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**AIRFIELD OPERATIONS OFFICER**

**AFSC 13MX**



**CAREER FIELD EDUCATION AND TRAINING PLAN**

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**CAREER FIELD EDUCATION AND TRAINING PLAN  
AIRFIELD OPERATIONS OFFICER 13MX**

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**AIRFIELD OPERATIONS OFFICER**  
**AFSC 13MX**  
**CAREER FIELD EDUCATION AND TRAINING PLAN**

**Part I**

***Preface***

1. This Career Field Education and Training Plan (CFETP) is a comprehensive training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for the Airfield Operations Officer specialty. This publication does not apply to the United States Space Force (USSF).

2. The CFETP consists of two parts used by supervisors and commanders to plan and manage training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how to use the plan; Section B identifies career field progression information, duties and responsibilities; Section C associates each level with specialty qualifications (knowledge and training).

2.2. Part II includes the following: Section A identifies the course training standard (Attachment 2) and includes duties and tasks to support initial qualification training. Section B identifies the training course index supervisors and commanders should use to determine resources available to support training.

3. Using guidance provided in the CFETP will ensure Airfield Operations Officers receive effective and efficient training at appropriate points in their career. At the unit level, supervisors and commanders will use Part I to identify, validate initial training, and conduct follow-on training commensurate with the overall goals of this plan.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Air Force Career Field Manager (AFCFM).** Representative appointed by the respective HQ USAF Deputy Chief of Staff to ensure assigned AF specialties are trained and utilized to support AF mission requirements Air Force Officer Classification Document (AFOCD). Air Force officer specialty description outlining essential managerial, technical and professional duties.

**Air Force Specialty (AFS).** A basic grouping of positions requiring similar skills and Qualifications.

**Career Field Education and Training Plan (CFETP).** A comprehensive document that identifies life-cycle education and training requirements, training support resources and minimum requirements for each specialty.

**Course Training Standard (CTS).** A training standard that identifies the training those members will receive in a specific course.

**Development Training (DT).** Training acquired beyond the core competencies spelled out in the Qualification Training Plan (QTP).

**Follow-on Skills Training (FST).** Training accomplished beyond Initial Skills Training (IST) to provide Officers with requisite foundational knowledge of Airfield Operations functional areas in order to be able to understand the unique nature of each career field and their mission.

**Initial Skills Training (IST).** A formal school course that results in award of the entry level AFS or mandatory training for upgrade to qualified officers.

**Position Certification Guide (PCG).** A guide developed and used to train personnel on specific knowledge and task items required for a position certification.

**Proficiency Training (PT).** Training done repetitively on a prescribed basis in order to increase skills and knowledge.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program or on a piece of equipment. It may be printed, computer-based or in other audio/visual media.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Training Capacity.** The capability of a training setting to provide training on specified requirements based on the availability of resources.

## ***Section A – General Information***

**1. Purpose.** This CFETP provides the information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM functional managers (MFMs), training management, supervisors, and trainers to plan, develop, manage and conduct an effective and efficient career field training program. The plan outlines the training that Airfield Operations Officers should receive in order to develop and progress throughout their career. For purposes of this plan, training is divided into Initial Skills Training (IST), Follow-on Skills Training (FST), Proficiency Training (PT), and Development Training (DT). IST is Air Force Specialty (AFS) specific. IST is conducted by the 334th Training Squadron (334 TRS), at Keesler AFB, MS. FST is training accomplished beyond IST to provide Officers with requisite foundational knowledge of Airfield Operations functional areas. PT is required of personnel to increase their skills and add depth of knowledge. DT is training beyond IST and FST designed to broaden knowledge and skillsets. DT is not mandatory for skill level upgrade but some courses may be required for certain jobs/functions (e.g. Air Operations Course Initial Qualification Training).

**2. Roles and Responsibilities.** This plan will be used by Airfield Operations MFMs and supervisors of 13M Officers at all levels.

2.1. MFMs will ensure Airfield Operations Officer training programs are implemented IAW this CFETP. MAJCOM-specific training to support this AFS must be identified in this plan.

2.2. 334 TRS training personnel will develop and revise formal training based upon requirements established by the users and documented in the Course Training Standard (CTS). They will also work with the AFCFM to develop strategies for obtaining resources needed to provide the identified training. Students will complete IST (E3OQR13M1 XXXX and E3OBR13M1 XXXX) at Keesler AFB, MS. The 334 TRS manages the 13M1 IST course. Upon completion of IST the 334 TRS will submit paperwork to change their designation to 13M1. The AETC Form 156, *Student Training Report*, documents students' performance during technical school training. For information regarding training, or the documentation of completed training, contact the 334 TRS, 13MX Training Manager, at DSN 597-5326 or Commercial 228-377-5326.

2.3. Commander's Responsibilities. IAW AFI 36-2670, Chapter 4, Commanders and supervisors must take an active role in the Airfield Operations Officer's professional development by providing mentoring and career planning. Officers should review career goals with their commander and supervisor, or senior 13M during frequent mentoring sessions and performance feedback sessions. Additionally, the commander will ensure the trainee and supervisor are properly resourced for successful skill level upgrade. After upgrade, commanders should ensure proper proficiency training is being accomplished and documented IAW this CFETP.

2.4. Each 13MX officer will complete the mandatory training requirements specified in this plan.

**3. Coordination and Approval.** The AFCFM is the approval authority for waiving requirements identified in this CFETP. MAJCOM representatives and HQ AETC training personnel will identify and coordinate on career field training requirements. The AFCFM will initiate an annual review of this document by HQ AETC and MFMs to ensure its currency and accuracy.

## ***Section B – Career Progression and Information***

### **4. Specialty Description.**

4.1. Specialty Summary. Performs and leads airfield operations (AO) functions of Air Traffic Control (ATC), Airfield Management (AM), Radar, Airfield and Weather Systems (RAWS) maintenance, and airspace management within national and international airspace in both peacetime competition and combat environments. Advises commanders on the effective use of AO assets. Provides AO staff leadership, supervision and technical assistance. Develops, formulates, and implements plans, policies and programs for executing Air Force (AF) AO responsibilities and activities. Supports civil aviation responsibilities in compliance with Public Law 85-726. Related DoD Occupational Group: 220700 (Operations Staff)/Standard Occupational Series Code – 2152 (Air Traffic Control series).

4.2. Duties and Responsibilities. Trains, establishes standards, and conducts operational evaluations in order to manage unit training and performance standards to ensure AO personnel possess required job skills. Oversees Program Element Code (PEC) funding accounts applicable to Airfield Ops and submits Program Objective Memorandum (POM) requests for funds when required.

4.2.1. Performs ATC tasks and functions, and provides oversight of ATC services. Services include radar approach control, ground controlled approach, radar final control, and control tower operations. Develops operational procedures and monitors their implementation for improving operations and/or maintaining a safe flying environment. Develops agreements between facilities and with other local agencies to define standards of performance. Maintains close liaison with lateral Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO), or host nation officials to negotiate and coordinate changes affecting ATC services and operations. Coordinates with FAA and military flight inspection agencies, ATC and RAWS maintenance, flying units, and other affected agencies concerning flight inspection activities.

4.2.2. Performs AM tasks and functions, and provides oversight of Airfield Management Operations (AMOPS). Makes recommendations and takes action on matters that affect policy statements, instructions, and standard operating procedures involving the airfield environment. Conducts analysis to determine optimum siting of equipment and facilities within the airfield environment or those equipment and/or facilities that may present hazards to aviation safety. Performs airfield inspections and collaborates on contracts to ensure optimal airfield and runway status. Ensures flight planning and airfield advisory services adequately support military and civil airfield users. At joint-use airports, maintains close liaison with airport managers and other airport agencies. Provides functional expertise and input for activating, employing, or deactivating airfield systems including AO facilities and navigational aids (NAVAIDS).

4.2.3. Performs RAWS tasks and functions, and provides oversight of RAWS maintenance operations. Ensures home-based and deployable NAVAIDS, radar(s), weather, and radio equipment are mission capable. Guarantees a safe working environment, provides job safety training, and equips personnel with proper safety gear. Ensures RAWS equipment is tested to technical order standards and is fixed when off the minimum tolerance levels. Tracks RAWS outages and prioritizes repairs based on mission demands and priorities. Develops procedures for RAWS restoral and recommends restoral priorities. Coordinates with higher headquarters for Engineering & Installation (E&I) support.

4.2.4. Performs oversight of civil and military airspace utilization to review, redesign, and optimize airspace leveraging new technologies, equipment, infrastructure, and procedural development to maximize benefits and system efficiencies within the National Airspace System (NAS), ICAO, and host nation airspace structure. Works to ensure all supported airspace redesign, both enroute and terminal airspace, is conducted in a manner that reflects optimal benefits to the widest variety of aviation stakeholders, conforming with environmental and safety requirements. Authors airspace management agreements with sister services, allied forces, and civil authorities to ensure the safe and effective operation of civil and military air traffic. Provides technical expertise to increase combat effectiveness by promoting the safe, efficient, and flexible use of airspace in a combat environment to reduce the risk of friendly fire, enhance air defense operations, and permit greater flexibility of operations. Uses current U.S. national military objectives and assigned missions to develop procedures supporting multinational operations ensuring compatibility and interoperability of support systems.

**5. Career Progression.** Quality training and timely progression from the entry to qualified levels play an important role in the Air Force's ability to accomplish its mission. Everyone involved in education and training must plan, manage, and conduct an effective program. Figure 5.1 depicts typical duty positions in the 13M career field by rank/skill level and recommended education and training.

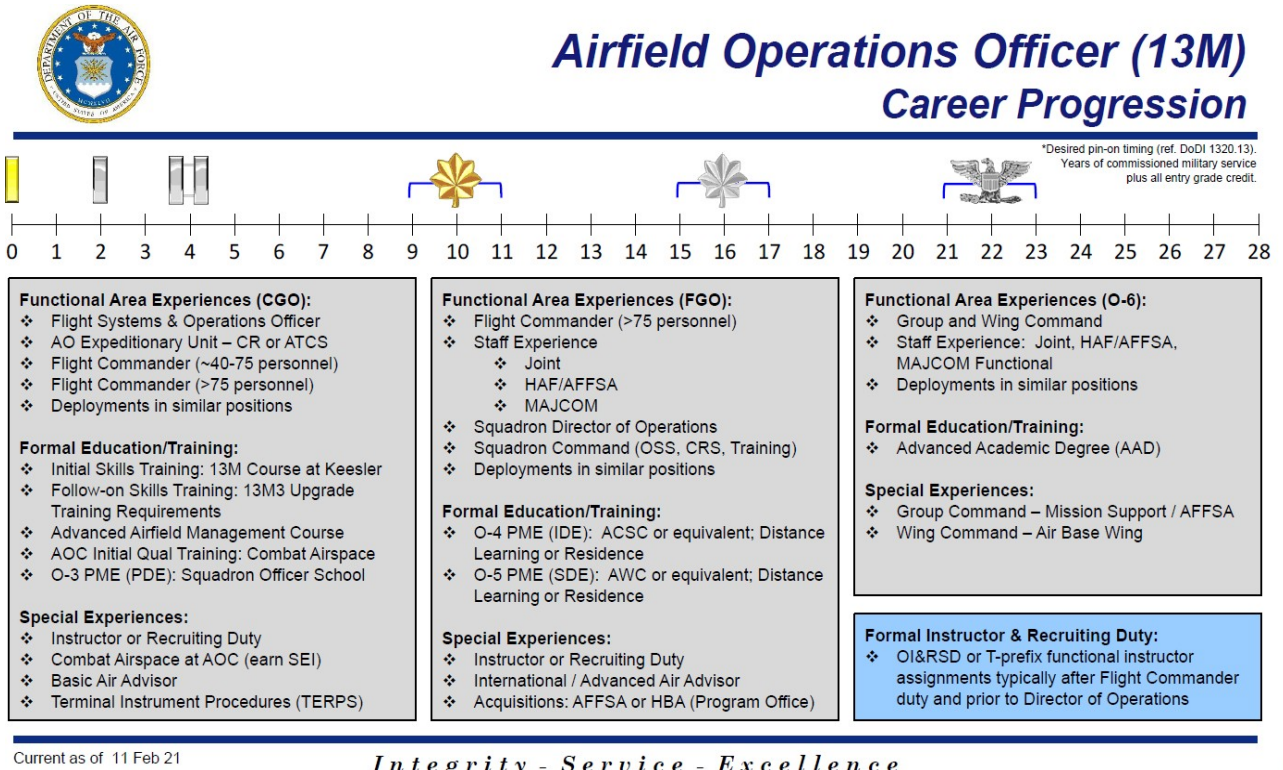
5.1. Company Grade Officer (CGO) Progression. As CGOs, 13Ms can expect the bulk of the first 10 years of their career to be spent at the base/flight level serving as a Flight Systems Officer (AOF/SO), Flight Operations Officer (AOF/DO), and Airfield Operations Flight Commander (AOF/CC). Other desired experiences for CGOs include, but are not limited to, an assignment as a technical training instructor, international/ICAO experience, combat airspace experience via either an assignment or deployment to an Air Operations Center (AOC), and expeditionary experience via an assignment to a Contingency Response unit or Air Traffic Control Squadron.

5.2. Field Grade Officer (FGO) Progression. Most 13Ms have completed or are near completion of a second flight command assignment upon promotion to Major. As a FGO, a successful tour as a Squadron Operations Officer, Squadron Commander, and deployments in similar positions are highly desired. Squadron Command (Sq/CC) opportunities are highly competitive and candidates are boarded at the annual 13M Development Team. In addition to the 13M Sq/CC board, various MAJCOMs have their own command selection boards offering additional opportunities for 13M officers. Additional experience in an international/overseas assignment is highly desirable, as is experience with acquisitions and program element/budget oversight. FGOs can also expect to compete for opportunities to attend Intermediate Developmental Education and Senior Developmental Education (SDE) in-residence. When not serving in a squadron leadership position or attending Professional Military Education, 13Ms will most likely serve in a staff position at various levels. As a graduated Sq/CC, officers should complete SDE in-residence or by correspondence and can expect to be assigned to a staff position at various levels if not serving in Group, Wing, or other command positions. Group Deputy positions are common for a graduated Sq/CC.

5.3. Senior Officer Progression. The 13M community has two 13M-coded O-6 billets, the AF Military and Civilian Aviation Integration Division Chief (AF/A3OJ) who also serves as the 13M Career Field Manager, and the Air Mobility Command Airfield Operations Division Chief (AMC/A3A). There are additional opportunities for 13M O-6s including group/wing command and key staff positions at various headquarters.



Figure 5.1. Career Field Diagram.



## ***Section C—Skill Level and Training Requirements***

**6. Purpose.** This section outlines the training requirements and qualifications for entry, award, and retention of the 13M AFS and various skill levels and specialty qualifications. The specific task and knowledge training requirements for IST is identified in the CTS Attachment 2.

**7. Wear of the Occupational Badge.** 13Ms earn the basic 1C1X1 Air Traffic Control Occupational badge upon completion of FST. The Senior ATC badge may be worn 7 years after graduation from IST. The Master ATC badge may be worn 15 years after graduation from IST.

### **8. Skill Levels.**

8.1. Entry (13M1): Air Force Specialty Code (AFSC) 13M1 is awarded at time of graduation from IST formal course (E3OBR13M1 XXXX) at Keesler AFB, MS, administered by the 334 TRS.

8.2. Intermediate (13M2): This AFSC is not used.

8.3. Qualified (13M3): Is awarded upon completion of FST.

8.4. Staff (13M4): Is awarded to officers in planning and policy making positions above the wing level. Staff positions require the same skills as those for the Qualified AFSC, but applied to developing broad policies, plans, and procedures.

**9. Certification.** The Commander will appoint appropriate personnel to conduct upgrade/qualification training package (QTP) and validate officer training. Additionally, Commanders will appoint the appropriate member to serve as the officer training manager. The appointed Training Manager will track completion of FST Tasks in the Air Force Total Force Training Record, locally developed AF IMT 797, or equivalent. The officer training manager will notify the Sq/CC or equivalent leader when all upgrade requirements have been completed, and ensure an AF Form 2096 Classification/On-The-Job Training Action is prepared for signature and processed for award of 13M3. Commanders will certify training requirements have been met satisfactorily.

### **10. Follow on Skills Training (FST).**

10.1. FST will be documented on a locally-developed AF IMT 797 to document task completion.

10.2. Officers will complete the following:

10.2.1. Complete Airfield Driving Computer Based Training (CBT), and obtain local Airfield/Flight Line Driving Program certification.

10.2.2. Airfield Management Operations Coordinator (AMOC) Position Certification Guide (PCG).

10.2.3. Complete Airfield Manager's PCG. The Airfield Manager's PCG is a prerequisite for attending the Advanced Airfield Managers Course.

10.2.4. Complete the following CBTs:

10.2.4.1. Airfield Criteria.

10.2.4.2. Airfield Inspection and Maintenance.

10.2.4.3. Wildlife Hazard Management.

10.2.4.4. Airfield Management Contingency Operations.

10.2.4.5. Risk Management Essential Application and Integration Course (AF Safety Center Training Website).

10.2.5. Obtain certifications in Flight Data and Ground Control.

10.2.6. Complete Airfield Operations Management Qualification Training Package (AOM QTP).

10.2.7. Completion of RAWs maintenance CDCs and associated 334 TRS developed testing. Airfield Operations community developed volume tests builds upon IST, and focuses on the knowledge and leadership skills officer's require for proper oversight of the RAWs function. Officers are not required to complete the AETC-developed CDC certification test.

## **11. Proficiency Training (PT).**

11.1. Complete local familiarization training (ATC, AM, RAWs) within three months of arriving to a new duty station when assigned to a flight level position.

11.2. During the officer's first three years following completion of FST and as a 13M at the AOF (Flight) level, the following PT must be accomplished monthly:

11.2.1. Participate in two airfield inspections.

11.2.2. Perform two hours of ATC monitor time in facility at the Watch Supervisor position.

11.2.3. Participate in two RAWs Preventative Maintenance Inspections (PMI).

11.3. All PT requirements will be tracked on a AF Form 1098, Special Task Certification and Recurring Training IAW section 2.3 Commander's Responsibilities.

**Note.** For Air National Guard (ANG)/AF Reserve Command (AFRC) 13M Officers, see the ANG/AFRC supplement to the AFMAN 13-204v1.

## **12. Development Training (DT).**

12.1. The following courses are highly recommended to be completed as early as possible, but are NOT required for the award of the 13M3 AFSC:

12.1.1. Advanced Airfield Manager's Course, Keesler AFB, MS.

12.1.2. Air and Space Operations Center Initial Qualification Training (IQT) Airspace (ASP), Hurlburt Field, FL.

12.1.3. USAF Flight Procedures (TERPS), Oklahoma City, OK.

12.2. DT opportunities are available and encouraged for 13M3s to attend in order to broaden their knowledge and skill sets. DT opportunities include, but are not limited to the following:

12.2.1. Aircraft Mishap Investigation Course, Kirtland AFB, NM.

12.2.2. Contingency War Planners Course, Maxwell AFB, AL.

12.2.3. FAA Obstruction Evaluation / Airport Airspace Analysis, Oklahoma City, OK.

12.2.4. Special Ops Combat Airspace Manager, Hurlburt Field, FL.

12.2.5. Joint Air Operations Planning Course, MacDill AFB, FL.

12.2.6. Board President Accident Course, Kirtland AFB, NM / Maxwell AFB, AL.

12.2.7. American Association of Airport Executive (AAAE) Courses, Various Locations.

12.2.8. Military Airspace Management Course, Keesler AFB, MS.

### 13. Continuum of Learning (CoL).

13.1. The CoL is the deliberate process of combining education, training, and experience to produce officers with the right expertise and competence to meet the Air Force's operational needs. This is the foundation for developing an Airman. (Air Force Doctrine, Annex 1-1, *Force Development*).

13.1.1. Education, training, and experience are the three distinct but related force development components of the CoL (**Figure 13.1**).

These complementary aspects of force development are essential

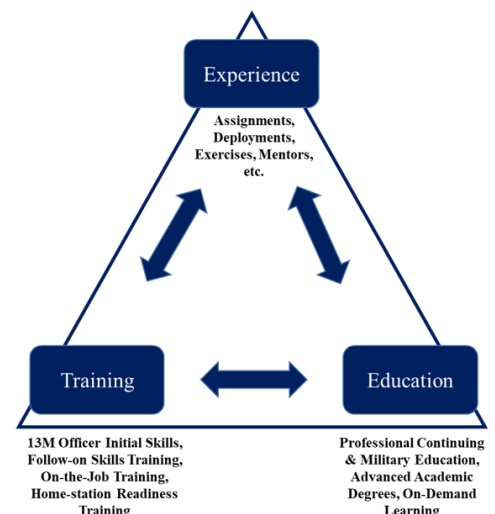
in developing the right person at the right time and equipping Airmen with the competencies to serve as leaders as they progress in rank and responsibility. This is an ongoing process and is continuously examined for new needs. Education and training represent a large investment of resources and are the primary tools in Airman development.

13.1.2. Education. Provides critical thinking skills, encourages exploration into unknowns, and promotes creative problem solving. Its greatest benefit comes in unknown situations/new challenges; education prepares the individual for unpredictable scenarios.

13.1.3. Training. Is focused on a structured skill set and the results of training performance should be consistent. Training provides the individual with skill expertise. Education and training together provide the tools for developing Airmen.

13.1.4. Experience. The continuously growing part of any Airman's career is where the synthesis of education and training occurs.

**Figure 13.1 Continuum of Learning**



## AIRFIELD OPERATIONS OFFICER

### AFSC 13MX

## CAREER FIELD EDUCATION AND TRAINING PLAN

### Part II

#### *Section A—Course Training Standard (CTS)*

1. The CTS can be referenced in Attachment 2, as a separate stand-alone document. It establishes the training requirements using tasks, knowledge and proficiency levels for 13MX progression. It provides the basis for the development of more detailed training materials, training objectives, and training evaluation instruments for the course.

2. Proficiency Designator Table.

**Table A2.1. Proficiency Designator.**

<b>Proficiency Designator</b>	<b>Title</b>	<b>Course Requirements</b>	<b>Experience Requirements</b>
13M1	Entry Level	Awarded at time of Graduation from IST.	N/A
13M2	Intermediate	N/A	N/A
13M3	Fully Qualified	Completion of FST.	N/A
13M4	Staff	None.	N/A

## ***Section B—Training Course Index***

3. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs. Refer to Education and Training Announcements for information on courses listed in this index.

<https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>.

### **4. Air Force In-Residence Courses**

#### **4.1. Entry Level Awarding Course:**

<b>Course Number</b>	<b>Title</b>	<b>Location</b>	<b>User</b>
E3OBR13M1 XXXX	Airfield Operations Officer	Keesler AFB MS	All

#### **4.2. Advanced Courses:**

<b>Course Number</b>	<b>Title</b>	<b>Location</b>	<b>User</b>
E3AZR1C791 XXXX	Advanced Airfield Manager	Keesler AFB MS	All
E3OZR13M3 XXXX	Military Airspace Management	Keesler AFB MS	All
ACC AOCIQTASP	AOC Initial Qualification Training	Hurlburt Field, FL	All

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**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

DAVID A. MINEAU, Brig Gen, USAF  
Director of Current Operations

Attachment 1: Qualitative Requirements  
Attachment 2: CTS E3OBR13M1 XXXX