BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AIR FORCE INSTRUCTION 13-218

AIR FORCE MATERIEL COMMAND
Supplement 1

1 APRIL 2004

Space, Missile, Command and Control

AIR TRAFFIC SYSTEM EVALUATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Distribution: F

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

This supplement applies to AFMC activities that operate, administer, and maintain an airfield management/base operation function, an air traffic control (ATC) or navigational aid facility, and includes the operation of a Radar Control Facility (RCF). It does not apply to the Air National Guard or US Air Force Reserve units and members except as outlined in memorandums of understanding. Base-level supplements to this directive require MAJCOM approval and must be forwarded to HQ AFMC/DOB.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.4.2. Copies of notification letters will be sent to the OSS/CC, CS or CG/CC, base SEF and CE community planner office.

2.1.4. (Added) AFMC/DOB develops questionnaires for pilots, air traffic controllers, AM Operations, weather, and ATCALS Maintenance. Questionnaires are mailed to the unit along with the ATSE notification letter. The AOF/CC will distribute copies of the questionnaires, collect the completed questionnaires, and protect the information until given to the ATSEP Team Chief. Questionnaires may be completed by electronic means (web site or e-mail) as long as the completed documents remain confidential. AOF/CCs should attempt to obtain as many questionnaires as possible to provide a representative sampling of input from system users.

2.5.1. (Added) AFMC ATSEP program tests all personal (except 3-levels) assigned to air traffic control operations, AM operations, and ATCALS maintenance functions. No names are used during testing, and results are provided to the appropriate unit office for use in remedial training.

2.5.2. (Added) AFMC/DOB develops and controls ATSEP tests.

3.5. (Added) **ATSEP Observations Will Be Closed Using The Following Procedure:**

3.5.1. (Added) The OPR for closing the observation will prepare an AF Form 1768, **Staff Summary Sheet (SSS)**. OPRs will submit a SSS for each individual Observation request. See example at **Attachment 3 (Added)**. Route the SSS as follows:

3.5.1.1. (Added) From OPR for closing the ATSEP Observation to the AOF/CC for coordination. (**Note:** all Observations from outside the AOF will be coordinated through the appropriate squadron/group level prior to being submitted to the AOF/CC).

3.5.1.2. (Added) OSS/CC for coordination.

3.5.1.3. (Added) OG/CC or ABW/CC for coordination.

3.5.1.4. (Added) Forward to AFMC/DOB for coordination.

3.5.1.5. (Added) AFMC/DOB will forward to AFMC/DO for closure approval.

NOTE: Tab all supporting data and documentation. This information must support closure of the ATSEP observation.

3.5.2. (Added) Closure packages may be electronically transmitted to **mailto:hqafmc.dob@wpafb.af.mil**.

4.3.1.1. (Added) Problem closure requests must contain a description of the corrective action taken to eliminate the deficiency and if applicable, the management control action implemented to prevent reoccurrence. Include appropriate substantiating documentation if appropriate. For example; excerpts from LOPs, crew evaluations, etc., which document the corrected action. Corrective procedures must be implemented and a reasonable time period of testing accomplished before submitting closure action.

4.3.1.2. (Added) The AOF/CC is the focal point for problem closures. OPRs for problems outside the AOF will provide a complete package for closure to the AOF/CC. The AOF/CC will coordinate closure requests and forward to the OSS/CC for concurrence. Forward requests for closure written or electronically to HQ AFMC/DOB.

4.3.1.3. (Added) AFMC/DOB will advise units of approval/disapproval of closure requests in writing. In addition, AFMC/DOB maintains a listing of problem status on their website.

4.3.2.1. (Added) Problems which are open at the beginning of an ATSEP will not be carried over into the next report. Any open problems will either be reevaluated as closed or if still unsatisfactory, identified in the report with a new tracking number and the word “REPEAT”.

4.4. (Added) **Conformity Index (CI).** The CI is a weighted percentage of satisfactory versus unsatisfactory checklist items. Only checklist items published by HQ AFFSA are used to determine the CI. The AOF and ATCALS Maintenance will each receive a CI which will be published in the final report. The CI is determined using the following example:

Operations	% of satisfactory checklist items X 50% =
Training	% of satisfactory checklist items X 25% =

Quality Assurance	% of satisfactory checklist items X 15% =
Administration	% of satisfactory checklist items X 10% =

CI =

Example:

414 Checklist Items Evaluated - 11 Problems

Operations	191/196 X 50% = 49
Training	136/141 X 25% = 24
Quality Assurance	51/52 X 15% = 15
Administration	25/25 X 10% = 10

CI = 98

Attachment 3 (Added)

STAFF SUMMARY SHEET

Figure A3.1. (Added) Sample, Staff Summary Sheet.

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	CS/CC	Coord		6	AFMC/ DOB	Coord	
2	OSS/OSA	Coord		7	AFMC/DO	Approve	
3	OSS/CC	Coord		8			
4	CG/CC	Coord		9			
5	ABW/CC	Coord		10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
SMSgt Widgett	CS/SCML	DSN 555-1212		

SUBJECT
Closure Request, Air Traffic System Observation 02-KXXX-101, 20-24 Jul 02 ATSEP Report

DATE

SUMMARY

1. Request closure of the following observation (TAB 1):

02-KXXX-101: The Commander's equipment certification designation letter authorized a technician to certify all ATCALS equipment when the technician was not qualified on all required tasks. This could result in an unqualified technician certifying critical ATCALS equipment.

2. The XAFB Airfield Operations Board (AOB) met on 2 Dec 02 and recommended the observations closed (TAB 2).

3. Approval request is based on the following:

CORRECTIVE ACTION:

Implementation: The technician's certification authority was removed, the technician was trained on all the required tasks, and a certification examination was administered by AFMC AFETS on 9 Nov 02. the technician demonstrated error-free performance through four tasks and passed the written certification examination. Certification authority was returned to this technician on 22 Nov 02.

Management Control: Internal operating instructions were changed to require that equipment certifications letters are checked by the workcenter NCOIC prior to submission for the Commander's signature. The workcenter NCOIC verifies that personnel are trained on all tasked identified on the HQ AFMC critical task listing before personnel are considered for equipment certification authority.

RECOMMENDATION: AFMC/DO approve closure of Observation 02-KXXX-101 by signing this SSS.

C. COSMIC COMMER, Major, USAF
Commander, Systems Flight

3 Tabs
1. Extract from ATSEP Report
2. Extract from AOB minutes
3. Extract from Operating Instruction
4. Other supporting documents

AF FORM 1768, 19840901 *(IMT-V1)* PREVIOUS EDITION WILL BE USED.

PERRY L. LAMY. Brigadier General, USAF
Director of Operations