

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**

AIR FORCE INSTRUCTION 13-201



**AIR COMBAT COMMAND
Supplement**

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Nuclear, Space, Missile, Command and Control

AIRSPACE MANAGEMENT

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This publication supplements AFI 13-201, *Airspace Management*. This supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members. This Supplement describes MAJCOM specific guidance and procedures for developing and processing Special Use Airspace and Airspace for Special Use. It provides guidance for requesting Certificate of Authorization (COA) for Remote Piloted Aircraft (RPA) and ACC specific airspace management inspection checklist items. Supplements will not lessen the requirements nor change the basic content or intent of this instruction. Reports generated from this publication are subject to the Privacy Act of 1974, Freedom of Information Act (FOIA) requirements and may contain copyrighted information. Refer recommended changes and questions about this publication in writing to ACC Airspace, Ranges, and Airfield Operations Branch (ACC/A3A), 205 Dodd Blvd, Suite 101, Joint Base Langley-Eustis VA 23665-2789 using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updates to the ACC added Chapter 7: Training, Administration, and MTR Criteria; Unit

Airspace Manager Inspection Checklist added; RPA Certificate of Authorization (COA) Checklist added.

1.1.1. **(Added)** Airspace Use Philosophy. HQ ACC is committed to the development and maintenance of required airspace necessary to safely accomplish 100 percent of present and future readiness training. ACC supports the effective and efficient use of all navigable airspace in the United States, including special use airspace (SUA) and airspace for special use (ASU).

1.4.1. **(Added)** HQ ACC promotes real-time access to ACC-managed airspace by nonparticipating aircraft whenever it is not required for essential flight operations and training.

1.4.2. **(Added)** Exclusive Use. ACC units require "exclusive use" in ACC-managed airspace. ACC units using SUA/ASU scheduled by other DoD agencies may operate on a mutual/concurrent use basis consistent with the host unit's policy. (See [Attachment 1](#)).

1.4.3. **(Added)** Flight Operations/Training. Conduct flight operations/training only in appropriate SUA/ASU unless authorized by HQ ACC/A3. Agencies planning to use SUA/ASU must be familiar with special procedures/requirements detailed in Letter of Agreements/Letter of Procedures (LOAs/LOPs).

1.4.4. **(Added)** ACC SUA/ASU is established to support ACC requirements, however, whenever practical ACC scheduling agencies should support the requirements of other DoD airspace users.

1.5.1. **(Added)** Waivers. Due to unique local situations, units may request waivers to this supplement. The unit OG/CC will forward requests and proposed alleviation plan to HQ ACC/A3A. Describe the specific factors, which resulted in the request for waiver. ACC/A3A will determine if the request warrants granting a waiver or exemption. The unit OPR must coordinate with the base publications manager to include the waiver in the applicable base publication.

1.6.1. **(Added)** Airspace Management Administration. Subordinate units may supplement this publication. Forward proposed supplements to HQ ACC/A3AA, for approval prior to publication. Units must forward a copy of supplements to A3AA once published.

2.10.2.1. **(Added)** HQ ACC/A3AA is the Air Combat Command focal point for the establishment, maintenance, modification and return of airspace to the National Airspace System. HQ ACC/A3AA will develop policies, and procedures for managing ACC Special Activity Airspace (SAA) supporting Combat Air Forces (CAF) operations and training in the CONUS.

2.10.2.2. **(Added)** HQ ACC/A3AA will provide COMACC with subject matter expertise and advice on airspace initiatives.

2.10.2.3. **(Added)** HQ ACC/A3AA will provide guidance to assigned units on DoD, FAA, and USAF airspace policies.

2.10.2.4. **(Added)** HQ ACC/A3A will address military airspace matters with FAA, HQ USAF, other MAJCOMs, component command, and other services.

2.10.18.1. **(Added)** HQ ACC/A3AA is the point of contact for the coordination and investigation of alleged FAR violations involving ACC assets.

2.10.24. **(Added)** HQ ACC/A3A will coordinate responses to Congressional/SECAF inquiries/noise complaints.

2.10.25. **(Added)** HQ ACC/A3AA will participate in Site Activation Task Force (SATAF) projects which involve airspace management actions.

2.10.26. **(Added)** HQ ACC/A3AA will represent ACC in Regional/National Airspace/Range Council meetings.

2.10.27. **(Added)** HQ ACC/A3AA will inspect the unit airspace management function in conjunction with the Airfield Operations Compliance Inspection (AOCI) and provide Staff Assistance Visits, on request.

2.10.28. **(Added)** Unit Responsibilities for Airspace Management. Each unit that utilizes military airspace will:

2.10.28.1. **(Added)** The Operations Group Commander (OG/CC) or designated representative will appoint in writing an airspace manager to serve as the OG/CC point of contact for airspace issues. The OG/CC or designated representative will certify completion of required training per [Attachment 7](#).

2.10.28.1.1. **(Added)** Ensure adequate personnel are assigned to support the airspace management program. Military members will be awarded the Special Experience Identifier (SEI) OUL/350 in accordance with para [7.2.3](#)

2.10.28.2. **(Added)** Ensure airspace is used IAW official publications or written agreements.

2.10.28.2.1. **(Added)** Evaluate effectiveness of existing airspace and, if inadequate, initiate appropriate corrective actions.

2.10.28.3. **(Added)** Ensure military airspace utilization data is documented, reported, and maintained IAW [Chapter 5](#).

2.10.28.4. **(Added)** Ensure the airspace manager is a member of the Base Environment, Safety, and Occupational Health (ESOH) Leadership Council, Base Airfield Operations Board (AOB), and the Installation Encroachment Management Team (IEMT); N/A 552 ACW.

2.10.28.5. **(Added)** Ensure the airspace manager supports the unit's safety office with the following AFI 91-202 requirements:

2.10.28.5.1. **(Added)** By participating in the unit's Mid-Air Collision Avoidance (MACA) program.

2.10.28.5.2. **(Added)** By participating with the unit's Bird/Wildlife Aircraft Strike Hazard (BASH) program.

2.10.28.5.3. **(Added)** By assisting with Hazardous Air Traffic Reporting (HATR) and High Accident Potential (HAP) investigations as required.

2.10.28.6. **(Added)** Ensure the airspace manager is the focal point for compiling airspace, range, scoring site data (contact information) to update FLIP AP1/B.

2.10.29. **(Added)** Unit Airspace Manager shall:

2.10.29.1. **(Added)** Ensure actions required in paragraph [2.10.28](#) are completed and documented.

- 2.10.29.2. **(Added)** Be responsible for initiating, processing, monitoring, and implementing airspace actions/proposals and managing their programs.
- 2.10.29.3. **(Added)** Organize and provide oversight for airspace management activities within their unit's area of operationals/responsibility.
- 2.10.29.4. **(Added)** Shall be knowledgeable of the DoD speed exemption to FAR 91.116 (Appendix 18, FAAO 7610.4).
- 2.10.29.5. **(Added)** Be familiar with all command policies and standards concerning airspace dimensions and ensure airspace they manage complies.
- 2.10.29.5.1. **(Added)** ACC managed Special Activity Airspace (SAA) should have sufficient volume to contain the flight paths of all training missions for which it is intended. However, there are certain limitations that are to be followed:
- 2.10.29.5.2. **(Added)** Except for restricted airspace that complies with paragraph 23-1-4a of FAAO JO 7400.2, the minimum altitude that is to be designated as the floor of SAA will be no lower than an altitude equivalent to 100 feet AGL; not applicable for helicopter operations.
- 2.10.29.5.3. **(Added)** MTRs corridors are to have a maximum width of 20 NM.
- 2.10.29.6. **(Added)** Be familiar with command and AF policies regarding the preparation/processing of a Test/Training Space Needs Statement (T/TSNS) according to [Chapter 3](#).
- 2.10.29.7. **(Added)** Provide HQ ACC/A3AA and the AFREP with details of any proposed change in SAA managed by their organization.
- 2.10.29.8. **(Added)** Ensure unit schedulers and leadership are aware of the ACC policy requiring "exclusive use" in ACC-managed airspace (see [Attachment 1](#)).
- 2.10.29.9. **(Added)** Retain utilization information on Restricted Areas, MOAs, and Air Traffic Control Assigned Airspace (ATCAA) for 2 years IAW USAF Records Disposition Schedule Table 13-4 rule 4 Exception: Retain data that reflects an adverse trend for 5 years.
- 2.10.29.10. **(Added)** Retain utilization information on Military Training Routes for 10 years IAW JO 7610.4, *Special Operations*.
- 2.10.29.11. **(Added)** Ensure airspace utilization data collection efforts include all tenant unit operations and off base users.
- 2.10.29.12. **(Added)** Accomplish SUA utilization reports according to FAAO 7400.2, *Procedures for Handling Airspace Matters* (does not apply in areas outside FAA jurisdiction) and submit to HQ ACC/A3AA IAW applicable suspense and procedures.
- 2.10.29.13. **(Added)** Be familiar with all directives referenced by this instruction.
- 2.10.29.14. **(Added)** Ensure airspace proposals are validated and coordinated with local agencies (includes controlling ATC agency), properly formatted per FAAO 7400.2, and submitted to HQ ACC/A3AA for processing.
- 2.10.29.15. **(Added)** Ensure LOAs are accomplished IAW guidance provided in paragraph [3.3](#) and paragraph [7.3](#)

2.10.29.16. **(Added)** Ensure procedures established for the development of airspace proposals/assignments in areas outside FAA jurisdiction are accomplished and coordinated under international procedures and practices IAW ICAO region or host nation.

2.10.29.17. **(Added)** Ensure unit leadership is notified and knowledgeable of airspace issues that may affect the unit's operations.

2.10.29.18. **(Added)** Ensure procedures are in place so appropriate LOA/LOP/airspace briefings are conducted during the scheduling process for users not assigned to the local flying unit.

2.10.29.19. **(Added)** Develop programs, presentations, materials, etc., that ensure assigned aircrews are knowledgeable of airspace requirements specified in airspace LOAs/LOPs.

2.10.29.20. **(Added)** Ensure alleged violations to Federal Aviation Regulations (FARs), airspace spill-outs, airspace intrusions, gross navigational errors, Congressional inquiries, and noise complaints are investigated and documented.

2.10.29.21. **(Added)** Keep Low Altitude Tactical Navigation Area documentation on file at the unit level IAW USAF Records Disposition Schedule (RDS), Table 13-4 rule 4. Each file will include the environmental documentation IAW Title 32, *Code of Federal Regulation (CFR)*, part 989, *The Environmental Impact analysis Process*.

2.10.29.22. **(Added)** Send Slow Speed Low Altitude Training Route proposals to HQ ACC/A3AA using FAA Form 7110-4. FAA coordination is not required. Keep route documentation on file at the unit level in accordance with USAF RDS Table 13-4 rule 4. Each file will include environmental documentation IAW Title 32, CFR, part 989.

2.10.29.23. **(Added)** Establish procedures governing the temporary closure of MTRs to meet contingency actions such as forest fires, overdue survey, law enforcement avoidance area. Address procedures to notify appropriate aircrews and agencies as required (e.g., air traffic control, command post, base operations, weather, etc.) to close and open routes in a timely manner.

2.10.29.24. **(Added)** Review all applicable environmental decision documents each year and ensure that training operations are in compliance with paragraph 7.14 environmental analyses requirement i.e., chaff, flares, weapons, and supersonic operations.

2.12.2.1. Wing Commanders electing not to participate in the councils must notify HQ ACC/A3A.

2.12.2.1.1. **(Added)** Units planning to present a concept for new or modified test/training airspace at a regional council meeting must coordinate their presentation with HQ ACC/A3AA NLT one week prior to the meeting date.

2.12.2.2.1. **(Added)** Airspace managers attending their respective regional management session may be asked to present a short briefing (approximately five minutes) on their typical flight operations, training requirements, areas commonly overflown, and issues being worked to include current airspace. Units will coordinate this briefing with HQ ACC/A3AA NLT one week prior to the meeting.

2.12.2.2.2. **(Added)** Unit airspace managers that are unable to attend their respective regional management session will provide, if requested, HQ ACC/A3AA with a short power-point

presentation (approximately five minutes) on their typical flight operations, training requirements, areas commonly overflown, and issues being worked to include current airspace. The HQ ACC/A3AA representative attending the meeting will make the presentation.

2.12.6. **(Added)** The ACC Airspace and Range Conference (ACC/ARC) may be used as a vehicle to develop and/or articulate ACC's position on various airspace matters. OPR for the ACC ARC is A3A.

3.1.1.2.3. **(Added)** Prior to initiating a new airspace concept, unit airspace managers should review the process steps and checklists available in this instruction, FAA JO 7400.2 and 7610.4. The concept must be fully vetted through the unit's operations and air traffic staff prior to submitting the T/TSNS. Existing SUA/ASU within the concepts region of influence will be examined for suitability with regard to volume, proximity, time and attributes. This review must be documented and included in the T/TSNS. Additionally, the concept must be coordinated with local stakeholders including the ATC controlling agencies, State interests (aviation and land management as appropriate), and other military units that could be affected. The environmental process will not proceed beyond the PREIAP stage until the T/TSNS has been coordinated/adjudicated through HQ ACC and HAF.

3.1.1.2.4. **(Added)** Once the concept has been approved IAW paragraph 3.1.1.2.3 develop the airspace proposal IAW FAAO 7610.4 and/or FAAO 7400.2 as appropriate. Use a current sectional chart or full size printed facsimile of the current sectional chart to depict the airspace proposal. Submit the proposal through the chain of command to HQ ACC/A3AA.

3.1.1.2.5. **(Added)** The airspace management proponent must keep a copy of completed airspace action (to include the applicable final environmental documentation) for historical records. See USAF RDS, Table 13-4.

3.1.1.2.6. **(Added)** Changes to existing SUA/ASU will follow the same process as described in paragraph 3.1.1.2.3. through 3.1.1.2.5.

3.1.2.1.1. **(Added)** The Description of Proposed Action and Alternatives (DOPAA) should include all new/additional flying activities proposed. These activities should be described in sufficient detail to allow someone reviewing the document to understand the nature and extent of the proposal. At a minimum, it should include all proposed flying activities, including type and number of airframes, use rates by environmental day(0700-2200L) and night (2200-0700L), sorties/sortie-operations per month, and planned profiles (airspeeds and altitudes) to be flown. It should also include airspace utilization (MOAs and MTRs) where training and proposed flight activities are to be considered.

3.1.2.1.1.1. **(Added)** The DOPAA should address alternatives to the proposal. NEPA requires that the environmental analysis include a no-action alternative along with reasonable alternatives to the proposal. Reasonable alternatives are those that meet mission objectives. The DOPAA should include all reasonable alternatives. Questions on preparation and content of AF Form 813 should be directed to the local environmental coordinator.

3.1.4.2.1. **(Added)** Exercise Airspace. The coordination and/or development of airspace to support special events such as Field Training Exercises, Operational Readiness Inspections, Evaluations, or Joint Chief of Staff Exercises may require the involvement of the unit, NAF, DRU, and/or MAJCOM airspace managers as trusted agents.

3.1.4.2.2. **(Added)** Develop temporary or modify existing airspace for exercises IAW FAAO 7610.4 and/or 7400.2. Use of exercise airspace may require environmental evaluation. Conduct exercise planning with sufficient lead time to meet FAA timelines to secure airspace approval and notification.

3.4.1.2.1. **(Added)** Supersonic operations above 30,000 feet mean sea level (MSL), or over water above 10,000 feet MSL and more than 15 nautical miles from land, may be conducted only after environmental review in accordance with Title 32, CFR, part 989 and approval by the Operations Group Commander. Recurring supersonic operations above 30,000 feet MSL, or over water as described above, should be documented on an AF Form 813, *Request for Environmental Impact Analysis*.

3.4.2.2.1. **(Added)** Supersonic operations below 30,000 feet MSL require an environmental assessment (at a minimum) and Air Staff approval. This pertains not only to permanent operations, but also to temporary test/exercises involving supersonic speeds. The DOPAA to establish/change supersonic flight areas/operations should arrive at HQ ACC/A3A as early as possible prior to its anticipated need. The process to obtain a permanent waiver for supersonic operations will take approximately 36 months. This will allow for HQ ACC/A3A review, Air Staff review/approval, and a potential lengthy environmental analysis process. Proposed changes in supersonic operations due to a change in unit assigned weapon system(s), or a change in tactics, must be environmentally assessed prior to implementing the proposed change.

3.4.3.2.1. **(Added)** Units will submit a request for renewal to the appropriate civil engineering activity at least 6 months prior to expiration of the approved 3-year period. Forward a copy of the locally coordinated renewal request to HQ ACC/A3AA.

3.4.5.1.1. **(Added)** Units will document unauthorized supersonic flight activities over land or within 15 NM of a coast. Information to be collected for each event will include: aircraft callsign, aircraft type, unit, airspace or location, time of event, altitude of event, and route of flight. Documentation will be maintained for two years IAW USAF Records Disposition Schedule Table 13-4 rule 4, Table 13-4. Retain data pertaining to property damage claims investigation for 5 years.

3.6.1.1. **(Added)** The unit Operations Group Commander will sign out the correspondence.

4.1.2.1. Participation in Public Meetings. Subordinate units will advise HQ ACC/A3AA of requests to participate in public meetings involving airspace/environmental issues. Airspace management representatives must ensure their personal comments are not construed as HQ ACC's official position. The official HQ ACC position can only be determined after proper coordination with HQ ACC/A3A. All ACC Airspace Management representatives and operations personnel should accomplish risk communication training prior to actively participating in public meetings.

4.1.2.1.1. **(Added)** Units will include ACC/A3AA on the distribution list for AOB minutes.

4.1.5.1.1. **(Added)** Noise complaints and Congressional inquiries originating from higher headquarters will be referred to the appropriate unit for investigation. ACC units will establish their own investigation procedures for handling these matters.

4.1.5.1.2. **(Added)** Units will coordinate all responses to Congressional or other higher headquarters inquiries dealing with military training airspace through ACC/A3AA.

4.1.7.1. **(Added)** FAA Airspace Review/Government Accounting Office (GAO)/Air Force Audit Agency (AFAA) Visits. HQ ACC/A3AA is the central point of contact for coordinating FAA/GAO/AFAA inquiries concerning airspace matters. Report unscheduled visits/inquiries from these agencies to HQ ACC/A3AA.

4.3.1.1. **(Added)** Remotely Piloted Aircraft (RPA) Non-Combat Operations in Foreign Airspace. RPA operations outside the United States must follow host nation policies and procedures for unmanned aircraft operations.

4.3.1.2. **(Added)** Flight Operations Into or Within Canadian Airspace. Compliance with the Canadian and United States governments' agreement for overflight of Canadian territory by ACC aircraft is mandatory. All flights in Canadian airspace will be conducted IAW Foreign Clearance Guide and under instrument flight rules (IFR) according to FLIP and AFI 11-202V3 unless VFR flight is approved by HQ ACC Canadian Forces Liaison Office. ACC training flights are approved annually between Canadian Forces and HQ ACC. Formation flights in Canadian airspace will be IAW FLIP AP/1.

4.4.1.1.1. **(Added)** COA Procedures - COA processing is a coordinated effort between the proponent requesting the COA, their MAJCOM, ACC, HAF and the FAA. These procedures apply to all USAF proponents requesting FAA RPA COA (including ANG and AFR). They are designed to ensure the best possible success in achieving COA approval. ACC/A3AA is the OPR for USAF RPA COA processing.

4.4.1.1.2. **(Added)** ACC/A3AA will:

4.4.1.1.2.1. **(Added)** Establish user accounts for proponents to draft COAs after user MAJCOM validation.

4.4.1.1.2.2. **(Added)** Review proponent drafts/renewals and released COAs for accuracy and completeness within 7 days of proponent notification of completion

4.4.1.1.2.3. **(Added)** After review, commit or re-commit COA requests to the FAA or advise proponent of need for additional data, information, corrections, or changes

4.4.1.1.2.4. **(Added)** Alert HAF A3O-BA of intent to commit or re-commit a draft or released COA as soon as the review is complete and all requirements are met

4.4.1.1.2.5. **(Added)** Advise proponent when COA is (re)committed to the FAA

4.4.1.1.2.6. **(Added)** User MAJCOM will:

4.4.1.1.2.7. **(Added)** Validate unit requirement for RPA access to the NAS and the need for a COA

4.4.1.1.2.8. **(Added)** Request proponent/unit account from ACC/A3AA to draft RPA COA.

4.4.1.1.2.9. **(Added)** Follow-up with subordinate units to ensure status and success of COA.

4.4.1.1.2.10. **(Added)** Unit (proponent) requesting COA will:

4.4.1.1.2.11. **(Added)** Advise user MAJCOM as soon as possible, (at least 120 days) prior to the need for an RPA COA.

4.4.1.1.2.12. **(Added)** Draft COA IAW [Attachment 16](#).

4.4.1.1.2.13. **(Added)** If COA is released by the FAA for corrections, additions, clarifications or attachments, promptly and fully address request(s) as indicated, and then notify ACC/A3AA to re-commit COA to the FAA.

4.4.2.1. **(Added)** COA Reporting: Units will inform ACC/A3AA that required reports have been submitted NLT 7 business days after the reporting period ends.

5.2.1. **(Added)** Airspace Denial Report. Units must document, via a brief narrative, each airspace denial. If an unsatisfactory trend develops, inform HQ ACC/A3AA. HQ ACC/A3AA will work with AFREPs to resolve the issue. If this fails to resolve the issue, HQ ACC/A3AA will forward the report to HQ USAF/A3O-A for resolution. **Note:** Altitude restrictions are considered airspace denials.

5.3.1.4. **(Added)** Restricted Area Reports are due at HQ ACC/A3AA via electronic transmission NLT 15 Nov annually.

5.3.2.4. **(Added)** MOA Reports are due at HQ ACC/A3AA via electronic transmission NLT 15 Dec annually.

5.3.3. **(Added)** Spill-Out Reports. Units will maintain documentation of alleged DoD spill-outs from SUA including date, time, type of aircraft, call sign, number of aircraft, airspace designation, and reason (if known) in a brief narrative. Inform HQ ACC/A3AA of alleged spill-outs that may attract public attention.

5.3.4. **(Added)** Airspace Intrusions Reports. Report alleged civil aircraft violations of military SUA to the FAA Flight Standards District Office (FSDO). FSDO requires nature of the incident, time of occurrence, and tail number (if known) of the alleged violating aircraft. **Note:** This report is not a substitute for the USAF Hazardous Air Traffic Report.

5.5.2.1.1. **(Added)** Units will provide HQ ACC/A3AA an updated MTR survey listing (route name, date last surveyed/caretaker status) by 15 Jan annually.

5.5.2.2.1. **(Added)** Airspace manager should serve as observer on as many evaluation flights as possible.

5.5.5.1. **(Added)** Route briefing guides will include deconfliction procedures.

5.5.5.2. **(Added)** Unit Airspace Managers will establish procedures to ensure opposite direction MTRs are not simultaneously scheduled.

5.5.5.3. **(Added)** An MTR will be used only for those activities for which it was designed and environmentally assessed.

5.6.3.1. **(Added)** Deconflict routes using time, altitude, alternating days, scheduling, etc. If unable to deconflict routes annotate in the appropriate publication/document.

5.7. **(Added) Reviewing Special Use Airspace Assignments.** Units will conduct SUA Reviews each Feb annually. Unit airspace managers will maintain current SUA/MTR review checklists. Maintain documentation for each piece of managed airspace, to include any authorized changes in the original proposed usage, LOP/LOAs, and environmental documentation in accordance with USAF RDS, Table 13-4.

5.7.1. **(Added)** Use **Attachment 9**, Periodic Airspace Review Checklist, AFI 13-201, when conducting annual review of unit managed Restricted Areas (RA), Military Operations Area

(MOAs), Air Traffic Control Assigned Airspace (ATCAA), Instrument Routes (IRs), and Visual Routes (VRs).

5.8. (Added) Review of Environmental Decision Documents. Each ACC unit will conduct a review of all applicable environmental decision documents each Feb annually to ensure that training operations are in strict compliance with and within the scope of all relevant environmental analyses, including any existing management actions or mitigations. In addition ensure similar strict compliance by others using ACC training airspace and assets. This review should be coordinated through the unit's installation environmental planning function. Types of documents include a Categorical Exclusion, Finding of No Significant Impact (FONSI) and Record of Decision (ROD).

5.8.1. (Added) Units will provide HQ ACC/A3AA a MTR Utilization report by 15 Oct annually. Report will identify the route, monthly utilization numbers, aircraft type, and annual total operations.

5.9. (Added) Specific Airspace Utilization Information. Units will maintain documentation airspace use of each sortie-operation. Information to be retained for each event will include as a minimum: aircraft callsign, number and type of aircraft, unit, name of airspace, airspace activation time, airspace scheduled time, and actual entry and exit times. Documentation will be maintained for two years IAW USAF Records Disposition Schedule Table 13-4 rule 4.

6.4.6. (Added) Advise ACC/A3A of any assessment that has major or critical impact on the unit's operations.

Chapter 7 (Added)

TRAINING, ADMINISTRATION, AND MTR CRITERIA

7.1. Training:

7.1.1. USAF Airspace Management School. ACC airspace managers will attend the airspace management course prior to assignment as an airspace manager or as soon as possible thereafter. The course is a 9-day, joint-service, training program conducted at Keesler AFB MS. The program covers the basics and fundamentals essential for new airspace managers. ACC class allocations are located on the airspace CoP. Contact HQ ACC/A3AA to schedule attendance.

7.1.2. Central Altitude Reservation Function (CARF) Indoctrination Course. The CARF course is designed to familiarize airspace managers with policies, procedures, and responsibilities applicable to planning, coordination, and approval of altitude reservation requests. The CARF course is a Computer Based Instruction (CBI) course. See website <http://www.fly.faa.gov/carf/> for software information. Airspace managers are encouraged to accomplish the CARF course as soon as practical after assignment. CARF training is essential to combat readiness and each unit should have at

7.1.3. Other Airspace Management Training Courses. Additional courses include Risk Communications, National Environmental Policy Act (NEPA) Training, and Description of Proposed Action and Alternatives (DOPAA) Writing. These classes are occasionally offered by HQ ACC/A7 or A3A. Dates and locations of the training will be announced via email. The training is unit funded.

7.1.4. Airspace Management Training Program. Airspace Management personnel must complete the training requirements established in **Attachment 7**. The Airspace Manager shall develop a unit portfolio to supplement and expand on the contents of **Attachment 7**.

7.2. Airspace Management Administration. Subordinate units may supplement this publication. Forward proposed supplements to HQ ACC/A3AA, 205 Dodd Blvd, Suite 101, Joint Base Langley-Eustis VA 23665, prior to publication for approval. Units must forward a copy of published supplement to ACC/A3AA.

7.2.1. Duty Title. The primary base level airspace manager is the Chief of Airspace Management. Designate any additional personnel as Assistant, Airspace Manager.

7.2.2. Grade Requirements. The primary Airspace Manager should be at least a Major, GS-11, or above. The assistant airspace manager should be at least a Captain, GS-7, Master Sergeant, or above.

7.2.3. Skill Requirements. Special experience identifier (SEI) OUL or 350 is awarded after Airspace Management School completion and 6 consecutive months of airspace management duties. Awarding of the SEI is a unit responsibility. (N/A to GS/GM positions).

7.2.4. Personnel Retainability. Personnel assigned to airspace management duties must perform in that function a minimum of 18 months after graduation from Airspace Management School.

7.3. Letters of Agreement/Procedures Administration:

7.3.1. Units will electronically forward LOAs/LOPs, pertaining to training airspace access/utilization, to HQ ACC/A3AA for review/approval prior to signature.

7.3.1.1. MARSAs procedures for Special Activity Airspace (SAA) must be identified in a LOA.

7.3.1.2. For LOAs negotiated with the Federal Aviation Administration (FAA), use format guidance in FAAH 7210.3.

7.3.1.3. The unit commander will ensure copies of the LOA are distributed to appropriate units.

7.3.2. A LOP is required when a Restricted Area is designated as joint-use. The format for the LOP is in FAAO 7400.2, Part 7. A LOP should be accomplished with the controlling agency to outline operating procedures within the Restricted Area. LOPs are processed using the same procedures as LOAs.

7.4. **Waivers.** Due to unique local situations, units may request waivers to this supplement. Forward requests by letter, or message, through the chain of command to HQ ACC/A3AA. Describe the specific factors, which resulted in the request for waiver. If approved, the waiver stays in effect indefinitely, unless HQ ACC/A3AA specifies otherwise, cancels it in writing, or issues a change that alters the basis for the waiver. The unit OPR must coordinate with the base publications manager to include the waiver in the applicable base publication.

7.5. **Alleged Airspace Violations/Pilot Deviations.** Document alleged airspace violations/pilot deviations at the time of occurrence. The unit airspace manager is the point of contact for processing airspace violations/pilot deviation packages. HQ ACC/A3AA will forward alleged violation/pilot deviation packages to the appropriate unit commander. The unit will investigate the incident and return the results of their investigation and the original violation package to HQ ACC/A3AA. HQ ACC/A3AA will review and validate the report and forward a response to the appropriate Air Force Representative (AFREP).

7.5.1. Airspace/Federal Aviation Regulation (FAR) Violations. Alleged airspace/FAR violations and noncompliance with ATC instructions require formal investigation and documentation. HQ ACC/A3AA coordinates responses for HQ ACC.

7.5.1.1. Operations Group Commander (OG/CC). Upon receipt of an alleged FAR violation, the OG/CC will review and sign each investigation report before forwarding to HQ ACC/A3AA.

7.5.1.2. Overseas Violation. Send reports on alleged oceanic routing violations involving a unit TDY overseas to HQ ACC/A3AA.

7.5.1.3. Final Disposition. Forward final report of investigation, action taken, and attachments, with the original violation package, to HQ ACC/A3AA.

7.5.2. Gross Navigation Errors. Units notified of FAA/International Civil Aviation Organization flight deviations will investigate according to the provisions of AFI 13-201, Chapter 1 (Military Pilot Deviation). Review of the unit's over water navigation training program and crew cross-check procedures employed during the flight will be included as part of the report.

7.6. **Military Authority Assumes Responsibility for Separation of Aircraft (MARSAs).** When missions and tactics require aircraft to fly in closer proximity than normal air traffic control (ATC) approved separation standards, military authorities must accept responsibility for separation of participating aircraft and ensure implementation with the appropriate ATC facility. Use MARSAs only for IFR operations. A LOA is required. See FAA

JO 7610.4 for MARSA operations. An aircrew does not have the authority to invoke MARSA at any time.

7.7. Annual Airspace and Range Awards. HQ ACC/A3A is responsible for administering these awards for outstanding performance by ACC unit personnel, military and civilian (contractors and HQ ACC personnel are not eligible). Period of all awards is the calendar year; 1 Jan through 31 Dec. Format is AF Form 1206, limited to one page. Submit award nominations electronically to HQ ACC/A3A by 1 Feb each year. These awards will normally be presented at the ACC Airspace and Range Conference. Funding for award winners travel and attendance at the conference is a unit responsibility.

7.7.1. Categories

7.7.1.1. Airspace Professional of the Year Award: Presented to the member who made the most significant contribution to airspace management during the award period.

7.7.1.2. ACC Range Professional of the Year Award: Presented to the member who made the most significant contribution to ACC ranges during the award period.

7.7.1.3. ACC Airspace and Range Achievement Award: Presented to the member who made the greatest contribution to the ACC mission while directly supporting airspace or range operations (excludes nominations for airspace and range professionals' awards).

7.7.1.4. Any military member (officer or enlisted) or civilian member may be nominated for a category. Units may only submit one nominee per category.

7.7.2. Scoring Criteria.

7.7.2.1. Airspace Professional Award: 80 percent duty performance which includes day to day job performance, leadership, innovation, airspace improvements, relationships with flying squadrons, FAA, PA, airspace users, community groups, and environmental stewardship, 20 percent self-improvement which includes PME, education, and professional courses taken.

7.7.2.2. Range Professional Award: 80 percent duty performance which includes day to day job performance, leadership, innovation, range improvements, relationships with flying squadrons, FAA, PA, range users, community groups, and environmental stewardship, 20 percent self-improvement which includes PME, education, and professional courses taken.

7.7.2.3. Airspace and Range Achievement Award: (excludes airspace and range professional awards): 80 percent duty performance involving overall contribution to airspace and range operations. This includes airspace and range improvements, enhancements, efficiencies gained, and innovations. 20 per cent self-improvement which can include professional courses, PME, and/or education courses successfully completed.

7.8. Military Training Route and Slow Route Planning Criteria:

7.8.1. Minimum Altitudes. All MTRs will be designed to place the aircraft at the lowest altitude necessary to meet mission requirements consistent with flight safety, whether at IFR or TA/TF altitude. (NOTE: In no case will the floor of a new MTR be established below 100 feet AGL.) Lateral separation from obstructions will be preferred to higher altitudes over obstructions. Every effort will be made to design route segments for TFR operations so as to avoid man-made obstructions. In certain cases, minimum operating altitudes will be dictated by environmental constraints.

7.8.2. Top of Block Altitudes. Each IR will have a top of the block altitude that will provide a minimum clearance of 1000 ft above the highest obstacle/terrain within each route segment or a minimum clearance of 500 ft above the highest obstruction/terrain within 5 miles outside the route corridor, whichever is higher.

7.8.3. TA/TF Clearance Plane Setting (Bombers Only). Individual units will be responsible for establishing clearance plane settings for training routes/MOAs and restricted areas for all applicable airspace used by their unit. TA/TF altitudes will be established for each MTR with every effort to establish the lowest altitude consistent with mission requirement and flight safety. TA/TF clearance plane setting (CPS) will provide at least 200 feet clearance above known man-made obstructions within the route corridor. Aircrews are advised that CPSs provide no buffer outside the route limits; obstructions higher than the approved TA/TF altitudes could be present immediately adjacent to the route perimeter. Aircrews are advised that not all known vertical obstructions are depicted on standard National Geospatial-Intelligence Agency (NGA) Tactical Pilotage Charts (TPC) due to cartographic limitations. The number of CPSs will be minimized to balance safety and training benefits.

7.8.4. Route Width. MTR corridor widths shall be of sufficient size to contain all planned activities. Unless specifically approved by HQ ACC/A3AA, the total corridor width will not exceed 20 nautical miles.

7.8.4.1. Route Width (Corridor) -- The MTR boundary limits within which aircraft are restricted to conduct operations. Route width will normally be defined in FLIP AP/1B as a distance right and left of route centerline.

7.8.5. MTR Closure. The originating activity, scheduling unit, or controlling agency may close a route to all aircraft whenever hazardous conditions, accidents, conflicting traffic conditions, or environmental concerns warrant. The originating activity/scheduling unit should establish procedures for closing routes to include notifying the controlling agency and all scheduled users, as applicable. Aircrews will not enter a low level route after being advised it is closed. When a MTR has not been closed by one of the above agencies, it is the responsibility of the using unit to evaluate flight conditions and determine whether or not conditions warrant low altitude flight. The final decision on whether or not to enter or abort a low level route rests with the aircrew and will be based on evaluation of forecast or existing conditions.

7.9. Slow Speed Low Altitude Training Routes (SR) Development.

7.9.1. A Test and Training Space Need Statement (T/TSNS) is not required for a new SR. Forward a description and map of the proposed SR to HQ ACC/A3AA for evaluation, review and approval. HQ ACC/A3AA will provide assistance as required in the development of the SR. The unit's OG is the approval authority for the SR once coordination is accomplished.

7.9.2. Slow Speed Low Altitude Training Route (SR) Development. SR's are developed for aircraft that normally operate at airspeeds of 250 knots or less.

7.9.3. Altitudes and Corridors. SRs shall be established at or below 1500 AGL. SR widths will be of sufficient size to encompass all planned activities required for the aircraft training profile. Under no circumstances should the route be wider than 20 NMs.

7.9.4. Compliance with all applicable FARs is mandatory. The avoidance of persons, structures, and obstructions is paramount.

7.9.5. Environmental Impact Analysis Process (EIAP) documentation will be in accordance with Title 32, CFR, part 989. Environmental documentation shall be retained on file by the proponent and updated as required to reflect current operations.

7.9.6. Documentation establishing SR will be accomplished using a FAA Form 7110-4. Maintain all documents in accordance with USAF RDS Table 13, rule-4.

7.10. Low Altitude Tactical Navigation (LATN) Area Development. LATN areas are developed for aircraft that normally operate at airspeeds of 250 knots or less. LATN areas should provide pilots with a varying degree of geographical landmarks for navigation, reconnaissance, low altitude equipment operations/analysis, etc. LATN areas shall, to the maximum extent possible, include a land mass that will allow aircraft to operate all appropriate aircraft systems to meet mission requirements and encompass a variety of ground tracks to ensure that the same ground track is not used on a recurring (daily) basis.

7.10.1. Units will provide HQ ACC/A3AA and the respective AFREP with a description and chart of the proposed LATN prior to approval. The unit's OG is the approval authority for LATN once coordination is accomplished.

7.10.2. LATN areas shall normally be established at or below 1500 AGL.

7.10.3. Compliance with all applicable FARs is mandatory. The avoidance of persons, structures, and obstructions is paramount.

7.10.4. Environmental Impact Analysis Process (EIAP) documentation will be in accordance with Title 32, CFR, part 989. Environmental documentation shall be retained on file by the proponent and updated as required to reflect current operations.

7.10.5. Documentation establishing LATN areas shall be kept on file by the proponent in accordance with USAF RDS Table 13. A copy of the approved documentation and area chart will be provided to HQ ACC/A3AA and the appropriate AFREP.

7.11. Low Level Bird Strike Hazards and Aircrew Reporting Procedures. Bird strikes are a year round hazard and unit planners must consider the bird threat when scheduling low-level operations. The large number of different bird species with varying flight habits results in bird activity at all times of day or night. The most hazardous time is sunset to 0100 local during waterfowl migration season. However, the primary year-around threat is soaring raptors. Aircrews that observe hazardous low level bird activity must report the bird sighting to their local safety office and MTR scheduling agency. When possible, the hazardous bird sighting report should include, as a minimum, the following information: Location, altitude, size of flock, and type (i.e., small bird, large bird). NOTE: The Chief of Airspace Management should notify the wing/unit safety office of planned route surveys and dates. This notification will provide the safety office the opportunity to accomplish their bird hazard survey in conjunction with the required route survey(s)

7.12. Weather Information. Weather support for aircrews flying MTRs will be provided by the using unit weather shop unless otherwise specified in a letter of agreement or route SOP. Bomber aircrews will pre-brief Pilot-to-Metro Service (PMSV) contact in advance. Prior to penetration to the low altitude route/airspace, bomber aircrews will attempt to contact one of the weather flight PMSV stations designated during the pre-takeoff briefing for the latest information of significant en route weather.

7.13. **VFR Traffic Avoidance (See and Avoid).** Federal Aviation Administration Regulation (FAR) Part 91 permits VFR operation in areas outside controlled airspace with flight visibility down to one mile. This is less restrictive than the requirements of AFI 11-202V3. Therefore, the responsibility to observe and avoid other traffic is an integral part of flying MTRs in weather conditions equal to or better than one mile visibility.

CHARLES W. LYON, Major General
USAF Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 51-503, *Aerospace Accident Investigations*, 26 May 2010

FAA Notice 8900.207, *Unmanned Aircraft System Operational Approval*, 22 Jan 13

Adopted Forms

AF Form 847, *Recommendation for Change to Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

AFGOMO—Air Force General Officer Matters Office

ARC—Air Reserve Component (refers to both the Air Force Reserve Command and Air National Guard).

ASU—Airspace for Special Use

COMACC—Commander Air Combat Command

HQ ACC/A3—ACC Directorate of Air and Space Operations

HQ ACC/A4—ACC Directorate of Logistics

HQ ACC/CG—ACC Directorate of Air National Guard Forces

HQ ACC/CR—ACC U.S. Air Force Reserve Advisor

ACC/JA—ACC Staff Judge Advocate

ACC/JAO—ACC Operations Law Division

HQ ACC/SE—ACC Office of Safety

HQ ACC/SEF—ACC Flight Safety Division

RDS—Records Disposition Schedule

RIP—Report on Individual Personnel

SUA—Special Use Airspace

USAFWC—United States Air Force Warfare Center

Attachment 16 (Added)**REMOTELY PILOTED AIRCRAFT CERTIFICATE OF AUTHORIZATION (COA)
CHECKLIST**

- A16.1.** Ensure COA request is for an RPA (Group 4 or 5 UAS Predator or larger).
- A16.2.** Ensure COA is for operations OUTSIDE Restricted/Warning/Prohibitive Areas.
- A16.3.** Ensure COA need is validated by wing leadership, parent MAJCOM and forwarded to ACC.
- A16.4.** Ensure COA website permissions are requested through the parent MAJCOM to ACC.
- A16.5.** Ensure an account was set-up by ACC (<https://ioeaaa.faa.gov/oeaaa/Welcome.jsp>)
- A16.6.** Ensure the proponent for the COA is also the responsible unit of the asset or POC for the exercise/event.
- A16.7.** Ensure the POC has full knowledge of RPA system, characteristics, operations, the COA process, and authority to speak and act for the proponent.
- A16.8.** Ensure the COA approval need is at least 120 days after date of submission.
- A16.9.** Ensure the COA request is input under the proper tab (MOA Class D or COA cases).
- A16.10.** Ensure the Executive Summary provides a brief review of overall program objectives for FAA executive level consumption.
- A16.11.** Ensure the Operational summary gives detailed information and insight of the operation not addressed elsewhere.
- A16.12.** Ensure Operational Summary tab contains airport information and ALL Class of Airspace(s) where the operation(s) will take place.
- A16.13.** Ensure the System Description contains all attachments required along with other pictures or depictions that would be helpful in a complete description of the RPA system.
- A16.14.** Ensure the Performance Characteristics contain accurate data and a depiction or description of the Ground Station.
- A16.15.** Ensure there is an Airworthiness Certificate (AWC) for the RPA involved and it is attached.
- A16.16.** Ensure the date on the AWC meets or exceeds the operational end date of the COA.
- A16.17.** Ensure the Lost Link/Lost Communication and Emergency procedures are comprehensive and attached.
- A16.18.** Ensure a Spectrum/Frequency Analysis has been performed and ensure the NTIA authorization is attached.
- A16.19.** If there are Onboard or Ground based electronic surveillance/detection capabilities, ensure applicable information is included/attached.
- A16.20.** Ensure detection capabilities are described, depicted and attached.

A16.21. Ensure any ground based or airborne visual surveillance/detection capabilities associated with the operation are described and/or attached.

A16.22. Ensure the Flight Operations Area/Plan is comprehensive and accurate; attach descriptive maps, as needed.

A16.23. Ensure any supporting data, maps, procedures or additional clarifications, that do not fit into previous tabs, are attached or explained under the Special Circumstances section.

A16.24. Ensure all blocks in all tabs are checked yes/no or filled in.

A16.25. Ensure deconfliction procedures for lost-link contingencies are identified if more than one RPA will be airborne at a time.

A16.26. Ensure a review of the COA is accomplished and finalized for ACC review.

A16.27. Ensure an email is sent to HQ ACC/A3AA (cc parent MAJCOM) requesting COA review/processing.