



**FUNCTIONAL MANAGEMENT OF AIRFIELD
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 12
Distribution: F

Air Force Instruction (AFI) 13-204, *Functional Management of Airfield Operations*, 30 Mar 03, is supplemented as follows and the supplement is applicable to the Air National Guard (ANG). This supplement outlines ANG implementation of the requirements of AFI 13-204. **NOTE:** For the purpose of this directive, the Office of Primary Responsibility (OPR) for ANG Air Traffic Control (ATC) Systems Division is ANG/C4A. Send recommended changes to this supplement to ANG/C4A, 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

1.5.1. (Added) This applies to National Guard members when engaged in training or duty under Title 5, Title 10 or Title 32 status for training, provided the ANG unit accomplishes the required coordination prior to execution of the training activity. The Westfall Act applies, provided the National Guard unit has properly scheduled and then conducted the training under Title 32 or Title 10 status.

1.5.2. (Added) The Westfall Act does not apply to persons not in Title 5, Title 10 or Title 32 status for federal training or duty; such as National Guard members who are on state active duty or those in a volunteer status without orders, or engaging in training activities that have not been approved by ANG/C4A.

1.5.3. (Added) Individuals not in federal status may not provide ATC services in any ANG ATC facility.

1.6.2.9. There are three separate and distinct boards. The unit conducts an Air Traffic Control and Landing Systems (ATCALs) Review Board and submits the results to ANG/C4A within the first ten calendar days of March, June, September, and December. Using minutes from unit boards, ANG/C4A will conduct a major command (MAJCOM) ATCALs Review Board. The minutes from the MAJCOM board are forwarded to Headquarters Air Force Flight Standards Agency, Director of Airfield Operations (HQ AFFSA) as described above.

1.6.2.9.1. (Added) All ANG units with ATCALs Maintenance responsibilities are required to conduct ATCALs Review Boards using the agenda specified in Attachment 2.

1.6.2.9.2. (Added) ATC/Meteorological and Navigational Aids (METNAV) QAEs will ensure they collect all the required data above for each of their locations and forward that data to ANG/ATCALs Main-

tenance Branch (C4AM) no later than the 15th of March, June, September, and December each calendar year.

1.6.2.9.3. (Added) ANG Unit ATCALS Review Board. The degree of participation may vary at locations where the ANG is not responsible for all ATCALS systems. The ATCS/CC or equivalent ATC level representative chairs the Unit ATCALS Review Board. The chairperson will appoint sufficient members to identify and resolve operational issues that reside within ANG control. FAA/Contract Maintenance participation is encouraged at locations where ATCALS equipment is the property of or maintained by another agency.

1.6.2.9.4. (Added) One copy of MAJCOM ATCALS Review Board minutes will be sent to all ANG participating units and other agencies as requested. Units shall review these minutes and document discrepancies in their minutes.

2.2. ANG tactical units are organized in ATCS to meet both fixed and deployed requirements. The ATCS is comprised of duty positions as defined in appropriate ATCS Manning Documents. Qualifications and responsibilities are defined in later paragraphs.

2.3.1.1. **NOTE** : Officers, civilians and senior noncommissioned officers (SNCOs), at ANG locations where they are only in charge of the ATC operation, shall use the duty title "Air Traffic Manager (ATM)." Those AOF/CC responsibilities in AFI 13-203, *Air Traffic Control*, which are strictly ATC-related, also apply to the ATM.

2.3.1.2. Qualifications: The requirement for 18-month experience does not apply to the ANG as the ATCS structure does not include AOF/DO or AOF/SO positions.

2.3.1.2.1. (Added) ATMs must hold AFSCs 13MX, 1C100, 1C191, 1C171, or GS-2152.

2.3.2. These positions are not applicable to the Air National Guard.

2.3.3. **Certification/Rating Requirements for ATCS Personnel.** These titles and requirements also apply to Moffett Federal Airfield, Springfield-Beckley Municipal Airport, Alpena and Volk CRTCs.

2.3.3.5. (Added) Guard specific positions of ATCS/CC, ATM, and Chief, ATC Operations (CATCO) shall meet applicable requirements stated above.

2.4.4. At locations where no OG/CC exists, an equivalent level of authority becomes responsible for this task. (Alpena CRTC/DO, Volk CRTC/DO, and 299 RCS/CC, 235 ATCS/CC, 258 ATCS/CC, 259 ATCS/CC, 297 ATCS/CC).

2.4.10. ATC/METNAV QAE: The ATC/METNAV QAE works directly for ANG/Air Traffic Control Operations and Training (C4AO), and oversees compliance with contract requirements. NOTE: See AFMAN 64-124, *Performance-Based Service Contracts* (PBSC).

2.4.13. (Added) ATC Squadron Commander (ATCS/CC): This position is located in an ATCS with responsibility for functions in support of tactical and fixed ATC. Qualifications are identical to those specified for the AOF/CC.

2.4.14. (Added) Chief, ATC Operations (CATCO): The CATCO is responsible for overall tactical ATC operations during Unit Training Assemblies (UTA), exercises, contingencies, and deployments, in accordance with this instruction, AFMAN 13-220, *Deployment of Airfield Operations*, and other publications as applicable. The CATCO reports to the ATCS/CC.

2.4.14.1. (Added) Qualifications:

2.4.14.1.1. (Added) Complete AT-M-11, *ATC Officer Training Guide*, within six months of arrival at the first duty location. Document completion in section III of the AF Form 623.

2.4.14.1.2. (Added) Complete AT-M-10, *Airfield Management Training Guide*, within one year after completion of AT-M-11. Document completion in section III of the AF Form 623.

2.4.14.2. (Added) Responsibilities: Will closely match those of the ATM and be tailored to meet wartime taskings. These responsibilities will be specified in writing by the ATCS/CC.

2.4.15. (Added) Chief Air Traffic Manager (CATCM): The CATCM reports to the CATCO.

2.4.15.1. (Added) Qualifications:

2.4.15.1.1. (Added) Must hold AFSC 1C100, or be assigned to the 1C100 slot on the Unit Manning Document (UMD).

2.4.15.1.2. (Added) Must obtain position certification in an operating position in the ATC facility of choice within six months of assignment to the CATCM position and maintain proficiency.

2.4.15.2. (Added) Responsibilities:

2.4.15.2.1. (Added) The CATCO will define the responsibilities of the CATCM in writing.

2.4.15.2.2. (Added) Acts as the interface between the CATCO and the ATC Unit Type Codes (UTCs).

2.4.15.3. (Added) Assumes duties of CATCO in the CATCOs absence.

2.4.16. (Added) Qualified Controller.

2.4.16.1. (Added) Qualifications: Must hold at least AFSC 1C151 or GS-2152 and be position certified/facility rated.

2.4.17. (Added) Position Assignment. Selection as CCTLR, WS, SC, CATCT, CSE, TSN, or coordinator should not be based solely on rank but based on the best overall qualifications for the position.

2.4.18. (Added) Certification Requirements for ANG Air Traffic Controllers. Because of the diverse air traffic control experience of both the full-time and traditional workforce, the following guidance is provided to identify the specific ratings/certifications required for each:

2.4.18.1. (Added) Traditional guardsmen without any air traffic control experience:

2.4.18.1.1. (Added) If this individual was facility-rated at home station as a result of formal upgrade/qualification training, they must meet one of the following:

2.4.18.1.1.1. (Added) Using control 001 days, remain on active-duty until award of a facility rating in the UTC tasked facility.

2.4.18.1.1.2. (Added) Using control 001 days in combination with UTA, achieve position certification in Air Expeditionary Forces (AEF) tasked position (i.e. ground control/flight data or radar final control (RFC) for radar).

2.4.18.1.1.3. (Added) Using only UTAs to complete training requirements require, as a minimum, a position certification in the AEF tasked position.

2.4.18.2. (Added) Traditional guardsmen with current air traffic control experience (FAA/contract/ANG with certificate of availability):

2.4.18.2.1. (Added) If an individual is currently employed where their duties involve air traffic control on a regular basis, they must meet one of the following:

2.4.18.2.1.1. (Added) Using control 001 days, obtain a facility rating in the UTC tasked facility.

2.4.18.2.1.2. (Added) Using control 001 days in combination with UTAs, obtain position certification in AEF tasked position(s) in assigned UTC. Note: Once position certifications are obtained, the CCTLR may reduce the proficiency requirements by a maximum of 50%. These reductions are based on the individual controlling traffic in a like facility.

2.4.18.3. (Added) Full-time, Title 32:

2.4.18.3.1. (Added) Individual must be facility-rated in UTC assignment.

2.4.18.4. (Added) Full-time ATC personnel (not assigned to a specific radar/tower UTC):

2.4.18.4.1. (Added) Individual must be position certified in an AEF-tasked position. Note: Civil service pay grade is contingent on a GS-11 being dual-rated, GS-10 being rated tower-only.

2.5.4. DoD 1200.7 classifies Title 5 ATC and maintenance positions as “key positions.” This directive restricts personnel in this category from being members of the reserve forces, unless approved by the functional manager, ANG/C4A. ANG/C4AT may issue Certificates of Availability to personnel in this category provided the number does not exceed 15% of the total number of Title 5 personnel in each specialty within each unit or one, whichever is greater. Certificates of Availability will not be granted for individuals holding the ATM duty title/position.

2.6. The following are applicable ATC SEIs: **053** (GCA), **054** (GCA WS/SC), **055** (Control Tower WS/SC), **056** (Control Tower), **350** (Airspace Management), **361** (TERPS), **362** (RAPCON WS/SC), **364** (RAPCON), **365** (RFC), **367** (ATCSS), and **900** (Combat Airspace Manager).

3.2. ANG/C4A is responsible for the provision of ATC service at ANG flying locations determined to have a requirement for contracted service. ANG/C4AO develops the ATC Performance Work Statements (PWS)/Statements of Work (SOW), for use at those locations, and manages the QAE program. The PWS shall be developed and administered IAW AFI 63-124, *Performance Based Service Contracts (PBSC)*.

3.2.1. (Added) ATC/METNAV QAEs will provide ANG/C4AO a draft PWS/SOW (to include site specific tabs) at least nine months prior to the expiration of a current contract. The assigned QAE will draft a site-specific PWS/SOW tab for a proposed additional site within six months of the projected starts date. Proposed contract modifications, along with the QAEs recommendation, considerations or concerns will be forwarded to ANG/C4AO for coordination with ANG/C4 Contract Management Branch (C4PC) and ultimately NGB/AQ.

3.2.2. (Added) ATC/METNAV QAE duties include, but are not limited to:

3.2.2.1. (Added) Evaluating and documenting contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP).

3.2.2.2. (Added) Notifying the Contracting Officer of any significant performance deficiencies.

3.2.2.3. (Added) Maintaining surveillance documentation.

3.2.2.4. (Added) Recommending improvements to the QASP and the Statement of Work throughout the life of the contract

3.2.2.5. (Added) QAE Coordination Requirements. ATC/METNAV QAE will provide all quality assurance inspection schedules, receiving reports, contract discrepancy reports (CDR), and other documentation as required by NGB/AQC.

4.1.2. Forward indexes in January.

4.2.1. (Added) As described in AFI 13-218/ANG Sup 1, the Facility Operations Guide (FOG) provides managers with an effective tool for identifying deficiencies in the ATC system. All facilities will complete the ANG FOG within 60 days of receipt, prior to an ATSE, and at least annually.

4.3. POC is ANG/C4AM.

4.3.1. (Added) ATC units will submit evaluation requests to reach ANG/C4AM NLT 30 June each year. Include all information listed for MAJCOM input. ANG/C4A input will include, but is not limited to, unit requests for ATCALs evaluations.

4.3.2. (Added) The OPR of ATCALs maintenance at bases requiring or receiving an ATCALs evaluation will accomplish the following:

4.3.2.1. (Added) Advise ANG/C4AM when encountering deficiencies, which are beyond local unit's capability, require maintenance assistance, require engineering assistance and/or ATCALs evaluation.

4.3.2.2. (Added) Submit requests for base line ATCALs evaluations to ANG/C4AM. Detailed documentation is needed.

4.3.2.3. (Added) Coordinate with ANG/C4AM and the designated evaluation activity to establish exact dates for scheduled evaluations as determined by operational requirements, the evaluation team, flight inspection aircraft availability and conflicting situations such as runway construction, exercises, etc.

4.3.2.4. (Added) Ensure all equipment scheduled for a base line evaluation is operational and performing IAW T.O. specifications prior to the evaluation teams arrival.

4.3.2.5. (Added) Ensure qualified maintenance personnel are available during the evaluation.

4.3.2.6. (Added) Respond to the evaluation notification letter as requested by the evaluation activity. Send an information copy to ANG/C4AM.

4.3.2.7. (Added) Arrange for equipment downtime required for the evaluation as requested in the notification letter/message.

4.3.2.8. (Added) Immediately notify the evaluation activity and ANG/C4AM of any condition that will delay the start or have a serious impact on the outcome of the evaluation. Follow the telephone notification with message notification.

4.5.1.7. Include documentation of PAR and ASR approach training using the Precision Approach Radar Training Simulator (PARTS) for all personnel in the minutes.

4.5.1.12. Include the date of evaluation on all periodic facility evaluations, special evaluations and position certifications.

4.5.2. Distribute TRB minutes within 10 workdays after the board meeting.

4.7.2.1. At Alexandria International Airport, Johnstown-Cambria County Airport, Stanly County Airport, and Kalaleoa Airport, the AOB will be chaired by the Airport Manager. Additionally, appoint the ATCS/CC and Chief of Maintenance (COM) or civilian equivalent as a mandatory member of the airfield operations board.

- 4.7.3.3. Format minutes IAW **Attachment 5 (Added)** and forward an electronic copy to ANG/Air Traffic Requirements Branch (C4AR).
- 4.8.3. At joint use/civilian airfields, in addition to the flying squadron, assign a primary controller as liaison to each fixed base operator or air carrier operations office.
- 4.10.7. The ATM or designated representative shall report all Mishaps/ Hazardous Air Traffic Reports (HATR) (civilian or military) to the ANG Operations Center (1-800-443-2985, ext 1) within four hours. The ANG/C4A developed Mishap/HATR checklist shall be accomplished and forwarded via e-mail or facsimile to ANG/C4AO within 12 hours.
- 4.10.7.1. (Added) Mishap reporting shall be IAW AFI 91-204 for military and civilian incidents. Each ANG ATC function located on a Part 139 airport shall ensure a LOP is developed outlining detailed FAA/NTSB notification and follow-up procedures for civil aircraft mishaps.
- 4.10.7.2. (Added) HATR reporting shall be IAW AFI 91-202 for military and civilian incidents. Official HATR reports shall go through each unit's wing/host base Chief of Safety Office.
- 4.13.1. At locations where other agencies are tasked to provide recorder support, tape custodial responsibilities shall be defined in an LOA.
- 4.13.2. Though the tape custodian is not required to actually make tape reproductions, he/she must certify the reproduction.
- 4.17. When an ANG unit receives a MFD, notify ANG/C4AO via e-mail or facsimile as soon as possible. Forward copies of final reports to ANG/C4AO.
- 6.2.2. ANG deployable ATCALs are not to be considered for inclusion in the NAS.

Chapter 7 (Added)

RESOURCE UTILIZATION

7.1. (Added) Proficiency Training (PT) Days . PT days are fenced to support continuing ATC training and proficiency and are downloaded to ANG/Resources and Budget Branch (C4PB) at the beginning of each fiscal year. These days are issued to units quarterly. Use PT days for ATC operations and ATC support functions only.

7.2. (Added) Special Training (ST) Days . ST days supplement PT days to maintain and increase the proficiency and readiness level of ATCALS personnel. ST days are issued quarterly to those units that have operational home station training facilities.

7.3. (Added) Tracking . ATCS/CC (299 RCS/DO, CRTC/AT) is responsible for proper unit management of PT and ST days and associated dollars. Units must maintain a log for tracking days and dollars usage. Track usage on an individual basis.

7.4. (Added) Authorized Usage . Workday Utilization shall be in accordance with ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*.

7.4.1. (Added) ST days are issued quarterly for facility rated controllers to obtain and maintain proficiency and for support personnel to provide the equipment/facilities for controller training. Ensure individuals use all 30 authorized PTs before the end of the fiscal year if ST days are also used.

7.4.2. (Added) PT days should be used when less than eight hours duty is performed. A minimum of four hours is required and greater length training periods are strongly encouraged to maximize resource utilization.

7.4.3. (Added) ATCALS personnel who are required to work additional hours in support of ATC training are authorized use of PT workdays in conjunction with their normal workday. ST days can be used in conjunction with their workweek.

7.4.4. (Added) Prepare ST orders only for days when actual training will be performed. Use ST days in one to five day increments. Do not use these days continuously, to include off-days or holidays. Individuals living outside the commuting distance or on CTL001 days are exceptions.

7.5. (Added) Request Coordination . Units submit requests for PT, ST days, formal schools training (FST), and associated funds to ANG/C4AR.

7.5.1. (Added) Units justify and request ST days quarterly. Requests should reach ANG/C4AR by the 10th workday of each month preceding the quarter.

7.5.2. (Added) Submit requests for the next quarter using the Unit Days and Dollars Request Worksheet and Appendix B of the ANG Financial Guide. Forward, electronically, to both the Host Base Comptroller and ANG/C4AR. Include the following in unit requests:

7.5.2.1. (Added) Individuals name.

7.5.2.2. (Added) Number of ST days requested and associated military personnel (MIL PERS), if required (include justification in the remarks section).

7.5.2.3. (Added) PT Days utilized.

7.5.3. (Added) Control Codes/Workday Utilization Code (WUC). The following control codes will be used to identify the type use of the ST days:

7.5.3.1. (Added) 001 - "Initial" facility rating (ANG/DPT school days for controllers only). CTL001 ST days for may be issued for more than one quarter but will not exceed the projected upgrade time. **NOTE:** Use CTL001 ST days for Initial Facility Ratings only (they may be used prior to the required quarterly use of PT days). ST Days will not be used for dual ratings/certifications.

7.5.3.2. (Added) 002 - Home station proficiency.

7.5.3.3. (Added) 003 - Home station facility/training support (i.e. trainers/monitors, CSE conducting certification evaluation, maintenance/administration support in direct support of ATC training).

7.5.3.4. (Added) 004 - ATCALs Radar Maintenance follow-on training (60 days).

7.5.3.5. (Added) 005 - Other ATC support.

7.5.4. (Added) PT/ST Funding: Funds required to support PT/ST days should be broken down per quarter using the same control codes and identified as MIL PERS or Operation and Maintenance (O&M). **NOTE:** Units should coordinate with their host budget analyst for receipt of funds. Days and dollars will be downloaded directly to the host comptroller. WUC and Emergency Special Program (ESP) codes will be downloaded to units as changes occur.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AEF—Air Expeditionary Forces
ANGI—Air National Guard Instruction
ATCS—Air Traffic Control Squadron
CATCO—Chief, Air Traffic Control Operations
CATCM—Chief Air Traffic Control Manager
COM—Chief of Maintenance
CRTC—Combat Readiness Training Center
ESP—Emergency Special Program
FOG—Facility Operations Guide
FST—Formal Schools Training
IAW—In Accordance With
MFD—Military Facility Deviation
MIL PERS—Military Personnel
O&M—Operation and Maintenance
PARTS—Precision Approach Radar Training Simulator
PT—Proficiency Training
QASP—Quality Assurance Surveillance Plan
SOW—Statement of Work
SNCO—Senior Non-Commissioned Officer
ST—Specialty Training
UTA—Unit Training Assembly
UTC—Unit Type Code
WUC—Work Utilization Code

Terms

Position Certification—The Assistant Chief, Training and Standardization and Evaluation and any alternate Control Tower Operator examiners are also competent authorities to provide this endorsement when tasked to do so by the Chief, Training and Standardization/Control Tower Operator examiner.

Attachment 5 (Added)

AIRFIELD OPERATIONS BOARD MINUTES FORMAT

* **Boldface items imply unit specific information should be inserted**

* *Italicized items describe how to accomplish a specific requirement; they need not be a part of the actual minutes*

MEMORANDUM FOR DISTRIBUTION

FROM: CHAIRPERSON (*OG/CC or equivalent (DO at CRTCs, Airport Manager at AEX, JST, VUJ, and JRF)*)

SUBJECT: Airfield Operations Board Minutes

1. The Airfield Operations Board (AOB) convened **DATE** at **TIME** in the **XXXX** conference room.

2. Attendance

a. Members Present:

<u>Name/Rank</u>	<u>Org/Office</u>	<u>Phone</u>
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XXXXXX (Chairperson)

XXXXXX (Recorder)

b. Members Absent:

<u>Name/Rank</u>	<u>Org/Office</u>	<u>Phone</u>
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3. Airspace (annual review in **MONTH**) (if no discussion, say "NONE")

a. Terminal:

b. En Route:

c. Special Use:

4. ATC/Flying Procedures (annual review in **MONTH**) (if no discussion, say "NONE")

a. New:

b. Revised:

c. Rescinded:

5. Military, FAA, and/or Host Nation Concerns (if no discussion, say "NONE")

6. Staffing and Proficiency

- a. ATC and ATCALs Maintenance Staffing: See Attachment.
 b. Personnel not available for duty (suspended, long term DNIC, deployed, pending withdrawal, etc.)

<u>Name/Rank</u>	<u>Status</u>
XXXX	Deployed to Bosnia, 13 Dec – 16 Mar

- c. Staff proficiency

<u>Name/Rank</u>	<u>Position</u>	<u>Standard Met/Not Met (corrective action)</u>
XXXX	CCTLR	Not Met/Suspended pending special evaluation

7. ATCALs

- a. Flight Inspection Schedule

<i>EQUIPMENT</i>	<i>FREQUENCY</i>	<i>LAST CHECK</i>	<i>DUE</i>	<i>PAST DUE</i>
ASR	XXX DAYS	(date)	(date)	(date)
PAR	XXX DAYS	13 Mar 96	Decommissioned	
ILS 11	XXX DAYS	15 May 96	1 Jan 97	4 Mar 97
TACAN	XXX DAYS	31 Oct 95	24 Jan 97	10 Mar 97

- b. ATCALs status, problems, and upgrades to include back-up power (if no discussion, say "NONE")

8. Airfield Environment (airfield activities, waivers, problems, and programs updates; separate discussion on each item)

9. Flightline Driving Training Program

- a. Units Visited (by name):
 b. Number of Intrusions and Trends:

10. CMA Violations (detailed description of each occurrence).

11. HATRs (*if no discussion, say "NONE"*).

12. Air Traffic System Evaluation Program (if applicable).

- a. Observation **NUMBER**: (*As written in the report*)

Discussion: (*Efforts unit is making toward closure*)

Status: (*Either recommend the observation be closed or keep it listed as OPEN; include a unit OPR and an estimated closure date (ECD)*).

13. Annual Required Items (IAW AFI 13-203; list each item with month to be reviewed/status; discussion required only during that month).

- a. LOPs (base airfield operations instruction, letters of agreement, operations letters, OPlans, host nation agreements) **(MONTH)**
- b. TERPs **(MONTH)**
- c. AICUZ **(MONTH)**
- d. Aircraft parking plan **(MONTH)**
- e. Local aircraft priorities **(MONTH)**
- f. NOTAM Circuit and AWDS/ASOS reliability **(MONTH)**
- g. Alternate ATC capability procedures (if applicable) **(MONTH)**
- h. MACA (semiannually, or as mission changes) **(MONTHS)**
- i. Base Parking Plan **(MONTH)**

14. Open Discussion *(if no discussion, say "NONE")*

15. Closing Remarks

CHAIRPERSONS SIGNATURE BLOCK

NOTE 1: Include a Key Personnel Roster (include name, rank, and phone number of the WG/CC, OG/CC, CRTC/CC, CRTC/DO, Airport Manager, etc.)

NOTE 2: Minutes shall be reviewed and signed by the AOB Chairperson.

NOTE 3: When AOB minutes include ATSEP observation or problem discussion, all pages of the minutes should be marked with "FOR OFFICIAL USE ONLY"

DANIEL JAMES, III, Lieutenant General, USAF
Director, Air National Guard