

Department of the Army  
Headquarters, Installation Management Command  
2511 Jefferson Davis Highway  
Arlington, VA 22202-3926

Airfield Operations  
Standard Operating Procedures  
19 October 2007

**Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control  
and Navigational Aids**

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**History.** *This publication is the first IMCOM Standard Operating Procedure (SOP) to provide guidance regarding IMCOM Airfield Operations. This SOP augments guidance prescribed in AR 95-2.*

**Applicability.** *This SOP is applicable to all IMCOM garrisons (including users/tenant units/etc.) and prescribes basic procedures and policy guidance in establishing responsibility for airspace, flight and air traffic control activities, and managing and maintaining Army airfields, heliports and other landing areas falling under the management authority of IMCOM.*

**Supplementation.** *N/A*

**Changes.** *The proponent for this SOP is Headquarters, Installation Management Command, Operations Division, Training and Mission Support Branch (IMOP-T), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926. Suggested improvements may be forwarded to the proponent via DA Form 2028. Changes to this SOP are not official unless authenticated by Commander, IMCOM.*



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**Page 1, Paragraph 1-3. Add the following.**

In accordance with the Standard Garrison Organization (SGO), airfields are designated as a Division under Directorate of Plans, Training, Mobilization and Security (DPTMS) (see figure 1). The following terms and guidance apply:

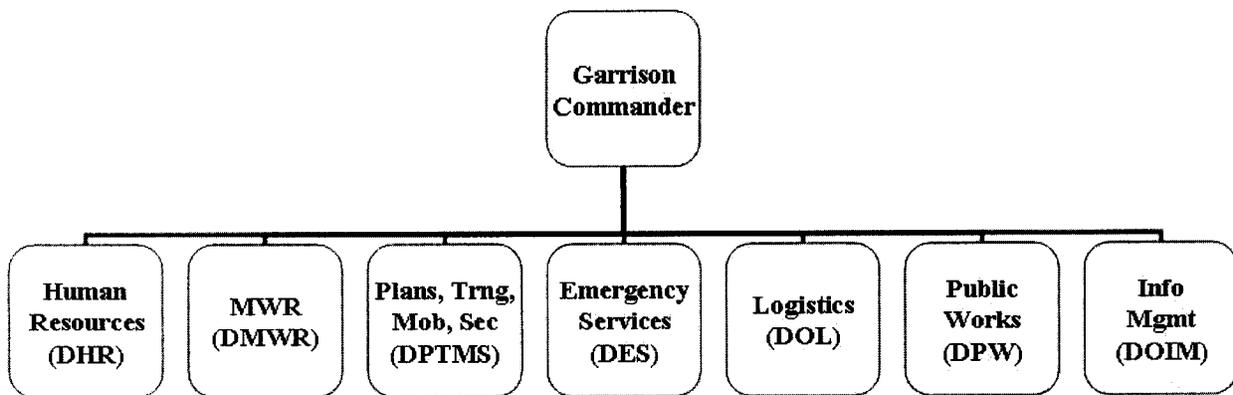
**a.** Airfield Division Chief: The airfield division chief is the chief of the airfield division under DPTMS and appointed by the Garrison Commander. At US Army Garrisons (USAG) with one airfield/heliport the terms "airfield division chief" and "airfield manager" can be used synonymously/ interchangeably. At USAGs with multiple airfields/heliports, the airfield division chief will be the airfield manager of the primary airfield, has operational and administrative authority over all airfields/heliports and may/may not have subordinate airfield manager assigned

at the secondary airfield/heliport. The airfield division chief executes all duties and responsibilities outlined in AR 95-2.

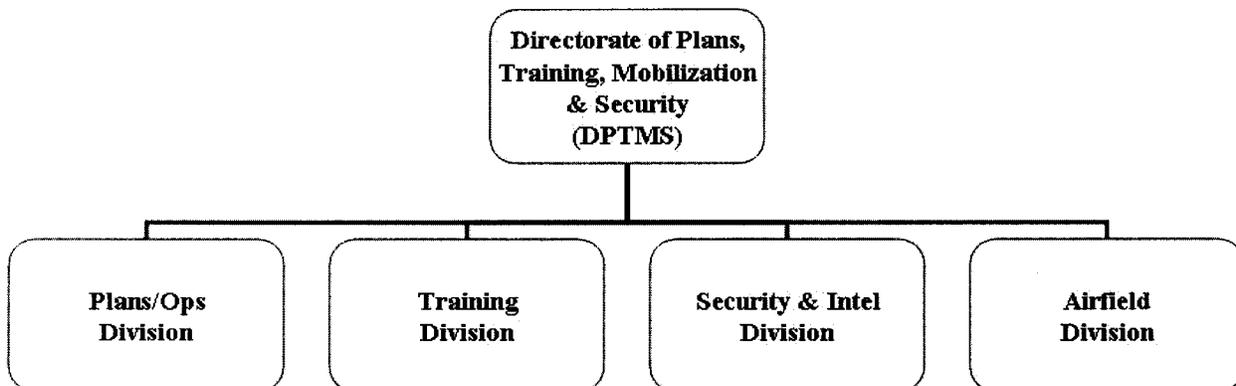
*b.* Airfield Manager: The airfield manager performs all duties and functions outlined in AR 95-2 and is the airfield division chief at USAGs having only one airfield or heliport.

**Figure 1**  
**Standard Garrison Organization / DPTMS Organization / Standard Airfield Organization**

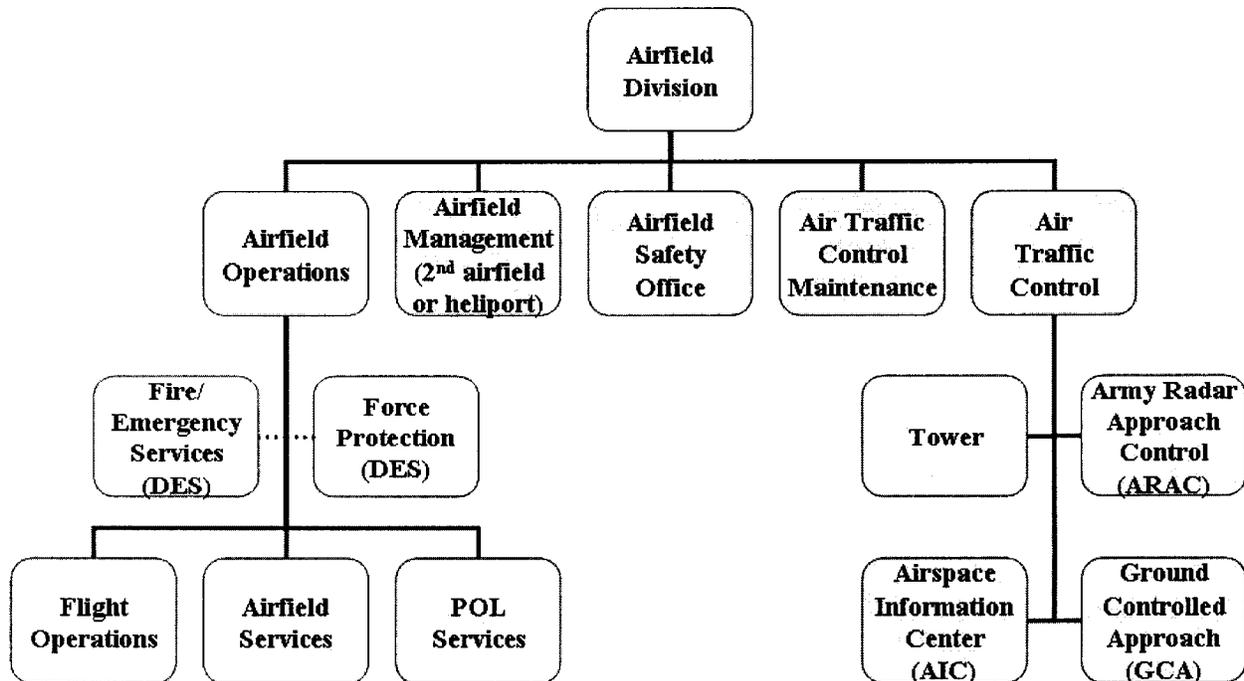
## Standard Garrison Organization



## Standard DPTMS Organization



# Standard Airfield Organization



**Page 1, Paragraph 1-5. Add subparagraph 1-5.c.**

c. (Added) When waiver authority is not specified, send request for waivers through Region Chief, Operations Division, through Headquarters, Installation Management Command (HQ, IMCOM) (IMOP-T) to Deputy Chief of Staff, G-3/5/7 (DCS, G3/5/7) (Commander, USAASA) for action.

**Page 3, Paragraph 1-18. Add subparagraphs 1-18.d and e.**

d. Installation/garrison commanders will establish a structure that aligns all garrison airfields/heliports under Directorate, Plans, Training, Mobilization, and Security (DPTMS).

e. Commanders will also establish an airfield chain of command/authority that aligns all airfield functions, inclusive of airfield management, operations, airfield safety, air traffic control and air traffic control equipment maintenance functions under the authority of the airfield manager.

**Page 4, Paragraph 1-19. Add subparagraphs 1-19.a and b.**

a. The airfield manager has supervisory/management authority over all airfield functions including operations, safety, air traffic control and air traffic control equipment maintenance. The airfield manager will not have management authority of aviation simulators.

b. Any Memorandum of Agreement involving the airfield shall not be entered into without

coordination and approval of the region Chief, Operations Division and HQ, IMCOM (IMOP-T). For example, a garrison wishes to provide NAVAID maintenance support to another garrison. This type of situation requires an MOA between the service provider and service recipient with the Garrison Commander of each location approving the MOA.

**Page 4, Paragraph 2-1. Add subparagraph 2-1.h.**

*h.* U.S. Army Airfields/Heliports will operate in accordance with FM 3-04.300 as it applies to airfields and heliports. If there are discrepancies between this document and guidance in FM 3-04.300, this document takes precedence.

**Page 8, Paragraph 3-9. Add subparagraph 3-9.b and c.**

*b.* (added) The AT&A Officer will notify the region Chief, Operations Division, who will in turn notify HQ, IMCOM (IMOP-T), of airspace proposals originating within other military services in the AT&A officer's area of responsibility.

*c.* (added) The AT&A Officer will prepare notices, proposals, comments and reports on airspace for the command and send copies to the region Chief, Operations Division. After coordination with DAR/ATC Coordinator, the region Chief, Operations Division will forward copies with inputs to HQ, IMCOM (IMOP-T) for review.

**Page 8, Paragraph 3-11. Add the following:**

Requests for waivers will be forwarded through the region Chief, Operations Division and Headquarters, Installation Management Command, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

**Page 10, Paragraph 3-15. Add the following.**

*a.* During the coordination process with the DAR, provide draft copies of all new or revised LOAs and LOPs, particularly agreements between the garrison and outside agencies (FAA, US Navy, US Air Force, etc.) to Region Airfield Management Operations Specialists and HQ, IMCOM (IMOP-T) for review/comment prior to signature.

**Page 10, Paragraph 3-15. Add subparagraph 3-15.c.**

*c.* (Added) Provide copies of the final, signed version of these letters to the region Chief, Operations Division and HQ, IMCOM (IMOP-T).

**Page 16, Paragraph 6-2. Add the following:**

US Army Airfield/Heliport Managers are required to furnish NAT-127 estimates to the region Chief, Operations Division no later than 15 July of each year. Region Chiefs, Operations Division are required to furnish NAT-127 estimates to HQ, IMCOM (IMOP-T) no later than 1 August each year. Documentation of review will be retained in accordance with the United

States Army Records Management and Declassification Agency (USARMDA) Army Records Information Management System (ARIMS).

*Exception:* In the Korea Region, the 8 USA ATC Coordinator's office will schedule Federal Aviation Administration (FAA) flight checks directly with the FAA.

**Page 17, Paragraph 6-6. Add the following:**

Changes in obstacle data will be identified and a complete review will be forwarded through the region Chief, Operations Division, through HQ, IMCOM (IMOP-T) to the Commander, USAASA as follows: Pacific and West Regions shall forward no later than 30 June each year. East, Korea and Europe shall forward no later than 31 December each year. Document the annual review in the Airfield Operations Board minutes.

**Page 21, Paragraph 7-5. Add heading:**

7-5. Compass Rose Requirements.

**Page 21, Paragraph 7-5. Add the following:**

- a.* A compass rose is not required at IMCOM airfields/heliports.
- b.* US Army garrison airfields that have a compass rose, intended for use, must maintain it in accordance with UFC 3-260-01.
- c.* Compass roses deemed unusable must be removed, marked unusable or NOTAM'd.

**Page 24, Paragraph 8-5. Add heading:**

8-5. Management Control for Helipads, Tactical/Assault Landing Strips and Helicopter Landing Sites.

**Page 24, Paragraph 8-5. Add the following:**

- a.* Reference terms:
  - (1) Helipad: The facility may contain a rotary-wing runway and/or helipads.
  - (4) A helicopter landing site is an unprepared surface area specifically for helicopter use not defined as a helipad or heliport, may/may not have a FAA or DOD designation and is not required to meet UFC provisions. These sites are usually remote but could be located on the cantonment area. The military service aviation organization or other user may/may not require surveys/inspections prior to use.
- b.* General:
  - (1) Helipads, tactical/auxiliary landing strips and helicopter landing sites documented on the ACSIM Real Property Inventory List (RPIL) fall under the garrison DPTM for management authority and DPW for SRM requirements.
  - (2) Those helipads, tactical/auxiliary landing strips and helicopter landing sites not on the ACSIM RPIL are operational and fall under the mission management authority for operations, surveys/inspections and SRM.
  - (3) For garrison helipads, tactical/auxiliary landing strips and helicopter landing sites the

garrison commander will develop and implement policy/guidance regarding management, operations, inspections and SRM in a garrison, range or airfield SOP/Airfield Operations Manual document. When the garrison manages an Army airfield and/or heliport, the airfield safety officer or other designated airfield representative, will conduct initial an initial helipad survey.

The following information will be documented:

- (a) Designation of the helipad, tactical/auxiliary landing strip or helicopter landing site.
- (b) Location.
- (c) Elevation with dimensions.
- (d) Terrain.
- (e) Slope or grade.
- (f) Prevailing winds.
- (g) Recommended approach and departure routes.
- (h) Obstacles and hazards.
- (i) Number and type aircraft approved for use.
- (j) Restrictions.
- (k) ATC, airspace procedures and controlling authority.
- (l) Operational considerations such as day and night usage.
- (m) Lighting.
- (n) A sketch, drawing or photograph of the area.

(4) The airfield safety officer or other designated airfield representative will conduct subsequent/recurring helipad inspections every six months. The following information will be documented:

- (a) General condition of the area.
  - (b) Trees, poles, wires or other obstruction along the recommended approach and departure path and in/around the area.
  - (c) High visibility marking on wires.
  - (d) Foreign Object Damage.
  - (e) Surface condition of concrete, asphalt, grass, dirt and ruts.
  - (f) Compliance with UFC criteria if required.
- (5) Discrepancies will be noted and brought to the attention of appropriate management authority and DPW staff.

(6) This information will be maintained at a level of authority that makes it available to all users. A copy should be maintained at the primary and/or secondary airfield/heliport.

*c.* The example helipad, tactical/auxiliary/assault landing strip and helicopter landing site survey/inspection checklist at Appendix A may be used or modified to document initial surveys and subsequent inspections. Regions/garrisons may develop their own checklists provided they address the information in paragraph 8-5b(4)(a) through (f).

*d.* Responsibility for Sustainment, Renovation and Modernization (SRM), management and safety of aprons, ramps, taxiways and towing zones listed on the ACSIM Real Property Inventory List (RPIL) and utilized by mission aircraft, at locations where the airfield is not listed on the ACSIM RPIL, falls under the garrison DPW/Senior Mission Commander.

**Page 33, Paragraph 10-17. Add subparagraph 10-17.d.**

*d.* (Added) Copies of approved forms will be sent through the region Chief, Operations Division and HQ, IMCOM (IMOP-T) to the Commander, USAASA.

**Page 39, Paragraph 11-10. Add subparagraph 11-10.e(1) and 11-10.e(2).**

*e.* (Added) Submit the following completed documents to the region Chief, Operations Division and to HQ, IMCOM (IMOP-T):

- (1) LOAs dealing with civilian use.
- (2) Lease agreements associated with CRAF CAMI use.

**Page 43, Paragraph 13-1. Add the following:**

*a.* AAFs/AHPs will ... serving certain air carriers.

*b.* US Army Garrisons support the Senior Mission Commander while properly managing available resources. Each garrison will establish airfield operating hours with these concepts in mind and with the following guidance:

(1) Airfield operations (including flight operations, airfield services and petroleum, oil and lubricant (POL) services) and air traffic control operating hours should be the same.

(2) Airfield operations facilities may be open/operational when the air traffic control facilities are closed; however, this is highly discouraged.

(3) Air traffic control facilities should not be open/operational when airfield operations facilities are closed.

(4) Projected changes to airfield operating hours will be coordinated through the region Chief, Operations Division and HQ, IMCOM (IMOP-T) for approval.

**Page 43, Paragraph 13-2. Add the following:**

*a.* The installation/garrison commander will appoint an airfield commander or airfield manager.

*b.* Provide a 4x4 emergency response vehicle to allow for year-round (snow/rain) inspection and response to in-field and perimeter areas (in-flight emergencies, ground emergencies, aircraft mishaps, airfield inspections/checks, bird or wildlife responses, etc.). The vehicle shall be dedicated to the Airfield Division for airfield responses. The vehicle must be capable of carrying additional passengers for monthly inspections, waiver reviews, etc. (e.g., SUV, suburban, e-door pickup) and must be equipped with revolving flasher-type lights and FM/UHF/VHF radios to meet local requirements to communicate with personnel and vehicles operating on the airfield and to monitor aircraft operations on or near the airfield.

**Page 43, Paragraph 13-3.c.9. Add the following:**

Report all discrepancies/hazards identified during airfield inspections/checks to the appropriate agencies for correction and document/monitor status until corrected.

**Page 43, Paragraph 13-3. Add subparagraphs 13-3.c.(18)(f) through 13-3.c.(18)(h)**

(18) For airfield construction –

*(f)* Attend pre-construction meetings and participate in projects from the planning phase through the project completion.

(g) Develop a continuity book or other method to track and monitor current temporary and permanent airfield waivers, information providing status of airfield discrepancies (with fix actions) to include completion dates and all airfield construction project plans, drawings, meeting minutes, etc. Maintain these documents for a minimum of one year.

(h) Ensure construction areas are marked for day and night operations and barricades are in accordance with UFC 3-260-01.

(i) All proposed or new airfield construction shall be coordinated with the region Chief, Operations Office, HQ, IMCOM (IMOP-T and IMPW-E) and US Army Corps of Engineers prior to initiating or funding the project.

**Page 43, Paragraph 13-3. Add subparagraphs 13-3.c.(27-29)**

(27) The Airfield Manager will ensure coordination with the region, Chief Operations Division and HQ, IMCOM (IMPO-T) prior to any of the following:

(a) Hiring additional personnel above TDA authorizations.

(b) Expanding or restructuring operations, to include adding positions to air traffic control facilities.

(c) Accepting or acquiring new missions.

(d) Purchasing navigational aids or other major air traffic control equipment/systems, especially those which may become part of the National Airspace System.

(28) The Airfield Manager, in coordination with his staff, will develop an annual airfield budget and participate in the POM process for airfield requirements.

(29) Submit Air Traffic Control Association awards through the region Chief, Operations Division to HQ, IMCOM (IMOP-T) no later than 1 June each year.

**Page 44, Paragraph 13-4. Add the following:**

The Airfield Manager is responsible for developing and maintaining an airfield operations manual (AOM) to define local procedures for airfield management/operations. The AOM will address all subjects referenced in AR 95-2 para 13-4.a through 13-4.u. Specific procedures may be outlined in a separate official document (local regulation, LOA, Operations Letter, Operations Plan, etc.); however, that directive/document must be referenced in the AOM. The Airfield Manager may include additional airfield-related topics in the AOM at his/her discretion.

*m.* Complete the current IMCOM Quality Assurance Evaluation Checklist as part of the self-inspection process.

*v.* In addition to the subjects referenced in AR 95-2 paragraph 13-4.a through 13-4.u., the AOM will address the following areas pertaining to airfield operations:

(1) General information regarding airfield and air traffic control facilities including an airfield diagram depicting all runways and taxiways, field elevation and gradient, hazardous cargo parking areas, designation of the primary instrument runway (if applicable), ILS critical area and instrument hold lines, closed or unusable portions of the airfield, restricted or classified areas on the airfield (where applicable), etc.

(2) Air traffic control facilities, including operating hours, designated airspace and locally assigned frequencies.

(3) Local flying areas to include descriptions of VFR and IFR traffic patterns, departure

and arrival procedures and instrument/non-instrument approach procedures available at the airfield.

- (4) Runway selection procedures.
- (5) Navigational Aid (NAVAID) maintenance and outage procedures.
- (6) Aircraft arresting systems (where applicable). Describe the type, location, standard configuration and coordination procedures for aircraft arresting systems.
- (7) Parking plan and any parking restrictions. Identify aircraft special operations areas and ramps, i.e., arm/de-arm areas, engine run-up areas, drag chute jettison areas, hot pit refueling areas and munitions loading areas).
- (8) Noise abatement procedures.
- (9) Aircraft towing procedures.
- (10) Aircraft taxiing requirements/routes (to include heavy aircraft jet thrust avoidance procedures and engine test/run-up procedures) and any restrictions/limitations.
- (11) Airfield maintenance to include sweeper operations and a grass mowing plan.
- (12) Procedures for determining and reporting Runway Condition Reading (RCR) values and/or Runway Surface Condition (RSC) including braking action advisories.
- (13) Procedures/requirements for conducting runway inspections/checks.
- (14) Procedures for protecting precision approach critical areas.
- (15) Procedures for suspending and resuming runway operations and opening and closing the runway.
- (16) Emergency procedures including activation of primary/secondary crash alarm systems, notification procedures and procedures for retaining records; bomb threat procedures, facility evacuation procedures, emergency locator transmitter (ELT) response, aircraft bailout and fuel jettison procedures, hot brakes, unscheduled arrivals, unlawful seizure of aircraft/hijack procedures and lost communication procedures.
- (17) Airfield Operations Board (AOB) membership, responsibilities, procedures, etc.
- (18) NOTAM Procedures.
- (19) Flight Information Publication (FLIP) accounts and procedures for requesting changes.
- (20) Waivers to airfield/airspace criteria.
- (21) Procedures for storing classified material at airfield operations.
- (22) Prior Permission Requested (PPR) procedures.
- (23) Distinguished Visitor (VIP) notification procedures.
- (24) Aero club operations.
- (25) Flight planning and filing procedures.
- (26) UAS/UAV procedures.
- (27) Slope operations.
- (28) Sling-load operations.
- (29) High-hover operations.
- (30) Para-drop operations.
- (31) Hot/cold refueling operations.
- (32) Weather support/briefings.
- (33) Procedures for filing OHRs.
- (34) Bomb threat procedures.
- (35) NVD procedures.
- (36) Wildlife management and bird/aircraft strike hazard (BASH) program.

- (37) Airfield snow and ice control plan.
- (38) Disaster relief and (where applicable) HURREVAC operations/plans.

**Page 46, Paragraph 13-5. Add the following:**

Funding for Airfield Obstruction Surveys must be coordinated by the Airfield Manager through the Program Objective Memorandum (POM) process.

**Page 46, Paragraph 13-6. Add the following:**

Funding for Pavement Evaluations is the responsibility of HQ, IMCOM (IMPW-E).

*Note: HQ, IMCOM centrally coordinates for and funds airfield pavement evaluations; however, this does not relieve the Airfield Manager of the responsibility to monitor the frequency of pavement evaluations and coordinate with HQ, IMCOM to ensure they are completed on schedule, in accordance with AR 95-2.*

**Page 47, Paragraph 13-7. Add the following.**

- a.* (Added) Due to safety and operational concerns, non-aviation activities may require modification of airfield operations.
- b.* (Added) Submit all requests for non aviation use, with a copy of a risk analysis addressing safety and damage control mitigation procedures to the garrison commander. If approved, garrison commander will provide written approval listing the time period authorized and, as required, specific instructions regarding safety and damage mitigation.
- c.* A NOTAM must be issued when a non-aviation activity will close or otherwise hinder aircraft operations on any portion of the airfield controlled movement area.
- d.* (Added) Safety and damage liability responsibilities for the non aviation related event rests with the requestor.

**Page 47, Paragraph 13-8. Add the following:**

Send requests for approval for airshows through the region Chief, Operations Division to HQ, IMCOM (IMOP-T). Airshow requests must address the following: Airshow name, dates and times; summary of main events and air demonstrations; DD Form 2535 (Request for Military Aerial Support), confirmation that all participating civil aircraft will have DD Form 2400 (Civil Aircraft Certificate of Insurance), DD Form 2401 (Civil Aircraft Landing Permit) and DD Form 2402 (Civil Aircraft Hold Harmless Agreement) completed and approved prior to landing; a list identifying civil aircraft participating as static displays and those conducting aerial performances/demonstrations; airshow points of contact and phone numbers; confirmation that the Federal Aviation Administration (FAA) will issue the appropriate authorizations and complete preliminary checks of all FAA required licenses and registration, including FAA Form 8710-7 (Certificate of Aerobatic Competency) and FAA Form 7711-2 (Application for Certificate of Waiver or Authorization) with approval date; funding source for airshow to include civilian/community sponsorships/partnerships.

**Page 47, Paragraph 13-10. Add the following:**

The airfield commander/manager and safety representatives will conduct a semi-annual airfield inspection. At a minimum, a checklist will be developed using the items in AR 95-2 Appendix E. Representatives from DPW, to include pavements, environmental and community planner will participate.

**Page 48, Paragraph 13-11. Add heading:**

13-11. Flightline Driving Training Program.

**Page 48, Paragraph 13-11. Add the following:**

*a.* The Airfield Manager is responsible for the development of a flightline driving training program and written test. The Airfield Manager may appoint a flightline driving training program manager (FDTPM) and delegate the associated responsibilities, if necessary.

*b.* All personnel who operate a vehicle on the flightline must complete training and pass a written test prior to driving on the flightline (see Appendix B for an example Flightline Driving Training Worksheet). Flightline experience (i.e., operating vehicles or aircraft) or being flightline qualified at another installation is not an acceptable substitute for completion of local flightline driving training and testing requirements.

*Exception:* Individuals being escorted by airfield management or other flightline driving qualified personnel may operate on the airfield, without completing flightline driving training/testing, as long as they are accompanied by a flightline driving qualified escort.

*c.* The number of personnel authorized to drive on the flightline should be limited to the absolute minimum number necessary to accomplish the mission..

*d.* The FDTPM will develop a method for issuing certifications/licenses to all personnel that have completed training and are authorized to drive on the flightline. Personnel are required to have the flightline certification/license with them at all times while operating on the flightline.

*e.* The Airfield Manager, Airfield Safety Officer and/or FDTPM have the authority to revoke flightline driving privileges in the event of runway intrusions or movement area violations. Once a driver's privilege has been revoked, remedial flightline driving training and re-testing is required prior to re-issuing a flightline driving certificate/license.

*f.* The flightline driving training program and written test must cover the following:

(1) A detailed airfield diagram depicting (at minimum) runways, taxiways, aprons, aircraft and vehicle movement areas, restricted areas, control tower visual/radio blind areas, VFR hold lines, instrument hold lines and critical areas for protection of navigational aids.

(2) Definition and description of the movement area and procedures for entering/exiting the movement area, including two-way radio communications with the air traffic control tower, where applicable.

(3) Vehicle lighting/marketing requirements.

(4) Radio communications procedures, to include correct phraseology, and lost communications procedures.

(5) Air traffic control light gun signals.

(6) Airfield signs, lighting and markings.

(7) Vehicle speed limits on taxiways, runways, ramps, aprons and in the vicinity of

aircraft.

**Page 48, Paragraph 13-12. Add heading:**

13-12. Airfield Operations Management Training Program.

**Page 48, Paragraph 13-12. Add the following:**

*a.* The Airfield Manager is responsible for developing a training program for all airfield operations/flight operations personnel. Airfield operations personnel should not perform airfield operations duties unsupervised until after completion of training.

*b.* The airfield operations training program must address the following:

- (1) Airfield clearance criteria.
- (2) Daily events log, local publications and forms.
- (3) Flight Information Publications (FLIP), aeronautical charts and aerospace products.
- (4) General flight rules and airspace designation.
- (5) DoD aircraft.
- (6) Primary and Secondary Crash Systems, Quick Reaction Checklists, crash grid map and emergency response procedures.

(7) Airfield operations and flight operations communications equipment, terminology, phraseology, and use of operating initials.

(8) Flight plan review and processing.

(9) NOTAM review, requirements/criteria and processing. Operating the NOTAM system.

(10) Flight planning room requirements.

(11) Weather, weather reports and disseminating weather warnings, watches, advisories and related information.

(12) Airfield signs, lighting and markings.

(13) Procedures for conducting airfield inspections and checks.

(14) Snow and ice control.

(15) Runway braking action and friction measurement.

(16) Flightline driving training program, airfield violations and hazardous conditions on the airfield.

(17) Pre-accident plan operations.

(18) FOD prevention.

(19) UAS loss link and launch/recovery operations (where applicable).

*c.* Documentation of training:

(1) Document completion of training by trainer and trainee signature and date training was completed.

(2) Maintain airfield management/airfield operations training records in the airfield operations section in a location accessible by airfield operations personnel.

(3) Retain documentation of completed airfield management/airfield operations training in the individual's training records for the duration of the individual's assignment at the airfield.

**Page 48, Paragraph 13-13. Add heading:**

13-13. Airfield Operations Board

**Page 48, Paragraph 13-13. Add the following:**

*a.* The Garrison Airfield Operations Board (AOB) provides a forum for discussing, updating, tracking various activities and resolving outstanding issues at the appropriate level of authority. The AOB will convene quarterly.

*b.* The Garrison Commander (or designated representative) shall be the chairperson.

*c.* The Airfield Manager is responsible for scheduling the AOB, preparing and distributing an agenda and recording and distributing AOB meeting minutes and following up on outstanding airfield issues.

*d.* AOB Membership should include representation from each flying organization, combat aviation brigade standardization and safety, range operations division, DPTMS, airfield safety, airfield operations officer, air traffic control, AT&A, communications, DPW, weather, fire and emergency services, FAA or host nation ATC facilities and aero club manager (where applicable). The chairperson may invite other personnel (i.e., region Chief, Operations Division, region Airfield Management Officer, etc.) to attend, as required to support the airfield/heliport mission.

*e.* The AOB agenda and meeting should, at minimum, address any issues/upcoming events within the following:

(1) Airspace, air traffic control and flight procedures.

(2) Military, FAA and/or host nation concerns.

(3) Airfield management and air traffic control staffing and proficiency (include EML).

(4) Navigational aids and airfield operations communication equipment.

(5) Airfield environment, including airfield waivers, status of deteriorating airfield/runway conditions, airfield construction projects, aircraft parking plan, buildings, hangars and support equipment.

(6) Flightline driving training program, including descriptions of any runway intrusions and/or movement area violations. Highlight any trends.

(7) TERPS.

(8) Garrison support to the airfield concerns, including weather, airfield safety issues, fire and emergency services, DPW, etc.

(9) Status of corrective actions for discrepancies identified during previous Airfield Quality Assurance Evaluations and ATC Inspections.

*f.* Publish and distribute AOB minutes within 15 days after each board meeting. Distribute AOB minutes to all board members, commanders of represented installation agencies, the region Chief, Operations Division, DAR, ANG, AFRC (where appropriate) and HQ, IMCOM (IMOP-T).

**Page 48, Paragraph 13-14. Add heading:**

13-14. IMCOM Airfield Quality Assurance Evaluation (QAE) Program.

**Page 48, Paragraph 13-14. Add the following:**

*a.* The Airfield/Heliport Quality Assurance Evaluation Program is designed to evaluate the operation and safety of IMCOM airfields/heliports and provide and an assessment of the garrison's capabilities to support and sustain airfield operations. The results of the evaluations form the basis of the Trends Analysis Program. The program evaluates the ability of Army airfields/heliports to safely and effectively meet the standards and operational requirements of military and civilian users. It provides airfield management and senior leadership with the ability to maximize operations while mitigating unnecessary risks using the Risk Management Process. Additionally, the program evaluates the quality of facilities, service, and support provided by the IMCOM airfield staff to the local garrison, flying units, and other airfield users.

*b.* Objectives of the Airfield/Heliport Management Quality Assurance Evaluation Program include the following:

- (1) Analyze all aspects of airfield/heliport functions and flight services for safety, adequacy, and compatibility.
- (2) Evaluate local procedures and practices for compliance with regulatory guidance.
- (3) Resolve identified deficiencies at appropriate command levels.
- (4) Identify emergent trends from trip reports and apply corrective action IMCOM-wide.
- (5) Provide individual garrisons the means for self-evaluation and improvement.
- (6) Assess the interface between the airfield and garrison functions including, but not limited to, Airfield Operations and Services, Air Traffic Control, Airfield Infrastructure, Airfield Safety Program Management and Aircraft Refueling, Fire and Emergency Services, Department of Public Works, Environmental, Logistics and Training/Range operations.

*c.* Policy.

- (1) This program is a component of the IMCOM Organizational Inspection program (OIP).
- (2) This program augments Army policy and guidance contained in field manuals, regulations, policies, and procedures set forth in Federal Aviation Administration publications and directives.
- (3) Air Traffic Services Command is responsible for air traffic control safety and standardization within the US Army and currently assesses air traffic control and maintenance at IMCOM airfields under that charter. IMCOM headquarters and/or regional airfield management staff will participate in the Air Traffic Services Command (ATSCOM) ATC evaluations at IMCOM airfields to the maximum extent possible.
- (4) IMCOM garrison commanders and staff will comply with and support this program.
- (5) This program is applicable to IMCOM, however, the QAE team may provide airfield evaluations for the Army National Guard, ACOMs and DRUs if properly resourced and coordinated.
- (6) The IMCOM OIP/Airfield QAE teams are the only teams authorized to conduct scheduled or unscheduled (no-notice) evaluations of any garrison function or service. Evaluations by offices, agencies or elements external to IMCOM may only be permitted if previously coordinated with IMCOM headquarters. Garrison commanders and staff will refer all such requests/notifications for evaluations to IMCOM headquarters.

*d.* Scheduling evaluations:

- (1) HQ, IMCOM staff will develop the quality assurance schedule in coordination with

IMCOM Regional airfield management staff, the garrison airfield manager/commander and ATSCOM staff. Regional representatives will forward proposed annual schedules to HQ, IMCOM (IMOP-T) for conflict resolution. Any changes to the final schedule must be approved by HQ, IMCOM (IMOP-T).

(2) HQ, IMCOM will notify garrison commanders and airfield managers/commanders of upcoming evaluations through the region offices. Notifications will be made no later than 60 days prior to the evaluation. The notification will include the evaluation dates, evaluation team requirements, command special interest items and a request for any local items requiring specific attention. The garrison commanders and airfield managers/commanders will acknowledge receipt and advise HQ, IMCOM (IMOP-T), no later than 30 days prior to the scheduled evaluation date, of any requested scheduling changes or other requirements that cannot be met.

*e.* Conducting evaluations: IMCOM evaluators will adhere to guidelines established in this program using all applicable regulatory guidance and compliance checklists. Evaluators will at a minimum assess the following areas:

- (1) Airfield operations, services, administration and management.
- (2) Airfield infrastructure, signs, lighting and marking.
- (3) Airfield safety program management.
- (4) Aircraft refueling services.
- (5) Fire and emergency services.
- (6) Public works support.
- (7) Environmental services.
- (8) Air traffic control operations and maintenance and/or corrective actions for ATSCOM evaluations, as required or scheduled.
- (9) Feedback from key personnel from the airfield, garrison, and locally based flying units, as coordinated, to obtain feedback on provided services.

*f.* Briefing procedures:

(1) The QAE team chief will present the in-brief to the Garrison Commander and/or selected staff prior to beginning the evaluation. At minimum, the in-brief will include team composition, functional areas to be evaluated, command special interest items (if any are identified) and the evaluation schedule/estimated duration.

(2) The QAE team chief will present the out-brief to the Garrison Commander and/or selected staff after conclusion of the evaluation. At minimum, the out-brief will include the total number of findings, observations, commendables and special interest items (if applicable) identified during the evaluation, recommendations for correcting deficiencies and procedures for closing items.

*g.* Team composition: The QAE team will be comprised of subject matter experts (SME) from HQ, IMCOM, USAASA, USAEC, regional offices and garrisons to ensure a thorough evaluation of system support functions. Team composition will be tailored to the structure of the airfield being evaluated; however, teams will normally consist of the following skill sets:

- (1) Team Chief (HQ, IMCOM or Region).
- (2) Assistant Team Chief (HQ, IMCOM or Region).
- (3) Army Transformation/Stationing (HQ, IMCOM).
- (4) Airfield Operations (HQ, IMCOM or Region).
- (5) Air Traffic Control (HQ, IMCOM, USAASA, ATSCOM or Region).
- (6) Airfield Infrastructure (USAASA).
- (7) Airfield Safety Program Management.

- (8) Aircraft Refueling.
- (9) Fire and Emergency Services.
- (10) Department of Public Works (DPW).
- (11) Airfield Environment.
- (12) Additional support matrix SMEs as required.

*h.* Assessment frequency: QAEs should follow an 18 to 24 month recurring schedule, and will be scheduled in conjunction with OIP and Forces Command (FORSCOM)/ATSCOM Aviation Resource Management Survey (ARMS) evaluations to the maximum extent possible. Evaluation interval adjustments will depend on prior commitments, funding, needs of the Army and HQ, IMCOM. Region airfield operations specialists will conduct quality assurance assistance visits of airfields based on operational requirements, funds available and results of previous assessments.

*i.* Evaluation checklist: The QAE evaluation checklist is available on the Army AKO website. The checklist will be provided electronically to the region and QAE team members prior to each scheduled evaluation. Functional area readiness will be documented on the checklist as one of the following:

(1) Commendable: A procedure or action that warrants commending a person or section for a job well done, exceeding the standard or implementing a program that would save resources.

(2) Satisfactory: A procedure or practice that complies with current DOD, Army regulations, policy or procedures.

(3) Observation: A procedure or practice that complies with current DOD, Army regulations, policy or procedures, but could be improved by adapting alternative methods or techniques.

(4) Finding: A deficiency identified during an evaluation that indicates a functional area checklist item was found unsatisfactory for compliance with current DOD, Army regulations, policy or procedures at the time it was evaluated.

(5) Discrepancy: A deficiency identified during an evaluation that indicates a functional area checklist item was found unsatisfactory for compliance with current DOD, Army regulations, policy or procedures at the time it was evaluated *and* that clearly indicates an actual or potential inability to support the garrison mission or an adverse affect to safety.

(6) Special Interest Item: An item or issue not addressed in the IMCOM Airfield/Heliport Management Quality Assurance and Trend Analysis Program, but designated by the IMCOM Commander, Deputy Commanding General, Regional Director, Chief, Operations Division, Chief, Training Mission Support, Garrison Commander or Senior Mission Commander to be assessed or addressed during the course of an airfield Quality Assurance Evaluation. A Special Interest Item (SII) may or may not be directly related to airfield operations or functions.

*j.* Post-evaluation administrative actions:

(1) The Garrison Commander will ensure that the status of corrective actions for both Air Traffic Control (ATC) evaluations conducted by ATSCOM and QAEs are reported in writing to the region Chief, Operations Division within 60 days of the date of the executive summary memorandum (ATC evaluations) or the final evaluation report (QAE). The region Chief, Operations Division will forward the status report to HQ, IMCOM (IMOP-T) no later than 75 days from the date of the final evaluation report.

(2) The Garrison Commander will ensure that a recurring follow-up status of corrective

actions is reported in writing to the region Chief, Operations Division on a semi-annual basis, beginning six months after the initial status report is due and continuing every six months thereafter until all discrepancies and findings are closed.

*k.* Re-evaluations: A follow-up evaluation may be conducted as deemed necessary by HQ, IMCOM in coordination with the regional airfield management officer and/or ATSCOM as required. This determination will be based on the number and potential/actual impact of system deficiencies identified during the evaluation. During the follow-up evaluations, team members will assess progress in correcting deficiencies and offer further recommendations, as applicable, to assist in the closeout process. Evaluators will review documented action taken to correct previously identified deficiencies and confirm closure for those deficiencies that have been resolved. Follow-up evaluations may be accomplished by an on-site visit or desk audit. HQ, IMCOM (IMOP-T), through the region, will advise the Garrison Commander and Airfield Manager at least 30 days prior to conducting an on-site follow-up evaluation. At a minimum all findings will be evaluated. However, at the discretion the IMCOM QAE team chief, other areas may also be evaluated.

*l.* Trends analysis: HQ, IMCOM will evaluate trend analysis based on data collected during QAEs and report positive and negative trends to the regions on an annual basis.

**Page 48, Paragraph 13-15. Add heading:**

13-15. Airfield/Heliport Safety Program.

**Page 48, Paragraph 13-15. Add the following:**

*a.* The purpose of the Airfield/Heliport Safety Program is to ensure IMCOM airfields and heliports are operated in a safe and efficient manner and to provide responsibilities, policies and duties for the integration for safety risk management into existing airfield/heliport processes. The Airfield/Heliport Safety Program will be published as part of the Airfield/Heliport Operations Manual (AOM).

*b.* The Chief, IMCOM Safety exercises staff oversight of the Airfield/Heliport Safety Program within IMCOM.

*c.* The Garrison Commander will:

(1) Maintain one current authorized full-time GS-0018 position for a qualified Airfield Safety Officer (AFSO) assigned as a primary duty at the airfield and rated by the airfield manager at garrisons with IMCOM airfields/heliports supporting aviation activities. The AFSO will not be detailed out or assigned other unrelated duties. An assistant airfield safety officer may be authorized at auxiliary/satellite airfields/heliports based on duties, responsibilities, location and level of effort.

(2) Ensure coordination with tenant aviation units concerning airfield and aviation safety responsibilities, functions, and funding.

(3) Comply with applicable policies regarding airfield and ground safety per AR 385-95 and AR 385-10 as noted throughout this SOP.

(4) Establish funding to support annual training for the Airfield/Heliport Safety Office.

(5) Provide a 4x4 emergency response vehicle to allow for year-round (snow/rain) inspection and response to in-field and perimeter areas (in-flight emergencies, ground emergencies, aircraft mishaps, airfield inspections/checks, bird or wildlife responses, etc.). The

vehicle shall be dedicated to Airfield Safety for airfield responses. The vehicle must be capable of carrying additional passengers for monthly inspections, waiver reviews, etc. (e.g., SUV, suburban, e-door pickup) and must be equipped with revolving flasher-type lights and FM/UHF/VHF radios to meet local requirements to communicate with personnel and vehicles operating on the airfield and to monitor aircraft operations on or near the airfield.

(6) Provide funding for promotional items to the Airfield Safety Office.

*d.* The Airfield Manager will:

(1) Comply with safety requirements established in AR 95-2 and other applicable directives.

(2) Maintain oversight of all self-inspection programs within the Airfield Division (to include Airfield Safety, Air Traffic Control, Air Traffic Control Maintenance, Airfield Management, Flight Operations, Airfield Services, POL/Refueling Operations and Fire and Emergency Response). Ensure self-inspection programs are implemented on a recurring basis and the HQ, IMCOM QAE Checklist is used as an aid.

(3) Establish, resource and rate the duty position for a full-time, qualified Airfield Safety Officer for the garrison airfield/heliport.

(4) Support periodic qualification and certification training for the Airfield Safety Officer as part of continued professional development and to ensure the airfield safety program is being managed effectively. Particular emphasis should be placed on education provided by the US Army, Department of Transportation- Transportation Safety Institute, Federal Aviation Administration and Department of Labor-OSHA.

(5) Assist the AFSO in the development and implementation of safety-related programs outlined in AR 385-95.

(6) Attend Installation Aviation Safety and Standardization Council Meetings.

(7) Ensure all newly assigned personnel participate in a Newcomer's Safety Briefing where all hazards of the workplace are identified. Training in flightline driving and airfield safety awareness must also be conducted.

(8) Ensure airfield operations and ATC personnel complete safety training which includes issues or hazards that affect their duty positions and off-duty activities.

(9) Participate in headquarters level Airfield QAE visits.

(10) Develop a detailed, written pre-accident plan that specifies duties, responsibilities and immediate actions for personnel involved in accident notification procedures, search and rescue, accident investigation and equipment recovery.

*(a)* Implement and maintain a current pre-accident plan IAW AR 385-95.

*(b)* Provide a copy of plan to all personnel and agencies with post accident duties and responsibilities included in the pre-accident plan.

*(c)* Conduct a quarterly exercise to test the effectiveness of the pre-accident plan.

*(d)* Ensure the pre-accident plan addresses the hazards associated with exposure to composite materials.

*(e)* The pre-accident plan shall include HAZCOM, emergency response, and hazardous material cleanup.

(11) Serve as a voting member of the Installation Planning Board.

(12) Develop an Airfield/Heliport Operations Manual (AOM) that outlines safety, administrative and operational procedures.

*e.* The Airfield Safety Officer will:

(1) Manage/implement the airfield safety program and comply with AR 95-2 and other

applicable directives.

(2) Use AR 385-95 chapter 1 and AR 385-10 for risk management implementation. To ensure deficiencies or hazards are properly identified and analyzed, the file log found in AR 385-95, chapter 3 will be used to track the deficiency or hazard to completion.

(3) Advise and assist the airfield manager and staff in the development of safety policy, safety goals, objectives, and priorities.

(4) Represent the Airfield Manager for all airfield safety issues and provide guidance and recommendations to all aviation activities and units on the installation relating to airfield/heliport safety.

(5) Assist the airfield manager with the development and administration of the pre-accident plan.

(6) Participate in headquarters level Airfield QAE visits.

(7) Conduct safety training meetings for airfield operations and ATC personnel.

(8) Develop a Newcomer's Safety Briefing where all hazards of the workplace are identified. Training in flightline driving and airfield safety awareness must also be conducted.

(9) Ensure the airfield safety functional files are maintained IAW AR 25-400-2.

(10) Manage the airfield safety awards program.

(11) Establish an ongoing analysis program to identify current and projected airfield/heliport safety issues, and recommend solutions to those issues.

(12) Develop a safety bulletin board for the purpose of educating and informing airfield operations and transient personnel of safety issues.

(13) Organize and implement a quarterly Airfield Safety Council (ASC) meeting.

(a) The ASC will be prepared by the Airfield Safety Officer and chaired by the Airfield Manager. Membership should include representation from air traffic control, airfield operations, local flying units, aviation safety, aviation maintenance and additional personnel as designated by the Airfield Manager.

(b) The ASC agenda should include, at minimum, a review of current and projected hazards and associated risks, unit hazard-tracking logs, recent accidents, effectiveness of risk control options, results and recommendations for corrective actions after an aviation accident prevention survey. The meeting should present an opportunity for decision-making on proposed risk control options for newly identified hazards. The Airfield Manager will develop a course of action and task appropriate individuals or staffs with control actions for hazards identified by the ASC.

(c) Publish ASC meeting minutes within 15 days of each meeting. Include the Airfield Manager's signature and suspense dates for all action items. Post minutes on the safety bulletin board and maintain copies of minutes for two years in accordance with AR 25-400-2. Forward ASC meeting minutes through the Garrison Commander and Region Chief, Operations Division, to Headquarters, Installation Management Command (IMOP-T).

(14) Develop and implement an Operational Hazard Reporting program.

(15) Develop and implement a Foreign Object Damage (FOD) program.

(a) Implement a FOD program that encompasses the entire airfield.

(b) Form a FOD committee consisting of the Airfield Manager, Airfield Safety Officer and tenant aviation units that operate and service aircraft on the parking aprons.

(16) Develop and implement airfield post accident actions.

(a) Comply with the procedures, reporting, and investigation requirements of AR 385-40.

(b) Notify Region and HQ, IMCOM (IMSO and IMOP-T) as soon as possible when an

aircraft is involved in a Class A-C accident or when a Class A-C aviation accident occurs on any IMCOM garrison/installation, regardless of aircraft ownership.

(c) Notify Region and HQ, IMCOM (IMSO and IMOP-T) when an accident/incident occurs that may be the result of IMCOM airfield management/ATC personnel action. Initial notification must be passed to the IMCOM Operations Center (IOC) via telephone (703) 602-4254, DSN 332-4254 or e-mail [imcomopscenter@hqda.army.mil](mailto:imcomopscenter@hqda.army.mil) within two hours. DA Form 7305-R must be submitted within 12 hours to HQ IMCOM by FAX (703) 602-1502 or DSN 332-1502.

(d) Identify and maintain a listing of personnel qualified IAW AR 385-40 to serve on an Army aircraft accident investigation board. Where necessary, develop procedures for mutual support between installations for aviation accident investigation boards. Address matters such as travel and per diem payments in the procedures. Board presidents, acting on behalf of their appointing authority, can make determinations on the scope, technical assistance, and support needed when appropriate.

(e) Send USACRC aircraft accident investigation reports, with installation safety office endorsement, to Region and HQ, IMCOM (IMOP-T), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926. Chief, IMCOM Safety is authorized to sign for the director as the approving authority when in agreement with the reviewing official. Chief of Staff, IMCOM will sign as the approving authority when the command and reviewing official are not in agreement.

(17) Develop and implement/administer a program and/or procedures for the following:

- (a) Fire Prevention.
- (b) Hazard Communication.
- (c) Motor Vehicle Accident Prevention.
- (d) Hearing Conservation.
- (e) Respiratory Protection.
- (f) Radiological Protection.
- (g) Protective Clothing and Equipment.
- (h) Handling of Hazardous Materials (HAZMAT).
- (i) Handling of ammunition, explosives and weapons.
- (j) Airfield Environmental Protection.
- (k) Fall Prevention/Protection.

**Page 48, Paragraph 13-16. Add heading:**

13-16. Annual Airfield Division Awards Program.

**Page 48, Paragraph 13-16. Add the following:**

13-16. *(Program is currently being developed - contact HQ, IMCOM (IMOP-T) for more information).*

**Page 50, Paragraph 14-13. Add heading:**

14-13. Emergency Manning Levels (EML)

**Page 50, Paragraph 14-13. Add the following:**

14.13. Annual EML reports, required in accordance with FM 3-04.303, are to be submitted through the Airfield Manager and region to HQ, IMCOM (IMOP-T) as follows: Pacific and West Regions shall forward no later than 31 March each year. East, Korea and Europe shall forward no later than 31 September each year.

**Page 50, Paragraph 14-14. Add heading:**

14-14. Annual Traffic Count

**Page 50, Paragraph 14-14. Add the following:**

14.14. Annual traffic counts are due to HQ, IMCOM (IMOP-T) by 1 November each year. For each garrison this will be a combined total for all facilities.

**Page 50, Paragraph 14-15. Add heading:**

14-15. Annual ATC Delays

**Page 50, Paragraph 14-15. Add the following:**

14.15. Annual ATC delays shall be reported to HQ, IMCOM (IMOP-T) by 1 December each year. Within the count of ATC delays, there are two types of delays (ATC delays and Army ATC delays). Reportable delays are a delay of 15 minutes or more. For example, an aircraft held for more than 15 minutes due to ARTCC saturation is a delay, but not an Army caused delay. An aircraft held due to ARAC saturation falls in both categories. An aircraft delayed for more than 15 minutes for weather below minimums is not an ATC delay.

**Page 80, Appendix B. Add the following:**

B-2. Award nomination and format

*a.* Unit commanders/directors/managers having assigned ATC personnel (military or civilian) shall send nominations through the region Chief, Operations Division, through HQ, IMCOM (IMOP-T) to the Commander, ATSCOM.

### Appendix A - Example Helipad Inspection/Survey

Helipad Designation:	Location:
Elevation:	Slope or Grade:
Date of Last Survey:	
Prevailing Wind:	
Terrain:	
Recommended Approach/Departure Routes:	
Obstacles/Hazards:	
Number & Type Aircraft Approved for Use:	
Restrictions:	
ATC Airspace Procedures & Controlling Authority:	
Operational Considerations:	
Lighting:	
General Condition of Area:	
Trees, Poles, Wires or Other Obstructions in Approach/Departure Path?	
High Visibility Marking on Wires?	
FOD?	
Surface Condition of Concrete, Asphalt, Grass, Dirt, Ruts?	
Compliance with UFC Criteria?	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B - Example Flightline Driving Training Worksheet

<b>FLIGHTLINE DRIVING TRAINING AND CERTIFICATION</b>							
Name:		Rank:		Unit:		Duty Phone:	
<i>The above individual has been certified on all required items for XXXXXX Army Airfield Flightline Driving Training Program</i>							
	Training Item	Start Date	Finish Date	Trainee Initials	Trainer Initials	Required for Ramp Access Only	Required for Contractor or TDY Personnel
1	Qualifications for Flightline Driving					✓	
2	Runways						
3	Taxiways						✓
4	Aircraft Parking Ramps					✓	✓
5	Movement Area					✓	✓
6	Airfield Access Roads					✓	✓
7	Flightline Entry Points					✓	✓
8	Distance for "Vicinity of an Aircraft"					✓	✓
9	Runway Hold Position Markings						✓
10	Runway Hold Position Locations						✓
11	Taxiway Markings						
12	Taxi Lane Markings					✓	✓
13	Taxiway Guidance Signs						✓
14	FOD and Prevention Rules					✓	✓
15	Runway/Taxiway Lighting						
16	Light Gun Signals						✓
17	Complete Light Gun Recognition Test						
18	Define an Obstacle					✓	✓

**Appendix B continued - Example Flightline Driving Training Worksheet**

19	Obstacle Distance Requirements					✓	✓
20	Define Authorized Vehicles					✓	
21	Vehicle Lighting Requirements						
22	Vehicle Traffic Flow/Vehicle Lanes					✓	✓
23	Jet Blast Safety Requirements					✓	✓
24	Right of Way Priorities					✓	✓
25	Vehicle Speed Limits					✓	✓
26	Vehicle Parking Chocking Requirements					✓	✓
27	Convoy & Escort Responsibilities						
28	Understand Violation Consequences					✓	✓
29	Communication Procedures						✓
30	Radio Terminology/Phraseology Procedures					✓	✓
31	Complete a Daytime Orientation Drive					✓	
32	Complete a Nighttime Orientation Drive					✓	
33	Complete Daytime Practical Driving Training					✓	
34	Complete Nighttime Practical Driving Training					✓	
35	Complete a Practical Driving Evaluation					✓	
36	Pass Color Vision Test						
37	Pass Airfield Diagram/Layout Test						
38	Pass Closed Book Flightline Driving Test					✓	

This training and certification documentation will be retained by the Flightline Driving Training Program Manager (FDTPM) until the individual is reassigned.

DATE:	PRINTED NAME, GRADE, TITLE and SIGNATURE of FDTPM
DATE:	PRINTED NAME, GRADE, TITLE and SIGNATURE of AIRFIELD MANAGER