

**BY ORDER OF THE COMMANDER
RAF MILDENHALL (USAFE)**

RAF MILDENHALL INSTRUCTION 13-204

14 OCTOBER 2014



Nuclear, Space, Missile, Command and Control

***AIRFIELD AND AIR TRAFFIC CONTROL
OPERATIONS***

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This instruction implements AFD 13-2, *Air Traffic, Airfield, Airspace and Range Management*, prescribing procedures for air traffic management, control and operation of aircraft at RAF (Royal Air Force) Mildenhall, England. The procedures contained herein are supplemental to AFI 13-204v1, *Airfield Operations Career Field Development*, AFI 13-204v2, *Airfield Operations Standardization and Evaluations*, AFI 13-204v3, *Airfield Operations Procedures and Programs*, AFI 11-202V3, *General Flight Rules*, Federal Aviation Administration (FAA) Joint Order (JO) 7110.65, *Air Traffic Control*, UK Civil Aviation Pamphlet (CAP) 774, UK Flight Information Services, Regulatory Articles – Manual of Air Traffic Management, MAA 3000, *Military Flying Regulations*, *Royal Air Force Military Radar and Military Air Traffic Operation (MATO) Procedures and Patterns for East Anglia*. It is applicable to all organizations, permanent or transient, operating aircraft at RAF Mildenhall (RAFM). Deviation is authorized only in emergencies where adherence would jeopardize safe aircraft operations. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to 100 OSS/CC for coordination prior to certification and approval. Approval authority for waiver of Tier 3 requirements with this supplement is 100 OSS/CC. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility 100 OSS/OSA, using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of*

Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This document has been updated to reflect changes in USAF procedures and policies. It further revises practices at RAFM, to include updated information regarding airfield operations

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Chapter 1

GENERAL INFORMATION

1.1. Command and Control.

1.1.1. The 100th Air Refueling Wing Commander (100 ARW/CC) is ultimately responsible for airfield and air traffic control operations. The Airfield Operations Flight (100 OSS/OSA) executes the Airfield Management Operations (AM Ops) and Air Traffic Control (ATC) missions.

1.1.2. Recommendations for improving this instruction are encouraged and should be forwarded to the RAFM Airfield Operations Board (AOB) through 100 OSS/OSA or other board members. When necessary, all provisional changes will be initiated and coordinated with/by 100 OSS/OSA.

1.1.3. This instruction will be reviewed by 100 OSS/OSA annually, prior to the fourth quarter AOB. Review will determine currency and correctness of the instruction. If updates are required, 100 OSS/OSA will initiate a revision/rewrite. **NOTE:** It is imperative all base agencies with procedures tasking Airfield Operations (ATC, AM Ops) allow 100 OSS/OSA to review and coordinate on any/all Letters of Procedures and OPLANS prior to implementation. IAW AFI 13-204v3, paragraph 4.1.3., Airfield Operations requires a mandatory 30 day familiarization period before implementation of any LOPs or OPLANS.

1.1.4. In addition to AM Ops and ATC services outlined in this instruction, the 100 Air Refueling Wing (ARW), 352 Special Operations Group (352 SOG) and attached units will abide by procedures outlined in the Letter of Agreement between RAFM, RAF Lakenheath (RAFL) and 352 SOG.

1.2. Authority for Imposing Airfield Restrictions.

1.2.1. AM Ops may impose airfield restrictions as outlined in AFI 13-204v3. Tower and AM Ops may temporarily suspend runway or taxiway operations in the interest of safety; however, only the following personnel have the authority to open or close the runway, a taxiway or apron:

1.2.1.1. 100 ARW/CC/CV or designated representatives.

1.2.1.2. Airfield Manager or designated representative.

1.2.2. Runway operations are automatically suspended, pending possible closure, when:

1.2.2.1. An aircraft is disabled on or near the runway.

1.2.2.2. An aircraft engages an aircraft arresting system (AAS).

1.2.2.3. The first emergency vehicle enters the runway following a landing of an emergency aircraft. Runway operations may not need to be suspended for all emergencies but Tower must gain AM Ops concurrence in these instances.

1.2.3. When runway or taxiway operations are suspended or closed, AM Ops must perform an airfield/Foreign Object Damage (FOD) check of the area before operations are resumed.

1.3. Runways. See [Attachment 3](#).

1.3.1. Runway 11/29: 9,206 X 200 feet. The runway elevation is 33' MSL. The first 500' of each end is grooved concrete and the remainder is a porous friction asphalt surface. The runway is marked 146' wide (white side stripe to white side stripe) but is weight bearing the full width of 200'.

1.3.2. No aircraft will execute 180-degree turns on the asphalt portion of the runway.

1.3.3. To the maximum extent possible, all aircraft will enter and exit the runway via Taxiway Alpha, Bravo and Echo. Any aircraft turning on/off runway at Taxiway Charlie or Delta must use only appropriate taxi lines in order to minimize the angle of turns on the asphalt.

1.3.3.1. Aircraft parking on HS 65 may enter/exit at Taxiway Charlie South.

1.3.3.2. The Tower Watch Supervisor can approve the use of Taxiway Charlie North to enter/exit the runway as operational needs dictate.

1.3.3.3. AM Ops (when operational needs dictate) is the approving authority for using Taxiway Delta North to enter/exit the runway when the temperature exceeds 29 degrees Celsius.

1.3.3.3.1. To mitigate the necessity to use Taxiway Delta North, the following steps shall be followed:

1.3.3.3.1.1. Aircraft larger than a C-130 (wingspan of 132.6) landing Runway 29 are to exit at the end of the runway onto Taxiway Alpha when aircraft are parked on Charlie North .

1.3.3.3.1.2. If a heavy aircraft advises the turn cannot be made, Tower will instruct the aircraft to make a 180-degree turn in the overrun. The aircraft will then exit via a left turn on Taxiway Alpha, decreasing the turn angle and chances of the aircraft leaving the paved surface.

1.3.3.3.1.3. If still unable to execute the turn at Taxiway Alpha, aircraft will be instructed to exit the runway via Taxiway Delta North.

1.3.3.4. When weather conditions exceed 29 degrees Celsius, AM Ops will implement additional restrictions to operations via Notice to Airmen (NOTAM), per the Runway Surface Problems checklist.

1.3.4. Overruns/Underruns are 1,000' long at each end of the runway and are concrete. They have the same weight bearing capacity as the runway.

1.3.5. Underruns are available for departures. Overruns do not meet departure clearance criteria and cannot be used in any calculations as additional runway available for takeoff. For planning purposes, when using the underrun for a departure, there is 9,806' of runway available from the tip of the second chevron (counted from the approach end).

1.4. Taxiways.

1.4.1. Taxiway Alpha and Bravo are 73.5' wide at their narrowest points. Taxiways Charlie (North and South) and Delta North are 150' wide. Taxiway Delta South is 50' wide. Taxiway Echo is 75' wide. Hammerhead dimensions are as follows:

1.4.1.1. Taxiway Alpha Northwest Hammerhead: 470' long, 205' wide.

1.4.1.2. Taxiway Bravo Southwest Hammerhead: 213' long, 260' wide.

1.4.1.3. Taxiway Alpha Northeast Hammerhead: 377' long, 298' wide.

1.4.1.4. Taxiway Bravo Southeast Hammerhead: 297' long, 266' wide.

1.4.2. Use of taxiways for takeoffs and landings by fixed wing aircraft is not authorized. Use during real-world emergencies or contingency operations must be approved by 100 OG/CC. Rotary wing/ Tilt-rotor aircraft may use taxiways for departures and landings.

1.4.3. Taxiway Delta South is a tactical transport taxi-track and is restricted to AFSOC C-130 operations only. EXCEPTION: Transient C-130 aircraft are authorized with approval from 352 SOMXS/CC or MXM for maintenance purposes.

1.4.4. Taxiway Charlie North is a fighter and tactical transport taxi-track. The taxi line on the northern portion of the taxiway is 25' from the eastern edge of pavement. When aircraft are parked on Taxiway Charlie North, the taxiway is closed to aircraft larger than a C-130. When aircraft are not present, any aircraft may taxi, however, aircraft requiring more than a 50' wide taxiway will not use the northern taxi line (25' from edge).

1.4.5. Use of the Southwest Hammerhead must be prior coordinated with Tower due to close proximity to west perimeter road. When an aircraft will use the hammerhead to hold prior to departure, the aircraft must advise Tower so they can activate the west end perimeter road traffic lights to ensure vehicles do not violate jet blast safety requirements. Since use will restrict traffic on perimeter road, aircraft use must be mission essential and only for a limited timeframe.

1.5. Rotary wing/ Tilt-rotor Helicopter Operating Areas.

1.5.1. Pad Alpha is located on the Northwest Hammerhead at the approach end of Runway 11.

1.5.2. Pad Charlie is located north of the runway on Taxiway Charlie between Hardstand 51 and the runway hold line.

1.5.3. Pad Delta is located on Taxiway Delta, north of the intersection of Taxiway Alpha and Delta and south of the Air Mobility Command (AMC) ramp.

1.5.4. These areas will be used whenever possible; however, Tower may approve departures and landings for helicopters/tilt-rotor at any point on the airfield. See [Attachment 3](#).

1.5.5. Per RAF/Ministry of Defence (MOD) explosive safety restrictions, helicopters/tilt-rotor will not overfly the munitions storage/maintenance facilities on the airfield (Buildings 1376, 1377, 1378 and 1381).

1.6. Runway Selection Procedures.

1.6.1. Runway 29 is the primary instrument and calm wind runway. Runway 29 will be used when the wind speed is less than five knots, unless using Runway 11 aligns RAFM with the prevailing traffic flow at RAFL for operational efficiency and safety.

1.6.2. Tower Watch Supervisor (WS) selects the runway in use, and may modify the selection for aircraft training requirements and ATCALs status. Any aircraft whose

performance is not compatible with the tailwind component should request an opposite direction departure or arrival.

1.6.3. Tower shall coordinate runway changes with RAFL Radar Approach Control (RAFL RAPCON) prior to changing the runway in use.

1.6.4. Tower shall notify AM Ops, Base Weather, Fire Department (FD), RAFL RAPCON and RAFL Tower when the active runway direction changes.

1.6.5. AM Ops shall notify Command Post (CP) and Bird Control of any active runway change.

1.6.6. CP shall notify the 100 Maintenance Operations Squadron (MOS)/Maintenance Operations Center (MOC), who notifies Transient Alert (TA) of active runway change.

1.7. Airfield Lighting Systems and Operations.

1.7.1. RAFM Tower is equipped with a STANAG 3316 lighting system. Tower will operate airfield lighting IAW FAA JO 7110.65, AFI 13-204v3 and MAA 3000 requirements. Airfield lighting is turned on, off and adjusted by Tower based on time of day and visibility. With the exception of the runway wig-wag and obstruction lights, airfield lighting should be turned off, to the maximum extent possible, when not being used by aircraft unless needed for RVR measurements, lighting activation checks or ground emergencies.

1.7.2. The following airfield lighting systems are available at RAFM.

1.7.2.1. North Atlantic Treaty Organization (NATO) Standard Type 1 Approach Lighting System.

1.7.2.2. Sequenced Flashing Lights (SFL).

1.7.2.3. Precision Approach Path Indicators (PAPI).

1.7.2.4. Threshold and Runway End Lights.

1.7.2.5. High Intensity Runway Lights (HIRL).

1.7.2.6. Runway Centerline Lighting.

1.7.2.7. Touchdown Zone Lighting (TDZL) (Runway 29 Only).

1.7.2.8. Runway Distance Markers and Arresting Gear Markers or "Moon markers".

1.7.2.9. Taxiway Lights.

1.7.2.10. Taxiway Guidance Signs.

1.7.2.11. Obstruction Lights.

1.7.2.12. Runway Guard Lights (Wig-Wags) Lights.

1.7.3. AM Ops shall manage airfield lighting outages per standards of tolerance established in AFI 13-204v3 and ICAO Annex 14 and issue NOTAM as required. Lighting outages will be reported to 100th Civil Engineer Squadron (CES) Service Call Desk during duty hours and to the FD after duty hours.

1.7.4. Anytime an outage exceeds standards of tolerance, in addition to following procedures outlined in AFI 13-204v3, Attachment 11, AM Ops will notify Tower, Airfield Manager

(AFM) and RAFL RAPCON. Tower shall inform arriving aircraft of any approach lighting problems.

1.7.5. CES Exterior Electric section will activate airfield lighting systems upon Tower request when Tower does not possess the capability to control lighting systems (e.g. switch disabled, Tower evacuation, etc.).

1.7.6. CES Exterior Electric section will check airfield lighting systems daily, Monday through Friday, and Sundays. The Exterior Electric section will notify AM Ops after completing their daily checks. Additionally, AM Ops will complete a daily check of on-base airfield lighting systems. AM Ops will annotate in the AF IMT 3616, events log whenever this check is unable to be performed.

1.8. Permanently Closed/Unusable Portions of the Airfield/Hardstands.

1.8.1. No vehicle parking or equipment storage on 37B to protect ILS Critical Area.

1.8.2. Hardstands 4, 7, 9, 28, 30, and 36 are designated AGE sub-pools and MHE parking areas.

1.9. Aircraft Parking Plan/Restrictions and Hangar Allocation.

1.9.1. The base comprehensive parking plan applies to all assigned and tenant organizations.

1.9.2. AM Ops is the office of primary responsibility (OPR) for the development of the aircraft parking plan, to include engine run-up areas. The AFM will review the parking plan as part of the annual Airfield Certification/Safety Inspection (ACSI).

1.9.3. As the OG/CC designated representative, AM Ops is responsible for the allocation of all ramp space. Requests for reallocation or changes to apron marking schemes must be submitted to 100 OSS/OSAA. The AFM will coordinate any changes to the base parking plan with 100 CES/CENPL (Community Planner) and 100 CES/CEF (Fire Department), 100 MOF (Maintenance Operations Flight), 100 MXS (Maintenance Squadron), 100 AMXS (Aircraft Maintenance Squadron), 100 ARW/SE (Safety) and applicable tenant unit agencies prior to submitting to 100 OG/CC and 100 Maintenance Group (MXG)/CC for approval.

1.9.4. Day-to-day operational control of hardstands and hangars are delegated per this instruction. As such, the organization designated as the primary user of a hardstand or hangar will manage as necessary to support their organization's flying and maintenance operations.

1.9.5. Operations outside of a unit's allocated area must be prior coordinated with the unit allocated the area. Conflicts will be mediated by AM Ops.

1.9.6. In the event of an emergency or contingency, AM Ops has the authority to allocate unused hardstands. AM Ops will notify the affected organizations to de-conflict any potential problems.

1.9.7. Tower must be advised of aircraft parking locations prior to aircraft arrival to ensure ground traffic is de-conflicted.

1.9.7.1. Base-assigned aircraft will advise Tower of parking location prior to aircraft arrival.

1.9.7.2. AM Ops will advise Tower of transient parking locations when relaying the inbound information. **NOTE:** Parking spots are subject to short notice changes which will be coordinated with AM Ops.

1.9.7.3. The applicable MOC/TA will advise Tower whenever an aircraft will require pushback or tow parking onto any hardstand.

1.9.8. Primary User Allocations:

1.9.8.1. 100 MOF Plans, Scheduling and Documentation Section provides centralized scheduling for the following joint-use Hangars: 711, 715, 769, 772, 774 and 814.

1.9.8.2. TA and 727 AMS: 3, 5, 6, 8, 10, 11, 12, 41-51, 65 and Taxiway Delta North. Prior coordination with AM Ops is required for HS 65. Use of HS 46-50 must be coordinated with the Airfield Manager/ Deputy Airfield Manager.

1.9.8.3. 100 AMXS: Hardstands 14-21, 26-33 and 35-37.

1.9.8.4. 95 RS: Hardstands 22-25. **NOTE:** Use of the engine run spots on HS22/24 must be coordinated with the 95 RS (LG) Production Superintendent office.

1.9.8.5. 352 SOG: Hardstand 34 (IAW paragraph 1.10.3., Restricted Use/High Risk Hard Stands), Hardstands 57-64, 66-70, and Hangars 539, 775 and 803. CV-22 refueling operations will be coordinated by 352 JAOC or unit designated representative.

1.9.9. Parking Plan Restrictions.

1.9.9.1. Aircraft larger than a KC-135 shall not be parked on Hardstand 37A to protect the ILS Critical Area.

1.9.9.2. Aircraft may only taxi onto Hardstand 12 from the west and taxi off to the east. Operations from other directions require tow on/off. At no time will jet blast be directed towards the ILS Glide Slope antenna.

1.9.9.3. Aircraft may only taxi onto Hardstand 5 from the east and taxi off to the west. C-20s and smaller aircraft may turn left out of parking but must use minimum power settings due to Privately Owned Vehicle (POV) parking lot behind the spot. All other operations from other directions require tow on/off.

1.9.9.4. Left turns onto Hardstand 3 from the northwest entrance are restricted to C-20s and smaller aircraft using minimum power settings due to close proximity to Building 669.

1.9.9.5. When aircraft taxi off either side or when aircraft are parking on the east side of Hardstand 26, maintenance personnel must stop traffic on road west of hardstand to avoid jet blast damage to passing vehicles.

1.9.9.6. Hardstand 24 is restricted to tow only when hardstands 22 or 23 are occupied. No immediate right turn allowed when taxiing off hardstand.

1.9.9.7. Aircraft parked on HS 33 can only execute a right turn out of parking and aircraft parked on 35B can only execute a left turn out of parking due to jet blast and the proximity of the SOG parking area.

1.9.9.8. Aircraft parking on Hardstand 43 shall face Building 550 to the maximum extent possible. C-5, KC-10, B-747, B-757 and/or B-767 may park facing Building 669 with prior coordination and approval from AM Ops. Anytime a wide-body aircraft parks facing Building 669, Hardstands 41A and 41B are closed. When the AMC terminal jet way is used, capable aircraft will face Building 598.

1.9.9.9. Taxiway Delta North may be utilized to park aircraft requiring maintenance in order to open up parking on other primary AMC hardstands to avoid exceeding parking maximum-on-ground (MOG). AM Ops may utilize for overflow parking or divers.

1.9.10. Aircraft jacking and refuel/defuel operations will be IAW AFI 21-101 MILDENHALL_SUP.

1.9.11. Clean water rinse (CWR) activities can be conducted on Hardstands 29, 31-35 and 37.

1.9.11.1. Due to increased oil water separator inspections, maintenance and sampling for hardstands supporting CWR activities and to eliminate operational costs and hardstand down times, the primary CWR location will be on hardstand 34. All rinses shall not exceed 4 hours to limit time on the high-risk hardstands. Use of any other location requires prior coordination with the primary user and AM Ops. Utilization of this hardstand must be prior coordinated with AM Ops and Security Forces Squadron (SFS) during Force Protection Condition (FPCON) Bravo or higher.

1.9.11.2. Water used for the CWR cannot contain detergent, degreaser or chemical additives.

1.10. Restricted-Use (High-Risk) Hardstands.

1.10.1. Due to close proximity to the perimeter fence, the 100 ARW/CC has designated Hardstands 5, 8, 18, 19, 34 and 37 as High-Risk Hardstands.

1.10.2. Use of hardstands 5, 8, 18 and 19 are necessary to support the daily flying mission. Utilization of these hardstands are only restricted during FPCON Charlie or Delta.

1.10.3. To utilize a High-Risk Hardstand, the requesting agency will contact AM Ops 72 hours prior and provide justification for the request. AM Ops will then coordinate with 100 SFS/S-5. If both agencies concur, AM Ops will initiate an e-SSS to request 100 ARW/CC approval. Once the 100 ARW/CC approves, AM Ops will advise the requesting agency.

1.11. Aircraft Arresting Systems (AAS).

1.11.1. BAK-12 operational arresting systems are located:

1.11.1.1. 1,968' from the threshold of Runway 29.

1.11.1.2. 1,908' from the threshold of Runway 11.

1.11.2. Textile MB100.10Cs are emergency arresting systems in both overruns and are for one-time use only. The systems are located:

1.11.2.1. 216' past the departure end threshold of Runway 29.

1.11.2.2. 216' past the departure end threshold of Runway 11.

1.11.3. Normal configuration is for all cables to be deactivated/disconnected. **NOTE:** In addition to some transient aircraft, all 95 RS operations require all cables to be disconnected.

1.12. Air Traffic Control Facilities.

1.12.1. RAFM ATC Tower (Tower) is a USAF military-operated facility located on RAFM, operated 24 hours a day, 7 days a week.

1.12.2. Tower is delegated the Mildenhall Aerodrome Traffic Zone (ATZ) as outlined in section 2.1.

1.13. Radio Frequencies. [Attachment 2. Radio Frequencies.](#)

1.14. Land Mobile Radios (LMR).

1.14.1. The following LMR nets are controlled by Tower: Ground, Ramp and Crash.

1.14.2. Ground Net is the main air traffic net used for runway operations, tows, engine runs and non-emergency FD crossings. This is the only net continuously monitored by Tower.

1.14.2.1. AM Ops is authorized to transmit high priority/emergency messages to vehicles currently on the Ground net to expedite transmissions.

1.14.3. Tower will monitor the Crash Net only during emergencies (or when requested). The Crash net is the primary means of communication between the Tower and responding FD vehicles.

1.14.4. Tower does not monitor the Ramp Net. Since TA does not continuously monitor the Ground Net, Tower personnel may need to use the Ramp Net to contact TA. **NOTE:** Tower and AM Ops share the same communication circuits. Due to this limitation, broadcasts from the opposite facility will not be received.

1.15. Air Traffic Control and Landing Systems (ATCALS).

1.15.1. The following ATCALS are available at RAFM:

1.15.1.1. Instrument Landing System (ILS) consisting of a localizer and glide slope antenna for Runway 11 and Runway 29.

1.15.1.2. Tactical Air Navigation (TACAN) Radio. The TACAN checkpoints are at the Runway 29 northeast run-up pad, MLD 108/0.6 DME and Runway 29 southeast run-up pad, MLD 120/0.7 DME.

1.15.2. ATCALS Preventative Maintenance Inspection (PMI). The following standardized times and weather criteria will be used for ATCALS PMIs:

1.15.2.1. NAVAIDS (ILS & TACAN): 2300L – 0600L each day Sun thru Fri. Minimum CIG/VIS: 1000'/3 statute miles forecasted for the duration of PMI plus one hour.

1.15.2.2. Prior to removing any ATCALS from service and upon restoring ATCALS to service, maintenance personnel will notify and/or receive approval from the Tower WS.

1.15.2.3. Only one ATCALS facility may be shut down for maintenance at any one time.

1.15.2.4. Any PMI other than published maintenance periods shall be coordinated with 100 OSS/OSA for approval at least 72 hours in advance to allow for appropriate

coordination. Airfield Systems will coordinate through the Tower Chief Controller or representative on a case-by-case basis for equipment with redundant backups.

1.15.3. ATCALs generator testing and operating procedures will be IAW the *ATCALs Equipment Restoral Letter of Agreement*.

1.15.4. Tower shall immediately report all outages of ATCALs to AM Ops.

1.16. Transient Alert Services.

1.16.1. TA services are available 24 hours a day, 7 days a week. Available services can be found in the IFR Enroute Supplement.

1.17. Automatic Terminal Information Service (ATIS).

1.17.1. ATIS is a broadcast of recorded RAFM airfield and weather information and is available on UHF 375.50 and DSN 314-238-2000. Its purpose is to relieve frequency congestion by automating the repetitive transmission of essential but routine information.

1.17.2. ATIS is available 24 hours a day, 7 days a week.

1.17.3. Pilots will use the ATIS to the maximum extent possible and report the received ATIS code to Tower upon initial contact to verify receipt of most current information.

1.18. Forward Area Refueling Point (FARP) and Hot Refueling (HR). (See [Attachment 4](#))

1.18.1. FARP operations involve aircraft to aircraft refueling. HR operations involve truck to aircraft refueling.

1.18.1.1. The southeast Hammerhead is the primary FARP/HR area. Hardstand 65 is the alternate location when the southeast hammerhead is not available. Transient C-5 aircraft and other aircraft carrying explosive cargo have priority when Hardstand 65 is requested. When using Hardstand 65 or the southeast hammerhead for hot refueling operations, the adjacent taxiways will be restricted to participating aircraft only.

1.18.1.1.1. When utilizing the Southeast Hammerhead, 352 SOG FARP operations require runway "Operations Suspended" for approximately two hours or the duration of the operation.

1.18.1.1.2. 352 SOG will coordinate all FARP/HR operations with 100 MOF/MOC, SFS, FD and Fuels. Once coordination is complete, send coordinated request at least 72 hours in advance to the Flight Commander, Airfield Operations (100 OSS/OSA) 100oss.osav3@mildenhall.af.mil for final approval. AM Ops will then issue the applicable NOTAM(s).

1.18.1.1.3. 352 SOG CV-22 on call hot refuel will be coordinated 24 hours in advance. Hot refuel will be available on call with 1 hour notice during the coordinated time period. Scheduling coordination will be with 100 MOF/MOC, SFS, FD and Fuels. 352 SOG will notify AM Ops and Tower at least 30 minutes prior to commencing CV-22 on call hot refuel operations. Taxiway Charlie South or Taxiway Bravo East (as scheduled/coordinated) operations are suspended when hot refueling begins.

1.18.1.2. Tower shall ensure that all other aircraft and non-participating vehicles under their control remain out of the FARP/HR areas, and advise AM Ops when the operations

begin and terminate. AM Ops shall notify the Base Defense Operations Center (BDOC) when FARP operations begin and terminate.

1.18.1.3. When using the Southeast Hammerhead for C-130 to C-130 FARP operations, Tower will activate the east perimeter road light just prior to the operation and deactivate when the operation is complete only when the receiving aircraft is closest to the perimeter road

1.18.1.4. In the event of an emergency, aircrew shall broadcast "TAXI, TAXI, TAXI" over Tower UHF frequency and aircraft shall taxi out of the area. If aircrews must egress they shall broadcast, "EGRESS, EGRESS, EGRESS". Tower shall implement ground emergency (GE) procedures.

1.18.1.5. In the event of a fuel spill, depending on its classification, FARP/HR operations shall be terminated. Tower shall activate the Primary Crash Alert System (PCAS) and initiate GE procedures.

1.19. Drag Chutes.

1.19.1. Due to the small number of drag chute-carrying aircraft transiting RAFM, no drag chute areas are designated.

1.19.2. If aircraft is unable to carry their deployed drag chute to parking, Tower will coordinate with aircrew to determine the best location to jettison the chute. Tower will prior coordinate with TA, who will standby for aircraft arrival and retrieve the chute. Tower will coordinate with AM Ops if TA is unavailable. Runway ops will be suspended for AM Ops to conduct a runway FOD check after jettison of drag chute.

1.20. Aircraft Engine Run and Taxi Checks.

1.20.1. All aircraft must contact Tower on the Ground Control Frequency or Ground Net prior to starting engines.

1.20.2. All maintenance engine run or taxi check requests must be coordinated through MOC and then requested through Tower for approval prior to starting engines.

1.20.2.1. For engine runs, 100 MOF/MOC will provide Tower with aircraft tail number, location, number of engines, power settings and duration.

1.20.2.2. For taxi checks, 100 MOF/MOC will provide Tower with aircraft tail number, location and route of taxi.

1.20.2.3. Requesting unit or units must obtain a quiet hour waiver prior to coordinating any maintenance engine runs or taxi checks that will occur or extend into published quiet hours. 100 MOF/MOC or CP will notify Tower of all approved quiet hour waivers. **NOTE:** The 100 ARW/CC has delegated approval of quiet hour waivers for maintenance engine runs to 100 MXG/CC/CD. The 100 MOF/MOC must report any approved engine run waivers to CP.

1.20.2.4. Continuous two-way radio contact with Tower is required for safety advisories, aircraft proximity warnings and additional instructions. Tower shall notify the applicable MOC of lost communications with aircraft.

1.20.2.5. In the event Tower is closed, the applicable MOC is the approving authority for maintenance engine runs or taxi checks. Maintenance run or taxi check crews must maintain direct radio contact with the approving MOC. Should an emergency arise, MOC will contact the FD and CP to initiate emergency response.

1.20.3. Idle runs may be conducted on any hardstand with the following exceptions:

1.20.3.1. Hardstands 5B, 12 (facing west), 34, 37: No engine operations due to close proximity to buildings, perimeter road and ILS antennas.

1.20.3.2. Hardstand 27 is only authorized for engine start and immediate taxi. Maintenance idle runs or trouble shooting are not authorized due to fume problems in buildings behind hardstand.

1.20.4. Above-Idle Engine Runs.

1.20.4.1. Exhaust blast of jet engines can be hazardous to equipment and particularly hazardous to personnel. Maintenance personnel and aircrews performing above idle engine runs must ensure personnel, vehicles, and aircraft do not pass through hazardous jet blast areas as defined by applicable aircraft TO. A ground or flight crew member will be stationed to the side of the engine being operated to warn personnel and traffic to remain clear for a minimum distance of 200' or depending on the type of aircraft involved, the distance in which jet blast dissipates to less than 35 MPH and not endanger personnel.

1.20.4.2. Above-idle engine runs may be conducted on:

1.20.4.2.1. Hardstands 18, 20, 22, 24, 58-62, and 65. When the acceptable level of explosives in the MSA are exceeded a NOTAM will be published prohibiting the use of hardstand 65. HS 65 can still be used for aircraft carrying hazardous cargo.

1.20.4.2.2. Hardstands 43-45 may be used for above-idle runs if Hardstand 65 is not available. Use is dependent on where the aircraft is parked, what direction the aircraft is facing, proximity of other aircraft and what power settings are required. Aircraft Maintenance Squadron (AMXS) Production Supervisor must prior coordinate all above-idle runs with AM Ops and must ensure jet blast safety requirements in are complied with.

1.20.4.2.3. Only AFSOC aircraft may use Taxiway Delta South, with aircraft positioned into the wind.

1.20.4.3. Helicopters/tilt-rotor are authorized engine runs with full operating rotor RPM on any spot. **NOTE:** CV-22 start-up and shutdown will only occur on designated concrete locations.

1.20.4.4. Other areas of the airfield may be used for engine runs to meet special mission needs. All requests to use an area other than those published in this instruction require prior coordination and approval by AM Ops. Any area used must meet standoff requirements listed in AFCESA Engineering Technical Letter 01-5, *Jet Engine Thrust Standoff Requirements for Airfield Asphalt Edge Pavements*.

1.20.4.5. Helicopter/Tilt-rotor Hover Checks. Hover checks for maintenance may be conducted at Alpha Pad below 250' AGL. Hover altitudes above 50' AGL require

coordination and approval from Tower. Aircraft conducting hover checks on Alpha Pad will be ready to cease checks and land at Tower's discretion because of landing traffic on final for Runway 11. Tower will advise when inbound traffic is on a 3 mile final. *PHRASEOLOGY – "(ACID), GO FLAT PITCH, (TYPE AC) 3 MILE FINAL RUNWAY 11."*

1.21. Engines Running Crew Changes (ERCC).

1.21.1. 351 ARS and 95 RS aircraft may utilize Taxiway Delta North between the AMC ramp and Taxiway Alpha to conduct ERCCs.

1.21.2. Unless otherwise directed by Tower, aircraft can expect to turn off at the end of the runway and taxi to Delta North via Taxiway Alpha. Aircraft will park facing North if Runway 29 is in use and South if Runway 11 is in use. Aircraft intending to ERCC must advise Tower prior to landing.

1.21.3. The AFM or designated representative will determine an alternate location if operational needs prevent the ERCC from taking place at the primary location. The alternate location will be based on current airfield conditions and mission impact.

1.22. Aircraft Towing.

1.22.1. All tow requests must be first coordinated through applicable MOC. MOC shall notify Tower of authorized tows with aircraft tail number, location and destination. The tow team supervisor will establish and maintain two-way communications with the Tower on Ground Control frequency or the Ground Net at all times. Prior to any aircraft movement, the tow team supervisor must request/obtain tow approval from Tower. All aircraft movement must be approved by Tower prior to any tow operation.

1.22.2. Any tow operation across the runway must follow CMA procedures. The crossing is considered complete when the entire aircraft in tow and any accompanying vehicles are past the hold line.

1.22.3. When the Tower is closed:

1.22.3.1. CMA procedures do not apply. Prior to opening for operations, AM Ops will verify the CMA is sterilized. **NOTE:** Tower closure is not to be confused with suspension of runway operations and closures should be verified with AM Ops or CP.

1.22.3.2. The applicable MOC is the approving authority for aircraft tows. Personnel conducting tows will be in direct contact with appropriate MOC on applicable radio frequency at all times. Should an emergency arise, MOC will contact FD and CP.

1.22.4. White lines are painted on all hammerheads, hardstands, access roads to taxiways and the runway at a point on the surface that will, when adhered to, ensure aircraft wing-tip clearance. No equipment or parked aircraft shall be positioned past the white lines (toward the movement area, taxiway or runway) in order to protect the path of taxiing or towed aircraft.

1.23. Aircraft Taxiing Requirements/Routes/Restrictions.

1.23.1. Aircraft Ground Operations.

1.23.2. All taxi operations require Tower (Ground) approval. **NOTE:** Any aircraft performing a taxi check must first coordinate with AM Ops prior to any ground operation.

AM Ops will then coordinate with Tower and provide all pertinent information concerning taxi check operation. No flight plan is required for any taxi check aircraft.

1.23.3. White lines are painted on all hammerheads, hardstands, access roads to taxiways and the runway at a point on the surface that will, when adhered to, ensure aircraft wing-tip clearance. No equipment or parked aircraft shall be positioned past the white lines (toward the movement area, taxiway or runway) in order to protect the path of taxiing or towed aircraft.

1.23.4. Tower visual blind spots: Taxiway Bravo and behind (southside) hangars 715, 711, 772, 774 and 775.

1.23.5. Taxiway Bravo between Delta South and Hardstand 31 (pinch point) is restricted to base-assigned aircraft only due to close proximity of perimeter road. ([Attachment 5](#)).

1.23.5.1. During periods of restricted visibility of less than 1000 ft/300 meters, aircraft will not operate on this portion of Bravo without prior coordination and approval from the applicable maintenance production supervisor. If an aircraft taxis in this area, the applicable aircraft maintenance section must post personnel at both stop locations on south perimeter road to ensure vehicle and pedestrian traffic are stopped while the aircraft transits the area. **NOTE:** For both training and operational missions, aircrews will not taxi until the runway visual range (RVR) is reported at or above the RVR required for takeoff. For conversion purposes, RVR 1,000' equates to 300 meters, and RVR 1,600' equates to 490 meters. All taxiing aircraft are required to have all external lights illuminated, except for blackout/NVD operations.

1.23.6. Whenever an aircraft is parked on Taxiway Charlie North hardstands, do not taxi an aircraft with a wingspan greater than 133' (larger than a C-130) unless specifically approved by AM Ops. KC-135 type aircraft cannot taxi through the area if any aircraft is parked on a Taxiway Charlie North.

1.23.7. Tower will not authorize taxi operations for aircraft with a wingspan greater than 150' (C-5, KC-10, C-17 and B-747 types) on Taxiway Bravo between the Southeast Hammerhead and Taxiway Charlie South. Exceptions for special events, wing-walker assisted (KC-10 and C-17 types only) and towing operations must be approved by AM Ops. Heavy aircraft parking on Hardstand 65 may need to back-taxi on the runway.

1.23.8. KC-10 aircraft cannot make turns greater than 90 degrees entering or leaving parking (due to the narrow width of the taxiways) except on Hardstands 43-45 and 65.

1.23.9. KC-10 aircraft assigned parking on Hardstands 3-8, 10-12 and 14-18 must be taxied to ensure the aircraft enter those hardstands with the unloading door side of the aircraft towards the main taxiway. KC-10 aircraft may need to back-taxi on the runway or make a 180-degree turn on a hammerhead or ramp area to achieve the proper orientation.

1.23.10. KC-10 aircraft may also need to back-taxi or make a 180-degree turn on a hammerhead or ramp area to get to the active runway.

1.23.11. When visibility is less than (RVR 1000') 300 meters, all aircraft must follow an escort vehicle to ensure uncontrolled vehicles and pedestrians are not in the taxi path. Transient aircraft may request an escort vehicle through the CP or Tower, who will request a follow-me vehicle from TA.

1.23.12. Heavy jets (e.g. C-5, B-747) should avoid using outboard engines for thrust to the maximum extent possible to minimize Foreign Object Damage (FOD).

1.23.13. CV-22 aircraft shall not hold in areas that are not concrete, unless tower (with AMOPS approval) directs otherwise.

1.23.14. All aircraft that request departure from the Runway 29 Underrun shall taxi via Taxiway Echo to the maximum extent possible. 180 degree turns in the Runway 29 Underrun shall be limited as a last resort in an effort to reduce stress on the pavement and aircraft.

1.24. Airfield Sweeper Operations.

1.24.1. CES will ensure an airfield sweeper is scheduled to support wing flying activities. Outside of duty hours, a stand-by sweeper must be available for mission essential operations. AM Ops will contact FD when the stand-by sweeper is required.

1.24.2. All airfield sweeping requests will be called into AM Ops. Requests for a sweeper should be limited to items/areas too large to be readily picked-up by hand. AM Ops will prioritize multiple requests based on aircraft operations and relay to the sweeper. Sweeper will advise AM Ops when a request is complete.

1.24.3. The goal of the sweeper schedule is to break the airfield down into daily increments to ensure the entire airfield is maintained (checked and swept as required) each work week. If, for example, Monday is a holiday, the Monday areas will be completed on Tuesday along with those daily areas. Sweeper will notify AM Ops when daily requirements are complete.

1.24.3.1. Monday. Taxiway Alpha, open hardstands and airfield access points.

1.24.3.2. Tuesday. Taxiway Bravo, open hardstands and airfield access points.

1.24.3.3. Wednesday. Taxiway Charlie North and South, open hardstands and airfield access points.

1.24.3.4. Thursday. Taxiway Delta North and South, open hardstands and airfield access points.

1.24.3.5. Friday. As air traffic permits, Runway and both Overruns.

1.25. Airfield Snow Removal Operations. Operations will be IAW 100 ARW PLAN 32-96, *Snow and Ice Control Plan*. All requests for snow removal on the airfield will be passed to AM Ops for prioritization based on flying activities. Care must be used for snow removal operations in the vicinity of NAVAIDs and the aircraft arresting systems to ensure proper system operability.

1.26. Airfield Mowing Operations.

1.26.1. Airfield mowing will be accomplished IAW the contracted statement of work. Mowers must advise AM Ops of daily areas intended to be mowed and when operations for the day are complete. Mowers must comply with CMA procedures per this instruction.

1.26.2. Airfield grass height management will comply with 100 ARW PLAN 91-212, Airfield Bird Control.

1.26.2.1. While the long grass program is the goal, attention will be paid to ensure grass height does not obstruct view of any airfield lighting or signs. To facilitate this, areas directly around the lights and signs (i.e., 10 foot circle) will be maintained at a height of 4-6 inches IAW the Landscape Management Contract.

1.27. Runway Surface Condition (RSC) and Runway Condition Reading (RCR).

1.27.1. RSC and RCR will be determined and reported IAW AFI 13-204v3, chapter 18. A chart of RCR values can be found in the Flight Information Handbook.

1.27.2. The runway consists of two significantly different friction characteristics, concrete and porous friction asphalt. Separate RSC and RCR will be reported for each surface.

1.27.3. When runway is wet or slush is on the runway and ice or snow is not present, an RCR will not be reported.

1.27.4. RSC and RCR will be reported to Tower, Base Weather Station, CP and RAF Lakenheath (RAFL) RAPCON. When reporting an RCR, AM Ops will additionally provide Tower with applicable ICAO braking action (GOOD, FAIR, POOR or NIL).

1.27.5. When RSC is anything other than dry, AM Ops will issue a safety NOTAM.

1.28. Airfield Inspections and Checks. AM Ops shall perform all airfield inspections and checks IAW AFI 13-204v3, Chapter 17 and AMOI 13-204 *Airfield Management*.

1.29. Noise Abatement Procedures.

1.29.1. Aircraft will avoid flying over Mildenhall Town, Barton Mills (to include the corridor over the Lark River between Mildenhall and Barton Mills), Worlington, Tuddenham, Red Lodge, Beck Row, Isleham, Newmarket, West Row, Ely and other towns and villages in the local area below 2,000' above ground level (AGL) unless safety of flight is a factor.

1.29.2. Aircraft departing Runway 29 or making approaches to Runway 11 will avoid flying over Ely and Ely Cathedral on the Mildenhall TACAN 286 radial/8.6 DME below 2,000' AGL unless safety of flight is a factor. Aircraft on radar vectors should expect to be restricted by Lakenheath RAPCON until clear of area.

1.29.3. Aircraft are not authorized unrestricted climbs.

1.30. Protection of Precision Approach Critical Areas.

1.30.1. Tower will protect ILS critical areas depicted in **Attachment 6**, IAW AFI 13-204v3, Chapter 7. Although the ILS critical areas are not considered part of the CMA, vehicles shall not loiter in these areas unless performing mission essential activities. If personnel must perform prolonged duties within the critical area, they must follow CMA access procedures.

1.30.2. ILS critical areas are identified by instrument hold lines (as depicted on the Airfield Diagram). When instructed by Tower to hold short of an instrument critical area, aircraft will not taxi and vehicles will not drive past instrument hold lines to preclude interference with ILS transmitters.

1.30.2.1. Localizer Critical Areas:

1.30.2.1.1. When the reported ceiling is less than 800 feet and/or the visibility is less than 2 miles, restrict all aircraft and vehicle operations in the localizer critical area. Do not permit vehicles or aircraft to transit the localizer critical area when an aircraft on the ILS approach is inside the Final Approach Fix (FAF). **Exception:** A preceding aircraft, approaching the same runway or another runway, may pass through the area while landing, departing, or exiting the runway; do not allow aircraft to stop within the critical area.

1.30.2.1.2. When the reported ceiling is less than 200' or visibility is less than ½ mile (RVR 2000), do not authorize vehicle or aircraft operations in or over the area when an arriving aircraft is inside 1 NM final approach.

1.30.2.2. Glideslope Critical Areas:

1.30.2.2.1. When the reported ceiling is less than 800 feet and/or visibility less than 2 miles, restrict all aircraft and vehicles. Do not permit aircraft or vehicles to taxi/proceed beyond the instrument hold line when an aircraft executing an ILS approach is inside the FAF.

1.30.2.3. Although not inside of the critical area, Hardstand 35 is located past the instrument hold line on taxiway Bravo. Aircraft parked on Hardstand 35 will be restricted from taxiing to Runway 11 until they are ready for departure when the ILS critical area is protected.

1.31. Perimeter Road Traffic Lights.

1.31.1. Tower controls the perimeter road traffic lights on the east and west ends of the airfield to prevent vehicles from entering the ILS Critical Area and protect vehicles from jet blast. It takes approximately 5 minutes for vehicle traffic to exit the area. Tower will activate the appropriate perimeter road lights for the following situations:

1.31.1.1. Underrun departure use is as follows to ensure jet blast safety.

1.31.1.1.1. Runway 29: Activate light for aircraft larger than KC-135.

1.31.1.1.2. Runway 11: Activate light for all departures.

1.31.1.2. An aircraft is flying an ILS approach when the weather conditions are less than reported ceiling 800' and/or the visibility is less than 2 miles. The approach-end perimeter road light shall be turned on before the arriving aircraft reaches 15 miles to allow vehicles time to vacate the area.

1.31.1.3. Both ends when an emergency aircraft is 15 miles on IFR final or as soon as practical if the emergency aircraft is in the VFR pattern until touchdown and/or no longer poses a threat to the area.

1.31.1.4. The east end perimeter road when aircraft are conducting FARP/HR operations in the Southeast Hammerhead IAW paragraph 1.1.18.

1.31.1.5. The west end perimeter road when aircraft hold in the Southwest Hammerhead in a position that directs jet blast across west end perimeter road.

1.31.1.6. The controller deems it necessary in the interest of safety.

1.31.1.7. The perimeter road traffic lights will not be activated for the following situations:

1.31.1.8. VFR operations to either runway.

1.31.2. The perimeter road lights are normally green. Vehicle operators must remain highly alert and avoid driving on perimeter road behind departing aircraft using the underrun.

1.31.3. Whenever Tower cannot turn the lights to red (malfunction, loss of control, etc.), Tower will immediately notify AM Ops of the outage. AM Ops will contact CE Service Call Desk for a priority work request.

1.31.3.1. If both the east and west ends of perimeter road are open, AM Ops will coordinate with CES and SFS to close and block the affected end of perimeter road until the lights return to service.

1.31.3.2. If only one end needs to be blocked, Tower will notify AM Ops 20 minutes prior to any aircraft operation that will require the road to be blocked in lieu of using the lights.

1.31.3.2.1. AM Ops will notify the BDOC and request a patrol stand-by at the applicable runway end, north perimeter road traffic light location.

1.31.3.2.2. AM Ops will respond to the applicable runway end south perimeter road traffic light location.

1.31.3.2.3. Five minutes prior to aircraft operation, Tower will advise AM Ops and BDOC to block traffic. Immediately after aircraft operation is complete, Tower will advise AM Ops and BDOC to resume normal operations.

1.31.3.2.4. SFS can only support immediate blocking of the perimeter road when the perimeter lights are out of service and should only be used for a limited period of time or the lights are back in service. If the lights will be out of service for any extended period of time, or multiple requests will be made due to operations, weather, etc ..., 100 OSS/OSA will then coordinate with 100 OG/CC to request augmentation support from CES to block the road and curtailment of operations to limit the number the closures required (e.g., restricting multiple IFR approaches when the critical area has to be protected).

1.32. Airfield Restricted Areas. Restricted areas and entry control procedures are described in 100 ARW Integrated Defense Plan (accessed only via SIPRNET).

1.33. Generator Procedures for Building 669.

1.33.1. The generator for Bldg 669 (Tower/AM Ops/FD) will normally be run or tested on the 3rd Wednesday of each month at 1400L (local) for one hour.

1.33.1.1. CES Power Production will advise Bldg 669 occupants at least 10 minutes prior to the power switch over and again prior to returning to commercial power once test is complete.

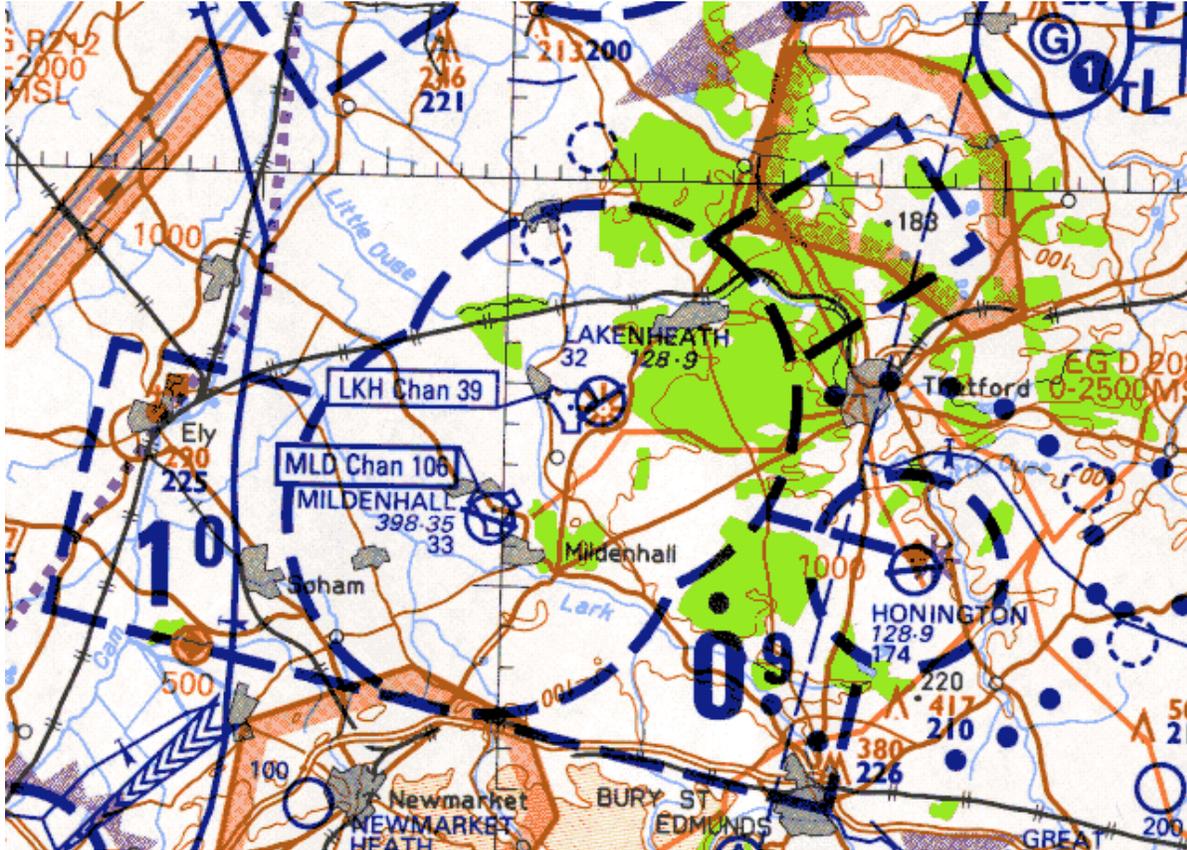
1.33.2. Should commercial power fail, and the generator not auto-start between the hours of 0700-2300L, ATC personnel will start the generator. Should commercial power fail between the hours of 2300-0700L, FD will start the generator.

Chapter 2

FLYING AREAS

2.1. Local Flying Area/Designation of Airspace.

Figure 2.1. CMATZ



2.1.1. Mildenhall Aerodrome Traffic Zone (ATZ): RAFM Tower is delegated the Mildenhall ATZ. The ATZ radius is 2.5 nautical miles (NM) from the midpoint of the runway and extends vertically from the aerodrome surface to 2,000' AGL. Aircraft shall not takeoff, land or fly within the ATZ without permission from Tower. ATZ procedures apply to both military and civilian aircraft per the British Manual of Air Traffic Management MAA 3000, *Military Flying Regulations*, Section 201.125 *Aerodrome Traffic Zones (ATZs)*.

2.1.2. Mildenhall's Military ATZ (MATZ): located within the Lakenheath/Mildenhall Combined (MATZ). As per the MAA 3000, the Mildenhall MATZ has been established to provide a volume of airspace within which increased protection may be given to aircraft in the critical stages of circuit, approach and climb-out. A MATZ acquires the status of the airspace classification within which it lies; however, additional mandatory ATC requirements are invariably specified for military pilots. In the airspace outside the ATZ, observation of MATZ procedures is not compulsory for civil pilots.

2.1.2.1. Mildenhall MATZ dimensions are as follows:

2.1.2.1.1. The airspace within 5 NM radius of the midpoint of the longest runway, from the surface to 3000ft above aerodrome level.

2.1.2.1.2. The MATZ has two stubs extending 10 NM from the end of each runway with a width of 2 NM north and 5 NM south of extended centerlines. The stubs extend vertically from 1,000-3,000' AGL.

2.1.3. CMATZ: consists of the Lakenheath MATZ, Mildenhall MATZ and the extensions to each.

2.1.4. CAUTION: Civil aircraft may fly through the CMATZ and MATZ, but not the ATZ, without the knowledge or consent of the Mildenhall or Lakenheath Controller. Because of the close proximity of various airfields in the CMATZ, aircrews should make every effort to see and avoid and remain cognizant of other traffic, especially when Lakenheath is using Runway 24 and Mildenhall is using Runway 29.

Chapter 3

VFR PROCEDURES

3.1. VFR Training Areas:

3.1.1. RAFM does not have predetermined VFR Training Areas.

3.2. VFR Weather Minima.

3.2.1. Weather minimums for VFR practice approaches are:

3.2.2. Ceiling of 500' or more above the pattern altitude to be flown and 5000 meter visibility.

3.2.3. Remain clear of clouds, in sight of the ground surface for helicopter/tilt-rotor operations.

3.3. VFR Traffic Patterns.

3.3.1. Local VFR traffic patterns and altitudes are depicted in [Attachment 7](#). Left-hand traffic will be standard for Runway 29. Right-hand traffic will be standard for Runway 11. ATC may direct other traffic patterns as necessary due to traffic or airspace restrictions. Pattern altitudes are:

3.3.1.1. Radar traffic pattern – 3,000' MSL.

3.3.1.2. Overhead pattern – 1,800' MSL (RAFL RAPCON provides vectors to initial upon pilot request). In order to protect the 360 overhead pattern, Tower shall direct departing aircraft to cross departure end of runway at or below 1,300' MSL. Tower will advise the appropriate RAFL RAPCON position of any altitude restrictions assigned to IFR departure aircraft.

3.3.1.2.1. Approach end of the runway (first 3000') is the standard overhead pattern break point.

3.3.1.2.2. The overhead pattern will be flown at 1,800' MSL until turning base. Aircraft wishing to descend below 1,800' MSL following the break turn must request and receive approval from Tower.

3.3.1.3. Conventional rectangular pattern: 1,200' MSL.

3.3.1.4. Light aircraft/helicopter traffic pattern: 700' MSL.

3.3.1.5. Low closed pattern: 600' MSL.

3.3.1.5.1. Low closed pattern will only be used by RAFM assigned aircraft to satisfy training requirements.

3.4. VFR Pattern Restrictions. (See [Attachment 7](#))

3.4.1. Traffic permitting, Tower may approve closed traffic patterns. In the VFR traffic pattern, on Runway 11, make crosswind turn at 1.8 DME to avoid the town of Mildenhall.

3.4.2. On Runway 29, if aircraft performance permits, make crosswind turn when clear of the field boundary to be inside the town of Isleham. If aircraft performance does not permit

the above, do not turn crosswind until 3.0 DME and fly to the outside of Isleham. Other restrictions are:

3.4.3. The 3 DME restriction on Runway 29 is not applicable to helicopters/tilt-rotors.

3.4.4. The VFR traffic pattern may be restricted when RAFL is operating on Runway 06.

3.4.5. Helicopters/tilt-rotors may fly a shortened VFR traffic pattern within one mile of the runway.

3.5. CV-22 Arrival/Departure Procedures

Figure 3.1. Fix Coordinates (Radial/DME from MLD TACAN)

Name	Latitude	Longitude
CHETT (299/9)	N52 °25.64	E000 °16.727
FEN (260/11)	N52°19.545	E000 ° 11.987
RED (179/3)	N52 ° 18.602	E000° 29.602
RISBY (141/8)	N52 ° 15.633	E000° 37.962
BARN (086/9)	N52 ° 22.738	E000 ° 44.402

3.5.1. Departures: These procedures are for the exclusive use of 352 SOG aircraft. The stereo routes are flown at a maximum altitude of 1200 ft MSL while within the CMATZ, unless otherwise coordinated. MLD TWR will transfer departing aircraft to RAPCON prior to exiting CMATZ.

3.5.1.1. MLD TWR, with RAPCON approval, may authorize use a specific departure route from MLD. RAPCON, with MLD TWR approval, may authorize use of a specific recovery routes to MLD. Radar service within the CMATZ will be provided IAW the Manual of Military Air Traffic Management (MMATM). *NOTE: Due to the runway configuration at LKH and MLD, and required separation minima, RAPCON may disapprove MLD VFR departure/arrival routes and direct departing/arriving aircraft to Point RISBY as traffic dictates.*

3.5.1.2. Routes: There are four VFR departure routes; each named for the direction the aircraft will depart MLD; NORTHEAST, NORTHWEST, SOUTHEAST and SOUTHWEST. The NORTHEAST and NORTHWEST departures will not normally be approved during daytime hours or any night that the LKH traffic pattern has numerous departures/recoveries. In this case, the southern departures should be used.

3.5.1.2.1. VFR NORTHWEST DEPARTURE RUNWAY 11: Fly runway heading until 3 DME, then turn right direct RED, direct CHETT. Maintain at or below 1200' MSL until crossing CHETT. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.2. VFR NORTHWEST DEPARTURE RUNWAY 29: Fly runway heading until 3 DME, then turn right direct CHETT. Maintain at or below 1200' MSL until crossing CHETT. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.3. VFR NORTHEAST DEPARTURE RUNWAY 11: Fly runway heading until 3 DME, then turn left direct BARN. Maintain at or below 1200' MSL until crossing BARN. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.4. VFR NORTHEAST DEPARTURE RUNWAY 29: Fly runway heading until 3 DME, then turn left direct RED, direct BARN. Maintain at or below 1200' MSL until crossing BARN. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.5. VFR SOUTHEAST DEPARTURE RUNWAY 11: Fly runway heading until 3 DME, then turn right direct RISBY. Maintain at or below 1200' MSL until crossing RISBY. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.6. VFR SOUTHEAST DEPARTURE RUNWAY 29: Fly runway heading until 3 DME, then turn left direct RED, direct RISBY. Maintain at or below 1200' MSL until crossing RISBY. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.7. VFR SOUTHWEST DEPARTURE RUNWAY 11: Fly runway heading until 3 DME, then turn right direct RED, direct FEN. Maintain at or below 1200' MSL until crossing FEN. Establish communication with RAPCON prior to departing the CMATZ.

3.5.1.2.8. VFR SOUTHWEST DEPARTURE RUNWAY 29: Fly runway heading until 3 DME, then turn left direct FEN. Maintain at or below 1200' MSL until crossing FEN. Establish communication with RAPCON prior to departing the CMATZ.

3.5.2. Arrivals: There are four VFR arrival routes, each named for the direction the aircraft will arrive from; NORTHEAST, NORTHWEST, SOUTHEAST and SOUTHWEST. The NORTHEAST and NORTHWEST arrivals will not normally be approved during daytime hours or any night that LKH traffic pattern has numerous departures and/or recoveries. In these cases, the southern arrivals should be used. RAPCON will transfer arriving aircraft to MLD TWR prior to reaching 10 flying miles from the airport, or as coordinated.

3.5.2.1. Contact RAPCON Approach Control at least 5 miles prior to any of the four entry points (CHETT, BARN, RISBY, and FEN), and advise of your intentions. If approved, the arriving aircraft would then flow through the appropriate entry point and proceed with recovery. PHRASEOLOGY - "(ACID) REQUEST NORTHWEST ARRIVAL."

3.5.2.2. VFR Recovery: When approved for VFR arrival from any of the four entry points, cross that entry point at or below 1,200 ft MSL and proceed inbound, either to a straight-in or downwind south of MLD. Expect transfer to MLD TWR at the entry point or when advised by RAPCON Approach Control. MLD TWR may be required to alter actual aircraft track to properly sequence with other traffic flowing in and out of MLD.

3.5.3. RAPCON will approve CV-22s operating at or below 500 ft to proceed on course to the maximum extent possible. However, it is recognized that when aircraft are arriving RWY

06, requests for a westerly heading may be temporarily delayed to maintain separation minimums from LKH traffic. RAPCON will approve on course as soon as possible.

3.5.4. Special Procedures: Inadvertent weather penetration: Maintain 1,200 ft MSL (2,000 ft MSL if inbound CHETT) and advise RAPCON Approach Control of your intentions. Expect a climb to at least 2,000 ft MSL.

3.5.5. Random Steep Recovery: Aircraft will begin 360 spiral random steep no lower than 4,000ft AGL and remain within 3 NM of the field. C-130 type aircraft will advise Tower of intended approach direction. Tower will advise of any other airspace restrictions. C-130 type aircraft will roll-out no closer than .25 NM from the runway of intended landing. C-135 type aircraft will roll-out no lower than 1000ft for a base, downwind or short final leg and be stabilized 300ft and 1 NM from the approach end of the runway.

3.6. Simulated Flameout Patterns. Simulated flameout patterns are not authorized due to airspace restrictions and the complexity caused by adjacent airports.

3.7. No Flap/Engine Out Patterns. Normal traffic will be flown with an extended downwind leg. Pilots will advise the Tower, especially when their downwind leg will exceed 4 NMs from the airport.

3.8. Helicopter/ Tilt-rotor Operations.

3.8.1. There are two helicopter landing zones (HLZ) located on the airfield: Vandegier (Vandy) and Foss.

3.8.1.1. Vandy HLZ is a grassy area 353' south of RAFM runway ([Attachment 3](#)).

3.8.1.1.1. Operations in Vandy will be conducted a minimum of 200' from the edge of the runway.

3.8.1.1.2. Simultaneous non-352 SOG aircraft arrival or departure operations to the runway and Vandy are not authorized. Helicopters/tilt-rotor may be on the ground while operations are in progress to or from the runway.

3.8.1.1.3. Helicopters/tilt-rotor must be prepared to land or vacate Vandy should Tower require the runway.

3.8.1.2. Foss HLZ is a grassy area east of Delta Pad located between Taxiway Alpha and Delta and south of the AMC Ramp ([Attachment 3](#)).

3.8.1.2.1. Simultaneous non-352 SOG aircraft arrival and departure operations to the runway and Foss are authorized.

3.8.1.2.2. Helicopters/tilt-rotor will remain north of Delta Pad to meet distance requirements for simultaneous operations.

3.8.2. HLZs on the airfield are not intended as the primary training areas; other training areas should be scheduled first. The operations planned at airfield HLZs include fast-rope, rope-ladder, hoist, air/land and helicopter coupled approaches. Any on/off-load of personal/equipment must be pre-announced to Tower.

3.8.3. Helicopters/tilt-rotor may utilize the HLZs to conduct operations including NVD operations, provided weather requirements stipulated in paragraph 3.15.5 are met.

3.8.4. Helicopters/tilt-rotor will maintain two-way communications with Tower and will not over fly aircraft in parking or on taxiways.

3.8.5. Tower shall maintain final approval authority for Vandy and Foss operations based on traffic. Helicopters/tilt-rotor will notify Tower, stating type of operation and expected duration time, a minimum of 15 minutes prior to use. This notification ensures Tower can adjust operations in the ATZ to meet the needs of all aircraft.

3.8.6. Tower will utilize the terms Vandy or Foss during coordination of all operations on the HLZs.

3.8.7. Vandy and Foss are classified as a non-movement area for airfield operations purposes. Therefore, Tower will not issue landing/takeoff clearances to participating helicopters/tilt-rotor.

3.9. Autorotation Procedures.

3.9.1. Auto rotations are normally flown to the runway between 500' and 1,000' AGL unless otherwise coordinated with Tower. As such, they will be worked into the normal VFR pattern and do not require termination upon arrival of additional aircraft.

3.9.2. When a more favorable wind direction is deemed necessary, auto rotations may be flown to Taxiway Charlie South, with coordination and approval from Tower. Simultaneous runway and Charlie operations are not authorized so termination may be required if other aircraft are using the runway in use.

3.10. Unusual Maneuvers/Functional Check Flights (FCF) within Mildenhall's Airspace.

3.10.1. Unusual maneuvers are maneuvers not essential to the performance of flight or which violate Federal Aviation Regulations (FAR). Unusual maneuvers include, but are not limited to, high speed passes, practice airfield attacks and aerial demonstrations. All unusual maneuvers and/or fixed wing FCF's shall be coordinated with 100 OSS/OSA, and approved by 100 OG/CC, prior to the event to ensure no United Kingdom (UK) restrictions apply. **NOTE:** 352 SOG fixed wing assets must first coordinate through the 352 SOMXS and 352 SOG/CC prior to coordination with 100 OSS/OSA.

3.10.2. Tilt-rotor Functional Check Flights will be submitted along with the daily flying schedule. Tilt-rotor FCFs will either occur in the local pattern or in a block of airspace coordinated with RAPCON, typically the following area (from surface to FL080). For a visual depiction, see Attachment 9.

Figure 3.2. 352 SOG FCF Coordinates

North West	N 52° 23.4' E 000° 49.6'
North	N 52° 26.4' E 001° 10.3'
North East	N 52° 26.7' E 001° 43.9'
South West	N 52° 18.0' E 000° 50.33'
South	N 52° 16.0' E 001° 06.8'
South East	N 52° 16.0' E 001° 38.4'

3.11. Paratroop Operations.

3.11.1. Combat Controllers.

3.11.1.1. 321st Special Tactics Squadron (STS) provide combat controllers as needed for 352 SOG operations. The 321 STS/CC is responsible for ensuring the STS combat controllers are technically and medically qualified to control aircraft.

3.11.2. The term Drop Zone Control Officer (DZCO) refers to 321 STS combat controllers, pararescuemen or other 352 SOG personnel who are trained to control aircraft at a drop zone IAW AFI 13-217, *Drop Zone and Landing Zone Procedures*.

3.12. Parachute Drop Zone (DZ) Procedures.

3.12.1. Reluctant DZ, Demonstration DZ and CCT DZ are depicted in [Attachment 3](#).

3.12.1.1. Reluctant DZ is located on the airfield encompassing the center of the runway and extending east to the western edge of HS 9 /10 and just west of Taxiway Delta. The dimensions are 4,860 feet long by 1,800 feet wide.

3.12.1.2. Demonstration DZ is located on the airfield north of the runway extending east to HS 46 and west to the eastern side of hanger 539. The dimensions are 1,800 feet long by 1,230 feet wide.

3.12.1.3. CCT DZ is a small circular area located in the grassy area north of the runway between Taxiway Delta North and the NW hammerhead. This DZ has a radius of 360 feet.

3.12.2. Airdrop Descriptions.

3.12.2.1. Standard Air Drop Training Bundle (SATB) (Sand Bags). Flown between 130 to 250 knots and between 150' to 3,000' AGL, depending on type of drop simulated.

3.12.2.2. High Altitude Low Opening (HALO) (Personnel). Flown at 130 knots, between 3,033' MSL (3000' AGL) and FL 190 MSL.

3.12.2.3. Static Line Personnel (PE). Flown at 130 knots, between 833' MSL (800' AGL) and 3,033' MSL (3000' AGL).

3.12.3. Weather Minima for all paratroop operations.

3.12.3.1. Visibility 800 meters.

3.12.3.2. Ceiling 300' AGL.

3.12.4. Coordination Requirements.

3.12.4.1. 100 OG/CC is the final approval authority for all airfield restrictions associated with DZ operations. Once authorized, all DZ operations/activations will be complete and clear of the airfield by the restriction expiration time.

3.12.4.2. All 352 SOG requests to utilize RAFM DZs will be forwarded to 352 SOSS/A3O. 352 SOSS/A3O will initiate an electronic staff summary sheet for DZ activation no later than 1200L, Monday prior to the week of activity. Request will be submitted to 100 OSS/DO, 48 OSS/DO, 727 AMS/DO, 95 RS/DO, 100 ARW/CCT and 100 ARW/SEW.

3.12.4.3. Each agency will de-conflict appropriate flying schedules and provide concurrence/non-concurrence to 352 SOSS/A3O. 352 SOSS/A3O will forward concurrence to 100 OSS/DO no later than 4 days prior to scheduled activities. 100 OSS/DO will coordinate with 100 OG/CC for final approval. Once approved, 100 OSS/DO will advise 100 OSS/OSA of approved airfield restriction times.

3.12.4.4. For operations above 3,000' AGL (i.e., HALO), 352 SOSS/A3O will coordinate with London Airspace Utilization Section (AUS) for activation of an Airspace Coordination Notice (ACN) no later than 1 day prior to execution, although 7 days prior is desired. 352 SOSS/A3O will forward a copy of the ACN to 100 OSS/OSA organizational inbox.

3.12.4.5. 352 SOG aircrews will contact RAFL RAPCON WS at 226-2476/3573 one hour prior to takeoff to confirm sortie details and ATC procedures.

3.12.5. Airfield Restrictions:

3.12.5.1. AM Ops will issue a NOTAM restricting the airfield to participating aircraft, for operations during the DZ window, all others can expect delays. AM Ops will additionally notify BDOC, 100 MOF/MOC, 352 SOG/MOC, FD and ARW/SEW.

3.12.5.2. For personnel airdrops, aircraft will not have engines running or rotors turning during the restriction window. Tower will disapprove all requests for engine start beginning when the drop platform departs until the DZCO advises all jumpers are on the ground and accounted for. Aircraft with engines running must depart reserved airspace within 10 minutes following departure of the drop platform, or as soon as practicable as deemed necessary by Tower.

3.12.5.3. Runway operations shall be suspended after any airdrop activates until AM Ops accomplishes a FOD check and declares runway operations resumed.

3.12.6. Procedures/Responsibilities:

3.12.6.1. Airdrop aircraft shall contact RAFL RAPCON for approval to fly in for the drop as coordinated in pre-coordination forums or as in the ACN. To the maximum extent possible, ATC should allow airdrop aircraft to use its own navigation to the airdrop to allow for time-on-target training.

3.12.6.2. Run-ins to the DZ begin approximately 10 miles from the field. Heading depends on the selected DZ.

3.12.6.3. If airdrop aircraft is conducting multiple airdrops, aircraft will racetrack for the next run-in to the south of the airfield only, following published noise abatement procedures listed in this instruction.

3.12.6.4. Tower will observe and monitor airdrop operations and interrupt/cancel airdrop operations if it appears safety may be compromised. Aircraft shall remain under the control of Tower for separation purposes while maintaining radio contact with the DZCO until drop is complete. Aircraft will acknowledge and comply with Tower transmissions and instructions if airdrop is cancelled for safety considerations.

3.12.6.5. Airdrop aircraft shall contact DZCO and Tower 2-5 minutes out from the drop. DZCO will approve or disapprove the drop clearance.

3.12.6.6. HALO drops will comply with the ACN. IAW the ACN, the CMATZ shall be sterilized 10 minutes prior to any jump activity and until all jumpers are on the ground and accounted for. Airdrop aircraft will squawk appropriate Mode 3 code.

3.12.7. DZCO Responsibilities.

3.12.7.1. The DZCO will contact Tower on UHF Ground Control frequency and request permission before entering the DZ, CMA, or proceeding onto/across the runway. DZCO will monitor the frequency during the entire operation.

3.12.7.2. The DZCO will mark the DZ IAW AFI 13-217.

3.12.7.3. DZCO will accomplish a check of the DZ, to include the runway and applicable taxiways, to ensure the DZ is clear of non-participating personnel/vehicles. DZCO will advise Tower when the check is complete and the DZ is safe.

3.12.7.4. Tower will notify the DZCO if they observe non-participating personnel/vehicles enter the DZ. In this case, the DZCO is responsible for suspension or continuation of the airdrop. The DZCO will inform Tower of his decision to suspend or continue the airdrop.

3.12.7.5. The DZCO will control no more than one operation at a time. An operation can be a formation or multiple aircraft performing the same function (all participating event aircraft). The DZCO will only control participating aircraft. If other aircraft must enter the pattern to land or takeoff, the DZCO will relinquish control of all aircraft to Tower.

3.12.7.6. Upon completion of the drops, the DZCO will perform a parachute count and remove all equipment from the entire airfield. If a chute or bundle cannot be located/accounted for, the DZCO will immediately notify Tower.

3.12.7.7. When ground conditions are wet, the DZCO will recover all airdrop related equipment with all terrain vehicles and trailers versus using vehicles that can rut the grass portions of the airfield.

3.12.7.8. In the event of an emergency during the airfield closure for the airdrop activities, the DZCO will immediately terminate activities and depart the drop zone if directed by Tower.

3.13. Landing Zone Procedures.

3.13.1. Typical profile is for the aircraft to initially fly a straight-in approach. Somewhere between 4 miles and 1 mile from touchdown, at an altitude between 500' and 1,000' AGL, the aircraft will normally start a descent to the landing zone and attempt to land the aircraft within the landing zone.

3.13.2. STS or 352 SOG approved personnel may set up airfield marking pattern (AMP) lighting on the runway during scheduled training IAW AFI 13-217 but must remove the lighting for any other aircraft arrival.

3.14. Self-Contained Approaches (SCA).

3.14.1. 352 SOG aircraft conduct approaches using self-contained, onboard navigation systems. This approach can be flown to a normal airfield marking/lighting runway, an overt

or blacked-out runway, or landing zone procedures, normally to a Time of Arrival (TOA) +/- 30 seconds.

3.14.2. Typically, the aircraft will maneuver to a 10 mile final and, between 1-3 NMs to touchdown, will begin a descent to land. This maneuver can also be initiated from the downwind leg (known as a turning SCA), where the aircraft will roll-out on short final at approximately 1/2 mile to touchdown.

3.15. Random Shallow Beam VFR Procedures

3.15.1. Conducting tactical approaches is necessary training and must be balanced with host nation restrictions. Random Shallow Beam maneuvers are limited to 352d Special Operations Group aircraft. Aircrews are responsible for avoiding over flight of built-up/populated areas in Beck Row while executing these approaches at RAF Mildenhall.

3.15.2. Unless otherwise coordinated with Tower, Random Shallow Beam approaches will normally transit from south to north of the airfield, then circle north of the field to a left base for Runway 11 or a right base for Runway 29. Prior to starting the procedure the aircraft will:

3.15.2.1. Request Random Shallow Beam Approach to Tower by stating "*REQUEST RANDOM SHALLOW BEAM APPROACH TO RUNWAY (11/29)*". If approved, Tower will state "*(CALLSIGN), RANDOM SHALLOW BEAM APPROVED, REPORT (LEFT/RIGHT) BASE RUNWAY (11/29)*." If unable to approve due to traffic or airspace restrictions, Tower will advise "*UNABLE RANDOM SHALLOW BEAM, (STATE REASONS), SAY INTENTIONS*". Aircrews will not execute a Random Shallow Beam maneuver without Tower approval.

3.15.2.2. For Random Shallow Beam approaches on the west end of the airfield, the aircraft will remain west of the ATC Tower unless otherwise coordinated.

3.15.2.3. For Random Shallow Beam approaches on the east end of the airfield, the aircraft will remain east of the ATC Tower unless otherwise coordinated. **NOTE:** To avoid overflying the village school, aircraft should ideally cross the airfield between Hardstand 11 and Hardstand 12.

3.15.2.4. The aircraft will remain at or above 500 ft AGL until reaching base turn.

3.15.3. Tower will coordinate the use of the North Pattern with RAFL Approach and RAFL Tower prior to approving the Random Shallow Beam procedure.

3.16. Airfield Blackout/Night Vision Device (NVD) Operations.

3.16.1. NVD procedures are outlined in this document; however, due to the nature and inherent risk of these operations, all NVD operations will be conducted at aircrews "own risk."

3.16.2. The following areas are authorized for blackout operations: Taxiway D, Taxiway A, Taxiway C, HS 65 and the four hammerheads. NVD takeoffs/landings shall be flown only to Runway 11/29 or approved helicopter/tilt-rotor operating location as found in this instruction. **NOTE:** IAW AFI 13-204v3, prior to the start of NVD operations, AM Ops will conduct an airfield check of the designated runway, taxi routes, and IR lighting configurations (if applicable). As a minimum, the Control Tower, Command Post, AFM and AOF/CC will be notified if NVD operations must be suspended due to airfield safety/hazards.

3.16.3. Scheduling procedures. All 352 SOG night missions are considered scheduled for NVD operations. Other flying organizations should schedule operations NLT 1 week prior to the event, if possible.

3.16.4. Notification/coordination requirements. NVD operations are authorized for 352 SOG operations, but all quiet hour policies IAW USAFEI 11-201 will be followed.

3.16.5. Weather requirements/Lunar illumination requirements. **NOTE:** Weather minimums for helicopters/tilt-rotor below are from the JSP 550 and UK Mil AIP.

3.16.5.1. Ceiling: 500' above traffic pattern altitude for fixed wing aircraft or 500' for helicopters/tilt-rotor.

3.16.5.2. Visibility: 5,000 meters for fixed wing aircraft or 3,200 meters for helicopters/tilt-rotor.

3.16.5.3. Mission planners will determine the optimum lunar conditions for NVD operations.

3.16.6. NVD aircraft will follow normal taxi routes during NVD operations.

3.16.7. Traffic patterns:

3.16.7.1. Traffic patterns will remain standard IAW paragraphs 3.3 and 3.4 of this instruction.

3.16.7.2. Additionally landing zone procedures and SCA approaches as spelled out in paragraphs 3.13 and 3.14 of this instruction can be utilized during blackout operations.

3.16.7.3. Entry/re-entry into the traffic pattern will be at those points normally utilized by non-NVD aircraft or as coordinated with Tower via RAFL RAPCON.

3.16.7.4. In the interest of aerodrome safety, NVD operations will not exceed 6 participating aircraft/helicopters/tilt-rotor in the pattern. Non-participating aircraft requesting lights "on" have priority over NVD/blackout operations.

3.16.7.5. Non-participating aircraft will not mix with participating NVD aircraft in any traffic pattern or on any CMA.

3.16.8. Vehicle operations should be kept to an absolute minimum during blackout/NVD operations.

3.16.8.1. Participating NVD vehicles are restricted to Taxiway D, Taxiway A, Taxiway C, HS 65 and the four hammerheads. Vehicles operating lights-out during periods of reduced airfield lighting must use hazard warning flashers so the Tower/aircrew can see the vehicle on the airfield prior to NVD operations. Flashers may be turned off once NVD operations begin. An additional IR strobe can be used on vehicles to assist aircrews using NVDs with identifying traffic on the airdrome.

3.16.8.2. Vehicles participating in blackout operations must remain vigilant at all times and will be restricted to 10 MPH while driving on the airfield.

3.16.8.3. Non-participating vehicles will not mix with participating NVD vehicles on any CMA. **NOTE:** Vehicles must maintain two-way radio communications with the Control Tower while operating within the CMA.

3.16.9. Limitations on ATC separation. Under non-standard light settings, Tower personnel may not be able to visually scan the runway environment. Additionally, controllers are unable to visually ensure participating aircraft's landing gear is down and will be unable to ensure visual separation between participating aircraft. Aircraft conducting NVD operations will land/depart at their "own risk". **NOTE:** Tower controllers and AM Ops personnel are not authorized to use NVDs.

3.16.10. When possible transitions in/out of blackout operations or Infrared (IR) lighting operations will take place when participating aircraft are on the ground. If this is not possible the transition point will be other than a critical phase of flight. Coordination with Tower and participating aircraft will take place prior to any lights being turned off/on.

3.16.11. Emergency "Knock it off"/Termination Procedures:

3.16.11.1. Suspend NVD operations if an airborne NVD aircraft declares an emergency. Tower will coordinate with the aircraft to determine whether to turn on or leave lights off. This would be an aircraft commander's call.

3.16.11.2. Suspend airborne NVD operations prior to a non-participating VFR aircraft entering/transitioning the Mildenhall MATZ or IFR arriving aircraft reaching 10 mile final.

3.16.11.3. Suspend NVD operations prior to a non-participating aircraft beginning taxi operations for departure. Example for suspending NVD operations: "ATTENTION ALL AIRCRAFT, NIGHT VISION DEVICE OPERATIONS ARE SUSPENDED DUE TO (REASON)."

3.16.11.4. Suspend NVD operations any time deemed necessary for safety. Example for safety suspension of NVD operations: "NVD, TERMINATE". (Expectation is aircrew or Tower will provide amplifying remarks regarding the unsafe condition, lighting will be returned to normal, and NVD operations will resume when the unsafe situation has been resolved).

3.16.12. Airfield Lighting configurations.

3.16.12.1. Tower will turn off runway, approach and PAPI lights when requested by the aircraft commander.

3.16.12.2. NVD operations will be suspended prior to turning on taxiway lights to allow non-participating aircraft to begin taxi operations.

3.16.12.3. IR Assault Landing Zone (ALZ) Lighting. When Runway 29 is in use, 352 SOG aircraft may request "assault landing zone lighting only" where all lights with the exception of the IR AZLs are turned off. The resulting lighting configuration will allow landings to a zone approximating a 3,000' runway.

3.16.12.4. Runway, approach, PAPIs and taxiway lights will be operated for non-NVD operations IAW the following:

3.16.12.4.1. IFR Arrivals: Prior to aircraft reaching 10 mile final, expect airfield lights to be turned on for aircraft conducting a visual approach upon notification from RAFL RAPCON the aircraft is 15 miles from airfield.

3.16.12.4.2. VFR Arrivals: Prior to aircraft reaching approximately 5 miles (normally base turn) from airfield.

3.16.12.4.3. For all arrivals, lights will remain on until aircraft has taxied off the landing surface and taxied to parking.

3.16.12.4.4. As soon as possible after receipt of an inbound on non-NVD aircraft from RAFL RAPCON, Tower will advise NVD aircraft the lights are required to be turned on.

3.16.12.4.5. IFR/VFR Departures: Before an aircraft begins taxi operations and until it is 5 miles from airfield.

3.16.13. Tower will state "*LIGHTS OUT*" when issuing any clearance to participating NVD aircraft. This will serve as a reminder to aircrews and controllers of the blackout operations.

3.16.14. Internal Tower Cab lights should be minimized to the maximum extent possible to increase "night vision" of the controllers.

3.16.15. Aircraft participating in NVD/blackout operations will have position/strobe lights on at all times IAW AFI 11-202.

3.16.16. Time permitting, the following ATIS advisory will be broadcast until blackout/NVD operations are terminated: "*BLACKOUT/NVD OPERATIONS IN EFFECT.*"

3.17. Rapids Training (RT).

3.17.1. Rapids Training requests must be submitted to 100 OSS/OSA at least 24 hours in advance to ensure de-confliction of any other operations. Once approved, AM Ops will issue the appropriate NOTAM to restrict/alert non-participating aircraft/personnel.

3.17.1.1. Rapid on/off-load or "infil/exfil" training may be accomplished in conjunction with NVD training. RT entails stopping the aircraft on the runway for approximately 2 minutes for on or off loading.

3.17.2. Normally, STS members wearing NVDs, radios and other equipment will off load several small motorized vehicles onto the paved taxiways or ramps to position themselves no closer than 180' from the runway/runway edge markings.

3.17.3. From these positions, STS will set up ATC (simulated) for follow-on traffic. The STS, with the permission from Tower, may control participating aircraft on the STS frequency during subsequent landings. STS personnel will provide the STS frequency to the Tower for monitoring. STS may not control any aircraft when Tower is providing service to other air traffic.

3.17.4. AM Ops will perform a FOD check on all applicable areas when complete, before allowing other non-352 SOG aircraft to land/depart or taxi into any area where Rapids training occurred.

3.17.5. Tower Responsibilities:

3.17.5.1. Act as a safety observer while the STS personnel are controlling operations.

3.17.5.2. Tower will release a frequency to STS personnel and monitor the frequency during all operations.

3.17.5.3. If at any time, Tower deems it necessary to take control due to traffic, emergencies, safety, etc., Tower controller shall broadcast simultaneously on STS and

Tower frequencies “(aircraft call sign), STOP ALL OPERATIONS DUE TO (Reason).”
Tower shall take control of the aircraft until the situation has been resolved.

3.18. Engine Running On/Off-Loads and Combat Off-Loads.

3.18.1. 352 SOG aircraft may perform engine running on/off-loads and combat off-loads only in designated areas. All operations must be prior coordinated and approved by AM Ops and Tower Watch Supervisor based on current traffic.

3.18.2. Engine Running On/Off-Loads may be conducted on any available hammerhead, Taxiway B, Taxiway C South and Taxiway D South. Northern taxiways will only be utilized by CV-22 aircraft or when traffic permits with AM Ops and Tower WS approval.

3.18.3. Combat off-loads shall only be conducted on Taxiway Charlie South. The 352 SOG shall provide a ground crew with fork-lift to immediately retrieve and remove of the pallet to minimize airfield and taxiway restrictions.

3.19. Radiation Hazards.

3.19.1. A radiation hazard exists when radar tests/adjustments are conducted on MC-130H/P aircraft. A clear zone of 100’ for personnel and 300’ for fuel operations apply. MC-130J aircraft have no known radiation hazards.

3.19.2. Aircraft radar test and adjustments may be performed in the primary location at Hardstand 64 (positioned with a 110 degree heading) or the secondary location in the Runway 11 Southside Hammerhead (positioned with a 300 degree heading).

3.19.3. CV-22 radar tests require a 50’ clear zone in the 60 degrees off the nose of the aircraft.

3.20. Windmill Taxi Starts.

3.20.1. Windmill taxi starts are an alternate method of starting a C-130’s engines by utilizing the air flow created by high speed taxi.

3.20.2. Aircraft will request from Tower, 2 minutes on the runway for “Windmill Taxi Start.” Once Tower approval is received, aircraft will complete checks, accelerate to 100 knots indicated airspeed prior to commencing deceleration, to start engine.

3.20.3. Upon completion of the maneuver, the aircraft will exit the runway, as directed, to accomplish required checklists.

3.21. Reduced Same Runway Separation (RSRS).

3.21.1. Reduced runway separation for United States Air Forces Europe (USAFE) fighter type aircraft and C-130 aircraft shall be conducted only IAW applicable USAFE Supplement. Aircrew or air traffic controllers may refuse RSRS when safety of flight may be jeopardized. In these cases, the appropriate separation standards published in FAA JO 7110.65 are applied.

3.21.2. RSRS is not authorized when:

3.21.2.1. Either aircraft is an emergency.

3.21.2.1.1. Either aircraft is a heavy.

3.21.2.1.2. Either the succeeding or preceding aircraft is cleared for the option or a stop-and-go. Exception, RSRS is authorized when the succeeding aircraft is cleared for an option or stop-and-go behind a low approach.

3.21.2.1.3. The RCR is less than 12 or breaking action reports of less than FAIR are reported.

3.21.3. RSRS may be applied to the following:

3.21.3.1. Full stop behind a full stop, low approach, or touch-and-go.

3.21.3.2. Low approach behind a low approach. Touch-and-go behind a touch-and-go or low approach.

3.21.3.3. Low approach behind a full stop, only when the aircraft involved are fighter or attack aircraft. The succeeding aircraft will offset laterally to not overfly the aircraft on the runway.

3.21.3.4. C-130's that are member of the same formation, the succeeding C-130 must maintain at least 500' lateral or vertical separation when overflying the C-130 on the runway.

3.21.4. The minimum RSRS authorized is:

3.21.4.1. 3,000' between the same type fighter and attack aircraft, (e.g., F-16 behind F-16 during daylight hours). Exception, 6,000' when reported breaking action is FAIR.

3.21.5. 6,000' between:

3.21.5.1. Dissimilar fighter and attack aircraft (e.g., F-15 behind an F-16).

3.21.5.2. Same type fighter and attack aircraft during nighttime hours.

3.21.5.3. A landing (single aircraft or formation) behind a formation flight.

3.21.5.4. A formation landing behind a full stop.

3.21.5.5. A C-130 and another C-130 not in formation.

3.21.6. Weather must be at or above a 500' ceiling and 2,400 meters visibility for nighttime RSRS operations. EXCEPTION: C-130 formations may perform nighttime RSRS operations using the weather minima prescribed by AFI 11-2C-130, Volume 3, and AFI 11-202, Volume 3.

3.21.7. RSRS standards do not apply to non-USAF aircraft.

3.22. Intersection Departures. Intersection departures are authorized with Tower approval.

3.22.1. Taxiway Charlie:

3.22.1.1. Runway 29: 4,400' remaining.

3.22.1.2. Runway 11: 4,800' remaining.

3.22.2. Taxiway Delta:

3.22.2.1. Runway 11: 7,600' remaining.

3.22.2.2. Runway 29: 1,600' remaining. Not authorized for fixed-wing departures.

Chapter 4

IFR PROCEDURES

4.1. IFR Traffic Patterns ([Attachment 8](#)).

4.1.1. Radar traffic pattern – 3,000' MSL.

4.2. Air Traffic Separation Standards. In addition to the separation standards listed in FAA JO 7110.65 and CAP 774, the following apply:

4.2.1. Within Class F and G airspace, regardless of the service being provided, pilots are ultimately responsible for collision avoidance and terrain clearance, and they should consider service provision to be constrained by the unpredictable nature of this environment. The Class F and G airspace environment is typified by the following:

4.2.1.1. It is not mandatory for a pilot to be in receipt of an Air Traffic Service (ATS); this generates an unknown traffic environment.

4.2.1.2. Controller/Flight Information Service Officer (FISO) workload cannot be predicted.

4.2.1.3. Pilots may make sudden maneuvers, even when in receipt of an ATS.

4.2.2. A Basic Service is an ATS provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights. This may include weather information, changes of serviceability of facilities, conditions at aerodromes, general airspace activity information, and any other information likely to affect safety. The avoidance of other traffic is solely the pilot's responsibility. **NOTE:** Basic Service relies on the pilot avoiding other traffic, unaided by controllers/ FISOs. It is essential that a pilot receiving this service remains alert to the fact that, unlike a Traffic Service and a Deconfliction Service, the provider of a Basic Service is not required to monitor the flight.

4.2.3. A Traffic Service is a surveillance based ATS, where in addition to the provisions of a Basic Service, the controller provides specific surveillance derived traffic information to assist the pilot in avoiding other traffic. Controllers may provide headings and/or levels for the purposes of positioning and/or sequencing; however, the controller is not required to achieve deconfliction minima, and the avoidance of other traffic is ultimately the pilot's responsibility.

4.2.4. A Deconfliction Service is a surveillance based ATS where, in addition to the provisions of a Basic Service, the controller provides specific surveillance derived traffic information and issues headings and/or levels aimed at achieving planned deconfliction minima against all observed aircraft in Class F/G airspace, or for positioning and/or sequencing. However, the avoidance of other traffic is ultimately the pilot's responsibility.

4.2.5. A Procedural Service is an ATS where, in addition to the provisions of a Basic Service, the controller provides vertical, lateral, longitudinal and time instructions, which if complied with, shall achieve deconfliction minima against other aircraft participating in the Procedural Service. Neither traffic information nor deconfliction advice can be passed with respect to unknown traffic. **NOTE:** A Procedural Service does not require information derived from an ATS surveillance system. Therefore, due to the ability for autonomous

flight in Class F/ G airspace, pilots in receipt of a Procedural Service should be aware of the high likelihood of encountering conflicting traffic without warnings being provided by ATC. Pilots flying in the vicinity of aerodromes, ATS routes, or navigational aids where it is known that a Procedural Service is provided, are strongly encouraged to attempt to establish radiotelephony (RTF) contact with the notified ATS provider.

4.2.6. An aircraft making an altitude restricted low approach over vehicles, taxiing aircraft, personnel or equipment on the runway (to include over-runs) shall be instructed to maintain at or above 550' MSL (for heavy aircraft at or above 1,050' MSL). Tower shall inform the personnel on the ground that the aircraft will be conducting restricted low approaches over them.

4.3. Surveillance (ASR) and Precision Approach Radar (PAR). ASR/PAR approaches are not available at RAFM.

4.4. Standard Climb Out Instructions. Unless otherwise coordinated, issue: *“DEPART MILDENHALL VIA RADAR VECTORS. ON DEPARTURE, FLY RUNWAY HEADING. CLIMB TO FL100. EXPECT FURTHER CLEARANCE ONCE AIRBORNE. DEPARTURE FREQUENCY 250.3. ADVISE FIVE MINUTES PRIOR TO DEPARTURE FOR COORDINATION OF SQUAWK.”* Locally assigned aircraft *PHRASEOLOGY - "EXECUTE STANDARD CLIMB-OUT."* **NOTE:** RAFM departures enter Class G (uncontrolled) airspace. IFR clearances are not issued for the portion of flight into uncontrolled airspace.

4.5. MILDENHALL 7 Departure Procedure (DP). Aircraft departing RAFM are not given a complete IFR clearance. Instead, use the following format: *“DEPART MILDENHALL VIA THE MILDENHALL SEVEN DEPARTURE AS PUBLISHED, (any altitude restriction), EXPECT FURTHER CLEARANCE ONCE AIRBORNE, ADVISE FIVE MINUTES PRIOR TO DEPARTURE FOR COORDINATION FOR SQUAWK.”*

4.5.1. Runway 11: Climb on track 105° to join MLD R-110 outbound. At MLD R-110/7 DME, turn right heading 280° to intercept MLD R-150. Proceed inbound to MLD TACAN, cross at or below FL70. Join MLD R-327 outbound climbing to FL90. Cross MLD R-327/23 DME between FL80 and FL90. If further clearance is not received, maintain FL90 and advise ATC. Expect enroute clearance with London Military.

4.5.2. Runway 29: Climb on track 285° to join MLD R-281 outbound. At MLD R-281/6 DME, turn right heading 025° to intercept MLD R-327 outbound. Cross MLD R-327/23 DME between FL80 and FL90. If further clearance is not received, maintain FL90 and advise ATC. Expect enroute clearance with London Military.

4.6. Local Climb Out for IFR Pattern Entry.

4.6.1. Issue: *“Fly runway heading, climb and maintain 3,000”* as standard local climb-out instructions for all aircraft departing RAFM requesting radar vectors/climb-out to the radar pattern. Locally assigned aircraft will be issued: *“EXECUTE LOCAL CLIMB-OUT.”* Aircraft will be instructed to maintain at or below 1,300' MSL until departure end when Tower patterns are open to protect the overhead.

4.6.2. Pilots must inform ATC immediately if unable to comply with controller instructions.

4.7. Go Around/Missed Approach Procedures.

4.7.1. Procedures shall be IAW FAA JO 7110.65, FLIPs and AFI 13-204v3.

4.8. Breakout Procedures

4.8.1. Coordinate/notify RAFL RAPCON prior to issuing breakout instructions. Aircraft that require breakout while conducting instrument approaches to runways 11/29 and are more than 3 miles from RAFM will be issued the following instructions:

4.8.1.1. Runway 29, Turn left heading 180 climb and maintain 2000’.

4.8.1.2. Runway 11, Turn left heading 330 climb and maintain 2000’.

4.8.2. Aircraft that require breakout while conducting instrument approaches to runways 11/29 and are within 3 miles of RAFM will be issued breakout instructions coordinated with RAFL RAPCON depending on traffic.

4.9. Opposite Direction Procedures (Including Circling Approaches).

4.9.1. RAFL RAPCON is the approving authority for all opposite direction departures.

4.9.2. RAFM Tower is the approving authority for opposite direction arrivals.

4.9.3. All coordination must include the phrase "***OPPOSITE DIRECTION DEPARTURE OR ARRIVAL (as appropriate), RUNWAY (number).***"

4.9.4. IFR/IFR Separation Standards:

4.9.4.1. Arrival vs. Arrival: Opposite direction arrivals shall not proceed any closer than 10 flying miles from the runway until a preceding arriving aircraft to the runway in use has landed or proceeds as a missed approach and appropriate separation is achieved.

4.9.4.2. Arrival vs. Departure: Opposite direction arrivals shall not proceed closer than 10 flying miles from the runway, when a departing aircraft has been released, until appropriate separation minima can be achieved.

4.9.4.3. Departure vs. Arrival: Opposite direction departures shall not be cleared for takeoff when an arriving aircraft has reached a point 10 flying miles from the runway, until the arrival lands, starts circling procedure, or proceeds as a missed approach.

4.9.5. VFR operations within the ATZ may be conducted during opposite direction operations except VFR operations to/from the runway are not authorized when:

4.9.5.1. An opposite direction IFR arrival is within 10 flying miles of the runway or;

4.9.5.2. An opposite direction IFR departure has been cleared for takeoff, until appropriate separation minima can be achieved.

4.10. Formation Departures. Formation departures are authorized in visual meteorological conditions (VMC) and instrument meteorological conditions (IMC) utilizing the following procedures. **NOTE:** MARSAs departures are not allowed at RAFM.

4.10.1. Aircraft departing RAFM separately and joining up under RAFL RAPCON control cannot be issued the same squawk by London Mil. In this case, the lead aircraft will depart on a London Mil assigned code and hold within 30 miles of RAFL below FL 190 or as directed by RAFL RAPCON. The second aircraft in the element will be assigned a local squawk code until flight join-up. Once join-up occurs, the second element will squawk standby and the flight can then continue on the London Mil assigned squawk.

4.10.2. All aircraft in the formation cell will file a separate flight plan. Formation aircraft should file the Mildenhall 7 departure. RAFL RAPCON will attempt to keep formations on the standard departure for as long as possible.

4.10.3. Aircraft will squawk as assigned by RAFL RAPCON.

4.10.4. Planned formation spacing will be no more than 30 seconds. If separation between aircraft exceeds 30 seconds, the lead aircraft will notify Tower and coordinate for separate departures.

4.10.5. The lead aircraft will confirm all formation aircraft are on RAFL RAPCON departure frequency prior to commencing takeoff roll.

4.10.5.1. 352 SOG aircraft will maintain Tower frequency until switched to RAFL RAPCON to facilitate notification of any ground abort to Tower and other formation aircraft.

4.10.6. Tower and RAFL RAPCON are not responsible for separation between individual formation aircraft.

4.10.7. The formation lead aircraft should depart using Traffic Service Due to weather or operational requirements.

4.10.8. The lead aircraft will notify RAFL RAPCON on departure frequency when commencing takeoff roll. All aircraft will notify RAFL RAPCON once airborne. RAFL RAPCON is not required to acknowledge trailing aircraft airborne radio calls.

Chapter 5

EMERGENCY PROCEDURES

5.1. Primary Crash Alarm System (PCAS).

5.1.1. The purpose of the PCAS is rapid dissemination of emergency information that affects the airfield or aircraft operations to emergency response agencies.

5.1.2. Tower activates the PCAS. Agencies on the PCAS with two-way capability are Tower, AM Ops, RAFL Emergency Room, RAFM Flight Surgeon's Office and FD. Agencies with receive-only capability are CP.

5.1.2.1. 100 CS will not modify the PCAS without prior coordination with 100 OSS/OSA and approval from 100 OSS/CC.

5.1.2.2. RAFM Flight Surgeon office is normally available during regular duty hours, Monday through Friday. The RAFL Emergency Room will respond with an ambulance anytime the RAFM Flight Surgeon is not available.

5.1.3. Tower shall activate the base PCAS under the following conditions:

- 5.1.3.1. Observing or being notified of a military or civilian aircraft crash on or off base.
- 5.1.3.2. When notified of a civil or military IFE landing at RAFM.
- 5.1.3.3. When observed or notified of a Ground Emergency (GE) by a pilot, crew member or ground support personnel.
- 5.1.3.4. When an aircraft unintentionally departs the runway or taxiway surface during take-off, landing or taxi operations.
- 5.1.3.5. When an aircraft hijacking/unauthorized movement is suspected or has occurred.
- 5.1.3.6. When an unidentified or unauthorized aircraft lands.
- 5.1.3.7. When a Broken Arrow is declared or conditions exist.
- 5.1.3.8. When aircraft has a suspected or actual bomb on board
- 5.1.3.9. Fuels spills.
- 5.1.3.10. When aircraft has suspected or known hot brakes.
- 5.1.3.11. When an aircraft is contaminated.
- 5.1.3.12. When a known or suspected bailout occurs.
- 5.1.3.13. When aircraft have hung ordnance, to include hot guns and hung flares.
- 5.1.3.14. When airborne aircraft has known or suspected radio failure.
- 5.1.3.15. When an F-16 indicates emergency power unit (EPU) activation or possible hydrazine leak exists.
- 5.1.3.16. When evacuating the facility.
- 5.1.3.17. Anytime an aircraft engages an aircraft arresting system, other than for certification engagements.

5.1.3.18. When, at the discretion of the Tower WS, any condition is viewed as hazardous to personnel, aircraft or property.

5.1.3.19. When directed by CP or FD.

5.1.3.20. Normally, between 0745L and 0815L for a daily line check. Recording quality shall be checked as well.

5.1.4. Upon activation of the PCAS, all responding crash/rescue vehicles shall not enter any portion of the CMA without contacting Tower and receiving permission to enter.

5.1.5. If AM Ops is advised of an emergency on the airfield and the PCAS has not been activated, AM Ops will activate the SCN and then call the Tower to brief them of the situation. Since all agencies on the PCAS are also on the SCN (less Tower), Tower will not activate the PCAS if the SCN has already been activated.

5.1.6. When the PCAS is out of service, Tower will dial DSN 238-3930 to activate a conference call that rings all PCAS agencies.

5.1.7. Cancellation of emergencies declared on the primary crash net shall rest with the Incident Commander (IC), normally the Fire Chief.

5.2. Secondary Crash Net (SCN).

5.2.1. The purpose of the SCN is rapid dissemination of emergency information that affects the airfield or aircraft operations to emergency response and support agencies.

5.2.2. AM Ops activates the SCN. Agencies on the SCN are CP, Security Forces, FD, Weather, CES Readiness, Wing Safety, ATOC, RAFM Flight Surgeon, RAFL Emergency Room, 100 MOF/MOC and 352 SOG/MOC.

5.2.3. All stations (agencies) on the SCN must use a noise reduction feature, such as push-to-talk handsets, that filters out background noise.

5.2.4. 100 CS will not modify the SCN without prior coordination with 100 OSS/OSA and approval from 100 OSS/CC.

5.2.5. AM Ops will test the SCN each morning NLT 0930L. Any station failing to respond will receive a phone call to determine if a problem exists. If there is a problem with the station, the agency with the problem will immediately contact 100 CS and open a work request for repair.

5.2.6. AM Ops will relay information received from Tower or another agency verbatim. Individuals answering the SCN will remain silent until poled for questions. If there are questions, the agency will identify themselves and ask their question.

5.2.7. When the SCN is out of service, AM Ops will dial DSN 238-1910 to activate a conference call with all agencies on the SCN. The backup system will be tested at least once a month.

5.3. On/Off Base Crash Notification Procedures.

5.3.1. The PCAS and SCN will be activated for all on-base crashes. Mishap response will be IAW 100 ARW PLAN 91-204, *Mishap Response Plan*, and AFI 13-204v3.

5.3.2. When an off-base crash is reported to any base agency, they should immediately notify AM Ops. AM Ops will obtain details and the name and phone number of the person making the report prior to activating the SCN.

5.3.3. The IC is normally the Fire Chief until the Emergency Operations Center (EOC) Director arrives on scene and assumes command. The IC exercises complete control at the scene of all mishaps on base and will work with off base officials through the unified command concept; recognizing local jurisdiction primacy status.

5.4. In-Flight Emergency (IFE) Coordination.

5.4.1. The PCAS and SCN will be activated for all IFEs.

5.4.2. Tower will notify the IC on the Crash Net when the emergency aircraft is the next aircraft to land (normally between 2 and 7 miles on final).

5.4.2.1. When the IC copies the transmission, they will acknowledge by repeating the transmission back to the Tower.

5.4.3. If the Fire Chief deems runway access is necessary after the aircraft lands, the Fire Chief will request runway entry through Ground control. Ground will grant approval based on the current traffic situation. The Fire Chief will be responsible for all FD vehicles operating on the runway and will inform Ground when all vehicles under the Fire Chief's control have vacated the runway. All FD vehicles entering the runway shall monitor the Crash LMR net and be prepared to exit the runway immediately if directed to do so by the Fire Chief or Ground.

5.4.4. AM Ops will respond to IFE's IAW AMOI 13-204 and/or applicable facility Quick Reaction Checklists (QRC) as appropriate.

5.5. Ground Emergency (GE) Coordination.

5.5.1. The PCAS and SCN will be activated for all GEs.

5.5.2. The Fire Chief, or designated representative, is in charge of ground response to GE's until the emergency is terminated. If the Fire Chief deems runway access, or crossing, is necessary, the Fire Chief will request runway entry through Ground control. Ground control will grant approval based on the current traffic situation; however, emergency response comes first and Tower will generally hold off all aircraft operations in the vicinity of the emergency. The Fire Chief will be responsible for all FD vehicles operating on the runway and will inform Ground control when all vehicles under the Fire Chief's control have vacated the runway. All FD vehicles entering the runway shall monitor the Crash LMR net and be prepared to exit the runway immediately if directed to do so by the Fire Chief or Ground control.

5.5.3. AM Ops will respond to GE's IAW AMOI 13-204 and/or applicable facility QRCs as appropriate.

5.6. RAFM Emergency Frequency (UHF 389.00).

5.6.1. RAFM Emergency Frequency (UHF 389.00) is utilized for uninterrupted communication between Tower and emergency aircraft, and for communication between the FD and emergency aircraft (with Tower approval). The FD call sign for radio communications during emergency response shall be CHIEF (number), unless otherwise

coordinated. Although use of this frequency is not mandatory in all IFE situations, when it is used, the following procedures are mandatory for ATC and FD personnel:

5.6.1.1. RAFM Tower shall:

5.6.1.1.1. Monitor UHF 389.00 upon being advised of an IFE/GE.

5.6.1.1.2. Approve FD use of UHF 389.00 when the frequency is no longer needed to perform ATC functions by stating on UHF 389.00, "*CHIEF (number) HAS USE OF 389.00 UNTIL FURTHER NOTICE.*"

5.6.1.1.3. Not relinquish UHF 389.00 to the FD if other aircraft are under ATC control and on UHF 389.00.

5.6.1.1.4. Interrupt or terminate FD use of UHF 389.00 to continue ATC services and/or issue instructions as required. **NOTE:** Emergency aircraft have priority over other traffic conditions.

5.6.1.2. FD shall:

5.6.1.2.1. Monitor UHF 389.00 upon activation of the PCAS.

5.6.1.2.2. Not use UHF 389.00 until the tower has approved FD use. Tower shall initiate release of 389.00 when no longer needed for ATC purposes. FD use of UHF 389.00 is strictly for communication with the pilot of an emergency aircraft on the ground. FD personnel shall not issue any ATC type instructions. Any person who commandeers an ATC frequency assumes responsibility for separation of aircraft IAW AFI 13-204v3.

5.6.1.2.3. Coordinate with the Control Tower to return UHF 389.00 to ATC upon emergency termination, when no longer needed or at the request of ATC.

5.6.1.2.4. Adhere to MILDENHALLI 13-213, Airfield Driving, guidelines on CMA crossing procedures when conducting emergency response.

5.7. ATCALs Emergency Warning and Evacuation Alarm.

5.7.1. Emergency warning and evacuation alarm system is used to notify individuals in and around certain runway shelters/sites that an emergency aircraft is approaching to land.

5.7.2. Controllers will activate the alarm when an emergency aircraft is NLT 15 miles on IFR final or as soon as practical if the emergency aircraft is in the VFR pattern. Tower shall deactivate the alarm when the hazards no longer exist.

5.8. Hot Brakes Procedures.

5.8.1. When an aircraft suspects hot brakes, the aircraft will proceed directly to the nearest hot brake area located at the Runway 29 Alpha (northeast) and Bravo (southeast) Hammerheads and Runway 11 Bravo (southwest) Hammerhead as identified in [Attachment 3](#). If the aircraft commander intends to shut down in place and egress, they will immediately notify the Tower.

5.8.2. The potential for hot brakes is considered when:

5.8.2.1. Aircraft commander observes or is notified the brakes are smoking.

5.8.2.2. Aircraft commander suspects the brakes have been subjected to overheat conditions.

5.8.2.3. Ground personnel see conditions that lead to suspicion of hot brakes.

5.9. Arm/De-Arm Procedures.

5.9.1. Normal operation of fighter type aircraft with any type of forward firing munitions is prohibited at RAFM; therefore, arm/de-arm activities will only be in support of in-flight emergencies or divers.

5.9.2. Taxiway Bravo Hammerhead (southeast end) is the only arm/de-arm spot on the airfield. Aircraft must point in a direction of 287 degrees (parallel to the runway).

5.9.2.1. For Runway 11 arrivals, aircraft will exit the runway at the Southeast Hammerhead.

5.9.2.2. For Runway 29 arrivals, aircraft will complete a 180 degree turn on the concrete portion of the runway and back taxi to the Southeast Hammerhead.

5.10. Hot Gun Area.

5.10.1. Hardstand 65 is the primary and only hot gun spot on the airfield for aircraft with forward firing munitions. These aircraft shall point in a direction of 293 degrees. Hardstand 65 is the alternate hot gun spot for aircraft with small- arms ammunition. Aircraft with directional weapons (helicopters/tilt-rotor) shall position the aircraft so the weapons are directed to 293 degrees

5.10.2. Pad Alpha is the primary hot gun spot for assigned aircraft on the airfield for aircraft with small- arms ammunition. Aircraft with directional weapons (helicopters/tilt-rotor) shall position the aircraft so the weapons are directed to 290 degrees.

5.11. Hung Flares/Hung Ordnance.

5.11.1. Hardstand 65 is the only fixed wing hung flare/ordnance spot on the airfield. Tilt rotor aircraft may use Pad Alpha or Hardstand 65 as their hung flare spot on the airfield.

5.11.2. Upon arrival, aircraft will taxi the most direct means possible, at the direction of Ground Control, to Hardstand 65.

5.11.3. If Hardstand 65 is not available, the Fire Chief will coordinate with the Weapons Safety Office to determine suitable parking location and then advise the Tower.

5.12. Live Ordnance Jettison. Live ordnance jettison may be accomplished inside a range danger area with permission of the range control officer. If this is not an option, jettison should be in deep water, clear of ships and oil rigs.

5.13. Evacuation of Tower and Airfield Management Operations (AM Ops) Facilities.

5.13.1. Tower evacuation procedures:

5.13.1.1. The 100 OG/CC has determined that there is no requirement for an alternate Tower facility.

5.13.1.2. If only the Tower is evacuated, personnel will evacuate to the flight-planning room in Building 669 (AM Ops) and can be reached at 238-4048/4029.

5.13.1.3. Tower WS will advise RAFL TWR, RAFM AM Ops and RAFL RAPCON of Tower's evacuation and request RAFL RAPCON monitor UHF 370.250 to advise other aircraft of Tower evacuation.

5.13.1.4. Time permitting, Tower will activate the PCAS and transmit on all assigned frequencies, to include UHF 243.0 and VHF 121.5, the Tower is being evacuated and airfield operations are suspended. Tower will advise all airborne aircraft in the pattern to contact approach control/arrival for further instructions.

5.13.1.5. All aircraft taxiing out for departure will pull into the approach end hammer-head and monitor Tower frequency UHF 370.250, for further instructions.

5.13.1.6. All aircraft taxiing back to parking after landing will use caution and continue to their assigned parking location (base assigned) or follow TA (Transient Alert).

5.13.2. AM Ops evacuation procedures:

5.13.2.1. AM Ops evacuation location is Building 809, room 2.41 (OGX/Plans and Programs Office).

5.13.2.2. All evacuation of AM Ops will be coordinated with Tower to ensure all personnel are evacuated.

5.13.2.3. When AM Ops evacuates, they will activate the SCN and advise that AM Ops is relocating to Building 809, room 2.41. Until reaching the alternate location, they can be reached on the Ground Net.

5.13.2.4. Upon relocation to building 809, AM Ops will activate the alternate SCN by dialing DSN 238-1910 and will advise that they can be reached at DSN 238-7901. AM Ops will also notify all base and tenant flying units of their relocation and process for flight planning at the alternate location.

5.13.3. In the event that both Tower and AM Ops must evacuate (i.e. building bomb threat, fire, etc.), each facility will complete applicable checklists and items listed above. All personnel will meet in Tower parking lot for accountability and then will proceed to bldg 809, room 2.41 and can be reached at DSN 238-7901 or via LMR.

5.13.4. Reactivation/Opening Procedures:

5.13.4.1. Resume operations of the Tower/AM Ops at the direction of 100 ARW/CC, 100 OG/CC, 100 OSS/CC and/or AOF/CC (or designated representatives).

5.13.4.2. Request CES inspect the Tower and AM Ops for any structural damage.

5.13.4.3. Complete applicable facility checklists.

5.13.4.4. Prior to resuming operations, ensure AM Ops completes an airfield check/runway sweep.

5.14. Tower Wind Limitations. The Base Civil Engineer advises the maximum wind velocity for Tower is 85 knots. When winds are observed reaching 60 knots, or are forecasted within the next hour to reach 60 knots, Tower personnel will evacuate to AM Ops and the airfield will be closed.

5.15. Airborne Fuel Dumping (Adjusting Gross Weight). When feasible, coordinate an area and altitude with the controlling radar facility. For 100 ARW aircraft, the current fuel dumping location is between the MLD 056/55 and the MLD 056/75 at FL 200. For 352 SOG aircraft, the current fuel dumping location is between the MLD 056/055 and the MLD 056/75 at FL100.

5.16. Emergency Arresting Barrier Gear Procedures.

5.16.1. Activating the AAS can take between 15 and 25 minutes, depending on the configuration:

5.16.1.1. For emergency fighter arrivals, the departure end BAK-12 will be activated as a minimum.

5.16.1.2. The departure end Textile system will be treated as a backup and will be activated in the event of a failure to the BAK-12 system, or when requested by aircrews.

5.16.1.3. Barrier Maintenance is responsible for activating/deactivating the AAS Monday, Wednesday and Friday from 0730L to 1630L, Tuesday and Thursday from 0900L to 1630L.

5.16.1.4. FD will respond to AAS activation/de-activation at all other times.

5.16.2. Tower will:

5.16.2.1. Contact Barrier Maintenance directly to connect or disconnect the AAS. Notify Fire Department after normal duty hours, on weekends and holidays to connect or disconnect the AAS. Advise Barrier Maintenance/FD what AAS are needed (i.e., east or west end cables).

5.16.2.2. Notify AM Ops of AAS activation/de-activation. AM Ops will respond to the airfield to conduct a runway/FOD check after the cable is activated/de-activated.

5.16.2.3. Approve Barrier Maintenance/FD access to the runway to activate or deactivate AAS. Once crews take the runway to activate/de-activate the cable, runway operations will be suspended until crews have departed the runway and AM Ops has completed a runway/FOD check and resumes operations.

5.16.3. Barrier Maintenance will:

5.16.3.1. Respond immediately to activate/de-activate required AAS during responsible hours. Standby personnel will respond immediately to certify the AAS as operational when notified by the FD.

5.16.3.2. Contact Tower for access to the CMA. Notify Tower when AAS has been activated/de-activated and when all personnel and equipment are off the runway.

5.16.3.3. Advise Tower when AAS is operational and certified.

5.16.3.4. In case of in-flight emergencies that require AAS activation, Barrier Maintenance will activate the AAS and standby at the applicable BAK-12 to certify the AAS if it is engaged.

5.16.3.5. Barrier Maintenance crews may enter and work in the barrier shacks during scheduled flying, other than normal inspection times, after notifying the Tower.

5.16.3.6. Report AAS malfunctions/deficiencies to AM Ops and Tower.

5.16.3.7. Perform all daily inspections. Schedule all recurring maintenance through AM Ops. Notify AOF/CC at least 60 days prior to annual certification engagement requirement date.

5.16.4. FD will:

5.16.4.1. Activate/de-activate AAS outside of normal Barrier Maintenance hours, weekends, US and UK holidays or as requested in advance by Barrier Maintenance. When called to activate the AAS; immediately notify the on-call Barrier Maintenance standby person to respond and certify the AAS as operational. **NOTE:** The AAS is not usable until it is certified by Barrier Maintenance. It may take up to 45 minutes for the standby person to arrive and certify the system.

5.16.4.2. Contact Tower for access to AAS and notify Tower when AAS has been activated/de-activated.

5.16.4.3. Remove the AAS cable to the side of the runway at the edge of the hard surface when de-activated.

5.16.5. Emergency AAS Procedures:

5.16.5.1. Tower will sequence traffic for successive BAK-12 engagements with a minimum separation interval of 20 minutes. More separation may be required as the situation dictates.

5.16.5.2. AM Ops will notify 100 MOF/MOC to initiate aircraft recovery/removal operations; TA personnel will tow aircraft from the runway if required.

5.16.5.3. Barrier Maintenance will certify the BAK-12 prior to the next engagement.

5.17. Jettison of External Stores. The jettisoning of external stores will depend upon the aircraft's location and the criticality of the emergency.

5.17.1. Generally, for inert ordnance, it is best to jettison external stores, if able, on EGD 207 Holbeach (MLD R-347/33 to MLD R-030/66). If unable to reach Holbeach, utilize any UK range.

5.17.2. Radio contact should be established with the range control agency. If radio contact cannot be established, stores may be jettisoned over water, visually clear of shipping and oil rigs. If IMC, jettison of external stores at least 3 NM out to sea under the control of a radar control agency.

5.18. Predetermined Bailout Procedures. Due to the characteristics of wing assigned aircraft, there is no pre-determined bailout location. In the event an aircrew abandons their aircraft, the pilot should make every feasible effort to advise ATC of the aircraft's position prior to abandonment. Tower will plot the position on the base crash grid maps.

5.19. Refueling Hose Jettison Procedures. In the event a hose must be jettisoned on the airfield, the grass area south of the runway between Taxiway Charlie and Taxiway Delta is designated as the refueling hose jettison area. This area should be used only in the event of an emergency.

5.20. Hydrazine Procedures.

5.20.1. In the event an F-16 activates its EPU, there is a potential for a hydrazine leak. Hydrazine is a caustic substance that has the potential to cause harm if fumes are inhaled.

5.20.2. Tower will activate the PCAS, and have the pilot hold the aircraft on Taxiway "A" hammerhead of Runway 29 or the Taxiway "B" hammerhead of Runway 11 and face the aircraft into the wind. FD will establish a 500' cordon around the aircraft.

5.21. Unlawful Seizure of Aircraft/Hijack Procedures. In the event of a suspected or confirmed hijack, Tower will immediately activate the PCAS. Ground should first attempt to contact the pilot on ground and emergency frequencies for aircraft not authorized taxi. Airfield management will activate the SCN relaying the current position and other pertinent information. Tower will assist the IC by forwarding updated information and relaying any orders or instructions IAW *FAA JO 7610.4*.

5.22. Lost Communications Procedures.

5.22.1. Ground Traffic.

5.22.1.1. Vehicles experiencing lost communication while within the CMA will immediately exit the movement area and face vehicle towards the Tower and flash headlights. The vehicle will then wait for light gun instructions from the Tower. Tower may also flash runway lights to signal vehicle to immediately exit the CMA. Vehicle operators will proceed to nearest phone and notify Tower when clear of runway or CMA.

5.22.1.2. Aircraft experiencing lost communications while on the ground will hold position, flash landing lights towards the Tower and wait for light gun instruction from the Tower.

5.22.1.2.1. If the aircraft position prohibits Tower's observation of the landing lights, the aircraft should hold position and deplane an aircrew member to establish contact with the Tower; for example, stop a passing vehicle with a radio.

5.22.1.2.2. Fighter aircraft may reposition within the hammerhead to face the aircraft towards the Tower.

5.22.2. In-flight Traffic.

5.22.2.1. Aircraft experiencing lost communication while in the Tower pattern will rock wings (daytime) or flash landing lights (night time) while on downwind or final and proceed to a full stop landing on last assigned runway, exit the runway expeditiously and continue to follow light gun signals.

5.22.2.2. If radio failure occurs or is suspected, squawk 7600 on the transponder and proceed via expected arrival routes. When given a flashing green light gun signal, go to the appropriate runway. Rock the aircraft's wings on receipt, and watch Tower for light gun signals on final approach. A steady green light indicates clearance to land. If a steady green light gun signal is not received on final, go around and repeat the procedure.

5.22.2.3. Exit the runway after landing, turn towards the Tower and wait for an appropriate light gun signal before taxiing. Do not cross the runway during taxi unless Tower has provided the appropriate light gun signal for runway access.

5.22.2.4. At all times during actual or suspected radio failures, visually check for other aircraft and give way.

5.22.3. Helicopter/ Tilt-Rotor VFR.

5.22.3.1. Helicopter/ Tilt-rotor experiencing a loss of communications while on a VFR flight plan should continue to maintain VMC. Proceed VFR to RAFM, squawk 7600, enter downwind 1 mile south of the field at 700' MSL and flash landing lights in the Tower's direction.

5.22.3.2. Follow the instructions from the Tower given by light gun signals. Upon receipt of steady green light, proceed direct to Pad Delta for full stop landing. Taxi to park after receiving the appropriate light gun signal.

5.23. Emergency Locator Transmitter (ELT).

5.23.1. When Tower receives ELT signals, they will confirm receipt with RAFL RAPCON and Distress and Diversion (D&D).

5.23.2. Tower shall advise AM Ops when an ELT is received and when the signal ceases, is located, or when additional information becomes available.

5.23.2.1. AM Ops will contact CP, TA and the MOCs for the 100 ARW, 352 SOG and 95 RS to assist with the search on RAFM.

5.23.2.2. If RAFM search does not locate the cause, AM Ops will notify Kinloss ARCC for additional assistance. AM Ops will notify the agencies above for termination.

5.23.3. Tower will coordinate with UK D&D Cell for approval via commercial number 01895-426150 when aircraft/maintenance personnel request to conduct an ELT test.

5.24. Reduced Fire Fighting Capabilities. FD will notify AM Ops, Tower and CP of any status change. The CP will provide all pertinent information to the 100 OG/CC who directs changes to flying operations at RAFM. AM Ops will publish appropriate NOTAMs as required.

Chapter 6

AIRFIELD/CMA/VEHICLE/PEDESTRIAN OPERATIONS

6.1. Airfield Driving. RAFM airfield driving procedures and program management are outlined in MILDENHALLI 13-213, *Airfield Driving*.

6.2. CMA.

6.2.1. The CMA includes the runway, both overruns, and 180' of all areas adjacent to the runways and overruns. Personnel and vehicles operating on the infields will use the barrier shacks as a visual reference. See [Attachment 3](#).

6.2.2. Anytime Tower is open, all aircraft, vehicles and personnel must establish and maintain two-way radio communications with the Tower and obtain Tower's approval prior to entering the CMA. Operators can contact Tower via ground net or ground frequencies. Only vehicles in direct support of mission essential activities are authorized to operate within the CMA.

6.2.2.1. When Tower is closed, all authorized vehicles requiring access to the runway should follow the following procedures:

6.2.2.1.1. Attempt to contact Tower on applicable frequency/nets.

6.2.2.1.2. When Tower does not answer, verify Tower/airfield closure with CP. Once verified, announce vehicle call sign and intentions (Example: "*Crash 1 is proceeding across Runway 11/29 at Taxiway Charlie*").

6.2.2.1.3. Cross or enter the runway.

6.2.2.1.4. When across or off the runway, make another radio transmission to announce you are "*off the runway.*"

6.2.2.1.5. Normal emergency lighting should still be used when on or crossing the runway to enhance vehicle visibility.

6.2.3. Specific procedures for airfield driving, privately owned vehicle passes, airfield driving violations and penalties, vehicle traffic (to include bicycle traffic), vehicular call signs, gaining CMA access, emergency vehicle operations, airfield construction restrictions, and miscellaneous procedures are prescribed in MILDENHALLI 13-213, *Airfield Driving* and are IAW AFI 13-213, *Airfield Driving*.

6.2.4. Taxiways (except for portions within 180' mentioned above) and aprons are not part of the CMA. Radio contact with the Tower and Tower's approval are not normally required in these areas; however, personnel operating in areas which may impact aircraft operations outside the CMA may be required to establish/maintain radio contact as directed by AM Ops.

6.2.5. Tower will record all CMA violations in its daily events log.

6.2.5.1. Vehicle violations will be reported to AM Ops and Security Forces. Violations will be managed IAW MILDENHALLI 13-213, *Airfield Driving*, and reported IAW AFI 91-202, *The Air Force Mishap Prevention Program*. In all cases, Wing Safety will be notified by AM Ops.

6.2.5.2. Aircraft violations will be reported to 100 OSS/OSA. Violations will be managed IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*, and reported IAW AFI 91-202, *The Air Force Mishap Prevention Program*. In all cases, Wing Safety will be notified by 100 OSS/OSA.

6.2.6. Though not part of the CMA, any individuals performing work on the Runway 11 or 29 localizer shelters shall be in radio contact with the Tower due to potential jet blast in the event of aircraft usage of the underrun/overrun.

6.2.7. When personnel and vehicles are recalled from the CMA, they will withdraw to a safe distance from the runway (at least 180' from the runway/overrun edge). If radio contact is lost, Tower will flash the runway lights on and off. Personnel will immediately depart the CMA and look at the Tower for light gun instruction.

6.3. Wear of Hats and Badges on the Airfield.

6.3.1. Only cold weather caps/hats or berets may be worn while on the airfield.

6.3.2. Cap/hat (other than cold weather caps or berets), wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry that may fall off without notice, are not authorized on the airfield or adjacent to Building 669 (Tower/AM Ops facilities) to include the parking lot..

6.3.3. Metal insignias/badges will not be worn on the airfield. Escorts of visiting personnel will ensure that FOD prevention measures are taken.

6.3.4. Restricted area badges (or AF Entry Control Cards) will be properly secured to the uniform or the person at all times. In the vicinity of running aircraft, the badge will be secured/stowed to minimize FOD potential.

6.4. Airfield Photography. IAW 100 ARW Integrated Defense Plan, photography on the airfield requires written approval from Public Affairs or the commander that owns the asset/restricted area in which photos are being taken. Individuals taking photos must contact AM Ops and Base Defense Operations Center (BDOC) the day of the photo shoot to inform of time and location of activities. Individuals must have the authorization letter on their person.

6.5. Smoking on Airfield. IAW AFOSH STD 91-100, *Aircraft Flight Line Ground Operations and Activities*, smoking is prohibited on the airfield. Smoking adjacent to the airfield must be in designated areas.

Chapter 7

FLIGHT PLANNING PROCEDURES

7.1. Flight Plan Data.

7.1.1. All aircraft departing RAFM must have a flight plan on file.

7.1.2. European airspace is very congested and especially saturated during the summer months and holidays. To better manage the airspace, the Central Flow Management Unit (CFMU) in Brussels, Belgium, frequently issues a Calculated Take-Off Time (CTOT) to an aircraft departing on a General Air Traffic (GAT) flight plan.

7.1.2.1. A CTOT is defined as the time when the aircraft must takeoff. In order to reduce the impact and chances of receiving a CTOT, all aircrews must file their flight plans as early as possible.

7.1.2.2. Once a CTOT is issued, the aircraft must take off no earlier than 5 minutes prior, and no later than 10 minutes after the issued CTOT time.

7.1.2.3. AM Ops will notify Tower and RAFL RAPCON of CTOTs.

7.1.2.4. If an aircraft cannot meet the CTOT slot window, AM Ops must request a new CTOT.

7.1.2.5. CTOTs are issued on a last filed basis. Anything less than 4 hours almost certainly means a CTOT will be issued. Any changes made after an aircraft's flight plan is filed, other than altitudes and minor changes with ATC, will cause the flight plan to be re-filed and subject to a CTOT.

7.1.2.6. GAT is defined as traffic that can file an IFR flight plan, follow ATC instructions, communicate with ATC, and has necessary equipment to follow a prescribed route. GAT flight plans must be filed with AM Ops at least 4 hours prior to Estimated Block Out Time (EBOT).

7.1.2.7. Operational Air Traffic (OAT) is defined as traffic that cannot comply with provisions of GAT. OAT flight plans must be filed with AM Ops at least 1 hour prior EBOT.

7.1.3. All flight plans filed must be completed IAW FLIP General Planning, **Chapter 4**. Departure routes must comply with United Kingdom Standard Route Document, available on line at the UK National Air Traffic Services website at www.ais.org.uk. Those not filing preferred routes per this publication may experience departure delays.

7.1.4. 352 SOG, 95 RS, 351 ARS and prior coordinated flights from RAF Fairford may fax (DSN 238-8301) a DD Form 1801 flight plan or digitally sign and email to AM Ops (100oss.osab@us.af.mil) in lieu of filing in person. Temporary duty (TDY) units may utilize these procedures with AM Ops approval. Any flight plan faxed or emailed must be followed up with a phone call to AM Ops (DSN 238-7676 or 238-7675) to ensure receipt and accuracy.

7.1.5. Any unit that files flight plans by fax or scan/email must maintain all original flight planning forms for disposition IAW AF WEB-RIMS Records Disposition Schedule (RDS), Table 13-07, Rule 3.00.

7.1.6. Original flight plans may not be accepted via radio; however, flight plans filed with AM Ops can be amended via any means. Transient aircraft on a stopover flight may re-file with AM Ops via the radio provided AM Ops can verify the original flight plan is on file at another base. AM Ops will contact original departure location for confirmation and then enter requested flight plan information. AM Ops cannot amend flight plans filed by TACC IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*.

7.1.7. AM Ops shall relay the following information to Tower and RAFL RAPCON on all proposed departures and actual inbounds:

- 7.1.7.1. Type of flight plan: Instrument Flight Rules (IFR) or Visual Flight Rules (VFR).
- 7.1.7.2. Call sign.
- 7.1.7.3. Type aircraft.
- 7.1.7.4. Proposed departure or estimated arrival time.
- 7.1.7.5. Requested altitude.
- 7.1.7.6. First fix in the route (RAFL RAPCON only).
- 7.1.7.7. Destination airport (departures only) or estimated time en route (round robin and IFR local flight plans only).
- 7.1.7.8. Special information or instructions relating to hazardous cargo, DV, medical evacuation flights.

Chapter 8

MISCELLANEOUS PROCEDURES

8.1. Airfield Operations Board (AOB).

8.1.1. IAW AFI 13-204v3 *Airfield Operations Procedures and Programs*, the AOB is to identify and resolve problems and recommend improvements to the airfield environment, ATC services and airspace procedures. The AOB meets quarterly.

8.1.2. 100 OSS/OSA prepares the AOB agenda IAW AFI 13-204v3 *Airfield Operations Procedures and Programs*, handles scheduling and records minutes. The agenda is distributed to board members prior to the scheduled meeting, so attendees have time to prepare for their particular discussion items. Each agenda item for discussion has a base level OPR listed.

8.1.3. Membership. The 100 ARW/CV, or designated representative (not to be delegated lower than the OG/CC), shall chair the AOB. Membership includes, but is not limited to those in **Figure 2**:

Figure 4: AOB Membership

8.1.4. In addition to the items listed in AFI 13-204, *Airfield Operations Procedures and Programs*, to be briefed quarterly, the following annual review items will be accomplished in the quarters as indicated below.

8.1.4.1. January – March

8.1.4.1.1. Letters of Procedure (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.1.2. Special Interest Items (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.2. April – June

8.1.4.2.1. Aircraft Parking Plan (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.2.2. Airfield Waiver Package (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.2.3. Airfield Operations Compliance Inspection (AOCI) Self Inspection Results (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.3. July – September

8.1.4.3.1. TERPS (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.3.2. Airfield Certification and Safety Inspection Results (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.1.4.4. October – December

8.1.4.4.1. AICUZ (biennial requirement) (IAW AFI 13-204v3, *Airfield Operations Procedures and Programs*)

8.2. Notice to Airmen (NOTAM).

8.2.1. AM Ops is the NOTAM issuing agency and the Tower is the NOTAM monitoring facility.

8.2.2. AMOPS issues NOTAMS via the Host Nation Military-Extended Aeronautical Message System (Mil-EAMS) or approved back-up systems. NOTAMS are available via the World Wide Web at <https://www.notams.jcs.mil> (primary) or <https://www.notams.faa.gov> (alternate). A dedicated computer with access to this site as well as other DoD and Departmental Publishing Electronic Products is available in the flight planning room at AM Ops.

8.3. Flight Information Publication (FLIP).

8.3.1. All local flying units maintain their own FLIP accounts. AM Ops maintains FLIPs for the flight planning room and a small supply to issue to transient aircrews when their FLIPs expire during a mission.

8.3.2. AM Ops will forward all FLIP-related inquiries, including requests to change published FLIP information, to the FLIP Manager for processing IAW AMOI 13-204, *Airfield Management*.

8.4. Waivers to Airfield/Airspace Criteria:

8.4.1. Airfield waivers, including construction waivers, shall be coordinated with the AFM.

8.4.2. Airspace waivers shall be coordinated through 100 OSS/OSA.

8.5. Airfield Pavements.

8.5.1. Airfield personnel that find deteriorating pavement will immediately notify AM Ops. AM Ops will respond and inspect the area. AM Ops will annotate and manage the discrepancy via airfield inspection/check procedures.

8.5.2. Owning unit maintenance personnel are responsible for cleaning up any fuel, no matter what the amount is spilled/leaked on an airfield surface immediately after the fuel reaches the pavement. Fuel seriously damages pavement surfaces, especially asphalt, so immediate clean-up action is required.

8.5.3. Maintenance personnel will notify AM Ops of all fuel spill incidents so pavement can be monitored for possible repair actions.

8.6. Airfield Work Requests and Obstruction Management.

8.6.1. IAW USAFEI 32-1007, *Airfield and Heliport Planning and Design*, all work requests processed for work within the airfield environment must be signed by AFM or designated representative (100 OSS/OSAA) before work may proceed. Any work that violates airfield criteria requires a 100 ARW/CC approved temporary construction waiver 45 days prior to the start of any activities. The agency performing the work must contact 100 CES/CEC to initiate a waiver request at 60 days prior to the start of activities.

8.6.2. Airfield imaginary surfaces, clear zones, frangibility zones, and accident potential zones are defined in USAFEI 32-1007, *Airfield and Heliport Planning and Design*. This instruction governs required distances for obstacles (fixed or mobile) in relation to runways, taxiways and aprons (hardstands).

8.6.2.1. Imaginary surfaces are surfaces in space that are established around an airfield in relation to the runway. They define the airspace around the airfield that must be free of obstacles.

8.6.2.2. A clear zone is an area on the ground which must be free of obstructions. A frangibility zone is an area within a clear zone in which all authorized deviations must be frangible.

8.6.3. An obstruction is a natural or manmade, fixed or mobile object that violates airfield clearances or projects into imaginary airspace surfaces.

8.6.3.1. Fixed obstacles include manmade or natural features such as buildings, trees, terrain and any other feature constituting possible hazards to moving aircraft.

8.6.3.2. Mobile obstacles include parked aircraft, parked and moving vehicles, and ground support equipment that constitute a possible hazard to moving aircraft.

8.6.4. Certain facilities, equipment, and operations essential to the operation of an airfield may violate airfield obstruction criteria. These permissible deviations are listed in USAFEI 32-1007, *Airfield and Heliport Planning and Design*. Fixed and mobile obstructions not cited as a permissible deviation are not authorized without a 100 ARW/CC and USAFE/CV waiver processed IAW USAFEI 32-1007, *Airfield and Heliport Planning and Design*.

8.6.5. Any agency wishing to conduct operations or place fixed or mobile obstacles, even if they are permissible deviations, must coordinate and receive approval from AM Ops. Temporary waivers are required for any construction project that violates airfield criteria or affects airfield operations. Temporary construction waiver requests must include a construction phase plan, an airfield safety plan and an operational risk management (ORM) assessment. Temporary construction waivers must be reviewed by MAJCOM Terminal Instrument Procedures (TERPs) Office and approved by 100 ARW/CC prior to the start of any construction activities.

8.6.6. Ground Support Equipment (Mobile). Mobile ground support equipment is exempt from apron clearance distance criteria but not taxilane or taxiway requirements. Examples of ground support equipment exempt under this category are aerospace ground equipment, electrical carts, forklifts, tow bar trailers, fire extinguisher carts, material handling equipment, airfield maintenance stands and portable floodlights. Similar equipment may be included in this category.

8.6.7. When support equipment is not in use, it must be removed from aircraft parking areas and stored in areas that do not violate lateral clearance requirements, taxilane/taxiway clearance requirements or other imaginary surfaces. Equipment in use is defined as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure.

8.6.8. Airfield vehicles are exempt from apron clearance criteria while directly supporting aircraft operations. Vehicles will not violate taxilane/taxiway clearance requirements. When not required, relocate vehicles away from aircraft parking aprons.

8.6.9. Taxiing aircraft, emergency vehicles and authorized maintenance vehicles are exempt from runway lateral clearance zone criteria when approved by the Tower and two-radio communications are maintained.

8.7. Airfield Quiet Hours.

8.7.1. Refer to USAFE Instruction 11-201, *Flying Operations Conducted at USAF Occupied RAF Installations in the United Kingdom*, for quiet hour times and operating restrictions. Instructions remain in effect until replaced by an USAFE Instruction. Waivers are required for any activity not expressly exempted in USAFE Instruction 11-201, *Flying Operations Conducted at USAF Occupied RAF Installations in the United Kingdom*.

8.7.2. 100 ARW/CC is the approving authority of all Quiet Hours waivers. A request is required through the 100 ARW CP from the Group/Partner Unit/CC, stating requirement and mission impact if waiver not granted. CP will use quiet hour request sheets to track all approved takeoffs, landings, mission essential engine runs and checks. CP will pass monthly quiet hour waiver reports to USAFE-UK/A3.

8.7.2.1. The 100 ARW/CC has delegated approval of quiet hour waivers for maintenance engine runs to 100 MXG/CC/CD or designated representative. The 100 MOF/MOC must report any approved engine run waivers to CP.

8.7.2.2. The 100 ARW/CC has delegated approval of quiet hour waivers for 100 OG assets to the 100 OG CC/CD.

8.7.2.3. The 100 ARW/CC has delegated approval of quiet hour waivers for 352 SOG assets to the 352 SOG CC/CD.

8.7.3. HQ USAFE/A3/10 has granted a standing Quiet Hour waiver for specified DV flights at all USAFE Installations: COMUSAFE directs flights by SACEUR, DCDRUSEUCOM, COCOMS, NAF/CCs, USAFE/CV and Deputy Commander Air Headquarters Ramstein (DCOM) to be granted standing waiver authority for operations during NAF, Wing or lower echelon/tilt-rotor organization quiet hours at all USAFE installations. Aircraft providing support to the above listed commanders are granted relief from USAFE organizational quiet hour policies and associated ARW/CC waiver requirements.

8.7.4. Group/Partner Unit Commanders may request delegated authority from 100 ARW/CC to approve quiet hour waivers for their unit operations. Delegation requests must be staffed to 100 ARW/CC for consideration. If approved, commanders will ensure the 100 ARW/CP is notified of all unit approved quiet hour waivers for reporting purposes.

8.7.5. Standard Exceptions to Quiet Hour Operations.

8.7.5.1. The following operations during quiet hours are permitted on weekends and UKBH/UKNH between 0900L and 1800L without approval from local commanders, USAFE-UK/A3 and/or MoD UK.

8.7.5.2. Higher Headquarters (HHQ) directed missions and aero-medical flights.

8.7.5.2.1. Transient arrivals and departures.

8.7.5.2.2. Aircraft operations supporting MoD UK recognized air shows or other HQ USAFE/A3 and/or MoD UK approved flying events. Aircrews are not permitted to conduct local training flights or takeoff from and recover to the same RAF base during quiet hours unless aircraft operations are supporting MoD UK or HQ USAFE/A3 approved aerial events.

8.7.5.2.3. Aircraft deployments to or from USAF occupied RAF bases that will support and/or participate in North Atlantic Treaty Organization (NATO)/MoD UK/HQ USAFE/A3 sponsored squadron exchanges and exercises.

8.8. Base Quiet Hours for Unit or Host-Nation Functions.

8.8.1. The agency requesting base quiet hours will initiate coordination to obtain 100 ARW/CC's approval via e-SSS.

8.8.2. Coordination requests must be initiated at least 3 weeks prior to the event, with suspense of one week prior to the event.

8.8.2.1. Requests must stipulate restrictions requested; e.g., airfield closed, straight-in full stop landings only, no takeoffs, no taxiing, no aircraft engine or AGE running, no over flight below 7000', etc.

8.8.2.2. Requests must be coordinated with 100 OSS/CC, 48 OSS/CC, 352 SOSS/CC, 95 RS/CC, 727 AMS/CC, 48 OG/CC, 100 MSG/CC, 100 MXG/CC, 100 OG/CC, 352 SOG/CC, 100 ARW/CCT, RAF/CC and approved by 100 ARW/CC.

8.8.2.3. Once quiet hours are approved, the requesting agency will forward ARW/CC approval to 100 OSS/CC, who will ensure 100 OSS/OSA issues required NOTAMs.

8.9. Prior Permission Required (PPR).

8.9.1. All transient aircraft operations require prior permission. PPRs are issued no earlier than 7 days and no later than 24 hours prior to aircraft estimated arrival. The AFM may approve PPRs outside these windows to support contingencies or long range planning of exercises. IAW AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, and HAF/A3O-AYO memorandum, dated 25 Jan 2010, the AFM is the designated PPR and approval authority to allow NATO aircraft or government from any NATO country to conduct operations into/out of RAFM.

8.9.2. AM Ops issues PPR numbers for all transient aircraft.

8.9.3. NATO aircraft may conduct practice approaches or touch-and-go's without a PPR, traffic permitting. The 100 OG/CC may rescind this policy at any time based on the current FPCON.

8.9.4. All 55th Wing (55 WG) aircraft operating into or out of RAFM do not need to coordinate for a PPR to include BUSY RELAYS (down range jet swap outs) provided they accomplish the following:

8.9.4.1. Ensure coordination with the 95 RS has been accomplished through 55 WG/ROC.

8.9.4.2. Utilize one of the following call signs: SNOOP, COBRA, OSY12T and HAWG. **NOTE:** This call sign list is not all inclusive and the use of non-standard call signs will be addressed on a case by case basis.

8.10. Air Evacuation (AIREVAC) Notification Procedures.

8.10.1. AM Ops will advise FD, Tower and RAFL RAPCON of all inbound AIREVAC aircraft.

8.10.1.1. RAFM will request RAFL RAPCON should provide a 40 mile out call to AM Ops, who will pass to FD.

8.10.1.2. Tower will provide a 15 mile out call to AM Ops, who will pass to FD.

8.10.2. CP will coordinate any required medical support.

8.10.3. CP will notify AM Ops and FD of all outbound AIREVAC aircraft.

8.10.4. AM Ops will inform Tower when the flight plan information is passed.

8.11. Unscheduled Aircraft Arrivals.

8.11.1. When Tower receives notification of an inbound aircraft not previously coordinated, Tower will notify AM Ops and then AM Ops will notify the AOF/CC or designated representative to determine if the aircraft is authorized to land.

8.11.2. If the aircraft is authorized to land, AM Ops will coordinate the arrival and then process an airfield restrictions violation for failure to obtain a PPR IAW AFI 13-204v3, paragraph 3.1.6.

8.11.3. If AM Ops determines the aircraft is not authorized to land and the aircraft continues inbound, the Tower will active the PCAS and announce the unauthorized landing. 100 ARW organizations will then comply with procedures stipulated in the 100 ARW Integrated Defense Plan (IDP).

8.12. Distinguished Visitors.

8.12.1. 100 ARW Protocol, in coordination with AM Ops and TA, determines parking locations for DV aircraft using the following guidelines:

8.12.1.1. Wide body aircraft normally park on Hardstands 43, 44, 45 facing Building 550 or facing Building 669, depending on the aircraft requirements. Facing east on Hardstand 43 is prohibited when aircraft are or will be parked on Hardstands 41 and 41.5. When the AMC terminal jet way is used, capable aircraft will face Building 598.

8.12.1.2. Medium size or smaller normally park on Hardstands 5. If Hardstand 5 is not available, the following Hardstands can be used with coordination with AM Ops, the allocated user and 100 ARW Protocol: 3, 41, 41.5, 42 and 43. HS 41 taxi lines are marked to ensure clearance for C-37 and smaller aircraft only. Larger aircraft may use HS 41 with AFM approval and will be led in with a follow-me and marshaller to ensure 25' of wing-tip clearance is maintained at all times.

8.12.2. For scheduled DV visits, 100 ARW Protocol will coordinate the parking location and aircraft servicing requirements 48 hours prior to the scheduled arrival.

8.12.3. AM Ops will advise Tower, CP, Protocol (during duty hours), BDOC, TA and RAFL RAPCON of all DV inbound/outbound flights.

8.12.3.1. RAFM will request RAFL RAPCON should advise AM Ops when aircraft is 40 miles out or upon initial contact.

8.12.3.2. Tower will advise AM Ops when aircraft is 15 miles out.

8.12.3.3. CP will contact Protocol after duty hours.

8.13. Hazardous Cargo/Explosive Laden Aircraft.

8.13.1. Explosive operations will be conducted IAW AFMAN 91-201, *Explosive Safety Standards*. Aircraft parking will comply with MILDENHALLI 91-201, *Explosive Safety*, and current RAF Mildenhall Tab D-8, *Explosive Data Map*.

8.13.2. Normal operation of aircraft fitted with fixed directional weapons systems with munitions that fire forward, rear, vertically; upwards (excluding chaff and flare) are prohibited at RAFM. EXCEPTION: Fighter aircraft with fixed forward-facing cannon may land at RAFM provided that no munitions are in the firing position/breech. Additionally, fighter aircraft with captive training missiles are authorized to land at RAFM.

8.13.3. Aircraft fitted with movable weapons systems; for example, helicopter guns, are to ensure there are no munitions in the firing position/breech on approach to or until clear of RAFM airspace.

8.13.4. For all fighter operations, AM Ops will verify with the crew there are no forward firing munitions and determine if they have chaff, flare or any other kind of munitions on board. If an emergency aircraft arrives with forward firing munitions, the aircraft must park on Southeast Hammerhead facing 287 degrees until the aircraft is de-armed.

8.13.5. AM Ops will advise Tower, CP, SFS and FD of any aircraft movement involving explosives. Notice will include Hazardous Class/Division (HCD) and Net Explosive Weight (NEW).

8.14. Aircraft Priorities.

8.14.1. In addition to the ATC priorities established in FAA JO 7110.65, the following local priorities will be used as a guideline for arrivals and departures at RAFM:

8.14.1.1. Emergencies, to include responding RAF helicopters/tilt-rotor using the callsign Rescue.

8.14.1.2. Emergency War Order (EWO).

8.14.1.3. Air Evacuation (when priority is requested). HELIMED 28A is an active air evacuation mission.

8.14.1.4. Flight Inspection Aircraft.

8.14.1.5. Special Assignment Airlift Missions (SAAM).

8.14.1.6. CTOT, HHQ directed missions, airway joining times, etc. Local HHQ-directed mission callsigns are Quid 8X and Quid 9X.

8.14.1.6.1. An aircraft with an issued CTOT must takeoff within a slot window of 5 minutes prior to 10 minutes after the CTOT.

8.14.1.7. Full stops.

8.14.1.8. Departures.

8.14.1.9. Practice Approaches.

8.14.2. ATC will afford DVs priority when practical.

8.15. Use of RAFM by Civil Aircraft/Aero Club Operations.

8.15.1. Civil aircraft operations at RAFM must comply with AFI 10-1001, *Civil Aircraft Landing Permits*, AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, AFI 10-1003, *Use of Air Force Installations for Non-Government Business by Civil Air Carriers Participating in the Civil Reserve Air Fleet (CRAF), Program*, and AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*.

8.15.2. AM Ops must validate civil aircraft have an approved civil aircraft landing permit and are operating per the permits purpose of use or be exempt per AFI 10-1001 prior to the aircraft operation. The Airfield Manager is delegated the authority to endorse Civil Aircraft Landing Permits after 100 OG/CC approves the aircraft operation.

8.15.3. Any civil aircraft that declares an emergency may land at RAFM; however, if aircraft is not authorized use IAW AFI 10-1001, *Civil Aircraft Landing Permits*, the landing will be processed by AM Ops as an unauthorized landing.

8.15.4. Civil aircraft are permitted to use RAFM ATCALs to conduct practice approaches. Civil aircraft are restricted to low approaches unless pre-approved by AM Ops or in an emergency. The 100 OG/CC may rescind this policy at any time based on the current FPCON.

8.15.5. In order to ensure safe operations of civil aircraft and to provide safeguards to military aircraft, practice approaches are not authorized when:

8.15.5.1. The practice approach may cause the delay of mission aircraft (arrival or departure).

8.15.5.2. At any time ATC Watch Supervisor deems it necessary for flight safety.

8.15.6. RAFM does not have an aero club.

8.16. Weather Dissemination and Coordination.

8.16.1. RAFM weather dissemination and coordination is accomplished IAW the Letter of Agreement between 100 OSS Weather Flight (100 OSS/OSW) and 100 OSS/OSA and all applicable ATC and weather regulations.

8.16.2. Tower and 100 OSS/OSW will update their visibility charts when new reference points are erected and determined by weather to be a suitable reference marker.

8.16.3. The Airfield Automation System (AFAS) is the primary display for all weather information.

8.16.3.1. 100 OSA/OSW will provide weather reports to Tower in case of AFAS failure.

8.16.4. When lightning is observed, or a Weather Watch or Weather Warning is received, for lightning within five miles of the airfield the Control Tower will issue the following blanket broadcast on all applicable frequencies/Nets: PHRASEOLOGY - *“ATTENTION ALL*

(AIRCRAFT OR VEHICLES), LIGHTNING OBSERVED/WATCH/WARNING WITHIN FIVE MILES OF RAF MILDENHALL (UNTIL TIME IF KNOWN, OR UFN)."

8.16.5. AM Ops personnel are responsible for disseminating hazardous/severe weather and lightning information via the secondary crash net, IAW AFI 13-204v3, *Airfield Operations Procedures and Programs* and MILDI 15-101, *Weather Support*.

8.17. Bird Aircraft Strike Hazard (BASH) Program. BASH operations will be IAW 100 ARW PLAN 91-212.

8.17.1. Only the Tower Watch Supervisor or AM Ops personnel can declare the Bird Watch Condition (BWC). Contract Bird Control will make recommendations to raise or lower the BWC. AM Ops, with coordination from the contracted bird control team, can lower the BWC.

8.17.2. Tower will advise AM Ops of any increase or decrease in wildlife activity. AM Ops or Tower will coordinate with Bird Control to respond and disperse the wildlife from the airfield and assist in dispersing as required. AM Ops will notify CP anytime the BWC changes.

8.17.3. Tower will relay changes to the BWC to RAFL RAPCON and include on the ATIS. RAFL RAPCON will relay the current BWC to all inbound aircraft.

8.17.4. Bird Watch Conditions:

8.17.4.1. SEVERE: Bird activity on or immediately above the active runway or other specific location representing high potential for strikes. Supervisors and aircrews must thoroughly evaluate mission need before conducting operations in areas under condition SEVERE. There will be no takeoffs, landings or approaches during BWC SEVERE unless specifically approved by the aircraft owning commander: 100 OG/CC, 352 SOG/CC, 727 AMS/CC or 95 RS/CC. Aircraft commanders shall advise Tower if an owning commander approves.

8.17.4.2. MODERATE: Bird activity near the active runway or other specific location representing increased potential for strikes. For all crews, initial takeoff and final landing are allowed only when departure and arrival routes will avoid bird activity. Multiple IFR/VFR traffic patterns are prohibited. BWC MODERATE requires increased vigilance by all. Airborne crews will be cautioned by Tower and will be approved for one full stop landing. If multiple landings are required, the aircraft commander will use an alternate airfield or wait for BWC LOW. EXCEPTION: IAW 352 SOG OI 91-212, airborne 352 SOG owned/gained aircraft will evaluate mission requirements utilizing established ORM procedures and will advise Tower of their intentions. 352 SOG owned/gained crews that have not departed will coordinate with their unit leadership to ensure mission requirements are balanced with ORM.

8.17.4.3. LOW: Bird activity on and around the airfield representing low potential for strikes.

8.18. Supervisor of Flying (SOF).

8.18.1. There is a SOF position and equipment located in the Tower. It is available for use by personnel, determined by unit commander, that require close coordination between the aircraft and the Tower in order to complete a specific mission.

8.18.2. Normally, SOF personnel in the Tower will be limited to one person. During emergencies, special and unusual operations, shift changes, planned training periods and base exercises; there may be a few additional personnel. In no case will the number of personnel be of such a size to interfere with ATC operations as determined by the Tower WS. Exceptions may be approved after coordination with the Chief Controller, AOF/CC or 100 OG/CC, as necessary.

8.18.3. FOD checks. 100 OG/CC has approved the 48 FW SOF to waive FOD checks for 48 FW aircraft ONLY. The 48 FW SOF will advise the Control Tower Watch Supervisor (WS) when they waive a FOD check for their aircraft. Tower will advise AM Ops when the SOF waives a FOD sweep for 48 FW aircraft.

8.18.4. Cable configuration. During periods of 48 FW flying, the departure end BAK-12 will be activated and upon request, the arrival end BAK-12 may be activated for F-15 operations. The 48 FW SOF will coordinate with Tower WS and AM Ops to coordinate with affected agencies to ensure timely configuration of the cables. Personnel must be proactive to ensure configuration of the cables does not delay higher priority operations.

8.18.5. 48 FW aircraft arrivals. 48 OG/CC has directed NO overhead patterns at RAF Mildenhall. All 48 FW aircraft will recover via instrument approach or vectors to visual straight-in for a full stop landing. There may be a case-by-case basis of an aircraft accomplishing one overhead pattern for syllabus reasons and will only be approved after 48 OG/CC approval. The 48 FW SOF is the on-site representative of the 48 OG/CC. **NOTE:** Local aircraft priorities. There are no changes to aircraft priorities as listed in this AOI.

8.18.6. SOF Callsigns:

8.18.6.1. Romeo: Operations supervisor for the 95 RS.

8.18.6.2. Foxtrot: 351 ARS flying information duty officer.

8.18.6.3. Red Baron: Standby instructor pilot.

8.18.6.4. Tango: Coronet launch supervisor.

8.18.7. SOF Responsibilities:

8.18.7.1. Coordinate all information and procedural requests with the Tower Watch Supervisor.

8.18.7.2. Prior to relaying advice and instructions to an aircraft over an ATC frequency coordinate with the Tower Watch Supervisor for approval. Transmit directly to an aircraft over the ATC frequency only when the SOF's advice is extremely technical or when the SOF feels relaying the information may cause an unacceptable delay, provided:

8.18.7.2.1. Transmission can be interrupted to continue ATC service.

8.18.7.2.2. ATC instructions or clearances are not issued.

8.18.7.2.3. The SOF identifies his/her position.

8.18.7.2.4. Transmissions are limited to information essential to preventing a mishap.

8.18.7.3. Coordinate with the Tower Watch Supervisor for approval to use ATC communications equipment if the SOF console becomes inoperative.

8.18.7.4. When in the SOF vehicle and normal communications with Tower are required, the SOF shall use the Ground net to the maximum extent possible to contact Tower.

8.18.8. Coordination between the SOF and adjacent ATC facilities (i.e., RAFL RAPCON) should be conducted through the Tower Watch Supervisor. This will allow proper ATC coordination and will provide better mission support.

8.18.9. Tower Responsibilities:

8.18.9.1. Preface transmissions requested by the SOF with, "*SOF ADVISES/DIRECTS...*"

8.18.9.2. Not normally answer incoming calls on the SOF telephone lines.

8.18.9.3. Provide a headset for the SOF to use at the console.

8.18.9.4. Not release any SOF equipment to maintenance for preventive maintenance unless they are able to provide another position to an oncoming SOF with the same equipment capability.

8.19. Minimum Communications Launch and Recovery Procedures

8.19.1. Activation Procedures.

8.19.2. Minimum Communications (Min Comm) procedures will be implemented for all aircraft operations at RAFLM when directed by the 100 ARW/CC. In addition, they may be selectively implemented by squadron or group CC or DO for training, exercises or real-world operations. These procedures will not be initiated during peacetime if one or more of the following conditions exist:

8.19.2.1. The Tower is out of service.

8.19.2.2. A Min Comm officer (callsign TANGO) is not on duty in the Tower. For the 100 OG, this will normally be the duty instructor/Red Baron.

8.19.3. Any time an aircrew member, TANGO, Tower controller, or other appropriate agency considers safety jeopardized by Min Comm, they will transmit in the clear until such time safety is no longer jeopardized.

8.19.4. Exceptions.

8.19.4.1. Arriving transient aircraft will be exempt from Min Comm procedures during their initial arrival; however, on departure, these aircraft will comply with the requirements. AM Ops will ensure outbound transient aircrews are briefed on Min Comm procedures when aircraft file their flight plans.

8.19.4.2. Aircraft conducting multiple practice approaches (IFR or VFR) will use in the clear communications. Practice approaches will normally be disapproved during Min Comm operations unless specifically authorized by the 100 ARW/CC.

8.19.5. Coordination.

8.19.5.1. Unit operations officers must prior coordinate Min Comm procedures with 100 OSS/OSA and receive approval by the 100 OG/CC. Normally, coordination must be accomplished no later than 1500 local hours the day prior to the scheduled departure(s). As a minimum, requests must include:

8.19.5.1.1. Aircraft call sign and tail number.

8.19.5.1.2. Hardstand/parking location.

8.19.5.1.3. Engine start time.

8.19.5.1.4. Taxi not earlier than time.

8.19.5.1.5. Taxi not later than time.

8.19.5.1.6. Remarks if special handling or priority is required.

8.19.5.2. For peacetime training, when the Battle Staff is not in session, the published flying schedule is sufficient coordination for Min Comm operations. The Min Comm officer must confirm the published information with maintenance, AM Ops and Tower.

8.19.5.3. The requesting flying unit operations officer will designate a Min Comm officer (callsign TANGO). TANGO must be in the Tower representing the flying unit during the Min Comm operation.

8.19.6. TANGO Responsibilities.

8.19.6.1. Coordinate with applicable MOC to ensure maintenance personnel comply with Min Comm procedures. If practical, arrange to park participating aircraft to facilitate Min Comm operations.

8.19.6.2. Coordinate all Min Comm aircraft movements with the Tower Watch Supervisor.

8.19.6.3. Maintain a Min Comm timing sheet and relay the appropriate timing information to the Tower Watch Supervisor.

8.19.6.4. Monitor weather and advise Tower Watch Supervisor when it is necessary to broadcast weather data. If practical, maintain an aircrew weather-briefing sheet for each mission.

8.19.7. Taxi/Departure Procedures.

8.19.7.1. Unless otherwise coordinated, all participating aircraft are expected to squawk Mode 3 code 0460 and depart via the Mildenhall 7 Departure Procedure as published in the FLIP. Once airborne, aircraft will contact RAFL Departure and receive their assigned Mode 3 code.

8.19.7.2. All aircraft will have an engine start time, taxi no earlier time, taxi no later than time, and an estimated/scheduled takeoff time. The taxi no earlier time will be 10 minutes prior to the taxi no later than time. All ATC information, instructions and control actions are based on these times.

8.19.8. Tower Procedures.

8.19.8.1. If requested by TANGO, at the taxi no earlier time for each departing aircraft or flight cell, Tower will broadcast on Tower frequency (UHF and VHF simultaneously) the runway in use, wind, altimeter setting, runway surface conditions (if other than dry) and any weather warnings or advisories in effect. Ceiling and visibility will be included when the reported weather is less than basic VFR.

8.19.8.2. Coordinate departure instructions with RAFL RAPCON at least 5 minutes prior to each departure and request release as appropriate. No verbal departure instructions

will be issued unless they are different from the standard departure instructions identified in paragraph 4.5.

8.19.8.3. Aircraft are to proceed up to the runway hold lines located on the hammerhead and face the Tower. A steady green light from Tower signifies "*CLEARED FOR TAKEOFF.*"

8.19.8.4. A steady green light need only be given to the lead aircraft. Subsequent aircraft in the flight are expected to depart in turn after the lead aircraft commences takeoff.

8.19.8.5. Tower will make all efforts to coordinate release and issue the appropriate light gun signal at least 2 minutes prior to scheduled takeoff time. Aircrew will acknowledge by turning on the landing light.

8.19.8.6. If visibility precludes seeing the light, Tower will broadcast "*Green light check on Tower frequency.*" The aircrew will acknowledge by broadcasting "*Green light on Tower frequency.*"

8.19.8.7. Once the green light is received either visually or verbally, the aircraft/flight is cleared for takeoff (Squawk will be issued by RAFL Departure when airborne).

8.19.9. Aircrew Procedures.

8.19.9.1. Start engines and taxi radio silent. Monitor Tower frequency (UHF and VHF) and Guard until safely airborne and then contact RAFL Departure or as directed by ATC.

8.19.9.2. Attempt to taxi on the taxi no earlier than time. Do not taxi after the taxi no later than time without Tower and TANGO approval.

8.19.9.3. Be ready to takeoff 5 minutes prior to scheduled takeoff time.

8.19.9.4. Aircraft will contact RAFL Departure on the assigned RAFL Departure frequency once airborne. Fighter aircraft will change to RAFL Departure upon takeoff clearance and contact Departure once airborne.

8.19.10. Aircraft experiencing problems:

8.19.10.1. If in the chocks, flash landing/taxi lights to alert maintenance personnel. If unable to taxi by the taxi no earlier than time, transmit on Tower frequency, "(Call sign) delete." Unless real world Min Comm, the problem aircraft is no longer restricted to Min Comm and can request maintenance in clear text.

8.19.10.2. If while taxiing, transmit on Tower frequency, "(Call sign) delete."

8.19.10.3. If the problem aircraft is part of a flight and it is possible without compromising safety, continue to taxi with the flight. When the flight is cleared for takeoff and the problem aircraft is next for departure, broadcast to Tower, "(Call sign) delete," taxi down the runway and exit at the first available intersection. Once off the runway, transmit on Tower frequency, "(Call sign) is off the runway." Tower will then initiate a "green light" for the next aircraft in the flight to resume the takeoff clearance.

8.19.10.4. No aircraft will start takeoff roll without ATC takeoff clearance and positive knowledge the runway is clear.

8.19.10.5. For the problem aircraft, Min Comm is no longer required. Request taxi clearance on Ground frequency and maintenance on the appropriate frequency.

8.19.10.6. If the problem aircraft cannot continue taxiing, it should pull out of the taxi route as quickly as possible. Unless an actual threat exists, Min Comm is no longer required. Request maintenance in clear text on appropriate frequency. Notify Mildenhall Ground on Ground frequency.

8.19.10.7. If during takeoff roll, transmit on Tower frequency, “(Call sign) ABORT, ABORT, ABORT.” If it will not compromise safety, continue to taxi and exit the runway at the first available intersection. Unless an actual threat exists, Min Comm is no longer required. If immediate assistance is required, the aircraft will be expected to transmit in the clear on Tower frequency.

8.19.11. Arrival Procedures.

8.19.11.1. Normal arrival procedures apply to all participating aircraft until handed off to Tower.

8.19.11.2. On initial contact with Tower, arriving aircraft will state, “Mildenhall Tower, (Call sign), distance (DME).” Tower will respond with, call sign, wind, and landing clearance. No further communication is required. If landing clearance cannot be granted, Tower will issue appropriate instructions (breakout, missed approach or alternate instructions) on UHF.

8.19.11.3. As soon as the aircraft makes its call to Tower, TANGO will notify the applicable CP or MOC via landline to request a follow-me vehicle to meet the aircraft after landing.

8.19.11.4. After landing, arrival aircraft will exit the runway at the end of the runway and monitor UHF and VHF until off the runway. When off the runway, monitor Ground on UHF and follow the follow-me to parking.

8.20. Exercise Participation/Coordination.

8.20.1. All exercises that involve any ATC facility or the airport CMA must be coordinated with 100 OSS/OSA NLT 48 hours prior to the exercise. All exercises that involve the use of any portion of the airfield must additionally be coordinated with 100 OSS/OSAA. Local lower-level exercises may be coordinated with 100 OSS/OSA the day of the scenario to ensure airfield operations are not affected.

8.20.2. Tower WSs and AM Ops Supervisors have the authority to determine the extent of participation once an exercise begins. Supervisors may terminate their participation if safety of flight will be jeopardized or services degraded.

8.20.3. All exercise transmissions/messages shall be preceded by the words; “*EXERCISE, EXERCISE, EXERCISE.*”

8.21. Runway Operations During Exercises.

8.21.1. All aircraft are considered exercise-exempt unless an exercise evaluator or aircraft commander notifies the Control Tower otherwise. Exercise-exempt aircraft will not be delayed for exercise purposes due to real-world commitments and the need to keep traffic flowing smoothly. Any attacking aircraft will be delayed or canceled to allow exercise-exempt aircraft to

depart on time, unless the pilot concurs with the delay. Simulated airfield attacks using fictitious aircraft will be delayed or cancelled to allow exercise-exempt aircraft to depart on time, unless the pilot concurs with the delay. Simulated airfield attacks using fictitious aircraft may occur within the coordinated attack window but the exercise-exempt aircraft will continue normal operations.

8.21.2. 100 ARW/IGI will brief 100 OSS/OSA and 100 OSS/OSAA at least 48 hours in advance of exercises that involve any ATC facility or affect the airfield. 100 ARW/XPX will ensure a Tower-qualified Wing Inspection Team (WIT) member is present whenever actual aircraft are scheduled to conduct an airfield attack. The Tower EET member will coordinate all attack details with the Tower WS.

8.21.2.1. Coordination of earliest/latest times that aircraft may attack.

8.21.2.2. Takeoff clearances will be cancelled before attacking aircraft receive permission to fly closer than 15 miles straight-in.

8.21.2.3. Arriving aircraft on final approach must land or depart the area before attacking aircraft receive permission to fly closer than 15 miles straight-in.

8.21.2.4. Jointly determine whether the attacking aircraft will remain on RAFL frequency or be on RAFM Control Tower's frequency.

8.21.2.5. If attacking aircraft are delayed beyond the latest window time, they will not be allowed to attack unless a new time is coordinated.

8.21.3. Tower will allow the Disaster Assessment Reconnaissance Team (DART) runway access as soon as possible after an attack; traffic permitting and without delaying departing aircraft unless the pilot concurs with the delay. If traffic does not allow the DART prompt access, they may drive parallel to the runway in the grass but must remain at least 180' from the edge at all times.

8.21.3.1. Unless the DART reports no damage, exercise aircraft will not normally be allowed to depart after an airfield attack until the DART can determine, plot and pass damage information to AM Ops.

8.22. Movement of Aircraft.

8.22.1. Tower will relay all aircraft landing and takeoff times to AM Ops. AM Ops will relay to applicable command and control agencies.

8.22.2. Tower will immediately contact AM Ops for any inbound aircraft that does not have a flight plan on file.

8.23. Host-Nation Farming Operations.

8.23.1. No host-nation farming operations occur on or near RAFM.

8.24. Unmanned Aerial System (UAS) Operations Procedures.

8.24.1. No UAS operations occur at RAFM.

KENNETH T. BIBB JR, Col, USAF
Commander, 100th Air Refueling Wing

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

- AFI 10-1001, *Civil Aircraft Landing Permit*, 1 September 1995
- AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, 1 September 1995
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Prescribed Forms

N/A

Adopted Forms

AF847, *Recommendation for Change of Publication*

Abbreviations and Acronyms (in alphabetical order)

100 ARW/CC—100th Air Refueling Wing Commander

100 OSS/OSA—Airfield Operations Flight

352 SOG—352 Special Operations Group

AAS—Aircraft Arresting Systems

ACN—Airspace Coordination Notice

ACSI—Airfield Certification/Safety Inspection

AFAS—Airfield Automation System

AFM—The Airfield Manager

AGL—Above Ground Level

AIREVAC—Air evacuation

AM—Airfield Management

AMC—Air Mobility Command

AM Ops—Airfield Management Operations

AMP—Airfield Marking Pattern

AOB—Airfield Operations Board

AOCI—Airfield Operations Compliance Inspection

ARW—Air Refueling Wing

ASR—Surveillance

ATC—Air Traffic Control

ATCALs—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information System

ATS—Air Traffic Service

ATZ—Aerodrome Traffic Zone

AUS—Airspace Utilization Section
BASH—Bird Aircraft Strike Hazard
BDOC—Base Defense Operations Center
BWC—Bird Watch Condition
CCT—Combat Control Team
CE—Civil Engineer
CEC—Community Planner
CES—Civil Engineering Squadron
CFMU—Central Flow Management Unit
CMA—Controlled Movement Area
CP—Command Post
CTOT—Calculated Take-off Time
CWR—Clean water rinse
DART—Disaster Assessment Reconnaissance Team
DP—Departure Procedure
DV—Distinguished Visitor
DZ—Parachute Drop Zone
DZCO—Drop Zone Control Officer
EBOT—Estimated Block Out Time
EET—Exercise Evaluation Team
ELT—Emergency Locator Transmitter
ERCC—Engines Running Crew Changes
ETL—Engineering Technical Letter
EWO—Emergency War Order
FAA—Federal Aviation Administration
FAF—Final Approach Fix
FAR—Federal Aviation Regulations
FARP—Forward Area Refueling Point
FCF—Functional Check Flight
FD—Fire Department
FISO—Flight Information Service Officer
FLIP—Flight Information Publication

FOD—Foreign Object Damage
FOUO—For Official Use Only
FPCON—Force Protection Condition
GAT—General Air Traffic
GE—Ground Emergency
HALO—High Altitude Low Opening
HIRL—High Intensity Runway Lights
HLZ—Helicopter Landing Zone
HR—Hot Refueling
IAW—In accordance with
IC—Incident Commander
IFE—In Flight Emergency
IFR—Instrument Flight Rules
IGSEP—In-Garrison Expeditionary Site Plan
ILS—Instrument Landing System
JO—Joint Order
IMC—Instrument Meteorological Conditions
LMR—Land Mobile Radio
MATZ—Mildenhall’s Military ATZ
Min Comm—Minimum Communications
MOC—Maintenance Operations Center
MOD—Ministry of Defense
MOG—Maximum-on-ground
MOS—Maintenance Operations Squadron
MXG—Maintenance Group
NATO—North Atlantic Treaty Organization
NEW—Net Explosive Weight
NM—Nautical Mile
NOTAM—Notice to Airmen
NVD—Night Vision Device
OAT—Operational Air Traffic
OG—Operations Group

OPR—Office of Primary Responsibility
ORM—Operational Risk Management
OSS—Operations Support Squadron
PAPI—Precision Approach Path Indicators
PAR—Precision Approach Radar
PCAS—Primary Crash Alarm System
PE—Static Line Personnel
PMI—Preventative Maintenance Inspection
POC—Point of contact
POV—Privately Owned Vehicle
PPR—Prior Permission Required
QRC—Quick Reaction Checklists
RAF—Royal Air Force
RAFL—RAF Lakenheath
RAFM—RAF Mildenhall
RAPCON—Radar Approach Control
RCR—Runway Condition Reading
RS—Reconnaissance Squadron
RSRS—Reduced Same Runway Separation
RT—Rapids Training
RVR—Runway Visual Range
SAAM—Special Assignment Airlift Missions
SCA—Self-Contained Approaches
SCN—Secondary Crash Net
SFL—Sequenced Flashing Lights
SFS—Security Forces Squadron
SOG—Special Operations Group
SOF—Supervisor of Flying
SATB—Standard Air Drop Training Bundle
STS—Special Tactics Squadron
TA—Transient Alert
TACAN—Tactical Air Navigation

TDY—Temporary Duty

TDZL—Touchdown Zone Lighting

TERPs—Terminal Instrument Procedures

T.O.—Technical Order

TOA—Time of Arrival

UHF—Ultra High Frequency

UK—United Kingdom

US—United States

USAFE—United States Air Forces Europe

VFR—Visual Flight Rules

VHF—Very High Frequency

VMC—Visual Meteorological Conditions

WS—Watch Supervisor

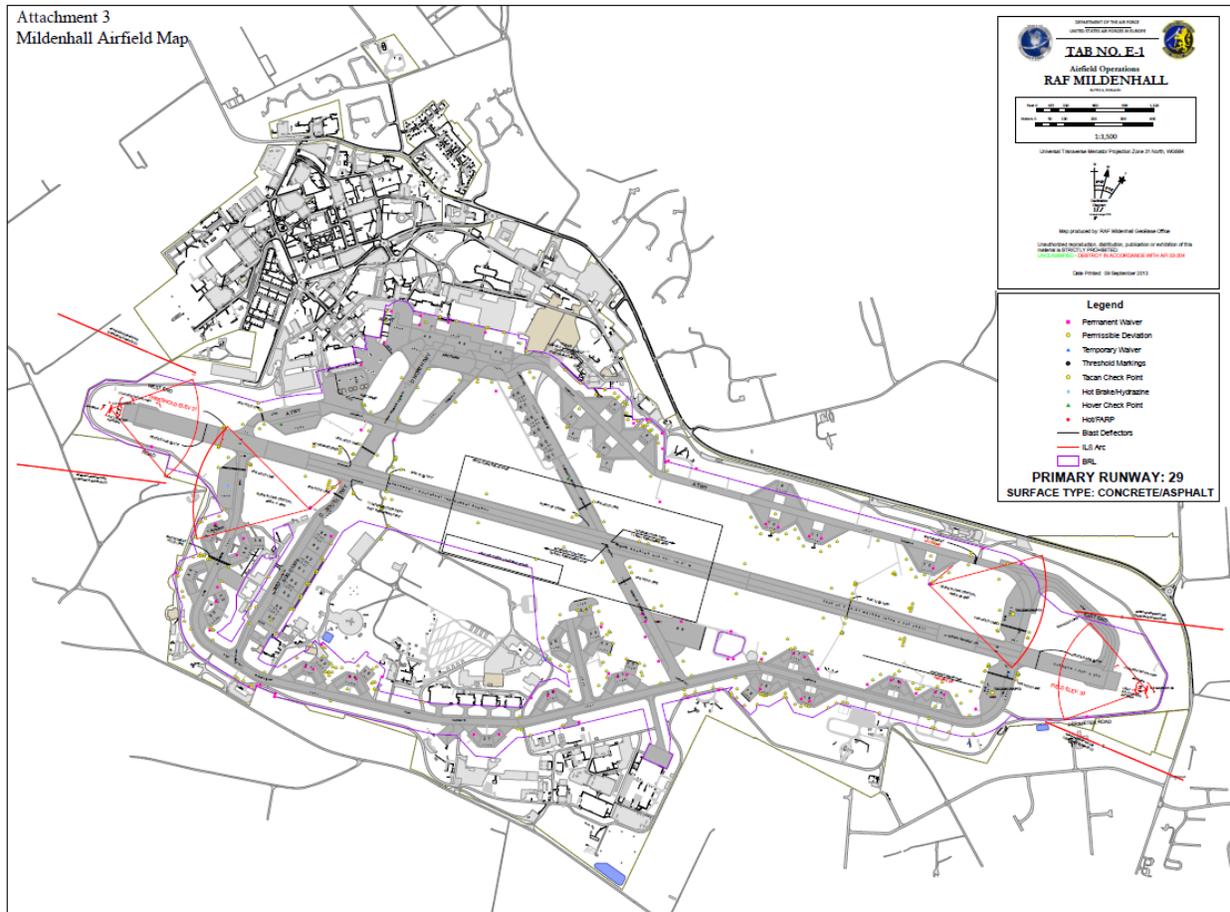
Attachment 2

RADIO FREQUENCIES

Agency	UHF	VHF
Local Control	370.250	122.550
Ground Control	337.975	121.800
ATIS	375.500	Not avail
RAFM Emergency	389.000	Not avail
Departure Control	250.300	Not avail
Arrival Control	309.200	136.500
RAFL Tower	338.925	122.100
Pilot to Dispatch	308.850	131.975
Pilot to Metro	284.425	Not avail
Command Post	313.550	Not avail
MATZ	Not avail	128.89

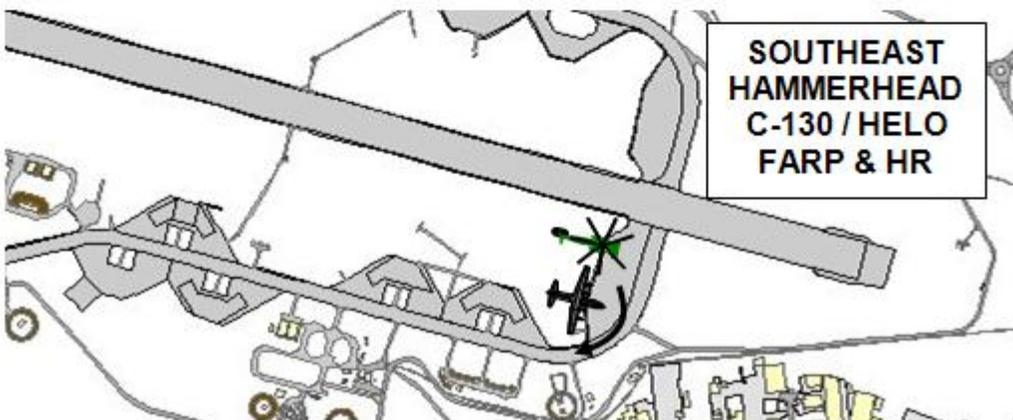
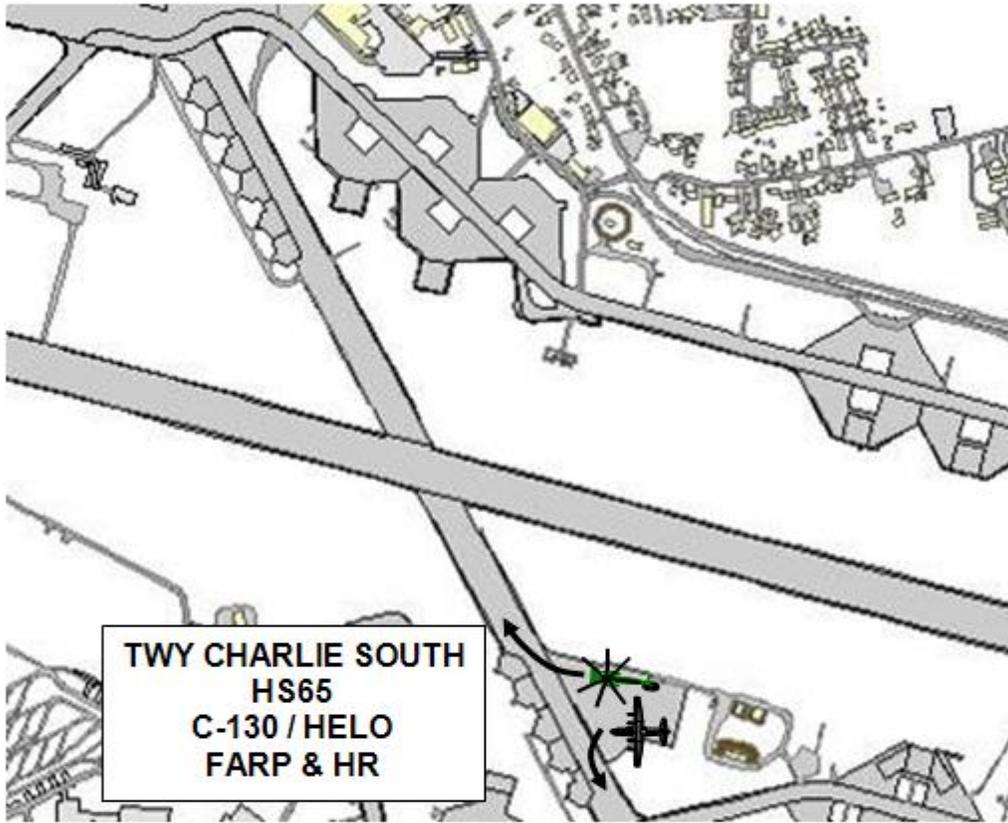
Attachment 3

MILDENHALL AIRFIELD MAP



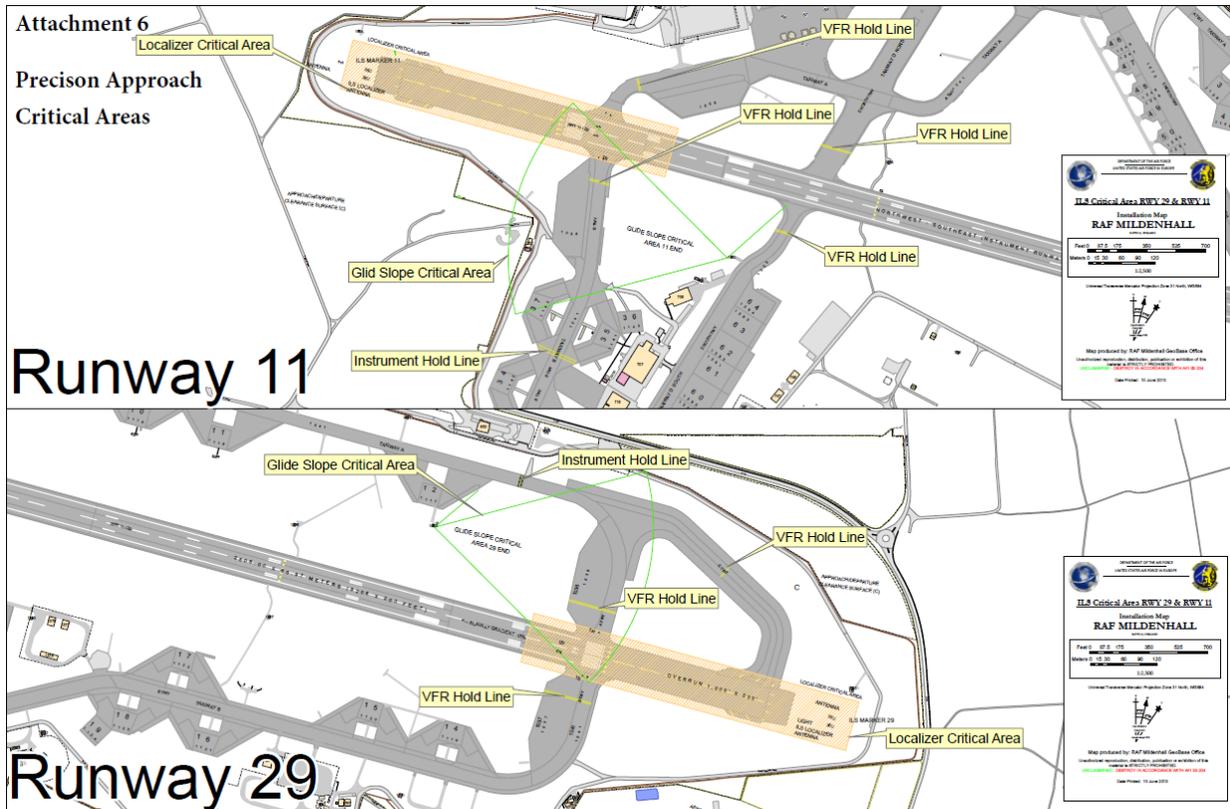
Attachment 4

FARP AND HR SITED LOCATIONS



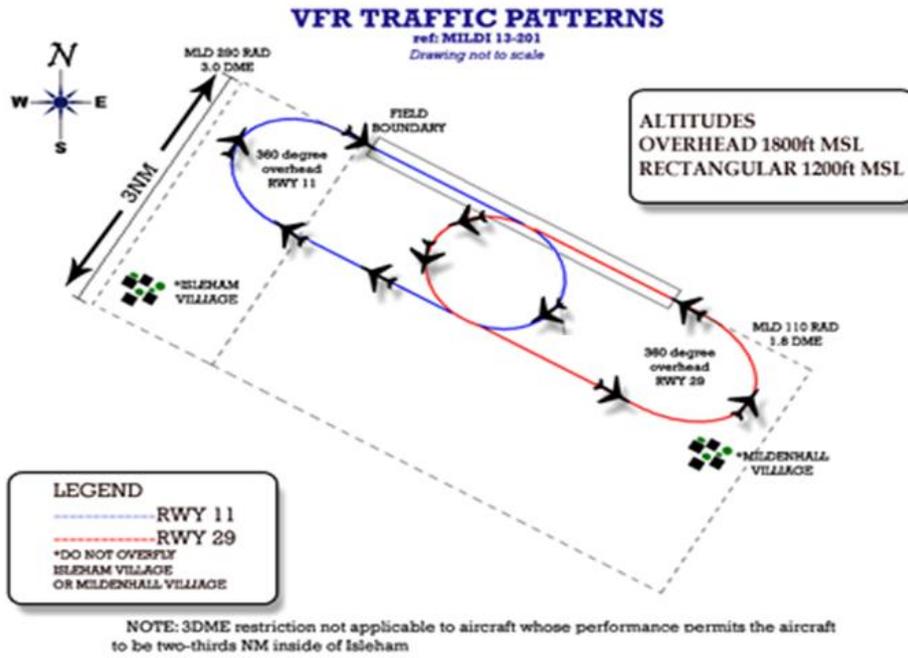
Attachment 6

PRECISION APPROACH CRITICAL AREAS



Attachment 7

VFR TRAFFIC PATTERNS/ CV-22 TRAFFIC PATTERNS

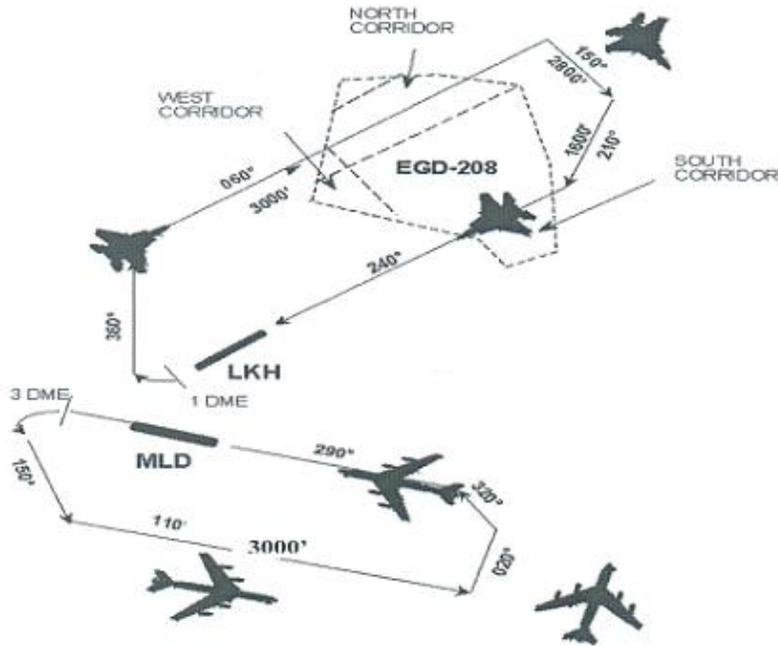


Yellow: CV-22 VTOL Pattern Red: CV-22 APLN Pattern

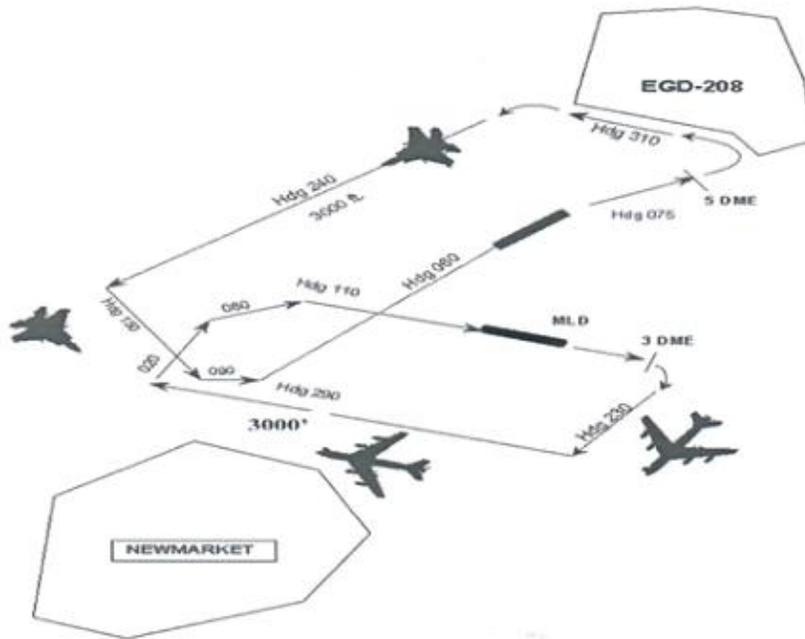
Attachment 8

RAF MILDENHALL/RAF LAKENHEATH RADAR TRAFFIC PATTERNS

Runways 24 & 29

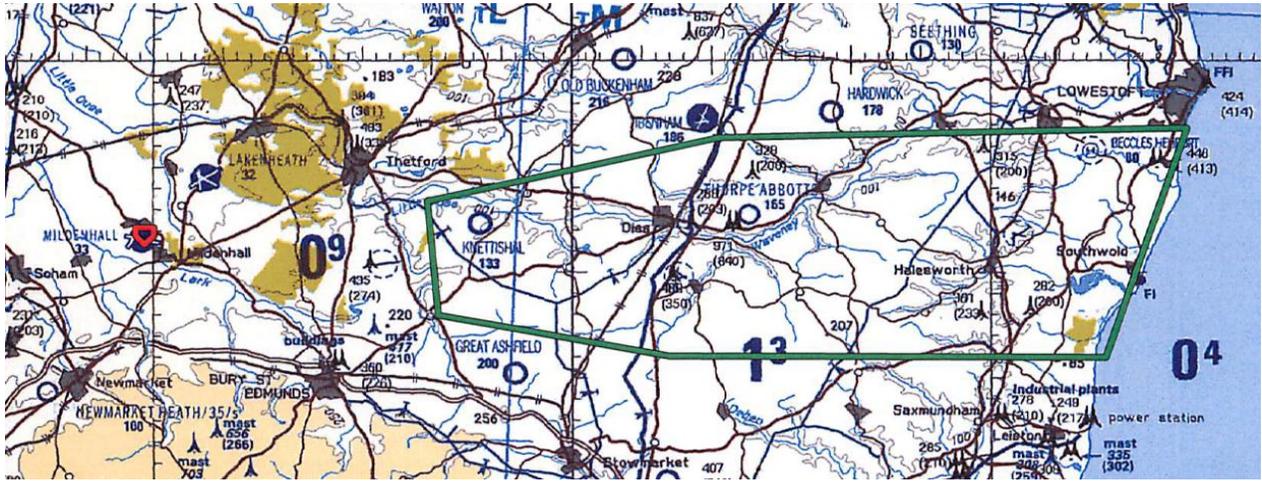


Runways 06 & 11



Attachment 9

TILTROTOR FCF AREA



Green box: FCF area