

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

**AIR FORCE INSTRUCTION 11-201**



**31 MARCH 2009**

**Flying Operations**

**FLIGHT INFORMATION PUBLICATION**

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OPR: HQ AFFSA/A3IF

Certified by: AF/A3O-A (Brig Gen Lyn D. Sherlock)

Supersedes: AFI11-201, 1 September 1997

Pages: 9

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This instruction implements AFPD 11-2, Flight Rules and Procedures. This instruction prescribes the process for submitting Air Force operational requirements to obtain new or modified Flight Information Publication (FLIP) products, additional flight information, or other displays of flight information data in FLIP products. It prescribes the process for submitting changes to FLIP documents and ordering Department of Defense (DoD) FLIP and Non-DoD FLIP documents. It does not include instrument procedure requirements changes; submit these in accordance with AFI 11-230, Instrument Procedures. It itemizes the responsibilities of those organizations and individuals within the DoD FLIP maintenance and distribution process. It applies to all Air Force agencies involved in the development, acquisition, use and maintenance of FLIP products, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, except where noted otherwise. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommended for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. 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 Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

**SUMMARY OF CHANGES**

This revision incorporates changes to organizational identifiers such as AF A3/5, AFFSA/A3I, AFFSA/A3IF; National Imagery and Mapping Agency (NIMA) to National Geospatial-Intelligence Agency (NGA); new glossary of references and supporting information; includes additional responsible organizations, i.e. Defense Logistics Agency (DLA); expands responsibilities of associated organizations; includes newly formed FLIP Distribution Working Group (FDWG), 2.4.; includes Glossary of References and Supporting Information.

## Chapter 1

### RESPONSIBLE ORGANIZATIONS

**1.1. AFFSA/A3I.** Headquarters Air Force Flight Standards Agency, Instrument Procedures Center manages the Air Force FLIP program, serves as the Air Force representative to the tri-service FLIP Coordinating Committee (FCC) and its associated subgroups and, as chairman, acts as the coordinating authority for the FLIP Maintenance Working Groups.

**1.2. AFFSA/A3IF.** The Aeronautical Information Branch (HQ AFFSA/A3IF) investigates, defines, consolidates, assembles, validates, prioritizes and lists Air Force operational requirements for FLIP and Digital Aeronautical Flight Information File (DAFIF) items requiring tri-service FCC action. AFFSA/A3IF is the Air Force point of contact with NGA on FLIP and DAFIF matters for non-procedural issues. AFFSA/A3IF is also the point of contact to the National Aeronautical Charting Group (NACG) for NACG aeronautical products. A3IF assumes the responsibility of FLIP account super-user for those organizations not falling under MAJCOM oversight.

1.2.1. AFFSA/A3IF carries out the following functions:

1.2.1.1. Consolidates, validates and coordinates Air Force operational requirements for U.S. and International FLIP and digital aeronautical-related requirements. Prioritizes and approves recommended FLIP and digital aeronautical changes and requirements and, when necessary, coordinates with the Army, Navy, FAA and International Civil Aviation Organization (ICAO) for FCC action.

1.2.1.2. Provides technical assistance to MAJCOMs (Major Commands) to assist in fulfilling responsibilities supporting subordinate units working within the FLIP distribution process.

1.2.1.3. Validates and coordinates new or revised FLIP information requirements with the NGA, Federal Aviation Administration (FAA), National Flight Data Center (NFDC), NACG, Department of National Defence (Canada) (DND), NavCanada, ICAO, U.S. Army and U.S. Navy, as required.

1.2.1.4. Maintains a list of MAJCOM OPRs for FLIP oversight. A3IF will forward current issues to the MAJCOM OPR for dissemination within the MAJCOM.

1.2.1.5. Processes the Flight Information List (FIL) via the AFFSA FLIP REVISION REPORT (AF Form 3546), accessible on the e-publishing website, <http://www.e-publishing.af.mil>. The FIL is a compilation of DoD non-procedural FLIP data received from MAJCOMs, Airfield Managers, Airfield Management Operations and aircrew for FLIP changes, additions and deletions. The FIL is the official document for the submission of aeronautical data changes within DoD and shared FLIP products and is a mandatory, inherent function required to keep FLIP accurate and updated for safety of flight.

**1.3. All MAJCOMs.** MAJCOMs will identify POCs responsible for monitoring MAJCOM unit accounts, assisting account holders in acquisition of FLIP, establishment of additional accounts for deployment and assuming responsibilities of super-user. POC information will be submitted to AFFSA/A3IF for any changes.

**1.4. OCONUS MAJCOMs.** Will designate theater representatives-Caribbean, Central and South America, European and Pacific-to attend their respective Theater FLIP Maintenance Working Group (TFMWG).

**1.5. National Geospatial-Intelligence Agency (NGA).** Supports DoD activities on matters involving mapping, charting and geodesy (MC&G) and FLIP production and distribution. Liaison is accomplished through the Office of Military Support (OMS).

**1.6. Defense Logistics Agency (DLA).** Responsible for supporting DoD FLIP requirements infrastructure to include account establishment and maintenance; FLIP quantities, ordering and emergency acquisition. General Planning (GP), Chapter 11 expands on DLA activities.

## Chapter 2

### FLIP MANAGEMENT

**2.1. FLIP Coordinating Committee:** The FCC, established by NGA, consists of voting members from the Air Force, Army and Navy. The FCC defines DoD operational requirements for FLIP products and addresses the Inter-Agency Cartographic Committee (IACC), NGA, FAA and NACG requirements to develop a DoD position.

2.1.1. AFFSA/A3I represents the Air Force on the FCC.

**2.2. FLIP Maintenance Working Groups (FMWG).** The FMWGs are established by the FCC and shall consist of at least one member each from the Departments of the Air Force, Army and Navy and a representative from NGA as a technical advisor. The FMWG chairman (see paragraph 1.1) shall appoint the Theater FMWG (TFMWG) chairman in the specific theaters of operation as follows: Europe/U.S. Army; Caribbean & South America/U.S. Navy; Pacific/U.S.A.F. This forum identifies and validates FLIP requirements of the specific theaters of operation. The meetings are held such as the results may be ready for presentation to the FCC in a timely fashion.

2.2.1. FMWG Representation. The appropriate Air Force MAJCOM will designate a representative in each TFMWG who will:

2.2.1.1. Represent the concerns of the Air Force. The TFMWG is the forum used to check and validate all FLIP requirements deemed important to specific theater operations.

2.2.1.2. Check and validate Air Force FLIP requirements relevant to theater operations submitted by designated offices of primary responsibility and staff these theater-unique items requiring tri-service concurrence.

**2.3. Digital Working Group (DWG).** The DWG is established as a standing subcommittee of the FCC to provide a central forum for the establishment of digital aeronautical requirements, to formulate data elements and to forward such recommendations to the FCC for action.

**2.4. FLIP Distribution Working Group (FDWG).** The FDWG is established as a standing subcommittee of the FCC to provide a central forum for the monitoring of the FLIP distribution process, identification of FLIP management problem areas and the development of service-specific methodology for the management of FLIP accounts.

## Chapter 3

### OPERATIONAL AND DEVELOPMENT REQUIREMENTS

#### 3.1. Existing FLIP Products.

##### 3.1.1. Revisions/expansions.

3.1.1.1. (O)CONUS organizations will submit operational FLIP requirements in accordance with General Planning, Chapter 11. All procedural changes, including deletions to USAF procedures in FLIP terminal products and requests for publication of new or deletions of existing non-DoD instrument procedures will be processed through the appropriate MAJCOM Terminal Instrument Procedures (TERPs) office in accordance with AFI 11-230, Instrument Procedures. Non-procedural changes will be coordinated through the applicable airfield manager, and then submitted to AFFSA/A3IF. For amendments to GP/AP series, OPRR/OPRMs may submit changes via AF Form 3546 directly to AFFSA/A3IF.

3.1.1.2. The instrument for the non-procedural revision is the AF Form 3546, available electronically, at [http:// www.e-publishing.af.mil](http://www.e-publishing.af.mil). Once completed, Form 3546 will be submitted to AFFSA in accordance with GP Chapter 11.

3.1.1.3. Requests/proposals for additional flight information or modifications to existing FLIP products will be submitted through the applicable MAJCOM FLIP POCs (see paragraph 1.3.). OCONUS organizations will submit the statement to the applicable TFMWG (see paragraph 2.2). After review and recommendation, the proposals will be carried forward to the FCC for tri-service and NGA review.

3.1.1.4. FLIP Quality. Comments concerning the quality of DoD FLIP products, paper, digital or web-based, will be submitted to NGA in accordance with GP Chapter 11 or via utilization of the pre-addressed NGA quality feedback card (NGA FORM 8560-1) contained in the DoD Flight Information Publication (Enroute). Examples of quality items would be textual and graphic legibility, page or graphic omissions, and incorrect and/or conflicting DAFIF data.

**3.2. Proposal of New FLIP Products.** Activities will submit a statement of requirement through the applicable MAJCOM FLIP POCs (see paragraph 1.3.). OCONUS organizations will submit the statement to the applicable TFMWG (see paragraph 2.2). After review and recommendation, the proposals will be carried forward to the FCC for tri-service and NGA review. New products will be described in terms of operational requirement, for example, the graphic, digital or textual flight information essential for mission accomplishment. The statement of requirement should:

3.2.1. Justify the new or modified product or technique of presentation in magnitude of improvement over existing products, to include improved product accuracy requirement.

3.2.2. Describe area coverage, product size and any limitations.

3.2.3. Identify timeliness associated with the request to include urgency, required implementation date and period of intended use, if a non-permanent product.

3.2.4. If feasible, include a sample sketch or illustration of the product.

3.2.5. Validate the quantities required.

## Chapter 4

### ACCOUNT MANAGEMENT

#### 4.1. General.

4.1.1. Flying units are responsible for ordering FLIP products in quantities according to the NGA published Catalog of Maps, Charts and Related Products CD-ROM, U.S. Air Force Basis of Distribution. The procedures for the establishment and management of a FLIP account are itemized in GP Chapter 11.

4.1.2. Airfield Management. Normally, the Airfield Operations or Airfield Manager assumes responsibility for ordering FLIP products for base units. For deployed locations at fixed base locations, the Airfield Manager should assume responsibility for FLIP management for all units utilizing that location. At bare base airfields, aircrew should bring their own FLIP due to little or no support available.

#### 4.2. Ordering FLIP products.

4.2.1. Non-DoD FLIP Products. Organizations requiring non-DoD FLIP and not utilizing unit funding need to submit their requirements through their respective MAJCOM POC who will forward to AFFSA/A3IF for validation. Submissions should include mission supported, specific information not included in DoD FLIP and justification. Examples would include:

4.2.1.1. Support of presidential flights.

4.2.1.2. Support of flights to areas where DoD FLIP coverage does not exist.

4.2.1.3. Support of urgent operational requirements.

4.2.1.4. Support to areas where political sensitivity precludes publication in DoD FLIP.

**4.3. Use of Non U.S. Government Terminal FLIP products.** Approach, departure and arrival FLIP products not published by the DoD or Department of Transportation (DOT) requires approval IAW AFI 11-202V3, General Flight Rules, Chapter 8.

## Chapter 5

### INTERDEPARTMENTAL COORDINATION

**5.1. United States Governmental FLIP Products.** The tri-services and FAA normally coordinate non-procedural content requirements that affect U.S. Government FLIP products through the NFDC, Washington, D.C. Proposals for changes to specifications are forwarded by representation at joint forums. Air Force organizations' initial requests are to be forwarded to AFFSA/A3IF.

**5.2. DoD FLIP Products.** The tri-services normally coordinate requirements that affect DoD FLIP products or flight operations of any military department through the FCC.

**5.3. Military Airspace.** All Military Airspace (Special Use Airspace, Military Operations Area, Air Refueling Tracks/Anchors, IFR Low Level Routes, VFR Low Level Routes and Slow Speed Routes) changes/additions/deletions will be submitted to AFFSA/A3IF. AFFSA/A3IF will coordinate submissions for United States (FAA Controlled Airspace) with the USAF Representative (AFREP) at the applicable FAA region. Military airspace changes outside the United States and Canada that have been coordinated/published in host country Aeronautical Information Publications (AIPs) require no USAF input; NGA STL publishes these changes when received from the host country. All other airspace changes (Air Refueling Tracks/Anchors, Training Routes and Military Operations Areas) in foreign areas will be submitted to AFFSA/A3IF. Changes in use of Canadian airspace will be coordinated and processed through the 1 Canadian Air Division Detachment/Air Traffic Management Coord Office, c/o NavCanada 77 Metcalfe St., 4th Floor, W401, Ottawa, Ontario, Canada, K1P 5L6, telephone @ 613-996-1418, DSN 319-996-1418.

**5.4. Prescribed Form:** AF3546, USAF AFFSA FLIP Revision Report.

**5.5. Adopted Form:** NGA Form 8560-1, NGA Quality Feedback Card

DANIEL J. DARNELL, Lt Gen, USAF  
DCS, Operations, Plans & Requirements

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

AFI 11-230, Instrument Procedures, 6 April 2006  
AFI 11-202V3, General Flight Rules, 5 April 2006  
AFMAN 37-123, Management of Records

***Abbreviations and Acronyms***

**ADVON**—Advanced Liaison  
**AFFSA**—Air Force Flight Standards Agency  
**AFREP**—Air Force Representative  
**AFRIMS**—Air Force Records Information Management System  
**AP**—Area Planning  
**DAFIF**—Digital Aeronautical Flight Information File  
**DWG**—Digital Working Group  
**FAA**—Federal Aviation Administration  
**FCC**—FLIP Coordinating Committee  
**FDWG**—FLIP Distribution Working Group  
**FIL**—Flight Information List  
**FLIP**—Flight Information Publication  
**FMWG**—FLIP Maintenance Working Group  
**GP**—General Planning  
**IACC**—Inter-Agency Cartographic Committee  
**ICAO**—International Civil Aviation Organization  
**MAJCOM**—Major Command  
**NACG**—National Aeronautical Charting Group  
**NFDC**—National Flight Data Center  
**NGA**—National Geospatial-Intelligence Agency  
**OCONUS**—Outside Continental United States  
**OMS**—Office of Military Support  
**OPR**—Office of Primary Responsibility  
**OPRM**—Office of Primary Responsibility for Maintenance  
**OPRR**—Office of Primary Responsibility Requester  
**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**TFMWG**—Theater FLIP Maintenance Working Group

*Terms*

**Developmental Activities**—All organizations or individuals not identified as regular flying units or are of a transient nature, for example, exercise staff, deployment ADVON teams, specialty schools, etc.

**General Planning**—The first section of ten (10) sections of the DoD FLIP Planning document.

**Super**—user – Persons who manage or monitor multiple map accounts. They are responsible for maintaining and monitoring the account or the persons who are responsible for the account. Normally, they are the custodian or alternate custodian on one or all DLA Form 1832s they are designated to manage. They have ‘read only’ and/or ‘write’ capability to make changes to the Map and FLIP subscriptions.

**Procedural Changes**—Includes deletions to USAF procedure in FLIP terminal products, publication of new or deletion of existing non-DoD instrument procedures. Procedural changes include changes to fix, radial, bearing, course, track, altitude, minima, obstacles, procedure identification and operational notes.

**Non**—procedural changes – Includes Special Use Airspace, airport diagram/airport sketch, miscellaneous notes, communications frequencies, etc.