

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 13-213**

**AIR EDUCATION AND TRAINING COMMAND**



**Supplement 1**

**12 JULY 2001**

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

**AIRFIELD MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AETC publications site: <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

---

OPR: HQ AETC/DOYF (MSgt A. Jayme)  
Supersedes AFI 13-213/AETC Sup 1, 30 June 1994

Certified by: HQ AETC/DOY (Lt Col D. Cheney)

Pages: 3

Distribution: F

---

**AFI 13-213, 1 August 1997, is supplemented as follows:**

This supplement provides guidance to AETC subordinate units with an airfield management function. It does not apply to AETC-gained Air National Guard or Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision adds hours of operations for airfields operating less than 24 hours (paragraph 1.3.2.3) and aligns paragraph numbers with the current basic publication.

★1.3.2.3. The following are base operations' hours of operation for airfields open less than 24 hours: (**NOTE:** Airfields may be operating under reduced operating hours. Reference the National Imagery and Mapping Agency (NIMA) published DoD En Route IFR Supplement-US and active Notice to Airmen (NOTAM) for **current** base airfield operating hours and restrictions.)

Columbus AFB MS: Monday-Friday, 0700-2300; Saturday-Sunday, 1200-2000; closed Federal holidays

Keesler AFB MS: Monday-Sunday, 0700-2300; closed Federal holidays

Laughlin AFB TX: Monday-Friday, 0700-2300; Saturday-Sunday, 1400-1900; closed Federal holidays

Luke AFB AZ: Monday-Friday, 0630-2230; Saturday-Sunday, 0800-1800; closed Federal holidays

Maxwell AFB AL: Monday-Sunday, 0600-2300; closed Federal holidays

Sheppard AFB TX: Monday-Friday, 0530-0030; Saturday-Sunday, 0800-2300; closed Federal holidays

Vance AFB OK: Monday-Friday, 0700-2300; Saturday-Sunday, 1300-2000; closed Federal holidays

1.3.3.1. Forward all waiver requests through HQ AETC/DOYF, 1 F Street Suite 2, Randolph AFB TX 78150-4325, except those delegated to the host wing commander or operations group commander.

2.3.1.1. The airfield manager or assistant airfield manager will conduct a monthly airfield inspection at each active landing auxiliary airfield. Document all inspections in the appropriate checklist or log.

2.3.2.1.3. A designated representative, such as fire department, runway control structure (RCS), or runway supervisory unit (RSU) personnel will conduct a daily check of the active auxiliary airfield landing surface prior to start of flying operations. Document all checks in the appropriate checklist or log.

2.4.4.11. Ensure base civil engineering conducts a daily inspection of each aircraft arresting system and reports its operational status to airfield management.

2.6.1. Activation of the secondary crash net (SCN) is limited to base operations. Use AETC Form 745, **Emergency/Accident and Hazardous Cargo Log**, to record information.

2.8.1. Keesler, Altus, and Little Rock AFB base operations must maintain the *DoD Foreign Clearance Guide*. **NOTE:** Internet access meets this requirement; however, an alternate means of obtaining the information is necessary should internet access be interrupted.

3.3.6.1. Use AETC Form 80, **Aircraft Outbound Traffic Log**, and AETC Form 81, **Aircraft Inbound Traffic Log**, or locally approved forms or products to document aircraft traffic information.

4.3.1. Flight line driving familiarization training will include, but is not limited to, requirements in Chapter 4 of the basic instruction. Flight line driving tests will be given closed book with a minimum passing score of 80 percent corrected to 100 percent.

4.3.2.11. Documentation for temporary duty (TDY) groups, such as higher headquarters or inspector general (IG) teams, may be in the form of a memorandum listing all individuals authorized. TDY personnel must possess a valid AF Form 483, **Certificate of Competency**, from their home station for authorization to drive on the flight line at the TDY location. Personnel not possessing an AF Form 483 may receive temporary flight line driving privileges after they complete a flight line driving briefing, training, and flight line driving orientation as outlined in the base flight line driving instruction. The unit vehicle control officer (VCO) or vehicle control noncommissioned officer (VCNCO) supporting or associated with the group must, as a minimum, conduct a flight line driving brief and a local flight line driving orientation. **NOTE:** Airfield Management may provide the local flight line driving orientation only when TDY personnel are not tied to a specific unit.

4.3.4. Use a locally produced flight line permit to control the use of privately owned vehicles (POV) on the flight line. Validate requirements of permanent POV flight line permits annually. The operations

group commander is the approving authority for permanent POV flight line permits. The operations group commander can delegate this authority to the airfield manager through the base flight line driving instruction. The airfield manager is the approving authority for temporary permits. The airfield manager must keep a record of all permits, including the justification for issue and the name of the person receiving the permit. Permits must be displayed so they are in plain view while on the airfield. **NOTE:** Distinctively marked company vehicles used by permanent government contractors, such as the aircraft maintenance contractor, may be treated as government motor vehicles instead of POVs.

4.3.7.2. Personnel restricted to driving on certain portions of the airfield must have that specific area indicated on AF Form 483. This also applies to TDY personnel when issued a temporary AF Form 483.

4.4.2. Use Attachment 3, basic instruction, to document flight line driver training and certification of individuals requesting flight line driving privileges. The unit commander or VCO/VCNCO (if delegated) will certify (sign) documents indicating completion of flight line driving training and certification. The airfield manager or designated representative will approve individuals to drive on the flight line by certifying the flight line training and certification form and AF Form 483. Indicate the applicable areas approved for flight line driving on both the training documentation form and AF Form 483.

5.1.2. Sheppard, Altus, Little Rock, and Vance AFBs are required to maintain a decelometer.

6.2.1.1. The wing commander is the approval authority for prior permission required (PPR) and official business only (OBO) restrictions of less than 30 days and runway closures not exceeding 3 days. Any restriction longer than 30 days or runway closures of more than 3 days must have HQ AETC/DO approval. Send written requests through HQ AETC/DOYF no later than 15 days before the proposed restriction or closure date. Info 19 AF/DO on all PPR, OBO, and closure requests.

**★9.3. (Added)(AETC) Forms Prescribed.** AETC Forms 80, 81, and 745.

**9.4. (Added)(AETC) Forms Adopted.** AF Form 483.

WILLIAM WELSER III, Major General, USAF  
Director of Operations