airfield operations services are governed by AFIs, AFMANs, DAFI's, DAFMAN's and, to the extent applicable, FAA orders, parts of the Code of Federal Regulations, and any host nation procedures which have been adopted for Air Force use, unless specifically exempted or waived. Unit commanders may contact AFFSA through their respective MAJCOM OPR for assistance determining the applicability of directives.

1.8.1. **(Added-USAFE-AFAFRICA) Note:** When Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*, is referenced in this document, USAFE-AFAFRICA 32-1007, *Airfield and heliport Planning and Design*, International Civil Aviation Organization (ICAO), North Atlantic Treaty Organization (NATO) and Host Nation (HN) documents must be referenced to ensure compliance with established directives. When there is conflicting guidance, the more restrictive guidance should be used, and an email annotating the conflicting information sent to USAFE/A3AA.

1.9. Issuing New Air Force Airfield Operations Policy or Procedures. New policies or procedures are sent out via message and posted on the AFFSA Airfield Operations SharePoint® website <https://usaf.dps.mil/sites/affsa/SitePages/Airfield-Operations.aspx> Airfield operations staff personnel are required to utilize the AFFSA Airfield Operations SharePoint® website to download and/or view messages.

1.10. Duty Titles. Duty Titles are determined by the unit manpower document authorizations earned through the 32F Airfield Operations- Air Force Manpower Determinant. Failure to use authorizations as described and earned on the unit manpower document could result in the reduction of authorizations or removal of personnel (not applicable to ANG and AFR). DoD civilian and contractor duty titles will be identified by guidance within AFMAN 13-204 V1.

1.10.1. **(Added-USAFE-AFAFRICA)** If personnel are utilized outside of their unit manpower document authorization for longer than one month, inform USAFE/A3AA via email. Include the following information: Rank/Name of individual, what role they will be

filling, duration of temporary duty, and a DD Form 2977, *Deliberate Risk Assessment Worksheet*.

1.11. (Added-USAFE-AFAFRICA) OG/CCs. Not all USAFE-AFAFRICA bases have an assigned OG/CC, Command Post, and/or a Standardization and Evaluation (Stan Eval/OGV) section. For the purposes of this instruction, references to the OG/CC and Stan Eval include leeway for an “equivalent authority” to act as directed.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFFSA and MAJCOM Airfield Operations.

2.1.1. AFFSA.

2.1.1.1. Establishes Air Force policies and procedures for providing airfield operations services through publication of this manual and corresponding volumes.

2.1.1.2. Serves as the OPR for Air Force airfield operations policy, procedures, and programs.

2.1.1.3. In coordination with airfield operations CFMs, develops and publishes standardized position certification guides and qualification guides, education and training plans for both officer and enlisted Air Force Specialty Codes.

2.1.1.4. Conducts the Air Force Terminal Instrument Procedures (TERPS) Fundamentals Course in order to train and certify qualified individuals as TERPS specialists as referenced in AFMAN 13-204, Volume 3, *Air Traffic Control*, as well as applicable FAA, International Civil Aviation Organization (ICAO) and North Atlantic Treaty Organization (NATO) standards.

2.1.1.5. Evaluates Regular Air Force, Air National Guard, and Air Force Reserve unit requests for waivers and deviations to FAA Joint Orders (JOs), cross-functional, airfield operations and instrument procedure policies and guidance.

2.1.1.6. Administers the Lieutenant General Gordon A. Blake Aircraft Save/Assist Award Program as guided by DAFMAN 36-2806, *Military Awards: Criteria and Procedures*.

2.1.1.7. Conducts regular, periodic system and Air Force airfield operations data/trend analysis to monitor unit effectiveness, safety and compliance with established criteria or guidance.

2.1.1.8. Develops educational programs, publications, and bulletins to manage and actively promote airfield safety.

2.1.1.9. Develops Airfield Operations Compliance Verification (AO-CV) policy, compliance checklists, and trend reporting. Additionally, HQ AFFSA/XA provides United States Air Force (USAF)-level administrative management of the AO-CV and may, as prior coordinated, either observe or augment MAJCOM evaluation teams if staffing and resources permit.

2.1.1.10. Develops Headquarters Air Force-level self-assessment communicators as guided by DAFI 90-302 *The Inspection System of the Department of the Air Force* for units to assess effectiveness, safety, and compliance with applicable criteria.

2.1.1.11. Validates Headquarters Air Force-level deficiencies with MAJCOM Inspectors and functional area managers and evaluates unit corrective action plans for each valid actionable deficiency at the appropriate level.

2.1.1.12. Coordinates on document change proposals, and requests interpretation of FAA directives.

2.1.1.13. Manages policy, procedures, and execution of the Air Force Obstruction Evaluation/Airport Airspace Analysis Program.

2.1.1.14. Utilizes Air Force Safety Automated System to review airfield operations related Hazardous Air Traffic Reports (HATRs), Controlled Movement Area Violations (CMAVs), mishaps and Bird/Wildlife Aircraft Strike Hazard (BASH) incidents for negative trends, root causes, observations, and recommendations.

2.1.1.15. Reviews Class A and B mishap final messages/formal reports involving airfield operations and provide comments, if applicable, into the Air Force safety automated system reports. Refer to DAFI 91-204, *Safety Investigations and Reports*, and DAFMAN 91-223, *Aviation Safety Investigations and Reports* for additional information.

2.1.2. MAJCOM Airfield Operations.

2.1.2.1. Provides direct airfield operations functional oversight and assistance to facilitate activities/operations of subordinate unit Airfield Operations Flights (AOFs).

2.1.2.2. Works with the appropriate CFM, MAJCOM A1, and Air Force Personnel Center to ensure AOFs are staffed as outline in the 32F Airfield Operations- Air Force Manpower Determinant to the maximum extent possible, while assigning units their equitable allocation of manpower resources as available. (Not applicable to ANG and AFR units).

2.1.2.3. Publishes MAJCOM-unique guidance and airfield operating hours in a supplement.

2.1.2.4. Reviews and provides endorsing comments on DAF Form 679 and on waiver requests to airfield design criteria, markings, signs, and lighting forwarded for coordination by MAJCOM/A7 and/or Air Force installation and mission support center.

2.1.2.5. Establishes and conducts MAJCOM Airfield Operations annual awards selection process to compete at the Air Force level as guided by DAFMAN 36- 2806, utilizing the MyFSS awards database information system.

2.1.2.6. Ensures appropriate airfield operations representation on aircraft mishap Safety Investigation Boards (SIBs), as prescribed in DAFMAN 91-223. If the MAJCOM is unable to provide appropriate representation to the SIB, contact AFFSA/XA to locate a qualified SIB representative.

2.1.2.7. Implements the Air Force Runway Safety Action Team Program, as referenced in AFMAN 13-204 V1.

2.1.2.8. Supplements requirements for Host Nation/local national personnel filling airfield operations duty positions as required.

2.1.2.9. Notifies AFFSA of airfield operations related capability gaps.

2.1.2.10. Establishes a process for prioritizing and scheduling personnel identified by the units for career field supplemental courses, (i.e., Advanced Airfield Managers Course, Military Airspace Management Course).

2.2. Airfield Manager (AFM) Role. The AFM is responsible for the overall management of AM facilities and services to provide a safe, efficient, and effective airfield environment for aircraft operations. The AFM also provides direct supervision and management of all personnel working

in AM. Certain situations (e.g., exercises, nuclear weapons, or aircraft movements) require the AFM to be designated as a trusted agent. **Note:** The AFM must not be assigned duties that could interfere with accomplishing the AFM responsibilities outlined in this manual. **(T-2)**

2.2.1. Minimum Qualification and Training Requirements.

2.2.1.1. Military personnel selected to fill the AFM position must:

2.2.1.1.1. Hold the rank of Technical Sergeant - Chief Master Sergeant. **(T-2)**

2.2.1.1.2. Hold Air Force Specialty Code 1C771 (Airfield Management Craftsman), 1C791 (Airfield Management Superintendent), or 1C700 (Airfield Management Manager). **(T-2)**

2.2.1.1.3. Possess Special Experience Identifier (SEI) 368. **(T-2)**

2.2.1.1.4. 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-2)**

2.2.1.2. Airfield Operations Flight Commander (AOF/CC) and/or local hiring authorities must ensure DoD civilian and contract candidates selected to fill this position possess an Air Force Airfield Manager certification (i.e., SEI 368) and have at least 3 years of experience executing AFM duties and responsibilities as identified in the 1C7X1 Career Field Education and Training Plan (CFETP) and this manual. **(T-1)** **Note:** An approved waiver request to this requirement must stipulate mandatory completion of all AFM qualification training requirements (i.e., AFM and Local Position Certification Guide (PCG), Advanced Airfield Managers Course, AM computer-based training products and Risk Management Course) within 12 months of employee start date. **(T-1)**

2.2.1.3. The following training requirements must be completed for position qualification:

2.2.1.3.1. Airfield Manager PCG. **(T-2)**

2.2.1.3.2. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**

2.2.1.3.3. Advanced Airfield Manager Course. **(T-1)**

2.2.1.3.4. Air Force Risk Management Fundamentals Course through AF MyLearning. **(T-3)**

2.2.1.3.5. Local qualification training (DAF Form 797, *Job Qualification Standard Continuation/Command JQS* or electronic training record format equivalent), if applicable. **(T-3)** **Note:** DoD civilians and contractors must complete within 6 months of employee start date. **(T-3)**

2.2.1.4. Completion of the following courses are highly recommended for an AFM. See [Attachment 1](#) for a description of each course.

2.2.1.4.1. Airport Certification Procedures Course.

2.2.1.4.2. Aircraft Mishap Investigation Course.

2.2.1.4.3. Military Airspace Management Course.

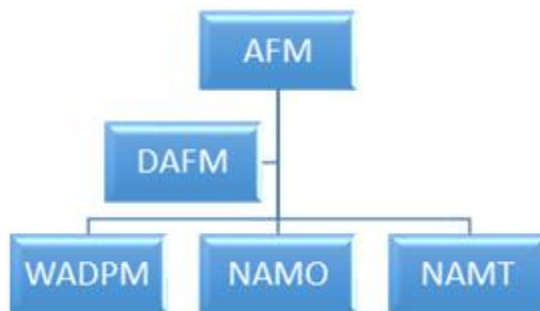
2.2.2. AFM Key Responsibilities. The AFM will:

2.2.2.1. Plan, organize and direct AM activities. **(T-1)**

2.2.2.2. Manage the airfield environment to support base, tenant, and transient flying operations. **(T-1)**

2.2.2.3. Recommend qualified personnel to perform as the Deputy AFM (DAFM), Wing or Delta Airfield Driving Program Manager (WADPM); see DAFI 13-213, *Airfield Driving* for WADPM appointment requirement, NCOIC, Airfield Management Operations (NAMO), NCOIC, Airfield Management Training (NAMT), task certifiers and trainers or civilian equivalents for the AOF/CC to designate in writing. **(T-3)** The AFM may combine DAFM, NAMO, NAMT and WADPM duty positions during personnel shortages. See **Figure 2.1.**, AM Staff Organization Chart.

Figure 2.1. AM Staff Organization Chart



2.2.2.4. Conduct airfield inspections and checks as outlined in **Chapter 5.** **(T-2)**

2.2.2.4.1. Ensure all required airfield signs, markings, lighting, and aircraft arresting systems are available and properly installed according to the appropriate airfield planning and design criteria. **(T-2)**

2.2.2.4.2. Identify, document and report improperly installed airfield signs, markings, lighting, and aircraft arresting systems to Civil Engineering (CE) for correction on AF Form 332, *Base Civil Engineer Work Request* or electronic equivalent. **(T-2)**

2.2.2.4.3. Coordinate with Standardization and Evaluation, safety, AOF/CC, and Operations Group Commander (OG/CC) to determine if markings are no longer adequate to support instrument procedures when markings are obscured/covered with rubber deposits or snow. **(T-2)** The AFM must provide results to the Terminal Instrument Procedures Specialist and send a Notice to Airmen (NOTAM). **(T-2)**

2.2.2.4.4. Ensure a NOTAM is sent when a mandatory sign (e.g., runway hold sign and instrument hold sign) has a discrepancy such as missing, incorrect legend, improperly sited or not illuminated when required for night or instrument meteorological conditions operations. **(T-2)**

2.2.2.5. Develop an airfield inspection and checks operating instruction (OI), airfield inspection checklist, airfield diagram and airfield discrepancy log to establish procedures for inspecting the airfield for safety and compliance. **(T-3)** **Note:** The OI may be incorporated into a consolidated AM OI. The OI must include the following procedures:

2.2.2.5.1. Who, when, where and how to conduct airfield inspections and checks. **(T-2)**

- 2.2.2.5.2. Documentation and tracking of airfield discrepancies utilizing the airfield inspection checklist/diagram and airfield discrepancy log or electronic equivalents. **(T-3)**
- 2.2.2.5.3. Actions required to close or restrict a portion of the airfield from aircraft movement in the event an unsafe condition is detected. **(T-3)**
- 2.2.2.5.4. Actions required to ensure closed, unsuitable, or non-operational areas (e.g., runways, taxiways, and aprons) are properly marked and published in the Airfield Operations Instruction (AOI) and the applicable Flight Information Publications (FLIP). **(T-3)** AM personnel will publish a NOTAM to report conditions remaining in effect for 90 calendar days or less. **(T-3)**
- 2.2.2.5.5. Identify when additional airfield checks are required. **(T-3)**
- 2.2.2.5.6. How to report discrepancies and/or hazards for corrective action. **(T-3)**
- 2.2.2.5.7. Procedures and schedule to inspect each active Air Force-owned/operated landing auxiliary airfield as applicable. **(T-3)** See AFMAN 13-204 V1 for additional information.
- 2.2.2.6. Review airfield construction and repair project priorities for impact to airfield operations. **(T-3)** Use trend data collected from daily airfield inspections/checks, pavement evaluations, AO-CV report and the Airfield Compliance/Safety Inspection Checklist to support project funding at the Facility Board or Facility Working Group. **(T-3)**
- 2.2.2.7. Provide airfield tours and familiarization training to wing and group commanders. **(T-3)** Training is essential to wing senior leadership's understanding of airfield issues and responsibilities pertaining to emergency operations center director, contingencies and deployments.
- 2.2.2.8. Use a checklist, local form, NOTAM, or electronic equivalent to notify as applicable, base/tenant/transient flying units, CE, Safety, ATC, Radar Approach or Ground Control Agency Facility, Command Post (CP), Fire Department (FD), Security Forces (SFS), and Unit Airfield Driving Program Managers of conditions potentially impacting airfield and/or flying operations. **(T-3)** AM personnel will disseminate the following:
- 2.2.2.8.1. Runway, apron, or taxiway closures. **(T-3)**
 - 2.2.2.8.2. Parking spot closures. **(T-3)**
 - 2.2.2.8.3. Construction projects and/or repair activities. **(T-3)**
 - 2.2.2.8.4. Temporary obstructions. **(T-3)**
 - 2.2.2.8.5. Wing/Base or Unit level exercises. **(T-3)**
 - 2.2.2.8.6. After duty hour opening of the airfield. **(T-3)**
 - 2.2.2.8.7. Availability of airfield lighting or navigational aid systems. **(T-3)**
- 2.2.2.9. Develop a budget to support AM facilities and services. **(T-3)** Submit a copy of the budget to the AOF/CC for inclusion into the flight annual budget. **(T-3)**
- 2.2.2.10. Develop an AOI and conduct a quarterly Airfield Operations Board when no Air Force airfield operations officer is assigned to the unit. **(T-3)**

- 2.2.2.11. Serve as a member of the Airfield Operations Board (AOB). **(T-3)** Brief AM-related agenda items as guided by AFMAN 13-204V1, Attachment 3, as required. **(T-3)**
- 2.2.2.12. Serve as a member of the wing airshow, open house, civil fly-in, or special event executive committees. **(T-3)** Evaluate each activity plan to minimize and de-conflict any impact to airfield operations before, during and after the event. **(T-3)**
- 2.2.2.13. Ensure AM has adequate staffing, equipment and facilities outlined in Chapters **3** and **4** to provide safe, efficient, and effective AM services to the base and transient flying mission. **(T-2)** Initiate corrective actions to include notification of the AOF/CC. **(T-2)**
- 2.2.2.14. Process airfield restrictions and closures as outlined in **Chapter 6**. **(T-3)**
- 2.2.2.15. Ensure NOTAMs are processed as guided by AFI 11-208, *Department of Defense Notice to Airmen System*. **(T-3)** Reference T.O. 33-1-23 and **Chapter 7** of this DAFMAN for reporting snow, ice, slush and water conditions on the airfield.
- 2.2.2.16. Ensure a CAUTION note is indicated in the remarks section of the U.S. Instrument Flight Rules (IFR) Enroute Supplement when runway edge lights are located more than 10 feet from the edge of the usable runway surface as guided by the U.S. IFR Enroute Supplement, Section A. **(T-3)**
- 2.2.2.17. Conduct a review with the Unit Deployment Manager and MAJCOM Functional Area Manager at least quarterly to ensure AM personnel eligible to deploy are postured correctly. **(T-3)** Use a Memorandum For Record (MFR), log or electronic equivalent to document reviews to identify all updates and changes. **(T-3)** **Note:** Not applicable to AFRC.
- 2.2.2.17. **(USAFE-AFAFRICA)** 1 (Added) MAJCOM Functional Area Manager (FAM) will conduct reviews and notify Airfield Managers via email by the 15th of the first month of each quarter (January, April, July, October). Airfield Managers may document their quarterly review as complete after conducting a review with the Unit Deployment Manager.
- 2.2.2.18. Maintain a current copy of the Airfield Pavement Structural Evaluation, Runway Friction Characteristics Evaluation and Airfield Pavement Condition Survey reports on file in AM. **(T-3)** **Note:** The Air Force Civil Engineer Center Pavements Division has installation pavement reports for downloading at the following website: <https://usaf.dps.mil/teams/10758/pavereports/module/pavement%20reports/prthome.aspx>
- 2.2.2.19. Coordinate with wing plans office to ensure exercises or deployments are not planned or executed on the airfield without prior coordination with the AFM. **(T-3)**
- 2.2.2.20. Ensure runway weight-bearing restrictions published in flight publications are based on current pavement evaluation reports. **(T-3)**
- 2.2.2.21. Maintain a current copy of the aircraft arresting system annual certification on file in AM; may be maintained electronically. **(T-3)** **Note:** AM personnel must issue a NOTAM to inform pilots of the reduced arresting system reliability when CE reports the effective pendant height has fallen to less than 38 millimeters (1.5 inches), if applicable. **(T-3)**

2.2.2.22. Process civil aircraft landing permits as guided by AFI 10-1001, *Civil Aircraft Landing Permits* (USAF/A3OJ SharePoint® link: <https://usaf.dps.mil/sites/10889/airports/SitePages/Home.aspx>). (T-3)

2.2.2.22. (USAFE-AFAFRICA) Not applicable to Lajes and Morón. The HN policy and procedures apply.

2.2.2.22.1. Coordinate with base agencies (i.e., base accounting and finance office) for the determination, assessment, collection and disposition of appropriate civil aircraft landing, parking, and storage fees. (T-3)

2.2.2.22.2. Ensure appropriate actions are accomplished in the event of an unauthorized civil aircraft landing. (T-3)

2.2.2.23. Annually review wing, base and local policies and procedures potentially impacting airfield operations (e.g., Letter of Agreements (LOA), Memorandum of Understanding, Operation Plans, Host Tenant Support and Joint-Use Agreements). (T-3) Submit completion of the review and recommended changes to the AOF/CC and OPR. Maintain a file copy of the recommended changes until source document is corrected. (T-3)

2.2.2.23. (USAFE-AFAFRICA) Annual reviews should be completed in conjunction with the AOF/CC LOP reviews.

2.2.2.24. Recommend eligible AM personnel for skill-level upgrade and the award of SEI 155 and 368 in writing (e.g., DAF Form 623A, *On The Job Training Record Continuation Sheet* entry or electronic training record format equivalent). (T-3) See Air Force Enlisted Classification Directory for additional information.

2.2.2.25. Coordinate with the emergency operations center on emergency situations or contingency operations affecting airfield operations. (T-3) See DAFI 10-2501, *Emergency Management Program* for additional information. **Note:** During an aircraft mishap or incident involving the airfield/aircraft, the AFM's primary focus is on the airfield overseeing critical response/recovery operations.

2.2.2.26. Bird/Wildlife Aircraft Strike Hazard Management.

2.2.2.26.1. Serve as a member of the Bird Hazard Working Group and coordinate on the BASH/Wildlife Hazard Reduction Plan. (T-2)

2.2.2.26.2. Maintain a current copy of the installation BASH/Wildlife Hazard Reduction Plan on file in AM. (T-3)

2.2.2.26.3. Brief the Bird Hazard Working Group on issues and trends relating to AM's role in the BASH/Wildlife Hazard Management Program. (T-3) Major areas of concern include, but are not limited to, problems encountered with base agency support, funding issues, bird/wildlife trends identified during airfield inspections/checks and current Flight Publication entries regarding bird/wildlife cautions.

2.2.2.26.4. Ensure the following BASH information is published in flight publications:

2.2.2.26.4.1. Restrictions to flight operations during each Bird Watch Condition. (T-3)

2.2.2.26.4.2. Local or seasonal (Phase I and Phase II) BASH. **(T-3)**

2.2.2.26.4.3. BASH reporting procedures for auxiliary fields owned and/or operated by host flying wing. **(T-3)**

2.2.2.26.4.4. Provide the capability to control bird/wildlife hazards (e.g., active/passive techniques) as guided by the Bird/Wildlife Hazard Reduction Plan. **(T-3)**

2.2.2.26.5. Ensure procedures are developed to identify and report bird watch condition as guided by the installation BASH/Wildlife Hazard Reduction Plan. **(T-3)**

2.2.2.26.6. Ensure procedures are developed to report and disseminate the concentration of bird activities/movements on or near the airfield. **(T-3)**

2.2.2.26.6.1. Use a NOTAM for BASH for temporary conditions for less than 90 calendar days and DoD flight publications for permanent conditions. **(T-3)** Examples of temporary conditions are birds following grass mowers and birds in ponds after heavy rain.

2.2.2.26.6.2. Information on bird concentrations and movements can be obtained from US Air Force Bird Avoidance Model and Aviation Hazard Avoidance System, local universities, state and federal wildlife agencies, and private organizations such as the National Audubon Society.

2.2.2.26.7. Refer to DAFI 91-202, *The US Air Force Mishap Prevention Program* and DAFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program* for additional AM responsibilities.

2.2.2.27. Snow and Ice Control Management.

2.2.2.27.1. Serve as a member of the snow and ice control committee and coordinate on the snow and ice control plan. **(T-3)**

2.2.2.27.2. Maintain a current copy of the snow and ice control plan on file in AM. **(T-3)**

2.2.2.27.3. Determine and report Runway Surface Conditions (RSC) and Runway Condition Readings (RCR) as outlined in **Chapter 7**. **(T-2)**

2.2.2.27.4. Ensure AM personnel monitor and coordinate snow removal operations to facilitate aircraft arrivals/departures as required. **(T-3)**

2.2.2.27.5. Coordinate with Barrier Maintenance and RAWs personnel on procedures to remove snow around aircraft arresting systems and navigational aids. **(T-3)** **Note:** AM personnel manage snow removal operations in instrument landing system area.

2.2.2.27.6. Coordinate with CE to control ice and remove snow from the airfield. **(T-3)** **Note:** Snow removed from the airfield must be placed at a safe distance to limit violations of airfield/airspace criteria. **(T-3)** Remove snowbanks with the potential to interfere or impede aircraft operations on runways, taxiways, or aprons. **(T-3)**

2.2.2.27.7. Refer to AFI 32-1001, *Civil Engineer Operations* for additional AM responsibilities. **(T-3)**

2.2.2.28. Airfield and Airspace Waivers.

2.2.2.28.1. Coordinate on waiver requests potentially affecting airfield and airspace criteria. **(T-2) Note:** Ensure airfield and airspace waivers are on file for violations to airfield planning and design criteria. **(T-2)**

2.2.2.28.2. Review airfield and airspace criteria waivers (i.e., permanent and temporary) with CE and Safety annually. **(T-2)** TERPS, Weather, FD and RAWS personnel are highly encouraged to participate in the annual review of waivers and provide technical expertise on airfield support facilities/equipment.

2.2.2.28.3. Maintain a current copy of all MAJCOM-approved airfield waivers and other airfield-related waivers (e.g., temporary construction, signs, markings, lighting, and weight-bearing capacity.) on file in AM. **(T-2) Note:** AM personnel who conduct airfield inspection/checks will have access to all airfield waivers. **(T-2)**

2.2.2.28.4. Will work with CE to ensure construction activities in proximity to or on the airfield, affecting aircraft operation areas or navigable airspace, are coordinated with all airfield users before initiating such activities. **(T-2)** Obtain a copy of the construction waiver from CE once it is approved by the installation commander. **(T-3) Note:** At joint bases temporary waivers may be approved by the mission commander with SAA.

2.2.2.28.5. Ensure OG/CC approval for aircraft to exceed weight-bearing capacity. **(T-3)** Obtain a recommendation from CE prior to requesting approval from the OG/CC. **(T-3)**

2.2.2.28.6. Ensure non-standard airfield systems (e.g., signs, lighting, markings, and arresting gear.) have approved waivers on file before operational use. **(T-2)**

2.2.2.28.7. Refer to AFI 32-1015, *Integrated Installation Planning*, and Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*, for additional AM responsibilities.

2.2.2.29. Airfield Construction, Repair and Maintenance.

2.2.2.29.1. Inspect airfield construction, repair and maintenance activities for safety and compliance. **(T-2)** Coordinate on airfield construction plans and monitor airfield construction, repair and maintenance activities. **(T-2)**

2.2.2.29.2. Participate in airfield construction projects from the planning phase through project completion. **(T-3)**

2.2.2.29.3. Attend construction meetings. **(T-3)**

2.2.2.29.4. Develop a continuity book, file plan or electronic equivalent to track and monitor the following until completed or corrected. **(T-3)**

2.2.2.29.4.1. Active temporary and permanent airfield-related waivers. **(T-3)**

2.2.2.29.4.2. Airfield construction project plans and drawings. **(T-3)**

2.2.2.29.4.3. Airfield construction meeting minutes. **(T-3)**

- 2.2.2.29.5. Develop procedures (normally in the AOI, construction contract and/or safety plan) to monitor and track contractors working on or near the airfield. **(T-3)**
- 2.2.2.29.6. Establish vehicle routes to and from airfield construction areas and procedures for site maintenance, daily cleanup, waste control, material, and equipment storage. **(T-3)** Outline most direct vehicle route for contractors to use to minimize potential impact to aircraft operations. **(T-3)**
- 2.2.2.29.7. Ensure airfield construction contracts contain airfield driving and safety requirements for contractors. **(T-3)**
- 2.2.2.29.8. Participate in the final inspection of construction projects prior to accepting project completion. **(T-3)**
- 2.2.2.29.9. Review UFC 3-260-01, Appendix B, Section 14 and FAA Advisory Circular 150/5370-2, *Operational Safety on Airports During Construction*, (FAA Advisory Circular located at the following website: https://www.faa.gov/regulations_policies/advisory_circulars/) as appropriate, prior to the start of any construction projects on the airfield for the minimum operational safety requirements. **(T-3)**
- 2.2.2.29.9. **(USAFE-AFAFRICA)** Reference USAFE-AFAFRICAI 32-1007 for additional guidance.
- 2.2.2.29.10. Ensure construction areas are properly marked, lighted and closed to aircraft/vehicles, as required, with reference to UFC 3-260-04, *Standard Airfield Pavement Marking Schemes*. **(T-2)** **Note:** Airfield lights located within closed construction areas must be turned off or removed and barricades properly sited to prevent inadvertent access. **(T-2)**
- 2.2.2.29.11. Coordinate with CE, SFS, FD, terminal instrument procedures, aircraft maintenance, operations community (e.g., Flying squadron(s), scheduling, standardization and evaluation) and tenant flying units as applicable, to determine the impact of proposed airfield construction and repair projects on flying operations, airfield security operations, and aircraft rescue and firefighting capability. **(T-3)**
- 2.2.2.29.11. **(USAFE-AFAFRICA)** For obstruction(s) that could impact TERPS, notify the USAFE-AFAFRICA TERPS section via email at usafete.terps@us.af.mil at least 10 business days prior to project start.
- 2.2.2.29.12. Review the FAA Form 7460-1, *Notice of Proposed Construction or Alteration* and FAA Form 7460-2, *Notice of Actual Construction or Alteration* prior to the start of construction. **(T-3)** This requirement does not apply to overseas locations not under the FAA authority. FAA Forms are located at the following website: <https://www.faa.gov/forms/>.
- 2.2.2.30. Aircraft Parking Plans and Special Operations Areas/Ramps.
- 2.2.2.30.1. Serve as primary OPR and coordinate with CE and aircraft maintenance for development of aircraft parking plans. **(T-3)**
- 2.2.2.30.2. Maintain a current copy of aircraft parking plans (e.g., unclassified, classified) on file in AM. **(T-3)**

- 2.2.2.30.3. Annually review and coordinate on aircraft parking plans for compliance with airfield planning and design criteria in UFC 3-260-01, DAFMAN 32-1084, *Standard Facility Requirements* (Category Group 11 located at <http://www.wbdg.org/ffc/af-afcec/manuals-afm>) or applicable host nation criteria (e.g., ICAO and NATO). **(T-3)** Submit recommended changes to the AOF/CC for AOB input and maintain a file copy of the recommended changes until source document is corrected. **(T-3)**
- 2.2.2.30.3. **(USAFE-AFAFRICA)** Reference USAFE-AFAFRICAI 32-1007 for additional guidance.
- 2.2.2.30.4. Coordinate with CE, FD, Safety, Transient alert, Maintenance Operations Center (MOC), Air Terminal Operations Center (as applicable) and Wing Plans to develop aircraft parking plans for base assigned/transient aircraft and base support plans. **(T-3)**
- 2.2.2.30.5. Coordinate with CE, SFS, Safety, FD, Fuels Control, Transient Alert, MOC and Wing Plans to develop short-term aircraft parking plans for distinguished visitors, contingencies, exercises, static displays, airshows, and other special airfield projects. **(T-3)**
- 2.2.2.30.6. Coordinate with CE, SFS, Safety, FD, Fuels Control, Transient Alert, MOC and flying units to designate areas for engine run-up, drag chute jettison, hot pit refueling, loading, unloading, arming and de-arming of aircraft with hazardous cargo and/or live armament (e.g., guns, missiles, and bombs.). **(T-3)**
- 2.2.2.30.6.1. Criteria to consider for designating these areas include but is not limited to security, safety of operations, airfield design to protect imaginary surfaces, apron lighting, water or fire hydrants, location of aircraft grounding points and access for aircraft rescue and firefighting personnel and equipment. See UFC 3-260-01, and DESR 6055.09 _AFMAN 91-201, *Explosives Safety Standards*
- 2.2.2.30.6.1. **(USAFE-AFAFRICA)** Reference USAFE-AFAFRICAI 32-1007 for additional guidance.
- 2.2.2.30.6.2. Maintain a current copy of the explosive safety quantity distance map on file in AM. **(T-3)**
- 2.2.2.31. Coordinate with Civil Engineering to:
- 2.2.2.31.1. Establish a CE airfield maintenance team to perform required maintenance and repair activities and monitor pavement deterioration. **(T-3)**
- 2.2.2.31.2. Develop a runway rubber removal and painting plan, and maintain a current copy on file in AM. **(T-3)**
- 2.2.2.31.2.1. Paint and rubber removal is considered satisfactory when 85% of the rubber or paint is removed. See UFGS Specifications 32 01 11.51, *Rubber and Paint Removal from Airfield Pavements*, Section 3, Compliance Testing
- 2.2.2.31.2.2. When excessive rubber deposits build up on the runway, publish a NOTAM (if not already addressed in the DoD flight publications) advising aircrews a potential for reduced braking capability and/or directional control exist,

particularly during wet RSC and include applicable airfield restrictions. **(T-3)**

- 2.2.2.31.3. Conduct runway friction testing as guided by the Tri-Service Pavement Working Group Manual 3-270-01.04-10, *Determining the Need for Runway Rubber Removal*. **(T-3)** Remove built-up rubber deposits when any of the following conditions exist or occur:
- 2.2.2.31.3.1. Runway markings (e.g., centerline, threshold, and touchdown.) are obscured due to rubber build-up. **(T-3)**
 - 2.2.2.31.3.2. Notified by CE the runway friction value is less than the action or planning levels in Tri-Service Pavements Working Group Manual 3-270-01.04-10, Chapter 2. **(T-3)**
 - 2.2.2.31.3.3. Use risk management when AFM, safety and OG/CC determine it is necessary due to potential or actual operational impact. Consider all factors when making the assessment such as pilot reported concerns and type of aircraft operations. **(T-3)**
- 2.2.2.31.4. Correct discrepancies and/or hazards involving airfield signs, markings, lighting, aircraft arresting systems and pavements. **(T-3)** Reference UFC 3-535-01, *Visual Air Navigation Facilities*, AFMAN 32-1041, *Pavement Evaluation Program*, UFC 3-260-04, AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, or applicable host-nation criteria (e.g., ICAO and NATO).
- 2.2.2.31.5. Develop a LOP for CE personnel to report airfield lighting systems reliability/outages to AM (as applicable). **(T-3)**
- 2.2.2.31.6. Provide accurate runway weight-bearing restrictions. **(T-3)**
- 2.2.2.31.7. Obtain the status and results of aircraft arresting systems inspections, maintenance, and certifications. See AFMAN 32-1040 for additional details. **(T-3)**
- 2.2.2.32. Coordinate with Safety on programs for:
- 2.2.2.32.1. Bird/Wildlife Hazard Management. See DAFI 91-202 and DAFI 91-212 for additional details. **(T-3)**
 - 2.2.2.32.2. Developing and applying operation plans to respond to aircraft incidents or accidents, in-flight emergencies, and similar disasters on- or off-base. **(T-3)**
 - 2.2.2.32.3. Determining risk assessment codes and applying risk management principles for hazardous airfield conditions. **(T-3)**
- 2.2.2.33. Airfield Management Quality Assurance.
- 2.2.2.33.1. Join the AFFSA/XA SharePoint® website. **(T-3)**
 - 2.2.2.33.2. Conduct an annual self-assessment of AM functions and services using the self-assessment communicators loaded into Management Internal Control Toolset (MICT). **(T-3)**
 - 2.2.2.33.3. Review and compare MAJCOM newsletters, AFFSA/XA trend and analysis reports, mishap investigation results, AO-CV data, AFFSA/XA and MAJCOM

e-mails. **(T-3)** Evaluate these items to determine local applicability and initiate corrective actions as required. **(T-3)**

2.3. Deputy Airfield Manager (DAFM) Role. The DAFM, or civilian equivalent, assists the AFM in supervising airfield operations and airfield maintenance activities.

2.3.1. Minimum Qualification and Training Requirements.

2.3.1.1. Military personnel selected to fill the DAFM position must:

2.3.1.1.1. Hold the rank of Technical Sergeant or above. **(T-2)**

2.3.1.1.2. Hold Air Force Specialty Code 1C771. **(T-2)**

2.3.1.1.3. Possess SEI 368. **(T-2)**

2.3.1.1.4. 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-2)**

2.3.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates selected to fill this position possess an Air Force Airfield Manager position certification (i.e., SEI 368) and have at least 3 years of experience executing DAFM duties and responsibilities identified in the 1C7X1 CFETP and this manual. **(T-1)** **Note:** An approved waiver request to this requirement must stipulate mandatory completion of all AFM qualification training requirements (i.e., AFM and local PCG, Advanced Airfield Managers Course, AM computer-based training products and risk management course) within 12 months of employee start date. **(T-1)**

2.3.1.3. The following training requirements must be completed for position qualification:

2.3.1.3.1. Airfield Manager PCG. **(T-2)**

2.3.1.3.2. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**

2.3.1.3.3. Advanced Airfield Manager Course. **(T-1)**

2.3.1.3.4. Air Force Risk Management Fundamentals Course through AF MyLearning. **(T-3)**

2.3.1.3.5. Local qualification training (DAF Form 797 or electronic training record format equivalent), if applicable. **(T-3)** **Note:** DoD civilians and contractors must complete within 6 months of employee start date. **(T-3)**

2.3.1.4. Completion of the following courses are highly recommended for the DAFM. See [Attachment 1](#) for a description of each course.

2.3.1.4.1. Airport Certification Procedures Course.

2.3.1.4.2. Aircraft Mishap Investigation Course.

2.3.1.4.3. Military Airspace Management Course.

2.3.2. DAFM Key Responsibilities. The DAFM will:

2.3.2.1. Function as the AFM and/or WADPM when personnel are absent or as otherwise needed. **(T-3)**

- 2.3.2.2. Supervise airfield operations and maintenance activities to provide a safe, efficient, and effective airfield environment. **(T-3)**
- 2.3.2.3. Conduct airfield inspections and checks as outlined in **Chapter 5**. **(T-3)**
- 2.3.2.4. Attend airfield exercise, deployment, static display, ceremonies, and other special activities meetings. **(T-3)**
- 2.3.2.5. Airfield Security and Hijack Prevention.
- 2.3.2.5.1. Coordinate with SFS and CE for placement of control area signs on the airfield. See DAFI 31-101, *Integrated Defense (ID)* for guidance. **(T-3)** **Note:** Controlled and restricted area signs (where applicable) must meet airfield planning and design criteria siting, height, and frangibility requirements. **(T-1)**
 - 2.3.2.5.2. Annually review and coordinate on the installation security and hijack prevention plan. **(T-3)** Submit completion of the review and recommended changes to the AFM, AOF/CC and OPR. **(T-3)** Maintain a file copy of the recommended changes until source document is corrected. **(T-3)**
 - 2.3.2.5.3. Maintain a current copy of the installation security and hijack prevention plans on file in AM. **(T-3)**
 - 2.3.2.5.4. See DAFI 31-101 and AFI 13-207-O, *Preventing and Resisting Aircraft Piracy (Anti-Hijacking) (CUI)* for additional AM responsibilities. **(T-3)**
- 2.3.2.6. Airfield Lighting.
- 2.3.2.6.1. Maintain a locally developed Airfield Lighting Chart or electronic equivalent identifying the number of lights associated with each lighting system (e.g., approach, runway, taxiway, and obstruction.) and the actions required to address outages. **(T-3)**
 - 2.3.2.6.2. Consult with CE and use the Airfield Lighting Chart, **Attachment 3**, to determine if any identified outages within a particular lighting system render it unusable. **(T-3)** **Note:** Information on the Airfield Lighting Chart was extracted from UFC 3-535-01, FAA Order 6850.5, *Maintenance of Lighted Navigational Aids* and FAA Advisory Circular 150/5340-26, *Maintenance of Airport Visual Aid Facilities Appendix A*.
 - 2.3.2.6.3. Confirm NOTAMs are sent for airfield lighting outages as required. **(T-3)**
 - 2.3.2.6.4. Ensure the allowable percentage of unserviceable lights do not alter the basic pattern of the lighting system in order to provide aircraft visual guidance. **(T-3)**
- 2.3.2.7. Airfield Discrepancies and Hazards.
- 2.3.2.7.1. Process airfield discrepancies on the AF Form 332, locally approved form, or electronic system. **(T-3)**
 - 2.3.2.7.2. Maintain a current airfield discrepancy log to track and monitor airfield discrepancies and/or hazards on the airfield (e.g., signs, markings, lighting, pavements, aircraft arresting system, obstructions, and obstacles.) until work is complete. **(T-3)** **Note:** Procedures may be included in a LOP with the appropriate CE agency (Airfield

- Lighting and Barrier Maintenance) to use a locally developed log (or electronic equivalent) to track and monitor airfield discrepancies in lieu of AF Form 332.
- 2.3.2.7.2.1. **(Added-USAFE-AFAFRICA)** Conduct and document a monthly review of the discrepancy log for accuracy, currency, compliance with established directives and follow up with CE as required to ensure discrepancies have been reported, addressed, and/or closed out.
- 2.3.2.7.3. Maintain the status of airfield discrepancies, to include proposed fix actions and estimated completion date. **(T-3)**
- 2.3.2.8. Coordinate with CE to develop an airfield sweeping schedule/plan to support flying operations and maintain pavement areas on or next to runways, taxiways, ramps, engine run-up pads, runway overruns, airfield access roads and helicopter landing areas on a regularly scheduled basis and as needed. **(T-3)** Ensure a current copy of the airfield sweeping schedule/plan is maintained in the Airfield Management Operations (AMOPS) section. **(T-3)**
- 2.3.2.9. Coordinate with CE and Safety prior to the installation of stop signs on airfield service roads leading to a controlled movement area such as a runway, vertical/short takeoff and landing pad, taxiway, and helipad. **(T-3)** Where installed, the stop sign must read as follows “Do Not Proceed Contact ATC”. **(T-3)**
- 2.3.2.9.1. Collocate stop sign with the stop bar (i.e., marking indicating the stopping point for vehicles). **(T-3) Note:** Stop sign must also meet airfield planning and design criteria siting, height and frangibility requirements. **(T-3)**
- 2.3.2.9.2. Ensure stop sign does not interfere with aircraft (e.g., clearance requirements and jet blast.) using the runways, taxiways and aprons. **(T-3)**
- 2.3.2.9.3. See FAA Advisory Circular, 150/5340-18, *Standards for Airport Sign Systems*, Figure 14., Examples of Standard Highway Signs.
- 2.3.2.10. Serve as a member of the Foreign Object Damage (FOD) Prevention Committee. **(T-3)** See DAFI 21-101, *Aircraft and Equipment Maintenance Management*, for additional information.
- 2.3.2.10.1. Coordinate with CE, Safety, Aircraft Maintenance and FOD Manager on the FOD Prevention Program and to ensure stop bars, stop signs and check for FOD signs as required, are located on roads prior to entering airfield areas and vehicular roads intersecting runways, taxiways, or aprons. **(T-3)** See UFC 3-260-01, DAFI 21-101, and applicable engineering technical letters, ICAO, NATO Standardized Agreements for additional information.
- 2.3.2.10.2. Ensure AM is in the FOD discovery, reporting and investigation process. **(T-3)**
- 2.3.2.10.3. FOD walks on runways and taxiways (or as determined locally) must be prior coordinated with AM. **(T-3)**
- 2.3.2.11. Coordinate with CE and Safety to maintain vegetation growth on or adjacent to the airfield (e.g., grass mowing and tree/brush trimming) according to DAFI 91-202, DAFI 91-212 and installation BASH Reduction Plan. **(T-3)** These areas include but are not

limited to overruns, drainage culverts/ditches, approach surfaces and areas around airfield lighting. **Note:** Vegetation waste should be removed from the airfield to reduce areas from becoming a bird/wildlife attractant.

2.3.2.12. Coordinate with CE to remove, trim or otherwise control trees penetrating imaginary surfaces or those posing a hazard to aircraft or safe airfield operations. **(T-3)**

2.3.2.13. Serve as a member of the Wing Inspection Team. **(T-3)** See DAFI 10-2501 and DAFI 90-302 for guidance.

2.3.2.14. Conduct an annual self-assessment of AM functions and services using the self-assessment communicators loaded into MICT **(T-3)**

2.4. Wing or Delta Airfield Driving Program Manager (WADPM) Role: The WADPM provides overall Airfield Driving Program management and oversight to provide a safe, efficient, and effective airfield environment for aircraft operations. See DAFI 13-213, for key duties, qualifications, and responsibilities.

2.5. NCOIC, Airfield Management Operations (NAMO) Role. The NAMO, or civilian equivalent, is responsible for establishing performance standards, procedures, work priorities and supervising personnel working in AM section.

2.5.1. Minimum Qualification and Training Requirements.

2.5.1.1. Military personnel selected to fill the NAMO position must:

2.5.1.1.1. Hold the rank of SSgt or above. **(T-2)**

2.5.1.1.2. Hold Primary Air Force Specialty Code 1C771. **(T-2)**

2.5.1.1.3. Have at least 3 years' experience in AM facility. **(T-2)**

2.5.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates meet the following criteria:

2.5.1.2.1. Have at least 2 years of experience executing NAMO duties and responsibilities outlined in this manual. **(T-2)**

2.5.1.2.2. Complete local qualification training and 7-Level Qualification Training Package (QTP) (*if not previously completed*) within 6 months of employment start date. **(T-2)**

2.5.1.3. The following training requirements must be completed for position qualification:

2.5.1.3.1. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**

2.5.1.3.2. Air Force Risk Management Fundamentals Course through AF My Learning. **(T-3)**

2.5.1.3.3. Local qualification training (DAF Form 797 or electronic training record format equivalent). **(T-3)** **Note:** DoD civilians and contractors must complete within 6 months of employment start date. **(T-3)**

2.5.1.4. May attend the Advanced Airfield Manager Course with approval from the CFM and/or MAJCOM Functional Manager.

2.5.2. NAMO Key Responsibilities: NAMO will:

2.5.2.1. Review flight plans, traffic logs, daily record of events, NOTAMs and other supporting flight data information for accuracy, completeness, and conformance with established directives. **(T-3)** Use a MFR, log or electronic equivalent to document daily reviews. **(T-3)**

2.5.2.2. Develop procedures to process NOTAMs as guided by AFI 11-208. **(T-3)** Create Graphical NOTAM to depict runway, taxiway and apron closures on an airport map. **(T-3)**

2.5.2.2. **(USAFE-AFAFRICA)** Appoint a primary and secondary individual responsible for account administration of NOTAM processing system. For short notice emergencies, reach out to the NOTAM office number/email found in AFI 11-208. **NOTE:** Alternative solutions (i.e. backup NOTAM LOA or system administrator) must be attempted prior to reaching out to the NOTAM office.

2.5.2.2.1. Develop backup procedures such as a LOA, for further guidance reference AFI 11-208. **(T-3)** Select at least one base located in a different geographical location (i.e., time zone or country). **(T-3)**

2.5.2.2.2. Use NOTAM Manager to manage, track and monitor accountability of the following **(T-3)**:

2.5.2.2.2.1. NOTAM log for safety and local NOTAMs. **(T-3)**

2.5.2.2.2.2. Active NOTAM. **(T-3)**

2.5.2.2.2.3. Inactive NOTAM. **(T-3)**

2.5.2.3. Ensure procedures in local weather support directive include notifying AM section of hazardous weather. **(T-3)**

2.5.2.4. Ensure a Secondary Crash Net (SCN) is installed and operational. **(T-2)** Develop primary and backup procedures for SCN operations. **(T-2)** Use a SCN form or checklist (e.g., MAJCOM, locally developed or electronic equivalent) to record information (e.g., real-world/exercise) received over the primary crash alarm system and/or relayed over the SCN. **(T-2)**

2.5.2.5. Conduct airfield inspections and checks as outlined in **Chapter 5**. **(T-3)**

2.5.2.6. Assign unique two-letter operating initials to each individual for use in daily operations. **(T-3)**

2.5.2.6. **(USAFE-AFAFRICA)** Document two-letter operating initials in an MFR or on the monthly duty schedule.

2.5.2.7. Develop a monthly duty schedule to ensure effective personnel utilization in the AM section. **(T-3)**

2.5.2.8. Develop and maintain current and accurate OIs, Quick Reaction Checklists (QRC), and logs in the AM section to perform AM activities and responsibilities. **(T-3)**

2.5.2.8.1. QRCs must be maintained in a stand-alone binder, tabbed, and readily available. **(T-3)**

2.5.2.8.2. OIs may be combined into a single AM Instruction.

2.5.2.8.3. Must ensure all AM personnel review OIs and QRCs at least quarterly. **(T-3)** Use a MFR, log or electronic equivalent to document reviews of OIs/QRCs. **(T-3)**

2.5.2.8.4. The NAMO must conduct and document an annual review of all AM OIs and QRCs to ensure accuracy, consistency, and compliance with current requirements and practices. **(T-3)**

2.5.2.8.5. As a minimum, OIs, or QRCs must be maintained on the following subjects:

2.5.2.8.5. **(USAFE-AFAFRICA)** 28 (Added) Counter Unmanned Aircraft Systems procedures

2.5.2.8.5.1. Inbound/outbound aircraft (e.g., MAJCOM/Local Flight Following Log, Flight Progress Strip or electronic equivalent). **(T-3)**

2.5.2.8.5.2. Distinguished Visitors (DV) arrivals/departures. **(T-3)**

2.5.2.8.5.3. Aircraft requiring special handling (e.g., Air Evacuation and Hazardous cargo). **(T-3)**

2.5.2.8.5.4. Airfield restrictions (e.g., Prior Permission Required (PPR), Official Business Only (OBO), quiet hours, and closures). Refer to **Chapter 6** of this publication for additional details. **(T-3)**

2.5.2.8.5.5. Airfield inspection and checks. **(T-3)**

2.5.2.8.5.6. FLIP management. **(T-3)**

2.5.2.8.5.7. Weather Warnings, Watches and Advisories. **(T-3)**

2.5.2.8.5.8. In-Flight emergency/ground emergency. **(T-3)**

2.5.2.8.5.9. BASH/Wildlife responses and Bird Watch Condition declarations/notifications. **(T-3)**

2.5.2.8.5.10. Broken Arrow (e.g., accidental launching, firing, detonating, theft or loss of nuclear weapon), if applicable. **(T-3)**

2.5.2.8.5.11. On/Off-base incident. **(T-3)**

2.5.2.8.5.12. Anti-Hijacking. **(T-3)**

2.5.2.8.5.13. Unauthorized aircraft landing. **(T-3)**

2.5.2.8.5.14. Overdue aircraft. **(T-3)**

2.5.2.8.5.15. Hydrazine incident. **(T-3)**

2.5.2.8.5.16. Bomb threat. **(T-3)**

2.5.2.8.5.17. Hung Ordnance and Hot Armament. **(T-3)**

2.5.2.8.5.18. Runway incursion/Controlled Movement Area Violation events. **(T-3)**

2.5.2.8.5.19. Alert/Recall procedures. **(T-3)**

2.5.2.8.5.20. Flight Safety and Local NOTAM procedures. **(T-3)**

- 2.5.2.8.5.21. Customs/Agriculture/Immigration. Publish response agency, time and required notification action in the FLIPs. **(T-3)**
- 2.5.2.8.5.22. Facility/Building Evacuations. **(T-3)** At a minimum, AM personnel must notify ATC, Radar Approach Control or Ground Control Approach Facility, CP, FD and SFS of evacuation/arrival at alternate facility. **(T-3)** **Note:** Notify agencies when AM personnel return to the primary facility. **(T-3)**
- 2.5.2.8.5.23. Mishap Notification/Response. **(T-3)** See AFMAN 13-204 V1 for additional information.
- 2.5.2.8.5.24. Emergency Locator Transmitter. **(T-3)**
- 2.5.2.8.5.25. Civil/Foreign aircraft inbounds. **(T-3)**
- 2.5.2.8.5.26. Unmanned Aircraft Systems/Remote Piloted Aircraft procedures (if applicable). **(T-3)** See AFMAN 13-204 V1 for additional information.
- 2.5.2.8.5.27. Fuel spills. **(T-3)**
- 2.5.2.9. Develop a shift-briefing checklist or electronic equivalent. **(T-3)** The shift-briefing checklist must include as a minimum:
 - 2.5.2.9.1. Airfield status (e.g., Active runway, RSC/RCR, current NOTAMs, bird watch condition, and arresting gear). **(T-3)**
 - 2.5.2.9.2. Airfield construction. **(T-3)**
 - 2.5.2.9.3. Navigational Aids status. **(T-3)**
 - 2.5.2.9.4. Aircraft Rescue and Fire Fighting capability. **(T-3)**
 - 2.5.2.9.5. Equipment status (e.g., phones, Ultra High Frequency/Very High Frequency radios, vehicle, and Bird/Wildlife Aircraft Strike Hazard). **(T-3)**
 - 2.5.2.9.6. Personnel working on the airfield (e.g., grass mowers, snow and ice removal operations, and contractors). **(T-3)**
- 2.5.2.10. Develop local procedures to record significant incidents/events during each shift on AF Form 3616, *Daily Record of Facility Operations*, or suitable substitute (i.e., web-based program, etc.). **(T-3)**
 - 2.5.2.10.1. AMSL/AMOS will maintain entries on a continuous log. **(T-3)**
 - 2.5.2.10.2. AMSL/AMOS accepts responsibility for the facility by making an initial entry with the exact time and operating initials of individuals coming on duty. Anytime an AMSL/AMOS is relieved, enter the first name initial and last name and indicate transfer of responsibility of the shift on AF Form 3616 or suitable substitute. (e.g., 1310 JD OFF, SSGT W. SMITH/WS ON AS “AMOS”/”AMSL”). **(T-3)**
 - 2.5.2.10.3. Each AMSL/AMOS will sign the AF Form 3616, or suitable substitute, in the appropriate block at the end of his or her shift. **(T-3)** The AMSL/AMOS signature certifies the entries are correct and the form contains all required entries. **Note:** Systems that generate a Common Access Card (CAC) automated “user signature” meets the intent of a “signing or signature.”

2.5.2.10.4. The NAMO and either DAFM or AFM must sign after review of daily logs for trends on the airfield and/or in AM section (e.g., equipment outages and facility maintenance). **(T-3) Note:** Systems that generate a CAC automated “user signature” meets the intent of a “signing or signature.”

2.5.2.10.5. Annotate all actions on the AF Form 3616 or suitable substitute. **(T-3)** Detailed documentation may be maintained on other forms or checklists. Units may specify additional items requiring documentation. At a minimum, the following items must be annotated on the AF Form 3616 or suitable substitute:

2.5.2.10.5.1. Shift changes, opening and closing AM section. **(T-3)**

2.5.2.10.5.2. Personnel working on the airfield (e.g., grass cutters, contractor construction personnel, and CE repair crews) and coordination. **(T-3)**

2.5.2.10.5.3. Issue, revision, and cancellation of NOTAMs. **(T-3)**

2.5.2.10.5.4. Airfield inspections/checks. **(T-3)**

2.5.2.10.5.5. RSC/RCR. **(T-3)**

2.5.2.10.5.6. Bird Watch Condition declarations. **(T-3)**

2.5.2.10.5.7. In-flight emergency/Ground emergency to include aircraft arresting system engagements. **(T-3)**

2.5.2.10.5.8. Controlled Movement Area Violations. **(T-3)**

2.5.2.10.5.9. Primary Crash Alarm System/Secondary Crash Net tests and activations. **(T-3)**

2.5.2.10.5.10. Active runway changes. **(T-3)**

2.5.2.10.5.11. Weather Warning, Watch and Advisories. **(T-3)**

2.5.2.10.5.12. Airfield, runways, taxiways, and aprons suspensions. **(T-3)**

2.5.2.10.5.13. Navigational Aid and airfield lighting outages. **(T-3)**

2.5.2.10.5.14. Daily inspection of aircraft arresting and airfield lighting systems by CE. **(T-3)**

2.5.2.10.5.15. Equipment malfunctions/outages (e.g., FAA flight planning system, back-up generator). **(T-3)**

2.5.2.10.5.16. Reduced Aircraft Rescue and Firefighting capability. **(T-3)**

2.5.2.10.5.17. Daily flight planning room checks. **(T-3)**

2.5.2.10.5.18. Supervisor of Flying calls. **(T-3)**

2.5.2.10.5.19. Spot checks to enforce and monitor compliance with airfield driving procedures. **(T-3)**

2.5.2.10.5.20. **(Added-USAFE-AFAFRICA)** AMOS/AMSL and/or AMOC personnel leaving and returning from the AMOPS section for any non-AM related duties (ex. MSGT CREAMER/JC OUT OF OFFICE FOR CC DIRECTED APPOINTMENT, PT, ALL CALL, etc.).

2.5.2.11. Develop flight plan processing procedures for the AOI. **(T-3)**

2.5.2.11.1. Develop backup procedures such as a LOA with two or more AMOPS sections or DoD Base Operations/Flight Planning Facility to process flight plans and aircraft movement messages. **(T-3)** Select at least one base located in a different geographical location. **(T-3)** See AFMAN 11-213, *Military Flight Data Telecommunications System*, for additional information.

2.5.2.11.2. Flight plans must be delivered to AM by filing agency in person or by electronic means (e.g., fax, e-mail, canned), or transmitted electronically (e.g., Foreflight, and fltplan.com, etc.) **(T-3)** **Note 1:** The DoD FLIP, *General Planning* defines electronically generated/transmitted flight plans are those submitted directly to FAA or host-nation ATC systems via U.S. government or commercial electronic flight planning applications or web-based systems (e.g., commercial electronic flight applications, MAJCOM flight planning cells, Global Decision Support System, 800-WX-BRIEF, etc.). E-mailed or faxed flight plans require additional action by persons who are not approving authorities. Additionally, these flight plans are not considered electronically generated or transmitted. **Note 2:** Approving authorities will be defined in local guidance (AOI, LOA, MFR). **(T-3)**

2.5.2.11.3. The AFM may authorize a LOA for Temporary Duty assigned aircrews and/or exercise aircrew to file flight plans.

2.5.2.11.4. The AOI or LOA must indicate who will maintain the original “signed” flight plan on file. **(T-3)**

2.5.2.11.5. Use a MAJCOM/Local Flight Following Log, Flight Progress Strip or electronic equivalent to record and track aircraft arrivals and departures. **(T-3)**

2.5.2.11.6. Use DD Form 1801, *DoD International Flight Plan*, or other authorized forms according to AFMAN 11-202 Volume 3, *Flight Operations* and DoD FLIP, *General Planning*. **(T-3)** **Note:** Utilization of the DD Form 1801 should be used to the maximum extent possible.

2.5.2.11.7. Original flight plans will not be accepted via radio. **(T-3)**

2.5.2.11.8. Filed flight plans can be amended via any means.

2.5.2.11.9. An aircraft commander on a stopover flight plan or a weather/maintenance divert may re-file or amend flight plans with an AM section via any means (radio or telephone). **Note:** AM section personnel must ensure an original flight plan was filed by contacting the original departure location via telephone or sending a flight movement message query. **(T-3)**

2.5.2.11.10. An aircraft commander (normally operating on a Visual Flight Rules (VFR) flight plan requesting to pick up an IFR flight plan) can request to air file a flight plan with the AM section if the change does not penetrate an Air Defense Identification Zone. **Note:** AM personnel must ensure a flight plan was on file. **(T-3)**

2.5.2.11.11. AM personnel will not modify or change flight plans for Flight Managed Missions without approval from the flight planning cell or flight managers. **(T-1)** See AFMAN 11-255, Volume 3 *Flight Manager Responsibilities and Procedures* for guidance.

- 2.5.2.11.12. At locations where more than one agency has the capability to file flight plans, the host wing or garrison AM function has overall responsibility for the following actions unless delineated otherwise in the AOI or LOA with the filing unit:
- 2.5.2.11.12.1. Flight following/tracking aircraft. **(T-3)**
 - 2.5.2.11.12.2. Initiating Search and Rescue operations. **(T-3)**
 - 2.5.2.11.12.3. Aircraft security and anti-hijacking. **(T-3)**
 - 2.5.2.11.12.4. Amend, cancel, and re-filing flight plans. **(T-3)**
- 2.5.2.12. Obtain a current and accurate on/off base crash grid map, with cordon overlays, from CE Readiness Flight and have copies available in the primary and alternate AM section. **(T-3)** **Note:** Instructions on how to read a crash grid map are located in Air Force Tactics, Techniques and Procedures 3-4, *Airman's Manual* Chapter 8.
- 2.5.2.13. Develop a customer quality feedback questionnaire or electronic equivalent to solicit customer feedback on the quality of AM services, airfield facilities (e.g., navigational aids, signage, markings, and lighting) and aircrew support. **(T-3)**
- 2.5.2.14. Develop procedures to ensure AM personnel do not release names of individuals allegedly involved in an aircraft incident or accident to agencies outside Air Force channels. **(T-2)** All inquiries from non-mishap response personnel must be directed to Public Affairs. **(T-2)** See AFMAN 13-204 V1 and DAFI 91-204.
- 2.5.2.15. Develop procedures to determine and report RSC and RCR as outlined in **Chapter 7**. **(T-3)** Procure and maintain Air Force-approved friction-measuring equipment and ensure it is calibrated with reference guidance to Technical Order 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings* or manufacturer's guidance. **(T-3)**
- 2.5.2.16. Maintain current publications, charts, forms, and FLIPs necessary to support base and transient flying operations. **(T-3)** Electronic media may be used for all items to include FLIPs.
- 2.5.2.17. Include an entry in the IFR Supplement advising transient aircrews of the classified materials (communication security and cryptographic equipment) availability and storage restrictions. **(T-3)**
- 2.5.2.18. Appoint a primary and alternate FLIPs manager to accomplish the following actions:
- 2.5.2.18.1. Develop and maintain a FLIPs Continuity Binder or electronic equivalent to manage and track accountability of FLIP products. **(T-3)**
 - 2.5.2.18.2. Order FLIPs and aeronautical charts for base units according to established distribution procedures. (See AFI 11-201, *Flight Information Publications and General Planning*). **(T-3)**
 - 2.5.2.18.2.1. Electronic products on the National Geospatial Intelligence Agency website may be used as a backup if new FLIPs are not received by the effective date.
 - 2.5.2.18.2.2. Review local airfield data in each new FLIP edition for accuracy and

consistency with information published in other FLIPs (e.g., approach plates, enroute supplement, and area planning), base publications (e.g., AOI, Operation Plans) and flight planning room displays. **(T-3)**

2.5.2.18.2.2.1. Use an MFR, log or electronic equivalent to document FLIP reviews. **(T-3)** At a minimum, the log must include the FLIP title, effective date, review completion date, discrepancies noted, corrective action, date corrected and name/rank of individual performing the review. **(T-3)**

2.5.2.18.2.2.2. Prepare and coordinate non-procedural FLIP changes with local agencies then submit the change unitizing guidance from General Planning, Chapter 11. **(T-3)** **Note:** The AFM is the approval authority for non-procedural FLIP change requests. Monitor and track non-procedural FLIP changes until corrected.

2.5.2.18.2.2.3. Annotate "NOTAM Manager Airfield" in the text of the submitted change for airfield diagram (runway, helipad, taxiway, and apron) changes. **(T-3)**

2.5.2.18.2.2.4. Initiate NOTAM action for non-procedural FLIP changes, as necessary. **(T-3)**

2.5.2.18.2.2.5. When appropriate, include grooving status, the type and extent of pavement in the touchdown zone (surface one) of the runway and in the rollout or middle zone of the runway (surface two) in the "Remarks" section of the Enroute Supplement. For example: "First 1,000 feet of runway 25 and first 2,150 feet of runway 07 is concrete. Middle 5,450 feet of runway 07/25 is a porous friction surface."

2.5.2.18.2.2.6. Publish non-standard airfield systems or configurations (e.g., signs, lighting, markings, and arresting gear) in the applicable FLIPs and AOI. **(T-3)**

2.5.2.18.2.2.7. Publish accurate pavement condition numbers and runway weight-bearing restrictions in the applicable FLIPs based on current pavement evaluation reports. **(T-3)**

2.5.2.18.2.2.8. Post changes to FLIP products (e.g., enter the change notice identification aside of affected data and then file in front of document). **(T-3)** **Note:** Annotate the operating initials and date posted on each change notice.

2.5.2.18.2.2.9. Publish aircraft taxi and parking restrictions in the FLIP, *Area Planning* (AP 1, 2, or 3). **(T-3)**

2.5.2.19. Obtain access to a Global Decision Support System account as referenced in Air Mobility Command Instruction 11-211, *Destination Airfield Suitability Analysis*. **(T-3)** The NAMO must review the Airfield Suitability and Restrictions Report and Global Decision Support System airfield database assessment (Giant Report) for currency and accuracy at least semiannually. **(T-2)** Submit completion of both reports review and recommended changes to the AFM, AOF/CC and Operations Group Standardization/Evaluation and the HQ Air Mobility Command/Airfield Suitability Branch (A3AS). **(T-2)** Maintain a file copy of the changes until report is corrected. **(T-3)** **Note**

1: Submit all request, inquires or Airfield Manager Reviews via the Airfield Suitability and Restrictions Report request form with any attachments to this URL: [https://intelshare.intelink.gov/sites/GDSS/ layouts/15/start.aspx](https://intelshare.intelink.gov/sites/GDSS/layouts/15/start.aspx) **Note 2:** At locations where access to the Global Decision Support System is unattainable, contact the Air Mobility Command Airfield Help Desk Airfield.Helpdesk@us.af.mil or Defense Switch Network (DSN) 312-779-3112 and request a copy of the Airfield Suitability and Restrictions Report and airfield database assessment. **(T-3)** **Note 3:** Pavement Classification Number values may differ between the Airfield Suitability and Restrictions Report and Pavement Evaluation Report. The calculations on the suitability report are calculated by the Suitability Branch personnel, which is based upon Air Mobility Command aircraft.

2.5.2.20. Develop procedures to check the Flight Planning Room for accuracy, currency and availability of materials (e.g., FLIPs, charts, and forms) at least once daily. **(T-3)** Document each check on the AF Form 3616 or suitable substitute. **(T-3)**

2.5.2.21. Establish the capability for transient aircrews to make long-distance, commercial and DSN calls. **(T-3)**

2.5.2.22. Conduct an annual self-assessment of AM functions and services using the Self-Assessment Communicators loaded into MICT **(T-3)**

2.5.2.23. Develop and maintain a current Read File for personnel working in the AM section. **(T-3)** The Read File is used to keep AM personnel informed on operational information such as Higher Headquarters policy/guidance, commander's policy letters, leave and duty schedules, training requirements, and miscellaneous items such as base activity flyers and fitness exercise schedules.

2.5.2.24. Coordinate with the FD to develop procedures for reporting the Aircraft Rescue and Fire Fighting status when capabilities are reduced to a level that can no longer support an aircraft type (e.g., C-5, C- 17, KC-10) and/or the base/tenant flying mission. **(T-3)** At a minimum, send a NOTAM stating the required restriction. Notify the AOF/CC, AFM, CP, supervisor of flying (if available), air traffic control tower, radar approach control or ground control approach facility and document all actions on the AF Form 3616 or suitable substitute. **(T-3)**

2.5.2.25. Ensure all facility records created as a result of processes prescribed in this publication are maintained as referenced in AFI 33-222 and disposed of as identified in the Air Force Records Disposition Schedule. **(T-1)**

2.6. NCOIC, Airfield Management Training Role: NAMT or civilian equivalent, develops, implements, and manages the AM training program in accordance with **Chapter 8** of this manual. The NAMT should understand the complexity of AM training and use the right techniques (e.g., instruction guidance, planning, program oversight) to support development of professional and technical skills needed to succeed in the AM career field. Refer to AM Staffing Organization chart in **Figure 2.1**, the NAMT position holds the same level of importance as other 1C771 positions. **Note:** The NAMT is not considered the primary trainer or certifier in the AM section.

2.6.1. Minimum Qualification and Training Requirements.

2.6.1.1. Military personnel selected to fill the NAMT position must:

- 2.6.1.1.1. Hold the rank of SSgt or above, TSgt preferred. **(T-2)**
- 2.6.1.1.2. Hold Primary Air Force Specialty Code 1C771. **(T-2)**
- 2.6.1.1.3. Have at least 3 years' experience in AM facility. **(T-2)**
- 2.6.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates meet the following criteria:
 - 2.6.1.2.1. DoD civilians and contract personnel must have at least 2 years of experience executing NAMT duties and responsibilities outlined in this manual. **(T-2)**
 - 2.6.1.2.2. Complete local qualification training and 7-level QTP (*if not previously completed*) within 6 months of employment start date. **(T-2)**
- 2.6.1.3. The following training requirements must be completed for position qualification:
 - 2.6.1.3.1. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**
 - 2.6.1.3.2. Air Force Risk Management Fundamentals Course through AF MyLearning. **(T-3)**
 - 2.6.1.3.3. Local qualification training (DAF Form 797 or electronic training record format equivalent). **(T-3)** **Note:** DoD civilians and contractors must complete within 6 months of employment start date. **(T-3)**
 - 2.6.1.3.4. Formal Training/Task Certifier course. **(T-3)**
 - 2.6.1.3.5. Must be trained, certified and maintain proficiency on all subject matters required for training. **(T-3)**
 - 2.6.1.3.6. Must be trained on the current Air Force electronic training record system to effectively develop, administer, and manage the AM training program. **(T-2)**
- 2.6.1.4. May attend the Advanced Airfield Manager Course with approval from the CFM and/or MAJCOM Functional Manager.
- 2.6.2. NAMT Key Responsibilities. The NAMT will:
 - 2.6.2.1. Develop master training plan or electronic equivalent to ensure completion of all work center duty position requirements (e.g., 100 percent task coverage) and conduct a review of the master training plan annually. **(T-2)** At a minimum ensure the training plan includes:
 - 2.6.2.1.1. Master Task List. The master task list identifies all day-to-day mission (duty position) requirements, core tasks and contingency tasks, and additional duties performed by the work center personnel. Core tasks not applicable/available at home station to base are not required for upgrade (units are not required to send personnel temporary duty for core task training). **(T-2)**
 - 2.6.2.1.2. Current 1C7X1 CFETP. **(T-2)**
 - 2.6.2.1.3. Locally developed or electronic equivalent DAF 797, (if applicable). **(T-2)**
 - 2.6.2.1.4. Milestones for tasks completion identify the projected timeframe the trainee should complete all required tasks. **Note:** Milestones are flexible and contingent upon

- learning abilities of trainees; times are not inspection deficiencies if not 100% met. **(T-2)**
- 2.6.2.2. Conduct and document an annual review of the Training OI, Local PCG, Initial Evaluation Checklist and Newcomer Indoctrination Program. **(T-3)** Submit completion of the review and recommended changes to the AFM and AOF/CC. Maintain a file copy of the review and changes in the AM Training Continuity Binder 1/Tab H until source documents are corrected. **(T-3)**
- 2.6.2.2. **(USAFE-AFAFRICA)** Annual reviews should be completed in conjunction with the AOF/CC LOP reviews.
- 2.6.2.3. Ensure supervisors conduct and document initial training evaluations on newly assigned personnel within 60 calendar days (120 calendar days for Air Reserve Components) of assignment. Ensure the initial evaluation includes a review of previously certified tasks to ensure the member can meet duty position requirements. **(T-3)**
- 2.6.2.4. Identify and forecast formal and supplemental training requirements. **(T-3)** Coordinate scheduling through the appropriate channels (e.g., AOF/CC, AFM, NAMO and Civilian Personnel Office). **(T-3)**
- 2.6.2.5. Ensure all training requirements guided by DAFI 36-2670, DAFMAN 36-2689, 1C7X1 CFETP and this manual are documented in the individual's training records. **(T-3)**
- 2.6.2.6. Provide military personnel training status codes to Unit Training Manager according to DAFMAN 36-2689. **(T-3)** Ensure codes accurately reflect personnel training status.
- 2.6.2.7. Participate in Airfield Operations Flight Training Review Board. **(T-3)** Brief required agenda items according to AFMAN 13-204 V1. **(T-3)** Maintain Training Review Board minutes in Binder 2 for one year in accordance with **paragraph 8.2.1.15.2**. **(T-3)**
- 2.6.2.7. **(USAFE-AFAFRICA)** Additionally, brief and document the status of Landing Zone Safety Officer qualified Airfield Management personnel. Notify USAFE-AFAFRICA/A3AA when a new LZSO qualified member joins the Airfield Management section.
- 2.6.2.8. Use the Training Record Inspection Checklist, (found on the AFFSA/XA SharePoint®) to conduct monthly training records inspections for accuracy, completeness, and standardization. **(T-3)** Units may add local requirements as required. Document completion and results of the monthly training records inspection within the training record on DAF Form 623A or electronic training record format equivalent. **(T-3)** For individuals with a paper training record, maintain the completed Training Record Inspection Checklist in Tab F for one year. **(T-3)** Brief results of training record inspections at the Training Review Board. **(T-3)** **Note:** ANG units will review training records quarterly. **(T-3)**
- 2.6.2.9. Ensure all personnel subject to mobility are trained and qualified to meet deployment requirements. **(T-3)** Document mobility training on DAF Form 1098, *Special Task Certification and Recurring Training* or electronic training record format equivalent. **(T-3)** (Not applicable for AM Contract locations). For individuals with a paper training record, maintain the DAF Form 1098 in Tab D. **(T-3)** **Exception:** Mobility training requirements may be maintained electronically or in another location; (e.g., unit

deployment managers file system). Use the DD Form 2861, *Cross-Reference* or a MFR to identify location. **(T-3)**

2.6.2.10. Attend quarterly unit training meetings as identified in DAFMAN 36-2689, to remain current on training policies and procedures as determined locally. **(T-3)**

2.6.2.11. Submit DAF Form 2096, *Classification/On-The-Job Training Action*, as guided by AFMAN 36-2100, for required training actions (e.g., award of a skill-level and/or SEI). **(T-3)** Upon notification of approval, have individual ensure personnel record is updated and document on the DAF Form 623A or electronic training record format equivalent. **(T-3)**

2.6.2.12. Submit eligible personnel for award of appropriate SEI within 90 calendar days of completion of the mandatory prerequisites guided by the Air Force Enlisted Classification Directory. **(T-2)** Obtain AFM approval in writing (DAF Form 2096) prior to forwarding request for the award of SEI to the Unit Training Manager. **(T-3)** Upon notification of approval, have individual ensure personnel record is updated and document on the DAF Form 623A or electronic training record format equivalent. **(T-3)**

2.6.2.13. Qualification/Upgrade Training.

2.6.2.13.1. Ensure trainers use PCGs and QTPs to conduct qualification/upgrade training. **(T-3)**

2.6.2.13.2. Ensure personnel start and complete position qualification training according to individual skill level and position eligibility. **(T-2)** Ensure all required training items are properly documented and certified.

2.6.2.13.3. Ensure personnel who complete all upgrade training requirements are approved in writing (DAF Form 623A entry or electronic training record format equivalent) by the supervisor and AFM prior to submitting the DAF Form 2096 for upgrade to the Unit Training Manager. **(T-3)**

2.6.2.13.4. Ensure eligible personnel are entered into and complete the appropriate skill-level upgrade and PCG training according to specified time limits. **(T-2)**

2.6.2.13.4. **(USAFE-AFAFRICA)** 1C7X1 personnel stationed at a contingency response unit should coordinate UGT with their host Wing's Airfield Management Section to facilitate the appropriate training.

2.6.2.14. Ensure trainers and certifiers meet all requirements identified within DAFI 36-2670 and the 1C7X1 CFETP. **(T-2)** Maintain a current copy of trainers and task certifiers' appointment letter. **(T-3)**

2.6.2.15. Ensure Supervisors/trainers identify and document on an DAF Form 623A or electronic training record format equivalent, trainees not progressing satisfactorily as "Experiencing Difficulty In Training" (EDIT) and corrective actions taken. **(T-3)** **Note:** For DoD civilian personnel experiencing difficulty in training, a Performance Improvement Plan can be established. Contact Civilian Personnel Flight for guidance on developing a Performance Improvement Plan.

- 2.6.2.15.1. Ensure weekly evaluations are conducted on personnel in EDIT status. **(T-3) Note:** The trainee, supervisor/trainer, NAMT, AFM, and AOF/CC must review and sign EDIT training evaluations. **(T-3)**
- 2.6.2.15.2. Ensure supervisor/trainer document on DAF Form 623A or electronic training record format equivalent when a trainee is no longer in EDIT status. **(T-3)**
- 2.6.2.16. Join the AFFSA/XA SharePoint® website to access current products (e.g., computer-based training and PCGs) and messages. **(T-3)**
- 2.6.2.17. Ensure supervisors and trainees are trained on the use of the current Air Force electronic training record system to effectively and accurately document AM training. **(T-3)**
- 2.6.2.18. Ensure all 1C7X1 and DoD AM civilian personnel obtain an Air Force electronic training record account. **(T-3) Note:** Temporary hire civilian personnel will maintain paper training records. **(T-3)**
- 2.6.2.19. Maintain a Training Continuity Binders in accordance with [paragraph 8.2.1.15](#). **(T-3)**
- 2.6.2.20. Conduct an annual self-assessment of AM functions and services using the Self-Assessment Communicators loaded into MICT **(T-3)**
- 2.6.2.21. **(Added-USAFE-AFAFRICA)** As needed, coordinate with USAFE-AFAFRICA/A3AA for formal training requirements (i.e. Advanced Airfield Managers course).
- 2.7. Contracting Officer Representative (COR) Role.** (AM contracted locations). Serve as technical expert on AM duties and responsibilities and works directly for the AOF/CC. **Note:** AM Contracting Officer Representative personnel will not be assigned duties conflicting with primary duties. **(T-3)**
- 2.7.1. Minimum Qualification and Training Requirements.
- 2.7.1.1. Military personnel selected to fill the Contracting Officer Representative position must:
- 2.7.1.1.1. Hold Air Force Specialty Code 1C771. **(T-2)**
 - 2.7.1.1.2. Possess Specialty Experience Identifier 368. **(T-2)**
 - 2.7.1.1.3. Hold the rank of Technical Sergeant. **(T-1)**
- 2.7.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilians already possess Air Force Airfield Manager position certification and training credentials determined by local Contracting Office. **(T-2)**
- 2.7.1.3. The following training requirements must be completed for position qualification:
- 2.7.1.3.1. Appropriate Quality Assurance Program Coordinator training as identified in AFI 63-138, *Acquisition of Services*. **(T-3)**
 - 2.7.1.3.2. Airfield Manager PCG. **(T-3)**
 - 2.7.1.3.3. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**

- 2.7.1.3.4. Advanced Airfield Manager Course. **(T-2)**
- 2.7.1.3.5. Attend MAJCOM specific COR training courses. **(T-2)**
- 2.7.2. Contracting Officer Representative Key Responsibilities.
 - 2.7.2.1. Uses a MAJCOM or AFFSA approved PWS to monitor, evaluate and certify contractor performance and compliance as guided by AFI 63-138. Fulfill quality assurance responsibilities as guided by DAFI 21-101, Chapter 6, as applicable.
 - 2.7.2.2. Evaluates and documents contractor's performance according to guidance within the Quality Assurance Surveillance Plan.
 - 2.7.2.3. Maintains surveillance documentation.
 - 2.7.2.4. Notifies the Contracting Officer of any significant performance deficiencies.
 - 2.7.2.5. Recommends improvements to the PWS throughout the life of the contract.

2.8. Airfield Management Shift Lead (AMSL)/ Airfield Operations Supervisor (AMOS) Role.

- 2.8.1. Minimum Qualification and Training Requirements.
 - 2.8.1.1. Military personnel selected to fill the AMOS / AMSL position must:
 - 2.8.1.1.1. Hold Air Force Specialty Code 1C751 (Airfield Management Journeyman), as a minimum. **(T-2)**
 - 2.8.1.1.2. Possess SEI 155. **(T-2)**
 - 2.8.1.2. AOF/CC and/or local hiring authorities must ensure DoD civilian and contract candidates meet the following criteria:
 - 2.8.1.2.1. Have at least 3 years of experience executing AMSL duties and responsibilities outlined in [paragraph 2.8.2](#). **(T-2)**
 - 2.8.1.2.2. Complete local qualification training and AMSL/AMOS PCG (*if not previously completed*) within 6 months, 5-level task items identified in the 1C7X1 CFETP (*if not previously completed*) within 12 months of employment start date. **(T-2)**
 - 2.8.1.3. The following training requirements must be completed for position qualification:
 - 2.8.1.3.1. AMSL/AMOS PCG. **(T-2)**
 - 2.8.1.3.2. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**
 - 2.8.1.3.3. Local qualification training (DAF Form 797 or electronic training record format equivalent). **(T-3) Note:** DoD civilians and contractors must complete within 6 months of employment start date. **(T-3)**
 - 2.8.1.4. Completion of the following courses are highly recommended for an AMSL/AMOS. See [Attachment 1](#) for a description of each course.
 - 2.8.1.4.1. American Association of Airport Executives Basic Airport Safety and Operations Specialist School.

- 2.8.1.4.2. American Association of Airport Executives Advanced Airport Safety and Operations Specialist School.
- 2.8.2. AMSL/AMOS Key Responsibilities. AMSL/AMOS will:
- 2.8.2.1. Maintain situational awareness of airfield activities and overall responsibility for AM section while on duty. **(T-3)**
 - 2.8.2.2. Serve as the representative for the AFM during emergency response situations and during AFM's non-duty hours. **(T-3)**
 - 2.8.2.3. Assess airfield operations/situations, determine operational requirements, and impose airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways, and runways). **(T-3)**
 - 2.8.2.4. Brief AM personnel on emergency and operational activities. **(T-3)**
 - 2.8.2.5. Conduct and document a shift change briefing prior to signing off-duty. **(T-3)**
 - 2.8.2.6. Conduct airfield inspections and checks as outlined in **Chapter 5**. **(T-3)**
 - 2.8.2.7. Perform Airfield Management Operations Coordinator duties as required to support airfield/flying operations. **(T-3)**

2.9. Airfield Management Operations Coordinator (AMOC)

- 2.9.1. Qualifications. Military personnel must hold Air Force Specialty Code 1C731 (Airfield Management Apprentice), as a minimum. **(T-2)**
- 2.9.2. The following training requirements must be completed for position qualification:
- 2.9.2.1. 5-Skill Level Qualification Training Package. **(T-2)**
 - 2.9.2.2. Airfield Criteria, Standards, and Facilities and Airfield Driving computer-based training. **(T-2)**
 - 2.9.2.3. Local qualification training (DAF Form 797 or electronic training record format equivalent). **(T-3)**
- 2.9.3. Completion of the following courses are highly recommended for an AMOC. See **Attachment 1** for a description of each course.
- 2.9.3.1. American Association of Airport Executives Basic Airport Safety and Operations Specialist School.
 - 2.9.3.2. American Association of Airport Executives Advanced Airport Safety and Operations Specialist School.
- 2.9.4. AMOC Key Responsibilities. AMOC will:
- 2.9.4.1. Monitor and coordinate airfield and aircraft activities. **(T-3)**
 - 2.9.4.2. Conduct airfield checks as outlined in **Chapter 5**. **(T-3)**
 - 2.9.4.3. Process flight plans and other air traffic related data through the national and international air traffic systems. **(T-3)**
 - 2.9.4.4. Provide flight following services and initiate appropriate actions when aircraft are overdue. **(T-3)**

- 2.9.4.5. Maintain and process NOTAMs. **(T-3)**
- 2.9.4.6. Maintain a record of daily events on AF Form 3616 or suitable substitute. **(T-3)**
- 2.9.4.7. Execute OIs and QRCs necessary to perform AM duties and responds to situations requiring immediate action. **(T-3)**
- 2.9.4.8. Provide transient aircrew and aircraft support to include processing PPR requests; coordinating parking areas; receiving, storing, and issuing classified material; and coordinating aircrew transportation. **(T-3)**
- 2.9.4.9. Provide briefings to base and transient aircrews on relevant airfield operations and restrictions. **(T-3)**
- 2.9.4.10. Maintain the flight planning room equipment, maps, displays and publications. **(T-3)**

Chapter 3

AIRFIELD MANAGEMENT FACILITY STAFFING

3.1. Manpower Requirements. Manpower requirements supporting a wing/base level AM function are identified in 32F Airfield Operations- Air Force Manpower Determinant.

3.2. Airfield Management Operations Section Staffing.

3.2.1. During airfield operating hours, at least two qualified AM personnel will be on duty to support flying operations and airfield activities (e.g., snow removal operations, RCR/RSC checks, airfield inspections, aircraft emergencies, and BASH responses). **(T-2)** At least one individual must be a qualified AMSL/AMOS or hold a higher position qualification. **(T-2)** The second individual must be a qualified AMOC or hold a higher position qualification. **(T-2)** **Exception:** Units at locations (normally shared-use airfields) where AM does not have operational responsibility for the runway(s), are authorized to have one qualified AMSL/AMOS or higher position qualification on duty as workload permits, guided by local OIs. **(T-2)**

3.2.2. The AFM is delegated the authority to temporarily reduce the AM shift staffing requirement to one qualified AMSL or AMOS on duty during mid shifts, low flying periods, and airfield quiet hours due to personnel deployments, temporary duty, quarters, convalescent leave, federal holidays and wing/garrison or base down days. Reduced manning approval must be documented in a MFR. **(T-2)** **Note:** Reduced staffing MFR must not exceed 6 consecutive months without MAJCOM review/validation to ensure reduced staffing is not being utilized as a permanent manpower fix action. **(T-2)** This paragraph does not apply to contract and AFR/ANG locations. The AFM must:

3.2.2.1. Include a risk assessment as a part of the decision process to reduce AM position staffing. **(T-3)** Attach the risk assessment results to the Reduced Staffing MFR. (See AFI 90-802, *Risk Management*). **(T-3)**

3.2.2.2. Include procedures in the Reduced Staffing MFR to identify qualified personnel on telephone standby to recall for emergency situations or increased workload. **(T-3)**

3.2.2.3. Provide AOF/CC, OG/CC and MAJCOM an informational copy of the Reduced Staffing MFR. **(T-2)**

3.2.2.3. **(USAFE-AFAFRICA)** Additionally, AFMs will include current and previous month's duty schedule and projected manpower changes over the duration of the reduced staffing MFR to USAFE-AFAFRICA/A3AA.

3.2.2.4. Ensure telephone standby procedures are available in the AM section to immediately recall qualified personnel for emergency situations or increased workload. **(T-3)**

Chapter 4

AIRFIELD MANAGEMENT FACILITIES AND EQUIPMENT

4.1. Airfield Management Facilities. AM facilities are comprised of AM staff offices, AM section, flight planning room and aircrew lounge. Additional workspace may be required to support other key AM programs such as airfield driver's classroom training, classified storage, bird/aircraft strike hazard/wildlife equipment/munitions storage, and FLIPs/navigational services.

4.1.1. Location. All facility requirements must be located in the same building (e.g., Base Operations or Airfield Operations Complex) and within the immediate vicinity of the airfield. **(T-3)**

4.1.2. Hours of Operation. The AFM will publish airfield operating hours in FLIPs when less than 24 hours a day, 7 days a week. **(T-1)**

4.1.3. A normal shift should be 8 hours and not exceed 12 hours (not including time for shift changes) without AFM approval.

4.2. Airfield Management Section. This section is primarily responsible for coordinating airfield activities that may affect flying operations such as airfield construction and repair projects, apron, taxiway and runway closures, quiet hours, and snow and ice removal. AM section also provides flight-planning guidance to base and transient aircrews. The AM section must contain the following:

4.2.1. Telecommunications or computer equipment capable of processing flight plan data and other flight movement messages. **(T-3)** The NAMO will develop backup procedures such as a LOA with another AM section or DoD Base Operations/Flight Planning Facility to process flight plans and aircraft movement messages. **(T-3)**

4.2.2. Console Configuration. The console must be configured with suitable direct voice line communications to the control tower, radar approach control or ground control approach facility, air route traffic control center, host and tenant flying units, CP, FD, SFS, transient alert, MOC and additional administrative lines to make/receive DSN, local and long-distance phone calls. **(T-3)** The console must also include the following:

4.2.2.1. Recording Device. A recording device for communication between the AM section and ATC, radar approach control or ground control approach facility, CP, FD, SFS, pilot-to-dispatch/ramp net radio, SCN, and any telephone lines or radio frequencies on which flight plans can be filed, revised, or cancelled. **(T-3)**

4.2.2.1.1. Units may use telephone lines/radios recorded by other agencies to meet this requirement when a LOA is developed to grant the AFM, DAFM and NAMO access to tapes/recordings as needed. **Note:** ANG units where the recording device is located outside the scope of OG/CC authority written procedures will be established for timely access of all recorded AM operations communications by the OG/CC or designated representative.

4.2.2.1.2. The LOA must include disposition procedures for tapes according to the Air Force Records Disposition Schedule in the Air Force Records Information Management System. **(T-3)**

4.2.2.2. Primary Crash Alarm System. AM section must have dual extensions of the Primary Crash Alarm System. **(T-3) Note:** Additional Primary Crash Alarm System extension for ANG locations may be located in the CP.

4.2.2.3. Secondary Crash Net. AM section must have SCN activation capability. **(T-2)** Additionally, AM section must have an additional extension to provide immediate access by other personnel on-duty, for monitoring and training purposes. The SCN must be independent from other systems or networks to allow for consistent performance with dedicated networks utilizing dedicated voice and data infrastructure and devices. For maximum network security and reliability, the SCN should be on its own dedicated Virtual Local Area Network in the instance the local network is interrupted, the SCN will remain operational. **(T-3)** The SCN will also be equipped to make simultaneous calls (conference call) to reduce the delay of emergency notifications. **(T-3) Note:** Additional SCN extension for ANG locations may be located in the CP.

4.2.2.3.1. All agencies on the SCN will be on lines dedicated to the dissemination of emergency information affecting airfield or aircraft operations. **(T-3)**

4.2.2.3.2. The SCN may be a separate telephone or integrated into a multi-line call center.

4.2.2.3.3. The telephone must have a visual feature which activates as each two-way party on the SCN picks up the handset. **(T-3)**

4.2.2.3.4. All agencies on the SCN must use a noise reduction feature such as push-to-talk handsets or mute function to filter out background noise. **(T-3)**

4.2.2.3.5. The SCN is limited to agencies requiring emergency action or response to aircraft incidents and mishaps. As a minimum, the SCN agencies should be configured to support:

4.2.2.3.5.1. Weather. **(T-3)**

4.2.2.3.5.2. Hospital/Medical Treatment Facility. **(T-3)**

4.2.2.3.5.3. CP. **(T-3)**

4.2.2.3.5.4. CE. (e.g., FD, CE Readiness). **(T-3)**

4.2.2.3.5.5. SFS. **(T-3)**

4.2.2.3.5.6. Maintenance Operations Center (MOC). **(T-3)**

4.2.2.3.5.7. Safety. **(T-3)**

4.2.2.3.6. Requests for additions/deletions (excluding those listed in [paragraph 4.2.2.3.5](#)) to SCN must be coordinated through the AFM and forwarded to the Operations Support Squadron Commander for approval/disapproval. **(T-3) Note:** The NAMO should determine need for two-way or receive only capability for approved additions as warranted in justification.

4.2.2.3.7. The AM section will test the SCN daily and backup procedures at least quarterly. **(T-3)** AM personnel will document test results on the AF Form 3616 or suitable substitute. **(T-3)**

- 4.2.2.3.8. Unless testing, the AM section will only activate the SCN to relay emergency situations critical to the safety and security of airfield/flight operations. **(T-3)** SCN must be activated in support of the following emergency situations:
- 4.2.2.3.8.1. In-flight emergencies. **(T-3)**
 - 4.2.2.3.8.2. Ground emergencies. **(T-3)**
 - 4.2.2.3.8.3. Force protection condition levels. **(T-3)**
 - 4.2.2.3.8.4. Disaster Response Force activations/recalls. **(T-3)**
 - 4.2.2.3.8.5. Bomb threats or terrorist activities. **(T-3)**
 - 4.2.2.3.8.6. As requested by the Emergency Operations Center Director to support the Installation Emergency Management Plan guided by DAFI 10-2501. **(T-3)** This document provides comprehensive guidance for emergency response to physical threats resulting from major accidents, natural disasters.
- 4.2.2.3.9. AM section is the primary activation authority of the SCN.
- 4.2.2.3.9.1. When mission requirements dictate, an additional SCN may be installed/activated by another agency provided a LOA exists between AM and the other agency.
 - 4.2.2.3.9.2. Operating procedures will be clear, concise on whom the activation authority is, and when the SCN is used. **(T-3)**
 - 4.2.2.3.9.3. Regardless of activation authority, the SCN will be operated and maintained as outlined in this manual. **(T-3)**
- 4.2.3. Ultra-High Frequency. An Ultra High Frequency radio transceiver for pilot-to-dispatch. **(T-3)** **Note:** A Very High Frequency radio should be installed to support local requirements.
- 4.2.4. Base Station Radio/Hand-Held Land Mobile Radio. A base station radio and additional hand-held land mobile radios to communicate with the following agencies, as required:
- 4.2.4.1. CE Readiness and/or Disaster Response Force personnel. **(T-3)**
 - 4.2.4.2. Barrier Maintenance. **(T-3)**
 - 4.2.4.3. Airfield Lighting. **(T-3)**
 - 4.2.4.4. Airfield Sweeper. **(T-3)**
 - 4.2.4.5. FD. **(T-3)**
 - 4.2.4.6. Snow Control Center. **(T-3)**
 - 4.2.4.7. Control Tower. **(T-3)**
 - 4.2.4.8. Transient Alert. **(T-3)**
 - 4.2.4.9. OG/CC. **(T-3)**
 - 4.2.4.10. Airfield construction project manager as required. **(T-3)**
 - 4.2.4.11. SFS. **(T-3)**
 - 4.2.4.12. Aircraft Maintenance. **(T-3)**

4.2.5. Personal Computer. A personal computer with internet capability, dual screen monitors and printer, to process DoD NOTAM, access the Airfield Suitability and Restrictions Report, and electronic publication/form sites (e.g., DoD, Air Force, FAA, and UFC). **(T-3)**

4.2.5. **(USAFE-AFAFRICA) Note:** An ultra-wide monitor meets the “dual screen” requirement.

4.2.6. Generator. An auto-start generator to provide backup power for facility lighting and AM section equipment, to include flight planning equipment, crash alarm system, radios, and telephones. **(T-3)**

4.2.7. Classified Storage Container. An approved classified storage container or a LOP coordinated with the agency providing temporary storage of transient aircrew classified materials up to and including SECRET on file in the AM section. **(T-3)** CP normally provides temporary storage of TOP SECRET material for transient aircrews.

4.2.7. **(USAFE-AFAFRICA) Note:** classified storage procedures will be published in the ENAME supplement.

4.3. Flight Planning Room. The Flight Planning Room must be located near the AM section, separated from other work areas and suitable for aircrew mission planning. **(T-3)** The Flight Planning Room must contain the following:

4.3.1. Well-lighted areas with suitable tables and chairs. **(T-3)**

4.3.2. Either CAC or non-CAC access to a personal computer and printer with internet capability to access the DoD NOTAM System, Airfield Suitability and Restrictions Report, and Air Force Electronic Publishing Products (e.g., Electronic Publications and Forms) websites as a minimum. **(T-3)** The personal computer may also contain Air Force/MAJCOM-approved and certified mission planning software (e.g., Portable Flight Planning System).

4.3.3. At least one telephone with DSN and off-base/long-distance dialing capability. **(T-3)**

4.3.4. Diagrams and charts of sufficient size and scale to support aircrew flight/mission planning. **(T-3)** Diagrams and charts must also be current, accurate, include OPR and currency date. **(T-3)**

4.3.5. Large-scale airfield diagram (or electronic equivalent) will depict the following at a minimum:

4.3.5.1. Runways and gradients. (Include runway length, width and overrun) **(T-3)**

4.3.5.2. Taxiways with designations. **(T-3)**

4.3.5.3. Aircraft parking apron with designations. **(T-3)**

4.3.5.4. Arming and de-arming, hot brake, and hydrazine areas. **(T-3)**

4.3.5.5. Aircraft arresting systems (types/location). **(T-3)**

4.3.5.6. Hazardous cargo loading/unloading areas. **(T-3)**

4.3.5.7. Location and description of VFR and Instrument "INST" hold position signs and markings. **(T-3)**

4.3.5.8. Inertial Navigation System checkpoint coordinates for aircraft parking spots, engine run-up areas, and taxiway/apron holding positions as required by assigned aircraft. **(T-3)** Inertial Navigation System checkpoint may be displayed separately.

4.3.5.9. Location of AM (normally inside the Base Operations Building), ATC, FD, and Transient Alert. **(T-3)**

4.3.5.10. Other information needed for the safe and expeditious handling of aircraft. **(T-3)**

4.3.5.11. Display runway distances from appropriate taxiways to runway ends at those airfields where intersection departures are permitted. **(T-3)** **Note:** The large-scale diagram information can be depicted on more than one diagram or electronic equivalent provided all required items are displayed.

4.3.5.12. Include a legend to illustrate symbols used. **(T-3)**

4.3.6. A chart, map or computer-generated illustration developed in collaboration with safety depicting local bird/wildlife hazards on the airfield and surrounding areas. **(T-3)**

4.3.7. Current publications, charts, and forms (or electronic equivalent) to support aircrew flight/mission planning. **(T-3)**

4.3.8. Display of the following forms prominently: **Note:** Forms may be maintained electronically when a message is prominently displayed identifying the location and availability.

4.3.8.1. AF Form 651, *Hazardous Air Traffic Report (HATR)*. **(T-3)**

4.3.8.2. AF Form 457, *USAF Hazard Report*. **(T-3)**

4.3.8.3. Customer Quality Feedback Questionnaire or electronic equivalent. **(T-3)**

4.3.8.4. AF Form 853, *Air Force Wildlife Strike Report*. **(T-3)**

4.4. Airfield Status Display. As a minimum, the AM section must prominently display the following information: **Note:** Airfield status displays must show current information and date/time in Zulu (i.e., Universal Coordinated Time) last updated. **(T-3)**

4.4.1. Active runway(s). **(T-3)**

4.4.2. Bird Watch Condition. **(T-3)**

4.4.3. RSC/RCR. **(T-3)**

4.4.4. Airfield construction areas/status and any revised taxi routes/restrictions. **(T-3)**

4.5. Aircrew Lounge. Furnish and equip the aircrew lounge with a telephone (DSN, off-base dialing capability) and comfortable seating for aircrews awaiting aircraft servicing or departure. **(T-3)** The aircrew lounge may be collocated with the flight planning room.

4.6. Emergency Response Vehicle.

4.6.1. AM must be equipped with 6-passenger, 4x4 emergency response vehicle(s) to allow for year-round (snow/rain) inspection and response to in-field and perimeter areas. **(T-3)** **Note:** Include towing package for northern tier bases, if applicable. The vehicle must be dedicated to AM for airfield responses such as in-flight emergency/ground emergency, aircraft mishaps, airfield inspections/checks, airfield construction and BASH responses. **(T-3)** The

vehicle must be capable of carrying additional passengers for monthly inspections and waiver reviews. (e.g., Sport Utility Vehicle, 4-door pickup). **(T-3)**

4.6.1.1. Vehicle(s) must be marked and lighted as specified in Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*. **(T-3)**

4.6.1.2. Vehicle(s) must be equipped with a base station radio and/or a tunable multichannel Ultra High Frequency/Very High Frequency radio to conduct two-way communications with other agencies (e.g., CE readiness response forces, airfield lighting, barrier maintenance, control tower, and transient alert) and monitor aircraft operations such as in-flight/ground emergencies. **(T-3)**

4.6.2. Additional vehicle(s) may be required to support special events (e.g., airshow, open house, and civil fly-in), multiple runway operations, snow removal operations, auxiliary airfields inspections/checks and joint inspections. If an additional support vehicle is required, it should include the same specifications as outlined in [paragraph 4.6.1](#).

4.6.3. Vehicles used to conduct airfield friction tests must meet the minimum requirements as guided by Technical Order 33-1-23. **(T-3)**

4.7. Night Vision Devices.

4.7.1. Night vision devices may be used by AM to aid in conducting airfield inspections/checks and airfield surveillance during periods of reduced airfield lighting configurations.

4.7.2. Night Vision Devices must be at least Generation III type and must be affixed to a head strap (i.e., AN/PVS-7/D). **(T-3)**

4.7.3. AM personnel will conduct and document training on proper use, if applicable. **(T-3)**

4.8. Airfield Management Alternate Facility Equipment. The NAMO will:

4.8.1. Designate an alternate facility in the event of an evacuation. **(T-3)**

4.8.1.1. Verify quarterly that the alternate facility has all required items. **(T-3)**

4.8.2. Maintain an evacuation kit. **(T-3)** Include the following items:

4.8.2.1. Office supplies (e.g., paper, pencils, and binders). **(T-3)**

4.8.2.2. Current recall roster, OIs, QRCs, FLIPs for the local area, forms (Air Force, MAJCOM, local), equipment (hand-held radio and laptop). **(T-3)**

4.8.2.3. A government cellular telephone to communicate with AM section and Base Support Agencies is highly recommended.

4.8.2.4. Conduct an evacuation kit review at least quarterly and update the kit as necessary. **(T-3)**

4.8.3. Ensure the designated alternate facility includes the following:

4.8.3.1. Administrative lines to make/receive DSN, local and long-distance calls. **(T-3)**

4.8.3.2. The capability to receive/file flight plans, process and track inbound/outbound flight movement messages with air route traffic control center, flight service station, or other flight planning facilities. **(T-3)**

4.9. Additional Authorized Equipment. Appropriate to assigned mission functions, an AM section should be equipped with the following equipment:

- 4.9.1. Wi-Fi connection.
- 4.9.2. Digital airfield inspection tool.
- 4.9.3. Laser range finder.
- 4.9.4. IPAD or Tablet.
- 4.9.5. Measuring wheel.
- 4.9.6. Digital camera.
- 4.9.7. Binoculars.
- 4.9.8. Traffic cones.
- 4.9.9. Infrared light sticks.
- 4.9.10. Laptops.
- 4.9.11. Shredder.
- 4.9.12. First aid kit.
- 4.9.13. Pelican case.
- 4.9.14. Friction measuring equipment.
- 4.9.15. Global Positioning System.
- 4.9.16. Pyrotechnics.

Chapter 5

AIRFIELD INSPECTIONS AND CHECKS

5.1. Airfield Inspection. Airfield inspections are conducted by qualified AM personnel (e.g., AFM, DAFM, WADPM, NAMO, NAMT, AMOS and AMSL) to provide a safe operational environment (e.g., airfield markings, signs, lighting, and obstacle clearances) for aircraft operations. At a minimum, one airfield inspection must be conducted per duty day. **(T-1)**
Exception: An airfield check can be conducted in lieu of an inspection when the airfield is published closed and AM is called in from on call to reopen the runway in support of in-flight/ground emergency or to launch/recover aircraft on an unscheduled mission.

5.1.1. Personnel performing an airfield inspection must be trained and certified. **(T-2)** All training and certifications must be documented in individual's training record. **(T-2)** AM personnel must have an operational understanding of the following:

5.1.1.1. Obstacle clearance criteria and airfield waiver program. **(T-2)** Must know distance requirements for obstacles (fixed/mobile) in relation to imaginary surfaces, runways, taxiways and parking aprons. Reference UFC 3-260-01 for guidance. **(T-2)**

5.1.1.1. **(USAFE-AFAFRICA)** Obstacle clearance criteria for USAFE-AFAFRICA airfields can be found in USAFE-AFAFRICAI 32-1007.

5.1.1.2. Standards for airfield signs and lighting systems. Reference UFC 3-535-01 for guidance. **(T-2)**

5.1.1.2. **(USAFE-AFAFRICA)** Reference ICAO, NATO, and/or HN criteria for additional guidance

5.1.1.3. Standards for Radar, Airfield and Weather Systems. Reference UFC 3-260-01 and Aeronautical Information Manual for guidance. **(T-2)**

5.1.1.4. Aircraft restrictions (e.g., weight-bearing, engine-run, wing-tip, and taxi) published in FLIPs, AOI and Airfield Pavement Report. Reference AFMAN 32-1041 and AFMAN 11-218, *Aircraft Operations and Movement on the Ground* for guidance. **(T-2)**

5.1.1.5. Snow and ice control removal requirements to include priorities, berm heights and Navigational Aids. **(T-2)**

5.1.1.6. Bird/Wildlife hazard management to include bird watch conditions, attractants, passive/active control measures, local species identification and surveys. Reference DAFI 91-202 and DAFI 91-212 for guidance. **(T-2)**

5.1.1.7. Standards for airfield markings. Reference UFC 3-260-04 and AFMAN 32-1040 for guidance. **(T-2)**

5.1.1.7. **(USAFE-AFAFRICA)** Reference ICAO Annex 14 Vol I and NATO STANAG 3158 for additional guidance as applicable.

5.1.1.8. Standards for airfield pavement conditions, distresses, and corrective actions. Reference Tri-Service Pavement Working Group Manual 3-260-02.09-2, *Contingency Airfield Pavement Specifications* and AFMAN 32-1041 for guidance. **(T-2)**

5.1.1.9. Standards for aircraft arresting systems. Reference AFMAN 32-1040, FC 3-260-18F, and FAA Advisory Circular 150/5220-9, *Aircraft Arresting Systems on Civil Airports* for guidance. **(T-2)**

5.1.1.10. Airfield construction safety guidelines. Reference UFC 3-260-01, Appendix B, section 14. for guidance. **(T-2)**

5.1.1.10. **(USAFE-AFAFRICA)** Reference USAFE-AFAFRICAI 32-1007 for additional guidance.

5.1.2. At a minimum, AM personnel must inspect the following items for safety and compliance:

5.1.2.1. Obstacles and Obstructions.

5.1.2.1.1. Inspect airfield for obstacles and obstructions potentially violating airfield imaginary surface criteria, such as construction activities (e.g., cranes and drilling rigs), tree growth, dirt/snow piles, and sandbag bunkers. **(T-2)**

5.1.2.1.2. Inspect runway, taxiway, and apron lateral clearance areas for violations (fixed or mobile). **(T-2)**

5.1.2.2. Construction Areas.

5.1.2.2.1. Inspect construction areas for safety and compliance. **(T-2)**

5.1.2.2.2. Construction Barricades. Ensure construction barricades are properly positioned to define the limits of construction and hazardous areas and, if barricades are lighted, check to verify lights are working properly and are positioned correctly. **(T-2)**

5.1.2.2.3. Stockpiled Materials. Ensure stockpiled material and construction materials are properly stored to keep them from being moved by wind, jet blast, or prop wash. **(T-2)**

5.1.2.2.4. Inspect construction areas for confusing or missing signs, markings or lighting which could potentially mislead pilots or vehicle drivers on the airfield. **(T-2)**

5.1.2.2.5. Equipment Parking. Determine if construction equipment (such as bulldozers and cranes) is marked, lighted and parked in designated areas. **(T-2)**

5.1.2.2.6. Ensure debris and foreign objects are continuously being picked up around construction areas. **(T-2)**

5.1.2.3. Airfield Markings. Inspect airfield markings for peeling, chipping, fading and obscurity due to rubber buildup. **(T-2)**

5.1.2.4. Airfield Signs. Inspect airfield signs for correct background and legend colors, easy to read, not obscured by vegetation, dirt, or snow, frangible mounted and illuminated if required for night or Instrument Meteorological Conditions operations. **(T-2)**

5.1.2.5. Airfield Lighting.

5.1.2.5.1. Inspect airfield lighting systems to ensure they are frangible mounted and frangible devices are not more than 3 inches above the finished surface of the foundation. **(T-2)** Drop-off at edge of foundations are to be flush with grade, but are

allowed to erode to not more than a 3-inch drop-off before maintenance action is required. **(T-2)**

5.1.2.5.2. Ensure lighting systems are not obscured. **(T-2)**

5.1.2.6. Pavement Areas.

5.1.2.6.1. Inspect pavement areas for conditions causing ponding, obscuring markings, attracting wildlife, or otherwise impairing safe aircraft operations (e.g., scaling, spalling, cracks, holes, bumps, low spots, rubber deposits, and vegetation growth). **(T-2)**

5.1.2.6.2. Inspect pavement areas for loose aggregate or other foreign objects and contaminants. Ensure foreign objects and contaminants are removed promptly. **(T-2)**

5.1.2.6.3. The UFC 3-260-16, *O&M Manual: Standard Practice for Airfield Pavement Condition Surveys*, can be used to determine the severity of pavement conditions and priority for repair.

5.1.2.7. Aircraft Arresting Systems.

5.1.2.7.1. Inspect aircraft arresting systems for noticeable conditions potentially compromising system's operation (e.g., loose cable, improper doughnut spacing, broken rope ties, pavement erosion beneath the cable/pendant height). **(T-2)** If an unsafe condition exists, notify CE or FD, CP and ATC facilities. **(T-2)** Suspend runway operations until condition is corrected. **(T-2)** See **Chapter 6** for additional information.

5.1.2.7.2. Ensure system is sited and installed according to AFMAN 32-1040, FC 3-260-18F or Advisory Circular 150/5220-9. **(T-2)**

5.1.3. Airfield Inspection Techniques. A varied inspection pattern is preferred to avoid complacency and the possibility of missing items requiring correction. When conducting an inspection on a runway and time only permits one pass on the runway, individuals should drive towards the direction of landing aircraft to see approaching aircraft and improve visibility of vehicle to pilots. However, it is highly recommended for runway inspection be done in both directions.

5.2. Airfield Check. An airfield check is not a substitute for the required daily airfield inspection except as noted in **paragraph 5.1**.

5.2.1. All personnel performing an airfield check must be certified in individual training record. **(T-2)** Additionally, personnel must have an operational understanding of items in paragraphs **5.1.1.1 - 5.1.1.10**. **(T-2)**

5.2.2. As a minimum, AM personnel must conduct and document an airfield check to examine the primary takeoff, landing, and taxi surfaces in support of:

5.2.2.1. In-flight/Ground Emergency. **(T-3)** The AOI must clarify when local policy does not require a physical response by AM personnel to in-flight/ground emergencies or if it is a "Supervisor of Flying call". **(T-3)** Document all "Supervisor of Flying calls" and in-flight/ground emergencies responses to the airfield on the AF Form 3616 or suitable substitute. **(T-3)**

5.2.2.2. RSC and RCR determination. **(T-3)**

5.2.2.3. Wide body/heavy aircraft (e.g., B-52, B-747, C-17, C-5, and KC-10) arrivals and departures as required by AOI. **(T-3)**

5.2.2.4. Night Vision Device Operations. **(T-3)**

5.2.2.4.1. Prior to night vision device operations, conduct an airfield check of the designated runway, taxi routes and infrared lighting configuration.

5.2.2.4.2. Document and report discrepancies immediately.

5.2.2.4.3. As a minimum, notify control tower, CP, AFM, AOF/CC and supervisor of flying if night vision devices operations are suspended due to unsafe or hazardous condition.

5.2.2.5. Other events, such as unauthorized aircraft landings, severe weather, airfield driving violations, checks of construction areas, natural disaster (e.g., tornado, typhoon, and earthquake) to check for unsafe airfield conditions. **(T-3)**

5.2.3. Conduct and document an airfield check before the start of wing flying activities each duty day and as required throughout the duty day to identify, document and report FOD, Bird/Wildlife Aircraft Strike Hazard/Habitat control, ponding, or other discrepancies for correction. **(T-2)** **Note:** Completion of the daily airfield inspection before the start of wing flying activities satisfies this requirement. Documentation of Bird/Aircraft Strike Hazard/wildlife responses must include Bird Watch Condition, time of activity, weather conditions, location of activity, species, estimated number of birds/animals and dispersal method used. **(T-3)**

5.2.4. Conduct and document a daily lighting serviceability and marking retro-reflectivity check preferable between sunset and sunrise or during hours of reduced visibility. **(T-2)** **Note:** For bases not open 24/7, during months when the airfield opens after sunrise and closes before sunset, accomplish lighting checks (raised lights to the highest step) during the duty day. **(T-3)**

5.2.4.1. Check the operation of airfield lighting systems, to include the different intensity levels (Steps 1-5), as applicable. **(T-2)**

5.2.4.2. Check the operation of lighting systems protecting Instrument Critical Areas and Traffic Control Light Systems at the intersection of runways and taxiways. **(T-2)**

5.2.4.3. Check the retro-reflective characteristics (reflect light back to the source) of runway and taxiway markings. **(T-2)**

5.2.5. CE airfield lighting personnel may perform the lighting check when AM section is unable to gain access due to system location such as on water. Ensure these procedures are included in a LOP or incorporated in the AOI. **(T-3)**

5.3. Airfield Inspections and Checks reporting and documentation. AM personnel must:

5.3.1. Use a MAJCOM or locally developed airfield inspection checklist and diagram or electronic equivalent (i.e., web-based program, etc.). **(T-3)**

5.3.2. Document discrepancies and/or hazards identified during an airfield inspection and check on the airfield inspection checklist and AF Form 3616, or electronic equivalent (i.e.,

web-based program, etc.), and report to the appropriate agency for correction. **(T-3) Note:** A separate checklist may be used to conduct and document the results of an airfield check.

5.3.3. Send NOTAMs for airfield discrepancies and/or hazards, as required. **(T-3)**

5.4. Additional Airfield Inspections.

5.4.1. A monthly joint airfield inspection comprised of representatives from AM (AFM or DAFM), AOF/CC, terminal instrument procedures, safety (flight and ground), (Supervisor of Flying (host/tenant), CE (waivers/pavements) and SFS is highly recommended.

5.4.2. Conduct and document an inspection with representatives from CE and safety, before and after completion of any airfield construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. **(T-3)** Emphasis will be on mission impact of affected area(s) and necessary changes to the safety plan and the construction waiver. **(T-3)**

5.4.3. The AFM, in conjunction with CE and safety, will conduct the annual Airfield Compliance/Safety Inspection to evaluate the condition of the airfield and compliance with Air Force airfield infrastructure and safety requirements. **(T-1)**

5.4.3.1. The Airfield Compliance and Safety Inspection Checklist, [Attachment 2](#), will be used to document violations and unsatisfactory conditions on the airfield. **(T-3)** Representatives from RAWS, weather, SFS and terminal instrument procedures are highly encouraged to participate and provide technical expertise in each functional area.

5.4.3.1. **(USAFE-AFAFRICA)** USAFE-AFAFRICAI 32-1007 criteria will be used when applicable during the Airfield Compliance and Safety Inspection.

5.4.3.2. The AFM, in conjunction with CE, will determine appropriate airfield maintenance/construction projects needed to correct deficiencies and the prioritization. **(T-3)** The AFM will provide CE with the inspection results. **(T-3)**

5.4.3.3. The AFM, in conjunction with CE and safety, will describe the risk control measures taken to minimize hazards. **(T-3)** Risk control measures should include items such as NOTAMs, closure of unsafe areas or noncompliant portions of the airfield, and notify flying units of safety hazards and procedures.

5.4.3.4. All discrepancies will include work order or project numbers, estimated cost to repair/install and estimated completion date. **(T-3)**

5.4.3.5. The AOF/CC will staff the inspection report for wing or garrison level review/coordination. **(T-3)**

5.4.3.5.1. Results will be briefed at the first Airfield Operations Board meeting following completion of the inspection. **(T-3)**

5.4.3.5.2. The staff package must contain the Airfield Compliance/Safety Inspection checklist, appropriate airfield work orders and/or maintenance projects needed to correct deficiencies. **(T-3)**

5.4.3.5.3. The OG/CC, Mission Support Group (MSG/CC), AFM, CE squadron representative and Wing Safety will review and coordinate on the staff package prior to Wing Commander's (WG/CC) coordination/endorsement. **(T-3)**

5.4.3.5.4. Results must be staffed to the WG/CC for signature and released to MAJCOM Airfield Operations staff for further dissemination. **(T-3) Note:** At Joint Base Wings, the Mission Commander with SAA may review, approve and endorse the staff package.

Chapter 6

AIRFIELD RESTRICTIONS AND CLOSURE PROCEDURES

6.1. Airfield Restrictions. At Air Force bases, joint or shared use airfields, overseas bases, and associated airfields where the Air Force has senior airfield authority, the host Air Force AM personnel will, when appropriate impose the following operational airfield restrictions and closures below: **Note 1:** These procedures must be clearly defined in the AOI as appropriate. **(T-1) Note 2:** For ANG locations with shared-use/civilian airfields, where AM is operated by a civil airport authority coordinate with them as required. At those locations where airfield restriction/closure procedures are not specified and/or delegated to AM by a LOA with the civil airport authority, AM still retains the authority to suspend airfield operations to all military traffic. Ensure the unit specific procedures are outlined in the AOI.

6.1.1. Close, suspend, and resume airfield, runway, or taxiway operations. **(T-2)**

6.1.1. **(USAFE-AFAFRICA)** Notify USAFE-AFAFRICA/A3AA of unplanned (e.g., natural disasters, mishaps, security responses) airfield closures as soon as practical.

6.1.2. Temporarily suspend or close runway operations when any unsafe condition affects runway operations (e.g., FOD, severe bird/wildlife activity, snow and ice removal checks, arresting systems maintenance/configuration changes, airfield construction, and pavement repair). **(T-2)**

6.1.3. Temporarily close an airfield to all traffic during hazardous weather such as tornadoes, hurricanes, or typhoons. **(T-2)**

6.1.4. Limit operations to specific types of aircraft. **(T-2) Note:** Airfield restrictions establishing limitations on the number or type of aircraft using an airfield will be coordinated with MAJCOM, host nation (as applicable), WG/CC, OG/CC, AOF/CC and CP. **(T-2)**

6.1.5. Limit transient aircraft traffic to official business only and/or PPR. **(T-2) Exception:** Aircraft carrying a Distinguish Visitor Code 6 or higher or aircraft experiencing an emergency, aero medical evacuation or special air missions are also exempt from OBO restrictions, but are required to obtain a PPR number for tracking and notification. Aircrew may use official business only/PPR facilities as an alternate for IFR flights when a landing at the intended destination becomes inadvisable. **Note:** ANG units will ensure that local procedures are developed for OBO or PPR restrictions and that they are included in the FLIPs. **(T-2)**

6.1.6. Restrict airfield use due to classified operations when normal activity would compromise security. **(T-2)**

6.1.7. Restrict airfield use when facilities and services are reduced or lack sufficient resources (e.g., for limited transient services, limited apron parking space, major construction, and reduced aircraft rescue and firefighting capability). **(T-2)**

6.1.8. Prohibit low approaches, restricted low approaches, and practice landings when airfield activities (e.g., construction, snow and ice removal operations, and grass cutting activities) are in the vicinity of or on the runway. **(T-2) Note:** Coordinate these types of restrictions with the OG/CC through the AOF/CC and notify Wing and tenant flying units. **(T-2)**

6.1.9. Restrict use of an airfield during Night Vision Devices or blacked-out airfield operations to reduce the potential of normal activity compromising safety. **(T-2)**

6.2. Procedures. AM personnel must:

6.2.1. Notify appropriate agencies (e.g., ATC and CP). **(T-3)** **Note:** Airfields owned and operated by the ANG will report closures, other than published in FLIPs, and other restrictions to the ANG Command Center and issue the necessary NOTAM. **(T-3)**

6.2.2. Provide an estimated time runway operations are expected to resume following the announcement of a suspension/closure. **(T-3)**

6.2.3. Conduct a runway check and report the status prior to resuming normal operations. **(T-3)**

Chapter 7

PROCEDURES FOR DETERMINING AND REPORTING RUNWAY SURFACE

CONDITION AND RUNWAY CONDITION READING

7.1. General.

7.1.1. The presence of contaminants such as water, snow, ice, or slush on airfield pavements causes hazardous conditions that may contribute to aircraft incidents and accidents. Further, winter storm conditions usually cause flight delays and/or cancellations and, in severe storm conditions, airfield closures. Continual monitoring, assessing, and a proactive approach from AM and the snow/ice removal team are the best practices to prevent delays, mishaps, and other potential negative events resulting from contaminants on airfield pavements. This chapter provides guidance and procedures for assessing airfield conditions.

7.1.2. When approved by MAJCOM/A3 (normally in a MAJCOM supplement), locations with an airfield that have little or no record of snow accumulation (based on the installation's climatology record) are not required to maintain friction measuring equipment (Decelerometers and Continuous Friction Measuring Equipment). However, AM personnel must still report the predominant RSC and indicate no RCR available. **(T-2)**

7.1.2. **(USAFE-AFAFRICA)** Incirlik, Lajes, and Morón are not required to maintain Friction Measuring Equipment (decelerometer, Continuous Friction Measuring Equipment, Mu-meter, etc.)

7.1.3. Runways with historical drainage problems may require units to take more restrictive actions for reporting the RSC such as publishing restrictions or closures due to severe ponding, flooding and the potential for reduced braking action/hydroplaning.

7.1.4. RSC determination and reporting procedures may differ at joint or shared use airfields. **Note:** The AFM must include these procedures in the AOI. **(T-3)**

7.1.5. USAF AM personnel do not determine or report a Runway Condition Code (RwyCC) nor issue a FAA formatted field condition NOTAM (FICON) or ICAO global reporting format. Where applicable, units must ensure a NOTAM is published to advise civil and military pilots "RwyCC not reported". **(T-0)** The NOTAM must remain active until a DoD FLIP change is submitted and published in the IFR Supplement. **(T-0)**

7.1.6. Wet Runway. When water is the only form of visible moisture on 25% or more of the runway surface area (whether in isolated areas or not), report the RSC as "wet runway" and no RCR. **(T-2)** **Note:** Reason for not reporting RCR value is that Air Force, FAA and National Aeronautics and Space Administration tests have proven RCR measurements are inconclusive and invalid where the only form of moisture affecting the runway is water.

7.1.7. Runway treated with chemicals. When liquid chemical has been applied to airfield surfaces, RCR's should still be conducted and reported until a reading equivalent to or better than a "wet concrete" condition is achieved as described in T.O. 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings*, Table 3, or as outline in local OI.

7.1.8. Units must specify in the AOI when other agencies are delegated the responsibility to determine and report RSC Wet. **(T-3)** Regardless who determines the RSC Wet, the runway must be reported Wet as outlined in [paragraph 7.2.3](#) **(T-2)**

7.1.9. Friction Measuring Equipment. There are two basic types of friction measuring equipment available that can be used to obtain runway condition readings during winter operations. They are the Decelerometers (DEC) and Continuous Friction Measuring Equipment (CFME).

7.1.9.1. Decelerometers. There are two types of DEC available: electronic and mechanical. Electronic DEC automatically compute and record friction averages for each portion of the runway. They also provide a printed record of the friction survey data. Mechanical DEC require the user to manually record test data. They do not provide automatic friction averages. The devices listed in Technical Order 33-1-23, Table 1 are considered approved DEC for AF use. Electronic DEC are not stock listed. Units are authorized to purchase them locally. Use approved electronic DEC as guidance identifies within Technical Order 33-1-23. **Note:** DEC should not be installed in vehicles equipped with full Antilock Braking Systems (ABS), because the ABS tends to distort the sensitivity of the DEC resulting in friction readings that are lower than actually exists. This could result in the premature closing of runways. Differences in ABS systems result in high variations in friction readings.

7.1.9.2. Continuous Friction Measuring Equipment. CFME provide a continuous graphic record of the pavement surface friction characteristics with friction averages for each portion of the runway length. They may be either self-contained or towed. **Note:** There are no minimum vehicle requirements for tow type CFME pull vehicles. The pull vehicle may be ABS or non-ABS equipped. All CFME which are approved by FAA will be considered approved for AF use. See FAA's advisory circular AC 150/5320-12C for a current list of approved devices. Copies of FAA's airports advisory circulars are available on the FAA website at http://www.faa.gov/regulations_policies/advisory_circulars/index. The approved CFME are not stock listed. Units are authorized to purchase them locally. Approved CFME may be used in accordance with FAA and manufacturer's guidelines.

7.2. RSC and RCR Procedures. AM personnel will:

7.2.1. Use this chapter and Technical Order 33-1-23 to determine RSC and RCR when the airfield is open. **(T-2)**

7.2.1.1. Use Air Force Technical Order Form 277, Results of Runway Braking Test, when reporting RCRs. **(T-3)** **Note:** Electronic reporting data is acceptable when produced by an electronic DEC and or CFME.

7.2.1.2. Estimate and report RSC to the nearest 1/10 of an inch according to Technical Order 33-1-23. **(T-2)** **Note:** Pilots determine braking action for slush and wet runways from aircraft technical order data.

7.2.1.3. DEC or CFME values are not reliable when water is the only containment on the runway or landing surface. For the purpose of mission planning, aircraft departures and arrivals (i.e., takeoff and landing), it is not acceptable to use decelerometers or continuous

friction measuring equipment to determine or report a runway condition reading when water is the only contaminant on the runway or landing surface.

7.2.1.4. Document RSC and RCR actions in the AF Form 3616 or suitable substitute. (T-3)

7.2.2. Conduct RSC and RCR checks. (T-2)

7.2.2.1. RCR checks are required when the RSC is reported as "Wet Runway" or "Slush on Runway" and the possibility of freezing (40 F or lower) conditions exist. (T-2)

7.2.2.2. Use FAA-approved friction measuring equipment to conduct RCR checks. (T-2)

7.2.2.3. When the RCR is 12 or less, conduct RCR checks as frequently as normal flying operations allow and before each aircraft landing during low flying operations. (T-3)

7.2.2.4. During rapidly changing conditions (e.g., increased snow fall, treatment of landing/taxiing surfaces, and temperature changes), conduct RSC and RCR checks more frequently to provide aircrews with the most timely and accurate information. (T-3)

7.2.2.5. Conduct a physical check of the runway to determine RSC Dry. (T-2)

7.2.3. Report RSC and RCR. (T-1)

7.2.3.1. Wet Runway. AM personnel will report the RSC as "Wet Runway" and no RCR when water is the only form of visible moisture on 25% or more of the runway surface area (whether in isolated areas or not). (T-1) **Note:** AM personnel must also report the existence, location and depth of any standing water (ponding, water patches, and puddles) regardless of a Wet or Dry RSC. (T-1)

7.2.3.2. Slush on Runway. AM personnel must report RSC as "Slush on Runway" and no RCR when slush is on the runway and ice or snow is not present. (T-2) Do not test runway.

7.2.3.3. Ice or Snow on Runway.

7.2.3.3.1. For single-type surface runway, AM personnel must report the predominant RSC and the average RCR, when applicable, for the covered portions of the runway. (T-2)

7.2.3.3.2. When the runway surface consists of two pavement surfaces with significantly different friction characteristics, such as concrete and porous friction surfaces, AM personnel must report the predominant RSC and RCR for the runway touchdown zones and, if applicable, for the middle or roll-out portion of the runway. (T-1)

7.2.3.3.3. When using friction-measuring equipment, AM personnel must round down if the reading is not a whole number (e.g., Reading 11.2, indicate 11; for 11.8, indicate 11). (T-1)

7.2.3.3.4. When ice or snow is on the runway, AM personnel must report the RSC as one of the following: Loose Snow on Runway (LSR), Packed Snow on Runway (PSR), or Ice on Runway (IR). (T-1)

7.2.3.4. Water or Slush and Ice on Runway. When water or slush is present on an ice covered runway, AM personnel must report the predominant RSC. **(T-2)** Report the RCR or use the value 12, whichever is lower. **(T-2)**

7.2.3.5. Runway Partially Covered with Ice or Snow. When the runway is partially covered with ice or snow, AM personnel must report:

7.2.3.5.1. One RSC for those parts of the runway that are completely covered. **(T-2)**

7.2.3.5.2. An RSC for the rest of the runway. **(T-2)**

7.2.3.5.3. An average RCR that is representative of those parts of the runway that are completely covered with snow or ice. **(T-2)**

7.2.3.6. Other Information. AM personnel must identify and report other information essential to safe aircraft operations in clear text following the RSC and RCR data. **(T-2)** Examples include but are not limited to:

7.2.3.6.1. The extent or depth of any precipitation on the runway.

7.2.3.6.2. Location of precipitation on partially covered runways (e.g., touchdown area, rollout area).

7.2.3.7. AM personnel must report RSC and RCR data to ATC, radar approach control or ground control approach facility, weather, and CP. **(T-2)** AFM determines if additional agencies should receive notification.

7.2.3.8. AM personnel must send a NOTAM to report the surface condition (other than Dry) and/or friction reading for runway. **(T-2)** Send a NOTAM to report taxiway and ramp areas as required in Snow and Ice Control Plan. **(T-3)**

7.2.3.9. AM personnel must send a NOTAM and notify control tower, radar approach control or ground control approach facility, maintenance operations control center, command post and transient alert when chemicals are being applied to airfield pavements (e.g., runway, taxiway, and apron). **(T-2)**

7.2.3.10. AM personnel must send a Flight Advisory message and/or notify the Air Route Traffic Control Center as required to alert inbound aircraft of possible delays and/or poor braking action. **(T-3)** See AFMAN 11-213 and FAA Order JO 7110.10BB, *Flight Services*, for guidance. **(T-2)** Send RSC “Wet with chemical” NOTAM only when a “wet concrete” condition is achieved as referenced in [paragraph 7.1.7](#). **(T-2)** AM personnel should work with Snow Control Center to determine when the chemical agent has dissolved enough to cancel NOTAM.

7.2.3.11. AM personnel should use remarks such as sanded, patchy Wet or patchy Dry in conjunction with RSC conditions (e.g., Loose Snow on Runway, Pack Snow on Runway, or Ice on Runway). If possible, identify the location of the patchy conditions.

Chapter 8

AIRFIELD MANAGEMENT TRAINING PROGRAM

8.1. Introduction.

8.1.1. This chapter outlines specific requirements and responsibilities for all AM military and DoD civilian personnel. Partial contractor requirements are outlined in this chapter but are not all inclusive. **Note:** The training program for contract locations will be developed and implemented according to the AFFSA/XA or MAJCOM-approved PWS or SOW. **(T-2)**

8.1.2. 1C7X1 and DoD AM civilian personnel will maintain an electronic Air Force training record. **(T-2)** All DoD civilian personnel hired for the AFM position and active duty Senior Master Sergeant and Chief Master Sergeant awarded the 9-skill level are considered qualified and exempt from maintaining an individual training record. **Note:** Contractors maintain training records using an DAF Form 623, *Individual Training Record Folder*, binder or electronic equivalent. **(T-2)**

8.1.3. The Air Force electronic training record is the electronic equivalent of the hardcopy DAF Form 623 and contains the most current 1C7X1 CFETP and other on-the-job documentation.

8.1.4. 1C7X1 and DoD AM civilian personnel will maintain an Air Force electronic training record aligned under the Command and Control System Operations Functional Community. **(T-3)** Contractors may use the AF electronic training record unless outlined otherwise in their contract. All training documentation, to include DAF Form 623A, DAF Form 797, DAF Form 803, *Report of Task Evaluations*, DAF Form 1098, and the 1C7X1 CFETP or electronic training record format equivalents will be maintained within the Air Force electronic training record. **(T-3)** All other forms and supportive documentation will be scanned and uploaded as outlined in this manual (e.g., 7-Level Advanced Distance Learning Tracking Sheet and Training Certificates). **(T-3)**

8.2. Purpose.

8.2.1. The purpose of the training program is to qualify personnel for position certification, skill-level advancement and to ensure proficiency to support peacetime operations and wartime readiness. The NAMT must ensure the AM training program includes the following as a minimum:

8.2.1.1. Training Operating Instruction. The NAMT will develop a Training OI to establish local policy and procedures for implementing the training program. **(T-2)** As a minimum, include the following:

8.2.1.1.1. Responsibilities of personnel (AOF/CC, AFM, NAMO, NAMT, Supervisor/Trainer, Trainee and Task Certifier) involved in the training program. **(T-2)**

8.2.1.1.2. Local qualification training requirements and time limits for completing local PCGs (e.g., DAF Form 797 or electronic training record format equivalent/Local Position Certification Guide). **(T-2)**

8.2.1.1.3. Local training and certification requirements for individuals previously certified at a previous assignment. **(T-2)**

8.2.1.1.4. Other local or unique training requirements. **(T-3)**

8.2.1.1.4. **(USAFE-AFAFRICA)** Create a local PCG to familiarize new members with differences between USAFE-AFAFRICAI 32-1007 and other airfield criteria.

8.2.1.1.5. Initial Evaluation Checklist. **(T-2)**

8.2.1.2. Newcomer's Indoctrination Program. The NAMT will develop and implement a Newcomer's Indoctrination Program to ensure administered within 60 calendar days of arrival (90 days for ARC) for new personnel. **(T-3)** Facility tours or visits, if required, should be accomplished prior to the facility duty position certification.

8.2.1.3. Initial Evaluations. The NAMT will develop a standardized checklist or form for supervisors to conduct and document an initial evaluation on newly assigned (Permanent Change of Station/Permanent Change of Assignment) personnel within 60 calendar days of assignment. **(T-3)** The supervisor or trainer must review/validate/ensure the following to ensure the individual can meet duty position requirements:

8.2.1.3.1. Current qualifications. **(T-3)**

8.2.1.3.2. Air Force Specialty Code, duty position, core, and deployment/Unit Type Code requirements. **(T-3)**

8.2.1.3.3. Supervisor and trainee responsibilities as guided by AFMAN 36-2100, DAFMAN 36-2689 and the 1C7X1 CFETP. **(T-3)**

8.2.1.3.4. A review of Part I and II of the 1C7X1 CFETP. **(T-3)**

8.2.1.3.5. Formal/informal training requirements, such as skills, knowledge, or classroom instruction. **(T-3)** Supervisors must evaluate technical school graduates on all tasks taught in the initial skills course as identified in the Specialty Training Standard (STS) portion of the 1C7X1 CFETP. **(T-3)**

8.2.1.3.6. Other local or unique training requirements. **(T-3)**

8.2.1.3.7. Documentation of the initial training evaluation on DAF Form 623A or electronic training record format equivalent. **(T-3)** Document all task evaluations on DAF Form 803 or electronic training record format equivalent. **(T-3)** All performance STS items with performance proficiency codes previously certified, must be re-evaluated and documented when conducting the initial evaluation. **(T-3)** For unsatisfactory results on any performance-based task, the trainer must provide comments to state the area(s) of improvement and propose an action plan for completion prior to next evaluation. **(T-3)** For personnel utilizing paper records, maintain a copy of the initial evaluation in Tab E of the individual's training record and retain until Permanent Change of Station or Permanent Change of Assignment. **(T-3)**

8.2.1.4. Apprentice Course Graduate Evaluation. The NAMT will develop a standardized checklist for supervisors and trainers to evaluate apprentice course graduates during the first 60 calendar days following assignment. **(T-3)** See DAFMAN 36-2689, for additional information. The NAMT, supervisor, or trainer will:

8.2.1.4.1. Utilize the STS contained in the 1C7X1 CFETP, evaluate the graduate's ability to perform tasks taught in the formal course at the specified training level. **(T-2)** See DAFMAN 36-2689 paragraph 5.3.3.3.2. for additional requirements.

- 8.2.1.4.2. Document all task evaluations on DAF Form 803 or electronic training record format equivalent. **(T-3)** All 3-level course STS items with performance proficiency codes must be evaluated and documented during Apprentice Course Grade Evaluation. **(T-3)** For unsatisfactory results on any performance-based task, the trainer must provide comments to state the area(s) of improvement and propose an action plan for completion prior to next evaluation. **(T-3)** For personnel utilizing paper records, maintain a copy in Tab F of the individual's training record. **(T-3)**
- 8.2.1.4.3. Participate in field interviews conducted by formal course OPR. **(T-3)**
- 8.2.1.5. Air Force Position Certification Guides and Qualification Training Packages.
- 8.2.1.5.1. There are two published PCGs: Airfield Manager, and Airfield Management Operations Shift Lead/Supervisor. There is a 5-Level QTP required for 5-Level upgrade and a 7-Level QTP required for 7-Level upgrade. The PCGs and QTPs are available through AFFSA/XA SharePoint® website. PCGs and QTPs are developed by the 1C7X1 CFM, HQ AFFSA and MAJCOM Functional Managers to standardize AM duty position qualification training requirements.
- 8.2.1.5.2. The NAMT will use PCGs, QTPs, and associated publications, DAF Form 623A, DAF Form 803, and DAF Form 797 or electronic training record format equivalent to plan, conduct, and certify qualification training. **(T-2)** **Note:** Refer to PCG and QTP for documentation requirements, when to complete, and time limits.
- 8.2.1.5.3. The NAMT develops PCG lessons for local training items to be documented on the DAF Form 797 or electronic training record format equivalent. When developing local items into PCG lessons, use the same format as the standardized AM PCGs (e.g., Airfield Manager PCG and AMSL/AMOS PCG). **(T-3)**
- 8.2.1.5.4. Implementation. AM enlisted and DoD civilian personnel will complete PCGs and QTPs as a part of qualification training. **(T-2)** Once an individual completes a PCG and/or QTP, they are not required to re-accomplish it due to Permanent Change of Station or relocation to another duty station. Each PCG or QTP has a time limit for completion (not to include temporary duty, deployment, leave, and hospitalization). The AFM is delegated the authority to approve up to a 60 calendar day extension for individuals in EDIT status. The AOF/CC is the approval authority for extension exceeding 60 calendar days. AM military personnel who fail to complete a PCG or QTP within 1 year must be entered into Training Status Code T and considered for withdrawal from the Air Force Specialty Code. **(T-3)**
- 8.2.1.5.5. Document final completion of all PCGs and QTPs on the DAF Form 623A or electronic training record format equivalent. **(T-3)**
- 8.2.1.6. Enlisted Upgrade Training. Upgrade training is necessary to award a higher skill level. Personnel are entered into 5-level upgrade training the date arrived station and 7-level upgrade training on the first calendar day of the promotion cycle. Individuals must meet the requirements guided by DAFMAN 36-2689 and 1C7X1 CFETP for award of the applicable skill level. **(T-3)**
- 8.2.1.7. Proficiency Training. Locally develop and administer practical and/or written monthly proficiency tests. **(T-3)**

- 8.2.1.7.1. Locally developed tests will be formulated to a “go/no-go” or 80%, corrected to 100 % standard. **(T-3)**
- 8.2.1.7.2. Proficiency training must consist of tasks and knowledge from all appropriate Air Force, MAJCOM, and local references essential to mission accomplishment. **(T-3)**
- 8.2.1.7.3. Document completion of proficiency training on an DAF Form 1098 or electronic training record format equivalent and maintain until superseded. **(T-3)** Personnel using paper records will document proficiency training in Tab D of the individual’s training record and maintain until superseded or no longer required. **(T-3)**
- 8.2.1.8. Formal Course Failure Actions. Advanced Airfield Managers (AAFMM) Course failure management. The leadership team (i.e., NAMT, AFM, AOF/CC) of an individual who fails the Advance Airfield Manager Course must complete follow-up actions as stated within the 1C7 CFM’s Policy Memorandum located on the ETCA site: https://usaf.dps.mil/teams/app10-etca/Lists/ETCACourseParagraphAETC5/Attachments/4254/AAFMM%20Course%20Policy%20PreRequisite%20Testing%20Final%208%20June%2023_signed.pdf. **(T-1)**
- 8.2.1.9. Withdrawal/disqualification Actions. Supervisors considering disqualifying or withdrawal recommendations must carefully evaluate all of the facts before proceeding. **(T-2)** Refer to AFMAN 36-2100 for additional information. MAJCOM OPR for AM will review and coordinate on requests for withdrawal or disqualification from training, Air Force Specialty Code disqualify or withdrawal, and training requirement waivers. **(T-2)** Refer to DAFMAN 36-2689 for additional information.
- 8.2.1.10. Recurring Training. Conduct recurring training on the following items at least annually and maintain documentation on an DAF Form 1098 or electronic training record format equivalent until superseded. **(T-3)** Personnel using paper records will document proficiency training in Tab D of the individual’s training record and maintain until superseded or no longer required. **(T-3)**
- 8.2.1.10.1. Bird/Wildlife Control. Use of active and passive dispersal methods in support of the Bird/Wildlife Hazard Reduction Plan (e.g., pyrotechnics, bioacoustics, grass height, and removal of edge effects). **(T-3)** Include a review of AM responsibilities as identified in the Bird/Wildlife Hazard Reduction Plan. **(T-3)**
- 8.2.1.10.1.1. Personnel performing BASH duties who carry an ammunition-firing weapon (i.e., 12-gauge shotgun) firing projectiles (i.e., 12-gauge bird scare) are considered “Arming Group A” as outline in DoD Directive 5210.56, *Arming and the Use of Force*, AFI 31-117, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2654, *Combat Arms Program*. Group A personnel with an arming requirement must complete weapons qualification training annually. **(T-3)** BASH personnel who only carry noise-producing devices (i.e., 15MM launchers) such as blanks, fire bangers and screamers are not required to have Arming Group A qualification. Individual units will provide their own training to emphasize safe handling, weapon operation, use of blank ammunition and operator maintenance as directed in AFMAN 31-129, *USAF Small Arms and Light Weapons Handling*

Procedures. (T-1)

8.2.1.10.1.2. AM personnel will not manage, maintain, or issue weapons beyond the duties of the BASH program. **(T-2)**

8.2.1.10.1.3. Military/Civilians must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment. **(T-1)**

8.2.1.10.2. Snow and Ice Control (where applicable). Use of friction-measuring equipment to determine RCRs. Include a review of AM responsibilities outlined in the Snow and Ice Control Plan. **(T-3)** This training is normally performed in the fall before the snow season.

8.2.1.10.3. Generator start-up and power transfer as determined by Airfield Operations LOP or directive with CE.

8.2.1.10.4. Aircraft Arresting System operation/configuration (where applicable).

8.2.1.10.5. AM Supplemental Training Products located on the AFFSA/XA SharePoint®.

8.2.1.10.6. Use of Night Vision Devices during blackout procedures (where applicable). At locations where AM personnel (military, DoD civilian) use Night Vision Devices, verify personnel are trained on the proper use of Night Vision Devices according to AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapter 14, and US Army Training Circular 21-305-2, *Training Program for NVG Driving Operations*. **(T-2)** The NAMT identifies Night Vision Devices tasks to include use of associated equipment on an DAF Form 797 or electronic training record format equivalent with training references. **(T-3)**

8.2.1.10.7. Emergency evacuation and alternate facility procedures.

8.2.1.10.8. Exposure and familiarity with the Base Support Plan. Reference AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*.

8.2.1.10.9. Aircraft Characteristics and Performance for host- and tenant-assigned aircraft. At a minimum, this training will include a review of aircraft taxi restrictions, aircraft performance/design data (wingspan, tail height/growth, max take-off weight). **(T-3)** **Note:** At locations where exercises and deployments involve non base assigned/transient aircraft, AM personnel must be trained on the aircraft characteristics prior to exercise/deployment date. **(T-3)**

8.2.1.10.10. AFI 13-207-O, *Preventing and Resisting Aircraft Piracy*. AM personnel must complete a review of the wing/base Hijack Prevention Plan. **(T-3)**

8.2.1.10.11. **(Added-USAFE-AFAFRICA)** USAFE-AFAFRICAI 32-1007. AM personnel must complete training and/or proficiency test of USAFE-AFAFRICA airfield criteria.

8.2.1.11. Training Records.

8.2.1.11.1. Master Training Record. Not applicable for units using Air Force electronic record system. Personnel using paper training records will develop a master

training record according to DAFMAN 36-2689. **(T-3)** Master training records must be setup and maintained in the following format:

8.2.1.11.1.1. Tab A: Current 1C7X1 CFETP and published changes. **(T-3)**

8.2.1.11.1.2. Tab B: All current AM PCGs to include Local Position Certification Guides. **(T-3)**

8.2.1.11.1.3. Tab C: All master copies/template versions of DAF Form 797. **(T-3)**

8.2.1.11.1.4. Tab D: All master copies/template versions of the DAF Form 1098 used to standardize documentation of proficiency training, mobility training, recurring training. **(T-3)**

8.2.1.11.1.5. Tab E: All master copies/template versions of DAF Form 623A or automated version to standardize Upgrade/Qualification Monthly Evaluation, Training Record Inspection, and Initial Evaluation. **(T-3)**

8.2.1.11.1.6. Tab F: Miscellaneous documents (e.g., DAF Form 803, training certificates from formal/online and computer-based training). **(T-3)**

8.2.1.11.2. Individual training record. The NAMT develops and maintains a training record on all AM (military, DoD civilians, and cross trainees) personnel. Only personnel listed in [paragraph 8.1.2](#) are exempt from maintaining a training record. **(T-3)**

8.2.1.11.2.1. Individual training records, except for contractors, will be maintained within Air Force electronic training record for all individuals who will maintain records using an DAF Form 623 folder, binder or electronic equivalent. **(T-3)** Records must reflect all formal courses attended, certifications awarded, and qualification training completed. **(T-3)** The 1C7 career field currently utilizes electronic training records to the fullest extent possible.

8.2.1.11.2.2. For standardization and configuration management, Air Force electronic training record users and contractors will maintain records as referenced in DAFMAN 36-2689 and Air Force electronic training record user guide(s). **(T-2)**

8.2.1.11.2.3. The DAF Form 623A or electronic training record format equivalent will be used to document an individual's training progress. **(T-3)** The supervisor and/or trainer and the trainee must sign and date all entries. **(T-3)** Maintain the DAF Form 623A or electronic training record format equivalent as long as it pertains to the current training objective (i.e., award of the skill level or completion of qualification training). **(T-3)** At a minimum, document the following:

8.2.1.11.2.3.1. Monthly evaluations on individuals in upgrade and local qualification training. As a minimum, include the percentage of training completed towards the overall training objective (e.g., Upgrade and Local Qualification), inclusive dates of evaluation, current duty position, position start date, specific STS tasks covered during the evaluation period and other comments. **(T-3)** Include all interruptions to training (stop training days, to include reason), trainee's comments, if necessary, and signature blocks for trainee, trainer, NAMT and AFM. **(T-3)**

8.2.1.11.2.3.2. Milestones for Air Force and Local Position Certification Guides completion (identify the projected timeframe the trainee will complete all required lesson plans). **(T-3)**

8.2.1.11.2.3.3. Task progression. **(T-3)**

8.2.1.11.2.3.4. Task certification and recertification. **(T-3)**

8.2.1.11.2.3.5. Training strengths, weaknesses, attitude, and corrective action (if required). **(T-3)**

8.2.1.12. Master Task Listing (MTL). Units using paper records will develop and maintain a MTL to identify duty position training requirements and include core, critical, position qualification, contingency or wartime task and all other mandatory training requirements. **(T-3)** The MTL will include all tasks performed in the work center (e.g., circled tasks on the 1C7X1 CFETP and Specialty Training Standard Part II and local DAF Form 797 or electronic training record format equivalent) and required for each duty position. **(T-3)**

8.2.1.13. Master Reference Index. The Master Reference Index is a master listing of all mission essential documents necessary for AM. The listing contains the document number, title and date. The Master Reference Index is available on the AFFSA/XA SharePoint® website. The NAMT develops and maintains a local Master Reference Index. **(T-3)** The listing contains the document number, title, and date.

8.2.1.14. Task Evaluations. Evaluators will use the DAF Form 803 or electronic training record format equivalent to conduct and document completion of task evaluations during training staff assistance visits, when directed by the commander, as required in 5-Level QTP and AMOS/AMSL PCG third party certifications, Initial/Apprentice Course Graduate Evaluations, or when a task certification requires validation (normally occurs when/if someone needs to validate whether a member is certified and/or qualified on a task). **(T-3)** For individuals with a paper training record, maintain a copy of the form in Tab F. Maintain until upgraded or no longer applicable to current duty position. **(T-3)**

8.2.1.15. Training Continuity Binders. Training program documentation must be maintained in the following binder or electronic equivalent format:

8.2.1.15.1. BINDER 1 Contents.

8.2.1.15.1.1. Table of Contents. **(T-3)**

8.2.1.15.1.2. TAB A - Appointment Letters (e.g., NAMT, Certifiers, Trainers). **(T-3)**

8.2.1.15.1.3. TAB B - Airfield Management Training Operating Instruction. **(T-3)**

8.2.1.15.1.4. TAB C - Airfield Operations Flight/Squadron/Wing Training Operating Instruction as applicable. **(T-3)**

8.2.1.15.1.5. TAB D - DAFMAN 13-204 V2. **(T-3)**

8.2.1.15.1.6. TAB E - DAFMAN 36-2689. **(T-3)**

8.2.1.15.1.7. TAB F - Air Force, HQ AFFSA, MAJCOM, and Base Training Messages. **(T-3)**

- 8.2.1.15.1.8. TAB G - Annual Program Review. **(T-3)**
- 8.2.1.15.1.9. TAB H - Miscellaneous Documents. **(T-3)**
- 8.2.1.15.2. BINDER 2 Contents.
 - 8.2.1.15.2.1. Table of Contents. **(T-3)**
 - 8.2.1.15.2.2. TAB A - Newcomer's Indoctrination Program. **(T-3)**
 - 8.2.1.15.2.3. TAB B – Master Training Plan, Master and Local Master Reference Index. **(T-3)**
 - 8.2.1.15.2.4. TAB C - Initial Evaluation Checklist. **(T-3)**
 - 8.2.1.15.2.5. TAB D - Apprentice Course Graduate Evaluation Checklist (as applicable). Use RESERVED when no military personnel assigned. **(T-3)**
 - 8.2.1.15.2.6. TAB E - Listing of Computer-Based Training requirements and platform location (website or link) for completion. **(T-3)**
 - 8.2.1.15.2.7. TAB F - Tests (e.g., Monthly Proficiency, local qualification training, and PCG Tests/Evaluations). **(T-3)**
 - 8.2.1.15.2.8. TAB G - Training Review Board Minutes. **(T-3)**
 - 8.2.1.15.2.9. TAB H - Air Force electronic training record User Guide(s). **(T-3)**
- 8.2.1.16. Unsatisfactory Performance/ Failure to maintain proficiency.
 - 8.2.1.16.1. AM Supervisor/Trainer Responsibilities. AM Supervisors/Trainers will:
 - 8.2.1.16.1.1. Identify unsatisfactory performance and document on the DAF Form 623A or electronic training record format equivalent as referenced in DAFMAN 36-2689. **(T-3)**
 - 8.2.1.16.1.2. Notify the NAMT, AFM and AOF/CC at the earliest possible time when individuals fail to make improvement based on supervisor/trainer feedback. **(T-3)** The NAMT or AOF/CC will notify the Unit Training Manager and Unit Commander. **(T-3)**

8.2.1.16.2. AFM or AOF/CC (or civilian equivalents) Responsibilities. The AFM or AOF/CC (or civilian equivalents)) will:

8.2.1.16.2.1. Ensure DoD Civilians who fail to maintain training proficiency or who fail to complete training requirements outlined in this manual and PWS will be considered for employment termination. **(T-2)**

8.2.1.16.2.2. Ensure when DoD Civilians fail to meet performance and training requirements after the probationary period, the supervisor contacts Civilian Personnel Office as applicable for available options to terminate employment. **(T-2)**

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

DoD Directive 5210.56, *Arming and the Use of Force*, 18 November 2016

AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*, 3 January 2019

DAFI 10-2501, *Emergency Management Program*, 6 June 2023

DAFI 13-213, *Airfield Driving*, 4 February 2020

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

DAFI 31-101, *Integrated Defense (ID)*, 25 March 2020

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

DAFI 91-202, *US Air Force Mishap Prevention Program*, 13 April 2023

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

DAFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Techniques*, 13 April 2023

DAFMAN 32-1084, *Standard Facility Requirements*, 4 November 2022

DAFMAN 36-2689, *Training Program*, 31 March 2023

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AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 22 February 2023

AFI 10-1001, *Civil Aircraft Landing Permits*, 23 August 2018

AFI 11-201, *Flight Information Publication*, 30 November 2018

AFI 11-208, *Department of Defense Notice to Airmen System*, 27 March 2019

AFI 13-207-O, *Preventing and Resisting Aircraft Piracy (Hijacking) (CUI)*, 05 February 2019

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 06 August 2020

AFI 32-1001, *Civil Engineering Operations*, 25 October 2019

AFI 32-1015, *Integrated Installation Planning*, 30 July 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

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AFI 38-101, *Manpower and Organization*, 29 August 2019

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AFI 90-802, *Risk Management*, 01 April 2019

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AFMAN 11-213, *Military Flight Data Telecommunications System*, 23 May 2023

AFMAN 11-218, *Aircraft Operations and Movement on the Ground*, 24 May 2023

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AFMAN 13-204, Volume 1, *Management of Airfield Operations*, 1 August 2020

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AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, 2 January 2020

AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, 23 August 2019

AFMAN 32-1041, *Pavement Evaluation Program*, 30 October 2019

AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

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AFH 32-7084, *AICUZ Program Manager's Guide*, 02 November 2017

AMCI 11-211, *Destination Airfield Suitability Analysis*, 08 June 2020

(Added-USAFE-AFAFRICA) USAFE-AFAFRICAI 32-1007, *Airfield and Heliport Planning and Design*, 6 October 2021

Air Force Records Information Management System, *Air Force Records Disposition Schedule (RDS)*

(Added-USAFE-AFAFRICA) ICAO Annex 14 Vol I, July 2022

(Added-USAFE-AFAFRICA) STANAG 3158, *Day Marking of Airfield Runways and Taxiways*, 11 March 2015

Technical Order 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings*, 16 September 2011

Technical Order 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 7 February 2019

Air Force Tactics, Techniques, and Procedures 3-4.13V2, *Contingency Airfield Operations*, 28 January 2022

Air Force Tactics, Techniques and Procedures 3-4, *Airman's Manual*, 26 September 2022

FC 3-260-18F, *Air Force Aircraft Arresting Systems (AAS) Installation, Operation, And Maintenance*, 28 October 2015

UFC 3-260-01, *Airfield and Heliport Planning and Design*, 4 February 2019

UFC 3-260-04, *Airfield and Heliport Marking*, 16 May 2018

UFC 3-535-01, *Visual Air Navigation Facilities*, 25 April 2023

Tri-Service Pavement Working Group Manual 3-260-03.02-19, *Airfield Pavement Evaluation Standards and Procedures*, 19 Oct 2020

Tri-Service Pavement Working Group Manual 3-260-02.09-2, *Contingency Airfield Pavement Specifications*

Tri-Service Pavement Working Group Manual 3-270-01.04-10 04-10, *Determining the Need for Runway Rubber Removal*, 06 June 2019

Unified Facilities Guide Specifications 32 01 11.51, *Rubber and Paint Removal from Airfield Pavements*, 01 May 2016

US Army Training Circular 21-305-2, *Manual for the Wheeled Vehicle Operator*, 12 January 2016

Title 14, Code of Federal Regulations (CFR), Part 139, *Certification of Airports*, current edition
FAA JO 7110.10CC, *Flight Services*, 20 April 2023

FAA AC 150/5220-9, *Aircraft Arresting Systems on Civil Airports*, 10 June 2023

FAA AC 150/5200-28, *Notices to Airmen for Airport Operators*, 25 May 2022

FAA AC 150/5340-26, *Maintenance of Airport Visual Aid Facilities*, 20 June 2014

FAA AC 150/5340-18, *Standards for Airport Sign Systems*, 10 May 2019

FAA AC 150/5370-2, *Operational Safety on Airports during Construction*, 13 December 2017
U.S. Instrument Flight Rules Enroute Supplement, current edition

Prescribed Forms

None

(Added-USAFE-AFAFRICA) None

Adopted Forms

DD Form 1801, *DoD International Flight Plan*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2861, *Cross Reference*

DAF Form 623, *Individual Training Record Folder*

DAF Form 623A, *On-The-Job Training Record - Continuation Sheet*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

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

DAF Form 803, *Report of Task Evaluations*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 1098, *Special Task Certification and Recurring Training*

DAF Form 2096, *Classification/On-The-Job Training Action*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 457, *USAF Hazard Report*

AF Form 651, *Hazardous Air Traffic Report*

AF Form 853, *Air Force Wildlife Strike Report*

AF Form 3616, *Daily Record of Facility Operations*

AFTO Form 277, *Results of Runway Braking Tests*

(Added-USAFE-AFAFRICA) DD Form 2977, *Deliberate Risk Assessment Worksheet*

FAA Form 7460-1, *Notice of Proposed Construction or Alteration*

FAA Form 7460-2, *Notice of Actual Construction or Alteration*

Abbreviations and Acronyms

AAAE—American Association of Airport Executives

ABS—Antilock Braking Systems

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFSA—Air Force Flight Standards Agency

AFH—Air Force Handbook

AFI—Air Force Instruction

AFM—Airfield Manager

AFMAN—Air Force Manual

AFMD—Air Force Mission Directive

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFTTP—Air Force Tactics, Techniques, and Procedures

ALSF—Approach Lighting System with Sequenced Flashing Lights

AM—Airfield Management

AMOC—Airfield Management Operations Coordinator

AMOPS—Airfield Management Operations

AMOS—Airfield Management Operations Supervisor

AMSL—Airfield Management Shift Lead

ANG—Air National Guard

AO-CV—Airfield Operations Compliance Verification
AOB—Airfield Operations Board
AOF—Airfield Operations Flight
AOI—Airfield Operations Instruction
ARFF—Aircraft Rescue and Firefighting Capabilities
ASOS—Advanced Airport Safety and Operations Specialist
ATC—Air Traffic Control
BAS&E—Base Support and Expeditionary
BASH—Bird/Wildlife Aircraft Strike Hazard
CAC—Common Access Card
CAT—Category
CCMD—Combatant Command
CE—Civil Engineering
CFETP—Career Field Education and Training Plan
CFM—Career Field Manager
CFME—Continuous Friction Measuring Equipment
CFR—Code of Federal Regulation
CMA—Controlled Movement Area
CMAV—Controlled Movement Area Violation
COR—Contracting Officer Representative
CP—Command Post
DAFI—Department of the Air Force Instruction
DAFM—Deputy Airfield Manager
DAFMAN—Department of the Air Force Manual
DEC—Decelerometers
DoD—Department of Defense
DSN—Defense Switch Network
DV—Distinguished Visitor
EDIT—Experiencing Difficulty In Training
FAA—Federal Aviation Administration
FAAO—Federal Aviation Administration Order
FD—Fire Department

FICON—Formatted Field Condition
FLIP—Flight Information Publication
FOD—Foreign Object Damage
HATR—Hazardous Air Traffic Report
HIRL—High Intensity Runway Lights
(Added-USAFE-AFAFRICA) HN—Host Nation
HQ—Headquarters
ICAO—International Civil Aviation Organization
ID—Integrated Defense
IFR—Instrument Flight Rules
ILS—Instrument Landing System
IR—Ice on Runway
JO—Joint Order
LOA—Letter of Agreements
LOP—Local Operating Procedures
LSR—Loose Snow on Runway
MALSR—Medium Intensity Approach Lighting System
MAJCOM—Major Command
MICT—Mission Internal Control Toolset
MIRL—Medium Intensity Runway Lights
MFR—Memorandum For Record
MOC—Maintenance Operations Center
MOS—Minimum Operating Strip
MSG/CC—Mission Support Group Commander
MTL—Master Task Listing
MTP—Master Training Plan
NAMO—Non-Commissioned Officer in Charge, Airfield Management Operations
NAMT—Non-Commissioned Officer in Charge, Airfield Management Training
NATO—North Atlantic Treaty Organization
NCOIC—Non-Commissioned Officer in Charge
NEXGEN—Next Generation Air Transportation System
NOTAM—Notice to Airman

OBO—Official Business Only
OE—Operational Error
OI—Operating Instruction
OJT—On the Job Training
OPR—Office of Primary Responsibility
PAPI—Precision Approach Path Indicator
PCG—Position Certification Guide
PD—Pilot Deviation
PPR—Prior Permission Required
PSR—Packed Snow on Runway
PWS—Performance Work Statement
QRC—Quick Reaction Checklist
QTP—Qualification Training Package
RAPCON—Radar Approach and Control
RAWS—Radar, Airfield and Weather Systems
RCR—Runway Condition Reading
RSC—Runway Surface Condition
SAA—Senior Airfield Authority
SALS—Short Approach Lighting System
SSALR—Simplified Short Approach Lighting System
SCN—Secondary Crash Net
SEI—Special Experience Identifier
SFS—Security Forces
SIB—Safety Investigation Boards
SOF—Supervisor of Flying
SOW—Statement of Work
STANAG—Standardization Agreement
STS—Specialty Training Standard
TERPS—Terminal Instrument Procedures
TSPWG—Tri-Service Pavement Working Group
UFC—Unified Facilities Criteria
UFGS—Unified Facilities Guide Specifications

U.S.—Unified States

USAF—United States Air Force

USSF—United States Space Force

V-PD—Vehicle/Pedestrian Deviation

VFR—Visual Flight Rules

WADPM—Wing or Garrison Airfield Driving Program Manager

Office Symbols

AF/DA30—Air Force A30 Deputy Director

AFFSA/XA—Air Force Flight Standards Agency/Airfield Operations

AOC/CC—Airfield Operations Flight Commander

MAJCOM A1—Manpower and Personnel

MAJCOM A3—Operations

MAJCOM A7—Installations and Mission Support

MSG/CC—Mission Support Group Commander

OG/CC—Operations Group Commander

OSS/CC—Operations Support Squadron Commander

USAF/A30J—Civil/Military Aviation Integration Division

(Added-USAFE-AFAFRICA) USAFE-AFAFRICA/A3AA—United States Air Forces in Europe – Air Forces Africa/Airspace and Airfield Operations Branch

WG/CC—Wing Commander

Terms

Aerodrome—A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

Aircraft Mishap Investigation Course—This course provides instruction on aircraft mishap investigations and analyses of human and material factors to personnel who will be primary members on Class A & B flight mishap investigation boards.

Airfield Facilities—Includes runways, taxiways, aircraft parking and servicing areas, ATC facilities, Airfield Management Operations, RAWS, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

Airfield Operating Hours—The hours of airfield operations as published in the MAJCOM Supplement.

Airfield Operations Instruction (AOI)—Formerly known as the base flying regulation. Defines local procedures for AM and ATC.

Airman/Airmen—Applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard.

Airport Certification Procedures Course—This course is required for the FAA Airport Certification Safety Inspector (ACSI) credentialing process and for those personnel responsible for the certification of airport and enforcement of Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports. Classroom subjects to be covered are: the issuance of airport operating certificates, review of airport certification manuals and related plans, identification and review of the many airport standards required by regulation, airport inspection procedures and techniques to evaluate regulatory compliance, identifying and recording potential regulatory violations and the preparation of enforcement actions and related correspondence. The class includes exercise, workshops and field trips which reinforce with hands-on training, the classroom instruction.

American Association of Airport Executives (AAAE) Advanced Airport Safety and Operations Specialist (ASOS) Course—Advanced Schools are tailored for individuals who have either attended an earlier ASOS school, experienced one or more annual FAA Certification Inspections or have at least two years of experience in airport operations. The school has fewer prepared presentations, and more group Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports problem-solving exercises so all attendees can actively participate in the proceedings. Participants are encouraged to discuss best management practices and lessons learned from current airport or from other experiences.

American Association of Airport Executives (AAAE) Basic Airport Safety and Operations Specialist (ASOS) Course—The two-day Basic ASOS School is designed for individuals who are relatively new to airport operations, or have not attended a Basic ASOS before and are currently working in airport management, planning or operations. Through prepared presentations instructed by industry professionals, the Basic ASOS School will cover the following elements Title 14, Code of Federal Regulations (CFR), Part 139, Certification of Airports: Records, Paved/Safety Areas, Markings, Signs and Lighting, Aircraft Rescue and Fire Fighting (ARFF), Airport Emergency Plan (AEP), Self-Inspection Program.

Career Field Education and Training Plan (CFETP)—CFETP is a comprehensive core-training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. This document is the formal training contract between the Air Force CFM and Air Education and Training Command (AETC) for formal accession and life-cycle skills training.

Closed—An airfield is "closed" when no flying activity is permitted. If the closure is for a particular type of aircraft or operation, it must be so stated. For example: "Closed to aircraft not involved in Volant Rodeo."

Computer-Based Training—Student conducted training through lessons received at a computer terminal and via computer interaction.

Controlled Movement Area (CMA)—As defined in Airfield Operations Instructions, any portion of the airfield requiring aircraft, vehicles, and pedestrians to obtain specific Air Traffic Control approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required

taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary which can be found on the FAA website at: https://www.faa.gov/air_traffic/publications/atpubs/pcg_html/glossary-m.html.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to DAFMAN 91-223 for HATR and CMAV reporting procedures.

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

Major Command (MAJCOM)—For the purpose of this manual, includes all Air Force Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

Master Task Listing (MTL)—All work center/facility tasks and corresponding technical reference that supports qualification, upgrade, recurring, review, and specialized training.

Master Training Plan (MTP)—Employs a strategy for ensuring the completion of all work center job requirements by using a MTL and provides milestones for task, Career Development Course completion, and prioritizes deployment/Unit Type Code (UTC), home station training tasks, upgrade, and qualification tasks.

Military Airspace Management Course—This course is an advanced flight operation course, providing training for selected Department of Defense (DoD) personnel in the knowledge and skills needed to perform the duties of Military Airspace Managers. The scope of training includes the National Airspace System including the Next Generation Air Transportation System (NEXGEN), structure of the FAA, Joint DoD Responsibilities, categories of military airspace, services to military aircraft engaged in flight operations, military airspace charting, strategic guidance of airspace acquisition, development of military airspace proposals, environmental aspects of military flight operations, obtaining exercise airspace, planning for future airspace requirements, and international rules and procedures.

Mishap—A mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, D or Class E event reporting criteria as identified by guidance in DAFI 91-204. Damage or injury includes: damage to DoD property (excluding normal wear and tear or aging); occupational illness to DoD military or civilian personnel; injury to DoD military personnel on or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

Objective—A statement that specifies what behavior is to be exhibited, the conditions under which behavior will be accomplished and the minimum standard of performance. Objectives describe only the behaviors that directly lead to or specifically satisfy a job performance requirement. An objective is a statement of instructional intent.

On—the-Job Training (OJT)—Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade and job qualification training.

Overrun—Usually a non-stressed extension at each end of the runway. The extension is not used as a landing area, except in instances where an aircraft emergency warrants its use. The extension is part of the controlled movement area, but do not used for spacing/separation between aircraft.

Position Certification Guide (PCG)—PCGs are documents used to assist the trainer and supervisor in logically training airfield operations personnel in a specific duty position.

Prior Permission Required (PPR)—The airfield is closed to transient aircraft unless approval for operation is obtained from the appropriate commander through AM. PPR must be requested and approved before the flight departs to that airfield. The purpose of PPR is to control volume and flow of traffic rather than to prohibit it. Prior permission is required for all aircraft requiring transient alert service outside the published transient alert duty hours. All aircraft carrying hazardous materials must adhere to guidance as outlined in Defense Transportation Regulations.

Qualification Training Package (QTP)—An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Radar Approach Control (RAPCON)—A fixed, mobile, or transportable radar facility that provides approach control, arrival and RFC services using surveillance radar.

Recurring Training—Training provided to periodically review selected current operational procedures and techniques.

Runway Closure—Occurs when a condition requires restricting aircraft arrivals and departures for an extended period until corrected. (e.g., snow and ice removal operations, construction/repair activities, and aircraft mishaps).

Runway Condition Reading (RCR)—A numerical decelerometer reading relayed by air traffic controllers at Air Force and certain civil bases for use by the pilot in determining runway braking action. These readings are routinely relayed only to Air Force and ANG Aircraft.

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and takeoff of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. Runway incursions have the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. These are further classified into three operational categories:

(1) Operational Error (OE)—A failure of the air traffic control system that results in loss of separation.

(2) Pilot Deviation (PD)—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

(3) Vehicle/Pedestrian Deviation (V/PD)—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

Runway Surface Condition (RSC)—Identifies the condition of the runway surface when covered with slush, snow, ice or water.

Runway Suspension—Occurs when a short-term condition requires temporarily restricting aircraft arrivals and departures until corrected (e.g., in-flight/ground aircraft recovery operations, FOD removal, dispersal of severe bird/wildlife activity, snow and ice removal checks, aircraft arresting systems maintenance/configuration changes, airfield construction, pavement repair).

Scheduled Air Carrier—An air carrier that holds a scheduled air carrier certificate and provides scheduled service year-round between two or more points.

Senior Airfield Authority (SAA)—The SAA is an individual appointed by the component responsible for airfield operations at the direction of the joint force commander. The SAA is responsible for the control, operation, and maintenance of the airfield, to include deployable air traffic control and landing systems, the runways, associated taxiways, and parking ramps, as well as air, land, safety surfaces, and facilities of which proximity affects airfield operations.

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

Skill Level—The level of qualification within an awarded Air Force specialty, shown by the fourth digit of the Air Force Specialty Code.

Specialty Experience Identifier (SEI)—A three-character code that identifies special experience training not otherwise identified in the personnel data system. Specialty Experience Identifiers may permit rapid identification of individuals with special qualifications to meet peacetime assignments. They provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills.

Specialty Training Standard (STS)—An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge which an airman in that specialty may be expected to perform and identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted Air Force specialty. It further serves as a contract between Air Education and Training Command and the functional user to show the overall training requirements for an Air Force specialty code that are taught in formal schools and correspondence schools.

Stop Training—When a trainee is unable to accomplish knowledge based (including classroom instruction), simulator (including static scenarios), and On-the-Job Training (OJT) due to unforeseen events or inability to meet standards.

Supervisor of Flying (SOF)—A rated officer authorized by the flying unit commander to monitor and supervise current flight operations. A Supervisor of Flying may perform duties from the control tower.

Supplemental Training—Training for a portion of an Air Force Specialty without a change in AFSC. Formal training on new equipment, methods and technology that is not suited for on-the-job training.

Task—A unit of work activity or operation that forms a significant part of a duty. A task usually has clear beginning and ending points and directly observable or otherwise measurable processes, frequently but not always resulting in a product that can be evaluated for quantity, quality or fitness in the work environment. A task is performed for its own sake; that is, it is not dependent upon other tasks, although it may fall in a sequence with other tasks in a duty or job array.

Training Status Code—A coding system used by base education and training personnel to identify, change, and manage airman qualification and skill level upgrade processes. Refer to DAFMAN 36-2689, Attachment 2 for a listing of each training status code and definitions.

Unauthorized Landing—A landing at an Air Force airfield by a civil aircraft without prior authority (approved DD Form 2401, *Civil Aircraft Landing Permit* and 24 hours prior notice).

Wet Runway—When water is the only form of visible moisture on 25% or more of the runway surface area (whether in isolated areas or not).

Attachment 2

ANNUAL AIRFIELD COMPLIANCE AND SAFETY INSPECTION CHECKLIST

Table A2.1. Annual Airfield Compliance and Safety Inspection Checklist

AIRFIELD COMPLIANCE AND SAFETY INSPECTION CHECKLIST				
Airfield Name	Inspection Date	Y = Yes N = No, remarks required N/A = Used only when airfield facility or requirement is not available or applicable.		
FACILITIES – All items must be inspected unless a facility is not available.		Y	N	N/A
Section 1. Pavement Areas. REFERENCE: DAFMAN 13-204 V2, Tri-Service Pavement Working Group (TSPWG) M 3260-02.09-2, AFMAN 32-1041, UFC 3-260-01, and UFC 3-260-03, or applicable ICAO, NATO or Standardization Agreement (STANAG) standards. (e.g., Runways, Taxiways, Ramps, Aprons)				
1.1. Are pavement areas free of depressions and drain sufficiently to prevent ponding that obscures markings, attracts wildlife, or otherwise impairs safe aircraft operations such as hydroplaning?				
1.2. Are pavements free of excessive rubber deposits, loose aggregate, contaminants, or other foreign objects?				
1.3. Are pavement areas free of scaling, spalling, cracks, and surface variations such as bumps and low spots that could cause damage to aircraft, cut tires or cause tail hook skip?				
1.4. Are runway, taxiway, apron edges and pavement joints free of vegetation growth that impedes drainage or causes premature pavement deterioration?				
1.5. Are pavements free of holes that could impair directional control of aircraft or possibly damage a tire? Holes greater than 3” in diameter can damage small, high-pressure tires on trainer and fighter aircraft.				

<p>1.6. Are the pavement lips (the area between full-strength pavement and runway/taxiway/apron shoulders areas) no greater than necessary to allow water to drain off the pavement?</p>			
<p>1.7. Are primary pavements structurally capable of supporting the mission? (Review latest HQ Air Force Civil Engineer Center (HQ AFCEC) Pavement Evaluation Report)</p>			
<p>1.8. Is the HQ AFCEC airfield pavement evaluation report current? (Evaluation is ten years or less and reflects the latest repair/construction efforts affecting structural capacities at the time of the evaluation).</p>			
<p>1.9. Are runway friction characteristics adequate? (See latest HQ AFCEC Friction Characteristics Report)</p>			
<p>1.10. Is the HQ AFCEC airfield pavement condition index survey current? (Survey is five years or less, and reflects the latest repair/construction efforts affecting pavement condition at the time of the evaluation?)</p>			
<p>1.11. Is Pavement Condition Index (PCI) greater than 70? (See latest Pavement Condition Report) Pavement must have a Pavement Condition Index (PCI) equal to or greater than 70 to be rated adequate.</p>			
<p>Section 2. Airfield Safety Clearances and Apron Areas. REFERENCE: UFC 3-260-01, AFI 32-1015, and Air Force Handbook (AFH) 32-7084 or applicable ICAO, NATO or STANAG standards. (The inspection team must have a current copy of the airfield waiver file, including a map of the airfield annotated with the airfield imaginary surfaces, as well as all exemptions, waived items, and permissible deviations.)</p>			
<p>2.1. Are the runway lateral clearance zone (Class A: 500 feet; Class B: 1000 feet either side of the runway centerline) ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations and waived items) and graded to the requirements of UFC 3-260-01, Table 3-2., Items 12 – 14? In addition, F any erosion, unusual depressions that may indicate collapsed subsurface drainage structures or power ducts and/or rutting, caused by vehicles, or animals.</p>			
<p>2.2. Is the graded area of the clear zone cleared, grubbed of stumps and free of abrupt surface irregularities, ditches, and ponding areas? See UFC 3-260-01, Table 3-5. for additional information.</p>			

<p>2.3. Is the graded portion of the Clear Zone free of above ground structures, objects, or roadways with exception to those items listed within UFC 3-260-01, Appendix B Section 13? Land use within the remainder of the clear zone must comply with AFI 32-1015 and AFH 32-7084.</p>			
<p>2.4. Are all penetrations to airfield imaginary surfaces documented? Check airfield obstruction maps for accuracy and currency. See UFC 3-260-01, Table 3-7. for dimensions and slopes. Note: Trees must be removed or trimmed to ten feet below the point where they penetrate the imaginary surface.</p>			
<p>2.5. Are all violations along the taxiways documented? (The required clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line) is: Class A: Min 45.72m [150ft]; Class B: Min 60.96m [200ft] This area is to be clear of all fixed and mobile obstacles except as noted in UFC 3-260-01, Appendix B Section 13.</p>			
<p>2.6. Are all violations along the apron edges documented? (The required clearance from the apron boundary marking (double continuous 6-inch-wide yellow stripes with a 6-inch gap) to fixed or mobile obstacles is based on the most demanding aircraft that will use the apron. Compute this distance by multiplying 0.5 x the wingspan of the most demanding type of aircraft that will use the apron and add the appropriate wing tip clearance required by UFC 3-260-01, Table 6-1., item 5 or 6. Then subtract the distance from the taxilane centerline to the apron boundary marking to find the required clear distance. This distance is to be clear of all fixed and mobile obstacles except as specifically noted in UFC 3-260-01, Table 6-1. and Appendix B Section 13 for additional information.</p>			
<p>2.7. Are storm sewer system inlets and drainage channels free of debris? Note any standing water.</p>			
<p>2.8. Are manhole, handhole, drainage structures, inlet and sewer covers in place? Is the top surface of foundations, covers and frames at grade level (no more than 3-inches high)? (UFC 3-260-01, 3-9 and B13-2.2)</p>			

Section 3. Airfield Markings. REFERENCE: AFMAN 32-1040, and UFC 3-260-04 or applicable ICAO, NATO or STANAG standards.			
1. Are the following airfield markings properly depicted and sited in accordance with current criteria?			
2. Are markings free of peeled, blistered, chipped, or faded paint?			
3. Are markings clearly visible during the day and night?			
4. Are runway markings free of excessive rubber deposit build up?			
3.1. Runways			
3.1.1. Centerline			
3.1.2. Threshold			
3.1.3. Displaced Threshold			
3.1.4. Designation			
3.1.5. Side Stripes			
3.1.6. Touchdown Zone			
3.1.7. Fixed Distance (ICAO: Aiming Points)			
3.1.8. Aircraft Arresting System Warning			
3.1.9. Overruns			
3.2. Taxiways			
3.2.1. Centerline Stripe			
3.2.2. Instrument Holding Positions			
3.2.3. VFR Runway Holding Position			
3.2.4. Side Stripes			
3.2.5. Taxi lane Edge Stripes			

3.3. Apron			
3.4. Helipads (Perimeter/Identification/ Hospital)			
3.5. Parking Ramps			
3.6. Closed Pavements			
3.6.1. Permanently Closed Runways/Taxiways			
3.6.2. Temporarily Closed Runways/Taxiways			
3.6.3. Aprons			
3.7. Barricades			
3.8. Shoulders (Deceptive Surface):			
3.8.1. Runway			
3.8.2. Taxiway			
3.8.3. Apron			
3.9. INS Checkpoints			
3.10. Ground Receiver Checkpoints			
3.11. Compass Calibration Pad			
3.12. Expedient Airfield Markings.			
3.12.1. Landing Zone			
3.12.2. Minimum Operating Strip (MOS)			
3.12.3. Taxiway			

3.13. Airfield Vehicular Access roads. (See Federal Highway Administration Manual on Uniform Traffic Control Devices) Available for download at http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm .			
3.13.1. Are vehicular access roads leading to runways marked with a white “stop” bar at the normal positions for VFR or instrument hold lines?			
3.14. Are non-standard/additional markings approved and do not interfere with required airfield markings?			
Section 4. Airfield Signs. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.			
4.1. Are mandatory signs installed and properly sited in accordance with current criteria?			
4.2. Are informational signs properly sited in accordance with current criteria?			
4.3. Do all signs have the correct legend and orientation? Color coding? Easy to read? Illuminated for night operations?			
4.4. Are signs mounted on frangible couplings? Note any broken panels.			
4.5. Are signs clear of vegetation growth or dirt that obscures a vehicle operator or pilot’s view?			
4.6. Are appropriate sign sizes installed to correlate with the Instrument Landing System? (Type 3 size signs for Category (CAT) I Instrument Landing System (ILS) airfields, Type 1 or 2 signs can be used for CAT I/II/III)			
Section 5. Airfield Lighting. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.			

<p>5.1. Are all required lighting systems installed on the airfield based on the level of operation in accordance with UFC 3-535-01, Table 2-1A. Visual Facilities Air Force Airfield Requirements Matrix.</p> <p>5.2. Are elevated fixtures mounted on frangible couplings on the following lighting systems?</p> <p>5.3. Is the orientation of lenses within tolerances on the following lighting systems? Note: A light unit that appears dimmer or brighter is an indication the unit may be misaligned.</p> <p>5.4. Are the following lighting systems:</p> <p>a. operable?</p> <p>b. properly sited in accordance with current criteria?</p> <p>c. clear of vegetation growth and foreign material that obscures vehicle operators and pilot's view?</p> <p>Note: Use the letters a., b., and c. for the answers to these questions for each lighting system.</p>			
5.5. Approach Lighting Systems			
5.5.1. Approach Lighting System with Sequenced Flashing Lights (ALSF)-1			
5.5.2. Approach Lighting System with Sequenced Flashing Lights (ALSF)-2			
5.5.3. Short Approach Lighting System (SALS)			
5.5.4. Simplified Short Approach Lighting System (SSALR)			
5.5.5. Medium Intensity Approach Lighting System (MALSR)			
5.5.6. Runway End Identifier Lights (REIL)			
5.5.7. Precision Approach Path Indicator (PAPI)			
5.6. Runway Lighting Systems			
5.6.1. High Intensity Runway Lights (HIRL)			
5.6.2. Medium Intensity Runway Lights (MIRL)			

5.6.3. Threshold Lights			
5.6.4. Lights with Displaced Threshold			
5.6.5. Runway End Lights			
5.6.6. Runway Centerline Lights			
5.6.7. Touchdown Zone Lights			
5.6.8. CAT II and CAT III Lighting Systems (e.g., Centerline lights and Runway Guard lights)			
5.7. Taxiway Lighting			
5.7.1. Edge Lights			
5.7.2. Centerline Lights			
5.7.3. Runway Exit Lights			
5.7.4. Taxiway Hold Lights/Stop Bar			
5.7.5. Hold Position Edge Lights (Runway Guard Lights)			
5.7.6. End Lights			
5.8. Obstruction Lights			
5.9. Helipad Lights			
5.9.1. Perimeter Lights			
5.9.2. VFR Landing Direction Lights and Approach Lights			
5.9.3. Floodlights			
5.9.4. Approach Slope Indicator			
5.9.5. Identification Beacon			

5.9.6. Wind Direction Indicators			
5.10. Heliport Lights			
5.10.1. Heliport			
5.10.2. Rotary Wing Landing lanes			
5.10.3. Refueling Area Lights			
5.10.4. Hoverlane Lights			
5.11. Miscellaneous Lighted Visual Aids			
5.11.1. Airport Beacon			
5.11.2. Runway/Taxiway Retro-Reflective Markers			
5.11.3. Other Auxiliary Lights			
5.11.4. Apron/Security			
Section 6. Wind Cones. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.			
6.1. Are wind cone fabrics in good condition? Note: Wind cone fabric must not be badly worn, rotted, faded, or soiled.			
6.2. Does the wind cone assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement.			
6.3. Are wind cones illuminated? If so, are lights operable?			
6.4. Is the wind cone free of obscuring vegetation?			
6.5. Are wind cones sited in accordance with UFC 3-535-01?			
Section 7. Obstructions to Air Navigation. REFERENCE: Title 14 CFR Part 77, UFC 3-260-01 or applicable ICAO, NATO or STANAG standards.			

<p>7.1. Are all obstructions identified and documented? Note: Contact the Community Planner and TERPS for assistance in making this determination.</p>			
<p>7.2. Are all obstructions allowed (permissible deviations) or waived? Are they properly marked and lighted?</p>			
<p>Section 8. Arresting Systems. REFERENCE: AFMAN 32-1040, DAFMAN 32-1084, UFC 3-260-01, FC 3-260-18F or applicable ICAO, NATO or STANAG standards.</p>			
<p>8.1. Are unidirectional systems and nets located no closer than 35 feet from the threshold of the runway? Note: Runway threshold markings begin 20 feet inboard of the full-strength pavement; therefore, do not install a unidirectional system within 55 feet of the threshold markings.)</p>			
<p>8.2. Are energy absorbers (except BAK-13 and ship anchor chains) located below grade or at least 275 feet from the centerline of the runway pavement? BAK-13 installations may be as close as 150 feet from runway edge if installed in a semipermanent configuration. BAK-12 systems require 290 meters (950 feet), or 366 meters (1,200 feet) plus the length of the aircraft for unobstructed run out (See Flight Information Publication to determine local configuration). BAK-13 systems require 290 meters (950 feet) plus the length of the aircraft for unobstructed run out. Note: Runout from one system must not conflict with the cross-runway location of another system.)</p>			
<p>8.3. Are paved transitions and buried crushed stone ramps provided around the arresting system components located on the runway shoulders? Is the area over the fairlead tube finished to a grade of 1V: 30H or flatter? See AFMAN 32-1040 for additional information.</p>			
<p>8.4. Do the shelters used for above-grade systems comply with the requirements in AFMAN 32-1040 and UFC 3-260-01, Appendix B Section 13?</p>			
<p>8.5. Is the minimum effective pendant height greater than 1.5 inches? If the effective pendant height is 1.75 inches or less has a repair action been initiated? If the effective pendant height is less than 1.5 inches, has an emergency repair been initiated?</p>			
<p>8.6. Do aircraft arresting systems meet location and siting requirements?</p>			

8.7. Do arresting system cables have proper tension, doughnut spacing, and tie-downs? Are there any broken tie-downs?			
8.8. Is the pavements type the same in the critical area (the center 75 feet of pavement within 200 feet on either side of the cable)? Exception: This does not apply to installation of sacrificial polyethylene panels or to emergency systems located within the overrun.			
8.9. Is the pavement within 200 feet either side of the cable free of excessive paint build up that could cause a tail hook skip?			
Section 9. Other Hazards. REFERENCE: DAFI 91-202, DAFI 91-212, DAFI 31-101 or applicable ICAO, NATO or STANAG standards.			
9.1. Are all Bird/Wildlife hazards and habitat control identified and management control measures in place?			
9.2. Is the airfield a controlled area (security, fencing, and barricades) to prevent unauthorized access?			
Section 10. Local Information/Hazardous REFERENCE: WING/BASE INSTRUCTIONS			
Comments			
<i>(Name, Rank, Title, Signature and Agency/office symbol)</i>			
<i>Inspection Team</i>		<i>Coordination</i>	
RM Certification: I have reviewed the results of the airfield compliance/safety inspection and have determined it to be accurate and the deficiencies noted have acceptable risk control measures and determined to be the minimum acceptable risk.			

DATE:	NAME (TYPE/PRINT Name, Rank and Title):	OG/CC Signature:
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	MSG/CC Signature:
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	WG/CC Signature:

Attachment 3

AIRFIELD MANAGEMENT AIRFIELD LIGHTING CHART

Table A3.1. Airfield Management Airfield Lighting Chart

AIRFIELD MANAGEMENT AIRFIELD LIGHTING CHART				
Lighting System	Lighting Sub-System or Component	Allowable Outage	Q-Code Combination/NOTAM Text	Notes
APPROACH LIGHTS				
APPROACH LIGHT SYSTEM WITH SEQUENCED FLASHING LIGHTS (ALSF-1)				
	Overall System	15%	(QLAAS) Approach Lighting System (Specify Runway and Type) Unserviceable	1, 2, 3, and 4
	Pre-Threshold	20%	(QLAAS) Approach Lighting System Pre-Threshold Lights (Specify Runway) Unserviceable	1 and 2
	Terminating Bar	35%	(QLAAS) Approach Lighting System Terminating Bar (Specify Runway) Unserviceable	1 and 2
	1,000 Foot Bar	35%	(QLAAS) Approach Lighting System 1,000-Foot Bar (Specify Runway) Unserviceable	1 and 2
	Centerline Light Bar	10% or 3 Barrettes out (5 lamp bar is considered out when three or more lamps are out)	(QLAAS) Approach Lighting System Centerline Lights (Specify Runway) Unserviceable	1 and 2
	Sequenced Flashing Lights (SFLs)	20%	(QLFAS) Sequenced Flashing Lights (Specify Runway) Unserviceable (QXXAS) Category I Components of Approach	1, 2, and 4

			Lighting System (Specify Runway) Unserviceable	
APPROACH LIGHT SYSTEM WITH SEQUENCED FLASHING LIGHTS (ALSF-2)				
	Overall System	15%	(QLAAS) Approach Lighting System (Specify Runway and Type) Unserviceable	1, 2, 3, and 4
	500 Foot Bar	20%	(QLAAS) Approach Lighting System 500-Foot Bar (Specify Runway) Unserviceable	1 and 2
	1,000 Foot Bar	20%	(QLAAS) Approach Lighting System 1,000-Foot Bar (Specify Runway) Unserviceable	1 and 2
	Side Row Lights	20%	(QLAAS) Approach Lighting System Side Row Lights (Specify Runway) Unserviceable	1 and 2
	Centerline Light Bar Inner 1500ft	20% or 3 Barrettes out (5 lamp bar is considered out when three or more lamps are out)	(QLAAS) Approach Lighting System Centerline Inner Lights (Specify Runway) Unserviceable	1 and 2
	Centerline Light Bar Outer 1500ft	20% or 3 Barrettes out (5 lamp bar is considered out when three or more lamps are out)	(QLAAS) Approach Lighting System Centerline Outer Lights (Specify Runway) Unserviceable	1 and 2
	Sequenced Flashing Lights (SFLs)	20%	(QLFAS) Sequenced Flashing Lights (Specify Runway) Unserviceable	1, 2, and 4
			(QLKAS) Category II Components of Approach Lighting System (Specify Runway) Unserviceable	

			(QXXAS) Category III Components of Approach Lighting System (Specify Runway) Unserviceable	
SIMPLIFIED SHORT APPROACH LIGHTING SYSTEM WITH RUNWAY ALIGNMENT INDICATOR LIGHTS (SSALR)				
	Overall System	15%	(QLAAS) Approach Lighting System (Specify Runway and Type) Unserviceable	1, 2, 3, and 4
	1,000 Foot Bar	30%	(QLAAS) Approach Lighting System 1,000 Foot Bar (Specify Runway) Unserviceable	1 and 2
	Centerline Light Bar	20% or 1 Barrette out (5 lamp bar is considered out when three or more lamps are out)	(QLAAS) Approach Lighting System Centerline Lights (Specify Runway and Type) Unserviceable	1 and 2
	Runway Alignment Indicator Lights (RAILs)	20%	(QLJAS) Runway Alignment Indicator Lights (Specify Runway) Unserviceable	1, 2, and 4
			(QXXAS) Category I Components of Approach Lighting System (Specify Runway) Unserviceable	
MEDIUM INTENSITY APPROACH LIGHT SYSTEM WITH RUNWAY ALIGNMENT INDICATOR				

LIGHTS (MALSR)				
	Overall System	15%	(QLAAS) Approach Lighting System (Specify Runway and Type) Unserviceable	1, 2, 3, and 4
	1,000 Foot Bar	30%	(QLAAS) Approach Lighting System 1,000-Foot Bar (Specify Runway) Unserviceable	1 and 2
	Centerline Light Bar	20% or 1 Barrette out (5 lamp bar is considered out when three or more lamps are out)	(QLAAS) Approach Lighting System Centerline Lights (Specify Runway and Type) Unserviceable	1 and 2
	Runway Alignment Indicator Lights (RAILs)	20%	(QLJAS) Runway Alignment Indicator Lights (Specify Runway) Unserviceable	1, 2, and 4
			(QXXAS) Category I Components of Approach Lighting System (Specify Runway) Unserviceable	
SHORT APPROACH LIGHTING SYSTEM (SALS)				
	Overall System	15%	(QLAAS) Approach Lighting System (Specify Runway) Unserviceable	1, 2, and 3
	Pre-Threshold	20%	(QLAAS) Pre-Threshold Lights (Specify Runway) Unserviceable	1 and 2
	Terminating Bar	35%	(QLAAS) Terminating Bar (Specify Runway) Unserviceable	1 and 2

	1,000 Foot Bar	30%	(QLAAS) 1,000-Foot Bar (Specify Runway) Unserviceable	1 and 2
	Centerline Light Bar	20% or 2 Barrettes out (5 lamp bar is considered out when three or more lamps are out)	(QLAAS) Centerline Lights (Specify Runway) Unserviceable	1 and 2
RUNWAY LIGHTS				
Runway				
Runway End Identifier Lights (REILs)		None	(QLIAS) Runway End Identifier Lights (Specify Runway) Unserviceable	1, 2, 3, and 4
Threshold Lights	Overall (Including Gated)	25%	(QLTAS) Threshold Lights (Specify Runway) Unserviceable	1, 2, 3, and 4 Note: 25% lights out is for Visual Flight Rules (VFR) or non-precision Instrument Flight Rules (IFR) runways. For precision runways 10% allowable.
End Lights		25%	(QXXAS) Runway End Lights (Specify Runway) Unserviceable	1, 2, and 3
Runway Edge Lights	Overall	15%	(QLEAS) Runway Edge Lights (Specify Runway) Unserviceable	1, 2, 3, and 4
	Medium Intensity		(QLMAS) Medium Intensity Runway Lights (Specify Runway) Unserviceable	
	High Intensity		(QLHAS) High Intensity Runway Lights (Specify Runway) Unserviceable	

			(QMRLN) Runway (Specify Runway) Closed To All Night Operations	
Runway Centerline Lights		10% or 4 consecutive lights	(QLCAS) Runway Centerline Lights (Specify Runway) Unserviceable	1, 2, 3, and 4
			(QIUAS) ILS Category III (Specified Runway) Unserviceable	
Runway Touchdown Zone Lights		10% on either side or two adjacent bars	(QLZAS) Runway Touchdown Zone Lights (Specify Runway) Unserviceable	1, 2, 3, and 4
			(QIUAS) ILS Category III (Specified Runway) Unserviceable	
Runway Distance Remaining Signs (RDRs) Lighted		None	(QGXGM) Runway Distance Remaining Signs (RDR) Not Illuminated	1 and 2
TAXIWAY LIGHTS				
Taxiway				
	Edge Lights	15%	(QLYAS) Taxiway Edge Lights (Specify Taxiway) Unserviceable	1, 2, and 3
			(QMXLT) Taxiway (Specify) Limited To... (Specify)	
	Centerline Lights	10%	(QLXAS) Taxiway (Specify Taxiway) Centerline Lights Unserviceable	1, 2, 3, and 4 For CAT III runways, denies operations below RVR 600 unless alternate procedures have been approved by Air Traffic and Flight Standards Services.
			(QMXLT) Taxiway (Specify) Limited To... (Specify) (QXXXX)	

	End Lights	None	(QLXXX) Taxiway (Specific Lights) End Lights Unserviceable	1 and 2
GUARD LIGHTS				
Runway and Taxiway Guard Lights				
	Elevated Runway Guard Lights	1 lamp out	(QXXAS) Elevated Runway Guard Light (Specify Taxiway) Unserviceable	1, 2, and 3
	In-Pavement Runway Guard Lights	3 lamps out per location	(QXXAS) In-Pavement Runway Guard Light (Specify Taxiway) Unserviceable	1, 2, and 3
	Runway Stop Bar Lights	3 lamps out per location	(QMOAS) Stop Bar (Specify Taxiway) Unserviceable	1, 2, and 3
	Taxiway Clearance Bar Lights	1 lamp out	(QXXAS) Taxiway Clearance Bar (Specify Taxiway) Unserviceable	1 and 2
VISUAL GLIDE SLOPE INDICATORS				
Visual Glide Slope				
	Precision Approach Path Indicator (PAPI)	1 light per box	(QLPAS) Precision Approach Path Indicator (PAPI) (Specify Runway) Unserviceable	1, 2, and 3
	Chase Helicopter Approach Path Indicator (CHAPI)	None	(QLUAS) Helicopter Approach Path Indicator Unserviceable	1, 2, and 3
BEACON-OB-WIND INDICATOR SIGNS				
Beacon				
	Rotating	None	(QLBAS) Aerodrome Beacon Unserviceable	1 and 2
	Identification/Code	None	(QLBAS) Aerodrome Beacon Unserviceable	1 and 2
Obstruction Lights				
	Fixed Obstruction Lights	None in a single lamp globe; 1 lamp in a double lamp globe	(QOLAS) Obstacle Lights On... (Specify) Unserviceable	1, 2, and 5

	Flashing Hazard Beacon	None	(QOLAS) Obstacle Lights On... (Specify) Unserviceable	1, 2, and 5
	Rotating Hazard Beacon	None	(QOLAS) Obstacle Lights On... (Specify) Unserviceable	1, 2, and 5
Wind Indicator				
	Wind Cone	Variable lamp outages; must be illuminated if intended for use at night; fabric color must be highly visible and contrast with surrounding; rotate freely	(QFWAS) Wind Direction Indicator (Specify Runway) Unserviceable	1 and 2
Airfield Signage				
		Inscription must be legible; must be illuminated if intended for use at night	(QXXAS) (Specify Type and Location of Sign) Unserviceable	1 and 2
HELIPAD-HELIPORT				
Helipad/Heliport Lighting				
	Perimeter Lights	2 lamps out; no 2 adjacent lamps out; no corner lamp out	(QXXAS) Helipad Lighting (Specify Location) Unserviceable	1, 2, and 3
			(QLWAS) Heliport Lighting Unserviceable	
			(QXXLT) Helipad (Specify Location) Limited To... (Specify)	
			(QFPLT) Heliport Limited To... (Specify)	
	Landing Direction Lights	1 lamp out	(QXXAS) Landing Direction Lights Unserviceable	1 and 2
	Approach Direction Lights	No 2 adjacent or consecutive lamps out	(QXXAS) Approach Direction Lights Unserviceable	1 and 2

	Instrument Meteorological Conditions (IMC) Approach Lights	10% random lamps out; no 2 adjacent or consecutive lamps out	(QLAAS) Approach Lighting System (Specify Runway and Type) Unserviceable (QXXLT) Approach Lighting System (Specify Location) Limited To... (Specify) (QFPLT) Heliport Limited To...(Specify)	1, 2, 3, and 4
EALS				
Emergency Airfield Lighting System (EALS)				
	Approach Lights	25%; no 2 consecutive lamps out in the same bar; 1 flasher	(QLAAS) Approach Lighting System (Specify Runway and Type) Unserviceable	1, 2, and 3
	Threshold	None	(QLTAS) Threshold Lights (Specify Runway) Unserviceable	1, 2, and 3
	End Lights	1 lamp out	(QXXAS) Runway End Lights (Specify Runway) Unserviceable	1, 2, and 3
	Runway Edge Lights	15%	(QLEAS) Runway Edge Lights (Specify Runway) Unserviceable (QMRLT) Runway (Specify Runway) Limited To... (Specify)	1, 2, and 3
	Precision Approach Path Indicator (PAPI)s	None	(QLPAS) Precision Approach Path Indicator (PAPI) (Specify Runway) Unserviceable	1, 2, and 3
	Taxiway Edge Lights	15%	(QLYAS) Taxiway Edge Lights (Specify Taxiway) Unserviceable (QMXLT) Taxiway (Specify) Limited To... (Specify)	1, 2, and 3

	Obstruction Lights	None	(QOLAS) Obstacle Lights On... (Specify) Unserviceable	1, 2, and 5
NOTES				
When allowable outages are exceeded, take the following actions:				
<p>1. Document discrepancy accordingly and issue the appropriate NOTAM(s).</p> <p>2. Notify Airfield Lighting</p> <p>3. Turn-off affected lighting system. Notify the AFM, AOF/CC, OSS/CC, and OG/CC (or equivalents) as necessary.</p> <p>a. The Installation Commander (Senior Airfield Authority if different than the Installation Commander at Joint Base locations) is the waiver authority for leaving the airfield lighting system on for a period not to exceed 24 hours. The respective MAJCOM/A3 is the waiver authority for periods greater than 24 hours.</p> <p style="padding-left: 40px;">NOTE 1: Waiver authority may not be delegated.</p> <p style="padding-left: 40px;">NOTE 2: Waiver only extends to those flying units which fall under the MAJCOM/A3's authority.</p> <p style="padding-left: 40px;">NOTE 3: Civil aircraft operations are prohibited; flying units which do not fall under the purview of the Installation Commander and/or MAJCOM/A3 are prohibited; other DoD components are prohibited unless approved by their respective waiver authority.</p> <p>b. MAJCOMS are: ACC, AETC, AFDW, AFGSC, AFMC, AFRC, AFSOC, AFSPC, AMC, DIA, NGB, PACAF, and USAFE. Commander Air Force forces (COMAFFORs) in the grade of O-8 or higher in Combatant Commands (CCMDs) are considered MAJCOM commanders only for forces under their operational control to support the launch/recovery of aircraft assigned to their respective MAJCOM. Civil aircraft operations are prohibited; other DoD components are prohibited unless approved by their respective waiver authority.</p> <p>4. Notify TERPs to determine impact to instrument procedures, send NOTAMs accordingly.</p> <p>5. NOTAMs pertaining to unlit obstructions/obstacles must contain specific attributes outlined in Federal Aviation Administration Order (FAAO) JO 7930.2, 5-2-3. OBSTACLES, Items 5- 10.</p>				
References				
FAA AC 150/5340-26C, Maintenance of Airport Visual Aid Facilities, FAAO JO 6850.5D, Maintenance of Lighted Navigational Aids, FAAO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), FAAO JO 7930.2, Notices to Airmen (NOTAM) and AFMAN 11-225, United States Standard Flight Inspection Manual				