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**Space, Missile, Command, and Control**

**FUNCTIONAL MANAGEMENT  
OF AIRFIELD OPERATIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Michael Hughes)  
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**AFI 13-204 is supplemented as follows:**

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

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

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

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

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

1.6.2.3.3. (Added) Trusted agent status and responsibilities.

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

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

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

**2.3. Airfield Operations Officer (13MX) Duty Titles, General Responsibilities, Mandatory Qualifications, Proficiency Requirements and Withdrawal.** The quality assurance evaluator (QAE) is the focal point for airfield management (AM) contract locations. Address all AOF personnel complaints and/or concerns to the AM QAE, not the contractor.

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

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

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

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

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

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

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

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

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

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

**4.3. Air Traffic Control and Landing Systems (ATCALS) Evaluation Program.** Submit ATCALS evaluation requests to HQ AETC/DOYF by 30 June each year. HQ AETC/DOYF input will include, but is not limited to, unit requests for ATCALS evaluations. Submit requests for baseline ATCALS evaluations to HQ AETC/DOYF. Detailed documentation is required. **NOTE:** Coordinate closely with local