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SECRETARY OF THE AIR FORCE**

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**AIR FORCE FLIGHT STANDARDS  
AGENCY (AFFSA)**

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This publication delineates the mission, chain of command and responsibilities of the Air Force Flight Standards Agency (AFFSA). AFFSA is a Field Operating Agency organized under the Deputy Chief of Staff, Operations, Headquarters, United States Air Force. In accordance with DODI 5100.73, *Major DoD Headquarters Activities*, AFFSA is a military department management headquarters activity departmental activity. This AFMD supports Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations*, and AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This publication has been updated to capture changes that occurred as a result of the removal of pilot currency and other flying operations as well as delineation of sustainment programs, removes responsibilities for Airfield Operations Compliance Inspection programs and adds the development of Airfield Operations Self-Assessment Communicators, adds the oversight of the Operations Support Facility (OSF), and accounts for the AFFSA realignment to report direct to AF/A3X.

**1. Mission.** The AFFSA's mission is to maximize effectiveness of USAF global air operations and ensure USAF access to worldwide airspace in all weather conditions.

**2. Command.** The AFFSA Commander:

2.1. Reports directly to the Headquarters Air Force (HAF) Director of Future Operations (AF/A3X).

2.2. Commands personnel assigned to AFFSA; organizes, trains and equips AFFSA personnel with appropriate resources and infrastructure to accomplish the AFFSA mission as contained herein (or as directed) and prepares deployable personnel and assets to support combat, combat support and contingencies as directed.

**3. Responsibilities.**

3.1. Lead Command. Serves as USAF Lead Command IAW AFI 10-902, *Lead Command Designation and Responsibilities for Weapon Systems*, for fixed and deployable Airfield Operations (AO) systems and software. Airfield Operations systems include both Air Traffic Control and Landing Systems (ATCALs) and Airfield Management (AM):

3.1.1. Provides Requirements Management for the Next Generation Air Transportation System (NextGen), AO systems, and software. This includes developing and processing Joint Capabilities Integration and Development System and other requirements documents, maintenance concepts and engineering change proposals for ATCALs and AM systems, addressing user requirements in all matters affecting the development, acquisition, modification and logistical support of fixed-base and deployable ATCALs.

3.1.2. Monitors and analyzes performance results against operational needs by using predetermined standards to ensure user requirements are satisfied and initiates corrective actions as necessary. This includes prioritizing ATCALs and other AO programs and modifications as co-chair of the Weapons System Review and advising the ATCALs Single Manager and MAJCOMs in matters affecting logistics support of ATCALs equipment. Provides system management support for AO systems and software.

3.1.3. Prepares and presents Program Objective Memorandum (POM) initiatives to the designated Core Function Team and Air Force Corporate Structure.

3.1.4. Plans and conducts operational test and evaluation (OT&E) of acquisition category III ATCALs.

3.1.5. Manages weapon system sustainment (WSS) activities for ATCALs, air traffic management (ATM), and national airspace system (NAS) programs. Serves as Lead Command and System Program Manager (SPM) in Centralized Asset Management (CAM) for ATCALs/ATM/NAS WSS programs. Collects, validates, and prioritizes requirements to be published as a part of CAM portfolio. Works in conjunction with CAM office to prepare and present WSS POM. Responsible for the day-to-day management of ATCALs/ATM/NAS execution requirements and funding.

3.1.6. Serves as DoD requirements lead for fixed-base Air Traffic Control (ATC) radar, automation and communications switching systems under the NAS Modernization Program.

3.2. Airfield Operations. Provides USAF/DoD-level subject matter expertise on AO and instrument procedures systems and policies to various groups within the Federal Aviation Administration (FAA), International Civil Aeronautical Organization (ICAO), and North Atlantic Treaty Organization (NATO), to include performing and/or supporting Head of Delegation functions as appointed or requested.

3.2.1. Serves as publication point of contact for appropriate USAF instructions for Airfield Operations Flight operations and training to ensure mission accomplishment. Development of training procedures and requirements will be done in coordination with the applicable HQ USAF AF Career Field Managers (CFMs).

3.2.2. Formulates and publishes standardized AO training instructions for AM, ATC, and Terminal Procedures (TERPS) development to ensure mission accomplishment. Development of training procedures and requirements will be done in coordination with the applicable HQ USAF AF CFMs.

3.2.3. Conducts the USAF TERPS fundamentals course in order to train and certify qualified individuals as TERPS specialists IAW AFI 13-204, *Airfield Operations Procedures and Programs*, as well as applicable FAA, ICAO and NATO standards.

3.2.4. Evaluates Regular Air Force, Air National Guard (ANG), and Air Reserve Command (AFRC) requests for deviations from standard AM or ATC operating procedures. Provides policy recommendations to FAA, AF/A3X and/or MAJCOM, as required.

3.2.5. Conducts regular, periodic system and AO data/trend analysis to monitor effectiveness and safety of USAF AO.

3.2.6. Formulates and publishes standardized AO operating criteria and instructions to include AM, ATC and TERPS for USAF total force fixed-base and contingency/wartime missions while ensuring interoperability with applicable FAA, service, joint, ICAO and coalition guidance. Evaluates and submits recommendations for requests for waivers, generates USAF-level flying instructions and manuals, flight procedures criteria, aeronautical information and operational guidance for all USAF aircraft. Interfaces with DoD, national/international and allied/coalition partners, and National Geospatial-Intelligence Agency (NGA) on the instrument procedure coordination processes and data management issues required for publication and maintenance of instrument procedures, including foreign terminal instrument procedures, to enhance safety of navigation of global flight operations.

3.2.7. Develops HAF-level Self-Assessment Communicators in accordance with AFI 90-201, *The Air Force Inspection System*. Validates HAF-level deficiencies with MAJCOM Inspector Generals and Functional Area Managers and provides corrective action replies for valid actionable deficiencies to the USAF Inspection Agency. Augments MAJCOM Inspector Generals and inspection teams as required.

3.2.8. Recognizes outstanding Airmen by conducting quarterly Lt Gen Gordon A. Blake Aircraft Save Award and Aircraft Assist Awards Boards, the annual US Air Force AO Awards Boards and the Col Joseph B. Duckworth Annual USAF Instrument Award Board.

3.2.9. Chairs and coordinates the AO Senior Steering Group (formally called executive session).

3.2.10. Relays, through operational experience, current requirements and expectations in the rapidly changing US NAS. Remains credible in air traffic procedures (USAF/FAA/ICAO) to ensure proper development, implementation and refinement of worldwide USAF flying rules and procedures.

3.2.11. Operates as the USAF NextGen lead for matters pertaining to airfield operations.

3.3. ATCALS Maintenance and Policy. Oversees ATCALS maintenance policy, procedures, training, maintenance practices, and operational regional maintenance centers.

3.3.1. Provides USAF focal-point for ATCALS maintenance by managing and executing regional maintenance center, Special Maintenance Team (SMT) and ATCALS evaluation activities. Performs maintenance on Air Force ATCALS assets world-wide via geographically separated regional maintenance centers located in Oklahoma, Germany, and Japan. Resolves complex or unusual technical problems and provides enhanced system-specific technical training to USAF technicians and operators.

3.3.2. Leads all day-to-day maintenance and documentation activities on remotely maintainable AF navigational aids to include annual on-site periodic maintenance inspections, flight inspections, and system restorals. Travel is required to over 100 locations on an annual basis to perform site and system analysis ensuring safe and optimum equipment performance in its installed environment. Additional on-site travel is required for significant equipment outages that exceed the capabilities of software diagnosis or require extensive physical maintenance to encompass storm damage or other physical damage that may occur.

3.3.3. Serves as publication point of contact for appropriate USAF instructions for ATCALS operations and training to ensure mission accomplishment. Manages ATCALS System Programs to MAJCOMs and field units. Develops ATCALS policy, maintenance, & training procedures. Advises and works closely with the HQ USAF 1C8XX CFM regarding the foregoing.

3.3.4. Provides wind turbine modeling/evaluation and operational recommendations for USAF, ANG and AFRC fixed and deployable ATCALS locations.

3.3.5. Maintains survey capability to support ATCALS siting, modeling and analysis for ATC radar, navigational aids and communications systems.

3.4. Flight Operations Policy and Standards. Provides USAF/DoD-level subject matter expertise on flight operations policy and standardization.

3.4.1. Serves as the DoD lead agency for military flight data policy and procedures to include: AFI 11-201, *Flight Information Publications*, AFI 11-202 Volume 3, *General Flight Rules*, AFI 11-502, Volume 3, *Small Unmanned Aircraft Systems Operations*, AFMAN 11-210, *Instrument Refresher Program*, AFMAN 11-217, Volume 1, *Instrument Flight Procedures*, AFMAN 11-217, Volume 2, *Visual Flight Procedures*, AFMAN 11-217, Volume 3, *Supplemental Flight Information*.

3.4.2. Develops HAF-level Self-Assessment Communicators in accordance with AFI 90-201. Validates HAF-level deficiencies with MAJCOM Inspector Generals and

Functional Area Managers and provides corrective action replies for valid actionable deficiencies to the USAF Inspection Agency. Augments MAJCOM Inspector Generals and inspection teams as required.

3.4.3. Relays, through operational experience, current requirements and expectations in the rapidly changing US NAS. Remains current in air traffic procedures (USAF/FAA/ICAO), USAF flying procedures and global air operations in order to ensure proper development, implementation and refinement of worldwide USAF flying rules and procedures.

3.4.4. Conducts Instrument Refresher Program unit support and staff assistance visits and other pertinent mission-related temporary duty as necessary.

3.4.5. Manages non-procedural data for USAF entries in DoD Flight Information Publication program.

3.4.6. Conducts the USAF Advanced Instrument School (AIS), the premier USAF instrument flight education program, in order to train and certify qualified individuals as Instrument Refresher Course Instructors and to keep USAF pilots abreast of latest USAF, FAA and ICAO standards and guidance.

3.4.7. Performs the function of Flight Safety Officer for AF/A3X/A3, to include membership on the HAF Mishap Working Group and the preparation of briefings for the Vice Chief of Staff of the Air Force's semi-annual HAF Mishap Review Board.

3.4.8. Facilitates unmanned aircraft system (UAS) and, specifically, remotely-piloted aircraft (RPA) operations in the NAS by developing operations, procedures and standards in coordination with MAJCOMs, ANG, other services, the FAA, joint and coalition entities as required, and ensuring ATCALs support this integration.

3.4.9. Evaluates current/emerging cockpit avionics/displays, data processing systems and instrument flight technology implementation via cockpit working groups and cockpit endorsement for AF/A3X.

3.4.10. Responsibility for coordination with AF/A3 on Air Force Freedom of Navigation, pursuant to DoDI S-2005.01, Freedom of Navigation (FoN) Program (U). Air Force Flight Standards Agency (AFFSA) is responsible for Safety of Navigation and the implementation of FoN responsibilities and AF/A10 ensures coordination with Department of State (U.S. Embassies) and DoD Representative for Ocean Policy Affairs (REPOPA), in relation to FoN matters, pursuant to DoDD 4500.54E, DoD Foreign Clearance Program

3.5. Airfield Automation. Develops new operational software applications, sustains legacy software systems and provides software, hardware, and technical support for ATC and AM automation and operations systems throughout the Air Force. Maintains the ATC simulation program and works as a liaison between FAA and USAF. Develops and revises AO Computer Based Training (CBT) to maintain training continuity between MAJCOMs. Operates the USAF Operational Support Facility for ATC radar automation systems.

3.6. NextGen. In coordination with the NextGen Lead Service Office, develops standards, procedures, and timelines to evaluate, analyze, and implement new and emerging technologies such as NextGen, Communications, Navigation and Surveillance/Air Traffic

Management (CNS/ATM) and other AO systems to enable global access for continued USAF aeronautical operations.

3.7. Investigation Boards. Provides Accident Investigation Board (AIB) technical expertise and/or securing primary and/or conditional ATC/AM/ATCALs/Ops Safety Investigation Board (SIB) members, as required. Reviews final SIB reports for concurrence and/or providing comment for the Memorandum of Final Evaluation regarding any SIB Recommendations tasking AFFSA or AF/A3 affecting flying operations, AM, ATC, ATCALs, or instrument procedures services.

3.8. Agreements. Enters into agreements, such as: Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and Federal Reimbursable Agreements (FRAs) with agencies listed in paragraph 4 as required to conduct business outlined in this AFMD.

**4. Communications.** Direct communications are authorized with the FAA, Office of the Secretary of Defense (OSD) Staff, Joint Staff, HAF, NextGen Lead Service Office, NextGen Program Office, MAJCOMs, NGB, units, Army, Navy, Coast Guard, Marines, National Geospatial-Intelligence Agency, depots, systems telecommunications engineering managers (STEMs), DoD Policy Board on Federal Aviation (PBFA) representatives and joint/coalition forces on matters relating to:

4.1. Requirements and sustainment management and planning, programming and budgeting of DoD- and USAF-wide AO acquisition or modernization programs.

4.2. Standardization, interoperability and evaluation of procedures for ATC, AM, ATCALs, flight crews, airfield surveys, TERPS and Remote Maintenance Centers (RMC).

4.3. Other matters as necessary or as directed by AF/A3X or higher authority.

**Note:** It is necessary to follow prescribed procedures and receive appropriate authorizations before entering into discussions or completing an agreement with coalition partners. The procedures and guidance is contained in DODD 5530.3, *International Agreements* and AFI 51-701, *Negotiating, Concluding, Reporting, and Maintaining International Agreements*. The authorization for direct communications in this directive does not supersede the requirements of DODD 5530.3 or AFI 51-701.

SCOTT A. VANDER HAMM, Maj Gen, USAF  
Assistant DCS, Operations

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

DODI 5100.73, *Major DoD Headquarters Activities*, December 2007

AFPD 38-6, *Mission Directives*, 23 December 2014

HOI 90-1, *Headquarters Air Force Mission Directives: Delegations of Statutory Authority and Assignment of Responsibilities*, 31 March 2016

AFI 10-601, *Operational Capabilities Requirements Development*, 6 November 2013

AFPD 11-2, *Aircrew Operations*, 19 January 2012

AFI 11-201, *Flight Information Publications*, 31 March 2009

AFI 11-202 Volume 3, *General Flight Rules*, 10 August 2016

AFI 11-502, Volume 3, *Small Unmanned Aircraft Systems Operations*, 21 August 2015

AFMAN 11-210, *Instrument Refresher Program*, 3 February 2005

AFMAN 11-217, Volume 1, *Instrument Flight Procedures*, 22 October 2010

AFMAN 11-217, Volume 2, *Visual Flight Procedures*, 22 October 2010

AFMAN 11-217, Volume 3, *Supplemental Flight Information*, 3 February 2009

AFI 10-902, *Lead Command Designation and Responsibilities for Weapon Systems*

AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*, 7 August 2007

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

AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluation*, 1 September 2010

AFI 13-204 Volume 3, *Airfield Operations Procedures and Programs*, 1 September 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFFSA**—Air Force Flight Standards Agency

**AIB**—Accident Investigation Board

**AIS**—Advanced Instrument School

**AM**—Airfield Management

**AO**—Airfield Operations

**ATC**—Air Traffic Control

**ATCALs**—Air Traffic Control and Landing Systems

**CAM**—Centralized Asset Management

**CFM**—Career Field Manager

**CNS/ATM**—Communications, Navigation, Surveillance/Air Traffic Management

**DoD**—Department of Defense

**FAA**—Federal Aviation Administration

**FRA**—Federal Reimbursable Agreements

**HAF**—Headquarters Air Force

**ICAO**—International Civil Aviation Organization

**JCIDS**—Joint Capabilities Integration & Development System

**MAJCOM**—Major Command

**MOA**—Memorandums of Agreement

**MOU**—Memorandums of Understanding

**NAS**—National Airspace System

**NATO**—North Atlantic Treaty Organization

**NextGen**—Next Generation Air Transportation System

**NGA**—National Geospatial-Intelligence Agency

**OSF**—Operational Support Facility

**OT&E**—Operational Testing and Evaluation

**PBFA**—Policy Board for Federal Aviation

**POM**—Program Objective Memorandum

**RMC**—Remote Maintenance Center

**RPA**—Remotely Piloted Aircraft

**SMT**—Specialized Maintenance Team

**SIB**—Safety Investigation Board

**SPM**—System Program Manager

**STEM**—Systems Telecommunications Engineering Managers

**TERPS**—Terminal Instrument Procedures

**UAS**—Unmanned Aircraft System

**WSS**—Weapons System Sustainment