BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)

HURLBURT FIELD INSTRUCTION

13-204

24 JUNE 2025

Airfield Operations

NUCLEAR, SPACE, MISSILE COMMAND AND CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Manual (AFMAN) 13-204 Volume 1, Department of the Air Force Manual (DAFMAN) 13-204 Volume 2, AFMAN 13-204 Volume 3, and DAFMAN 13-204 Volume 4. This publication establishes policies and procedures for Air Traffic Control (ATC), Airfield Management (AM), Radar, Airfield and Weather Systems (RAWS), and Airfield Operations (Flight Operations) at Hurlburt Field, Florida. This instruction applies to all personnel and agencies involved in flying or airfield operations at Hurlburt Field, including United States Space Force (USSF), the Air Force Reserve (AFR) and Air National Guard (ANG), except where noted otherwise. Temporary Duty (TDY) aircraft and crews operating from Hurlburt are considered "base assigned" and subject to the provisions of this instruction. This publication may not be supplemented. Submit recommended revisions to these procedures to 1 SOSS/OSA (Airfield Operations) on DAF Form 847 for review and inclusion as an agenda item for the Hurlburt Airfield Operations Board Meeting. Deviations from this instruction are authorized in the interest of safety or in an emergency, however full details and justification concerning deviations from these procedures will be briefed to the squadron commander/operations officer who will, in turn, brief the 1 SOW/DCO. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Waiver authority for this instruction is the 1 SOW/DCO. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records

Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include (but are not limited to): re-designation of Helicopter Landing Lane H18/36 as Taxiway Hotel, redefined airfield controlled movement area; updated ATC and AM requirements to comply with DAFMAN 13-204 Volumes 1-4; added RAPIDs/combat off-load/airfield suspension/night vision device (NVD) operations; added Baker Helicopter Landing Zone (BHLZ), Commando Drop Zone (DZ) and practice emergency landing procedures; revised Bird Aircraft Strike Hazard, Gator Lake, Skid Area, DEMO LZ, Local Climb out and flight planning procedures; added random shallow approaches, random steep approaches, opposite direction takeoffs and landings, Airfield Operations Board requirements, and inclusion of . The entire instruction has also been reconfigured to coincide with the structure of DAFMAN 13-204 Volumes 1-4, and applicable Air Force Special Operations Command (AFSOC) supplements.

Chapter 1

AIRFIELD OPERATIONS RESPONSIBILITES

1.1. Roles and Responsibilities. The 1 SOW/CC is the Senior Airfield Authority on behalf of Hurlburt for operational decisions addressed in this instruction.

1.1.1. The Airfield Operations Flight Commander (AOF/CC) is responsible for the airfield operations to include Hurlburt Tower ATC (OSAT), Airfield Management (OSAA), and RAWS maintenance (OSAM) in addition to the administration and enforcement of the provisions of this instruction

Chapter 2

AIRFIELD INFORMATION

2.1. Airfield Elevation. The field elevation is 38’ Mean Sea Level (MSL). Runway 36 approach end elevation is 35’ MSL and Runway 18 is 33’ MSL.

2.2. Airfield Obstruction. The highest airfield obstruction is the water tower west of the control tower, elevation 180’ MSL, located 4,200’ west of the runway at mid-field.

2.3. Operating Hours. The control tower is the only air traffic control facility at Hurlburt Field. AM and ATC services are available 24 hours a day, 7 days a week (see paragraph **2.8.5-6** for aerodrome suspension procedures).

2.4. Transient Alert (TA) Aircraft.

2.4.1. The TA facility is operational daily from 0600L – 2300L.

2.4.2. Hydrant fuel and hangar space are not available for transient aircraft. Coordinate requests for after-hours aircraft services with Airfield Management Operations (AMOPS) at least 24 hours in advance when possible.

2.4.3. Port operations provide limited fleet services for distinguished visitor (DV) aircraft and transient aircraft on station 48 hours or more.

2.5. Runway 18/36. The runway is 9,600’ by 150’ (surface type: R/C, rigid/low). An additional unlit 500’ of weight bearing pavement is available on the first 500’ of the north overrun. The area is marked using displaced threshold markings to indicate the location of Runway 18’s threshold.

2.6. Taxiway Hotel. Taxiway Hotel is 1,608’ by 100’ located 1,000’ east of Runway 18/36 (surface type: R/B, rigid/medium). The Taxiway consists of 3 points. Hotel point 2 and 3 are painted with ship landing markings identifying takeoff and landing spots. Rolling take-offs and landings are available from any point on the taxiway. Hotel point 1 is located 303’ south on Taxiway Hotel, hotel point 2 is located an additional 538’ farther south and Hotel point 3 is located 529’ south of Hotel point 2.

2.7. Overruns. Runway 18/36 overruns are 1,000’ by 150’ of non-weight-bearing asphalt (except as annotated in **paragraph 1.5**.).

2.8. Taxiway Information. Taxiways are identified alphabetically from the north to south.

2.8.1. Taxiway Alpha: Approach end of Runway 18, 220 feet wide, surface type R/C, rigid/low.

2.8.2. Taxiway Bravo: 75 feet wide, surface type R/C, rigid low.

2.8.3. Taxiway Charlie East/West: 75 feet wide, surface type R/C, rigid low.

2.8.4. Taxiway Delta East/West: 150 feet wide, surface type F/B, flexible/medium.

2.8.5. Taxiway Echo: Closed.

2.8.6. Taxiway Foxtrot:Approach end of Runway 18, 220 feet wide, surface type R/C, rigid/low.

2.8.7. Taxiway Golf: Parallel to and West of Runway 18/36, 75 feet wide, surface type R/C, rigid/low.

2.8.8. Taxiway Hotel: Parallel to and West of Runway 18/36, 100 feet wide, surface type R/C, rigid/low

2.9. Airfield Lighting.

2.9.1. Rotating Beacon. The rotating beacon is located on top of the control tower.

2.9.2. Runway 36 Lighting:

2.9.2.1. High Intensity Runway Lights (HIRL).

2.9.2.2. Approach Lighting System with Sequenced Flashing Lights (ALSF-1) 3,000'.

2.9.2.3. Sequence Flashing Lights (SFL).

2.9.2.4. Precision Approach Path Indicator (PAPI).

2.9.2.5. Threshold Lights.

2.9.2.6. End of Runway Lights.

2.9.2.7. Distance Remaining Lights.

2.9.3. Runway 18 Lighting:

2.9.3.1. HIRL.

2.9.3.2. Short Approach Lighting System Approach Lights 1,500'.

2.9.3.3. Sequence Flashing Lights (SFL).

2.9.3.4. PAPI.

2.9.3.5. Threshold Lights.

2.9.3.6. Runway End Lights.

2.9.3.7. Distance Remaining Lights.

2.9.4. Alternate Lighting/Airfield Lighting Contingency.

2.9.4.1. 1 SOW/A33 (Chindit Ops) will recall control tower and airfield personnel if airfield lighting is required when the control tower and airfield are closed.

Note: 1 SOW/A33/A33 is current operations. They deal with daily flying operations and any changes to those operations, e.g., range schedule changes, etc. Their office is 1 SOW/A33/A33 and their call sign on the radio is Chindit Ops. Although they perform many functions the Command Post (CP) performs at other duty locations, they are not the CP. The CP is a separate entity that also has actionable items in this instruction.

2.9.4.2. If the control tower loses capability to control light settings, they will immediately notify Airfield Lighting to adjust lighting intensity at the lighting vault to Step 1. Lighting will remain at Step 1 until control tower personnel have regained lighting control in their facility.

2.9.4.3. The control tower has limited ability to change light settings if the airfield lighting panel is out of service. Manual changes are not always possible, and aircrew can expect

delays. AMOPS will publish a NOTAM instructing aircrew to schedule NVD approaches with 1 SOW/A33/A33. 1 SOW/A33/A33 will coordinate the requests through the control tower.

2.9.4.4. Glideslope Critical Area and Precision Obstacle Free Zone Control Lights. Red traffic control lights are located at each end of the perimeter road south of Runway 36 to indicate the Glideslope Critical Area. Traffic lights are operated by the control tower.

2.9.4.5. Airfield lighting response time will be no longer than 1 hour after work order issuance.

2.10. Non-Standard Airfield Features. A number of areas on the airfield are frequently impacted by standing water due to construction design or a high subsurface water table. Surface conditions do not permit future corrective action. The locations of these areas include the drainage ditch between the runway and Taxiway Golf, all of the Hot Cargo Ramp, Taxiway Golf at the south entry to the Hot Cargo Ramp and at the intersection of Taxiways Golf and Foxtrot.

2.11. Aircraft Special Operations Areas.

2.11.1. Gunship Ammo up/download.

2.11.1.1. The primary ammunition load area is the Hot Cargo Ramp. Alternate load spots are: 2 spots on Taxiway Alpha and 1 spot on each Taxiways Bravo, Delta and Foxtrot.

2.11.1.2. Manual up/down-loading of the AC-130 aircraft 25mm-system is limited to the Hot Cargo Ramp. Mechanical up/down-loading can be conducted on the West Ramp.

2.11.1.3. Hazard class/division (HC/D) 1.1 is NOT authorized on the East or West Ramps.

2.11.1.4. B-N rows on the west parking ramp are an authorized loading area for 195 lbs. Net explosive weight quantity distance (NEWQD) of HC/D 1.2.2, 12,000 lbs. NEWQD of HC/D 1.3, and mission essential quantities of HC/D 1.4. Normal aircraft parking separation distance meets the quantity distance requirement.

2.11.1.5. East ramp parking spots are authorized up to 1,000 lbs. of HC/D 1.3 and an unlimited quantity of HC/D 1.4.

2.11.1.6. Primary area for Arm/De-Arm operations is located on the Hot Cargo Apron, the secondary area is located on Taxiway Alpha.

2.11.2. Transient Aircraft Hazardous Cargo.

2.11.2.1. The Hot Cargo Ramp, Taxiways Alpha and Bravo are authorized for up to 30,000 lbs. NEWQD of HC/D 1.1, 28,118 lbs. NEWQD of HC/D 1.2.1, 500,000 lbs. NEWQD of HC/D 1.2.2, 500,000 NEWQD of HC/D 1.3, and unlimited (or mission essential) quantities of HC/D 1.4. (**Figure A2.2**.)

2.11.2.2. Gunship load spots on Taxiways Delta or Foxtrot may be used for transient aircraft HC/D 1.1 or 1.2.1 to 2,000 lbs. NEWQD. Both locations may be used simultaneously for gunship up/downloads but only 1 spot is usable at a time for hazardous cargo. Gunship and Hazardous Cargo load operations will not be located on the same parking area. (**Figure A2.3**.)

2.11.2.3. When aircraft are parked within 340’ of each other, the limit is reduced to 2,000 lbs. NEWQD for HC/D 1.1 and HC/D 1.2 each.

2.11.2.4. Explosive Cargo Area (ECA) 500 is the tertiary hazardous cargo spot located on Taxiway Alpha and may not be utilized in conjunction with ongoing Arm/De-Arm operations on Taxiway Alpha. When ECA 500 is active, Taxiway Alpha is restricted to participating aircraft only. AMOPS will publish a NOTAM when in use. (**Figure A13.1**.)

2.11.3. Hot Gun.

2.11.3.1. The primary Hot Gun area is located on Taxiway Alpha. Weapons must be pointed between 345° and 360º (**Figure A2.1**.).

2.11.3.2. The preferred alternate Hot Gun location is the Hot Cargo Ramp parking spots 2 or 4, with weapons pointed between 270º and 360º respectively. Taxiways Bravo, Charlie, Delta and Foxtrot may NOT be used for Hot Gun operations (**Figure A2.1**.).

2.11.4. Hydrazine Area. The primary Hydrazine Area is Taxiway Alpha with the aircraft facing into the wind if possible. The alternate Hydrazine Area is the runway.

2.11.5. Hot Gas Operations. Hot gas operations involve an aircraft being refueled by a fuel truck with engines running.

2.11.5.1. The primary fixed wing hot gas site is located at the intersection of Delta taxiway and Taxiway Hotel. Emergency egress requires personnel to proceed 1,000’ north towards Taxiway Charlie or 1,000’ southwest on taxiway Delta towards (but not on) RWY 18/36.

2.11.5.2. The primary rotary wing hot gas site includes 2 positions on Taxiway Delta East with the aircraft facing the runway. The 1,000’ emergency egress may require the aircraft to depart vertically in any clear direction while remaining east of Runway 18/36.

2.11.5.3. The alternate fixed and rotary wing hot gas site is south of the hot cargo ramp at the intersection of Taxiways Golf and Bravo.

Note: Use of any additional sites not listed in this instruction are not approved for day-to-day operations. Approval for exercises, special circumstances etc. must be coordinated 2 weeks in advance with the Airfield Manager (AFM).

2.11.5.4. Approved Hot Gas/Forward Air Refueling Point (FARP) locations are detailed on survey site (**https://talonpoint.net**) or by contacting Weapons and Tactics at mail: **1sog.ogk.weaponsandtactics@us.af.mil**, for current and approved locations.

2.11.6. FARP Operations. FARP operations may involve a fuel truck refueling (HOT GAS) an aircraft (training) or a fixed wing aircraft refueling another fixed wing or rotary wing aircraft (FARP). FARP sites are located on Taxiway Delta East and on Taxiway Golf at the center entry to the Hot Cargo Ramp. FARP operation requests should be submitted to AM using the Special Airspace (Terminal Area), Airfield Advisories and Restrictions (SAAR) request form at least 10 business days before the scheduled event. SAAR request forms can be distributed upon request. Contact AMOPS at **1SOSS.OSAB@us.af.mil** or (850) 884-7806/7807.

Note: Aircraft will be staged for FARP no earlier than 2 hours prior to event and removed no later than 2 hours after.

2.11.6.1. The primary FARP site is located at the intersection of Taxiway Delta East and Taxiway Hotel (**Figure A3.1**.). Emergency egress requires personnel to proceed 1,000’ North towards Taxiway Charlie or 1,000’ west on Taxiway Delta towards (but not on) Runway 18/36.

2.11.6.2. The alternate FARP site is on Taxiway Alpha (**Figure A3.2**.).

2.11.7. RAPIDs Site. RAPIDs training is the repetitive loading and off-loading of equipment or vehicles, at times under NVD conditions. This operation requires the aircraft to be positioned at the darkest area of the airfield with nearby ramp lighting turned off. Sites suitable for rapids are both Oscar and Uniform rows on the east ramp. The Hot Cargo Ramp or Taxiway Alpha may be used when traffic permits. Areas used for RAPIDs training must be closed to other activities during training periods.

2.11.8. Combat Offload. Aircraft may offload cargo while taxiing or after a short stop. This operation closes the parking spot or other location where the cargo is offloaded. Combat offloads will be conducted on Taxiway Delta-east or the Hot Cargo Ramp and scheduled through Current Operations to avoid conflicts with gunship operations.

2.11.9. Hurlburt Field DZs: DZ use must be coordinated with Current Operations and AMOPS at least 10 working days before the event to allow time for proper NOTAM action. Per Federal Aviation Regulation (FAR) 105, NOTAM action for personnel drops is limited to drops on the airfield.

2.11.9.1. Havoc Circular Water DZ. DZ 4 Nautical Miles (NM) southwest of Hurlburt Field located in Santa Rosa Sound with a radius of 700 yards. The Havoc Circular Water DZ is used for airdrops.

2.11.9.2. Air Commando DZ. DZ center point is located on Runway 18/36 and extends North to the tactical air navigation system (TACAN), West to Taxiway Golf, South to Taxiway Echo and East to Taxiway Hotel. Air Commando DZ is used for personnel drops.

2.11.10. Unmanned Aircraft Systems/Remotely Piloted Aircraft (UAS/RPA) Operations. In accordance with JO 7200.23D, UAS/RPA may operate within Hurlburt Field airspace only after operationally approved by FAA officials via a Certificate of Waiver or Authorization (COA). COAs for operations within the Hurlburt Class D airspace, must be processed through AFSOC/A3OU. These approvals are required since unmanned aircraft are not compliant with various sections of Title 14 of the Code of Federal Regulations (14 CFR).

2.11.10.1. The primary designated start up area is the Flare Ramp. The alternate designated start up area can be coordinated based on aircraft performance capabilities and needs.

2.11.10.2. Hurlburt Field does not have UAS/RPA arresting systems.

2.12. Non-Standard Airfield Markings. Air Force Tactics procedures (AFTTP 3-3) guidance is followed to establish shipboard helicopter pad markings on Taxiway Hotel. These markings identify 3 landing spots on Taxiway Hotel and are required for Special Operations rotary wing aircrew training.

2.13. Controlled Movement Areas (CMA).

2.13.1. Runway 18/36. The CMA is the paved surface of the runway and overruns, the paved surface between the taxiway hold lines and the runway, and the infield area within 75’ of the east/west edges of runway.

2.13.2. Access to the CMA requires permission from the control tower via radio on the Ramp Net and a valid CMA endorsement on their flight line driver’s license. Personnel not equipped

with a Ramp Net radio should report to AMOPS to sign out a hand-held radio. Personnel without a valid CMA endorsement must be escorted by someone who does.

2.13.3. In the event of radio failure, the control tower may need to recall personnel and vehicles to a safe distance from the runway or other movement area. If on the runway the control tower will flash runway edge lights on and off and/or utilize light gun signals to direct personnel to exit the CMA. Personnel/vehicles should immediately exit the runway/movement area and remain clear. Light gun signals are identified in **Figure A12.1**.

2.14. Airfield Vehicle and Driving Operations. All vehicles and personnel operating on the airfield will comply with the Hurlburt Field Supplement to DAFI 13-213, Airfield Driving.

2.15. Instrument Landing System (ILS) Localizer Critical Area. This area is located 2,000' in front (south) of the antenna, 50' behind the antenna and 150' each side of the center of antenna or runway centerline.

2.16. ILS Glideslope Critical Area. This area is located 1,300' south from the antenna toward the approach end of the runway, plus 50' north of the antenna and at an angle of 30º each side of a centerline from the antenna, parallel with the runway centerline and the antenna.

Note: Independence Road transitions through the critical area. HQ AFFSA validated no signal interference from vehicular traffic and an approved waiver is on file with Airfield Operations.

2.17. Precision Obstacle Free Zone (POFZ). The POFZ area extends 200' south of Runway 36 threshold and 400' east and west of the runway centerline. On Taxiway Foxtrot this area is marked by an instrument hold line.

2.18. Permanently Closed Portions of the Airfield. Taxiway Echo is permanently closed.

2.19. Aircraft Parking Plan and Restrictions.

2.19.1. The Hot Cargo Ramp has 4/C-130 parking spots for gunship load operations; other parking options include 2/C-5s or any combinations of 2 large aircraft.

2.19.2. The Airfield provides parking for the following aircraft.

2.19.2.1. Alpha HOT Cargo/CAPA parking rows: 15/C-130 aircraft.

2.19.2.2. Bravo row: 3/C-130 aircraft.

2.19.2.3. Charlie row: 3/C-130 aircraft.

2.19.2.4. Delta row: 2/C-130 aircraft.

2.19.2.5. Echo row: E1-4 restricted to 4/C-130 aircraft.

Note: E5/6 restricted to 2/A-29, 2/PC-12 or U-28 aircraft or smaller. Wing walkers required when taxiing north from parking spot E-6 due to proximity of Entry Control Point (ECP 7) and service road.

2.19.2.6. Foxtrot row: 5/C-130 aircraft.

2.19.2.7. Golf row: 2/C-130 aircraft.

2.19.2.8. Hotel row: 2/C-17s or smaller aircraft.

2.19.2.9. India row: 2/C-17s or smaller aircraft.

2.19.2.10. Juliet row: 2/C-130 or KC-135 or smaller aircraft.

Note: Juliet 2 is the primary parking location for DV aircraft.

2.19.2.11. Kilo row: 2/C-130 or KC-135 or smaller aircraft.

2.19.2.12. Lima row: 7/C-130s.

2.19.2.13. Mike row: 6/C-130s.

2.19.2.14. November row: 5/C-130s.

2.19.2.15. Oscar row: 4/CV-22 aircraft.

2.19.2.16. Papa row: 4/CV-22 aircraft.

2.19.2.17. Quebec row: 4/CV-22 aircraft.

2.19.2.18. Romeo row: 4/CV-22 aircraft.

2.19.2.19. Sierra row: 7/PC-12 aircraft.

2.19.2.20. Tango row: 6/PC-12 aircraft.

2.19.2.21. Uniform row: 6/PC-12 aircraft.

2.19.2.22. Victor row: 5/PC-12 aircraft.

2.19.3. Aircraft (C-130 or larger) taxiing in or out of ramp parking spots must be marshaled to ensure clearance from fire bottles and aerospace ground equipment (AGE).

2.19.4. Double yellow lines painted between rows of parked aircraft on the West Ramp indicate a 25’ space between the wingtips of aircraft taxiing between rows of parked aircraft.

Table 2.2. Local Frequencies.

AGENCY	**FREQUENCY**
Pilot to Dispatch (PTD)	372.2/139.3
Pilot to Metro (PMSV)	335.45
Automatic Terminal Information Service (ATIS)	360.675/134.475
1 SOW/A33/A33 (Chindit Ops)	251.25/143.0
1 SOW/A33 (Archer Ops)	397.8 (Secure LOS)
Hurlburt Tower	351.675/126.5 (use VHF to max extent)
Hurlburt Ground	275.8/123.975
Eglin Radar Control Facility (ERCF)	360.6/132.1
Jacksonville Center (ZJX)	346.4/120.2
Pensacola	286.0/119.0
Note 1: Both the control tower and Ground/Air Transmit/Receiver sites are equipped with auto-switching battery backups and auto-start backup generators.	
Note 2: Maintenance radio checks will not be performed on ground control or control tower frequencies.	

2.21. Navigational Aids (NAVAIDS) and Weather Equipment.

2.21.1. TACAN. The TACAN is located 505’ west of the runway edge and 4500’ north of the approach end of Runway 36. The identifier is “HRT” and operates on channel 45. The TACAN is equipped with battery backup and an auto-start generator as a backup.

2.21.2. ILS.

2.21.2.1. The Localizer is located 1,050’ north of the departure end of Runway 36 on the extended runway centerline. The identifier is I-HRT on frequency 111.3 MHz.

2.21.2.2. The Glide Slope is located 400’ east and 1,176’ north of the approach end of Runway 36 and operates on frequency 332.30 MHz.

2.21.2.3. The ILS (Glideslope and Localizer) is equipped with battery backup. A generator will be provided from 1SOCES in the event of anticipated extended power outages.

2.21.3. Fixed Meteorology Equipment (FMQ-19) and Windsocks.

2.21.3.1. The south FMQ-19 unit is located 460’ north of Taxiway Delta West and 360’ east of Taxiway Golf.

2.21.3.2. The north FMQ-19 unit is located 900’ south of Taxiway Alpha and 360’ east of Taxiway Golf.

2.21.3.3. Taxiway Hotel windsock is located 360’ west of the taxiway and 525’ south of Taxiway Charlie East.

2.21.3.4. Runway 18 windsock is located 225’ south of Taxiway Alpha and 214’ east of Taxiway Golf.

2.21.3.5. The mid-field windsock is located 480’ north of Taxiway Charlie and 214’ west of Taxiway Golf.

2.21.3.6. Runway 36 windsock is located 210’ north of Taxiway Foxtrot and 214’ east of Taxiway Golf.

2.22. Preventative Maintenance Inspection (PMI). The following are PMI schedules, to include No-NOTAM recurring preventative maintenance, for Hurlburt Field NAVAIDS.

2.22.1. TACAN PMI: 1300Z–1600Z every Thursday.

2.22.2. ILS Glideslope/Localizer PMI: 1300Z–1600Z every Tuesday and Wednesday.

2.22.3. All other PMI’s will be coordinated with ATC tower and/or base weather leadership as appropriate.

2.23. Ground Receiver Checkpoints. FAA Flight Check aircraft have identified ground receiver checkpoints on Taxiways Alpha and Foxtrot. Taxiway Alpha checkpoint bearing is 335.8º at 0.8 NM from TACAN site. Taxiway Foxtrot checkpoint bearing is 175º at 0.8 NM from the TACAN site.

2.24. Restricted Areas. Airfield restricted areas are marked with red lines and include hangars/Nose Docks, and the East and West Ramp aircraft parking areas.

2.25. Aircraft Maintenance Functions.

2.25.1. Fuel Cell Hangar (Building 90810)/Fuel Cell Hangar (Building 91285). The Fuel Cell Hangar and Corrosion hangar are the only hangars authorized for in-tank fuel systems maintenance. Other authorized areas include the Compass Rose, the Flare Ramp, all parking spots on the East Ramp, and the paved lead-in to the Fuel Cell Hangar.

2.25.2. Minor fuel cell maintenance is authorized on all parking spots IAW applicable aircraft technical order.

2.25.3. Maintenance Operations Center (MOC) coordinates aircraft maintenance operations on the ramp area and assigns aircraft parking spots for rows E, F, G, H, L, M, N on the West Ramp, and all East Ramp parking spots.

2.25.4. Clear Water Rinse Facility.

2.25.4.1. The Clear Water Rinse Facility is an aircraft quick wash or taxi through wash facility (bird bath) located on Taxiway Charlie East. The Clear Water Rinse is restricted to C130 airframe and below.

2.25.4.2. To activate the water system, an aircraft or vehicle must approach the area from the runway. The rinse is started when an aircraft or vehicle stops and delays for 30 seconds on a painted rectangle located 50 feet prior to the rinse pad and centered on the taxi line. When activated, the water runs for 2 minutes.

2.26. Prohibited Activities on the Airfield. Prohibited items include smoking, jogging, wearing hats (with the exception of the coyote brown or black knit caps during cold weather), riding bicycles, and the use of personal audio headphones. Photographs are only authorized on the airfield in accordance with **paragraph 5.5.2**.

2.27. Aircraft Arresting Systems. There are no aircraft arresting systems installed at Hurlburt Field.

2.28. Additional Airfield Services. Emergency Telephones are located at the Hot Cargo Pad (884-2051). For emergency situations contact AMOPS at 884-7806 (airfield emergencies), CP at 884-8100 or dial 911, which is answered off-base—ASK FOR HURLBURT 911.

2.29. Aero Club Operations. Hurlburt Field does not have an aero club.

Chapter 3

AM OPERATIONS PROCEDURES

3.1. Opening and Closing the Runway.

3.1.1. Procedures for opening and closing the runway will be accomplished IAW DAFMAN 13-204v2. The 1 SOW/CC, 1 SOW/DCO, 1 SOSS AOF/CC, Airfield Manager (AFM), or Airfield Management (AM) designated representative has the authority to close the runway. Authority to resume runway operations to a closed runway requires a runway check and approval by AFM or AM.

3.2. Airfield Operating Restrictions.

3.2.1. The AFM is the approval authority for the use of airfield facilities (excluding inside hangar areas) including landing areas and airfield paved areas. This includes exercise events, cargo staging or use of airfield pavements to support privately owned vehicle parking.

3.2.2. Airfield Pavement Use Restriction. The AFM must approve the use of airfield facilities for activities other than designated in this document, to include load bearing waivers.

3.2.3. During normal operations, Hurlburt does not have aircraft specific taxi routes or taxiing restrictions.

3.2.4. Crews will avoid reversing outboard engines when over other than hard surface areas. Crews will advise ground control of any actual/potential foreign object debris (FOD) on or near any taxiway, runway, or ramp area. Use caution when taxiing behind aircraft which have engines running, and when operating over areas with unstable surface.

3.3. Engine Test/Run-up Procedures.

3.3.1. Maintenance Engine Run-Up Areas. Engine run-up procedures and locations are IAW AFI 21-101 SOMXG Sup 1.

3.3.2. Communication Procedures for Engine Run-ups. Crews must establish and maintain radio contact with Ground Control on 275.8 MHz or 123.975 MHz prior to engine start and throughout the run-up. If the tower is closed, contact Chindit Ops (A33) on frequency 251.25 MHz or 143.0 MHz.

3.3.3. Normal Operations: The MOC will notify the control tower of all maintenance engine runs prior to engine start. On board personnel will contact Ground Control and advise when ready to perform engine runs. The control tower will advise ground/maintenance crew to monitor Ground Control frequency and advise termination. Crews will reduce engine power settings or stop the run if directed to do so by either the control tower or MOC.

3.3.4. Suspended/Closed Airfield Engine Test/Run-up Procedures: MOC will notify 1 SOW/A33/A33 of all maintenance engine runs prior to engine start. On board personnel will contact Chindit Ops and advise when ready to perform engine runs. Chindit Ops will advise ground/maintenance crew to monitor CP frequency and advise termination. Crews will reduce engine power settings or stop the run if directed to do so by either Chindit Ops or MOC.

3.3.5. The control tower will advise maintenance crews to contact MOC if the engine run was not pre-coordinated.

3.3.6. The control tower may grant request from taxiing aircraft to conduct engine tests/run-ups on Taxiways Alpha, Delta, Foxtrot, Golf at locations abeam Taxiways Bravo, Delta, and the Hot Cargo Ramp. The responsibility lies solely upon the aircraft commander to ensure proper spacing between other ground aircraft, personnel, and equipment. Crews will reduce engine power settings or stop the run if directed to do so by the control tower or MOC.

3.3.7. Engine run-ups above ground-idle are not authorized at any time on E-4, E-5, E-6, F- 4, F-5, H-2, L-8, N-4, or N-5. Engine run-ups on N-3 are not authorized when aircraft are on the flare ramp.

3.3.8. Transient Aircraft Run-up Procedures. The AFM will determine transient engine run-up areas on a case-by-case basis and notify control tower personnel.

3.3.9. MOC Procedures. MOC will provide the control tower and Security Forces with aircraft tail numbers and parking spots for engine runs. If the control tower is closed, notify 1 SOW/A33/A33 and Security Forces.

3.3.10. Engine Run Quiet Hours. There will be no maintenance ground runs above ground idle between the hours of 2230L and 0600L without prior coordination and approval from the AFM.

3.4. Aircraft Towing Procedures/Maintenance Functions.

3.4.1. The following coordination is required by MOC before aircraft maintenance movements:

3.4.1.1. Notify Security Forces.

3.4.1.2. Notify the control tower. If airfield is closed/operations are suspended, notify 1 SOW/A33/A33 in lieu of the control tower.

3.4.2. Prior to moving aircraft on the airfield, maintenance personnel are required to obtain approval from MOC. MOC will advise the requestor when the control tower is not in operation.

3.4.3. Aircraft maintenance crews must establish radio contact with the control tower (1 SOW/A33/A33 if the airfield is closed) and obtain approval for towing.

3.4.4. Performing aircraft maintenance on any taxiway requires authorization from AMOPS.

3.4.5. AC/MC-130 Sensor Alignment. AC/MC-130 sensor spots are L-1 or M-1 parking spots, with the aircraft pointed toward the southeast.

3.4.6. Compass Rose. The Compass Rose is approved for maintenance operations only, aircraft will be towed into and out of the apron. Engine runs are not authorized in this area.

3.5. Airfield Maintenance.

3.5.1. Sweeper Operations.

3.5.1.1. Airfield sweeper operations on the airfield will primarily occur outside the flying window. Airfield sweeper operations on the airfield are at the discretion of AMOPS during flying operations and after airfield construction or maintenance. At a minimum, the following areas will be swept on a scheduled basis. Deviations to this scheduled will be communicated to AMOPS (i.e. sweeper vehicle availability).

3.5.1.1.1. Monday. AMOPS discretion, Transient Parking, DV Parking.

3.5.1.1.2. Tuesday. Runway 18/36, Taxiways A, B, C, D, F, G, H, DV Parking.

3.5.1.1.3. Wednesday. Hot Cargo Pad, West Apron, DV Parking.

3.5.1.1.4. Thursday. Perimeter Roads, East Apron, DV Parking.

3.5.1.1.5. Friday. AMOPS discretion, DV parking.

3.5.1.2. Runway 18/36 and Taxiway Hotel will be swept additionally as requested by AMOPS.

3.5.1.3. During wing flying, a dedicated sweeper will be available to respond to any airfield requirement within 30 minutes once contacted by AMOPS.

3.5.1.4. For sweeping outside of normal duty hours, contact the Fire Department to recall the standby airfield sweeper personnel. Response time from notification to arrival on scene will be no more than 1 hour.

3.5.2. Grass cutting.

3.5.2.1. Grass cutting operations are coordinated with AMOPS. Grass cutting outside of the CMA may be conducted during flying operations. Grass cutting within the CMA or ILS critical areas must be pre-coordinated with AM and approved by tower via Ramp Net before commencing. Cutting activities within the CMA or ILS critical area must be immediately terminated when instructed by the control tower.

3.5.2.2. All grass cutting operations within the CMA will comply with CMA procedures in HFI 13-213.

3.5.3. Construction.

3.5.3.1. Airfield construction will be coordinated with AMOPS IAW paragraph **5.9**, **5.10** and **5.11** of this instruction.

3.5.3.2. Contractors requiring vehicular access to the airfield and/or within the CMA will comply with procedures outlined in the Hurlburt Field supplement to DAFI 13-213, Airfield Driving.

3.5.3.3. Airfield construction contractors are required to check in and out of the airfield environment with AMOPS. Check-in can be accomplished via telephone or in person. AMOPS personnel will be available when contractors are working on the airfield to include airfield closure periods.

3.6. Runway Surface Condition (RSC).

3.6.1. When RSC for the runway is other than DRY, AMOPS will:

3.6.1.1. Conduct checks, at a minimum, every 2 hours until the condition is declared dry. AMOPS will measure water depth to the nearest 1/10 of an inch anytime standing water is present on the runway and issue a NOTAM IAW AFMAN 13-204V2.

3.6.1.2. All checks must be documented on AF 3616, Daily Record of Facility Operations. When light rain remains in progress after an RSC check established a wet runway, AMOPS personnel may defer the minimum 2-hour update provided a log entry is made indicating rain in progress. All periods of heavy rain must be evaluated for standing water IAW 2.6.1.1.

3.6.2. Standing water on Runway 18/36 will be reported to the control tower, weather, and CP.

3.7. Snow Removal Procedures.

3.7.1. IAW AFI 32-1001 paragraph 13.1, airfield snow and ice removal procedures are not required at Hurlburt Field as the average annual accumulation is less than 6 inches.

3.7.2. Hurlburt Field does not have established procedures for airfield snow and ice removal.

3.8. Suspending Runway Operations/Standby Procedures.

3.8.1. The control tower or AMOPS may suspend runway operations. When runway operations are suspended, the control tower may allow aircraft to perform restricted low-approaches at or above 550' MSL.

3.8.2. Upon notification of runway operations suspension, AMOPS will respond to assess the situation and exercise positive control by determining if the runway is either open, closed, or remains suspended. All runway closures require NOTAM action.

3.8.3. Runway operations are automatically suspended upon the following circumstances:

3.8.3.1. An aircraft is disabled on the runway, within the CMA, or past the instrument hold line.

3.8.3.2. An aircraft has blown a tire.

3.8.3.3. An aircraft experiences hung ordinance (not including hot gun).

3.8.3.4. An aircraft experiences hydraulic issues.

3.8.3.5. Dropped objects were reported within the airport area.

3.8.3.6. A concern exists that the runway is unsafe for aircraft.

3.8.3.7. FOD is suspected/discovered on the runway.

3.8.3.8. Heavy aircraft arrivals and departures.

3.8.4. AMOPS will conduct a runway check after suspension or closure prior to resuming operations.

3.8.5. Weekday Standby Procedures. Defined as authorized aerodrome suspension periods (Monday through Friday) after the last scheduled aircraft has landed and when there are no aircraft mission requirements projected for three (3) hours or more. A NOTAM will be issued identifying aerodrome operations are suspended. Airfield operations shall be resumed at 0700L or one (1) hour prior to the first projected mission, whichever is earlier. For unscheduled missions during these suspension periods, airfield operations shall be resumed as soon as possible, but no later than one (1) hour after 1 SOW/A33/A33 notification. Both AMOPS and the control tower will be readily available during nighttime and weekday standby procedures.

3.8.6. Weekend and Holiday Standby Procedures. Defined as authorized aerodrome suspension periods (Saturday through Sunday and any 1 SOW approved Holiday or Family Day) after the last scheduled aircraft has landed and when there are no aircraft mission requirements projected for three (3) hours or more, a NOTAM will be issued identifying aerodrome operations are suspended. Airfield operations shall be resumed no later than one (1) hour prior to the first projected mission for any 1 SOW/DCO approved arrival or departure,

or at 0700L on the following non-Holiday/Family Day/weekend day whichever is earlier. For unscheduled missions during these suspension periods, airfield operations shall be resumed as soon as possible, but no later than one (1) hour after 1 SOW/A33/A33 notification. Both AMOPS and the control tower will be readily available during nighttime and weekend standby procedures. Weekend Functional Check Flight (FCF) operations will be avoided to the maximum extent possible; however, when necessary, supported by AMOPS and the control tower via a one (1) hour recall once the aircrew is ready to preflight.

3.9. Procedures/Requirements for Conducting Runway Inspections/Checks.

3.9.1. At a minimum, AMOPS will conduct an airfield inspection and an airfield lighting system functional check daily.

3.9.2. During other times when FOD or unusual conditions on the airfield warrant, the control tower or AM may request a check of the runway or any portion of the airfield environment.

3.9.3. Airfield inspections and checks will be accomplished IAW AFMAN 13-204V2 The following non-inclusive list provides guidance for frequency of checks/inspections.

3.9.3.1. An airfield check including an RSC/FOD/Bird and Wildlife Aircraft Strike Hazard (BASH) and construction area check will be accomplished within 1-hour prior to the airfield resuming operations (after nighttime suspensions) or opening (after approved closures). An additional check will be completed within 1-hour prior to the start of flying activities unless the opening check falls within this timeframe.

3.9.3.2. Frequency of airfield inspections/checks will be increased during/after severe weather conditions to determine if damage has occurred from heavy rain, winds or lightning strikes.

3.9.3.3. The airfield lighting system operability check is required to be conducted between sunset and sunrise or during hours of reduced visibility (or as soon as possible thereafter when inhibited by mission requirements). Outages requiring NOTAM action, as specified in AFMAN 13-204V2 will immediately be reported to Civil Engineering (CE) Service Call. AM will coordinate for repairs and track airfield lighting discrepancies.

3.9.3.4. An airfield check of the affected area(s) will be conducted following completion of combat offload, rapids training, FARP and/or Hot Gas events prior to resumption of normal operations.

3.9.4. Monthly joint airfield inspections may be conducted to highlight trends, current and future airfield impacts and limitations.

3.9.4.1. IAW AFMAN 13-204V2, a monthly joint airfield inspection comprised of the following representatives is highly recommended: AFM or Deputy AFM (DAFM), Wing Safety, Civil Engineering Airfield Operations Flight Commander, Terminal Instrument Procedures Specialist (TERPS), 1 SOW/A33/A33, and Security Forces.

3.9.4.2. When accomplished, the AFM will document the joint inspection in an MFR that should include attending members, items and discussion, noted discrepancies and any fix action or future follow up required. This MFR will be filed IAW Air Force Records Disposition Schedule, Table **33-46**., Rule 31.00.

3.10. BASH Program Guidelines.

3.10.1. IAW HFLD BASH Plan, 91-212, declaration authority for the Bird Watch Condition (BWC) at Hurlburt Field is the AFM, AM personnel, control tower, and Safety. Authority to lower the BWC rests with the AFM and designated AM personnel. All aircrew should conduct low level/low altitude tactical navigation/range area bird analysis during preflight duties via United States Aviation Hazard Advisory System and Bird Avoidance Model. Personnel should be alert for bird activity and report such activity to AM or 1 SOW/A33/A33. These reports may include recommendations for an upgraded BWC. All coordination requirements will be accomplished as specified in BASH plan.

3.10.2. BWCs.

3.10.2.1. BWC LOW: Activities less than severe or moderate and appear to be of limited threat.

3.10.2.2. BWC MODERATE: 10 - 19 small birds (pigeon, dove, sparrow), or 5 - 9 large birds (herons, geese, ducks) within 1,000 feet of runway centerline or within proximity to approach/departure path. Declaration of BWC MODERATE requires increased vigilance by all agencies and aircrew.

3.10.2.3. BWC SEVERE: 20 + small birds (pigeon, dove, sparrow), or 10 + large birds (herons, geese, ducks) loitering within runway hold lines (250 feet on either side of runway centerline) or within same proximity to final approach/departure path. The BWC will be relayed to all inbound aircraft and broadcast on ATIS.

3.10.3. Operations during BWCs.

3.10.3.1. BWC LOW. Normal operations, no significant bird activity.

3.10.3.2. BWC MODERATE. Declaration of BWC MODERATE requires initial take-offs and full stop landings only. No touch and go landings. Full stop taxi-back, for purposes of on/offloading personnel, is authorized. Restricted low approaches must be at or above 550’ MSL. Exception: Rotary Wing/Tilt Rotor Operations (hoist, fast rope and other low speed operations) to conduct required training below 1,000’ is authorized. Aircraft commanders will be particularly aware of bird activity when on final and will go around or alter their flight profile when birds are observed on final or in close proximity of the runway. The tower Watch Supervisor may consider changing runways during BWC “Moderate”.

3.10.3.3. BWC SEVERE. Declaration of BWC SEVERE requires 1 SOW/DCO approval to continue flying operations (takeoffs and landings). 1 SOW/DCO authorization is not required for in-flight emergencies (IFEs) if the aircraft commander deems an immediate landing for full stop is warranted. The tower Watch Supervisor may consider changing runways during BWC “Severe”. 1 SOW/DCO will consider delaying departures/arrivals and aircraft diverts.

3.10.3.4. When SEVERE/MODERATE BWC is declared, AMOPS will notify the control tower, 1 SOW/A33/A33 (who in-turn notifies 1 SOW/DCO) and 1 SOW Flight Safety. AMOPS will then execute the BASH checklist and take appropriate action IAW HFLD BASH Plan, 91-212.

3.10.4. Additional Phase I & II Mitigation Operations can be found in HFLD BASH Plan, 91-212.

3.10.5. The United States Department of Agriculture (USDA) BASH contract personnel work a set 40-hour week as scheduled through Wing Flight Safety. USDA is available outside of the established weekly schedule on a case-by-case basis, if needed, to handle a significant event or situation. In the event USDA cannot be reached, both the Flight Safety Officer (FSO) and Chief of Wing Safety can be contacted through the Hurlburt CP, (884-8100). The after-hours response time of the USDA is approximately 30 minutes.

3.11. Notice to Airmen (NOTAM).

3.11.1. AMOPS personnel must ensure timely and accurate management of the NOTAM system in accordance with AFI 11-208. The control tower is the NOTAM monitoring facility and AMOPS is the NOTAM issuing facility IAW AFI 11-208.

3.11.2. All NOTAMs will be coordinated with the control tower and 1 SOW/A33/A33. Also notify local flying units (if affected) and TA.

3.11.3. Back-up Procedures. IAW Letter of Procedure (LOP), Eglin AFB will act as the primary back-up for NOTAM and flight plan processing during equipment outages (computer malfunction, Internet/LAN unavailability, etc.).

3.12. Flight Information Publication (FLIP) Accounts and Procedures for Requesting Changes.

3.12.1. AMOPS will maintain a small supply of common FLIP products for transient aircraft and Hurlburt Tower use only.

3.12.2. Each unit requiring FLIPs must appoint a primary and alternate FLIP monitor who will establish their recurring requirements and maintain active accounts.

3.12.3. Units will forward any FLIP information changes to AMOPS. The AFM approves non-procedural FLIP change requests. AMOPS will coordinate all FLIP changes IAW General Planning **Chapter 11**.

3.13. Prior Permission Required (PPR) Procedures.

3.13.1. All non-base assigned aircraft/aircraft without pre-assigned parking at Hurlburt Field, that require parking, including Engine Running On/Offloads, require a PPR. The purpose of PPR is to manage (not normally restrict) aircraft operations and ensure parking is available for inbound airframes.

3.13.2. Tenant units or attached squadrons staging out of Hurlburt Field for mission related operations may be designated as base assigned aircraft by the AFM. Any special aircraft requirements for these aircraft must be forwarded to the AFM prior to operations. Aircraft that file Hurlburt Field as an IFR alternate may divert to land at Hurlburt without a PPR.

3.13.3. When issuing PPRs, AMOPS will:

3.13.3.1. Consider parking availability and maximum on ground limitations.

3.13.3.2. Notify 1 SOSFS of all inbounds requiring special security.

3.13.3.3. Notify CP, 1 SOW/A33/A33 and Protocol of all inbound and outbound flights that include DVs.

3.13.4. All civil aircraft must have a civil aircraft landing permit or meet the criteria for not possessing a permit IAW AFI 10-1001. Direct any questions from a civilian regarding these requirements to the AFM or DAFM.

3.13.5. Hurlburt Field is Official Business Only (OBO) as published in the IFR Supplement. Exceptions to OBO are handled on a case-by-case basis.

3.13.6. PPRs will be issued NET 7 days prior to intended arrival.

3.14. Unscheduled/Unauthorized Aircraft Arrivals.

3.14.1. An unannounced arrival is not automatically an unauthorized landing. All military aircraft and some civil aircraft are authorized to land at Hurlburt. Unannounced arrivals are a violation to airfield restrictions if a PPR was not obtained.

3.14.2. Any landing that occurs when the airfield is closed is an unauthorized landing and appropriate contingency actions will be taken. The 1 SOW CP will initiate an "Unauthorized Landing" per the Hurlburt Field Integrated Defense Plan (HFLD IDP) and notify on-call Airfield Operations personnel to respond. If the landing involves a civil aircraft, requirements per AFI 10-1001, Civil Aircraft Landing Permits, will also be initiated.

3.14.3. When the control tower advises that an unannounced aircraft is inbound, obtain as much information as possible. Ask to have the aircraft contact AMOPS on Pilot-to-Dispatch (PTD). If aircraft calls, obtain information necessary to validate the aircraft as an authorized user and confirm the aircraft's intentions.

3.14.4. AMOPS will make every attempt to validate the aircraft as an authorized aircraft (contact departure station, etc.). If the aircraft is determined to be an authorized user, coordinate the aircraft's arrival and servicing requirements. AMOPS will initiate notification up the chain of command and gather aircraft commander's name and rank, aircraft type/tail number, unit/home station and document the airfield restrictions violation in the daily events log.

3.14.5. If the aircraft is not authorized and lands, initiate "Stop Alert" IAW HFLD IDP and implement Unauthorized Landing procedures per AFI 10-1001.

3.15. Flight Planning Procedures.

3.15.1. Authorized Forms.

3.15.1.1. DD Form 1801, DoD International Flight Plan or other MAJCOM authorized form must be filed for all flights with AMOPS. Exemption: Civil aircraft (scheduled air carrier, general aviation, etc.) or stop-over flights where the flight plan was filed with a previous base are exempt from this requirement.

3.15.1.2. Use of a MAJCOM-approved form instead of DD Form 1801, for a local area flight, Instrument Flight Rules (IFR) or Visual Flight Rules (VFR) is authorized.

3.15.1.3. Administrative Disposition of Forms. When the original flight plan is not filed in person at AMOPS, the user will maintain the original flight plan IAW AFI 33-322, Records Management and Information Governance Program, and disposed of in

accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

3.15.2. Flight Plan Filing Procedures for Hurlburt Base Assigned Flying Units.

3.15.2.1. Flight plans must be filed in person or comply with electronic filing procedures outlined in 3.15.2.4 below. Original flight plans will not be accepted via radio.

3.15.2.2. Radio/telephonic changes to a previously filed flight plan are accepted. AMOPS will add a full route clearance requirement when radio or telephone changes are requested which changes the original filing data listed on the original copy of the flight plan by the pilot.

3.15.2.3. Procedures not established in this document may be authorized using Local Operating Procedure or Letter of Agreement established between the unit and AM.

3.15.2.4. Flight plans will be hand delivered or emailed e-mailed to AMOPS after completion of all required flight plan information blocks on the appropriate form as directed by General Planning **Chapter 4**, including pilot's signature. Flight plans that are e-mailed using the electronic DD-1801 form, must be digitally signed in the pilot's signature block of the applicable form. E-mailed flight plans that are not signed, in the pilot's signature block, will not be accepted. Host unit will maintain the original signed copy of faxed, scanned or electronic flight plans IAW Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Host unit will also maintain crew lists, passenger manifests, DD Forms 365-4s, and any other appropriate forms.

3.15.2.5. After submitting a flight plan via fax or email, contact AMOPS prior to stepping to ensure clarity of reception and confirm required information. Flight plans will not be filed into the air traffic control system until this call is made and all information is validated.

3.15.2.6. Lead-time for filing flight plans in AMOPS is as follows and IAW General Planning FLIP; VFR flight plans no later than (NLT) 30 minutes before estimated time of departure (ETD), IFR flight plans NLT 1 hour prior to ETD, and International DD Form 1801 flight plans NLT 2 hours prior to ETD.

3.15.2.7. Update AMOPS with any changes to ETD or estimated time of arrival (ETA). Flight plans are void 2 hours after the original ETD if not updated.

3.15.2.8. All flight times and ground times must be indicated on the flight plan. If the total time en-route plus ground time is exceeded by 30 minutes, an overdue aircraft search and notification is initiated. Overdue aircraft search includes notification of CP, 1 SOW/A33/A33, other base agencies, and the FAA.

3.15.3. Flight Plan Filing Procedures for Transient Aircraft. Transient units operating at Hurlburt Field may file flight plans using the same procedure as the host unit by completing the attached letter of agreement signed by the senior individual responsible for the TDY unit and the AFM (Attachment 11).

3.15.4. Assignment of FCF Plans. FCF flight plans are assigned for the time period submitted by the requester, usually an entire day during daylight hours. Upon termination of flying for the day, aircrew will notify either control tower or AMOPS.

3.15.5. AMOPS will pass call-signs and duration of flight to tower once all coordination has been accomplished.

3.15.6. Stereo flight plans are authorized once a Letter of Agreement is established between the requesting unit and AMOPS.

Chapter 4

GENERAL CONTROL TOWER

4.1. Local Flying Area/Designation of Airspace. The Hurlburt Class D Airspace is that airspace extending upward from the surface up to and including 2,500’ MSL within a 5.3 NM radius of the Airfield Reference Point published in the IFR Supplement, excluding that airspace which lies east of the eastern boundaries of R-2915B and R-2915C (**Figure A9.2**.).

4.2. Runway Selection Procedures. Runway 36 is designated as the primary instrument runway, as well as the primary (calm wind) runway. Use the runway most nearly aligned with the wind when 5 knots or more or the “calm wind” runway when less than 5 knots. The control tower is responsible for determining the runway in use. The control tower will coordinate with Eglin Radar Control Facility (ERCF) or JAX if ERCF is closed, before changing runway in use. Also, control tower will notify AMOPS and Weather when the runway change is complete.

4.3. Local Aircraft Priorities. This paragraph is in addition to FAA Joint Order 7110.65, paragraph **2-1-4**. Operational Priority. Hurlburt assigned aircraft have priority over all other aircraft requesting practice approaches. Pilots with controlled departure times will inform Ground Control at the time of engine start. Priorities listed below may be changed, as the control tower Watch Supervisor deems necessary, to support mission requirements. The priorities are as follows:

4.3.1. In-flight emergencies.

4.3.2. Mission aircraft with controlled departure times.

4.3.3. DV codes 6 and above.

4.3.4. Aircraft with scheduled mission airspace.

4.3.5. IFR departures and arrivals.

4.3.6. VFR departures and arrivals.

4.3.7. Helicopter practice emergencies (single engine, auto-rotation, etc.).

4.3.8. Aircraft participating in NVD operations.

4.4. ATIS Procedures. The control tower broadcasts ATIS messages during the times the airfield is open. The ATIS broadcast is IAW FAA Joint Order 7110.65. Pilots will monitor the ATIS broadcast prior to calling for taxi and will provide the controller with the current ATIS code.

4.5. Aircraft Taxiing Requirements. All aircraft are required to contact Hurlburt Ground Control for permission prior to taxiing.

Note: Aircrew taxiing aircraft to reposition for a static display (i.e., aircraft will not take off/depart Hurlburt Field and no flight plan is on file) should contact AMOPs and advise of their intentions before stepping to the plane. AMOPs personnel will notify Tower who will then approve the engine start when requested by the aircrew.

4.6. Intersection Departures. The following are approved intersection departure points.

4.6.1. Runway 18 at Taxiway Bravo. 6,800’ of usable runway.

4.6.2. Runway 18 at Taxiway Charlie. 3,400’ of usable runway.

4.6.3. Runway 18 at Taxiway Delta. 1,100’ of usable runway.

4.6.4. Runway 36 at Taxiway Bravo. 2,800’ of usable runway.

4.6.5. Runway 36 at Taxiway Charlie. 6,200’ of usable runway.

4.6.6. Runway 36 at Taxiway Delta. 8,500’ of usable runway.

Note: Rotary aircraft may depart from any intersection.

4.7. Protecting Precision Approach Critical Areas. To protect the precision approach critical areas (Glideslope Critical Areas and Precision Obstacle Free Zone), the following restrictions will be applied to ensure integrity of the ILS.

4.7.1. The traffic lights on south perimeter road will be used to protect the Glideslope Critical Area to Runway 36 when ceiling is below 800’ and/or the visibility is less than 2 miles. The control tower will activate the lights to prevent vehicular traffic from crossing the localizer beam when weather conditions dictate.

4.7.2. In the event the traffic lights are not functioning, AMOPS personnel will put out barricades on the roadway near the traffic lights directing vehicle traffic to contact the control tower prior to proceeding via FM Ramp Net.

4.8. VFR Local Training Areas.

4.8.1. Baker Helicopter Landing Zone (BHLZ). Rotary operations at the BHLZ are restricted to special operations aircraft. Operations to the BHLZ will follow the basic rectangular pattern (**Figure A5.1**) except aircraft will offset to the BHLZ area after base turn. The BHLZ is 700 feet from the runway edge and aircraft must remain east of the drainage ditch at all times while conducting operations. See **Figure A8.1** for a depiction of the BHLZ. To approve BHLZ operations the following phraseology will be utilized: “(ACID) BAKER OPERATIONS WILL BE AT YOUR OWN RISK REMAIN OVER OR EAST OF BAKER HELICOPTER LANDING ZONE”.

4.8.2. Rotary/Tilt-Rotor operations over Gator Lake. Operations to Gator Lake will follow the basic rectangular pattern depicted in **Figure A5.1** except aircraft will offset to Gator Lake after base turn. Remain over or east of Gator Lake while conducting operations. The water operations area of the lake is more than 660’ from the runway edge. If a helicopter/tilt-rotor requests approval for Gator Lake operations the following phraseology will be used: “(ACID) GATOR LAKE OPERATIONS WILL BE AT YOUR OWN RISK, REMAIN OVER OR EAST OF GATOR LAKE”.

4.9. VFR Procedures.

4.9.1. Traffic Patterns. Helicopter and rectangular traffic patterns will normally be flown east of the runway; however, patterns may be flown west of the runway for efficiency, if required for noise abatement or when operationally advantageous. Overhead patterns will be flown west of the runway for noise abatement; however, the east side may be used in the interest of safety and when operationally advantageous. Aircraft operating within the Hurlburt Field VFR pattern are directed to utilize VHF tower frequency (126.5) to the maximum extent possible. Upon entering the Hurlburt Class D airspace, aircrew members will report VFR to tower and state type of training desired. Traffic patterns are depicted in **Attachment 5**.

4.9.2. Weather minimums. The weather minimums for traffic patterns are as follows:

4.9.2.1. Helicopters. 1,200’ ceiling and 3 miles visibility.

4.9.2.2. Rectangular. 1,700’ ceiling and 3 miles visibility.

4.9.2.3. Overhead. 2,200’ ceiling and 3 miles visibility.

Note 1: The tower Watch Supervisor may keep any of the patterns open below the minimums listed in **paragraph 4.9.2** if cloud separation can be maintained at pattern altitude by the pilot and the aircraft is visible from the air traffic control tower throughout the entire pattern circuit.
Note 2: In the event of pattern congestion and/or non-compatible dissimilar aircraft operations (ex: small aircraft versus heavies), the tower Watch Supervisor may direct aircraft to land or depart the pattern to ensure safe operations.

4.9.3. VFR Holding/Re-entry Points. Eiffel and Cutoff will be used for VFR holding or pattern re-entry only. When instructed to proceed to either Eiffel or Cutoff, climb and maintain 2200’ MSL, or as directed by ATC (Figure A4.1).

4.9.3.1. While holding at these points aircraft will turn away from the airfield. Aircraft at Cutoff will turn east of Cutoff, aircraft at Eiffel will turn west of Eiffel.

4.9.4. Tactical Arrival Procedures/Hurlburt Field Random Approaches (**Figure A7.1**.). Random approaches at Hurlburt Field will be conducted IAW this regulation. All random approaches are VFR maneuvers and aircraft will be considered to have cancelled their IFR flight plan upon reporting the field in sight for the Random Steep/Shallow maneuver. The control tower may terminate these approaches at any time and direct a climb and entry into the VFR pattern. Requests to alter VFR random approach procedures in this instruction must be coordinated with ATC on initial contact. This notification will assure that this activity will have no adverse effect on air traffic safety or service degradation for other users.

4.9.4.1. Hurlburt Field Random Steep Approaches. The Random Steep Approach is a VFR maneuver that consists of a steep spiral or straight-in descent from higher-than-normal traffic pattern altitudes directly to the airport. Aircraft requesting a Random Steep Approach will make the request with the controlling agency. The controlling agency will coordinate for the appropriate airspace. Once approved, aircraft will climb to 4,500’ MSL or as directed by the controlling agency for a Random Steep Approach. Use the following phraseology: “(ACID) REQUEST RANDOM STEEP (OVERHEAD/ABEAM/DOWNWIND/ STRAIGHT IN) (altitude).” The weather minimums for a Random Steep Approach are as follows: Ceiling 500’ above the requested altitude and 3 miles visibility.

4.9.4.2. Hurlburt Field Random Shallow Approaches (**Figure A7.1**.). This is a VFR maneuver and will be approved at the discretion of the control tower, and only during periods of low-density traffic. Random Shallow approaches will be flown to the active runway, unless directed by ATC. Use the following phraseology: “(ACID) REQUEST RANDOM SHALLOW ABEAM/TEARDROP/STRAIGHT-IN, FROM (direction)”. The weather minimums for a Random Shallow Approach are as follows: Ceiling 500’ above the requested altitude and 3 miles visibility.

4.9.4.2.1. Random Shallow Teardrop Approach. The Random Shallow Teardrop Approach shall begin at the VFR entry point (Eiffel or Cutoff) at or above 1100’ MSL as directed by ATC. Aircrew must obtain air traffic control tower approval for the

approach prior to departing the traffic pattern or, if outside the traffic pattern, prior to beginning the maneuver. Requests shall include type of approach and direction of entry. Radio contact will be maintained with the tower throughout the maneuver. Once inside the Class D airspace aircraft shall not descend below 600' AGL and shall maintain AFMAN 11-202V3 avoidance criteria throughout the maneuver.

4.9.4.2.2. Random Shallow Abeam Approach. The Random Shallow Abeam Approach shall begin at the VFR entry point (Eiffel or Cutoff) at or above 1100' MSL and shall cross the runway north of the control tower, or as directed by ATC. Overflight of the control tower is prohibited. Aircrew must obtain air traffic control tower approval for the approach prior to departing the traffic pattern or, if outside the traffic pattern, prior to beginning the maneuver. Requests shall include type of approach and direction of entry. Radio contact will be maintained with the tower throughout the maneuver. Once inside the Class D airspace aircraft shall not descend below 600' AGL and shall maintain AFMAN 11-202V3 avoidance criteria throughout the maneuver.

4.9.4.2.3. Random Shallow Straight-In Approach. Aircraft flying a Random Shallow Straight-In Approach shall fly a straight-in approach along the extended runway centerline and maintain a safe altitude for terrain avoidance.

4.9.4.3. When requesting a Random approach, pilots will use established Phraseology depicted in **Figure A7.1**.

4.9.5. Practice Emergency Landing Procedures (ELP).

4.9.5.1. A Practice ELP is a VFR maneuver conducted IAW FAA JO 7610.4. The Hurlburt ELP pattern is depicted in **Figure A6.1**.

4.9.5.2. Weather minimums shall be a ceiling of at least 1,000 feet above the requested High Key altitude, and visibility shall be 5 miles or greater.

4.9.5.3. Practice ELPs shall be conducted only between sunrise and sunset.

4.9.5.4. Practice ELPs will not be authorized when there are more than 3 airborne aircraft (any type) in the Class D.

4.9.5.5. Tower Responsibilities:

4.9.5.5.1. Tower is the final approval authority for all practice ELPs.

4.9.5.5.2. Tower may authorize deviations to the practice ELP profile when direct coordination is accomplished with the pilot.

Note: Provision of this service by tower does not in any way absolve the pilot from his/her responsibility to comply with 14 CFR Parts 91.111 and 91.113, other appropriate subparts of 14 CFR Part 91, and/or applicable military regulations.

4.9.5.5.3. Tower may instruct an aircraft to break-off the procedure at any point prior to the aircraft leaving Low-Key. When a break-off is initiated, the tower will issue specific instructions based on traffic.

4.9.5.6. Aircrew Responsibilities:

4.9.5.6.1. Aircrew shall obtain the tower's permission to conduct a practice ELP prior to entering the Class D. If in the Class D, aircrew shall request the practice ELP as

soon as possible and standby for instruction before initiating climb. High Key will be at 2,200’ AGL unless otherwise coordinated with and approved by tower.

4.9.5.6.2. Upon approval and commencement of the practice ELP, aircrew shall report the following points: HIGH KEY (2,200’ AGL), LOW KEY (1,000’ AGL), and BASE (500’ AGL).

4.9.6. Reduced Same Runway Separation (RSRS) is not authorized at Hurlburt Field.

4.10. IFR Procedures. ERCF controls the IFR radar traffic pattern. After completion of the approach into Hurlburt Field, aircraft returning to ERCF will follow procedures assigned by ERCF. Hurlburt Tower does not provide radar vectors to aircraft.

4.10.1. Radar Traffic Patterns. IFR Radar Traffic Pattern altitude is 1,600’ normally flown to the west (**Figure A5.2**.).

4.10.2. Standard Departure/Climb-Out Instructions.

4.10.2.1. The phraseology “EXECUTE LOCAL CLIMB-OUT” may be utilized for locally assigned aircraft executing the following standard departure/climb-out instructions:

4.10.2.1.1. Runway 36: “TURN LEFT HEADING TWO ZERO ZERO, CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED.” *Note:* When the overhead pattern is in use, a departure-end altitude restriction shall be issued.

4.10.2.1.2. Runway 18: “FLY RUNWAY HEADING, CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED.” *Note:* When the overhead pattern is in use, a departure-end altitude restriction shall be issued.

4.10.2.2. The phraseology “EXECUTE MISSION CLIMB-OUT” may be utilized for locally assigned aircraft executing the following standard departure/climb-out instructions:

4.10.2.2.1. Runway 36 Mission Climb-Out: When mission activity dictates, the following climb-out instructions for Runway 36 may be issued: “TURN RIGHT HEADING ONE FIVE ZERO, CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED.” *Note:* When the overhead pattern is in use, a departure-end altitude restriction shall be issued.

4.10.2.3. Breakout and Go Around Procedures:

4.10.2.3.1. Unless otherwise coordinated with ERCF, tower will issue standard climb-out for the runway in use IAW **paragraph 4.10.2.1**.

4.10.3. There is no Precision Approach Radar (PAR) or Surveillance (ASR) Radar Approach available at Hurlburt Field.

4.11. Protection of the Overhead Pattern. When issuing departure, break-out, missed approach instructions and the overhead pattern is in use, tower will issue protection of the overhead phraseology: “CROSS DEPARTURE END OF RUNWAY AT OR BELOW ONE THOUSAND TWO HUNDRED.”

4.12. Opposite Direction Takeoffs/Landings. The control tower authorizes opposite direction takeoff/landings based on existing traffic. If the Tower Display Workstation (TDW) is inoperative, ERCF shall assume responsibility for maintaining appropriate separation from opposite direction IFR traffic.

4.12.1. The minimum cut-off points for opposite direction takeoffs/landings to the runway (18/36) are as follows:

4.12.1.1. Arrival vs. Departure. Arrivals to the runway shall not proceed inbound past a point 6 NM from the landing threshold until the departure is airborne and established on a heading that diverges at least 45 degrees from the reciprocal of the final approach course.

4.12.1.2. Arrival vs. Arrival: Arrivals to the runway shall not proceed inbound past a point 6 NM from the landing threshold before the preceding aircraft has crossed the landing threshold for a full-stop or is airborne and established on a heading that diverges at least 45 degrees from the reciprocal of the final approach course for a low approach, touch-and-go, or stop-and-go.

4.12.1.3. When both aircraft involved are VFR, the above separation standards may be reduced to 4 NM for opposite direction operations, except when heavy aircraft are involved.

4.12.2. Opposite direction takeoffs/landings between the runway and any other landing surface (i.e., Golf Taxiway, Hotel Taxiway, Hotel Points, Baker HLZ, or Gator Lake area) and between other landing surfaces when the runway is not involved shall be separated using Visual Separation IAW FAAO JO 7110.65.

4.13. Hurlburt Field DZ Procedures:

4.13.1. Engine runs and aircraft taxiing are not authorized during personnel drops on the airfield. The control tower is the final approving authority for DZ. At least 5 minutes before personnel drops, the control tower will notify AMOPS and suspend non-participating aircraft operations within its Class D airspace and all aircraft ground operations including engine runs. The control tower will verify status of the jumpers with the DZ coordinator prior to resuming operations. Hurlburt Field DZ locations are identified in **paragraph 1.11.9**.

4.13.2. Only parachute drops in Commando DZ require airfield restrictions. All aircraft movement, engine runs, and rotor blade movement must be terminated prior to jump commencement. Small Arms Range Complex (SARC) will be cold during NOTAM hours of DZ operations.

4.13.2.1. Requesting agency will submit a SAAR request to the AFM at least 10 business days before the scheduled event. SAAR request forms can be distributed upon request. Contact AMOPS at **1SOSS.OSAB@us.af.mil** or (850) 884-7806/7807.

4.13.3. Once approved, AMOPS will issue a NOTAM closing the airspace for the drop period.

4.13.4. No later than 1 hour before the scheduled drop time, the DZ controller will go to AMOPS, check out a land mobile radio tuned to the ATC Tower Ramp Net, then proceed to the drop site.

4.13.5. Once in place, the DZ controller will advise tower via the Ramp Net when ready to assume control. After tower relinquishes control of the DZ to the DZ controller, the drop may commence.

4.13.6. The DZ controller will notify tower via the Ramp Net when all personnel are safely down.

4.13.7. After personnel drops, Tower will resume control of the DZ and AMOPS will perform an airfield check to ensure aircraft movement areas are safe for normal operations. Once AMOPS reports the area is safe, normal operations may resume.

4.14. Taxiway Hotel Operations.

4.14.1. Taxiway Hotel encompasses Hotel Points 1, 2, and 3. Only rotary-type aircraft will be permitted to utilize Taxiway Hotel for VFR takeoff/landing operations.

4.14.2. To conduct takeoff operations from Taxiway Hotel, the controller will specify where the operation will be permitted. Example: "RAVEN01, DEPARTURE FROM TAXIWAY HOTEL WILL BE AT YOUR OWN RISK. DEPART TO THE SOUTH, MAINTAIN VFR AT OR BELOW ONE THOUSAND. USE CAUTION, C-130 LANDING ROLL. WIND CALM.".

4.14.3. To conduct landing operations on any part of Taxiway Hotel, the controller will inform the pilot that operations will be at their own risk. Example: "RAVEN01, LANDING ON TAXIWAY HOTEL WILL BE AT YOUR OWN RISK, WIND CALM."

4.15. NVD Operations.

4.15.1. Airfield Blackout Procedures. The AFM/DAFM must approve blackout (NVD) events that affect normal ramp or taxiway operations. Non-participating vehicles and aircraft are prohibited from operating within the blackout area (see East ramp exceptions **paragraph 4.15.8**.). Prior to airfield lights being turned back on for any reason, Tower will ensure all NVD participants are notified.

4.15.2. Scheduling Procedures and Coordination Requirements. Coordination for partial or total airfield blackout is the responsibility of the individual supervising ground operations on the airfield; submit SAAR form Airfield Operations at least 10 business days prior to event. The control tower shall relay any observed or known conditions that affect the safe use of the landing area to AMOPS. AMOPS will take appropriate NOTAM action to restrict movement of non-special operations aircraft when ramp lights are not available. Agencies listed below must receive any changes to the schedule of events at least 1 day before the operation.

4.15.2.1. AMOPS.

4.15.2.2. Air Traffic Control.

4.15.2.3. 1 SOW/DCS.

4.15.2.4. MOC.

4.15.2.5. 1 SOW/A33/A33 (Chindit Ops).

4.15.2.6. Security Forces.

4.15.2.7. Fire Department (FD).

4.15.2.8. 1 SOW/DCO (or designated representative).

4.15.3. NVD Taxi Routes. Aircraft may utilize normal taxi routes for NVD operations.

4.15.4. Total Airfield Blackout. Total blackout includes all runway, approach lights, taxiway lights, ramp flood lights, exterior/interior hangar lights or doors closed. Only participating vehicles may remain in operation.

4.15.4.1. Non-participants will not drive into the blackout area. If non-participants are located within the blackout area the vehicle must be positioned at a safe location outside of the aircraft movement area with vehicle lights turned-off.

4.15.4.2. Approximately 10 minutes prior to blackout operations commencing, AMOPS will coordinate for non-participating agencies to remain clear of the blackout area and request MOC to transmit a warning on all maintenance nets.

4.15.5. Lighting for Unscheduled IFR Departures. If a non-participating aircraft requests departure while NVD Operations are being conducted, control tower will restore airfield lighting prior to aircraft taxi. After the non-participating aircraft departs Class D airspace, NVD operations will be resumed.

4.15.6. Lighting for Unscheduled IFR Arrivals. If a non-participating aircraft requests full-stop landing while NVD Operations are being conducted, ERCF will notify control tower on initial inbound. Control tower will coordinate with operating agency for airfield lighting. Lights will be restored prior to aircraft entering the Class D airspace.

4.15.7. Partial Airfield Blackouts. These events are normally limited to Taxiway Alpha, the area north of Taxiway Bravo including Taxiway Golf, the Hot Cargo ramp, and the east ramp. With the exception of the east ramp, operations within the blackout area are limited to pre-coordinated events and participating personnel. The person in charge of ground operations must request the area lights on or off as required. Base assigned aircraft staged on the east ramp who are not participating in the blackout operations (ex: FARP on Delta East and non-participating aircraft parked on east ramp requiring taxi) may continue operations if they are NVD equipped. Non-participating transient aircraft staged on the East Ramp may continue operations if they are NVD equipped and have a signed LOA on file with AM.

4.15.8. NVD Practice Approaches. Unless USAF mission dictates, non-participating aircraft will not be delayed due to NVD operations. Base assigned aircraft and transient arrivals/departures requesting lights “ON” have priority over NVD practice approaches. The control tower will ensure conflicts with non-participating aircraft are resolved prior to approving NVD operations.

4.15.8.1. Procedures. All operations must be conducted IAW applicable Federal Aviation Regulations/Orders, Department of Defense Instructions, and local procedures.

4.15.8.2. Weather Minimums and Lunar Illumination Requirements. Weather requirements for NVD air/land operations are IAW AFMAN 11-202V3, General Flight Rules i.e., application of USAF Class D VFR Cloud Clearance and Visibility Minimums. There are no lunar illumination requirements.

4.15.8.3. Issue the following ATIS broadcast when NVD operations are in effect: NVD OPERATIONS IN EFFECT FROM XXXXZ – XXXXZ.

4.15.8.4. Airfield Lighting. During NVD practice approaches, the following airfield lights shall be turned off unless otherwise requested by the aircrew: Runway lights, PAPIs, approach lights, and distance remaining markers. Airfield obstruction lights, taxiway lights, and rotating beacon will remain on. Lights will normally be turned off prior to entering the Class D airspace or at pilot’s request.

4.15.8.5. Aircraft Lighting. Aircraft lighting will be IAW FAR 91.209, AFMAN 11-202V3, and applicable supplements.

4.15.8.6. Traffic Pattern, Entry Points and Flow Restrictions. The NVD traffic pattern will be the normal closed traffic pattern. Pattern entry may be from normal instrument, visual, or VFR entry points. No more than 3 aircraft will be participating in NVD operations simultaneously. NVD operations will be terminated when the TDW is out of service.

4.15.8.7. Limitations on Control Tower Separation. During NVD operations, control tower instructions shall predominately be based on pilot position reports, displayed position on the TDW, and known traffic and airfield conditions. Aircrew may observe airborne/ground traffic and other airfield hazards not visible to controllers. It is incumbent on aircrew to see and avoid such hazards and to report such hazards to control tower immediately. Arriving aircraft will report off the runway (past the runway hold line).

Note: Tower controllers do not use NVDs to provide separation services. Due to lack of visibility of the controlled movement area, controllers will instruct aircraft that operations will be at their own risk.

4.15.8.8. Termination/Restart Procedures. Termination of NVD operations will be accomplished only after the participating NVD aircraft are advised that the airfield lights will be turned on. This will be accomplished prior to the non-participating aircraft entering the Class D airspace. Once the non-participating aircraft lands/departs/transition through Class D airspace, the NVD operations may continue. The control tower Watch Supervisor has the authority to terminate NVD operations in the interest of flight safety.

4.16. Laser Target Marker (LTM).

4.16.1. 1 SOW aircraft LTM operations, commonly referred to as sparkle operations, are authorized in Hurlburt's Class D airspace.

4.16.2. LTM may be used within the vicinity of Hurlburt Field class D airspace. At a minimum, 1 SOW aircrew will make advisory calls to tower prior to and upon ceasing of sparkle. If given a "cease sparkle operations" call from Hurlburt tower, all participating aircraft will end LTM operations until notified by Hurlburt tower that LTM operations can resume. Aircrew should apply safe practices to ensure traffic operating within the terminal environment of Hurlburt are not adversely affected.

4.16.3. The Watch Supervisor on duty has the authority to stop laser operations anytime they have an operational need to do so. The only time the tower is required to have aircraft cease laser operations is if requested by a non-participating aircraft.

4.17. Munitions Disposal Range Procedures. The Munitions Disposal Range is located on the west boundary of Hurlburt Field. Detonations on the range are limited to 100 pounds net explosive weight (NEW). A 100-pound detonation requires a minimum clearance radius of 2,500'. The approval authority for range detonation is the control tower. In the event of a conflict between planned detonations and low aircraft over flying the detonation area, aircraft operations take priority, and detonations will be delayed until the conflict is resolved. EOD personnel coordination procedures are:

4.17.1. Notify the control tower at least 1 hour before planned detonations.

4.17.2. Upon arrival at the range, establish 2-way radio contact with the control tower using the FM net. In addition, advise the control tower of the size and duration of demolition operations. Detonations with less than 10 pounds NEW uncased explosives will not pose a threat to aircraft at or above 750' AGL; however, the control tower will restrict overflight of the detonation site to 1,000' AGL unless advised by EOD that a higher altitude is necessary.

4.17.3. Obtain approval from the control tower before each detonation.

4.17.4. Advise the control tower when detonation is complete, and the area is safe for flight operations.

4.18. Small Arms Range Complex (SARC) Procedures.

4.18.1. Combat Arms personnel will notify the control tower prior to the SARC activation and immediately following deactivation.

4.18.2. When active, the SARC danger area encompasses a wedge-shaped area approximately 1½ NM wide, extending from the firing area to the boundary of R2915A/B up to 700' AGL (Figure A9.2). Aircraft may not fly through this area within the Class D when the SARC is open. Combat Arms personnel will call for an immediate cease-fire if an aircraft is observed entering the SARC area.

4.18.3. Safe aircraft operations have priority. When deemed necessary by the tower watch supervisor, ATC will contact the range and SARC operations will immediately cease. As soon as it is safe to do so, ATC will again contact the range and advise SARC operations may resume.

4.18.4. If tower suspects that the SARC range is hot, immediately implement SARC hot procedures and contact Security Forces for validation.

4.19. FARP Procedures (aircraft to aircraft refueling).

4.19.1. The unit scheduling a FARP activity will coordinate through the AFM/DAFM utilizing the SAAR Form at least 10 duty days before scheduled event.

4.19.2. MOC will notify control tower of the call sign, location, and approximate start/stop time of the FARP event at least 1 hour prior to the scheduled operation.

4.19.3. The control tower will suspend operations to the applicable taxiway upon notification that the tanker aircraft is enroute. FARP operations require a 1,000' aircraft emergency egress route.

4.19.4. In the event of an emergency, the control tower will coordinate with the on-scene commander to determine if the FARP should be terminated. Upon FARP completion, ATC will notify AM to conduct a sweep of the area prior to resuming normal operations.

4.20. Hot Gas Procedures. The term "Hot Gas" is used to describe a fuel truck fueling an aircraft or helicopter with engines running.

4.20.1. The unit scheduling a Hot Gas activity will ensure the request is mentioned in the Remarks Section of the Form 108 and contact MOC via landline to confirm.

4.20.2. 1 SOW/A33/A33 will notify the control tower of the call sign, location, and approximate start/stop time of the Hot Gas event at least 1 hour prior to the scheduled operation, or immediately upon A33's notification if less than 1 hour.

4.20.3. The control tower will suspend operations to the applicable taxiway upon notification that the fuel truck is en-route. Hot Gas operations require a 1,000’ aircraft emergency egress route.

4.20.4. In the event of an emergency, the control tower will coordinate with the on-scene commander to determine if the Hot Gas should be terminated. Upon Hot Gas completion, ATC will notify AM to conduct a sweep of the area prior to resuming normal operations.

4.21. 1 SOW/A33/A33.

4.21.1. The 1 SOW/A33/A33 does not operate out of Hurlburt Tower.

4.21.2. The permanent duty location of the 1 SOW/A33/A33 is the Wing Operations Center.

Chapter 5

EMERGENCY PROCEDURES

5.1. Emergency Response Procedures.

5.1.1. The control tower will direct all aircraft on the ground to hold position or to taxi clear of access routes for emergency response vehicles. The control tower will not utilize the runway once any emergency aircraft is within 10 NM of landing.

5.1.1.1. All emergency responding vehicles are required to obtain clearance from the control tower prior to entering CMAs. The fire chief will request clearance for all vehicles under his/her responsibility.

5.1.1.2. If the pilot declares an aircraft safe, the control tower shall inform the Incident Commander (IC). Only the IC may terminate emergencies.

5.1.2. IC responsibilities for On/Off Base Aircraft Accidents are listed in the Installation Emergency Management Plan (IEMP) 10-2.

5.1.3. Off-Base Emergency Procedures are listed in the IEMP 10-2.

5.2. Operation of the Primary and Secondary Crash Net.

5.2.1. Primary Crash Alarm System (PCAS). The PCAS provides reporting of airfield or aircraft emergencies.

Note: All exercise transmissions will be preceded and followed with the phrase “EXERCISE, EXERCISE, EXERCISE”.

5.2.1.1. CP, 1 SOW/A33/A33, AMOPS, Hurlburt Clinic, FD and/or any other agency that has knowledge of an IFE or a ground emergency will notify control tower if they receive information on any emergency affecting Hurlburt Field airfield operations.

5.2.1.2. Agencies connected to the 2-way PCAS are limited to the control tower, FD, and AMOPS.

5.2.1.3. The control tower will activate the PCAS under the following conditions:

5.2.1.3.1. Daily for line and recorder checks or as required for recorder or maintenance checks. Checks are normally accomplished between 0700L – 0800L daily.

5.2.1.3.2. For an in-flight or ground emergency declared by:

5.2.1.3.2.1. Pilot

5.2.1.3.2.2. Control tower personnel

5.2.1.3.2.3. FD

5.2.1.3.2.4. Personnel responsible for aircraft operations

5.2.1.3.3. Unauthorized aircraft landings. See control tower emergency actions checklist for detailed response procedures.

5.2.1.3.4. Exercise inputs affecting airfield operations.

5.2.2. Secondary Crash Net (SCN). The SCN provides notification of airfield or aircraft emergencies to essential agencies not included on the PCAS. Agencies included on the SCN are Installation Commander, CP, Weather, Hospital, FD, Security Forces, EOD, MOC, Flight Safety and Readiness.

Note: All exercise transmissions will be preceded and followed with the phrase "EXERCISE, EXERCISE, EXERCISE".

5.2.2.1. AMOPS will activate the SCN immediately following the PCAS and relay information received over the PCAS.

5.2.2.2. AMOPS will conduct a SCN check daily NLT 0930L.

5.2.2.3. AMOPS will conduct an alternate SCN check (conference call) every first Monday of the month.

5.2.2.4. The SCN will be activated, as required, for local and MAJCOM exercise inputs affecting airfield operations.

5.2.3. Updates and Additional Information. Pertinent information received after the initial activation of the PCAS/SCN is to be disseminated as follows.

5.2.3.1. The control tower will pass additional information to AMOPS and Fire/Crash via PCAS or the Fire/Crash TAC-1 Group Radio and FM Ramp Net.

5.2.3.2. AMOPS will relay any additional information received over the SCN.

5.2.3.3. The FD will notify the control tower and AMOPS of emergency/exercise termination. AMOPS in turn will activate the SCN with termination time.

5.2.3.4. Fire Crash TAC-1 Talk Group Radio. The control tower monitors the Fire/Crash Talk Group Radio during an emergency and assists the IC as required.

Note: The control tower will broadcast the following on the ground control frequencies and the FM Ramp Net: "THIS IS HURLBURT GROUND WITH AN EMERGENCY IN PROGRESS, GIVE WAY TO ALL RESPONDING EMERGENCY VEHICLES."

5.3. Electronic Locator Transmitter (ELT) Response Procedures. ELT's may be tested in the first 5 minutes of each hour with no more than 3 audible sweeps IAW FAA Joint Order 7110.65. Upon receiving an ELT outside the above time, the control tower will notify ERCF, AMOPS, CP, and 1 SOW/A33/A33. CP, 1 SOW/A33/A33 and AMOPS will notify the appropriate agencies to determine the source. If the ELT is related to an emergency, the control tower will activate the PCAS and pass the appropriate information.

5.4. Wind Limitations on the Control Tower. The 1 SOW/DCO has set the maximum wind velocity to guide control tower evacuation plans at 50 knots, steady or peak gusts.

5.5. Evacuation of Control Tower, RAWS and AMOPS Facilities.

5.5.1. Control Tower Evacuation Procedures/Continuity of Air Traffic Services. The 1 SOW/DCO has determined there is no need for an alternate control tower.

5.5.1.1. The control tower will accomplish the following prior to, or as soon as possible, after an emergency evacuation, time permitting:

5.5.1.1.1. Activate the PCAS and state that the control tower is being evacuated, the reason, and any other pertinent information.

5.5.1.1.2. Inform ERCF, AMOPS, 1 SOW/A33/A33 and CP of the situation and provide a complete facility briefing to include traffic, NOTAMS, airfield advisories, and NAVAID status as appropriate.

5.5.1.1.3. Transmit on all frequencies: "HURLBURT FIELD RUNWAY OPS ARE SUSPENDED. HURLBURT CONTROL TOWER HAS BEEN EVACUATED. ALL AIRBORNE AIRCRAFT CONTACT EGLIN APPROACH CONTROL ON 360.6 OR 132.1. TAXIING AIRCRAFT REMAIN OFF THE RUNWAY AND TAXI TO PARKING AT YOUR OWN DISCRETION. CONTACT HURLBURT COMAND POST 351.25 or 143.0 FOR FURTHER INSTRUCTIONS."

5.5.1.1.4. Transmit on RAMP NET: “HURLBURT CONTROL TOWER HAS BEEN EVACUATED. REMAIN OFF ALL CONTROLLED MOVEMENT AREAS, CONTACT AIRFIELD MANAGEMENT.”

5.5.1.1.5. Turn off all airfield lighting except for taxiway lights or contact airfield lighting.

5.5.1.1.6. Transmit the following on the ATIS; “HURLBURT CONTROL TOWER HAS BEEN EVACUATED UNTIL FURTHER NOTICE. NO DEPARTURES OR ARRIVALS AUTHORIZED. AIRBORNE AIRCRAFT CONTACT APPROACH CONTROL 360.6 or 132.1 FOR INSTRUCTIONS AND CURRENT WEATHER.”

5.5.1.1.7. Control tower personnel shall relocate to building 90730 (AMOPS) or to building 90747 (SOSS Squadron Building) as determined by the Watch Supervisor/Senior Controller until cleared to reenter the building by appropriate authorities. In the event communication with control tower personnel is necessary, contact the control tower via ramp net.

5.5.1.2. RAWS will;

5.5.1.2.1. Notify emergency services as appropriate.

5.5.1.1.7. Forward all phones to the standby phone number if safe to do so.

5.5.1.2.2. RAWS personnel shall relocate to building 90730 (AMOPS) or to building 90747 (SOSS Squadron Building) as determined by the NCOIC/ranking available military member until cleared to reenter the building by appropriate authorities.

5.5.1.2.3. Notify AOFCC of evacuation details and new location.

5.5.1.3. AMOPS will:

5.5.1.3.1. Relay the appropriate information on the SCN.

5.5.1.3.2. If necessary, notify airfield lighting personnel to respond to the lighting vault to operate airfield lighting. Settings are changed only at the direction of control tower personnel.

5.5.1.3.3. Take appropriate NOTAM action and advise ERCF, CP, 1 SOW/A33/A33 and applicable agencies when NOTAM is sent.

5.5.1.3.4. Notify ERCF, 1 SOW/A33/A33 and CP with advisories and updates on airfield status.

5.5.1.3.5. If it is determined tower activities will not be resumed within 4 hours, a NOTAM will be issued closing the airfield.

5.5.2. Resumption of ATC Service. When ready to resume control tower operations, the control tower will:

5.5.2.1. Perform appropriate opening checklists.

5.5.2.2. Contact AMOPS to receive a briefing on airfield status/advisories, NOTAMs, etc.

5.5.2.3. Contact CP, 1 SOW/A33/A33 for a briefing on current airfield ground operations.

5.5.2.4. Contact ERCF for a complete traffic briefing and transfer of control of airspace/traffic.

5.5.2.5. Announce over the local, ground, and ramp net frequencies, "HURLBURT CONTROL TOWER IS NOW OPEN."

5.5.2.6. Notify AMOPS when open (AMOPS will activate SCN and advise that the control tower is open).

5.5.3. Evacuation of AMOPS facilities. AMOPS will accomplish the following prior to, or as soon as possible after, an emergency evacuation, time permitting:

5.5.3.1. Inform all occupants of building 90730 to evacuate.

5.5.3.2. At a minimum, notify the control tower, ERCF, CP and FD of evacuation/arrival at alternate facility.

5.5.3.3. Secure all classified materials.

5.5.3.4. Obtain the evacuation kit, all vehicle keys/portable radios, active flight plans, printed out copies of active daily events log and air traffic log.

5.5.3.5. AMOPS shall relocate to the Radar, Airfield and Weather Systems (RAWS) building 91307 to begin alternate facility operations.

5.5.3.6. Upon arrival at alternate facility AMOPS personnel will:

5.5.3.6.1. Activate alternate SCN (conference call) to advise status and contact information.

5.5.3.6.2. Issue/coordinate NOTAMS, as required.

5.5.3.6.3. If internet connectivity is not available, IAW LOP contact applicable base or Atlanta National Airspace Data Interchange Network (NADIN) to guard Aeronautical Information System Replacement (AISR) message traffic.

5.5.3.7. When the all-clear is given and operations can resume in the primary facility, 1 airman from AMOPS will return to building 90730 and initiate the following:

5.5.3.7.1. Conduct a facility inspection for operability and any systems/containers containing classified. Immediately report any discrepancies pertaining to classified materials to the Security Manager.

5.5.3.7.2. Activate SCN and advise AMOPS has resumed operations in primary facility.

5.5.3.7.3. Issue/coordinate NOTAMS, as required.

5.5.3.7.4. Contact applicable base (IAW LOP) or Atlanta NADIN to cancel AISR message traffic guard if applicable.

5.5.3.8. Once the primary facility is operational the remaining AMOPS personnel will close out the alternate facility and return to AMOPS with items listed in **paragraph 5.5.3.4**.

5.6. Arriving AIR EVAC Notification and Response Procedures. Aero-medical Aircraft. Aircraft identified as military or civil air evacuation (AIR EVAC, MEDEVAC, HOSP), provide transport for medical patients. AMOPS shall notify the FD, Hurlburt Clinic, 1 SOW/A33/A33 and CP when notified of inbound medical aircraft. The control tower will notify AMOPS when the AIR EVAC, MEDEVAC, or HOSP aircraft is within 10 NM of landing.

5.7. Hot Brake Areas and Procedures.

5.7.1. Hot Brake Areas. Taxiways Alpha, Bravo, Charlie, Delta, and Foxtrot are designated hot brake areas.

5.7.2. Anytime a pilot states "HOT BRAKES," a ground emergency will be declared, and the pilot will state intentions.

5.8. Fuel Dumping. There is no fuel dumping site within the Class D airspace. All fuel dumping must be pre-coordinated with the ERCF and will be accomplished over water or unpopulated areas.

5.9. Hung Ordnance Procedures.

5.9.1. Hung Ordnance/Hot Gun De-Arm Procedures. Aircraft landing with hung ordnance will land on the runway and taxi to the appropriate de-arm area. If an emergency is declared, the control tower will activate the PCAS. The primary hung ordnance/hot gun area for both helicopters and fixed wing aircraft is located on Taxiway Alpha. Weapons must be pointed between 345° and 360º (**Figure A2.1**/A2.2). The alternate hung ordnance/hot gun area for both helicopters and fixed wing aircraft is located on the Hot Cargo Ramp. Arriving aircraft will request either runway for landing.

5.9.2. Hung Flare Procedures. A hung flare is defined as an attempted launch of a flare resulting in the flare protruding from the dispenser. Crews will notify control tower upon discovery of a hung flare. If an emergency is declared, the control tower will activate the PCAS.

5.10. Bailout/External Stores Jettison/Salvo Areas and Procedures.

5.10.1. Abandonment of Aircraft (Bailout/External Stores Jettison/Salvo Areas). Runway 36 bailout/jettison/ejection area is located on runway heading 2 to 4 miles north of the airport. Runway 18 bailout/jettison/ejection area is located south of the coastline in the Gulf of Mexico. The control tower will activate the PCAS and plot/provide last known coordinates of abandoned aircraft and pass location information to first responders. See **Figure A10.1** for depiction of jettison areas.

5.10.2. Fuel Tank Jettison. There is no designated Fuel Tank Jettison area within the Class D airspace. Whenever possible, ERCF may provide navigation assistance at the pilot’s request

to the area for fuel tanks to be jettisoned. Release of external fuel tanks shall be made over water or uninhabited land areas. Prior to release, the aircraft commander must ensure the ground or water is clear of personnel, vessels, or equipment and notify the controlling agencies of desired release location.

5.10.3. MC-130 Refueling Hose Jettison Procedures. MC-130 aircraft with a hung refueling hose shall coordinate with the ERCF and jettison over the following ranges: SONTAY DZ (R2915A - CEW 218/12), PINO DZ (R2914A - CEW 120/ 17), any range not active or any Eglin water range. If a hose fails to cut, avoid populated areas and advise ERCF if a road should be closed for the approach; make an approach to 1 of the following (in no particular order):

5.10.3.1. Eglin. Runway 01, Runway 12, or Runway 30.

5.10.3.2. Duke Field. Runway 18 or 36.

5.10.3.3. Hurlburt Field. Runway 18 only.

5.11. V-22 Gear Up Pad. V-22 gear-up landing site is located on Taxiway Hotel on the northern portion of Hotel Point 1.

5.12. Dangerous/Hazardous Cargo Procedures.

5.12.1. AMOPS will:

5.12.1.1. Notify TA and control tower of inbound and parking location.

5.12.1.2. Request a 40-mile call from the control tower.

5.12.2. The control tower will:

5.12.2.1. Request 40-mile call from ERCF and pass call to AMOPS and TA when received.

5.12.2.2. Request net explosive weight from aircrew upon initial communication.

5.12.2.3. Coordinate for parking location through AMOPS.

5.12.2.4. In case of emergency arrival, provide instruction to land Runway 36 if possible.

5.13. No Radio (NORDO) Procedures.

5.13.1. NORDO procedures for rotary wing aircraft. Rotary wing aircraft with radio failure will hover/circle abeam Taxiway Charlie and check the control tower for light gun signals. After receipt of landing clearance via light signals, land on the runway abeam Taxiway Charlie, taxi onto the taxiway, and hold clear of the runway until TA or maintenance vehicle arrives to lead the aircraft into parking.

5.13.2. NORDO procedures for fixed wing aircraft. Locally assigned VFR aircraft will proceed to Cutoff or Eiffel depending on their location, complete 2 turns in holding over Eiffel/Cutoff at 1,700’ to determine the runway of intended landing and then proceed to a direct straight-in to the runway in use for a full stop landing. Standard IFR pilot procedures are specified in 14 CFR Part 91 and the (AIM) Airmen’s Information Manual.

5.14. Emergency Landing Procedure (ELP). Hurlburt ELPs are depicted in **Figure A6.1** and practice ELPs are addressed in **paragraph 3.9.5**.

5.15. Unlawful Seizure of Aircraft.

5.15.1. In the event of a base aircraft hijack attempt, the control tower will immediately activate the PCAS and issue current position information.

5.15.2. AMOPS will activate the SCN and pass the information to all SCN agencies.

5.15.3. Following initial notification, the control tower will pass further updates to the designated IC.

5.15.4. The complete base response effort to hijack situations can be found in Hurlburt Field Integrated Defense Plan.

5.16. Supervisor of Flying (SOF) Operating in the Tower. The 1 SOW/DCO at Hurlburt Field does not require a SOF to perform duties in the control tower.

Chapter 6

MISCELLANEOUS INFORMATION AND PROCEDURES

6.1. Adjacent Airports.

6.1.1. Eglin AFB. Located on Hurlburt TACAN 074 radial at 9.5 DME.

6.1.2. Destin Airport. Located on Hurlburt TACAN 101 radial at 11.5 DME.

6.1.3. Duke Field. Located on Hurlburt TACAN 037 radial at 16.5 DME.

6.1.4. Crestview (Bob Sikes Airport). Located on Hurlburt TACAN 020 radial at 22.5 DME.

6.1.5. Ft. Walton Beach Field (BOOMER AVIATION). Located on Hurlburt TACAN 260 radial at 7.3 DME.

6.1.6. Choctaw Field. Located on Hurlburt TACAN 290 radial at 15 NM.

6.2. Airfield Operations Board (AOB).

6.2.1. The AOB provides a forum for discussing, updating, and tracking various activities associated with support of the flying mission. Meetings are held quarterly.

6.2.2. IAW AFMAN 13-204, the AOB is normally chaired by the 1 SOW/CD but at Hurlburt Field it has been delegated to the 1 SOW/DCO or first senior operations officer in the chain of command and it cannot be delegated lower. The following personnel (or designated representatives) are identified as permanent/required members:

6.2.2.1. 1 SOW/DCS.

6.2.2.2. Representation from each flying organization (4 SOS, 5 SOS, 8 SOS, 15 SOS, 19 SOS, 34 SOS, 65 SOS, 319 SOS, 413 SOS).

6.2.2.3. 1 SOW/A3V.

6.2.2.4. 1 SOW/SEF.

6.2.2.5. 1 SOSS/CC.

6.2.2.6. AOF Staff (ATC, AM, TERPS, Airspace, RAWS).

6.2.2.7. 1 SOCS.

6.2.2.8. Civil Engineering Squadron (1 SOCES).

6.2.2.9. 96 OSS (recommended).

6.2.2.10. FAA Air Traffic Representative (recommended).

6.2.2.11. 1 SOSS/OSW.

6.2.2.12. 1 SOW/CP.

6.2.2.13. 1 SOW/A33.

6.2.2.14. 492 SOW (flying squadron)

6.2.2.15. 14 WPS

6.2.2.16. 18 SOTES

6.2.3. 1 SOSS/OSA is responsible for sending out the AOB invitation, agenda, and publishing the meeting minutes.

6.2.4. Annual Review Items:

6.2.4.1. January – AFFSA SII Checklists

6.2.4.2. February – LOP Index Review

6.2.4.3. March – TERPS Review

6.2.4.4. April – AM OI Review

6.2.4.5. May – Airspace LOAs

6.2.4.6. June – AM/ATC Training Programs/TOIs

6.2.4.7. July – ATC OI Review

6.2.4.8. August – Annual Airfield Certification/Safety Inspection

6.2.4.9. September – HFI 13-204 Review

6.2.4.10. October – Operations Letters

6.2.4.11. November – Base Comp Parking Plan Review

6.2.4.12. December – Annual Airfield Waiver Review/AICUZ

6.3. Noise Abatement Procedure/Quiet Hours.

6.3.1. 1 SOW noise abatement procedures are addressed in the HFI 11-201, Fixed-Wing and Vertical-Lift Aircraft Operations.

6.3.2. Quiet Hours: The OPR for processing and making recommendations on all quiet hour requests is AM. The approval authority is the 1 SOW/DCO or designated representative. If disapproved, AMOPS will notify the requesting agency. If approved, AMOPS will notify the requestor and coordinate with appropriate agencies.

6.3.3. All quiet hour requests should be submitted to AMOPS using the SAAR form at least 10 duty days before the scheduled event. Unless otherwise approved by the 1 SOW/DCO, quiet hour restrictions will be based on location as depicted on the SAAR form.

6.3.4. ERCF owns all airspace surrounding Hurlburt's Class D airspace and may take control of the Hurlburt Class D airspace on short notice. Current operations should determine if intended quiet hours may require scheduling airspace for quiet hours.

6.3.5. After receiving notification of approved quiet hours, AMOPS will relay the appropriate NOTAM.

6.4. Distinguished Visitor (DV) Notification Procedures. AMOPS shall notify CP and 1 SOW/A33/A33 of DV aircraft inbound upon receipt of a departure message, and upon receipt of any additional information or updates. The control tower will provide AMOPS with a 40-mile inbound call and AMOPS will in turn pass the information to CP. If no inbound information is received regarding DV aircraft by 45 minutes prior to ETA, actions will be taken by AMOPS to locate the aircraft.

6.5. Taking of Photographs.

6.5.1. General flightline unit commanders and controlled/restricted area unit commanders will refer requests for photography on the flight line to 1 SOW Public Affairs.

6.5.2. Flightline photography authorization is restricted to personnel assigned to or under the escort of 1 SOW/PA or AFSOC/PA. Any other person or agency wishing to take photographs on the flightline must have a flightline photography authorization letter. Exception: Airfield Operations and Quality Assurance personnel are authorized to take photographs on the airfield. In accordance with AFI 31-101_AFSOCSUP, paragraph 7.7.13., the official photography or filming and audio recordings for official Air Force purposes are permissible. Unofficial photography is restricted. 1 SOW/PA must review all imagery prior to public release.

6.6. Civilian Aircraft Operations.

6.6.1. Hurlburt Field is neither a joint-use nor shared-use airport. Any civil operations or use of military RAWS must be IAW AFI 10-1001, Civil Aircraft Landing Permits, and AFI 10-1002, Agreements for Civil Use of Air Force Airfields.

6.6.2. Civil aircraft, other than emergencies, will not be allowed to land unless an approved civil aircraft landing permit number/aircraft landing authorization number is on file and verified at AMOPS IAW AFI 10-1001 and AFI 10-1002.

6.7. Weather Dissemination and Coordination. Hazardous/Severe Weather Notification.

6.7.1. IAW HFI 15-101, Weather Support, 1 SOSS/OSW is responsible for initial notification of weather advisories and warnings.

6.7.2. CP is responsible for disseminating weather warnings and advisories IAW applicable Hurlburt Operational Plans.

6.7.3. Upon receipt, the control tower will disseminate weather advisories and warnings to affected aircraft as appropriate.

6.8. Lightning Response.

6.8.1. 1 SOSS/OSW will issue a “Lightning Warning” when lightning is occurring within 5 NM. All outside work will cease immediately. Personnel will be sheltered inside a building or vehicle. Cease all work on the flightline, including munitions loading and aircraft marshalling, and then leave the flightline. Until the warning is cancelled, do not resume work without approval from the Battle Staff director, the 1 SOW/DCO, the 1 SOW/DCS, or equivalent. These procedures also apply if lightning is observed within the immediate vicinity without an official lightning warning from weather.

6.8.2. Unless an immediate takeoff is deemed a safer course of action by the aircraft commander, aircraft ready for taxi or taxiing will hold their position or return to parking during a lightning warning. Aircraft commanders, after making use of available resources (PMSV, pilot reports, etc.), are responsible for determining the appropriate course of action. Individuals required to remain on the flightline should protect themselves by staying inside a vehicle or aircraft to the maximum extent possible.

6.9. Weather Balloon Operations. Requests for weather balloon operations will be initiated at minimum 72 hours before beginning the operation. Requests are made with Hurlburt control tower,

who will coordinate approval of operations with ERCF. All operations will comply with FAAO JO 7110.65 and CFR Part §101.37.

6.9.1. AMOPS will:

6.9.1.1. Issue NOTAM, at minimum 48 hours in advance, with the following information: Time of balloon launch, location (i.e. coordinates, NAVAID Radial/DME), projected altitude (estimated).

6.9.2. Tower will:

6.9.2.1. Input weather balloon information on the ATIS 20-minutes prior to launch. Verbiage for ATIS: "WEATHER BALLOON OPERATIONS IN EFFECT."

6.9.2.2. Provide ERCF, or JAX ARTCC when ERCF is closed, with 20-minute prior to launch notification.

6.9.2.3. Provide ERCF, or JAX ARTCC when ERCF is closed, with a 5-minute prior to launch notification.

6.9.2.4. Approve or Deny launch of weather balloon at the 5-minute prior to launch notification.

6.9.3. Weather will:

6.9.3.1. Advise Airfield Management of proposed weather balloon launch information and provide all data for issuance of NOTAM.

6.9.3.2. Advise tower with a 20-minute prior to launch notification.

6.9.3.3. Advise tower with a 5-minute prior to launch notification and request approval to launch.

6.10. Small Unmanned Aircraft Systems (UAS). Hurlburt Field is a "no drone zone." Unmanned Aircraft System flight is prohibited except as specifically authorized by the Installation Commander. Unauthorized UAS may be disabled, damaged, destroyed, seized, or confiscated. Unauthorized UAS operations may be subject to criminal prosecution, fines, and loss of operator privileges IAW 49 U.S.C. 40103(B)(3) & 46307, 14 CFR Parts 101 and 107 and 10 U.S.C. 130 – where applicable. The point of contact for all sUAS operations is the Hurlburt Field Airspace Manager.

6.11. Airfield Construction. Evaluation of Pending Construction. All construction on the airfield and projects raising structure heights on base property must be evaluated and processed IAW UFC 3-260-01 and Federal Air Regulation (FAR) Part 77. This includes all construction cranes and related equipment (except barge loading operations as noted below). The project sponsor is responsible for ensuring contractors or other agencies assigned to complete the project comply with these requirements prior to the start of construction.

6.12. Temporary Construction Waivers to Airfield/Airspace Criteria. The airfield construction area includes all construction within the fenced area around the airfield and includes the approach ends of the runway to the coastline and within 1,500' east or west of the extended runway centerline. All construction in these areas may require a waiver coordinated through CE, Airfield Operations Flight, and signed by 1 SOW/CC prior to starting construction IAW UFC 3-260-01 and AFMAN 13-204V2. The approved waiver will be forwarded to the AFM prior to

starting construction. Failure to comply with this requirement will result in a work stoppage until a waiver is obtained.

6.12.1. Any agency wishing to conduct operations on the airfield or place fixed/mobile obstacles must coordinate with AMOPS. Temporary waivers are required for any construction activities that violate airfield criteria or affect airfield operations. Temporary construction waiver requests must include a construction phase plan and an airfield safety plan. Temporary construction waivers must be approved by 1 SOW/CC prior to the start of construction activities. Be advised that FAA coordination is required anytime a crane is used.

6.12.2. Vertical obstacles, i.e., cell phone towers and buildings, may pose a danger to aircraft arriving or departing from Hurlburt. Especially of concern are obstacles that may affect instrument approaches and departures. It is imperative that base agencies work together in keeping the airspace safe. POC for determining an obstruction's effect on instrument approaches and departures is 1 SOSS/OSA TERPS.

6.12.3. Barge Off-Load/Load Operations: Cranes used to off/on load material at the barge load site located on the coastline near the extended runway centerline must remain at or below 80' MSL. Operations at this site have been evaluated for an 80-foot crane and do not require a waiver or other notification.

6.13. Airfield Waivers. Any violations to UFC 3-260-01 (Airfield and Heliport Planning and Design) are considered airfield obstructions (deviations) which can be categorized as exempt, permissible, temporary, or permanent airfield waivers. The airfield waiver program is the responsibility of the 1 SOCES Community Planner and includes an annual airfield obstruction survey with participation from TERPS, Security Forces, Communications, CE, Safety and Airfield Operations.

6.14. RAWS Supply Procedures. All parts will be ordered through the Logistics Readiness Squadron Liaison following guidelines outlined in DAFMAN13-204v4 **Chapter 12** and local procedures

PATRICK T. DIERIG, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-1001, *Civil Aircraft Landing Permits,* 22 August 2018

AFI 10-1002, *Joint Use Agreements for Military and Civilian Flying Facilities,* 7 August 2018

AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System*, 12 February 2018

AFI 32-1001, *Civil Engineer Operations*, 4 October 2019

AFMAN 11-202, Volume 3, *General Flight Rules,* 9 January 2022

AFMAN 13-204, Volume 1, *Management of Airfield Operations,* AFGM 14 April 2024

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 19 December 2023

DAFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program*, 12 April 2023

FAA Joint Order 7110.65, *Air Traffic Control*, 5 September 2024

FAA Joint Order 7200.23D, *Processing of Unmanned Aircraft Systems Requests,* 6 April 2023

FAR Part 77, *Safe, Efficient Use, and Preservation of the Navigable Airspace,* 22 January 2025

14 CFR SEC 91.209, *Aircraft Lights,* 22 January 2025

14 CFR 105, *Parachute Operations,* 22 January 2025

HURLBURTFIELDI 11-201, *Fixed-Wing and Vertical-Lift Aircraft Operations*, 27 January 2021

HURLBURTFIELD Supplement DAFI 13-213, *Airfield Driving Program, 28* August 2023

HURLBURTFIELD IDP, *Hurlburt Field Integrated Defense Plan,* June 2024

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DD Form 365-4, *Weight and Balance Clearance Form F – Transport/Tactical*

DD Form 1801, *International Flight Plan, DOD*

Abbreviations and Acronyms

AM—Airfield Management

AFM—Airfield Manager

AFMAN—Air Force Manual

AGL—Above Ground Level

AGE—Aerospace Ground Equipment

AISR—Aeronautical Information System Replacement

ALSF—Approach Lighting System with Sequenced Flashing Lights

AMOPS—Airfield Management Operations

AOB—Airfield Operations Board

ATC—Air Traffic Control

ATIS—Automated Terminal Information Service

BASH—Bird Aircraft Strike Hazard

CMA—Controlled Movement Area

CP—Command Post

DV—Distinguished Visitor

DZ—Drop Zone

ELT—Emergency Location Transmitter

EOD—Explosive Ordnance Disposal

ERCF—Eglin RADAR Control Facility

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

FAA—Federal Aviation Administration

FAR—Federal Aviation Regulation

FARP—Forward Area Refueling Point

FCF—Functional Check Flight

FD—Fire Department

FLIP—Flight Information Publication

FOD—Foreign Object Debris

HC/D—Hazard Class/Division

HIRL—High Intensity Runway Lights

BHLZ—Baker Helicopter Landing Zone

IC—Incident Commander

IEMP—Installation Emergency Management Plan

IFE—In-flight Emergency

ILS—Instrument Landing System

LOP—Letter of Procedures

MOC—Maintenance Operations Control

MSL—Mean Sea Level

NADIN—National Airspace Data Interchange Network

NAVAIDS—Navigational Aids

NEW—Net Explosive Weight

NEWQD—Net Explosive Weight Quantity Distance

NM—Nautical Mile

NOTAM—Notice to Airmen

NVD—Night Vision Device

PAPI—Precision Approach Path Indicator

PCAS—Primary Crash Alarm System

PMI—Preventative Maintenance Inspection

PMSV—Pilot to Metro

POFZ—Precision Obstacle Free Zone

PPR—Prior Permission Required

PTD—Pilot to Dispatcher

RAWS—Radar Airfield Weather Systems

RPA—Remotely Piloted Aircraft

RSC—Runway Surface Condition

SAAR—Special Airspace (Terminal Area), Airfield Advisories and Restrictions

SCN—Secondary Crash Net

SFL—Sequenced Flashing Lights

TA—Transient Alert

TACAN—Tactical Air Navigation System

TERPS—Terminal Instrument Procedures Specialist

UAS—Unmanned Aircraft System

USDA—United States Department of Agriculture

ZJX—Jacksonville Center

Terms

Aircraft Movement Area—All pavement areas where aircraft park, taxi, land, and/or take off.

Airfield—All areas, to include facilities, pavements, and grounds, prepared to support aircraft operations.

Controlled Movement Area—Any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access. Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. Specifically, the runway, both overruns, and 150 feet outwards from the edge of the runway and overruns. Access to the CMA is limited to mission essential operations only. All vehicles or personnel must establish and maintain 2-way radio contact with the Control Tower before entering any portion of the CMA.

ILS Critical Area—Area at the south end of the runway that must be protected when an aircraft is on final approach on instruments, to ensure the integrity of the signal.

Mobile Obstacle—Vehicles, AGE, etc.

Restricted Areas—Areas on the airfield bounded by fencing with signs posted warning of restricted access and defined entry/exit locations. These areas require an AF Form 1199d, USAF Restricted Area Badge, prescribed by AFI 31-101, The Air Force Installation Security Program, or an escort before entry is authorized. 1 SOSFS controls access entry to these areas. All vehicle operators are required by 1 SOSFS to carry and produce, when requested, proper identification within restricted areas at all times.

Runway—Airfield surface used for the arrival and departure of aircraft. Runway is designated 18 and 36 at Hurlburt Field. Designation is based on Compass heading to nearest 10 degree.

Taxiways—Airfield surface used to taxi or move aircraft between parking locations and the runway.

Attachment 2

AIRFIELD DIAGRAM

Figure A2.1. Airfield Diagram Full View.

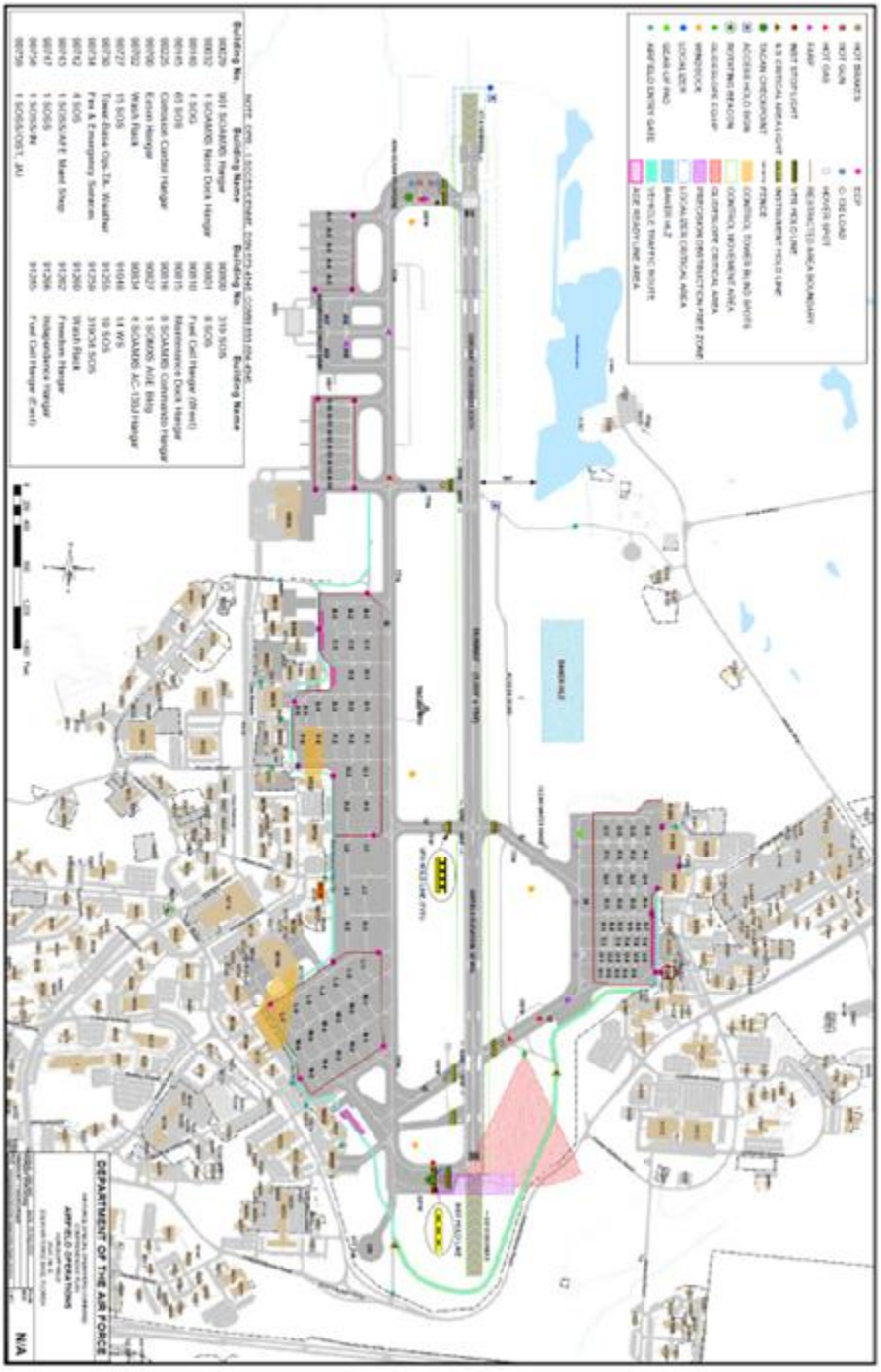


Figure A2.2. Airfield Diagram North View.

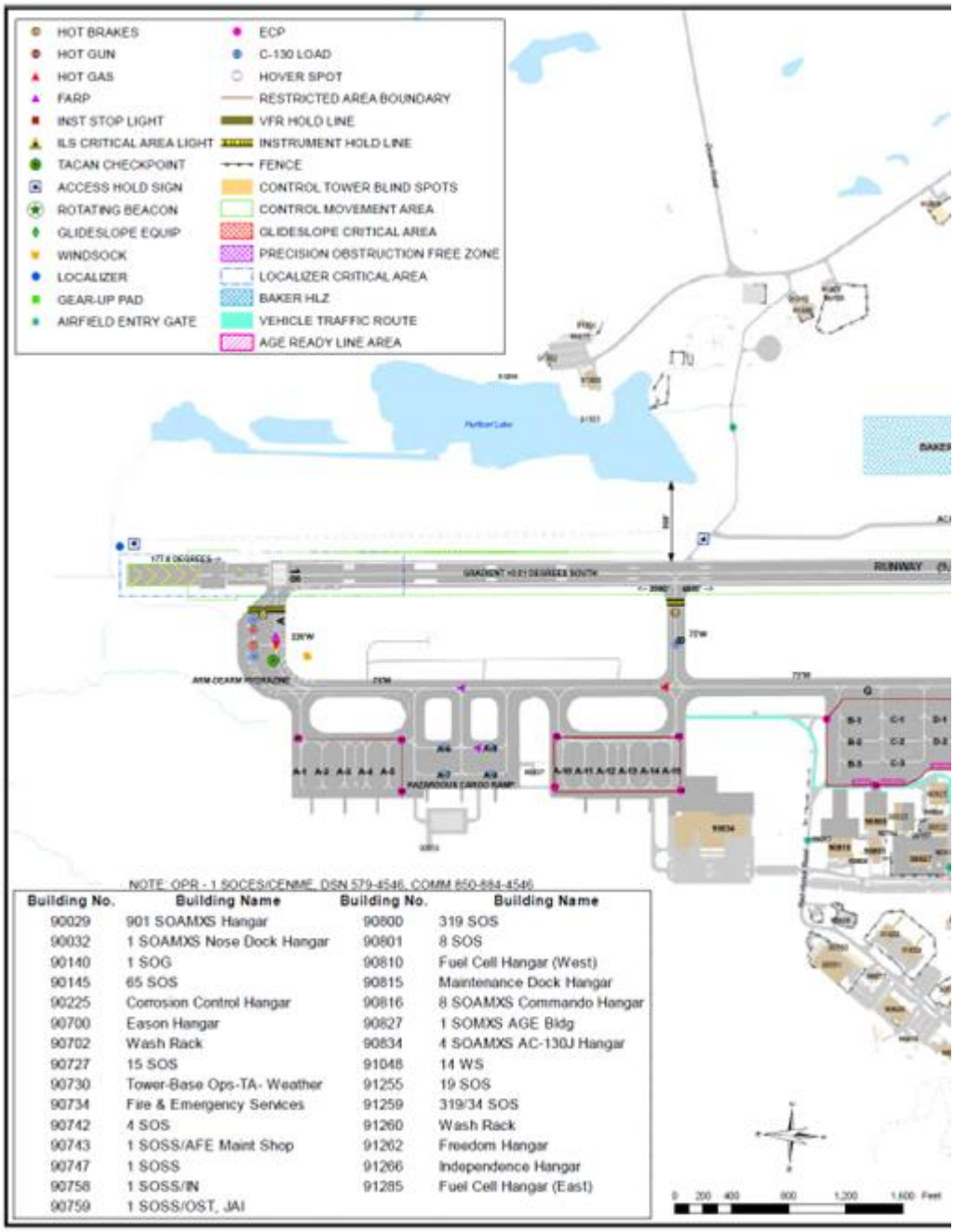
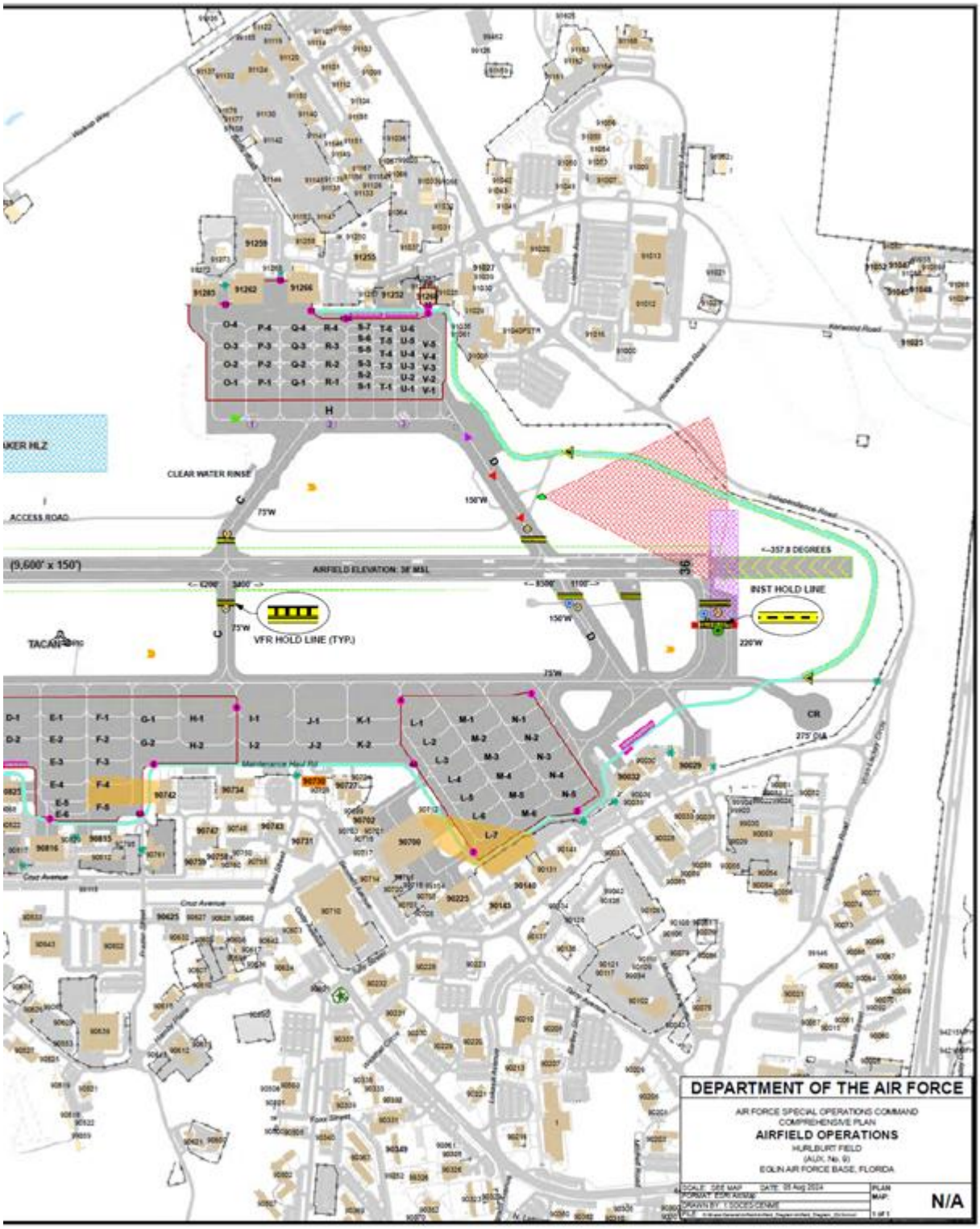


Figure A2.3. Airfield Diagram South View.



Attachment 3

FARP/HOT GAS OPERATIONS

Figure A3.1. Primary FARP/Hot Gas Operations on Taxiway Delta East.

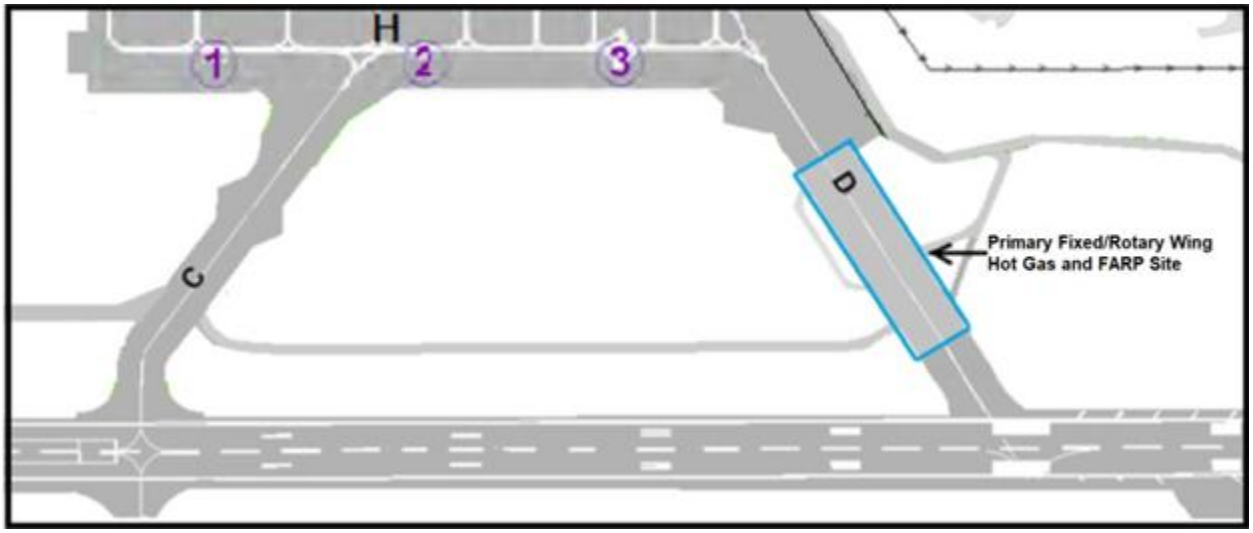
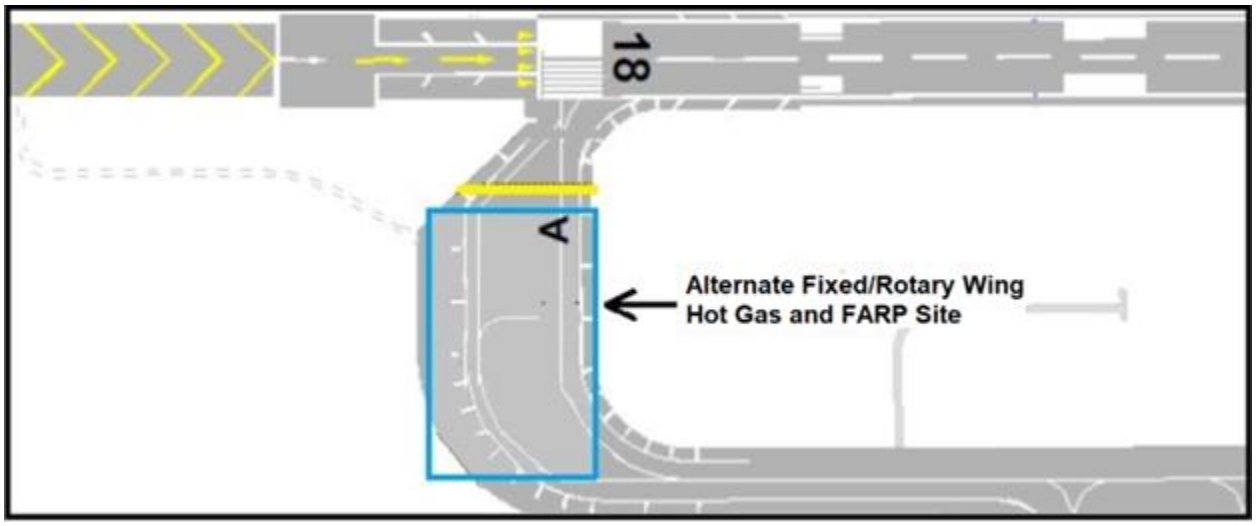


Figure A3.2. Alternate FARP/Hot Gas Operations on Taxiway Alpha.



Attachment 4

VFR HOLDING POINTS

Figure A4.1. VFR Holding Points.

Note 1: Lat/Long, Radial/DME information is approximate and should be used for general reference only.
Note 2: Eiffel Lat/Long: N 30° 23' 31.48" W 086° 45' 54.62"
Note 3: Eiffel Radial/DME from HRT TACAN: 250°/ 4.4 DME
Note 4: Mary Esther Cutoff Lat/Long: N 30° 24' 35.89" W 086° 39' 22.90"
Note 5: Mary Esther Cutoff Radial/DME from HRT TACAN: 115°/ 1.75 DME

Attachment 5

ATC TRAFFIC PATTERNS

Figure A5.1. Rectangular Tower Pattern.

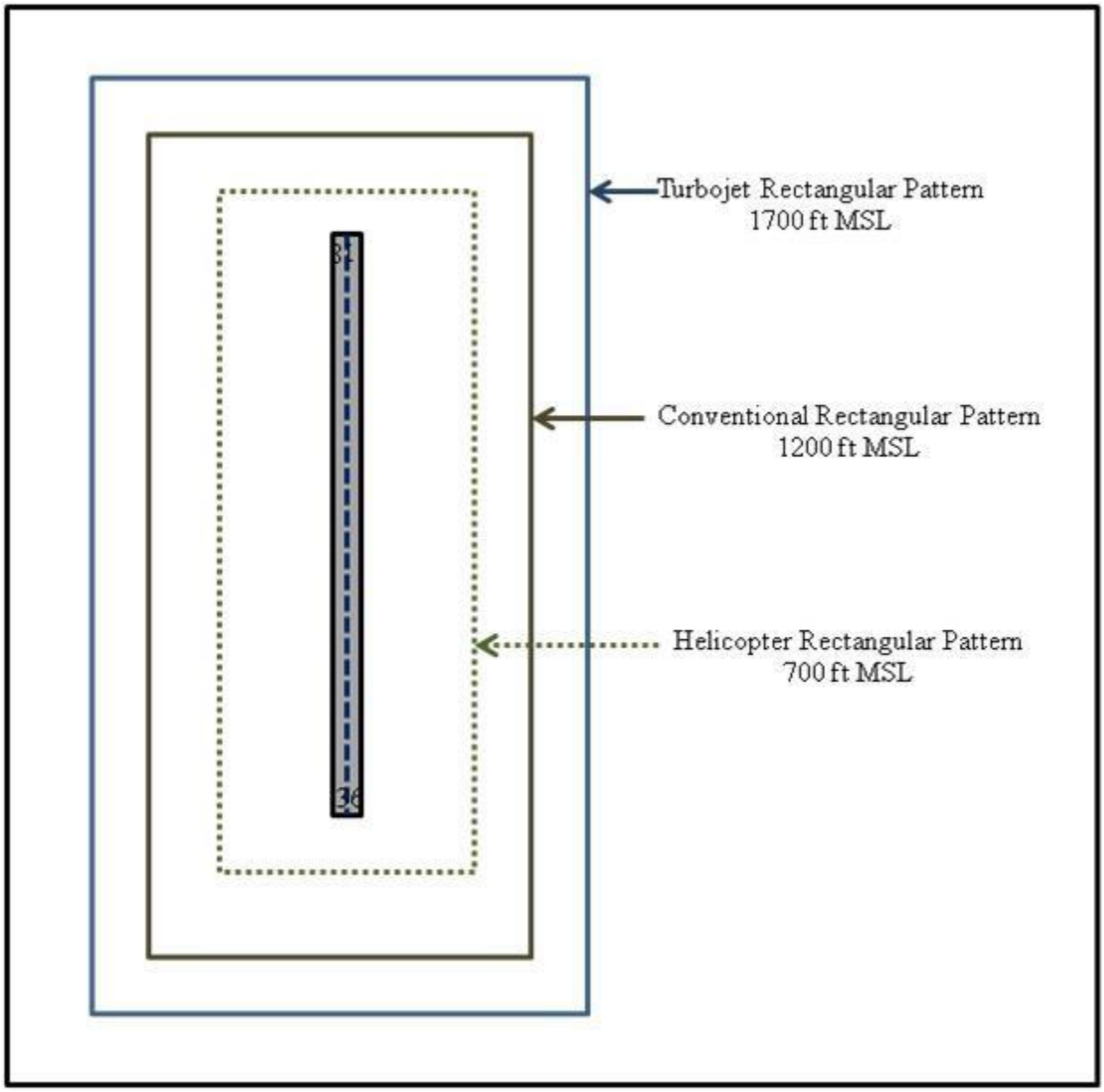


Figure A5.2. Hurlburt Radar Pattern.

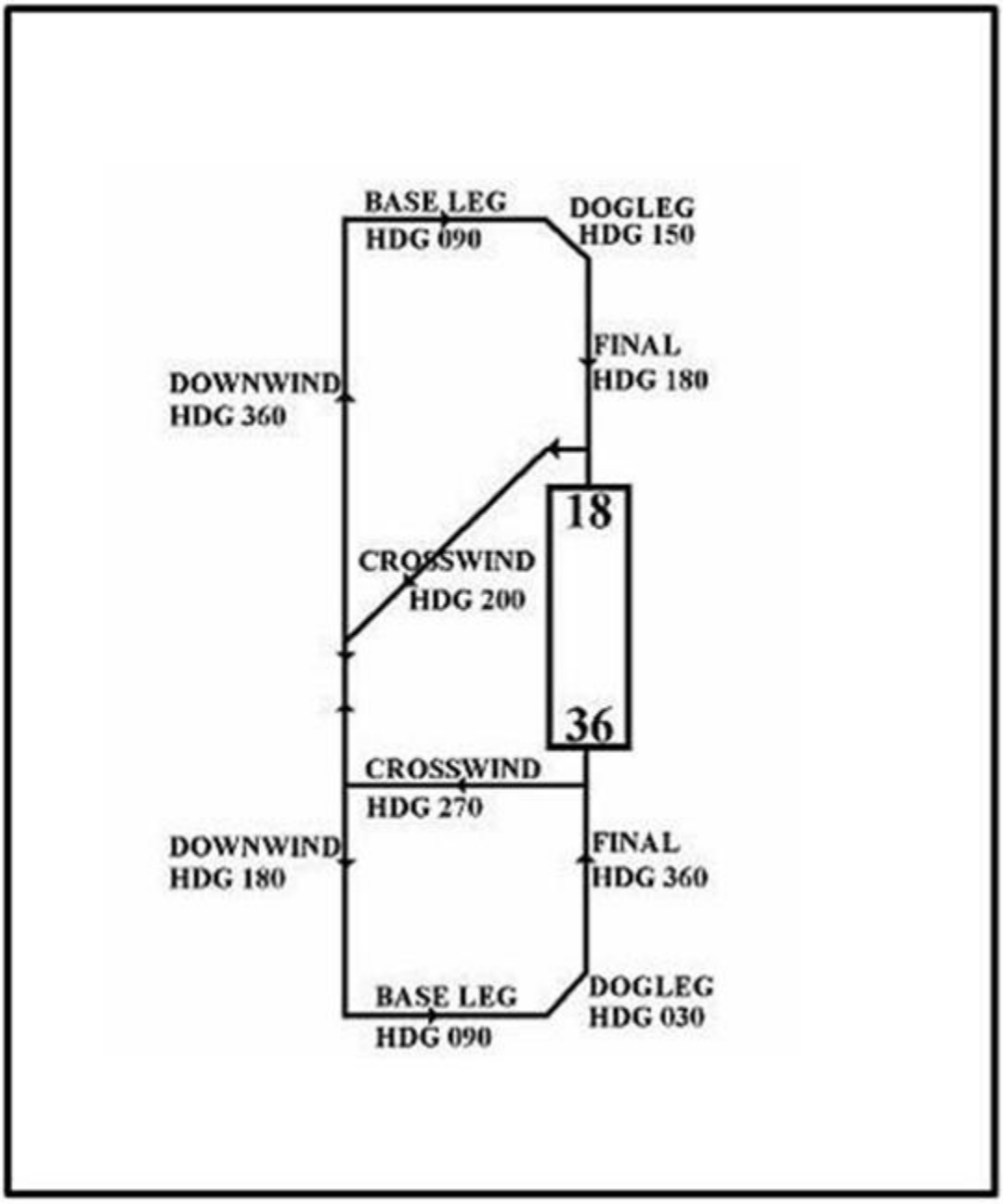
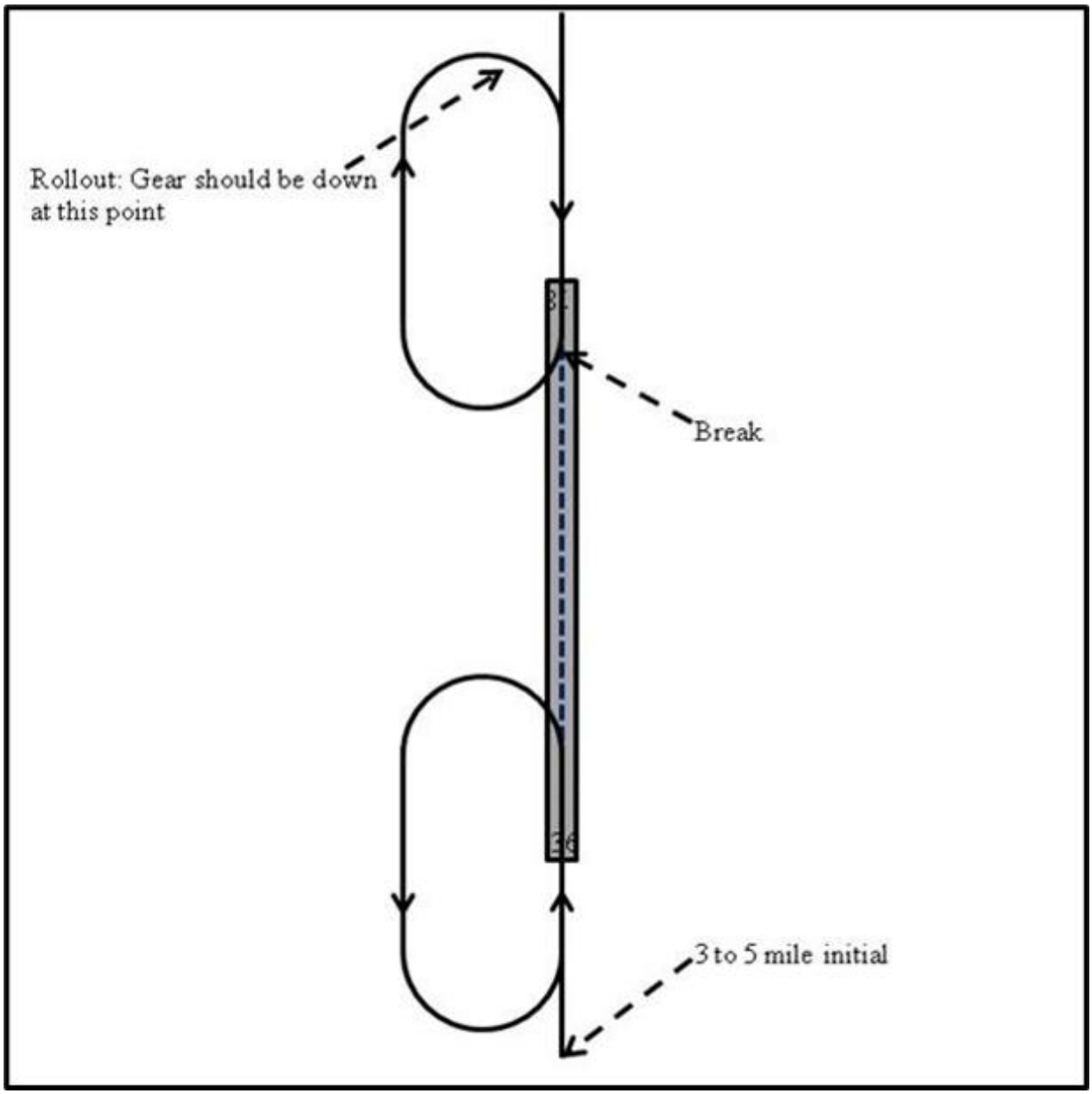


Figure A5.3. Overhead Pattern.

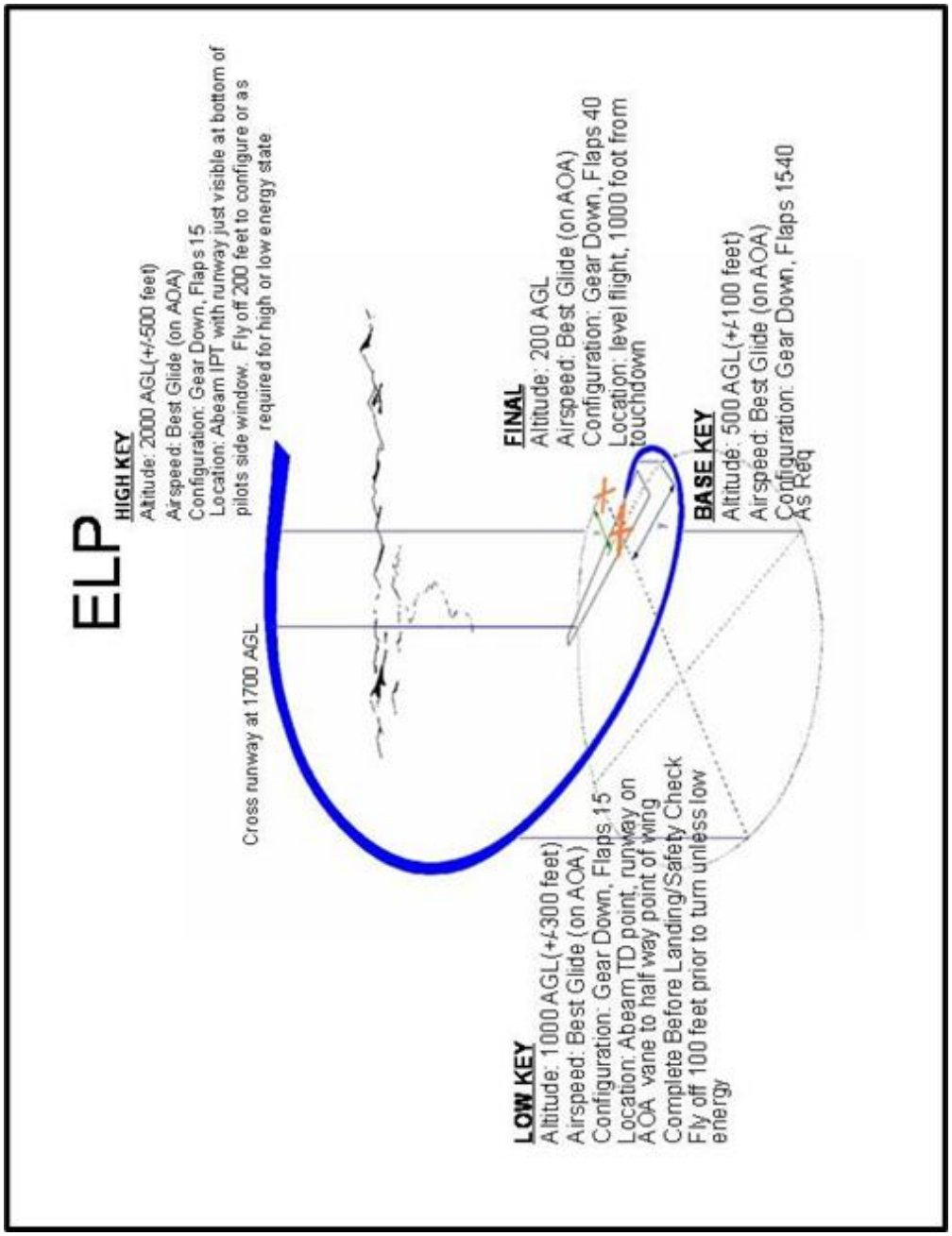


Note: All overhead patterns start at 3 to 5 mile initial. Pattern altitudes are 1700 ft. MSL for both runways. Unless requested otherwise, all overheads will be flown west of the field. Additionally, aircraft will break over the numbers unless instructed otherwise by air traffic control.

Attachment 6

PRACTICE EMERGENCY LANDING PROCEDURE (ELP)

Figure A6.1. Practice Emergency Landing Procedure (ELP).

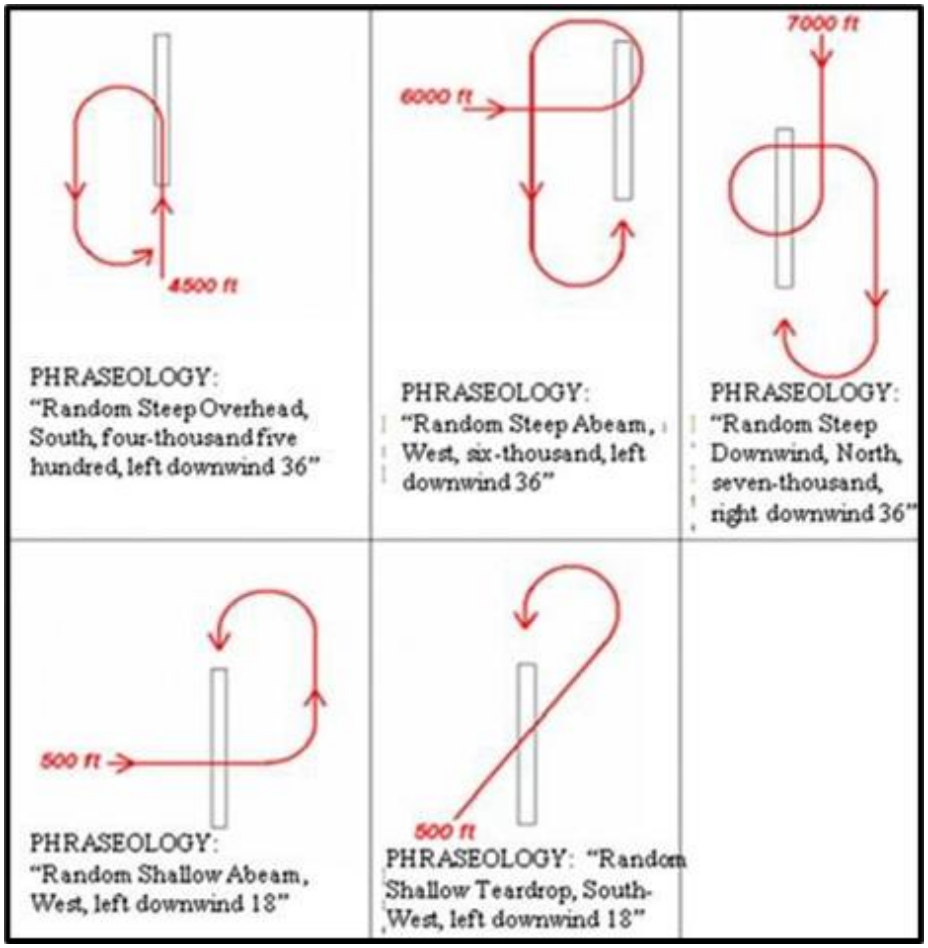


Note: High Key at Hurlburt Field will be 2200’ AGL (unless otherwise coordinated with tower) to ensure separation from the overhead pattern.

Attachment 7

RANDOM APPROACHES

Figure A7.1. Random Approaches.



Note: Pilot will use the phraseology above that is associated with the profile they plan to use.

Attachment 8

VFR LOCAL TRAINING AREAS

Figure A8.1. Baker Helicopter Landing Zone (BHLZ).

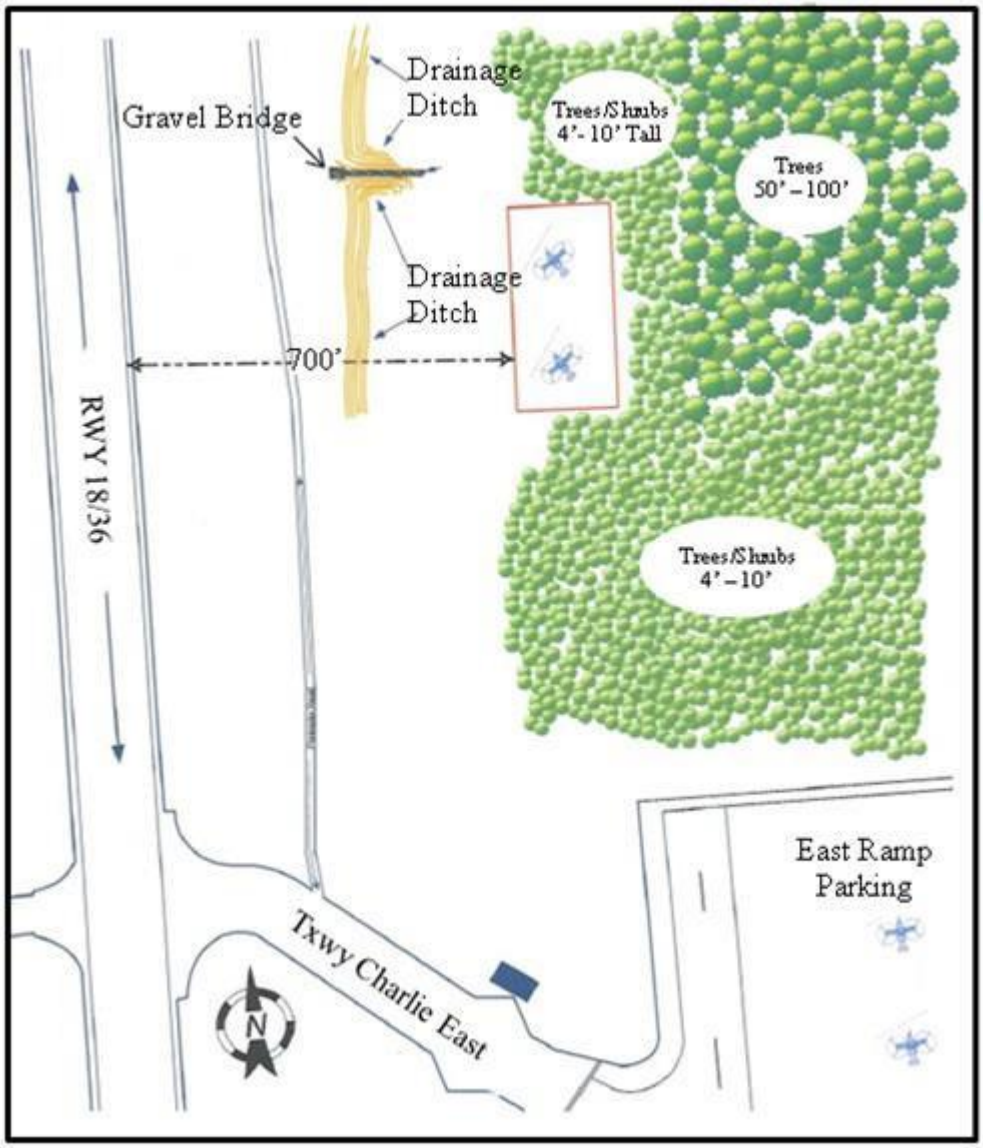


Figure A8.2. Gator Lake.

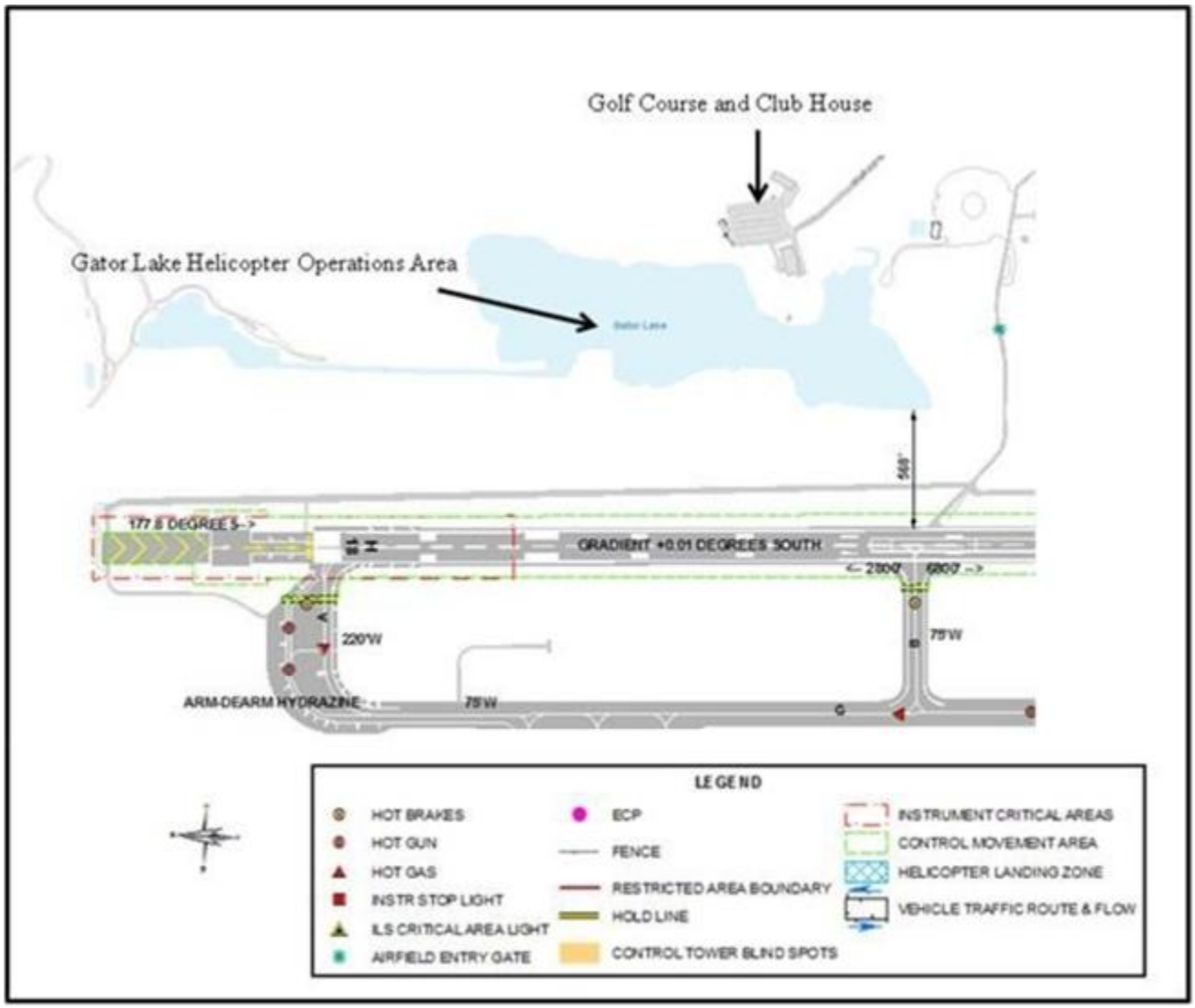
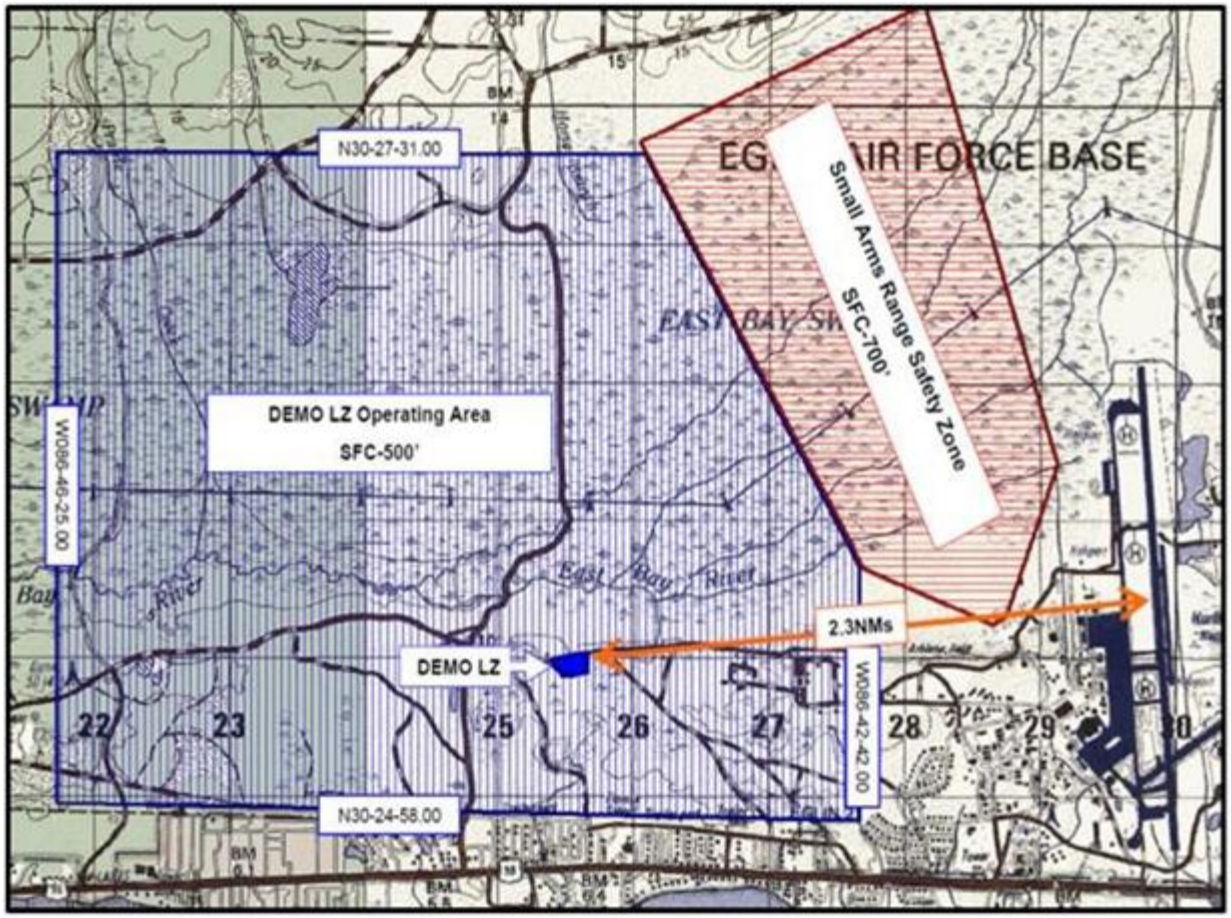


Figure A8.3. Demo LZ Operating Area.



Attachment 9

HURLBURT CLASS DELTA AND RESTRICTED AREAS

Figure A9.1. Hurlburt Class Delta and Restricted Area 2915.

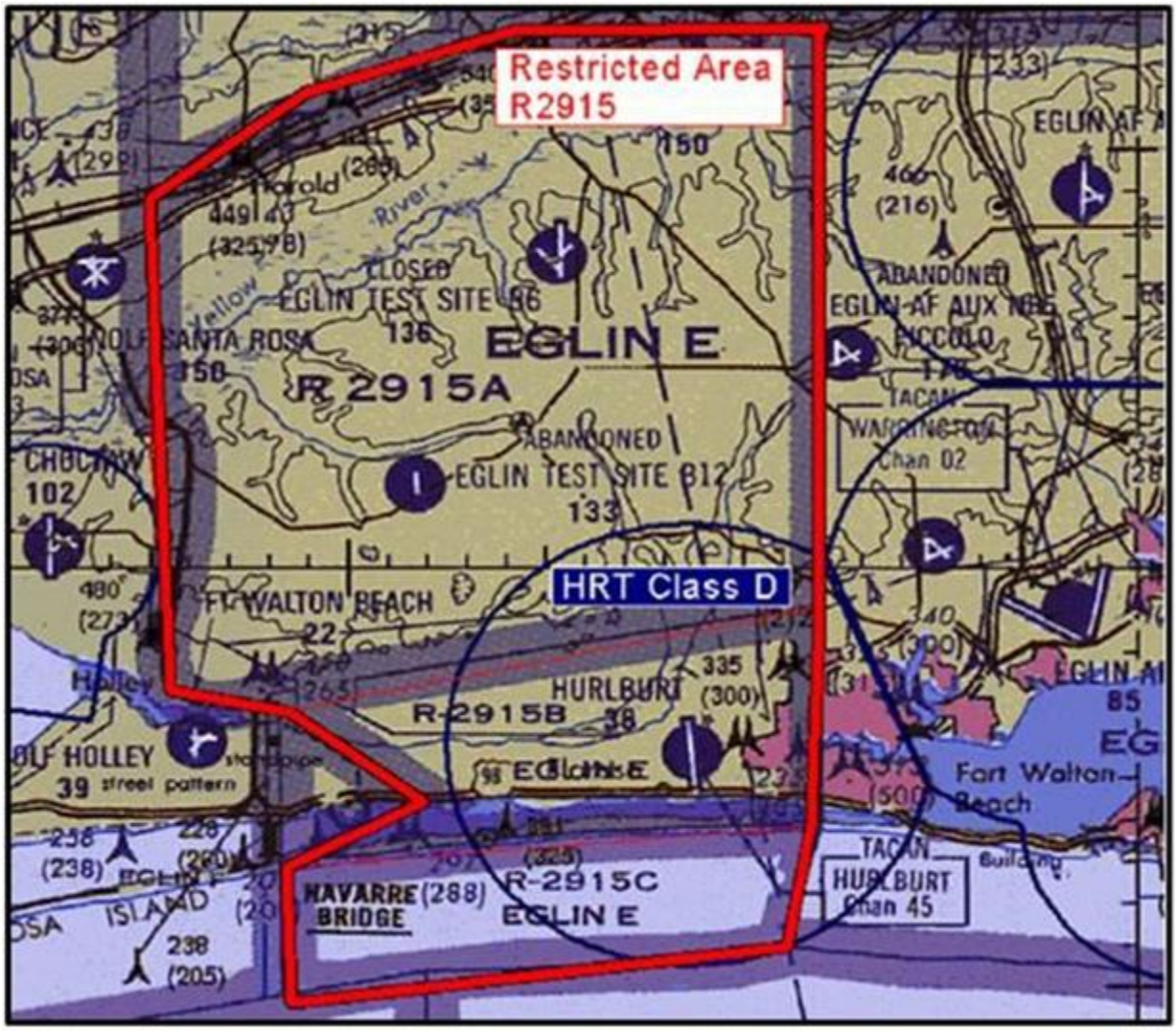
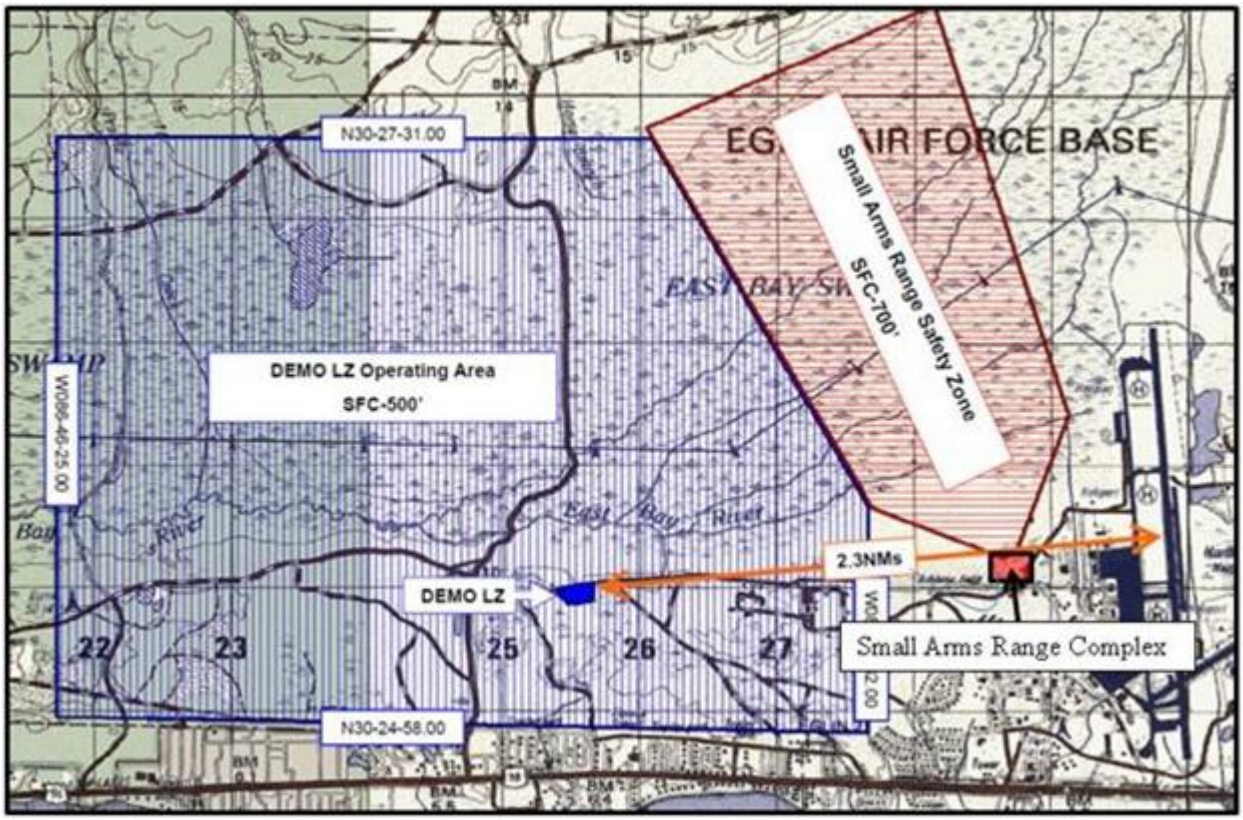


Figure A9.2. Small Arms Range Complex (SARC).

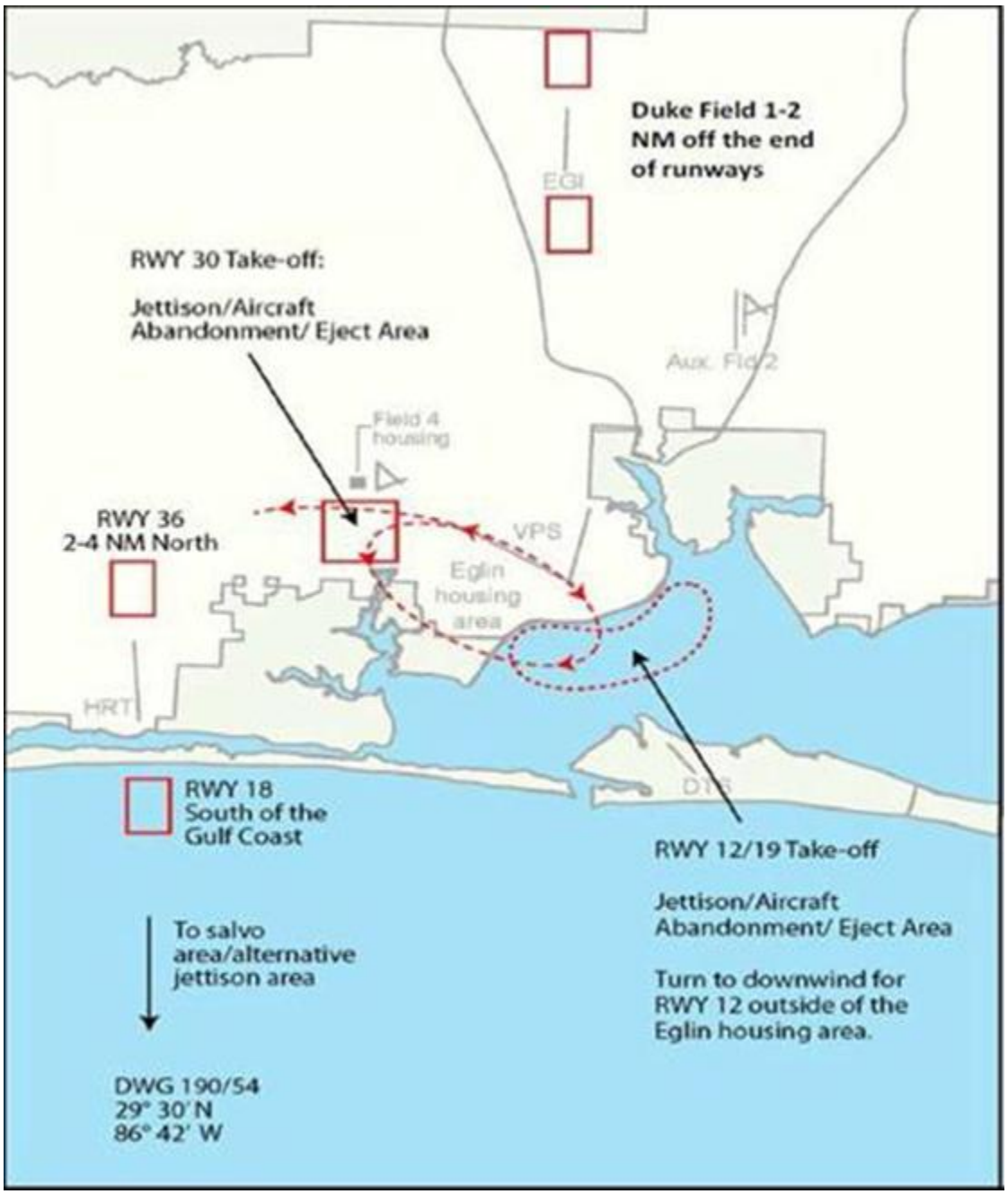


Note: SFC-700’ AGL when active.

Attachment 10

EMERGENCY JETTISON AND BAILOUT AREA

Figure A10.1. Emergency Jettison and Bailout Area.



ATTCHMENT 11
DEPLOYED LOCAL AREA FLIGHT PLANS

Figure A11.1. Deployed Local Area Flight Plans.

Date

MEMORANDUM FOR 1 SOSS/OSAA

FROM:

SUBJECT: Deployed Local Area Flight Plans

A1.1. This Letter of Agreement (LOA) is between _____, and Airfield Management (1 SOSS/OSAA) is formalized for flight planning procedures as required by USAF and DOD Instructions.

A2.1. All flight plans will be submitted on DD Form 1801 as follows:

A3.1. VFR DD1801, 1 hour (minimum) prior to takeoff.

A4.1. IFR DD1801, 1 hour (minimum) prior to takeoff.

A5.1. International IFR DD1801, 2 hours (minimum) prior to takeoff.

A6.1. Flight plans can be submitted to Airfield Management via email (1SOSS.OSAB@us.af.mil) or hand carried to building 90730. After emailing flight plans to Airfield Management Operations, aircrew will call (850) 884-7806/7807 prior to stepping to the aircraft to check for clarity of reception and completeness. 1 SOSS/OSAA will not put the flight plan into the system until this call is received. Host Unit will maintain the original signed copy of the flight plan IAW Records Disposition Schedule. Host Unit will maintain crew lists, passenger manifests, DD Forms 365-4s, and any other appropriate forms.

A7.1. Questions concerning flight plans and procedures may be directed to NCOIC, Airfield Management Operations at 884-1536.

A8.1. This Ops Letter will be terminated when unit re-deploys from Hurlburt Field and must be re-accomplished on return TDYs.

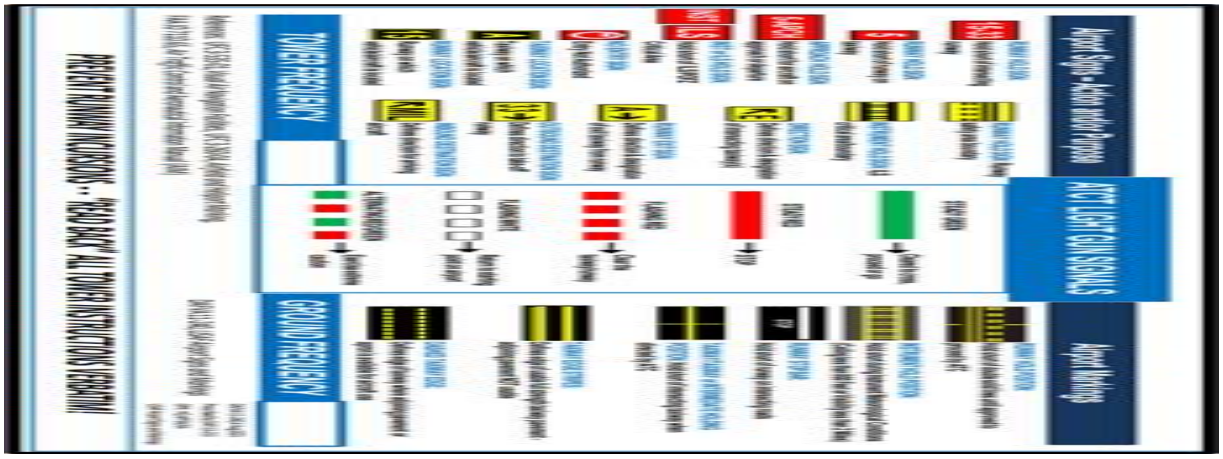
_____

AFM, 1 SOSS

Attachment 12

USAF AIRPORT SIGNS AND MARKINGS

Figure A12.1. USAF Airport Signs and Markings.



Attachment 13

ECA 500 DIAGRAM

Figure A13.1. ECA 500 Diagram.