BY ORDER OF THE COMMANDER
12TH FLYING TRAINING WING

12TH FLYING TRAINING WING
INSTRUCTION 13-204

26 DECEMBER 2024

Nuclear, Space, Missile, Command, and Control

AIR TRAFFIC CONTROL AND AIRFIELD OPERATIONS

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This instruction implements AFPD 13-2, *Air Traffic, Airfield, Airspace, and Range Management,* 3 January 2019. This instruction provides general and frequently required instructions, and information peculiar to flight and ground operations at Joint Base San Antonio - Randolph (JBSA-RND). It extends the guidance from AFMAN 13-204V1, *Management of Airfield Operations;* AFMAN 13-204V2, *Airfield Management;* AFMAN 13-204V3, *Air Traffic Control;* and DAFMAN 13-204V4, *Radar, Airfield, and Weather Systems*. This instruction applies to all assigned, attached, and hosted aircrew members, and all personnel involved in base flying activities. The airfield operating instruction (AOI) provides guidance regarding airfield and terminal environment activities which directly affect flying operations. It is the primary source document for describing local air traffic control (ATC), airfield, and flying operations applicable to base assigned aircrews, such as Visual Flight Rules (VFR) and radar traffic patterns, In-Flight Emergency (IFE) response procedures, local aircraft priorities, etc. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program,* and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect or maintain the records prescribed in this instruction are

10 U.S.C. 8012; 44 U.S.C. 3103; Public Law 85-726, 49 U.S.C. 1507; and Executive Order 9397. Forms affected by the Privacy Act have an appropriate PA statement.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

Chapter 1

ADMINISTRATION

1.1. Conflicting Instructions. When conflicting directives exist between this and other related locally published regulations or wing supplements (not to include Federal Aviation Administration Order (FAAO), letters of agreement, and AFMANs), this instruction shall be considered the final authority. Where any wording is vague, indefinite, uncertain or capable of more than one interpretation, the interpretation from the OPR office takes precedence. Recommended changes should be addressed to 12 OSS/OSA for inclusion as a discussion topic in the Airfield Operations Board (AOB).

1.2. Glossary of References and Supporting Documents. Explanation of predominately used abbreviations, acronyms and terms are listed in **Attachment 1**.

1.3. Joint Basing airfield installation support requirements.

1.3.1. Civil Engineering/Contracting/Army Corp of Engineer Units. Notify Airfield Management (AM) of all pending projects and contracts and involve AM in planning during pre-contract and contract phases, for all airfield works, projects, and surveys; that require personnel, vehicles, or equipment; within the airfield boundaries; including crane and boom equipment within 7,500’ of the runway, and any work between the runway edges and ends and the SE, SW, and NE base perimeter fences. Airfield-based contracts must include airfield operating rules, routes, training, circulation control, site cleanup, debris-mitigation, foreign object debris control, removal tools and containers, airfield compatible site boundary barricades, flagging, and lighting; and require contractors to receive training for and comply with airfield driving requirements. Lead time must be sufficient to process applicable temporary or permanent airfield waivers.

1.3.1.1. Consult with Airfield Management for all project designs, work orders, and repairs that require access within any segment of the airfield boundary and reference DAFI 13-213, 12 FTW Supplement for additional requirements.

Chapter 2

GENERAL INFORMATION REGARDING AIRFIELD FACILITIES

2.1. Runways (Rwys) and Taxiways (Twys).

2.1.1. Rwy 15L/33R (East): Rwy 15L/33R is 8,352’ long by 200’ wide, constructed of reinforced concrete, and is the primary precision instrument rwy. Rwy has asphalt overruns, 1000’ by 200’ wide. 15L gradient is -0.2%, 33R gradient is +.2%. PCN is 54 R/A/W/T; however, PCN may be updated/changed via NOTAM and FLIP updates as necessary.

2.1.2. Rwy 15R/33L (West): Rwy 15R/33L is 8,352’ long by 200’ wide. The northern 1,000’ and southern 2,500’ are constructed of reinforced concrete and the middle 4,852’ are constructed of asphalt. Rwy is marked as a precision Rwy; side stripes are placed 150’ apart, thus 25’ of weight bearing/usable pavement exist outside each stripe. Rwy has asphalt overruns, 1000’ long by 200’ wide. 15R gradient is -0.4%, 33L gradient is +0.4%. PCN is 22 R/C/W/T; however, PCN may be updated/changed via NOTAM and FLIP updates as necessary.

2.1.3. Randolph (RND) airfield has no permanently close pavements, but does have Twy Foxtrot temporary closed. Seguin (SEQ), Randolph Air Force Base (AFB) Auxiliary Airfield, has permanently closed non-operational portions of the airfield; see **Attachment 3**. Temporary and long-term non-permanent closures are published via NOTAM.

2.1.4. Rwy Intersection Distance Remaining (**Table 2.1**).

Table 2.1. Rwy Intersection Distance Remaining.

East Runway				**West Runway**			
Rwy 15L		**Rwy 33R**		**Rwy 15R**		**Rwy 33L**	
Twy A1	Full Length	Twy A6	Full Length	Twy G1	Full Length	Twy G6	Full Length
Twy A2	6450’	Twy A5	6950’	Twy G2	6500’	Twy G5	6950’
Twy A3	4700’	Twy A4	5350’	Twy G3	4700’	Twy G4	5400’
Twy A4	2950’	Twy A3	3650’	Twy G4	2900’	Twy G3	3600’
Twy A5	1400’	Twy A2	1850’	Twy G5	1400’	Twy G2	1850’
Twy A6	No Takeoff	Twy A1	No Takeoff	Twy G6	No Takeoff	Twy G1	No Takeoff

2.1.5. Rwys are parallel and separated by 6200’.

2.1.6. Twys are all 75’ wide with the exception of Twys, A4, A5, G4, and G5 that are 100’ wide. Warm-up pads adjacent to Twys A1, A6, G1, and G6 increase the overall width of those Twys. See **Attachment 4** for taxiway restrictions when the warm-up pad is in use.

2.1.7. Randolph’s field elevation is 761’ mean sea level (MSL), based on 15R threshold elevation.

2.1.8. Airfield Diagrams**.** (Attachment **2 and 3**).

2.1.9. Seguin Runways and Taxiways.

2.1.9.1. The SEQ Rwy 13/31 is 8332’ long by 150’ wide and has 150’ x 1000’ paved overruns and unpaved shoulders. The Rwy is basic VFR and has no navigational aids (NAVAIDS) or lights. A non-standard transverse demarcation bar indicates usable/intended landing surface. PCN is 28 R/B/W/T; however, PCN may be updated/changed via NOTAM and FLIP updates as necessary. SEQ data is published in the VFR Supplement.

2.1.9.2. Twy A is 75’ wide and has unpaved shoulders.

2.2. Rwy Selection/Barrier Change Procedures. The Supervisor of Flying (SOF) determines the Rwy in use. If a SOF is not present then ATC determines Rwy in use. If operationally feasible, preference should be made to align RND and San Antonio TRACON (SAT TRACON) traffic flows to preclude likely delays and pattern restrictions. SOFs will coordinate with ATC and the opposite facility SOF, if needed, to select an optimum time for Rwy change (weather conditions, rapid wind change, wet Rwy, etc. should dictate a shorter coordination time). The optimum times for Rwy changes are prior to wing flying, or between T-38 goes. If preferred times cannot be met, the runway/barrier change should be completed during a time with the least amount of T-38s airborne.

2.2.1. Barrier Change Sequence: RND will coordinate with Hangover (HNG) Tower, SAT TRACON, Emergency Control Center (ECC), and Airfield Management (AM) with as much advance notice prior to a runway change (including the expected runway change time). Due to T-38 fuel limitations and Rwy15L/33R designated as primary instrument runways, barriers for the East Rwy normally be changed first.

2.2.1.1. To expedite the change, the following procedure will be used to disconnect/re-connect the barriers: Upon notification, barrier change crews will immediately proceed to the departure end of the East Rwy or as directed by ATC. The departure end of the first Rwy will be disconnected prior to connecting the approach end to prevent both barriers from being connected at the same time.

2.2.1.2. Weekend/Holiday/Out of Hour Operations. When ATC notifies AM of the Rwy in use, AM will coordinate and direct Fire or Emergency Services to configure the barriers for the the Rwy in use. The Rwy in use will be completely configured before proceeding to the other Rwy.

2.2.2. AM Will.

2.2.2.1. Notify Barrier Maintenance (MX) or Fire/Emergency Services of proposed Rwy change time. AM will notify Barrier Maintenance when the Rwy change will occur between 0600-1445L Monday-Friday (except holidays) and notify Fire and Emergency Services all other times.

2.2.2.2. Complete an arresting system check for proper configuration; report any improper configuration to ATC and to Barrier MX or FD for corrective action.

2.2.3. ATC Shall.

2.2.3.1. Notify AM as soon as possible of proposed Rwy change.

2.2.3.2. Make the following broadcast on Local Control (LC) and Ground Control (GC) frequencies “RND/HNG Rwy change at (time), time now (time)” prior to Rwy change.

2.2.3.3. Time permitting, 15 minutes prior to Rwy Change Time (RCT) instruct all aircraft on the ground to remain in parking and stop all departures.

2.2.3.4. At approximately 10 minutes prior to RCT or once barrier MX has started the barrier change, direct airborne aircraft to re-enter/carry straight through to the VFR entry point for the new runway.

2.2.3.5. At approximately 5 minutes prior to runway change time, begin taxiing aircraft to the new Rwy.

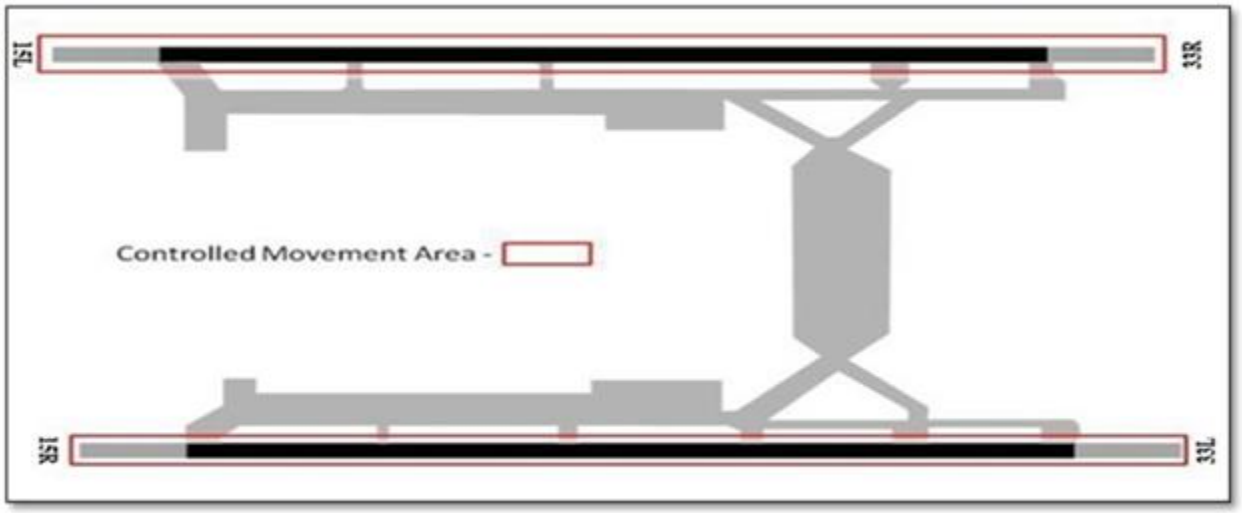
2.2.3.6. When the Rwy change is complete and AM has completed an arresting system and Rwy check, notify SAT TRACON, AM, ECC and Randolph AFB Weather (WX), to resume operations and make the following broadcast on LC and GC frequencies: "RND/HNG Rwy (number) in use".

2.2.4. The SOF Shall:

2.2.4.1. Notify 12 OG/CC and Seguin Rwy Control Structure (RCS) of the proposed Rwy change and estimated completion time. **Note**: RND is only staffed with enough barrier maintenance personnel to change the barrier configuration for one Rwy at a time.

2.3. Controlled Movement Area (CMA). The RND CMA includes the Rwys, overruns, and the areas within 100' of either Rwy or overrun and all portions of Twys on the Rwy side of the VFR hold lines **(Figure 2.1)**. SEQ is an uncontrolled airfield, thus its Rwy does not have a CMA, procedures to access the uncontrolled runway are outlined in DAFI 13-213 12 FTW supplement.

Figure 2.1. Controlled Movement Area (CMA.



2.4. Airfield Lighting Systems.

2.4.1. Rwy 15L (East) has nonstandard ALSF-1 (2,100') Approach Lighting System (ALS), High Intensity Rwy Lights (HIRL), Precision Approach Path Indicators (PAPI), and Sequenced Flashing Lights (SFL).

2.4.2. Rwy 33R (East) has ALSF-1 standard approach lights, HIRL, PAPI, and SFL.

2.4.3. Rwy 15R/33L (West) is equipped with HIRL and PAPI. The Rwy has no ALS. Precision instrument approaches are authorized by Permanent Waiver P-TYMX-84-02. To enhance

aircrew in early acquisition of the Rwy environment, available lighting prior to the threshold is used. In addition to threshold lights, red pre-threshold bar lights are located 100’ from the threshold and red and white terminating bar lights are available 200’ from the threshold. The overrun is outlined with red edge lights. All approaches are designed to “no-light minimums” with approved waivers.

2.4.4. All Twys are equipped with standard three-step lighting.

2.4.5. ATC shall operate airfield lighting IAW Federal Aviation Administration Order (FAAO) 7110.65, *Air Traffic Control Order*, AFMAN 13-204V3 and local directives. ATC will report any lighting malfunctions immediately to AM. AM will immediately notify 502 CES/CEOFE at 652-7616 or Energy Management Control Center (EMCS) 652-3151 for standby personnel, of any airfield lighting malfunction. AM will issue appropriate NOTAM for airfield light outages.

2.4.6. The 502 CES/CEOFE is responsible for operating the airfield lighting when ATC is closed. CE will report airfield lighting malfunctions to Airfield Management Operations (AMOPS). After-hours requests will be passed to EMCS at 652-3151.

2.4.7. Airfield Lighting Inspections and Checks**.**

2.4.7.1. JBSA-RND airfield is not open continuously. In subsequent paragraphs, the term “daily” applies only when the airfield is open.

2.4.7.2. AMOPS will conduct and document a daily airfield lighting serviceability and retro-reflective markings check. AM should perform visibility, function, and step check of the systems needed before used by aircraft. Runway lights are easy to see during the day, obstruction lights are visible if on (should only be off if obstructions are also obstruction marked), and taxiway lights are more difficult to see during the day.

2.4.7.3. 502 CES/CEOFE, Exterior Lighting, will complete the daily serviceability lighting check prior to flying operations (Mon-Fri). The serviceability check must include all lighting systems, intensity levels (Steps 1-5 for Rwy and Steps 1-3 for Twy) and repairs of any lighting outages. Airfield Lighting will notify AMOPS of any missing or out of service lights. AMOPS will indicate on the 12 OSS/OSA Form 0-1, Airfield Inspection/Check Checklist, in Section II and on the AF Form 3616, Daily Record of Facility Operations (Duty Log), Log/spreadsheet, and NOTAM as appropriate.

2.4.8. Rotating Beacon. ATC is responsible for operating the rotating beacon. The beacon is located on top of the “Taj Mahal”, bldg 100, and will be operated as prescribed in FAAO 7110.65. ATC will notify AM if the rotating beacon is out of service.

2.5. Aircraft Arresting Systems (AAS).

2.5.1. A single BAK-15 arresting system is located approximately 250’ into each Rwy overrun and is connected to the anchor chains. The BAK-15 is between 12.5’ and 14’ high in the middle, and 23’ high on each side. Remote control systems are located in each tower for their respective Rwy. Remote control setting will normally be set for landline communications, with radio as a back-up. Average reset time for the BAK-15 is 4 hours after an engagement. **Note**: CE-Barrier Maintenance is responsible for instructing ATC on the location and capabilities of the arresting systems.

2.5.2. ATC will notify AMOPS of barrier malfunctions. AMOPS will notify Barrier Maintenance between the hours of 0600L and 1445L Monday thru Friday (except holidays). Such notification will be made by AMOPS through Barrier Maintenance or EMCS at 652-3151/3143.

2.5.3. BAK-15 barriers will be configured, activated and inspected prior to the start of flying. ATC shall notify AMOPS before releasing arresting systems to barrier maintenance for maintenance or configuration changes.

2.5.4. Barrier Maintenance and ATC shall use easy to understand descriptions such as: operational, not operational, in-service, out-of-service, raised, and lowered when reporting system status.

2.5.5. BAK-15 compatible aircraft on initial takeoff or a touch-and-go will remain on tower frequency until safely airborne. When needed, aircrew must call "BARRIER, BARRIER, BARRIER" to alert the Tower controller to raise the barrier

2.6. Parking Plan/Restrictions. Wing assigned aircraft are assigned parking areas designed for specific aircraft to allow reduced parking spacing and fixed support equipment. Transient aircraft are assigned parking locations (row and spot number) in areas designed for general aircraft operations by Airfield Management based on the aircrafts wingspan, length and reason for being at Randolph. Any changes to the assigned parking rows and/or spots, parking aircraft outside of approved locations shown in this instruction and the Airfield Parking Plan must be approved by AM (example: parking a T-38 in a T-1 or T-6 shelter requires AM approval). See **Table 2.2** for parking area assignments and restrictions.

Table 2.2. Assigned Parking Areas.

ROWS AND SPOTS	*MAX SIZE or RESTRICTIONS*	*PRIMARY INTENDED USE*	*NOTES*
Rows 1 – 12, all spots	*26’ WS x 47’ L*	*Wing/Sponsored T-38 Aircraft*	*1*
Row 13, all spots	*26’ WS x 47’ L*	*DV & other transient Aircraft*	*1, 2*
Row 14, spots 1-2	*78’ WS x 88’ L*	*DV & other transient Aircraft*	*1, 2*
Row 14, spot 3	*40’ WS x 49’ L*	*DV & other transient Aircraft*	*1, 2, 4*
Row 15, spot 1	*78’ WS x 88’ L*	*DV & other transient Aircraft*	*1, 2, 4*
Row 15, spots 2-3	*55’ WS x 44’ L*	*DV & other transient Aircraft*	*1, 2, 4*
Rows 16 – 21, all spots	*44’ WS x 49’ L*	*Wing/Sponsored T-1 Aircraft*	*1*
Rows 22 - 24, all spots	*26’ WS x 47’ L*	*Overflow Parking*	*1*
Row 30, all spots	*34’ WS x 34’ L*	*Wing/Sponsored T-6 Aircraft*	*1, 4*
Row 31, all spots	*44’ WS x 49’ L*	*Wing T-1, T-6, or T-38 Aircraft*	*1, 2, 4*
Row 32, all spots	*170’ WS x174’ L*	*Larger Transient Aircraft*	*1, 2, 3, 4*
Row 33, all spots	*45’ WS x 64’ L*	*Transient Fighters*	*1, 2, 4*
Rows 34 - 36, all spots	*58’ WS x 64’ L*	*Transient Fighters*	*1, 2, 4*
Row 37, all spots	*44’ WS x 49’ L*	*Wing/Sponsored T-1, T-6, or T-38 Aircraft*	*1, 2, 4*
Rows 38-39, all spots	*44’ WS x 49’ L*	*Transient Parking*	*1, 2, 4*
Rows 40 - 42, Spots 1 through 4	*TEMPORARILY CLOSED*	*TEMPORARILY CLOSED*	*TEMPORARILY CLOSED*
Rows 40 - 41, Spots 5 and 7	*44’ WS x 49’ L*	*Overflow Parking*	*1, 2, 4*
Row 42, Spot 5	*44’ WS x 49’ L*	*Overflow Parking*	*1, 2, 4*
Row 43, all spots	*44’ WS x 49’ L*	*Overflow Parking*	*1, 2, 4*
Row 50, all spots	*34’ WS x 34’ L*	*Overflow Parking*	*1, 2, 4*
Rows 51 - 54, all spots	*34’ WS x 34’ L*	*Wing/Sponsored T-6 Aircraft*	*1, 2*
Row 55, all spots	*34’ WS x 34’ L*	*Overflow Parking*	*1*
Row 56 - 60, all spots	*26’ WS x 47’ L*	*Depot Maintenance T-38*	*1*
De-Fuel Spots 1-4 , all spots	*26’ WS x 47’ L*	*Depot Maintenance De-Fuel*	*1*
NOTES			
Note 1	Type aircraft and Size restrictions listed is the only type and maximum size aircraft to be parked in the designated area. Use of a spot by other type aircraft or larger aircraft requires prior AM coordination and approval; if approved, closing surrounding rows/spots/areas may be required.		

Note 2	Aircraft tie-downs on these spots are not specific to any type aircraft and may result in tie-down straps/chains/ropes etc. being angled inward, outward, forward, or backward in a less than ideal configuration. As no generic pattern will work for all aircraft, this is an accepted configuration.
Note 3	Row 32, spots 1 & 2 do not have tie downs capable of supporting heavy aircraft (C-130, C-17, C-5, etc.). The tie-downs on these rows are the same as those on the transient trainer rows and Note 2 applies. Waiver P-TYMX-15-18 utilized to reduce wingtip clearance requirement on from 50 to 30 feet.
Note 4	New tie-downs and static ground points were installed on these rows, see Attachment 4 on how to identify the tie-downs from the static ground points on these parking spots.

2.6.1. Special activity parking. Static display, Air Show, Open House, and other special activity parking are determined by the requirements of the event. Normally, a point of contact (POC) is assigned to activities requiring aircraft parking plans. The POC coordinates a parking plan with AM, Maintenance Operations Center (MOC), Transient Alert (TA) and Security Forces Squadron (SFS). AM is the approval authority for parking plans.

2.6.2. OPR for the Airfield Parking Plan is the Airfield Manager (AFM). The Airfield Parking Plan annual review and any requested changes will be coordinated with the AFM and/or designated representatives. AFM approves parking plan and AOF/CC indorses by signing MFR. Once approved, the AFM will coordinate with CE GIS/GeoBase personnel to update the parking plan map.

2.7. Airfield, Air Traffic Control, and Airfield Management Facilities.

2.7.1. JBSA-RND Airfield has two operational control towers, Randolph ATC (RND ATC) and Hangover ATC (HNG ATC). RND is a VFR tower and is located at the intersection of Twy A, Twy A4, and Twy B on the east side of the airfield. HNG is a VFR tower and is located at the intersection of Twy G, G4 and Twy E on the west side of the airfield.

2.7.2. Published Operating Hours.

2.7.2.1. JBSA-RND airfield and RND ATC will normally operate Monday through Friday from 0700L to 1900L, and Sundays from 1500L to 1700L. RND will normally be closed Saturday and federal holidays unless otherwise specified by Notices to Airmen (NOTAM). Scheduled ATC operations will not normally exceed 16 hours per day, 6 days per week unless coordinated and approved through 12 OSS/OSA.

2.7.2.2. HNG will normally operate during periods of local T-6 flying normally Monday through Friday 0700L to 1800L or until flying is terminated for T-6 and T-38 wing assigned aircraft.

2.7.2.3. Out of Hours Operations (OHOPs). Units requiring OHOPs shall immediately notify 12 OSS/DO (or 12 OSS/OSA if unavailable) who in turn will notify 12 OSS/OSA, ATC, AM, TA, WX, MOC, Command Post, Fire and Emergency Services, and Petroleum, Oils, and Lubricants (POL) of the requirement. Approval authorities for extending the published airfield hours/OHOPS are the 12 OG/CC, 12 OSS/CC, 12 OSS/DO and AOF/CC. The airfield will open 30 minutes prior to distinguished visitor (DV) arrivals and close 30 minutes after DV departures unless otherwise coordinated with the aircraft commander and the AOF/CC.

2.7.2.4. Limited Extension of Hours of Operations**.** ATC and AMOPS will remain open at least 15 minutes after the last departure, and may remain open no longer than 30 minutes after published hours to support arriving/departing aircraft without prior approval. Operations supported beyond published hours require an Events Log entry stating length of extension and reason. AOF/CC or above approval is required to remain open more than 30 minutes after published closure times.

2.7.2.5. RND transient alert services are available during normal scheduled airfield hours. TA provides parking and minimal servicing to include fueling and minor repairs. Due to contractual agreement, TA does not support local sortie missions. TA services can be requested during OHOPs.

2.8. Designated Airspace. RND (East) ATC airspace is the Class D airspace 4.4 NM radius from the center of the airfield, north and east of Randolph, from the surface up to and including 3100' MSL. HNG (west) ATC airspace is that Class D airspace 4.4 NM radius from the center of the airfield, west and south of Randolph, from the surface up to and including 2800' MSL. San Antonio (SAT) TRACON airspace is that airspace which extends from 2000' MSL to 4800' MSL overlying a portion of the HNG airspace. The RND/SAT TRACON Letter of Agreement (LOA) establishes guidance for HNG ATC aircraft operations on the west side within the SAT TRACON Class C airspace up to and including 2800' MSL without routine requests for individual approval. This provision does not preclude SAT TRACON from denying RND ATC operations within that airspace.

2.9. Visual Blind Spots. The visual blind spots for RND ATC are the east ramp (aircraft shelters), northern portion of Twy A, portion of the south ramp and Taxilane D that is obscured by bldg. 38 (parachute hangar), western half of Taxilane D and west end of south ramp, and the entire west side including runway, taxiways and ramp. Due to visual limitations caused by aircraft shelters, aircrews should state parking location when contacting ATC (**Attachment 2**). Due to the visual limitations caused by the shelters, aircrews should add their parking location to any calls to the Tower or Ground controllers if expecting an eyes-on, or location specific response. HNG ATC visual blind spots eastern half of south ramp, eastern half of Taxilane D, and entire east side including runway, taxiways and ramp.

2.10. Local Frequencies. ATC will use the phrase *local channel (number)* when issuing local channelization (see **Table 2.3**) with Wing assigned aircraft. See **Table 2.4** for local area manual frequencies.

Table 2.3. Local Aircraft Channelization.

Preset Channel	T-38, T-1	UHF	VHF	Preset Channel	T-6	UHF	VHF
1	RND Clearance Delivery	338.35	---------	1	HNG Ground	353.75	124.75
2	RND Ground	275.8	119.65	2	HNG Tower	291.1	120.5
3	RND Tower	294.7	128.25	3	Charlie Brown	271.2	122.97
4	Alt SAT Dep/App	335.625	124.45	4	Alt SAT Dep/App	335.625	124.45
5	SAT Dep/App	318.1	128.05	5	SAT Dep/App	318.1	128.05
10	SAT App North	269.1	127.1	10	SAT App North	269.1	127.1
11	SAT App West	307.0	125.1	11	SAT App West	307.0	125.1
12	SAT Dep South	290.225	125.7	12	SAT Dep South	290.225	125.7

Table 2.4. Local Area Manual Frequencies.

FACILITY	UHF	VHF
Pilot to Meteorological Service (PMSV)	239.8	n/a
Hangover ATIS	327.8	n/a
Randolph ATIS	290.525	n/a
Pilot to Dispatch (AM)	372.2	n/a
Randolph SOF	364.35	143.725
Hangover SOF	311.3	149.52

2.11. Navigational Aids (NAVAIDs).

2.11.1. Randolph NAVAIDs.

2.11.1.1. Tactical Air Navigation System (TACAN) is Channel 36, DHK, located 1,190’ east of the approach end of Rwy 15L.

2.11.1.2. Very High Frequency Omnidirectional Range and TACAN (VORTAC) is Channel 70/112.3, RND, located 500’ west of the approach end of Rwy 33L.

2.11.1.3. Rwy 15L LOC (LOC) is 109.9, I-TRT.

2.11.1.4. Rwy 15R LOC is 111.3, I-UNY.

2.11.1.5. Rwy 33L LOC is 111.1, I-VQE.

2.11.1.6. Rwy 33R LOC is 109.3, I-RND.

2.11.2. Area NAVAIDs.

2.11.2.1. SAT VORTAC is 115X/116.8, SAT, located 290°/12 NM from JBSA-RND airfield.

2.11.2.2. JBSA-Lackland, Kelly Field Annex (SKF), is Channel 57, SKF, located 233°/19 NM from JBSA-RND airfield.

2.11.3. NAVAID Monitoring. All JBSA-RND NAVAIDs are equipped with internal monitors. RND is the designated NAVAID monitoring facility. When open, RND ATC will monitor the active Instrument Landing Systems (ILS), TACAN, and VORTAC using the Remote Control Status Unit (RCSU) and pilot reports. HNG ATC shall notify RND ATC of any reported outages. Pilots should report any weak or anomalous signals to ATC. If HNG ATC is the only facility open, pilot reports may be used to indicate NAVAIDs are operating normally.

2.11.4. NAVAID Outages and Restoral Priorities. RND ATC will notify the following agencies of outages, and when NAVAIDs are restored.

2.11.4.1. SAT TRACON.

2.11.4.2. HNG ATC.

2.11.4.3. AMOPS.

2.11.4.4. Supervisors of Flying (SOF).

2.11.4.5. Radar Airfield and Weather Systems (RAWS).

2.11.4.6. Air Traffic Manager (ATM) or AOF/CC. The ATM or AOF/CC will notify the 12 OSS/DO and/or 12 OSS/CC.

2.11.5. NAVAID Preventive Maintenance Inspections (PMIs). PMIs are in accordance with **Chapter 10** and will be coordinated with the AOF/CC as required.

2.11.5.1. ATC approval is required before NAVAID interlocks can be engaged.

2.11.5.2. ATC will not release Rwy 15L/33R (East) ILS, or DHK TACAN (or RND VORTAC in the event DHK TACAN is OTS) for unscheduled maintenance when the weather is forecasted to be, or pilot reports indicate, less than 3000’ above ground level (AGL) ceiling and/or less than 5 SM visibility for the duration of the unscheduled maintenance plus one hour after the unscheduled maintenance time.

2.12. Transient Aircraft.

2.12.1. Transient aircraft are aircraft not permanently assigned to JBSA-RND excluding 575th Depot Maintenance “LEXUS” aircraft flown by the 415th Flight Test Flight. Although 306th FTG and 479th FTG aircraft are assigned to 12 FTW, they must obtain a Prior Permission Required (PPR) number, and may be serviced, parked or fueled by 12 FTW/MX or TA.

2.12.2. Transient aircraft operations will be IAW this instructions and AP/1.

2.12.3. Transient Aircraft Local Sorties. Unless approved by the 12 OG/CC, transient aircraft are not authorized to fly local sorties out of JBSA-RND. Aircraft may depart to another station and return to JBSA-RND based on PPR availability.

2.12.4. Transient aircraft should not taxi through the south crossover road without TA or AMOPS assistance, and will normally be parked on the south ramp.

2.12.5. AMOPS will assign transient aircraft parking spots by call sign based on wingspan, length, and reason for visit. ATC will notify AMOPS when transient aircraft land, and AMOPS will relay the call sign and landing time to TA. AMOPS will track where each aircraft is parked by call sign using the PPR log. AM must notify TA, by phone or radio, of any same day changes to the PPR log. Parking spots will not be changed without prior AMOPS approval. During periods of heavy transient traffic AMOPS may assign a parking row and allow TA to select the spot provided TA informs AMOPS what aircraft, by tail number, is parked on each spot.

2.12.6. Transient aircraft will follow/remain on established Twy/Taxilane centerlines unless otherwise approved by AM. Because of the differences in weight bearing capacities, transient aircraft will not cut across or be lead across adjacent parking rows even if those rows have no parked aircraft.

2.12.7. Transient aircraft are not authorized to taxi to parking without a "Follow-Me" truck. ATC will issue instruction to prevent transient aircraft from entering any parking area until TA "Follow-Me" truck is available.

2.13. Automatic Terminal Information Service (ATIS) Procedures. RND/HNG operate separate ATISs IAW FAAO 7110.65 and AFMAN 13-204V3. SOFs may request additional information be included on the ATIS. ATC shall notify SAT TRACON of ATIS changes by Standard Terminal Automation Replacement System (STARS) automation.

2.14. Aircraft Special Operations Areas/Ramps/Procedures.

2.14.1. Arm/De-Arm Areas. JBSA-RND has no capabilities to handle aircraft with live ordinance. If de-arming is necessary, AMOPS will contact CP to request EOD/Munitions personnel from JBSA-Lackland, Kelly Field Annex (SKF). Aircraft will be parked on the southern edge of Twy A6 or G6 hammerheads, and if equipped with forward firing ordnance, be pointed away from populated areas until pinned, then towed or taxied to the south ramp and parked away from other aircraft/personnel. A static ground point is available at Twy A6 hammerhead, but not at Twy G6 hammerhead.

2.14.1.1. Hung Ordnance Procedures**.** In the event that an aircraft with hung ordnance lands at JBSA-RND, it will be parked on Twy A6 (preferred location) or Twy G6 pointed away from populated areas or heading 145 parallel to the Rwy. AM will immediately notify CP to request assistance from JBSA-Lackland Explosive Ordnance Disposal (EOD)/Munitions.

2.14.2. Engine Run-up Areas. The only authorized high powered engine run locations are located between Twy A, B, and C on the trim pad/compass rose, the T-38 sound suppressors, hush house and the T-6 anchor on the West Ramp. Requests for high power engine run locations for transient fighters or heavy aircraft will be evaluated on a case-by-case basis.

2.14.2.1. Engine Test/Run-up Procedures**.** Maintenance engine runs will be coordinated with MOC. MOC will provide tail number, type and location to AMOPS to ensure an authorized location is being used. MOC does not need to coordinate with ATC, only AMOPS. MOC will monitor radio and if notified by maintenance crew of an emergency situation, MOC will call the ECC and request a response. Maintenance crews will radio MOC prior to engine start, providing tail number and engine run location. Upon completion of the engine run, maintenance will radio MOC and advise engine run termination. High Power Engine runs will not normally be done at between the hours of 2200L and 0600L for noise abatement. Exceptions to this policy require prior coordination and approval from 12 OG/CC.

2.14.3. Drag Chute Jettison Areas. There are no drag chute jettison areas at JBSA-RND. Aircrews will be instructed to retain chutes to parking. In the event chutes are jettisoned, ATC will suspend operations and notify AMOPS for retrieval.

2.14.4. Hot Pit Refueling. JBSA-RND does not have designated hot pit refueling areas.

2.15. Local Airfield Pavement Markings.

2.15.1. Warm-up pads/hammerheads on A1, A6, G1 and G6 are designed for use by local aircraft only. Twy A1 and A6 warm-up pad parking spots are designed for use by T-38 and T-7 aircraft. (When a T-1 aircraft uses the markings, T-38 and T-1 aircraft will leave an empty parking spot adjacent to T-1 aircraft to ensure the appropriate wing tip clearance.) Twy G1 and G6 warm-up pad taxi line markings are designed for use by T-6 aircraft. See **Attachment 4** for complete warm-up pad restrictions.

2.15.2. Vehicles/Aerospace Ground Equipment (AGE) “in use” is defined as in place no more than 3 hours before aircraft arrival or 3 hours after aircraft departure. Vehicles/AGE will NOT be left on the apron (outside of approved/marked locations) overnight. When vehicles/AGE are not in use they must be removed from the apron and stored in areas that do not violate aircraft clearance requirements or imaginary surfaces. Authorized parking/storage locations for unused vehicles/AGE are marked with white lines and/or boxes, or yellow boxes for fire bottle only areas. The white line making up the edge of the east and south flightline roads also serves as an authorized boundary line for vehicle parking between the road and the curb. The general area of these authorized parking/storage areas are depicted on the airfield parking plan. Vehicles/AGE parked/stored in these authorized locations must be completely contained within the marked boundary; no portion of the vehicle/AGE may extend outside of the marked area (**Attachment 11**). For more information of the dashed white service zone markings, see the Local Airfield Driving Instruction.

2.15.3. ILS Sign and Hold Position marking. The ILS sign and hold position markings are utilized on Twy A6 and G6 to mark the Precision Obstacle Free Zone (POFZ). The ILS/POFZ hold position markings consist of two yellow solid lines spaced two feet apart connected by pairs of solid lines extending across the width of the taxiway. When Rwy 33 is in use, vehicles and aircraft will remain outside of the POFZ holding position when visibility is less than 3/4 statute mile, ceiling of 300’ or less, and an aircraft is on final approach within 2 miles of the runway threshold. Vehicle drivers and aircraft must get permission from ATC prior to entering the POFZ when these conditions exist.

2.15.4. Non- Standard Markings.

2.15.4.1. All local aircraft parking areas are marked with Service Zones and designated vehicle/AGE parking/storage areas (see Non-Standard Marking Waiver P-TYMX-19-04). Service Zones are marked with two broken white lines parallel to aircraft parking rows and provide an approx. 10’ wide lane, 10’ from parked aircraft to servicing vehicle/AGE when the vehicles/AGE are between the lines. The lane is not a roadway; use these lanes only to park while servicing the aircraft. All other vehicles will maintain a minimum of 25’ from any part of an aircraft. Designated AGE and vehicle parking areas are marked white boxes/lines to identify positioning of AGE and other support equipment such as fire bottles to ensure a minimum of 10’ wingtip clearance is provided. See **Attachment 8**.

2.15.4.2. Aircraft Backing/Alignment Markings. These markings consist of a 6” wide retro-reflective yellow center/nose wheel line and two 4” wide retro-reflective white main gear lines on each side of the yellow centerline. To correctly back the aircraft into a sound suppressor/hush house/small maintenance hangar bay, the nose gear is positioned on the yellow centerline and each of the main gear is positioned on the white lines; this helps the tow crew line up the aircraft exactly square with the facility the aircraft is being backed into. See **Attachment 9.**

2.15.4.3. T-6 Engine run Tie-down Anchor and Anchor Limit Markings. The T-6 anchor located on the west ramp has a 10,000 lb thrust working load which must not be exceeded. Additionally, the anchor direction of pull is limited to 20 degrees either side of the anchor centerline. The 20 degree limit is marked with black lines and white lettering. During engine runs, the center of the aircraft must be directly above or inside of the black limit markings to be within the 20 degree pull limit. If winds are such the aircraft would be positioned outside of these marking, the engine runs is NOT authorized and must be delayed until winds allow the aircraft to be positioned within the anchor limit markings. See **Attachment 10**.

2.15.4.4. South Gate/Golf Course Crossover Road and Jogging Path Markings. Golf “Crossover” Road is bordered on both sides of the road by a 1’ wide white checkerboard marking, with a yellow checkerboard centerline to separate the traffic lanes. Vehicles on the Golf “Crossover” Road must yield to vehicles and aircraft (taxiing or being towed) crossing the Golf “Crossover” Road between taxiways Echo/Foxtrot and Delta. This road is not to be used as an airfield access point for taxiway Delta, Echo, Foxtrot, or the south ramp. Jogging path is a set of parallel solid white lines approx. 10’ apart located on the east side of the Golf Road. Pedestrians/joggers in the jogging path must yield to vehicles and aircraft (taxiing or being towed) crossing the Golf Road and jogging path between taxiways Echo/Foxtrot and Delta. See **Attachment 11**.

2.15.4.5. Transverse Threshold Bar Markings on SEQ Runway. The SEQ runway has non-standard threshold bars painted at each end of the runway. These markings consist of 5’ wide white bars running across the threshold on the usable portion of the runway, just inside the first overrun chevron. See **Attachment 12**.

2.15.4.6. All spots on parking rows 31 and 37-43 have 2 painted nose-wheel blocks. These are specifically set up for T-1, T-6, or T-38 aircraft. T-6 and T-38 nose wheels must utilize the first block pulling into the parking spot and T-1 nose wheels must utilize the second block pulling into the parking spot to ensure clearance requirements are met to the service zones. Other type aircraft within the size limitations listed in **Table 2.2** will be parked to ensure the nose and tail of the aircraft are at least 10' from the service zone markings, which may mandate not using either marked nose wheel box. See **Attachment 13.**

2.15.4.7. Parking spots on rows 14, 15, and 32-36 do not have painted nose wheel blocks due to the possibility of many different sizes and types of aircraft using them. These parking spots have 6" breaks in the centerline designating the front and back limits of the parking spot. Unless approved by AM, aircraft parked on these spots must ensure no portion of the nose or tail extends beyond the 6" break (**Table 2.2**), See **Attachment 14**.

2.15.4.8. JBSA Randolph has 60 designed parking rows spread over 3 separate ramps. Some have aircraft shelters on which row designation signs are attached. Rows without shelters have the row designation numbers painted on the pavement at each end of the row to clearly identify the row to aircrew, maintenance personnel and emergency responders. Rows have varying number of parking spots, with the spot closest to the Flightline road being spot 1 and numbers going up as you move toward the adjacent taxiway. See **Attachment 15**.

2.16. Aircraft Towing Procedures. Aircraft towing will be coordinated and approved by the MOC. Towing operations do not require ATC notification. Tow driver will monitor Tower Net.

2.17. Aircraft Taxi Requirements/Routes. No aircraft will be allowed to taxi to the Rwy without establishing two-way radio contact with GC. GC shall not taxi any aircraft without valid FP authorization from AM or local stereo FP in the system. Checklist and workload permitting, GC has the latitude to taxi aircraft prior to "official airfield opening time". Under no circumstances will aircraft be allowed enter the Rwy or depart until "official airfield open time". On initial contact, pilots will state their location, request taxi to the active Rwy (request will include their filed stereo or first stop over location), and advise GC of the number of aircraft in the flight (lead aircraft shall notify GC of any aircraft not accompanying the flight). Delayed aircraft will individually call for taxi with current ATIS code and state clearance received or if departing on a different stereo departure/FP.

2.17.1. RND GC is the controlling agency for Taxilane Delta. Due to the south ramp tower blind spots, coordination and radio communications transfer shall be accomplished prior to the aircraft entering the South crossover from the East or after crossing from the West in order for the West tower to visually ensure the aircraft transits safely.

2.17.2. In areas where ATC cannot see taxiing transient aircraft, advise the aircraft to**:** "use caution, portions of the aerodrome not visible from [name] tower."

2.17.3. Heavy/Wide body Aircraft Operations. Heavy/Wide body aircraft tend to create debris on the movement area. As defined, heavy aircraft are aircraft capable of takeoff weights of 300,000 pounds or more. Wide body aircraft are those whose outboard engines extend beyond the twy shoulders. An aircraft may fall into one or both categories.

2.17.3.1. ATC will provide AM with a 15 mile call on heavy aircraft arrival and when heavy aircraft are taxiing for departure. Obstacles on the airfield may limit and restrict

aircraft movement on the ground. AM will determine the preferred routing based on aircraft weight vs. pavement weight bearing capacity, aircraft wingspan, and obstructions. AM will provide ATC the preferred taxi route of heavy aircraft to and from parking. If the preferred taxi route is not acceptable, ATC will notify AM. AM will conduct and document an airfield check to examine all taxi surfaces and the West Rwy only in support of Heavy/Wide body aircraft operations. AM is not required to perform this check on the East Rwy. AM will check only taxi routes or West Rwy behind C-130s sized aircraft or larger for FOD. For a list of taxi restrictions refer to **Attachment 4**.

2.17.4. When POFZ is protected, GC will direct pilots to taxi up to A6 or G6 and hold short of the POFZ, see **paragraph 2.15.3**.

2.18. Airfield Maintenance.

2.18.1. Repairs to the airfield must have a CE work task or contract. CE will coordinate with AM, CE, ECC, OGV, Wing Safety, Terminal Instrument Procedures Specialist representative (TERPS), SFS, and tenant units to determine impact of proposed construction/repair projects.

2.18.2. Sweeper Operations. The sweeper is tasked to support the airfield and is in radio contact with AMOPS Monday - Friday 0630L-1430L; sweeper is on call at other times.

2.18.3. Grass Mowing. Grass at Randolph and Sequin Aux Field will be maintained at a height between 7 and 14 inches. Mowing operations are not authorized within 1000’ of the Rwy or in clear zones during published airfield operating hours; mowing ops in these areas are limited to when the airfield is closed. For details concerning the grass-cutting contract, contact CE Contract Office.

2.19. Rwy Surface Condition (RSC) Values.

2.19.1. Aircrews, ATC, SOFs may request a RSC/Rwy Wet check from AMOPS based on observed precipitation. AM will verify/determine the RSC and pass it to ATC, WX and CP. All other agencies (mandatory and optional) are notified via the NOTAM System notification to designated organizational email addresses.

2.19.2. When water is the only form of visible moisture on 25 percent or more of the Rwy surface area (whether in isolated areas or not), report the RSC as "wet Rwy". **Note:** Randolph does not have equipment to provide RCR data. Regardless of a Wet or Dry RSC, report the existence, location and depth of any standing water (ponding, water patches, puddles, etc.). Identify and report other information essential to safe aircraft operations in clear text following the RSC data. Examples include but are not limited to the following.

2.19.2.1. The extent or depth of any precipitation on the Rwy.

2.19.2.2. Describe location of precipitation on partially covered Rwys (e.g., touchdown area, rollout area, etc.). Use patches of water in conjunction with RSC conditions. If possible, identify the location of the patches.

2.19.3. For the West Rwy, the RSC will either be Dry, Wet, Wet with Standing Water, or wet with Patches of Standing Water (and location) to coincide with the T-6 crosswind limitations. Depth of standing water will be reported to the nearest 1/10".

2.19.4. AM will re-inspect the Rwy(s) when notified of an RSC change, or when requested by ATC or the SOF. During rapidly changing conditions RSC checks will be conducted more frequently to ensure aircrews are provided with timely and accurate information. Continuous rainfall negates any need to conduct RSC checks unless needed to verify status of standing water.

2.19.5. Due to RND location and mild winters, RND does not have a snow removal program/plan.

2.20. Procedures/Requirements for Conducting Airfield Inspections/Checks. An airfield check for FOD, RSC, BASH, habitat control, ponding, etc., will be completed on the runways and taxi surfaces prior to airfield operating hours. Completion of the daily airfield inspection before the start of wing flying activities satisfies this requirement. However, if daylight does not permit a complete inspection, the inspection must be completed when able (minimum of once per day). Prior to opening for any OHOP, an airfield check will be completed on the Rwy and Twys to be used. The Rwy is considered closed until this inspection/check is completed and AM transfers control of the Rwy to ATC. Taxiways are also considered closed until the prior to flying check has been completed, unless mission needs dictate with prior with ATC Ground Control coordination. Additional checks such as FOD, RSC and BWC checks are required to reopen a Rwy that has been closed/suspended, or at any other time as requested by ATC or SOF.

2.20.1. AM will complete a daily airfield inspection of the Randolph Airfield and the AFM or Assistant Airfield Manager (AAFM) will inspect Seguin Auxiliary Airfield at least monthly. AM will coordinate/complete a quarterly joint inspection of both Randolph and Seguin Auxiliary airfields once per year, or more as the AFM or designated representative determines. The recommended team members invited to participate in the Joint Inspections include: AM (AFM and/or AAFM), AOF/CC, TERPS, Safety, SOF, Rwy Supervisory Unit Representative (RSU), CE (waivers/pavements) and SFS. Other agencies may be invited to send representatives when reason exists for their involvement (OG, CS, etc.). Joint inspections survey the airfields for compliance with design criteria and safety standards. Observations should include consideration of compliance, obstacles, frangibility, lighting and marking, and Bird/Wildlife Aircraft Strike Hazards (BASH). Completion of the inspections will be documented using applicable portions of the Airfield Inspection/Check Checklists. Discrepancies and/or hazards identified during any airfield inspection or check will be documented on the AF Form 3616, entered into the Airfield Discrepancy Log and work task submitted as appropriate. The Joint Inspection will serve as the both the daily inspection at Randolph Airfield and AFM/AAFM's monthly inspection of Seguin Auxiliary Airfield for the day/month in which it is conducted.

2.20.2. AM will coordinate/complete an annual Airfield Certification/Safety Inspection of Randolph and Seguin Auxiliary Airfield in conjunction with CE and Safety. Representatives from Radar Airfield & Weather Systems (RAWS), Weather, SFS and TERPS are encouraged to participate. Other agencies may be invited to send representatives when reason exists for their involvement (OG, CS, etc.). This inspection evaluates the airfield's conditions and compliance with Air Force airfield infrastructure and safety requirements. Observations should include consideration of compliance, obstacles, frangibility, lighting and marking, and BASH. Completion of the inspections will be documented using applicable portions of the Airfield Certification/Safety Inspection checklist. The AOF/CC will staff the Airfield Certification/Safety Inspection checklist/report to the 502 ABW/CC. The annual Airfield Certification/Safety Inspection will serve as the quarterly joint inspection for the quarter in which it is conducted.

2.20.3. Seguin Procedures. The assigned Senior Fire Official (SFO) is responsible for completing all airfield checks and must be trained IAW AFMAN 13-204V2. Prior to the start of flying activities Foreign Object Damage (FOD), BASH, Habitat Control, Ponding, erect MA1A and Rwy Surface Condition (RSC), etc, checks must be completed by SFO or SOF. SFO cannot complete BASH/RSC only the SOF can. The SFO will document checks on Seguin Aux Field Inspection Checklist. RSU Controllers are responsible to use any available means to contact RND ATC or SOF of any unusual occurrences requiring immediate attention.

2.20.3.1. All visitors are required to check in with the Fire Station and the Fire Station will not grant access to any visitor that has not been preapproved/coordinated with Airfield Management.

2.20.3.2. The RSU Controller will advise the SOF of any status changes or discrepancies affecting operations.

2.20.3.3. RSU and/or Senior Fire Officer (SFO) will report airfield discrepancies to AM for reporting to the appropriate agency.

2.20.3.4. Maintenance of the RSU facilities is the responsibility of the 560th RCS facility manager. The RSU Controller will inform the facility manager of all discrepancies and coordinate with the appropriate agencies for repair.

2.20.3.5. Normally, Seguin will align their Rwy with RND. When conditions (winds, barrier condition, etc.) prohibit alignment with RND, the RCS controller will coordinate with the SOF and 559 FTS or 560 FTS duty desks for opposite direction operations.

2.21. Engine Test/Run-up Procedures. Maintenance engine runs will be coordinated with MOC. MOC will provide tail number, type and location to AMOPS to ensure an authorized location is being used. MOC does not need to coordinate with ATC, only AMOPS. MOC will monitor radio and if notified by maintenance crew of an emergency situation, MOC will call the ECC and request a response. Maintenance crews will radio MOC prior to engine start, providing tail number and engine run location. Upon completion of the engine run, maintenance will radio MOC and advise engine run termination. High Power Engine runs will not normally be done at between the hours of 2200L and 0600L for noise abatement. Exceptions to this policy require prior coordination and approval from 12 OG/CC.

2.22. Noise Abatement Procedures. Practice approaches will not be flown at JBSA-RND between the hours of 2200L and 0600L for noise abatement. Exceptions to this policy require

prior coordination and approval from 12 OG/CC. AM will be advised of any exceptions and relay to ATC.

2.22.1. Quiet Period/Ramp Freeze/Sterile Pattern Procedures may be for only one or both Rwys and/or specific apron areas. 12 OSS will coordinate required actions with the affected Flying Training Squadron, ATC, and AM. AM will initiate NOTAM action for the Quiet Period/Ramp Freeze/Sterile Pattern NLT 24 hours in advance.

2.22.1.1. Quiet Period. No arrivals, no departures, no overhead patterns, no touch-and-goes, no use of auxiliary power unit, Compress Air Starting System (CASS) will be shut down, but ramp operations may continue. Ramp operations are defined as aircraft tows, vehicle movements, and refueling operations. Additional restrictions on ramp operations may be made by 12 OSS/OSA.

2.22.1.2. Sterile Pattern. Patterns will be closed for scheduled activities, no departures or arrivals. Normally, there are no restrictions on ground operations. There are no restrictions on emergency Class D transitions. Other transitions may be approved if they do not impact the event requiring the sterile pattern.

2.22.1.3. Ramp Freezes.

2.22.1.3.1. West Ramp Freeze. No aircraft in the West traffic pattern, no arrivals, except IFEs, and no departures. No aircraft/vehicle/personnel movement on the west flight line (vehicles, tows, AGE, pilots/MX personnel, aircraft engines runs, etc.). Emergency, safety, law enforcement vehicles/aircraft may continue to operate mission essential activities.

2.22.1.3.2. East Ramp Freeze. No aircraft in the East traffic pattern, no arrivals, except IFEs, and no departures. No aircraft/vehicle/personnel movement on the East flight line (vehicles, tows, AGE, pilots/MX personnel, aircraft engines runs, CASS shut down, etc.). Emergency, safety, law enforcement vehicles/aircraft may continue to operate mission essential activities.

2.22.1.3.3. South Ramp Freeze. No aircraft in the East or West traffic pattern, no arrivals, except IFEs, and no departures. No aircraft/vehicle/personnel movement on the south ramp (vehicles, tows, AGE, pilots/MX personnel, aircraft engines runs, etc.). Emergency, safety, law enforcement vehicles/aircraft may continue to operate mission essential activities. East/west ramp operations may continue.

2.22.2. MOC will.

2.22.2.1. Ensure all maintenance personnel are aware of the ramp freeze start/stop times.

2.22.2.2. Advise all maintenance personnel when the ramp freeze has been instituted and to terminate restricted operations.

2.22.2.3. Advise all maintenance personnel when the ramp freeze has been terminated and to resume normal operations.

2.22.2.4. Ensure all supporting units (Contractor Operated & Maintained Base Supply (COMBS) units, etc.) are notified, as appropriate.

2.22.3. FTS Operations Supervision will.

2.22.3.1. Ensure aircrews are aware of the applicable procedures; advise departing aircrews not to start engines until the termination of the Quiet Period/Ramp Freeze.

2.22.3.2. If applicable, notify the Seguin RCS Controller.

2.23. Protecting Precision Approach Critical Areas. ILS critical area dimensions are described in FAAO 6750.16, *Siting Criteria for Instrument Landing Systems* and AFMAN 13-204V3. Aircraft and vehicle access to the ILS critical area must be controlled to ensure the integrity of ILS course signals whenever conditions are less than reported ceiling 800’ or visibility less than 2 SM.

2.23.1. The ILS critical areas are protected by controlling access to the CMA.

2.23.2. Perimeter road, northeast of the approach end of Rwy 15L, intrudes on the glideslope (GS) critical area for Rwy 15L. ATC will notify AMOPS to close the gates and clear the area when the current or forecasted WX is below or is forecast below minima requiring protection of the critical area. AMOPS will then notify the ECC, and ATC when the area is clear and gates are closed. Once closed, access to the protected ILS critical area requires permission from ATC. ATC will discontinue use of Rwy 15L GS for all aircraft when it is not protected and the weather is below minima. When the weather and/or forecast changes and protecting the ILS critical area is no longer required, ATC will notify AM; AM will respond by opening the ILS gates and notifying the ECC that the gates are open.

2.23.3. The only instrument hold lines on JBSA-RND are used to depict the boundary of the Precision Obstacle Free Zone. For purposes of Precision Approach Critical Area Protection, consider the established VFR hold lines as the hold limits. For depictions of the ILS Critical Areas see **Attachment 2**.

2.24. Restricted Areas on the Airfield. Restricted areas are off-limits to all individuals unless on an approved Entry Authorization List (EAL) or escorted by an aircrew member of an aircraft that is parked within the restricted area or escorted by an individual on an EAL. Temporary Restricted Area is located on the south apron and is marked by red box with an Entry Control Point (ECP). Additional temporary restricted areas are marked with red rope, stanchions, and signs around aircraft.

2.25. Procedures for Suspending Rwy Operations. AMOPS has the authority to close, suspend or resume airfield, Rwy, or Twy operations. AMOPS will notify ATC of any movement area closures, suspensions, openings, or resumptions of operations. AMOPS will conduct a Rwy check prior to resuming operations and provide a time Rwy operations are expected to resume. AMOPS or ATC may suspend operations to a Rwy for reasons such as safety, inspections, sweeping, unauthorized vehicle or aircraft, emergencies, etc.

2.26. Procedures for Opening and Closing the Airfield. The airfield will be opened and closed by formal transfer of control to the appropriate agency.

2.26.1. No later than 50 minutes prior to airfield opening, AM will contact the ECC and take control of the airfield from SFS.

2.26.2. No later than 25 minutes prior to airfield opening, AM will proceed with the airfield opening check.

2.26.3. AM will pass control of the east runway to Randolph Ground once the runway check is complete, approximately 20 prior to opening. Control of the west runway is pass to Hangover Ground approximately 5 minutes prior to opening. AM will report to each Control

Tower, as appropriate, the status of the airfield to include RSC, BASH recommendation, call signs of vehicles and personnel in the CMA, and any other information relevant to airfield conditions. The Control Towers will then assume control of their respective runways by verbally broadcasting "Randolph/Hangover tower has control of Rwy (active Rwy)" on the Tower and Crash Nets. Tower will notify AM when closing and AM will notify ECC the Airfield is closed at airfield closing time and pass control of the airfield to SFS.

2.27. Auxiliary Power Requirements. The 12 OG/CC has determined commercial/installation power to be reliable. The following auxiliary power requirements/procedures have been established.

2.27.1. Air Traffic Control Towers, Airfield Management, Airfield Lighting, and ATCALS facilities are equipped with backup-generators with reliable auto-start capability. Additionally, critical systems will be equipped with uninterrupted power supplies.

2.27.2. Facilities will notify 502 CES/CEOFP concerning any diminished power condition.

2.27.3. Facilities will be notified by 502 CES/CEOFP prior to any scheduled maintenance where power loads are transferred from commercial/installation to generator.

2.27.4. ATC personnel do not operate generators, and require no specific training from 502 CES/CEOFP.

Chapter 3

FLYING AREAS

3.1. Local Flying Area/Designation of Airspace. The JBSA-RND local flying area encompasses JBSA-RND Class D Airspace, adjoining Class E transition and surface areas 700’ or 1200’ AGL up, and adjoining Class G Airspace below 700’ or 1200’ AGL. Flying areas also include all SAT TRACON Class C, D, and E terminal airspace, outlying airfields (e.g., Kelly, Seguin, Stinson, etc.) military training routes (e.g., SR, VR, IR), and Special Use Airspace (e.g., MOAs, Restricted Areas, air traffic control assigned airspace) in which locally assigned aircraft routinely fly on a day-to-day basis and return to JBSA-RND.

3.2. Local Training Areas. The local training areas are described in detail in Houston Center (ZHU), SAT TRACON, and JBSA-RND LOAs. They include the Randolph 1A, 1B, 2A, 2B, TEXON, Kingsville 5 Military Operations Areas (MOA), and Seguin Aux airfield (SEQ). The requirements for visual meteorological conditions (VMC) or instrument meteorological condition (IMC) are addressed in the JBSA-RND-SAT TRACON, and ZHU-SAT TRACON-JBSA-RND LOAs.

Chapter 4

VFR PROCEDURES

4.1. VFR Weather Minimums. IAW FAR Part 91, basic VFR is established at 1000′ ceiling and 3 miles visibility.

4.2. VFR Traffic Patterns. Supervisors of Flying (SOF) determine the local pattern and launch status. However, Randolph Air Traffic Control (RND ATC) is the approval authority for use of the runway (Rwy) 15L/33R (East) VFR traffic pattern, and Hangover Air Traffic Control (HNG ATC) is the approval authority for use of the Rwy 15R/33L (West) VFR traffic pattern (See Attachments **5, 6, and** 7). **Note**: Official weather is not the sole factor in determining pattern status. ATC will use the lowest value of approved sources of weather conditions (official weather, PIREPs, controller observations).

4.2.1. JBSA-RND Local Pattern/Launch Status.

4.2.1.1. Unrestricted**.** Weather conditions and facilities permit full use of all training areas and Rwys.

4.2.1.2. Restricted. Weather conditions and facilities do not permit full use of all training areas and patterns.

4.2.1.3. Stop Launch. Local launches stopped. Airborne aircraft may continue mission.

4.2.1.4. Standby. No aircraft airborne (locally) and no local launches.

4.2.1.5. Weather Recall. Recovery of all airborne aircraft back to JBSA-RND. Aircraft with least amount of fuel recover first.

4.2.1.6. Weather Divert. Diversion of airborne aircraft to the designated divert airfield. Aircraft with the least amount of fuel divert first.

4.2.2. Overhead Pattern Break Zones. The *normal* break zone for initial overhead pattern traffic is from the approach end to 3000’ beyond the threshold. ATC may issue adjustments to the break zone for spacing and sequencing. If no break point is specified, the Pilot in Command (PIC) will break in the normal break zone. If a break point is specified along with a sequence/traffic call, it is the PIC’s obligation to accept the sequence and comply with ATC instructions, or to request re-sequencing.

4.2.2.1. Pattern Saturation. ATC may direct full stops due to pattern saturation or complexity. ATC will not normally impose any pattern priorities other than those listed in this directive.

4.2.2.2. Formation Flights. Formation aircraft will be treated as a single flight until flight integrity (e.g., aircraft are split up, on the go, etc.) is no longer required. Normally, only the lead aircraft will obtain a clearance and ATC will acknowledge radio calls of other elements in the flight. Pilots are responsible for separation and spacing between the preceding and trailing aircraft. This includes formation flights conducting “with chase” maneuvers. ATC will only issue clearances for the type of landing requested by the non-chase aircraft.

4.2.2.3. Tactical Overhead Traffic Patterns. Tactical entry to the overhead traffic pattern is permitted when.

4.2.2.3.1. Approved by ATC.

4.2.2.3.2. No more than four aircraft are in the flight.

4.2.2.3.3. Aircraft are in trail by 6000’ or less. (If more than 6000’ aircraft will be separate flights).

4.2.2.3.4. Aircraft may off-set slightly from the Rwy in the direction of the break to increase lateral separation but must use caution for aircraft on inside downwind.

4.2.2.3.5. Aircraft shall not off-set further West than 5th St East (Rwy 15L/33R), or further East than 5th St West (Rwy 15R/33L).

4.2.2.3.6. Published overhead pattern altitude will be used.

4.2.2.3.7. Published airspeeds applicable to the airframe will be flown.

4.2.2.3.8. Normal downwind, base turn positions, and spacing will be flown.

4.2.3. Closed Pattern Sequencing. ATC will approve closed traffic requests based on existing traffic and local aircraft priorities. Aircraft requesting closed may be directed to *extend* their departure leg for sequencing. Unless otherwise directed by ATC, pilots upon receipt of approval for closed traffic may pull closed immediately.

4.2.4. Altitude Restricted Low Approaches. A 500’ (1300’ MSL) altitude restricted approach low may be authorized when vehicles and/or equipment are on the Rwy or overrun. Altitude for restricted low approach for heavy aircraft will not be less than 1000’ (1800’ MSL).

4.2.5. Pattern Delays**.** Aircrews will advise Ground Control (GC) of VFR/IFR pattern delays by including the term “*race track*” or “*patterns*” when requesting to taxi.

4.2.6. Transient Practice Approaches/Patterns. VFR/IFR patterns/practice instrument approaches by transient military aircraft will be approved, as coordinated between ATC and SOF, on case-by-case basis so as to not impede the 12 FTW training mission. Instrument approaches by civilian aircraft will not be approved at any time during Wing flying. At other times, civilian aircraft are only authorized instrument approaches to a low approach. Contracted civilian aircraft authorized to land at Randolph will do so via one approach to a full stop. No civilian VFR patterns will be allowed without 12 OG/CC approvals.

4.2.7. East Pattern Operations**.** Weather requirement for Rwy 15L/33R (East) JBSA-RND patterns are listed in **Table 4.1** All JBSA-RND east patterns are flown east of the airfield at the altitudes shown in **Table 4.2** Transient VFR and T-6 traffic patterns are flown east of the airfield as shown in **Table 4.3** VFR Entry coordinates are “Zuehl”: 29° 28.19’N/098° 07.52’W (DHK 110/08) and “Quarry”: 29°39'07.7"N 98°15'57.7"W (DHK 360/07). T-38 pattern airspeeds are 300 KIAS, 250 KIAS after cleared straight-in. T-1 pattern airspeeds are 250 KIAS, may slow to 200 KIAS at 4 NM initial.

4.2.7.1. Pattern Status.

4.2.7.1.1. Restricted Overhead. Pattern entry is from an IFR approach, or after initial takeoff. Non-standard entry requires RND ATC approval prior to cancelling IFR.

4.2.7.1.2. Restricted Straight-In. The east traffic pattern to Rwy 15L/33R is restricted to straight-ins only. Standard pattern entry is from an IFR approach or after initial takeoff. Non-standard entry requires RND ATC approval prior to cancelling IFR. RND ATC may approve low closed patterns. If a straight-in is denied, RND ATC will direct re-entry for spacing and pilots will maintain 1800' MSL until cleared for the straight-in approach. Normally, no more than three aircraft are permitted in the pattern.

4.2.7.1.3. Unrestricted Pattern Procedures. Standard pattern entry is from VFR entry, an IFR approach, or after initial takeoff. All portions of pattern open.

Table 4.1. East Rwy Pattern Status and Weather Requirements.

STATUS	CEILING AND VISIBILITY MINIMUM
Unrestricted	3600' MSL (2800' AGL) & 3 SM
Restricted Overhead Open	3100' MSL (2300' AGL) & 3 SM
Restricted Straight-in Only	2300' MSL (1500' AGL) & 3 SM
Closed	<2300' MSL (<1500' AGL) or <3 SM
T-38 Pattern Solo	Ceiling 3600' MSL (2800' AGL), 5 nm vis, crosswinds less than 15kts (dry) or 10kts (wet)
T-38 Weather Solo	Ceiling 5700' MSL (5000' AGL) no more than 2000' thick, 5nm vis, crosswinds less than 15kts (dry) or 10kts (wet)

Table 4.2. East VFR Pattern Altitudes.

PATTERN ACTIVITY	PATTERN ALT (MSL)	MINIMUM STATUS
Wing Assigned Breakout (High Pattern)	3100'	Unrestricted
Fighter Type Tactical/Closed/Overhead	2600'	Restricted Overhead
T-1 Overhead	2600'	Restricted Overhead
Non-Fighter Type /T-1 Closed	2100'	Restricted Overhead
Straight-In	1800'	Restricted Straight-In
Low Closed	1400'	Restricted Straight-In

Table 4.3. T-6 VFR Pattern Altitudes (East).

PATTERN ACTIVITY	PATTERN ALT (MSL)	MINIMUM STATUS	Ceiling (AGL)	Vis (SM)
Fighter Type Tactical/Overhead/Closed	2600'	N/A	2300'	3
Non-Fighter Type Overhead/Closed	2100'	N/A	1800'	3
Low Closed	1400'	N/A	1100'	3

4.2.7.2. Radio Calls. Use full call signs on all radio calls. Expect tower to direct calls to pilots using aircraft call signs. However, in certain circumstances, tower may use pattern position to address aircraft. Pilots unable to make calls at designated reporting points will report actual position as soon as possible. Additionally.

4.2.7.2.1. All clearances and instructions should be acknowledged by the pilot.

4.2.7.3. Taxi Operations. Request taxi and departure clearance with ATIS code and ramp position if other than East Ramp. When taxi clearance is received, pilots will acknowledge with CALL SIGN, repeat the assigned RWY, and squawk. Aircrews will automatically change to ground control frequency when clear of the active runway.

4.2.7.3.1. Silent Taxi Back. When landing Rwy 33R/15L and silent taxi back procedures are in effect pilots will monitor Ground Control and taxi to East Ramp parking areas without obtaining a taxi clearance.

4.2.7.3.2. The PIC is responsible for all deconflictions, wing-tip clearance, and will remain vigilant of uncontrolled vehicles and pedestrians.

4.2.7.3.3. Tower will broadcast "TERMINATE SILENT TAXI-BACK" any time there is an IFE, SRP procedures are in use, or during Blue Streak arrival/departures. When silent taxi back is terminated the pilot will notify Ground Control of their call sign and position and comply with any instructions.

4.2.7.4. Hammerhead Operations. After completing before takeoff checklists and when ready for departure, pilots will state *"(Call Sign), (patterns/racetrack/interval/20 seconds), HOLDING SHORT (rolling/static)*.

4.2.7.5. Departure Leg.

4.2.7.5.1. Aircraft on departure leg or going around on the East side, not cleared closed traffic, will turn crosswind between ½ mile and 1 mile past departure end at or below 2100' MSL.

4.2.7.5.2. Aircraft carrying initial straight through will turn crosswind at departure end of the Rwy at 2600' MSL.

4.2.7.6. Outside Downwind. Pilots will fly the outside downwind track, report outside downwind, and state intentions (i.e., straight-in or initial) (e.g. "*BREW 71, OUTSIDE DOWNWIND STRAIGHT-IN or INITIAL*".) The expected response from RND ATC is "*UNABLE STRAIGHT-IN, or REPORT QUARRY/ZUEHL (for straight-in requests)*", "*ROGER* (for Initial requests)", and additional instructions if required.

4.2.7.7. Initial. Pilots will report "*CALL SIGN, INITIAL/TAC INITIAL*." RND ATC will respond with: "*CALL SIGN, ROGER*" (if no conflict exists), issue a sequence, traffic to follow, or instruct the pilot to carry initial straight and state the reason.

4.2.7.8. VFR Straight-In. When requesting a straight-in, RND ATC will advise the pilot to report Quarry/Zuehl. The pilot is then authorized to proceed to Quarry/Zuehl and descend to 1800' MSL, unless otherwise instructed.

4.2.7.9. Breakouts.

4.2.7.9.1. The pattern status must be unrestricted. Aircraft will avoid Zuehl Airfield by 1 NM or 1500ft.

4.2.7.9.2. Breakout from 2600'. The pilot will initiate a climbing turn away from the pattern and maintain 3100' MSL until clear of the pattern. Maneuver and descend for re-entry, and report Quarry/Zuehl.

4.2.7.9.3. Breakouts below 2600'. The pilot will initiate a turn away from the pattern and maintain 1800' MSL until clear of the pattern. Maneuver and climb for re-entry, and report Quarry/Zuehl.

4.2.7.10. Go-Around Procedures. Go-arounds from the VFR traffic pattern, base leg, or final turn will offset to the east unless otherwise directed. RND ATC will issue instructions for go-arounds from VFR straight-in or visual approaches. Aircraft will not over-fly aircraft on the Rwy.

4.2.7.11. Missed Approaches. Pilots will not execute the published missed approach when "*Auto-Termination is in effect*" without RND ATC approval. RND ATC will normally issue alternate missed approach instructions for IFR approaches. Missed approaches from Rwy 15L/33R may be assigned a "*Rerun*" as a climb-out. Any missed approach request made inside the auto-termination point (5 mile final) will be denied if ATC is unable to provide required IFR departure separation.

4.2.7.12. T-38 Pattern Solo Operations. Standard pattern entry is from VFR Entry or after initial take-off. High pattern must remain open. T-38 solo aircraft will carry through initial until reaching 2500 lbs of fuel or less.

4.2.7.13. T-38 Solo Standard Operations/Expectations.

4.2.7.13.1. Aircraft operating under the SOHO callsign will be required to execute a static takeoff and may require slightly more time than a traditional T-38 single ship static takeoff.

4.2.7.13.2. Aircraft operating under the SOHO callsign will be required to exit at the departure end of the runway and stop in the departure end hammerhead to install their ejection seat safety pins prior to taxiing back to chalks.

4.2.7.13.3. Anytime a SOHO aircraft is airborne, there must be another local T-38 (non-SOHO) aircraft airborne.

4.2.7.13.4. Anytime a SOHO aircraft is airborne, there must be a T-38 mobile RSU parked near the approach end localizer. This T-38 Mobile RSU will monitor tower UHF frequency and will transmit to the solo student pilot on a non ATC VHF radio for any safety of flight concerns.

4.2.8. West Pattern Operations. All Rwy 15R/33L (West) patterns are flown west of the airfield. For T-6 VFR traffic patterns Rwy 15R/33L (West) altitudes, see **Table 4.4** Normal T-6 pattern airspeed is 200 KIAS.

4.2.8.1. Pattern Status.

4.2.8.1.1. Unrestricted Pattern Procedures. All portions of pattern open. High Key will be flown between 3300'-3800' MSL.

4.2.8.1.2. No High Key. Standard pattern entry is from VFR entry, an IFR approach, or after initial take-off. High Key is closed. Pilots may break to low key.

4.2.8.1.3. Restricted Pattern Procedures. Standard pattern entry is from an instrument approach, visual approach, or after initial takeoff. Maximum aircraft allowed is six. A two-ship formation counts as two aircraft. No high breakouts or practice breakouts are permitted. Emergency Landing Patterns (ELPs) to low key are allowed provided VFR cloud clearances are observed by the pilot. Low breakouts are permitted only to avoid conflicts while flying a straight-in. If a conflict exists during pattern re-entry, pilot will execute a level, 360 degree turn away from outside downwind and re-enter the pattern. Pattern straight-ins are approved by HNG ATC provided adequate spacing can be maintained with instrument arrivals, and pattern traffic is minimal.

Table 4.4. T-6 West Pattern Status and Weather Requirements.

STATUS	CEILING AND VISIBILITY MINIMUM
Unrestricted	3800’-4300’ MSL (3000’-3500’ AGL) & 3 SM
No High Key	2800’ MSL (2000’ AGL) & 3 SM
Restricted	2300’ MSL (1500’ AGL) & 3 SM
Closed	<2300’ MSL (<1500’ AGL) or <3 SM

Table 4.5. West VFR Pattern Altitudes.

PATTERN ACTIVITY	PATTERN ALT (MSL)	MINIMUM STATUS
High Key (daylight only)	3300’-3800’	Unrestricted
High Pattern	2800’	No High Key
Low Key (daylight only)	2300’	No High Key* (See exception in paragraph 4.2.8.1.3)
High Breakout	2300’	No High Key
Overhead/Closed	1800’	Restricted
Low Breakout	1300’	Restricted
Low Closed	1300’	Restricted
Straight-In	1300’	Restricted
Note: High Pattern will only be available when ceiling is ≥ 3300’ MSL (2500’ AGL).		

4.2.8.2. Radio Calls. Use full call signs on all radio calls. HNG ATC will not normally respond to pilot position reports. Expect HNG ATC to direct calls to pilots using aircraft call sign or pattern position. Pilots missing calls at designated reporting points will report actual position as soon as possible. Refer to **Attachment 19** for a list of expected radio calls by pattern position.

4.2.8.3. Taxi Operations. Request taxi and departure clearance with ATIS code and ramp position if other than West Ramp. When taxi clearance is received, pilots will acknowledge per **Attachment 19**.

4.2.8.4. Hammerhead Operations.

4.2.8.4.1. After completing before takeoff checklists and when ready for departure, pilots will state *“(Callsign), HOLDING SHORT, (patterns/interval/90 second interval).”*

4.2.8.4.2. T-6s will accomplish the over-speed governor check when nose wheel is on the yellow rectangle. Pilots will not perform an over-speed governor check with an aircraft in front of their aircraft in the up to and hold short position or when aircraft is taxiing behind them.

4.2.8.4.3. As traffic permits, HNG ATC will direct either "*(Call Sign), TAXI UP TO AND HOLD SHORT*", "*(Call Sign), RUNWAY (Rwy) WIND (Wind) CLEARED FOR TAKEOFF PATTERNS (as required)*", or "(*Call Sign) RUNWAY (Rwy) LINE-UP AND WAIT*", or "(*Call Sign) ROGER."* Pilots will acknowledge as required.

4.2.8.5. Departure leg.

4.2.8.5.1. Aircraft on departure leg, not cleared low key or closed, will turn crosswind between ½ and 1 NM past departure end.

4.2.8.5.2. Aircraft offset, not cleared low key or closed, will turn crosswind past departure end and before 1/2 NM past departure end. Pilots will add: "*off-set"* to radio calls if in an offset position.

4.2.8.5.3. Aircraft carrying straight through initial will turn crosswind at departure end of the Rwy.

4.2.8.5.4. All aircraft turning crosswind will remain below 1300' MSL until clear of inside downwind traffic or aircraft carrying straight through.

4.2.8.5.5. HNG ATC will normally de-conflict departure leg from a top down, inside out approach.

4.2.8.5.6. Pilots should not request closed or low key with traffic between initial and the break, between 5 and 2 NM on a straight-in/instrument approach, or between "*REPORT HIGH KEY*" and low key position on Emergency Landing Patterns (ELP). If the traffic conflict is resolved on the turn to crosswind, pilots may make their request by adding "*TURNING CROSSWIND*" to the request. If told "*CLOSED APPROVED/REPORT LOW KEY*", pilots will report closed downwind for a closed pattern or high downwind if proceeding to low key. For sequencing, pilots will maintain at least 140 knots indicated airspeed (KIAS) on closed downwind until abeam the break zone.

4.2.8.6. Outside Downwind Procedures.

4.2.8.6.1. Pilots on outside downwind abeam VFR entry or at VFR entry will report: (C*all sign), REQUEST STRAIGHT-IN*. Tower will respond *CALL SIGN, REPORT 5 MILES* or *CALL SIGN, UNABLE STRAIGHT-IN*. Tower will not normally approve straight-ins with ILS/instrument traffic between 7-12 NM. If approved to the 5-mile point, begin descent to 1500' when crossing IH-35 for Rwy 15R or IH-10 for Rwy 33L. If the straight-in is not approved, descent to 1300' by 3 NM, pilots will accomplish a low breakout, as depicted in the pattern diagram.

4.2.8.6.2. Procedures for aircraft requesting a straight-in for practice breakout should be handled in the same manner outlined in the paragraph above (to include phraseology). Once the straight-in is approved at the 5-mile point, the aircraft should execute the procedures for the low breakout: (Call Sign), (Pattern Position) BREAKING OUT/LOW-BREAKOUT. No response from ATC is required.

4.2.8.6.3. Aircraft established in the pattern on outside downwind will breakout for formations and emergencies entering through VFR entry by climbing to 2300' MSL straight ahead then proceeding to VFR entry.

4.2.8.7. Initial.

4.2.8.7.1. For overhead patterns, pilots will report "*(Call Sign), INITIAL*." HNG ATC will respond with "*(Call Sign), ROGER*". If no conflict exists, the pilots may break in the break zone. If a conflict does exist the pilot is expected to state (*Call Sign), BREAK POINT, STRAIGHT THROUGH.* Pilots will not initiate break with traffic between 5 and 2 miles on a straight-in/instrument approach, or with traffic between *REPORT HIGH KEY* and LOW KEY position on ELPs.

4.2.8.7.2. If requesting high key, pilots will report "*(Call Sign), INITIAL, REQUEST HIGH KEY*." HNG ATC will respond with "*(Call Sign), REPORT HIGH KEY*" or "*(Call Sign), UNABLE HIGH KEY*." If told to report high key, pilots will climb to 3,300' to 3,800' MSL and report reaching high key. At high key HNG ATC will either direct pilots to "*REPORT LOW KEY*" or "*ORBIT*." If cleared low key, pilots will proceed to low key and report low key. If told to orbit, pilots will remain at high key, orbit west, and return to high key. If told unable high key on initial request, pilots will follow the procedures for a normal initial.

4.2.8.7.3. If requesting low key at initial, pilots will report "*(Call Sign), INITIAL, FOR LOW KEY*." HNG ATC will respond with "*(Call Sign),* "*(Call Sign), ROGER.*"

4.2.8.7.4. In the event an aircraft begins to break and a conflict exists on the downwind or between 2 and 5 mile final, controllers may issue the instructions "IN THE BREAK ROLL OUT". After this instruction, the aircraft is expected to discontinue their break and respond with (*Call Sign), BREAK POINT, STRAIGHT THROUGH.* Pilots are expected to comply with normal break zone procedures and should not expect ATC to instruct crews to "REPORT LOW KEY".

4.2.8.8. Emergency Landing Pattern (ELP).

4.2.8.8.1. The following restrictions apply to ELPs.

4.2.8.8.1.1. ELPs shall only be authorized for 12 FTW T-6 aircraft.

4.2.8.8.1.2. ELP operations shall only be approved between sunrise and sunset.

4.2.8.8.1.3. RND/HNG Tower and/or SAT TRACON may, at any time, before or after start of the maneuver, terminate ELP operations due to traffic or other limitations.

4.2.8.8.2. Weather requirements for ELP operations are ceiling must be at least 500' above the approved High Key or Low Key altitude and both, flight and surface visibility shall be 3 miles or greater.

4.2.8.8.3. Pilots established in the pattern should not request direct to high key with more than 2 aircraft in the pattern. Pilots not established in the pattern that are returning VFR to HNG may request Direct to High Key with HNG anytime. Only 1 aircraft at a time is authorized to orbit at High Key. *Note: A formation is treated as a single aircraft.*

4.2.8.8.3.1. When authorized by RND/HNG Tower, aircraft shall proceed to High Key, overhead the Rwy, at an altitude not to exceed 3,800' MSL (unless otherwise approved by SAT TRACON).

4.2.8.8.3.2. Pilots returning to Hangover direct High Key should remain clear of the east runway pattern laterally or by overflying the east pattern at 3,800 feet. Upon initial check in with Hangover Tower, expect Tower to respond, "(Call-sign), Report 1 minute" if Tower is able to accommodate or "(Callsign), Unable High Key." Pilots will report "(Call-sign), 1 minute." Tower will respond with either, "(Callsign), Report High Key" and normal High Key procedures will then apply or "(Call-sign), Unable High Key." If Tower is unable to accommodate High Key, aircraft will remain clear of the high key orbit ground track, will descend to high pattern altitude (2,800') once clear of the east runway pattern (if applicable) and proceed to VFR entry to re-enter the pattern.

4.2.8.8.3.3. Pilots can request direct High Key from any pattern position. Maintain at or below 2800ft MSL until within 2NM of 15R/33L unless approved by SAT during VFR return to RND. Target airspeed at High Key is 125 KIAS, not to exceed 150 KIAS.

4.2.8.8.3.4. With an aircraft orbiting at high key, pilots should not request closed or low key and should expect to go break point straight through if unable to break from initial. Tower will be directive if needed to de-conflict.

4.2.8.8.3.5. High Key will not be approved unless within 2NM of Rwy 15R/33L.

4.2.8.8.3.6. After passing High Key and cleared by tower, turn and descend to Low Key (abeam the Rwy) at 2300' MSL, remaining within the 2 NM maneuvering airspace. Do not encroach on outside downwind while maneuvering to Low Key.

4.2.8.8.4. If the maneuver will be made to Rwy 15L/33R (weekends, non-mission flying, or single Rwy only) the maneuver/requirements are the same as above except the maneuver will be contained within 2NM east of Rwy 15L/33R.

4.2.8.9. Final Procedures.

4.2.8.9.1. All ATC landing clearances, and pilot acknowledgements are actual required communications (See **Attachment 19**).

4.2.8.9.2. The expected clearance request is touch-and-go unless otherwise requested.

4.2.8.9.3. To indicate full stop, pilots will report the amount of fuel on board after the initial, high key, high downwind, closed downwind, or 5 mile point as appropriate (i.e., "*(Call Sign), 5 MILES, 500 or CLOSED DOWNWIND 559*)".

4.2.8.10. Landing roll. The east half of the Rwy is considered the cold side and the west side is considered the hot side. Full stops should be accomplished on the cold side when possible. If an aircraft full stops on the hot side the pilot will clear the cold side.

4.2.8.11. Breakouts.

4.2.8.11.1. Pilots will attain breakout altitude (Low-1300' MSL/High-2300' MSL) before crossing any pattern ground track. Do not execute a high breakout when pattern is restricted.

4.2.8.11.2. Aircraft will not breakout in the final turn, or inside 2 NM on a straight-in.

4.2.8.11.2.1. If there is a conflict between an aircraft on a straight-in inside 2 NM and an aircraft in the final turn, the final turn aircraft will continue and the straight-in will off-set East, no further than 5th St West.

4.2.8.11.2.2. VFR traffic pattern aircraft in the final turn or on final will not over fly aircraft on the Rwy. Offset to the west unless otherwise directed by HNG ATC, and climb or descend to 1,300' MSL until initiating closed or turning crosswind and clear of inside downwind traffic.

4.2.8.11.3. Aircraft will breakout at the perch if a straight-in aircraft inside of 2 NM is not in sight or if insufficient spacing exists.

4.2.8.11.4. Ground tracks and climbs and descents for breakouts/reentry are depicted in. **Attachment 5** and **Attachment 6**.

4.2.8.11.5. Aircraft will maneuver to re-enter at the VFR entry point at pattern altitude and airspeed. When breaking out report *CALL SIGN, (Location), breaking out*. While maneuvering to VFR entry, use caution for towers, other breakout traffic (low and high) and pattern entries from Truckstop. On runway 33L, use extreme caution for aircraft simultaneously breaking out from the perch and 90-to-initial.

4.2.8.12. Go-arounds from the VFR traffic pattern base leg or final turn, will not over fly aircraft on the Rwy, offset to the west unless otherwise directed by HNG ATC, and climb or descend to 1,300' MSL until initiating closed or turning crosswind and clear of inside downwind traffic.

4.2.8.13. Missed Approaches. Missed approaches will be as published or directed by HNG ATC. When Rwy 15R is in use pilots may be assigned a "*Rerun"*.

4.2.8.14. Pattern Entry. On initial contact with HNG ATC pilots should include the aircraft position (i.e., SPUR, Karnes or approaching Truckstop, etc.) and will be acknowledged by HNG ATC. Subsequent position reports will not normally be acknowledged.

4.2.8.14.1. Pilots returning to the pattern VFR may request to enter the pattern via direct high key, Truckstop/Karnes (as appropriate) or VFR entry. HNG ATC may be directive for sequencing when requesting high key.

4.2.8.14.2. Pilots entering at Karnes and desiring radar initial will state. "*(Call Sign), KARNES*." HNG ATC will acknowledge "(*Call Sign, Roger*) and the pilot will proceed to radar initial at 1,800' MSL. At 5 NM, pilots will report "*(Call Sign), RADAR INITIAL*." At 2 NM pilots report "*(Call Sign), INITIAL*" and normal pattern initial procedures apply.

4.2.8.14.3. Pilots entering at Karnes and desiring a straight-in will state. "*(Call Sign), KARNES, REQUEST STRAIGHT-IN*." HNG ATC will respond "*(Call Sign), REPORT 5 MILES*" or, "*UNABLE STRAIGHT-IN*." If told report 5 miles, pilots will descend to 1,300' MSL by 5 NM straight-in and report (Call sign) 5 *MILES RADAR*. Plan to arrive at the 5 NM point at 150 KIAS to aid in sequencing. If the straight-in is not approved by 3 NM, execute a low breakout. If told unable, pilots will proceed to radar initial and follow the procedures for radar initial.

4.2.8.14.4. Aircraft arriving via Karnes and overtaking instrument approach traffic to Rwy 33L will off-set to the east (no further than 5th St West) if the traffic is in sight. If the preceding traffic is not in sight, HNG ATC will be directive in deconflicting traffic.

4.2.8.14.5. If the pattern is open when flying an IFR approach, the 5 NM radar and 2 NM calls are mandatory. This provides situational awareness to the pilots in the pattern.

4.2.8.15. Pattern Departure. Pilots will request departure by adding "*departing*" to the last two radio calls in the pattern. If making the request at any other point, HNG ATC will explicitly approve or deny the request. Pilots will call departing and change frequency and squawk on departure leg when 1 NM past departure end for Rwy 15R/Rwy 33L (straight out departures) or when passing IH-10 for Rwy 33L outside downwind departure.

4.2.8.16. High Pattern. Weather permitting; the high pattern is used for emergencies or as required. Pilots requiring the high pattern will notify tower and follow normal pattern ground tracks. Tower may be able to obtain clearance for altitudes above the high pattern altitude if needed. ELPs will be discontinued when the high pattern is in use.

4.2.8.17. T-6 Formation Pattern Operations.

4.2.8.17.1. T-6 formations arriving to the perch via initial will no longer be considered a formation after both aircraft have crossed the threshold via touch and go or low approach. Formations arriving via a straight in or instrument approach will no longer be considered a formation upon turning crosswind individually or pulling closed sequentially. Formations that turn crosswind together will still be considered a formation. DFO callsigns apply once the formation is no longer holding hands (i.e. after the formation enters the break or after the formation pulls closed sequentially or after the formation turns crosswind individually). Note: Aircraft are no longer a formation when the lead or wingman verbally calls "ON THE GO".

4.2.8.17.2. At 2 Miles or at the FAF, formations will inform ATC of whether the formation is doing a formation low approach or an approach with chase. A formation low approach means both aircraft will execute a formation go-around. An approach with chase means that one aircraft will perform a go-around and one aircraft will either do a touch & go or full stop. The lead or wing aircraft can do either or. See **Attachment 19** for standardized radio calls.

4.2.8.17.3. Tactical Formation. Formations can report tactical initial for either runway. To enhance pattern situational awareness, formations will call (Callsign) Tac Radar Initial (33L) or at VFR Entry (15R), formations will call (Callsign) Tac VFR Entry. On both runways, formations will report initial with the call (Callsign) Tac Initial.

4.2.8.18. Aircraft Handling Characteristics (AHC). T-6 AHC profiles may only be conducted in the HNG or SEQ Traffic Pattern.

4.2.8.18.1. Normally no other aircraft operations are permitted in West Pattern. AHC operations may be temporarily suspended on a case by case basis to support priority operations (e.g., emergency, medical evacuation, active law enforcement, etc.). Profiles may only be flown by 12 FTW aircraft during daylight VMC.

4.2.8.18.2. Profiles may only be flown by wing aircraft during daylight VMC.

4.2.8.18.3. Pilots will proceed direct Low Key, Base Key, or Final from any of the Zones depicted in **Figure 4.1**

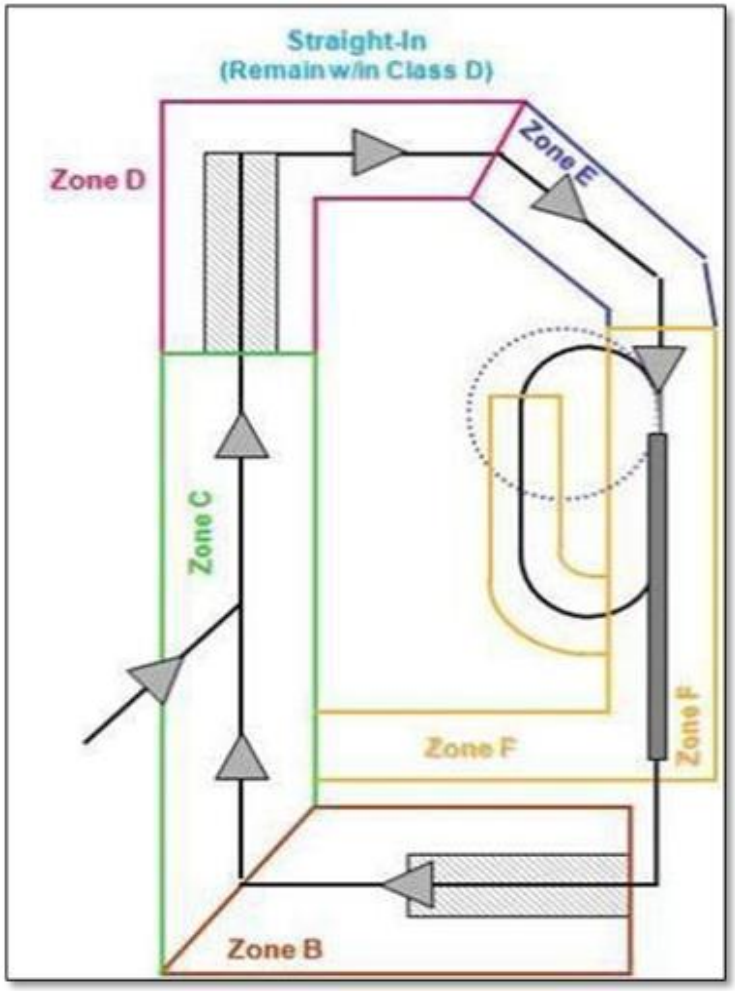
4.2.8.18.4. Straight-In ELPs will fly the 90 to initial ground track.

4.2.8.18.5. Aircraft will remain within the HNG portion of the Class D Surface Area or the SEQ Alert Area.

4.2.8.18.6. Pilots are required to report Low Key, Base Key, or Final as appropriate and will receive an ATC clearance.

4.2.8.18.7. Controllers should expect late landing gear extensions and longer touchdown points.

Figure 4.1. Aircraft Handling Characteristics Zones.



4.2.9. Transponder Requirements.

4.2.9.1. Aircraft requesting basic radar service (BRS) from SAT TRACON will coordinate directly with SAT TRACON and squawk the assigned beacon code.

4.2.9.2. T-6 pattern aircraft not requesting BRS squawk code 0400.

4.2.9.3. T-38 pattern aircraft not requesting BRS will squawk 0401.

4.2.9.4. T-1 pattern aircraft not requesting BRS will squawk 0402.

4.3. Special Procedures.

4.3.1. VFR Transitions. Except where specified below, VFR transitions or loitering within the confines of Randolph‘s Class D are not authorized during 12 FTW pattern operations.

4.3.2. Air Ambulance/Local Medical Evacuation (i.e., MedEvac, AirCare, LifeTeam). Transitions/Helicopter Operations: With the exception of the procedures outlined below, all helicopter operations conducted at JBSA-RND will be in accordance with FAAO 7110.65. Normally, only helicopter/aircraft on priority missions will be allowed to transition with aircraft in the pattern.

4.3.2.1. Transitions are normally conducted east to west/west to east at midfield at or below 1300ft MSL, or as otherwise coordinated between RND/HNG ATC.

4.3.2.2. Pilots shall advise HNG/RND ATC if unable to cross at midfield or comply with the altitude restriction and state their intended route of flight and altitude.

4.3.2.3. ATC will normally restrict pattern operations at or above 1800’ MSL until priority missions are clear of traffic.

4.3.2.4. If ATC is unable to limit certain operations, traffic information shall be exchanged.

4.3.3. Active Law Enforcement Operations. ATC will provide operational priority and maximum assistance to law enforcement flights, including the San Antonio Police Department. ATC will normally restrict pattern operations to an altitude 500’ above/below until operations are not a conflict and/or traffic information is issued.

4.3.4. Pipeline Patrol Transitions. Pipeline Patrol flights provide a crucial public safety service and rarely effect 12FTW operations. The following procedures apply.

4.3.4.1. All Pipeline patrol flights will be queried on their profile.

4.3.4.2. ATC shall advise Pipeline aircraft to maintain at or below 1300’ MSL.

4.3.4.3. Traffic advisories will be issued.

4.3.4.4. ATC will issue restrictions to pattern aircraft when the potential for a conflict between Pipeline and pattern aircraft exists.

4.3.5. Functional Check Flight (FCF). FCF aircraft will normally fly stereo profiles and require no special handling. **Note*:*** Standard takeoff for FCF aircraft is a static departure. ATC will not solicit rolling/immediate takeoffs from FCF aircraft.

4.3.6. Protection of the Overhead Traffic Patterns. Wing aircraft departing Rwy 15L/33R (East) will maintain at or below 2100ft until departure end to protect aircraft in the overhead pattern. Wing aircraft departing Rwy 15R/33L (West) will maintain at or below 1300’ until departure end to protect aircraft in the overhead pattern. ATC will issue departure restrictions to all other aircraft as necessary.

4.3.7. Maximum Performance or Unrestricted Climbs. The PIC shall request max or unrestricted climbs on initial contact with GC and state altitude requested. Clearance for an unrestricted climb is not clearance for ground track deviations. Air Traffic Controllers will ensure protection of the overhead pattern.

4.3.8. Unusual Maneuvers. ATC shall not solicit or approve any requests for a pilot to conduct unusual maneuvers within the Class D airspace. Unusual maneuvers include unnecessarily low passes, unscheduled flybys, practice instrument approaches to altitudes below specified minima (unless a landing or touch-and-go is to be made). RND does not have tactical arrival/departure procedures. ATC shall report unusual maneuvers to the AOF/CC.

4.3.9. Recoveries. VFR aircraft recovering from the East will maintain at or above 3,000' MSL until RND 13 DME to deconflict with T-6 VFR traffic recovering from Seguin at 2,300' MSL on the RND 14 DME arc." T-1s recover at 250 KIAS until 12 DME final or established on a base leg inside 12 DME. T-38s recover at 300 KIAS until base leg or 12 DME final. T-6s recover at 200 KIAS until base leg, then 160 KIAS minimum until 12 DME final. Aircraft that cancel with San Antonio Approach will maintain VFR hemispheric altitudes above 3,000 feet AGL en-route to VFR entry or 10 NM initial. If proceeding direct initial, aircraft will descend at the 10 NM point to pattern altitude.

4.4. Reduced Same Rwy Separation (RSRS) Procedures. RSRS may be applied to AETC aircraft and aircraft flown by the 415 FLTF.

4.4.1. Similar trainer-type RSRS may only be applied to T-6/T-38 aircraft using alternate Rwy side procedures. Refer to **Table 4.6** for RSRS distances for similar type aircraft operations.

4.4.1.1. Use of alternate Rwy side procedures is an aircrew responsibility. T-1 aircraft do not use alternating Rwy side procedures. For T-1 following T-1, RSRS separation is 6000' and airborne.

4.4.1.2. When alternate Rwy side procedures are not or cannot be employed, the minimum RSRS is 6000' in all cases.

4.4.1.3. If both formation aircraft are positioned on the cold (exit) side of the Rwy, RSRS of 3000ft may be applied between a landing formation and a subsequent arriving full stop/low approach single aircraft.

Table 4.6. RSRS Distances for Similar Trainer-Type Aircraft Operations.

FULL STOP BEHIND	**DAY**	**NIGHT**
Full Stop	3000'	6000'
Low Approach	3000'	6000' *
Touch & Go	3000' *	6000' *
LOW APPROACH BEHIND	**DAY**	**NIGHT**
Full Stop	3000'	6000'
Low Approach	3000' *	6000' *
Touch & Go	6000' *	6000' *
TOUCH & GO BEHIND	**DAY**	**NIGHT**
Full Stop (T-6 only)	3000'	6000'
Full Stop	6000'	6000'
Low Approach	3000' *	6000' *
Touch & Go	3000' *	6000' *
*or proceeding aircraft airborne		

4.4.2. Dissimilar trainer-type aircraft are defined as a mix of different trainer airframes; e.g., T-38/T-6, T-1/T-38. RSRS for dissimilar trainer-type aircraft is 6000' minimum in all cases.

4.4.3. RSRS is not authorized for a departure following a full stop. Preceding arrival aircraft must be off the Rwy.

4.4.4. When the Rwy is wet, the minimum RSRS is 6,000' or proceeding aircraft airborne in all cases.

4.4.5. RSRS is not authorized if either aircraft is an emergency.

4.4.6. RSRS is not authorized when aircraft are cleared for the option.

4.4.7. During "with chase" operations, RSRS shall be applied between the aircraft in the formation conducting a touch-and- go or full stop and the preceding and/or successive landing aircraft/formation. For RSRS purposes, the non-chase aircraft will be handled as a single aircraft and at no time will RSRS apply to the aircraft conducting the "chase" maneuver.

4.5. Intersection Departures. Intersection departures are authorized with ATC approval.

4.6. VFR Departure. Aircraft not flying a RND local stereo, but departing VFR will be issued *Fly Rwy Heading, Maintain at or below 3000' MSL until exiting Class D*. T-1 and T-6 aircrews may fly VFR to and from SR routes by annotating which SR route they will fly on the schedule sent to base ops. Maintain VFR hemispheric altitudes above 3,000 feet AGL. If weather does not permit flying above 3,000 feet AGL, T-6 aircrews may fly to and from SR 130, SR 286 or SR 287 at a minimum altitude of 1,000 feet AGL, providing VFR conditions exist along the planned flight path. T-6 aircrews exercising this option will ensure their route of flight to and from the low-level route is depicted on a current and chummed chart.

4.7. Lightning Watch/Warning Conditions. When a Lightning Warning exists for lightning within 10 nautical miles (NM) of the airfield, local flying may continue per Supervisor of Flying (SOF) discretion. When a Lightning Warning exists for lightning within 5 NM of the airfield, ground personnel will take cover and aircrews will stay in their aircraft with the engines running. Aircrews will make every effort to clear the runway and hold their position (or as per SOF/Ops Sup/Tower direction) until the lightning threat has diminished or is outside 5 NM of the airfield prior to commencing further taxi operations. Aircraft not located in end of runway (EOR) will hold their position on the taxiway/ramp until receiving further instructions from the SOF/Ops Sup/Tower. If the aircraft commander determines the weather (tornadoes/high winds/hail/lightning/etc) is a greater threat to onboard personnel, the aircraft commander will coordinate with the SOF/Ops Sup/Tower for taxi or egress instructions. Local flying may continue per SOF discretion.

Chapter 5

IFR PROCEDURES

5.1. Radar Traffic Patterns. SAT TRACON provides approach control services to JBSA- RND. All requests for radar traffic patterns must be coordinated with and approved by SAT TRACON. Aircraft in RND/HNG VFR patterns requesting radar traffic patterns will be coordinated and transferred to SAT TRACON for radar pick-up and vectors.

5.2. Local Departure Procedures.

5.2.1. Rolling takeoff solicitation will only be used as necessary by ATC to expedite the traffic flow. The pilot is the final authority to accept or reject the rolling takeoff request. ATC will use the following phraseology when clearing an aircraft for a rolling takeoff: *CALL SIGN wind, Rwy other information as necessary) cleared for takeoff, rolling*.

5.2.2. Controlled Departure Time (CDT). ATC will attempt to accommodate CDT departures. Pilots should add CDT to the remarks section of the flight plan if applicable. Requests for CDTs shall be made prior to taxi. If prior notification through clearance delivery or GC is not received, CDTs may be denied or delayed.

5.2.3. Element Departures. When requesting takeoff clearance, aircraft conducting element departures will advise ATC of the time interval desired (e.g., "*10 seconds*", "*6 seconds*", etc.).

5.2.4. Interval Departures. Interval departures will be coordinated per the JBSA-Randolph/SAT TRACON LOA for 20 seconds or 1 minute (T-38s and T-1s), or 90 seconds (T- 6s). Interval departures are limited to no more than 2 elements.

5.2.5. Pilots must advise ATC when in takeoff position and delaying takeoff beyond the normal runway occupancy times for their airframe. E.g. "Tower Brew 40 request 1 minute delay".

5.2.6. Stereo Departure Clearances. Abbreviated departure clearances are authorized for 12 FTW assigned aircraft on a stereo departure. As a minimum, state "(*Call Sign), (Assigned Stereo Route), SQUAWK (Code)*". When issued a stereo clearance pilots will read back the stereo profile cleared.

5.2.7. Feed-on take-offs (rolling) T-1s only. When calling for clearance for a flight of two T-1s inform the controller that it will be a "*feed-on formation*" departure. When cleared for take-off the first T-1 will proceed onto the Rwy and initiate the departure procedure. After 15-seconds, the second T-1 will enter the runway, perform a rolling take-off, and fly the departure procedure.

5.3. Radar Vectors to Initial Procedures. All requests for radar vectors must be coordinated with and approved by SAT TRACON. Aircraft requesting radar vectors to initial will be coordinated and transferred to SAT TRACON for radar pick-up.

5.4. Auto Termination of IFR Services. IFR services are terminated 5 NM from Rwy for 12 FTW/415th FLTF conducting an instrument approach when the pattern status is Restricted Overhead or better for RND or No High Key or better for HNG.

5.4.1. In the event of a missed approach/go around aircraft must remain VFR.

5.4.2. Aircraft that are departing on the IFR portion of their flight plan and those executing additional radar approaches are exempt from this procedure.

5.4.3. Pilots are responsible for notifying ATC if unable to terminate IFR prior to the auto-termination point. In this case services will continue to touchdown/missed approach, and ATC will coordinate with the SOF to revise the pattern status.

5.4.4. Aircraft on an instrument approach may request Initial when able to proceed VFR. If approved to report Initial, IFR services are automatically terminated.

5.4.5. ATC must advise SAT TRACON via verbal coordination whenever the status of Auto Termination changes.

5.5. VMC Drag/Radar in Trail. Pilots will inform SAT TRACON of intent to drag on initial contact. Drag procedure will occur at approximately 8 NM final. Trailing aircraft will remain within 1 mile in trail of lead aircraft.

5.6. Race Tracks/Reruns. Race track profiles are intended for practice IFR approaches on initial departure, and Reruns are intended for practice IFR approaches when established in the IFR pattern.

5.6.1. Race Tracks and Reruns are only permitted on Rwys 15L/33R and Rwy 15R.

5.6.2. Aircrews will advise GC if requesting a Race Track and will be assigned a clearance and beacon code (e.g.., “BREW 24, RACE TRACK, SQUAWK 0311”). Requests for Reruns will be made with SAT.

5.6.3. San Antonio Approach will allow race tracks and reruns on a traffic volume permitting basis. **Note:** T-6 aircraft conducting Race track/Reruns to the East runway may cause significant delays to T-1 and T-38 Wing aircraft.

5.7. Standard Climb-out Instructions. Departures not issued stereo flight plans as identified in the SAT/RND LOA will be issued the following climb-out instructions. When JBSA-Randolph’s ceiling and visibility are reported at or above 3,000 feet AGL and 3 miles visibility; local mission departures will maintain VMC until making radio and radar contact with San Antonio Approach. If no contact is made prior to 10 DME, return to Randolph VFR. If unable to return VFR, maintain 3,000’ MSL and intercept the DHK 15 DME arc. Execute the published IAP to the landing runway.

5.7.1. Rwy 15L. Fly runway heading, maintain 3000’ MSL.

5.7.2. Rwy 15R. Fly heading 170°, maintain 3000’ MSL.

5.7.3. Rwy 33L. Fly runway heading, climb and maintain 3000’ MSL until crossing SAT 005R (RND/DHK 15 DME), then climb and maintain 4000’MSL.

5.7.4. Rwy 33R (Northbound). Fly heading 350°, maintain 3000’ MSL.

5.7.5. Rwy 33R (Southbound). Fly heading 350° until 2.6 DME then turn right heading 125°, maintain 3000’ MSL.

5.7.6. After completion of initial climb out and transfer to SAT TRACON, departures can expect to receive radar vectors to join their FP routing.

5.8. Final Monitor Approach (FMA)/Dual Simultaneous Independent Approach (SIA) Procedures. The FMA positions provide SIA services in accordance with FAAO 7110.65, JBSA-RND/SAT TRACON LOA, and facility guidance.

5.8.1. FMA will be open when there is 12 FTW flying and simultaneous instrument approaches are conducted to both runways or as staffing allows. FMA will remain open until HNG terminates IFR operations, when wing flying has been canceled, suspended, or terminated, and after coordination with SAT TRACON has been completed.

5.8.2. FMA monitors the No Transgression Zone and provides safety services and advisories as needed. If aircrew are penetrating the NTZ, expect non-violating aircraft to receive breakout instructions.

5.8.3. If required separation is lost, or anticipated to be lost, pilots who have not reported the Rwy in sight may be issued a safety alert and breakout instructions.

5.9. Opposite Direction Takeoffs and Landings.

5.9.1. IFR/IFR Arrival/Departure and IFR Arrival/IFR Arrival. Opposite direction IFR operations are only authorized at Randolph AFB for Flight Inspection and emergency aircraft.

5.9.2. VFR Same Runway Operations. Provided one or both aircraft are VFR ATC will ensure no aircraft turns base or proceeds closer than 4NM final before the preceding arrival has landed or departed and turned to avert conflict.

5.9.3. VFR Parallel Runway Operations. Provided one or both aircraft are VFR simultaneous opposite direction operations are authorized.

Chapter 6

EMERGENCY PROCEDURES

6.1. Operation of the Primary Crash Alarm System (PCAS) and Secondary Crash Net (SCN). These procedures apply for operations at JBSA-RND. SEQ RSU Controller will notify the SOF of incidents via the direct line, and ATC will activate the PCAS upon notification. Except for maintenance checks, the SCN will be activated whenever the PCAS is activated, and all available information will be passed verbatim. Agencies authorized on the PCAS are listed in **Table 6.1** Agencies authorized on the Secondary Crash Net are listed in Table. 6.2.

6.1.1. PCAS activation is required when.

6.1.1.1. An emergency or physiological incident is suspected or declared by the PIC, ATC, SOF or other competent authority.

6.1.1.2. An aircraft engages a barrier (other than planned engagement).

6.1.1.3. An aircraft has made a forced landing or is about to do so.

6.1.1.4. An aircrew has made an emergency egress or is about to do so.

6.1.1.5. The need for ground rescue of an aircrew appears likely.

6.1.1.6. Hot brakes are suspected or declared.

6.1.1.7. Aircraft hijacking is suspected or is in progress.

6.1.1.8. Any unauthorized aircraft movement (e.g., landing, taxiing, etc.) or suspicious activity is observed or reported.

6.1.1.9. An aircraft departs a Rwy or Twy surface.

6.1.1.10. Control tower evacuation.

6.1.1.11. Control tower duress.

6.1.1.12. A base disaster or exercise (as applicable).

6.1.1.13. NORDO aircraft unless a wing assigned aircraft, and it can be determined it has no additional problems and requires no assistance.

6.1.1.14. Other situations observed by ATC requiring the immediate attention of JBSA-RND authorities.

6.1.2. ATC will provide all available information when the PCAS is activated. If available, forward the following information as a minimum.

6.1.2.1. CALL SIGN and type aircraft.

6.1.2.2. Nature of the emergency and pilot’s intentions.

6.1.2.3. Tail number.

6.1.2.4. Fuel status.

6.1.2.5. Number of personnel on board.

6.1.2.6. Landing Rwy.

6.1.2.7. ETA.

6.1.2.8. Wind.

6.1.2.9. Other pertinent information (i.e., ordnance, hazardous cargo, suspected hydrazine leak, emergency power unit activation etc.).

6.1.3. ATC may pass additional pertinent information through the PCAS, Crash Net or directly to the affected agency.

6.1.4. If applicable, ATC will include location of crash/incident sites in the most easily understood terms or grid coordinates.

6.1.5. If there is any doubt that a given situation constitutes a potential or actual emergency, the PCAS will be activated.

6.1.6. The PCAS daily check will be initiated by both towers separately at approximately 0800L. SCN daily check will be initiated by AM immediately following the PCAS daily check. SCN back-up procedures will be checked monthly.

6.1.7. Following a PCAS activation, the SCN will be activated and all available information will be passed verbatim. If SCN circuit is inoperative, AM will use the alternate SCN conference circuit to notify each office. If both the SCN and alternate SCN are inoperative, AMOPS will call each agency directly.

Table 6.1. Agencies Authorized on PCAS.

ECC
AMOPS
559 MDG (Flight Surgeon)
HNG/RND Towers

Table 6.2. Agencies Authorized on SCN.

OFFICE	**FUNCTION**
ECC	FD / SFS
12 OSS/WX	Weather
902 CES/CEX	Emergency Management
559 AMDS/SGPF	Clinic
502 ABW/CP	Command Post
502 MSG/CEOFB	EMCS
12 FTW/CC	Wing Commander
12 OG/CC	Operations Group Commander
12 FTW/SEF	Flight Safety
12 MXG/MXOO	Maintenance Operations Control

6.2. Emergency Response Procedures. AMOPS will immediately respond to all IFEs/Ground Emergencies (GE) and hold short of the respective approach end of the intended landing Rwy for IFEs. AM does not respond to off base emergencies.

6.2.1. AMOPS will comply with ATC instructions and stand-by until a determination is made if a Foreign Object Damage (FOD) check is required. Certain IFEs may not pose a realistic FOD hazard and may not require a Rwy FOD check (e.g., emergency or minimum fuel, fuel system problems, electrical problems with instrumentation, pitot static problems, etc.). In these instances, SOFs may waive the FOD check requirements. However, waiving FOD checks should be the exception and to max extent possible AM will be allowed to complete a FOD check after any IFE. SOF may delay the FOD check to allow low fuel T-38/emergencies to land, but at no time will take-offs or touch-n-goes be allowed until the FOD check has been completed.

6.2.2. Emergencies such as catastrophic engine, landing gear, hydraulic, structural, brake system problems, known or suspected tire damage, and bird strikes require a FOD check immediately after the suspect aircraft lands unless the SOF elects to delay the check to preclude the creation of additional emergencies or unsafe situations.

6.2.3. Any time an emergency response vehicle enters the Rwy, a FOD check will be accomplished. AMOPS vehicles will not be positioned between any crash or rescue vehicles and the landing Rwy or GE.

6.2.4. If directed to accomplish a FOD check, AMOPS will respond expeditiously to complete the check and remain well clear of any and all other response vehicles. As a minimum, AMOPS will complete the FOD check from the approach end of the landing Rwy to the first available Twy past where the aircraft exited the Rwy, or to the nearest Twy that will allow AMOPS to exit the Rwy expeditiously.

6.2.5. Designation and responsibilities of the Incident Commander (IC). Senior Fire Officer (SFO) will normally be designated the IC. Depending on the nature and extent of the emergency, the SFO will maintain or relinquish the designation of IC and comply with the responsibilities identified in the JBSA Installation Emergency Management Plan (IEMP) 10-2. If a cordon and an ECP is established, the SFO must relay the ECP location to AMOPS by the most expeditious means possible to be passed over the SCN."

6.3. Evacuation Alarms. Evacuation alarms are installed at each LOC and GS site at JBSA-RND. In the event of an IFE, ATC will activate the evacuation alarm as necessary and leave in the on position until the emergency aircraft has landed and no longer poses a threat.

6.3.1. 12 OSS/OSM will coordinate evacuation alarm checks anytime they enter a shelter.

6.4. Emergency Jettison of External Stores. Aircraft requiring jettison of external stores will plan on using the area 6000' x 400' east of, adjacent to, and parallel to Rwy 15L/33R and jettison between the ILS GS antennas.

6.4.1. Jettison operations will be supervised and monitored by the SOF. The SOF, aircrew and ATC, shall visually confirm the jettison area is clear of all personnel. ATC shall issue wind information.

6.4.2. Emergency aircraft shall drop external stores after crossing the airfield boundaries (outside of the runway, but within the perimeter roads) and stop upon reaching midfield. Multiple passes may be necessary to jettison all stores. All passes will be flown at 500' AGL. **Note:** No live armament or ordinance will be dropped on JBSA-RND.

6.5. Fuel Dumping. Aircraft requesting fuel dumping will receive radar services, be instructed when to begin fuel dump, and be separated from other aircraft by SAT TRACON.

6.6. Hot Brake Area and Procedures. Aircraft with hot brakes will be parked on Twy A1/A6 or Twy G1/G6. The PIC will notify ATC of suspected hot brakes upon landing or taxiing and, if able, proceed to the Hot Brake Area.

6.7. Abandonment of Aircraft.

6.7.1. Controlled Bailout Area. The controlled bailout area is DHK104/23 DME (SAT 108/35 DME). Recommended altitude is IAW MDS specific tech order guidance and or in flight guide.

6.7.2. Location Notification. Crews should attempt to relay information on location as soon as possible.

6.7.3. Plotting Aircraft Coordinates. When ATC can approximately determine the location of the abandoned aircraft by plotting grid map coordinates from left to right then bottom to top. Using the overlay, determine the smaller grid in question and pass the information stating main grid followed by sub grid. **Note*:*** RND crash grid map is considered the master. 902 CES/CEX Emergency Management is the OPR, the Airfield Manager and Air Traffic Manager must review and sign any updates prior to implementation and will notify TERPS specialist of any changes/updates.

6.8. Personnel/Crash Locator Beacon Signal/ELT Response Procedures. HNG and Seguin RSU will notify RND ATC of any emergency signals received. RND ATC shall advise AM and SAT TRACON of received signals. AM shall notify MOC to attempt to locate the source of the signal. ATC shall notify AM when the signals are no longer received.

6.9. Hung Ordnance Procedures. In the event that an aircraft with hung ordnance lands at JBSA-RND, it will be parked on Twy A6 (preferred location) or Twy G6 pointed away from populated areas or heading 145 parallel to the Rwy. AM will immediately notify CP to request assistance from JBSA-Lackland Explosive Ordnance Disposal (EOD)/Munitions.

6.10. Wind Limitations on Control Towers. The wind limitation for both towers is 89 knots. ATC will evacuate facilities when the wind velocity reaches 50 knots.

6.11. Alternate Facilities Procedures. RND ATC tower is the alternate facility for HNG tower, and Hangover tower is the alternate facility for Randolph tower. Alternate facility procedures are established only for recovery of airborne wing aircraft as defined in the tower evacuation procedures defined in **Para 6.12**.

6.12. Evacuation of Airfield Operations (AO) Facilities.

6.12.1. Evacuation of ATC facilities. ATC facilities will be evacuated for bomb threat, fire, high winds, natural disaster, or as deemed necessary by ATC. If either facility becomes disabled or is evacuated during Wing flying, the remaining facility will commandeer the evacuating facility's frequencies, assume control of all air traffic, and implement Single Rwy Procedures (SRP). To the maximum extent possible, the evacuating facility will transfer aircraft under its control to the operational tower and activate the PCAS.

6.12.1.1. If either ATC facility evacuates when it is the only operational facility, time-permitting, they will broadcast their intentions on all available communications, proceed to the opposite facility, resume operations, and notify appropriate agencies.

6.12.1.2. If the evacuation is for high winds, ATC will notify SAT TRACON and AMOPS of the reason and where they will be located. AMOPS will issue appropriate NOTAMs. Every reasonable attempt should be made transfer control of air traffic to SAT TRACON and broadcast "*Tower is being evacuated due to high winds*" on all ATC frequencies.

6.12.1.3. When a decision to evacuate is made, ATC will proceed to a location as directed by the Controller-in-Charge (CIC). If departure from the facility is not possible, personnel will remain in the lowest, most enclosed portion of the facility.

6.12.1.4. At no time shall personal safety be jeopardized based on traffic, inability to make notifications, or indecisiveness.

6.12.1.5. Upon returning to the facility, ATC shall initiate opening checklists and account for all personnel. ATC shall immediately report facility damage, unaccounted personnel, or other operational disability to appropriate agencies. AMOPS will conduct checks to re-open the airfield, if required.

6.12.2. Evacuation of AMOPS. AMOPS will be evacuated for bomb threat, fire, or as deemed necessary by any on duty personnel. Activate the SCN and notify ATC. AMOPS will evacuate to HNG ATC (Building 55). The following actions will be taken.

6.12.2.1. If time permits, make notification of relocation action.

6.12.2.2. After relocating, AMOPS will contact all SCN agencies by phone or backup SCN and advise agencies that AMOPS and WX (if appropriate) have relocated.

6.12.3. Resuming operations at primary AO facilities.

6.12.3.1. In the event evacuation of any facility was made due to fire, bomb, or security threat, ATC and AMOPS will not return to any facility until authorized to do so by the On Scene Commander.

6.12.3.2. If an ATC evacuation was due to high wind, operations will not resume until surface wind velocity is less than 40 knots for at least 15 continuous minutes.

6.12.3.3. Facilities will be thoroughly inspected for damage. If there is reason to believe that the structure may be unsafe, normal operations will not normally be resumed until the structure has been evaluated by Civil Engineering (CE).

6.13. Single Runway Procedures (SRP). SRP is used when one of the active runways is NOT usable (temporary closure or suspension) and airborne aircraft must land on the opposite (usable) runway. When this occurs, normal pattern operations and departures are restricted/modified to prioritize full stop landings on the open runway and avoid additional emergencies or possible aircraft diverts. Both towers equally share responsibility for coordination and sequencing aircraft to the open Rwy. The following recovery procedures will apply for aircraft established in or entering the pattern and control transfer.

6.13.1. Recovery Procedures. Aircraft will recover either VFR to their respective patterns as normal ***or*** from an IFR approach to the open runway for a full stop landing (restricted or closed pattern). Aircraft recovering VFR can expect to fly the normal recovery/ground track to enter the pattern to initial and carry straight through each time unless requesting or directed to land. Transient arrivals will recover via IFR approach to the open runway for a full stop and Wing assigned aircraft will follow SRP in-flight guide procedures and carry the appropriate fuel.

6.13.1.1. Aircraft on initial will call fuel and fly straight through unless directed to break. If approved to break for landing, ALL breaks will be to the normal downwind of their respective pattern and NOT to the opposite runway.

6.13.1.2. Once aircraft complete their break and are established on the downwind, transfer of control to the tower with the open runway will be accomplished. This will normally occur on the downwind, but no later than base turn. **Note:** Any other landing requests (i.e. straight-ins) from aircraft established in the pattern may be coordinated between towers. However, these requests should only be used to accommodate in-flight emergencies or to avoid creating emergency/minimum fuel situations.

6.13.1.3. If the pattern is closed when the runway becomes unusable, the tower initiating SRP will coordinate climb outs or break outs as applicable for aircraft on final and transfer control to SAT for vectors to the open runway.

6.13.1.4. If both patterns are closed all aircraft will recover via an IFR approach to the open Rwy. **Note:** If required to enter the pattern via an IFR approach (15R/33L, T-6 restricted pattern ONLY), expect sequencing delays and a possible divert.

6.13.2. ATC will coordinate with the SOF to hold departures from the open runway until all aircraft who normally would have recovered to the closed runway have landed. In addition, all aircraft established in the pattern to the open runway will ***not*** conduct practice approaches. The only approaches/landings authorized during SRP are full stops to the open runway. ATC or the SOF may direct full-stop landings.

6.13.3. ATC will contact AMOPS to monitor aircraft crossing and road traffic at the south cross over to help ensure traffic stops for the aircraft if AMOPS manning permits.

6.13.4. AM must complete a check of the closed/suspended runway before SRP is terminated and resuming normal ops.

6.14. Flameout Procedures. Emergency flameout patterns will be as directed by SAT TRACON based on pilot request. Simulated Flameout Operations are not authorized at Randolph.

6.15. Unlawful Seizure of Aircraft. Response actions for hijack or theft attempts are outlined in the Integrated Defense Plan. ATC responsibilities are limited to immediately activating the PCAS, issuing current position information, and assisting the IC by forwarding updated information and relaying any orders or instructions.

6.16. Mishap and Incident Reporting Procedures. Use the 12 FTW incident reporting tool located on the Wing Safety SharePoint site, AF Form 457, *USAF Hazzard Report*, or AF Form 651, *Hazardous Air Traffic Report (HATR)*, as appropriate, for reportable incidents identified in DAFMAN 91-223, *Aviation Safety Investigations and Reports*, and DAFI 91-202, *The U.S. Air Force Mishap Prevention Program.*

6.16.1. Notification of a Mishap or Incident (HATR, Controlled Movement Area Violations (CMAV), etc) will be made to AETC/19AF/DOO IAW AFI 91-202 and AFMAN 13-204V2 within 24 hours. AF Form 651s and AF Form 457s will be submitted to Wing Safety within 24 hours. See the local Airfield Driving Instruction (DAFI 13-213 12FTWSUP) for more CMAV information and requirements.

6.16.2. AOF personnel will not release the names of individuals allegedly involved in an aircraft incident or accident to agencies outside US Air Force Channels. The AOF/CC is the custodian of all recorded records in the towers and AMOPS. The ATM and AFM will only release recorded data to the AOF/CC.

6.16.2.1. Randolph ATC is the primary custodian of the Digital Audio Legal Recording (DALR) and will approve when the DALR device is available to the Airfield Manager, Assistant Airfield Manager or Airfield Management Operations Manager.

6.16.2.1.1. All electronic recorded media (Digital Audio Legal Recorder) will be retained for 45 day IAW guidance in Air Force Records Information Management System (AFRIMS), AF Records Disposition Schedule, Table **13-06**, Rule 02.00, whichever is greater.

6.16.3. The CIC will accomplish the following tasks.

6.16.3.1. Remove controllers from position if they may have contributed to the mishap.

6.16.3.2. Coordinate with the opposite tower.

6.16.3.3. If the Rwy will be closed, complete checklist and implement SRP if appropriate.

6.16.3.4. Notify the ATM or AOF/CC.

6.16.3.5. Request an aircraft mishap local (Special) weather observation and advise 12 OSS/OSW to retain weather data.

6.16.3.6. Notify RMC and 12 OSS/OSM if USAF Air Traffic Control and Landing Systems (ATCALS) may have been involved.

6.16.3.7. Request AMOPS to initiate NOTAMs that pertain to the airfield or Class D as required.

6.16.3.8. Record information on AF Form 3616.

6.16.3.9. Collect and safeguard the following facility records.

6.16.3.9.1. AF Form 3616.

6.16.3.9.2. AF Form 3626, *Position Logs.*

6.16.3.9.3. Flight Progress Strips.

6.16.3.9.4. Weather Data.

6.16.3.10. Ensure DALR equipment secure.

6.16.3.11. Assist controllers to the maximum extent possible.

6.16.3.12. Brief all personnel not to release any information without the approval of the ATM or AOF/CC.

6.16.4. The LC and GC shall accomplish actions as directed by the CIC.

6.16.5. Flight Data (FD) will accomplish the following actions.

6.16.5.1. Activate the PCAS.

6.16.5.2. Activate the bailout alarm if necessary.

6.16.5.3. Notify the following if Rwy operations are suspended.

6.16.5.3.1. SAT TRACON.

6.16.5.3.2. AM.

6.16.5.3.3. Opposite tower.

6.16.6. Airfield Management will provide 5 copies of.

6.16.6.1. Events logs.

6.16.6.2. NOTAMS.

6.16.6.3. Airfield status (at time of incident).

6.16.6.4. Passenger Manifest (as required).

6.16.6.5. Airfield Inspection/Check Form.

Chapter 7

AIRFIELD VEHICLE/PEDESTRIAN OPERATIONS

7.1. Responsibilities/Authorizations. The airfield areas and associated ground areas are for official use only. The JBSA-RND airfield is a security Controlled Area. Seguin Auxiliary Airfield is not a Controlled Area but may become a temporary controlled area if aircraft remain on the ground. AM is designated primary responsibility for the Airfield Driving Instruction (ADI) and airfield Controlled Area for JBSA-RND and Seguin Auxiliary Field, refer to DAFI 13-213 12 FTWSUP. Access by personnel, vehicles, and mobile equipment is restricted to provide security for facilities and operations. Personnel not involved in normal duty activity on the airfield must coordinate with AM before proceeding onto the airfield. Visitors may be granted access to the airfield when escorted by a sponsor. Sponsors must coordinate all requests with AM to enter the airfield. Visitors are not authorized visitation into a temporary Restricted Area. AM does not provide escorts for the airfield controlled area nor the controlled movement area (CMA).

7.2. Airfield Driving Requirements. Only individuals required to maintain, protect or otherwise operate on the airfield, its facilities and aircraft may operate vehicles on the airfield, to include Seguin Aux Airfield with the exception of the area immediately adjacent to the Seguin fire station, all areas inside the Seguin fence line are considered part of the airfield. All additional requirements are outlined in DAFI 13-21312FTWSUP.

7.3. Agencies Authorized Privately Owned Vehicle (POV) Passes. Unit Commanders with a valid need to be on the RND or SEQ airfields are authorized passes for their POVs according to DAFI 13-213 12FTWSUP, provided these individuals have a valid AF Form 483. Other organizations and offices that have a valid need to be on the airfield and are authorized passes for their POVs include the 12 FTW/CV, 12 OSS/DO, AOF/CC, AM, Maintenance Supervisors, and select CE individuals as determined by the AFM, provided these individuals have a valid AF Form 483. POV permits are issued annually according to DAFI 13-213 12FTWSUP justification requirements. AM may issue temporary POV pass IAW DAFI 13-213 12 FTWSUP to personnel from any organization, provided a valid justification is provided and the driver has a valid AF Form 483. All POVs will have either a red (temporary) or blue (permanent) numbered "vehicle hat" prominently displayed on top of vehicle in conjunction with the permanent decal or temporary POV pass. The "vehicle hat" is linked with the decal/pass and vehicle and not to be used on other vehicles.

7.4. Airfield Driving Violations and Penalties. Outlined in DAFI 13-213 12FTWSUP.

7.5. Vehicle Traffic Procedures. Outlined in DAFI 13-213 12FTWSUP.

7.6. Vehicle Call Signs. Outlined in DAFI 13-213 12FTWSUP.

7.7. Procedures for Gaining Access to the CMA. Authorized vehicles and pedestrians will not enter the Rwys or overruns, cross VFR or instrument hold lines, or enter areas within 100′ of the Rwys or overruns, without two-way radio contact and approval from ATC/Tower or AMOPS (when ATC/Tower is not open). In the event of comm out, the alternate procedure will be used (call tower's land line). Notify the appropriate agency when exiting the Rwy or CMA. SEQ is an uncontrolled airfield, procedures to access the uncontrolled runway are outlined in DAFI 13-213, 12 FTW supplement.

7.7.1. Tower Net. Contact RND ATC or HNG ATC, as appropriate, for access to the CMA.

7.7.2. Contact AMOPS when tower is not open and CMA is not active for access to runway. Typically, this would be from 0600-0700, M-F. Normal airfield hours are 0700-1900, M-F. All other times, contact the Emergency Communications Center (ECC) at 652-5700. If unclear the airfield is open or closed, attempt to contact AM.

7.7.3. SEQ is an uncontrolled airfield, see DAFI 13-213 12FTWSUP for procedures to access the uncontrolled Rwy.

7.7.4. Radio Communications. Only vehicles in direct two-way communication (or escorted by a vehicle with appropriate two-way communications) into the Controlled Movement Area. Request to enter the CMA will include the Call Sign and location of requestor, along with stating the request being made (who requestor is, where requestor is, and what requestor is asking to do). ATC will verbally approve/disapprove the request following same pattern.

7.7.5. Base Ops and Tower Net. Personnel requesting access to the Rwy during other than published hours will first contact AMOPS via the Base Ops Net. Personnel requesting access to the CMA during published hours will contact ATC on the Tower Net.

7.7.6. Crash Net. ATC does not normally monitor the Crash Net unless the crash phone is activated for an IFE or GE. CE Crash/Rescue will contact ATC via landline to establish communications on the Crash Net in all other circumstances. Upon notification from CE Crash/Rescue, ATC will monitor the Crash Net until the operation is complete in their respective area.

7.8. Emergency Vehicle Operations.

7.8.1. Fire and Rescue**.** Crash/Rescue will respond as directed by the Senior Fire Officer (SFO) to all emergencies and physiological incidents.

7.8.1.1. If required to respond to the Randolph High School, emergency vehicles will request to cross the west Rwy from Twy Golf 4 to the emergency access road as soon as possible on initial contact. If applicable, HNG ATC will restrict aircraft 500’ above the Rwy. Under no circumstance shall crossing be accomplished without specific approval from ATC. All fire department vehicles will report off the Rwy.

7.8.2. Ambulance. Clinic will dispatch an ambulance manned by a flight surgeon and qualified corps personnel during 12 FTW mission flying. Responding ambulance/clinic vehicle will standby on the east or west ramp until the Incident Commander or SFO specifically request their presence on the runway; responding vehicle must still obtain ATC approval before entering the runway. After mission flying, CE Crash/Rescue will coordinate for contracted support as necessary.

7.8.3. Security Forces. SFS will dedicate appropriate personnel and standby for instructions from the incident commander. SFS will standby on the east or west ramp until the Incident Commander or SFO specifically requests their presence on the runway; responding vehicle must still obtain ATC approval before entering the runway.

7.8.4. Airfield Management. AMOPS will respond to all incidents/accidents on the airfield and will remain away from primary responders until the emergency is terminated. AMOPS will close/suspend operations on affected portions of the Rwy, as applicable, until the emergency is terminated. Upon completion of FOD check and after ensuring all vehicles/equipment are clear of the area, AMOPS will notify ATC when operations may be resumed.

7.8.5. Wing Safety (SE). SE's primary responsibilities are to observe the general situation from a risk assessment oversight perspective and to provide risk mitigation/mishap evidence preservation advice to the IC. SE vehicles will respond to all mishaps on the airfield and must obtain ATC approval prior to entering the CMA. SE will dedicate appropriate personnel to coordinate with and advise the IC regarding mishap/event situations. SE will normally standby near the SFO prior to the arrival of emergency aircraft. Upon arrival of the emergency aircraft, or if arriving after the mishap has occurred, SE will remain well clear of all emergency responders until the IC or SFO requests assistance. The responding vehicle must still obtain ATC approval before entering the runway.

7.8.6. Wing Aircraft Maintenance (MX). MX crash response vehicles will respond to aircraft incidents/accidents on the airfield and to IFEs that will shut down in lieu of taxiing back to parking. All MX crash response vehicles must have Tower Net communications capability and obtain ATC approval prior to entering the CMA. The responding vehicle must still obtain ATC approval before entering the runway.

7.9. Airfield Construction/Work Crew/Maintenance Restrictions/Cranes. Coordination must be made with AM and the TERPS office prior to beginning any construction/repairs on the airfield or in areas that could affect flying operations. Appropriate NOTAM, temporary waivers, and/or closures may be required. AM shall advise ATC of any personnel or equipment operating within the movement area. It is AM‘s responsibility to ensure personnel are properly educated and equipped with radios capable of contacting ATC. The AFM can delegate this responsibility to the base POC (i.e. CE, CS).

7.9.1. AFM will conduct and document an inspection with representatives from CE and SE, before and after completion of any airfield construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. Emphasis will be on "mission impact" of affected area(s) and necessary changes to the safety plan and the construction/temporary/permanent waiver. AM will maintain inspection and other construction documentation as long as the project is active, once the post inspection has been completed the documentation is no longer required.

7.9.2. AM and TERPS are required to review and sign off on all base Dig Permit request to ensure digging operations will not impact airfield operations.

7.9.3. All crane/high-boom operations on the Base Operating Support (BOS)-segment of base (landside areas only, between the east and west hangar-lines), over 50’ AGL, must request and have an approved crane permit in place before operations begin. Within any segment of the golf-course, all crane/high-boom operations higher than 25’ AGL must request and have an approved crane permit in place before operations begin, as well as any activity beyond the tree line of the golf course. On any other area outside of the designated BOS-area and within 7,500’ of any runway, ALL personnel, vehicle, and equipment presence; repair, maintenance, survey, or utility works; must be reported to AM to determine if a temporary or permanent waiver is required, if airfield driving qualification is required, and or to issue approval for the works to initiate without waiver and or with/without driver’s training. Within these parameters, AM and TERPS are required to review and sign off on all Crane Permit request to ensure crane/lift operations will not impact flight operations.

Chapter 8

FLIGHT PLANNING PROCEDURES

8.1. Flight Plan (FP) Coordination. AM shall receive all FPs and if not already done so by the pilot in command (PIC), input them into the FAA system, and notify ATC of all IFR and VFR FPs, except for TIMS stereo FPs. Wing FTS and tenant units will comply with this instruction, AFMAN 11-202V3 Mission Planning, AFMAN 13-204V2, and DoD FLIPs. The 306th FTG and 479th FTG are part of the 12th Wing and while at JBSA-RND may utilize the same filing procedures. Prior to taxiing AM will notify ATC on aircraft which have a flight plan on file (except for 12 FTW stereo routes) and AM will send departure message(s) as applicable to the aircraft's destination.

8.2. Flight Plan Filing Requirements. All aircraft departing Randolph airfield must have a valid flight plan on file.

8.2.1. 12 FTW assigned aircraft. Approved stereo FP must be used when they exist for a route of flight; do NOT manually file a route of flight matching an existing stereo route. Valid flight plans may be a hand delivered, or emailed on a DD 1801(FP), or an Electronic Flight Plan filed using ForeFlight (e-FP) in 1801 format (**Attachment 16**), or a stereo as shown in TIMS. All of FPs must be filed as defined in **Paragraph 8.3** ForeFlight e-FPs are not valid until reviewed by AM and passed to ATC as valid. The Airfield Operations Flight Commander may approve the use of other e-FP applications/sites should others provide comparable/consistent results. For stereos filed to land at another location, squadron SARMs will provide AM the call sign, landing destination and estimated time enroute.

8.2.2. Transient aircraft. Transient aircrews must be on a stop-over flight plan, file an original DD Form 1801 with Randolph Airfield Management or have filed a verifiable e-flight plan. Transient aircraft who e-file are responsible for maintaining the original flight plan. Flight plans filed by flight planning cells such as Special Air Missions (SAM), Med-Evac, etc. will be accepted, but AM will not modify these flight plans without planning cell approval.

8.3. Flight Plan Filing Procedures.

8.3.1. Electronic Flight Plans (e-FP) filed using the ForeFlight system must come directly from ForeFlight in 1801 format. AM manages FPs in accordance with DoD FLIP, General Planning. AM will accept and file FPs after reviewing for errors. All FPs will be corrected prior to filing. It is the PICs responsibility to confirm the flight plans correctness with AM, by calling the AMOPS desk at 210-652-2943 or 3417 before stepping. Failure to confirm AM has a correct e-FP could result in a delay in taxi authorization.

8.3.2. Wing and tenant flying units/pilots may file DD Form 1801, DOD International Flight Plan, via email or electronic filing (e.g. ForeFlight) from their units. Emailed FP will only be sent to "12OSS/Flightplans" address. The 306 FTG and 479 FTG are considered part of the wing and pilots while at JBSA-RND may utilize the same filing procedures stated above.

8.3.2.1. Wing FTS will file stereo FPs through their SARM using TIMS or using a DD Form 1801; the DD Form 1801 may be emailed or original may be hand delivered, but stereo FPs may not be filed using ForeFlight. However, ForeFlight can be used to "Notify" AM to file a stereo, example FALLS6 XC". By "Notify" vs "File", ForeFlight will email an 1801 to AM with the requested stereo listed in the "Route" block of the 1801. With this information, AM will then file the requested stereo. For other FPs, aircrews will hand deliver/email the DD Form 1801 to AM as Noted above. However, aircrews may use ForeFlight in lieu of emailing or providing an original DD Form 1801 to AM provided the procedures in **para 8.3.3** below are followed. When using TIMS as the electronic delivery method, the unit SARM or scheduler will.

8.3.2.1.1. Ensure all flight plans are input into TIMS by close of business (1700L) the day prior. Each leg of a flight plan must be a separate TIMS entry.

8.3.2.1.2. Call in all changes to AO once all applicable updates have been made in TIMS.

8.3.2.1.3. Make changes to the following.

8.3.2.1.3.1. Unit and line number.

8.3.2.1.3.2. Original call sign/time/profile.

8.3.2.1.3.3. New information entered into TIMS and uncheck the "FP Done" column.

8.3.2.1.3.4. Enters in TIMS the aircraft tail number for the assigned mission.

8.3.2.1.4. Ensure flight plan includes entry and exit times for all flights entering/exiting MTRs.

8.3.2.1.5. Identify the flight plan for 2/4 ships (formation flights) on each line.

8.3.2.1.6. Maintain, on file, all flight plans IAW Table & Rule: T 13-07 R 03.00 (AFWEBRIMS).

8.3.2.1.7. Call with all cancellations.

8.3.2.2. Airfield Ops personnel will.

8.3.2.2.1. Use TIMS to input daily stereo flight plans into the Aeronautical Information System Replacement system. For 435th and 560th stereo FPs, the return times will always be 40 minutes from takeoff.

8.3.2.2.2. Place a checkmark in "flight plan done" column.

8.3.2.2.3. Contact the squadron's SARM if there are any questions on flight plans.

8.3.2.2.4. After SARMs enters the tail number in TIMS, AM will enter the tail number on the corresponding DD Form 1801.

8.3.2.3. Back-up Procedures if TIMS, or other electronic delivery, is not available.

8.3.2.3.1. SARMS will email and confirm receipt of Randolph Form 56, *stereo Log,* to 12 OSS/Flightplans org box (**12oss.osaa@us.af.mil**). SARMS may also call AM direct to pass stereo request and/or changes.

8.3.2.3.2. Airfield Ops will enter stereo flight plans received via RND Form 56 into the FAA system.

8.3.3. Electronic FPs must fulfill the same requirements as FPs filed in person. Randolph assigned flying units may scan and email DD Form 1801 to 12 OSS/Flightplans org box (**12oss.osaa@us.af.mil**); DD Form 1801s received by AM in this manner will constitute the "original flight plan" and will be properly filed by AM IAW RDS 13-07 Rule 3.00. In lieu of providing an original or emailed FP to AM to input into the FAA system, PIC may use Electronic Flight Bags (EFB) via the ForeFlight system to input the e-FP themselves provided the following procedures are followed.

8.3.3.1. Aircrew will attempt to ensure AM receive the e-FP at least 30 minutes prior to proposed departure time but it must be received prior to engine start and validated by AM before the aircraft is authorized to taxi. This e-FP must come directly from ForeFlight. Pilots must export the ForeFlight e-FP in DD Form 1801 format for it to be considered an "original flight plan". The aircrew must send the e-FP (via ForeFlight filing or email) to 12 OSS/Flightplans org box (**12oss.osaa@us.af.mil**). Aircrew have the option to receive notification to their individual email account by adding a comma, space and additional email address within the ForeFlight email field (ex: **12oss.osaa@us.af.mil**, **joepilot@gmail.com**). The e-FP sent to AM must contain all the required information necessary to process the flight plan, i.e. Type Acft, Call Sign, tail number, aircraft equipment, proposed departure date/z-time, valid route of flight, estimated time enroute, required Item 18, aircrew names, and any requested services at the destination. ForeFlight cannot be used to file stereo FPs. However, ForeFlight can be used to "Notify" AM to file a stereo, example FALLS6 XC". By "Notify" vs "File", ForeFlight will email an 1801 to AM with the requested stereo listed in the "Route" block of the 1801. With this information, AM will then file the requested stereo.

8.3.3.2. Once AM receives e-FP from ForeFlight, the e-FP (DD Form 1801 format) will constitute the "original flight plan". AM will process this original e-FP following established procedures to notify tower, send departure message(s), implement flight following, etc. AM will print the e-FP and administratively file it in the same manner as an original DD Form 1801 FP. In the event the "12OSS/Flightplans" email address is inoperative, FPs must be filed in person using normal FP filing procedures.

8.3.3.3. AM will pass ForeFlight e-FPs to ATC in the same manner as a DD Form 1801s. If ATC has not received notification from AM of an e-FP the aircraft will not be authorized to taxi until AM is queried and validates the aircraft has a valid FP on file with AM. ATC will not authorize aircraft movement until the status of the e-FP is determined.

8.3.4. FPs/e-FPs will normally be filed at least 30 minutes prior to proposed departure time. IFR FPs/e-FPs filed less than 30 minutes prior may result in clearance being delayed.

8.3.5. Routing may include coded/stereo tags identified in the ZHU/SAT/RND LOA that exist as part of stereo FPs approved for JBSA-RND.

8.3.6. FPs/e-FPs can be amended via any means as long as AM personnel verify an original flight plan clearance was filed and accepted.

8.3.7. Aircraft tail numbers shall be entered for all FP. However, aircrews do not know their assigned tail number until they step to the aircraft. Once the crew steps, SARMs will enter the tail number in TIMS and AM will enter the tail number on the DD Form 1801.

8.3.8. The PIC shall ensure an aircrew member confirms with AM the FP/e-FP was filed/received, before stepping to the aircraft (see para **8.3.1 and 8.3.3.2** confirmation procedures). Failure to do so could result in a delay in taxi authorization.

8.3.9. In the event of an aircraft related mishap, the original FP, crew list and passenger manifests, as applicable, shall be handled according to JBSA Plan 91-204, *Mishap Response Pan for Safety Investigations.*

8.3.10. In the event electronic filing method is not available in the unit and/or "12OSS/Flightplans" address is inoperative, FPs must be filed in person using normal filing procedures.

8.4. Flight Plan Monitoring. All aircraft departing JBSA-RND must have an AM validated FP on file (IFR or VFR). FPs can be in the form of a DD Form 1801(FP), e-FP in 1801 format (See **Attachment 16**), or a stereo.

8.4.1. To ensure departing aircraft have a FP/e-FP on file, AM will notify ATC of outbound FP/e-FP, not applicable to Stereo FP.

8.4.2. 12 FTW unit TIMS stereos shall be validated through the respective SOF. When no SOF is present, ATC will validate 12 FTW unit TIMS stereos with AM.

8.4.3. If a FP, e-FP has not been verified with ATC as indicated above, ATC will query AM to validate authorization for aircraft movement. Stereo FP may be verified by AM or the SOF. ATC will not authorize aircraft movement until the status of the FP, e-FP, or stereo is determined. AM must validate transient aircraft e-FPs before ATC allows the aircraft to taxi.

8.4.4. 12 FTW units are responsible for all flight following actions for aircraft using TIMS stereo flight plans. SOFs will enter departure and arrival times in TIMS for aircraft on stereo routes. A TIMS stereo aircraft is considered overdue when it has failed to arrive back at RND 30 minutes after its estimated time of arrival. If overdue, the SOF attempts to establish communications or location to verify status. If the SOF can't establish contact or verify status, AM will be notified to start further overdue aircraft actions IAW AFI 13-202 and 502 ABW Search and Rescue Plan. In the absence of a SOF, squadron SARMs personnel and/or the squadron operations desk will assume responsibility for flight following.

Chapter 9

MISCELLANEOUS PROCEDURES

9.1. Airfield Operations Board Membership. The JBSA-RND AOB provides a forum for discussing, updating and tracking various activities in support of the Randolph AFB flying mission. See **Table 9.1** for the AOB member composition.

Table 9.1. AOB Member Composition.

12 FTW/CC or CV	12 OSS/CC	415 FLTF	502 SFG/CC
12 FTW/SEF	12 OSS/OSA Staff	99 FTS	502 CS
12 OG/CC	12 OSS/OSAS	435 FTS	502 CEG
12 OG/OGV	12 OSS/OSW	559 FTS	12 MX
FAA SAT TRACON	12 OSS/OSM	560 FTS	502 Command Post

9.1.1. AOB Schedule and Agenda. The AOB will normally meet in the month immediately following the quarter. The AOB chairperson may adjust this schedule or call additional meetings. The following agenda items in **Tables 9.2 thru Table 9.5** will be reviewed annually and included in the AOB. However, if an item is reviewed out of cycle due to changes or updates, that review, will be reported as the annual review. Additional publications may be added for review as they are introduced/created.

9.1.2. AOB Meeting Minutes. Upon completion of the quarterly AOB, 12 OSS/OSA will draft minutes for the Chairperson's signature. Signing authority has been delegated to the 12 OG/CC. Minutes are to be distributed for members within 20 business days of meeting.

Table 9.2. First Quarter.

JANUARY	FEBRUARY	MARCH
Annual Review of Local Aircraft Priorities	JBSA Mishap Response Plan 91-204	12 FTW 32-4001 HUREVAC Plan
JBSA Installation Emergency Management Plan (IEMP) 10-2	Stereo Flight Plans LOA	Annual Review of Airfield Waivers
Annual Airspace Review	OSAT 31-101, Facility Security	JBSA Air Show/Open House Plan 10-1004/Great TX Airshow Plan

Table 9.3. Second Quarter.

APRIL	MAY	JUNE
Semi Annual Review of MACA	Annual Review of Alternate Facilities Procedures	RND/SAT/ZHU/AUS/LOA
Facility Checklist	RND/SAT LOA	SCN LOA
AM NOTAM LOAs and AISR Procedures	12 FTWI 13-204, Airfield Operations	Annual Review of Airfield Certification/Safety Inspection

Table 9.4. Third Quarter.

JULY	AUGUST	SEPTEMBER
Annual Review of Terminal Instrument Procedures (TERPS)	DAFI 13-213 12 FTW SUP, *Airfield Driving Program*	Annual Review of Air Installation Compatible Use Zone (AICUZ) (Optional)
Annual Review of Aircraft Parking Plan	JBSA Bird/Wildlife Aircraft Strike Hazard (BASH) Plan 91-212	JBSA Search and Rescue (SAR) Plan

Table 9.5. Fourth Quarter.

OCTOBER	NOVEMBER	DECEMBER
OSAA and OSAT TOIs 36-1	OSAA OI AM 13-204	OSAT OI ATC 13-204
Semi-Annual Review of MACA program	JBSA 31-145, Anti-Terrorism Plan	JBSA Integrated Defense Plan vol 1&2

9.2. NOTAM Procedures. Airfield Management is the primary NOTAM transmission agency and will accomplish NOTAM action IAW AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System*, and document actions on AF Form 3616, *Daily Record of Facility Operation*. AM will notify ATC of all NOTAMs that affect aerodrome operations and the ATC area of jurisdiction by telephone. RND ATC is designated the primary NOTAM monitoring facility. ATC will verify NOTAMs prior to airfield opening by accessing the NOTAM web site **https://www.notams.jcs.mil/dinsQueryWeb/** or **https://www.notams.jcs.mil/dinsQueryWeb/**. Additional support agencies, Airfield Driving Program Managers, Flying units, etc., are automatically notified by NOTAM Manager.

9.3. Flight Information Publication (FLIP) Accounts, Procedures for Requesting Changes. AM is the wing account manager who approves, issues, and distributes products and requests NGA FLIP related products and associated items to wing agencies. Agencies order requirements through AM according to AFI 11-201, Flight Information Publication, and National Geospatial-Intelligence Agency (NGA) Catalog of Maps, Charts, and Related Products. All entities will maximize implementation of digital FLIPs, via the available DVD, and via self-service download on the NGA website (**https://aeronautical.nga.mil/flip**). All paper FLIP must be limited to essential use or the table of allowance. ***Note: 12 FTW Flying units have transitioned to digital products, but if paper product is required, please contact AM FLIP Manager.***

9.3.1. Requests for changes to FLIPs will be forwarded to the AM, instrument procedural changes should be forwarded to TERPS and changes to Special Use Airspace and published training routes should be routed to 12 OSS/OSAS (Airspace Manager).

9.3.2. FTS may establish independent accounts with NGA through the AM. Once established with NGA, FTS will create an Automatic Distribution (AD) of requirements IAW Basis of Distribution Table located in NGA catalog. Product requirements not on the AD, or one-time orders, will be submitted in coordination with the AM.

9.3.3. Agencies receiving AD products will revalidate requirements when requested by the AM. Quantities are established using NGA ordering criteria, published requirements and mission objectives. Units will request changes between review cycles in writing to the AM.

9.3.4. FTS establish requirements needed to maintain and issue FLIP IAW Basis of Distribution Table located in NGA catalog. AM does not maintain or supply FLIP for issue to local aircrews.

9.3.5. Academic training units, as well as FTS, may utilize digital FLIP; or may obtain outdated FLIP products for training purposes by submitting a written request to the AFM. All parties obtaining outdated publications will ensure those products are marked as Out of Date and For Training Use Only. ATC shall not use any out-of-date products.

9.4. Waivers to Airfield/Airspace Criteria. All Base Operating Support/Infrastructure (BOS/I) agents, program and project managers, and contracting representatives must advance coordinate ANY project-works, above or outside of the KRND BOS BRL exemption area, within 7,500 feet of any KRND runway. AM will consult with terminal procedures and determine if a temporary or permanent waiver is necessary. In many cases, FAA notification may be required.

9.4.1. All requests for Airfield and Airspace waivers will be coordinated with 12 OSS/OSA, 12 OSS/OSAT, and 12 OSS/OSAA prior to submission. 502 CES/CENP will provide a copy of all approved waivers to 12 OSS/OSAA. 12 OSS/OSAA will maintain a file copy of all approved waivers.

9.4.1.1. Any construction which violates any airfield criteria must have a Temporary Construction Waiver approved by the installation commander prior to the start of construction. 502 CE/CENP is the POC for writing and processing waivers.

9.4.2. The 12 OSS/OSAS (Airspace Manager) is responsible for all waiver requests and FLIP changes for Special Use Airspace/Airspace for Special Use and Aerial Events (e.g. Air Shows, Fly-bys, MOAs, etc.).

9.4.3. Number and Status of Permanent/Temporary Waivers will be reported in the Airfield Operations Board Minutes quarterly.

9.5. Prior Permission Required (PPR), Aircraft Landing Authorization Number (ALAN), and Civil Aircraft Landing Permit Procedures (CALP).

9.5.1. JBSA-RND requires the PIC landing at the airfield to request prior permission before filing. PPR numbers will only be issued by AM. As part of the PPR process, AM will assign where the transient aircraft will be parked by call sign and IAW the size limitations listed in **Table 2.2** The parking location will not be changed without prior AM coordination and approval. EXCEPTIONS: Aircraft carrying a Distinguished Visitor Code 5 or higher or aircraft experiencing an emergency. Aero Medical Evacuation (AIREVAC) or Special Air Mission (SAM) are also exempt from OBO/PPR restrictions, but are required to obtain a PPR number for tracking and notification.

9.5.1.1. Unless an emergency exists, ATC will not issue a landing clearance to aircraft unless a PPR number is issued by AM or approval is received from AM. Civil aircraft without a PPR will not be allowed to land except for a declared IFE. AM will pass inbound and outbound information to ATC for all transient aircraft.

9.5.1.2. With the exception of use as an IFR alternate or as a destination for Special Air Missions (SAM) or Special Air Resource aircraft carrying Code 5 or higher persons, all PIC must obtain a PPR number.

9.5.1.3. AM personnel will provide digital access to the PPR log and will coordinate via telephone when new PPRs are scheduled or existing PPRs are changed.

9.5.2. Use of JBSA-RND & SEQ airfields by civil aircraft will be IAW AFI 10-1001.

9.5.2.1. IAW AFI 10-1001, the Installation Commander has authority to approve/disapprove civil aircraft landing permits (CALP) and/or for expeditious handling of short notice request, to approve/disapprove one-time flights that are in the best interest of the U.S. Govt. at airfields for which they hold oversight responsibilities. The Installation Commander is the individual with responsibility for airfield operations. Normally, the Flying Wing or Operations Group Commander is responsible for all airfield flight activities. IAW JBSA Maintenance Operations Agreement, this authority will be performed by the Air Force Mission Commander, not the Joint Base Commander. The 12th Operations Group Commander is the 12 FTW designated representative to exercise all required actions for CALP, one-time landing approvals, and Civil Fly-In's. The 12th Operations Group Commander will notify the 12th Flying Training Wing Commander of all approved CALPs.

9.5.2.2. IAW AFI 10-1001, the Installation Commander or a designated representative will identify an unauthorized landing as either an emergency landing, an inadvertent landing, or an intentional unauthorized landing. The 12th Operations Group Commander is the designated representative to exercise all required actions for unauthorized landings; this includes wavering/not wavering unauthorized landing fees, parking/storage fees, etc.

9.5.2.3. IAW AFI 10-1001, the Airfield Manager is the designated representative for aircraft operators must contact to obtain a PPR, for final civil aircraft landing approval at least 24 hours before arrival, and to assign the CALP numbers.

9.5.3. IAW AFI 10-1801, when a request for Foreign Government Aircraft to land at a military installation, the Installation Commander determines the availability of the installation to accommodate the request listed on the Aircraft Landing Authorization Number (ALAN) package provided by the Department of State or HAF. The Installation Commander is the individual with responsibility for airfield operations. Normally, the Flying Wing or Operations Group Commander is responsible for all airfield flight activities. IAW JBSA Maintenance Operations Agreement, this authority will be performed by the Air Force Mission Commander, not the Joint Base Commander. The 12th Operations Group Commander is the 12 FTW designated representative to exercise all required actions for ALAN missions. The 12th Group Commander will notify the 12th Flying Training Wing Commander of all approved ALAN missions. AMOPS will issue PPR based on ALAN message.

9.6. Arriving Air Evacuation (AirEvac) Notification and Response Procedures. ATC shall notify AM of any unscheduled inbound AirEvac aircraft ASAP after learning of the operation. ATC shall provide AM a 15-mile call for all AirEvac arrivals. Upon PIC request – as passed by ATC or directly via Pilot-to-Dispatch (PTD) – AM shall coordinate rescue protection standby with Fire and Emergency Services. AM shall notify ECC of any proposed AirEvac departures requesting Fire and Emergency Services standby.

9.7. Unscheduled/Unauthorized Aircraft Arrivals.

9.7.1. Military aircraft arriving at JBSA-RND without prior notification (no PPR) from AMOPS are considered Flight Plan Not Open (FPNO). Workload permitting, ATC shall assist

AMOPS to authenticate the aircraft and determine disposition. AM will need aircraft type, call sign, point of departure, home stations, and intentions; or to contact Pilot-to-Dispatch (PTD). Unless an emergency dictates otherwise, AMOPS must authorize the arrival before ATC can issue a landing clearance. Aircraft that cannot be rapidly authenticated will not be issued a landing clearance.

9.7.2. Civilian Aircraft landing at Randolph or SEQ without prior notification from AMOPS are unauthorized. Unless an emergency exists, ATC will not issue a landing clearance. If an aircraft lands without approval ATC will activate the PCAS and attempt to hold the aircraft in place after exiting the runway. The 12th Operations Group Commander is the 12 FTW designated representative to exercise all required actions IAW AFI 10-1001 for unauthorized civil aircraft landings. The Airfield Manager will coordinate with base agencies for the determination, assessment, collection, and disposition of appropriate civil aircraft landing, parking, and storage fees and ensure appropriate actions are accomplished in the event of an unauthorized civil aircraft landing. **Note:** SEQ RCS will notify RND SOF immediately. RND SOF will inform RND ATC.

9.8. Distinguished Visitor Notification Procedures. AMOPS will notify ATC, CP, TA, and if requested, the appropriate protocol office, DV Vehicle Dispatch and SFS of inbound and outbound aircraft carrying DVs.

9.8.1. DV Aircraft will normally park on rows 14 or 15 as assigned by AMOPS. The parking spot will not be changed without prior AMOPS coordination and approval.

9.8.2. When initially notified of an inbound DV aircraft, (through a departure message, PTD, etc.), AMOPS will notify ATC and TA of the DV aircraft's parking location, row, and spot.

9.8.3. Workload permitting, ATC will provide AM with a single 15 NM inbound notification as well as aircraft landing information; AM will pass along this information by call sign to TA.

9.9. Dangerous/Hazardous Cargo. Aircraft with dangerous/hazardous cargo are not authorized at Randolph unless it is an emergency situation. In emergencies see **Attachment 2** for locations.

9.10. Wear of Hats. The wearing of hats is not authorized on the airfield with the following exceptions.

9.10.1. Situations requiring Protocol and/or Honor Guard presence for O-6 and above movements.

9.10.2. Maintenance and other Flightline Personnel. The wearing of hats is not authorized within 10' of aircraft. If worn on the airfield, beyond 10' of aircraft, the hat must be tethered.

9.10.3. Aircrews are authorized to wear issue winter hats during cold weather. T-38 and T-6 aircrews will ensure all hats are removed and properly stowed prior to engine start.

9.10.4. Construction Personnel. The wearing of hardhats in construction areas is authorized. Additionally, other types of hats (baseball caps, straw hats, etc.) may be worn in construction areas by personnel (AM, Contracting, CE) overseeing construction activities. All hats must be tethered or otherwise secured to prevent hats becoming wind-blown debris hazards.

9.11. Local Aircraft Priorities. Local priorities are not intended to be applied so stringently as to impose undue delay or inefficiency of operation on any one aircraft. T-38s normally have priority over T-1s due to fuel limitations.

Table 9.6. JBSA-RND ATC Local Aircraft Priorities.

1. Emergency
2. Minimum Fuel
3. NORDO
4. Blue Streak
5. Instrument Approaches
6. Controlled Departure Times
7. Flight Examination (Check Rides)
8. T-38 Operations
9. Local Stereo Departures
10. All other Operations
Note: Local in-flight guides may add VFR pattern breakout priorities used by Wing assigned pilots to aid pattern training. **Note:** Per the AFMAN 11-202V3, "minimum fuel" indicates that an aircraft's fuel supply has reached a state where, upon reaching the destination, it can accept little or no delay. This is not an emergency situation but merely an advisory that indicates an emergency situation is possible should any undue delay occur. A minimum fuel advisory does not necessarily imply a need for traffic priority. Common sense and good judgment will determine the extent of assistance to be given in minimum fuel situations. If, at any time, the remaining usable fuel supply suggests the need for traffic priority to ensure a safe landing, the pilot should declare an emergency and report fuel remaining in minutes. ATC shall recognize the fuel critical nature of Wing aircraft and apply the guidance in this directive accordingly. The spirit of this guidance is to prevent an unnecessary emergency by affording an aircraft in a minimum fuel state the appropriate priority.

9.11.1. Blue Streak Procedures. Blue Streak procedures will be used for all Code 5 DVs and above.

9.11.1.1. AM will notify ATC of the Blue Streak call sign and proposed departure/arrival time ASAP. ATC shall notify the SOF of Blue Streak aircraft estimated arrival or proposed departure. Weather permitting, aircraft should normally be broken out or sent around to prevent Blue Streak delays.

9.11.1.2. When Blue Streak calls for taxi, ATC will immediately request a departure release from SAT TRACON. ATC will assume that the aircraft is ready for departure when it reaches the departure Rwy.

9.11.1.3. For Blue Streak arrivals, takeoff clearances should not normally be issued after Blue Streak aircraft reach 10 flying miles to land. Taxiing aircraft will be directed to give way to Blue Streak aircraft.

9.12. Lost Communications Instructions.

9.12.1. Single ship NORDO aircraft will comply with DoD *Flight Information Handbook* procedures. Additional aircrew procedures are published in the appropriate MDS In-flight guides. T-6 aircraft during mission flying will land Rwy 15R/33L. T-38/T-1 aircraft during mission flying will land Rwy 15L/33R. During non-mission flying hours, aircraft will land Rwy 15L/33R, unless alternate facility procedures are in effect in which case aircraft will land Rwy 15R/33L.

9.12.2. ATC will issue landing clearance and airfield information on tower and guard frequencies. ATC will also accompany landing clearance with the appropriate light gun signal.

9.13. Airfield Tobacco Use Policy. Tobacco usage is not authorized on JBSA-RND and SEQ airfields. Definition of Tobacco can be found in AFI 48-104, Chapter 1.

9.14. Civilian Aircraft Operations. Authorization for civil aircraft to land will be verified with AM and IAW AFI 10-1001. Civil aircraft are authorized to make practice approaches terminating in a low approach only consistent with the mission requirements of the Wing. Civilian aircraft declaring in-flight emergencies will be afforded all possible assistance, including landing and crash/rescue support.

9.15. Civil Use of Military ATCALS. The DME portion of the JBSA-RND VORTAC (CH70) is a part of the National Airspace System and is available for civil use. The JBSA-RND tower will inform SAT TRACON if it is out of service.

9.16. Weather Dissemination and Coordination Procedures. 12 OSS/OSA will maintain a Cooperative Weather Watch (CWW) program with 12 OSS/OSW (Weather). 12 OSS/OSW Supervisor provides and documents limited observer training for ATC personnel. All controllers during indoctrination training are required to complete limited observer training and have it documented on the AF Form 3622, *Air Traffic Control/Weather Certification and Rating Record*, in their training records. CWW is especially important for the HNG, as it is beyond the observing scope of the official observing point. As ATC personnel provide input to the weather station, 12 OSS/OSW will evaluate the information and may either encode and disseminate a new observation based on the report, or may include the information in a scheduled observation. Conditions observed may be different from what is observed at the weather station and the observation may contain the differing data.

9.16.1. Hazardous/Severe Weather Notification Procedures and Lightning Response. AM/ATC will follow notification procedures in this section and comply with procedures outlined in *JBSA Installation Emergency Management Plan (IEMP) 10-2* and *JBSA Severe Weather Plan*.

9.17. Bird/Wildlife Control. Local BASH program guidelines will be adhered to as outlined in JBSA 91-212, *Bird-Aircraft Strike Hazard Plan*.

9.18. Bird Aircraft Strike Hazard (BASH)/Bird Watch Conditions (BWC). Locally established bird watch conditions are outlined in the JBSA 91-212, BASH. Due to high volume of bird activity near Randolph, flight leads will minimize close formation in the pattern.

9.18.1. During wing flying the SOF will declare the BWC for their respective locations. The CIC will recommend BWC to the acting SOF, if there is not a SOF in their respective tower. CICs will work together with the AFM to determine the BWC all other times.

9.18.1.1. BWC Moderate. Minimize patterns to make the sortie effective. Formations will be limited to 2-ship route in the pattern (2+2 is permitted). BWC Moderate will also have one of the caveats below.

9.18.1.1.1. No Formation Takeoffs and/or Approaches. Bird activity at the approach end or departure end of the runway preventing safe operations. The SOF may approve formation takeoffs and/or approaches based on observed breaks in bird activity.

9.18.1.1.2. Full Stop/Depart Only. Bird activity is of such severity or locations that no patterns are permitted. Aircrew will be sequenced to depart the pattern or full stop.

9.18.1.2. BWC Severe. Takeoffs are prohibited unless approved by the OG/CC. SOFs may approve full-stop landings. Aircrews should anticipate single-runway operations and/or the potential to divert.

9.18.2. Controllers will disseminate bird watch or alert conditions on initial contact to arriving and departing aircraft and as necessary to aircraft operating in the local patterns. A statement containing the BWC will be included on all ATIS broadcasts. ATIS broadcasts and initial notification of BWC should be accompanied by a brief description of location and type of activity (i.e., soaring birds, perch point at pattern altitude).

9.18.3. Bat Procedures. Bat Procedures are IAW the latest version of the Joint Base San Antonio 91-212 Plan. A large bat cave exists approximately 11 NM northwest of JBSA-Randolph (near the centerline of Runway 15L). See FLIP AP-1 and Joint Base San Antonio 91-212 Plan for specific bat procedures.

9.18.3.1. In addition to restrictions contained in FLIP AP-1, the following restrictions apply to all 12 FTW aircraft from 1 June to 15 July: All aircraft will be limited to one approach to a full stop during the period starting one hour prior to one hour after official sunset. During this period, no takeoffs are allowed without OG/CC approval.

9.18.4. West Rwy Operation Procedures. During the months of June to August, or as directed by the 12 OG/CC in coordination with 12 FTW/SE, T-38s can expect to depart from the west Rwy in the mornings.

9.18.4.1. To mitigate bird strike potential due to migratory bird patterns near sunrise, T-38 takeoffs before 0900L will be planned from the West runway. Anticipate one approach to a full stop on the East runway during this period, based on observed bird activity.

9.18.4.2. Aircraft taxiing to the West runway should expect clearance from Hangover Ground, not Randolph Ground. When taxiing to the West runway, auto-switch to Hangover Ground midway across the South ramp on taxiway Delta. Aircrew should expect sequencing delays going to and from the West runway.

9.18.4.3. T-1 aircraft may continue to operate from the East runway.

9.18.4.4. Randolph SOF has final authority on when to launch or hold aircraft on the East side based on observed conditions and other contributing factors. Randolph and Hangover

SOFs should coordinate with the 12 FTW BASH team for assistance in making real-time estimates of bird activity/risk at 210-652-2224.

9.18.4.5. When manning allows, AMOPS will assist with blocking traffic on "Crossover" Rd to the max extent possible to allow the free movement of aircraft transitioning between the east and west airfields.

9.19. Supervisor of Flying (SOF) Operating from the Tower. SOFs will normally be in the control tower prior to making decisions that affect air traffic control operations.

9.19.1. ATC CICs will ensure proper coordination with SOFs is conducted to ensure the safe operation of the control tower. The CIC will inform SOF of equipment outages affecting the SOF console or other equipment as necessary. CICs will ensure controllers assist the SOF in whatever way possible as a secondary duty. SOFs will coordinate all requests through the CIC.

9.19.2. The SOF must not perform ATC functions or transmit ATC instructions or clearances to an aircraft unless the instructions are required to prevent a mishap. When advice is extremely technical, or when the SOF feels that relay of information by the controller could cause an unacceptable delay, the SOF coordinates use of the frequency with the facility CIC and transmits directly to the affected aircraft.

9.19.3. Unless time critical, the SOF will coordinate with the CIC prior to transmitting on Guard. The CIC will coordinate with opposite facility prior to the SOF transmitting on Guard. **Note**: Per FAAO 7110.65, a person who commandeers an ATC frequency assumes responsibility for separation of aircraft.

9.20. Taking of Photographs. Photographing exterior of RND aircraft is authorized with AMOPS notifications prior to taking photos. Photography of non RND aircraft is expressly prohibited without consent and guidance of PIC. Visitors are not to photograph any cockpit without express consent of the PIC.

9.20.1. Photographs are not authorized in or around established restricted areas when aircraft are present.

9.20.2. Aerial Photography inside the Class D, over JBSA-RND must be coordinated and approved by Chief, Airfield Operations.

9.21. Pilot/Controller Communications. Aircraft will communicate on UHF to the maximum extent possible when in contact with ATC. Pilots will acknowledge all ATC clearances and control instructions.

9.22. Weather Smooth Flow (WSF) Operations. In the event there is no SIA capability, WSF operations will be activated when one or both of JBSA-RND patterns are restricted (overhead or straight-in) or closed, requiring a recovery via an IFR approach. During WSF operations the volume of 12 FTW aircraft operating from JBSA-RND will be reduced to provide an orderly recovery sequence. The CIC will notify the SOF of WSF restrictions from SAT TRACON per the LOA.

9.22.1. Implementation of WSF requires that both SOFs coordinate with each other and individual squadron's Operations Supervisor. FTS will reduce total sorties per launch period using **Table 9.7** below.

Table 9.7. Aircraft Take-off Rates.

AIRCRAFT	AIRCRAFT PER HOUR
T-6	12
T-38	10
T-1	N/A Due to Nature of Mission

9.22.2. Aircraft sorties cancelled due to implementation of WSF are permanently lost even if pattern status improves. If WSF occurs after a launch period has begun, the remaining sorties will launch at the established rate in **Table 9.7** SAT TRACON will only allow race tracks and reruns on a traffic volume permitting basis.

9.23. Weather Recall Procedures. The SOF initiates weather recall procedures. In the event of a weather recall, ATC will transmit JBSA-RND (T-6, T-1, T-38, etc) weather recall in progress on LC and GC frequencies and notify SAT TRACON. All approaches will terminate in full-stop landings unless otherwise approved by the SOF. If a divert is expected after receiving a weather recall, aircrew will contact SOF with call sign, fuel on board, and intentions.

9.24. Small Unmanned Aerial Vehicles (sUAS). The Chief, Airfield Operations (12 OSS/OSA) is the focal point for all sUAS requests within RND and SEQ Aux Airfield Airspace. Per AF and JBSA guidance, the 502 ABW/CC is the approval authority with the concurrence of the 12 FTW/CC and 12 OG/CC for any sUAS flights on RND or SEQ Aux Airfields.

9.24.1. The organization/individual requesting permission to operate a sUAS within the base fenceline must coordinate request through 502 ABW prior to contacting 12 OSS/OSA. 12 OSS/OSA will coordinate sUAS flights with air traffic control and 12 FTW flying units. No sUAS flights can be conducted without the approval/coordination of 12 OSS/OSA and further restrictions may be placed on operations based on the 12 FTW flying mission. The Tower CiC may terminate sUAS flights base on mission impact and flight safety concerns.

9.24.2. All operations whether FAR Part 107 (Commercial Pilot) or FAR Part 91 (Recreational Pilot) require airspace authorization to operate within the RND/SEQ airspace, and must comply with coordination requirements contained in their approval. Individuals requesting permission to operate a sUAS within RND and SEQ airspace should contact JBSA-RND at 210-652-7827(sUAS) or at **Randolph.uas@us.af.mil**, ideally 48-hrs but no less than 24 hrs prior to planned flights. The operator will need to provide, at a minimum: name of operator/pilot-in-command, contact number, email address, type of sUAS, location of planned flight, requested operating altitude, and planned time of flight. 12 OSS/OSA will provide the operator any restrictions. A NOTAM will be published and/or ATIS broadcast if deemed necessary by 12 OSS/OSA or the Air Traffic Manager.

9.24.3. It should be noted that based on the FAA approved sUAS grid map, there may be non-conflicting sUAS operations below RND aircraft during normal wing operating hours.

9.24.4. When the Chief, Airfield Operations is unavailable, the Airspace Manager, Terminal Instrument Procedure Specialist, or Air Traffic Manager will coordinate sUAS operations within the RND/SEQ airspace.

9.24.5. Any unauthorized sUAS reported (pilot or ground observed) during wing flying will be responded to in accordance with established FAA and local procedures. ATC does not respond to detected sUAS operations from the DeTect Merlin Avian Radar system.

9.25. Night Vision Device (NVD) Operations. RND currently has no NVD procedures. Based on future T-7 operations, RND will add these procedure as necessary.

9.26. Aero Club Operations. RND does not have an active aero club.

Chapter 10

MALFUNCTIONS/INTERRUPTIONS OF AIR TRAFFIC CONTROL AND LANDING SYSTEMS (ATCALS) AND COMMUNICATIONS EQUIPMENT

10.1. Procedures and Coordination. This Chapter establishes reporting, coordination, and maintenance response procedures concerning ATCALS and communications equipment operated and maintained by 12 OSS/OSM.

10.2. Responsibilities.

10.2.1. The AOF/CC must obtain prior approval from the 12 OG/CC and advise individual flying squadrons prior to authorizing the release of NAVAIDs outside the PMI window.

10.2.2. Randolph Tower (RND) shall.

10.2.2.1. Monitor all NAVAIDs using the RCSU. Check and verify all RND equipment outages daily by contacting RAWS at 652-5608 between 0800L-0830L, Mon-Fri.

10.2.2.2. Report malfunctions and obtains work order numbers from 12 OSS/OSM for RND equipment and all NAVAIDs maintained by the 12 OSS.

10.2.2.3. For systems that require further troubleshooting local RAWS will coord with RMC, DSN: 884-8651, Commercial: (405) 734-8651, Secondary: Commercial: (405) 593-5656, then will update status with12 OSS/OSAT.

10.2.2.4. When NAVAID outages/limitations occur, the following agencies or individuals will be notified by RND: SAT, HNG, AM, SOF, and the ATM, or AOF/CC (ATM or AOF/CC will notify the 12 OSS/CC and/or 12 OSS/DO). When the NAVAID is returned to service, notification procedures remain the same. **Note**: The order in which notifications are made may vary depending on the NAVAID outage and extent to which the mission is affected.

10.2.2.5. Do not release a NAVAID without AOF/CC approval.

10.2.2.6. RND Controller-in-Charge or ATM may defer reporting outages of non-mission critical equipment (e.g. not required to accomplish the mission due to alternate equipment/procedures) outside of normal duty hours (Mon-Fri) until the next duty day.

10.2.2.7. Document and track all equipment outages on an AF Form 3624. Document and track all NAVAID outages on an AF Form 3624 and AF Form 3616.

10.2.2.8. Only the RND CIC may authorize a closure of a job.

10.2.3. Hangover Tower shall.

10.2.3.1. Check and verify all HNG equipment daily.

10.2.3.2. Contact RAWS at 652-5608 concerning all HNG equipment coordination.

10.2.3.3. Verify open HNG equipment outages daily between 0800L-0830L, Mon-Fri.

10.2.3.4. Report malfunctions and obtain work order numbers from RAWS for HNG equipment maintained by the 12 OSS/OSM.

10.2.3.5. The HNG Controller-in-Charge or ATM may defer reporting outages of non-mission critical equipment (e.g. not required to accomplish the mission due to alternate equipment/procedures) outside of normal duty hours (Mon-Fri) until the next duty day.

10.2.3.6. Notify RND of reported NAVAID malfunctions.

10.2.3.7. Only the HNG CIC may authorize a closure of a job.

10.2.4. Airfield Management Operations shall.

10.2.4.1. Issue NOTAMs as required. If estimated completion date is unknown, the length of the NOTAM should not exceed 48 hours. Update as required.

10.2.4.2. Advise RND and HNG of NOTAM actions.

10.2.5. The 12 OSS/OSM maintenance personnel shall.

10.2.5.1. Coordinate and obtain approval from the Airfield Operations Flight Chief at least 24 hours in advance for scheduled maintenance outside the published PMI times.

10.2.5.2. Coordinate and obtain approval from the RND CIC prior to removing NAVAIDs equipment for maintenance.

10.2.5.3. Conduct Preventive Maintenance Inspections (PMIs) in accordance with the PMI schedules as defined in **para 10.4**.

10.2.5.4. Remove the "Identification" feature when NAVAID equipment is released to them, unless required for a temporary check of the feature. Equipment will not be placed in "hot check". The status of the equipment is either working, or out of service.

10.2.5.5. Ensure work area around equipment in the tower or at AMOPS is returned the condition it was found in.

10.2.5.6. Not perform any work that affects the signal of a NAVAID unless the facility is formally shut down.

10.2.5.7. Not remove the VORTAC and TACAN from service simultaneously.

10.2.5.8. Return all NAVAIDs to service at least 30 minutes prior to opening the airfield.

10.3. Response Actions.

10.3.1. 12 OSS/OSM will either directly or telephonically respond to outages within 15 minutes during normal wing flying.

10.3.2. After-hours response. in the event maintenance personnel must be contacted after hours or on weekends, the CIC shall determine if response is required or if it can be deferred. The CIC will then call the after-hour's point of contact, (210) 218-7145, who will assign a work order and respond.

10.3.3. During non-wing flying or night flying, after-hours response procedures shall be used.

10.4. No-NOTAM Preventive Maintenance IAW Attachment 18.

TAYLOR T. FERRELL, Colonel, USAF
Commander, 12th Flying Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management,* 3 January 2019

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

DAFI 13-213, *Airfield Driving,* 4 Feb 2020

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AFI 91-202, *US Air Force Mishap Prevention Program,* 11 March 2020

AFMAN 11-202V3, *General Flight Rules,* 22 Oct 2012

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AFMAN 13-204V1, Management of *Airfield Operations,* 21 July 2020

AFMAN 13-204V2, *Airfield Management,* 21 July 2020

AFMAN 13-204V3, *Air Traffic Control,* 25 April 2024

DAFMAN 13-204V4, *Radar, Airfield, and Weather System,* 12 May 2024

AFMAN 11-218, *Aircraft Operations and Movement on the Ground,* 5 April 2019

DAFMAN 91-223, *Aviation Safety Investigations and Reports,* 20 September 2022

Prescribed Forms

None

Adopted Forms

AF Form 457, *USAF Hazard Report*

AF Form 483, *Certificate of Competency*

AF Form 651, *Hazardous Air Traffic Report (HATR)*

AF Form 3616, *Daily Record of Facility Operation*

AF Form 3622 (PA), *Air Traffic Control/Weather Certification and Rating Record (LRA)*

DD Form 1801, *DoD International Flight Plan*

Abbreviations and Acronyms

AAS—Aircraft Arresting Systems

AAFM—Assistant Airfield Manager

ABW—Air Base Wing

ACC—Air Combat Command

AD—Automatic Distribution

ADPM—Airfield Driving Program Manager

AETC—Air Education and Training Command

AFB—Air Force Base

AFMC—Air Force Materiel Command

AFRES—Air Force Reserve

AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment

AHC—Aircraft Handling Characteristics

AICUZ—Air Installation Compatible Use Zone

AIREVAC—Air Evacuation Aircraft

ALS—Approach Light System

ALSF—1—High Intensity ALS Category 1 configuration with sequenced flashers

AFM—Airfield Manager

AFRIMS—Air Force Records Information Management System

AM—Airfield Management

AMOPS—Airfield Management Operations

ANG—Air National Guard

AO—Airfield Operations

AOB—Airfield Operations Board

AOCI—Airfield Operations Compliance Inspection

AOF—Airfield Operations Flight

AOF/CC—Airfield Operations Flight Chief

AOI—Airfield Operating Instruction

AOSE—Airfield Operation Standardization Evaluation

APU—Auxiliary Power Unit

ARTCC—Air Route Traffic Control Center

ASAP—As soon as possible

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information Service

ATM—Air Traffic Manager

BASH—Bird Aircraft Strike Hazard

BOS—Base Operating Support

BOS/I—Base Operating Support/Infrastructure

BRS—Basic Radar Service

BWC—Bird Watch Condition

CASS—Compress Air Starting System

CD—Clearance Delivery

CDT—Controlled Departure Time

CES—Civil Engineering Squadron

CIC—Controller-in-Charge

COMSEC—Communications Security

CPI—Crash Position Indicator

CS—Communications Squadron

CWW—Cooperative Weather Watch

DALR—Digital Audio Legal Recording

DFO—Daily Flight Order

DNIC—Duties Not Including Controlling

DoD—Department of Defense

DV—Distinguished Visitor

EAL—Entry Access List

ECC—Emergency Communication Center

ECP—Entry Control Point

EFB—Electronic Flight Bag(s)

ELP—Emergency Landing Procedure

EMCS—Energy Management Control Center

EPU—Emergency Power Unit

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

FAA—Federal Aviation Administration

FAAO—Federal Aviation Administration Order

FAF—Final Approach Fix

FAR—Federal Aviation Regulation

FAX—Facsimile (machine)

FCF—Functional Check Flights

FD—Flight Data

FLIP—Flight Information Publication

FOD—Foreign Object Damage

FMA or FM—Final Monitor

FP—Flight Plan

FPNO—Flight Plan Not Open

FTS—Flying Training Squadron

FTW—Flying Training Wing

FW—Fighter Wing

GC—Ground Control

GE—Ground Emergency

GS—Glideslope

HATR—Hazardous Air Traffic Report

HIRL—High Intensity Rwy Light

HNG—Hangover Tower

HR—Hazard Report

IAW—In Accordance With

IC—Incident Commander

IFE—In-flight Emergency

IFR—Instrument Flight Rule

ILS—Instrument Landing System

JBSA-RND—Joint Base San Antonio Randolph

KIAS—Knots indicated airspeed

LAN—Local Area Network

LC—Local Control

LMR—Land Mobile Radio

LOA—Letter of Agreement

LOC—Localizer

MACA—Mid-Air Collision Avoidance

MDA—Minimum Descent Altitude

METNAV—Meteorological and Navigation Maintenance

Mission—Flying Training by Wing Aircraft

MOA—Military Operations Areas

MOC—Maintenance Operations Center

MSL—Mean Sea Level

NAVAID—Navigational Aid

NGA—National Geospatial-Intelligence Agency

NLT—Not Later Than

NM—Nautical Mile

NORDO—No Radio

NOTAM—Notice to Airmen

NTFS—New Tactical Forecast System

NVD—Night Vision Device

OBO—Official Business Only

OHOP—Out of Hours Operation

OPLAN—Operational Plan

P/D—VFR Pattern Delay

PAPI—Precision Approach Path Indicator

PC—Personal Computer

PCAS—Primary Crash Alert System

PCN—Pavement Classification Number

PCS—Permanent Change of Station

PIC—Pilot in Command

PIREP—Pilot Weather Report

PLB—Personal Locator Beacon

PMI—Preventive Maintenance Inspection

PMSV—Pilot to Meteorological Services

PO—Project Officer

POC—Point of Contact

POFZ—Precision Obstacle Free Zone

POL—Petroleum, Oils, and Lubricants

PPR—Prior Permission Required

PTD—Pilot to Dispatch

RAWS—Radar Airfield & Weather Systems

RCS—Rwy Control Structure

RCSU—Remote Control Status Unit

RDS—Records Disposition Schedule

REIL—Rwy End Identifier Lights

RMC—Regional Maintenance Centers

RMP—Radar Monitor Position

RND—Randolph Tower

RSRS—Reduced Same Rwy Separation

RSC—Rwy Surface Condition

RSU—Rwy Supervisory Unit

Rwy—Rwy

SAM—Special Air Mission

SAPD—San Antonio Police Department

SAT—San Antonio International (Airfield)

SC—Senior Controller

SCN—Secondary Crash Net

SEI—Special Experience Identifier

SIA—(Dual) Simultaneous Independent Approach

SFL—Sequenced Flashing Lights

SFO—Senior Fire Official

SFS—Security Forces Squadron

SID—Standard Instrument Departure

SOF—Supervisor of Flying

SRP—Single Rwy Procedures

STARS—Standard Terminal Automation Replacement System

SSILS—Solid State Instrument Landing System

sUAS—Small Unmanned Aerial System

TA—Transient Alert

TACAN—Tactical Air Navigation

TDZE—Touchdown Zone Elevation

TRACON—Terminal Radar Approach Control

Twy—Taxiway

UMD—Unit Manpower Document

VCO—Vehicle Control Officer

VFR—Visual Flight Rules

VORTAC—Very High Frequency (VHF) omnidirectional range (VOR) beacon and a tactical air navigation system (TACAN) beacon combined

WSF—Weather Smooth Flow

WX—Randolph Air Force Base Weather Station

ZHU—Houston ARTCC, Controller, Supervisor

Office Symbols

12 FTW/CC—12th Flying Training Wing/Commander

12 FTW/CV—12th Flying Training Wing/Deputy Commander

12 FTW/MX—12th Flying Training Wing/Maintenance

12 FTW—12th Flying Training Wing

12 FTWSEF—12th Flying Training Wing/Flight Safety

12 MXG/MXOO—12th Maintenance Group/Maintenance Operations Control

12 OG/CC—12th Operations Group/Commander

12 OG/OGV—12th Operations Group/Standardizations and Evaluations

12 OSS AOF/CC—12th Operations Support Squadron/Chief, Airfield Operations Flight

12 OSS/CC—12th Operations Support Squadron/Commander

12 OSS/DO—12th Operations Support Squadron/Director of Operations

12 OSS/OSA—12th Operations Support Squadron/Airfield Operations Flight

12 OSS/OSAA—12th Operations Support Squadron/Airfield Management Operations

12 OSS/OSAS—12th Operations Support Squadron/Airspace Management

12 OSS/OSM—12th Operations Support Squadron/Radar Airfield and Weather Systems

12 OSS/WX—12th Operations Support Squadron/Weather

502 ABW/CC—502 Air Base Wing/Commander

502 ABW/CP—502 Air Base Wing/Command Post

502 AMDS/SGPF—502 Aeromedical Squadron/Flight Medicine Clinic

502 CES/CENP—502 Civil Engineer Squadron/Community Planer

502 CES/CEOFE—502 Civil Engineer Squadron/Exterior Lighting

502 CES/CEOFP—502 Civil Engineer Squadron/Emergency Management Control System

502 MSG/CEOFB—502 Mission Support Group/Emergency Management Control System

502 SFG/CC—502 Security Forces Group/Commander

902 CES/CEX—902 Civil Engineer Squadron/Emergency Management

Terms

Airfield—A defined area of land intended to be used either wholly or in part for the arrival, departure, and movement of aircraft; this area includes the imaginary surfaces of runways, taxiways and controlled areas, but may exclude areas listed as "exemptions" built under a previous standard. For Seguin Auxiliary Airfield, all areas inside the fence line are considered airfield except the area immediately adjacent to the fire station.

Air Traffic Control (ATC)—Randolph ATC to include Randolph (RND) and Hangover (HNG) Air Traffic Control Towers, Control Tower Watch Supervisor (WS), Controller in Charge (CIC) Senior Controller (SC), Controller, Local Control (LC), Ground Control (GC), Flight Data (FD), Final Monitor (FMA or FM), 12th Operations Support Squadron/Airfield Operations Flight (12 OSS/OSA), and AOF/CC. ATC shall be inclusive of all ATC facilities and functions at Randolph AFB, RND ATC shall only include Randolph tower and personnel (RND ATC is considered the primary ATC facility), and HNG ATC shall only include HNG tower and personnel.

Airfield Management (AM)—Randolph AFB, Airfield Manager (AFM), or a designated representative from AM, 12 OSS/OSA, Assistant Airfield Manager (AAFM), and 12 OSS/OSAA.

Airfield Operations Flight Chief (AOF/CC)—Airfield Operations Flight Chief, 12 OSS/OSA, responsible for Randolph Air Traffic Control (ATC), Terminal Instrument Procedures (TERPS), Airspace and Airfield Management (AM). The AOF is responsible for administration and enforcement of the provisions in this instruction.

Aircraft Landing Authorization Number (ALAN)—Issued by Department of State or HAF to authorize foreign governmental aircraft use of USAF airfields.

Authorized Vehicle—An approved government, civilian or commercial contractor's vehicle, authorized to operate on the airfield by AM.

Civil Aircraft—Any United States or foreign-registered aircraft owned by non-Governmental entities, and foreign Government-owned aircraft operated for commercial purposes.

Civil Aircraft Landing Permit (CALP)—A license which, when validated by an Air Force approving authority, authorized the civil aircraft owner or operator to use Air Force Airfields.

Ground Emergency (GE)—An incident occurring on the aerodrome, which presents a clear and present danger to an aircrew, aircraft, ground maintenance personnel, or any other aircraft support equipment or facility.

In-Flight Emergency (IFE)—An in-flight malfunction or problem which makes safe continuation of the flight uncertain or which presents a clear and present danger to the aircrew or aircraft.

Installation Commander—The individual with responsibility for airfield operations. Normally, the flying wing or operations group commander that is responsible for all airfield flight activities.

Local Aircraft—Aircraft assigned to and operated by 12 FTW and aircraft flown by the 415 FLTF using the LEXUS call sign.

Operational Clearance—Valid authority to operate an aircraft granted by appropriate clearance authority under AFMAN 11-202V3, *General Flight Rules*, and based on a flight plan (FP) filed by a pilot with AM and passed to ATC. An Operational Clearance shall be commonly referred to as a Flight Plan (FP).

Physiological Incident—A physiological condition of the aircrew or passengers, which requires termination of the flight and requires the assistance of medical personnel.

Precision Free Obstacle Zone (POFZ)—An area that must clear of all traffic (aircraft or vehicles) when aircraft on an ILS approach is within 2 miles of the Rwy and the weather is below 300' ceiling or visibility is less than 3/4SM.

Sequential Closed—Aircraft will pull closed in sequence.

San Antonio International (SAT)—San Antonio International Airfield, Federal Aviation Administration (FAA).

TRACON—San Antonio Terminal Radar Approach Control (TRACON), Federal Aviation Administration (FAA).

Unauthorized Aircraft Movement—Aircraft movement without valid FP (Operational Clearance), or notice/approval of operation for maintenance and specific approval from an authorized ATC agency for any movement.

Wing—12th Flying Training Wing, including all Wing assigned aircraft and personnel.

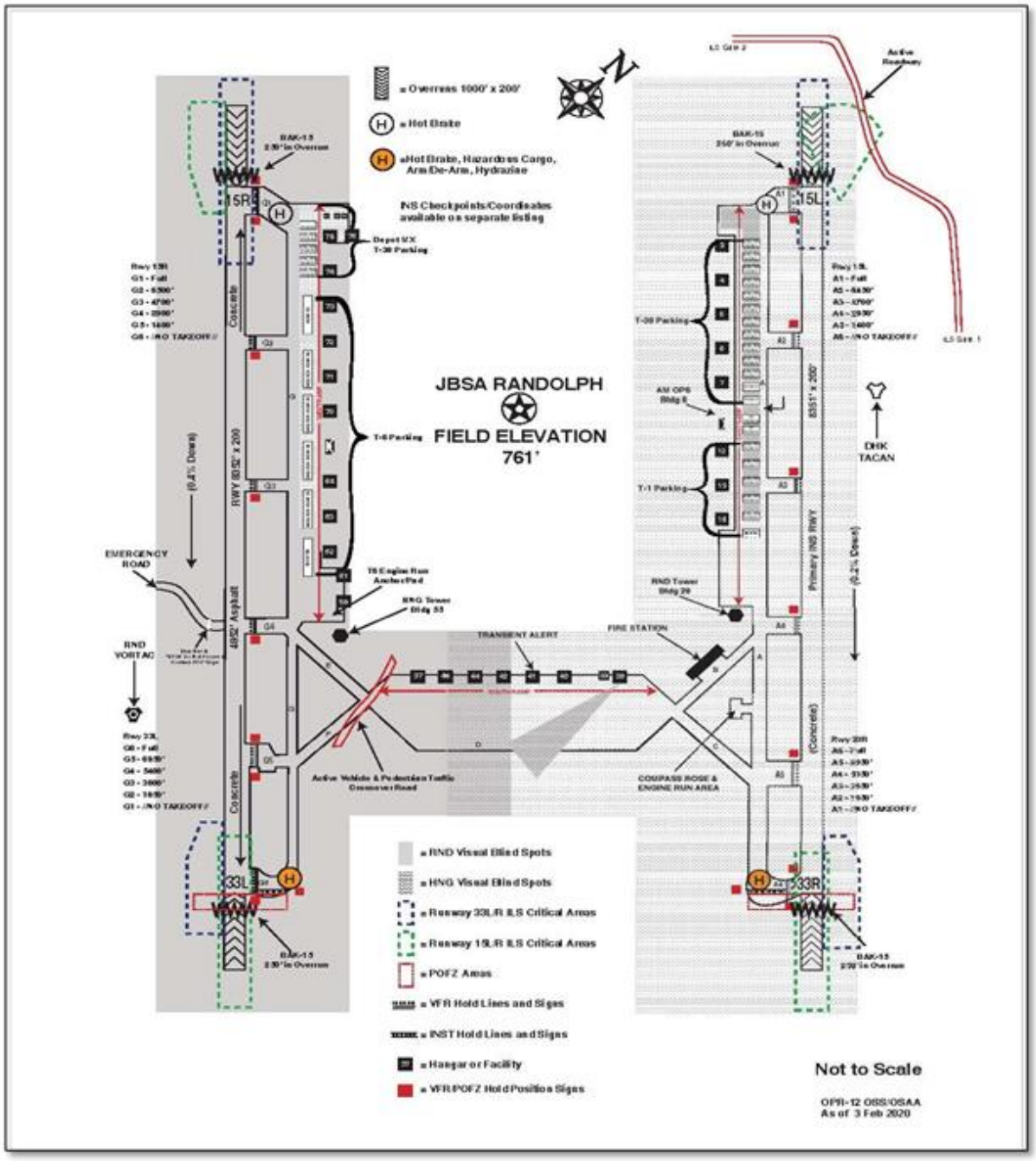
Wing Flying—For the purpose of ATC staffing Wing flying for HNG is normally any period where a SOF is on duty in HNG tower. Wing flying for RND is normally any period where a SOF is on duty in RND tower. During Wing flying, when manning allows, Watch Supervisor concept will be maintained. However, FD and GC (RND & HNG) will normally be combined until 0800L and after 1600L based on manning constraints and traffic conditions. During periods of stand-by or other non-wing flying periods positions may be combined (SC) to allow completion of official duties if individual(s) may be recalled within a reasonable timeframe.

With Chase—An approach made by a formation flight where one aircraft will perform a go-around and the other aircraft will complete either a touch-and-go or full stop.

Attachment 2

RANDOLPH AIRFIELD DIAGRAM

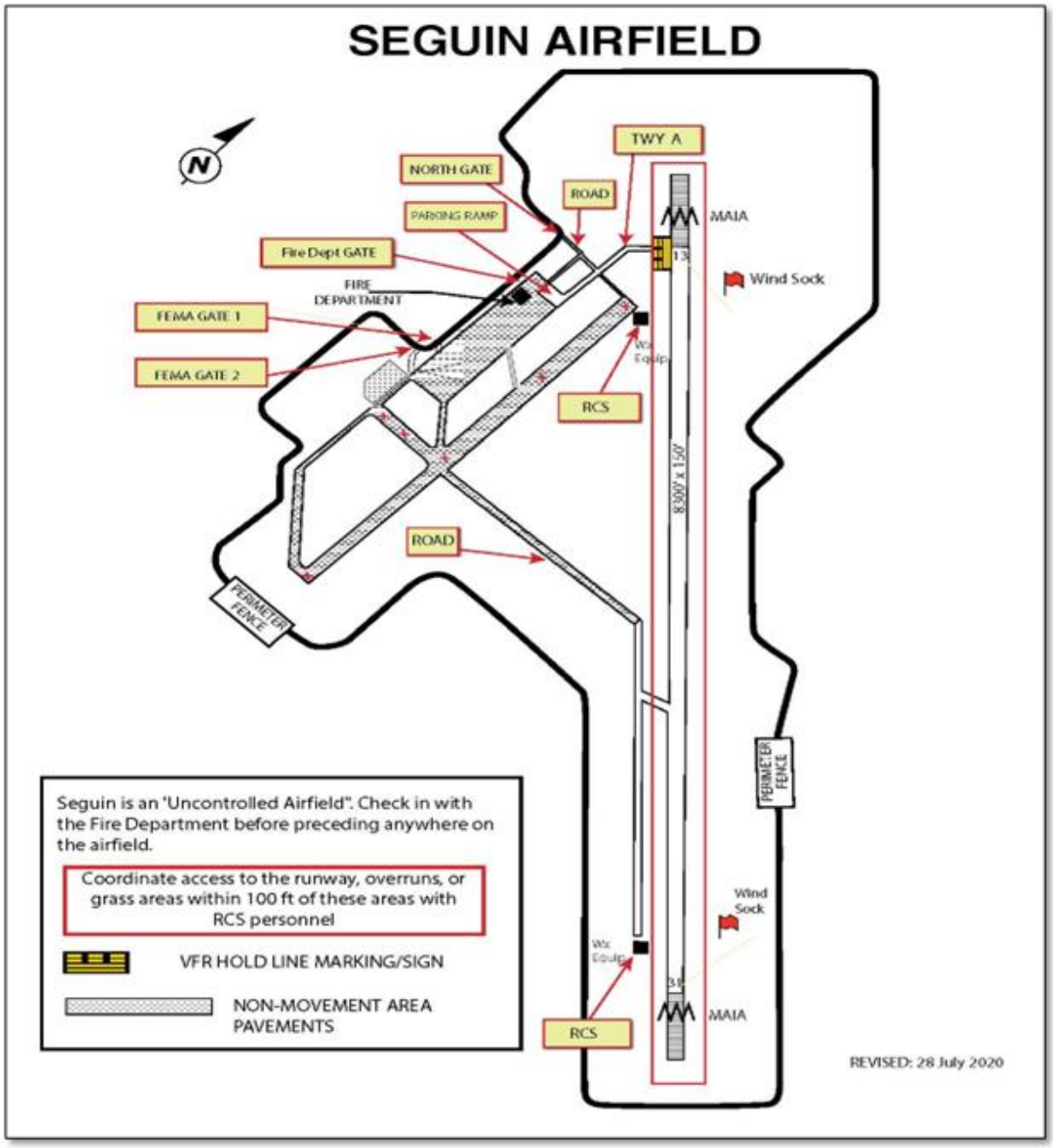
Figure A2.1. Randolph Airfield Diagram.



Attachment 3

SEGUIN AIRFIELD DIAGRAM

Figure A3.1. Seguin Airfield Diagram.



Attachment 4

AIRFIELD RESTRICTIONS.

A4.1. Airfield Restrictions. Controlling Obstruction, object closest to the Twy. Taxi restrictions, Twy B from 0700-0900, when FD has its vehicles parked between the stations and Twy B and restricted to aircraft with wingspans 44’ or less. Additionally, there are obstructions within Twy clear zone which may warrant A/C advisement. **Note**: Airfield Management will coordinate specific taxi instructions/routes for Heavy/Wide body Aircraft. Contact AM for specific routing guidance. For specific Aircraft Wingspan Information not listed, contact Airfield Management.

Table A4.1. Airfield Restrictions.

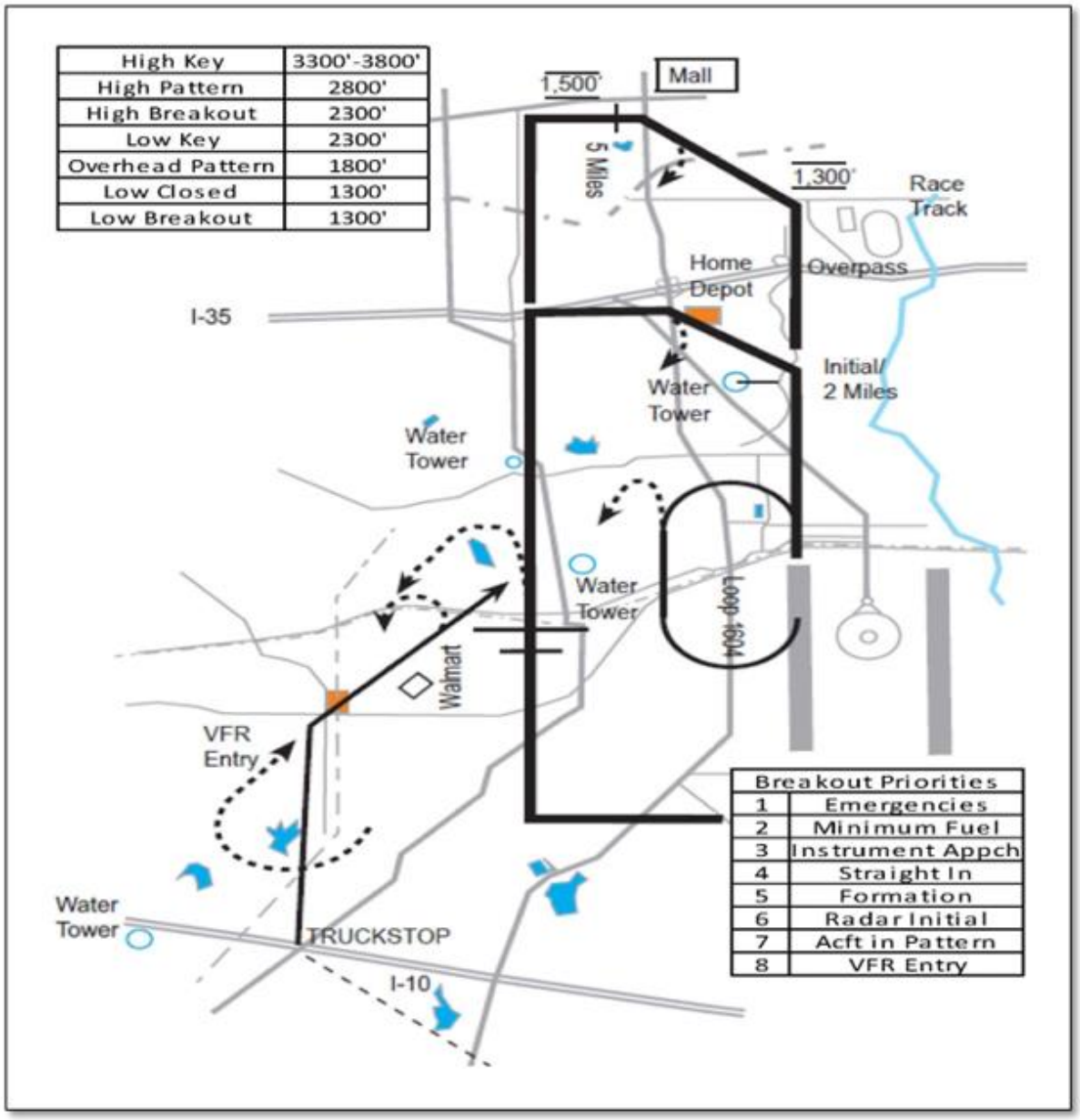
Taxiway	**Obstruction**	**Acft Wing Span No restriction**	**Acft Wing span with conditions**	**Acft Wing Span *Must Use Wing Walkers***
A (Between A1 and A3	T-38/T-1 Shelters (no vehicles or AGE off east end of shelter)	< 200'	< 171’ if vehicles or AGE are at east end of shelter row	> 200’
A (Between A5 & A6)	Jogging Path	< 116'	> 116' with NO joggers/vehicles on jogging path	> 116’ when joggers/vehicle are present
B	Fire Trucks and/or Equip. between Station and Twy B	NO fire trucks /equip outside of station	< 200' if fire trucks or equip are outside, but are at least 150’ from Twy B ctrline (normal FD morning parking)	> 200' – if fire trucks/equip are outside, but are at least 150’ from Twy B ctrline (normal FD morning parking)
C	Jogging Path	< 200'	> 200' with NO joggers /vehicles on path	> 200’ with joggers/ vehicles on path
Taxilane D East of Row 33	Jogging Path, Trees, & Giant Voice Pole	< 196'	> 196’ but < 224 w/ no joggers/vehicles on path	> 196’ with joggers/ vehicles on path
Taxilane D Row 33-36	Jogging Path	< 135’	> 135’ but < 224’ w/NO joggers/vehicles on path	> 135’ with joggers/ vehicles on path
Taxilane D west of Row 36	Jogging Path, Trees, & Giant Voice Pole	< 110’	> 110’ but < 152’ w/ No joggers/vehicles < 110’ with joggers/ vehicles on path	> 110’ with joggers/ vehicles on path > 152’ -170’ use wing walkers/No joggers/vehicle > 170’ not
F	Crossover Road	< 56'	> 56’ but < 88’ if NO vehicle is on road at stop	> 88’ but <133’ with vehicle on rd at stop bar
G between G1 & G4	Service Zones, T-6 Acft Shelters	< 84'	> 84’ but < 108’ if NO vehicles or AGE are in	> 84’ but < 108’ with vehicles or AGE in
A1, taxi on Twy in front of acft in hammerhead	Aircraft in Hammerhead (HH)	< 69’	> 69’ not auth w/acft in HH	> 69’ not auth w/acft in HH

A1, taxi behind acft parked in hammerhead	Aircraft stopped on 6 hammerhead spots closest to hold line	< 27’	> 27’ not auth to taxi behind acft in HH	Acft parked in 2 HH spots furthest from hold line, not auth to taxi
A6, taxi on Twy in front of acft in hammerhead	Aircraft in Hammerhead	< 132’	> 132’ not auth w/acft in hammerhead	> 132’ not auth w/acft in hammerhead
A6, taxi behind acft parked in hammerhead	Aircraft in Hammerhead	Not auth to taxi behind acft in HH	Not auth to taxi behind acft in HH	Not auth to taxi behind acft in HH
G1, taxi on Twy in front of acft in hammerhead	Aircraft in Hammerhead	< 36’	> 36’ not auth w/acft in hammerhead	> 36’ not auth w/acft in hammerhead
G1, taxi behind acft parked in hammerhead	Aircraft in Hammerhead	< 35’	> 35’ not auth w/acft in hammerhead	> 35’ not auth w/acft in hammerhead
G6, taxi on Twy in front of acft in hammerhead	Aircraft in Hammerhead	< 42’	> 42’ not auth w/acft in hammerhead	> 42’ not auth w/acft in hammerhead
G6, taxi behind acft parked in hammerhead	Aircraft in Hammerhead	< 35’	> 35’ not auth w/acft in hammerhead	> 35’ not auth w/acft in hammerhead
Shelters	Use of shelter by acft other than it was designed for	Requires prior AM coord & approval	Requires prior AM coord & approval	Requires prior AM coord & approval

Attachment 5

HANGOVER VFR PATTERN 15R

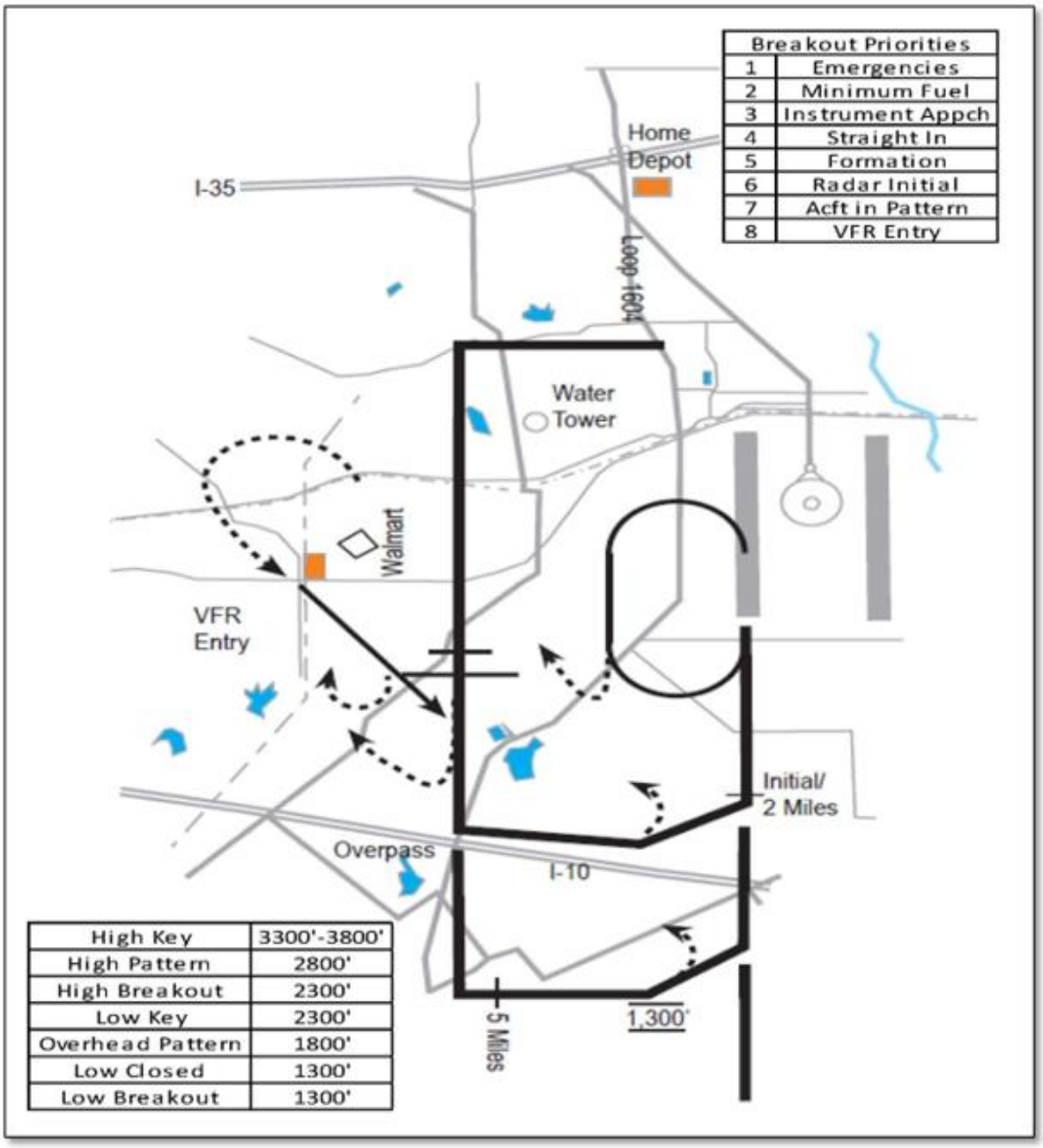
Figure A5.1. Hangover VFR Pattern 15R.



Attachment 6

HANGOVER VFR PATTERN 33L

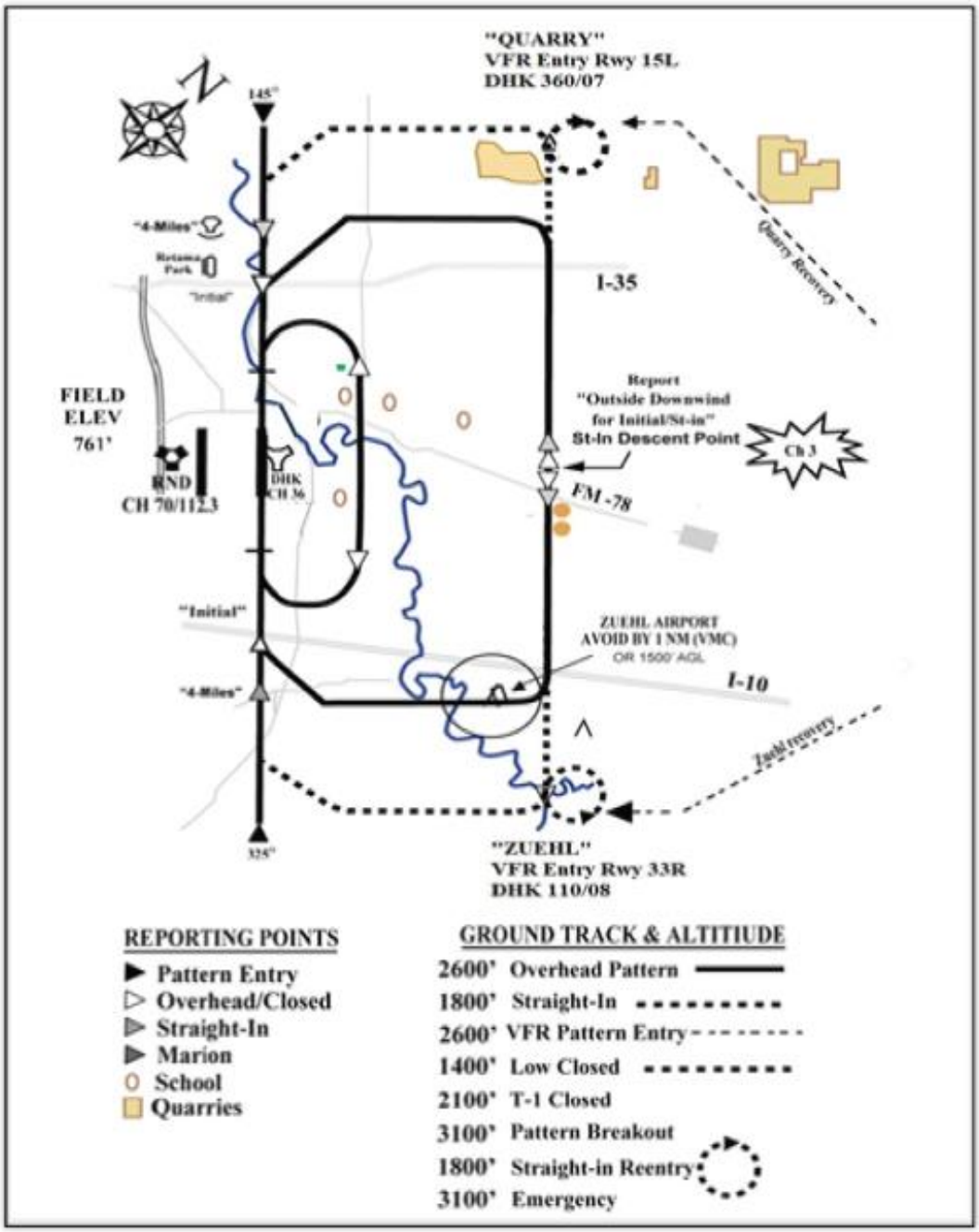
Figure A6.1. Hangover VFR Pattern 33L.



Attachment 7

RANDOLPH VFR PATTERNS

Figure A7.1. Randolph VFR Patterns.



Attachment 8

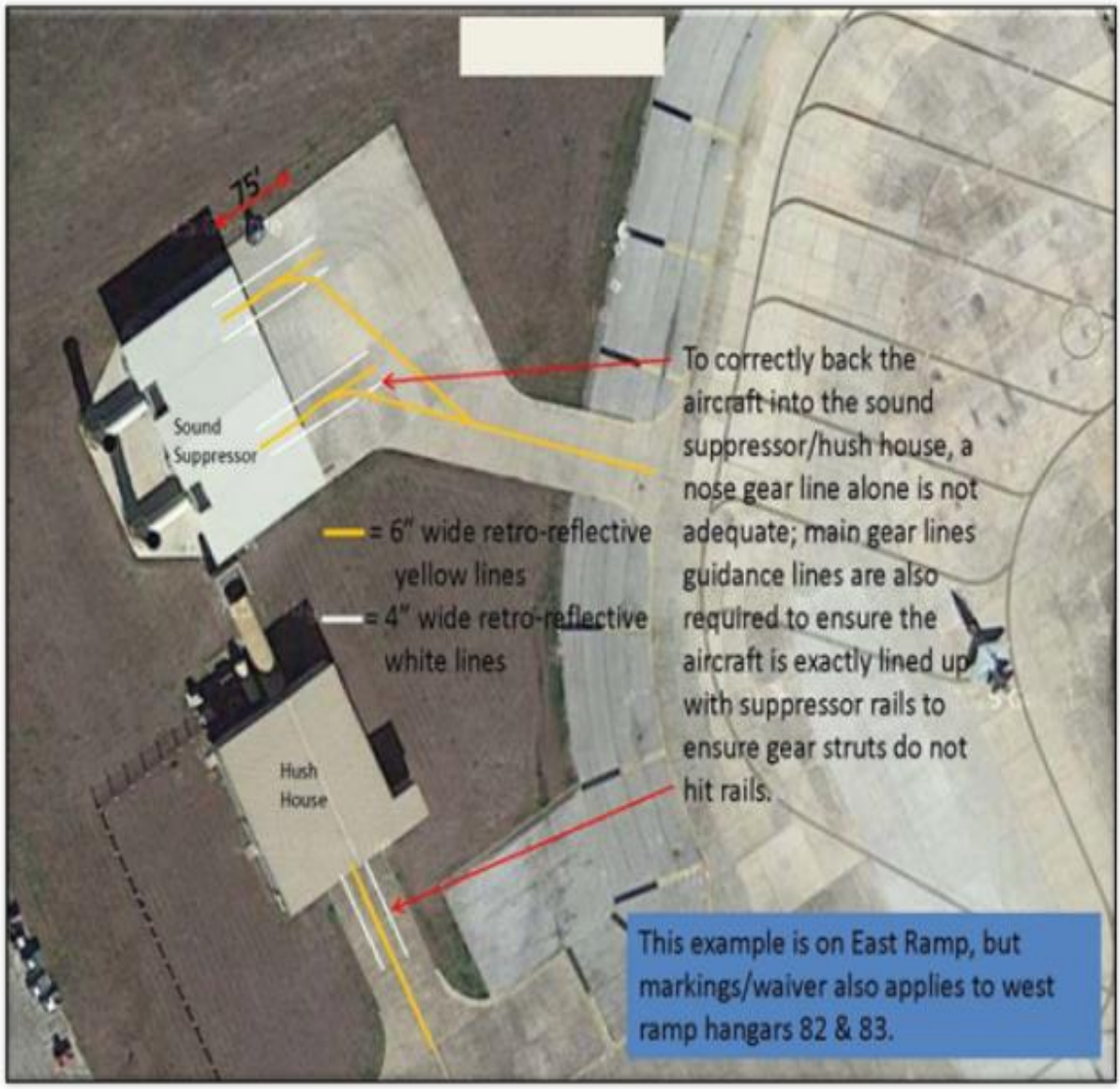
EXAMPLE OF VEHICLE, AGE, AND EQUIPMENT PAINTED BOXES

Figure A8.1. Example of Vehicle, AGE, and Equipment painted boxes.

Attachment 9

EXAMPLES OF AIRCRAFT BACKING-ALIGNMENT MARKINGS

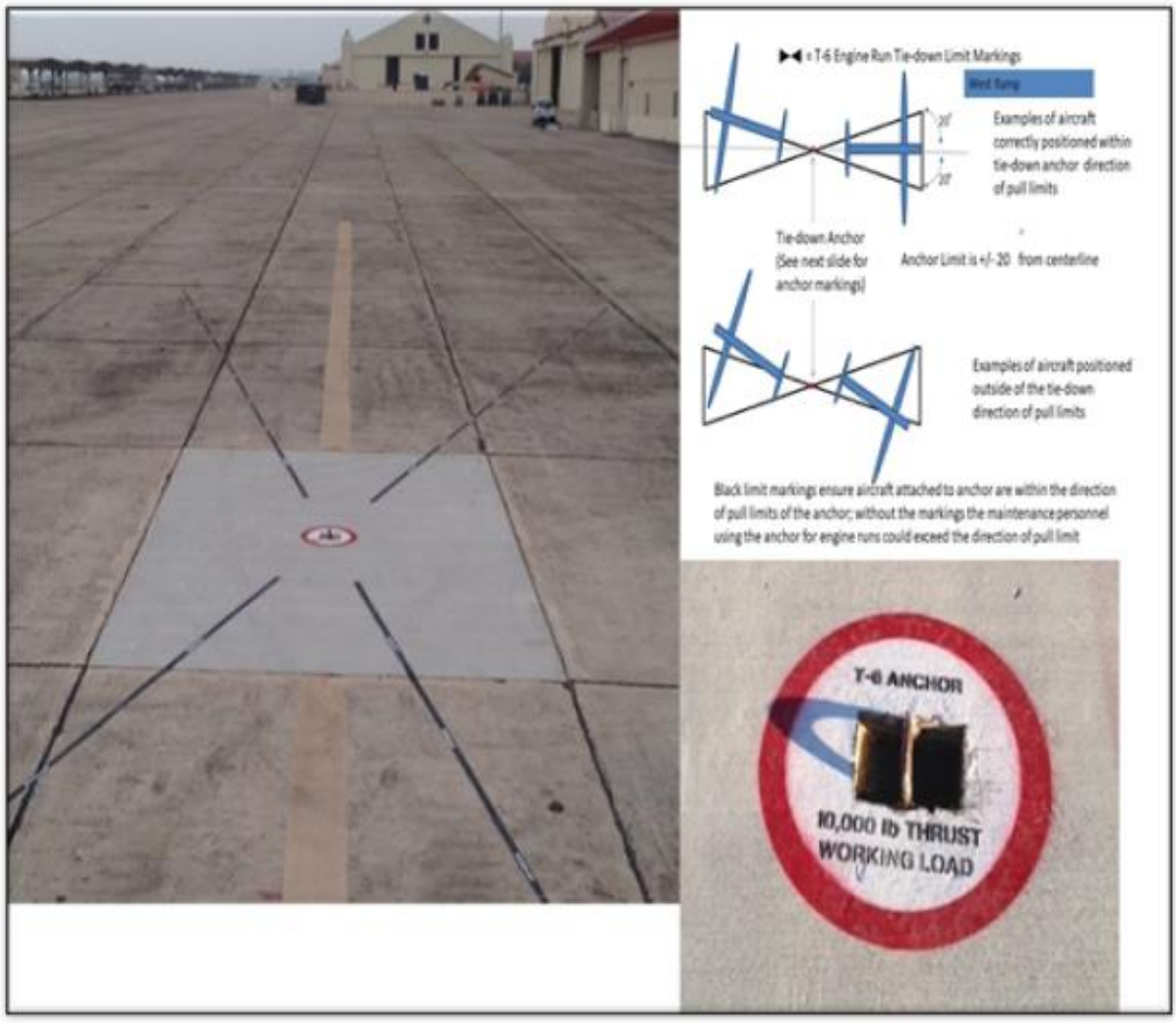
Figure A9.1. Examples of Aircraft Backing-Alignment Markings.



Attachment 10

EXAMPLE OF NON-STANDARD T-6 TIE-DOWN ANCHOR & ANCHOR LIMIT MARKING

Figure A10.1. Example of Non-Standard T-6 Tie-down Anchor & Anchor Limit Marking.



Attachment 11

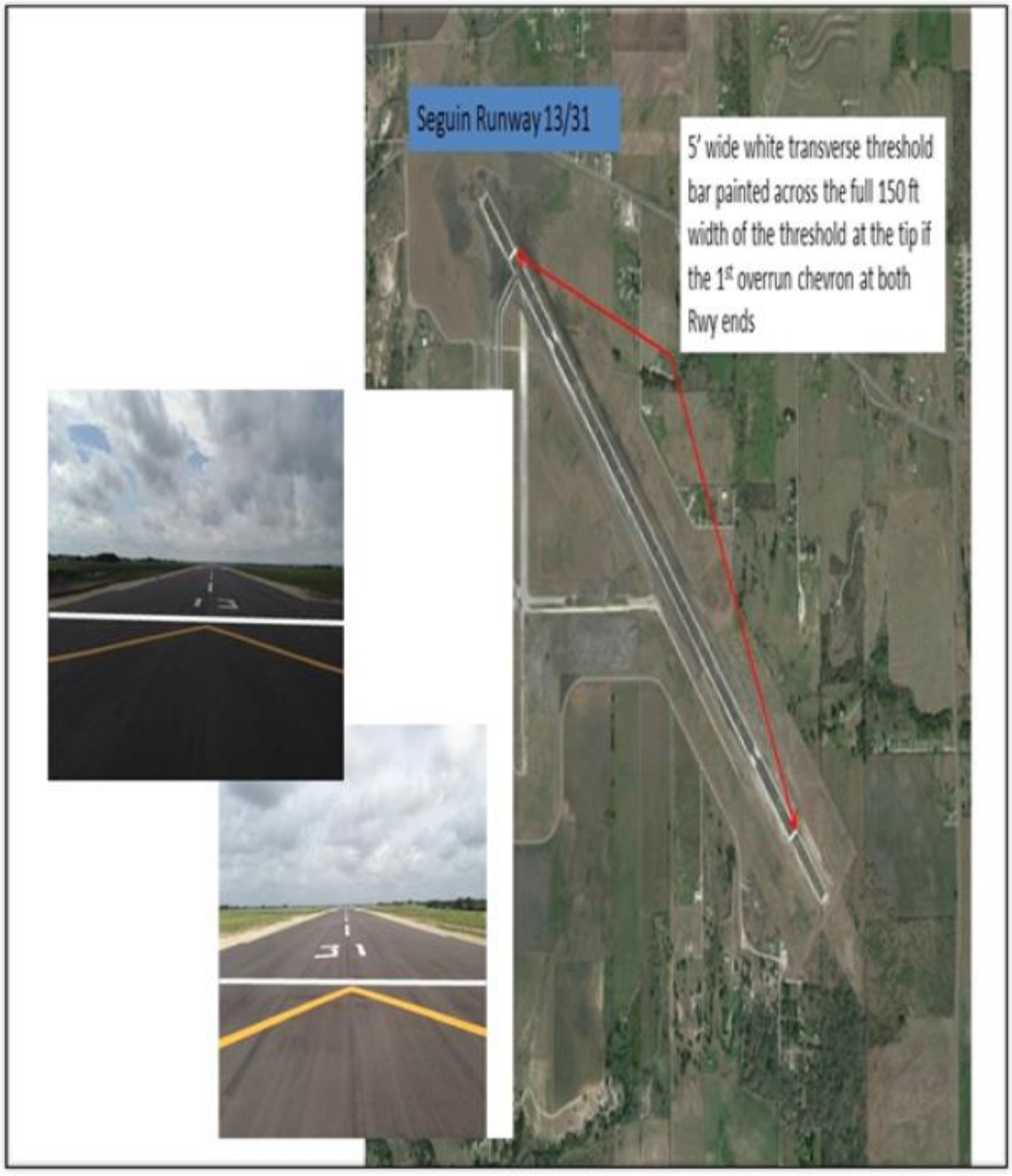
EXAMPLE OF NON-STANDARD SOUTH GATE/GOLF COURSE "CROSSOVER" RD & JOGGING PATH MARKING

Figure A11.1. Example of Non-Standard South Gate/Golf Course Crossover Rd & Jogging Path Marking.

Attachment 12

EXAMPLE OF NON-STANDARD TRANSVERSE THRESHOLD BAR MARKING AT SEQ

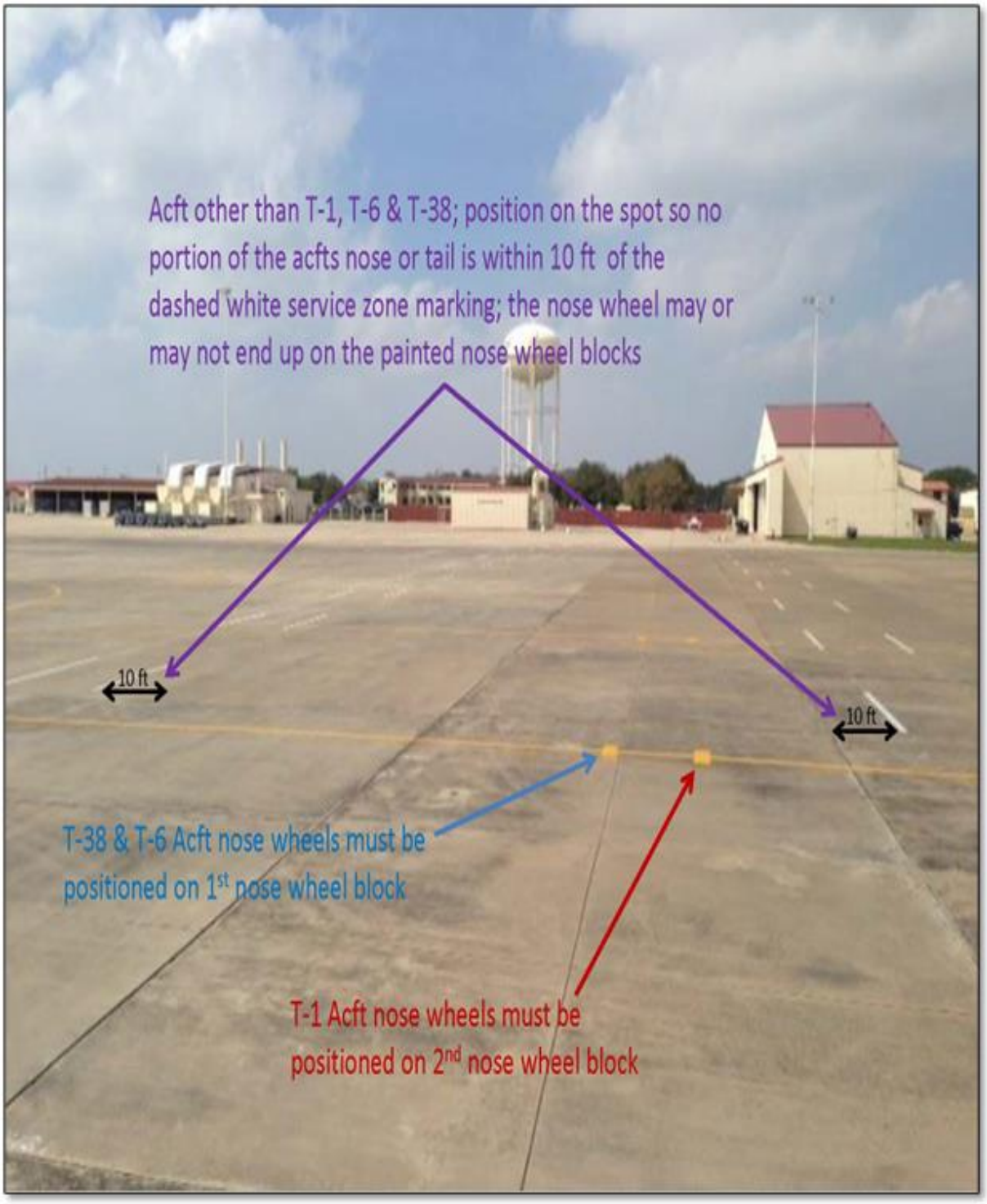
Figure A12.1. Example of Non-Standard Transverse Threshold Bar Marking at SEQ.



Attachment 13

EXAMPLE OF PARKING SPOT WITH 2 PAINTED NOSE WHEEL BLOCKS

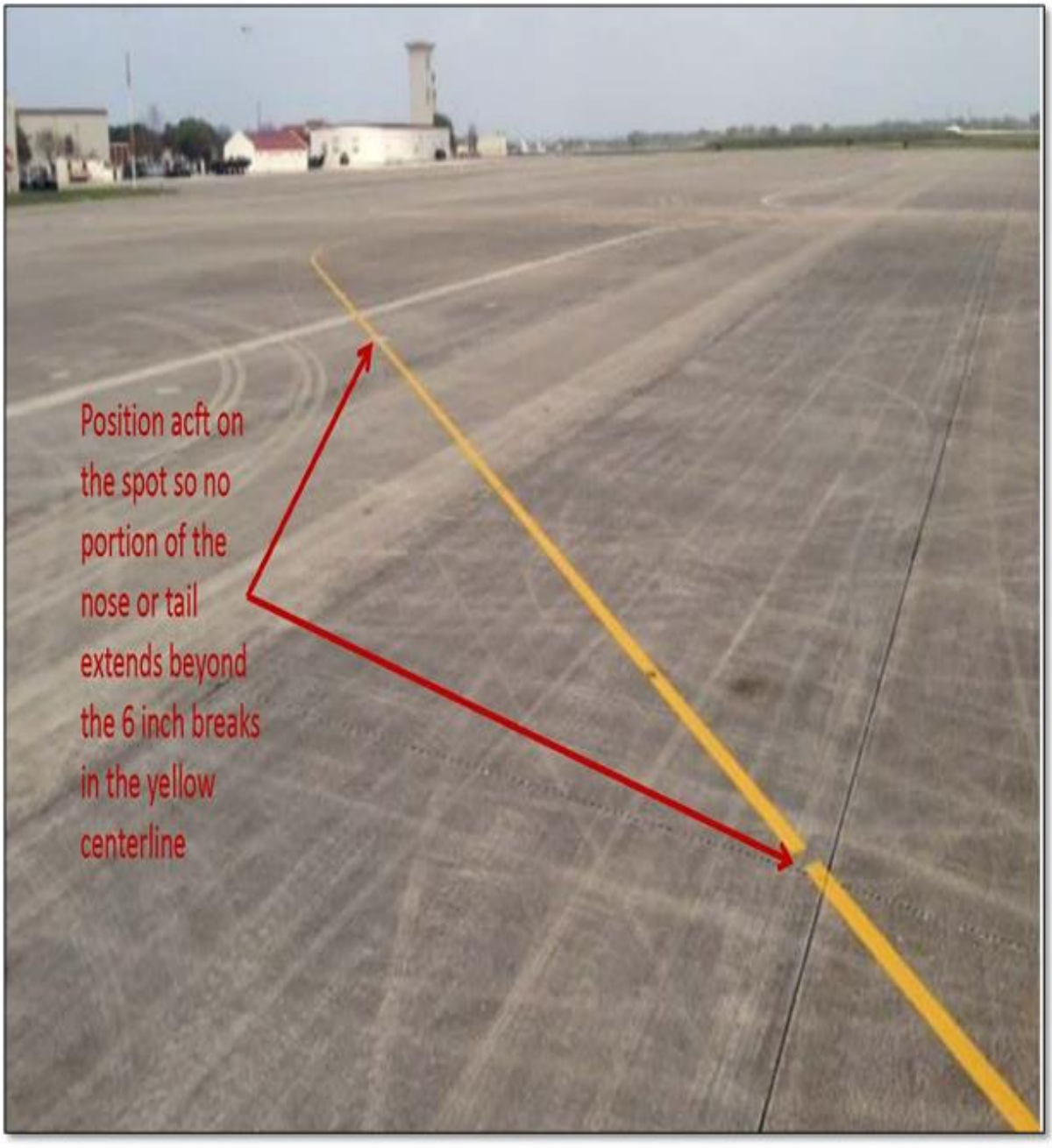
Figure A13.1. Example of parking spot with 2 painted nose wheel blocks.



Attachment 14

EXAMPLE OF PARKING SPOT WITH NO PAINTED NOSE WHEEL BLOCKS; WITH 6 INCH LINE BREAKS

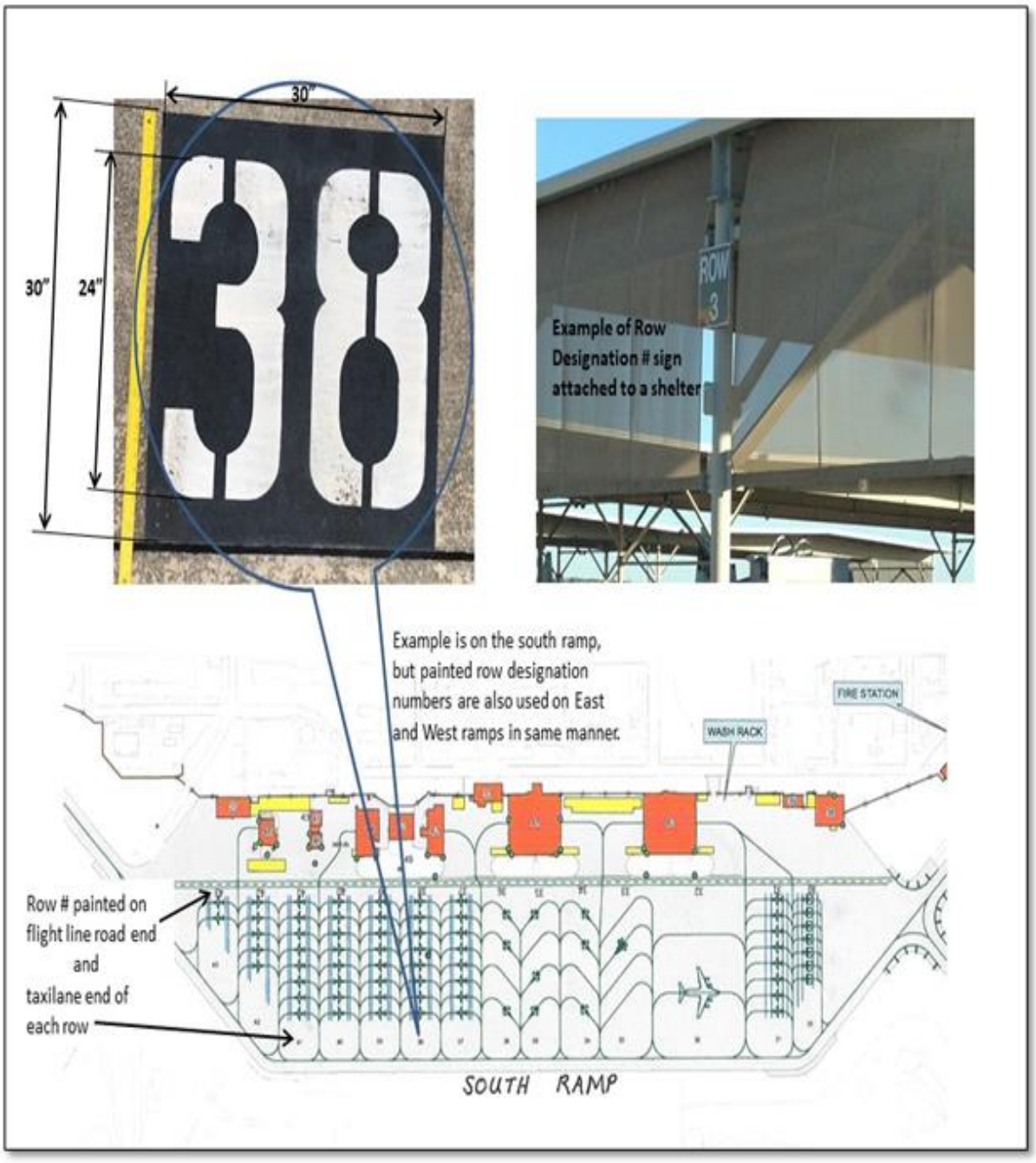
Figure A14.1. Example of parking spot with no painted nose wheel blocks; with 6 inch line breaks.



Attachment 15

EXAMPLE OF PARKING SPOTS

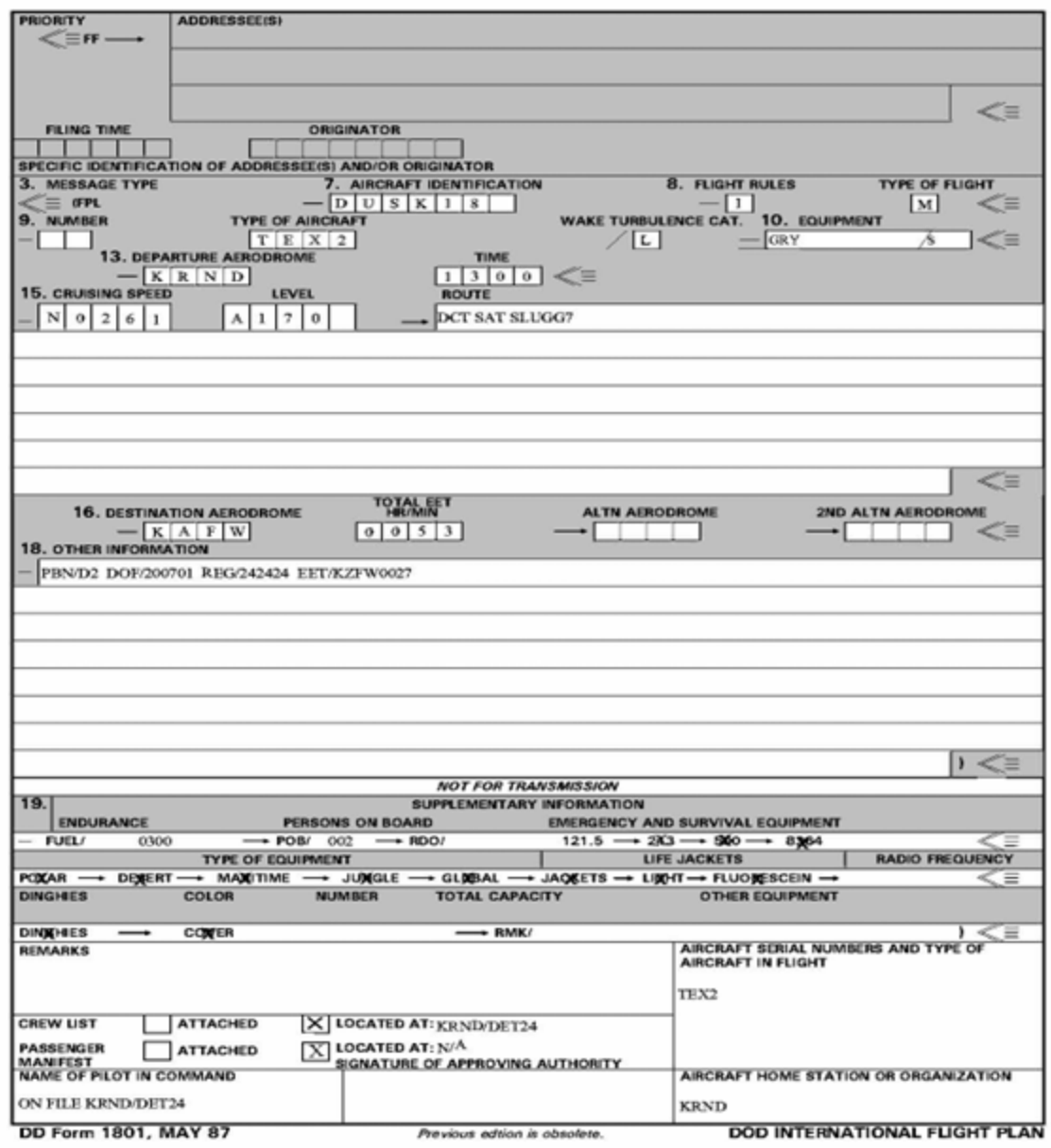
Figure A15.1. Example of parking spots.



Attachment 16

EXAMPLE OF E-FP INFORMATION

Figure A16.1. Example of DD Form 1801 Generated by ForeFlight.



PRIORITY: FF
ADDRESSEE(S):
FILING TIME:
ORIGINATOR:
SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR:
3. MESSAGE TYPE: (FPL
7. AIRCRAFT IDENTIFICATION: DUSK18
8. FLIGHT RULES: I
TYPE OF FLIGHT: M
9. NUMBER:
TYPE OF AIRCRAFT: TEX2
WAKE TURBULENCE CAT.: L
10. EQUIPMENT: GRY /S
13. DEPARTURE AERODROME: KRND
TIME: 1300
15. CRUISING SPEED: N0261
LEVEL: A1700
ROUTE: DCT SAT SLUGG7
16. DESTINATION AERODROME: KAFW
TOTAL EET HR/MIN: 0053
ALTN AERODROME:
2ND ALTN AERODROME:
18. OTHER INFORMATION: PBN/D2 DOF/200701 REG/242424 EET/KZFW0027
NOT FOR TRANSMISSION
19. SUPPLEMENTARY INFORMATION
ENDURANCE: FUEL/ 0300
PERSONS ON BOARD: POB/ 002
EMERGENCY AND SURVIVAL EQUIPMENT: RDO/ 121.5 → 243 → 960 → 8364
TYPE OF EQUIPMENT: POLAR → DESERT → MARITIME → JUNGLE → GLOBAL → JACKETS → LIGHT → FLUORESCEIN →
LIFE JACKETS:
RADIO FREQUENCY:
DINGHIES: COLOR: NUMBER: TOTAL CAPACITY: OTHER EQUIPMENT:
DINGHIES → COVER → RMK/
REMARKS:
AIRCRAFT SERIAL NUMBERS AND TYPE OF AIRCRAFT IN FLIGHT: TEX2
CREW LIST: ATTACHED [ ] [X] LOCATED AT: KRND/DET24
PASSENGER MANIFEST: ATTACHED [ ] [X] LOCATED AT: N/A
SIGNATURE OF APPROVING AUTHORITY:
NAME OF PILOT IN COMMAND: ON FILE KRND/DET24
AIRCRAFT HOME STATION OR ORGANIZATION: KRND
DD Form 1801, MAY 87 — Previous edition is obsolete. — DOD INTERNATIONAL FLIGHT PLAN

Attachment 17

RAWS RESTORAL PRIORITIES

Table A17.1. RAWS Restoral Priorities.

PRIORITY	SYSTEM	PRIORITY	SYSTEM
1	Total ETVS failure ***(East Tower)***	29	West Tower TAS Frequency- 327.8
2	Total ETVS failure ***(West Tower)***	30	SOF Frequency - 364.35 ***(East Tower)***
3	East Tower ***(loss of two or more frequencies)***	31	SOF Frequency- 311.3 ***(West Tower)***
4	West Tower ***(loss of two or more frequencies)***	32	GRC-17 l UHF Multichannel ***(East Tower)***
5	GRN-30 LOC – Active ***(East Runway)***	33	GRC-171 UHF Multichannel ***(West Tower)***
6	GRN-30 LOC – Active ***(West Runway)***	34	GRC-211 VHF Multichannel ***(East Tower)***
7	GRN-31 GS – Active ***(East Runway)***	35	GRC-211 VHF Multichannel ***(West Tower)***
8	GRN-3 1 GS – Active ***(West Runway)***	36	GRN-30, LOC - Inactive ***(East Runway)***
9	FSQ-204 ST ARs ***(Radar Monitor Position)***	37	GRN-30 LOC - Inactive ***(West Runway)***
10	FSQ-204 STARS ***(Local Control) (East Tower/West Tower precedence)***	38	GRN-31 GS - Inactive ***(East Runway)***
11	FRN-45 TACAN	39	GRN-31 GS - Inactive ***(West Runway)***
12	FRN-43 VORTAC	40	Inactive ILS RCSU ***(East Runway)***
13	FMQ-19 Automatic Meteorological Station AMS, Server & Primary sensor suite	41	Inactive ILS RCSU ***(West Runway)***
14	FMQ-19 AMS Discontinuity 1, 2, 3	42	Seguin Active RCS ***(Loss of 1 frequency or GRC-171)***
15	Active ILS Remote Control Status Unit (RCSU) ***(East/West Runway)***	43	FMQ-23 Automated Meteorological System
16	TACAN RCSU	44	FMQ-13 Wind Measuring Set
17	VORTAC RCSU	45	GSH-72 Digital Audio Legal Recorder (DALR) ***(East Tower)***
18	East Tower Frequency - 294. 7	46	GSH-72 DALR ***(West Tower)***
19	East Tower Frequency - 128.25	47	Pilot to Dispatch Frequency - 372.2
20	West Tower Frequency - 29 1.1	48	Pilot to Metro Frequency - 239.8
21	West Tower Frequency - 120.5	49	435th FTS Flight Ops Desk
22	East Tower Frequency - 275.8	50	99th FTS Flight Ops Desk
23	West Tower Frequency - 353.75	51	559th FTS Flight Ops Desk
24	East Tower Frequency - 119.65	52	560th FTS Flight Ops Desk
25	West Tower Frequency - 124.75	53	415th FLTF Test Ops Desk
26	GUARD Frequency - 243 .0	54	Randolph-Clearance Delivery- 338.35
27	GUARD Frequency - 12 1.5	55	Randolph/Hangover VHF SOF - 143.725/138. 15
28	East Tower TAS Frequency - 290.525		
Note: NAVAID Restoration Priorities: In the event of multiple failures of NAVAIDs, OSM will respond to outages in the following order: Radios, Active Rwy ILS(s), TACAN, VORTAC, inactive Rwy ILS(s).			

Attachment 18

NO NOTAM PREVENTIVE MAINTENANCE SCHEDULE

A18.1. Weather Requirements. To conduct PMI without a NOTAM the current and forecasted weather must be 1500' ceiling or greater and visibility 5 Statute Miles or greater for the entire period of the PMI plus 1 hour.

A18.2. Schedule.

A18.2.1. VORTAC and TACAN - Tuesday and Thursday 2230-0630L, or other times as coordinated.

A18.2.2. ILS (All) - Monday and Wednesday 2230-0630L, or other times as coordinated.

A18.2.3. Digital Audio Legal Recorder (DALR) (RND/HNG) – Daily Simple Networking Message Protocol (SNMP) checks will be conducted by ATC.

A18.3. Coordination.

A18.3.1. Maintenance must coordinate with the AOF/CC at least 24 hours in advance for times outside the published PMI windows.

A18.3.2. The AOF/CC must obtain approval from the 12 OG/CC and notify flying squadrons for times outside the windows.

A18.3.3. In the event the equipment cannot be returned to service by the end of the published maintenance period, RAWS must advise ATC, AMOPS for appropriate NOTAM action, and notify the AOF/CC as soon as possible.

Attachment 19

T-6 EXPECTED RADIO CALLS

A19.1. Taxi/Clearance.

A19.1.1. STEREO:

A19.1.1.1. AIRCRAFT (Call Sign), TAXI WITH (ATIS Code), (STEREO) or VFR (SR STEREO).

A19.1.1.2. ATC (Call Sign), RUNWAY (Runway) TAXI VIA (Instructions), CLEARED TO (Clearance Limit), VIA (STEREO Profile), SQUAWK (Appropriate Code), or (Call Sign) RUNWAY (Runway) TAXI VIA (Instructions), CLEARANCE ON REQUEST.

A19.1.1.3. AIRCRAFT (Call Sign), (Read back Runway and Squawk).

A19.1.2. *Non-STEREO IFR:*

A19.1.2.1. AIRCRAFT (Call Sign), TAXI WITH (ATIS Code), IFR TO (Clearance limit/Destination).

A19.1.2.2. ATC (Call Sign), RUNWAY (Runway) TAXI VIA (Instructions), CLEARANCE ON REQUEST or CLEARANCE AVAILABLE.

A19.1.2.3. AIRCRAFT (Call Sign) (Read back Full Clearance) or READY TO COPY CLEARANCE.

A19.1.3. *Non-STEREO VFR:*

A19.1.3.1. AIRCRAFT (Call Sign), TAXI WITH (ATIS Code), V-F-R (Destination, On course Heading, and Altitude).

A19.1.3.2. ATC (Call Sign), RUNWAY (Runway), TAXI VIA (Instructions), FLY RUNWAY HEADING, MAINTAIN AT OR BELOW 3,000, UNTIL DEPARTING THE CLASS DELTA, SQUAWK (Appropriate Code).

A19.1.3.3. AIRCRAFT (Call Sign), (Read back instructions/squawk if appropriate).

A19.1.4. RACETRACK, then STEREO.

A19.1.4.1. AIRCRAFT: (Call Sign), TAXI WITH (ATIS Code), RACETRACK, (STEREO).

A19.1.4.2. ATC (Call Sign), RUNWAY (Runway) TAXI VIA (Instructions), CLEARED TO (Clearance Limit), VIA (STEREO Profile), SQUAWK (Appropriate Code for stereo & racetrack) or (Call Sign), RUNWAY (Runway) TAXI VIA (Instructions), CLEARANCE ON REQUEST or CLEARANCE AVAILABLE.

A19.1.4.3. AIRCRAFT -(Call Sign), (Read back Runway and Squawk for Racetrack and Stereo).

A19.2. Hammerhead.

A19.2.1. AIRCRAFT – HANGOVER TOWER (Call Sign), HOLDING SHORT, PATTERNS/INTERVAL/90-SECOND INTERVAL (if applicable)

A19.2.2. ATC - (Call Sign), HANGOVER TOWER ROGER or:

A19.2.2.1. TAXI UP TO AND HOLD SHORT OF RUNWAY (Runway) or,

A19.2.2.2. RUNWAY (Runway), LINE UP AND WAIT or,

A19.2.2.3. RUNWAY (Runway), WIND (Winds), CLEARED FOR TAKEOFF, PATTERNS (if applicable).

A19.2.3. AIRCRAFT (Call Sign):

A19.2.3.1. UP TO AND HOLD SHORT OF RUNWAY (Runway) or,

A19.2.3.2. LINE UP AND WAIT or,

A19.2.3.3. CLEARED FOR TAKEOFF.

A19.3. Departure Leg.

A19.3.1. AIRCRAFT (Call Sign) DEPARTING/OFFSET/REQUEST CLOSED/REQUEST LOW CLOSED/REQUEST LOW KEY/REQUEST DIRECT HIGH KEY (as applicable).

A19.3.2. ATC (Call Sign) UNABLE or CLOSED TRAFFIC APPROVED/LOW CLOSED TRAFFIC APPROVED/REPORT LOW KEY, REPORT HIGH KEY (as applicable) (departing and offset calls not acknowledged by ATC).

A19.4. Closed Downwind.

A19.4.1. AIRCRAFT (Call Sign), CLOSED DOWNWIND, DEPARTING/FUEL (if applicable).

A19.4.2. ATC Will not acknowledge.

A19.5. Low/High Downwind.

A19.5.1. AIRCRAFT (Call Sign) LOW/HIGH DOWNWIND, DEPARTING/FUEL (if applicable).

A19.5.2. ATC Will not acknowledge.

A19.6. Pattern Entry.

A19.6.1. Runway 15R.

A19.6.1.1. AIRCRAFT (Call Sign), SPUR.

A19.6.2. ATC - (Call Sign), ROGER.

A19.6.3. Runway 33L.

A19.6.3.1. AIRCRAFT (Call Sign), KARNES, (REQUEST STRAIGHT IN) (if applicable).

A19.6.4. ATC (Call Sign), REPORT 5 MILES or UNABLE STRAIGHT-IN (if applicable).

A19.6.5. VFR return from Seguin.

A19.6.5.1. AIRCRAFT – (Call Sign), NODVE.

A19.6.6. ATC – ATC will not acknowledge.

A19.6.7. VFR return.

A19.6.7.1. AIRCRAFT (Call Sign), (present position).

A19.6.8. ATC (Call Sign), ROGER.

A19.7. Truckstop.

A19.7.1. AIRCRAFT (Call Sign) TRUCKSTOP.

A19.7.2. ATC - ATC will not acknowledge.

A19.8. VFR Entry.

A19.8.1. AIRCRAFT (Call Sign) (TAC INITIAL)/VFR ENTRY/(REQUEST STRAIGHT IN) (if applicable).

A19.8.2. ATC (Call Sign), REPORT 5 MILES or UNABLE STRAIGHT-IN (if applicable). ***Note:*** Unless aircraft are requesting a straight-in, ATC will not reply to aircraft reporting VFR Entry.

A19.9. Radar Initial/5 Miles Radar.

A19.9.1. Radar Initial (Entering the pattern at pattern altitude).

A19.9.1.1. AIRCRAFT (Call Sign) (TAC) RADAR INITIAL.

A19.9.1.2. ATC will not acknowledge.

A19.9.2. 5 Miles Radar (Entering the pattern via Instrument Approach or cleared straight-in from KARNES)

A19.9.2.1. AIRCRAFT (Call Sign) 5 MILES RADAR, FUEL (if applicable).

A19.9.2.2. ATC will not acknowledge.

A19.10. Initial/Tactical Initial.

A19.10.1. AIRCRAFT (Call Sign) INITIAL/TAC-INITIAL, DEPARTING/FUEL (if applicable), REQUEST HIGH KEY/REQUEST LOW KEY (if applicable).

A19.10.2. ATC (Call Sign) REPORT HIGH KEY/ROGER/ / UNABLE HIGH KEY (as applicable).

A19.10.3. AIRCRAFT unable to break by the end of the break zone – (Call Sign) BREAK POINT STRAIGHT THROUGH.

A19.11. Perch (Base Turn).

A19.11.1. AIRCRAFT (Call Sign), GEAR DOWN, NO-FLAP/DEPARTING/ FULL STOP (if applicable).

A19.11.2. ATC (Call Sign), RUNWAY (Runway) WIND (Winds) CLEARED (Type Landing) DEPARTURE APPROVED/UNABLE DEPARTURE (if applicable).

A19.11.3. AIRCRAFT (Call Sign).

A19.12. High Key.

A19.12.1. AIRCRAFT (Call Sign) HIGH KEY, DEPARTING/FUEL/ZERO TORQUE (if applicable).

A19.12.2. ATC (Call Sign) REPORT LOW KEY (Traffic, if applicable).

A19.13. Direct High Key.

A19.13.1. *In the Pattern:*

A19.13.1.1. AIRCRAFT (Call Sign), REQUEST DIRECT HIGH KEY.

A19.13.1.2. ATC (Call Sign), REPORT HIGH KEY or UNABLE HIGH KEY.

A19.13.2. *VFR return to Hangover:*

A19.13.2.1. AIRCRAFT (Call Sign), (Position), REQUEST DIRECT HIGH KEY.

A19.13.2.2. ATC (Call Sign), REPORT 1 MINUTE or UNABLE HIGH KEY.

A19.13.2.3. AIRCRAFT (Call Sign), 1 MINUTE.

A19.13.2.4. ATC (Call Sign) REPORT HIGH KEY or (Call Sign) UNABLE HIGH KEY.

A19.14. Low Key.

A19.14.1. AIRCRAFT (Call Sign), LOW KEY, GEAR DOWN, DEPARTING/FULL STOP (as applicable).

A19.14.2. ATC (Call Sign) RUNWAY (Runway) WIND (Wind) CLEARED (Type Landing) and DEPARTURE APPROVED/ UNABLE DEPARTURE (if applicable).

A19.14.3. AIRCRAFT (Call Sign).

A19.15. Pattern Straight-Ins.

A19.15.1. *Request <u>abeam VFR entry</u> on from Outside Downwind:*

A19.15.1.1. AIRCRAFT (Call Sign), REQUEST STRAIGHT-IN.

A19.15.1.2. ATC (Call Sign), REPORT 5 MILES or UNABLE STRAIGHT-IN.

A19.15.2. *5 Miles:*

A19.15.2.1. AIRCRAFT (Call Sign) 5 MILES, DEPARTING/FUEL (if applicable).

A19.15.2.2. ATC (Call Sign) STRAIGHT-IN APPROVED or UNABLE STRAIGHT-IN.

A19.15.3. *2 Miles:*

A19.15.3.1. AIRCRAFT (Call Sign) 2 MILES GEAR DOWN, NO FLAP/DEPARTING/FULL STOP (if applicable).

A19.15.3.2. ATC (Call Sign), RUNWAY (Runway) WIND (Winds) CLEARED (Type Landing), DEPARTURE APPROVED or UNABLE DEPARTURE (if applicable).

A19.16. Single Ship Instrument Approach.

A19.16.1. AIRCRAFT HANGOVER TOWER, (Call Sign), (FAF), GEAR DOWN, FULL STOP/TOUCH N GO/LOW APPROACH (as applicable).

A19.16.2. ATC (Call Sign) RUNWAY (Runway) WIND (Wind) CLEARED (Type Landing).

A19.16.3. AIRCRAFT (Call Sign), 5 MILES RADAR, DEPARTING/FUEL/RUNWAY IN SIGHT (if able).

A19.16.4. ATC - ATC will not acknowledge.

A19.16.5. AIRCRAFT (Call Sign), 2 MILES, GEAR DOWN, NO FLAP/FULL STOP/LOW APPROACH (as applicable).

A19.16.6. ATC - ATC will not acknowledge.

A19.17. Breakout.

A19.17.1. AIRCRAFT (Call Sign), (Pattern Position) BREAKING OUT/LOW-BREAKOUT.

A19.17.2. For aircraft requesting practice breakouts from a straight-in, expected Aircraft and ATC transmissions will be as outlined in in **paragraph 4.2.8 and paragraph A19.15** of this instruction and aircraft will execute low breakout at the normal position on final (3 Miles).

A19.18. Formation.

A19.18.1. Perch (Base Turn).

A19.18.1.1. Both aircraft requesting the same clearance:

A19.18.1.1.1. FIRST AIRCRAFT (DFO Call Sign), GEAR DOWN, NO-FLAP/DEPARTING/ FULL STOP (if applicable).

A19.18.1.1.2. ATC (DFO Call Sign), RUNWAY (Runway) WIND (Winds) CLEARED (Type Landing) DEPARTURE APPROVED/ UNABLE/NEGATIVE DEPARTURE (if applicable).

A19.18.1.1.3. FIRST AIRCRAFT (DFO Call Sign).

A19.18.1.1.4. SECOND AIRCRAFT (DFO Call Sign), GEAR DOWN.

A19.18.1.1.5. ATC (DFO Call Sign). ROGER.

A19.18.1.2. Both aircraft requesting different clearances:

A19.18.1.2.1. FIRST AIRCRAFT (DFO Call Sign), GEAR DOWN, DEPARTING/ FULL STOP (if applicable).

A19.18.1.2.2. ATC (DFO Call Sign), RUNWAY (Runway) WIND (Winds) CLEARED (Type Landing) DEPARTURE APPROVED/ UNABLE/NEGATIVE DEPARTURE (if applicable).

A19.18.1.2.3. FIRST AIRCRAFT (DFO Call Sign).

A19.18.1.2.4. SECOND AIRCRAFT (DFO Call Sign), GEAR DOWN, TOUCH N GO/ FULL STOP (whichever is applicable).

A19.18.1.2.5. ATC (DFO Call Sign), ROGER.

A19.18.2. Instrument Approach/Straight-Ins.

A19.18.2.1. AIRCRAFT (Call Sign), FINAL APPROACH FIX or (FAF Name) or 2 MILES, GEAR DOWN, LOW APPROACH/TOUCH N GO WITH CHASE/FULL STOP WITH CHASE, DEPARTING (if applicable).

A19.18.2.2. ATC (Call Sign) RUNWAY (Runway) WIND (Wind) CLEARED Type Landing requested by the non-chase aircraft only (CLEARED LOW

APPROACH/TOUCH N GO/TO LAND), DEPARTURE APPROVED/ UNABLE/NEGATIVE DEPARTURE (if applicable).

A19.18.2.3. AIRCRAFT (Call Sign).

A19.18.2.4. AIRCRAFT, after the formation low approach (Call Sign) REQUEST SEQUENTIAL CLOSED.

A19.18.2.5. ATC (Call Sign) CLOSED TRAFFIC APPROVED/UNABLE.