BY ORDER OF THE COMMANDER
ALTUS AIR FORCE BASE (AETC)

ALTUS AIR FORCE BASE
INSTRUCTION 13-204

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19 MAY 2023

Nuclear, Space, Missile, Command, and Control

AIRFIELD OPERATIONS
PROCEDURES AND PROGRAMS

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This instruction implements Air Force (AF) Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management.* This instruction provides general and frequently required instructions and information particular to flight and ground operations at Altus Air Force Base (AFB). It implements the guidance from AFMAN 13-204v1, *Management of Airfield Operations;* AFMAN13-204v2, *Airfield Management;* and AFMAN 13- 204v3, *Air Traffic Control*. This instruction applies to all assigned, attached, and hosted aircrew members and all personnel involved in base flying activities. It provides guidance regarding airfield and terminal environment activities which directly affect flying operations. This instruction is the primary source document for describing local air traffic control (ATC), airfield, and flying operations applicable to base assigned aircrews such as Visual Flight Rules (VFR), radar traffic patterns, In-Flight Emergency (IFE) response procedures, local aircraft priorities, and etc. 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. **Any changes to this instruction must be coordinated with 97 OSS/OSA.** Ensure that 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 are disposed of in accordance with the Air Force Records

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SUMMARY OF CHANGES

This interim changes revises AAFBI 13-204 by (1) Throughout the entire publication, runway 17L has been replaced with 18L, (2) Throughout the entire publication, runway 17R has been replaced with 18R, (3) Throughout the entire publication, runway 35L has been replaced with 36L, (4) Throughout the entire publication, runway 35R has been replaced with 36R (5) Throughout the entire publication, runway 175 has been replaced with 176, (6) Throughout the entire publication, runway 355 has been replaced with 356, (7) **Table 1.23** updated references in the "Restriction" column. Replaced "ETL" with "UFC 3-260-01", (8) Attachments **2**, **5**, **8**, **10**, **11**, **13**, **16**, **17**, and **18** were all updated to reflect the new runway designations, (9) **Attachment 8** Note removed, (10) Updated **attachment 12** to reflect KC-46 wingtip clearance training lines (11) Added **Attachment 19**, "Altus Night Vision Device and White Light Pattern Operations", (12) Updated signature block reflecting the new 97 Air Mobility Wing Commander, (13) updated flight plans email box to **97oss.osaa.fp@us.af.mil**, (14)

Chapter 1

GENERAL

1.1. Airfield Description. See **Attachment 2**, Airfield Diagram. **NOTE:** Information concerning the maximum gross weight allowed per aircraft type and landing gear configuration is published in appropriate flight information publication (FLIP) documents. Airfield Management Operations (AMOPS) will ensure publication after receipt of updated information from 97th Civil Engineering Squadron (CES).

1.1.1. There are two runways and one assault strip at Altus AFB. The runways are designated as 17R/35L and 17L/35R; the assault strip is designated as 175/355. Runway 17R/35L is 13,440' long and 150' wide with a 75' concrete center/keel. Runway 17L/35R is 9,001' long and 150' wide. The first 1,000' of both runways are 150' wide concrete. The assault strip is 3,500' long and 90' wide and used for assault operations training only. **NOTE:** Additional airfield information can be found in the appropriate FLIPs.

1.1.1.1. Distance between runway 17R/35L and the Assault Strip – 2,500'.

1.1.1.2. Distance between runway 17L/35R and the Assault Strip – 1,800'.

1.1.2. The runway overruns are 1000' long; the assault strip overruns are 300' long. All overruns are made of asphalt and are non-load bearing. **NOTE**: All non-load bearing areas are marked IAW AFMAN 32-1040, Civil Engineer Airfield Infrastructure Systems and ETL 04-02.

1.1.3. There are 4 taxilanes and 14 taxiways on the aerodrome. The taxilanes are A, B, B1 and B2. The taxiways are C, D, E1, E2, F, G, H, J, K1, K2, K3, L, M, and N. All taxiways are 75'wide. All taxiways are Portland Cement Concrete (PCC) with the exception of taxiway M, which is asphalt.

1.2. Altus Airspace.

1.2.1. Class D Airspace. That airspace extending from the surface up to and including 3,900' MSL within a 6 NM radius of Altus AFB and within 2 miles each side of the ILS 17R Localizer north course extending from the 6-mile radius to 7.6 miles north of the airport and excluding that airspace below 2,500' MSL west of longitude 99°18'52"W. See **Attachment 3**.

1.2.2. Approach Control Airspace. Designated airspace includes that airspace within an approximate 25 NM radius of Altus AFB, from the surface up to and including 9,000' MSL, with a western extension to 48 NM from Altus AFB, and extensions North-East around Hobart Regional Airport, and South around Wilbarger County Airport. The South extension is from the surface up to and including 4,000' MSL. See **Attachment 4**, Altus Radar Approach Control Airspace.

1.2.3. Altus Terminal Radar Service Area (TRSA): That airspace within a 6-mile radius of Altus AFB extending from the surface to 7500 feet MSL, and within 2 miles each side of the Altus AFB ILS 17R Localizer north course extending to 7.6 miles north of the airport, and excluding that airspace below 2,500 feet MSL west of long. 99°18'52" W; and that airspace extending from the 6- mile radius to a 10-mile radius of Altus AFB beginning at Altus VORTAC 330° radial clockwise to the Altus VORTAC 200° radial excluding that area within 2 miles each side of the Altus AFB ILS 17R Localizer north course extending to 7.6 miles

north of the airport, extending upward from 2700 feet MSL to 7500 feet MSL; and that airspace from the 10-mile radius to a 15-mile radius of Altus AFB beginning at Altus VORTAC 330° radial clockwise to the Altus VORTAC 090° radial extending upward from 3500 feet MSL to 7500 feet MSL; and that airspace from the 10-mile radius to a 15-mile radius of Altus AFB beginning at Altus VORTAC 090° radial clockwise to the Altus VORTAC 200° then from the 6-mile radius of Altus AFB to a 15-mile radius clockwise to the Altus VORTAC 330° radial extending upward from 3000 feet MSL to 7500 feet MSL.

1.3. Runway Selection Procedure.

1.3.1. Altus Tower will determine the runway in use IAW FAA JO 7110.65. Runway 17 is designated as the calm wind runway.

1.3.2. Runway Change. Tower will coordinate with Radar Approach Control (RAPCON) prior to any runway changes. Tower will notify the Supervisor of Flying (SOF), AMOPS, Weather (WX), and Fire Department (FD) after any runway change. AMOPS shall notify Command Post.

1.4. Wind Information. Controllers will issue all wind gusts regardless of gust spread**.**

1.5. Controlled Movement Area (CMA).

1.5.1. The complete dimensions of the CMA are depicted on **Attachment 2**. The CMA encompasses the active runways, ALZ, overruns, and taxiways K2 and K3, as depicted in **Attachment 2**. The CMA is 100 feet either side of Runways 17L/35R and 17R/35L, and the ALZ, and extends to just past the ILS Localizers for Runways 17L/35R and 17R/35L, and overruns of the ALZ. The VFR hold lines, and corresponding signs, at the intersection of each taxiway and runway or ALZ indicates the CMA boundary at taxiway and runway intersections. The VFR hold line markings are indicated by a solid, double yellow line paralleling a dashed double yellow line and are located approximately 220 - 230 feet from the runway edge. During hours that the control tower is operational, personnel and vehicles shall not enter the CMA without specific permission from the control tower, and must maintain direct two-way radio communication with the tower while in the CMA.

1.5.2. Controlled Movement Area (CMA) Transfer of Control. The control tower has control of the CMA upon opening. AMOPS will normally assume accountability of the CMA from CP 2 hours prior to tower opening. If the tower is closed and AMOPS is open, AMOPS has accountability for the CMA and will track all personnel/vehicles in the CMA on the AF 3616. AMOPS normal operating hours are 2 hours prior to the published airfield opening until the last wing assigned aircraft has landed and is parked/chocked. CP has accountability for CMA when AMOPS or tower releases the area to them and will relinquish control when requested to do so by either AMOPS or the control tower. CP will maintain accountability of vehicle/personnel traffic on the CMA Monday thru Friday between the time Tower/AMOPS closes to the time Tower/AMOPS opens, weekends, federal holidays, wing down days and any other period when AMOPS and the tower are closed.

1.5.3. The tower's light gun will be used in the event radio communication is lost with a vehicle on the runway. If the vehicle driver does not respond to the light gun signals, the tower will raise and lower the intensity of the runway lighting. This signal means to immediately exit the CMA and establish communications with the tower.

1.5.4. Command Post will:

1.5.4.1. Track, document and monitor all personnel and vehicles entering the CMA during periods of tower and AMOPS closures using the tracking sheet at **attachment 14**. The following information will be provided to the tower or AMOPS as requested when either facility opens: vehicle call sign (e.g., Sweeper 1, METNAV 1, etc.), number of vehicles, starting point and destination on the CMA and any other pertinent information. Note: Command Post (CP) will only be able to track personnel and vehicles that make contact with CP.

1.5.4.2. Discontinue tracking of personnel/vehicles when AMOPS or the tower is open. Have personnel requesting access to the CMA contact AMOPS (when tower is not yet open) at 481- 6200. When the tower is open, have personnel requesting access contact tower via FM radio for approval.

1.5.5. AMOPS will:

1.5.5.1. Notify CP of any changes to the airfield hours of operation (i.e. early opening or late closing).

1.5.5.2. Notify CP of any weekend or after-hours airfield construction or repair.

1.5.5.3. Upon opening, request all CMA activity from CP.

1.5.5.4. Upon completion of the airfield check and no later than 5 minutes prior to tower opening, AMOPS will advise the tower of all vehicles and personnel (to include call sign, location and any other pertinent information) within the CMA and will transfer control of the CMA, to include all vehicles and personnel, to the tower.

1.5.6. Control Tower will:

1.5.6.1. Upon obtaining control of the CMA from AMOPS via FM radio or a recorded line to AMOPS, confirm the location of all vehicles and personnel on the CMA as relayed by AMOPS and request any other vehicles to contact ground if not already called.

1.5.6.2. Upon official opening of the airfield by AMOPS, the tower will make the following announcement to all agencies on the Ramp and Crash FM nets: “Altus tower is open, all vehicles and personnel within the radio controlled movement area, contact ground with your call sign and location.”

1.5.6.3. Prior to closing, notify CP of any vehicles or personnel remaining on the CMA and advise those vehicles or personnel to contact CP at 481-6313 upon exiting.

1.5.6.4. Just prior to closing, tower will make the following announcement to all agencies on the Ramp and Crash FM nets: “Attention all personnel, Altus tower is now closed. Contact Command Post for access to the Controlled Movement Area.”

1.6. Airfield Lighting Systems. The Altus Control Tower is equipped with the capability to operate airfield lighting systems and the rotating beacon. During airfield operating hours, control tower personnel will operate the airfield lighting system. During hours when the airfield is closed, airfield lighting personnel are responsible for operating airfield lighting systems for maintenance, snow removal operations, etc. AMOPS shall recall stand-by airfield lighting personnel for emergency lighting outages.

1.6.1. Lighting System Types.

1.6.1.1. Runway Lights. Standard High Intensity Runway Lights (HIRL) for runways 17L/R and 35L/R (5-step intensity). **NOTE:** When the prevailing visibility is 1 mile or less, or the runway visual range (RVR) is 6,000 feet or less, report changes in the high intensity runway light (HIRL) setting to the weather observer. This ensures the RVR, based on the HIRL setting of 3, 4, or 5, represents the existing RVR.

1.6.1.2. Approach Lights: U.S. Standard "A" configuration.

1.6.1.2.1. Approach Lighting System with Sequenced Flashing Lights (ALSF-1) configuration for runways 35L/R (5-step intensity). Short Approach Lighting System with Sequenced Flashing Lights (SALSF) configuration for runways 17L/R (5-step intensity).

1.6.1.2.2. If the operation of the sequenced flashing lights is distracting due to flash intensity and/or halo effects, pilots may request the lights be turned off.

1.6.1.3. Precision Approach Path Indicator (PAPI) lights for runways 17L/R and 35L/R (5-step intensity). The lights are coincidental with the associated glideslope.

1.6.1.4. Taxiway Lights: Taxiway lights have 3-step intensity settings. There are no lights on Taxiways D or Taxiway N (Alternate Hot Cargo Pad).

1.6.1.5. Threshold Lights: All runways. Threshold lights cannot be simultaneously illuminated for both ends of the runways.

1.6.1.6. Runway Distance Remaining Markers: Runways 17L/R and 35L/R. The Assault Landing Zone (ALZ) does not have distance remaining markers, but Airfield Marking Pattern 1 (AMP-1) Visual Landing Zone Marker Panels (VLZMP) are installed.

1.6.1.7. Assault Landing Zone Lighting Systems

1.6.1.7.1. Assault 175/355: Tower controllable AMP-1 overt (5-step), and AMP-3 overt (5-step) and IR covert lighting are available.

1.6.1.7.2. Rwy 17L/35R: AMP-1 overt (5-step) and AMP-3 IR covert tower controllable lighting systems are available on Rwy 17L/35R. See Attachments **17 and 18** for lighting, location, and marking layout.

1.7. Permanently Closed/Unusable Portions of the Airfield. Taxiway F (north of the 60's row and west of taxiway C), the Towway between Spot 27 and Taxilane B, and the south hammerhead adjacent to Taxiway D are permanently closed.

1.8. Aircraft Arresting Systems. Altus AFB does not have aircraft arresting systems.

1.9. 3. 6. North Ramp Training Areas: North Ramp star turns are not authorized while aircraft are parked on spots NR-3 through NR-7. North Ramp 180 turns training and KC-46 wingtip training area use is not authorized while aircraft are parked on spots NR-1 through NR-4 and NR-7. Aircrews use extreme vigilance for Aerospace Ground Equipment (AGE) equipment. Crews utilizing the North Ramp for training maneuvers will make their request with Altus Ground Control. The tower will then contact AMOPS for proper coordination with the MOC, which must be completed prior to aircraft entering the North Ramp. Altus Ground will notify crews when coordination is complete. See **Attachment 12** for north ramp training areas.

1.10. ATC and AMOPS Operating Hours. Facilities will normally operate 0900L-0230L Monday-Friday; closed on weekends and holidays as published in the IFR Enroute Supplement. Other operating hours will be published in the current Notice to Airmen (NOTAM). AMOPS will be available two hours prior to published airfield operating hours until the last scheduled aircraft lands and is chocked in parking.

1.10.1. Tower will conduct their opening checklist from 30 minutes prior to the first scheduled departure or arrival until the last aircraft lands and is chocked in parking.

1.10.2. RAPCON will conduct their opening checklist from 30 minutes prior to the first scheduled departure or arrival until the last aircraft lands and no inbounds or departures are projected as coordinated with the tower and confirmed with ARTCC.

1.10.3. Flying will not be scheduled outside published operating hours without prior coordination with 97 OSS/OSA (Airfield Operations) and approval of 97 OG/CC. Aircraft will not taxi earlier than the published airfield opening time.

1.10.4. **Note:** As the OG/CC designated representative the SOF may authorize the airfield to be closed after the last base assigned aircraft has landed and it is determined that there are no projected inbounds. If the OG/CC has authorized no SOF on duty, the Tower Watch Sup is also authorized to close the airfield after the last base assigned aircraft has landed and it is determined that there are no projected inbounds through AM OPS and command post.

1.10.5. During approved operations outside normal airfield operating hours, the ATC and AMOPS facilities will be manned as determined by the respective facility chiefs, considering forecasted weather, expected traffic complexity, etc. Unless specifically coordinated/approved, arriving aircraft will conduct full stop landings only (no transitions).

1.11. Local Frequencies. 97 AMW aircraft channelization of radios is programmed to the following UHF frequencies:

Table 1.2. Local Frequencies.

LOCAL CHANNEL	FACILITY	UHF	VHF
1	Clearance Delivery	284.7	120.65
2	Ground	275.8	121.85
3	Tower	254.4	119.65
4	Departure Common	290.9	
5	**Arrival Common****	391.9	127.175
6	**Approach Common****	353.7	125.1
8	**Arrival Discrete****	253.5	
9	**Emergency Single Freq Approach (ESFA)**	251.9	
10	AMC Common	319.4	

11	Command Post (CP)	349.4	
12	Pilot to Dispatch (PTD)	372.2	
13	Command Post (Alt)	321.0	
14	Pilot-to-Metro Service	239.8	
15	ATIS	273.5	109.8
16	Ft Worth Center (OK City Low)	269.375	128.4
17	Ft Worth Center (Wichita Falls Low)	350.35	133.5
18	AR 400 Primary	228.25(P) 364.325 (S)	
19	Flight Service	225.4	
20	Sooner DZ	340.6	139.6

1.12. Navigational Aids (NAVAIDs).

1.12.1. LTS VORTAC (channel 35/109.8 VHF) is located on the airfield.

1.12.2. Instrument Landing System (ILS): Available to runway 17R (111.3) / 35L (110.3) and 17L (110.55) / 35R (110.55).

1.12.3. Air Traffic Control and Landing Systems (ATCALS) restoral, response, and preventive maintenance will be accomplished IAW the IFR Enroute Supplement, and the Responsibilities and Procedures for Generator and ATCALS Operations MOU between the 97 OSS, 97 CES and 97 CS.

1.13. Transient Alert (TA) Services. Transient maintenance is available between 0830L and 2300L. Parts support is extremely limited. Other services are outlined in the IFR Supplement.

1.14. Automatic Terminal Information Service (ATIS) Procedures. The Altus ATIS provides aircrews with current weather, airfield advisories, NOTAMs, and additional non-control information during airfield operating hours on 273.5 and 109.8 MHZ VOR Frequency. Long-term NOTAMS shall be broadcast for 24 hours or at the discretion of the Tower Chief Controller.

1.15. Aircraft Special Operations Areas/Ramps: Arm/De-Arm Areas, Engine Run-Up Areas, Drag Chute Jettison Areas, Hot Pit Refueling Areas, Unmanned Aircraft System (UAS) Designated Start Areas.

1.15.1. Engine running crew change (ERCC) procedures.

1.15.1.1. C-17/KC-135/KC-46 ERCC aircraft will be directed as follows: primary will be on Taxilane B directly adjacent to Base Operations (Building 185); alternate will be on Taxiway C behind spot 47. Do not block access point to either the fire department or base operations. **NOTE**: Ramp congestion or airfield construction may dictate use of other locations as approved by ground control.

1.15.2. UAS arrival procedures will be followed IAW the BAMS-D MOU in the event of an RQ-4 divert. UAS Departure procedures are as follows: Maintenance crews will tow the RQ-4 to the designated “start” location for all RQ-4 departures. The taxi route will be: For Runway

35L; Charlie to Delta. For Runway 17R: Charlie to Kilo-1. The UAS designated start area is on Taxiway K-1 or Taxiway D, depending on the runway in use. Once the RQ-4 is started, maintenance crews will coordinate with Altus Ground control prior to towing the RQ-4 onto the runway. After maintenance crews disconnect from the RQ-4, they will exit the runway at the nearest taxiway and advise Altus Ground Control that they are off the active runway.

1.15.3. Unable to support Drag Chute Jettison Areas and Hot Pit Refueling Areas.

1.16. Aircraft Towing Procedures. Personnel towing aircraft are required to be in contact with the control tower during airfield operating hours. Prior coordination between the Maintenance Operations Center (MOC) and the control tower is necessary before moving aircraft. MOC has automatic authority for pushback operations on spots in the 20/30 and 50/60 rows. MOC will notify CP of all towing operations when the Tower and AMOPS is closed.

1.17. Aircraft Taxiing Requirements/Routes. To include Heavy Aircraft Jet Thrust Avoidance Procedures, Taxiway/Taxilane Restrictions and Wingtip Clearance, etc.

1.17.1. Aircraft are authorized to taxi behind a parked C-17/KC-135/KC-46 with power settings at idle.

1.17.2. When using Taxiways E, F, or G to enter or exit runway 17R/35L or Taxiway L for runway 17L/35R, pilots will ensure all landing gear remain on the concrete portion of these taxiways (i.e. square your turns). Taxiing on the non-stressed asphalt portions of the ramp and taxiways is prohibited, as these areas are susceptible to damage.

1.18. Airfield Maintenance (Airfield Lighting, Sweeper Operations, Grass Mowing, etc.).

1.18.1. Exterior Electric (97 CES/CEOFE) will:

1.18.1.1. Coordinate airfield lighting maintenance activities with the AFM prior to taking control of the lights. Coordinate any planned airfield lighting checks or maintenance procedures with the control tower prior to taking control of the airfield lighting and advise tower of termination.

1.18.1.2. Conduct a daily airfield lighting check Monday through Friday (workload permitting), not including holidays or “wing down days”. The inspection of the lighting system should be thorough and complete, including the approach lighting systems located off base. Airfield Lighting will notify Airfield Management (via radio or telephone) when initiating a daily inspection.

1.18.1.3. Before conducting the daily airfield lighting, check, review the Airfield Lighting Outage Log emailed from AMOPS. Report lighting systems reliability and outages to AMOPS on a daily basis via email, telephone or radio so that the Airfield Lighting Outage Log can be updated to reflect any discrepancies that were corrected for that day.

1.18.1.4. Provide updated email distro list for Airfield Lighting Outage Log reporting to AMOPS as needed.

1.18.1.5. Airfield Lighting will document, repair, and obtain work orders for airfield lighting outages.

1.18.1.6. Major system outages will be reported to AMOPS. Major outages include total system outages and those that exceed the amounts listed in the locally developed and maintained lighting chart IAW AFMAN 13-204v2, *Airfield Management*.

1.18.1.7. Report the correction of deficiencies to CE customer service for any job requests called in by Airfield Lighting, once repair action is complete.

1.18.2. Horizontal Construction Section (97 CES/CEOH) will:

1.18.2.1. Ensure sweeper operators are airfield driver qualified.

1.18.2.2. Ensure Airfield Sweeper checks in with AMOPS NLT 0800L, via radio, for sweeping requirements. Use the callsign "SWEEPER1." If a second sweeper is operating on the airfield, use the callsign "SWEEPER2." Operate sweeper IAW AFI 13-213_ALTUSAFBSUP, *Airfield Driving,* and conduct sweeping operations IAW AFI 21-101_ALTUSAFBSUP, *Aircraft and Equipment Maintenance Management*, paragraph 11.8.3.22..

1.18.2.3. Be on cellular phone stand-by after regular duty hours and respond within 30 minutes when called upon.

1.18.3. Airfield Mowing Operations (97 CES/CEOS)will:

1.18.3.1. Ensure areas around taxiways and runways are mowed to a height of 7 to 14 inches as required.

1.18.3.2. Ensure mower operators report to AMOPS before proceeding to the flight line.

1.18.3.3. Ensure mower operators are flight line qualified for flight line driving.

1.18.3.4. During grass growing season, inspect the condition and height of the grass for mowing or removal at least weekly or as requested by AMOPS. Grass/weeds should not be allowed to encroach on NAVAIDs, distance remaining markers or other airfield objects.

1.18.3.5. CE Entomology (97 CES/CEOSP) will ensure that weed control (removal of vegetation) on taxiways and runway shoulders will be conducted quarterly, or as needed. **NOTE:** Mower operators will maintain radio contact with the tower at all times when mowing in the CMA.

1.18.4. Airfield Management (97 OSS/OSAA) will

1.18.4.1. During normal hours of operation, conduct a nightly airfield lighting serviceability check and will track outages on the airfield inspection checklist and airfield discrepancy database. AMOPS will inspect lighting systems for items that cause safety of flight issues or NOTAM, in accordance with applicable directives.

1.18.4.2. AMOPS will report all outages to the Electric Shop by emailing the Airfield Lighting Outage Log nightly to the distro list provided from the Electric shop. AMOPS will notify CES customer service or CES Fire Department (if required after hours), if the outage qualifies as a NOTAM or is a safety of flight issue, AMOPS will provide the following information:

1.18.4.2.1. Equipment description, specific to which lighting system is faulty. (e.g., Runway 35L approach lighting system, Runway 17L threshold lighting, etc…)

1.18.4.2.2. Nature of discrepancy

1.18.4.2.3. Time of outage

1.18.4.2.4. Caller's initials

1.18.4.3. AMOPS will report the correction deficiencies to CE customer service for any job requests called in by AMOPS, once repair action is complete and annotate deficiency closure in the Airfield Lighting Outage Log.

1.18.4.4. When time constraints and the amount of FOD make it practical, pick up FOD by hand.

1.18.4.5. Notify sweeper of any specific areas requiring sweeper attention when sweeper checks in with AMOPS each morning and as required throughout the duty day.

1.18.4.6. Request Fire Department contact stand-by sweeper when sweeping services are required after normal duty hours.

1.18.4.7. Notify sweeper, in advance if possible, when known after hours support will be required (e.g. scheduled weekend flying, DV arrivals, etc.). **NOTE:** Any person identifying an area of potential FOD hazard on the flight line should call AMOPS during normal duty hours and report areas that require sweeping. AMOPS will contact 97 CES/CEOH for sweeper response. **NOTE:** Sweeper operators will maintain radio contact with the tower at all times when sweeping in the CMA.

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

1.19.1. When the airfield is open, Airfield Management will determine and report the RSC/RCR as required IAW AFMAN 13-204v2, Chapter 2, T.O. 33-1-23, *Equipment and Procedures for Obtaining Runway Condition Readings*, and local operating procedures. Airfield Management will disseminate RSC/RCR information to base weather station, the Control Tower, and CP.

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

1.20.1. The purpose of airfield inspections/checks is to ensure the airfield is safe and capable of supporting the flying mission. Construction sites and pavement repair areas are of special interest. Additionally, BASH-related inspections will be a special interest item during migratory season, a period defined locally as 15 Nov through 28/29 Feb.

1.20.2. The following agencies will conduct inspections as described below:

1.20.2.1. In addition to **paragraph 1.18** 97, CES will:

1.20.2.1.1. Inspect all excavations or closed areas when construction is in progress on the airfield at the end of the contractor workday to ensure contractual safety precautions are strictly enforced. In- house work on the airfield shall be closely monitored for strict compliance with safety regulations.

1.20.2.1.2. In conjunction with 97 OSS/OSAA and 97 AMW/SE personnel, inspect closed areas for repair/construction prior to opening.

1.20.2.1.3. Coordinate all crane requests on Altus AFB through the Deputy Airfield Manager or Airfield Manager, and the Terminal Instrument Procedures Specialist.

1.20.2.2. AMOPS will:

1.20.2.2.1. Perform a comprehensive daily airfield inspection IAW AFMAN 13-204v2 and local procedures.

1.20.2.2.2. Conduct airfield checks IAW AFMAN 13-204v2 and local procedures, to include the following:

1.20.2.2.2.1. In response to in-flight emergencies/ground emergencies.

1.20.2.2.2.2. In determining runway surface condition or runway condition reading IAW AFMAN 13-204v2 and TO 33-1-23. Additionally, AMOPS will maintain decelerometer equipment as required by AFMAN 13-204v2 and corresponding AETC Supplement.

1.20.2.2.2.3. FOD checks as part of routine airfield checks and inspection checks.

1.20.2.2.2.4. BASH/habitat control as part of routine airfield checks and inspections. Refer to 97 AMW/SE BASH Plan for reporting procedures.

1.20.2.2.2.5. Inspect construction areas to ensure they do not present a hazard to aircraft operations. 1.20.2.2.2.6. Airfield lighting checks as part of routine airfield checks and inspections.

1.21. Procedures for Opening and Closing the Runways.

1.21.1. AMOPS is the only agency authorized to open or close a runway. AMOPS will initiate NOTAM action after notifying Tower and CP when any runway opens or closes.

1.22. Procedures for Suspending Operations on or Closing Runways and Taxiways.

1.22.1. AMOPS, SOF, or ATC are required to suspend operations to runways/taxiways when an unsafe condition exists. Unsafe runway(s)/taxiway(s) shall remain closed/operations suspended until an inspection is completed by AMOPS.

1.22.2. When an emergency aircraft has landed, the control tower shall suspend all aircraft operations to the runway of intended landing at a time or location determined by the tower watch supervisor. The suspension will take place at an appropriate time or location so as not to impede crash vehicle response or delay emergency aircraft arrival.

1.22.2.1. Operations to the runway shall remain suspended until a runway check is completed and all vehicles/emergency aircraft have vacated the runway, except when both of the following conditions exist:

1.22.2.2. The emergency aircraft lands and taxis off the runway without assistance (i.e., crash/rescue, tow vehicles).

1.22.2.3. The SOF may waive the runway check. This option will normally be used for non- equipment related emergencies. ATC and AMOPS will log all SOF-waived runway checks on AF 3616.

1.22.3. When flight line firefighting capability cannot support continued flying operations, the fire department shall notify AMOPS and other required agencies. AMOPS will issue a NOTAM, if appropriate. Landings and departures shall be restricted at the direction of the 97 OG/CC or designated representative.

1.23. Engine Test/Run-up Procedures.

1.23.1. Aircraft maintenance engine runs must be coordinated with the MOC. Radio contact must be made with the tower prior to engine stat when the tower is open. When it becomes

necessary for thecontrol tower to terminate an engine run for any reason, the maintenance crew will be advised of the reason and length of delay, time permitting.

1.23.2. MOC will coordinate all engine runs with AMOPS after complying with **Table 1.3** Once AMOPS validates the request against **Table 1.3,** AMOPS will approve/deny the location of the engine run. MOC will then notify Tower of the aircraft tail number, location and power setting of the engine run. The Tower will approve/deny the engine run based on traffic conditions. When the airfield is closed, MOC will coordinate with CP.

1.23.3. 97 AMW aircraft operations will be given priority over above-idle engine runs unless the SOF has coordinated with MOC and advised the tower otherwise.

1.23.4. Tower/Ground Control shall not approve engine runs above idle on spots 1 through 8 or the 40s row when another aircraft will be operating behind the engine run on Taxiway Charlie or Runway 18R/36L. This restriction shall be in effect from the time landing aircraft reach five miles from touchdown on Runway 18R/36L or turn base leg in the VFR pattern, unless aircraft will be conducting a restricted low approach at or above 1,900 MSL.

1.23.5. If communications are lost with the aircraft conducting the engine run, the tower shall notify the MOC.

1.23.6. C-17 engine runs above idle are permitted in reverse thrust. Landings are permitted to 17R/35L and aircraft are permitted to taxi behind engine runs in reverse. **NOTE:** When operating engine runs in reverse, aircraft maintenance personnel must ensure reverse thrust is vectored away from asphalt.

Table 1.3. Engine Runs.

LOCATION	AUTHORIZED: YES or NO	RESTRICTIONS
Taxiway J/H	Yes	Acft must be centered on Twy
Taxiway J/H Parking Spots 91 – 99	No	Violates ETL 07-3 Criteria
North Ramp/”747” Spot	Yes	Note: Auth. all Directions
North Ramp Spot 1	Yes	Jet Blast Southbound
North Ramp Spot 2	Yes	Jet Blast Southbound
North Ramp Spot 3	No	Violates ETL 07-3 Criteria
North Ramp Spot 4	No	Violates ETL 07-3 Criteria
North Ramp Spot 5	No	Violates ETL 07-3 Criteria
North Ramp Spot 6	No	Violates ETL 07-3 Criteria
Tanker Ramp/50’s Row	Yes	None
Tanker Ramp/60’s Row	Yes	Idle Run Only

Taxiway N (Alt Hot Cargo Area)	Yes	No jet blast aimed at vehicle access road
Spots 1-8	Yes	None
Spots 21-23	Yes	None
Spot 24	Yes	Reverse Idle/Reverse Thrust Above Idle
Spots 25, 26	Yes	Reverse Idle/Reverse Thrust Above Idle
Spots 32, 33, 37-39	Yes	None
Spots 41-47	Yes	None
Spot 523A	Yes	None

1.24. Noise Abatement Procedures.

1.24.1. To minimize noise pollution for Altus AFB and surrounding communities, the following procedures and restrictions apply:

1.24.1.1. Circling approaches are prohibited west of 17R/35L**.**

1.24.1.2. Aircrews shall overfly the densely populated parts of the city of Altus (west of Park Lane) at or above 4,500'MSL. Exception: aircraft conducting a 360 in the west rectangular pattern.

1.25. Protection of Precision Approach Critical Areas.

1.25.1. The localizer and glideslope critical areas are depicted in **Attachment 5**.

1.25.2. Localizer Critical Areas. When official weather observation reports ceiling less than 800 feet or visibility less than 2 SM, tower will not authorize vehicle/aircraft operations in or over the localizer critical areas when an aircraft conducting an ILS approach is inside the final approach fix (FAF).

1.25.3. Glideslope Critical Area. When official weather observation reports ceiling of less than 800 feet or visibility less than 2 SM, tower will not authorize vehicle/aircraft ILS approach is inside the FAF.

1.25.4. Precision Obstacle Free Zone (POFZ). Tower will ensure the POFZ is clear of traffic (aircraft or vehicles) when an aircraft on a vertically-guided final approach is within 2 miles of the runway threshold and the reported ceiling is below 300' or visibility is less than 3/4 SM to protect aircraft executing a missed approach. **NOTE:** The Instrument Hold Lines on Taxiway K1, H and E2 are positioned to protect the runway 17R and 35R POFZs.

1.25.5. Precision Obstacle Clearance Surfaces (OCS). When weather is below an 800' AGL ceiling or 2 SM visibility, tower will not authorize vehicle/aircraft operations beyond the Instrument Hold Lines on Taxiway K1, H when an aircraft on the vertically-guided approach is within 2 miles of the runway threshold. NOTE: The Instrument Hold Lines on Taxiway K1 and H are positioned to protect the runway 17R POFZ and OCS.

1.26. Restricted/Avoidance Areas on the Airfield. All aircraft parking areas are located in restricted areas. The North Ramp and Alert Area (Taxiways H/J) are restricted only when aircraft are present at these locations.

Chapter 2

LOCAL FLYING AREAS

2.1. Local Flying Area/Designation of Airspace. A majority of the flight training conducted at Altus AFB occurs in an area bounded by a line from Chickasha, Oklahoma; southwest to Snyder, Oklahoma; southwest to Tipton, Oklahoma; south to SNEED intersection; west to Guthrie Very High Frequency Omni-Directional Range (VOR); northwest to the Prairie Dog Town Fork of the Red River; north to White Deer, Texas; northeast to Canadian, Texas, on the Canadian River; east to a point on the Canadian River; south of Camargo, Oklahoma; then southeast to the starting point at Chickasha, Oklahoma.

2.2. Local Training Areas.

2.2.1. Borger Airwork Area (KC-135). The Borger Airwork (BGAA) training area is the area between the Panhandle (PNH) 020 radial, clockwise to the PNH 070 radial, between 20 and 60 Distance Measuring Equipment (DME) (N35° 31’ 45”/W101° 30’ 24” to N36° 07’ 00”/W101° 07’ 04” to N35° 26’ 13”/W100° 29’ 54” to N35° 18’ 13”/W101° 17’ 58” to N35° 31’ 45”/W101° 30’ 24”). The altitude will be assigned by Fort Worth ARTCC between FL 200 and FL 260. Crews can expect a 2,000 foot block altitude within this range. Pilots shall file the PNH 045040 (BGAA) and place the altitude (2,000 foot block between FL 190 through FL 270) in the route of flight block on DD Form 1801, *DoD International Flight Plan.* Flight planning procedures are outlined in **Chapter 7**. The Borger Airwork Area is depicted in **Attachment 6**.

2.2.2. Low Altitude Tactical Navigation (LATN) Training Area. The LATN training area is bounded by N34° 00’ – N36° 00’ latitude and W99° 00’ – W101° 30’ longitude. This area is environmentally assessed for one-time flights on random routes at altitudes down to 300’ AGL. Low-level routes flown outside of this area must be flown at or above 500’ AGL. Prior coordination with 97 OSS/DOA (Airspace Manager) and 97 OSS/OSK (Weapons and Tactics) (via Air Movement Table) is required before utilizing the Altus LATN to ensure compliance with local no fly and noise abatement areas and to deconflict traffic utilizing Sooner Drop Zone (DZ)—see **Attachment 7**.

2.3. VOR or TACAN-C and D, and RNAV (GPS)-A and B Approaches:

2.3.1. VOR or TACAN-C and D, and RNAV (GPS)-A and B approaches are restricted to locally assigned aircraft/aircrew and may be flown to any landing surface or as assigned by tower.

2.3.2. VMC Procedures. The VOR or TACAN-C and D, and RNAV (GPS)-A and B may be flown when radar is operational. The approach will be flown to runway 17L/35R (17R/35L or 175/355 may be used at Tower’s discretion). When the weather is 2,000’ ceiling or greater and 3 SM visibility or greater, IFR clearances will be automatically cancelled at the FAF. If the aircraft requests to return to the radar pattern, Tower will coordinate and issue climbout instructions. Aircraft requesting approach to runway 17R/35L may expect delay due to sequencing with straight- in traffic.

2.3.2.1. DELETED

2.3.3. Instrument Meteorological Conditions (IMC) Restrictions. Radar is required to conduct the VOR or TACAN-C and D, and RNAV (GPS)-A and B approaches. During busy traffic periods, aircraft may expect delays due to traffic sequencing and increased separation requirements.

2.4. Simultaneous Runway Operations. RAPCON may conduct simultaneous approaches to 17R/35L and 17L/35R IAW FAA JO 7110.65.

2.5. UAS Activities on Altus AFB. Installation Commander is the approval authority for use of drones on Altus AFB.

Chapter 3

VISUAL FLIGHT RULES (VFR) PROCEDURES

3.1. VFR Traffic Patterns. Altus AFB VFR traffic patterns consist of the overhead, rectangular, and East low closed patterns (see **Attachment 8**). Runway 17R/35L is designated as the primary instrument runway and Runway 17L/35R as the primary VFR runway. However, ATC may elect to use either runway for both VFR/IFR operations. **NOTE:** Traffic pattern saturation occurs when there are six VFR or more aircraft in the traffic pattern(s). When this occurs, aircrews can expect delays, extended vectors, extended downwind, holding, etc., to provide the proper interval between arrivals and departures.

3.1.1. East Rectangular Traffic Pattern. The pattern altitude is 2,900' MSL. The weather minimums are at least a 2,000' ceiling and 3 SM visibility.

3.1.2. West Rectangular Traffic Pattern: The pattern altitude is 2,900' MSL. Normally, VFR patterns from/to Runway 17R/35L will be a west pattern. Aircraft must be at 2,900' MSL prior to turning crosswind. Aircraft flying the west pattern should remain east of Park Lane (see **Attachment 8** for visual references) in order to reduce potential for conflicts with Altus/Quartz Mountain Airport (AXS) general aviation traffic. If the aircraft commander or ATC requires a 360 degree turn on the downwind leg, the aircraft commander shall climb to 3,400' MSL prior to executing a westbound turn. Altus tower, time permitting, will advise aircraft prior to executing a westbound turn to climb to 3,400' MSL. The absence of ATC climb instructions does not alleviate the aircrew from complying with this requirement. Even though the distance between Assault Landing Zone 175/355 and Runway 17R/35L is greater than 2,500', to the maximum extent possible, pilots and controllers should attempt to avoid a base turn to final that places aircraft nose- to-nose on a base turn. The weather minimums are at least a 2,500' AGL ceiling and 3 SM visibility**. NOTE:** Aircrews shall use caution when operating in the Altus AFB West Pattern. Aircraft operating in the vicinity of AXS are small and difficult to see from the Altus AFB air traffic control tower. Altus tower and approach are normally not in radio communication with aircraft operating in the AXS shelf defined as: that airspace West of Longitude 99°18'52"W (Park Lane) below 2,500' MSL. **NOTE:** The 360 degrees turn on downwind leg will not be used as the primary method of spacing/separation for ATC.

3.1.3. Low Closed Traffic Pattern. 97 AMW aircraft only are authorized to fly the circling approach ground track, East traffic only, within 4.5 NM of Runway 17L/35R or 17R/35L at 2,000' MSL to simulate a circling maneuver. Weather minimums are at least a 1,500-foot ceiling and 3 SM visibility. Should extensions beyond 4.5 NM of the runway become necessary for spacing/sequencing, aircraft shall be instructed to climb to 2,900' MSL or 3,400' MSL to enter the tower VFR pattern.

3.1.4. Overhead Traffic Pattern. With the exception of Duke or Snyder Overhead procedures, RAPCON will provide vectors (upon pilot request) to initial for aircraft under their control requesting the overhead traffic pattern. The initial entry altitude for aircraft flying the overhead traffic pattern is 3,400' MSL. Aircraft will execute a level break. The direction of break will be determined by Altus Tower on initial contact. Aircraft will descend in the base turn, unless otherwise instructed by ATC. Weather minimums for the overhead pattern are at least a 2,500' AGL ceiling and 3 SM visibility.

3.1.5. Tower will restrict departing and go-around aircraft as necessary to protect aircraft in the overhead pattern. All aircraft departing runway 35 shall be restricted to at or below 2,400' MSL until reaching the departure end of the runway. All aircraft departing runway 17 shall be restricted to at or below 2,400' MSL until 1.5 DME South.

3.2. Special Procedures.

3.2.1. Helicopter VFR Pattern. Enter downwind at 1,900' MSL; maintain 1,700' MSL on base leg until turning final. Direct approach from the east may be used to expedite helicopters crossing final approach. See **Attachment 10**.

3.2.2. Sooner DZ Deconfliction Procedures. The Sooner DZ is designated as the LTS R247/022.

3.2.2.1. On every 180 degree run-in to the DZ, the airdrop formation will report "Reed Southbound" to Altus Approach Control. On other run-ins aircraft will give their approximate position (i.e., "ten miles west of the DZ"). Approach control will provide traffic advisories to the airdrop formation.

3.2.2.2. If the drop zone is reported hot, aircraft on IR-105 will climb to 1500' AGL until they have visual/radar contact with the heavy aircraft. Once visual/radar contact is established, aircraft may return to minimum altitudes.

3.2.2.3. If an airdrop formation is on an IFR Station Keeping Equipment (SKE) run-in and there is IFR traffic on IR-105, Altus Approach Control will break off the SKE run-in unless the formation cancels IFR. (IFR traffic on an IR route has priority.)

3.2.3. Transitions.

3.2.3.1. Radar to Tower. After completing the option, aircraft will maintain VFR and request approval to enter the VFR pattern.

3.2.3.2. Tower to Radar. Tower will issue local climb-out, radar vectors, or aircraft can expect closed traffic with radar climb-out issued on VFR downwind. **NOTE:** From the VFR pattern and for optimum service, request local climb-out one pattern in advance.

3.2.4. Night Vision Goggles. Reference NVD/White Lights MOU.

3.3. Reduced Same Runway Separation Procedures. Altus Tower will apply reduced same runway separation IAW AFMAN 13-204v3 and AETC Supplement to applicable AETC aircraft.

3.4. Intersection Departures. Intersection departures from runway 17R/35L and runway 17L/35R may be approved by Altus Tower. Intersection departure distances are depicted in **Attachment 11**.

3.5. VFR Flight Following. All Altus VFR arrivals shall participate in flight following and contact Altus Approach on 257.725 or 125.1 MHz. RAPCON will transfer arriving aircraft to the control tower no later than (NLT) 10 miles from the airport.

3.6. VFR Tactical Procedures. (97 AMW aircraft or organizations with approved Letter of Agreement) All VFR tactical procedures will be accomplished IAW the guidance outlined in the 97 AMW In-Flight Guide.

3.6.1. Duke Tactical departures. Duke Tactical departures will normally be flown with a VFR climb to 6500' MSL. When requested, the departure may be flown between 4500' and 8500'

MSL. Prior to climbing to an altitude other than 6500’ MSL, aircrews will coordinate and receive approval from ATC. Aircraft departing on a Duke Tactical departure may be instructed to climb to 3400’ MSL prior to eastbound turn when departing from runway 17R/35L in order to protect aircraft departing from 17/35A or 17L/35R.

3.6.2. Duke Beam. Duke Beam arrivals will normally be flown departing Duke at 7500’ MSL. When requested, aircrew may depart Duke between 4500’ and 8500’ MSL. Prior to departing Duke at an altitude other than 7500’ MSL, aircrews will coordinate and receive approval from ATC.

3.6.3. Duke/Snyder Shallow arrivals. Duke/Snyder Shallow arrivals will normally initiate at Duke or Snyder when no more than one (1) other aircraft is in the VFR pattern. Aircrews may request to initiate these arrivals from the VFR pattern, when no more than one (1) other aircraft is in the VFR pattern.

3.7. VFR Departures. Tower will normally instruct all VFR departures leaving the tower pattern to fly runway heading and climb to 4,500’ MSL. **NOTE:** Not applicable to Tactical Departures.

3.8. VFR Training Points. Locations are:

Table 3.1. VFR Point Locations.

VFR POINTS	DME POINTS
STEED	LTS R058/016 DME
KACIE	LTS R104/021 DME
CAMMS	LTS R169/016 DME
BENDD	LTS R221/021 DME
BABBS	LTS R289/016 DME
ALEXX	LTS R348/019 DME
NOTE: When utilizing BABBS or ALEXX, aircrews should plan their routing to avoid flying over the town of Mangum, Oklahoma. In addition, caution should be used when flying to point KACIE. KACIE is in the vicinity of the transition corridor from IR-103 to R-5601. Aircrews should be on alert for potential conflicts in this area. VFR flight following is mandatory when flying to and from Altus from all VFR training points and between all VFR training points.	

Chapter 4

INSTRUMENT FLIGHT RULES (IFR) PROCEDURES

4.1. Radar Traffic Pattern. The radar traffic pattern (east or west downwind) will normally be flown at 4,000' - 5,000' MSL. Aircraft should expect vectors from RAPCON to the final approach course.

4.2. Cell Departures. Cell departures are classified as "military authority assumes responsibility for separation of aircraft" (MARSA) operations and pilots will be responsible for separation between cell aircraft on departure. Each aircraft within a non-standard formation cell departure will have a dedicated call sign/flight plan and beacon code (IAW FAA JO 7110.65). Clearance Delivery will determine the break up point using the full route flight plan or by asking the flight lead. A clearance to the break up point will then be issued followed by "EXPECT FURTHER CLEARANCE AT (breakup point) VIA FILED FLIGHT PLAN ROUTE." **EXCEPTION:** All C-17 formation flights will depart on a single flight plan. MARSA will be cancelled upon split-up.

4.3. Break-Out Procedures. Break-out procedures are designed for aircraft outside the confines of the Altus Class D airspace. In the event of a breakout, aircraft will be directed by the appropriate ATC facility to climb and maintain 4,000' MSL and await specific vector instructions, unless otherwise coordinated by ATC.

4.4. Go-Around Procedures. Go-around procedures are designed for aircraft within LTS Class D airspace. When an aircraft is required to go-around, ATC will instruct aircraft to "CLIMB AND MAINTAIN 4,000', FLY RUNWAY HEADING" when necessary to discontinue an approach. The phrase "GO-AROUND" may be issued to aircraft in time critical situations to indicate this procedure. Aircraft will be restricted IAW **paragraph 3.1.4** when the overhead pattern is in use.

4.5. Standard Climb-out Procedures. Standard climb-out procedures are: "FLY RUNWAY HEADING, CLIMB AND MAINTAIN 4,000'." The ATC phraseology has been abbreviated for base assigned aircraft. Procedures are as follows:

4.5.1. ATC Phraseology: "(Call sign) AFTER COMPLETING (low approach, option, or touch-and-go), EXECUTE LOCAL CLIMB-OUT." **NOTE:** Always comply with paragraph 3.1.4, to protect of the overhead traffic pattern when is use. **NOTE:** "LOCAL CLIMBOUT" or any radar vector and IFR altitude constitutes an abbreviated IFR clearance for locally assigned aircraft, and may be issued by tower or RAPCON in lieu of "CLEARED TO ALTUS AFB AIRPORT AS FILED." During IMC, execute published missed approach procedures unless directed otherwise by ATC.

4.6. Option Clearances. Aircraft "Cleared for the Option" are authorized to conduct a Low Approach, Touch and Go or Full Stop landing for all runways including the assault strip. Aircraft that desire a full-stop landing shall advise ATC to aid in sequencing other aircraft in the pattern. **NOTE:** KC-135 requesting a no-flap or 30°-flap approach must notify ATC to ensure proper spacing.

4.7. Practice Approaches by Transient Aircraft. RAPCON in coordination with Tower shall approve/deny practice approaches for transient aircraft based on current traffic conditions and workload. Control tower shall issue either low approach or touch-and-go clearances for transient practice approaches. Transient aircraft desiring to terminate in a full stop landing must have a valid PPR number issued by AMOPS.

Chapter 5

EMERGENCY PROCEDURES

5.1. Operation of the Primary Crash Alarm System (PCAS) and Secondary Crash Net (SCN).

5.1.1. The PCAS is comprised of voice equipment designed to provide direct line communications from Altus Tower to selected locations on base. Tower will test the PCAS every day the Tower opens within 30 minutes of opening.

5.1.1.1. The PCAS is activated only by Altus Tower. Two-way communications are limited to the following agencies:

5.1.1.1.1. AMOPS. **NOTE:** AMOPS relays PCAS information over the SCN.

5.1.1.1.2. Fire Department.

5.1.1.1.3. Medical Center. (Mon-Fri 0730-1630)

5.1.1.2. Altus Tower watch supervisor shall initiate activation of the PCAS when necessary for the following reasons (not all inclusive):

5.1.1.2.1. An aircraft emergency (in flight or ground) when declared by the pilot, an ATC facility, or the officials responsible for operation of aircraft (i.e., SOF).

5.1.1.2.2. Reports indicate that an aircraft has made a forced landing, is about to do so, or reports indicate a forced landing may be necessary.

5.1.1.2.3. Reports indicate the crew has abandoned the aircraft or is about to do so.

5.1.1.2.4. The need for ground rescue is likely.

5.1.1.2.5. Aircraft reporting an unsafe or uncertain landing gear position.

5.1.1.2.6. Hot brakes are declared or suspected.

5.1.1.2.7. Aircraft theft/hijack is suspected.

5.1.1.2.8. Aircraft mishap.

5.1.1.2.9. Aircraft bomb threat.

5.1.1.2.10. No Radio (NORDO) aircraft, if radio failure cannot be determined as the only problem. 5.1.1.2.11. Unauthorized civil aircraft landings.

5.1.1.3. Upon activation, parties on the PCAS shall pick up the receiver and wait for the message. When all parties are on the line, the following information shall be relayed:

5.1.1.3.1. Aircraft identification.

5.1.1.3.2. Type of aircraft.

5.1.1.3.3. Nature of emergency.

5.1.1.3.4. Pilot’s intentions or specific instructions, and aircraft tail number, if known

5.1.1.3.5. Number of personnel on board and location on the aircraft.

5.1.1.3.6. Fuel remaining on board.

5.1.1.3.7. ETA or last known position.

5.1.1.3.8. Wind information.

5.1.1.3.9. If hazardous material is involved, relay the net explosive weight (NEW), hazardous material on board (Department of Transportation (DOT) or Department of Defense (DoD) class/division) and if known the approximate firefighting time and withdrawal distance.

5.1.1.3.10. Anticipated landing runway. **NOTE:** Information in 5.1.1.3.1-5.1.1.3.4 are the required minimums. Other information will be passed if available.

5.1.1.4. Agencies on the PCAS will develop a readily available checklist to record the above listed information during activation. Do not interrupt the initial report. When the message is completed, each station will be asked to verify receipt of the message with their initials. Once this is complete, Tower personnel will ask if there are any questions. Agencies will not secure their phone until told to do so by the control tower.

5.1.1.5. If the CP or AMOPS receives notification of an aircraft accident, emergency, bomb threat, or hijack by any means other than the PCAS, the information in **paragraph 5.1.1.3** will immediately be relayed to the tower.

5.1.2. The SCN is comprised of voice equipment designed to transmit information critical to aircraft and airfield operations. These notices may be received from tower or from off-base personnel reporting an inbound emergency or aircraft crash. AMOPS is the primary activation authority for the SCN.

5.1.2.1. The SCN will be used to pass initial data concerning in-flight emergencies/aircraft accidents; severe weather notification; initial exercise messages; updated information pertinent to an emergency/accident; coordinates of a crash site or major accident; coordinates for the entry control point; and emergency termination. **NOTE:** AMOPS will test the SCN following the PCAS test. SCN back-up procedures/testing will be IAW Airfield Management Operating Instruction (AMOI) 13-204.

5.1.2.2. Upon receipt of an emergency/crash notice, (actual or exercise) AMOPS will activate the SCN. AMOPS will notify tower via ring line whenever the SCN has been activated that is not result of the PCAS activation. The type of emergency/exercise identified and listed on AETC Form 745, *Emergency/Accident Log*, will be read verbatim, distinctly and chronologically. Personnel receiving information will listen and copy without interruption. Information will be repeated at the end of roll call, if requested.

5.1.2.3. Receive and transmit capability on the SCN is limited to those activities having responsibilities directly related to an aircraft crash or major accident. The following agencies have receive and transmit capability on the Altus SCN: Civil Engineering Fire and Emergency Services

5.1.2.3.1. Fuels Management Medical Center

5.1.2.3.2. MOC Emergency Management

5.1.2.3.3. Wing Safety Command Post

5.1.2.3.4. Mission Support Group Law Enforcement Desk Weather

5.2. Emergency Response Procedures.

5.2.1. The emergency incident commander (IC) will be the senior fire officer on duty that day. The IC is responsible for the overall handling of the emergency to include safety, assignment of duties, and coordination with ATC. All procedures will be IAW AFI 32-2001 ALTUSAFBSUP, *Altus AFB Fire Emergency Services Program*, and Altus AFB Installation Emergency Management Plan (IEMP) 10-2.

5.2.2. On/off-base crashes. The CP is the central communications agency for all crashes for which Altus AFB may have responsibility. Instructions to aircraft involved in the rescue will be passed to the Control Tower via landline from the CP.

5.2.3. The Control Tower will make every effort to pinpoint the crash scene using the crash grid map. Procedures shall include, but are not limited to:

5.2.3.1. Requesting range and bearing from a NAVAID (preferable Altus (LTS) TACAN), or a prominent landmark, from an aircraft at the scene (when available).

5.2.3.2. Requesting any airborne aircraft in contact with Control Tower or RAPCON to orbit the accident scene.

5.2.4. In the event Airfield Management is notified of a crash by means other than the primary crash circuit, they will:

5.2.4.1. Notify the Control Tower via telephone to activate the primary crash circuit.

5.2.4.2. Activate the secondary crash net.

5.2.5. Contractors working on the airfield must be notified of in-flight and ground emergencies, either by radio or by Airfield Management personnel. If the emergency is serious enough and affects the area where the contractors are working that area must be evacuated until the emergency is terminated.

5.2.6. AMOPS will physically respond to all IFE/GEs.

5.2.6.1. The SOF may waive the airfield check. This will be documented on the AF 3616.

5.3. Emergency Locator Transmitter (ELT) Procedures.

5.3.1. Scheduled operational testing of personnel, emergency, or crash locator beacon is authorized and does not require response, if the following conditions are met:

5.3.1.1. The test is conducted within the first 5 minutes of the hour and is no longer than 3 audio sweeps.

5.3.2. CP is the designated response control coordinator for unscheduled personnel, emergency, or crash locator beacon signals. CP is the single base agency for ELT notification and information collection. ATC facilities will notify AMOPS, ARTCC and comply with FAA JO 7110.65, paragraph 10-2-10b. AMOPS will notify the CP. The PCAS circuit will not be activated when these ELT beacon signals occur.

5.4. Cargo/External Stores Jettison Area Procedures. The designated cargo/external stores jettison area is located at LTS 220R/25 DME (Red River); east/west direction (recommend 273 degree heading); entry point LTS 216R/24 DME, exit point LTS 222R/27 DME; altitude at or below 5,000’.

5.4.1. RAPCON may vector aircraft to the jettison area. However, controllers shall not advise the pilot when to jettison stores.

5.4.2. Stores jettison should be made in VMC, if possible. In the event of an extreme emergency, a drop in IMC may be made if the VORTAC is operational or radar vectoring to the jettison area is provided. Sooner DZ will not be used for emergency jettison of non-airdrop rigged loads.

5.4.3. The aircraft commander will immediately report the inventory of stores jettisoned to their squadron operations section. Squadron operations will forward the inventory within 24 hours to 97 CES/CEIE (Environmental Element, Installation Management) for cleanup, if necessary, and to 97 AMW/JA for liability determination.

5.5. Fuel Dumping. The designated fuel dumping area for Altus AFB is located in an area bounded by a 23 NM arc and a 46 NM arc, from the LTS 250R clockwise to the 305R. Within Altus ATC airspace, fuel dumping altitude will be coordinated with Altus ATC. Outside Altus ATC airspace, fuel dumping will be coordinated with the appropriate controlling agency; ie: Fort Worth Center while following the fuel dumping guidance found in JO 7110.65. A ground fuel dump area is located at the ends of runway 17R/35L on the east side. Aircraft will advise tower if this area is required. **NOTE:** C-17 aircraft will not dump fuel above FL 200 per the aircraft technical order. A lower altitude will be coordinated with Ft Worth ARTCC for C-17 fuel dumping operations

5.6. Emergency Arresting/Barrier Gear Procedures. Altus AFB does not have arresting barriers.

5.7. Abandonment of Aircraft. The designated aircraft abandonment area is located at LTS 220R/25 DME (Red River); east/west direction (recommend 273 degree heading). In the event of an aircraft abandonment, RAPCON will determine the last known location of the aircraft IAW Altus AFB Operations Plan 506-98, *Search and Rescue Plan*.

5.8. Hot Brake Area and Procedures.

5.8.1. The designated hot brake areas are taxiways D, E, F, G, K, or L.

5.8.2. Aircraft will hold their position on the taxiway and await fire department response. The pilot will inform ground control immediately if aircrew will egress the aircraft so alternate taxi routes can be implemented. The aircraft will be moved by taxiing or towing only after the on-scene fire department official has given the authority to do so.

5.9. Hung Ordnance Procedures. All aircraft landing with hung ordnance will be taxied from the runway to the alternate Hot Cargo Area and into position facing north. When parking Alternate Hot Cargo Area is not feasible, the aircraft will be parked on taxiway K-1, D, or ground operations area, facing north. If the aircraft is parked in the ground operations area, operations to 175/355 will be suspended. Aircraft will remain parked, facing north, until the systems are cleared and pinned by maintenance, armament, or aircrew personnel.

5.10. Wind Limitations/Evacuation of Airfield Operations Flight (AOF) Facilities.

5.10.1. Tower. Tower cab will be evacuated when wind gusts or sustained winds reach 70 knots. In the event of fire/ bomb threat or emergency situations other than tornado, tower personnel will evacuate to Building 530, RAPCON. If RAPCON is also relocated, proceed to the 97 OSS Command Section. Control of aircraft shall be transferred to either RAPCON or

Fort Worth ARTCC. AMOPS personnel will issue a NOTAM closing the airfield. If airfield lights need to be turned on/off or intensity settings adjusted after tower evacuation, AMOPS shall notify airfield lighting personnel.

5.10.2. RAPCON. When required to evacuate the RAPCON, aircraft control shall be transferred to Fort Worth ARTCC IAW the Fort Worth ARTCC and Altus AFB RAPCON Air Traffic Contingency Plan.

5.10.3. AMOPS. When required to evacuate, AMOPS will be relocated to the 97 OSS RAPCON facility.

5.11. Hijack Prevention and Response Procedures. Will be IAW FAAO 7610.4 and Altus AFB Operations Plan 502, *Anti-Hijacking Plan and Prevention of Unauthorized Aircraft Movement.*

5.12. Alternate Facility Procedures.

5.12.1. In the event that the tower evacuates and 97th AMW assets are still airborne, the watch supervisor/senior controller (WS/SC) will coordinate with the SOF to determine a need to continue ATC operations to recover airborne aircraft.

5.12.2. Once a need is determined, one qualified watch supervisor (WS) and one qualified controller will proceed to building 185 (weather observation tower) to continue operations for the purpose of recovering local airborne aircraft. Use caution as there are multiple visual blind spots due to the size and layout of the airfield.

5.12.3. The PCAS is unavailable, the senior controller (SC) shall notify AMOPS via phone line or ramp net for all emergency situations. **NOTE:** AMOPS will pass all emergency information via the SCN.

5.12.4. ATIS is unavailable in the emergency ATC facility. A fixed message will be broadcasted when the tower evacuates the primary tower. Therefore, tower will issue all pertinent weather and airfield information to all aircraft.

5.12.5. NAVAID monitoring capability is unavailable.

5.12.6. During operations at the emergency ATC facility, the following restrictions shall apply:

5.12.6.1. Aircraft operations will be restricted to runway 17R/35L only.

5.12.6.2. Aircraft will be restricted to one full-stop landing.

5.12.6.2.1. Tower will coordinate with RAPCON with a landing assured for each arrival prior to RAPCON inbounding the next aircraft to ensure full runway separation exists.

5.12.6.3. Runway 17R/35L crossings are limited/restricted to aircraft taxiing to park, emergency response vehicles and aircraft tows at taxiways Echo and Kilo only.

5.12.7. Airfield lighting panel is unavailable. If ATC determines a need in airfield lighting change, coordination will be made via ramp net or relayed through AMOPS for airfield lighting personnel to control the lights.

Chapter 6

AIRFIELD VEHICLE/PEDESTRIAN OPERATIONS

6.1. Responsibilities. A detailed outline of Altus AFB airfield driving responsibilities and requirements can be found in AFI 13-213 ALTUSAFBSUP, *Airfield Driving*. Only mission essential government vehicles and other approved vehicles displaying the appropriate flight line pass are permitted in the CMA as defined in **paragraph 1.5** Two-way radio communications must be established with Altus Tower prior to entering the CMA. In the event the tower is not opened, contact AMOPS at 481-6200 or CP at 481-6313 for CMA access. All airfield maintenance activities must be coordinated with AMOPS prior to starting.

6.1.1. Unit Commanders will ensure training is conducted, a program manager is selected, and limit airfield driving authorization to only those personnel requiring airfield driving to accomplish their duties.

6.2. Airfield Driving Requirements. Airfield Driving requirements are outlined in AFI 13-213 ALTUSAFBSUP.

6.3. Agencies Authorized Privately Owned Vehicle Passes. Will be IAW AFI 13-213 ALTUSAFBSUP.

6.4. Airfield Driving Violations and Penalties. Airfield driving violations and penalties are outlined in AFI 13-213 ALTUSAFBSUP.

6.5. Vehicle Traffic Procedures. Will be IAW AFI 13-213 ALTUSAFBSUP.

6.6. Vehicular Call Signs. The approved call signs on the airfield are as follows:

Table 6.1. Vehicle Call Signs.

CALL SIGN	IN USE BY	CALL SIGN	IN USE BY
Warrior 1	97 AMW/CC	POSSE 1	OSS/CC
Warrior 2	97 AMW/CV	POSSE 2	OSS/DO
Warrior 3	97 OG/CC	OPS 1	AOF/CC/DO/SO
Warrior 4	97 MSG/CC	Airfield 1	AFM
Maintenance 1	97 MXG/CL	Airfield 2	DAFM
Maintenance 2	97 MXG/DD	Airfield 3	AMOPS
Warrior 7	97 OG/CD1	Airfield 4	AMOPS (as needed)
Warrior 11	97 OG/CD2	Transient 1	Transient Alert 1
Warrior 18	Supervisor of Flying	Transient 2	Transient Alert 2
Safety 1	97 AMW/SE	Sweeper 1	Airfield Sweeper
USDA 1	USDA BASH Team	RAWS 1-5	97 OSS/OSAM
Airfield Lighting	Airfield Lighting	Snowman	97 OSS/DO

Hammer 1	MXS/Director	Snow 1	Snow Removal Supervisor
Hammer 2	MXS/ Deputy Director	Snow 2-9	Snow Equipment
Quality	Quality Assurance	Power-Pro 1	Power Production 1
Talon 1	AMXS/Director	Power-Pro 2	Power Production 2
Talon 2	AMXS/Deput	Power-Pro 2	Power Production 2
AGE 1-10	AGE Flight Chief/Sup/Drvrs	CE 1-20	97 CE/Grounds
Mustang 1-7	KC46 Flight Chief/Sup/Drvrs	Tanker 1-10	KC135 Flight Chief/Sup/Drvr
		Falcon 1-6	C17 Flight Chief/Sup/Drvrs

6.7. Procedures for Gaining Access to the CMA. All vehicles and personnel must establish two- way communications with the control tower and obtain tower's approval prior to entering the CMA. In the event the tower is not opened, contact AMOPS at 481-6200 or CP at 481-6313 for CMA access. In the event of radio failure, personnel will follow the instructions in **paragraph**

1.5.3. Detailed guidance for operations in the CMA can be found in AFI 13-213 ALTUSAFBSUP.

6.8. Emergency Vehicle Operations. Will be IAW AFI 13-213 ALTUSAFBSUP.

6.9. Airfield Construction/Work Crew/ Maintenance Restrictions. Will be IAW AFI 13-213 ALTUSAFBSUP.

Chapter 7

FLIGHT PLANNING PROCEDURES

7.1. Flight Plan (FP) Filing Requirements: All aircraft departing Altus AFB must have a valid FP on file prior to departure.

7.1.1. Aircrews shall use DD Form 1801, *DoD International Flight Plan,* or other authorized forms according to AFMAN 11-202V3, *Flight Operations*.

7.1.1.1. In accordance with General Planning, Electronic Filing (e.g. ForeFlight, AISR, etc.) is an acceptable method to file flight plans per Service Directives and, once printed, will suffice for the DD Form 1801, FAA Form 7233-1, *Flight Plan*, and FAA Form 7233-4, *Pre-Flight Pilot Checklist*.

7.1.2. Flight plans will be hand carried, faxed (DSN FAX 866-5049, commercial FAX 580-481- 5049) or emailed (**97oss.osaa.flightplans@us.af.mil**) to AMOPS. **NOTE:** Aircrews may leave flight plans in the flight plans drop box when AMOPS is closed.

7.1.3. Electronic Flight Plans (e-FP) filed via ForeFlight must be received by AMOPS over the FAA Aeronautical Information System Replacement (AISR) and emailed to the 97 OSS/OSAA Flight Plans org box.

7.1.3.1. The Airfield Manager may approve the use of other e-FP applications/sites should others provide comparable and consistent results.

7.2. Flying Squadrons Flight Planning Procedures.

7.2.1. Ensure a flight plan is on file with AMOPS prior to departure. The Pilot in Command should ensure that an aircrew member contacts AMOPS prior to departing to the aircraft to confirm receipt and answer any questions. Failure to confirm FP receipt may result in delays.

7.2.1.1. Prior to taxiing, ATC will confirm aircraft have a flight plan on file with AMOPS. ATC will not authorize aircraft movement until the status of the FP, e-FP, or stereo is determined. **NOTE**: Aircraft are not allowed to operate (taxi, takeoff or land) when the airfield is closed.

7.2.2. File domestic DD Form 1801 flight plans at least 1 hour prior to ETD. International flight plans will be filed at least 2 hours prior to ETD. **NOTE**: Estimated time of departure (ETD) and estimated time of arrival (ETA) must be within the airfield operating hours as published in the IFR Supplement and/or NOTAMS.

7.2.2.1. If filing via ForeFlight, AMOPS should receive an e-FP at least 1 hour prior to the proposed departure time and it must be received prior to engine start. The e-FP will be e-mailed to 97 OSS/OSAA Flight Plans org box (**97oss.osaa.flightplans@us.af.mil**) through ForeFlight.

7.2.3. File FPs listed in the Canned/Stereo Flight Plan excel sheet on DD Form 1801 with the route title listed in the route of flight section. Each flying squadron is responsible for maintaining the currency of Canned/Stereo Flight Plans, and provide to AMOPS to ensure correct FP filing with the FAA system.

7.2.4. Maintain crew orders, weight and balance, and passenger manifest, as applicable, for all flights IAW appropriate Air Force RDS.

7.3. AMOPS Flight Plan Processing Procedures.

7.3.1. Accept FAX or electronic delivery of a FP when AM can determine the FP was authorized.

7.3.1.1. When AMOPS receives an e-FP from ForeFlight, once printed, the e-FP will constitute the "original flight plan". AMOPS will process this original e-FP following established procedures to notify tower, send departure message(s), implement flight following, etc. AMOPS will print the e-FP and file in the same manner as an original DD Form 1801 FP.

7.3.2. FPs will be reviewed for accuracy and completeness, and submitted to the appropriate ARTCC via AISR IAW General Planning, FLIP Area Planning 1/B, AFMAN 11-213, *Military Flight Plan and Flight Movement Data Communications*, and this instruction.

7.3.3. Use Canned Stereo Flight Plan excel sheet provided by each squadron to file canned/stereo route flight plans at the request of the pilot in command.

7.3.4. Monitor all proposed arrival times for inbound and local area flights and initiate overdue aircraft actions IAW AFI 13-202, *Overdue Aircraft*, when necessary.

7.3.5. Maintain a flight planning room IAW AFMAN 13-204v2 for transient aircrews and local aircrews when squadron facilities are not available.

7.3.6. Maintain original, hand delivered, e-FP, or emailed flight plans IAW AF RDS, Table 13-07, Rule 3.00.

7.4. Flight Plan Change Procedures.

7.4.1. FPs can be amended by any means (e.g. radio, telephone, fax, email, etc.), provided a FP is on file at AMOPS. Transient, stopover, and or divert aircraft can either re-file or request amendment to an existing FP provided an originally filed FP is able to be verified by AMOPS.

7.4.1.1. AMOPS cannot amend FPs within 30 minutes of ETD or change/amend activated FPs. Airborne aircraft can contact servicing flight service stations to request changes to activated flight plans.

7.4.2. FPs for aircraft flying in the local area will be closed when the aircraft lands and returns to parking unless the pilot advises ground control to keep the flight plan open.

7.4.2.1. If aircraft flying in the local area return early due to maintenance, etc., and the flight plan is closed, it cannot be reactivated. If further flight operations are required, use the procedures listed **paragraph 7.2** to file, change, or amend an original FP on file with AMOPS.

7.4.3. Aircrews should expect a 20-30 minute delay after revising flight plans before a revised clearance is issued, unless remaining in Altus airspace for the entire flight.

Chapter 8

MISCELLANEOUS PROCEDURES

8.1. Airfield Operations Board (AOB).

8.1.1. General Information. The AOB is a forum to discuss and resolve issues such as airspace, ATC procedures, ATCALS, airfield construction and lighting, hazardous air traffic reports, airfield environment, Air Force Inspection System (AFIS) observations, and other issues pertinent to the local flying environment. This board is vital in sustaining flying operations at Altus AFB and is held IAW AFMAN 13-204v1.

8.1.2. Procedures. The AOB will convene at least once every quarter and will be chaired by the AMW/CV or designated representative, IAW AFMAN 13-204v1. The following personnel (or designated representative) are identified as mandatory members:

8.1.2.1. 97AMW/CV (Chairperson)

8.1.2.2. 97OG/CC

8.1.2.3. 97MSG/CD

8.1.2.4. 97TRS/DO

8.1.2.5. 54ARS/DO

8.1.2.6. 56ARS/DO

8.1.2.7. 58AS/DO

8.1.2.8. 97OSS/CC

8.1.2.9. 97CS/CC

8.1.2.10. 97CES/CC

8.1.2.11. 97SFS/CC

8.1.2.12. 97AMW/SEF

8.1.2.13. 97OSS/OSW

8.1.2.14. 97OSS/OSA

8.1.2.15. 97OSS/OSM

8.1.2.16. 97OSS/OSAA

8.1.2.17. 97OSS/DOA

8.1.2.18. 97OSS/OSAT

8.1.2.19. 97OSS/OSAR

8.1.2.20. 97OSS/OSAP

8.1.2.21. 97OSS/OSAG

8.1.2.22. 97OSS/OSAV

8.1.2.23. 97OG/OGV

8.1.3. The 97 OSS/OSA records and publishes board minutes.

8.1.3.1. The following agenda items must be reviewed annually:

8.1.3.1.1. Aircraft Parking Plan (January)

8.1.3.1.2. LOP Status (September).

8.1.3.1.3. Status of the Annual Airfield Waiver Review (June).

8.1.3.1.4. Air Installation Compatible Use Zone (July).

8.1.3.1.5. AFIS Self-Assessment Communicators (SAC). Report the results of new AF or MAJCOM SAC checklists, including SACs carried over from the previous year, at the first AOB following the release of the SAC checklist.

8.2. Notice to Airmen (NOTAM) Procedures.

8.2.1. Altus Tower is designated the NAVAID status and NOTAM monitoring facility for Altus AFB. Tower will track and report NAVAID status IAW ATCALS Generator MOU.

8.2.2. During airfield operating hours, AMOPS is designated the NOTAM submitting facility for Altus AFB. AMOPS will:

8.2.2.1. Process local NOTAMs and flight safety NOTAMs on ATCALS outages, airfield hazards (runway closure, threshold displacement, airfield lighting, etc.), etc., and returns to normal service IAW AFI 11-208, *Department of Defense Notice to Airmen System*.

8.2.2.2. Provide all flight safety and local NOTAMs when requested by transient aircrew.

8.2.2.3. Verify with tower current flight safety and local NOTAMs before each airfield opening.

8.2.2.4. Notify tower and RAPCON of flight safety or local NOTAM initiation or cancellation.

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

8.3.1. AMOPS will maintain a FLIP account with the National Geospatial Intelligence Agency (NGA) for transient aircraft support. The NCOIC, AMOPS or designated representative will manage the FLIP account (change annual requirements, one-time orders, etc.) directly with NGA through the NGA website, to include FLIP requirements for over-water navigation kits.

8.3.2. All procedural and non-procedural FLIP changes will be reviewed, coordinated and submitted by the Airfield Management representative or TERPS specialist.

8.3.3. Local flying units will maintain individual unit FLIP accounts with NGA. Manage FLIP accounts (change annual requirements, one time orders, etc.) directly with NGA through the NGA website.

8.4. Prior Permission Required (PPR) Procedures. A valid PPR is required for all transient aircraft desiring to terminate in a full stop landing at Altus. All requests for PPR must be coordinated with AMOPS a minimum of 48 hours in advance. **NOTE:** RAPCON serves as the approval/disapproval authority for transient aircraft requesting practice approaches.

8.5. Medical Airlift Aircraft Notification and Response Procedures. AMOPS will coordinate medical airlift aircraft arrivals and departures at Altus AFB, when requested by the MEDEVAC aircraft commander. RAPCON will notify AMOPS when the aircraft is 15 flying miles from landing and will pass the pilot's intentions. AMOPS will forward all necessary information to appropriate agencies.

8.6. Unscheduled/Unauthorized Aircraft Arrivals. For unscheduled aircraft arrivals during airfield operating hours, **paragraph 8.4**. applies. For unauthorized aircraft arrivals (which include any aircraft arrival during those times when the airfield is closed), the response shall be in accordance with Altus AFB Operations Plan 31-101, *Integrated Defense Plan,* Appendix 13. When notified of an unscheduled arrival, CP will notify 97 SFS Base Defense Operations Center (BDOC), MOC, and the Airfield Operations Flight Commander.

8.7. Local Aircraft Priorities. ATC services are provided on a first-come, first served basis as circumstances permit, with the exception of the operational priorities listed in FAA JO 7110.65, *Air Traffic Control*. 97 AMW aircraft shall have priority over non-base assigned aircraft. Local aircraft priorities are listed below in the following order:

8.7.1. Aircraft requiring special handling (distinguished visitors [DVs], Emergency Aircraft, etc.)

8.7.2. 97 AMW tactical formation arrivals and departures.

8.7.3. 97 AMW refueling departures with a 14-minute departure window.

8.7.4. Other mission departures approaching late times (14 minutes after scheduled departure time). **NOTE:** Does not include taxi-back operations.

8.7.5. Arrivals

8.7.6. Departures.

8.7.7. Practice Approaches.

8.8. Distinguished Visitor Aircraft Notification Procedures. AMOPS serves as the focal point for DV notification. DV notifications are secondary to ATC services IAW AFMAN 13- 204v2. RAPCON will notify AMOPS when an aircraft is 20 flying miles from Altus AFB, and Tower will provide landing roll notification to AMOPS. AMOPS is responsible for notifying all appropriate agencies as information is provided to them from RAPCON and Tower.

8.9. Unscheduled Aircraft Arrivals. When notified of an unscheduled arrival, CP will notify MOC and AOF/CC.

8.10. Dangerous/Hazardous Cargo and Arm/De-Arm Area. The primary hazardous cargo area is Spot 97 (Alert Area), and the alternate location is at the end of Taxiway N. AFJI 11- 204, *Operational Procedures for Aircraft Carrying Hazardous Materials,* and AFMAN 24- 604, *Preparing Hazardous Materials for Military Air Shipments*, outline handling and precautionary measures for aircraft carrying hazardous material. Routine use of Altus AFB by explosives- loaded aircraft carrying DoD Class/Division 1.1 or 1.2 munitions and/or DOT Class A/B poisons is discouraged. Altus AFB can support mission essential movements of munitions or hazardous cargo bound for Altus AFB, or in-flight emergencies when required. The Net Explosive Weights (NEWs) for Primary and Alternate HCPs are provided in **Table A2.4**.

8.10.1. If the pilot of an explosives-loaded aircraft or a hazardous cargo aircraft declares an in- flight emergency and requires landing at Altus AFB, the following actions shall be accomplished:

8.10.1.1. Altus Tower shall relay all information received from the pilot or RAPCON over the PCAS as indicated in **paragraph 5.1.1.3**.

8.10.1.2. Upon landing, aircraft will be escorted to the hazardous cargo area and marshaled into position.

8.10.1.3. For aircraft carrying dangerous materials other than DoD 1.1/1.2 class explosives or DOT Class A/B poisons, the wing explosives safety manager will coordinate with AMOPS, MOC and the CP for specific guidance as to quantity/distance requirements if special handling is needed.

8.10.1.4. If CP receives notification (by means other than the SCN) of an in-flight emergency involving an explosives-loaded aircraft or a cargo aircraft with hazardous cargo aboard, they shall relay all information to tower. Tower will then activate the PCAS.

8.10.2. The northeast end of taxiway N has been designated as the primary arm/de-arm area. Aircraft will be parked with armament pointed to the north (approximately 350 degrees).Taxiways D and K 1 are secondary locations for arm/de-arm area. Additionally, F-16 aircraft that operated an Emergency Power Unit or have a suspected hydrazine leak will be parked at the end of taxiway N.

8.11. Wear of Hats. Wear of hats on the flight line is prohibited. This includes parking ramps, aprons, taxiways, and runways. Hats will be secured in a pocket or held to prevent FOD. **EXCEPTION:** Headgear is permitted as required for aircraft maintenance, handling, or security IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, and AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*; or, in performance of other official functions.

8.12. Lost Communications Instructions.

8.12.1. In daytime VMC conditions, aircraft should overfly runway 17R/35L at 3,400’ MSL, slightly offset to the west and rock the wings. The aircraft should enter the VFR pattern on the downwind leg at 3,400’ MSL and monitor the tower for light gun signals. If no light signals are observed, repeat procedure until light signals can be observed.

8.12.2. In nighttime VMC conditions, aircraft should overfly runway 17R/35L at 3,400’ slightly offset to the west and flash landing lights. The aircraft should enter the VFR pattern on the downwind leg at 3,400’ and monitor tower for light gun signals. If no light signals are observed, repeat procedure until light signals can be observed.

8.12.3. In IMC conditions, aircraft will follow the procedures in the *DOD Flight Information Handbook*, Section A, *Emergency Procedures* and Federal Aviation Regulation (FAR) Part 91.

8.13. Reporting of Hazards to Air Navigation. Aircrews will report hazards to air navigation to the Altus Airspace Manager (97 OSS/DOA).

8.13.1. Examples of potential hazards include, but are not limited to, UAS, possible bird attractants, uncharted towers (obstructions) or airports along military training routes and the

local flying area, obstructions within the terminal area, or any other potential flight safety hazard.

8.13.2. When a potential hazard is identified, the aircraft commander will provide the Altus Airspace Manager the following information no later than the next duty day after the flight (e-mail is the preferred method of notification):

8.13.2.1. Towers or other obstructions:

8.13.2.1.1. Explanation of obstruction (single or multiple towers, oil derrick, etc.).8.13.2.1.2. Location of obstruction (name of low-level route or other flight path).8.13.2.1.3. Height of obstruction.

8.13.2.1.4. Longitude and latitude coordinates.

8.13.2.2. Airports or other conflicts:

8.13.2.2.1. Brief description of conflict (airport traffic, VFR practice area, bird attractants, etc.).

8.13.2.2.2. Radial/DME fix.

8.13.2.2.3. Longitude and latitude coordinates. 8.13.2.2.4. Name of ATC Facility, if applicable.

8.14. Opposite Direction Traffic.

8.14.1. Opposite Direction VFR Cutoff Points.

8.14.1.1. Opposite direction IFR/VFR arrival vs. VFR arrivals/low approaches, etc. Operations shall be conducted to ensure the preceding IFR/VFR arriving aircraft has landed prior to the succeeding VFR aircraft turning base or reaching 10 NM final.

8.14.1.2. Opposite direction IFR/VFR departure vs. VFR arrivals/low approaches, etc. Operations shall be conducted to ensure the IFR/VFR departing aircraft is airborne and is clear of the succeeding VFR aircraft's final approach course prior to the succeeding VFR aircraft turning base, or prior to the aircraft reaching 10 NM final.

8.14.2. Opposite Direction IFR Cutoff Points.

8.14.2.1. Arrival vs. Arrival. Operations shall be conducted to ensure the preceding IFR arriving aircraft has landed before the succeeding IFR aircraft reaches a point 10 NM on final to the opposite runway.

8.14.2.2. Arrival vs. Departure, Low Approach, etc. Operations shall be conducted to ensure an IFR departing/low approach aircraft is established on a course diverging by at least 45 degrees from the reciprocal of the final approach course before an IFR arriving aircraft reaches 10 NM final.

8.14.3. Control tower and RAPCON shall follow the coordination procedures in the Control Tower/RAPCON Operations Letter.

8.15. Flight Line Smoking Policy. Flight line smoking policy will be IAW AFMAN 91- 203, and local guidelines.

8.15.1. Smoking is authorized in designated smoking areas and within 50' of the centerline of the taxilanes west of taxiway C.

8.16. Civil Aircraft Operations. The Airfield Manager and/or Deputy Airfield Manager (DAFM) are the designated representatives to process and approve Civil Aircraft Landing Permits IAW AFI 10-1001, *Civil Aircraft Landing Permits.* Civil aircraft desiring to operate at Altus AFB must comply with procedures in AFI 10-1001, and AFI 10-1002, *Joint Use Agreements for Military and Civilian Flying Facilities*, as applicable.

8.17. Civil Use of Military NAVAIDs. The Altus AFB DASR and approach control VHF frequency (125.1MHz) are considered part of the National Airspace System (NAS).

8.18. Aero Club Operations. Altus AFB currently has no aero club. Transient aero club members will comply with AFMAN 34-152, *Air Force Aero Club Operations* and local base requirements, to include obtaining PPR prior to arrival.

8.19. Hazardous/ Severe Weather Dissemination and Coordination Procedures. The primary method for disseminating weather information to aircraft command and control agencies and ground operation centers is via the new tactical forecast system (NTFS) through the CP emergency notification system. The primary back-up for NTFS outages will be via telephone calls from the base weather shop to all units identified on the CP checklist. During flight operations, aircrew will utilize PMSV or local ATC facilities to disseminate/obtain weather information.

8.19.1. Each agency with NTFS capability is responsible for ensuring personnel are trained to operate, interpret and monitor products received. The Combat Weather Team will provide training and technical assistance.

8.19.2. Priority of calls during NTFS outages will be: tower, RAPCON, CP and MOC.

8.19.3. Lightning response procedures will be IAW AAFBI 15-101, *Weather Support*.

8.19.4. AMOPS will activate the SCN for all severe weather watches and warnings.

8.19.5. DELETED

8.20. Airfield Snow Removal Operations. Will be IAW Altus AFB Operations Plan 414-03,*Snow Removal and Ice Control*.

8.21. Bird/Aircraft Strike Hazard (BASH) Program Guidelines. Will be IAW 97 AMW BASH Plan.

8.22. Bird Watch Conditions. Will be IAW 97 AMW BASH Plan.

8.23. Supervisor of Flying (SOF). Operations will be conducted IAW AFI 11-418, *Operations Supervision*. The primary SOF duty location will be the control tower. Alternate duty locations will be IAW AFI 11-418 and the 97 OG Supplement 1 to the AETC 11-418 Supplement.

8.23.1. The SOF will:

8.23.1.1. Coordinate all issues through the tower watch supervisor when operating from the control tower.

8.23.1.2. Not perform ATC functions nor issue ATC instructions to aircraft.

8.23.1.3. Brief special operations that may affect the flying mission to the tower watch supervisor on duty.

8.23.1.4. Normally relay advice and instructions to an emergency aircraft utilizing CP frequency. When the advice is extremely technical, or when SOF feels an unacceptable

delay will incur, the SOF coordinates through ATC to directly transmit to the aircraft. **NOTE**: Anyone who commandeers an ATC frequency assumes responsibility for separation of aircraft.

8.23.1.5. Receive an airfield status briefing from AMOPS, to include construction activities, runway/taxiway closures, current RSC/RCR, current BWC, current airfield restrictions (i.e. quiet hours) prior to reporting to the control tower.

8.23.1.6. Review published NOTAMs as appropriate.

8.23.2. The tower watch supervisor will:

8.23.2.1. Inform SOF of airfield/facility outages, equipment problems, and restrictions that could adversely affect the safe conduct of flying operations.

8.23.2.2. Relay information regarding emergency aircraft to the SOF in a timely manner.

8.24. Airfield Photography. All military, civilian and contract personnel required by their position to take photographs on or near the airfield for official use must make the following notifications:

8.24.1. Coordinate the location and purpose of photographs with AMOPS and security forces desk.

8.24.2. Personnel must possess a valid line badge or have an escort with a valid line badge if on the flight line.

8.24.3. Individuals requesting to take other than official photographs will be referred to Public Affairs.

8.24.4. Photography is permitted from outside the restricted area and CMAs without prior coordination/approval.

8.25. Weekend Operations. Weekend operations will be scheduled and approved IAW **paragraph 1.10** of this instruction. During approved weekend operations (arrivals/departures), the LTS RAPCON will be staffed in the event of a significant ATCALS outage or if the current/forecasted weather is below 5 SM visibility and/or 5000’ ceiling. Additionally, the tower will be staffed with a 7-level controller for arrival/departure. Unless specifically coordinated/approved, arriving aircraft will conduct full stop landings only (no transitions).

8. 26. Flight Check Operations: When flight check operations are occurring, 97 AMW aircraft will conduct off station training to accommodate priority handling of flight check aircraft IAW FAA Orders. Note: AMOPS will issue a NOTAM detailing flight check operations.

MATTHEW A. LEARD, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-418, *Operations Supervision*

AFMAN 13-204v1, *Management of Airfield Operations*

AFMAN 13-204v2, *Airfield Management*

AFMAN 13-204v3, *Air Traffic Control*

AFI 13-213 AAFB SUP, *Airfield Driving*

AFI 32-2001 AAFB SUP, *Altus AFB Fire Emergency Services Program*

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 31-101, *Integrated Defense (FOUO)*

AFI 91-207, *The US Air Force Traffic Safety Program*

AAFBI 15-101, *Weather Support*

AAFB PLAN 10-2, *Installation Emergency Management Plan (IEMP)*

AAFB PLAN 31-101, *Integrated Defense Plan*

AAFB BASH Plan 212

AAFB PLAN 414-03, *Snow Removal and Ice Control Plan*

AAFB PLAN 502, *Anti-Hijacking Plan and Prevention of Unauthorized Aircraft Movement*

AAFB PLAN 506, *Search and Rescue Plan Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

AETC Form 745, *Emergency/Accident Log*

Abbreviations and Acronyms

AFM—Airfield Manager

AFIS—Air Force Inspection System

AGE—Aerospace Ground Equipment

AGL—Above Ground Level

AMOPS—Airfield Management Operations

ALZ—Assault Landing Zone

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

ARTCC—Air Route Traffic Control Center

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information Service

BASH—Bird Wildlife Aircraft Strike Hazard

CMA—Controlled Movement Area

CP—Command Post

DAFM—Deputy Airfield Manager

DASR—Digital Airport Surveillance Radar

DME—Distance Measuring Equipment

DoD—Department of Defense

DOT—Department of Transportation

DV—Distinguish Visitor

DZ—Drop Zone

ELT—Emergency Locator Transmitter

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

ERCC—Engine Running Crew Change

FAA—Federal Aviation Administration

FAF—Final Approach Fix

FD—Fire Department

FLIP—Flight Information Publication

FM—Frequency modulation

FOD—Foreign Object Debris

GE—Ground Emergency

HCP—Hot Cargo Pad

HIWAS—Hazardous Inflight Weather Advisory System

IAW—In Accordance With

IC—Incident Commander

IFE—Inflight Emergency

IFR—Instrument Flight Rules

ILS—Instrument Landing System

LATN—Low Altitude Tactical Navigation

LOP—Local Operating Procedure

MARSA—Military Authority Assumes Responsibility for Separation of Aircraft

MEDEVAC—Medical Evacuation

MOC—Maintenance Operations Center

MOU—Memorandum of Understanding

MSL—Mean Sea Level

NAVAID—Navigational Aid

NEW—Net Explosive Weight

NGA—National Geospatial Intelligence Agency

NLT—No Later Than

NM—Nautical Mile

NOTAM—Notice to Airmen

NTFS—New Tactical Forecast System

NVG—Night Vision Goggles

OCS—Obstacle Clearance Surface

PCAS—Primary Crash Alarm System

PCC—Portland Cement Concrete

PMSV—Pilot-to-Metro Service

POFZ—Precision Obstacle Free Zone

PPR—Prior Permission Required

PTD—Pilot to Dispatch

RAPCON—Radar Approach Control

RCR—Runway Condition Reading

RNAV—Area Navigation

RSC—Runway Surface Condition

SCN—Secondary Crash Phone

SFO—Senior Fire Officer

SOF—Supervisor of Flying

SM—Statue Mile

STARS—Standard Terminal Automation Replacement System

TA—Transient Alert

UAS—Unmanned Aircraft System

USDA—United States Department of Agriculture

VFR—Visual Flight Rules

VMC—Visual Meteorological Conditions

VOR—Very High Frequency Omni-Directional Range

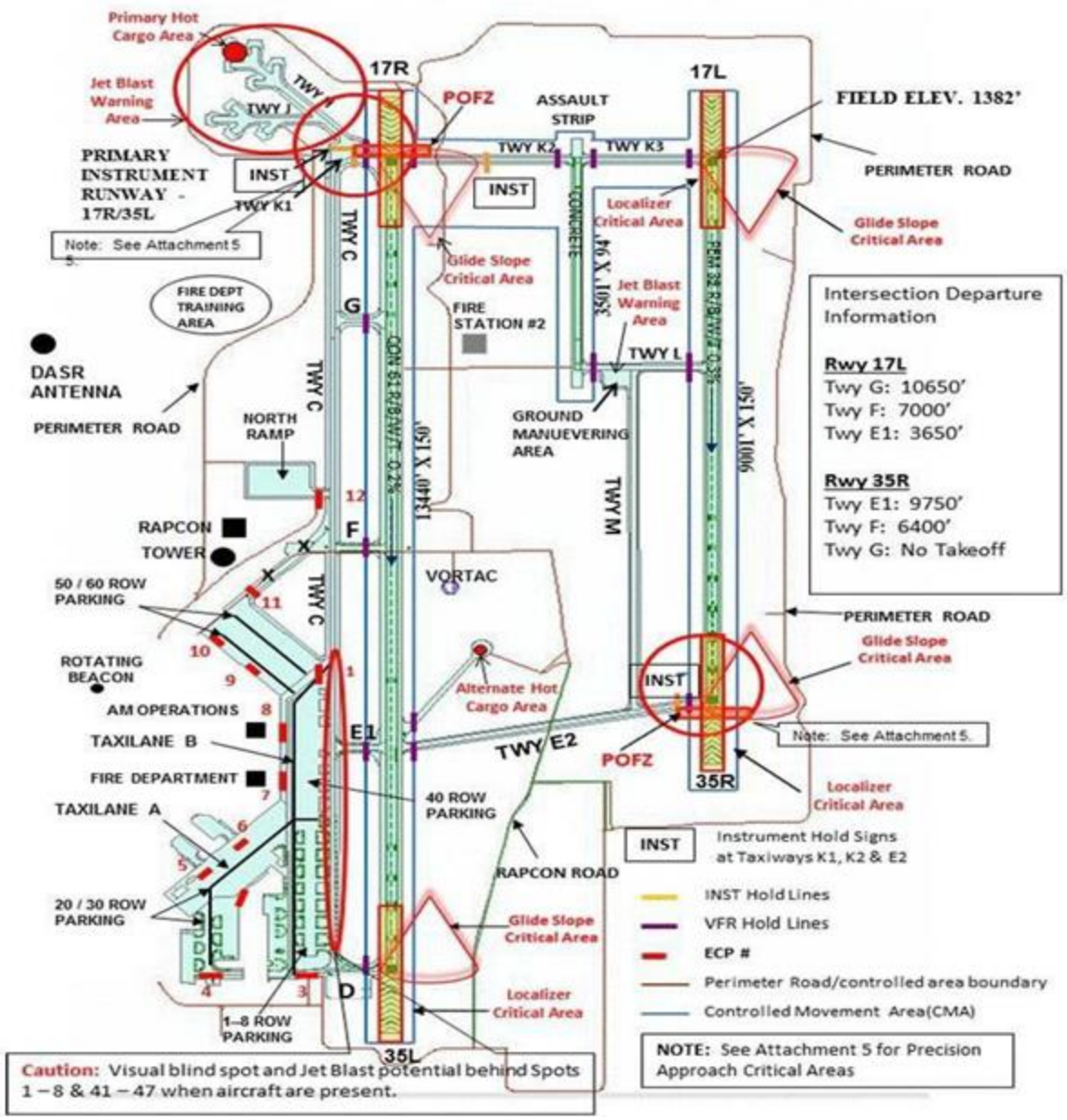
VORTAC—Very High Frequency Omni-Directional Radio-range Tactical Air Navigation

WX—Weather

Attachment 2

AIRFIELD DIAGRAM

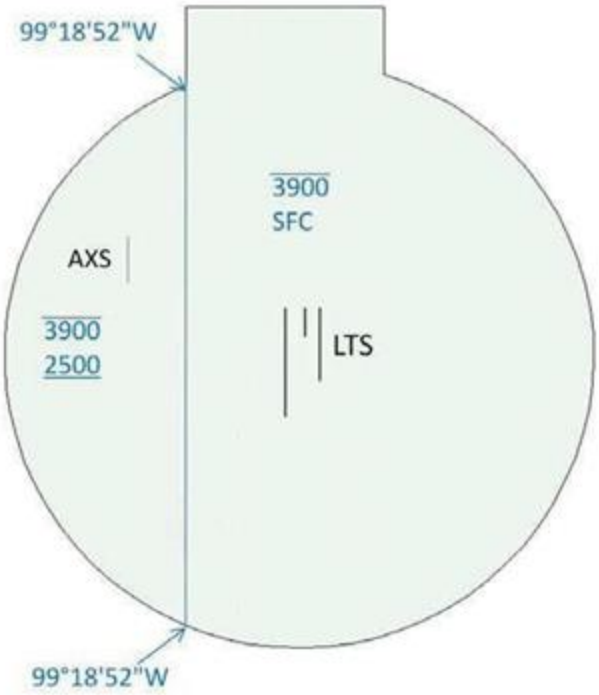
Figure A2.1. Airfield Diagram.



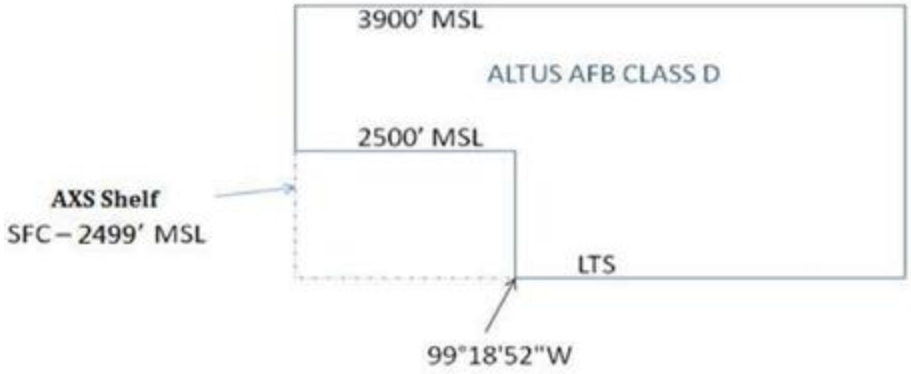
Attachment 3

ALTUS CLASS D AIRSPACE

Figure A3.1. Altus Class D Airspace.



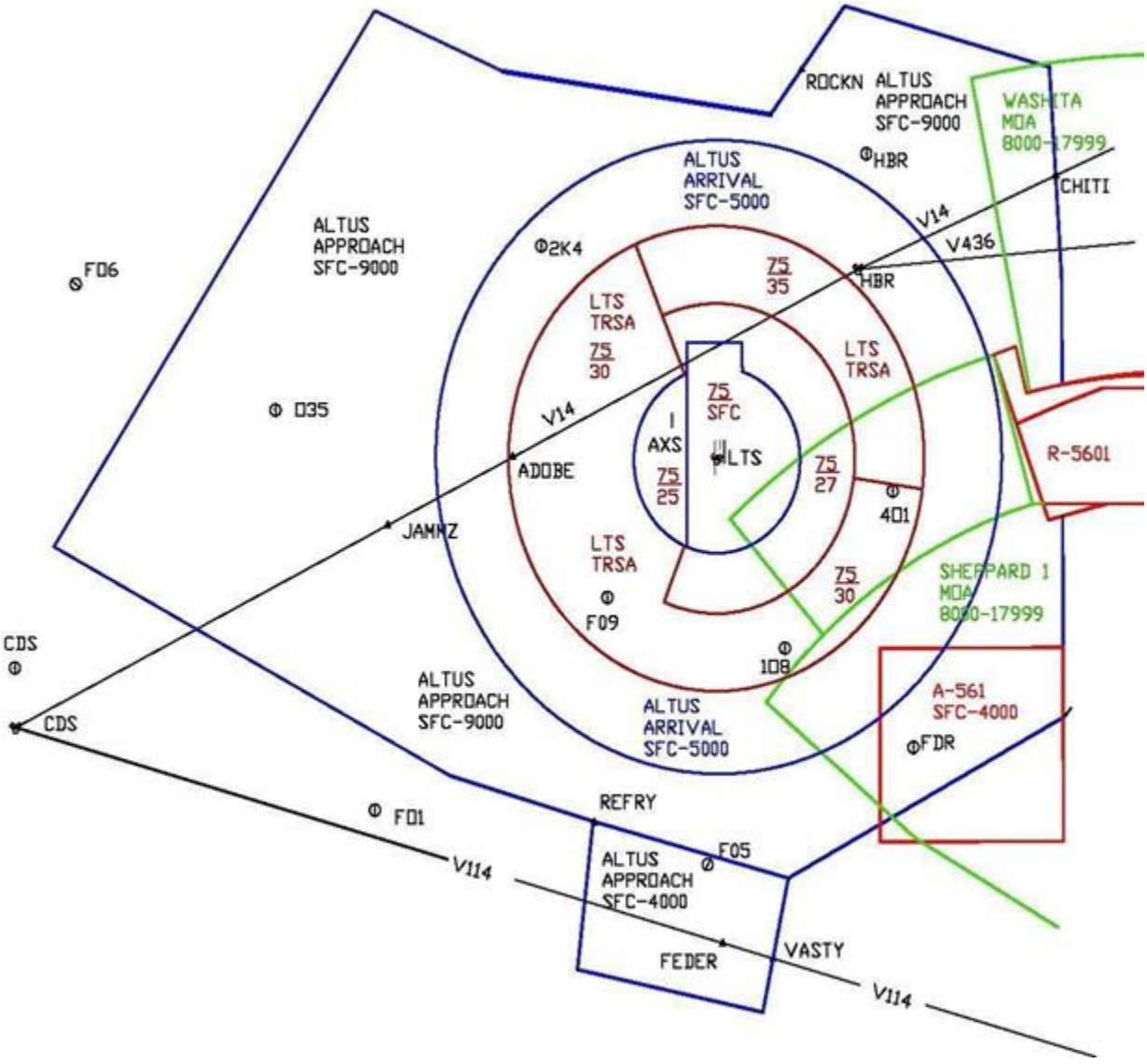
Note: The shelf boundary longitude coincides with Park Lane.



Attachment 4

ALTUS APPROACH AIRSPACE

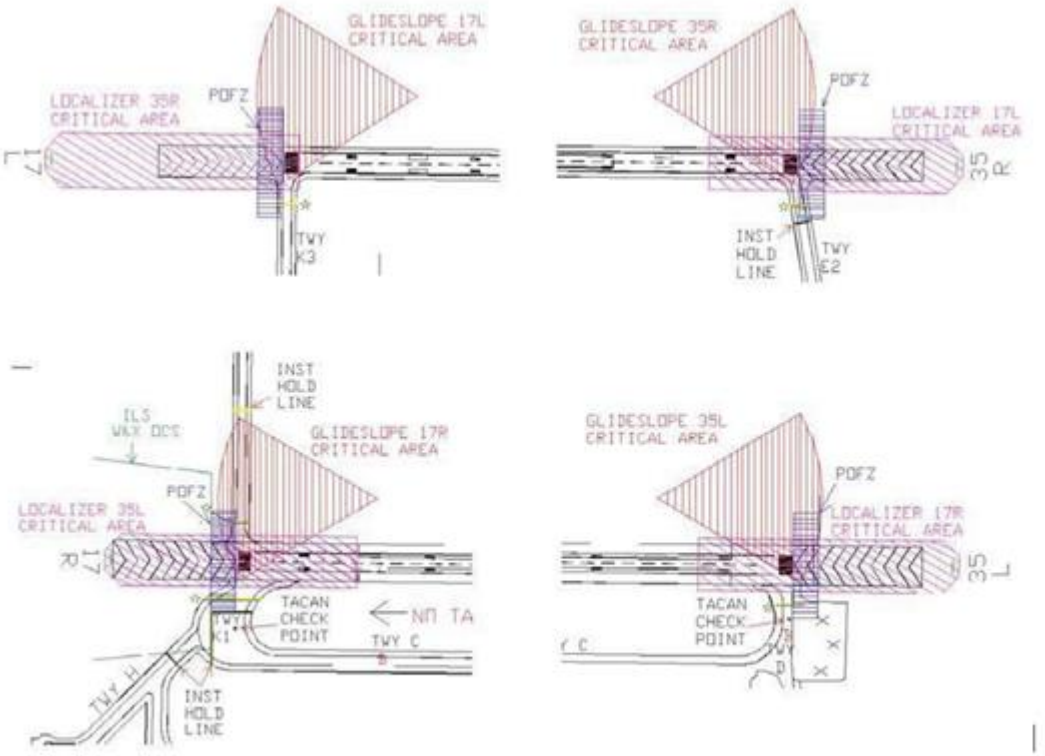
Figure A4.1. Altus Radar Approach Control Airspace.



Attachment 5

GLIDE SLOPE CRITICAL AREA/PRECISION OBSTACLE FREE ZONE

Figure A5.1. Glide Slope Critical Area/Precision Obstacle Free Zone.

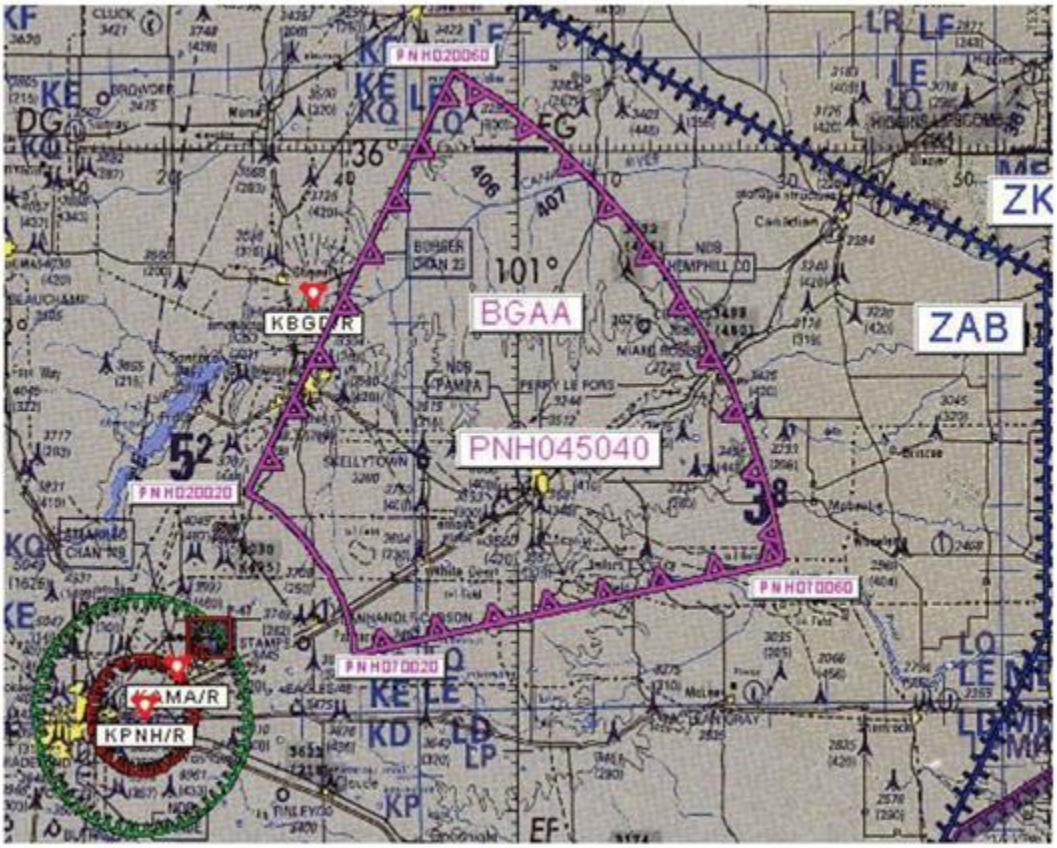


The 35L glideslope critical area is penetrated on its eastern tip by RAPCON road. This penetration has been permanently waived by AETC/DO.

Attachment 6

BORGER AIRWORK AREA

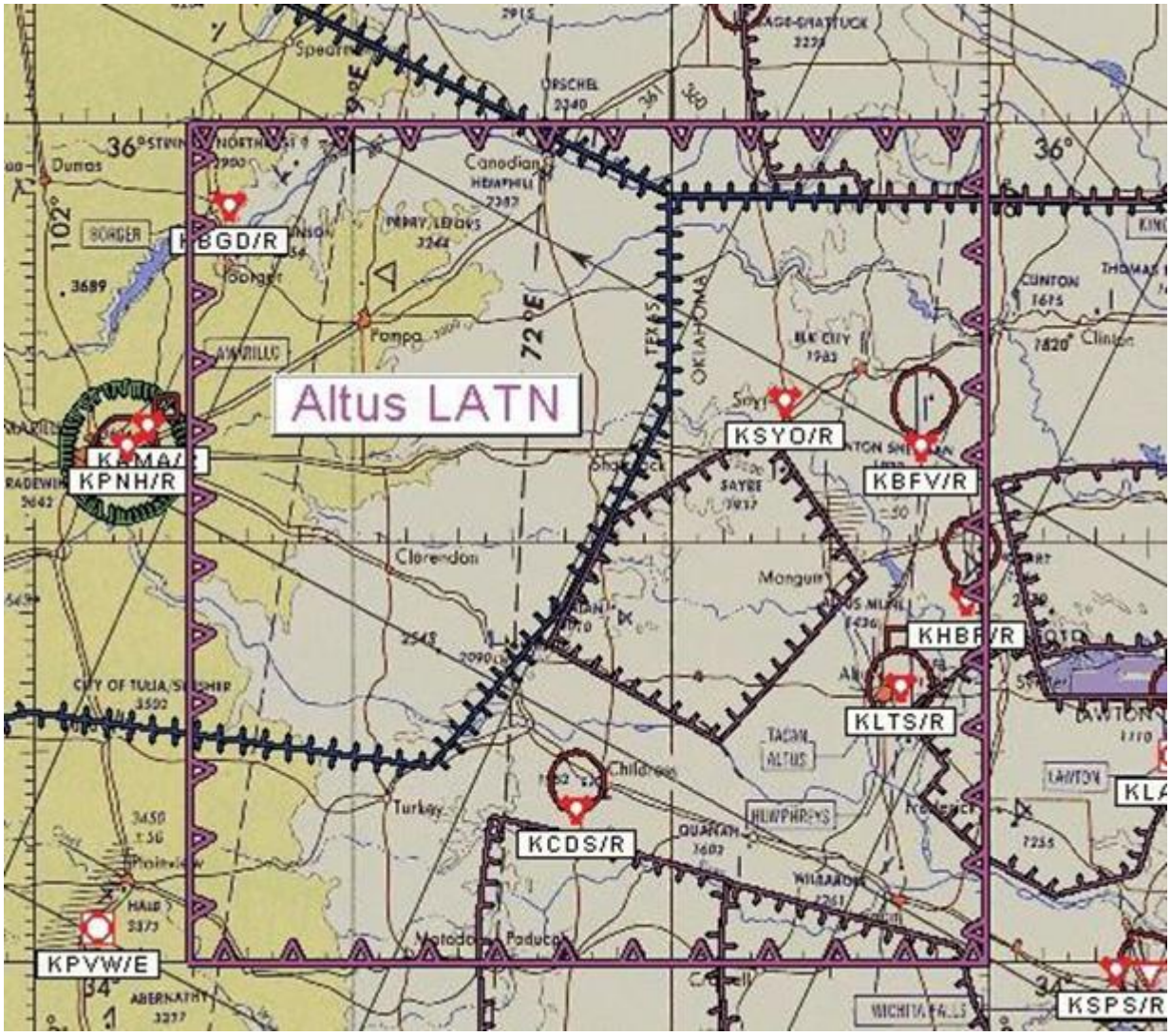
Figure A6.1. Borger Airwork Area.



Attachment 7

LOW ALTITUDE TACTICAL NAVIGATION AREA (LATN)

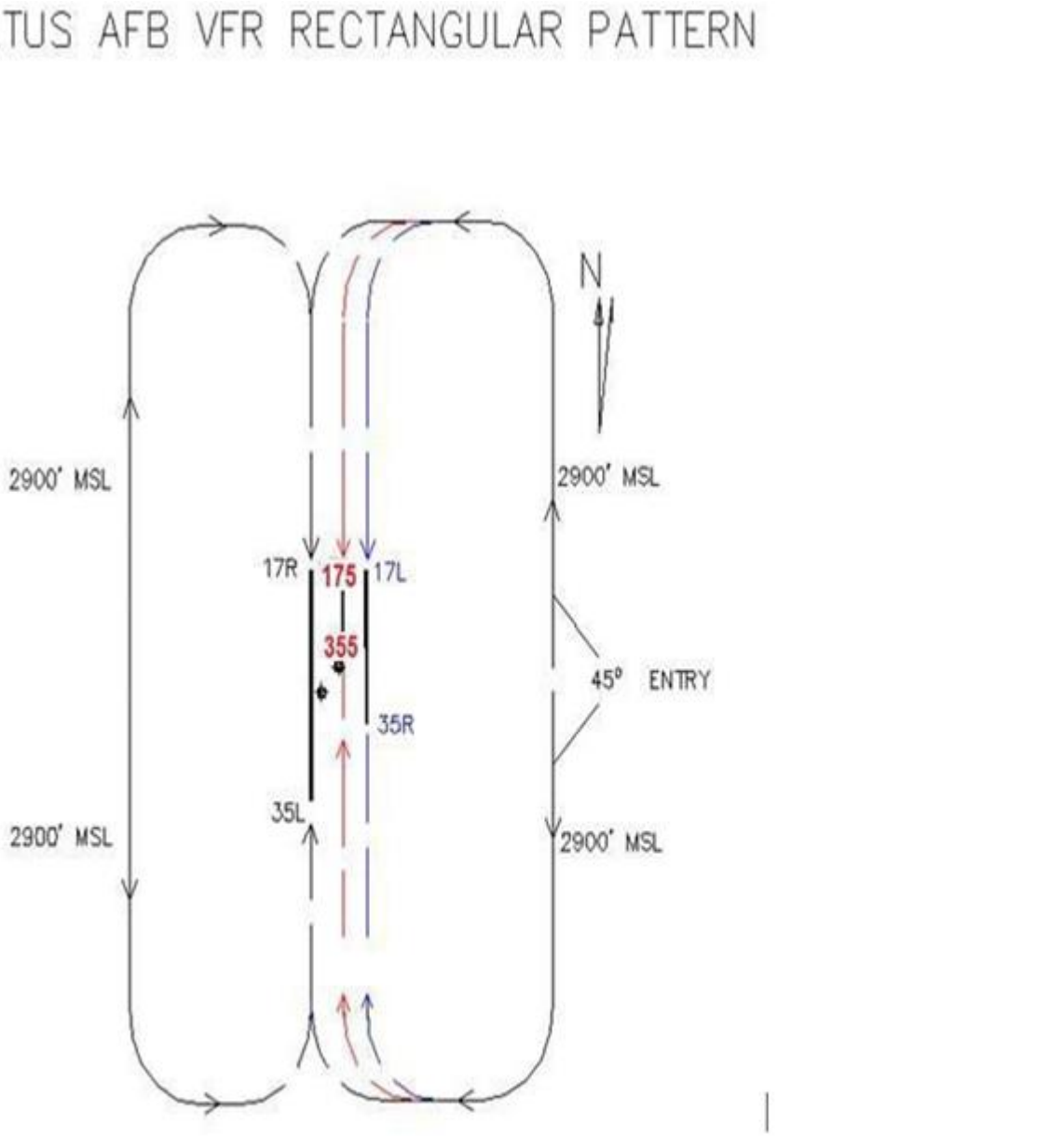
Figure A7.1. Low Altitude Tactical Navigation Area (LATN).



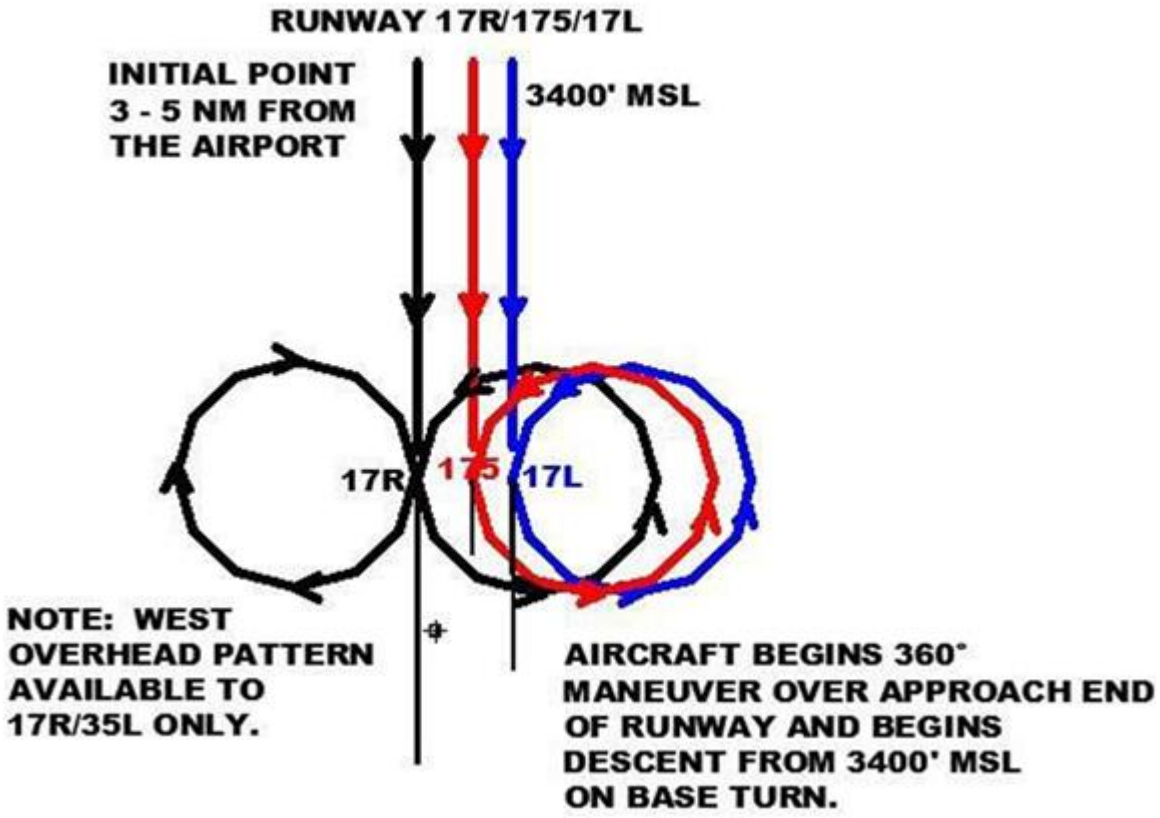
Attachment 8

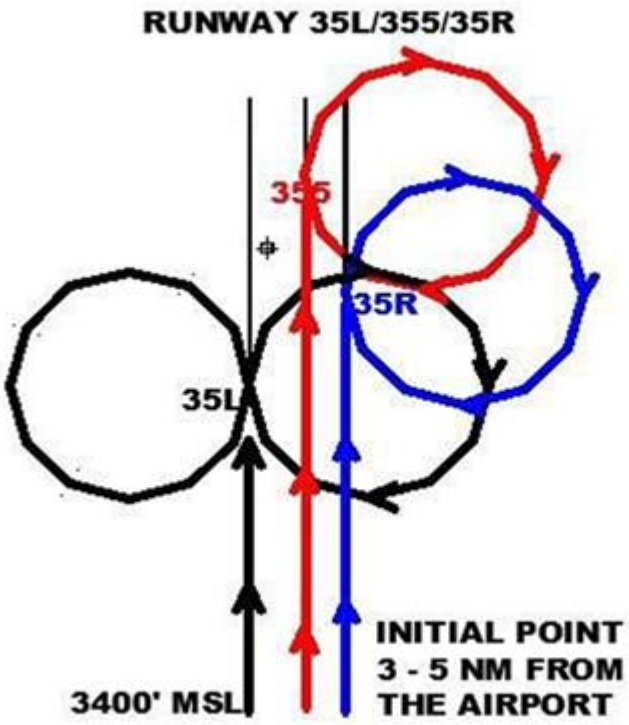
VFR TRAFFIC PATTERNS

Figure A8.1. VFR Traffic Patterns.



NOTE: West VFR patterns restricted to 97 AMW aircraft only. While operating in the West VFR pattern, if a 360 is required on downwind, the aircrew shall climb to 3,400' MSL prior to their westbound turn. Descending back to 2900' MSL shall not be accomplished until re-established on the downwind leg.

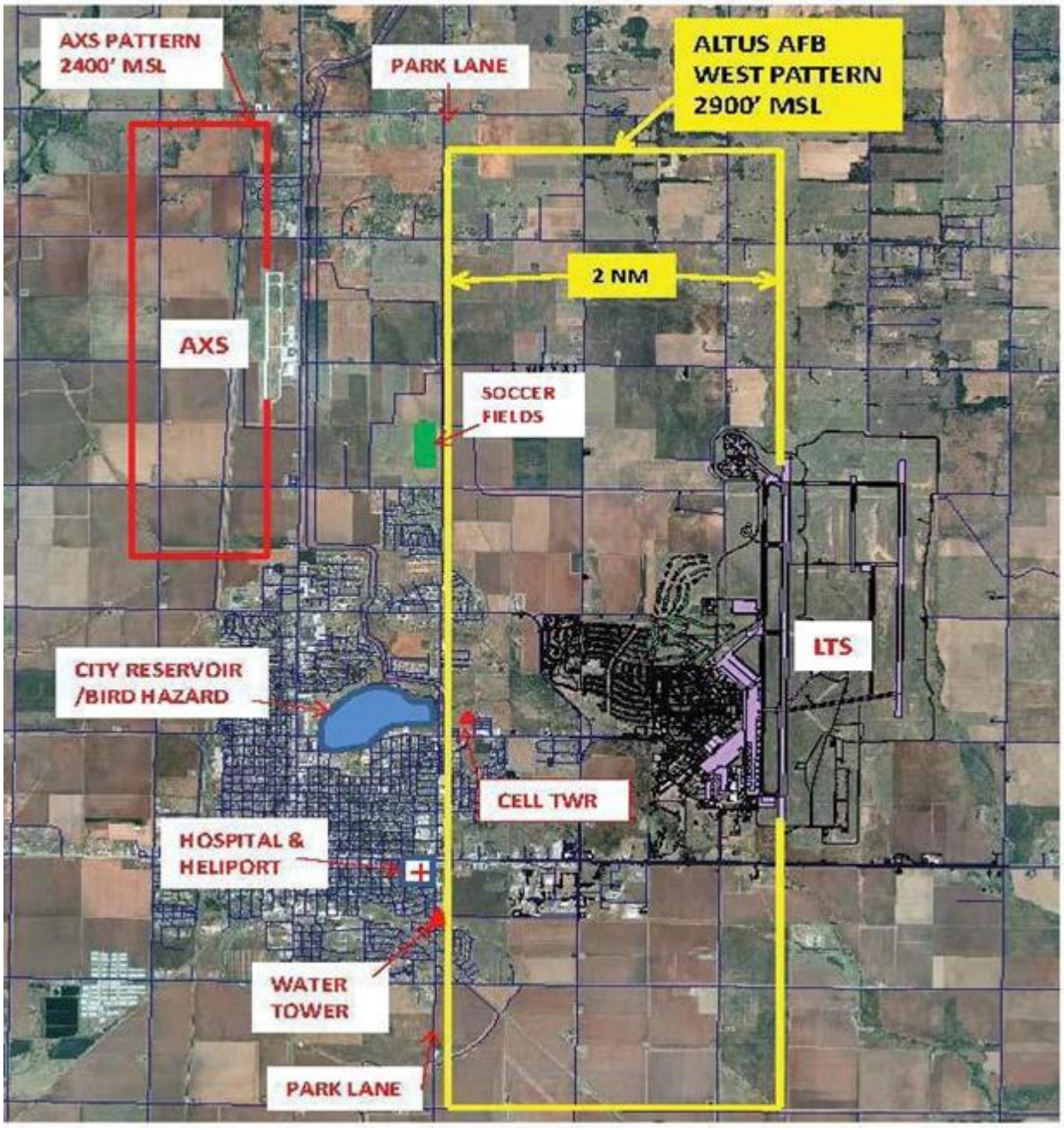

RUNWAY 17R/175/17L
INITIAL POINT
3 - 5 NM FROM
THE AIRPORT
3400' MSL
17R
175
17L
NOTE: WEST
OVERHEAD PATTERN
AVAILABLE TO
17R/35L ONLY.
AIRCRAFT BEGINS 360°
MANEUVER OVER APPROACH END
OF RUNWAY AND BEGINS
DESCENT FROM 3400' MSL
ON BASE TURN.


RUNWAY 35L/355/35R
355
35R
35L
INITIAL POINT
3 - 5 NM FROM
THE AIRPORT
3400' MSL

Attachment 9

RECOMMENDED WEST PATTERN GROUND TRACK

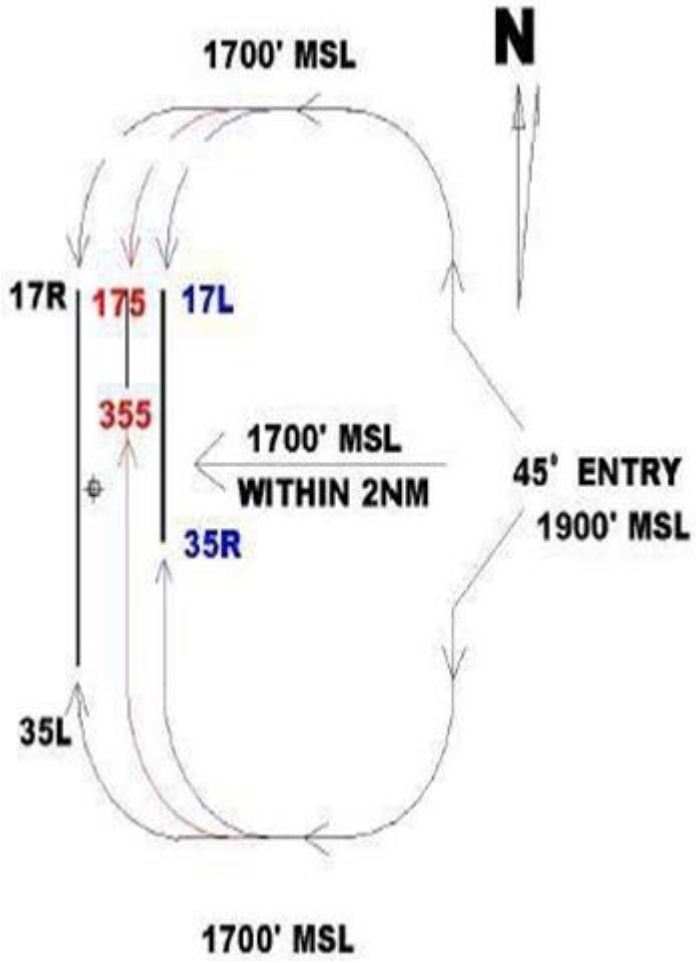
Figure A9.1. Recommended West Pattern Ground Track.



Attachment 10

HELICOPTER VFR PATTERN

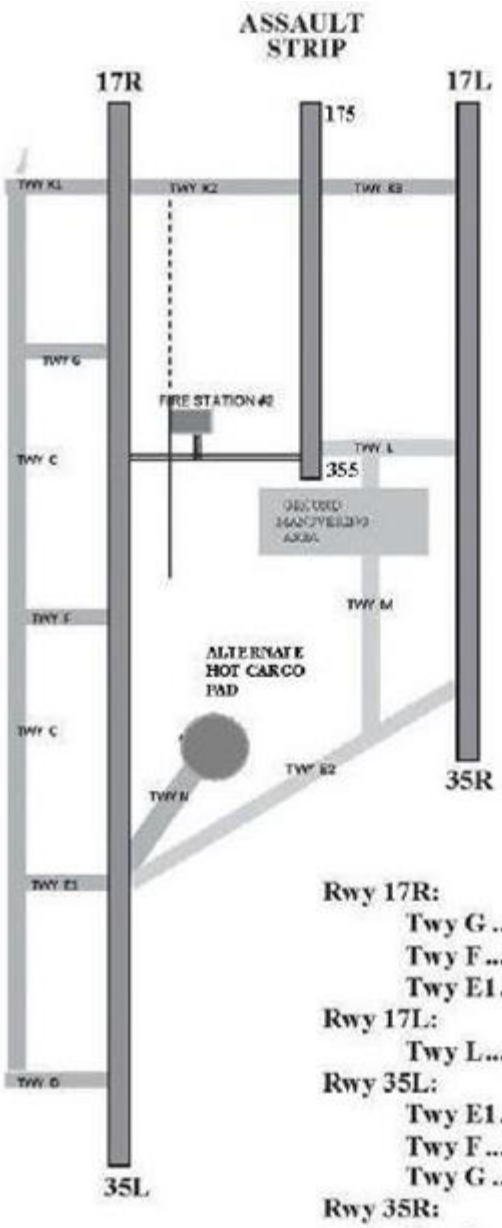
Figure A10.1. Helicopter VFR Pattern.



Attachment 11

INTERSECTION DEPARTURE DISTANCES

Figure A11.1. Intersection Departure Distances.



Rwy 17R:
- Twy G .....10,650'
- Twy F .....7000'
- Twy E1 .....3650'

Rwy 17L:
- Twy L.....5500'

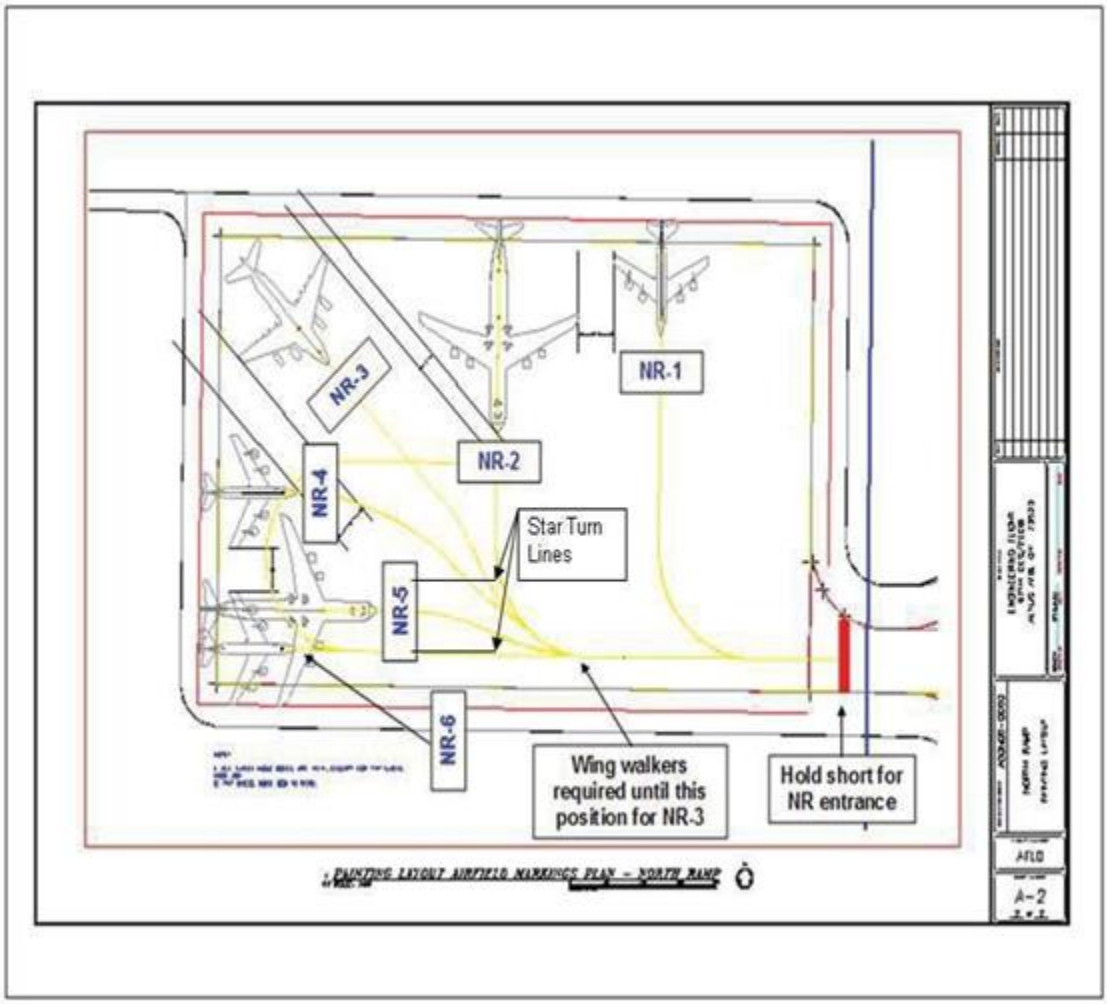
Rwy 35L:
- Twy E1 .....9750'
- Twy F .....6400'
- Twy G ...NO TAKEOFF

Rwy 35R:
- Twy L.....3500'

Attachment 12

NORTH RAMP PARKING DIAGRAM

Figure A12.1. North Ramp Parking Diagram.

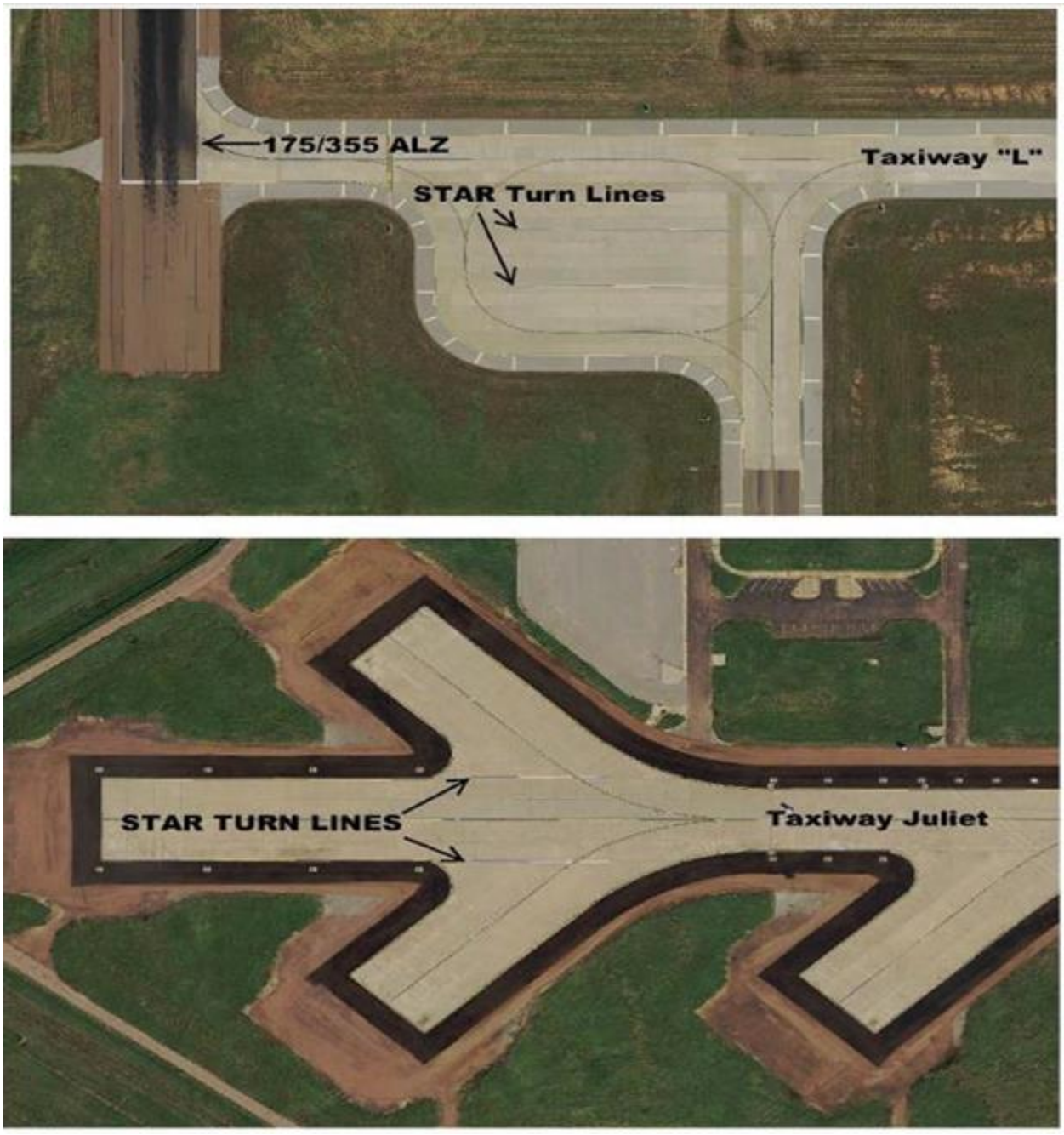


Star turn line dimensions: 148 feet long x 1 foot wide, 91 feet apart

Attachment 13

STAR TURN TRAINING AREAS

Figure A13.1. Star Turn Training Areas.



Attachment 14

CMA ACCESS TRACKING LOG

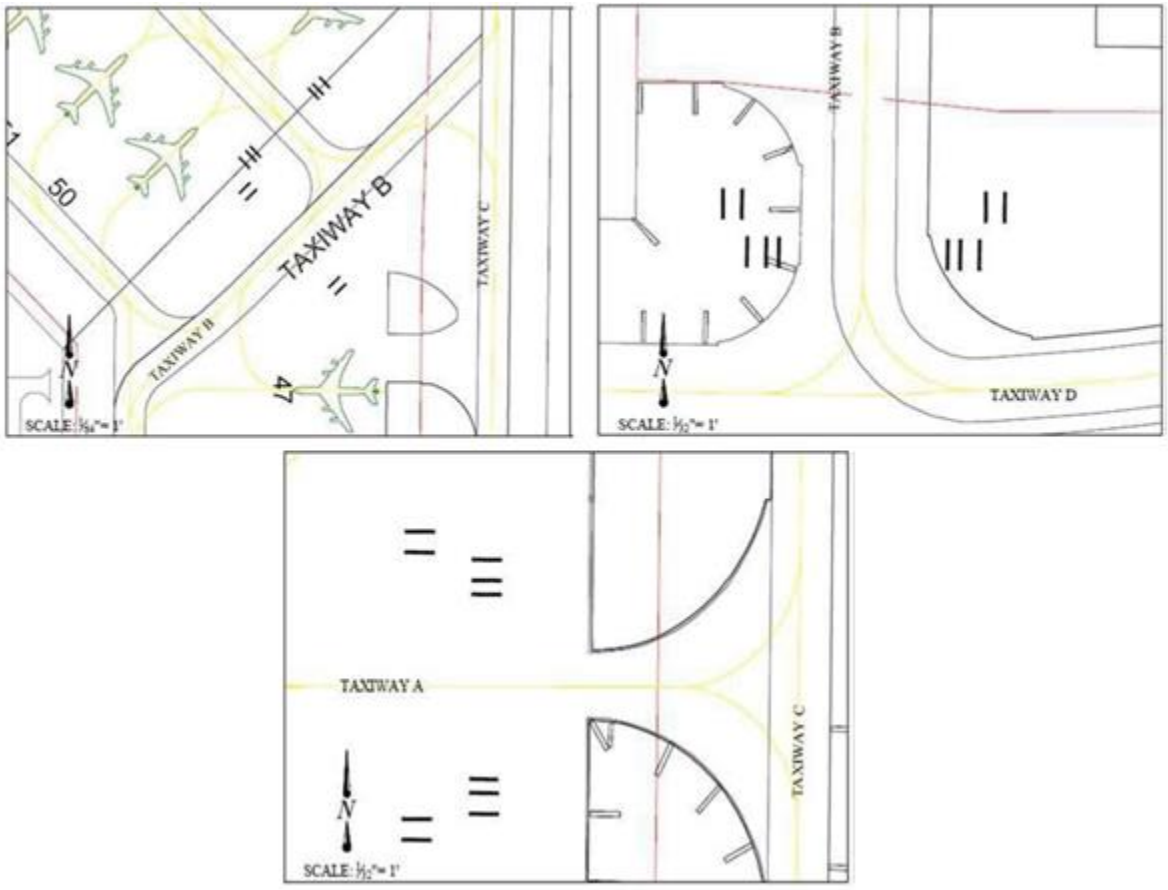
Table A14.1. CMA Access Tracking Log.

Date/Time Reported (Z)	Call Sign	Starting Point, Destination, Number of Vehicles and Other Pertinent Info	Time CMA
Ensure all active CMA vehicle/personnel information is passed to AMOPS or tower when requested prior to th opening.			

Attachment 15

WINGTIP CLEARANCE TRAINING LINES

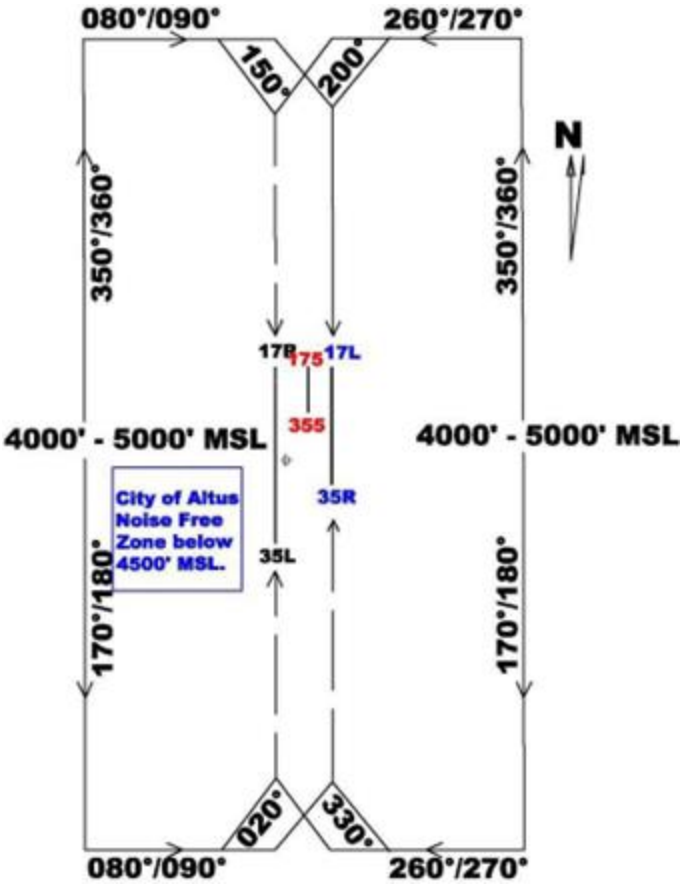
Figure A15.1. Wingtip Clearance Training Lines.



Attachment 16

RADAR PATTERN

Figure A16.1. Radar Pattern.



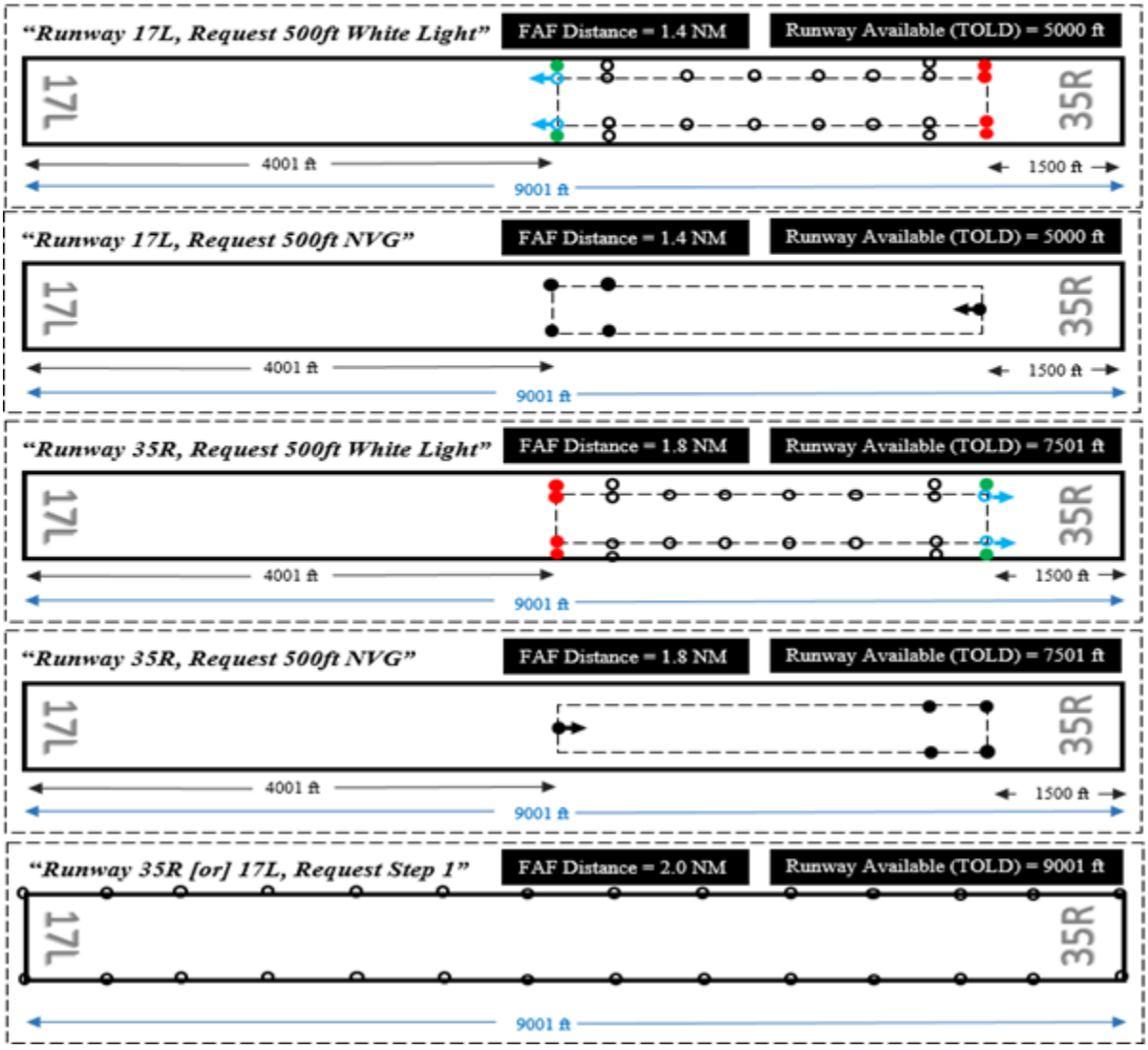
Attachment 17

RUNWAY 17L/35R LIGHTING CONFIGURATION

Figure A17.1. Runway 17L/35R Lighting Configuration.

AMP-1, OVERT	AMP-3 COVERT (NVG)
WHITE LIGHT	IR LIGHT
GREEN LIGHT	
RED LIGHT	FLASHING IR LIGHT
FLASHING WHITE LIGHT	

NOTE: C-17s with "NOGS" call signs are assumed to be conducting NVG approaches (AMP-3, covert) while "CADDO" or "TRIBE" call signs are assumed to be conducting white light approaches (AMP-1, overt). **If you are conducting an NVG touch and go, request step 1 lighting. Ex: " NOGS 19, 17L, step-1."**



Attachment 18

ALZ LOCATION AND MARKINGS ON RWY 17L/35R

Figure A18.1. ALZ Location and Markings on RWY 17L/35R.