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

HURLBURT FIELD INSTRUCTION 13-204

17 DECEMBER 2015
Certified Current, 15 April 2020
Nuclear, Space, Missile, Command and Control

AIRFIELD OPERATIONS INSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 1 SOSS/OSA

Certified by: 1 SOSS/CC
(Lt Col Michael Thomas)

Supersedes: HURLBURTFIELDI13-201, 27 December 2010

Pages: 72

This publication implements AFI 13-204 Volume 1, 9 May 2013, AFI 13-204 Volume 2, 1 September 2010 and AFI 13-204 Volume 3, 1 September 2010. This publication establishes policies and procedures for Air Traffic Control (ATC), Airfield Management (AM), 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. TDY aircraft and crews operating from Hurlburt are considered "base assigned" and subject to the provisions of this instruction. Submit recommended revisions to these procedures to 1 SOSS/OSA (Airfield Operations) on AF 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 SOG/CC. Waiver authority for this instruction is the 1 SOG/CC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include (but are not limited to): redefined airfield controlled movement area; updated ATC and AM requirements to comply with AFI 13-204 Volume 1, 9 May 2013, AFI 13-204 Volume 2,

1 September 2010 and AFI 13-204 Volume 3, 1 September 2010; added RAPIDs/combat off-load/airfield suspension/night vision device (NVD) operations; added Baker Helicopter Landing Zone (BHLZ), Landing Lane, 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 and Airfield Operations Board requirements. The entire instruction has also been reconfigured to coincide with the structure of AFI 13-204 Volume 3, 1 September 2010, Attachment 2.

Chapter 1

AIRFIELD INFORMATION

1.1. 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.

1.2. Airfield Obstruction. The highest airfield obstruction is the water tower with the rotating beacon, elevation 180' MSL, located 4,200' west of the runway at mid-field.

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

1.4. Transient Alert (TA)/Aircraft.

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

1.4.2. 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.

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

1.5. 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. This zone is key hole shaped with a 60' by 300' section between the threshold and a 200' square turn-a-round area between 300' and 500' into the overrun.

1.6. Landing Lane 18H/36H. The landing lane is 1,608' by 100' located 1,000' east of Runway 18/36 and is unlit (surface type: R/B, rigid/medium). The landing lane consists of 3 hover points and 18H/36H. Hover points 2 and 3 are painted with ship landing markings identifying takeoff and landing points. Rolling take-offs and landings are available from any point on the landing lane. Hover point 1 is located 303' south of 18H threshold, hover point 2 is located an additional 538' farther south and hover point 3 is located 529' south of hover point 2, 238' north of 36H threshold.

1.7. Overruns. Runway 18/36 overruns are 1,000' by 150' of non-weight-bearing asphalt (except as annotated in paragraph 1.5.). Landing Lane 18H/36H overruns are 75' by 100' and do not have overrun markings. Landing Lane 18H overrun is paved and extends about 50' into Taxiway Delta. Landing Lane 36H overrun has 30' of pavement extending from the threshold plus 45' of grass overrun.

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

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

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

1.8.3. Taxiway Charlie: 75 feet wide, surface type R/C, rigid low.

1.8.4. Taxiway Delta: 150 feet wide, surface type F/B, flexible/medium.

1.8.5. Taxiway Echo: Closed.

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

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

1.9. Airfield Lighting.

1.9.1. Rotating Beacon. The rotating beacon is located on the water tower 4,200' west of the runway at mid-field. Elevation is 180' MSL.

1.9.2. Runway 36 Lighting:

1.9.2.1. High Intensity Runway Lights (HIRL).

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

1.9.2.3. Sequence Flashing Lights (SFL).

1.9.2.4. Precision Approach Path Indicator (PAPI).

1.9.2.5. Threshold Lights.

1.9.2.6. End of Runway Lights.

1.9.2.7. Distance Remaining Lights.

1.9.3. Runway 18 Lighting:

1.9.3.1. HIRL.

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

1.9.3.3. Sequence Flashing Lights (SFL).

1.9.3.4. PAPI.

1.9.3.5. Threshold Lights.

1.9.3.6. Runway End Lights.

1.9.3.7. Distance Remaining Lights.

1.9.4. Alternate Lighting/Airfield Lighting Contingency.

1.9.4.1. 1 SOAOS/A33 (Archer Ops) will recall control tower and airfield personnel if airfield lighting is required when the control tower and airfield are closed.

Note: 1 SOAOS/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 SOAOS/A33 and their call sign on the radio is Archer 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.

1.9.4.2. 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.

1.9.4.3. 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 relay a Notice to Airmen (NOTAM) instructing aircrew to schedule NVD approaches with 1 SOAOS/A33. 1 SOAOS/A33 will coordinate the requests through the control tower.

1.9.4.4. 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.

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

1.10. 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 location 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.

1.11. Aircraft Special Operations Areas.

1.11.1. Gunship Ammo up/down load.

1.11.1.1. 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.

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

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

1.11.1.4. D-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.

1.11.1.5. 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.

1.11.2. Transient Aircraft Hazardous Cargo Areas.

1.11.2.1. 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.

1.11.2.2. 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/down loads 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.

1.11.2.3. 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.

1.11.3. Hot Gun.

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

1.11.3.2. The preferred alternate Hot Gun location is the Hot Cargo Ramp parking spots 2 or 4, with weapons pointed between 270º and 360º. An additional alternate location is on Taxiway Golf 400' south of Taxiway Bravo with weapons pointed at 345º. Taxiways Delta and Foxtrot may NOT be used for Hot Gun operations (Figure A2.1).

1.11.4. 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.

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

1.11.5.1. The primary fixed wing hot gas site is located at the intersection of Delta taxiway (east of Runway) and H36 Landing Lane. Emergency egress requires personnel to proceed 1,000' North towards Taxiway Charlie or 1,000' west on taxiway Delta towards (but not on) RWY 36/18.

1.11.5.2. The primary rotary wing hot gas site includes 2 positions on Taxiway Delta (east of runway) 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.

1.11.5.3. The alternate fixed and rotary wing hot gas site is south of the intersection of Taxiways Golf and Bravo, adjacent to the hot cargo ramp.

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).

1.11.5.4. Approved Hot Gas/Forward Air Refueling Point (FARP) locations are detailed in Table 1.1.

Table 1.1. Approved Hot Gas/Forward Air Refueling Point (FARP) locations.

Location	Event Type	Approved Aircraft
Taxiway Alpha	Hot Gas	C-130, CV-22, MH-53, AH-1, AH-64, CH-47, OH-58A-D, UH-1, UH-60, H-6, CH/HH/UH-46, CH-53, HH-1H, Lynx, Puma, U-28, UH-60A/L, HH/MH-60G/J, Wessex, MI-8
Taxiway Delta-east	Hot Gas	CV-22, HH/MH-53, AH-1, AH-64, CH-47, OH-58A-D, UH-1, UH-60, H-6, CH/HH/UH-46, CH-53, HH-1H, UH-1N, Lynx, Puma, UH-60A/L, HH/MH-60G/J, Wessex, MI-8
Taxiway Foxtrot	Hot Gas	MH-53, AH-1, AH-64, OH-58A-D, UH-1, UH-60, CH-46, CH-53, Puma, UH-60A/L, HH/MH-60G/J, Wessex, H-6, MI-8

Taxiway Golf	Hot Gas	C-130, CV-22, HH/MH-53, AH-1, AH-64, CH-47, OH-58A-D, UH-1, UH-60, H-6, CH/HH/UH-46, CH-53, HH-1H, UH-1N, Lynx, Puma, U-28, UH-6A/L, HH/MH-60G/J, Wessex, MI-8
Taxiway Alpha	FARP	C-130, C-17, A-10, U-28, CV-22, H-47, H-53, H-46, H-60, H-6, H-1, MI-17, AV-8
Taxiway Delta-east	FARP	C-130, C-17, A-10, U-28, CV-22, H-47, H-53, H-46, H-60, H-6, H-1, MI-17, AV-8

1.11.6. FARP Operations. FARP operations may involve a fuel truck refueling an aircraft (training) or a fixed wing aircraft refueling another fixed wing or rotary wing aircraft. FARP sites are located on Taxiway Delta 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 form can be downloaded from the AM SharePoint site.

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

1.11.6.1. The primary FARP site is located at the intersection of Taxiway Delta (east of runway) and H36 Landing Lane (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.

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

1.11.7. 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 TaxiwayAlpha may be used when traffic permits. Areas used for rapids training must be closed to other activities during training periods.

1.11.8. 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 the Hot Cargo Ramp and scheduled through Current Operations to avoid conflicts with gunship operations.

1.11.9. 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 are limited to drops on the airfield.

1.11.9.1. 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.

1.11.9.2. 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 the East Ramp. Air Commando DZ is used for personnel drops.

1.11.10. Unmanned Aircraft Systems/Remotely Piloted Aircraft (UAS/RPA) Operations. In accordance with JO 7210.846, 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).

1.11.10.1. 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.

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

1.12. Non-Standard Airfield Markings. Air Force Tactics procedures (AFTTP 3-3) guidance is followed to establish ship board helicopter pad markings on Landing Lane 18H/36H. These markings identify 3 landing points on 18H/36H and are required for Special Operations rotary wing aircrew training.

1.13. Controlled Movement Areas (CMA).

1.13.1. 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.

1.13.2. Landing Lane (18H/36H). The landing lane CMA is the paved surface of the landing lane, the paved surface between the taxiway hold lines and the landing lane, and the infield/overrun within 75' of the north and west paved landing lane edges.

1.13.3. Access to the CMA requires permission from the control tower via radio on the Ramp Net and a valid CMA endorsement on their flightline 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.

1.13.4. 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.

1.14. Airfield Vehicle and Driving Operations. All vehicles and personnel (pedestrians) operating on the airfield will comply with HFI 13-213, *Airfield Driving,* procedures.

1.15. 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.

1.16. 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.

1.17. 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.

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

1.19. Aircraft Parking Plan and Restrictions.

1.19.1. 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.

1.19.2. The Airfield provides parking for the following aircraft.

1.19.2.1. Alpha parking row: 5/PC-12 or U-28 aircraft.

1.19.2.2. Bravo row: 5/PC-12 or U-28 aircraft.

1.19.2.3. Charlie row: 5/PC-12 or U-28 aircraft.

1.19.2.4. Delta row: 8/PC-12 or U-28 aircraft, or 6/M-28 aircraft.

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

Note: E5/6 restricted to 2/PC-12 or U-28 aircraft or smaller.

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

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

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

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

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

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

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

1.19.2.12. Lima row: 8/C-130s.

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

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

1.19.2.15. Oscar row: 3/CV-22 aircraft.

1.19.2.16. Papa row: 3/CV-22 aircraft.

1.19.2.17. Quebec row: 3/CV-22 aircraft.

1.19.2.18. Romeo row: 3/CV-22 aircraft.

1.19.2.19. Sierra row: 3/CV-22 aircraft.

1.19.2.20. Tango row: 3/CV-22 aircraft.

1.19.3. 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).

1.19.4. Double yellow lines painted between rows of parked aircraft on the West Ramp indicate a 25' space between the wing-tips of aircraft taxiing between rows of parked aircraft.

1.19.5. Aircraft sunshade shelters located on A3-5, B3-4, C3-5 and D-4 and D-8 parking spots are designed for PC-12 and U-28 aircraft use only, any other use must be prior coordinated with the AFM.

1.20. Local Frequencies.

Table 1.2. Local Frequencies.

AGENCY	FREQUENCY
Pilot to Dispatch (PTD)	372.2
Pilot to Metro (PMSV)	335.45/143.725
Automatic Terminal Information Service (ATIS)	360.675/134.475
1 SOAOS/A33 (Archer Ops)	251.25/143.0
Hurlburt Tower	351.675/126.5 (use VHF to max extent possible)
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.

1.21. Navigational Aids (NAVAIDS) and Weather Equipment.

1.21.1. 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 1 auto-switching battery backup and an auto-start generator as a backup.

1.21.2. ILS.

1.21.2.1. 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.

1.21.2.2. 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.

1.21.2.3. The ILS (Glideslope and Localizer) is equipped with 1 auto-switching battery backup and auto-start backup generator.

1.21.3. Fixed Meteorology Equipment (FMQ-19) and Wind Socks.

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

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

1.21.3.3. Landing Lane 18H/36H wind sock is located 360’ west of Landing Lane 18H/36H and 525’ south of Taxiway Charlie East.

1.21.3.4. Runway 18 wind sock is located 225’ south of Taxiway Alpha and 214’ east of Taxiway Golf.

1.21.3.5. The mid-field wind sock is located 480’ north of Taxiway Charlie and 214’ west of Taxiway Golf.

1.21.3.6. Runway 36 wind sock is located 210’ north of Taxiway Foxtrot and 214’ east of Taxiway Golf.

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

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

1.22.2. ILS Glideslope or Localizer PMI: 1300Z – 1600Z every Tuesday and Wednesday.

1.23. 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.

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

1.25. Aircraft Maintenance Functions.

1.25.1. Fuel Cell Hangar (Building 90810)/Corrosion Hangar. 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. Use of ramp parking spots for fuel cell ops must be coordinated with the AM prior to use.

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

1.25.3. 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.

1.25.4. Clear Water Rinse Facility.

1.25.4.1. The Clear Water Rinse Facility is an aircraft quick wash or taxi through wash facility (bird bath) located on Taxiway Charlie, east of the runway.

1.25.4.2. 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.

1.26. Prohibited Activities On The Airfield. Smoking, jogging, wearing hats (with the exception of the sage green or black knit caps during cold weather), riding bicycles, using personal audio headphones. Photographs are only authorized on the airfield in accordance with paragraph 5.5.2.

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

1.28. 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 then ASK FOR HURLBURT 911.

1.29. Aero Club Operations.

1.29.1. Hurlburt Field does not have an aero club.

Chapter 2

AM OPERATIONS PROCEDURES

2.1. Opening and Closing the Runway.

2.1.1. The following agencies/offices have authority to open or close the runway**.**

2.1.1.1. 1 SOW/CC.

2.1.1.2. 1 SOW/CV.

2.1.1.3. 1 SOG/CC.

2.1.1.4. Airfield Management personnel.

2.1.1.5. AOF/CC/DO

2.1.2. AM Ops shall send appropriate NOTAMs to close/open a runway and conduct a runway check prior to opening a closed runway.

2.2. Airfield Operating Restrictions.

2.2.1. 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.

2.2.2. 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.

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

2.2.4. 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.

2.3. Engine Test/Run-up Procedures.

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

2.3.2. 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 Archer Ops (A33) on frequency 251.25 MHz or 143.0 MHz.

2.3.3. Normal Operations: The MOC will notify 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.

2.3.4. Suspended/Closed Airfield Engine Test/Run-up Procedures: MOC will notify 1 SOAOS/A33 of all maintenance engine runs prior to engine start. On board personnel will contact Archer Ops and advise when ready to perform engine runs. Archer 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 Archer Ops or MOC.

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

2.3.6. 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.

2.3.7. 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.

2.3.8. 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.

2.3.9. 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 SOAOS/A33 and Security Forces.

2.3.10. 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.

2.4. Aircraft Towing Procedures/Maintenance Functions.

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

2.4.1.1. Notify Security Forces.

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

2.4.2. 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.

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

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

2.4.5. AC-130U radar test is limited to Taxiway Charlie east of Runway 18/36. Aircraft must be towed into position facing the runway. Radar testing will not be accomplished at any other location without prior coordination and approval by the AFM. Users should be aware of increased CMA violation hazard due to close proximity to runway and landing lane.

2.4.6. 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.

2.4.7. 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.

2.5. Airfield Maintenance.

2.5.1. Sweeper operations.

2.5.1.1. Sweeper operations on the airfield are conducted at the direction of AMOPS during flying operations and after airfield construction or maintenance. Sweeper is required to check-in with AM daily. As a minimum the following areas will be swept on a scheduled basis.

2.5.1.1.1. Daily. Runway 18/36, Taxiway Golf, Landing Lane 18H/36H.

2.5.1.1.2. Monday. Taxiways Alpha, Bravo, and Charlie.

2.5.1.1.3. Tuesday. Taxiway Delta and Foxtrot.

2.5.1.1.4. Wednesday. Fixed wing parking aprons.

2.5.1.1.5. Thursday. Rotary parking apron, Hot Cargo Pad.

2.5.1.1.6. Friday. Perimeter Roads and Compass Rose.

2.5.1.2. Runway 18/36 and Landing Lane 18H/36H will be swept additionally as requested by AMOPS.

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

2.5.2. Grass cutting.

2.5.2.1. 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 Tower.

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

2.5.3. Construction.

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

2.5.3.2. Contractors requiring vehicular access to the airfield and/or within the CMA will comply with procedures outlined in HFI 13-213.

2.5.3.3. 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.

2.6. Runway Surface Condition (RSC).

2.6.1. When RSC for the runway or landing lane is other than DRY, AMOPS will:

2.6.1.1. 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 AFI 13-204V3.

2.6.1.2. 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.

2.6.2. Standing water on Runway 18/36 or Landing Lane 18H/36H will be reported to control tower, weather and CP.

2.7. Snow Removal Procedures.

2.7.1. IAW AFI 32-1002 paragraph 1.1.1, airfield snow and ice removal procedures are not required at Hurlburt Field as the average annual accumulation is less than 1 inch.

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

2.8. Suspending Runway Operations/Standby Procedures.

2.8.1. 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.

2.8.2. 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.

2.8.3. Runway operations are automatically suspended when:

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

2.8.3.2. Blown tire.

2.8.3.3. Hung ordinance (not including hot gun).

2.8.3.4. Hydraulic problems.

2.8.3.5. Dropped objects were reported within the airport area.

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

2.8.3.7. FOD is suspected/discovered on the runway.

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

2.8.5. Weekday Relief Closure Procedures: Defined as authorized aerodrome closure periods (Monday through Friday) after the last scheduled aircraft has landed but no earlier than (NET) 2300L and when there are no aircraft mission requirements projected for 3 hours or more. A NOTAM will be issued identifying the aerodrome closed. Airfield operations

shall be resumed at 0700L or 1 hour prior to the first projected mission, whichever is earlier. For unscheduled missions during relief closure periods, airfield operations shall be resumed as soon as possible, but no longer than 1 hour after 1 SOAOS/A33 notification. Both AMOPS and the control tower will be readily available during nighttime and weekday relief closure procedures.

2.8.6. Weekend Relief Closure Procedures: Defined as authorized aerodrome closure periods (Saturday through Sunday) after the last scheduled aircraft has landed but NET 1700L and when there are no aircraft mission requirements projected for 3 hours or more. A NOTAM will be issued identifying the aerodrome closed. Airfield operations shall be resumed at 0700L or 1 hour prior to the first projected mission, whichever is earlier. For unscheduled missions during relief closure periods, airfield operations shall be resumed as soon as possible, but no longer than 1 hour after 1 SOAOS/A33 notification. Both AMOPS and the control tower will be readily available during nighttime and weekend relief closure procedures.

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

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

2.9.2. 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.

2.9.3. Airfield inspections and checks will be accomplished IAW AFI 13-204V3. The following non-inclusive list provides guidance for frequency of checks/inspections.

2.9.3.1. An airfield check including a 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.

2.9.3.2. 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.

2.9.3.3. 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 AFI 13-204V3, will immediately be reported to CE Service Call. AM will coordinate for repairs and track airfield lighting discrepancies.

2.9.3.4. 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.

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

2.9.4.1. IAW AFI 13-204V3 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 SOAOS/A33, and Security Forces.

2.9.4.2. 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.

2.10. BASH Program Guidelines.

2.10.1. IAW *HFLD BASH Plan*, 91-212, declaration authority for the 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 naviation/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 SOAOS/A33. These reports may include recommendations for an upgraded Bird Watch Condition (BWC). All coordination requirements will be accomplished as specified in BASH plan.

2.10.2. BWCs.

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

2.10.2.2. 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.

2.10.2.3. 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.

2.10.3. Operations during BWC's.

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

2.10.3.2. 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".

2.10.3.3. BWC SEVERE. Declaration of BWC SEVERE requires 1 SOG/CC approval to continue flying operations (takeoffs and landings). 1 SOG/CC 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 SOG/CC will consider delaying departures/arrivals and aircraft diverts.

2.10.3.4. When SEVERE/MODERATE BWC is declared, AMOPS will notify the control tower, 1 SOAOS/A33 (who in-turn notifies 1 SOG/CC) and 1 SOW Flight Safety. AMOPS will then execute the BASH checklist and take appropriate action IAW Hurlburt BASH Plan.

2.10.4. Additional Phase I & II Mitigation Operations can be found in Hurlburt Field BASH Plan.

2.10.5. The wildlife control contractor (WCC) works a set 40-hour week as scheduled through Wing Flight Safety. The WCC 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 the WCC cannot be reached, both the FSO and Chief of Wing Safety can be contacted through the Hurlburt CP, (884-8100). The after-hours response time of the WCC is approximately 30 minutes.

2.11. Notice to Airmen (NOTAM) Procedures.

2.11.1. 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.

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

2.11.3. 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.).

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

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

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

2.12.3. 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.

2.13. Prior Permission Required (PPR) Procedures.

2.13.1. 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.

2.13.2. 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.

2.13.3. When issuing PPRs, AMOPS will:

2.13.3.1. Take into account parking availability and maximum on ground limitations.

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

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

2.13.4. 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.

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

2.14. Unscheduled Aircraft Arrival/Departure.

2.14.1. If an unscheduled arrival/departure is needed when the airfield is closed, 1 SOAOS/A33 will notify the identified standby personnel as determined by the airfield operations flight duty schedule. If contact is not possible, notify the facility chief. To the maximum extent possibile, AMOPS and control tower personnel will open their facilities as soon as possible but no later than 30 minutes prior to the aircraft's projected arrival/departure time.

2.14.2. Control tower and AMOPS personnel must be on duty and an airfield check complete prior to opening the airfield.

2.15. Unannounced/Unauthorized Arrival.

2.15.1. 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.

2.15.2. 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.

2.15.3. 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 PTD. If aircraft calls, obtain information necessary to validate the aircraft as an authorized user and confirm the aircraft's intentions.

2.15.4. 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.

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

2.16. Flight Planning Procedures.

2.16.1. Authorized Forms.

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

2.16.1.2. Use of a MAJCOM-approved form instead of DD Form 175, for a local area flight (IFR or VFR) is authorized.

2.16.1.3. 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 AFMAN 37-139, *Records Disposition Schedule*, Table 13-7, Rules 3 and 4.

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

2.16.2.1. Flight plans must be filed in person or comply with electronic filing procedures outlined in 2.16.2.4 below. Original flight plans will not be accepted via radio.

2.16.2.2. 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.

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

2.16.2.4. Flight plans will be hand delivered, faxed, scanned or 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-175/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 Records Disposition Schedule Table 13-07, Rule 03.00. Host unit will also maintain crew lists, passenger manifests, DD Forms 365-4s, and any other appropriate forms.

2.16.2.5. 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.

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

2.16.2.7. 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.

2.16.2.8. 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 SOAOS/A33, other base agencies, and the FAA.

2.16.2.9. Base assigned units may file a local VFR flight plan with AMOPS via telephone. As a force protection measure, this phone call must originate from the squadron ops desk.

2.16.3. 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).

2.16.4. Assignment of Functional Check Flight (FCF) Plans. FCF flight plans are assigned for the timeperiod 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.

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

2.16.6. Stereo flight plans are authorized once an MOU is established between the requesting unit and AMOPS.

Chapter 3

GENERAL CONTROL TOWER

3.1. 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).

3.2. 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 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.

3.3. 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:

3.3.1. In-flight emergencies.

3.3.2. Mission aircraft with controlled departure times.

3.3.3. DV codes 6 and above.

3.3.4. Aircraft with scheduled mission airspace.

3.3.5. Instrument Flight Rules departures and arrivals.

3.3.6. Visual Flight Rules departures and arrivals.

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

3.3.8. Aircraft participating in NVD operations.

3.4. 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.

3.5. 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.

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

3.6.1. Runway 18 at Taxiway Bravo. 6,800' of usable runway.

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

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

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

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

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

Note: Rotary aircraft departures only.

3.7. 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.

3.7.1. 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.

3.7.2. 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.

3.8. VFR Local Training Areas.

3.8.1. 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”.

3.8.2. 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”.

3.8.3. Skid Area. The Skid Area is an unmarked grass landing area for skid equipped helicopters to practice grass landings. The landing area is 100’ by 1,500’ and is located 300’ west of Runway 18/36, between Taxiways Alpha and Bravo (Figure A8.2). Operations to the Skid Area will follow the basic rectangular pattern depicted in Figure A5.1 except aircraft will offset to the Skid Area after base turn. All traffic patterns will be flown west of the Skid Area, unless directed by ATC. Simultaneous same and opposite direction operations between Runway 18/36 and the Skid Area are not authorized unless both aircraft are rotary wing (Figure A8.3).

3.8.3.1. When conducting Skid Area Operations (visual meteorological conditions only) the following phraseology will be used: "(ACID) SKID AREA OPERATIONS WILL BE AT YOUR OWN RISK, REMAIN WEST OF RUNWAY DISTANCE REMAINING MARKERS".

3.8.3.2. Helicopters in the Skid Area will report flat pitch prior to fixed wing arrival traffic crossing the landing threshold or departing traffic beginning take-off roll. The following phraseology will be utilized: "ACID, (reason), WHEN ABLE, REPORT FLAT PITCH". Once the helicopter has reported flat pitch utilize following phraseology: "(ACID) REMAIN FLAT PITCH (reason)". Control tower will advise aircraft to resume normal operations once the conflict no longer exists: "(ACID) RESUME NORMAL OPERATIONS."

3.8.3.3. Wake turbulence separation for the skid area will be IAW FAA Joint Order 7110.65.

3.8.4. Demo LZ Operating Area. Demo LZ Operating Area (DLZOA) is a rectangular piece of airspace located within Hurlburt Field's Class D surface area. It is 3.2 NMs wide (east to west) and 2.5 NMs long (north to south) excluding that airspace that overlaps the Small Arm Range Complex (SARC) Surface Danger Zone (SDZ). The DLZOA is intended for use with helicopter operations on the Explosive Ordnance Disposal (EOD) range. When authorized for use by HRT control tower, helicopters may operate within the boundaries of DLZOA from the surface to 500' above ground level (AGL). Weather minimums for operations in DLZOA are 1,000' ceiling and 3 miles visibility. DLZOA may be used in day or nighttime conditions. Special VFR operations inside DLZOA are not authorized. 1 SOCES/EOD is the scheduling agency for the EOD Range. Previously scheduled operations will take priority over aircraft usage of DLZOA.

3.9. VFR Procedures.

3.9.1. 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 entering the local traffic pattern should use VHF tower frequency to the maximum extent possible. Traffic patterns are depicted in Attachment 5.

NOTE: 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.

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

3.9.2.1. Helicopters. 1,200' ceiling and 3 miles visibility.

3.9.2.2. Rectangular. 1,700' ceiling and 3 miles visibility.

3.9.2.3. 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 3.9.2 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.

3.9.3. 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. (Figure A4.1)

3.9.3.1. Runway 36 climbing left turn to 2200' MSL direct Eiffel.

3.9.3.2. Runway 36 climbing right turn to 2200' MSL direct Cutoff.

3.9.3.3. Runway 18 climbing right turn to 2200' MSL direct Eiffel.

3.9.3.4. Runway 18 climbing left turn to 2200' MSL direct Cutoff.

3.9.3.5. 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.

3.9.4. 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 cancelation of IFR is automatic upon initial communication contact with Hurlburt tower. 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 affect on air traffic safety or service degradation for other users.

3.9.4.1. 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 at least 500' above the requested altitude and 3 miles visibility.

3.9.4.2. 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: Ceiling at least 500' above the requested altitude and 3 miles visibility.

3.9.4.2.1. Random Shallow Teardrop Approach. The Random Shallow Teardrop Approach shall begin at the VFR entry point (Eiffel or Cutoff) at or above 1600' MSL. 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 AFI 11-202V3 avoidance criteria throughout the maneuver.

3.9.4.2.2. Random Shallow Abeam Approach. The Random Shallow Abeam Approach shall begin at the VFR entry point (Eiffel or Cutoff) at or above 1600' 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 AFI 11-202V3 avoidance criteria throughout the maneuver.

3.9.4.2.3. 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.

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

3.9.5. Practice Emergency Landing Procedures (ELP).

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

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

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

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

3.9.5.5. Tower Responsibilities:

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

3.9.5.5.2. 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.

3.9.5.5.3. 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.

3.9.5.6. Aircrew Responsibilities:

3.9.5.6.1. Aircrew shall obtain Tower 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 Tower instruction before initiating climb. High Key will be at 2,200 feet AGL unless otherwise coordinated with and approved by Tower.

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

3.9.6. Reduced Same Runway Separation (RSRS) is not authorized at Hurlburt Field IAW AFI 13-204V3.

3.10. 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.

3.10.1. Radar Traffic Patterns. IFR Radar Traffic Pattern. 1,600' normally flown to the west. (Figure A5.2).

3.10.2. Local Departure Procedures/Breakout and Go Around Procedures/ Protection of the 360 Degree Overhead/Standard Climb-out.

3.10.2.1. Go around within 4 miles of the runway.

3.10.2.1.1. Runway 36: "GO AROUND (STRAIGHT AHEAD/LEFT/RIGHT OF RUNWAY) CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED, THEN TURN LEFT HEADING TWO ZERO ZERO."

3.10.2.1.2. Runway 18: "GO AROUND (STRAIGHT AHEAD/LEFT/RIGHT OF RUNWAY) CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED, FLY RUNWAY HEADING."

3.10.2.2. Breakout 4 or more miles from the runway.

3.10.2.2.1. Runway 36: "APPROACH CLEARANCE CANCELLED. CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED THEN TURN LEFT HEADING TWO-ZERO-ZERO."

3.10.2.2.2. Runway 18: " APPROACH CLEARANCE CANCELLED. CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED, FLY RUNWAY HEADING."

3.10.2.3. Standard Climb-outs. Climb-out procedures for IFR departures and consecutive instrument approaches are as follows.

3.10.2.3.1. Runway 36 Local Climb-out: "CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED AND THEN TURN LEFT HEADING TWO ZERO ZERO."

Note: Aircraft must remain within 4 NM of Hurlburt Field when accomplishing the left turn to heading two zero zero.

3.10.2.3.2. Runway 18 Local Climb-out: "CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED AND FLY RUNWAY HEADING."

3.10.2.3.3. The phraseology "EXECUTE LOCAL CLIMBOUT" may be used for locally assigned aircraft only.

3.10.2.3.4. Runway 36 Mission Climb-Out: When mission activity dictates, the following climb out instructions for runway 36 may be issued: CLIMB AND MAINTAIN ONE THOUSAND SIX HUNDRED AND TURN RIGHT HEADING ONE FIVE ZERO.

Note: Headings may be amended to accommodate for traffic east of Hurlburt.

3.10.2.3.5. The phraseology "EXECUTE MISSION CLIMB-OUT" may be used for locally assigned aircraft only.

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

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

3.12. Opposite Direction Takeoffs/Landings. 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.

3.12.1. Opposite direction takeoffs/landings between the runway and Landing Lane 18H/36H, hover points, or Gator Lake area operations are as follows:

3.12.2. Departure vs Arrival. Arrivals to the runway (fixed wing) will not be allowed inside 6 NM from runway (3 NM for rotary wing) until the opposite direction departure has departed and turned to avert any conflict. If the arriving aircraft is within 6 NM (fixed wing) from the runway (3 NM if a helicopter), the opposite direction departure shall be held until the arrival has landed.

3.12.2.1. Arrival vs Arrival. Arrivals to the runway will not be allowed inside 6 NM (fixed wing) from runway (3 NM for rotary wing) until the opposite direction arriving helicopter has landed on the hover point/landing lane. If the arriving aircraft is within 6 NM (fixed wing) from the runway (3 NM if a helicopter), the opposite direction hover point/landing lane arrival shall be held until the other aircraft has landed.

3.12.2.2. Departure vs Departure. Helicopter departures from the hover points/landing lane shall not depart simultaneously with opposite direction departures from the runway. Second departing aircraft (either from Runway or hover point/landing lane) shall be held until opposite direction traffic no longer exists (ex: conflicting helicopter turns east/west, fixed wing aircraft passes position abeam second aircraft's departure position, etc.).

3.12.3. When both aircraft are IFR:

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

3.12.3.2. Arrival vs Arrival. Arrivals to the runway shall not proceed past a point 6 NM from runway before the preceding arriving 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 or touch and go.

3.12.3.3. When 1 or both of the aircraft involved is VFR the above separation standards (3.11.3.1 and 3.11.3.2.) may be reduced to 4 NM for opposite direction operations—except when heavy aircraft are involved. Visual separation may be used if both aircraft are rotary.

3.12.4. When ERCF is closed, opposite direction operations must be prior coordinated and approved with ZJX. If approved, ZJX will issue specific departure instructions. There will be no simultaneous opposite direction operations for IFR aircraft when ERCF is closed.

3.13. Hurlburt Field DZ Procedures:

3.13.1. 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.

3.13.2. 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.

3.13.3. Requesting agency will submit a SAAR request to the AFM at least 10 business days before the scheduled event. SAAR request form can be downloaded from the AM SharePoint site.

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

3.13.5. Not 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.

3.13.6. 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.

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

3.13.8. 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.

3.14. Landing Lane Operations.

3.14.1. Landing Lane 18H/36H. The landing lane is used for 2 functions: Rolling takeoffs/arrivals and hover points. Landing Lane 18H/36H and the hover points are authorized for VFR operations only; all IFR operations must be conducted to the runway. The following procedures will be used:

3.14.2. To conduct operations using the entire landing lane, the term "Landing Lane 36H (or 18H)" will be used. Example: "RAVEN01, WIND XXX AT X, LANDING LANE 36H CLEARED FOR THE OPTION/FOR TAKEOFF/TO LAND".

3.14.3. To conduct operations to a specific hover point, the term "Hover Point 1 (2 or 3)" will be used. Example: "RAVEN01, WIND XXX AT X, HOVER POINT 1 (2 or 3) CLEARED FOR THE OPTION/FOR TAKEOFF/TO LAND".

3.14.4. When a fixed-wing aircraft is in place for parking/servicing on the helicopter landing lane (18H/36H), the landing lane will no longer be considered a CMA by AM or the Air Traffic Control (ATC) Tower. The landing lane will be considered a parking ramp until the aircraft has departed/is no longer parked there. The ATC Tower will request AM to conduct a safety/FOD sweep on the landing lane prior to resuming the CMA.

3.15. Night Vision Device (NVD) Operations.

3.15.1. 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 3.15.8). Prior to airfield lights being turned back on for any reason, Tower will ensure all NVD participants are notified.

3.15.2. 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 SharePoint site 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.

3.15.2.1. AMOPS.

3.15.2.2. Air Traffic Control.

3.15.2.3. 1 SOMXG/CC.

3.15.2.4. MOC.

3.15.2.5. 1 SOAOS/A33 (Archer Ops).

3.15.2.6. Security Forces.

3.15.2.7. Fire Department (FD).

3.15.2.8. 1 SOG/CC (or designated representative).

3.15.3. Vehicle operations and lighting. Refer to HFI 13-213, *Airfield Driving*, paragraph 3.21 for vehicle procedures.

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

3.15.5. 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.

3.15.5.1. 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.

3.15.5.2. 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.

3.15.6. 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.

3.15.7. 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.

3.15.8. 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.

3.15.9. 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.

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

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

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

3.15.9.4. 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.

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

3.15.9.6. 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 Terminal Device Workstation (TDW) is out of service.

3.15.9.7. 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.

3.15.9.8. 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.

3.16. Laser Target Marker (LTM).

3.16.1. PC-12 LTM operations, commonly referred to as sparkle operations, has been authorized in Hurlburt's Class D.

3.16.2. LTM may be used within the vicinity of Hurlburt Field class D airspace. At a minimum, 1 SOG 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.

3.16.3. 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.

3.17. 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:

3.17.1. Notify control tower at least 1 hour before planned detonations.

3.17.2. 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.

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

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

3.18. Small Arms Range Complex (SARC) Procedures.

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

3.18.2. 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 feet 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.

3.18.3. 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.

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

3.19. FARP Procedures (aircraft to aircraft refueling).

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

3.19.2. 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.

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

3.19.4. 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.

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

3.20.1. 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.

3.20.2. 1 SOAOS/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.

3.20.3. 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.

3.20.4. 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.

3.21. 1 SOAOS/A33.

3.21.1. The 1 SOAOS/A33 does not operate out of Hurlburt Tower.

3.21.2. The permanent duty location of the 1 SOAOS/A33 is the Wing Operations Center.

Chapter 4

EMERGENCY PROCEDURES

4.1. Emergency Response Procedures.

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

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

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

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

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

4.2. Operation of the Primary and Secondary Crash Net.

4.2.1. 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".

4.2.1.1. CP, 1 SOAOS/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.

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

4.2.1.3. Control tower will activate the PCAS under the following conditions:

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

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

4.2.1.3.2.1. Pilot

4.2.1.3.2.2. Control tower personnel

4.2.1.3.2.3. FD

4.2.1.3.2.4. Personnel responsible for aircraft operations

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

4.2.1.3.4. Exercise inputs affecting airfield operations.

4.2.2. 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".

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

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

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

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

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

4.2.3.1. Tower will pass additional information to AMOPS and Fire/Crash via PCAS or the Fire/Crash TAC-1 Group Radio and FM Ramp Net.

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

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

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

4.3. 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 SOAOS/A33. CP, 1 SOAOS/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.

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

4.5. Evacuation of Control Tower and AMOPS Facilities.

4.5.1. Control tower evacuation procedures/continuity of air traffic services. 1 SOG/CC has determined there is no need for an alternate control tower.

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

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

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

4.5.1.1.3. Transmit on all frequencies: "HURLBURT FIELD RUNWAY OPS ARE SUSPENDED. HURLBURT CONTROL TOWER IS BEING 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."

4.5.1.1.4. Transmit on RAMP NET: "HURLBURT CONTROL TOWER IS BEING EVACUATED. REMAIN OFF ALL CONTROLLED MOVEMENT AREAS, CONTACT AIRFIELD MANAGEMENT."

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

4.5.1.1.6. 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."

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

4.5.1.2. AMOPS will.

4.5.1.2.1. Relay the appropriate information on the SCN.

4.5.1.2.2. 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.

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

4.5.1.2.4. Notify ERCF, 1 SOAOS/A33 and CP with advisories and updates on airfield status.

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

4.5.2. Resumption of Control Tower Service. When ready to resume control tower operations, control tower will:

4.5.2.1. Perform appropriate opening checklists.

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

4.5.2.3. Contact CP, 1 SOAOS/A33 for a briefing on current airfield ground operations.

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

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

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

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

4.5.3.1. Inform all occupants of building 90730 to evacuate.

4.5.3.2. At a minimum, notify the Control Tower, ERCF, CP and FD of evacuation/arrival at alternate facility.

4.5.3.3. Secure all classified materials.

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

4.5.3.5. AMOPS shall relocate to building 90747 (OSS Squadron Building) to begin alternate facility operations.

4.5.3.6. Upon arrival at alternate facility AMOPS personnel will:

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

4.5.3.6.2. Issue/coordinate NOTAMS, as required.

4.5.3.6.3. 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.

4.5.3.7. 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:

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

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

4.5.3.7.3. Issue/coordinate NOTAMS, as required.

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

4.5.3.8. 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 4.5.3.4.

4.6. 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 SOAOS/A33 and CP when notified of inbound medical aircraft. Control tower will notify AMOPS when the AIR EVAC, MEDEVAC, or HOSP aircraft is within 10 NM of landing.

4.7. Hot Brake Areas and Procedures.

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

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

4.8. 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.

4.9. Hung Ordnance Procedures.

4.9.1. 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.

4.9.2. 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.

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

4.10.1. 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. See Figure A10.1 for depiction of jettison areas.

4.10.2. 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.

4.10.3. 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):

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

4.10.3.2. Duke Field. Runway 18 or 36

4.10.3.3. Hurlburt Field. Runway 18 only

4.11. V-22 Gear Up Pad. V-22 gear-up landing site is located on Landing Lane 18H/36H on the northern portion of Hover Point 1.

4.12. Dangerous/Hazardous Cargo Procedures.

4.12.1. AMOPS will:

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

4.12.1.2. Request a 40 mile call from control tower.

4.12.2. Control tower will:

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

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

4.12.2.3. Coordinate for parking location through AMOPS.

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

4.13. No Radio (NORDO) Procedures.

4.13.1. 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.

4.13.2. 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.

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

4.15. Unlawful Seizure of Aircraft.

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

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

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

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

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

Chapter 5

MISCELLANEOUS INFORMATION AND PROCEDURES

5.1. Adjacent Airports.

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

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

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

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

5.1.5. Holley Field (NAVARRE). Located on Hurlburt TACAN 268 radial at 10.2 DME.

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

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

5.2. Airfield Operations Board (AOB).

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

5.2.2. IAW AFI 13-204, the AOB is normally chaired by the 1 SOW/CV but at Hurlburt Field it has been delegated to the 1 SOG/CC and it cannot be delegated lower. The following personnel (or designated representatives) are identified as permanent/required members:

5.2.2.1. 1 SOMSG/CC.

5.2.2.2. Representation from each flying organization (319 SOS, 4 SOS, 8 SOS, 15 SOS, 34 SOS).

5.2.2.3. 1 SOG/OGV.

5.2.2.4. 1 SOW/SEF.

5.2.2.5. 1 SOSS/CC.

5.2.2.6. AOF Staff (ATC, AM, TERPS, Airspace, ATCALS Mx).

5.2.2.7. 1 SOCS.

5.2.2.8. Civil Engineering Squadron (1 SOCES).

5.2.2.9. 96 OSS (recommended).

5.2.2.10. FAA Air Traffic Representative (recommended).

5.2.2.11. 1 SOSS/OSW.

5.2.2.12. Maintenance Group (1 SOMXG).

5.2.2.13. 1 SOW/CP.

5.2.2.14. 1 SOAOS.

5.2.3. 1 SOSS/OSA is responsible for sending out the AOB invitation, agenda, and publishing the meeting minutes.

5.2.4. The items listed below will be reviewed annually during the month indicated unless otherwise annotated. Results will be briefed in the next AOB.

5.2.4.1. January – SII Checklists.

5.2.4.2. February – LOP Index Review.

5.2.4.3. March – AM OI Review.

5.2.4.4. April – Annual Airfield Waiver Review; Air Installation Compatible Use Zone.

5.2.4.5. May – Airspace LOAs.

5.2.4.6. June – AM/ATC Training Program/TOI.

5.2.4.7. July – ATC OI Review.

5.2.4.8. August – Operations Letters.

5.2.4.9. September – TERPS Review.

5.2.4.10. October – Annual Airfield Certification and Safety Inspection.

5.2.4.11. November – HFI 13-204.

5.2.4.12. December – Base Comprehensive Parking Plan Review.

5.3. Noise Abatement Procedure/Quiet Hours.

5.3.1. 1 SOW noise abatement procedures are addressed in HFI 11-201, *Fixed-Wing and Vertical-Lift Aircraft Operations*.

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

5.3.3. 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 SOG/CC, quiet hour restrictions will be based on location as depicted on the SAAR form (download from OSA SharePoint).

5.3.4. 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.

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

5.4. Distinguished Visitor (DV) Notification Procedures. AMOPS shall notify CP and 1 SOAOS/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.

5.5. Taking of Photographs.

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

5.5.2. 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 HFI 31-101, paragraph 19.12.2, the photography will be for official business only. 1 SOW/PA must review all imagery prior to public release.

5.6. Civilian Aircraft Operations.

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

5.6.2. 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.

5.7. Weather Dissemination and Coordination: Hazardous/Severe Weather Notification.

5.7.1. IAW Hurlburt Field Support Plan (HF SPLAN) 15-101, *Weather Support*, 1 SOSS/OSW is responsible for initial notification of weather advisories and warnings.

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

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

5.8. Lightning Response.

5.8.1. 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 SOG/CC, the 1 SOMXG/CC, or equivalent. These procedures also apply if lightning is observed within the immediate vicinity without an official lightning warning from weather.

5.8.2. 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.

5.9. 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.

5.10. Temporary Construction Waivers to Airfield/Airspace Criteria. The airfield construction area includes all construction within the fenced area around the airfield and also 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 AFI 13-204. 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.

5.10.1. 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.

5.10.2. 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.

5.10.3. 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.

5.11. 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, Comm, CE, Safety and Airfield Ops.

SEAN M. FARRELL, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-1001, *Civil Aircraft Landing Permits,* 1 September 1995

AFI 10-1002, *Agreements for Civil Use of Air Force Airfields,* 1 September 1995

AFI 11-202, Volume 3, *General Flight Rules,* 7 November 2014

AFI 11-208_IP, *Department of Defense Notice to Airmen (NOTAM) System,* 3 June 2011

AFI 13-204, Volume 1, *Airfield Operations Career Field Development,* 9 May 2013

AFI 21-101, *Aircraft and Equipment Maintenance Management,* 21 May 2015

AFI 32-1002, *Snow and Ice Control,* 22 January 2015

AFPAM 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Techniques,* 1 February 2004

FAA Joint Order 7110.65, *Air Traffic Control*

FAA Joint Order 7210.846, *Unmanned Aircraft Operations in the NAS*

FAR Part 77, *Obstructions to Navigation*

14 CFR SEC 91.209, *Aircraft Lights*

14 CFR 105, *Parachute Operations*

HURLBURTFIELDI 11-201, *Fixed-Wing and Vertical-Lift Aircraft Operations*, 3 December 2014

HURLBURTFIELDI 13-213, *Airfield Driving Program,* 14 August 2013

HURLBURTFIELD IDP, Hurlburt Field Integrated Defense Plan

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 1199D, USAF Restricted Area Badge (BLUE) (ACCOUNTABLE)

DD Form 175, Flight Plan, Military

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

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

WCC—Wildlife Control Contractor

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 are 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.

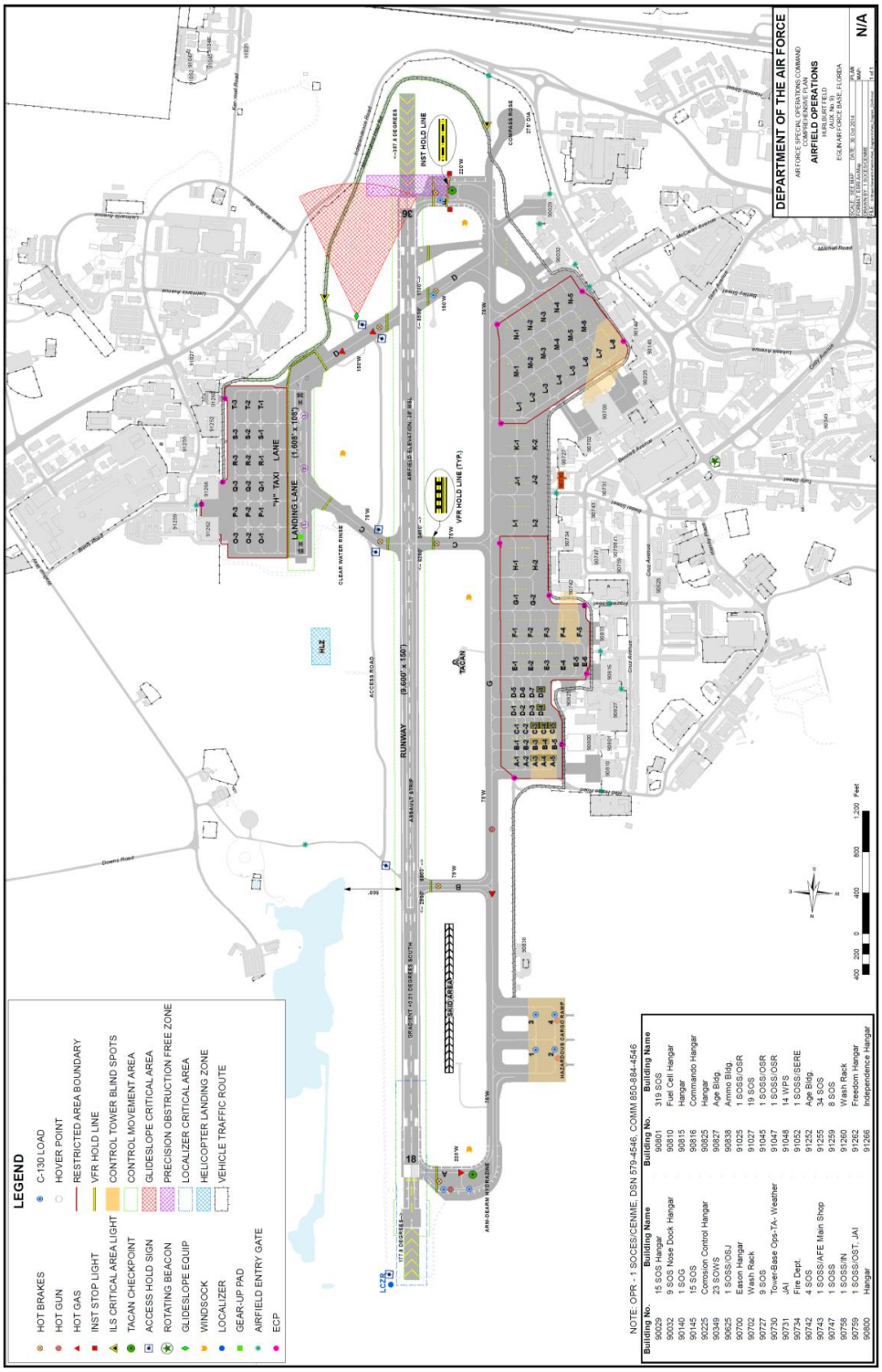
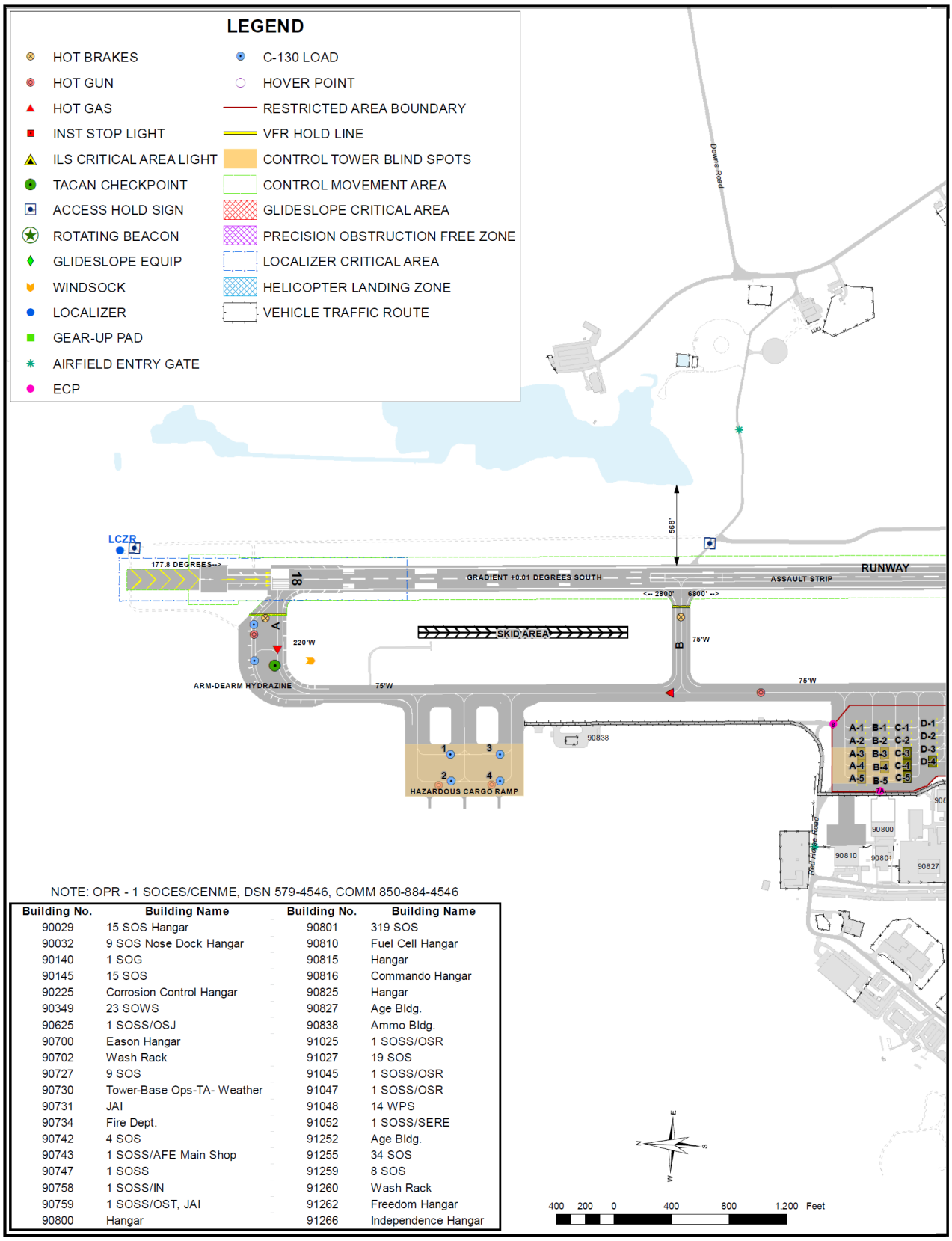


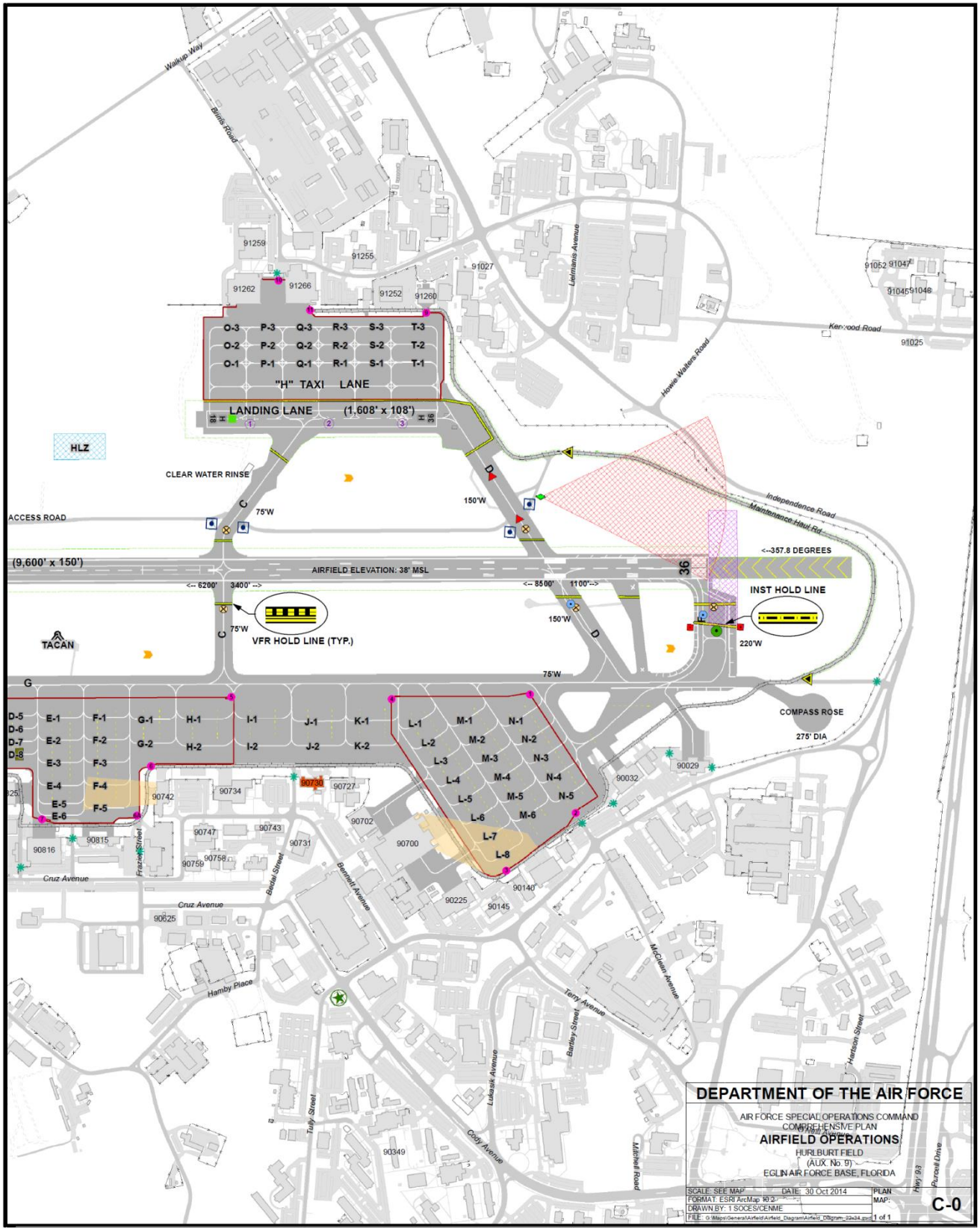
Figure A2.2. Airfield Diagram North View.



NOTE: OPR - 1 SOCES/CENME, DSN 579-4546, COMM 850-884-4546

Building No.	Building Name	Building No.	Building Name
90029	15 SOS Hangar	90801	319 SOS
90032	9 SOS Nose Dock Hangar	90810	Fuel Cell Hangar
90140	1 SOG	90815	Hangar
90145	15 SOS	90816	Commando Hangar
90225	Corrosion Control Hangar	90825	Hangar
90349	23 SOWS	90827	Age Bldg.
90625	1 SOSS/OSJ	90838	Ammo Bldg.
90700	Eason Hangar	91025	1 SOSS/OSR
90702	Wash Rack	91027	19 SOS
90727	9 SOS	91045	1 SOSS/OSR
90730	Tower-Base Ops-TA- Weather	91047	1 SOSS/OSR
90731	JAI	91048	14 WPS
90734	Fire Dept.	91052	1 SOSS/SERE
90742	4 SOS	91252	Age Bldg.
90743	1 SOSS/AFE Main Shop	91255	34 SOS
90747	1 SOSS	91259	8 SOS
90758	1 SOSS/IN	91260	Wash Rack
90759	1 SOSS/OST, JAI	91262	Freedom Hangar
90800	Hangar	91266	Independence Hangar

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.

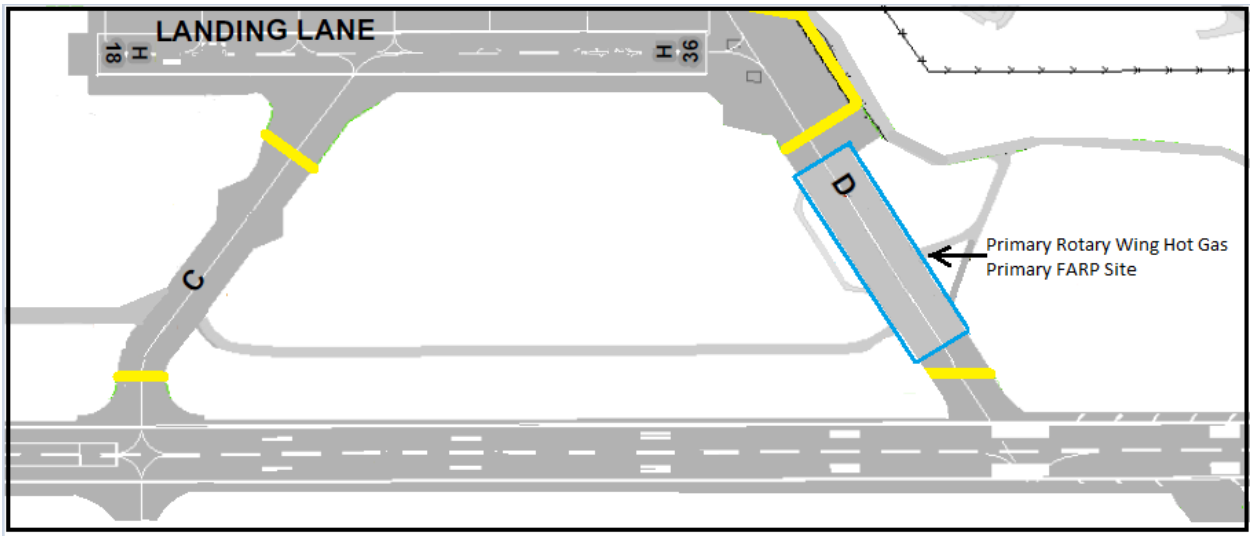
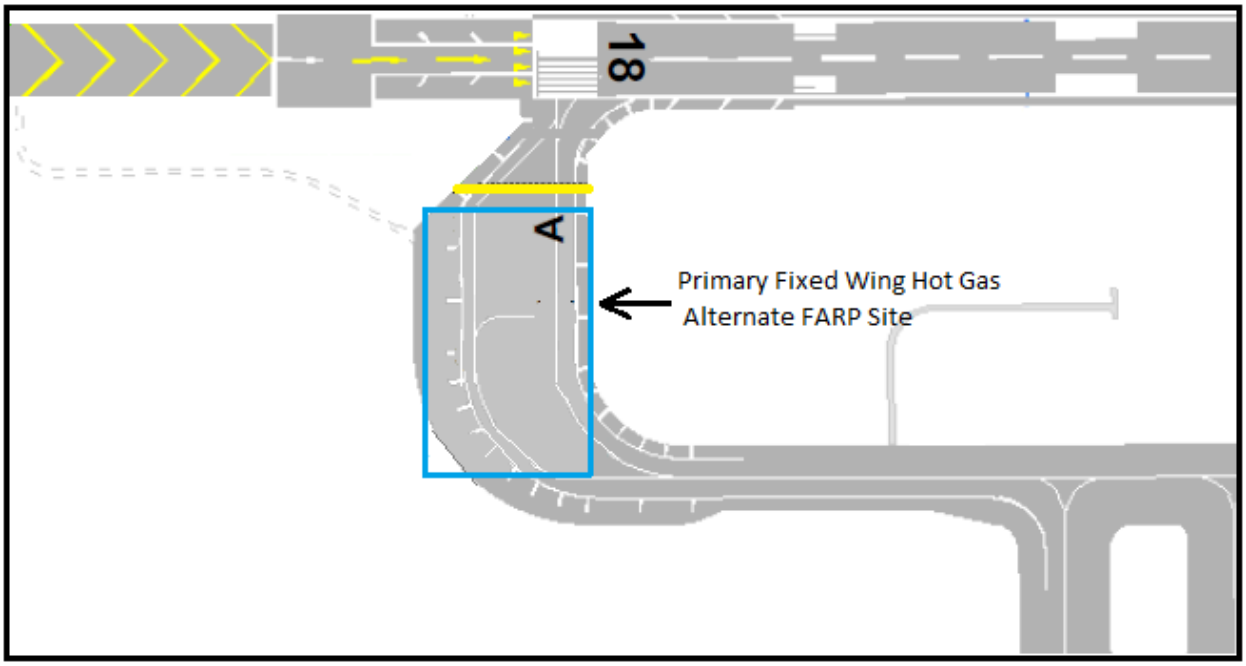


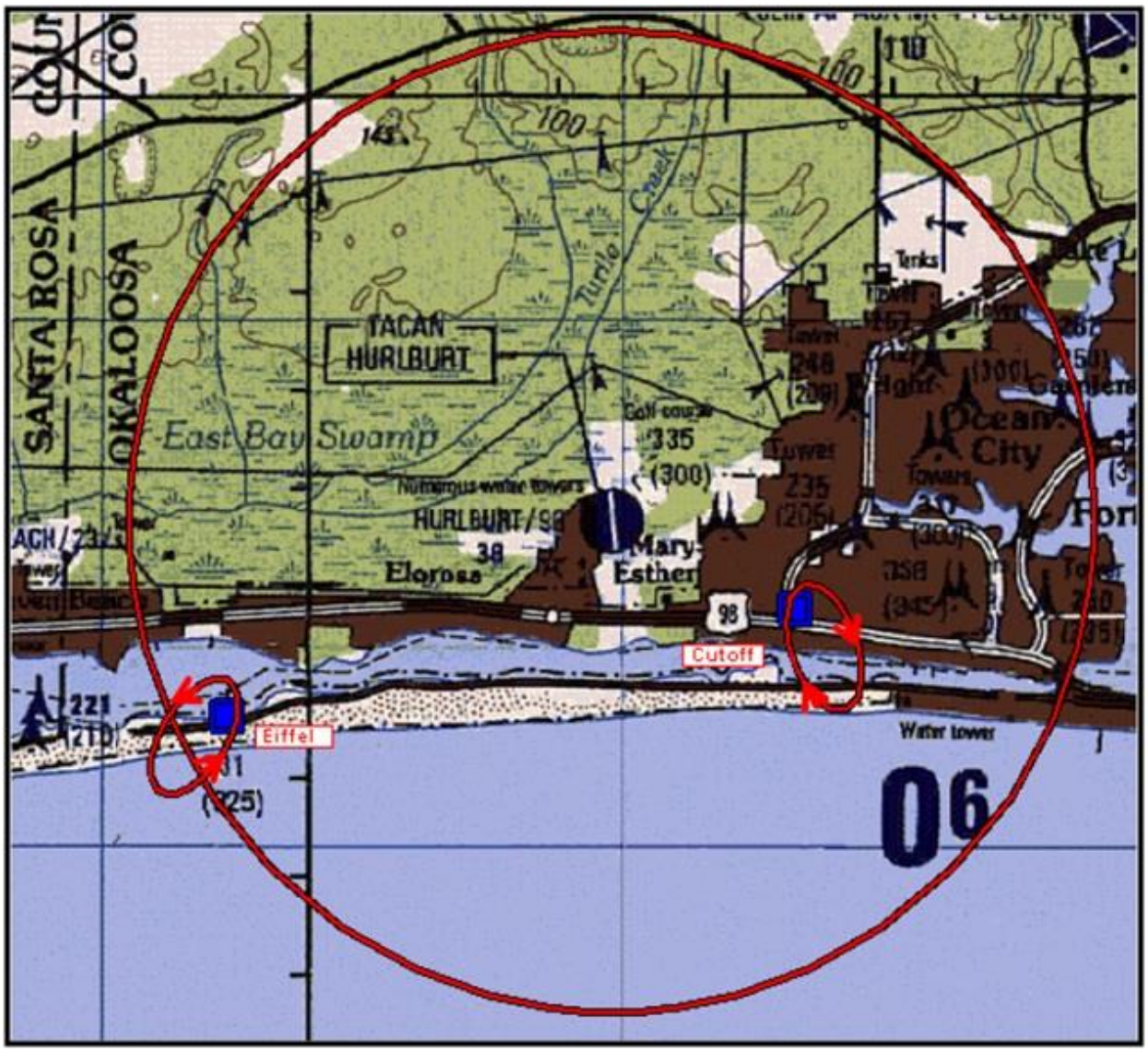
Figure A3.2. Alternate FARP/Hot Gas Operations on Taxiway Alpha.



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.

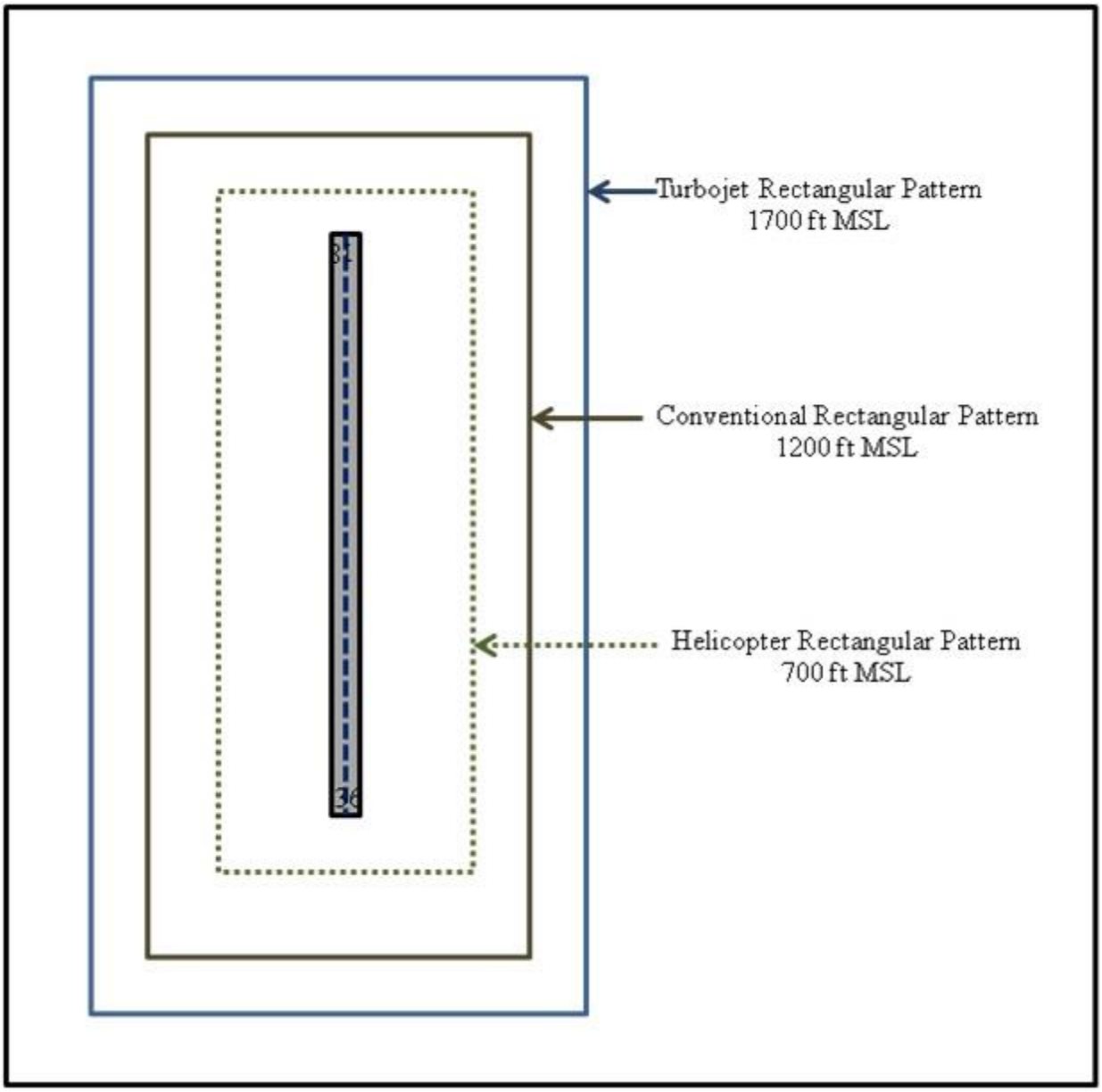


Figure A5.2. Hurlburt Radar Pattern.

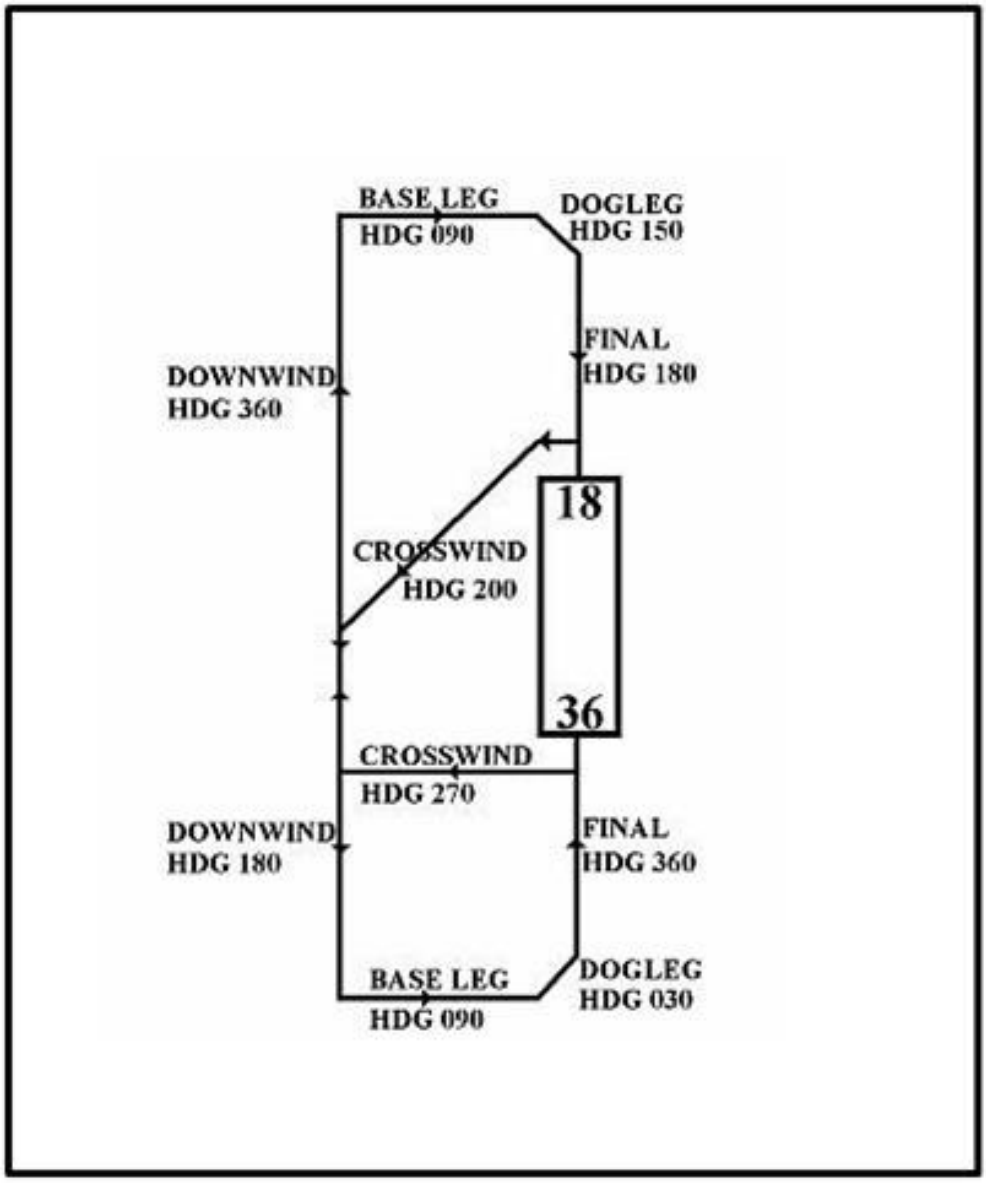
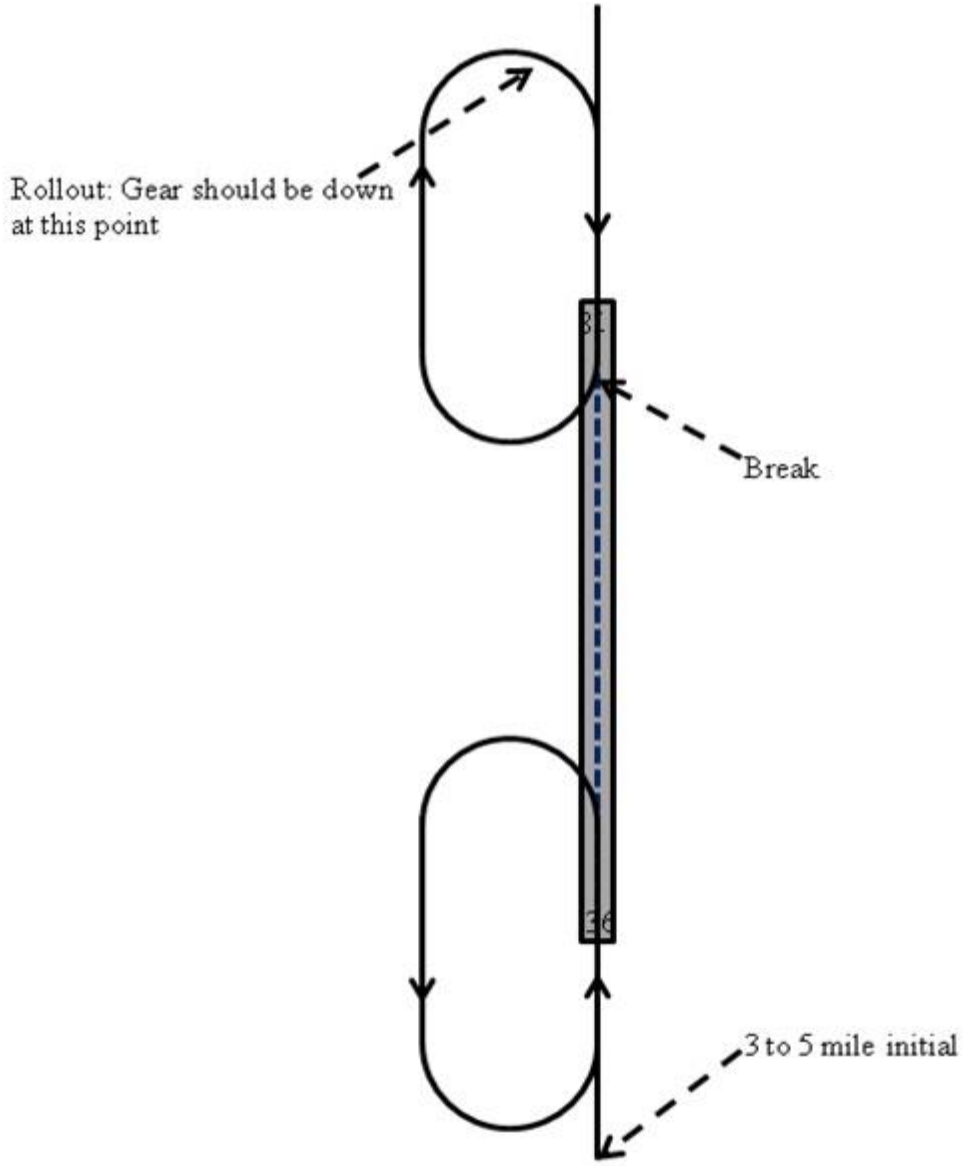


Figure A5.3. Overhead Pattern:

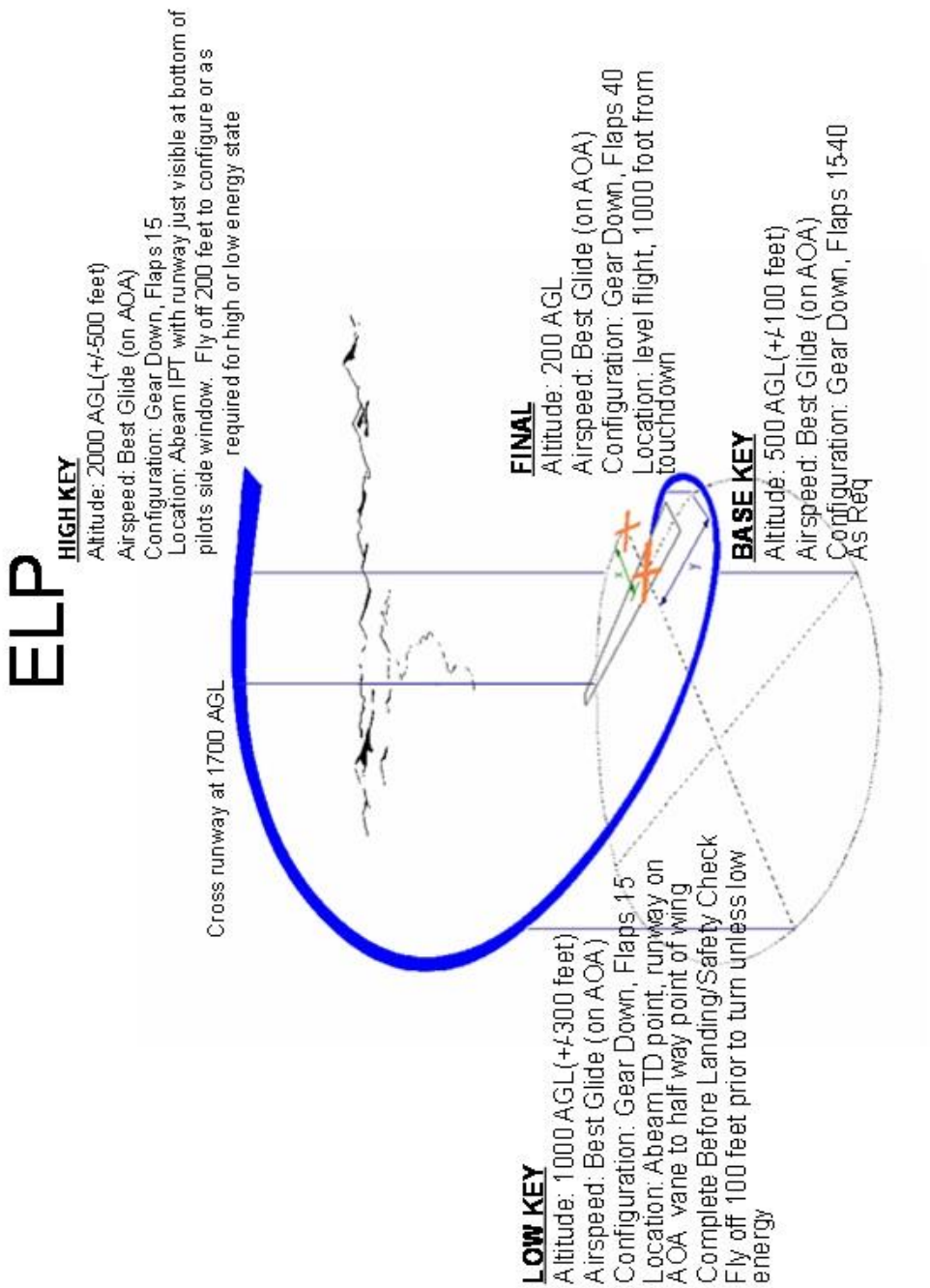


All overhead patterns start at 3 to 5 mile initial. Pattern altitudes are 1700 ft. MSL for both runways. Unless requested otherwise, all overheads will be flown west of the field. Additionally, aircraft will break over the numbers unless instructed otherwise by air traffic control.

Attachment 6

PRACTICE EMERGENCY LANDING PROCEDURE (ELP)

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

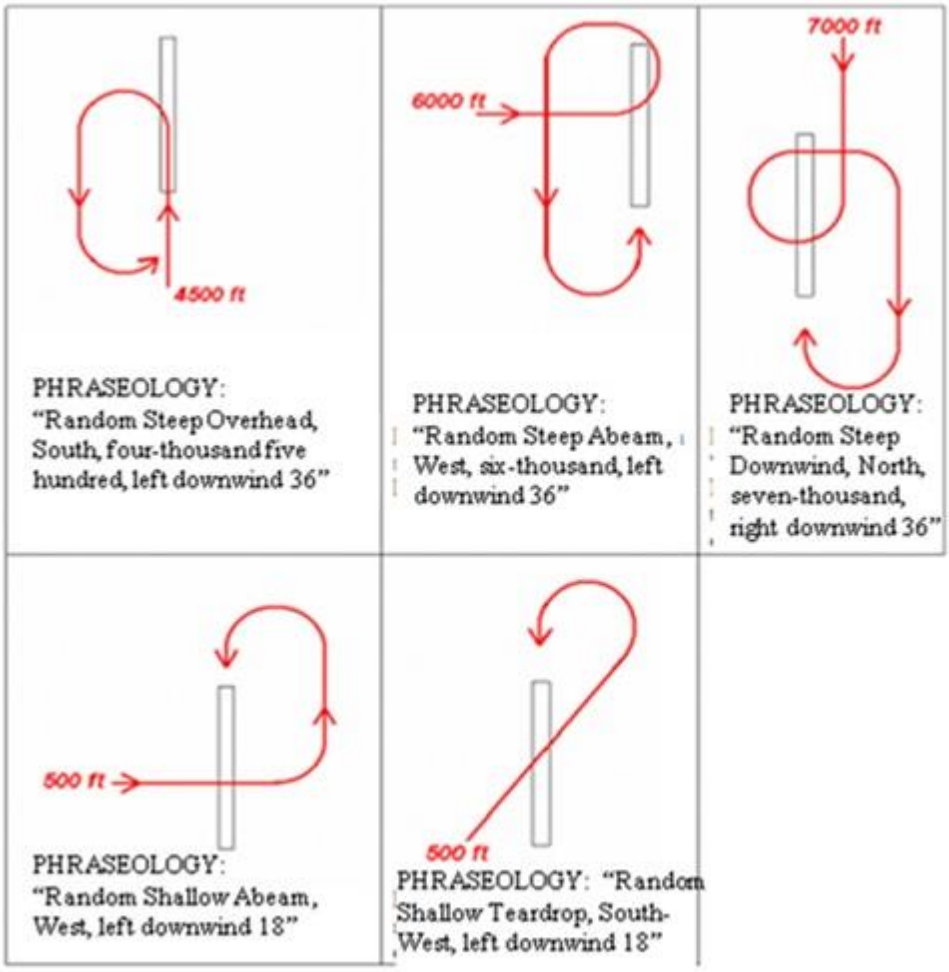


Note: High Key at Hurlburt Field will be 2200 feet AGL (unless otherwise coordinated with Tower) to ensure separation from the overhead pattern.

Attachment 7

RANDOM APPROACHES

Figure A7.1. Random Approaches.



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).

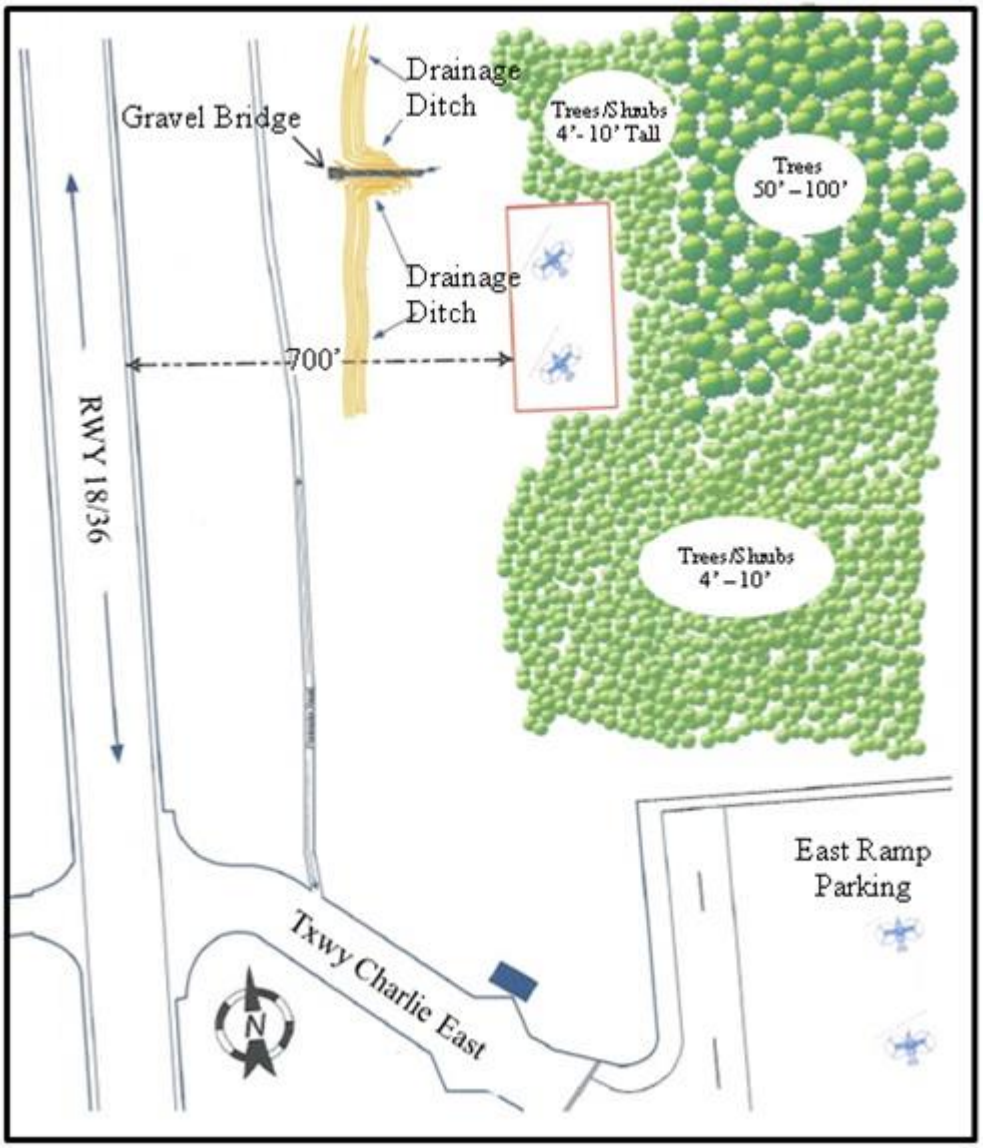


Figure A8.2. Gator Lake and Skid Area.

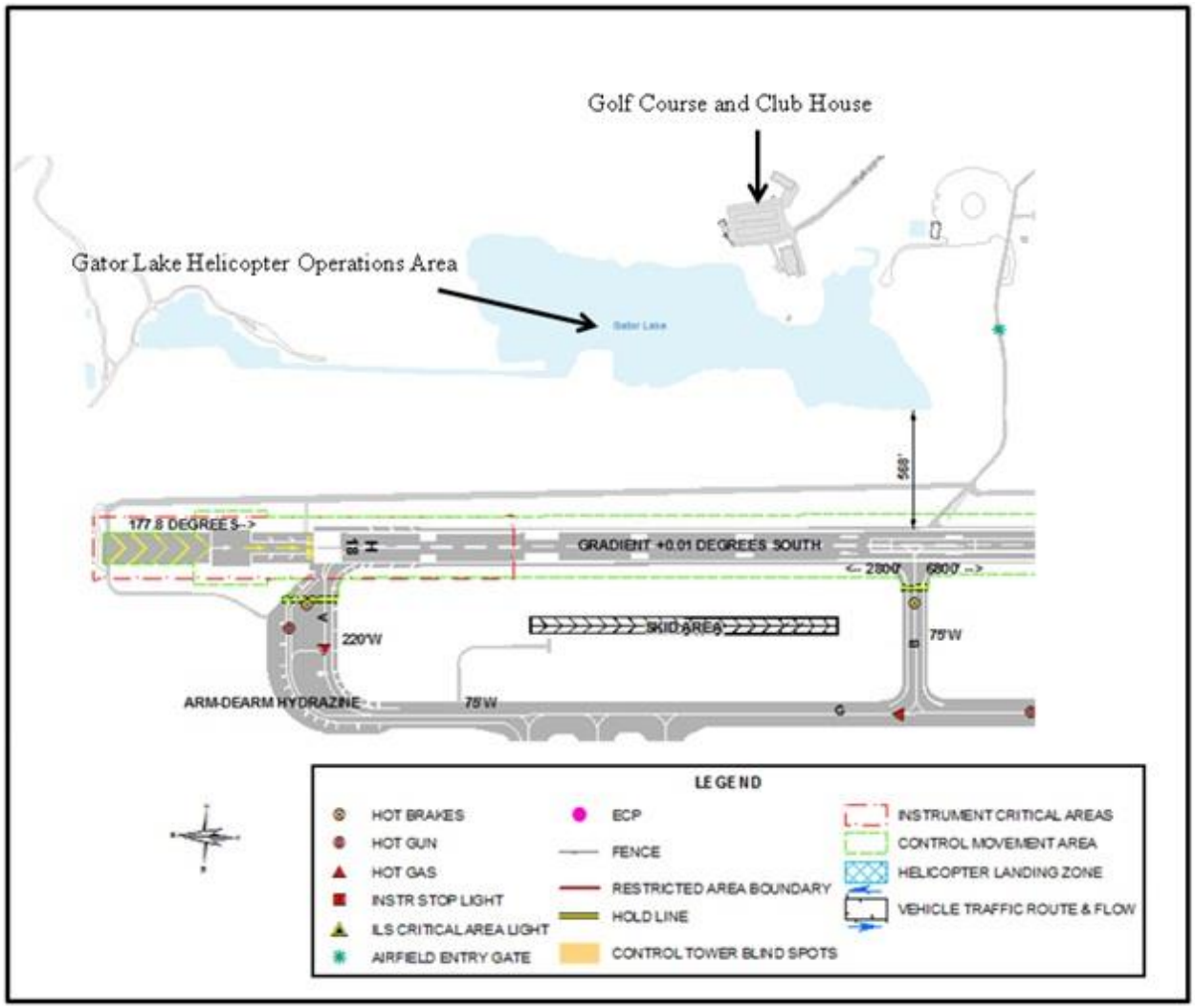
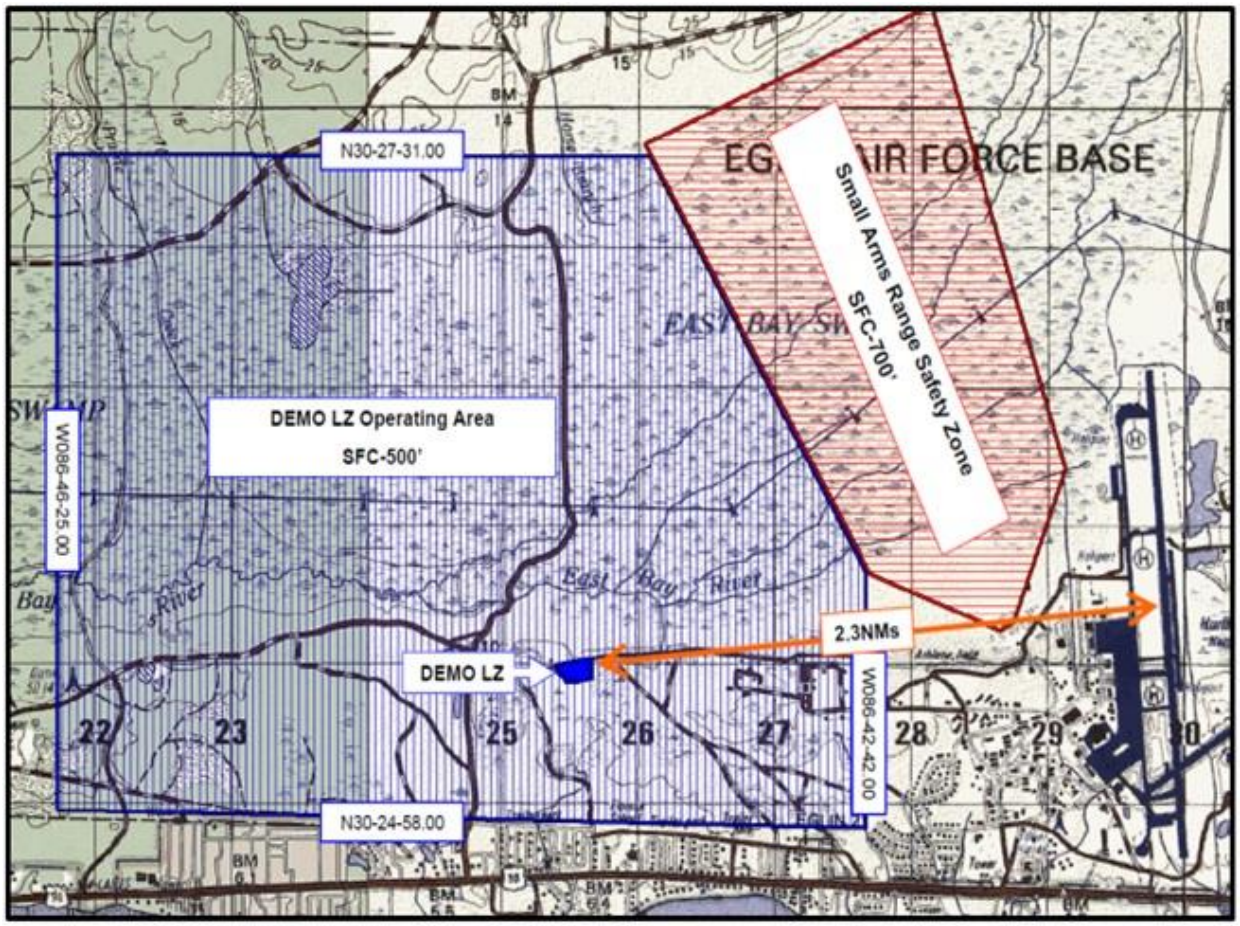


Figure A8.3. Demo LZ Operating Area.



Attachment 9

HURLBURT CLASS DELTA AND RESTRICTED AREAS

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

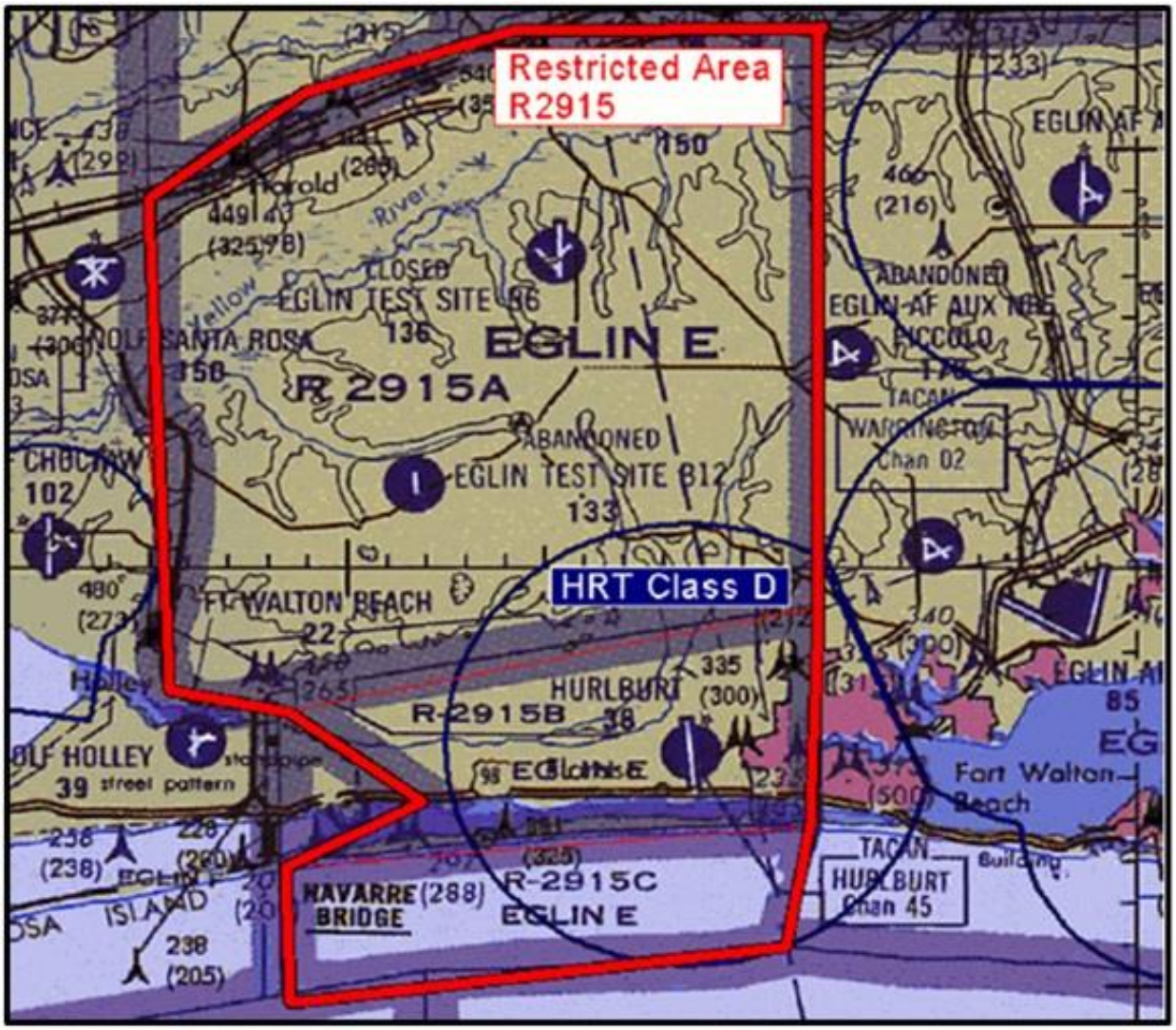
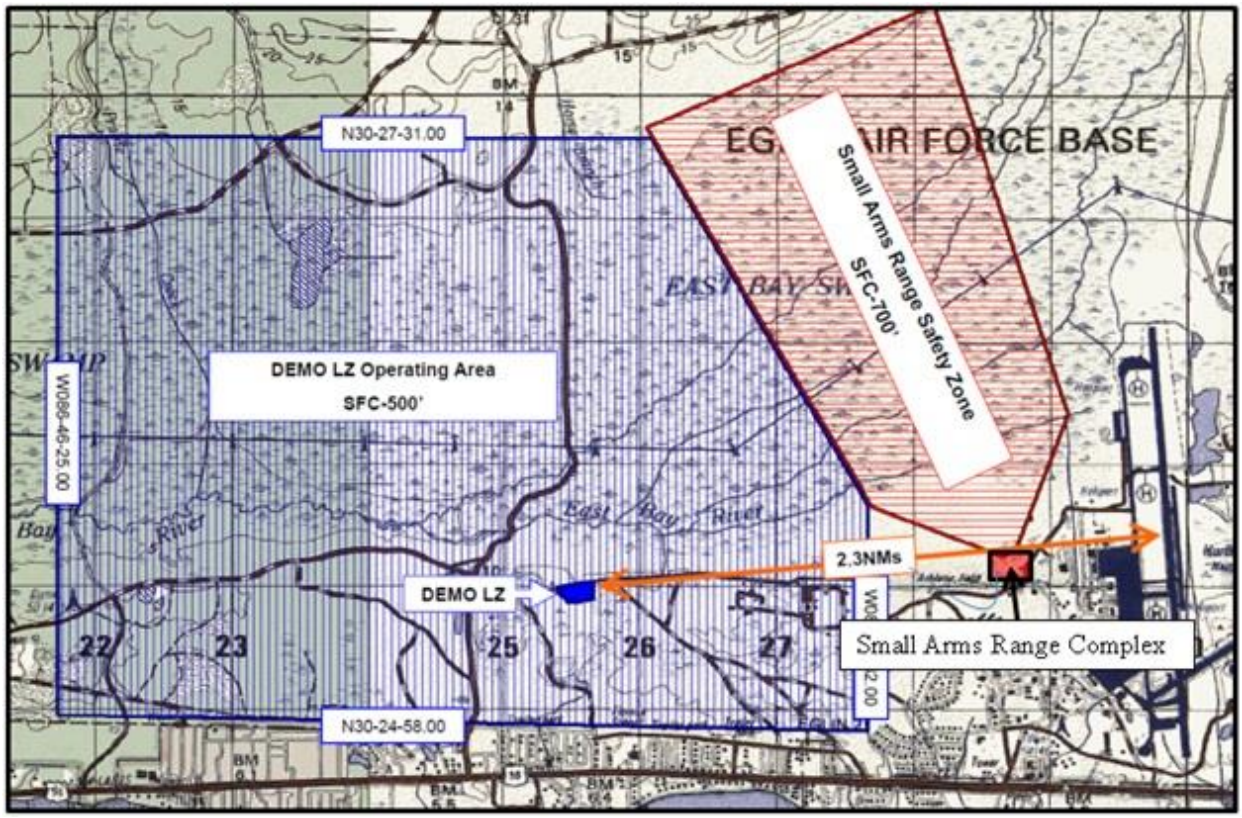


Figure A9.2. Small Arms Range Complex (SARC).

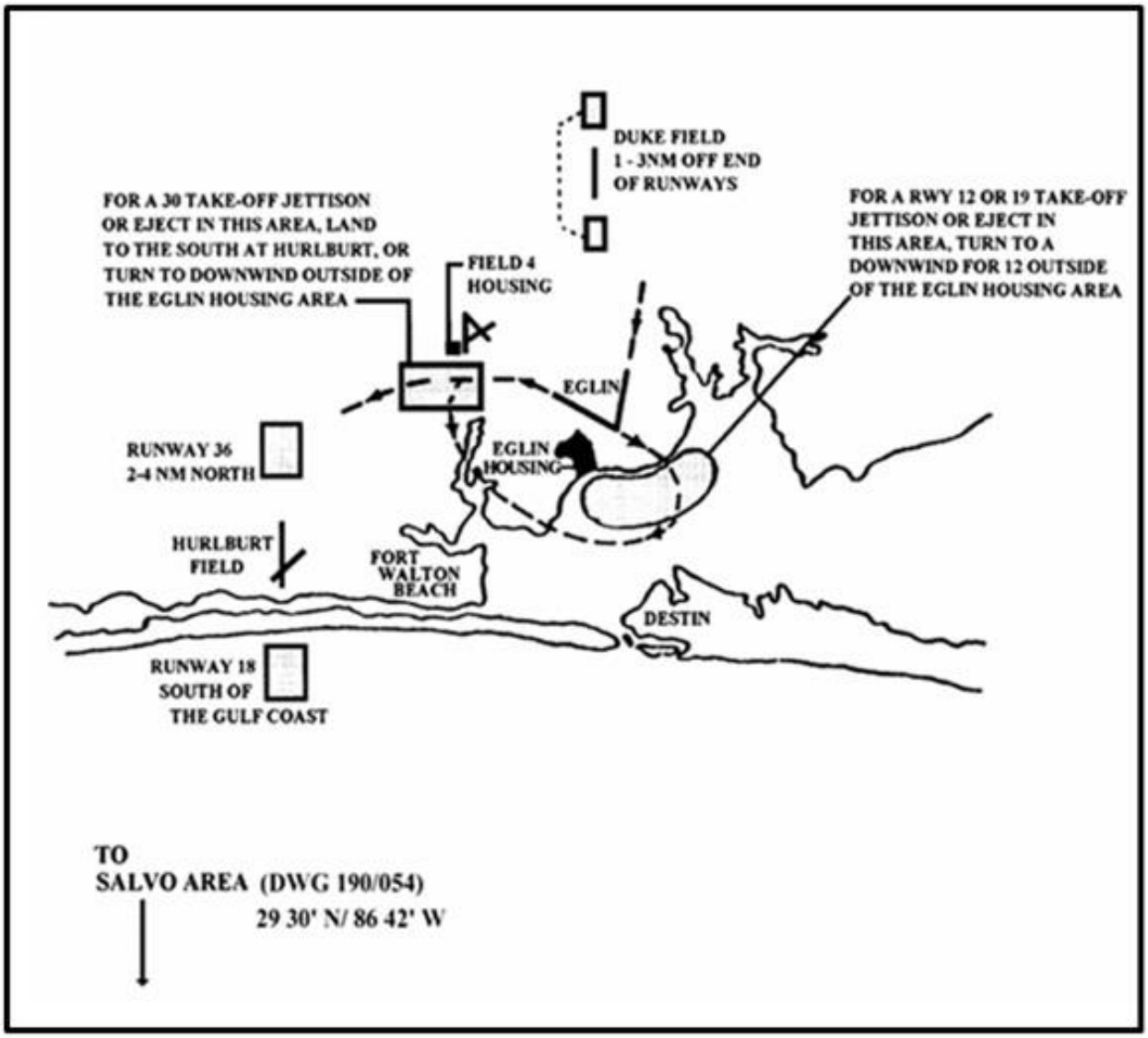


Note: **SFC-700' AGL when active.**

Attachment 10

EMERGENCY JETTISON AND BAIL OUT AREA

Figure A10.1. Emergency Jettison and Bail Out Area.



Attachment 11

DEPLOYED LOCAL AREA FLIGHT PLANS

Date

MEMORANDUM FOR 1 SOSS/OSAA
FROM:
SUBJECT: Deployed Local Area Flight Plans

A.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.

A.2. All flight plans will be submitted on DD Form 175 or DD Form 1801 and will be faxed as directed by General Planning Chapter 4, to Airfield Management Operations (Phone 884-7806 / Fax- 884-5358) as follows:

A.3. VFR DD175, Faxed 1 hour (minimum) prior to takeoff.

A.4. IFR DD175, Faxed 1 hour (minimum) prior to takeoff.

A.5. IFR DD1801, Faxed 2 hours (minimum) prior to takeoff.

A.6. After faxing flight plans to Airfield Management Operations**, a**ircrew will call 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.

A.7. Questions concerning flight plans and procedures may be directed to NCOIC, Airfield Management Operations at 884-7809.

A.8. 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

AIR TRAFFIC CONTROL TOWER LIGHT GUN SIGNALS

Figure A12.1. Air Traffic Control Tower Light Gun Signals.