BY ORDER OF THE COMMANDER
439TH AIRLIFT WING

439 AIRLIFT WING INSTRUCTION 13-201

1 DECEMBER 2005

Space, Missile, Command, and Control

AIRFIELD OPERATIONS

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This instruction implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management.* This instruction prescribes air traffic control, flight operation procedures and associated support for flying operations at Westover ARB. This instruction applies to all personnel assigned and deployed at Westover ARB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the **AF Form 847**, *Recommendation for Change of Publication;* route AF Form 847 from the field through major command (MAJCOM) publications/forms mangers.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The title has been renamed to comply with Air Force Instruction (AFI) 13-204, *Functional Management of Airfield Operations. It* corrects and updates aerodrome information (**Chapter 1**); adds Instrument Landing System (ILS) critical areas (paragraph **2.13.** and **Attachment 3**, ILS Precision Approach Critical Areas); includes aircraft parking procedures (paragraph **2.21.**); specifies no hot pit refueling areas (paragraph **2.22.**); identifies prior permission required procedures (paragraph **3.1.5.**); describes flightline driving violation penalties (paragraph **3.9.7.4.**); identifies vehicular call signs (paragraph **3.9.7.5.**); includes operating procedures for airfield sweeping (paragraph **3.17.**); specifies airfield mowing operations (paragraph **3.18.**); describes aircraft towing operations (paragraph **3.19.**); adds tactical procedures (**Chapter 4**); deletes noise abatement (formerly paragraph **5.6.**); clarifies weather information procedures (paragraph **5.7.**); adds emergency egress procedures (**Chapter 6**) and updates Airfield Operations Board information (**Chapter 7**); adds East Ramp Aircraft Parking (**Attachment 14**); adds North Ramp Aircraft Parking (**Attachment 15**); adds Additional Maintenance Aircraft Parking (**Attachment 16**); adds Airfield Sweeping Schedule (**Attachment 17**); adds Radar Pattern Diagrams (**Attachment 18**); and adds VFR Pattern Diagrams (**Attachment 19**). A bar (|) indicates a revision from the previous edition.

Chapter 1

GENERAL

1.1. General Information.

1.1.1. Deviation. In the interest of flying safety or when directed by an appropriate air traffic control agency, pilots may deviate from the procedures outlined in this publication.

1.1.2. Violations. Violations of Air Force flying publications will be processed in accordance with AFI 11-202, Volume 3, *General Flight Rules*.

1.1.3. Administration and Enforcement. The 439th Operations Group Commander (439 OG/CC) is responsible for administering and enforcing the provisions of this instruction.

1.1.4. Compliance with Directives. There is no intent to relieve personnel of their responsibility to be familiar and comply with other pertinent directives. If there is a conflict between this instruction and other directives, report those conflicts immediately to the 439 OSS/OSA.

1.2. Airfield Operations Board (AOB). (See **Chapter 7**.) The AOB is a forum to discuss and brief issues such as airspace, air traffic control (ATC) procedures, Air Traffic Control and Landing Systems (ATCALS), airfield construction and lighting, Hazardous Air Traffic Reports (HATR), airfield environment, Air Traffic System Evaluation Program (ATSEP) observations and other issues pertinent to the local ATC and flying environment. This board is vital in sustaining flying operations at Westover ARB.

1.3. Terms and References.

1.3.1. For frequently used terms, refer to **Attachment 1**, Glossary of References and Supporting Information.

1.3.2. For the purpose of this instruction, Westover ARB Air Traffic Control Tower will be referred to as Tower when addressing intra-agency procedures and Westover Tower when addressing inter-agency procedures. The Westover Command Post (439 AW/CP) uses the radio call sign CASINO.

1.3.3. The terms Airfield Manager and Chief, Airfield Management may be used interchangeably.

Chapter 2

AERODROME INFORMATION

2.1. General Information. Westover ARB is a joint-use airport located in the Pioneer Valley of Western Massachusetts, approximately ten miles northeast of Springfield, MA. The geographic center of the airport (Airport Reference Point) is located at N42° 11' 38.424" W072° 32' 05.225". Air Force Reserve Command (AFRC) is the resident command. The field elevation is 241 Mean Sea Level (MSL) (measured at the approach end of Runway 23).

2.1.1. Fire Department (439 MSG/CEF). The primary Crash/Rescue Station is located between Hangar 3 and the Base Hangar (See **Attachment 2**, Airfield Diagram). Fire fighting personnel are on duty 24 hours a day. The Westover Fire Department fire apparatus meets or exceeds the requirements of Aircraft Rescue and Fire Fighting (ARFF) Index E as published in the DoD Airport Facility Directory.

2.1.2. Airfield Management Operations (formerly know as Base Operations) and Weather. Airfield Management Operations and the Base Weather Station are located in Building 7091 on the North Ramp next to the Base Hangar. (See **Attachment 2**, Airfield Diagram.)

2.2. Airfield Operating Hours. Westover ARB aerodrome operates from 0700L to 2300L daily unless specified otherwise via Notice to Airmen (NOTAM). In accordance with AFI 13-203, *Air Traffic Control*, AFI 13-204, *Functional Management of Airfield Operations*, and AFI 13-213, *Airfield Management*, in order for aircraft operations to be conducted at Westover ARB, both Base Operations and the Air Traffic Control Tower must be open and operational. 439 OSS/OSA is the POC for proposed operations outside of published hours.

2.3. Automatic Terminal Information Service (ATIS). Westover ARB has ATIS broadcasts available between 0700L and 2300L unless the airport is NOTAMed closed. This recording is broadcast on 138.1 MHz or 114.0 (VOR) MHz and provides basic airport information.

2.3.1. Prior to requesting taxi, all aircrew will check the ATIS broadcast for pertinent airport information.

2.3.2. During recovery, the pilot will indicate to the controller upon initial contact that the current ATIS information has been received.

2.3.3. Air Traffic Controllers will follow the guidelines of FAA Order 7110.65 and Tower Operating Instruction 13-19, *Control Tower Operations*, when recording an ATIS broadcast.

2.4. Runway 05/23.

2.4.1. Westover Runway 23 is designated as the calm wind and alert force runway. Runway 05/23 is 11,597 feet long and 300 feet wide. The first 1,000 feet of each end is concrete and the middle 9,597 feet is asphalt. While technically there are no shoulders, the full width is load bearing pavement. The runway is marked at 150 feet wide as an all weather runway in accordance with AFI 32-1076, *Design Standards for Visual Air Navigation Facilities*. The 1,000 foot overruns at each end of the runway are bituminous asphalt. Runway 05 is oriented on a magnetic heading of 048.11°. Runway 23 is oriented on a magnetic heading of 228.21°. The runway gradient is plus or minus one-tenth of one percent.

NOTE: Runway 05 has a 1,200 foot permanently displaced landing threshold. Usable length for aircraft landing Runway 05 is 10,396 feet.

2.4.2. Capacity. The runway can withstand a wheel load bearing capacity of:

2.4.2.1. Single Wheel – 155,000 lbs. (Example: F-16, F-15, T-38, etc.)

2.4.2.2. Twin Wheel – 250,000 lbs. (Example: B-52)

2.4.2.3. Single Tandem – 175,000 lbs. (Example: C-130)

2.4.2.4. Twin Tandem – 380,000 lbs. (Example: C-141, C-135, B-1, etc.)

2.4.2.5. Twin Delta Tandem – 800,000 lbs. (Example: C-5)

2.5. Runway 15/33.

2.5.1. Westover Runway 15/33 is a Visual Flight Rules (VFR) runway. It is 7,082 feet long and 150 feet wide. The full length of the runway is asphalt and it is marked at 150 feet. Runway 15 is oriented on a magnetic heading of 149.0 °. Runway 33 is oriented on a magnetic heading of 329.012°. The runway gradient is plus or minus one-tenth of one percent.

NOTES:

Runway 15/33 has no shoulders.

Runway 15/33 has no overruns.

2.5.2. Capacity. The runway can withstand a wheel load bearing capacity of:

2.5.2.1. Single Wheel – 95,000 lbs. (Example: F-16, F-15, T-38, etc.)

2.5.2.2. Twin Wheel – 170,000 lbs. (Example: B-52)

2.5.2.3. Single Tandem – 175,000 lbs. (Example: C-130)

2.5.2.4. Twin Tandem – 265,000 lbs. (Example: C-141, C-135, B-1, etc.)

2.5.2.5. Twin Delta Tandem – 630,000 lbs. (Example: C-5)

2.6. Runway Surface Condition (RSC) and/or Runway Condition Reading (RCR). RSC and RCR values will be determined by Airfield Management (439 OSS/OSAA) and disseminated through Airfield Management Operations (AMOPS). Braking actions reported as poor or nil will be included on the ATIS.

2.7. Standard Runway Distance Markers. Markers are located every 1,000 feet along the length of both runways. The distance markers are internally illuminated and indicate remaining distance in thousands of feet.

2.8. Taxiways.

2.8.1. Taxiways are 75 feet wide with 40-foot shoulders, except as follows:

2.8.2. Taxiway A - 75 feet wide with 50 foot shoulders.

2.8.3. Taxiway F - 200 feet wide at the runway edge, narrowing to 75 feet with no shoulders.

2.8.4. Taxiway L – 100 feet wide with 40 foot shoulders.

2.8.5. Taxiway N – 100 feet wide with 40 foot shoulders.

2.8.6. Taxiway R – 100 feet wide between Taxiway L and Runway 15/33 with 25 foot shoulders and 150 feet wide towards Pad 19 with no shoulders.

2.8.7. Taxiway S – 100 feet wide with 25 foot shoulders.

2.8.8. Taxiway T – 150 feet wide with 40 foot shoulders.

2.8.9. Taxiway Y – 200 feet wide with no shoulders.

2.9. Airfield Lighting.

2.9.1. Operation of Lights. Operational control of airfield lighting systems is the responsibility of the Air Traffic Control Tower. The lights will be operated in accordance with FAA Order 7110.65, *Air Traffic Control*.

2.9.2. Airport Beacon. The airport beacon is located on top of the water tower between Hangar Ave and Patriot Ave. The airport beacon will be lit when the airfield is open during hours of darkness and during daylight hours when the weather drops below VFR minima. Tower shall ensure the beacon is turned off when the Tower closes in accordance with AFI 13-203.

2.9.3. Runway Lights. To provide current Runway Visual Range (RVR) information, the runway lights will normally be on continuously during daylight hours when the prevailing visibility is one mile or less.

2.9.3.1. The following airfield lighting is available for Runway 05:

2.9.3.1.1. US Standard ALSF-1 Approach Lights terminating at the threshold bar at the permanently displaced threshold 1,200 feet down Runway 05. The last 2,200 feet of the approach lights and the Sequenced Flashing Lights (strobes) are in-pavement lights.

2.9.3.1.2. High Intensity Runway Lights (HIRL). The last 2,000 feet of HIRLS are amber.

2.9.3.1.3. Precision Approach Path Indicators (PAPI). The visual glide slope is 3º, but is not coincidental with the Instrument Landing System (ILS) glide slope. The PAPIs are aligned for Group IV aircraft.

2.9.3.2. The following airfield lighting is available for Runway 23:

2.9.3.2.1. US Standard ALSF 1 Approach Lights with Sequenced Flashing Lights (SFL). The last 1,000 feet of lights are in-pavement lights.

2.9.3.2.2. HIRL. The last 2,000 feet of HIRLS are amber.

2.9.3.2.3. PAPIs.). The visual glide slope is 3º, but is not coincidental with the Instrument Landing System (ILS) glide slope. The PAPIs are aligned for Group IV aircraft.

2.9.3.3. The following airfield lighting is available for Runway 15:

2.9.3.3.1. HIRL. The last 2,000 feet of HIRLS are amber.

2.9.3.3.2. PAPIs. The visual glide slope is 3º, but is not coincidental with the Instrument Landing System (ILS) glide slope. The PAPIs are aligned for Group IV aircraft.

2.9.3.4. The following airfield lighting is available for Runway 33:

2.9.3.4.1. High Intensity Runway Lights (HIRL). The last 2,000 feet of HIRLS are amber.

2.9.3.4.2. Precision Approach Path Indicators (PAPIs). The visual glide slope is 3º, but is not coincidental with the Instrument Landing System (ILS) glide slope. The PAPIs are aligned for Group IV aircraft.

2.9.4. Taxiway Lights. The following taxiways are lighted: Taxiways A, F, G, L, N, P, R, S, T, Y, Pad 05, Pad 19, Pad 23, and Pad 33. The Compass Rose is not lit.

2.9.5. Preventive maintenance shall not be performed on lighting systems during the hours of darkness and maintenance shall always be coordinated with Airfield Management and the Air Traffic Control Tower.

2.9.6. In the event the Tower is closed and the airfield lighting is needed for snow removal operations, the Snow Control Center shall coordinate with the Chief, Airfield Management (CAM) and the airfield electrician for activation of the runway and taxiway lights.

2.9.7. If the Tower is evacuated, closed, or unable to operate the lighting systems, 439 MSG/CE will assume responsibility for the operation of the airfield lighting system from the airfield lighting vault.

2.10. Weather Observation Equipment.

2.10.1. Lighted wind cones are located between Taxiway R and Taxiway G on the northeast side of Runway 15/33 across from the air traffic Tower and south of Taxiway November between Runway 05/23 and the Taxiway Golf intersection.

2.10.2. Runway Visual Range (RVR) equipment for Runway 05 is located on the southeast side of the runway approximately 1,250 feet from approach end and 700 feet from the centerline; for Runway 23 it is located approximately 1,100 feet from the approach end and 500 feet from the centerline.

2.10.2.1. AN/FMN-1A RVR computers are not used at Westover ARB.

2.10.2.2. RVR Equipment is not installed for Runway 15/33.

2.11. Aircraft Arresting Systems. Permanent aircraft arresting systems are not available at Westover ARB.

2.12. Air Traffic Control and Landing Systems (ATCALS). All ATCALS listed below are equipped with back up generators.

2.12.1. The Westover Air Traffic Control Tower is a 134-foot structure located on the infield at the intersection of Taxiway Golf and the northeast corner of the East Ramp, approximately 1,184 feet from the centerline of Runway 05/23 and approximately 1,320 feet from the centerline of Runway 15/33.

2.12.2. The Westover Very High Frequency Omnidirectional Range Station/ Tactical Air Navigation Aid or VORTAC (AN/FRN-45/44) has the identifier CEF, the frequency 114.0 MHz/Channel 87, and is located on the southeast side of Runway 05/23, approximately 1,900 feet from the approach end of Runway 23 and 750 feet from the centerline.

2.12.3. Solid State Instrument Landing System (SS-ILS). ILS equipment is installed only for Runways 05 and 23.

2.12.3.1. Runway 05.

2.12.3.2. Localizer (Identifier: I- GWJ Frequency: 109.9 MHz) is located on the extended runway centerline, 1,150 feet from the Runway 23 approach end threshold.

2.12.3.3. Glideslope (Frequency: 333.80 MHz) is located on the southeast side of the runway, 1,350 feet from the landing threshold

2.12.3.4. Runway 23.

2.12.3.5. Localizer (Identifier: I-CEF, Frequency: 109.9 MHz) is located on the extended runway centerline, 2,250 feet from the Runway 05 approach end threshold.

2.12.3.6. Glideslope (Frequency: 333.80 MHz) is located on the southeast side of the runway, 1,015 feet from the landing threshold.

2.13. Precision Approach Critical Areas (See Attachment 4).

2.13.1. Airfield Operations is responsible for the protection of the ILS critical areas. These areas are defined as follows:

2.13.1.1. Localizer – A rectangular area parallel and perpendicular to the antenna array extending from the antenna array 2,000 feet towards the approach end of the runway and 150 feet on each side the centerline of the approach course. It includes a 50-foot extension behind the antenna.

2.13.1.2. Glide Slope – A fan-shaped area that extends from the glideslope antenna 1,300 feet toward the approach end of the runway (or to the end of the runway, whichever is greater.) It covers an area 40 degrees each side of a line drawn through the glide slope antenna and parallel to the runway centerline.

2.13.2. ILS Critical Areas are protected by means of establishing a controlled area or physically separating the critical areas from vehicular travel routes in order to prevent vehicles of all types from interfering with the radiation pattern emitted by the antennae. Even the smallest interference can cause a significant deviation in the radiation pattern and affect the course of flight for landing aircraft.

2.13.3. Pad 5 is marked with an instrument hold line plus an INST sign and Pad 23 is marked with a VFR hold line plus an INST sign. Tower will direct/hold aircraft outside the precision approach critical area when ceilings are below 800 feet and visibility is less than 2 miles and in accordance with FAA Order 7110.65.

NOTE: Regardless of weather conditions, the Tower will hold all Group IV heavy aircraft short of Taxiway P on Taxiway S when any aircraft is established on an ILS approach to Runway 05 in accordance with AFI 11-230, *Instrument Procedures*. The vertical stabilizers of Group IV aircraft become controlling obstructions and therefore affect the instrument landing minima when these aircraft are allowed to hold at the instrument hold line.

2.14. Servicing Radar Approach Control (FAA, Bradley TRACON). Bradley Approach Control is the Federal Aviation Administration Air Traffic Control facility at Bradley International Airport, Windsor Locks, Connecticut, servicing a 40NM radius up to 10,000 feet MSL. It provides basic radar service to Westover ARB. An air traffic control (ATC) clearance is required for all aircraft entering the Windsor Locks Class C Airspace. The Westover 439 OSS/OSAA is the base liaison to FAA, Bradley TRACON.

2.15. Tactical Air Navigation (TACAN) and VOR Checkpoints.

2.15.1. Pad 23: TACAN MAG Bearing 017°/197° DME 0.4NM.

2.15.2. Pad 05: TACAN MAG Bearing 054°/234° DME 1.5NM.

2.15.3. Taxiway Y: VORTAC MAG Bearing 135°/315° DME 0.9NM.

2.16. Airspace Definitions.

2.16.1. Westover Air Traffic Control Tower is responsible for control of all Instrument Flight Rules (IFR) and VFR traffic in the Westover Class D Airspace. The Westover Class D airspace is defined in the Code of Federal Regulations and FAA Order 7400.9, *Airspace Designations and Reporting Points*. It is depicted on the sectional charts and at **Attachment 5**, Westover ARB Class D Airspace, as that area of airspace from the surface to 2,700 feet MSL and bounded by a circle with a radius of 5.7 SM originating at the Westover Airport Reference Point (ARP).

2.16.2. Operationally and by letter of agreement with FAA Bradley TRACON, the Class D airspace exists during Visual Meteorological Conditions (VMC) during the hours the Westover airport is open (normally 0700L through 2300L, 7 days per week).

2.16.3. During periods of Instrument Meteorological Conditions (IMC) or when the Westover Aerodrome is closed, the Westover Class D airspace reverts to Class E airspace extending upward from 700 feet above the surface within a 7.4-mile radius of Westover ARB excluding that airspace within the Westfield Class E airspace area.

2.16.4. The airspace between 2,700 feet MSL and 3,200 feet MSL shall not be utilized by either Westover Tower or Bradley Approach Control without advance interfacility coordination.

2.16.5. The Westover Class D airspace abuts the Westfield Class D airspace to the west.

2.17. Air Traffic Control Frequencies. Westover Tower frequencies are 348.75/134.85 MHz and Westover Ground frequencies are 275.8/118.35 MHz. All other frequencies are listed in the DoD FLIP.

2.18. Flight Services Available. Full Service B flight services are available from Westover Airfield Management Operations. Refer to the General Planning (GP), IFR Supplement, Airfield Suitability/Restrictions Report (ASRR) or contact Westover Airfield Management Operations (DSN 589-2951/372.2 MHz) for more information.

2.19. Waivers to Airfield/Airspace Criteria. All waivers will be coordinated through the Westover Airfield Operations Flight.

2.20. Arm/De-Arm Quick Check Areas. The Arming/Quick Check area for Runway 05 is located on Pad 5; the De-Arming area for Runway 05 is located on Pad 23; the Arming/Quick Check area for Runway 23 is located on Pad 23; and the De-Arming area for Runway 23 is Pad 5. Weapons carrying aircraft requiring arming or de-arming shall use Runway 05/23 whenever possible.

2.21. Aircraft Parking Plan. The Westover aircraft parking plan is available in 439 Maintenance Operating Instruction 21-127, *Aircraft Parking Plan.*

2.21.1. Normal Aircraft Parking (See **Attachment 14**, East Ramp Aircraft Parking). Westover assigned C-5s will normally be parked on the east ramp. There are currently 16 marked spots on the east ramp. Fourteen of these spots have adequate clearances for C-5 parking. The remaining two spots, Echo 15 and Echo 16, are also marked but do not have optimum wingtip clearances for C-5s. These spots are more appropriate for non-wide body aircraft. Additionally, there is room for one (1) C-5 aircraft near the northwest corner of the DC Hangar (building 7000). This spot is typically reserved for aircraft designated as parts donor aircraft and is referred to as Echo Point 5.

2.21.2. Alternate Parking Locations (See **Attachment 15**, North Ramp Aircraft Parking). Home station aircraft are not normally parked on the north ramp; however, up to five C-5 aircraft may be parked in a nose-to-tail configuration, parallel to Runway 15/33 if required. Parking spots for this configuration are not permanently marked and therefore require prior coordination with base operations.

2.21.3. Additional Maintenance Parking Areas (See **Attachment 16**, Additional Maintenance Aircraft Parking). There are three additional C-5 parking spaces (Sierra 1, Sierra 2 and Sierra 3) available on the south end of the Pull-Through and DC Hangars. When parking aircraft on these spots, care must be taken not to block emergency egress routes from these buildings when other aircraft are hangared.

2.22. Hot Pit Refueling Areas. There are no hot pit refueling areas at Westover ARB.

Chapter 3

FLIGHT PLANNING AND GROUND OPERATIONS

3.1. Aircrew Information.

3.1.1. Airfield Management Operations (AMOPS) will brief all transient aircraft commanders on aerodrome hazards, status of navigational aids (NAVAIDS), noise abatement, bird watch conditions and hazards, and rescue/fire-fighting capability. Westover-based flying units will develop their own briefing procedures to ensure aircrews are advised of airfield status and applicable base flying instruction requirements.

3.1.2. Notices to Airmen (NOTAM). AMOPS is the designated NOTAM Dispatch Facility. Tower is the designated NOTAM monitor facility. AMOPS will provide pre-coordinated NOTAMs to the Tower for inclusion on the ATIS broadcast. Additionally, base agencies may obtain NOTAM information by calling AMOPS or by checking one of the following web sites: **https://www.notams.jcs.mil** or **https://www.notams.faa.gov**.

NOTE: AMOPS also receives and disseminates NOTAM information from Westover Metropolitan Airport for areas controlled by the Director, Civil Aviation.

3.1.3. Weather. A complete weather brief for non-Integrated Flight Management (IFM) originating missions is available at the base weather station (Building 7091). All other briefings must be procured from the 15 OWS Weather Hub or TACC at Scott AFB.

3.1.4. Storage of Classified Materials. Aircrew can store all classified material at the Westover Command Post (Building 7091). Base assigned COMSEC will be stored and issued at AMOPS.

3.1.5. Prior Permission Required (PPR) Procedures. PPR information and procedures are published in the DoD IFR Supplement and in 439 OSAA OIs 13-01 and 13-02.

3.2. Flight Planning Responsibilities.

3.2.1. Departing Aircraft.

3.2.1.1. All military aircraft departing Westover ARB military ramp with a flight plan listing KCEF as the initial departure station must file either an IFR or VFR flight plan with AMOPS in accordance with flight information publication (FLIP) General Planning (GP) and AFI 11-202, Vol. 3.

3.2.1.2. Aircrews are encouraged (if not directed by regulatory guidance) to check the Avian Hazard Advisory System (AHAS) and Bird Avoidance Model (BAM) for the latest bird activity for enroute, departure, and arrival locations. Computers and current print outs are available in the flight planning room at AMOPS.

3.2.2. Entering Flight Plans.

3.2.2.1. AMOPS has the primary responsibility for entering flight plans into AIS-R. Tower may also enter flight plans via the FDIO on a workload permitting basis provided they coordinate with AMOPS and ensure a flight plan is on file for departing, originating aircraft.

3.2.2.2. When advised by Tower that the flight data system (FDIO) is inoperative, AMOPS will forward flight plan information as requested on all inbound and outbound aircraft to the tower.

3.3. Ground Operations.

3.3.1. Ground Control. Aircraft shall monitor Westover ground control frequency during all ground operations from initial engine start to shutdown. Before taxiing, pilots of all aircraft will contact Ground to indicate their intentions and receive taxi clearance. Ground will not permit military aircraft to taxi until AMOPS has received a filed DD Form 175, **Flight Plan, Military**, or DD Form 1801, **International Flight Plan, DoD**, and notified Tower. Military aircraft will not be cleared for takeoff without a flight plan on file in Base Operations.

3.3.2. Transient Alert Procedures. When notified by Airfield Management Operations that a transient is inbound, the Transient Alert dispatcher will dispatch a "follow-me" vehicle to assist the aircraft to parking. AMOPS shall make every effort to afford Transient Alert at least 30-minutes advance notification. Westover Transient Alert provides standard transient services as defined by the base operating services contract and published in the DoD IFR Supplement. Transient aircraft not familiar with routes will be provided progressive taxi instructions by the tower and "follow-me" assistance from transient alert.

3.3.3. Taxiing with Live Ordnance. All aircraft loaded with armed forward firing ordnance will taxi so as to avoid pointing their ordnance at any passenger-carrying aircraft. Aircrew shall advise Tower when operating with armed forward firing ordnance prior to taxiing.

3.3.4. During periods of low ceiling and visibility (specifically when the ceiling is below 800 feet and the visibility is less than 2 miles), aircraft will be held outside the precision approach critical areas (see **Attachment 4**).

3.4. Distinguished Visitor (DV) and Other Special Mission Notification Procedures.

3.4.1. Airfield Management Operations shall notify the following agencies for all DVs or other special missions inbound to Westover ARB:

3.4.1.1. Tower.

3.4.1.2. Transient Alert.

3.4.1.3. Command Post.

3.4.1.4. Wing Protocol (Does not apply after duty hours).

3.4.1.5. Air Transportation Operations Center (ATOC).

3.4.1.6. Central Security Control (CSC).

3.4.1.7. This notification will include the appropriate VIP code and name of DV, the agency the DV is visiting, the call sign and type aircraft, the aircraft parking location, the estimated time of arrival, and the actual time of arrival.

3.4.2. For other special mission aircraft, AMOPS should utilize the DV inbound checklist and provide any information required for that type mission.

3.4.3. AMOPS shall inform tower of the requirement for a 15-mile call in time for the information to be useful.

3.4.4. The Tower will notify AMOPS concerning DV or other special mission inbounds when the aircraft is 15 flying miles from the runway in use unless other otherwise specified.

3.4.5. Westover is not an alternate landing site for the space shuttle or space shuttle carrier.

3.5. Flight Information Publications (FLIP). 439 OSS/OSAA is the wing DoD FLIP publications monitor. All requests/changes to FLIPs will be submitted through Westover AMOPS.

3.6. Bird/Wildlife Control Program. A bird hazard exists at and around Westover ARB due to resident and migrating bird species. Daily and seasonal bird movements create varying degrees of hazardous conditions. Other wildlife such as deer, coyote, and beaver also present a hazard to aircraft in and around the airport environment.

3.6.1. The Bird Aircraft Strike Hazard (BASH) Program. The BASH program is maintained by the wing flying safety office (439 AW/SE) and jointly executed through a cooperative effort between Safety, the US Department of Agriculture, AMOPS, flying units, and maintenance personnel. Personnel involved in the BASH program and any aircrew operating at Westover ARB are to be familiar with 439th Airlift Wing Bird Aircraft Strike Hazard Plan 91-212. 439 AW/SE is the OPR for this plan.

3.6.2. US Air Force Safety Center Tools. Access to the Bird Avoidance Model (BAM) and the Avian Hazard Advisory System (AHAS) is available in the flight planning room at AMOPS.

3.6.3. Determining Bird Watch Conditions (BWC). Airfield Management and/or the Tower watch supervisor will determine the BWC. Agencies spotting wildlife on the aerodrome shall report activity immediately to AMOPS or the Tower. The AM, DAM, AMOS, and Tower Watch Supervisor have the authority to raise the BWC. Only the AM, after coordinating with appropriate agencies (AOM, OG/CC, Safety, etc), can lower the BWC.

3.6.4. Increase in BWC. A BWC of moderate or severe shall be included on the ATIS broadcast and posted in Airfield Management Operations.

3.7. Flightline Vehicle and Pedestrian Operations. All flightline wheeled vehicles and pedestrian operations shall be conducted in accordance with 439 AWI 13-202, *Vehicle Operations on the Airfield*. A complete list of call signs can be found in Table A2.3 of this instruction.

3.8. Control of Ramp Areas. In addition to duties listed in AFI 13-213, the Chief, Airfield Management (CAM) is responsible for assigning transient aircraft parking locations. Parking space priorities are based on mission requirements. Transient Alert and Maintenance Job Control may make recommendations to the CAM for transient parking, however the CAM will make the final determination.

3.9. Control of Vehicular Ground Traffic.

3.9.1. Movement Area Definition. A movement area at an Air Force installation is any airport area where aircraft can be taxied including ramp and apron areas. At Westover ARB, the movement area shall be defined as all runway, taxiways, aprons, and ramps with the exception of Taxiway Delta (which is closed). Refer to the diagram at **Attachment 3**, Movement Area/Controlled Movement Area.

3.9.1.1. Personnel requiring access to any portion of the movement area must coordinate with Airfield Management prior to entry.

3.9.1.2. Vehicles, pedestrians, and aircraft operating in the movement area, but outside the controlled movement area, shall monitor the Tower/Ramp Net or air traffic control frequencies to the

maximum extent possible to maintain situational awareness. Tow operators shall monitor the Tower/Ramp Net and receive tower approval prior to towing in this area. Personnel shall be continually aware of their surroundings and periodically observe the tower for light gun signals.

3.9.2. Controlled Movement Area (CMA) Definition. At Westover airport, the portion of the movement area where tower control/communication is mandatory (hereafter referred to as the Controlled Movement Area) is defined as: Runway 05/23, Runway 15/33, overruns, Taxiways A, C (including the Compass Rose), F, G, L, N, Y, Pad 5 and Pad 23 west of the instrument hold lines, Pad 19, Pad 33, and the infield areas parallel to the runways on both sides out to and including 100 feet from the pavement's edge. Refer to the diagram at **Attachment 3**.

3.9.2.1. Westover Tower controls all ground traffic in the CMA. Vehicles and pedestrians operating in this area shall establish and maintain 2-way radio communication with the Tower or be escorted by another vehicle or pedestrian that possesses this capability.

NOTE: Radio contact with the tower and permission to enter is mandatory prior to crossing any boundary of the controlled movement area.

3.9.2.2. Before entering a runway surface for any reason, permission must be obtained from the tower even if the runway is temporarily closed or operations are temporarily suspended. When escorting non-radio equipped vehicles on runway surfaces, the escort agency must provide enough escorts to enable them to stay with non-radio equipped vehicle. At no time will non-radio equipped vehicle be left without an escort on a runway surface.

3.9.2.3. Vehicles operating in the movement area must stop at all intersecting taxiways and runways. Final responsibility for avoidance of taxiing aircraft rests with vehicle operators. Extreme caution should be used when driving on the airfield.

3.9.2.4. Personnel shall use the FM (LMR) Ramp/Tower Net as the primary method to contact the tower. Secondary means of communication with the Tower shall be via the CE LMR Net. Cellular telephones are not an appropriate means of communication with air traffic control while operating in the CMA. Personnel operating in this environment shall avoid the use of air traffic control UHF/VHF frequencies.

3.9.3. When tower personnel wish to direct a vehicle off the runway and cannot establish radio contact, flashing the runway edge lights several times will constitute a runway exit command. Vehicle operators on the runway observing the flashing runway lights will immediately depart the runway. When recalled from the runway, vehicle operators will exit the runway at the nearest taxiway and position themselves behind the runway hold lines at least 100 feet from the runway edge. A good visual reference for 100 feet from the runway edge is outside the distance remaining markers. Vehicle operators will continuously watch the tower for light gun signals.

3.9.4. Westover Tower is authorized to approve altitude restricted low approaches over vehicles, equipment, or personnel operating on the runway. A restriction of not less than 500 feet (1,000 for heavy jet aircraft) above ground level (AGL) may be authorized.

3.9.5. During evacuation of the Tower, vehicles on the runway will be instructed to exit the runway. While the Tower is unmanned, vehicle operations on the controlled movement areas will be limited to emergency response operations only.

3.9.6. All vehicles, except Drop Zone Control Vehicles, are restricted from operating within the lateral boundaries of any active drop zone (see **Attachment 6**, Westover ARB Beanbag Drop Zone). Drop Zone activities are published daily in the NOTAM/AIRAD Advisory Sheet.

3.9.7. 439 OSS/OSAA is the OPR for the Flightline Driving Program. All personnel driving on the flightline must be qualified in accordance with AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver,* Chapter 25, AFI 13-213, and 439 AWI 13-202 and possess a valid AF IMT 483, **Certificate of Competency**. All contractors must receive an airfield briefing from Base Operations before operating on the flightline. (If AF IMT 483 is lost or misplaced by the user, outside of one year from the original pass date, individuals will be re-tested. Inside of one year, individuals will produce their documentation of training and certification form to justify the issuance of a new AF IMT 483).

3.9.7.1. Westover ARB does not allow POV access to the flight line except for special events (e.g. airshows) and for personnel required to transit flightline areas in their POV. In these cases, personnel must display a flightline driving permit (in either placard or sticker form) issued by 439 OSS/OSAA and must possess a current and valid AF IMT 483, **Certificate of Competency**, endorsed for driving on the Westover flightline.

3.9.7.2. Only power production and airfield electrician personnel and their respective vehicles may operate within 100 feet of the runway edge during aircraft operations. All vehicles must contact the tower prior to entering this area. These individuals will maintain 2-way radio communication with the Tower and will remain off the paved surfaces. Airfield Management will notify the Tower of all such individuals. Men and equipment within 100 feet of the runway edge will be removed for arrivals/departures of large or heavy weight class aircraft. Air Traffic Control is responsible for advising inbound/outbound aircraft of men and equipment within 100 feet of the runway edge.

3.9.7.3. All vehicles (including contractor vehicles) will be equipped with markings and lighting in accordance with T.O. 36-1-191 and FAA Advisory Circular 150/5210-5. Vehicles operating in the controlled movement area will activate their flashing lights/beacons if available. If not available, headlights and emergency flashers shall be used.

3.9.7.4. Flightline Driving Violations and Penalties (see 439 AWI 13-202). Gross or repeated violations of safety or flightline driving rules, or an overall demonstrated lack of ability on the part of the certificate holder will result in a suspension of flightline driving privileges, surrender of the certificate, or revocation of the certificate.

3.9.7.4.1. The Airfield Manager, or designated representative is authorized to confiscate AF Form 483 and/or flightline POV passes or decals.

3.9.7.4.2. The Airfield Manager, or designated representative is authorized to revoke airfield-driving privileges of individuals violating the provisions of this instruction and/or 439 AWI 13-202 or performing unsafe acts on the airfield.

3.9.7.4.3. Any supervisor in the driver's chain of command may suspend a driver's certificate. All suspensions will be reported to the flightline driving program manager and airfield manager. Failure to complete annual refresher training (or if there is no documentation of annual training) is cause for competency card suspension.

3.9.7.4.4. All certificate holders will surrender their AF Form 483 upon request by the unit flightline driving program manager and/or Airfield Management personnel. Surrendered certificates will be forwarded to Airfield Management.

3.9.7.4.5. Revocation. AF Form 483 may be revoked by the unit flightline driving program manager, airfield manager, AOM, or designated representative. Once revoked, another certificate will not be reissued without the explicit approval of the airfield manager.

3.9.7.4.6. Violations of the airfield driving instruction within a 12-month period will carry the following penalties:

3.9.7.4.6.1. First Violation: See **Figure 3.1.**

Figure 3.1. First Violation Corrective Actions

Violation	Immediate Minimum Action	Corrective Action
Any action that endangers an airborne aircraft, aircraft intending flight, or a taxiing aircraft.	AF IMT 483 will be confiscated for 30 days. CAM, VCO/VCNCO, unit commander will be notified.	Documented remedial training with special emphasis on the area of violation. Individual meeting with CAM and unit VCO/VCNCO.
Entering tower controlled portion of CMA without tower approval (runway and/or taxiways).	Vehicle will be apprehended. AF IMT 483 will be confiscated for 30 days. CAM, unit VCO/VCNCO and unit commander notified.	Documented remedial training with special emphasis on the area of violation. Meeting with CAM and 439 OSS/CC.
Driving faster than 439 AWI 13-202 specified speed limits on the airfield.	AF IMT 483 will be confiscated for 15 days. CAM, unit VCO/VCNCO and unit commander notified.	Documented remedial training with special emphasis on the area of violation. Individual meeting with CAM and unit VCO/VCNCO.
Driving within 439 AWI 13-202 specified distances of parked, towed or taxiing aircraft.	AF IMT 483 will be confiscated for 15 days.	Documented remedial training with special emphasis on the area of violation. Meeting with CAM and 439 OSS/CC.
Not performing FOD inspections as specified in 439 AWI 13-202	AF IMT 483 will be confiscated for 15 days.	Documented remedial training with special emphasis on area of violation. Individual meeting with CAM and unit VCO/VCNCO.

Violation	Immediate Minimum Action	Corrective Action
Any action that is reckless or violates military and civilian driving laws.	AF IMT 483 will be confiscated for 30 days.	Documented remedial training with special emphasis on area of violation. Individual meeting VCO/ VCNCO.

NOTE: Upon the suspension or revocation of base driving privileges, only the installation or Support Group commander may authorize reinstatement of flightline driving privileges to perform critical mission essential duties.

3.9.7.4.6.2. Second Violation: 1-year suspension of flightline driving privileges.

3.9.7.4.6.3. Third Violation: Permanent suspension of flightline driving privileges.

3.9.7.4.7. Runway Intrusions/CMA Violation are the most serious violation that will result in an automatic 30-day suspension of flightline driving privileges.

3.9.7.5. Vehicular Callsigns. Radio callsigns used to operate a vehicle on the aerodrome are described in 439 AWI 13-202. Commonly used callsigns include the following:

Figure 3.2. Vehicular Callsigns

AGENCY	CALLSIGN
OG/CC	Charlie
AOM	OPS6
CAM	OPS1
DCAM	OPS2
AMOPS	OPS3
AM Reserves	OPS10
Fire Chief	CHIEF1, CHIEF2
ATCALS Maintenance	COMM6, COMM4
CE	SWEEPER, EQUIPMENT, BLOWER, ROLLOVER, etc.

3.9.8. If the Tower observes a vehicle operating in a suspicious manner, attempts will be made to contact the vehicle. If the vehicle does not respond, the Tower shall notify Airfield Management who will, if necessary, notify Security Forces.

3.9.9. Vehicles that have been operating off paved surfaces or through areas where FOD is present will not proceed on the paved portions of the airfield until all tires have been thoroughly inspected and cleared of debris (including mud). Drivers are responsible for inspecting their vehicle's tires.

3.10. Runway Incursions.

3.10.1. When an unauthorized vehicle enters the CMA (as defined in paragraph 3.5.4.), tower shall attempt to make contact with the vehicle and notify AMOPS and Security Forces for investigation.

3.10.2. The incursion may be elevated to a "HELPING HAND" situation by the investigating agency if necessary.

3.10.3. Information identifying the vehicle, its operator, and duty section/employer will be obtained for inclusion into AF IMT 457, **USAF Hazard Report**, or AF IMT 651, **Hazardous Air Traffic Report (HATR)**.

3.10.4. Procedures for disposition of personnel involved in a runway incursion are defined in 439 AWI 13-202.

3.11. Flightline Attire and Smoking Policy.

3.11.1. Individuals shall secure all loose articles prior to entering the flightline area, to include hats, writing instruments, line badges, etc. ***NOTE:*** Line badges must be secure but remain properly displayed. ***Exception:*** Line badges will be stowed during Engine Running Offloads (ERO) or Engine Running Crew Changes (ERCC).

3.11.2. Smoking is prohibited on the flightline in other than designated areas. Smoking areas on the East Ramp are defined in the Westover Circle of Safety Pamphlet.

3.12. Photography. Photographs are not permitted on the flightline or in the Air Traffic Control Tower unless previously coordinated through Public Affairs (439 AW/PA) and, if applicable, the Air Traffic Manager. All unauthorized photographs and equipment are subject to confiscation.

3.13. Snow Removal Operations. Snow removal priorities are reviewed and established annually by the Snow Control Committee and published in the *Westover Snow Plan*. Snow removal operations will be conducted in accordance with the *Snow Plan*.

3.14. Airfield Inspections.

3.14.1. Daily Inspections.

3.14.1.1. The Airfield Manager (AM) or his/her designated representative, shall inspect the airfield in accordance with the BOS contract and AFI 13-213/AFRC Supplement 1. To the maximum extent possible, daily inspections should be conducted during light traffic periods.

3.14.1.2. Inspection results will be documented on the AFRC IMT 10, **Airfield Evaluation**, and AF IMT 3616, **Daily Record of Facility Operation**.

3.14.1.3. Airfield Lighting Inspections. These procedures supersede the provisions of the 439th Operations Support Squadron/439th Civil Engineering Squadron Operations Letter dated 7 September 2004.

3.14.1.3.1. Civil Engineering airfield lighting personnel will: Inspect all airfield lighting systems once per week and report any lighting deficiencies to Airfield Management, including a description of the equipment, its location, and the nature of the discrepancy.

3.14.1.3.2. Airfield Management will: Conduct nightly airfield lighting inspections, contact the RPM service desk and request a work order, log all work orders on the airfield lighting out-

age log, monitor corrective action until system is operational, and verify maintenance actions are complete before logging the equipment back in service.

3.14.1.3.3. Tower personnel will request visual inspection from inbound aircraft on the condition of approach lighting as required by airfield management.

3.14.2. Quarterly Inspections. A quarterly inspection will be conducted to identify new short-range requirements and to validate old requirements. This inspection will be conducted by the Airfield Pavements Engineer, a representative from airfield management, the Terminal Instrument Procedures Specialist, and a representative from Wing Safety. All discrepancies will be corrected by the appropriate agency. Follow-up inspections will be documented by airfield management personnel on the daily airfield inspection checklist to ensure prompt corrective action is taken on all discrepancies.

3.14.3. Annual Inspections. Annual pavement inspections will be made by the Base Civil Engineer or designated representative.

3.15. Annual Airfield Waiver Review. The Airfield Manager is responsible for ensuring an annual review of airfield waivers is conducted with the appropriate agencies (i.e., Civil Engineering, TERPS, Safety, etc.) and forwarding results of annual waiver review to HQ AFRC/DOVA.

3.16. Coordinating on Airfield Construction Projects.

3.16.1. All airfield construction, proposed sign installation, or changes to aircraft parking plans shall be coordinated with the Airfield Manager.

3.16.2. Airfield maintenance to include but not limited to ramp cleaning, snow removal and grass mowing, shall be coordinated with 439 OSS/OSAA.

3.17. Operating Procedures for Airfield Sweeping. These procedures supersede the provisions of the 439th Operations Support Squadron/439th Civil Engineering Squadron Operations Letter dated 7 September 2004.

3.17.1. Civil Engineering shall:

3.17.1.1. Sweep all airfield surfaces IAW the established sweeping schedule (see **Attachment 17**, Airfield Sweeping Schedule).

3.17.1.2. Check in with Airfield Management each morning for airfield sweeping requirements.

3.17.1.3. Sweep additional areas identified by Airfield Management during the morning airfield inspection.

3.17.1.4. Advise Airfield Management when sweeping operations have been completed each day.

3.17.2. Airfield Management shall:

3.17.2.1. Brief sweeper each morning on FOD hazards identified during initial inspection.

3.17.2.2. Contact RPM service desk (x3575) and request a sweeper be dispatched as required.

3.17.2.3. Verify sweeping operations are completed by inspecting affected areas before releasing sweeper for regularly assigned sweeping.

3.18. Airfield Mowing Operations. Mowing of all grass areas on the airfield will be conducted IAW the 439th Airlift Wing Bird Aircraft Strike Hazard Plan 91-212.

3.19. Aircraft Towing Operations. Procedures for towing aircraft are described in 439th Maintenance Operating Instruction 21-116, *Towing and Hangaring of Aircraft*. In addition to the requirements of paragraph **3.9.1.2.** of this instruction, aircraft tow teams shall adhere to the following:

3.19.1. Aircraft towing operations will normally be conducted on "D" (Tower) Net.

3.19.2. Prior to aircraft movement, the tow supervisor will request tow clearance through the MOC, who in-turn requests tow clearance through the Command Post (CP). Once tow clearance is granted through the CP, MOC will relay the clearance to the tow supervisor. The supervisor will then switch to "D" Net and request clearance from ground control to move the aircraft. The tow team will remain on "D" Net throughout the tow (except as specified above). Once the tow is complete, the tow supervisor will inform ground control that the tow is complete.

3.19.3. Prior to aircraft movement, the tow team supervisor will ensure the towpath and destination is clear and free of obstructions.

3.19.4. Any ground emergency discovered by maintenance personnel will be relayed to the tower via LMR radio for activation of the Primary Crash Alarm System in addition to any emergency reporting required by Maintenance operating procedures.

Chapter 4

AIR TRAFFIC OPERATIONS

4.1. Local Aircraft Priorities. Priorities are supplemental to those directed in FAA Order 7110.65. Priorities listed in FAA Order 7110.65 take precedence over those listed below.

4.1.1. Aircraft with hung/misfired live or inert ordnance.

4.1.2. Priority missions to include banner missions.

4.1.3. Controlled departure time aircraft.

4.1.4. Distinguished visitor arrivals/departures (code 1- 7).

4.1.5. Full-stop arrivals.

4.1.6. IFR departures on a DD 175 or DD 1801 flight plan.

4.1.7. IFR/VFR practice approaches.

4.1.8. Deviations may be granted only after 439 OG/CC approval.

4.2. Departures.

4.2.1. Aircraft will be assigned departure routes of flight consistent with the Yankee Hub preferred routing program.

4.2.2. VFR Departures. Aircraft departing VFR and desiring flight following will make their request through Westover Ground Control prior to switching to Tower.

4.2.3. Intersection Departures (See **Attachment 7**, Intersection Departure Distances). There are no restrictions for intersection departures.

4.2.4. Military Assumes Responsibility for Separation of Aircraft (MARSA). MARSA procedures are not applied for base assigned aircraft. Transient aircraft use of MARSA must be defined in a Letter of Agreement.

4.3. Protection of the 360º Overhead Pattern. Aircraft departing or performing a go around, missed approach or low approach will not climb above 2,000 MSL until beyond the departure end of the runway. If the overhead pattern is active, Tower will advise all aircraft of the departure restriction.

4.4. Opposite Direction Traffic.

4.4.1. Opposite direction departure or arrivals will not be authorized when the certified tower radar display (STARS) is inoperative. The tower or Bradley Approach will coordinate opposite direction departures or arrivals on an individual basis. Coordination will include the phrase "OPPOSITE DIRECTION DEPARTURE (ARRIVAL)**,"** in addition to the numerical designation of the runway used for the opposite direction operation. The tower and Bradley Approach will jointly have approval/denial authority for all opposite direction operations (i.e. either facility may deny the request based on existing/projected traffic).

4.4.2. Opposite direction operations will be approved when an operational necessity exists (traffic permitting). Opposite direction operations will not impede full stop arrivals or any departure.

4.4.3. The following separation standards for opposite direction operations shall be used:

4.4.3.1. Arrival versus Arrival. The succeeding aircraft will be no closer than 10 mile final until the proceeding aircraft passes the landing threshold.

4.4.3.2. Arrival versus Departure. Opposite direction departures (including opposite direction arrivals completing other than a full-stop landing) will not be approved if an arriving aircraft is within 10 flying miles on final to the runway in use.

4.4.3.3. Departure or Low/Missed Approach versus Arrival. Opposite direction arrivals will not be permitted to approach within 10 flying miles on final of the runway until departing aircraft is airborne and has turned at least 45 degrees from runway heading or approved vertical separation is attained.

4.4.3.4. If either aircraft is VFR, the opposite direction cutoff is 10 flying miles.

4.4.3.5. Aircraft in the VFR traffic pattern will not turn base until departing IFR/VFR aircraft are airborne and beyond the VFR pattern base leg.

4.5. Reduced Same Runway Separation (RSRS) Standards. RSRS separation shall not be applied to any aircraft operating at Westover ARB.

4.6. Unusual Maneuvers.

4.6.1. Approving Unusual Maneuvers. Air Traffic Control shall not approve pilot requests to conduct unusual maneuvers unless the maneuver is essential to the performance of flight. Unusual maneuvers include unnecessary low passes, unscheduled fly-bys, practice instrument approaches to altitudes below specified minima, fighter demonstrations, etc.

4.6.2. Requests for Unusual Maneuvers. All requests to conduct an unusual maneuver, specifically maneuvers where an FAA or USAF waiver is required, must be coordinated through 439 OSS/OSA and approved by the wing commander (439 AW/CC) or designated representative not later than 60 days prior to the event.

4.6.3. Communications. All communications during approved unusual maneuvers will be on Tower frequencies unless otherwise previously coordinated.

4.7. VFR Terminal Area Procedures. (See Attachment 7 through Attachment 13 and Attachment 19)

4.7.1. Westover ARB VFR Terminal Area consists of the Class D airspace depicted in **Attachment 4**. Any planned deviation from the Westover ARB terminal area both lateral and vertical (as defined in paragraph **2.16.**) shall be coordinated through Westover Tower to ensure adequate aircraft separation.

4.7.2. Weather requirements:

4.7.2.1. Rectangular Pattern - Ceilings at or above 2300 feet MSL and visibility of 3 miles or greater.

4.7.2.2. Initial/Overhead Pattern - Ceilings at or above 2800 feet MSL and visibility of 3 miles or greater.

4.7.2.3. Light Aircraft/Helicopter Pattern – Ceilings at or above 1800 feet MSL and visibility 3 miles or greater.

4.7.3. Pattern descriptions.

4.7.3.1. Rectangular Pattern - Downwind leg to the east or north of the runway. Pattern altitude will be 2000 feet MSL for heavy aircraft and 1000 feet MSL for light aircraft or helicopters.

4.7.3.2. Initial/Overhead Pattern - Pattern altitude is 2500 feet MSL and all turns are made to the east (i.e.: Runway 05 – right turns, Runway 23 – left turns). Aircraft shall enter initial at 3-5 NM from the runway. The overhead/initial pattern is normally entered from IFR vectors to initial. The IFR flight plan for aircraft conducting an overhead maneuver is automatically cancelled at the initial point or when the aircraft is instructed to contact tower.

4.7.4. Unless otherwise directed by the tower, closed traffic shall be made at departure end. The altitude specified will correspond to the altitude of the pattern for which the closed traffic is established (i.e. rectangular pattern – 2000/1000 feet MSL, overhead pattern – 2500 feet MSL).

4.7.5. Local Area Restrictions. All aircraft except emergencies shall avoid overflight of the base proper.

4.7.6. Visual Reporting Points.

4.7.6.1. Holyoke Range. Mountains 7NM north of Westover.

4.7.6.2. Quabbin Reservoir/Windsor Dam. The south end of the reservoir 10NM northeast of Westover.

4.7.6.3. Springfield Reservoir. The reservoir 6NM east-northeast of Westover.

4.7.6.4. Ludlow, Town of. Town 4NM southeast of Westover.

4.7.6.5. Springfield, City of. City 5NM south-southwest of Westover.

4.7.6.6. Holyoke, City of. City 4NM west of Westover.

4.7.6.7. Massachusetts Turnpike (I-90). Major roadway 2NM south of Westover running east-west.

4.7.6.8. Connecticut River. River 3NM west of Westover running north-south.

4.7.6.9. Approach and Landing from VFR Reporting Points. At entry points outside the Class D airspace, pilots shall remain clear of Class D airspace and contact tower with call sign, entry point, flight size, and intentions. When using entry points inside the airspace, pilots shall contact Westover Tower prior to entering the airspace and express intentions to proceed to a VFR entry point.

4.7.7. Initial Re-entry Procedures. When instructed by ATC to re-enter, aircrew shall exit the pattern to the east (remain clear of the VFR traffic patterns), climb to 2500 feet MSL and report initial as instructed by ATC. Initial reentry will be flown at 2500 feet MSL. There are no published breakout procedures at Westover. Breakout instructions will be issued by air traffic control based on current traffic conditions.

4.7.8. Simulated Flame Out (SFO) Approaches. SFOs are not authorized at Westover ARB.

4.8. Tactical Procedures. These procedures apply to Westover assigned C-5 or McGuire assigned KC-10 tactical operations (hereafter referred to as tactical aircraft) when the Tower is operating. All air-

craft conducting tactical training will cancel IFR with the appropriate ATC facility prior to commencing tactical training, but shall keep the current squawk for flight following and pattern sequencing and, as required, request to keep their IFR flight plan open for subsequent approaches.

NOTE: Using their judgment and experience, controllers shall attempt to give first priority to aircrew conducting initial tactical training. Initial training is where crews are being certified to perform tactical maneuvers. Routine tactical proficiency sorties shall be afforded VFR practice approach priority as listed in paragraph **4.1.**

4.8.1. Tactical aircraft aircrew shall:

4.8.1.1. Southwest Arrivals. Tactical aircraft arriving from the southwest between the CEF VOR 135 to the 315 radials should plan to cross the 30 DME arc between 9,500' and 5,500' MSL. This will allow Bradley approach control to more readily coordinate air traffic in a very congested area. If arriving from the southeast realize that due to Bradley Class C airspace and Westfield/Barnes Class D airspace a low altitude arrival may require routing to the northeast side of the tactical arrival airspace.

4.8.1.2. Northeast Arrivals. Tactical aircraft arriving from the northeast between the CEF VOR 315 to the 135 radials should plan to cross the 30 DME arc below 9,500' and above 1,000'AGL. Due to radar coverage limitations below approximately 2,500' MSL radar coverage may be limited especially primary targets. This may be a factor if you are using flight following for traffic advisories. Additionally, Boston center controls the airspace to within 18nm of Westover on the northeast side of the airfield. Therefore, flight following hand offs to Bradley will be closer in than those from the southwest.

4.8.1.3. Tactical Local Sorties. Pilots will file a local IFR flight plan and add “TACTICAL OPERATIONS” in the flight plan remarks. The pilot will remain VFR on all tactical approaches. On tactical local sorties where multiple patterns are flown pilots will attempt to maintain a ground track similar to a normal radar pattern flown to the Northwest side of Westover. Climbout to LOUSE then SPRUCE and PINE for Rwy 23 or LOUSE then BIRCH and ELM for Rwy 05. Fly the downwind at or above 2,500’MSL. ***NOTE:*** *Aircrew should be cognizant of the proximity of the Westfield Class D airspace. If necessary, crews shall coordinate with Westover Tower to prevent airspace conflicts.* If the tactical ground track was going to be other than LOUSE, SPRUCE, and PINE for runway 23 or LOUSE, BIRCH, and ELM for runway 05 the pilot will have to provide the routing. Example: "RODD 34 will be tactical for runway 23 via MITE, WILLOW, and PINE".

4.8.2. Westover Tower shall:

4.8.2.1. Adhere to procedures outlined in the Bradley TRACON/Westover ATCT Letter of Agreement.

4.8.2.2. Assist tactical aircraft aircrew in tactical training to the maximum extent possible.

4.8.3. Cut Off Points/Protection of airspace and other VFR traffic. Controllers and aircrew should be aware that tactical profiles may be discontinued only prior to 2 NM from the center of the Westover Class D airspace. Tactical aircraft within 2 NM shall be allowed to continue their maneuver.

4.8.4. Pilot/Controller Communications.

4.8.4.1. Tactical Arrivals: When planning a tactical arrival to tactical aircraft will remain with Boston ARTCC and/or Bradley Approach for VFR traffic advisories. When canceling IFR with Boston ARTCC crews shall simply inform them of intended altitude and intention to proceed to Westover VFR. Example: "BOSTON, REACH 9013, CANCEL IFR, DIRECT WESTOVER, DESCENDING TO 2,500'." When canceling IFR with Bradley Approach, or when already VFR and are handed off to Bradley from Boston ARTCC, crews shall inform Bradley of arrival intentions, routing and altitude. Example: "BRADLEY, REACH 9013 VFR FOR A TACTICAL APPROACH VIA CORNELL, HEMLOCK AND TICK, DESCENDING TO 1,500'." When handed off to tower crews shall inform the tower of: location; altitude; the type of pattern to be flown; to which runway; and if a touch and go then the type of the subsequent approach. Example: "RODD 34, 10nms Northeast, at 1,200' MSL, FOR ABEAM TO RUNWAY 15, CLIMBOUT FOR ANOTHER TACTICAL APPROACH".

4.8.4.2. Tactical Departures: When requesting clearance crews shall inform the tower of the tactical departure repeating the tactical routing. Example: "Reach 9013 request IFR clearance to Dover, Tactical departure via TICK, HEMLOCK". The pilot will receive his normal IFR clearance from Westover tower. When ready for takeoff the pilot will again inform tower of the tactical departure and route. Example "WESTOVER TOWER, REACH 9013, TACTICAL DEPARTURE, TICK, HEMLOCK, READY FOR TAKEOFF'.

4.8.4.3. Tactical Local Sorties: On a tactical local the pilot will inform Westover tower (or radar controller for subsequent approaches) of the type of pattern to be flown. Example: "RODD 34 will be Tactical for runway 23/05". If an IFR pattern is required during a tactical local sortie (or after a tactical approach) the radar approach will be requested and the pilot will be properly cleared prior to entering IFR conditions. Example: "RODD 34 request radar vectors for ILS 23/05". When handed off to tower the pilot will inform the tower of your: location; altitude; the type of pattern to be flown; to which runway; and if a touch and go then the type of the subsequent approach. Example: "RODD 34, 10nms Northeast, at 1,200' MSL, FOR ABEAM TO RUNWAY 15, CLIMBOUT FOR ANOTHER TACTICAL APPROACH".

4.8.5. Tactical Operations Within the Westover Class D Airspace. **Attachment 7** through **Attachment 12** depict the different profiles for each runway/tactical arrival. Westover Tower personnel shall be familiar with each profile.

4.9. Supervisor of Flying (SOF). The SOF shall conduct operations in accordance with 439th Operations Group Operating Instruction 11-401, Supervisor of Flying and Launch Coordinator. When present in the Air Traffic Control Tower, the SOF must not perform ATC functions or transmit ATC instructions or clearances because a person who transmits on an ATC frequency assumes responsibility for separation of aircraft.

4.10. Runway Selection/Change Procedures.

4.10.1. The Tower Watch Supervisor/Controller-in-Charge is responsible for selecting the active runway. The Tower will coordinate with Bradley Approach Control and, if necessary, the Supervisor of Flying (SOF) prior to changing the runway in use. Tower will advise AMOPS, Bradley TRACON, and Weather when the runway change is complete.

4.10.2. Runway 23 is designated the primary instrument, calm wind, and alert force runway. This is to comply with stringent noise abatement procedures. Runway 23 will normally be used for all flying operations at Westover airport when the tailwind component is 10 knots or less.

4.11. Control of Aircraft Ground Traffic.

4.11.1. Maintain Contact with Ground Control. Aircraft not requiring de-arm after landing will establish and maintain contract with ground control after exiting the runway. Aircraft requiring de-arm will coordinate with Tower prior to exiting the runway and then contact ground control.

4.11.2. Preferred Taxi Routes. Taxi from the East Ramp will be accomplished via Taxiways Tango, Lima, and Golf. Aircraft parked on the East Ramp will not exit the back side of the East Ramp onto Taxiway Golf unless pre-coordinated with Airfield Management (e.g., aircraft parked facing the runway on E-9 for launches during snow events).

4.11.3. Maintenance Operations. All maintenance engine starts, tows, and taxi operations will be coordinated with Airfield Management prior to maintainers contacting the tower. Coordination through the 439 AW/CP is acceptable as long as 439 AW/CP contacts Airfield Management. Tower will report unauthorized engine starts, tows, and taxi operations to Airfield Management immediately. If air piracy is suspected, Tower will immediately initiate a Stop-Alert.

4.12. Clearance of Other than Air Force Aircraft/Civil Aircraft Use of USAF ATCALS.

4.12.1. Westover Tower may provide service to civil aircraft requesting practice approaches as long as it does not interfere with scheduled wing flying operations. Civil aircraft utilizing the facilities at Westover Metropolitan Airport shall comply with the standards outlined in the Joint Use Agreement and AFPD 10-10, *Civil Aircraft Use of United States Air Force Airfield*s. Other civil aircraft may utilize Westover airfield for only low approaches unless it conflicts with scheduled wing flying. Civil Air Patrol (CAP) aircraft shall be considered military aircraft when using the CAP call sign.

4.12.2. Civil Aircraft. Civil aircraft using ATC facilities may conduct practice low approaches at Westover ARB on a non-interference basis. Low approaches will be at the discretion of the Tower Watch Supervisor, depending on the current Force Protection Condition and traffic workload.

4.12.3. Civil aircraft tenants of Westover Metropolitan airport. Aircraft housed at or transient to Westover Metropolitan Airport are governed by the Westover Joint-Use Agreement and will be given only full-stop landing clearances. These aircraft will exit the runway and taxi to the FBO terminal via the most direct route possible avoiding all military areas of the airport.

4.12.4. Civil aircraft are cleared in accordance with FAA Regulations, AFI 10-1001, *Civil Aircraft Landing Permits*, AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, and the Westover Joint-Use Agreement.

4.12.5. Operating Owned or Leased Aircraft. AFI 10-1001 and AFI 10-1002 establish procedures for government personnel, operating their own or leased aircraft, to use Air Force airfields. Airfield Management will maintain and disseminated the current list of owned or leased aircraft authorized to land or conduct practice approaches at Westover ARB.

4.12.6. Aircraft Landing without Permission. When civil aircraft land without permission, Tower will immediately initiate a Stop-Alert.

4.12.7. Unscheduled Military Aircraft Arrivals. Tower will query AMOPS regarding the acceptability of all military aircraft arriving at Westover without a flight plan (FPNO).

4.13. LMR Select Call Feature (Private Line). The base LMR system does not have an electronic or mechanical select call feature that allows air traffic controllers to 'mute' the FM Nets in the tower to eliminate transmissions not directed to the tower, therefore transmissions on the Ramp/Tower Net are limited procedurally. Only agencies requiring contact with the Tower or Airfield Management are authorized to transmit on the Ramp/Tower Net.

4.13.1. The following agencies operate routinely on the Ramp/Tower Net:

4.13.1.1. Tower.

4.13.1.2. Airfield Management.

4.13.1.3. Transient Alert.

4.13.1.4. Civil Engineering.

4.13.1.5. Fire Department.

4.13.1.6. Security Forces.

4.13.2. The Tower has the capability to monitor and transmit on the Fire Department and Security Forces Nets if necessary.

4.14. Interruptions to Air Traffic Control and Landing Systems (ATCALS).

4.14.1. Scheduling Interruptions to ATCALS. Preventive maintenance of ATCALS performed during other than published maintenance periods must be coordinated with the Airfield Operations Manager, who will perform required coordination with USAF and FAA air traffic control and affected base agencies. The identification feature of ATCALS released to maintenance will be turned off when necessary in accordance with AFI 13-203/AFRC Supplement 1. The following table is the official NO-NOTAM Preventive Maintenance Schedule including required weather conditions.

4.14.2. NO-NOTAM Preventive Maintenance Schedule:

Figure 4.1. Preventive Maintenance Schedule

NAVAID	SPECIFIED TIME PERIOD	
ILS	Monday	1400-1600Z
ILS	Wednesday	1400-1600Z
ILS	Friday	1400-1600Z
TACAN	Thursday	1400-1600Z
VOR	Tuesday	1400-1600Z

REQUIRED WEATHER (existing, plus 1 hour forecast) ceiling at or above 3000 feet and visibility 5 miles or greater.

4.15. Dual Operation of Instrument Landing System (ILS). The remote status indicator (RSI) in the Tower is equipped with an interlock mechanism that cannot be disabled in the tower. Since the ILS components for Runways 05 and 23 operate on the same frequency, at no time shall both systems operate simultaneously. The following are exceptions to this rule: After coordination with the AOM, maintenance personnel may bypass the ILS interlock to allow simultaneous Localizer and/or Glideslope operations to accommodate facility installation, maintenance restoration, preventive maintenance, or flight inspection as long as both facilities are taken off the air. The AOM shall inform the tower and AMOPS of the planned operation and ensure NOTAMs are sent if applicable. Maintenance personnel will ensure at least a 3,000 foot ceiling and/or 5 miles visibility exists prior to requesting dual mode operation. Maintenance will notify the AOM when the system is returned to normal operational status.

4.16. Radar Service/IFR Operations.

4.16.1. Normal IFR Procedures. Maximum use of the IFR system will be utilized on all flights. Aircraft departing IFR from Westover airport will normally receive a radar departure with Bradley Approach/Departure.

4.16.2. Runway 05 Operations.

4.16.2.1. Initial departure clearance for Runway 05. Tower controllers shall issue the following IFR clearance for Runway 05 departures: "(*Aircraft Callsign*) Cleared (*Clearance and/or amendment, as applicable*), on departure maintain 3000, expect (*filed altitude*) 10 minutes after departure, departure frequency will be 125.35 or 325.8, squawk (*assigned code*)." ***NOTE***: Pilots should expect additional departure instructions (initial turns or change to initial altitude) after an IFR release is obtained from Bradley TRACON and prior to takeoff clearance.

4.16.2.2. IFR releases for Runway 05 are valid for 3 minutes.

4.16.2.3. Standard Climbout for Runway 05. Aircrew can expect to fly and air traffic control shall issue: "(*Aircraft Callsign*) After completing (touch-and-go, low approach, stop-and-go), fly runway heading, climb and maintain 3000".

4.16.3. Runway 23 Operations.

4.16.3.1. Initial departure clearance for Runway 23. Tower controllers shall issue the following IFR clearance for Runway 23 departures: "(*Aircraft Callsign*) Cleared (*Clearance and/or amendment, as applicable*), on departure maintain 3000, expect (*filed altitude*) 10 minutes after departure, departure frequency will be 125.35 or 325.8, squawk (*assigned code*)." ***NOTE***: Pilots should expect additional departure instructions (initial turns or change to initial altitude) after an IFR release is obtained from Bradley TRACON and prior to takeoff clearance.

4.16.3.2. IFR releases for Runway 23 are valid for 3 minutes.

4.16.3.3. Standard Climbout for Runway 23. Aircrew can expect to fly and air traffic control shall issue: "(*Aircraft Callsign*) After completing (touch-and-go, low approach, stop-and-go), fly runway heading, leaving 1200 turn right heading 360, climb and maintain 3000".

4.16.4. Radar Approaches: Multiple touch and go, stop and go, and low approaches may be accomplished at the discretion of Bradley TRACON and Westover Tower based upon work load and traffic/weather conditions. Pilots shall inform tower on initial contact of intentions to return to the radar pattern to give the controllers enough time to coordinate with Bradley Approach.

4.16.5. Protection of the 360 Overhead Pattern. Anytime aircraft are in the overhead pattern, tower shall restrict departures to 1500 feet MSL until departure end of runway.

4.16.6. Unless multiple approaches have been previously coordinated, an instrument approach normally terminates in a full-stop landing or a low approach followed by entry into VFR pattern.

4.16.7. The Westover radar traffic pattern is controlled by Bradley Approach and falls outside the confines of the Bradley Class C airspace. The pattern is bi-directional and is defined as a rectangular pattern with the downwind leg approximately 4 NM west of the runway centerline. The normal downwind headings are 050º for Runway 23 and 230º for Runway 05 (See **Attachment 18**, Radar Pattern Diagrams).

4.16.8. Circling Approaches. On initial contact with Bradley Approach, pilots shall request "CIRCLING APPROACH STAY WITH TOWER/BACK TO RADAR". Pilots may initiate an approach to any runway, but shall only circle to Runways 23, 33, or 15. Practice training circling approach minimums are 1,200 feet MSL.

4.16.8.1. For approaches to Runway 23:

4.16.8.1.1. Circling to Runway 23: Initiate circling maneuver at the approach end of Runway 23 and circle northeast for a left base to Runway 23.

4.16.8.1.2. Circling to Runway 33: Initiate circling maneuver at 3 DME with a left break for a right base to Runway 33. Circling approaches to Runway 33 are approved northeast of the base only.

4.16.8.1.3. Circling to Runway 15: Initiate circling maneuver at 3 DME with a right break for a left base to Runway 15. Circling approaches to Runway 15 are approved northeast of the base only.

4.16.8.2. For approaches to Runway 05:

4.16.8.2.1. Circling to Runway 23: Initiate circling maneuver at the intersection of the runways and circle northeast for a left base to Runway 23.

4.16.8.2.2. Circling to Runway 33: Pilots shall fly down Runway 05 and initiate circling maneuver prior to 3 DME northeast of the base making a right break for a right base to Runway 33.

4.16.8.2.3. Circling to Runway 15: Pilots shall fly down Runway 05 and initiate circling maneuver prior to 3 DME northeast of the base making a left break for a left base to Runway 15.

4.17. Landing Lights. Landing lights will be displayed by all aircraft making approaches and/or landings at Westover with the exception of wingmen on night formation low approaches.

4.18. Controlled Departure Times. Aircraft requesting a controlled departure time will identify the controlled departure time in the remarks section of their flight plan and advise ground control prior to taxi. Fighter aircraft shall inform ground control 5 minutes prior to exiting the arming areas.

4.19. Noise Abatement. To minimize the impact of aircraft noise on the local community, the most stringent noise abatement procedures, compatible with safety, will be employed.

4.19.1. Afterburner equipped aircraft will terminate use of afterburners as soon as practical after departure.

4.19.2. Intersection/formation departures will not be permitted if aircraft cannot reach 1000 feet MSL prior to the airfield boundary.

4.20. Standard Go-Around Procedures.

4.20.1. Under Visual Flight Rules, aircraft will offset from the runway as directed by ATC to avoid overflying the runway.

4.20.2. Under Instrument Flight Rules, aircraft shall execute published missed approach procedures (DoD Approach Plates) unless directed otherwise by air traffic control.

4.20.3. Controllers shall state the reason for the go-around (i.e., vehicle/personnel on runway) as soon as possible after the instruction is issued.

4.21. Protection from Ground Jet Blast.

4.21.1. Pilots or aircraft maintenance personnel are required to advise the Tower prior to commencing any engine run to ensure arriving/departing/other taxiing aircraft are not affected.

4.21.2. Engine runs on the taxiways are not authorized if any arriving, departing, or taxiing aircraft is less than 1000 feet behind the aircraft conducting the engine run. Pilots or aircraft maintenance personnel are responsible for ensuring adequate clearance from other aircraft while conducting engine run operations on the ramp or in parking areas. Only idle power engine runs on parking spots E-7 and E-8 are authorized.

4.21.3. After coordinating with Base Operations, aircraft maintenance personnel shall contact the tower to request an engine run using the following phraseology: “Westover Ground, (*Aircraft Tail Number*), request engine run on (*Parking Location*)”. Maintenance personnel shall inform the tower of the type of engine run, including the number of engines to run and whether it will be an idle or full power run. Maintenance personnel must remain in constant radio communication with the tower during the course of the engine run.

4.21.4. During idle power engine runs on parking spots E-1 through E-8, tower shall use the following criteria for permissible operations:

4.21.4.1. Operations on Runway 05/23 are authorized for all aircraft.

4.21.4.2. Taxi operations on Taxiway G are authorized for all aircraft.

4.21.5. During above idle engine runs on parking spots E-1 through E-6, tower shall use the following criteria for permissible operations:

4.21.5.1. Operations on Runway 05/23 are only authorized for weight class large or greater aircraft.

4.21.5.2. Engine running aircraft must be brought back to idle for weight class small or small plus aircraft operations on Runway 05/23 or for any aircraft operation of Taxiway G.

4.21.6. During idle power engine runs on parking spots E-9 through E-14, tower shall use the following criteria for permissible operations:

4.21.6.1. Operations on Runway 05/23 are authorized for all aircraft.

4.21.6.2. Taxi operations on Taxiway G are only authorized for weight class large or greater aircraft.

4.21.7. During above idle engine runs on parking spots E-9 through E-14, tower shall use the following criteria for permissible operations: No aircraft operations are permitted on Runway 05/23 or Taxiway G unless the engine running aircraft is brought back to idle. Once idle power is confirmed with maintenance, the provision of paragraph **4.21.6.** apply.

4.22. Continuity of Air Traffic Services/Air Traffic Control Facility Evacuation.

4.22.1. The 439 OG/CC has determined that alternate air traffic control facilities are not required.

4.22.2. In the event Tower personnel evacuate the facility, the airport will be closed. Aircraft flight operations are restricted and aircraft shall divert. Evacuating controllers will rally at Airfield Management Operations IAW Tower Operating Instruction 13-1, *General*.

4.22.3. The Tower can withstand winds up to 100 knots or 115 miles per hour. Tower personnel will evacuate when winds reach 70 knots (steady or gusting).

4.22.4. Auxiliary Power Requirements. All Air Traffic Control and Meteorological and Navigational Aid facilities will be equipped with auxiliary power sources complete with automatic start capability. These facilities must meet or exceed the requirements in FAA Order 6950.2, *Electrical Power Policy Implementation at National Airspace System Facilities*.

4.23. Runway 05 and Runway 33 Departure Phraseology. IAW FAAO 7110.65, para 4-3-2 c. 2. and c. 3. ***NOTE***: controllers shall issue the following additional instructions for IFR aircraft departing Runway 05 or Runway 33:

4.23.1. Runway 05 Departures: Minimum climb of 250 feet per NM to 900 MSL

4.23.2. Runway 33 Departures: Minimum climb of 320 feet per NM to 1400 MSL

4.23.3. Example Phraseology:

4.23.3.1. If Runway 05 is in use: “N12345 cleared to (Airport Name) airport as filed, on departure maintain at least 250 foot per nautical mile climb gradient until 900, climb and maintain 3000, expect (enroute altitude) 10 minutes after departure, departure frequency (freq), squawk (assigned beacon code)”

4.23.3.2. If Runway 33 is in use: “N12345 cleared to (Airport Name) airport as filed, on departure maintain at least 320 foot per nautical mile climb gradient until 1400, climb and maintain 3000, expect (enroute altitude) 10 minutes after departure, departure frequency (freq), squawk (assigned beacon code)”

4.23.4. These instructions will be issued until pictorial ATC departure procedures are published for Runways 05 and 33.

Chapter 5

SPECIAL OPERATIONS AND SUPPLEMENTAL PROCEDURES

5.1. Dropped Objects. Aircrew suspecting an object was dropped from their aircraft shall report the event immediately to Air Traffic Control and CASINO at DSN 589-3571 or 252.1 MHz. Command Post shall confirm information with the tower and airfield management operations.

5.2. Drag Chutes. Drag chutes will normally be retained with aircraft until parked. AMOPS or transient alert will recover chutes inadvertently jettisoned on the airfield. In all instances, tower will advise the recovering agency of the location of the chute and its impact to operations and the recovery agency will notify tower when jettisoned chutes have been removed from the active surfaces.

5.3. Aircraft Security/Stop Alert Procedures. In conjunction with the procedures contained in AFI 13-207, *Preventing and Resisting Air Piracy (FOUO)*, Stop Alert procedures are designed to prevent and stop unauthorized engine start, taxi, takeoff, and landing at Westover ARB. The Tower will maintain surveillance of all taxiing aircraft and aircraft tows. Tower will attempt to establish radio/light gun contact with any suspect aircraft and issue appropriate instructions. If unable to contact the aircraft or if instructions are ignored, the tower will declare a "Stop Alert" using the following procedures:

5.3.1. Westover Tower shall:

5.3.1.1. Activate the primary crash alarm system (crash phone) indicating the words "Stop Alert," the aircraft type, position, direction of movement, and any other pertinent information.

5.3.1.2. Direct all taxiing aircraft to hold their present position until the stop alert is terminated or they are otherwise directed.

5.3.2. Security Forces Control Center shall:

5.3.2.1. Dispatch a patrol to meet transient alert and the aircraft at the designated location.

5.3.2.2. Notify AFOSI of the unauthorized aircraft movement/landing.

5.3.2.3. Direct appropriate security forces to position themselves between the aircraft and priority resources on the airfield.

5.3.2.4. Up-channel HELPING HAND/COVERED WAGON reports as necessary.

5.3.2.5. Detain the pilot and take custody of the aircraft until released by the 439 AW/CC.

5.3.2.6. Maintain control of the pilot and aircraft until it has been determined they do not pose a threat to priority resources and are no longer required as part of the investigation.

5.3.3. Fire Department shall:

5.3.3.1. Ensure the immediate response of fire apparatus capable of causing the engine(s) of the aircraft to either flame out or shut down and block the taxiways as required.

5.3.3.2. Provide additional support as required.

5.3.4. Airfield Management shall:

5.3.4.1. Activate the Secondary Crash Net (SCN) and relay the aircraft type, call sign, tail number, position.

5.3.4.2. Respond to the scene (CAM or designated representative) as necessary.

5.3.4.3. Notify the AOM immediately and prepare all appropriate paperwork, including DD Form 2402, **Civil Aircraft Hold Harmless Agreement**, and any applicable payment voucher.

5.4. Fire Protection Support to Flying Operations.

5.4.1. Aircraft Rescue and Firefighting Index (Capability). Westover ARB normally meets the criteria for ARFF Index E. When crash or rescue capability, as determined by the fire department, falls below levels required to sustain specific types of aircraft operations, the Westover Fire Department will immediately notify Airfield Management via hotline.

5.4.2. Curtailment of Operations. During periods of reduced ARFF capability, the Fire Department, using their guidelines, shall determine which activities, if any, will be curtailed and immediately brief AMOPS. AMOPS will brief the AOM who will brief the 439 OG/CC. Airfield Management will notify all other concerned agencies and send NOTAMS as required.

5.4.3. Resuming Normal Operations. As crash or rescue capabilities are upgraded, Fire Department will immediately notify Airfield Management. AMOPS shall ensure all agencies are notified and cancel NOTAMS as required.

5.5. Quiet Hours. In addition to quiet hours published in the US IFR Supplement, the following procedures apply:

5.5.1. All requests for quiet hours will be forwarded to 439 OSS/OSA not later than three weeks prior to the event. 439 OSS/OSA shall coordinate with the 439 OG/CC and will pass approval information to AMOPS, command post, scheduling, and tower. AMOPS will prepare and disseminate airfield advisories as appropriate.

5.5.2. Operations Procedures. Actual quiet hour times will be passed by airfield operations to 439 AW/CP and tower, who will post them on their operations boards. When required, the schedule will reflect a 15-minute "pad" for planned takeoffs and landings before and after the quiet period in order to accommodate unavoidable delays. However, ground operations may continue until 2 minutes prior to the actual quiet period. The tower will make two blanket broadcasts on tower and ground control frequencies at least 10 minutes prior to and at the beginning of quiet hours using the following phraseology: "Quiet hours commence in XX minutes/are in effect at this time."

5.5.3. Time period and restrictions may vary depending on the type and location of the event requiring quiet hours. Units should check the daily advisory sheet published by Airfield Management Operations.

5.6. Aircraft Turns on Runway. To preclude abrasions and deterioration of the surface, single tandem wheeled (C-130) or larger aircraft will not be allowed to make 180° turns on the asphalt portions of the runway.

5.7. Weather Information/Severe Weather Procedures.

5.7.1. Weather observations shall be transmitted via the N-TFS system to 439 AW/CP, Tower, and Airfield Management Operations at least hourly.

5.7.2. Pilot Weather Reports (PIREP)**.** Westover Air Traffic Control personnel will relay to the Base Weather observer all PIREPs received from aircrew. Pilots may report PIREPs directly to METRO/ PMSV (274.75 MHz). Base Weather shall ensure tower is informed of PIREPs transmitted via METRO/PMSV (this may be done via automated means).

5.7.3. Hazardous/Severe Weather Notification. When weather watches and warnings for the following events are issued by the 15 OWS (Weather Hub), Westover Weather Team personnel shall notify AMOPS, Tower, Command Post, and the Maintenance Operations Center (MOC):

5.7.3.1. Weather Watches:

5.7.3.1.1. Tornado

5.7.3.1.2. Hail $\geq$ 1/2”

5.7.3.1.3. Winds $\geq$ 50 Kts (Convective and/or Non-Convective)

5.7.3.1.4. Freezing Precipitation (any intensity)

5.7.3.1.5. Heavy Snowfall ($\geq$ 2” accumulation in 12 hours)

5.7.3.1.6. Blizzard

5.7.3.1.7. Lightning within 5 NM of Westover

NOTE: Blizzard criteria includes duration $\geq$ 3 hours, sustained winds/gusts $\geq$ 30 Kts, considerable falling and/or blowing snow, with prevailing visibility frequently $\leq$ ¼ mile/0400 meters (all criteria must be met)

5.7.3.2. Weather Warnings:

5.7.3.2.1. Tornado

5.7.3.2.2. Hail $\geq$ 1/2”

5.7.3.2.3. Winds $\geq$ 50 Kts (Convective and/or Non-Convective)

5.7.3.2.4. Winds $\geq$ 35 Kts but < 50 Kts

5.7.3.2.5. Freezing Precipitation (Any Intensity)

5.7.3.2.6. Heavy Snow ($\geq$ 2” accumulation in 12 hours)

5.7.3.2.7. Blizzard

5.7.3.2.8. Lightning within 5 NM of Westover

NOTE: Blizzard criteria includes duration $\geq$ 3 hours, sustained winds/gusts $\geq$ 30 Kts, considerable falling and/or blowing snow, with prevailing visibility frequently $\leq$ ¼ mile/0400 meters (all criteria must be met)

5.7.4. Observed Lighting Warning. When the Westover weather station broadcasts a lightning warning for lightning within five miles of the airfield, the following procedures apply:

5.7.4.1. All personnel, including civilians, contractors, and transient/deployed personnel, must seek shelter in a vehicle, aircraft, or structure immediately after notification until the lightning warning has expired.

5.7.4.2. Arriving aircraft shall be allowed to land, but the crew and passengers must remain on board the aircraft until the lightning warning has expired. Crews should not expect any ground support during the warning period.

5.7.4.3. Departing aircraft, given that the crew is already on board and no further ground support is required, shall be allowed to taxi and depart at their discretion.

5.7.4.4. All agencies in receipt of the warning shall relay the warning to personnel operating on the aerodrome to the maximum extent possible.

5.8. Exercise Events.

5.8.1. Any agency planning or implementing an exercise which may affect airfield operations or air traffic control (including all events on the occurring inside the airfield perimeter fence) shall coordinate with the 439 OSS/OSA (Airfield Operations Manager) at least 48-hours in advance (in accordance with AFI 13-203).

5.8.2. Special care should be taken to avoid a conflict between actual air or ground traffic and the exercise scenario. Units participating in exercises shall not use air traffic control frequencies for the exercise.

5.8.3. Exercise planners or participants shall coordinate with Airfield Operations regarding any exercise scenario that could affect real-world aircraft operations.

5.9. Releasing Information. Airfield operations personnel shall not release information regarding aircraft incidents, accidents, or operations to unauthorized agencies (in accordance with AFI 13-203/AFRC Supplement 1 and AFI 13-213/AFRC Supplement 1). Personnel requesting information shall be referred to 439 AW/PA during normal duty hours and to 439 AW/CP after duty hours.

5.10. Midair Collision Avoidance (MACA) (See AFI 91-202, paragraph 7.10).

5.10.1. 439 AW/SE is the primary OPR for MACA. Airfield Operations provides support for this program whenever possible.

5.10.2. Due to the complexity and volume of civil, general aviation, military air traffic, and paradrop operations in the Pioneer Valley area, it is imperative that all operators be aware of the flight patterns of aircraft operating at or around Westover ARB.

5.11. Airfield Facilities/Equipment and Aerodrome Surface Maintenance.

5.11.1. Any maintenance performed on facilities or equipment which affects air traffic control shall be coordinated with the Air Traffic Manager (439 OSS/OSAT).

5.11.2. Any maintenance on other facilities or equipment, or aerodrome surfaces (i.e., repair, resurfacing, painting, etc.) shall be coordinated with 439 OSS/OSAA .

5.12. Paradrop Operations.

5.12.1. The Beanbag DZ is located on the Westover airport northwest of the runway intersection.

5.12.2. Jump agencies shall ensure 439 OSS/OSAA has current Drop Zone surveys on file.

5.12.3. Scheduling of paradrop operations shall be accomplished with Westover Airfield Management Operations via the normal PPR process. Scheduling must be accomplished not later than 72-hours in advance of the operation.

5.12.4. Aircraft operations may be conducted simultaneously with paradrop operations as long as FAAO 7110.65 separation standards are applied.

5.12.5. DZ Safety Officers (DZSO) shall ensure that the point of impact (PI) is placed in a location on the DZ that minimizes impact to aircraft and personnel operations

5.12.6. Vehicle operations in active Drop Zones shall be conducted in accordance with paragraph **3.9.** of this instruction

Chapter 6

EMERGENCY PROCEDURES

6.1. 439 AW Full Spectrum Threat Response (FSTR) Plan 10-2 provides detailed instructions for all agencies responding to on and off base aircraft accidents. This instruction only contains procedures supplemental to that plan and specific to Air Traffic or aerodrome operations.

6.2. Aerodrome Closure/Suspension of Runway Operations.

6.2.1. Airfield Management Operations is the primary authority for closure and reopening of the aerodrome and suspension/resumption of runway operations as it relates to the condition of the airfield.

6.2.2. The Tower Watch Supervisor can suspend runway operations when there is a reason to believe that a hazard exists on or near the runway or in the immediate approach area. Once runway operations are suspended, only the tower watch supervisor, after consultation with airfield management, may resume runway operations.

6.3. Activation of the Primary Crash Alarm System (PCAS).

6.3.1. The PCAS will be activated by the Tower for all aircraft emergencies, airfield accidents, or for other events deemed appropriate by the Watch Supervisor/Controller-in-Charge (WS/CIC). Such events include, but are not limited to:

6.3.1.1. Emergency bailout/jettison.

6.3.1.2. Controlled bailout/jettison.

6.3.1.3. Hot brakes (actual or suspected).

6.3.1.4. Emergency Power Unit (EPU) activation or suspected hydrazine leak (F-16 only).

6.3.1.5. Emergency civil aircraft landing.

6.3.1.6. Airfield attack (actual or simulated).

6.3.1.7. Disaster preparedness information (actual or exercise).

6.3.1.8. On-base/off-base aircraft mishap (actual or simulated).

6.3.1.9. Fuel spills.

6.3.1.10. Aircraft in emergency fuel status.

6.3.1.11. Stop Alert (unauthorized landing, movement, or air piracy event).

6.3.1.12. Air Traffic Control Tower evacuation

6.3.1.13. Known No Radio (NORDO) aircraft (without chase).

6.3.1.14. Bomb threat.

6.3.1.15. Anytime deemed necessary by air traffic control..

6.3.1.16. Tower personnel shall check the PCAS circuit daily at 0800L.

6.3.2. The PCAS circuit consists of the following agencies:

6.3.2.1. Tower.

6.3.2.2. Airfield Management Operations.

6.3.2.3. Fire Department.

6.3.3. Response to PCAS Activation: All agencies will respond to PCAS activation in accordance with their specific unit directives.

6.4. Activation of the Secondary Crash Net (SCN).

6.4.1. Airfield Management Operations will activate the SCN circuit immediately after notification through the PCAS and relay information verbatim to include daily checks.

6.4.2. The SCN circuit consists of the following agencies:

6.4.2.1. Command Post.

6.4.2.2. Fire Department.

6.4.2.3. 439 AW Command Section.

6.4.2.4. 439th Operations Group Command Section (Listen Only).

6.4.2.5. 439th Mission Support Group Command Section

6.4.2.6. Security Forces Control Center.

6.4.2.7. 439 AW Safety Office (Listen Only).

6.4.2.8. CE Service Call.

6.4.2.9. Disaster Preparedness.

6.4.2.10. 439 AW Public Affairs.

6.4.2.11. Bioenvironmental (439 CES).

6.4.2.12. Law Enforcement Desk.

6.4.2.13. Maintenance Control Center.

6.4.2.14. Weather.

6.4.2.15. Explosive Ordnance Disposal (EOD).

6.4.3. The SCN will only be used to relay information critical to aircraft and airfield operations (e.g., hazardous weather warnings, in-flight emergencies (IFEs), ground emergencies (GEs), Force Protection Condition (FPCON) levels, DCG activations/recalls, bomb threats or terrorist activities), including exercise inputs. Other forms of communication will be used to relay non-critical information.

6.5. Emergency Response. These procedures are supplemental to those listed in Appendix 2 to Annex A of 439 AW Full Spectrum Threat Response (FSTR) Plan 10-2.

6.5.1. Representatives from the following agencies are authorized to respond to emergencies:

6.5.1.1. Fire Department.

6.5.1.2. Airfield Management Operations.

6.5.1.3. Clinic (including ambulances from the 439 AMDS and/or contract agencies from off-base).

6.5.1.4. Crash Recovery.

6.5.1.5. Safety.

6.5.1.6. Security Forces.

6.5.1.7. 439 AW/CC, any group commander, or their designated representative.

6.5.1.8. Explosive Ordnance Disposal (EOD).

6.5.1.9. Transient Alert .

6.5.2. All response vehicles shall yield the right of way to Fire Department vehicles.

6.5.3. Radio communication with the Tower is mandatory in accordance with paragraph **3.9.** of this document.

6.5.4. Response vehicles shall be positioned in an area that will not impede aircraft movement.

6.5.5. Procedures for designation and responsibilities of the On-Scene Commander (OSC) are defined in 439 AW FSTR Plan 10-2.

6.6. Responsibilities During Emergencies.

6.6.1. Aircraft Commander (AC):

6.6.1.1. The AC will declare an emergency with the controlling agency (Bradley Approach/ Westover Tower) as soon as practical.

6.6.1.2. The AC will inform the controlling agency of emergency termination as soon as practical during airborne phases of flight.

6.6.1.3. The Fire Chief is the only agency authorized to terminate an emergency on the ground.

6.6.1.4. Due to the fact that Fire Chief vehicles are only equipped with VHF radios, UHF only aircraft will maintain contact with Tower throughout the emergency. Tower will relay information between the aircraft and the fire chief.

6.6.2. The Tower shall:

6.6.2.1. When advised of an emergency, activate the PCAS and broadcast on all available ATC frequencies that an emergency is in progress. The broadcast shall include any anticipated runway closure time.

6.6.2.2. When an emergency aircraft enters the Class D airspace, this aircraft become number one for landing. All other aircraft will be given instructions so they will not impede the recovery of the emergency aircraft or the emergency response vehicles or personnel.

6.6.2.3. Relinquish control of the runway to the Fire Chief as required or as requested by the Fire Chief.

6.6.2.4. Suspend runway operations when the emergency aircraft lands until the emergency aircraft and response vehicles/personnel have exited the runway and airfield management has completed a FOD check.

6.6.2.5. Monitor the emergency frequency.

6.6.2.6. Broadcast on all available frequencies that the emergency has terminated and the airfield has returned to normal operations.

6.6.3. Airfield Management shall:

6.6.3.1. Respond to all emergencies on the aerodrome.

6.6.3.2. Perform a FOD check after any emergency aircraft lands and after termination of a Ground Emergency.

6.6.3.3. If the runway/aerodrome is closed for a prolonged period of time, transmit a NOTAM after coordination with the OG/CC via the AOM.

6.6.4. The Base Fire Chief will:

6.6.4.1. Act as the initial on-scene commander until arrival of primary (or appointed alternate) on-scene commander. Upon taking control of the situation, the on-scene commander (if other than the fire chief) will advise the Tower.

6.6.4.2. During emergency operations, position fire apparatus at designated locations.

6.6.4.3. Maintain fire protection responsibility for the crashed or distressed aircraft and release the aircraft to the on-scene commander when appropriate.

6.6.4.4. Keep all fire fighting apparatus not required to support the distressed aircraft positioned as to not impede aircraft movement.

6.6.5. EOD personnel will:

6.6.5.1. Respond to aircraft emergencies/accidents as directed by the on-scene commander. In the event EOD personnel are not readily available due to higher priority requirements, the on-scene commander will take action to obtain personnel to perform de-arm operations.

6.6.5.2. De-arm/remove hazardous explosive items before the aircraft is released to the investigation team or removed from the runway.

6.6.6. The Crash Recovery Crew will respond to the runway to expeditiously remove disabled aircraft at the direction of the on-scene commander.

6.7. Emergency Bailout/External Stores Jettison Procedures.

6.7.1. If emergency bailout/external stores jettison is required, aircrew should ensure stores and/or aircraft impact in an uninhabited area.

6.7.2. When stores are jettisoned, the pilot will report the location of the stores to CASINO, who will pass this information to all applicable agencies.

6.8. Controlled Bailout Procedures. Time permitting, aircrew planning a controlled bailout shall contact the 439 AW/CP (CASINO, 252.1). The primary bailout area is heading 040° from Westover between 15 and 30 DME. Air traffic controllers shall, to the best of their ability using visual references and the TDW, determine the location of the downed aircraft, plot those coordinates on the crash grid map or suitable chart, and relay the information via the PCN.

6.9. Controlled External Stores/Cargo Jettison Procedures. The primary external stores jettison area is Beanbag Drop Zone (an area approximately 5000' x 900' adjacent to Runway 15/33). This area will only be used in VMC conditions. If weather precludes jettison of external stores in visual conditions, pilots will contact Bradley Approach Control on 325.8 for alternate instructions.

6.10. Fuel Dump Procedures. 439 AW aircrew will use the phrase "adjusting gross weight" to indicate the need for fuel dumping after obtaining 439 OG/CC permission.

6.10.1. After obtaining permission, the aircraft will proceed to the PSM 140/14 and establish themselves in a holding pattern. Fuel should be jettisoned above FL200 and the crew will record time, position, winds, and outside air temperature at the time of jettison.

6.10.2. Should an emergency preclude the use of the above procedure, aircrews must use good judgment and record the time, position, and amount of fuel jettisoned and report the information to the wing safety office after landing.

6.11. Hot Brake Procedures. A hot brake condition is a suspect, potential, or actual hazardous situation, attributed to overheating of the wheel brake systems.

6.11.1. A hot brake condition will be treated as an aircraft ground emergency and the PCAS will be activated.

6.11.2. Aircrew or ground personnel will immediately notify **tower/ground control** of a hot brake condition providing call sign, location, and aircraft tail number. The aircrew will taxi the aircraft as instructed to the designated areas at either end of the runway or clear to the side of the taxi route (See **Attachment 2**). Engines will not be shut down until fire fighting equipment is in place.

6.11.3. When a hot brake condition is verified, all nonessential personnel will evacuate the area within 300 feet of the aircraft.

6.12. F-16 EPU/Hydrazine Procedures. The F-16 EPU uses a highly toxic fuel called hydrazine (H-70). If the EPU is activated, a check must be made to ensure there is no hydrazine leak.

6.12.1. When the EPU is used or a hydrazine leak is suspected, the aircraft must be isolated until a safety check can be made to determine if there has been an actual leak.

6.12.2. The designated hydrazine inspection area is collocated with the primary hot brake area at either end of the runway (see **Attachment 2**). If it is not feasible to taxi the aircraft to the hydrazine inspection area, the air crew will attempt to clear the runway and main taxi routes.

6.12.3. The air crew or ground personnel will immediately notify the Tower/ground control of an EPU activation and/or a hydrazine leak. The tower will activate the PCAS.

6.13. Emergency Landing of Civil Aircraft at Westover ARB. Civil aircraft making an emergency landing at Westover ARB will be processed in accordance with AFIs 10-1001 and 10-1002. The aircraft will be handled as a stop alert.

6.14. Dangerous Cargo. Airfield Management Operations and transient alert are responsible for initiating actions required by the following:

6.14.1. Aircraft will be parked, loaded, and unloaded in the designated dangerous (HOT) cargo areas (See **Attachment 2**).

6.14.2. The following procedures will be implemented upon notification of inbound aircraft with dangerous cargo aboard:

6.14.2.1. Tower. If the aircraft declares an emergency, activate the PCAS relaying all pertinent information: Call sign, type aircraft, ETA, cargo, explosive division and class number, and net explosive weight, if known. The Tower will relay any dangerous cargo information updates to Airfield Management Operations.

6.14.2.2. AMOPS personnel shall:

6.14.2.2.1. Notify the following agencies/units, giving aircraft call sign, ETA or departure time, dangerous cargo, class number, and net explosive weight:

6.14.2.2.1.1. 439 AW/CP.

6.14.2.2.1.2. Tower.

6.14.2.2.1.3. Fire Station Communications Center.

6.14.2.2.1.4. Transient Alert.

6.14.2.2.1.5. Explosive Ordnance Disposal.

6.14.2.2.1.6. Disaster Control.

6.14.2.2.1.7. Security Forces.

6.14.2.2.1.8. 439 AW/SE.

6.14.2.2.2. Notify 439 AW/CC via 439 AW/CP if any aircraft carrying dangerous material has landed without notification or if the Tower was not notified in accordance with AFJI 11-204, Operational Procedures for Aircraft Carrying Hazardous Materials, so that actions required by AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, may be accomplished.

6.14.2.2.3. Relay any emergency information to Fire Station Communication Center.

6.14.2.2.4. Ensure that when the Air Rescue Center is notified of a missing or overdue aircraft, the nature of any dangerous cargo on board is included in the notification.

6.14.2.3. Transient Alert personnel will ensure the aircraft is directed to and parked in the dangerous (HOT) cargo area.

6.15. Emergency Locator Transmitter (ELT) Procedures.

6.15.1. The reception of an ELT signal by the Tower or any agency will be treated as a possible aircraft accident/pilot ejection and will be handled accordingly except the tower will not activate the PCAS.

NOTE: ELT signals received during the first five minutes of the hour and lasting no more than three audio sweeps will be considered tests and no action is required.

6.15.2. When an ELT signal is received or reported, the Tower will immediately notify Airfield Management Operations.

6.15.3. Airfield Management Operations will take action to locate and determine the source of the ELT signal, and will advise the Tower of any results.

6.16. Rescue Protection for Aeromedical Airlift Aircraft. Tower will notify Airfield Management Operations of any inbound medevac aircraft requesting to land on the installation with the exception of aircraft landing at Westover Metropolitan Airport. Airfield Management Operations is designated as the single base agency for relaying information on arriving/departing aeromedical aircraft. Airfield Management Operations will disperse applicable information to the following base agencies:

6.16.1. Fire Department.

6.16.2. Security Forces.

6.16.3. Transient Alert.

6.17. Hot Gun/Hung Ordinance. Pad 23 is designated as the Hot Gun/Hung Ordnance clearing area. All aircraft with forward firing ordnance will be parked on the North Ramp with the nose of the aircraft on a heading of 050°. Aircraft arriving with a hot gun or hung ordnance will notify both Bradley Approach Control and Westover Tower as soon as possible and follow the following procedures:

6.17.1. Landing Runway 05:

6.17.1.1. Upon landing, the aircraft will continue on the runway to Pad 23.

6.17.1.2. When parking, the aircraft will establish a heading of 050° before engine shutdown.

6.17.1.3. Hung ordinance removal and gun clearing will be performed in accordance with established procedures.

6.17.2. Landing Runway 23:

6.17.2.1. Upon landing, the aircraft will execute a 180° turn to the left and taxi down the runway to Pad 23.

6.17.2.2. When parking, the aircraft will establish a heading of 050° before engine shutdown.

6.17.2.3. Hung ordinance removal and gun clearing will be performed in accordance with established procedures.

6.18. Evacuation of Airfield Management Operations Facilities. The alternate AMOPS facility will be the Air Traffic Control Tower. All mission systems (including the Pilot-to-Dispatch frequency and Primary Crash Alarm System) are available at the Tower except for the Secondary Crash Net. AMOPS personnel will relay SCN information to the Command Post via hotline and Command Post will activate the SCN from their location. If the Tower is also evacuated (see paragraph **4.22.**), the airport will be closed, therefore no additional alternate facilities are required for AMOPS.

6.19. Aircraft Lost Communications Procedures. If communication is lost with the air traffic control agency, aircrew will squawk NORDO (7600). ATC facilities shall apply the procedures detailed in FAA Order 7110.65, Chapter 10 and any applicable Air Force Instruction.

Chapter 7

AIRFIELD OPERATIONS BOARD (AOB)

7.1. General. The Westover AOB shall be conducted in accordance with AFI 13-204/AFRC Supplement 1. The purpose of the board is to propose and coordinate new or revised procedures, techniques, equipment, or facilities for the airfield or air traffic operations. The board will also review and take action on Air Traffic System Evaluation Program observations and recommendations.

7.1.1. The AOB will convene at least once every quarter and will be chaired by the 439 OG/CC or designated representative.

7.1.2. The board chairman will appoint board members to include representation from flying organizations, ATC operations, communications units, airfield management, civil engineering, and appropriate civilian and Federal Aviation Administration (FAA) facilities.

7.1.3. The board's success is based on the ability to discuss the issues and take decisive action. Individuals attending this board must have the authority to commit their squadrons/sections to action. Therefore, the following personnel (or designated representative) are identified as mandatory members, using authority under AFI 13-204, paragraph 4.7.

7.1.3.1. 439 OG/CC – Board Chairman.

7.1.3.2. 439 ARW Safety Officer.

7.1.3.3. 439th Operations Group Standardization and Evaluation Officer.

7.1.3.4. 337th Airlift Squadron Commander.

7.1.3.5. 439th Operations Support Squadron Commander.

7.1.3.5.1. Airfield Operations Manager (Creates agenda, briefs, and takes minutes).

7.1.3.5.2. Staff Weather Officer.

7.1.3.5.3. Air Traffic Manger.

7.1.3.5.4. Chief, Airfield Management.

7.1.3.5.5. Deputy Chief, Airfield Management.

7.1.3.5.6. Quality Assurance Evaluator.

7.1.3.5.7. Terminal Instrument Procedures Specialist

7.1.3.6. 439th Civil Engineering Squadron.

7.1.3.6.1. Base Civil Engineer.

7.1.3.6.2. Pavements Engineer.

7.1.3.6.3. Airfield Lighting.

7.1.3.6.4. Environmental Office.

7.1.3.6.5. Vegetation Control Office.

7.1.3.6.6. Community Planner (Airfield Waiver OPR).

7.1.3.7. 439th Communications Squadron Commander.

7.1.3.7.1. Plans and Programs.

7.1.3.7.2. METNAV (ATCALS) Maintenance.

7.1.3.7.3. Ground Radio Maintenance.

7.1.3.7.4. Telephone Maintenance.

7.1.3.8. Federal Aviation Administration, Bradley TRACON.

7.1.3.9. Director Civil Aircraft Operations, Westover Metropolitan Airport.

7.1.3.10. Adjacent air traffic control facilities, United States Department of Agriculture (USDA), transient alert, security forces, and other interested agencies are encouraged to attend.

7.2. Agenda Items Requiring Annual Review. The following items will be reviewed annually in accordance with AFI 13-204:

7.2.1. Airspace. Reviewed in December.

7.2.2. ATC/Flying Procedures. Reviewed in March.

7.2.3. Airfield Waiver Package. Reviewed in October.

7.2.4. Aircraft Parking plan. Reviewed in April.

7.2.5. LOP Review.

7.2.5.1. Base Airfield Operations Instruction. Reviewed in September.

7.2.5.2. Letters of Agreement. Reviewed in May.

7.2.5.3. Operation Letters. Reviewed in June.

7.2.5.4. OPLAN Taskings. Reviewed in July.

7.2.6. Terminal Instrument Procedures. Reviewed in January.

7.2.7. Air Installation Compatible Use Zone (AICUZ). Reviewed in August.

7.2.8. Local Aircraft Priorities. Reviewed in September.

7.2.9. Airfield tree/vegetation growth and management. Reviewed in October.

7.2.10. PMI Schedule. Reviewed in November.

7.2.11. Engine run procedures. Reviewed in August.

7.2.12. Mid Air Collision Avoidance Program. Reviewed in March and September.

7.2.13. Flightline Driving Instruction. Reviewed when changes are required.

7.3. Distribution of Minutes. The board will meet in accordance with AFI 13-204. 439 OSS/OSA will be responsible for publishing and distributing the board minutes within 15 working days following the board.

WALLACE W. FARRIS, JR., Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-10, *Civil Aircraft Use of United States Air Force Airfields*

AFI 10-1001, *Civil Aircraft Landing Permits*

AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*

AFI 11-202 Volume 3, *General Flight Rules*

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFI 11-230, *Instrument Procedures*

AFI 13-203, *Air Traffic Control*

AFI 13-204, *Functional Management of Airfield Operations*

AFI 13-207, *Preventing and Resisting Air Piracy* (FOUO)

AFI 13-213, *Airfield Management*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 32-1076, *Design Standards for Visual Air Navigation Facilities*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFI 91-202, *The US Air Force Mishap Prevention Program*

T.O. 36-1-191, *TECHNICAL AND MANAGERIAL REFERENCE FOR MOTOR VEHICLE MAINTENANCE*

FAA Order 6950.2, *Electrical Power Policy Implementation at National Airspace System Facilities*

FAA Order 7110.65, *Air Traffic Control*

FAA Order 7400.9, *Airspace Designations and Reporting Points*

FAA Advisory Circular 150/5210-5, *Painting, Marking, and Lighting of Vehicles Used on an Airport*

439 AWI 13-202, *Vehicle Operations on the Airfield*

439th Airlift Wing Full Spectrum Threat Response (FSTR) Plan 10-2

439th Airlift Wing Bird Aircraft Strike Hazard Plan 91-212

Westover Snow Plan

Westover Joint Use Agreement

AF IMT 457, **USAF Hazard Report**

AF IMT 483, **Certificate of Competency**

AF IMT 651, **Hazardous Air Traffic Report (HATR)**

AF IMT 3616, **Daily Record of Facility Operations**

AFRC IMT 10, **Airfield Evaluation**

DD Form 175, **Flight Plan, Military**

DD Form 2402, **Civil Aircraft Hold Harmless Agreement**

DD Form 1801, **International Flight Plan, DoD**

Abbreviations and Acronyms

AFOSI—Air Force Office of Special Investigations

AFRC—Air Force Reserve Command

AGL—Above Ground Level

AHAS—Avian Hazard Advisory System

AICUZ—Air Installation Compatibility Use Zone

AIRAD—Aerodrome Advisory

AIS-R—Aeronautical Information System Replacement

AMOPS—Airfield Management Operations

AOB—Airfield Operations Board

AOM—Airfield Operations Manager

ARFF—Airport Rescue and Fire Fighting

ARP—Airport Reference Point

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information Service

ATOC—Air Transportation Operations Center

ATSEP—Air Traffic Systems Evaluation Program

BAM—Bird Avoidance Model

BASH—Bird Aircraft Strike Hazard

BWC—Bird Watch Condition

CAM—Chief, Airfield Management

CAP—Civil Air Patrol

CEF—The three letter ICAO identifier for Westover ARB

CMA—Controlled Movement Area

COMSEC—Communications Security information

CSC—Central Security Control

DCAM—Deputy Chief, Airfield Management

DoD—Department of Defense

DV—Distinguished Visitor

DZ—Drop Zone

DZSO—Drop Zone Safety Officer

ELT—Emergency Locator Transmitter

EOD—Explosive Ordnance Disposal

EPU—Emergency Power Unit

ERCC—Engine Running Crew Change

ERO—Engine Running Offload

ETA—Estimated Time of Arrival

FAA—Federal Aviation Administration

FBO—Fixed Base Operator

FDIO—Flight Data Input/Output device

FL(three digit altitude)—Flight Level

FLIP—Flight Information Publication

FOD—Foreign Object Debris or Foreign Object Damage

FSTR—Full Spectrum Threat Response

HATR—Hazardous Air Traffic Report

HIRL—High Intensity Runway Lights

ICAO—International Civil Aviation Organization

IFM—Integrated Flight Management

IFR—Instrument Flight Rules

ILS—Instrument Landing System

IMC—Instrument Meteorological Conditions

(four digit time)L—Local Time

LMR—Land Mobile Radio

LOP—Letter of Procedure

MAG—Magnetic (in reference to compass bearing or heading)

MARSA—Military Assumes Responsibility for Separation of Aircraft

METNAV—Meteorological and Navigational Aids

METRO—Meteorological Service

MHz—Megahertz

MSL—Mean Sea Level

NAVAID—Navigational Aid

NM—Nautical Mile

NORDO—No Radio

NOTAM—Notice to Airmen

N-TFS—New Terminal Forecast System

OPLAN—Operations Plan

PAPI—Precision Approach Path Indicator

PCAS—Primary Crash Alarm System

PI—Point of Impact

PIREP—Pilot Report

PMSV—Pilot to Metro Service

RCR—Runway Condition Reading

RSC—Runway Surface Condition

RSRS—Reduced Same Runway Separation

RVR—Runway Visual Range

SCN—Secondary Crash Net

SFO—Simulated Flame Out approach

SM—Statute Miles

SOF—Supervisor of Flying

SS-ILS—Solid State Instrument Landing System

STARS—Standard Terminal Automation Replacement System (tower radar display)

TACAN—Tactical Air Navigation Aid

TDW—Tower Display Workstation (Tower Radar Display)

TERPS—Terminal Instrument Procedures

TRACON—Terminal Radar Approach Control

UHF—Ultra High Frequency

USDA—US Department of Agriculture

VHF—Very High Frequency

VORTAC—A combined VOR and TACAN

VFR—Visual Flight Rules

VIP—Very Important Person

VMC—Visual Meteorological Conditions

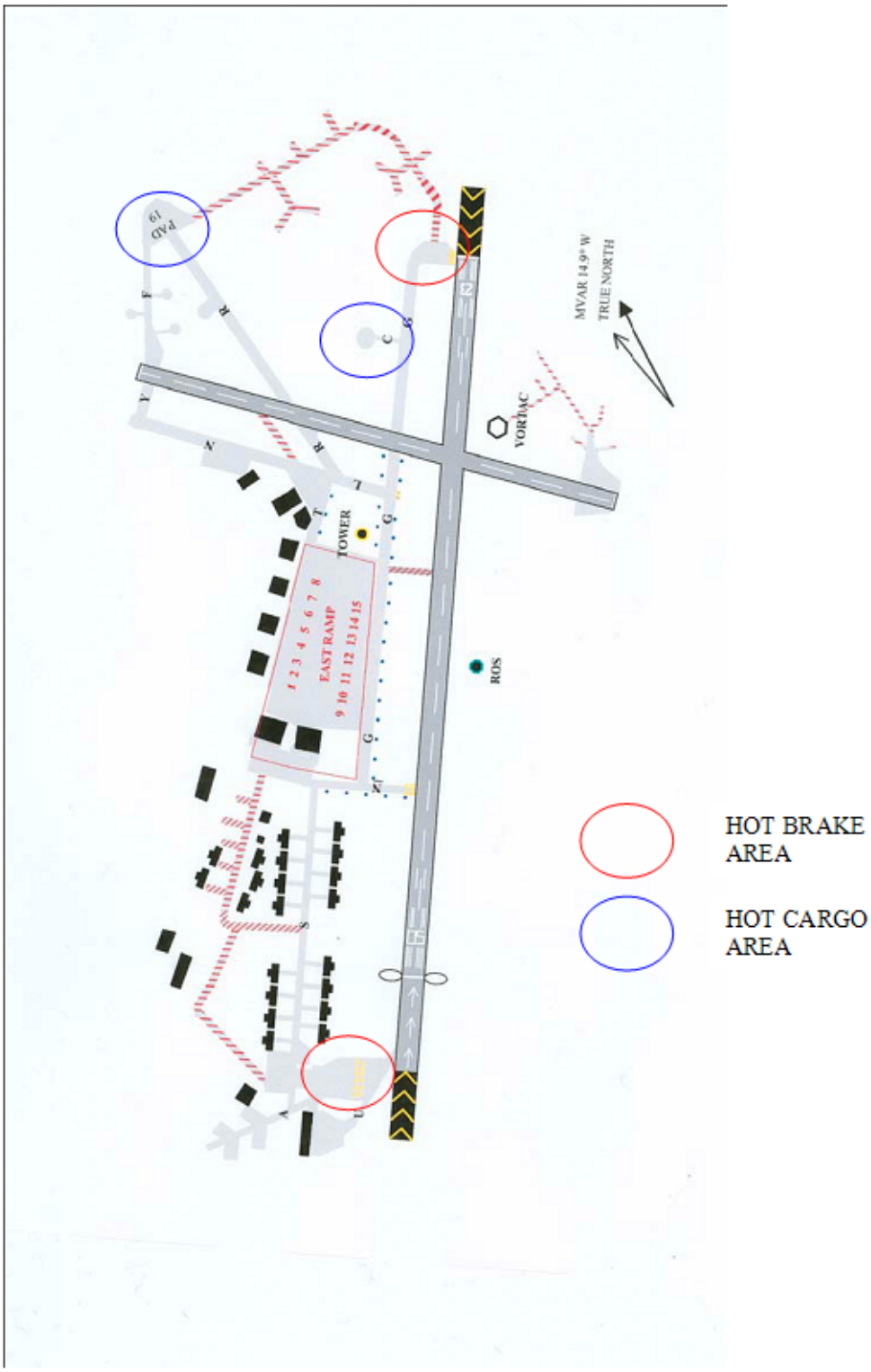
VOR—Very High Frequency Omnidirectional Range station

Terms

CASINO ROYALE—Radio call sign for Westover Command Post

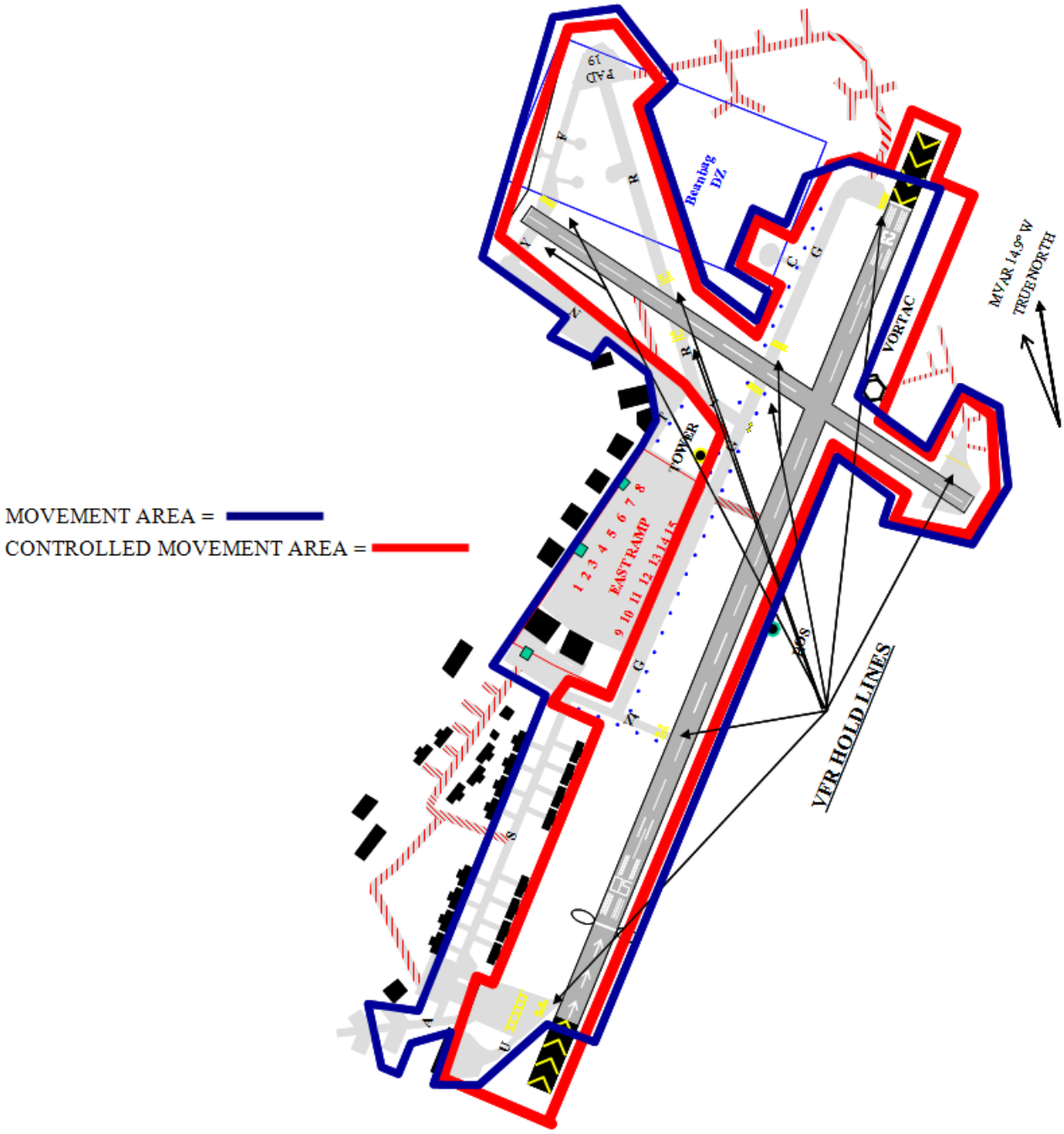
Attachment 2

AIRFIELD DIAGRAM



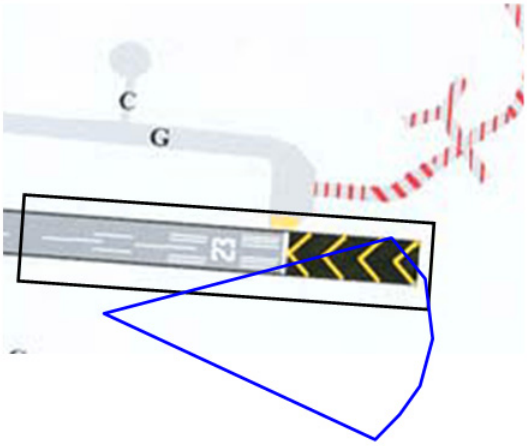
Attachment 3

MOVEMENT AREA/CONTROLLED MOVEMENT AREA

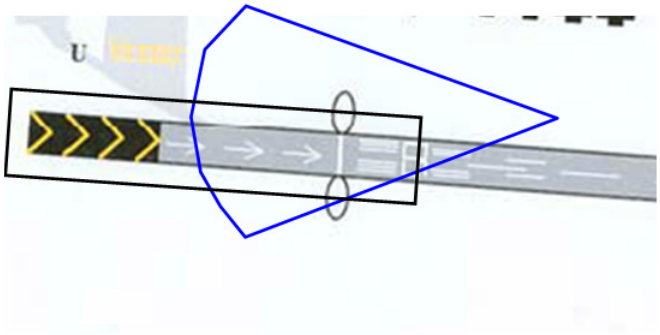


Attachment 4

ILS PRECISION APPROACH CRITICAL AREAS



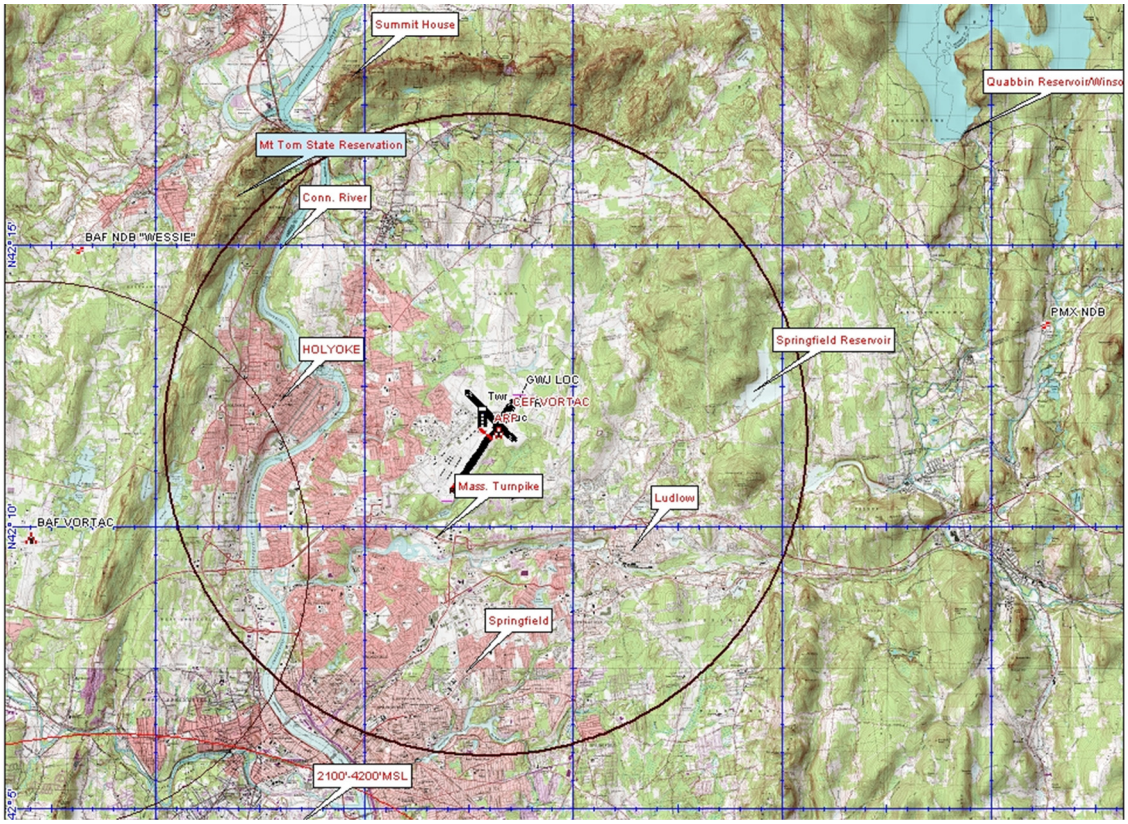
Localizer Critical Area. This rectangular area extends from the localizer transmitting antenna 2,000 feet toward the approach end of the runway and 150 feet on each side of the runway centerline. It includes a 50-feet extension behind the localizer antenna.



Glide Slope Critical Area. This is a fan-shaped area that extends from the glideslope antenna 1,300 feet toward the approach end of the runway or to the end of the runway, whichever is greater. It covers an area 30 degrees each side of a line drawn through the glideslope antenna and parallel to the runway centerline.

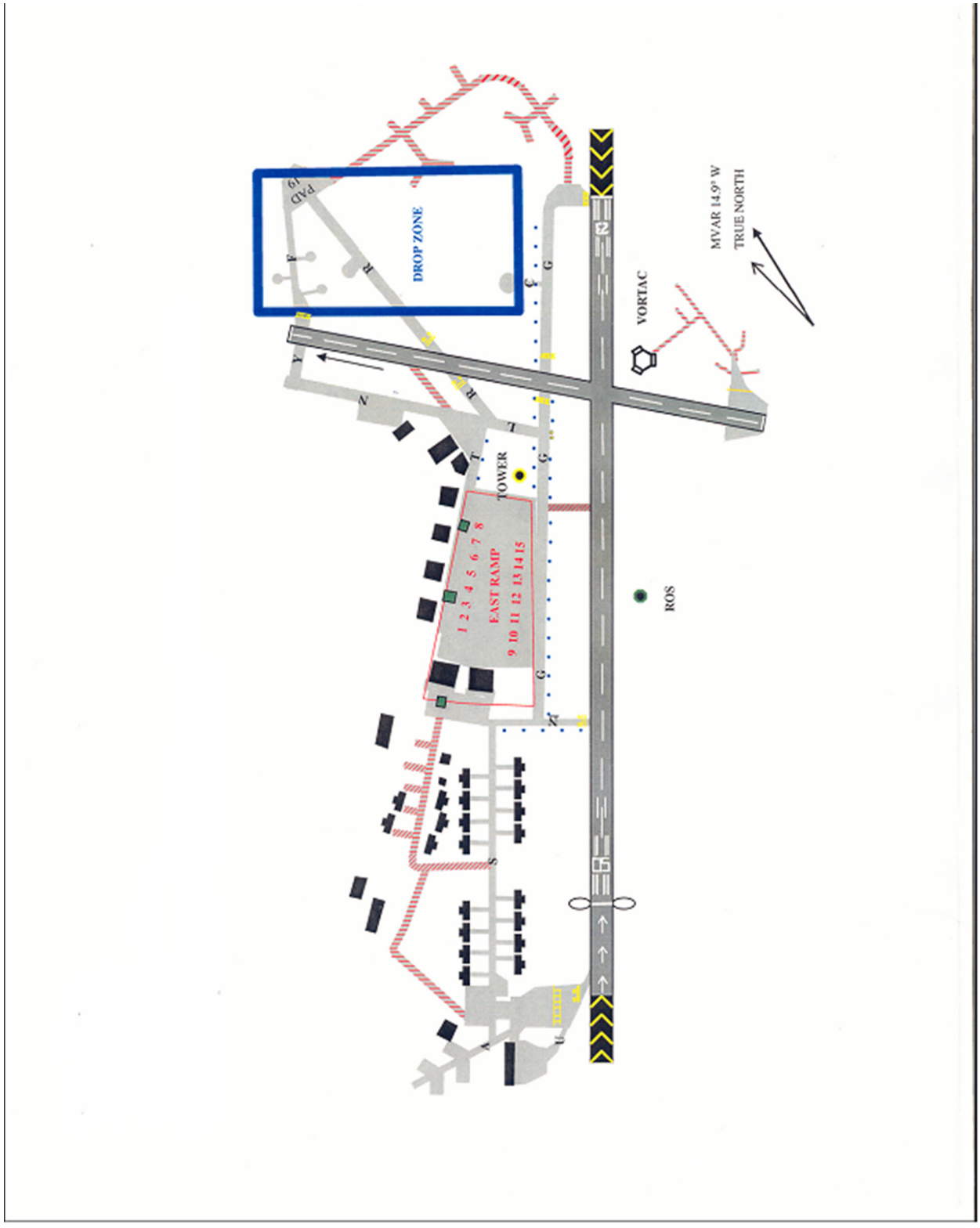
Attachment 5

WESTOVER ARB CLASS D AIRSPACE



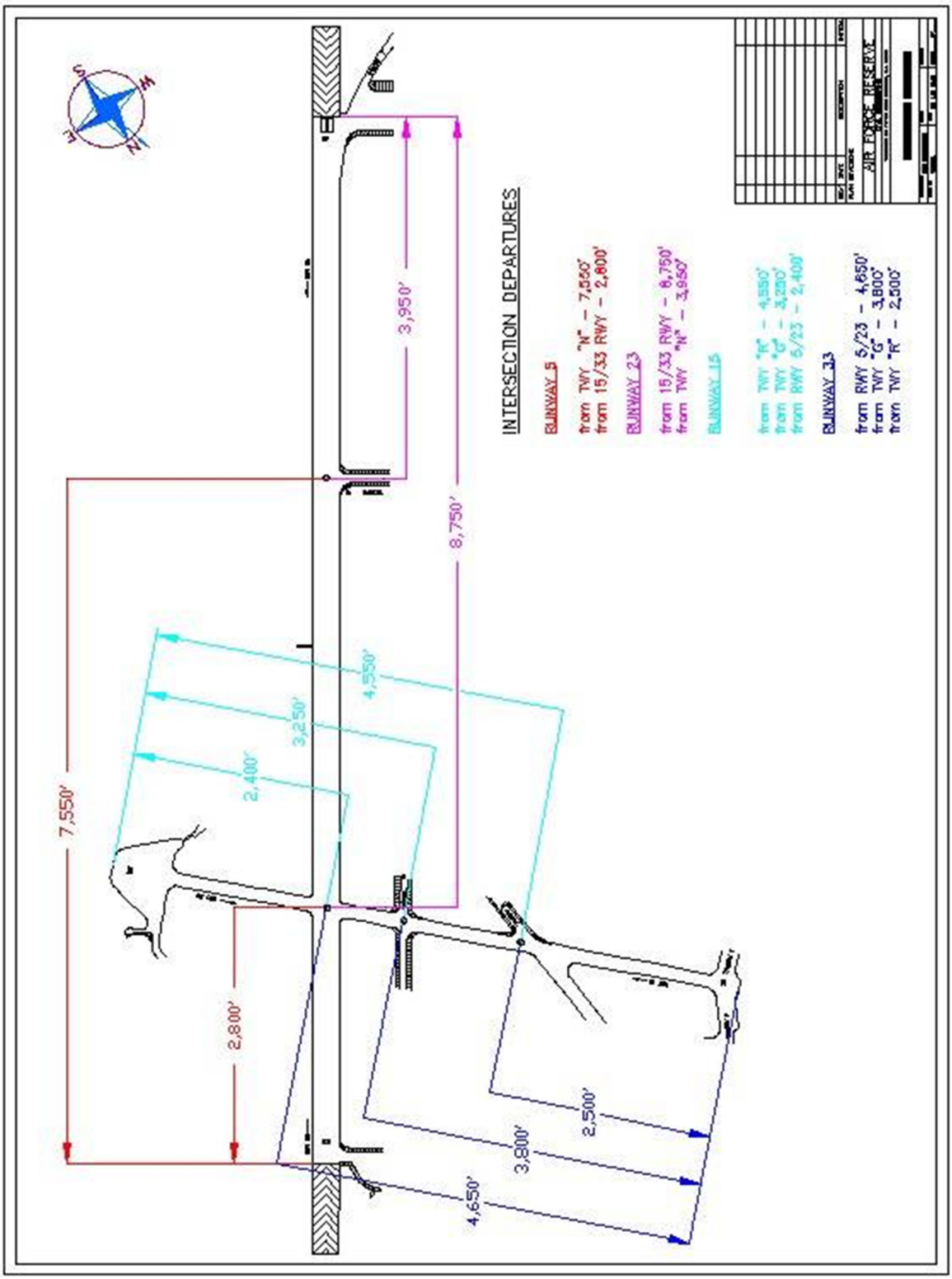
Attachment 6

WESTOVER ARB/BEANBAG DROP ZONE



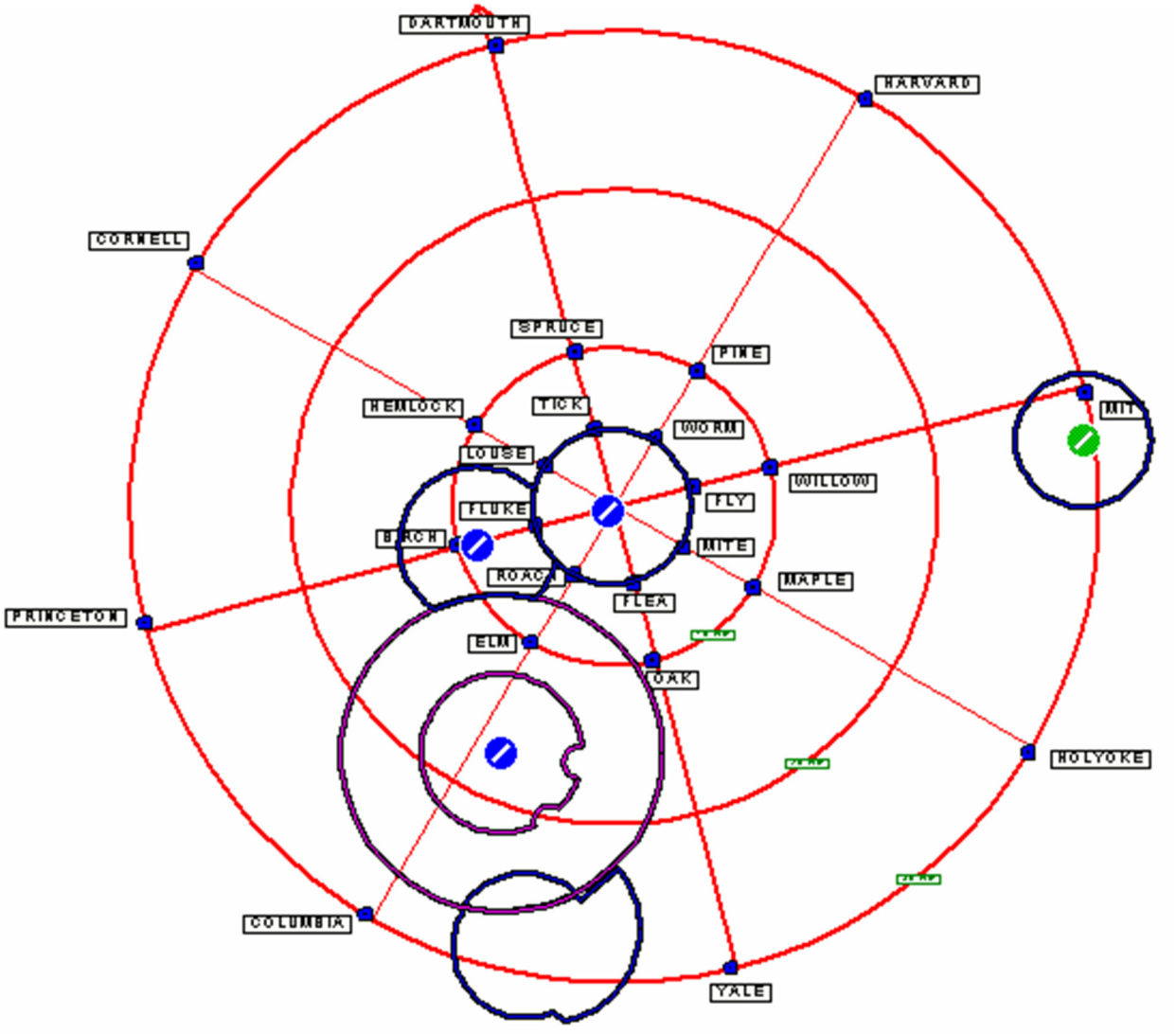
Attachment 7

INTERSECTION DEPARTURE DISTANCES



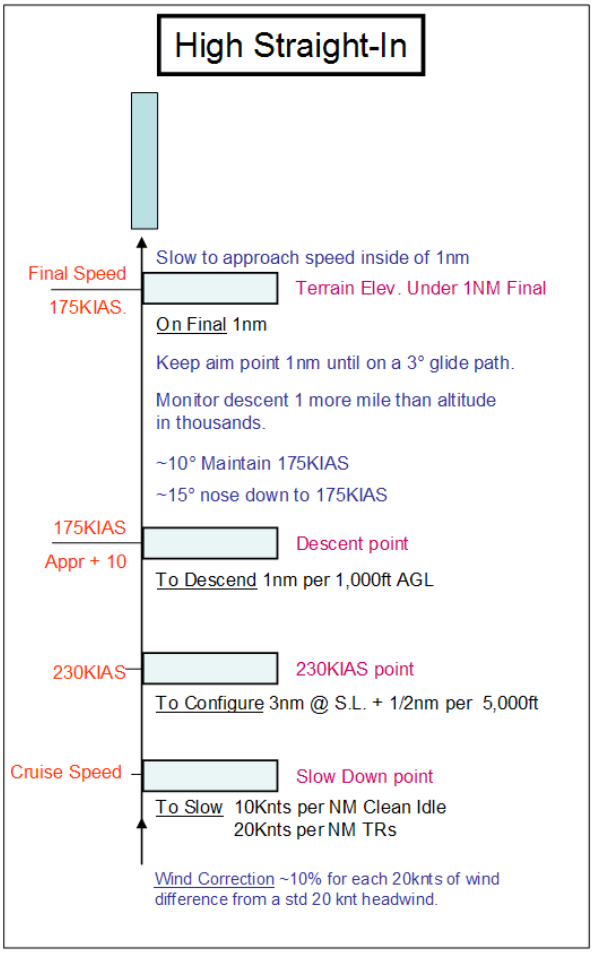
Attachment 8

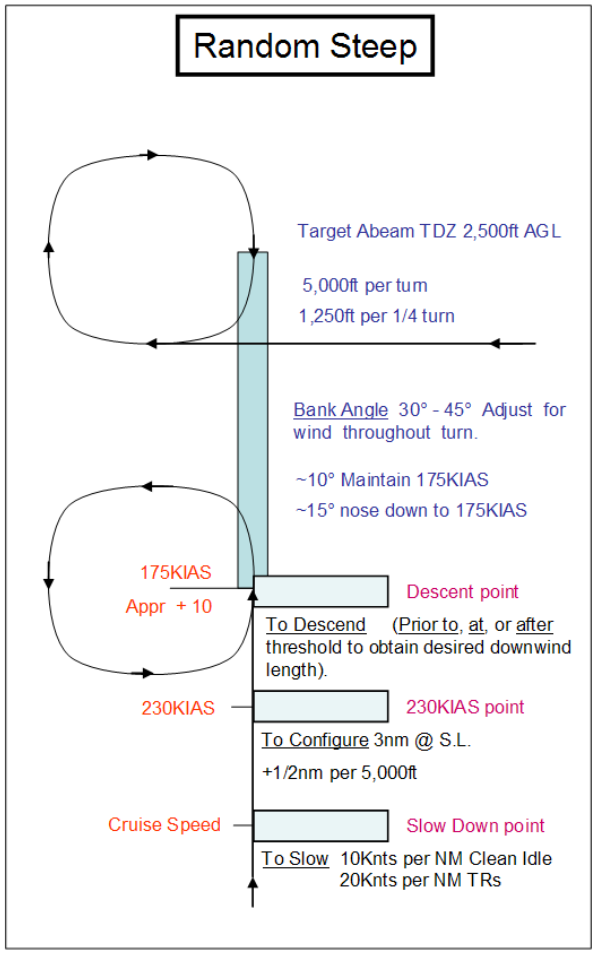
TACTICAL REPORTING POINTS



Attachment 9

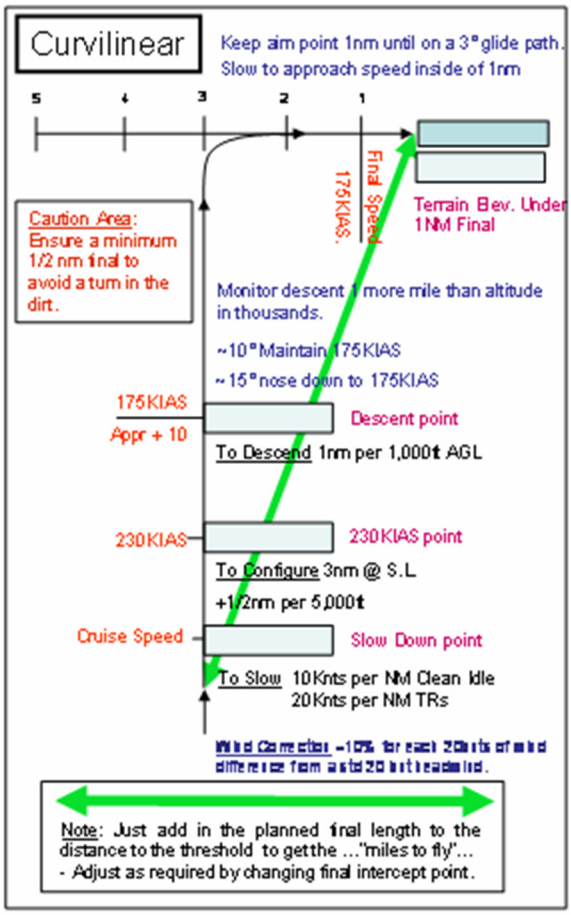
TACTICAL PROFILES IN THE WESTOVER TERMINAL AREA

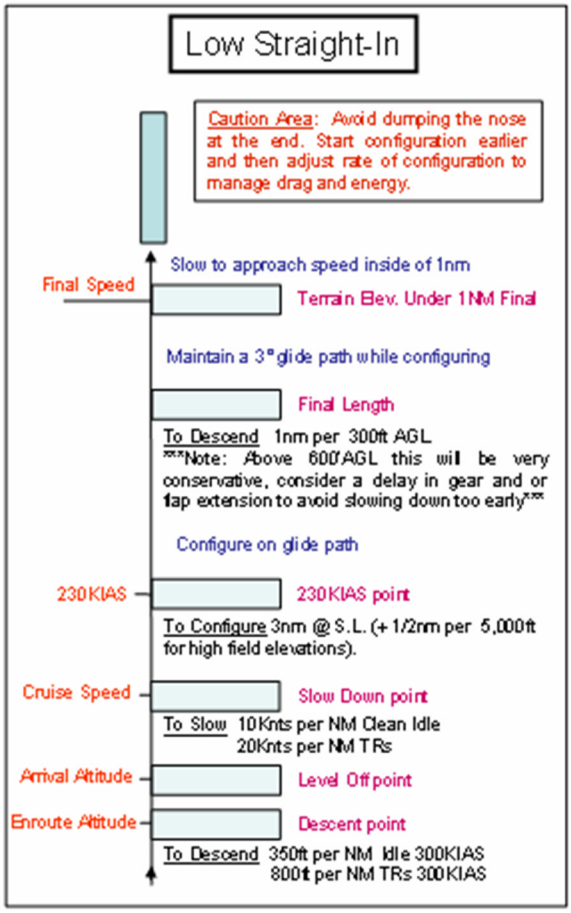




Attachment 10

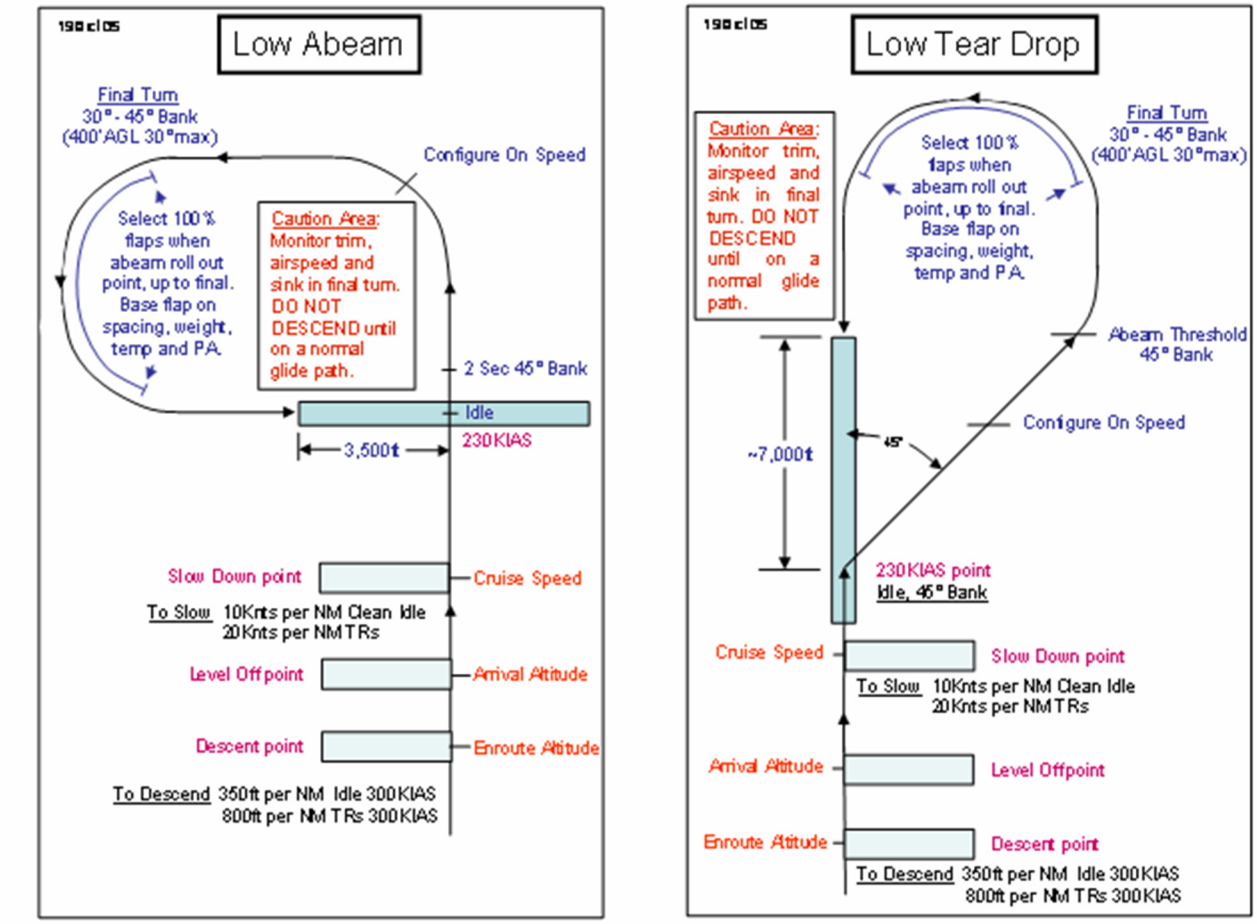
TACTICAL PROFILES IN THE WESTOVER TERMINAL AREA





Attachment 11

TACTICAL PROFILES IN THE WESTOVER TERMINAL AREA



Attachment 12

TACTICAL PROFILES IN THE WESTOVER TERMINAL AREA

Sample Radio Calls

Clearance
When calling for clearance inform Westover tower that you will be performing VFR tactical oerations.

Ready for Takeoff
"Westover Tower Rodd XX, Requesting a left spiral up to 9,500 then Louse Spruce Pine for High Str-In 23".

Departure Leg W/ Bradley
"Bradley Rodd XX, Climbing to 2,500 via Louse Spruce Pine for Low Str-In 23".

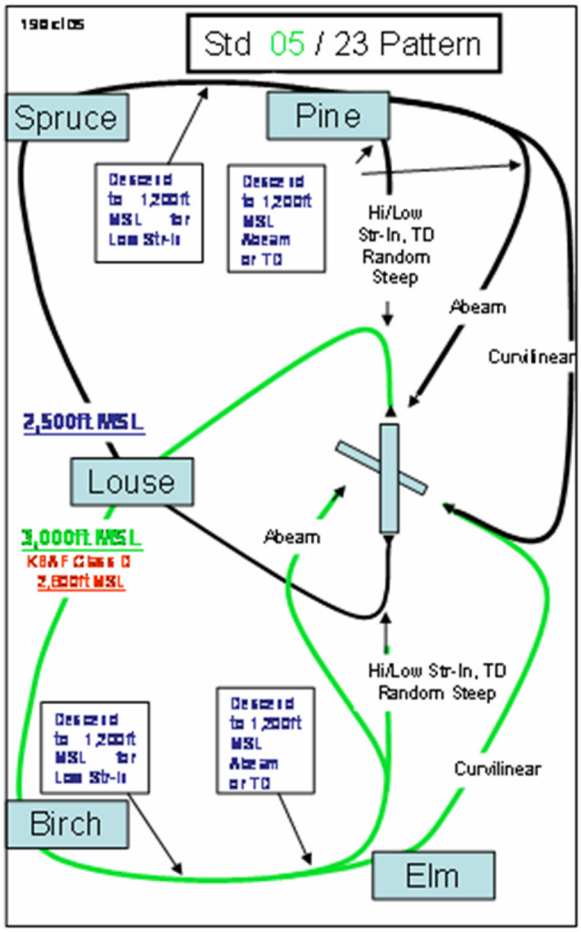
Inbound turn for approach
"Bradley Rodd XX, turning inbound for Low Str-In 23".

When instructed to go to twr.
"Rodd XX going to twr, on the go we will be off RWY XX to mite climbing to 5,500' ".

Handoff to CEF Tower
"Westover Tower, Rodd XX, 8nm for Low Str-In 23, on the go will be climbing to 5,500 via Louse Birch Elm for a Random Steep to Rwy 05".

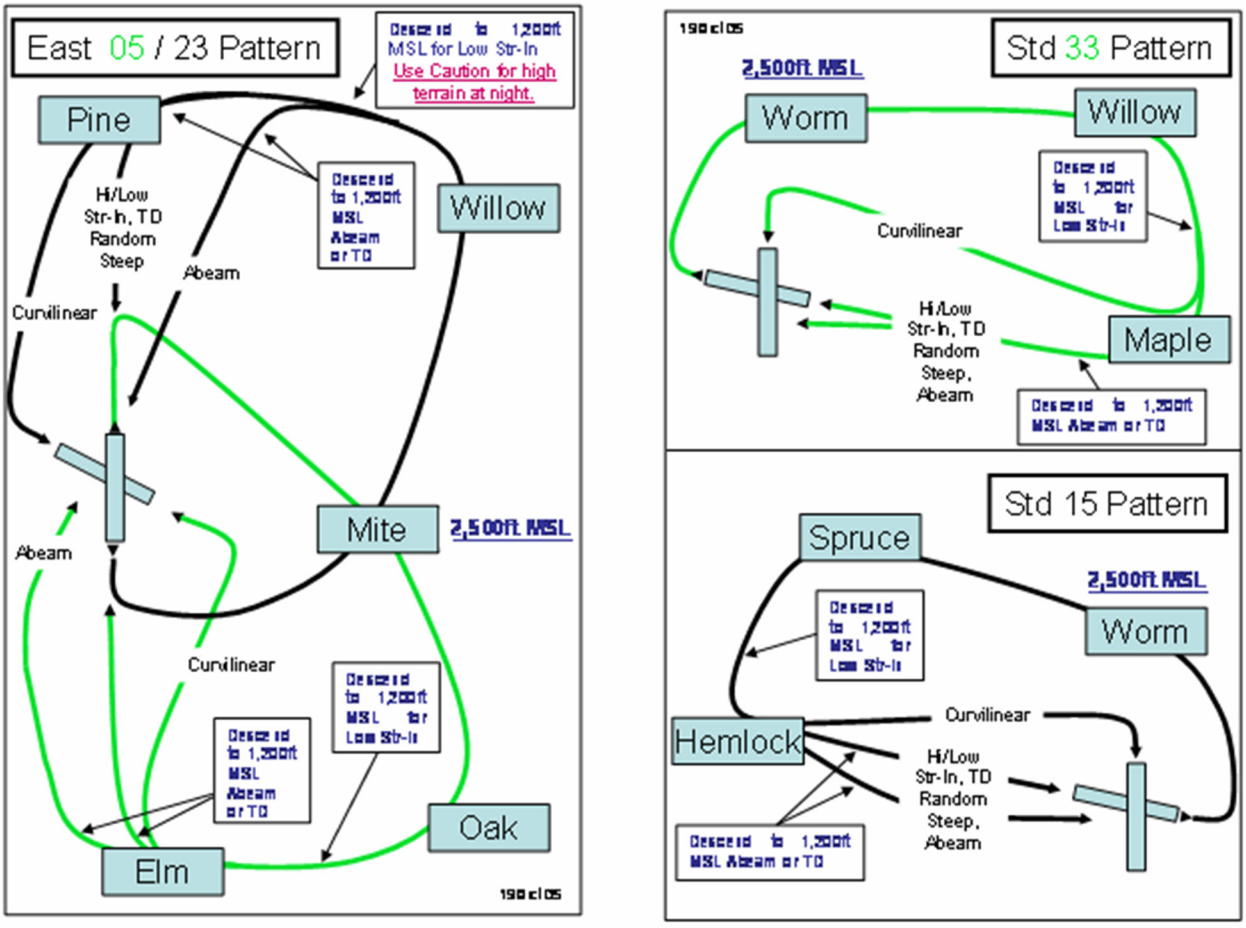
Hit the points, or at least come close

If you want a longer run in for a High Str-In say you are going in relation to the points. (5nm north of Spruce and Pine).



Attachment 13

TACTICAL PROFILES IN THE WESTOVER TERMINAL AREA



Attachment 14

EAST RAMP AIRCRAFT PARKING

Attachment 15

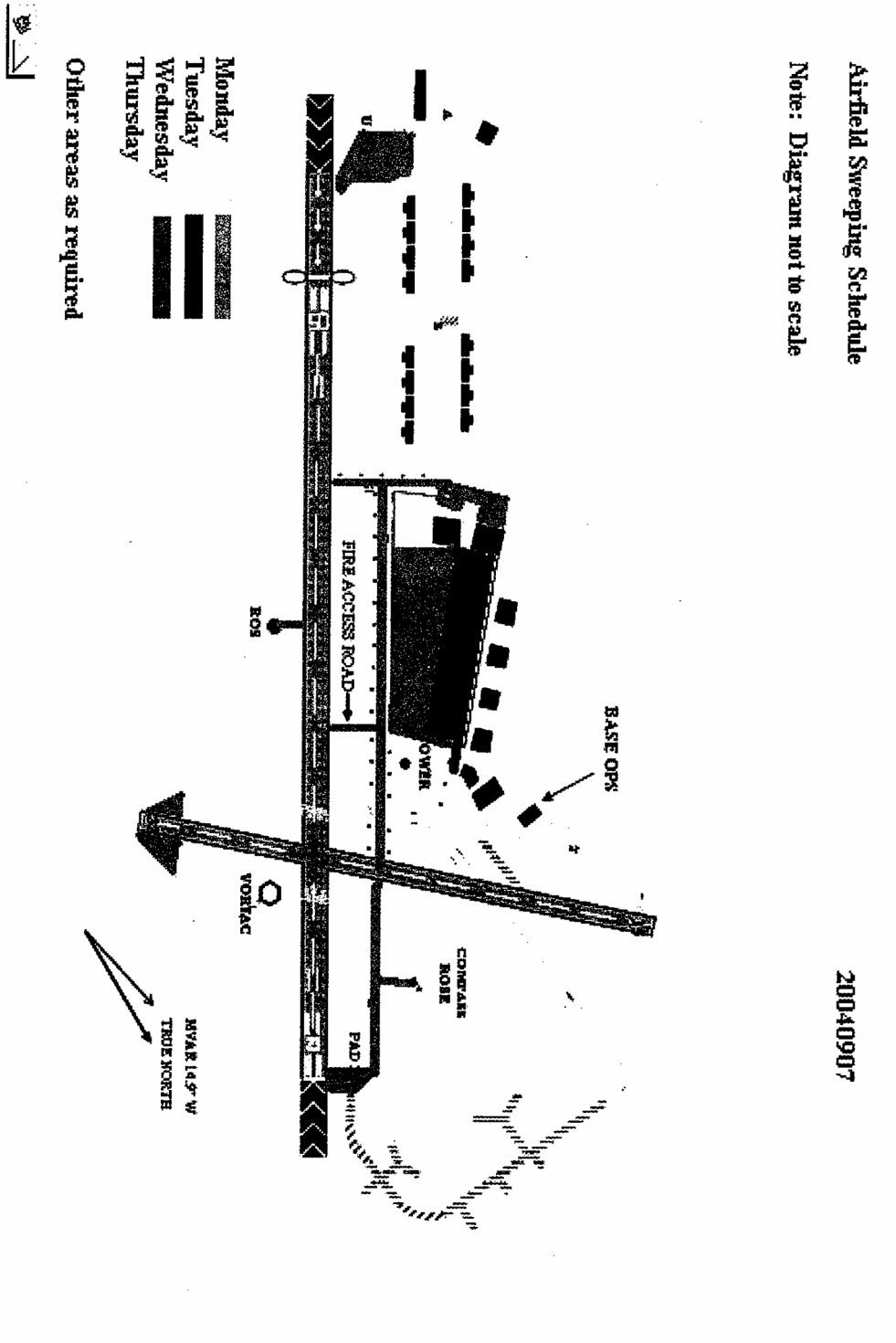
NORTH RAMP AIRCRAFT PARKING

Attachment 16

ADDITIONAL MAINTENANCE AIRCRAFT PARKING

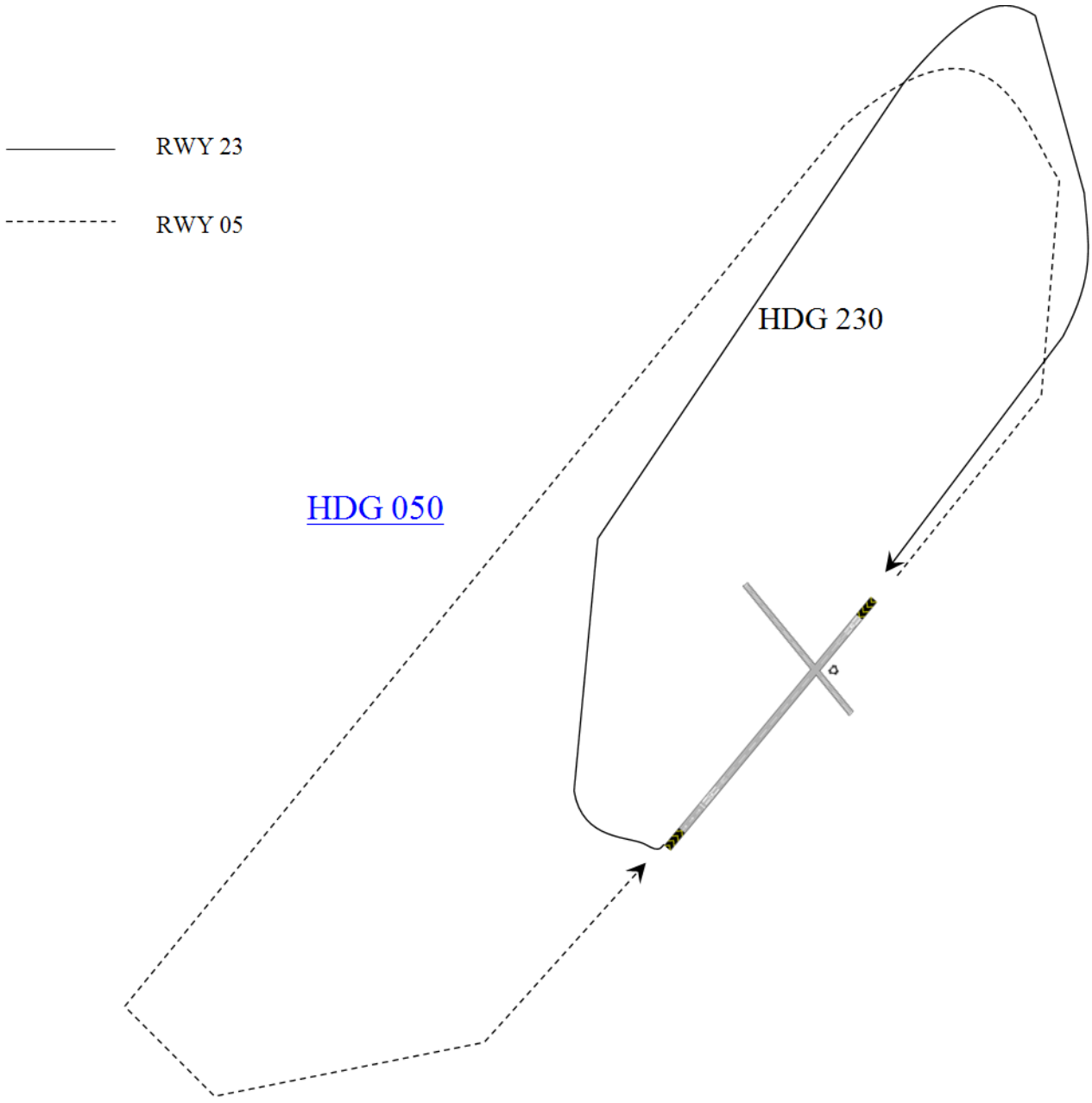
Attachment 17

AIRFIELD SWEEPING SCHEDULE



Attachment 18

RADAR PATTERN DIAGRAMS



Attachment 19

VFR PATTERN DIAGRAMS