COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 13-218, 10 October 2003, is supplemented as follows:

This publication does not apply to the Air National Guard or Air Force Reserve Command. It establishes supplemental guidance pertaining to the Air Traffic System Evaluation Program (ATSEP) at AETC airfield operations flights (AOF) and the US Air Force Academy. It includes requirements for the HQ AETC/DOYF Staff Assistance Visit (SAV) Program.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFPD 37-1, *Information Management,* and AFMAN 37-123, *Management of Records,* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* (available at https://webrims.amc.af.mil).

1.1.4. (Added)(AETC) At contracted locations, the Inspector General (IG) personnel will evaluate the contract, contract performance, and quality assurance evaluator performance to validate and report on compliance with contracts. However, the ATSEP will still be conducted, using established checklists.

1.4.1. AETC ATSEP evaluations are normally conducted in conjunction with operational readiness inspections (ORI). A unit requesting deviation from this practice must forward request for a waiver no later than 120 days prior to the ORI to HQ AETC/DOYF and HQ AETC/IGI.

1.4.2. Units will ensure preparation requirements for an ATSEP evaluation are completed and placed in the IG work center ATSEP team room prior to the team's arrival. See Attachment 3 (Added)(AETC) for a list of preparation requirements.

1.4.2.1. (Added)(AETC) Units will disseminate copies of airfield management (AM), air traffic controller, and pilot questionnaires, as applicable, to all assigned controllers, all military and DoD AM personnel, and a sampling of aircrew members. These questionnaires are shown in Attachment 4 (Added)(AETC), Attachment 5 (Added)(AETC), and Attachment 6 (Added)(AETC), respectively.

1.4.2.2. (Added)(AETC) Completed questionnaires will be returned according to the HQ AETC/DOYF announcement memorandum. Unit personnel will return ATC and AM questionnaires directly to HQ AETC/DOYF. Responses will be assessed to provide the ATSEP team a base-specific viewpoint of the supporting airfield environment.

2.2. **Team In-Brief.** Airfield operations staff will provide a briefing on base-specific ATC and AM operations to include responsibilities, manning, ATC airspace, airfield diagram and major airfield construction projects, ATC or airfield restrictions and limitations, and other areas of concern.

2.3. **Daily Briefings.** Each day, team members will brief each problem item being reviewed as Unsatisfactory, including why the item is Unsatisfactory. Functional areas within the units will ensure an appropriate representative is available at the end of each duty day to receive the daily briefing.

3.3.2. HQ AETC/DOYF will review the previous calendar year's trends to identify MAJCOM-specific special interest items (SII) as applicable.

4.3. **ATSEP Checklists.** As a minimum, units will identify the number of Unsatisfactory checklist items and those items that have been approved for closure at the quarterly airfield operations board (AOB). Off-checklist problems (OCP) will be closed in the same manner as checklist problems.

4.3.1. HQ AETC/DOYF is the closure authority for problems and OCPs noted in the ATSEP report. The airfield operations flight commander (AOF/CC) will provide a written request for problem closure to HQ AETC/DOYF. Each request must include the following three steps:

4.3.1.1. (Added)(AETC) Initial action determination. Explain the initial actions determined appropriate to correct the identified problem.

4.3.1.2. (Added)(AETC) Implementation. Explain the measures and activities accomplished to ensure problem resolution actions were initiated.

4.3.1.3. (Added)(AETC) Management control action. Explain the management control implemented to prevent recurrence of the problem. *NOTE:* Managers will monitor resolution for an adequate period before considering the problem corrected.

5.1.2.5. All nomenclatures and acronyms will be spelled out in their initial usage in the ATSEP report.

5.1.2.6. During the ATSEP outbrief, HQ AETC/DOYF will tell the operations group commander (OG/CC) how the unit performed in comparison to other AETC and AOFs and Headquarters Air Force. If the ATSEP is conducted in conjunction with an ORI, the ATSEP team will, upon completion of functional checklists, evaluate major programs and critical activities and provide HQ AETC/IG a recommended rating for the AOF portion of the ORI. Recommended ratings will not be included in the ATSEP report.

Chapter 6 (Added)(AETC)

STAFF ASSISTANCE VISIT (SAV) PROGRAM

6.1. (Added)(AETC) Purpose of the SAV Program. This program is intended to help airfield operations units maintain vital mission support programs. A SAV provides direct assistance to functional areas under the guidance of this chapter. However, a SAV is not to be used as an ATSEP preparation or practice session nor will specific ATSEP checklist items be identified as Satisfactory or Unsatisfactory.

6.2. (Added)(AETC) Request for a SAV:

6.2.1. (Added)(AETC) No later than 120 days prior to a scheduled ATSEP or ORI, the operations support squadron commander (OSS/CC) or equivalent may request a SAV. The request may be made via an electronic staff summary sheet (AF IMT 1768, **Staff Summary Sheet**) or an official memorandum, using the format shown in Attachment 7 (Added)(AETC). The request must specify specific functional areas of concern. However, assistance for all functional areas cannot be accomplished at one time.

6.2.2. (Added)(AETC) If an OSS/CC requests a SAV later than 120 days prior to a scheduled ATSEP or ORI, he or she must submit an AF IMT 4058, **Airfield Operations Policy Waiver,** that includes substantial justification for the timeline waiver. For example, the justification should include what the mission impact would be if immediate or prompt higher headquarter assistance is not obtained.

6.3. (Added)(AETC) Procedures:

6.3.1. (Added)(AETC) HQ AETC/DOY may coordinate with the OG/CC for a MAJCOM-initiated SAV at any time.

6.3.2. (Added)(AETC) SAVs requested by the OSS/CC will be funded by the organization requesting the SAV. HQ AETC/DOYF will budget appropriately for any MAJCOM-initiated SAVs.

6.3.3. (Added)(AETC) Any time HQ AETC/DOYF conducts an SAV, the OSS/CC, as a minimum, will be outbriefed and provided a report within 7 days of the SAV.

6.4. (Added)(AETC) Forms (or IMTs) Adopted:

6.4.1. (Added)(AETC) AF IMT 332, **Base Civil Engineer Work Request.**

6.4.2. (Added)(AETC) AF Form 623, **Individual Training Record Folder.**

6.4.3. (Added)(AETC) AF IMT 1042, **Medical Recommendation for Flying or Special Operational Duty.**

6.4.4. (Added)(AETC) AF IMT 1768, **Staff Summary Sheet.**

6.4.5. (Added)(AETC) AF IMT 3616, **Daily Record of Facility Operation.**

6.4.6. (Added)(AETC) AF IMT 3626, **Position Log.**

6.4.7. (Added)(AETC) AF IMT 4058, **Airfield Operations Policy Waiver.**

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 37-1, *Information Management*

AFMAN 37-123, *Management of Records*

Air Force Records Disposition Schedule (RDS)

Abbreviations and Acronyms

ATSEP—Air Traffic System Evaluation Program

CAMS—Core Automated Maintenance System

FLIP—Flight Information Publications

IG—Inspector General

LOA—letter of agreement

NAVAID—navigational aid

NOTAM—notice to Airmen

OI—operating instruction

ORI—operational readiness inspection

PCG—position certification guide

POC—point of contact

SAV—staff assistance visit

WILLIAM M. FRASER III, Major General, USAF
Director of Operations

5 Attachments (Added)(AETC)
3. Preparation Requirements for a Unit ATSEP Evaluation
4. Airfield Management (AM) Questionnaire
5. Air Traffic Controller Questionnaire
6. Pilot Questionnaire
7. Sample Request for a Staff Assistance Visit (SAV)

Attachment 3 (Added)(AETC)

PREPARATION REQUIREMENTS FOR A UNIT ATSEP EVALUATION

A3.1. (Added)(AETC) Unit Point of Contact (POC). Assign a unit POC to coordinate activities, schedules, etc, with the ATSEP team both before and during evaluation. (Normally, the AOF/CC is assigned as POC.)

A3.2. (Added)(AETC) Required Items. Ensure the following items are available in the ATSEP team room in the IG work center upon arrival of the team:

A3.2.1. (Added)(AETC) Copies of completed AFI 13-218 checklists for all functional areas.

A3.2.2. (Added)(AETC) Copies of all AM, ATC, training, and facility OIs.

A3.2.3. (Added)(AETC) All AOF training records (AF Form 623, **Individual Training Record Folder**).

A3.2.4. (Added)(AETC) Base airfield OIs (2 copies).

A3.2.5. (Added)(AETC) Base flightline driving instruction (1 copy).

A3.2.6. (Added)(AETC) Copies of AOB minutes (previous 2 years).

A3.2.7. (Added)(AETC) Copies of training review board (TRB) minutes (previous 3 months).

A3.2.8. (Added)(AETC) Current headquarters-approved airfield waiver package (including wing coordination memorandum and MAJCOM approval memorandum).

A3.2.9. (Added)(AETC) Copies of all active AF IMTs 332, **Base Civil Engineer Work Request,** for airfield repairs.

A3.2.10. (Added)(AETC) AM OI quick reference files and checklists.

A3.2.11. (Added)(AETC) Airfield inspection checklists (previous 60 days).

A3.2.12. (Added)(AETC) Duty schedules for control tower and radar approach control (previous 90 days).

A3.2.13. (Added)(AETC) Proficiency reports for control tower and radar approach control personnel (previous 90 days).

A3.2.14. (Added)(AETC) A current list of facility ratings and position certifications for all 13MX, 1C1X1, and staff members.

A3.2.15. (Added)(AETC) AF IMTs 1042, **Medical Recommendation for Flying or Special Operational Duty**, for all assigned controllers.

A3.2.16. (Added)(AETC) Previous 90 days of AF IMT 3616, **Daily Record of Facility Operation,** and AF IMT 3626, **Position Log,** (for ATC) and previous 120 days of AF IMT 3616 (for AM).

A3.2.17. (Added)(AETC) Base anti-hijacking plan.

A3.2.18. (Added)(AETC) Current bird (or wildlife) aircraft strike hazard (BASH) plan and 1 year of bird hazard working group meeting minutes.

A3.2.19. (Added)(AETC) Completed AM customer feedback questionnaires (previous 6 months).

A3.2.20. (Added)(AETC) Measuring wheel.

A3.2.21. (Added)(AETC) Detailed airfield diagram.

A3.2.22. (Added)(AETC) Airfield parking plan.

A3.2.23. (Added)(AETC) In-flight guides and flight crew information file (if applicable).

A3.2.24. (Added)(AETC) Current copy of unit personnel management roster (UPMR).

A3.2.25. (Added)(AETC) Current copy of unit manpower document (UMD).

A3.2.26. (Added)(AETC) AM letters of agreement (LOA) and memorandums of understanding (MOU).

A3.2.27. (Added)(AETC) All permanent and temporary airfield waivers (including E-Tab).

A3.2.28. (Added)(AETC) Pavement evaluation.

A3.2.29. (Added)(AETC) A copy of the AM contract (if applicable).

A3.2.30. (Added)(AETC) A copy of the quality assurance plan (if applicable).

A3.2.31. (Added)(AETC) Recurring runway rubber removal, painting budget, and schedule.

A3.2.32. (Added)(AETC) Biennial vegetation growth analysis.

A3.2.33. (Added)(AETC) Vegetation growth plan (mow plan).

A3.2.34. (Added)(AETC) Master airfield infrastructure and budget.

A3.2.35. (Added)(AETC) Airfield lighting LOA.

A3.2.36. (Added)(AETC) Aircraft arresting system annual certification (if applicable).

A3.2.37. (Added)(AETC) Base snow plan (if applicable).

A3.2.38. (Added)(AETC) Chief of maintenance (COM) or chief, mission systems flight (CMSF) maintenance plan for the previous two quarters and the future quarter.

A3.2.39. (Added)(AETC) Deficiency analysis and error trends summary(previous two quarters).

A3.2.40. (Added)(AETC) Copies of all local communication-electronics maintenance operating instructions (OI).

A3.2.41. (Added)(AETC) Personal evaluation schedule for all Air Traffic Control and Landing Systems (ATCALS) maintenance personnel. The schedule must show the name and grade, last evaluation, next evaluation due date, and all failed evaluations.

A3.2.42. (Added)(AETC) Technical evaluation schedule for all ATCALS work center-maintained equipment. (Show previous and next two 18-month cycles.)

A3.2.43. (Added)(AETC) Equipment inventory list (EIL) as derived from the Core Automated Maintenance System (CAMS).

A3.2.44. (Added)(AETC) Copy of ATCALS work center's most current managerial evaluation.

A3.2.45. (Added)(AETC) Master preventive maintenance inspection list for all ATCALS work centers as derived from CAMS.

A3.2.46. (Added)(AETC) Training visibility ledger (parts 1 and 2) for all ATCALS work centers as derived from CAMS.

A3.3. (Added)(AETC) Meeting With the ATSEP Team Chief. Schedule the ATSEP team chief to meet with the following personnel during the visit: (***NOTE:*** Each conference should be 30 to 45 minutes long with allowance for travel time between meetings. Fax a copy of the team chief schedule to HQ AETC/DOYF for review.)

A3.3.1. (Added)(AETC) Commanders or operations officers of all flying organizations. (Request a combined meeting right after the inbrief.)

A3.3.2. (Added)(AETC) Local FAA and civil aviation officials (aero club, if applicable). (Request meetings on Tuesday or Wednesday.)

A3.3.3. (Added)(AETC) Wing or base flying safety officer—BASH, midair collision avoidance (MACA), and hazardous air traffic report (HATR) POCs. (Request a combined meeting on Wednesday.)

A3.4. (Added)(AETC) AM ATSEP Team Schedule. Schedule the AM ATSEP team for the following:

A3.4.1. (Added)(AETC) A visit to three flight line driver programs (two large and one small unit or Tuesday afternoon).

A3.4.2. (Added)(AETC) A visit with the Civil Engineering heavy equipment shop (Monday afternoon).

A3.4.3. (Added)(AETC) A visit to five units on the secondary crash net (Monday afternoon).

A3.4.4. (Added)(AETC) Two airfield tours (one before wing flying Tuesday morning and one during Tuesday evening lighting evaluation).

A3.5. (Added)(AETC) Meeting With the Civil Engineering Community Planner. Schedule the AM and terminal instrument procedures (TERPS) specialist (from the ATSEP team) to meet with the Civil Engineering community planner. (Request the meeting for Wednesday morning.)

Attachment 4 (Added)(AETC)

AIR FORCE AIR TRAFFIC SYSTEM EVALUATION PROGRAM (ATSEP) AIRFIELD MANAGEMENT (AM) QUESTIONNAIRE

This is your opportunity to participate in the USAF ATSEP evaluation for your location. Your responses are very important to us, and we value your answers. We will use your responses to assist in our evaluation of the quality of service you provide to your customers and your compliance with airfield management (AM) standards, policies, and procedures. Please annotate "N/A" for questions not applicable to your status.

1. What is your primary Air Force specialty code (PAFSC) and what formal technical training courses and/or career development have you completed? Have you completed the applicable position certification guide (PCG) and/or attended the Chief, Airfield Management (CAM) Course?

_____

2. How much AM experience do you have, including any prior military experience?

_____

3. How long have you been working as an AM contractor?

_____

4. Have you been trained to conduct airfield inspections and checks? If so, do you believe your training was adequate and are you comfortable performing airfield inspections and checks?

_____

5. How are airfield discrepancies tracked, and does Civil Engineering provide a timely response to problems identified on the airfield?

_____

6. Are airfield signs (hold position, taxiway designation, distance remaining, etc.) installed, and do they meet standards? If not, please explain.

_____

7. Are required airfield markings (runway, taxiway, hold position, instrument hold line, etc.) in place, and do they meet standards? If not, please explain.

_____

8. Do you have the necessary equipment (computers, telephones, radios, decelerometers, vehicles, flight planning room displays, etc.) to support airfield operations? If not, please explain.

_____

9. What do you believe is your role concerning bird (or wildlife) aircraft strike hazard (BASH), and what has been done to minimize the hazards associated with birds and animals on your airfield?

_____

10. Does Civil Engineering coordinate with AM on all airfield maintenance, including construction? Does Civil Engineering provide enough advance notice to process airfield advisories and/or notices to Airmen (NOTAM) for work affecting airfield operations?

_____

11. What does the airfield manager do to keep you informed about airfield repair, improvement, and construction projects?

_____

12. How often does Civil Engineering inspect airfield lighting and barriers to ensure system reliability? Do you know of any recurring problems with airfield lighting or barriers?

_____

13. Is your flight line drivers training program adequate and effective at preventing runway incursions? If not, what do you believe will improve the program?

_____

14. Are the required quick reaction checklists and operating instructions (OI) current and available? Are they reviewed annually, as well as periodically, for accuracy?

_____

15. Do you know of any potential problem that could increase the probability of an aircraft mishap on or near your airfield? If so, please explain.

_____

16. What do you consider to be your unit's (AM or AM operations) most noteworthy accomplishment in the past year?

_____

17. How do you rate your training program? Does it provide you the knowledge required to do your job and prepare you for success in AM?

_____

18. If you could change one thing to improve airfield operations at your location, what would it be?

_____

19. What is one issue or concern you believe needs to be addressed at MAJCOM or headquarters Air Force level to improve AM?

_____

If you would like to meet with ATSEP team members, feel free to contact them during their visit.

ADDITIONAL COMMENTS:

Attachment 5 (Added)(AETC)

AIR FORCE AIR TRAFFIC SYSTEM EVALUATION PROGRAM (ATSEP)
AIR TRAFFIC CONTROLLER QUESTIONNAIRE

This questionnaire allows you to participate in the ATSEP process. Your inputs on this questionnaire will provide team members with insight on local air traffic control (ATC) management and air traffic operations. Names are not required, and the questionnaire will be destroyed after the ATSEP team outbrief. This questionnaire may be returned through your flight management or directly to the following address: HQ AETC/DOYF, 1 F Street Suite 2, Randolph AFB, TX 78150-4325.

1. Does the Air Traffic Control and Landing System (ATCALS) equipment adequately support the ATC needs of your base? *NOTE:* This equipment can range from major (TACAN, etc.) to minor (headsets, radios, etc.).

Yes/No   Please comment:

_____

2. From an operator's point of view, is the ATCALS equipment functioning properly?

Yes/No   Please comment:

_____

3. Do equipment preventive maintenance inspection (PMI) periods interfere with ATC operations?

Yes/No   Please comment:

_____

4. Are there any problems with backup power or generators?

Yes/No   Please comment:

_____

5. Have you been trained on backup generator procedures? If so, when did you last receive training?

Yes/No   Please comment:

_____

6. Do wing scheduling practices cause significant periods of traffic congestion?

Yes/No   Please comment:

_____

7. Does the proximity of other airfields or other airfield procedures create a midair collision potential?

Yes/No   Please comment:

_____

8. How do you feel about the relationship between your facility and adjacent Air Force or Federal Aviation Administration (FAA) facilities?

Please comment:

_____

9. Are facility operating hours justified by traffic and the mission?

Yes/No   Please comment:

_____

10. Is any control position continually overloaded with traffic or coordination? (Also consider whether all positions are needed.)

Yes/No   Please comment:

_____

11. Is airfield operations flight (AOF) management available and responsive to ATC problems or needs?

Yes/No   Please comment:

_____

12. Are trainees and trainers given the necessary materials and time to meet training objectives?

Yes/No   Please comment:

_____

13. Is training conducted according to the local training program and higher headquarters guidance?

Yes/No   Please comment:

_____

14. Are ready reference files, charts, maps, publications, and diagrams on hand, current, and posted?

Yes/No   Please comment:

_____

15. Does the supervisor of flying (SOF) coordinate through the tower or radar supervisor?

Yes/No   Please comment:

_____

16. If you could change <u>one</u> thing about your facility, what would it be?

Please comment:

_____

17. What part of your job do you enjoy the <u>most</u>? What part do you enjoy the <u>least</u>?

Please comment:

_____

Please attach any additional comments. If you would like to meet with ATSEP team members, feel free to contact them during their visit.

Attachment 6 (Added)(AETC)

AIR FORCE AIR TRAFFIC SYSTEM EVALUATION PROGRAM (ATSEP)
PILOT QUESTIONNAIRE

This questionnaire allows you, the airfield operations and air traffic system user, to participate in the Air Force ATSEP program. Your inputs on this questionnaire will provide ATSEP team members insight on local air traffic control (ATC), airfield management (AM), and airspace management issues and support. Therefore, we ask you to complete the following information:

1. Duty Status: IP___   Student___   Other_____   (*Please specify.*)

2. Have you received indoctrination briefings on local ATC, AM, and base operations facilities?

Yes/No   Please comment:

_____

3. Is airfield operations flight (AOF) management responsive to your mission needs?

Yes/No   Please comment:

_____

4. Are traffic advisories, sequencing, and control instructions adequate and timely?

Yes/No   Please comment:

_____

5. Are climbout restrictions routinely imposed?

Yes/No   Please comment

_____

6. Could departure operations be improved? If so, how?

Yes/No   Please comment

_____

7. Are there any operations conducted in the local area that should be conducted elsewhere?

Yes/No   Please comment:

_____

8. Could ATC or airfield operations be improved? If so, how?

Yes/No   Please comment

_____

9. Does approach control provide expeditious vectors to the final approach course or termination point?
Yes/No   Please comment:

_____

10. How would you rate the midair collision potential in the terminal area?

Very High/High/Moderate/Low   Please comment:

_____

11. Could approach control service be improved? Yes/No If so, how?

Please comment:

_____

12. How do you rate the overall ATC system for your base?

Poor/Adequate/Good/Outstanding   Please comment:

_____

13. Have you ever been restricted for instrument flight rules (IFR) traffic while operating in a center-controlled military operations area (MOA)?

Yes/No   Please comment:

_____

14. Overall, how would you rate the Federal Aviation Administration's (FAA) ATC services that are being used?

Poor/Adequate/Good/Outstanding   Please comment:

_____

15. Are notices to Airmen (NOTAM) current and accurate?

Yes/No   Please comment:

_____

16. Are Flight Information Publications (FLIP) products current and adequate for mission planning?

Yes/No   Please comment:

_____

17. Are airfield movement area signage and markings sufficient for safe aircraft operations?

Yes/No   Please comment:

_____

18. Is the approach lighting system adequate and usable?

Yes/No   Please comment:

_____

19. Is special-use airspace efficient and effective?

Yes/No   Please comment:

_____

20. Are published instrument approach procedures and locally developed approach procedures adequate?

Yes/No   Please comment:

_____

21. Have you had any problems with scheduling of military training routes?

Yes/No   Please comment:

_____

22. Have you had any reoccurring problems with ATC radios?

Yes/No   Please comment:

_____

23. Are navigational aids (NAVAID) that support your flying mission adequate and reliable?

Yes/No   Please comment:

_____

If you would like to meet with ATSEP team members, feel free to contact them during their visit.

ADDITIONAL COMMENTS:

Attachment 7 (Added)(AETC)

SAMPLE REQUEST FOR A STAFF ASSISTANCE VISIT (SAV)

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

12 July 2004

MEMORANDUM FOR HQ AETC/DOYF
                              1 F Street Suite 2
                              Randolph AFB TX 78150-4325

FROM: 80 OSS/CC *(or equivalent)*

SUBJECT: Staff Assistance Visit (SAV) Request

1. The 80 OSS/OSA requests a SAV from your office in the month of June 2005. Request specific guidance on the following areas:

    a.   Airfield Management:

        (1) Signs and airfield markings.

        (2) Training program.

    b.   Terminal Instrument Procedures:

        (1) Obstacle evaluations.

        (2) Airfield survey data.

    c.   ATC Training Program:

        (1) ATC training operating instruction (OI).

        (2) Position certification guide (PCG) development.

2. The 80 OSS/OSA point of contact (POC) is Capt Debra Smith, DSN 736-5605.

JONATHON PARKER, Lt Col, USAF
Commander, 80th Operations Support Squadron