COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This Air Force Manual (AFMAN) implements Air Force Policy Directive (AFPD), 13-2, *Air Traffic Control*, *Airfield, Airspace, and Range Management*. It applies to all Regular Air Force (RegAF) and including the US Space Force until further notice, Air National Guard (ANG) and Air Force Reserve (AFR) organizations (to include contracted locations) who operate or administer functions and facilities for airfield operations. At joint, shared-use, and overseas airfields, this manual applies to the facilities controlled and used exclusively by the Department of the Air Force, as outlined in international agreements, real estate documents or other written agreements. This manual outlines key duties and responsibilities of airfield operations officers. This manual also provides detailed guidance, procedures and programs for managing airfield operations where the Air Force has functional oversight responsibility. This manual may be supplemented at any level;

however, all Major Command (MAJCOM) supplements to include interim changes to previously approved supplements must be routed to Air Force Flight Standards Agency, Director of Airfield Operations (AFFSA/XA) for coordination prior to certification and approval. References to MAJCOM within this publication refer to the MAJCOM Office of Primary Responsibility (OPR) for Airfield Operations. Unit (wing or base) level supplements to this publication must be routed to the responsible MAJCOM OPR for Airfield Operations for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items or requirements. Refer to **Chapter 1** for additional waiver requirements to this manual. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

(ACC) AFMAN 13-204V1, *Management of Airfield Operations*, **is supplemented as follows:** This supplement establishes command management of airfield operations requirements. It applies to all Air Combat Command (ACC) Regular Air Force (RegAF) and including the US Space Force until further notice, Air National Guard (ANG) and Air Force Reserve (AFR) organizations (to include contracted locations) who operate or administer functions and facilities for airfield operations. Forward recommended changes on AF Form 847, *Recommendation for Change of Publication*, to this instruction to Headquarters ACC Airfield Operations and Procedures (HQ ACC/A3AO), 205 Dobb Blvd, STE #121, Langley Air AFB VA 23665-2789 or **acc.a3ao@us.af.mil**. **Note**: The inclusion of any specific commercial product, commodity, or service in this publication is for information purposes only and does not imply endorsement by the Air Force. 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 Records Disposition Schedule. Contact supporting records managers as required. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-2, T-3) number following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management,* for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. Commanders may waive non-tiered compliance items or requirements in the ACC supplement. Subordinate units may supplement this publication. Unit (wing or base) level supplements to this instruction require MAJCOM approval and must be forwarded to HQ ACC/A3AO. Compliance with **Attachment 7** and **Attachment 8** is mandatory.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Major changes include changing the publication from an AFI to AFMAN, realigned format to outline duties and responsibilities of officers (AFSC 13MX), and updated tier waiver authorities.

(ACC) This document incorporates major updates throughout, therefore a complete and thorough review is recommended. Major changes include delegation of authorities from ACC Director of Operations (ACC/A3) to Wing Commanders (WG/CCs) for uncontrolled airfield operations, airfield operations when "essential services" are not available, facility closures that exceed 96 hours and airfield restrictions. This supplement also rescinds requirement for ACC/A3AO approval on certain Letters of Procedure (LOPs). Additionally, various ACC specific reporting requirements from the superseded AFI 13-204v1-3 have been eliminated.

Chapter 1

GENERAL

1.1. Overview.   This manual provides guidance for managing airfield operations personnel (to include DoD civilians, contractors), facilities and airfields. Within the context of this manual, airfield operations is comprised of air traffic control (ATC); airfield management (AM); and radar, airfield and weather system (RAWS) services where the Air Force has functional oversight responsibility. **Exception:** Airfield operations officers do not have oversight responsibility over RAWS where RAWS is a stand-alone flight (i.e. when RAWS works directly for the Operations Support Squadron Commander (OSS/CC). This manual is complemented by AFMAN 13-204, Volume 2, *Airfield Management,* AFMAN 13-204 Volume 3, *Air Traffic Control* and AFMAN 13-204 Volume 4, *Radar, Airfield and Weather Systems.*

1.2. The Military and Civilian Aviation Integration Division.   The Military and Civilian Aviation Integration Division, Career Field Management is responsible for Air Force Specialty Codes (AFSCs) 13MX, Airfield Operations officer; 1C1X1, Air Traffic Control (ATC); and 1C7X1, Airfield Management (AM), 1C8X3, Radar, Airfield and Weather Systems (RAWS). Career Field Manager (CFM) duties will be executed in accordance with AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFI 36-2670, *Total Force Development*, and AFI 38-201, *Management of Manpower Requirements and Authorizations*. This list is not exclusive.

1.3. Air Force Flight Standards Agency (AFFSA). Air Force Flight Standards Agency is responsible for terminal area airfield operations (i.e., ATC, AM and RAWS) matters. In this capacity, AFFSA executes responsibilities as outlined in AFMD 27, *Air Force Flight Standards Agency (AFFSA)*, in keeping with policy guidance provided by the Air Staff. For the purpose of addressing specific procedural, training, standardization, architecture and integration issues directly related to airfield operations, AFFSA may have cause to interact with the MAJCOMs, Federal Aviation Administration (FAA), and other military services.

1.4. Operations at Contingency Locations. Contingency is defined as a situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests. At contingency locations, outside the United States, the senior airfield authority (SAA) may waive airfield operations procedures outlined in this manual to support tactical or combat operations. This authority must not be exercised below the SAA level. **(T-1).** Prior to issuance of such a waiver, the following actions must be accomplished:

   1.4.1. Conduct a risk management assessment with the rationale for the waiver and explain (1) how complying with the requirement/compliance item impacts mission accomplishment, OR (2) cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; OR (3) expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower). **NOTE:** SAA waiver period must not exceed requested waiver period or 30 calendar days after the approving commander's deployment length, whichever is shorter. **(T-1).** Because waivers are the expression of a specific commander's risk acceptance, approved waivers automatically expire 30 calendar days after a change in commander, unless the new commander renews the waiver.

1.4.2. Forward proposed waivers to the Air Force Forces staff or equivalent for an operational review if time permits, or at the discretion of the SAA.

1.4.3. Refer to Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.4, *Contingency Airfield Operations* for additional information. This AFTTP outlines how Air Force Forces open and operate a deployed or contingency airfield. This AFTTP volume also contains planning considerations for airfield management, ATC, and deployable air traffic control and landing systems capabilities, procedures, forces, and equipment.

1.5. Airfields Operated Pursuant to Contract. This manual applies to locations where DoD or Air Force access is pursuant to contract, to the extent specifically outlined in the contract statement of work (SOW) and/or performance work statement (PWS). Locations unable to comply with this criteria due to pre-existing SOWs are exempt until such time that the current contract expires. Locations that exclude this manual, shall specifically state rationale for the exclusion in the SOW. **(T-2).**

1.6. Overseas Locations. Any host nation procedures, or procedures based on otherwise inapplicable international regulations that are being implemented to fulfill basing or similar agreements should be implemented consistent with this manual to the extent possible. While agreed practices adopted for Air Force use in overseas areas take precedence, every effort should be made to conform to this manual.

1.6.1. MAJCOMs must identify any special procedures agreed with host nations in their supplement to this manual. Refer conflicting procedures to HQ AFFSA prior to implementation.

1.6.2. Airfield operations personnel augmenting a facility operated by another branch of the U.S. military will comply with their regulations and procedures as applicable. **(T-0).**

1.7. Waivers.

1.7.1. Units shall use the AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval* to process waivers to this manual. **(T-1).**

1.7.2. Unit waiver request must include the following:

1.7.2.1. A paragraph reference or text of the specific requirement for which the commander/director is requesting a waiver. **(T-1).**

1.7.2.2. Rationale for the waiver. **(T-1).** Explain which one of the following reasons apply and why: (1) How complying with the requirement/compliance item impacts mission accomplishment, (2) Cost of compliance (training, funds, equipment, facilities, guidance or manpower) creates unacceptable risk to a higher priority task; or (3) Expected cost of compliance outweighs the benefit; OR (4) personnel cannot comply with the requirement due to a lack of resources (training, funds, equipment, facilities, guidance or manpower).

1.7.2.3. Time period or circumstance the waiver is needed. **(T-1). NOTE:** Tier 1, 2, and 3 waivers may be approved for a period not to exceed the requested waiver period or 90 calendar after the approving commander's tour length, whichever is shorter. Because waiver are the expression of a specific commander's risk acceptance, approved waivers automatically expire 90 calendar days after a change in commander unless the new commander renews the waiver.

1.7.2.4. Risk mitigation measures to be implemented, if necessary, by the requesting commander during the waiver period. **(T-1)**.

1.7.2.5. Impact if waiver is disapproved. **(T-1)**.

1.7.3. If deemed necessary, submit additional data (e.g., letters of procedure, airspace maps, traffic patterns, airfield diagrams) to substantiate the waiver request.

1.7.4. Units must provide an informational copy of all Tier 3 approved waivers to MAJCOM OPR for airfield operations. **(T-2).**

1.7.5. Units will submit waivers to applicable FAA publications through their respective commander for coordination from the MAJCOM OPR for airfield operations, AFFSA/XA and the appropriate Air Force representative (AFREP). **(T-0).** The AFREP submits the request to FAA and notifies the requesting unit, MAJCOM OPR for airfield operations, and AFFSA/XA of the results.

1.7.6. The requestor's unit commander must forward a copy of the approved waiver to the AFFSA/XA workflow at **hqaffsa.xa@us.af.mil** within 30 calendar days of approval for situational awareness and process improvement considerations. **(T-1).**

1.7.7. Approved waivers become part of the approver's and requestor's official records and are appropriately filed in accordance with AFI 33-322. **(T-1).**

1.7.8. **(Added-ACC)** All new T-0 through T-2 waiver or renewal requests shall be submitted to the Airfield Operations and Procedures (ACC/A3OA) workflow e-mail (**acc.a3ao@us.af.mil**) for tracking, approval or routing to higher headquarters as determined by Tier level No Later Than (NLT) 60 days prior to requested implementation date. **(T-3).** All approved T-3 waivers shall be submitted to the Airfield Operations and Procedures workflow e-mail prior to the implementation date for tracking. **(T-3).**

1.8. Governing Directives.   Airfield operations services are governed by AFIs, AFMANs, and, to the extent applicable, FAA orders, parts of the Code of Federal Regulations, and any host nation procedures which have been adopted for Air Force use, unless specifically exempted or waived. Unit commanders may contact AFFSA through their respective MAJCOM OPR for assistance determining the applicability of directives.

1.9. Issuing New Air Force Airfield Operations Policy or Procedures.   New policies or procedures are sent out via message and posted on the AFFSA Airfield Operations SharePoint® website. Airfield operations staff personnel are required to utilize the AFFSA Airfield Operations SharePoint® website to download and/or view messages.

1.10. Duty Titles.   Duty Titles are determined by the unit manpower document (UMD) authorizations earned through the 13E1 Capabilities-Based Manpower Determinant. Failure to use authorizations as described and earned on the UMD could result in the reduction of authorizations or removal of personnel (not applicable to ANG and AFR). Request a variance to the manpower standard when additional related responsibilities and/or workload levied on the AOF merit increased manpower authorizations.

1.11. AOF Staff.   The typical AOF staff is comprised of an Airfield Operations Flight Commander (AOF/CC); Airfield Operations Flight Director of Operations (AOF/DO); Airfield Operations Flight Systems Officer (AOF/SO); Airfield Manager (AFM); Tower and/or Radar facility Chief Controller (CCTLR); Noncommissioned Officer-In-Charge (NCOIC), RAWS

Quality Assurance; NCOIC, ATC Training (NATCT); NCOIC, ATC Standardization and Evaluation (NSE); NCOIC, Airfield Automation Manager (NAAM); Airfield Operations System Specialist (AOSS); Terminal Instrument Procedures (TERPS) Specialist (if not consolidated at MAJCOM); and/or civilian equivalents.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFFSA and MAJCOM.

  2.1.1. **AFFSA.**

    2.1.1.1. Establishes Air Force policies and procedures for providing airfield operations services through publication of this manual and corresponding volumes.

    2.1.1.2. Serves as the OPR for Air Force airfield operations policy, procedures and programs.

    2.1.1.3. In coordination with Airfield Operations CFMs, develops and publishes standardized position certification guides and qualification guides; education and training plans for both officer and enlisted Air Force Specialty Codes.

    2.1.1.4. Conducts the Air Force Terminal Instrument Procedures (TERPS) Fundamentals Course in order to train and certify qualified individuals as TERPS specialists in accordance with AFMAN 13-204, Volume 3 as well as applicable FAA, International Civil Aviation Organization (ICAO) and North Atlantic Treaty Organization (NATO) standards.

    2.1.1.5. Evaluates Regular Air Force, Air National Guard, and Air Force Reserve unit requests for waivers and deviations to FAA Joint Orders (JOs), cross-functional, airfield operations and instrument procedure policies and guidance.

    2.1.1.6. Administers the Air Force Airfield Operations Annual Awards and Lt General Gordon A. Blake Aircraft Save/Assist Award Programs in accordance with AFMAN 36-2806, *Awards and Memorialization Program*.

    2.1.1.7. Conducts regular, periodic system and Air Force airfield operations data/trend analysis to monitor unit effectiveness, safety and compliance with established criteria or guidance.

    2.1.1.8. Develops educational programs, publications, and bulletins to manage and actively promote airfield safety.

    2.1.1.9. In coordination with Secretary of the Air Force, Inspections Directorate (SAF/IGI) and MAJCOM OPR for Airfield Operations, develops inspection guidance and criteria of airfield operations functional areas: AM, ATC, RAWS, and Airfield Operations Management (AOM).

    2.1.1.10. Develops Headquarters Air Force-level Self-Assessment Communicators in accordance with AFI 90-201, *The Air Force Inspection System* for units to assess effectiveness, safety and compliance with applicable criteria.

    2.1.1.11. Validates Headquarters Air Force-level deficiencies with MAJCOM inspectors general and Functional Area Managers and provides corrective action replies for valid actionable deficiencies to the Air Force Inspection Agency. Augments MAJCOM Inspector General inspection teams as required.

    2.1.1.12. Coordinates on Document Change Proposals, and requests interpretation of FAA directives.

2.1.1.13. Manages policy, procedures and execution of the Air Force Obstruction Evaluation/Airport Airspace Analysis Program.

2.1.1.14. Utilizes Air Force Safety Automated System to review airfield operations related Hazardous Air Traffic Reports (HATRs), Controlled Movement Area Violations (CMAVs), mishaps and Bird/Wildlife Aircraft Strike Hazard (BASH) incidents for negative trends, root causes, observations and recommendations.

2.1.1.15. Reviews Class A and B mishap final messages/formal reports involving airfield operations and provide comments, if applicable, into the Air Force Safety Automated System reports. Refer to AFI 91-204*, Safety Investigation and Hazard Reporting,* and AFMAN 91-223, *Aviation Safety Investigations and Reports* for additional information.

2.1.1.16. Serves as GS-2150/2152/2154/0856 Career Field Advisors to address civilian AM, ATC and RAWS personnel issues. These positions will normally be a senior civilian in GS-2150/2152/2154 job series, reside at AFFSA and be appointed in writing by the Operations Civilian Career Field Manager.

2.1.1.17. Develops standard core personnel documents (SCPD) and standard position descriptions (SPD) for civilian air traffic control and airfield management positions. **NOTE:** GS-2154 series are not applicable to Air Force Reseve Command AM personnel.

2.1.1.18. Ensures civilian hiring authorities use correct job series and SCPDs/SPDs to hire civilian airfield operations personnel. The GS-2152 job series will not be used for AM positions.

2.1.2. **MAJCOM Airfield Operations.**

2.1.2.1. Provides direct airfield operations functional oversight and assistance to facilitate activities/operations of subordinate unit Airfield Operations Flights (AOFs).

2.1.2.2. Works with the appropriate CFM, MAJCOM A1, and Air Force Personnel Center to ensure AOFs are staffed in accordance with the 13E1 Capability Manpower Determinant to the maximum extent possible, while assigning units their equitable allocation of manpower resources as available. (Not applicable to ANG and AFR units).

2.1.2.3. Publishes MAJCOM-unique guidance and airfield operating hours in a supplement.

2.1.2.4. Reviews and provides endorsing comments on AF Form 679 and on waiver requests to airfield design criteria, markings, signs, and lighting forwarded for coordination by MAJCOM/A7 and/or Air Force Installation and Mission Support Center.

2.1.2.5. Establishes and conducts MAJCOM Airfield Operations annual awards selection process to compete at the Air Force level in accordance with AFMAN 36-2806.

2.1.2.6. Ensures appropriate airfield operations representation on aircraft mishap Safety Investigation Boards (SIBs), as prescribed in AFMAN 91-223. If the MAJCOM is unable to provide appropriate representation to the SIB, contact AFFSA/XA to locate a qualified SIB representative.

2.1.2.7. Implements the Air Force Runway Safety Action Team (AFRSAT) Program, in accordance with this publication.

2.1.2.8. Supplements requirements for Host Nation/Local National personnel filling airfield operations duty positions as required.

2.1.2.9. Notifies AFFSA of airfield operations related capability gaps.

2.1.2.10. Establishes a process for prioritizing and scheduling personnel identified by the units for career field supplemental courses, e.g., Advanced Airfield Managers Course, Military Airspace Management Course, Chief Controller Course and Air Traffic Control Systems Specialist Course.

2.2. Airfield Operations Flight Commander (AOF/CC), or civilian equivalent. The AOF/CC is the wing's airfield operations focal point, responsible for managing services provided by AOF personnel. When more than one 13MX officer is assigned, the senior officer should be designated as the AOF/CC. Additional officers assigned to the AOF will be designated in accordance with **paragraph 2.2.3**

2.2.1. ANG locations with AM and/or ATC can identify those managers as Air Traffic Managers or Airfield Operations Managers.

2.2.2. At locations where only Air Force AM exists, the Air Force does not provide ATC services, and a 13M is not authorized, the senior enlisted 1C7 or civilian equivalent will fulfill the responsibilities of the AOF/CC as outlined in this manual. **(T-3).**

2.2.3. **13MX Duty Positions.** Refer to CFETP and other CFM guidance for duty position qualifications.

2.2.3.1. Unit level (in order of precedence). AOF Flight Commander (AOF/CC), AOF Director of Operations (DO)**,** AOF Systems Officer (SO).

2.2.3.2. Staff level. Airfield operations officers are awarded AFSC 13M4 upon assignment to MAJCOM/HQ staff.

2.2.4. **13MX Developmental and Continuation Training.** Several follow-on training courses are available to further the 13MX officer's professional development and fulfill training requirements for contingencies or other unique assignments. Every effort should be made to assist fully qualified officers in attending applicable courses relevant to 13MX development. Refer to Career Field Education and Training Plan (CFETP) and other CFM guidance for continuation and developmental training.

2.2.4.1. **(Added-ACC)** Aircraft Mishap Investigation Course (AMIC). The purpose of this course is to train potential pilot and maintenance members and selected technical experts in the techniques and procedures of investigating aircraft mishaps. AMIC is recommended for 13MX officers as senior captains or majors who may be selected to augment safety investigation boards. Funded allocations for the course may be sought through wing safety offices.

2.2.5. **Training Record.** Maintain a training record to keep training evaluations, position certifications and other applicable training products (i.e. CFETP, AF Form 797, *Job Qualification Standard Continuation/Command JQS*).

2.3. AOF/CC Key Responsibilities.

2.3.1. **Executing the Mission.**

2.3.1.1. Ensures each facility has procedures to follow in the event of an aircraft mishap. See **Chapter 4** for additional information

2.3.1.2. Participates in, and staffs, the Annual Airfield Certification/Safety Inspection for Wing Commander (WG/CC) or equivalent signature. See AFMAN 13-204, Volume 2 for additional information.

2.3.1.3. Coordinates military flight inspection agencies, ATC and RAWS maintenance, flying units, and other affected agencies and the FAA as appropriate, concerning flight inspection activities.

2.3.1.4. Provides oversight regarding civil and military airspace utilization, and development of procedures. Prepares airspace management agreements with sister services, allied forces, and civil authorities if appropriate, to facilitate the safe and effective integration of military and civil air traffic.

2.3.1.5. **(Added-ACC)** Requests temporary use of Deployable Air Traffic Control and Landing Systems (DATCALS) during peacetime IAW **Attachment 7** and **Attachment 8**. An example request would be for an exercise or training to meet wartime mission set.

2.3.2. **Leading People.**

2.3.2.1. Selects outstanding airfield operations personnel and facility accomplishments for Air Force Annual Airfield Operations awards. See AFMAN 36-2806 for additional information.

2.3.2.2. Uses the airfield operations staff qualifications and duty responsibilities specified in AFMAN 13-204, Volume 1 thru 4 to designate personnel assigned to perform AOF staff functions.

2.3.2.3. Conducts monthly Training Review Board (TRB) to monitor and document the training status of AOF personnel. Publish board minutes and forward a copy to appropriate MAJCOM OPR for Airfield Operations no later than the 15th day of the month. **NOTE:** ANG, AFR, AFSPC, Morón AB, Creech, Clover, Tonopah and Pope AAF conduct TRBs on a quarterly basis. See **Chapter 4** and **Attachment 5** for additional information.

2.3.3. **Managing Resources.**

2.3.3.1. Develops an Airfield Operations Instruction (AOI) with a 13-series designation. **NOTE:** The AOI may be combined with the Wing Flying Instruction which is usually assigned an 11-series designation. See **Attachment 2** for additional information.

2.3.3.2. Develops and manage local operating procedures (LOPs) to support airfield operations facilities and flying mission. Maintains a current index of applicable LOPs. The index and LOPs must be readily accessible to all AOF assigned personnel.

2.3.3.3. Ensures each facility has adequate staffing to support the mission.

2.3.3.4. Oversees Program Element Code (PEC) funding account and assists MAJCOMs with Program Objective Memorandum (POM) requests for funds when required.

2.3.3.5. Provides oversight of RAWS maintenance operations. Ensures home-based and deployable Air Traffic Control and Landing System (ATCALS) and radio equipment are mission capable.

2.3.3.6. **(Added-ACC)** Conducts a review with the Unit Deployment Manager and MAJCOM Functional Area Manager at least quarterly to ensure Airfield Operations (AO) personnel eligible to deploy are postured correctly.

2.3.4. **Improving the Unit.**

2.3.4.1. Conducts an Airfield Operations Board. See **Chapter 4** and **Attachment 3** for additional information.

2.3.4.2. Prepares written agreements (e.g. LOA, MOA, MOU) between airfield operations facilities and other local agencies to establish operating standards for airfield operations, as applicable.

2.3.4.3. Maintains close liaison with lateral FAA, ICAO, or host nation officials to coordinate operational changes affecting airfield operations services and operations.

2.4. AOF/DO and AOF/SO. Assists AOF/CC in execution of assigned duty responsibilities. Executes tasks as assigned by AOF/CC or higher level of command.

2.5. Airfield Management (AM). Specific duties, responsibilities and position qualification requirements for AM personnel are outlined in AFMAN 13-204, Volume 2.

2.6. Air Traffic Control (ATC). Specific duties, responsibilities and position qualification requirements for ATC personnel are outlined in AFMAN 13-204, Volume 3.

2.7. Radar, Airfield and Weather Systems (RAWS). Specific duties, responsibilities and position qualification requirements for RAWS personnel are outlined in AFMAN 13-204, Volume 4.

2.8. Terminal Instrument Procedures (TERPS) Specialist.

2.8.1. Specific duties, responsibilities and position qualification requirements are outlined in AFMAN 13-204, Volume 3 and AFMAN 11-230, *Instrument Procedures.*

2.8.2. The AOF/CC appoints a TERPS specialist to manage the local TERPS program. **NOTE:** At locations with unit-level TERPS responsibilities, the Operations Group Commander (OG/CC) or equivalent is responsible for the base TERPS program. At locations where the parent headquarters has unit-level TERPS responsibilities, the Headquaters TERPS manager appoints a TERPS specialist and provides oversight of work being performed to meet unit mission requirements.

2.9. DoD Civilians.   At locations with GS civilian airfield operations personnel assigned, managers and supervisors should review the local bargaining unit agreement available from Civilian Personnel Office. AFI 36-701, *Labor Management Relations*, contains the Air Force procedures and guidance for managers and supervisors when dealing with employees represented by an exclusively recognized union. It assigns responsibilities to commanders, management officials, supervisors, Civilian Personnel Officers, Labor Relations Officers, and Staff Judge Advocates.

2.9.1. **DoD Civilian AM Personnel.** The classification job series for AM civilians are GS-2150, Transportation Operations and GS-2154, Air Traffic Assistant.

2.9.1.1. For standardization, DoD civilian AM personnel use the following duty titles in place of the military unique duty titles (e.g., NCOIC, Deputy) throughout AFMAN 13-204

Volume 1 thru 4: Airfield Manager (AFM), Assistant Airfield Manager (AAFM), Airfield Management Operations Manager (AMOM), Airfield Management Training Manager (AMTM) and Airfield Management Shift Lead (AMSL). Qualifications for AM civilians are found in AFMAN 13-204 Volume 2, *Airfield Management*.

2.9.1.2. When military staffing warrants, the AOF/CC may approve temporary appointments of qualified GS-2150/54s to AM positions. The use of a temporary appointment should be limited in order to protect professional development opportunities for Regular Air Force personnel who require AM management knowledge and skills. **NOTE:** Does not apply to facilities exclusively staffed by DoD civilian personnel.

2.9.1.3. Standard Core Personnel Documents (SCPD) designated for DoD civilian AM personnel, GS-2150/54-XX must be used for employment of GS-2150/54 personnel assigned to Air Force AOF positions. **(T-2)**. For classifying AM civilian duty positions, use Standard Core Personnel Document (SCPD) Numbers 9G501 – Airfield Management Shift Lead, 9G502 – Assistant Airfield Manager and 9G503 – Airfield Manager. Minor modifications may be necessary to address locally assigned duties/responsibilities. Guidance for developing/modifying CPDs/SCPDs is available in myPers. (Not applicable to ANG units)

2.9.1.4. SCPDs for DoD civilian AM personnel also list Knowledge, Skills, Abilities (KSA) required for designated positions. Applicants to GS-2150/54 vacant positions must address their expertise in meeting KSA criteria as part of the job application process. **(T-2).**

2.9.1.5. DoD civilian AM positions at Continental US locations are designated as key employees. This designation specifies that vacating the position during war or national emergency would seriously impair the mission as the incumbent has unique or scarce managerial or technical skills required by the wartime mission. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are unavailable, as specified in AFI 36-129, *Civilian Personnel management and Administration*. **(T-3).**

2.9.1.6. DoD civilian AM personnel desiring to compete for supervisory positions of AMTM, AMOM, AAFM and/or AFM are required to complete all position training requirements (if not previously completed) prior to being selected to fill the position vacancy. **(T-2).** Qualified AM civilians are also eligible to compete for positions as Air Traffic Manager/Airfield Operations Managers (AOF/CC equivalent), airspace managers and on higher headquarters staffs.

2.9.2. **DoD Civilian ATC Personnel.** The classification job series for ATC personnel is GS-2152, *Air Traffic Control*.

2.9.2.1. For clarification purposes, DoD civilian ATC personnel use the following duty titles in place of the military unique duty titles Air Traffic Manager (ATM); Controller-in-Charge (CIC); Airfield Operations Automation Manager (AOAM); ATC Training Manager (ATCTM); or Training and Standardization Manager (TSM). (Not applicable to ANG)

2.9.2.2. When military staffing warrants, the AOF/CC may approve temporary appointments of qualified GS-2152s to airfield operations ATC staff positions. The use of

a temporary appointment should be limited in order to protect professional development opportunities for Regular Air Force personnel who require ATC management knowledge and skills. **NOTE:** Does not apply to facilities exclusively staffed by civilian controllers**.**

2.9.2.3. SCPDs designated for Air Traffic Control Specialist (ATCS) Terminal, GS-2152-XX must be used for employment of GS-2152 personnel assigned to Air Force AOF positions. **(T-0)**. Only personnel who have successfully completed a formal DoD or DOT basic ATC course may be selected for GS-2152 positions. Those working as active air traffic controllers must meet FAA Flying Class II medical standards. **NOTE:** Refer to an applicant/employee's resume to determine their current and previous work experience. For classifying ATC civilian duty positions, use SCPDs applicable to the type of facility or position available for download from the Air Force Portal SCPD Library. Not applicable to ANG.   Minor modifications may be necessary to address locally assigned duties/responsibilities. Guidance for developing/modifying CPDs/SCPDs is available in MyPers.

2.9.2.4. SCPDs for ATCS (Terminal) also list Knowledge, Skills, Abilities (KSA) required for designated positions. Applicants to GS-2152 vacant positions should be required to address their expertise in meeting KSA criteria as part of the job application process. Prior to being accepted for employment, GS-2152 personnel must: **(T-0)**. (**Not applicable to ANG)**.

2.9.2.4.1. Present an ATCS or Air Traffic Safety Oversight Service credential number with a history of radar ratings, for radar positions. **(T-0)**.

2.9.2.4.2. Present a Control Tower Operator certification or an Air Traffic Safety Oversight Service credential number with a history of tower ratings, for tower positions. **(T-0)**.

2.9.2.5. ATCS (Terminal) GS-2152 positions at Continental US locations are designated as key employees. This designation specifies that vacating the position during war or national emergency would seriously impair the mission as the incumbent has unique or scarce managerial or technical skills required by the wartime mission. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are unavailable, as specified in AFI 36-129. **(T-0).** (Not applicable to ANG)

2.9.2.6. In facilities staffed exclusively by civilian controllers, ATC civilians may progress from CIC, Watch/Crew Supervisor, AOAM; ATCTM; TSM; or ATM. Qualified ATC civilians are also eligible to compete for positions as Air Traffic Manager/Airfield Operations Managers (AOF/CC equivalent), airspace managers, TERPS managers and on higher headquarters staffs.

2.9.3. **DoD Civilian RAWS Personnel.** The classification job series for RAWS civilians is GS-0856 Electronics Technician and Maintenance Supervisory/Technician.

Chapter 3

OPERATION OF AIR FORCE AIRFIELDS

3.1. Operation of Air Force Airfields.

3.1.1. Controlled/Open Airfields. For the purposes of this manual, airfields are considered controlled and open when the control tower and airfield management section is open.

3.1.2. Uncontrolled Airfields. For the purposes of this manual, airfields are considered uncontrolled when the control tower is closed. **NOTE:** Flight operations at uncontrolled Air Force-owned and/or operated airfields require MAJCOM/A3 approval. Authority may be delegated no lower than the WG/CC. The unit shall address items in **Attachment 4** as part of a Risk Management assessment prior to requesting MAJCOM/A3 or WG/CCs (if delegated) approval. **(T-2).** Tenant and/or transient flying units require concurrence from their MAJCOM/A3 or WG/CC (if delegated) and host MAJCOM/A3 or WG/CC (if delegated) approval.

3.1.2.1. **(Added-ACC)** ACC/A3 delegates authority to approve uncontrolled airfield operations at ACC airfields and runways to the WG/CC. Units will document uncontrolled airfield operations procedures in the Airfield Operating Instruction (AOI) or a LOP. (**T-3).** Procedures must address all components in **Attachment 4** of this publication and AFI 11-202, *General Flight Rules*, Volume 3 ACC Supplement. **(T-3).** Procedures will be reviewed by ACC/A3AO prior to implementation. Procedure review will only be required upon the establishment of uncontrolled airfield operations procedures and/or any subsequent changes. **(T-2).**

3.1.3. Flight Operations when "Essential Services" are not available. Flight Operations when essential services (i.e. Fire/Crash, Medical, Weather, Security, ATC, AM) are not available require approval of the MAJCOM/A3. Authority may be delegated no lower than the WG/CC. The unit shall address items in **Attachment 4** as part of a risk management assessment prior to requesting MAJCOM or WG/CCs (if delegated) approval. **(T-2). NOTE:** In addition to host MAJCOM/Wing approval, tenant and/or transient flying units require concurrence from their MAJCOM/A3 or WG/CC (if delegated).

3.1.3.1. **(Added-ACC)** ACC/A3 delegates authority to approve flight operations when "Essential Services" are not available to the WG/CC. AOF/CCs will notify ACC/A3AO upon WG/CC approval of flight operations when "Essential Services" are not available. **(T-2).**

3.1.4. **Air Force owned and/or operated auxiliary airfields.** The services available at auxiliary airfields vary according to the flying mission of the owning unit. Auxiliary airfields with control towers are considered controlled; whereas, those with runway supervisory units only are considered uncontrolled. Control tower is defined as a facility with the required equipment and certified air traffic controllers. The unit shall address items in **Attachment 4** as part of a risk management assessment prior to requesting WG/CC's approval to operate on an auxiliary airfield when Essential services are not available. **(T-2).**

3.1.4.1. The AFM or designated representative will work with Flight Safety, Civil Engineer Squadron (CES), Wing Scheduling, and Standardization/Evaluations offices to develop an airfield inspection schedule for each active landing auxiliary airfield. **(T-2).** A

joint airfield inspection should be conducted on a quarterly basis at auxiliary airfields and include representatives from AM, ATC, Wing Safety, Supervisor of Flying (SOF), CES, and Security Forces.

3.1.4.2. At auxiliary airfields, a daily airfield check is required on the active landing surfaces prior to starting flying operations.

3.1.4.2.1. Airfield management personnel must use a locally developed checklist/diagram (or electronic equivalents) to conduct and document airfield checks. **(T-2).** Airfield management personnel must document and report all discrepancies and/or hazards identified during an airfield check for corrective action. **(T-3).**

3.1.4.2.2. Responsibilities for conducting airfield checks at auxiliary airfields may be delegated to non-airfield operations personnel (e.g. Fire Department, SOF, Runway Control Structure personnel) that work on the airfield.

3.1.4.2.2.1. Non-airfield operations personnel performing an airfield check must be trained and certified by the AFM or designated representative. **(T-2).**

3.1.4.2.2.2. Non-airfield operations personnel must complete the Airfield Inspection and Maintenance, and Wildlife Hazard Management computer base training products. **(T-2).**

3.1.4.3. The MAJCOM OPR for Airfield Operations will identify as applicable, additional requirements for auxiliary airfields in their supplement to this manual.

3.1.5. **Operation of Aircraft at Air Force Airfields.**

3.1.5.1. Military aero club aircraft are treated as government owned military aircraft. Aircraft privately owned by members of a military aero club require authorization to use military facilities (see AFI 10-1001, Civil Aircraft Landing Permits, and AFI 10-1002, Joint-Use Agreements for Military and Civilian Flying Facilities).

3.1.5.2. Civil aircraft operating at Air Force airfields operate in accordance with procedures in AFI 10-1001, AFI 10-1002.

3.1.5.3. Foreign government aircraft operating at Air Force airfields operate in accordance with procedures in AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, and have an approved aircraft landing authorization number prior to use, except for emergencies.

3.1.5.4. Joint Use Airfield. An Air Force installation where agreements exist among the Air Force, civil, and host nation authorities for joint-use of all or a portion of airfield facilities.

3.1.6. **Aircrew Violations of Airfield Restrictions.** AOF/CC will process a written explanation of the incident through the host WG/CC to the WG/CC of the aircrew violating the restriction. **(T-3).** Provide an informational copy to the host MAJCOM and the MAJCOM owning the aircrew.

3.2. Airfield Operations Operating Requirements.

3.2.1. Airfield operations facilities typically operate 16-24 hours per day with assigned personnel working rotating shifts supporting the unit's primary flying mission. For use of

manpower outside assigned AFSC refer to AFI 36-2101 *Classifying Military Personnel (Officer and Enlisted)*.

3.2.2. Basic Allowance for Subsistence Authorization. Airfield operations personnel assigned to a rotating shift schedule required to perform airfield operations duties are authorized Basic Allowance for Subsistence Authorization due to assigned duties or unusual work hours. Refer to DoD 7000.14-R *DoD Financial Management Regulation* for Basic Allowance for Subsistence Authorization policy and determination.

3.3. Published Operating Hours. Airfield operations facilities remain open to support the base flying mission. Radar facilities supporting the National Airspace System (NAS) may require 24-hour operations. The 13E1 Capability Manpower Determinant requires airfield operating hours be published in a MAJCOM supplement to this manual and serve as source document for manpower authorizations. Units requesting to curtail hours must comply with **paragraph 3.4** **(T-2).** The AOF/CC will ensure hours of operation are defined in the AOI and published in the appropriate Instrument Flight Rules (IFR) Supplement. **(T-2). NOTE:** Publish airfield operating hours in Flight Information Publication (FLIP) only when less than 24 hours a day, 7 days a week. **(T-2).**

3.3.1. **Standby and On-call procedures.** The OG/CC may authorize the use of standby and on-call procedures for airfield operations facilities. Outline response time requirements, periodic equipment checks, and notification methods in a LOP.

3.3.1.1. Standby: Time during published operating hours when airfield operations personnel are immediately available to resume facility operations within the time limit the OG/CC specifies. Consider standby time as "duty time."

3.3.1.2. On-call: Airfield operations personnel must be able to be contacted and available to open their respective facility outside of published operating hours. **(T-3).** Refer to AFMAN 13-204 Volume 3, for ATC restriction and duty limitations. Do not consider on-call time as duty time.

3.3.2. **Extended operating hours.** The OG/CC may extend operating hours at bases where facilities are open less than 24 hours a day, as required, to meet short-term (no more than 30 days) mission requirements. After 30 days, airfield operations staffs must gain approval from MAJCOM OPR for Airfield Operations. **(T-2).**

3.4. Curtailing Airfield Operations Services.

3.4.1. "Open" Airfield. An airfield is considered "open" during published operating hours unless a Notice to Airmen (NOTAM) is published that states otherwise.

3.4.2. "Closed" Airfield. An airfield is considered closed during periods outside of normal published operating hours unless a NOTAM is published that states otherwise.

3.4.3. Airfield Operations Facility Closures. MAJCOM/A3s approve airfield operations facility closures resulting in Air Force-controlled terminal airspace being permanently or temporarily transferred for FAA control. Airfield operation facility closures that are 96 hours or less are at the discretion of the WG/CC. **NOTE:** WG/CC (when delegated) may authorize airfield operations facility closures that exceed 96 hours. Units must notify the MAJCOM airfield operations staff of facility closures per specified timelines and/or supplemental

guidance. **(T-2).** In addition, prior coordination with supporting FAA facilities and NOTAM issuance is required.

3.4.3.1. The overall impact on the supporting FAA facility must be given careful consideration when requesting FAA acceptance of terminal airspace, particularly when more than one Air Force location/MAJCOM requires support from the same FAA Air Route Traffic Control Center.

3.4.3.2. The AOF/CC shall notify MAJCOM OPR for Airfield Operations and AFREP when a proposal is under consideration to change the airspace designation or ATC service provisions within the delegated airspace, return airspace/curtail, or extend operating hours. **(T-0).** This notification shall precede any negotiations outside Air Force channels. **(T-0).** To facilitate coordination with FAA, the AOF/CC need to include AFFSA as coordination addressees on any proposals submitted to MAJCOM/A3s.

3.4.3.3. **(Added-ACC)** ACC/A3 delegates authority to approve temporary airfield operations facility closures resulting in Air Force controlled terminal airspace to WG/CCs. Permanent closures are not authorized without prior approval by ACC/A3. Units should notify the ACC/A3AO staff of proposed facility closures exceeding 96 hours no later than 10 calendar days before the proposed start date. Include FAA coordination and approval in ACC/A3AO staff notification and/or upon receipt.

3.4.4. Airfield Closures. MAJCOM/A3s approve airfield closures in excess of 96 hours. Airfield closures of 96 hours or less are at the discretion of the WG/CC. **NOTE:** WG/CC (when delegated) may authorize airfield closures that exceed 96 hours. Units must notify the MAJCOM airfield operations staff of airfield closures per specified timelines and/or supplemental guidance. **(T-2).** In addition, prior coordination with supporting FAA facilities and NOTAM issuance is required.

3.4.4.1. **(Added-ACC)** ACC/A3 delegates authority to approve temporary airfield and airfield operations facilities (ATC Towers and Airfield Management) closures for periods in excess of 96 hours to WG/CCs. Permanent closures are not authorized without prior approval by ACC/A3. Units should notify the ACC/A3AO staff of proposed facility closures exceeding 96 hours no later than 10 calendar days before the proposed start. Include FAA coordination and approval in ACC/A3AO staff notification and/or upon receipt.

3.4.5. Procedures for imposing airfield restrictions and closures.

3.4.5.1. MAJCOM OPR for Airfield Operations will establish procedures in their supplements to process (e.g., approve or deny) airfield restrictions and closures requests from subordinate bases, in addition to airfield restriction dissemination procedures.

3.4.5.1.1. **(Added-ACC)** Airfield restrictions and closure requests will be routed for approval and disseminated IAW local procedures. **(T-3).** AOF/CCs will notify ACC/A3AO via organization e-mail (**acc.a3ao@us.af.mil**) 10 duty days prior to imposing airfield restrictions and closures. **(T-2).**

3.4.5.2. Bases will:

3.4.5.2.1. Notify the NAF/A3, host wing/tenant units and the parent MAJCOM OPR for Airfield Operations airfield restrictions or closures. **(T-2).** Additionally, MAJCOMS should establish procedures to notify the Tanker Airlift Control Center.

3.4.5.2.2. For approved airfield restrictions or closures that exceed 60 calendar days, send a FLIP change request to Lead Command for Aeronautical Publications Standards using the DoD FLIP Revision Report. Include pertinent data such as the effective times, dates and the approval authority. **(T-0). NOTE:** Lead Command for Aeronautical Publications Standards will not publish FLIP changes for airfield restrictions or closures that exist less than 60 calendar days. **(T-1).**

3.4.5.2.3. Enter approved airfield restrictions or closures into the applicable NOTAM system. Develop procedures for entering closures or restrictions into the applicable NOTAM system when the decision to close or restrict is the responsibility of a civil airport manager at shared-use airfields.

3.4.5.2.4. If a restriction can be removed before the approved expiration date, send a NOTAM canceling the restriction and notify the MAJCOM OPR for Airfield Operations and host wing/tenant flying units. Notify Lead Command for Aeronautical Publications Standards of the change if the restriction was published in the FLIP. **(T-1).**

3.5. Extended ATC Facility Closures or Equipment Limitations Affecting Controller Proficiency. When qualified controllers are unable to perform ATC duties for 30 or more consecutive days due to airfield closure, facility closure, or equipment limitations the following conditions will be met:

3.5.1. The AOF/CC will notify the MAJCOM OPR for Airfield Operations as soon as possible when a facility closure or equipment limitation is expected to exceed 30 or more consecutive days. **(T-2).**

3.5.2. The notification will include a brief description of events, expected length of facility closure, and a brief summary of anticipated use of manpower resources. **(T-2).**

3.5.3. **(Added-ACC)** As part of the initial notification to ACC/A3AO, include procedures for facility re-opening and re-certification of controllers. The use of Tower Simulation System (TSS) or Enhanced Target Generator (ETG), ATCoach® and/or Simulation and Integration of Ground Network and Air Links (SIGNAL) to maintain proficiency is encouraged.

3.6. Permanently Closing Runways. To permanently close a runway at an active Air Force base, the unit shall:

3.6.1. Obtain MAJCOM/A3 and AF/A3O approval. **(T-1).** Provide an information copy to AFFSA/XA. **(T-3).**

3.6.2. Before the effective date of an approved closure:

3.6.2.1. Notify the AFREP in the affected FAA region. **(T-0).**

3.6.2.2. Provide the Lead Command for Instrument Procedures with appropriate data for FLIP documents. **(T-1)**

3.7. Activating Previously Closed Runways. Activating a previously closed runway, except for emergency situations, shall require the following actions:

3.7.1. Obtain MAJCOM/A3 approval and coordinate through AFFSA for AF/A3O approval. **(T-1).**

3.7.2. Coordinate with the AFREP of the appropriate FAA region. **NOTE:** Bases not under FAA jurisdiction must coordinate with appropriate host government agencies. **(T-0).**

3.7.3. Provide the Lead Command for Aeronautical Publications Standards with appropriate data for inclusion in FLIP documents. **(T-1).**

3.8. Changes in Flying Mission.

3.8.1. MAJCOMs approve subordinate unit airfield operations mission changes after coordination with AFFSA. Airfield Operations mission changes may involve adjustments in manpower, equipment requirements, issues of operational impact, or military interface or services with civil or host nation operations. MAJCOMs coordinate changes in approach control services within the NAS with the AFREP at the appropriate FAA region.

3.8.2. When notified of a Mission Design Series (MDS) change, the senior operations commander, with AOF/CC assistance, must ensure the following actions are taken prior to the arrival of new aircraft:

3.8.2.1. Airfield Operations personnel must be trained on new MDS aircraft characteristics prior to operations commencing. **(T-2).**

3.8.2.2. Develop simulator and/or static training scenarios for Air Force controllers that emphasize integration of the new MDS aircraft operations with existing operations. **(T-2).**

3.8.2.3. Develop comprehensive pictorial and written guidance on new MDS, aircraft patterns, profiles and procedures. **(T-2).**

3.8.2.4. Review currently published instrument approach and departure procedures to ensure they will continue to meet mission requirements. **(T-2).**   As necessary, develop and process new or amended instrument procedures in accordance with AFMAN 11-230.

3.8.2.5. Update existing LOPs to include procedures for new MDS aircraft. (**T-2).**

3.8.2.6. AFM coordinates with base support agencies such as Civil Engineering (CE), Fire Department, Security Forces, Wing Safety, Aircraft Maintenance, Fuels Control and Wing Plans Office to determine if a modification is required to aircraft parking plans, taxi routes, and other support facilities (e.g., pavement and infrastructure additions, waivers). **(T-2).**

3.9. Notices to Airmen (NOTAM) Verification.   The AOF/CC identifies a single Airfield Operations facility, in writing, as the NOTAM monitor facility. The NOTAM monitor facility coordinates with AM to ensure appropriate NOTAMs are sent to facilitate airfield operations.

3.10. Unmanned Aircraft Systems (UAS) Operations.   Specific procedures for local UAS operations must be published in the Airfield Operations Instruction (AOI) and any other appropriate LOPs. **(T-2).**   Address the procedures listed, proposal, as well as site-specific procedures/data, NOTAM requirements, emergency recall of airspace or required landing of UAS, altitude caps, and other issues specific to base flying operations. For AM and ATC UAS procedures see AFMANs 13-204 Volumes 2 and 3 respectively. The SAA is the approval authority for UAS airfield operations.

3.10.1. The safety of manned aircraft will take precedence over unmanned aircraft in an emergency situation.

3.10.2. DoD UAS Categories (Groups 1 – 5) are defined in AFMAN 11-502, *Small Unmanned Aircraft Systems*, **Attachment 2**.   To the maximum extent possible, Airfield Operations personnel will handle Group 4 and 5 UAS operations in the same manner as manned flights. **(T-3).** Group 1, 2, and 3 UAS will generally have segregated airspace assigned to operate in that does not conflict with the normal flow of air and ground traffic. **(T-2).**

3.10.3. UAS Pilot/Operator Airfield Operations Familiarization.   When providing local Airfield Operations orientation training to UAS pilots/operators, consider the UAS pilot/operator qualifications when deciding on the length of training required. **NOTE:** Group 4 and 5 UAS pilots/operators will generally be rated pilots and have a greater understanding of Airfield Operations procedures compared to Group 1, 2, and 3 UAS pilots/operators.

3.10.4. Locations that support UAS operations must publish a FLIP advisory to that effect. **NOTE:** Example FLIP entry – "Use extreme caution for extensive UAS ops in the vicinity." **(T-2).**

3.10.5. Airfield Markings and Signage.   All changes to airfield signage/markings along established UAS taxi routes will be coordinated with UAS units prior to implementation. **(T-2).**

3.10.6. Flight Planning.   A flight plan will be filed for UAS flights, as applicable. **(T-3).** **NOTE:** UAS designations in the "Aircraft Type" section of DD 1801, *International Flight Plan* are not recognized by the Air Route Traffic Control (ARTCC) host computer.   Therefore, include the UAS designation in the remarks section of all IFR flight plans.   For additional guidance, see the DoD Flight Information Publication, *General Planning Guide* available for download at National Geospatial Intelligence Agency website.

3.10.7. Emergency Divert Base Designation.   If designated as an Emergency Divert Base for UAS, AOF/CC will include procedures in the AOI. **(T-2).** AOF/CC will accomplish the following:

3.10.7.1. Notify MAJCOM OPR for Airfield Operations if contacted to be an Emergency Divert Base. **(T-1).**

3.10.7.2. Include procedures to notify the respective command post of any/all changes in airfield status. **(T-1).**

3.10.7.3. Include towing procedures and coordination. **(T-2).**

3.10.8. UAS pilots/operators will pre-coordinate all UAS missions with Airfield Operations unless addressed in an LOP. **(T-3).** UAS mission commanders, pilots, or SOFs will advise ATC of initiation and completion of flight operations. **(T-3).**

3.10.9. Contingency Operations. Establish procedures in accordance with published Special Instructions (SPINs). **(T-3). NOTE:** A crash grid map should be used to develop flight sectors for UASs. However, until a crash grid map is available, utilize the best data available for the contingency location. Additionally, traditional approach/departure corridors may not be used in a tactical environment.

3.11. Interruptions to ATCALS. The AOF/CC ensures ATCALS are available to support the flying mission. Maintenance personnel response times/actions and preventative maintenance schedule (PM) must be established in a LOP. **(T-3).** AM submits the base PM schedule for inclusion in the FLIPs. The AOF/CC establishes procedures for reporting and coordinating ATCALS interruptions and malfunctions in a LOP. **NOTE:** Historical data shows that ATCALS performance can degrade over time in ways not detectable by normal preventive maintenance. Units should advise their MAJCOM of system or operational deficiencies beyond local resolution to receive assistance from their regional maintenance center (RMC). The ARTCCs provide remote maintenance functions, maintenance assistance, training, and engineering-level guidance. Additionally they conduct special and commissioning system evaluations to determine the optimum system configuration (based on equipment capabilities, site limitations, mission requirements and environmental conditions). AOF/CC will accomplish the following:

3.11.1. Obtain OG/CC approval for ATCALS downtime outside of the published PMI schedule. Notify the AFM for appropriate NOTAM/airfield advisory action. **(T-3).** Schedule no more than one ATCALS facility for maintenance at a time. **Exception:** Multiple Instrument Landing System (ILS) facilities installed at opposite ends of the same runway.

3.11.1.1. Coordinate with the appropriate ARTCC, Terminal Radar Approach Control, and Flight Service Station when an ATCALS component is part of the NAS and verify appropriate NOTAM action is taken. **(T-2).**

3.11.1.2. At multiple base complexes, coordinate PMI schedules so all bases do not remove similar ATCALS from service at the same time. **(T-3).**

3.11.1.3. Request planned maintenance shutdown of ATCALS during periods of least activity, including nighttime, as much as possible. **(T-3).**

3.12. Exercises. The AOF/CC participates in advance planning of wing/base exercises that involve Airfield Operations personnel, facilities to include ATCALS, or airfield. The purpose of this participation is to evaluate exercises for impact on airfield and flying operations. Consider traffic volume and service limitations when evaluating the impact of wing/base exercises.

Chapter 4

AIRFIELD OPERATIONS FLIGHT MANAGEMENT AND PROGRAMS

4.1. Local Operating Procedures (LOPs). AOF/CC must ensure all regulatory guidance describing local Airfield Operations services are published in a Letter of Agreement (LOA), Operations Letter (OL), flight or facility Operating Instruction (OI) or Operations Plan (OPLAN). **(T-2).** AOF/CC must ensure changes to existing LOAs, MOUs, and facility OIs are converted to or integrated into the applicable LOP within 180 calendar days after the date of the memorandum. **(T-3).**

4.1.1. Approval Authority and Functional Review. The level of signature depends on the type of LOP being written or negotiated. The senior operations commander (normally the OG/CC) for the signatory agencies approves and signs for their organization.

4.1.1.1. MAJCOM OPR for Airfield Operations is a mandatory coordinator on LOPs (i.e. LOA, OI, OL, AOI) outlined in this chapter prior to implementation. **NOTE:** MAJCOMs should identify timelines and determine which LOP reviews are optional in a supplement to this manual.

4.1.1.2. LOPs that address Airfield Operations services, training, and/or operations with host nation agencies must be coordinated through the MAJCOM OPR for Airfield Operations prior to implementation. This review ensures LOPs are in compliance with federal, Air Force, MAJCOM, and host nation policies. **NOTE:** Affected MAJCOMs must establish how this process will be conducted in the supplement to this manual. Additional guidance is provided in AFI 51-403, *International Agreements.*

4.1.1.3. **(Added-ACC)** AOF/CCs must coordinate LOPs that implement a new procedure (e.g., Simulated Flame out (SFO), UAS, Uncontrolled Airfield Operations (UAO)) and LOPs that are governed by host nation agreements with ACC/A3AO for approval prior to implementation. **(T-3).** All other LOPs reviews are optional, however ACC/A3AO will review any LOP upon request. **(T-2).** Normal review time for LOPs is 30 days.

4.1.2. **Standard LOPs.**

4.1.2.1. Airfield Driving Instruction (ADI). Refer to AFI 13-213 for additional information.

4.1.2.2. Airfield Operations Instruction (AOI). The AOI provides guidance regarding airfield and terminal environment activities which directly affect flying operations. It is the primary source document for describing local ATC, airfield, and flying operations applicable to base assigned aircrews, such as Visual Flight Rules (VFR) and radar traffic patterns, In-Flight Emergency response procedures and local aircraft priorities. Guidance on format and content of AOIs is provided in Attachment 2. The senior operations commander serves as the approval authority for the AOI. **NOTE:** MDS-specific instructions may direct information required in the AOI to also be published in a local 11-series instruction. AOF/CCs must work with flying standardization and evaluation offices to minimize duplication and ensure published procedures do not conflict. **(T-2).**

4.1.2.3. **Training OI** . Training OI is developed to establish policy and procedures for implementing and defining AM, ATC and RAWS training program responsibilities. The

training OI must expand those areas where further explanation is required and standardize local training procedures. **(T-3).** Each unit must develop, implement, and administer each program in accordance with this manual and AFI 36-2670. **(T-3). NOTE:** Units may develop a consolidated training OI. The training OI should not restate training requirements, procedures, or responsibilities already published. Additional requirements for the training OI can be found in AFMAN 13-204 Volumes 2 – 4.

4.1.2.4. **LOAs.** LOAs are established between Air Force units or agencies on a particular base and a non-Air Force agency from the base or any unit or agency from another location. Routinely, LOAs are established between a supported wing and an FAA Terminal Radar Approach Control or FAA Air Route Traffic Control Center (ARTCC). LOAs with the FAA should be coordinated with the Air Traffic representative assigned as liaison with the Air Force facilities involved and when applicable at the Service Area office. The AOF/CC is the approval authority for LOAs between Airfield Operations facilities; the unit commander (normally OSS/CC) is the approval authority for LOAs between Airfield Operations facilities and other base agencies; and the appropriate WG/CC (delegable to the senior operations commander) is the approval authority for LOAs between Air Force and non-Air Force agencies.

4.1.2.5. **OPLANs.** OPLANs provide guidance for contingency/wartime operations. When applicable, Airfield Operations tasks are addressed in the OPLAN annex. Guidance on format and content of OPLANs is contained in AFI 10-401, *Air Force Operations Planning and Execution.* OPLANs are normally managed by the Wing Plans Office though the AOF may be appointed as the OPR for certain OPLANs pertaining to airfield operations, e.g. snow removal or stop alert plan. The AOF/CC should review all OPLANs for Airfield Operations tasks and prepare a plans brief that includes all Airfield Operations tasks in that OPLAN. The WG/CC is the approval authority for OPLANS

4.1.2.6. **Operations Letters.** Operations letters are established between Airfield Operations facilities or between an Airfield Operations facility and another base agency to supplement operational or procedural instructions and to standardize operations. Operations letters describe special operating conditions or Airfield Operations procedures that are unique to certain locations. The AOF/CC shall ensure operations letters are established covering tower/radar coordination procedures and RAWS restoral and maintenance procedures. **(T-3).** The AOF/CC is the approval authority for operations letters between Airfield Operations facilities; the unit commander (normally OSS/CC) is the approval authority for operations letters between Airfield Operations facilities and other base agencies; and the appropriate WG/CC (delegable to the senior operations commander) is the approval authority between Air Force and non-Air Force agencies.

4.1.2.7. **Operating Instructions (OIs).** OIs are considered as a directive publication and must comply with AFI 33-360 publication requirements (i.e. legal review, certifying official, approving official, and the statement "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY"). **(T-1).**

4.1.3. **Implementing and maintaining LOPs.**

4.1.3.1. Establish an effective date that allows appropriate familiarization for all affected agencies and pre-implementation actions after finalized agreement is signed. Distribute copies of the signed LOP to all affected agencies or post to the appropriate website.

4.1.3.2. Within 30 calendar days of implementing a new LOP, the AOF/CC will provide the LOP and current index to the MAJCOM. **(T-2).**

4.1.3.2.1. **(Added-ACC)** Upload published AOI, Airfield Driving Operating Instruction (OI) and Facility OIs to the ACC SharePoint® site.

4.1.3.3. The AOF/CC shall accomplish the following:

4.1.3.3.1. Review LOPs annually and update as appropriate. **(T-2).**

4.1.3.3.2. Maintain a comprehensive library of all current applicable LOPs and indexes in each Airfield Operations facility for use by AOF personnel. **(T-3).**

4.1.3.3.3. Include in the index, the subject/title, effective date of each LOP, MAJCOM review date, and date of annual review. **(T-3).**

4.2. Airfield Operations Board (AOB).   This board provides a forum for discussing, updating, and tracking various activities associated with support of the flying mission. The AOB will convene quarterly. **(T-3).**

4.2.1. The board is chaired by the WG/CV or designated representative; not to be delegated lower than the senior operations commander or equivalent.

4.2.2. Board membership will be published in the AOI, and should include the OG/CC, Mission Support Group Commander (MSG/CC), and representation from flying and launch range organizations, Wing Stan/Eval, flight safety, OSS/CC, AOF Staff (ATC, AM, NAAM, and TERPS), CES, appropriate FAA or host nation ATC facilities, unit weather applicable to Airfield Operations, aero club manager, command post, RAWS maintenance operations, the airspace manager, and any others as deemed necessary by the AOB Chairperson.

4.2.3. The AOF/CC is the focal point for scheduling AOB meetings, preparing the agenda, and recording the minutes. The agenda includes mandatory items and any other pertinent issues the AOB Chairperson deems appropriate. As a minimum, the agenda and minutes will include items listed in **Attachment 3** (as applicable to each location). **(T-3).**

4.2.3.1. Where AOBs are convened less than quarterly, the AOF/CC will continue to track activities and staff updates on briefing items listed in **Attachment 3** to the MAJCOM OPR for Airfield Operations on a quarterly schedule. Publish procedures/schedule in the AOI.

4.2.3.1.1. **(Added-ACC)** When AOBs are conducted less than quarterly, units may post a Memorandum For Record with updates on briefing items listed in **Attachment 3** to the ACC/A3AO SharePoint®.

4.2.3.2. Distribute the agenda to board membership prior to the scheduled meeting so attendees have time to prepare for their particular discussion items. Indicate the base level OPR for each discussion item on the agenda.

4.2.3.3. AOB Chairperson must sign and approve release of AOB minutes for dissemination. **NOTE:** The AOB Chairperson may delegate the authority to sign/release AOB minutes in writing to the OG/CC. **(T-3).**

4.2.3.4. If there is no discussion associated with a particular mandatory item, annotate it as "N/D" in the minutes.

4.2.3.5. When AOB minutes include information from an Airfield Operations or Inspector General inspection report (e.g. CRITICAL or SIGNIFICANT deficiencies), the minutes must be marked "FOR OFFICIAL USE ONLY." **(T-3).**

4.2.3.6. Distribute AOB minutes within 20 workdays from the time the AOB convenes, to all board members and the commanders of represented base agencies, to command levels, MAJCOM, and the AFREP of the servicing FAA region. **(T-3).**

4.2.3.7. **(Added-ACC)** Units will post AOB minutes to the unit folder on the ACC/A3AO SharePoint® site. **(T-3).**

4.3. AOF TRB. (Not applicable to Royal Air Force Fairford).

4.3.1. Airfield Operations inspection discrepancies from MAJCOM or Inspector General reports may be discussed in TRB minutes; however, the minutes must be marked "*FOR OFFICIAL USE ONLY*." **(T-1).**

4.3.2. Agenda. The NATCT/TSN, NCOIC Airfield Management Training (NAMT), and RAWS Training Manager prepares for the TRB with current data from trainees' records, facility logs, inputs from CCTLR(s), AFM and RAWS Manager. As a minimum, the agenda will include the items listed in **Attachment 5** (as applicable to each location). **(T-3).**

4.3.3. **(Added-ACC)** Units will post TRB minutes, or suitable substitute, on the ACC Airfield Operations SharePoint® site. **(T-3).** TRB minutes will be documented on ACC/A3AO template (accessible on SharePoint®) or a suitable substitute which must be approved by ACC/A3AO prior to implementation. **(T-2).**

4.4. Airfield Operations Manning.   AOF/CCs closely monitors Airfield Operations facility manning levels to ensure uninterrupted services are provided to support the flying mission. When Airfield Operations facility staffing levels are forecasted to impact the local flying mission, the AOF/CC should consider the following recommendations to mitigate its impact after discussing with squadron and senior leadership (OG/CC or WG/CC).

4.4.1. Return medically qualified personnel assigned to other base/organizational duties (such as first sergeant or chief enlisted manager) to Airfield Operations facilities.

4.4.2. Curtail all additional duties, e.g. unit/organizational additional duties.

4.4.3. Exempt personnel from local exercise taskings not involving Airfield Operations services, e.g. facility evacuations, facility security guards, and damage assessment.

4.4.4. During known periods of low traffic density, combine ATC positions to reduce the number of controllers on shifts to afford adequate controller staffing during peak flying periods.

4.4.5. During periods of low flying activity, pursue a waiver to the AM shift-staffing requirement.

4.4.6. Use a senior controller concept where possible for all ATC facilities during periods of non-peak flying.

4.4.7. Reduce ATC staffing to one Watch Supervisor (WS)/Senior Controller (SC) per shift unless a variance requires more.

4.4.8. Extend the ATC duty day to 10-hour shifts; or use six-one duty day rotation schedule; or reduce the Wing flying schedule, commensurate with available ATC staffing. Also, use either and extended AM duty day to 12-hour shifts; or use a six-one duty day rotation schedule. **NOTE:** To facilitate shift rotations and crew rest requirements, this activity should be forecasted at least 2 weeks in advance.

4.4.9. Utilize dual-certified personnel from other facilities, the facility chief controller, and all other personnel who hold certifications to work in the affected facility.

4.4.10. Cancel leaves, PME attendance, and non-essential TDYs.

4.4.11. Ensure Airfield Operations personnel performing duties outside their controlled AFSC is in accordance with AFI 36-2101.

4.4.12. **(Added-ACC)** Units will post manning reports to ACC Operations SharePoint® NLT the 10th of each month. **(T-2).**

4.5. Critical Manning Options.   When a facility reaches critical manning, the following additional actions should be taken to mitigate the impact on flying operations. These actions require the involvement and support of base leadership from the AOF/CC to the WG/CC, MAJCOM, and the FAA regional AFREP when support of adjacent FAA facilities is required. MAJCOM OPR for AOs ensure the AFREP is advised of critical manning issues that may require FAA support in their respective region.

4.5.1. Implement all actions in **paragraph 4.4** above.

4.5.2. Curtail ATC services, such as multiple precision approach radar capability, monitoring approaches during visual meteorological conditions.

4.5.3. Request MAJCOM relief from external visits/inspections affecting Airfield Operations facilities.

4.5.4. Curtail Airfield Operations facility operating hours and temporarily return the airspace to the FAA (or host nation), in accordance with **paragraph 3.4**

4.5.5. NOTAM the facility closed and cease operations according to procedures agreed to in the FAA parent facility contingency plan, established in accordance with FAAO JO 1900.47E, *Air Traffic Control Operational Contingency Plans – w/Chg 1*.

4.5.6. Coordinate with MAJCOM OPR for Airfield Operations for manning assist.

4.5.7. Coordinate with unit commander/director for mandays. Refer to AFI 36-2619, *Military Personnel Appropriation Manday Program.*

4.6. Actions Following an Aircraft Mishap.   Do not disclose information related to aircraft mishaps/incidents except as outlined below.

4.6.1. The AOF/CC shall coordinate on and off base mishap notification procedures to ensure appropriate base agencies and senior leadership are notified of a mishap in a timely manner. **(T-1).** To ensure ATC facilities are appropriately focused on mishap response activities and control of aircraft, only notification procedures directly associated with timely relay of data and mishap response activities should be delegated to controllers in the ATC facilities.

4.6.2. CCTLRs will develop a facility mishap notification checklist to provide mishap response guidance to controllers on duty. **(T-2).** The WS or SC initiates the checklist and

ensures completion of the mishap notification checklist. Facility checklists should contain procedures for accomplishing the following items as a minimum:

4.6.2.1. Notify the CCTLR and/or AOF/CC that a mishap has occurred.

4.6.2.2. Coordinate facility and runway status with other ATC agencies.

4.6.2.3. Request an aircraft mishap local weather observation at non-automated locations or when automated systems are operating in back-up mode.

4.6.2.4. As directed, provide airspace sterilization over crash site.

4.6.2.5. Notify RAWS/RMC maintenance to check equipment performance, if Air Force RAWS were involved.

4.6.2.6. Initiate NOTAMs, as required.

4.6.2.7. Safeguard written facility records, including events log, position logs, flight data strips, and weather data. As soon as feasible, remove, label, store, and safeguard pertinent recorded data. Notify responsible TERPS authority so that all files contained within the Instrument Procedures Package and any other documentation associated with the incident instrument procedure in use at the time can be preserved.

4.6.2.8. Manning permitting, provide position relief to controllers who were on duty at the time of the mishap. The WS/SC determines the optimal time for position relief, considering continuity of services for mishap response support and human factors impact on controllers on duty at the time of mishap. If the WS/SC suspects a controller may have contributed to the mishap, the controller must be relieved from position immediately. **(T-1).**

4.6.3. As soon as possible after being notified of an aircraft mishap, the AOF/CC or CCTLR will assess controller involvement. **(T-1).** If the AOF/CC or CCTLR suspects a controller's performance contributed to a mishap:

4.6.3.1. Remove the controller from ATC duties pending a flight surgeon's evaluation. Prompt evaluation by the flight surgeon is essential to accurately assess the controller's physiological condition relative to the mishap incident.

4.6.3.2. After receiving medical clearance from the local flight surgeon, assess the controller's proficiency and take appropriate certification action or return the controller to ATC duties.

4.6.4. The NCOIC, Airfield Management Operations (NAMO) will develop a mishap notification checklist to provide mishap response guidance to AM Operations supervisors on duty. As a minimum, locally developed aircraft mishap (on/off base) checklists must contain the following procedures. **(T-2).**

4.6.4.1. If mishap occurred on or near the airfield, record the following items in the events log effective at the time of the mishap:

4.6.4.1.1. Runway involved.

4.6.4.1.2. Runway Surface Condition.

4.6.4.1.3. ATCALS status.

4.6.4.1.4. Airfield lighting status.

4.6.4.1.5. Bird Watch condition.

4.6.4.2. Plot mishap location, cordon, entry control point, safe route, known hazards and other relevant information on crash grid maps.

4.6.4.3. Suspend/close operations to runways or taxiways as required.

4.6.4.4. Conduct FOD check as required. Do not touch or remove anything, e.g., FOD or debris from the runway. Inspect aircraft taxi routes affected by the mishap.

4.6.4.5. Print current NOTAMS and send to Flight Safety as needed.

4.6.4.6. Obtain mishap aircraft information as needed:

4.6.4.6.1. Aircraft call sign and tail number.

4.6.4.6.2. Departure base.

4.6.4.6.3. Home station or organization.

4.6.4.6.4. Name and rank of crew members.

4.6.4.6.5. Number of personnel on board.

4.6.4.7. Safeguard and make copies of the following documents:

4.6.4.7.1. Flight Plan (Weight and Balance if applicable).

4.6.4.7.2. AF Form 3616, *Daily Record of Facility Operation*.

4.6.4.7.3. Passenger manifest (if applicable).

4.6.4.7.4. Local airfield advisory information.

4.6.4.7.5. Any other forms that pertain to the flight.

4.6.4.7.6. Airfield Inspection Checklist as applicable.

4.6.5. When a facility, service, or ATCALS is, or is suspected of being involved in an aircraft mishap, RAWS maintenance must be notified to record/document equipment performance and alignments. **NOTE:** Adjustments must not be made to ATCALS equipment during this inspection. **(T-1).**

4.6.5.1. Radar equipment performance checks must include scope, cursor, and map alignment. **NOTE:** Not applicable to DTAS sites (i.e. STARS). **(T-1).**

4.6.5.2. RAWS/RMC maintenance must perform an immediate and comprehensive ground check of equipment that remains in operation. **(T-1).** Since RAWS maintenance can only validate signals at ground level, a local flyability check should also be conducted to ensure appropriate airborne signal reception.

4.6.5.3. If equipment performance remains suspect, The AOF/CC will only return the facility to service after a successful FAA flight inspection. **(T-1).** Return the facility to service, when it is suspected of contributing to a mishap incident, only after a successful FAA flight inspection.

4.6.6. Establish procedures to ensure AOF personnel do not release the names of individuals allegedly involved in an aircraft incident or accident to agencies outside Air Force channels. Procedures should ensure personnel do not discuss the accident/incident beyond what is necessary to accomplish duties via the crash phone. All inquiries from non-mishap response personnel must be directed to Public Affairs. **(T-0).**

4.6.7. The AOF/CC shall notify their MAJCOM OPR for Airfield Operations of any mishap involving AOF services as soon as feasible without impacting emergency response activities. **(T-2).** MAJCOM OPR for AOs will coordinate with MAJCOM safety counterparts to ensure appropriate AM and ATC representation is afforded to the mishap Safety Investigation Board (SIB), as required in AFMAN 91-223. When the command responsible for the mishap investigation differs from the command providing host base oversight, ATC/AM representation should be provided by the command with host base oversight.

4.7. Accident Investigations Support.

4.7.1. At the request of the convening authority, AFFSA or MAJCOM OPR for AOs will support safety or accident investigations with airfield operations functional experts.

4.7.2. Personnel must complete the Aircraft Mishap Investigation Course (AFMIC) prior to participating in aircraft accident investigations. **(T-2).**

4.8. Night Vision Device (NVD) Operations.

4.8.1. NVDs must not be used for providing separation services. NVDs are intended to enhance situational awareness only. Procedures for NVD use by Airfield Operations personnel or blacked-out airfield operations must be published in the AOI and/or other appropriate LOP. For guidance on AM and ATC NVD equipment use, refer to AFMAN 13-204 Volume 2 and 3 respectively. As a minimum, the following areas must be addressed:

4.8.1.1. Scheduling procedures. **(T-2).**

4.8.1.2. Notification/coordination requirements, (e.g. publication of NOTAMs, inclusion of remarks in FLIPS). **(T-2).**

4.8.1.3. Weather/lunar illumination requirements. **(T-2).**

4.8.1.4. NVD aircraft taxi routes and NVD traffic pattern, to include pattern entry/re-entry points. **(T-2).**

4.8.1.5. Vehicle operations; participating vehicles will not be co-mingled with non-participating vehicles. **(T-2).**

4.8.1.6. Traffic pattern/flow restrictions. **NOTE:** Non-participating aircraft will not mix with participating NVD aircraft in any traffic pattern or on any controlled movement area. **(T-2).** Aircraft not performing NVD operations may mix with NVD aircraft only if signatory to an LOP outlining procedures with the unit performing NVD operations. The term "participating aircraft" is defined in FAAO 7610.4V, *Special Operations*.

4.8.1.7. Procedures to ensure applicable aircraft/vehicle separation requirements. **(T-2).**

4.8.1.8. Termination/Restart procedures for:

4.8.1.8.1. Transitions between reduced and normal airfield lighting configurations to accommodate nonparticipating arrivals/departures. **(T-2).**

4.8.1.8.2. Emergency knock-it-off/termination procedures. **(T-2).**

4.8.1.9. Airfield lighting configurations (may vary to reflect mission/force protection requirements). **(T-2).**

4.8.1.10. Internal tower cab lighting requirements. **(T-2).**

4.8.1.11. Aircraft lighting requirements. **(T-2).**

4.8.1.12. Vehicle lighting requirements. **(T-2).**

Chapter 5

RECORDS MANAGEMENT, INQUIRIES, AND DATA

5.1. Recorded Records.   The AOF/CC is the custodian of all recorded records in all Air Force Airfield Operations facilities.

5.1.1. Retain all voice recorder tapes/cassettes and data extraction disc recordings for 45 calendar days, or in accordance with guidance in Air Force Records Information Management System, Air Force Records Disposition Schedule, **Table 13**-**06**, Rule 02.00, whichever is greater. **(T-2).**

5.1.2. At facilities where the ATC automation system has the ability to record operations on the system, retain all electronically recorded media (e.g., Continuous Data Recording (CDR), Digital Audio Tapes (DAT), Digital Audio Legal Recorder (DALR) for 45 calendar days, or in accordance with guidance in AFRIMS, Air Force Records Disposition Schedule, **Table 13**-**06**, Rule 02.00, whichever is greater. **(T-2).**

5.1.3. CDR data playback/data analysis tools may be used in the investigation of an incident, suspected separation loss, pilot deviation, controller error, TCAS event, miscellaneous incident, or accident.

5.1.3.1. CDR data reductions are time-consuming activities; therefore, their retrieval should be limited to those times deemed absolutely necessary, as determined by the AOF/CC.

5.1.3.2. Copies of CDR data analyses, playbacks/files, and playback software are releasable, but only at the discretion of the AOF/CC.

5.1.3.3. Playback release procedures. For multiple sensor systems, identify the sensor in use or filter all but the primary sensor in use. In addition, identify and/or provide an electronic copy of the radar map(s) most likely in use during the event.

5.2. Retaining Mishap Records.

5.2.1. AOF/CCs file and maintain official copies of written and recorded records pertinent to an alleged flying deviation, Military Flying Deviation or Hazardous Air Traffic Reports (HATRs) for six months. File and maintain copies of written and recorded records about aircraft mishaps or accidents for two years, or on deactivation of the unit (if sooner), according to Air Force records disposition schedule (**Table 91**-**5**, rule 3) located in the AFRIMS. This file may contain the originals or certified copies. In addition, keep other data such as crew duty schedules, controller training records, AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*/DD Form 2992 or applicable GS-2152 medical clearance, medical waivers/profiles used in the investigation that the government might require for use in civil litigation. This file should contain only factual data that is generated in the ordinary course of business; it should not contain un-sworn controller statements, summaries of events, opinions and recommendations, or privileged safety information.

5.2.2. CDR data of automated radar systems may be used in the investigation of reported incidents believed to be operational errors/deviations to determine the amount of separation that existed or position of the aircraft. CDR data may not be used as the primary source for reporting an incident or commencing an investigation. When CDR data is used in this capacity,

the automated system clock shall be verified as being accurate at the time of the incident. **(T-0). NOTE:** Protect CDR media, CDR hard-copy printouts and all other recorded records of aircraft mishaps, alleged deviations or HATR to the degree necessary to prevent unauthorized access. Locked receptacles (file cabinets, desks or safes) are adequate for storing this material.

5.3. Releasing Aircraft Mishap/Incident Related Information.   Persons conducting official safety investigations have access to all factual and non-factual information pertinent to an aircraft mishap. These individuals may interview or request statements/testimony from personnel who were controlling air traffic at the time of the mishap or who observed the mishap incident. These interviews, statements and testimony are not protected from public release in all cases. See AFI 91-204, Chapters 4 and 6 for the types of investigation associated with aircraft mishaps and protected information.

5.3.1. AFI 91-204 and AFMAN 91-223 govern the SIB process. The SIB is chartered to find causal factors and mishap prevention.

5.3.1.1. The SIB produces a two-part report. **Part I** of the report contains non-privileged factual information that may be disclosed outside the Air Force in accordance with the Freedom of Information Act. If requested and available, CDR data may be included in **Part I**, Tab M. Transcripts of recorded air-to-ground and aircraft-to-aircraft communications are included in **Part I**, Tab N. **Part II** contains the privileged information that will not be disclosed. Investigation, Analysis, Findings, and Recommendations; Statements and Testimony of Witnesses and Persons Involved; and Statements of Persons Cited in Finding (respectively) are included in **Part II**, Tabs T, U, and V. Refer to the Freedom of Information Act Program—DoD Manual 5400.07_AFMAN 33-302, *Freedom of Information Act Program* for additional information.

5.3.1.2. Distribution of privileged reports is restricted to those with a need to know and must be protected for inter-base email transmission. Refer to AFI 91-204, Chapter 3, for guidance on protecting privileged information.

5.3.1.3. Privileged information contained in **Part II** of the SIB report may not be used as evidence for punitive, disciplinary or adverse administrative actions, for determining the misconduct or line-of-duty status of any person, in flying evaluation board hearings or reviews, to determine liability or liability in claims for or against the United States, or in any other manner in any action by or against the United States. The intent of this protection is to encourage open communication without fear of retribution, in order to expedite the discovery of causal factors and prevent future incidents.

5.3.2. AFI 51-307, *Aerospace and Ground Accident Investigations* governs the accident investigation board process. An AIB conducts legal investigations of Air Force aircraft accidents to prepare a publicly-releasable report and to gather and preserve evidence for use in litigation, claims, disciplinary actions and administrative proceedings. AIB investigators have access to all non-privileged testimony and evidence (factual data) pertaining to the accident including evidence contained in **Part I** of the formal SIB report.

5.3.2.1. The AIB investigators are provided with a list of witnesses interviewed by the SIB. The AIB may interview controllers (including SIB witnesses) and obtain controller statements or testimony. SIB witnesses can only be interviewed by the AIB after they have been released by the SIB president.

5.3.2.2. AIB investigators can not have access to privileged testimony or statements provided to the SIB and contained in **Part II** of the formal SIB report. Statements and testimony made during AIB investigations may be releasable to the public. Controllers may seek legal counsel before making statements or providing testimony to the AIB.

5.3.3. FAA, National Transportation Safety Board (NTSB), and Air Force investigators have access to factual records pertinent to an alleged violation of flying regulations. Requests for specific information should be routed through military commanders. These investigators may request controller statements or testimony. Controller statements and testimony made during this type of investigation are releasable to the public. Controllers may seek legal counsel before making statements or testimony to accident investigators. Do not release names of individuals involved without the specific approval of AF/A3. **(T-0).**

5.3.4. The Department of the Air Force discloses its records to the public, unless these records are exempt from public disclosure. DoD Manual 5400.07_AFMAN 33-302, outlines procedures for disclosure of records and lists specific exemptions for withholding records. Process any non-governmental request that cites the FOIA through the Wing or base FOIA office. **(T-0).**

5.3.5. All requests for release of safety information from foreign governments or their representatives, including host nation mishap investigation teams, should be referred to the Air Force Safety Center for staffing.

5.4. Removing Original Records.   With the exception of official safety investigations, do not release recorded or written records concerning mishaps without authority from the OG/CC (or designated representative/equivalent). Requests for safety investigations must be made to Wing Safety. Due to the potential for recording over or deleting original recordings, original recorded records shall be retained in the AOF files and a certified transcript or certified tape copy will be released to appropriate authorities. **(T-2).** Release transcripts/voice recordings "*FOR OFFICIAL USE ONLY*" to a recognized investigation authority. To ensure custodial control, written and recorded records should not be released to an intermediary collection agency that is not a member of the investigation board. If the original recording is released, keep a copy of the original recording with the custodian. **NOTE:** In accordance with FAA guidance, a DAT recording derived from the hard drive of the Digital Voice Recorder System is certified as an original recording.

5.4.1. At joint-use RAPCONs, where the Air Force has furnished recorder equipment, the FAA maintains custodial control of recordings. If the Air Force requires access to a tape of one of its positions in the facility, the FAA plays back the recording. If the mishap involves an FAA controller, the FAA provides a copy of the original voice recording for the use of investigators.

5.4.2. If there is a need for a transcript or an additional tape copy, make it from the original recording. Only two certified re-recordings of the original DAT recording should be made. Any additional re-recordings should be made from a certified copy of the original. When making a tape copy include all transmissions from initial call-up to at least 5 minutes after last contact. Use a speaker-to-microphone method to copy when the equipment will not electronically connect. Preface the reproduction with "I certify this to be a true and exact (copy or transcript) of the original recording on file at this office at (base name)" (Name and Grade);

(Title). Also include the date and time of reproduction, the name of the person supervising the reproduction and a certification that the reproduction is a true copy of the original recording.

5.4.3. The data extraction recordings of automated radar systems to a computer extraction disc are normally useless to a requesting party unless reduced to a printed hard-copy form. Therefore, when filling a request for computer data, the disc will be reduced to printed form unless the requesting party specifically requests the recorded data extraction. After a successful reduction to printed form, the disc may be returned to service through the normal rotation cycle unless a specific request is received to retain the disc in its entirety. The following disclaimer will be attached to any computer reproduction: "THIS DOCUMENT IS DERIVED FROM COMPUTER MAGNETIC RECORDINGS OF INTERNAL COMPUTER PROCESSING. IT IS NOT AN EXACT REPRESENTATION OF THE CONTROL POSITION DISPLAY." The printout data is considered an official record and shall be retained as part of the records identified in **paragraph 5.2.1.1** **(T-3).**

5.5. How To Prepare Transcripts.

5.5.1. Include the following in the heading of the written transcript:

5.5.1.1. Subject.

5.5.1.2. Identity of the recording facility.

5.5.1.3. List of facilities and controller positions, and the abbreviation for each.

5.5.1.4. Frequency, landline, or position being recorded.

5.5.1.5. Date and time covered by the transcript.

5.5.1.6. Source of time entries; for example, time announcer, radio broadcast, and reconstruction from timing tape.

5.5.1.7. Certification statement in accordance with **paragraph 5.4.2**

5.5.2. Abbreviate each facility in the transcript by using the location designator, followed by the facility and control position. Identify aircraft by an abbreviated call sign if confusion will not result. Precede each transmission with the time the transmission began and identity of the transmitting source. When the source is unknown, use UNK. Single-space the body of the transcription. Double-space between each transmission. Show unintelligible transmissions by a series of asterisks. At the end of the transcript, center the statement, "END OF TRANSCRIPT".

5.5.3. Certify copies of written records or tape transcripts as follows: "I certify this to be a true and exact (copy or transcript) of the original recording on file at this office at (base name)" (Name and Grade); (Title).

5.6. ATC Forms. Refer to AFMAN 13-204, Volume 3.

5.7. Charts, Maps, Publications and Instruction Files. Refer to AFMAN 13-204 Volumes 2, 3 and 4 for additional information.

5.8. Air Traffic Activity Reporting System (ATARS). Refer to AFMAN 13-204, Volume 3.

Chapter 6

UNIT-LEVEL QUALITY ASSURANCE REQUIREMENTS

6.1. Unit Self-Assessment.

6.1.1. Airfield Operations facility managers will conduct a continuous self-assessment using published Air Force-level SACs and SIIs located in the Management Internal Control Toolset Portal. **(T-1).**

6.1.2. Staff Assistance Visits (SAV). A unit commander may request a MAJCOM or AFFSA Airfield Operations SAV. Refer to AFI 90-201, Chapter 1 for additional information.

6.2. Cooperative Quality Assurance and Safety Programs.

6.2.1. Base Level Evaluations. Several base-level programs are designed to periodically assess the AOF's integrated participation with other agencies in supporting the wing mission. These include evaluations such as Operational Readiness Exercises/Inspections (ORE/ORI) and Base Exercise Evaluations.

6.2.2. The AOF will support Wing Safety programs such as the BASH and the Mid-Air Collision Avoidance Programs. **(T-3).** Refer to AFI 91-202, *The US Air Force Mishap Prevention Program* for details regarding these programs.

6.3. Safety Reports. AFMAN 91-223, establishes and provides guidance for reporting Class E Airspace safety events. The intent of reporting these events is not only to identify potentially hazardous aviation practices or procedures at a local unit, but to disseminate information which might prevent similar hazardous conditions at other Air Force locations. AOF/CC will:

6.3.1. CMAVs. Report CMAVs and runway incursions using the AF Form 457, *USAF Hazard Report* in accordance with AFMAN 91-223. **(T-3).** Report airfield infractions caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. **(T-3).**

6.3.2. HATRs. Report HATR events using the AF Form 651, *Hazardous Air Traffic Report* in accordance with AFI 91-202, AFI 91-204, and AFMAN 91-223. **(T-3).**

6.3.2.1. Report any air traffic or hazardous movement area occurrence that endangers the safety of an aircraft or UAS. **(T-3).**

6.3.2.2. Provide comments in the final HATR message prepared by the wing safety office when unit level AOF services are identified as contributory/causal to the HATR. **(T-1).**

6.3.2.3. If the AOF/CC concurs with the content of the HATR, simply state, "AOF/CC concurs." If the AOF/CC non-concurs, specific details of the disagreement must be identified. Comments may also be added to clarify events, for the benefit of cross-tell to other airfield operations locations.

6.3.3. Runway Incursion Operational Categories. For trend and analysis purposes, all runway incursions (CMAV/HATR) are further classified into three operational categories (Operational Error, Pilot Deviation, Vehicle/Pedestrian deviation) as defined in **Attachment 1**. The AOF/CC and Safety Office will work as a team to assign operational categories. **(T-1).** The

AOF/CC will ensure these classifications are annotated in the recommendations section of the AF Form 457 or the narrative section of the AF Form 651. **(T-1).**

6.3.4. Units will notify their MAJCOM AOs within 24 hours of a CMAV/HATR incident. **(T-1).**

6.3.5. Civil Pilot/Procedural Deviations. Report alleged deviations by civil aircraft to the nearest General Aviation District Office, Flight Standards District Office, Air Carrier District Office or equivalent host nation agency in accordance with FAAO JO 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting*. **(T-0).**

6.4. Flight Inspections.   The flight inspection program verifies performance of air navigation services and associated instrument flight procedures. Flight inspection frequency, coordination requirements and profiles of procedures flown are described in AFMAN 11-225, *United States Standard Flight Inspection Manual*. Coordination between affected Airfield Operations facility managers, RAWS personnel, and flying community is critical to ensuring successful and expedient flight inspection services. The AOF/CC will track flight inspection completion dates and subsequent evaluation requirement for all RAWS/RMC maintenance, and brief upcoming flight inspection requirements, as well as results/findings from recent inspections, at the AOB. **(T-0).**

6.5. ATC Quality Assurance. Refer to AFMAN 13-204, Volume 3 for additional information.

6.6. Airfield Certification/Safety Inspection.   Refer to AFMAN 13-204, Volume 2 for additional information and AOF/CC responsibilities.

Chapter 7

AIRFIELD OPERATIONS PERSUANT TO CONTRACT

7.1. Applicability.   This chapter applies to contracts for performance of Airfield Operations duties. MAJCOM OPR for Airfield Operations, AOF/CCs and Contract Officer Representative must ensure the SOW or PWS include the following criteria:

7.1.1. Contracts used to obtain airfield management services must require that the contractor's personnel possess required KSA to effectively manage and inspect the airfield environment for safety and compliance with established Air Force, FAA, ICAO or NATO airfield planning and design criteria. **(T-1).** Specific management and technical training, experience and responsibilities for all AM positions must be published in the SOW or PWS. **(T-1).** Contracts must require personnel to already meet the minimum training and qualification requirements for each AM duty position outlined in AFMAN 13-204, Volume 2, Chapter 2. **(T-1).** The contract must also state that within 6 months of assuming a position, newly hired contract personnel must complete local qualification training requirements, and the most current AM PCG for the duty position being filled. **(T-1). NOTE:** Completion of formal training courses such as the *Advanced Airfield Managers Course* will be at the contractor's expense. **(T-1).** MAJCOM OPR for Airfield Operations and Contract Officer Representative should review contractor qualification requirements prior to selection of candidate.

7.1.1.1. The contract must specify that personnel performing the contract must be able to complete and maintain certification to operate a vehicle on the airfield, to include meeting all color vision testing requirements in order to operate a vehicle in the CMA. **(T-1).**

7.1.1.2. The contract must specify that personnel performing BASH duties under the contract must have the ability to use wildlife control devices, including firearms, as well as any other necessary equipment. **(T-1).**

7.1.1.3. Contracts for personnel selected to fill AM duty positions must also include the minimum qualification requirements outlined in AFMAN 13-204, Volume 2. **(T-1).**

7.1.2. Contracts for air traffic control personnel selected to fill ATC duty positions, Tower and/or Radar, must state that the personnel must have appropriate training and experience (4 or more years for technician/journeyman level and 8 or more for supervisory/management level) for executing ATC duties outlined in this manual. **(T-1).** Contract personnel must possess required knowledge, skills and abilities to effectively promote air traffic system safety in compliance with established Air Force, FAA, ICAO or NATO criterion. **(T-1).** Contracts for personnel selected to fill management/staff duty positions (CCTLR, NATCT, NSE, TSN or respective assistant positions) must state that the personnel must have supervisory and/or management level experience, e.g. training, planning, organizing and directing other personnel in ATC activities. **(T-1).**

7.1.3. More specific management training, experience, responsibilities, and duty/operational requirements will be outlined in a MAJCOM or AFFSA approved SOW or PWS or Host Nation agreements. **(T-2).** Where training is required, contract personnel will conduct and document training as outlined in the SOW or PWS. **(T-2).**

7.2. Responsibilities.   Prior to implementation of contracts, the MAJCOM OPR for Airfield Operations must review and approve SOW or PWS (new and revised) that contain Airfield Operations services.

7.2.1. MAJCOM OPR for Airfield Operations will:

7.2.1.1. Act as a member of the multi-functional team for the establishment of new contracts or maintenance of existing contracts.

7.2.1.2. Review   and   coordinate   on   any   new   contract,   proposals   or amendments/modifications.

7.2.2. Units (AOF/CC) must:

7.2.2.1. Inform MAJCOM of contract and SOW or PWS proposals, developments and negotiations. **(T-2).**

7.2.2.2. Submit new contracts, proposed amendments/modifications to current contracts, quality surveillance plans and checklists to the MAJCOM OPR for Airfield Operations for review prior to implementing changes. **(T-2).**

7.2.2.3. Nominate a Contract Officer Representative (COR) to ensure effective contract oversight. **(T-2).** Where AM/ATC services are provided exclusively by a contractor, the COR must be a Subject Matter Expert (SME) on AM/ATC duties and responsibilities.

7.2.3. COR must:

7.2.3.1. Be appointed and trained prior to assuming COR duties. **(T-2).**

7.2.3.2. Assist Contracting Officer with the development of AM/ATC SOW or PWS. **(T-2).**

7.2.3.3. Perform quality assurance functions and manage performance (monitor, evaluate, and certify contractor compliance) in accordance with Quality Assurance Surveillance Plan. **(T-2).**

7.2.3.4. Notify the Contracting Officer of any performance deficiencies and follow-up for resolution. **(T-2).**

7.2.3.5. Review COR training as some of the requirements are based on Federal Acquisition Regulation or Defense Acquisition Regulation. **(T-0).**

Chapter 8

PROCEDURES FOR ESTABLISHING VFR FLYING AREAS AND TRAFFIC PATTERNS

8.1. VFR Traffic Patterns.

8.1.1. When designing traffic patterns, units must ensure the following:

8.1.1.1. They conform to the requirements of **paragraphs 8.2** and **8.3** below except when safety or noise problems require adjustments. **(T-2).**

8.1.1.2. No unusual or unnecessary maneuvering is required. **(T-2).**

8.1.2. When traffic patterns for two or more airfields are close together or overlap, units must coordinate LOAs regarding safe operations. **(T-2).**

8.1.3. Units must coordinate revised traffic patterns with ATC agencies and the MAJCOM OPR for ATC. **(T-2).**

8.2. VFR Traffic Pattern Types. Units must:

8.2.1. Establish rectangular and overhead patterns at each Air Force airfield, joint-use airfield and overseas airfield controlled by the Air Force, as applicable to mission needs. **(T-2).** Use LOAs to provide the desired traffic pattern at airfields under the control of foreign governments or agencies other than the Air Force. **(T-3).**

8.2.2. Develop closed traffic procedures. **(T-2).** Closed traffic is a maneuver that allows an aircraft making successive patterns to stay in the normal traffic flow without exiting and reentering the pattern.

8.2.3. Bases may establish an additional rectangular pattern for light aircraft. This pattern provides adequate separation from normal rectangular and overhead pattern traffic.

8.2.4. Establish separate helicopter patterns. **(T-2).** These patterns are not necessary if the rectangular or light aircraft patterns meet operational needs without creating congestion.

8.3. VFR Traffic Pattern Altitudes. Units must establish traffic pattern altitudes by rounding to the nearest 100-foot increment relative to the published field elevation. **(T-2).** Pattern altitudes must provide a minimum of 300-feet of obstruction clearance and must be established a minimum of 500 feet above ground level after rounding is applied. **(T-2).** For example, the traffic pattern altitude for a 1,000-foot traffic pattern with a published field elevation of 250 feet would be established at 1,300 feet above mean sea level (MSL), assuming a 1,300 foot MSL altitude would provide at least 300 feet of obstruction clearance. It is recommended that units establish traffic pattern altitudes based on the following: **NOTE:** The traffic pattern airspace criteria depicted in FAAO JO 7400.2, *Procedures for Handling Airspace Matters* and JO 7400.11, *Airspace Designations and Reporting Points*, should be used to determine the area to be evaluated for obstacle clearance and pattern confines.

8.3.1. Rectangular pattern: 1,000 feet above highest field elevation (1,500 feet if a lower altitude causes a noise problem).

8.3.2. Overhead pattern: 1,500 feet above highest field elevation (2,000 feet if the 1,500 foot rectangular pattern is used or if a lower altitude causes a noise problem).

8.3.3. Light aircraft pattern: At least 500 feet above highest field elevation. In all cases, ensure adequate separation from normal rectangular pattern traffic.

8.3.4. Helicopter patterns: Establish specific altitudes that ensure adequate separation from traffic in other patterns.

8.3.5. Closed traffic: Closed traffic operations: Normally conducted at an altitude corresponding to the applicable airframe's pattern.

8.4. Environmental Impact Analysis and Air Installation Compatible Use Zone (AICUZ). Before making changes to local VFR flying areas, VFR traffic patterns or altitudes, analyze proposals for impact based on the published AICUZ study and potential environmental impact. Submit AF Form 813, *Request for Environmental Impact Analysis*, to the base civil engineering environmental planning function for approval (see Title 39, Code of Federal Regulations, **Part 989**, *Environmental Impact Analysis Process*, current edition and *AFI 32-7063, Air Installations Compatible Use Zone Program* & AFH 32-7084, *AICUZ Program Manager's Guide*. The Environmental Impact Analysis Process must be completed prior to making any decision to implement the proposed change. **(T-0).** Advise the base civil engineer when the proposed change has been implemented.

Chapter 9

AIR FORCE RUNWAY SAFETY ACTION TEAM (AFRSAT)

9.1. Program Objectives.   AFRSATs provide an objective perspective on runway safety issues such as runway incursions/excursions to reduce negative trends or unsafe conditions identified through trend and analysis, mishap reports, HATR, or hazard reports. AFRSAT visits may be directed by HAF or MAJCOM, or may be requested by individual units.

9.2. Program Scope.   AFRSATs are used to analyze, report and determine corrective actions for Airfield Operations and support agencies for safety, compatibility and adequacy related to runway safety. AFRSAT functional experts evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition. This program may also be used as a mechanism to conduct a site visit for other negative safety incidents or trends that involve airfield operations. Areas include but are not limited to: Near Midair Collision, Hazardous Air Traffic Reports, and Airman Safety Action Program.

9.2.1. Team Composition. Team composition is based on the area(s) being evaluated.

9.2.2. Qualifications. Individuals' qualifications (i.e. Special Experience Identifier [SEI] or duty position) should be equivalent or one duty position higher of the area(s) being evaluated.

9.2.3. Scheduling AFRSAT Visits.

9.2.3.1. MAJCOM OPR for Airfield Operations schedule AFRSAT visits based on results of data analysis identifying negative trends or unsafe conditions at locations under their oversight. Notify units a minimum of 45 calendar days prior to AFRSAT visits. Schedule changes will be provided as they occur.

9.2.3.2. Wing/CC may request AFRSAT visit at any time; however, a minimum of 45 calendar days is needed to schedule the AFRSAT.

9.2.3.3. In preparation for the AFRSAT visit, the team lead will obtain all applicable documents from the unit being evaluated a minimum of 15 calendar days prior to the visit. In addition, all data (MISHAP/Accident/CMAV reports) pertaining to the AFRSAT visit will be analyzed and evaluated for trends.

9.2.3.4. Prior to the AFRSAT departing, normally the team lead will hold a preliminary meeting with team members to discuss the AFRSAT visit and the strategy for the event.

9.2.3.5. The AFRSAT will include an in-brief and out-brief to the Wing/CV or their designated representative. Members in attendance should include Airfield Operations (AOF/CC, Tower CCTLR, AFM) flight/ground safety, radio maintenance, flying unit representatives, and individual units as applicable.

9.2.4. Evaluation. The AFRSAT will use the applicable checklist developed by AFFSA found on the AFFSA Airfield Operations SharePoint.

9.2.5. Plan. The AFRSAT will help the unit develop a plan to correct the negative trend or unsafe condition within 15 calendar days of the visit. The plan will include:

9.2.5.1. Overview of the negative trend or unsafe condition.

9.2.5.2. Statistics/data supporting the negative trend or unsafe condition (Mishap/CMAV/ Accident reports).

9.2.5.3. The current airport diagram displaying the location of the negative trend/unsafe condition, as applicable.

9.2.5.4. A listing of problem areas and/or contributing causes to the individual events leading to the negative trend/unsafe condition. Each problem area discovered will include a recommendation to correct the problem.

9.2.5.5. The designated unit within the wing who is responsible for tracking and monitoring the action items and for providing a status update to MAJCOM OPR for Airfield Operations every 90 calendar days or as requested.

9.2.5.6. The plan will be properly designated: "For Official Use Only."

9.2.5.7. MAJCOM OPR for Airfield Operations will forward the plan to AFFSA within 30 calendar days of completion of the AFRSAT's visit.

9.2.6. MAJCOM OPR for Airfield Operations will conduct follow-up within 6 months after the AFRSAT visit. A follow-up at a minimum will include a table-top review (teleconference) to discuss the status of all action items. If necessary, another site visit will be conducted. The table-top review will be documented and the results published to all attendees.

Chapter 10

CONVERTING AIRFIELD OPERATIONS SERVICES

10.1. Coordination Requirements.

10.1.1. AF/A3O is the approval authority for conversion of ATC, AM, and RAWS maintenance positions or services to DoD civilian or contract operations.

10.1.2. AOF/CC will:

10.1.2.1. Inform MAJCOM of contract and SOW or PWS proposals, developments, and negotiations. **(T-2).** Units must submit new contracts, proposed amendments/revisions to current contracts, quality surveillance plans and checklists to the parent MAJCOM for review prior to approving/implementing changes. **(T-2).**

10.1.2.2. Assign a quality assurance evaluator to ensure effective oversight. **(T-2).**

10.1.2.3. Participate in contract bid proposals and pre-award certifications. **(T-2).**

10.1.2.4. Develop plans for contractor termination by default or walk-outs. **(T-2).**

10.1.2.5. Ensure Airfield Operations manpower positions are not converted to civilian/contract without MAJCOM/A3 coordination. **(T-2).**

10.1.3. MAJCOMs will:

10.1.3.1. Coordinate all proposals for competitive sourcing, contracts, or conversions of military authorizations to DoD civilians through AFFSA, to include:

10.1.3.1.1. Proposed/revised contracts and SOW or PWS dates, location, host unit, and type of aircraft served (contractor name and address, and quality assurance evaluator name and phone number, if available).

10.1.3.1.2. Proposed timetable for transfer of manpower slots, personnel and equipment (transferred wartime tasking and personnel must be trained and ready for deployment) prior to conversion to DoD or contract services effective date.

10.1.3.1.3. Training impact statements on how converting to civilians will provide an equivalent or higher level of support.

10.1.3.2. Review and coordinate on any new contract proposals or amendments.

10.1.3.3. Review and coordinate on plans for contractor termination by default or walk-out.

10.1.3.4. Maintain copies of the contract for each contracted location.

10.1.4. AFFSA will evaluate contract proposals and forward to AF/A3O for approval.

10.2. ATC Contracting. At all state-side locations and Guam, Air Force and the FAA have agreed the Ai may contract only VFR control towers with low density traffic operations. Air Force may not contract IFR facilities. The ANG is responsible for contracting tower services at ANG locations and will notify AFFSA when contracting new facilities.

MARK D. KELLY, Lt Gen, USAF
Deputy Chief of Staff, Operations

(ACC)

MARK H. SLOCUM, Major General, USAF
Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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Prescribed Forms

None

Adopted Forms

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AF Form 483, *Certificate of Competency*

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

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*

AF Form 3616, *Daily Record of Facility Operation*

DD Form 1801, *DoD International Flight Plan*

DD Form 2992, *Medical Recommendations for Flying or Special Operational Duty*

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager (Civilians Only)

(Added-ACC) ACC—Air Combat Command

(Added-ACC) ACC/A3—ACC Director of Operations

(Added-ACC) ACC/A3A—ACC Airspace, Ranges & Airfield Operations Division

ADPM—Airfield Driving Program Manager

AF—Air Force

AFI—Air Force Instruction

AFFSA—Air Force Flight Standards Agency

AFM—Airfield Manager

AFMAN—Air Force Manual

(Added-ACC) AFRC—Air Force Reserve Command

(Added-ACC) AFRC/A3—AFRC Director of Operations

AFREP—Air Force Representative

AFRIMS—Air Force Records Information Management System

AFRSAT—Air Force Runway Safety Action Team

AFSC—Air Force Specialty Code

AICUZ—Air Installation Compatible Use Zone

AM—Airfield Management

(Added-ACC) AMIC—Aircraft Mishap Investigation Course

AMTM—Airfield Management Training Manager (Civilians Only)

ANG—Air National Guard

(Added-ACC) AO—Airfield Operations

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

AOF/CC—Airfield Operations Flight Commander

AOI—Airfield Operations Instruction

AOM—Airfield Operations Management

AOSS—Airfield Operations System Specialist

ARTCC—Air Route Traffic Control Center

(Added-ACC) ASAP—Aviation Safety Action Program

ASR—Airport Surveillance Radar

ATARS—Air Traffic Activity Reporting System

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATCS—Air Traffic Control Specialist

ATCT—Air Traffic Control Tower

ATIS—Automatic Terminal Information Service

BAS—Basic Allowance for Subsistence

BASH—Bird/Wildlife Aircraft Strike Hazard

BWC—Bird Watch Condition

CCTLR—Chief Controller

CDR—Continuous Data Recording

CE—Civil Engineering

CES—Civil Engineering Squadron

CFETP—Career Field Education and Training Plan

CFM—Career Field Manager

CIC—Controller in Charge

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

COR—Contract Officer Representative

CPD—Core Personnel Document

(Added-ACC) DAFI—Department of the Air Force Instruction

DALR—Digital Audio Legal Recorder

DAT—Digital Audio Tape

(Added-ACC) DATCALS—Deployable Air Traffic Control and Landing Systems

DD Form—Department of Defense Form

(Added-ACC) DISA—Defense Information Systems Agency

DNIC—Duties Not to Include Controlling

(Added-ACC) DOC—Designated Operational Capability

DoD—Department of Defense

DoT—Department of Transportation

(Added-ACC) DSN—Defense Switched Network

DTAS—Digital Terminal Automation Systems

EDIT—Experiencing Difficulty In Training

(Added-ACC) EI—Engineering and Installation

(Added-ACC) EMS—Emergency Mission Support

(Added-ACC) ETG—Enhanced Target Generator

FAA—Federal Aviation Administration

FAAO—Federal Aviation Administration Order

FLIP—Flight Information Publication

FOD—Foreign Object Damage/Debris

FOIA—Freedom of Information Act

FOUO—For Official Use Only

GCA—Ground Controlled Approach

HATR—Hazardous Air Traffic Report

(Added-ACC) HQ ACC/A3OA—ACC Airfield Operations and Procedures

(Added-ACC) IAW—In Accordance With

ICAO—International Civil Aviation Organization

IFR—Instrument Flight Rules

ILS—Instrument Landing System

(Added-ACC) JCS—Joint Chiefs of Staff

JO—Joint Order

KSA—Knowledge, Skills and Abilities

LOA—Letter of Agreement

LOP—Local Operating Procedure

(Added-ACC) LOP—Letters of Procedure

MAJCOM—Major Command

(Added-ACC) MPA—Military Personnel Authorization Appropriation

(Added-ACC) NGB—National Guard Bureau

(Added-ACC) NLT—No Later Than

OPLANMDS—Mission Design Series

MOU—Memorandum of Understanding

NAAM—NCOIC, Airfield Automation Manager

NAF—Numbered Air Force

NAMO—NCOIC, Airfield Management Operations

NAMT—NCOIC, Airfield Management Training

NAS—National Airspace System

NATCT—NCOIC, Air Traffic Control Training

NCOIC—Noncommissioned Officer-In-Charge

NOTAM—Notice to Airmen

NSE—NCOIC, ATC Standardization and Evaluation

NVD—Night Vision Device

OG—Operations Group

OG/CC—Operations Group Commander

OI—Operating Instruction

OJT—On the-Job Training

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

NATO—North Atlantic Treaty Orgranization

NCOIC—Noncommissioned Officer-in-Charge

PCG—Position Certification Guide

PEC—Program Element Code

(Added-ACC) POAM—Plan of Action & Milestones

(Added-ACC) POL—Petroleum, Oil, and Lubricants

POM—Program Objective Memorandum

PPR—Prior Permission Required

PWS—Performance Work Statement

RAPCON—Radar Approach Control

RAWS—Radar, Airfield, and Weather Systems

RCR—Runway Condition Reading

RFC—Radar Final Control

RSC—Runway Surface Condition

(Added-ACC) RSP—Readiness Spares Package

SAA—Senior Airfield Authority

SAV—Staff Assistance Visit

SC—Senior Controller

SCPD—Standard Core Personnel Document

SEI—Specialty Experience Identifier

(Added-ACC) SFO—Simulated Flame Out

(Added-ACC) SIGNAL—Simulation and Integration of Ground Network and Air Links

SII—Special Interest Item

SOF—Supervisor of Flying

SOW—Statement of Work

SPIN—Special Instructions

STARS—Standard Terminal Automation Replacement System

TCAS—Traffic Alert and Collision Avoidance System

TDY—Temporary Duty

TERPS—Terminal Instrument Procedures

TRB—Training Review Board

TSN—NCOIC, ATC Training and Standardization

(Added-ACC) TSS—Tower Simulation System

(Added-ACC) UAO—Uncontrolled Airfield Operations

UAS—Unmanned Aircraft System

UNK—Unkown

US—United States

(Added-ACC) USAFE—United States Air Forces in Europe

(Added-ACC) USAFE/A3A—USAFE Command and Control Division

(Added-ACC) UTC—Unit Type Code

VFR—Visual Flight Rules

WG/CC—Wing Commander

(Added-ACC) WG/SE—Wing Safety

WS—Watch Supervisor

Terms

Advanced Airfield Manager Course—This course provides training for selected Air Force personnel the knowledge and skills needed to perform the duties of the Airfield Manager. This is an advanced AM course designed primarily for the Air Force Senior NCO Airfield Manager. Other potential candidates for this course include Air Force Airfield Operations Flight Officers, Air Force civilian Airfield Managers, Civil Engineering Community Planners, Flying Safety Officers, as well as civilian contractors performing AM duties (to be approved on case-by-case basis).

Aerodrome—A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

Aircraft Mishap Investigation Course—This course provides instruction on aircraft mishap investigations and analyses of human and material factors to personnel who will be primary members on Class A & B flight mishap investigation boards.

Airfield Check—Conducted by airfield management personnel to the examine the primary takeoff, landing and taxi surfaces in response to in-flight or ground emergencies, Runway Surface Condition or Runway Condition Reading assessments, Foreign Object Damage removal, and for Bird/Wildlife Aircraft Strike Hazards and Habitat control.

Airfield Facilities—Includes runways, taxiways, aircraft parking and servicing areas, ATC facilities, airfield management Operations, RAWS, aircraft fire suppression and rescue services, airfield lighting systems and systems to hold or stop aircraft (where required).

Airfield Inspection—Conducted by airfield management personnel to identify discrepancies and/or hazards on the airfield (e.g., signs, markings, lighting, pavements, aircraft arresting system, obstructions, obstacles, construction areas).

Airfield Management (AM)—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction/repairs, airfield driving program, ice/snow removal operations, Bird/Wildlife control. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans. Coordinates with base agencies to meet aircrew requirements for refueling and transient aircraft maintenance.

Airfield Operating Hours—The hours of airfield operations as published in the MAJCOM Supplement.

Airfield Operations Instruction (AOI)—Formerly known as the base flying regulation. Defines local procedures for airfield management and ATC.

Air Traffic Control and Landing Systems—Department of Defense facilities, personnel, and equipment (fixed, mobile, and seaborne) with associated avionics to provide safe, orderly, and expeditious aerospace vehicle movements worldwide.

Approach End of Runway—That end of a runway nearest to the direction from which the final approach is made.

Air Traffic Control (ATC) Duty—ATC duty is defined as controlling live or simulated traffic, monitoring a trainee controlling live or simulated traffic, issuing ATC movement and control messages, monitoring a trainee issuing ATC movement and control messages, or conducting duties as a watch supervisor.

Career Field Education and Training Plan (CFETP)—CFETP is a comprehensive core-training document that identifies: life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. This document is the formal training contract between the Air Force Career Field Manager and Air Education and Training Command (AETC) for formal accession and life-cycle skills training.

Computer Based Training—Student conducted training through lessons received at a computer terminal and via computer interaction.

Closed—An airfield is "closed" when no flying activity is permitted. If the closure is for a particular type of aircraft or operation, it must be so stated. For example: "Closed to aircraft not involved in Volant Rodeo."

Controlled Movement Area (CMA)—As defined in Airfield Operations Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **NOTE:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary which can be found on the FAA website: **https://www.faa.gov/air_traffic/publications/media/PCG_10-12-17.pdf**.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes runway incursions and infractions caused by communication errors. Refer to AFMAN 91-223 for HATR and CMAV reporting procedures.

Control Tower Operator (CTO)—Includes local control, ground control and flight data positions

External Stores—Items mounted on the external portions of an aircraft (e.g., armament, fuel tanks, baggage pods) that can be released or jettisoned from an aircraft.

Facility Rating—An endorsement by the Control Tower Operator Examiner, NCOIC/Assistant NCOIC, ATC Standardization and Evaluation or NCOIC/Assistant NCOIC, ATC Training and Standardization that an individual has demonstrated the competence, qualifications, and skills required to control traffic at positions specified for the following type of facility rating issued.

1) Control Tower—Includes all positions except for the watch supervisor, coordinator, and RFC.

2) Ground Controlled Approach (GCA)—Includes all positions except watch supervisor, coordinator and RFC.

3) Radar Approach Control (RAPCON)—Includes all positions except watch supervisor, coordinator, RFC, and special ATC positions (e.g., MOA, Range Monitor).

4) Radar Final Control (RFC)—Includes position(s) that conduct precision approach radar (PAR) approaches and/or airport surveillance radar (ASR) approaches and monitors instrument approaches.

Foreign Object Damage/Debris Check—Conducted by AM personnel prior to start of normal flying activities or in response to FOD reports by SOF, control tower or pilot.

Ground Controlled Approach (GCA)—A fixed, mobile, or transportable facility that provides radar arrival and RFC services within airspace designated by an approach control facility.

Host Wing Commander—The individual with ultimate responsibility for operating the airfield.

Hot Spot—A runway safety related problem area or intersection on an airfield. Typically it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

Joint Facility—Air traffic control facility that divides responsibilities between the Air Force and another military or civil agency.

Joint-Use Airfield—An Air Force installation where agreements exist among the Air Force and host nation authorities for joint-use of all or a portion of airfield facilities.

Local Operating Procedure (LOP)—Supplemental procedures issued as letters of agreement, operations letters, operating instructions, memorandum of understanding, squadron regulations, operations plans, or base manuals or instructions.

Lost Link—UAS pilot/operator has lost the ability to provide real-time control of the UAS. Loss may be permanent or temporary.

Major Command (MAJCOM)—For the purpose of this manual, includes all Air Force Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

Mishap—A mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, D or Class E event reporting criteria in accordance with AFI 91-204**.** Damage or injury includes: damage to DoD property (excluding normal wear and tear or aging); occupational illness to DoD military or civilian personnel; injury to DoD military personnel on or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property, or injury or illness to non-DoD personnel caused by Air Force operations.

Mission Design Series (MDS)—The official designation for aerospace vehicles used to represent a specific category of aerospace vehicles for operations, support, and documentation purposes.

On-the-Job Training (OJT)—Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade and job qualification training.

Position Certification—An endorsement by the NCOIC, ATC Standardization and Evaluation/Assistant NCOIC, ATC Standardization and Evaluation/NCOIC, ATC Training and Standardization/Assistant NCOIC, ATC Training and Standardization or Control Tower Operator examiner that the applicant has demonstrated the competence, qualifications and skill required to operate at a specific position.

Precision Approach Radar (PAR)—Radar displaying range, azimuth, and elevation (in relation to a glide slope) normally encompassing an area from 10 to 20 miles on final approach to a position on the runway intercepted by the glide slope.

Prior Permission Required (PPR)—The airfield is closed to transient aircraft unless approval for operation is obtained from the appropriate commander through airfield management. PPR must be requested and approved before the flight departs to that airfield. The purpose of PPR is to control volume and flow of traffic rather than to prohibit it. Prior permission is required for all aircraft requiring transient alert service outside the published transient alert duty hours. All aircraft carrying hazardous materials must obtain prior permission as outlined in AFJI 11-204.

Qualified Controller—An individual who is (1) facility rated and holds a minimum classification of GS-2152, 13M3, PAFSC 1C252 or PAFSC 1C131 and (2) has been awarded a 053, 056, or 364 SEI or an equivalent level of experience/training as specified earlier in this manual for the award of the aforementioned SEIs, or (3) is position certified but already meets aforementioned classification and SEI requirements.

Radar Approach Control (RAPCON)—A fixed, mobile, or transportable radar facility that provides approach control, arrival and RFC services using surveillance radar.

Radar Final Control (RFC)—An air traffic control service that provides navigational guidance or approach monitoring during the final approach phase of flight. This service normally includes precision approach radar (PAR) approaches, instrument approach monitoring using precision approach radar equipment when final approach courses are coincident, flight following, airport surveillance radar (ASR) approaches and safety alert services. Additional services are provided within system capability. A controller assigned to the radar final control position (called the radar final controller) normally provides this service.

Radar Final Control Facility—A fixed, mobile, or transportable radar facility that provides radar final control service. (Precision Approach Radar rating required for award of Special Experience Identifier).

Runway Condition Reading (RCR)—A numerical decelerometer reading relayed by air traffic controllers at Air Force and certain civil bases for use by the pilot in determining runway braking action. These readings are routinely relayed only to Air Force and Air National Guard Aircraft.

Runway Control Structure—A portable or fixed shelter where non-air traffic control personnel observe arriving and departing aircraft. The unit is near the active runway, and has two-way air-ground communications.

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. These are further classified into three operational categories:

1) Operational Error (OE)—A failure of the air traffic control system that results in loss of separation.

2) Pilot Deviation (PD)—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

3) Vehicle/Pedestrian Deviation (V/PD)—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by air traffic control.

Runway Surface Condition (RSC)—Identifies the condition of the runway surface when covered with slush, snow, ice or water

Senior Airfield Authority (SAA)—The SAA is an individual appointed by the component

responsible for airfield operations at the direction of the joint force commander. The SAA is responsible for the control, operation, and maintenance of the airfield, to include deployable air traffic control and landing systems, the runways, associated taxiways, and parking
ramps, as well as air, land, safety surfaces, and facilities of which proximity affects airfield operations.

Senior Operations Commander—The senior group commander (or equivalent) responsible for Airfield Operations.

Shared Use—An airfield used by both civil and military flight activities that are located at a civil airport under control of civil authorities.

Skill Level—The level of qualification within an awarded Air Force specialty, shown by the fourth digit of the Air Force Specialty Code.

Specialty Experience Identifier (SEI)—A three-character code that identifies special experience training identified in the personnel data system. Specialty Experience Identifiers may permit rapid identification of individuals with special qualifications to meet peacetime assignments. They provide a means for identifying critical manning requirements during wartime or contingency operations when little lead time is available for training personnel in specific technical skills.

Stop Training—When a trainee is unable to accomplish knowledge based (including classroom instruction), simulator (including static scenarios), and OJT due to unforeseen events or inability to meet standards.

Supervisor of Flying (SOF)—A rated officer authorized by the flying unit commander to monitor and supervise current flight operations. A Supervisor of Flying may perform duties from the control tower.

Task—A unit of work activity or operation that forms a significant part of a duty. A task usually has clear beginning and ending points and directly observable or measurable processes, frequently but not always resulting in a product that can be evaluated for quantity, quality or fitness in the work environment. A task is performed for its own sake; that is, it is not dependent upon other tasks, although it may fall in a sequence with other tasks in a duty or job array.

Attachment 2

AIRFIELD OPERATIONS INSTRUCTION (AOI) REQUIREMENTS

A2.1. AOI.   All applicable items in this attachment must be addressed in the base AOI. **(T-3).** **NOTE:** Specific procedures may be outlined in a separate local directive; however, that directive must be referenced in the base AOI.

A2.1.1. General Information Regarding Airfield Facilities.

A2.1.1.1. Runway(s) and Taxiways: Airfield Diagram depicting runway/taxiway designations, runway(s) length, width and surface type, field elevation/gradient, designation of primary instrument runway, depiction of critical areas, intersection departure distances, and instrument hold lines.

A2.1.1.2. Runway Selection Procedures.

A2.1.1.3. Control of Ground Traffic in the Controlled Movement Area (CMA): Publish CMA diagrams and entry access/exit procedures in the AOI. **(T-1).** Procedures must require specific ATC approval for entry onto CMAs and require direct two-way radio communication. **(T-1).** When direct two-way radio communication is not possible, procedures for use of light guns, light signals or escorts must be specifically outlined in an LOP. **(T-1).** Local guidance must include procedures to reposition personnel to a safe distance from the CMA and to recall personnel from controlled movement areas in the event of a tower/vehicle radio failure. **(T-1).**

A2.1.1.4. Airfield Lighting Systems.

A2.1.1.5. Permanently Closed/Unusable Portions of the Airfield.

A2.1.1.6. Aircraft Arresting Systems.   Describe the type, location and standard configuration and coordination procedures for aircraft arresting systems. Use easy-to-understand descriptions such as "operational, not-operational", "configured, not-configured" and "in-service, out-of-service" consistently when reporting system status.

A2.1.1.7. Parking Plan/Restrictions.

A2.1.1.8. Air Traffic Control Facilities: Operating Hours and Designated Airspace.

A2.1.1.9. Local Frequencies/Channelization.

A2.1.1.10. RAWS, to include Preventive Maintenance Inspection (PMI) schedule.

A2.1.1.11. Transient Alert: Services/Facilities Available to Support Transient Aircraft.

A2.1.1.12. Automatic Terminal Information Service (ATIS) Procedures.

A2.1.1.13. Aircraft Special Operations Areas/Ramps: Arm/De-Arm Areas, Engine Run-up Areas, Drag Chute Jettison Areas, Hot Pit Refueling Areas, UAS Designated Start Areas.

A2.1.1.14. Aircraft Towing Procedures.

A2.1.1.15. Aircraft Taxiing Requirements/Routes (to include Heavy Aircraft Jet Thrust Avoidance Procedures, Taxiway/Taxilane Restrictions and Wingtip Clearance).

A2.1.1.16. Airfield Maintenance: Sweeper Operations, Grass Mowing.

A2.1.1.17. Runway Surface Condition (RSC) and/or Runway Condition Reading (RCR) Values.

A2.1.1.18. Procedures/requirements for conducting runway inspections/checks.

A2.1.1.19. Procedures for Opening and Closing the Runway.

A2.1.1.20. Procedures for Suspending and Resuming Runway Operations.

A2.1.1.21. Engine Test/Run-up Procedures.

A2.1.1.22. Noise Abatement Procedures.

A2.1.1.23. Procedures for Protecting Precision Approach Critical Areas.

A2.1.1.24. Restricted/Classified Areas on the Airfield.

A2.1.1.25. Auxiliary power for ATCALS facilities.

A2.1.1.26. Drone Operations (i.e. **Part 101** and **Part 107**) as applicable.

A2.2. Flying Areas.

A2.2.1. Local Flying Area/Designation of Airspace.

A2.2.2. VFR Local Training Areas.

A2.3. VFR Procedures.

A2.3.1. VFR Weather Minimums.

A2.3.2. VFR Traffic Patterns.

A2.3.3. Special Procedures (Helicopter, Functional Check Flight, Paradrop Operations, 360-Overhead Pattern Protection).

A2.3.4. Reduced Same Runway Separation Procedures.

A2.3.5. Intersection Departures.

A2.4. IFR Procedures.

A2.4.1. Radar Traffic Patterns.

A2.4.2. Availability/Restrictions for Surveillance (ASR) Approaches and Precision Approach Radar (PAR) Approaches/Monitoring.

A2.4.3. Local Departure Procedures.

A2.4.4. Radar Vector to Initial Procedures.

A2.5. Emergency Procedures.

A2.5.1. Operation of the Primary Crash Alarm System and Secondary Crash Net.

A2.5.2. Emergency Response Procedures: In-Flight/Ground Emergency Procedures (On/Off Base).

A2.5.3. External Stores Jettison Area Procedures.

A2.5.4. Fuel Dumping.

A2.5.5. Emergency Aircraft Arresting System Procedures.

A2.5.6. Hot Brake Area and Procedures.

A2.5.7. Abandonment of Aircraft (Controlled Bail-Out, Ejection, Plotting Aircraft Coordinates).

A2.5.8. Personnel/Crash Locator Beacon Signal/Emergency Locator Transmitter (ELT) response procedures.

A2.5.9. Hung Ordnance Procedures.

A2.5.10. Wind Limitations on Control Tower.

A2.5.11. Evacuation of Airfield Operations Facilities.

A2.5.12. Other Emergency Procedures as Locally Determined (flame out, precautionary approaches).

A2.5.13. Alternate Facility Procedures.

A2.6. Flight Planning Procedures.

A2.7. Miscellaneous Procedures.

A2.7.1. Airfield Operations Board (AOB) membership.

A2.7.1.1. Publish items that require annual review in the AOI.

A2.7.1.2. Annotate each item with the month in which the items shall be reviewed.

A2.7.2. NOTAM Procedures.

A2.7.3. Flight Information Publication (FLIP) Accounts, Procedures for Requesting Changes.

A2.7.4. Prior Permission Requested (PPR) Procedures.

A2.7.5. Air Evac Notification and Response Procedures.

A2.7.6. Unscheduled/Unauthorized Aircraft Arrivals.

A2.7.7. Distinguished Visitor Notification Procedures.

A2.7.8. Dangerous/Hazardous Cargo.

A2.7.9. Airfield Photography.

A2.7.10. Night Vision Device (NVD) Operations.

A2.7.11. Local Aircraft Priorities.

A2.7.12. Lost Communications Instructions.

A2.7.13. Standard Climb-Out Instructions.

A2.7.14. Opposite Direction Take-Offs and Landings.

A2.7.15. Breakout/Go Around/Missed Approach Procedures.

A2.7.16. Civilian Aircraft Operations.

A2.7.17. Civil Use of Military ATCALS.

A2.7.18. Aero Club Operations.

A2.7.19. Weather Dissemination and Coordination Procedures: Hazardous/Severe Weather Notification Procedures; Lightning Response.

A2.7.20. Airfield Snow Removal Operations.

A2.7.21. Bird/Wildlife Control: Local Bird/Aircraft Strike Hazard (BASH) Program Guidelines.

A2.7.22. Bird Watch Conditions: Locally established Bird Watch Conditions (BWC).

A2.7.23. Supervisor of Flying (SOF) Operating in the Tower.

A2.7.24. Tactical Arrival/Departure Procedures.

A2.7.25. UAS Operations Procedures.

A2.7.26. Contractors working on the airfield.

A2.7.27. Non-standard airfield systems or configurations (e.g., signs, lighting, markings, arresting gear)

Attachment 3

AIRFIELD OPERATIONS BOARD (AOB) BRIEFING ITEMS

A3.1. Distribute the agenda to board membership prior to the scheduled meeting, so attendees have time to prepare for their particular discussion items. Indicate the base-level OPR for each discussion item on the agenda.

A3.2. The following items will be briefed quarterly:

A3.2.1. Airspace (terminal, enroute, and special use airspace). **(T-3).**

A3.2.2. ATC/Flying Procedures (new, revised, rescinded and seldom used). **(T-3).**

A3.2.3. Military, FAA, or Host Nation concerns. **(T-3).**

A3.2.4. Airfield Operations Flight (AOF Staff, AM, ATC, and RAWS) Staffing. **(T-3).** Report airfield operations staffing as: Authorized, assigned, and available by AOF Staff and facility (e.g., Tower, RAPCON/GCA/RFC, and AM section). **(T-3).** Report unqualified apprentice ATC/AM/RAWS personnel in overall numbers. **(T-3).** Consider personnel as unavailable when they are on long term DNIC status, suspended, deployed, pending withdrawal, separating, or PCS, and those personnel TDY (more than 2 weeks), assigned or detailed outside their primary AFSC longer than 30 calendar days.

A3.2.5. RAWS (flight inspection schedule, ATCALS equipment findings, status, upgrades). **(T-3).**

A3.2.6. Airfield Environment: Review airfield activities, status of construction projects, number and status of permanent/temporary airfield waivers, and the status of deteriorating airfield/runway conditions. **(T-3).** Include "Completed" "On-going" and "Future" Projects. Include airfield manager assessed priorities in the event of variance funded/unfunded CES projects listing. **(T-3).**

A3.2.7. HATRs. Provide a brief summary of (airfield operations related) HATRs reported in the period preceding the current AOB being conducted. **(T-3).**

A3.2.8. Status of Airfield Driving Training Program. **(T-3).**

A3.2.8.1. Units visited and results of inspection. **(T-3).**

A3.2.8.2. Units scheduled for the upcoming quarter. **(T-3).**

A3.2.8.3. Number of spot-checks performed and results. **(T-3).**

A3.2.8.4. Changes or findings with accomplishing airfield driver training. **(T-3).**

A3.2.8.5. Other issues as appropriate.

A3.2.9. Runway intrusions/Controlled Movement Area Violations (CMAVs): All CMAVs, including HATRs, regardless of impact on flight safety, must be briefed and documented in the AOB minutes. **(T-3).** Provide a detailed description of each incident to include (who, what, when, where and how, type vehicle/aircraft involved and action taken to prevent a reoccurrence). Highlight any trends. **(T-3).** Compare current and past year's number of runway intrusions by quarter.

A3.3. The following items should be brief annually:

A3.3.1. LOP Review. Review the listing and effective dates of LOPs affecting the local airfield/flight environment (AOI, LOAs, operations letters, OPLAN taskings as applicable to the airfield environment, host nation agreements).

A3.3.2. TERPS. Conduct reviews of all instrument procedures to validate the continuing need for each. In addition to the annual requirement, review procedures when changes occur.

A3.3.3. Air Installation Compatible Use Zone (AICUZ). (Optional item). The AOB provides an optimal forum for conducting a review of the local AICUZ Program, as required by AFI 32-1015, *Integrated Installation Planning*.

A3.3.4. Results of annual self-inspection.

A3.3.5. Special Interest Items (SII). Report the results of new Air Force and/or MAJCOM SII checklists, including SIIs carried over from the previous year, at the first AOB following the official release of the SII checklist.

A3.3.6. Results of the Annual Airfield Certification/Safety Inspection and Quarterly Joint Inspection (as required).

A3.3.7. Aircraft Parking Plan: Review annually or as required.

A3.3.8. Status of existing airfield waivers with emphasis on temporary waivers and associated correction plans in accordance with UFC 3-260-1, Section B1-2.2.1.1.

Attachment 4

ORM CONSIDERATIONS FOR OPERATIONS WHEN ESSENTIAL SERVICES ARE NOT AVAILABLE

A4.1. Operational impacts.

A4.1.1. Cost/benefit of operating a controlled versus uncontrolled airfield.

A4.1.1.1. Diverting aircraft if not controlled.

A4.1.1.2. Utilizing PPR/other local processes to exercise control of arriving aircraft under uncontrolled situations.

A4.1.1.3. Telephone stand-by/on-call status options.

A4.1.2. How mishaps would affect "next day" Air Force operations. **NOTE:** Air Force must wait for NTSB to investigate civil aircraft accidents.

A4.1.3. Delay of routine runway maintenance tasks.

A4.1.4. Pattern restrictions (i.e. one-in, one-out; practice approaches)

A4.2. Security implications.

A4.2.1. Physical security.

A4.2.1.1. Airfield access and ground traffic control.

A4.2.1.2. Potential theft and sabotage/vandalism.

A4.2.2. Operational security: intelligence exploitation.

A4.3. Safety implications.

A4.3.1. Possible mishap potential increase.

A4.3.2. Uncontrolled taxi operations by operators unfamiliar with procedures and facilities.

A4.3.3. Possible mix of uncontrolled military and civil traffic.

A4.3.4. Potential for delay in fire, crash, medical or rescue responses.

A4.3.5. Potential for injury to maintenance personnel on the airfield.

A4.3.6. Public exposure to hazardous/dangerous activities.

A4.3.7. Increased potential for runway incursions.

A4.3.8. Procedures for conducting airfield inspections and checks in accordance with this manual.

A4.4. Legal implications.

A4.4.1. Accountability for incidents and accidents.

A4.4.2. Liability for injury and damage.

A4.4.3. Distinguishing between authorized and unauthorized landings.

A4.5. Other areas.

A4.5.1. Procedures for operating airfield lighting, if applicable.

A4.5.2. Notification and radio communication procedures.

A4.5.3. Weather reporting procedures.

A4.5.4. Host nation consideration (as applicable).

A4.5.5. If approved, WG/CC will ensure that the following actions are taken:

A4.5.5.1. If implemented on a short term basis (30 calendar days or less):

A4.5.5.1.1. Arriving   aircraft   shall   coordinate   their   arrival   for accountability/identification purposes.

A4.5.5.1.2. Issue pertinent NOTAMS.

A4.5.5.1.3. Coordinate provisions for airfield security.

A4.5.5.1.4. Coordinate emergency response procedures.

A4.5.5.2. If this is implemented on a long term basis (e.g., more than 30 calendar days). **NOTE:** Address the items in A4.5.5.1. in the AOI, Enroute Supplement, and Area Planning 1, as appropriate.

Attachment 5

AOF TRAINING REVIEW BOARD BRIEFING ITEMS

A5.1. Indoctrination Process. Identify all individuals involved in base, squadron, and facility indoctrination programs to include the estimated completion dates. Identify the status of the initial evaluation to include any items found deficient and the method used to report the deficiency.

A5.2. Five-Skill Level Upgrade Training. Identify all apprentice personnel involved in upgrade training. Information shall include training start dates, position of training, block of training (as applicable), certifications obtained, upgrade training issue date with estimated completion date (AM only), training calendar days remaining in the position and status of trainee progression, and estimated completion date.

A5.3. Seven-Skill Level Upgrade Training. Identify all journeyman personnel involved in upgrade training. Information shall include status of trainee progression (e.g., 7-level course status, PCG status) and project completion.

A5.4. Qualification Training.   Identify all personnel involved in position and management training, to include 13M, AFM, AOSS, NAAM and TERPS. Information will include position certifications obtained, current training position, training calendar days remaining and status of training progression.

A5.5. Controller Proficiency. Identify controller proficiency on all rated personnel (including staff).

A5.6. Status of Trainees in Other Categories. Identify personnel experiencing difficulty in training (EDIT), stop training, suspensions, withdrawals and assigned personnel working outside of the career field. Identify the reason for the category and corrective actions being taken, where applicable.

A5.7. Automated Training Programs. Identify the status of ATC Simulation Equipment, local SharePoint (if applicable), and other computer based delivery systems. Simulation information should include availability of the system, down time, findings/deficiencies, hours of usage and new programs, if available.

A5.8. AF Form 623a Status.   Discuss the results of monthly training record reviews. Report discrepancy and documentation trends.

A5.9. ATC Non-radar Training Program. Identify the status of the non-radar training program to include non-radar proficiency training, development of new non-radar simulator scenarios, new procedures affecting non-radar training and any adverse trends in non-radar operations.

A5.10. Status of Facility Training Programs. Identify any regulatory changes received from higher headquarters, certification guide development and implementation and feedback received from flight personnel. Discuss any proposed changes necessary to improve the training program. This agenda item allows each member of the board to discuss the quality of training products, professional development and outstanding practices.

A5.11. Quality Assurance. The NSE and NAMO will identify the quality of service provided to aircraft and other customers. **(T-3).** Quality assurance information includes facility crew

evaluations results, aircrew surveys, duty position certifications, proficiency test results, and certification tests results and other information garnered during the reporting period.

A5.12. Open Items. Identify all items that were carried over from the previous month's board for corrective measures. Include the open item, point of contact, plan of action, estimated completion date and whether the item is closed or open for the next board meeting.

Attachment 6

SAMPLE AFRSAT REPORT

Table A6.1. Sample AFRSAT Report.

FOR OFFICIAL USE ONLY (When filled)

UNITED STATES AIR FORCE

RUNWAY SAFETY ACTION TEAM REPORT

Blank AFB, 27-31 July 2010

FOR OFFICIAL USE ONLY (When filled)

Section I - Executive Summary

Purpose and Scope:

This AFRSAT visit was initiated as a result of Blank AFB having the third highest number of runway incursions in 2009. It included: an evaluation of management of the airfield driving program; air traffic and flight procedures; airfield infrastructure, Squadron Airfield Driving Program Manager (ADPM) and Wing Safety. This report includes recommendations proposed to the Wing/CC to help reduce the number of runway incursions.

Overview: Blank AFB has adequate procedures in place to promote runway safety. All units and agencies interviewed displayed a high level of experience and knowledge of the runway incursion problem. Personnel expressed significant interest in reducing the number of runway incursions, and welcomed any inputs by the team. Blank AFB is a 24/7 airfield, averaging more than 55K runway operations per a year. There are multiple types of aircraft missions; helicopter operations, unmanned aircraft, fighter and mobility operations. Assigned aircraft include C-130s, and B-1s.

Wing Leadership: The Wing leadership is keenly aware of their runway incursion trend and have aggressively implemented several measures that have already shown progress in reducing the number of runway incursions. The following actions have been taken:

1. Installed runway guard lights at taxiway Hotel at Runway 36 and repainted airfield markings

2. Created a Runway Incursion Board to evaluate runway incursions and make recommendations for improvements.

3. Initiated project to build perimeter road around the approach end of Runway 24.

Airfield Configuration: Blank AFB has three runways: runways 18R/36L, 18L/36R and 6/24. Runway 6/24 is the primary instrument runway. Runway 6 and 36L cross each other at their approach end. Aircraft must taxi across runway 36L on taxiway Hotel to get to the

approach end of Runway 6 and normally taxi down Runway 6 to takeoff the full length of runway 36L. This particular intersection (36L & Hotel) contributed to 45% of all runways. Another — "Hot Spot" for runway incursions is access to the Army Ramp on the South side of the airfield. For vehicles to get to where the Army helicopters are parked, drivers must cross the approach end of Runway 24. This runway crossing contributed to 45% of all runway incursions. See airfield diagram, Attachment 1.

Air Traffic Control: The control tower provides excellent view of all runways. The height of the Control Tower, and its location from the runways are adequate. An almost constant flow of aircraft and vehicular traffic emphasize the need for positive control and keen situational awareness by the controllers. Controllers received additional training on Controlled Movement Area Violations (CMAV)/Runway Incursions, and incorporated a — "Lessons Learned" document for all controllers to review in the facilities Recent Information File. Controllers are keenly aware of the runway incursion potential and pay particular attention to runway crossing procedures to ensure the safety of operations while meeting the flying mission requirements.

Airfield Management: Airfield Management is effectively managing the Airfield Driving Training Program and airfield safety. The airfield manager and deputy airfield manager have taken positive steps to improve training of airfield drivers and improve airfield markings and signs. Runway incursions are briefed at the airfield operations board. The Wing's Airfield Driving Program is extremely large and challenging with 40 units. Currently, airfield management tests all airfield drivers. On average more than 200 personnel are tested each month. There were several areas discovered should be improved on the airfield to include airfield markings and signs. The Airfield Driving Training Program was adequate, however several changes are recommended to improve the overall management of the program and the training of airfield drivers.

Airfield Driving Program Managers: The team evaluated 20 unit airfield driving training programs and found that 20% were not managing their program in accordance with local guidance. More than 50 drivers were checked for AF Form 483, *Certificate of Competency* and several drivers were discovered did not have them. The units ADPMs were notified and an investigation into those organizations found several problems with personnel in-processing, lack of supervision involvement and program management.

Section II – Trend Analysis
A thorough analysis was conducted of all CMAVs and Hazardous Air Traffic Reports (HATRs) runway incursions that occurred over the past five years. **See Figure A6.1.** In 2009, Blank AFB had a 9% increase in the number of runway incursions from 2008. Thus far in 2010, there have already been 12 runway incursions with five months left in this year.

Figure A6.1. Blank AFB Runway Incursion Trends.
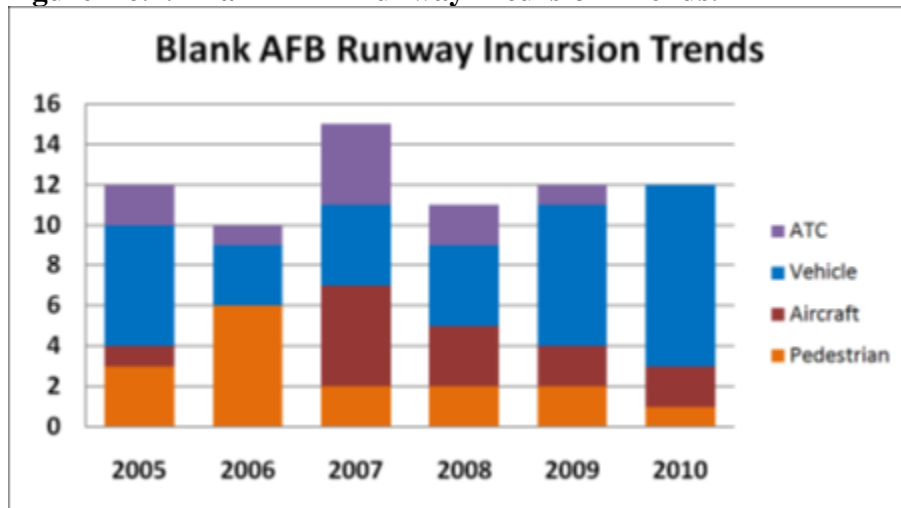
A6.1. Historically: The months of June, September, and November are peak months for runway incursions. These time frames appear to be high traffic periods due to scheduled exercises and the influx of new and inexperienced airfield drivers significantly contributes to the increase in incursions. **See Figure A6.2**

Figure A6.2. Runway Incursions by Month.
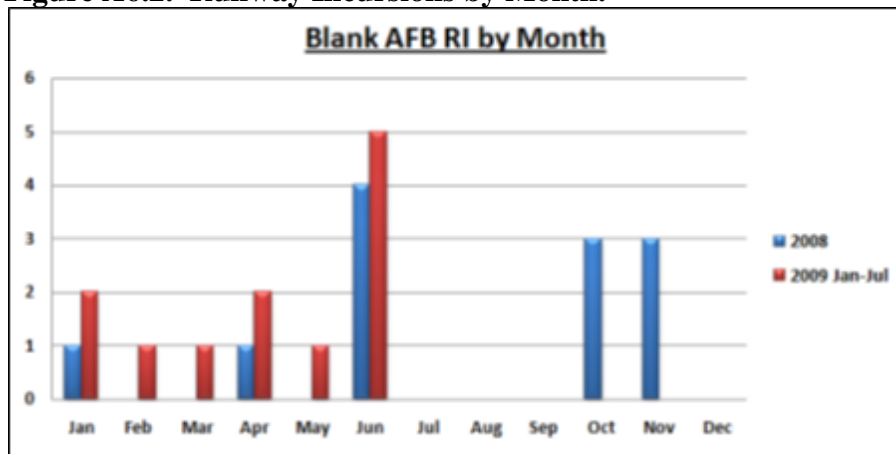
A6.2. Similar to Air Force trend data: Aircraft Maintenance, Security Forces and Civil Engineering have committed the most runway incursions on the airfield (54%).   These organizations have the majority of the airfield drivers and due to the airfield layout are required to cross the runways at several locations to perform their duties. There are currently no specialized briefings or training provided to these high risk AFSCs. **See Figure A6.3**

Figure A6.3. Blank AFB 2008- 2009 Runway Incursion Violators.
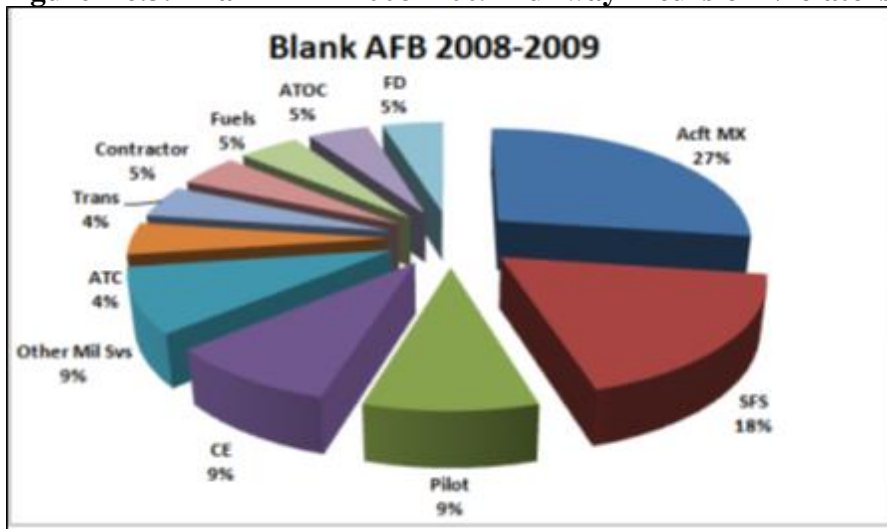
Table A6.2. Problems and Recommendations.

Section III - Problems and Recommendations

Airfield:

1. Problem: Internal lighting for several runway hold position signs was inoperative for extended periods. Taxiway A1 is missing a runway hold sign. Also, the runway hold sign is not collocated with the runway hold marking at several locations. Work orders and NOTAMs are submitted to correct/mitigate these problems.

Recommendation: Immediately repair runway hold signs. Ensure a bench stock of replacement parts is available to repair frequent outages. Install runway hold sign on taxiway A1. Ensure a runway hold sign is installed adjacent to all runway hold lines.

2. Problem: Several runway hold line markings are faded, non-reflective or barely visible on taxiways leading to runway 18L/36R. In addition, several old runway hold lines have been blacked out instead of being removed, thus leading to confusion on where the actual hold lines are located. In accordance with AFMAN 32-1040, *Civil Engineer Airfield Infrastructure Systems*, runway hold lines cannot be blacked out, they must be removed.

Recommendation: As required, repaint new runway hold lines and markings for Runway 18L/36R and other taxiways and aprons. Immediately contract or gain the capability to remove old runway hold lines. Consider power washing runway hold line markings that are barely visible due to dirt obscuring the marking.

Air Traffic Control:

3. Problem: Several phraseology errors were consistently noted. Specifically, phraseology pertaining to observed abnormalities and intra-facility coordination for runway crossings.

Recommendation: Increased training and facility management oversight is required to reduce and identify these coordination and phraseology errors. Ensure phraseology used is in accordance with FAAO JO 7110.65, Chapters 2-7, 9 and10.

4. Problem: Construction floodlights create a glare in the Control Tower reducing visibility of controllers.

Recommendation: CE and Airfield Operations must ensure there is close coordination with the Control Tower before starting construction projects using floodlights for night operations.

Airfield Management:

5. Problem: Procedures are not developed for contractor personnel to receive training on airfield safety and airfield driving requirements before work can commence on the airfield.

Recommendation: Ensure these procedures are delineated in airfield construction contracts.

6. Problem: There is limited use of local resources to educate/inform airfield users on runway incursion prevention.

Recommendation: Utilize local resources, base paper, bulletins, commander's channel, locally developed posters/advertisements to provide updates, promote runway incursion prevention and lessons learned information to airfield drivers.

Airfield Driving:

7. Problem: Training criteria and procedures for issuing AF Form 483s are not included in the current airfield driving instruction.

Recommendation: Immediately rewrite the airfield driving instruction and ensure compliance with AFI 13-213.

8. Problem: Not all airfield drivers are completing all local training required by local Airfield Driving Instruction or supplemental messages. The Blank AFB Airfield Driving PowerPoint slide presentation and training video are not clearly delineated as required training item for all airfield drivers.

Recommendation: Immediately provide all official training material to ADPMs. Ensure all training requirements are specifically identified in Blank AFB Airfield Driving Instruction, to include any local video training, PowerPoint slides.

9. Problem: Not all vehicles operating in the Controlled Movement Area (CMA) have mobile radios installed in the vehicle.
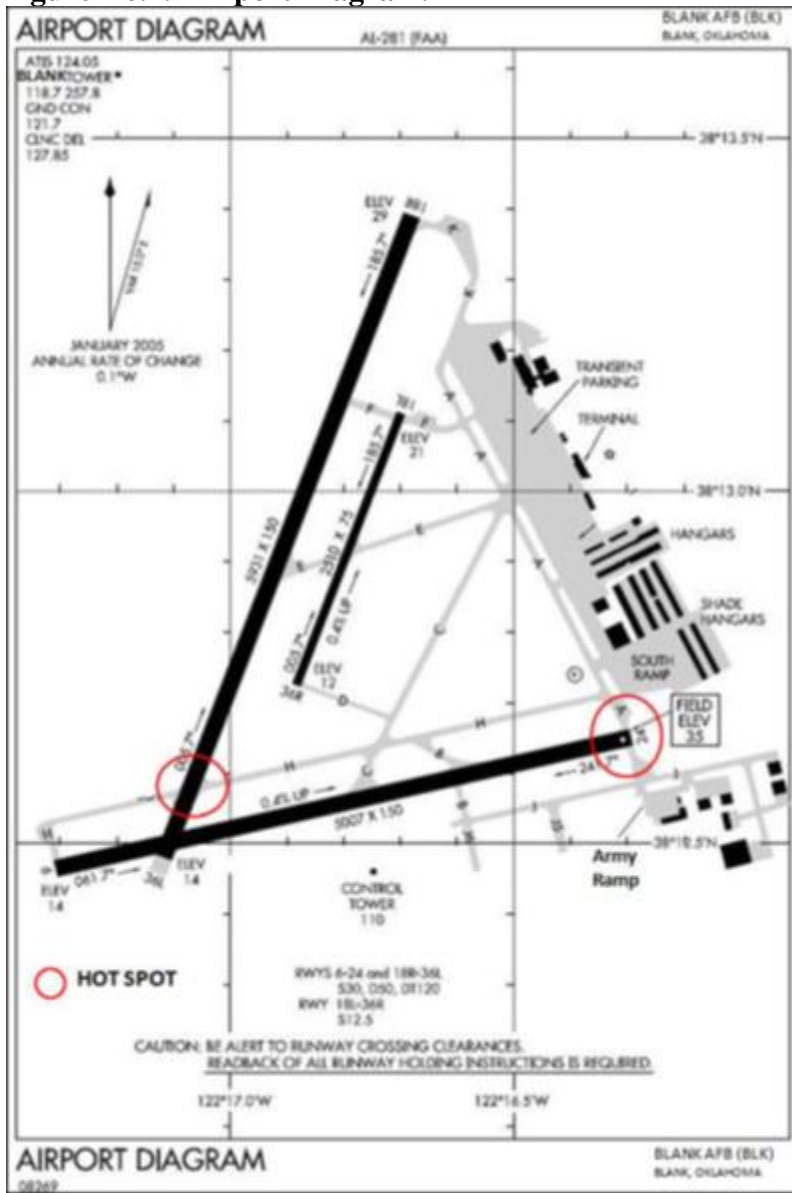
Recommendation: To the maximum extent possible, require the installation of mobile radios in all vehicles that routinely operate in the CMAs. Use handheld radios as a backup. Ensure all personnel who operate a vehicle on the runway and CMA are trained on how to operate radios and effectively communicate with ATC.

10. Problem: No checklists are being used to complete the day and night orientations or practical airfield drivers test.

Recommendation: Develop and utilize a checklist for airfield driver trainers to use when conducting the airfield driving orientations and practical driving test. A checklist will ensure all airfield drivers are shown all required areas of the airfield and complete all required training during practical drivers test.

Section IV - Personnel Contacted
Col Jackson

FTW/CC
Lt Col Handgrove

FTW/SE
Capt Pitt

AOF/CC

Mr. Thomas

306 OSAT

Lt Col Alexander

OSS/CC

Lt Col Smith

AMS/DO

Mr. Woods

306 OSAM
Maj Borne

306 SFS/CC

Figure A6.4. Airport Diagram.

Attachment 7 (Added-ACC)

REQUESTING AND EMPLOYING DEPLOYABLE AIR TRAFFIC CONTROL AND LANDING SYSTEMS (DATCALS) RESOURCES IN PEACETIME

A7.1. (Added-ACC) Purpose. Outlines procedures for requesting and employing DATCALS resources in peacetime. DATCALS resources are primarily wartime assets. However, MAJCOMs, wings, and units may request temporary use of these resources during peacetime. An example request would be for an exercise or training to meet wartime mission set.

A7.2. (Added-ACC) Restrictions. The following restrictions apply to peacetime employment of DATCALS resources and require Airspace, Ranges & Airfield Operations Division (ACC/A3A) waiver approval

A7.2.1. **(Added-ACC)** Temporary deployment of resources for more than 179 calendar days.

A7.2.1.1. **(Added-ACC)** Request waivers at least 45 calendar days before deployments are scheduled to end.

A7.2.1.2. **(Added-ACC)** Send copies of requests to the following applicable electronic message accounts: ACC/A3A Airspace, Ranges & Airfield Operations Division (**acc.a3a@us.af.mil**) USAFE/A3A Command and Control Operations Division (**USAFEA3.A3A.orgbox@us.af.mil**)

A7.2.2. **(Added-ACC)** Do not utilize DATCALS resources to support fixed requirements if the deployment would prevent the Air Force from supporting war, crisis, or contingency operations.

A7.2.3. **(Added-ACC)** DATCALS resources will maintain Unit Type Code (UTC) mission capability and be able to redeploy according to the owning unit's designed operational capability (DOC) statement response time.

A7.2.4. **(Added-ACC)** The deployed UTC must include a readiness spares package (RSP), necessary test equipment, special tools, technical manuals, and administrative support kits. **(T-2).**

A7.2.4.1. **(Added-ACC)** Tasked units should manage RSP and associated support equipment according to Air Force Handbook 23-123, *Materiel Management ILS-S, Materiel Management Operations,* Volume 2, Pt1.

A7.2.4.2. **(Added-ACC)** The requiring wing, unit, or agency must replace parts removed from the RSP during the deployment or provide funding to allow replacement by depot if required. **(T-2).**

A7.2.5. **(Added-ACC)** Requesting DATCALS resources to provide service when fixed facilities are being upgraded or replaced must meet the following guidelines:

A7.2.5.1. **(Added-ACC)** Except in emergencies, DATCALS resources will not deploy until a firm installation or repair start date has been established.

A7.2.5.2. **(Added-ACC)** Wings, units, or agencies needing DATCALS support should submit requests at least 120 calendar days in advance of the proposed installation date when possible

A7.2.5.3. **(Added-ACC)** Do not utilize DATCALS resources to support an engineering and installation (EI) project until a pre-installation survey is completed and all required assets to begin the EI activity are on hand.

A7.2.5.4. **(Added-ACC)** Wings or units should allow at least an additional 30 calendar days between completing a pre-installation survey and the date when they need DATCALS resources to support an installation project.

A7.2.5.5. **(Added-ACC)** Without approved funding for travel allowances, limit road haul distances for DATCALS resources to no more than one day (approximately 300 miles under ideal road conditions) from the supporting unit location (see **paragraph A7.5.4**. for further information.)

A7.3. (Added-ACC) How to Request DATCALS Support

A7.3.1. **(ACC)** Units must process requests for peacetime use of DATCALS resources through their parent MAJCOM airfield operations office of primary responsibility (OPR) using the checklist in **Attachment 8** along with a Plan of Action & Milestones (POAM) for returning DATCALS. **(T-2).**

A7.3.1.1. **(Added-ACC)** Send requests to HQ United States Air Forces in Europe (USAFE) A3A, with justification, for operations within the European theater. USAFE/A3A Command and Control Operations Division (**USAFEA3.A3A.orgbox@us.af.mil**).

A7.3.1.2. **(Added-ACC)** All other MAJCOMs send requests with justification to HQ ACC/A3A (**acc.a3a@us.af.mil**). HQ ACC/A3A will coordinate support through the National Guard Bureau (NGB) A3A, depending on the details of the request.

A7.3.2. **(Added-ACC)** Air Force field units and organizations must submit requests through OG/CC to the MAJCOM point of contact (POC) for validation and funding as required in **paragraph A7.5**. **(T-3).** ANG units will channel requests through their parent group or wing to NGB/A3A, 3500 Fetchet Ave, Joint Base Andrews MD 20762-5157. **(T-2).** AFRC units will submit their requests to their numbered air force (NAF) for validation and then forward to AFRC Director of Operations (AFRC/A3), 155 Richard Ray Boulevard, Robins AFB GA 31098-6001. **(T-2).**

A7.3.2.1. **(Added-ACC)** The requiring MAJCOM POC or AFRC/NGB A3 validates the need and sends the request with fund cite to the theater-responsible MAJCOM as listed in **paragraph A7.3.1.1** and **paragraph A7.3.1.2**.

A7.3.2.2. **(Added-ACC)** DATCALS resources will not deploy before obtaining MAJCOM validation. For 53 ATCS DATCALS support, ACC/A3A action officers will provide a risk assessment and DATCALS reconstitution timeline, along with the request package for ACC/A3 approval. If approved, ACC/A3 will direct 461 ACW/CC to support the request.

A7.4. (Added-ACC) Support required for the DATCALS Employment. The requesters of DATCALS support will:

A7.4.1. **(Added-ACC)** Identify the requirement at least 120 calendar days in advance, when possible. Submit requests according to **Attachment 8**.

A7.4.2. **(Added-ACC)** Obtain airspace clearance for DATCALS facilities according to procedures established by the theater commander or host country involved. Refer to DAFMAN 13-201, *Airspace Management*, for obtaining airspace in areas under Federal Aviation Administration jurisdiction.

A7.4.3. **(Added-ACC)** Include appropriate advance team (site survey) representatives on facility siting and planning groups.

A7.4.4. **(Added-ACC)** Arrange transportation for deploying and recovering DATCALS resources from command resources (aircraft or vehicles) if the deployed location is more than one day road haul distance (approximately 300 miles under ideal road conditions) from the home station of the DATCALS unit. Contact the theater responsible MAJCOM for assistance in equipment availability. Ensure proper vehicles, forklifts, etc., are made available to move assets from aircraft to the operational area.

A7.4.5. **(Added-ACC)** Arrange for circuit or service-dependent communications security material required to support operations.

A7.4.6. **(Added-ACC)** Arrange for the assignment of adequate frequency authorizations to support operations using procedures in AFI 17-220, *Spectrum Management*.

A7.4.7. **(Added-ACC)** Arrange for host-base logistics support and supply replenishment.

A7.4.8. **(Added-ACC)** Provide vehicle(s) for vicinity travel to the maintenance and ATC personnel (deployed) supporting the requested assets. DATCALS units will only provide vehicles that are an integral part of the equipment UTC requested.

A7.4.9. **(Added-ACC)** Ensure billeting and mess (if available) arrangements are made for all deploying personnel.

A7.4.10. **(Added-ACC)** Coordinate with the theater command and/or host country to ensure appropriate clearances are obtained for deploying personnel and equipment to overseas locations.

A7.5. (Added-ACC) How to Handle Funding.

A7.5.1. **(Added-ACC)** Responsibility for funding all non-Joint Chiefs of Staff (JCS) or non-HQ USAF directed deployment requests for DATCALS assets and personnel rests with the requesting organization. This includes emergency mission support (EMS), support during facility or systems upgrade installation, and/or equipment testing.

A7.5.2. **(Added-ACC)** Requesting units, wings, agencies, and commands will fund for:

A7.5.2.1. **(Added-ACC)** Airlift for deployment and recovery of the assets.

A7.5.2.2. **(Added-ACC)** Normal road haul expenses to include fuel and oil. (This will not include expenses incurred for unscheduled delays, breakdowns or other unavoidable incidents during deployment). Note: The requester pays for all operating petroleum, oil, and lubricants (POL) requirements.

A7.5.2.3. **(Added-ACC)** Travel and per diem of all personnel required in the UTC (including additional augmentees, as necessary) supporting the requested assets (to include site surveys and coordination visits).

A7.5.2.4. **(Added-ACC)** Billeting and vicinity travel arrangements for deployed personnel.

A7.5.2.5. **(Added-ACC)** Reimbursement to DATCALS unit for any and all parts removed from the RSP or ordered from supply (including expendable items, such as cabling and connectors), and for necessary restoration/rehabilitation of communications-computer equipment.

A7.5.2.6. **(Added-ACC)** Fund for all circuits and additional communications support required for the deployed equipment.

A7.5.3. **(Added-ACC)** DATCALS units are responsible for funding personnel not assigned to the UTC or personnel traveling with the deployed team for training purposes.

A7.5.4. **(Added-ACC)** When ARC resources are used to augment the active component, the supported MAJCOM or agency must provide transportation funding for equipment, travel, per diem funding for personnel, RSP replenishment, POL use, and active duty military personnel authorization appropriation (MPA) man-days to the ARC unit as required. **(T-2).**

A7.5.4.1. **(Added-ACC)** Send the request for MPA man-days from the tasked ARC units to the supported MAJCOM.

A7.5.4.2. **(Added-ACC)** Send MPA man-day and any other fund cites to the ARC unit's supporting personnel offices.

A7.5.4.3. **(Added-ACC)** When an ARC unit requests support other than emergency mission support (for example, ATC support for an ARC permanent field training site), the requiring unit coordinates all funding and MPA man-day for ARC personnel.

Attachment 8 (Added-ACC)

CHECKLIST FOR REQUESTING DATCALS RESOURCES

A8.1. (Added-ACC) What service will you need and why? Explain what will happen to your mission if you do not get the requested services.

A8.2. (Added-ACC) What is the date and time that you will need the resources (in the required operational date and preferred delivery date)?

A8.3. (Added-ACC) Where will the planned operation take place? If you need to link up with the Defense Information Systems Agency (DISA) include:

A8.3.1. **(Added-ACC)** Geographic coordinates

A8.3.2. **(Added-ACC)** Elevation

A8.3.3. **(Added-ACC)** Location of and distance to nearest DISA interface points

A8.4. (Added-ACC) How long will you need the resources?

A8.5. (Added-ACC) How many hours a day will you use each element of the requested resources?

A8.6. (Added-ACC) Identify the following specifics:

A8.6.1. **(Added-ACC)** DATCALS capabilities required.

A8.6.2. **(Added-ACC)** Frequencies.

A8.6.3. **(Added-ACC)** Call signs.

A8.6.4. **(Added-ACC)** Routing indicators.

A8.6.5. **(Added-ACC)** Location identifiers (navigational aids only).

A8.6.6. **(Added-ACC)** Cryptographic materials.

A8.6.7. **(Added-ACC)** Radio frequency emission.

A8.6.8. **(Added-ACC)** Power output. **(Note:** If you do not know what or how much capability you will need, request a site survey.)

A8.7. (Added-ACC) What is the nearest military installation, city, or other well-known site?

A8.8. (Added-ACC) What power sources are available at the planned location (include available and required frequencies, voltages, and phase; for example 220 volts, 60 hertz, 3 phase)?

A8.9. (Added-ACC) What jet petroleum, diesel fuel, gasoline, oil, and lubricants for vehicles and power generating equipment are available?

A8.10. (Added-ACC) What other support is available, including:

A8.10.1. **(Added-ACC)** Site preparation, if required (include estimated completion date). State if a site survey is needed before deployment.

A8.10.2. **(Added-ACC)** Shelter and building space.

A8.10.3. **(Added-ACC)** Government and nongovernment billets and mess facilities. Include specific arrangements for deployed personnel. State whether Base Exchange, medical, check cashing, and other support facilities are available at or near the deployment location.

A8.10.4. **(Added-ACC)** The organization to which the DATCALS resources will be attached for temporary duty and logistical support. Include the staff office and telephone number.

A8.10.5. **(Added-ACC)** The command and organization that will exercise operational control over the DATCALS resources.

A8.10.6. **(Added-ACC)** Physical security requirements at the planned location.

A8.11. (Added-ACC) Identify the POC within the requiring command. Include the name and Defense Switched Number (DSN) (secure if required), commercial, and fax numbers.

A8.12. (Added-ACC) What special personnel requirements apply, such as:

A8.12.1. **(Added-ACC)** Immunizations.

A8.12.2. **(Added-ACC)** Special clothing.

A8.12.3. **(Added-ACC)** Flightline badges.

A8.12.4. **(Added-ACC)** Passports or visas.

A8.12.5. **(Added-ACC)** Driver's licenses.

A8.13. (Added-ACC) For DATCALS support, what types of aircraft the DATCALS resources will serve, the maximum traffic densities anticipated, and the types of aircraft restricted from landing?

A8.14. (Added-ACC) What arrangements you have made for flight inspection of mobile facilities IAW AFMAN 11-225, *United States Standard Flight Inspection Manual*. State what logistics support you are supplying for flight check aircraft and crews, and what special instructions there are concerning aircraft operations in the affected area.

A8.15. (Added-ACC) What transportation is available, including:

A8.15.1. **(Added-ACC)** Airlift from the requesting command to move DATCALS elements between home station and airlift off-load point.

A8.15.2. **(Added-ACC)** Heavy equipment (forklift or crane) at the airlift off-load point.

A8.15.3. **(Added-ACC)** Airlift or surface transportation within the requiring command for moving elements to and from the operating location.

A8.15.4. **(Added-ACC)** Motor vehicles provided by the requiring command to transport DATCALS elements at operating locations

A8.16. (Added-ACC) What priority you would assign to your various requests, if you are making more than one? Include approved precedence rating per AFI 23-101, *Materiel Management Processes*.

A8.17. (Added-ACC) What unusual conditions (such as weather, security, billeting) the deploying elements should prepare for?

A8.18. (Added-ACC) What operations and maintenance personnel you can provide to support the DATCALS equipment? Indicate whether you need operations and maintenance training at your facility. If so, indicate the number and Air Force specialty code of the trainees.

A8.19. (Added-ACC) What environmental conditions you expect at the operating location?

A8.20. (Added-ACC) How will you fund the deployment? For travel and per diem, include a separate fund citation for asset transportation costs (airlift cost, road haul, etc.)

A8.21. (Added-ACC) Are there any theater or host nation unique restrictions or requirements?