

**BY ORDER OF THE COMMANDER  
KIRTLAND AIR FORCE BASE**

**KIRTLAND AIR FORCE BASE  
INSTRUCTION 13-204**



**24 MARCH 2021**

***Nuclear, Space, Missile, Command and  
Control***

***AIRFIELD OPERATIONS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Manual (AFMAN)13-204V1, *Management of Airfield Operations* and AFMAN13-204V2, *Airfield Management*. It establishes procedures and requirements for airfield operations. The procedures established in this instruction apply to host, mission partners, and transient agencies using airfield facilities at Kirtland Air Force Base (KAFB), New Mexico, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. All runways and taxiways (unless otherwise noted) are owned by the city and, for the purpose of this instruction, the term “airfield” denotes pavement owned and maintained by KAFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all such supplements must be routed to the OPR of this publication for consideration and coordination with Major Command (MAJCOM) prior to certification and approval. Requests for waivers must be submitted to the OPR listed above for consideration and coordination with MAJCOM for approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

***SUMMARY OF CHANGES***

This document has been moderately revised and must be completely reviewed. **Minor changes include 2.1.6, running engines within 50 feet of a building or hangar, 2.1.8.7 helipad operations, 2.18.8, hot refueling operations, and updates to 2.20 TDY operations at KAFB. Additionally, AFI references have been changed to AFMAN references where appropriate.**

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## Chapter 1

### RESPONSIBILITIES

**1.1. Shared-Use.** KAFB is a shared-use airport collocated with the Albuquerque (ABQ) International Sunport Airport. The ABQ Sunport is responsible for runways and taxiways. The Federal Aviation Administration (FAA) controls the airspace and movement on runways, taxiways, and helipads.

**1.2. Commanders.** Commanders (CC) of all assigned units associated with the 377th Air Base Wing (377 ABW), to include Air Education and Training Command (AETC), ANG, AFRC, and mission partners, will comply with this instruction.

## Chapter 2

### OPERATIONS

#### 2.1. Airfield Operation Restrictions and Parking Ramp Operations.

2.1.1. Airfield Management (AM) and Airfield Management Operations (AMOPS) are the focal points for all operations on the following transient military parking ramps: Alpha, Bravo, Charlie, Delta, Echo, as well as Pads 2, 3, 4 and 5. Agencies requesting use of parking aprons or pads for exercises, training, painting, fuel cell operations, etc., will coordinate with AMOPS at least 48 hours in advance to allow Notice to Airmen (NOTAM) processing, de-confliction and coordination with numerous base agencies. For short-notice requirements, agencies will contact AMOPS to request ramp space use as soon as possible.

2.1.2. Aircraft jacks will only be used on concrete areas of parking ramps. Transient maintenance units will coordinate with Transient Alert Aircraft Services (TAS) prior to jacking.

2.1.3. IAW Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*, no government-owned vehicles, privately-owned vehicles, or aerospace ground equipment (AGE) will be left unattended within 200 feet of any taxiway centerline or within aircraft apron clearance distance (half wingspan of largest aircraft plus 20 feet for aircraft with wingspans up to 110 feet and 30 feet for aircraft with wingspans over 110 feet).

2.1.3.1. AGE may be positioned three hours prior to an aircraft's arrival and remain in place up to three hours after departure. When not in use, mobile equipment will be stored in a permanently-designated staging area.

2.1.3.2. Main AGE storage areas will be located away from the parking ramps to the maximum extent possible.

2.1.3.3. AGE staging areas are marked as yellow-painted boxes on aprons.

2.1.3.4. AGE storage areas are marked with a solid white line or white box near aprons.

2.1.4. Jogging and privately-owned bicycle use are prohibited on the flightline. **(EXCEPTION: Properly coordinated unit-sponsored physical training activities may be authorized on a case-by-case basis).**

2.1.5. Personal audio headphone usage is not authorized on the flightline. Drivers will not use cellphones while operating a vehicle on the airfield.

2.1.6. Aircraft will not be started, have engines running, or conduct other powered operations within 50 feet of any building or hangar.

2.1.7. Most of the military ramps are not within a Controlled Movement Area (CMA), with the exception of Helipads 3, 4, and 5. Vehicle operators will contact the ABQ Air Traffic Control Tower (ATCT) before entry into the CMA. Entry into the CMA requires direct two-way radio communication with the ATCT. If two-way radio communication cannot be established or communication is lost, drivers will exit the CMA immediately until communications are restored. The ATCT may also use light gun signals to visually communicate with personnel in the CMA that have lost communications.

2.1.8. The north side of the airfield consists of the following ramps and pads: (See [Attachment 3](#), for ramp locations.)

2.1.8.1. **Alpha Ramp.** Primary users are Aero Club, United States Customs and Border Protection and the United States Forestry Service.

2.1.8.2. **Bravo Ramp.** Primary users are transient aircraft. Spots B4 and B5 are designated spots for Department of Energy (DOE) operations. B5 is used as a hazardous cargo location for 1.3 and 1.4 Hazard Class material up to capacity.

2.1.8.3. **Charlie Ramp.** Primary users are National Nuclear Security Administration (NNSA) and transient users. Aircraft may only be towed on Charlie Ramp due to potential for foreign object damage (FOD) generation when motors are running.

2.1.8.4. **Delta Ramp.** Delta Ramp is the primary transient aircraft parking ramp. Hazardous cargo may be loaded and unloaded on parking spot D7.

2.1.8.5. Spot D7 is used as a hazardous cargo location for up to 90 pounds of Hazard Class 1.1 material.

2.1.8.6. Distinguished Visitors (DV) spots DV-1 through DV-3 and D19 through D22. Contact Airfield Operations for the types of aircraft permitted.

2.1.8.7. Helipads 3, 4 and 5 are primarily used by the 58th Special Operations Wing (58 SOW). TDY and transient helicopters or tilt-rotor aircraft are authorized to use this area.

2.1.8.8. **Hot Refueling Operations.** Hot refueling (or hot gas) operations are restricted to 58 SOW aircraft and 58 SOW-trained Air Force Special Operations Command (AFSOC) units only. Approved hot gas locations are HP 6, HP 7 and parking spot B-1 on Echo Ramp. Transient and TDY aircraft are not authorized to hot refuel at KAFB except as noted in this paragraph.

2.1.8.9. Echo Ramp. Primary user is the 58 SOW. Requesting parties will coordinate permission to park on Echo Ramp through the 58 SOW Wing Operations Center (58 SOW/WOC).

2.1.9. The south side of the airfield consists of the following cargo pads and taxiways: (See [attachment 3](#) for Hazardous Cargo Pad locations).

2.1.9.1. **Hazardous Cargo Pad 2.** Permanently closed for all uses.

2.1.9.2. **Hazardous Cargo Pad 3.** Sited for Hazard Class 1.4, 1.3, and 1.2 operations. Hazardous Cargo Pad 3 may be used as a contingency site for Hazard Class 1.1 operations, however, it is not suitable for C-17 aircraft.

2.1.9.3. **Hazardous Cargo Pad 4.** Permanently closed to aircraft operations.

2.1.9.4. **Hazardous Cargo Pad 5.** Primary user is the 377 ABW. Pad 5 is cited for hazardous cargo missions involving Hazard Class 1.1 or large-frame aircraft conducting Hazard Class 1.4, 1.3, or 1.2 activities. Aircraft with wingspans greater than a C-17 (169 feet, 10 inches) will require wing walkers.

2.1.9.5. Coordinate use of Hazardous Cargo Pad 5 with AMOPS at least 48 hours in advance to allow time to process NOTAMs, de-conflict ramp or pad space, and coordinate with additional base agencies.

2.1.9.6. Overflight of Hazardous Cargo Pad 5 is strictly prohibited when aircraft or equipment are positioned on the pad. AMOPS will transmit NOTAMs covering the duration of hazardous cargo loading and unloading operations. NOTAMs are not transmitted for the purpose of training or exercises.

2.1.9.7. Taxiway Hotel is located in a CMA (requires two-way contact with the ATCT). Taxiway Hotel is owned and maintained by the Air Force.

## 2.2. Hours of Operation.

2.2.1. AMOPS normal hours of operation are Monday through Friday, 0700L to 1700L; closed Saturday, Sunday, federal holidays, and all KAFB down days.

2.2.2. The ATCT is a 24-hour operation which operates under Class C airspace.

2.2.3. Transient Alert Aircraft Services.

2.2.3.1. Hours of operation. Monday through Friday, 0700L to 1700L; closed Saturday, Sunday, and federal holidays.

2.2.3.2. Services. Fuel: Jet A, Oil: O-128-133 and Joint Spectrometric Oil Analysis Program (JOAP). **NOTE:** JOAP is not available on weekends.

2.2.3.3. Equipment. Jet aircraft starting units – (A/M32A-86), 3(MD-4).

2.2.4. See [Attachment 4](#) for procedures on conducting after-hours operations.

## 2.3. Runway Information. See [Attachment 2](#), Airfield Diagram, for locations.

2.3.1. Runway 08/26 is the primary instrument runway (13,793 feet x 150 feet) and is composed of concrete.

2.3.1.1. Runway 08 has a 500 feet overrun with a 1,000 feet displaced threshold. Runway 26 has a 1,000 feet overrun.

2.3.2. Runway 03/21 is an instrument runway (10,000 feet x 150 feet) and is composed of concrete.

2.3.2.1. Runway 03/21 has no overrun.

2.3.3. Runway 12/30 (6,000 feet x 150 feet) is composed of concrete.

2.3.3.1. Runway 12/30 has no overrun.

2.3.4. Field elevation is 5,355 feet.

## 2.4. Military Ramp Access.

2.4.1. Taxiways Bravo 5, Bravo 6 and Mike 2 provide access to Delta Ramp. Taxiway Mike 8 is used to access Pads 4 and 5 located on the southeast side of the airfield.

2.4.2. Taxiways Mike 6 and Mike 7 provide access to the 150th Special Operations Wing (150 SOW) parking apron and are restricted to fighter-type aircraft or small aircraft.

2.4.3. Taxiways Mike 3 and Alpha 9 provide access to Echo Ramp.

2.4.4. Taxiway Mike 1 provides access to Alpha Ramp.

## 2.5. Prior Permission Required (PPR).

- 2.5.1. PPR is used to control, not prohibit, the flow of aircraft.
- 2.5.2. The PPR number issued will consist of operating initials, the current day, and a two-digit number.
- 2.5.3. Air Evacuation missions, emergency aircraft, and Special Assignment Airlift Missions (SAAM) are not required to secure a PPR.

## 2.6. Aircraft Taxi and Tow.

- 2.6.1. Aircraft may be taxied or towed between rows of parked aircraft. Wing walkers must be used when wing-tip clearance is less than 25 feet.
- 2.6.2. Maintenance personnel shall obtain approval from their maintenance operations center (MOC) prior to executing an aircraft taxi or tow. The MOC will contact the ATCT for operations on helipads, taxiways, or runways and AMOPS on ramps; Alpha, Bravo, Charlie, Delta, and Cargo Pads 2, 3, 4 and 5 are located on the south side of the airfield. See [Attachment 3](#), Kirtland AFB Military Ramps, for locations.
- 2.6.3. MOC shall notify the Site Security Control Center (SSCC) prior to taxiing or towing aircraft in and out of restricted areas and before engine runs.

## 2.7. Engine Test and Run-up Procedures.

- 2.7.1. Personnel will conduct engine runs in a manner to prevent damage to facilities, aircraft, vehicles, equipment, or create a hazard to safe operations on the airfield. The locations for run-ups are Taxiway Charlie, run pad on Runway 17/35, and maintenance spot Delta 5 or Foxtrot 1 on Echo Ramp.
- 2.7.2. During AMOPS duty hours personnel must coordinate and secure approval from AMOPS prior to engine runs. During non-duty hours, contact the 377 ABW Command Post (CP) for coordination and approval.
- 2.7.3. Engine runs are not authorized on Hazardous Cargo Pad 5.

## 2.8. Noise Abatement Procedures and Quiet Hours.

- 2.8.1. Quiet hours for aircraft engine runs will be observed from 2100L to 0700L on weekends and 2100 to 0900L for the following holidays: Thanksgiving, Christmas and New Year's Day. **NOTE:** The curfew may be extended to 0900L for turbojets and turboprops.
- 2.8.2. The City of ABQ ordinance allows engine runs for maintenance purposes, both on and off the aircraft, but engine runs are restricted from 2200L to 0700L.
- 2.8.3. Noise abatement procedure exceptions will be made on an individual basis, per operational necessity, urgency and noise impact to residential neighborhoods by ATCC.
- 2.8.4. HH-60G helicopter auxiliary power unit (APU) operations and engine runs at ground idle or below, are permitted from 2200L to 0700L.
- 2.8.5. Coordinate requests through the City Airfield Operations Officer (Ops 60); if Ops 60 is unavailable, contact the ATCT.
- 2.8.6. To minimize noise impact, approved C-130 engine runs will be conducted on Echo Ramp spots D5 and F1.

## 2.9. Noise Complaints.

2.9.1. All aircraft noise complaints will be forwarded to the 377 ABW Public Affairs Office (377 ABW/PA). If personnel receive a noise complaint after normal duty hours, forward the call to 377 ABW/CP.

## 2.10. Requests for Quiet Hours on Military Ramps.

2.10.1. Airfield Operations may implement quiet hour procedures to accommodate special missions, DV press conferences, or other events requiring reduced noise levels.

2.10.2. Units requesting quiet hours shall:

2.10.2.1. Arrange and coordinate timing and extent of quiet hours requests to ensure proper honors and requirements are provided.

2.10.3. Notify AM at least 30 days in advance of event to allow local flying units enough time to adjust their flying schedules.

2.10.4. Requests should include, at a minimum:

2.10.4.1. Date, time, and location of event.

2.10.4.2. Description of event.

2.10.4.3. Requested duration. Time requested should be minimum time needed to carry out the event (e.g., if the critical part of the event is 20 minutes, do not request 30 minutes as a buffer).

2.10.5. Requests will be granted for organizations at squadron level and above. When possible, interested organizations should attempt to schedule change of command ceremonies indoors or away from the flightline. **NOTE:** AMOPS cannot limit, restrict or otherwise prevent commercial air traffic from operating at the ABQ Sunport.

2.10.6. AMOPS will disseminate quiet hours dates and times via local NOTAM. The following procedures will be used to impose restrictions:

2.10.6.1. Ramp Freeze. No engine runs, APU operations, power cart starts, taxiing, towing, fueling operations, or vehicle movements in the affected area(s).

2.10.6.2. Quiet Period. No engine runs, APU operations, or power cart starts.

2.10.6.3. Deviations require AMOPS approval with sufficient notice to allow timely coordination.

## 2.11. Hazardous Cargo Operations.

2.11.1. Due to limited hazardous cargo parking and service areas, personnel who schedule aircraft with hazardous cargo to KAFB shall contact AMOPS and 377 Logistics Readiness Squadron (LRS) no later than 48 hours in advance. During non-duty hours, contact the 377 ABW/CP. Coordinate requests to use Hazardous Cargo Pad 5 with AMOPS. A 48-hour advance notice is required for Hazardous Cargo Pad 5 usage. Other locations for hazardous cargo are located on the transient Delta Ramp on spot D7 (secondary) and Bravo Ramp spot B5 (tertiary). 24-hour advance notice to AMOPS is required for use of D7 or B5 for hazardous cargo.

## 2.12. Hot Brake Areas.

2.12.1. All aircraft that land with hot brakes will, if possible, exit the runway to the nearest taxiway (listed below) and wait until cleared by the fire department and instructed to proceed to parking. ABQ Sunport also may authorize aircraft to remain on the runway until cleared by the fire department.

2.12.1.1. The following is a list of authorized taxiways used for hot brakes: Alpha 3, Alpha 10, Charlie 4, Charlie 5, Delta (north or south), Foxtrot 5, and Mike 7. Aircraft with hot brakes may also proceed to the Arm/De-Arm Pad located south of Taxiways Echo 8 and Echo 9. See [Attachment 2](#), airfield diagram, for taxiway locations.

2.12.2. Aircraft CCs may coordinate with the ATCT to use the landing runway for parking until cleared by the fire department to proceed.

## 2.13. Arm/De-Arm and Hung Ordnance Procedures.

2.13.1. Conduct arm/de-arm or hung ordnance operations south of runway 08/26 adjacent to Taxiways Echo 8 and Echo 9 on the approved Arm/De-Arm Pad. See [Attachment 2](#), Airfield Diagram, for locations.

2.13.2. If hung ordnance is discovered at KAFB (see NOTE at the end of this paragraph), the aircraft will either remain in the arm/de-arm apron or proceed to Taxiway Golf. Notify ABQ Ground of the situation. Notify the 58 SOW/WOC, who will notify the affected aircraft maintenance unit, armament flight, 377 ABW/CP, weapons safety and fire department. The 377 ABW/CP will notify Explosive Ordnance Disposal (EOD) to standby for potential response. Notification will include aircraft location and information on the malfunction, to include Hazard Class and division of munitions on board the aircraft. The aircraft must remain in the designated safe area until EOD or maintenance personnel (as applicable) can clear all hung ordnance. If hung ordnance is not found, the aircraft may proceed to the parking location specified by the 58 SOW/WOC. **NOTE:** A flare will be considered hung when the cartridge protrudes from the canister, is bulging or the cap has burned. Flare squibs that fail to fire (even if flare jettison function is used) are not considered hung ordnance.

2.13.3. Hot Gun Procedures. Aircraft with hot guns should notify the tower, who will activate the Primary Crash Network (PCN). AMOPS (or 377 ABW/CP when AMOPS is closed) will activate the Secondary Crash Network (SCN) and relay the information. 58 SOW personnel will respond to emergencies involving 58 SOW aircraft. Transient aircraft will be directed to the Arm/De-Arm Pad by tower. EOD will be notified of the emergency by the 377 ABW/CP. EOD response time is immediate during normal duty hours and 90 minutes during non-duty hours.

2.13.4. Aircraft will notify the ATCT as soon as radio contact can be established to declare an In-Flight Emergency (IFE) approximately 30 minutes out.

2.13.5. Aircraft will return to base via the most direct route avoiding overflight of populated areas, keeping the hot gun pointed in safest direction possible. If possible, land on Taxiway Echo without overflying runways or structures.

2.13.6. Armament personnel will remove the hot gun from the aircraft, keeping it pointed at the concrete embankment, and move it to a safe location away from the aircraft. The aircraft will then taxi out of the area and inform the 58 SOW/WOC that the affected aircraft is no longer part of the emergency. The sortie may then be continued at the discretion of the aircraft CC.

#### **2.14. Hydrazine Operations.**

2.14.1. The ATCT will instruct aircraft involved in hydrazine incidents to taxi to the Arm/De-Arm Pad adjacent to Taxiway Echo.

#### **2.15. DV Procedures.**

2.15.1. Agencies that are hosting DVs at KAFB shall contact the 377 ABW Protocol office (377 ABW/CCP) at 846-1335) with the following information at least 48 hours prior to arrival:

2.15.1.1. Name, rank, office and job title of the DV onboard.

2.15.1.2. Estimated time of arrival and departure.

2.15.1.3. Type of aircraft and call-sign (if known).

2.15.1.4. Reason for DV visit.

2.15.1.5. Special requests (e.g., honors, formal visit with CC, etc.)

2.15.2. Aircraft CCs transporting DVs shall contact AMOPS at least 30 minutes prior to landing to advise of any changes. If unable to contact AMOPS, the aircraft CC will contact 377 ABW/CP.

#### **2.16. Customs and Agriculture Procedures.**

2.16.1. When notified of an inbound aircraft requiring customs or agriculture services, AMOPS personnel will contact United States Immigration and Customs Enforcement.

#### **2.17. Airfield Photography.**

2.17.1. Photos taken on the airfield, to include hangars, flightline facilities, or aircraft, must be pre-coordinated and approved by the owner or user and the 377th Weapon System Security Squadron (377 WSSS) Flightline Constable. Upon approval, 377 WSSS will notify the 377 WSSS SSCC and AMOPS of location and name of the person taking pictures. For further guidance refer to KAFB Integrated Defense Plan (IDP) 31-101.

2.17.2. Individuals who take pictures on the flightline must carry an authorization letter from 377 WSSS (authenticated by an E-5 or above) on their person. If apprehended while photographing airfield operations without prior approval, violators may be subject to having their film confiscated or having camera data deleted.

2.17.3. News media photography on the flightline will be approved and coordinated by 377 ABW/PA and 377 WSSS. Photographers shall be escorted by 377 ABW/PA.

#### **2.18. Foreign Object Damage/Debris (FOD) Control.**

2.18.1. FOD awareness and prevention is everyone's responsibility. For more detailed FOD restrictions and guidance see AFI 21-101, *Aircraft and Equipment Maintenance Management* and AFI 21-101, Air Force Global Strike Command (AFGSC) Supplement, *Aircraft and Equipment Maintenance Management*.

2.18.2. Report damaged pavement located near aircraft traffic areas used for taxing, towing, run-up and parking to AMOPS immediately to facilitate expedient repair and reduce FOD incident potential.

2.18.3. If FOD is sighted or reported, AMOPS will conduct a FOD check (if necessary) and contact appropriate agency for cleanup or removal. The area will be closed for use until cleanup is completed.

## **2.19. Use of Night Vision Devices (NVD).**

2.19.1. Units operating on the airfield using NVD must have an approved training plan on file with AMOPS. The training plan must address all training and certification items listed in DAFI 13-213, *Airfield Driving*, Chapter 3, and comply with operational requirements in AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.

2.19.2. Vehicle operations should be kept to an absolute minimum during blackout, NVD operations.

2.19.2.1. Participating aircraft and vehicles are restricted to approved areas where NVD operations are occurring. Vehicles operating “lights-out” during periods of reduced airfield lighting must use hazard warning flashers to enable the ATCT and aircrews to see the vehicle on the airfield prior to NVD operations. Flashers may be turned off once NVD operations begin. An additional infrared strobe can be used on vehicles to assist aircrews using NVDs with identifying traffic on the airdrome.

2.19.2.2. Aircraft and vehicles participating in blackout operations must remain vigilant at all times. Vehicle operators using NVD’s will be restricted to 10 miles per hour while driving on the airfield.

2.19.2.3. Non-participating aircraft and vehicles will not mix with those participating in NVD operations, nor enter the blackout operation area without prior coordination, or for emergency response.

## **2.20. Temporary Duty (TDY) Procedures.**

2.20.1. All units that require TDY support at KAFB must coordinate requirements through 377 ABW Plans and Programs (377 ABW/XP).

2.20.2. Email 377 ABW/XP at [377ABW.XP@us.af.mil](mailto:377ABW.XP@us.af.mil) at least two weeks in advance to obtain a reception checklist.

2.20.3. TDY units must arrive during normal published operating hours (as published in the Instrument Flight Rules (IFR) Supplement) unless an Advanced Echelon (ADVON) team capable of parking the aircraft are on-station prior to arrival. Requests requiring the transient aircraft services contractor for arrivals/departures on weekends, holidays or AFGSC family days will be denied.

2.20.4. ADVON teams requiring the use of vehicles on the airfield must have received localized airfield drivers training prior to commencing operations. This training must be pre-coordinated and will only be conducted during normal operating hours. **NOTE:** Units hosting TDY personnel are responsible for conducting TDY airfield drivers training.

2.20.5. TDY units must bring their own personnel and specialized equipment required for aircraft maintenance to support launch and recovery of their aircraft.

2.20.6. TDY unit personnel must receive training and local briefing from AMOPS prior to driving on the flightline.

2.20.7. TDY units are not authorized to use the hot pits or conduct hot gas operations at KAFB.

## **2.21. Local Flying Area and Designation of Airspace.**

2.21.1. The KAFB local flying area includes all airspace within 400 nautical miles (NM) of the ABQ Very High Frequency Omnidirectional Range/Tactical Aircraft Control (VORTAC), excluding Mexico and any area otherwise restricted from use.

2.21.2. The airfield falls under Class C airspace. The airspace inner ring extends 5NM from the airport, and the outer ring extends to 10NM. Pilots must establish radio contact with ABQ Approach Control prior to entering the Class C airspace.

## **2.22. Visual Flight Rules (VFR) Local Training Areas.**

2.22.1. All helicopter hover and taxi operations should be over paved areas when on the airport. Hover checks above 20 feet above ground level (AGL) shall be coordinated with the ATCT.

2.22.2. Rotary-Wing Departures and Arrivals (applies to aircraft under 58 SOW tactical control (TACON).

2.22.2.1. **Northwest Departure.** When calling ABQ Clearance Delivery, advise whether departing via Double Eagle II Airport (AEG) or Bernalillo. From the helipads, fly west down Taxiway Alpha (remain well clear of Runway 8/26 to Runway 35 ATCT), north to Gibson Blvd., west to I-25, then north along I-25 to the intersection of I-25/I-40 ("Big I"). Aircraft continuing north to the Jemez Low Altitude Tactical Navigation (LATN) area should continue to follow I-25 North to Bernalillo. Aircraft continuing to the Northwest LATN should turn and fly directly over Double Eagle II Airport. Unless otherwise approved by Terminal Radar Approach Control (TRACON), climb and maintain 8,000 feet mean sea level (MSL) on departure for both Double Eagle II Airport and Bernalillo.

2.22.2.2. **Northwest Arrival.** From Bernalillo, proceed south along I-25 to the intersection of I-25/I-40 ("Big I"). From other areas to the northwest, proceed directly to the "Big I." From the "Big I," continue south to Gibson Boulevard (Blvd.), east to the approach end of Runway 17, south to Taxiway Alpha, then east on Taxiway Alpha to the helipads. Unless otherwise approved by TRACON, maintain 7,000 feet MSL until east of I-25, and then expect descent to 6,000 feet MSL or below. If directly overflying Double Eagle II Airport, aircraft must maintain 8,000 feet MSL over the airport, and may then descend to 7,000 feet MSL once east of the petroglyphs, unless otherwise directed or approved by TRACON.

2.22.2.3. **Northeast Departure.** From the helipads, fly east down Taxiway Alpha, northeast to the Eubank gate at the intersection of Gibson Blvd. and Eubank Blvd., northeast to the intersection of Lomas Blvd. and Tramway Blvd., then north along Tramway Blvd. to a point abeam the lower aerial tramway station. Route altitude is 7,500 feet MSL unless otherwise directed by RADAR Approach Control (RAPCON). **NOTE:** This route is noise sensitive.

2.22.2.4. **Northeast Arrival.** From a point abeam the lower aerial tramway station, proceed south along Tramway Blvd to Lomas Blvd, southwest to the Eubank Gate at the intersection of Gibson Blvd and Eubank Blvd, to the east end of Taxiway Alpha, then west along Taxiway Alpha to the helipads. Maintain 7,000 feet MSL until final approach. **NOTE:** This route is noise sensitive.

2.22.2.5. **Auxiliary (Aux) Field Departure.** Unless otherwise directed by ABQ RAPCON or ATCT, fly southeast direct to the Aux Field at 5,900 feet MSL.

2.22.2.6. **Aux Field Arrival.** From the Aux Field, proceed northwest direct to the helipads. Maintain 5,900 feet MSL. Follow Air Traffic Control (ATC) instructions.

2.22.2.7. **South Departure.** From the helipads, proceed south (170 degrees for 10 miles) to a point 1NM south of Hells Canyon Wash, then west to the intersection of I-25 and the railroad. Maintain 6,500 feet MSL.

2.22.2.8. **South Arrival.** From the intersection of I-25 and the railroad tracks, proceed east to a point one mile south of Hells Canyon Wash then north to the helipads. Maintain 6,000 feet MSL until final approach.

## 2.23. VFR Procedures.

2.23.1. **VFR Procedures.** N/A; contact ATCT for procedures.

2.23.2. **VFR Weather Minimums.** N/A; contact ATCT for procedures.

2.23.3. **VFR Traffic Patterns.** N/A; contact ATCT for procedures.

## 2.24. Special Procedures. Helicopter, Functional Check Flight, Parachute Operations, 360-Overhead Pattern Protection.

2.24.1. Overhead traffic pattern procedures. Runway 08, 03, 21 – right break; Runway 26 – left break. East flow: Aircraft scratchpad information “OH” indicates overhead pattern for Runway 08; other runways shall be verbally coordinated. West flow: Aircraft scratchpad information “OH” indicates overhead pattern for Runway 26; other runways shall be verbally coordinated.

2.24.2. Reduced same runway separation procedures - N/A; contact ATCT for procedures.

2.24.3. **Intersection Departures.** N/A; contact ATCT for procedures.

## 2.25. IFR Procedures. N/A; contact ATCT for procedures.

2.25.1. **Radar Traffic Patterns.** N/A; contact ATCT for procedures.

2.25.2. Approach Surveillance Radar (ASR) and Precision Approach Radar (PAR) Approaches and Monitoring - N/A; contact ATCT for procedures.

## 2.26. Local Departure Procedures.

2.26.1. All helicopter hover and taxi operations should be over paved areas when on the airfield.

2.26.2. Radar Vector to Initial Procedures. N/A; contact ATCT for procedures.

**2.27. Deicing Operations.**

2.27.1. KAFB is capable of conducting limited deicing operations for transient aircraft. TAS will conduct the deicing operation with the following restrictions:

2.27.1.1. TAS can only remove thin ice and frost using the deicing truck.

2.27.1.2. TAS has no snow removal capability (shovels, brooms, ropes, etc.) and no harness capability for snow removal atop wings or horizontal stabilizers.

2.27.1.3. The TAS deicing truck does not have high reach capability to support aircraft such as C-17s, C-5 "T" tails, etc.

## Chapter 3

### AIRFIELD PROCEDURES

#### 3.1. Airfield Inspections.

3.1.1. AMOPS personnel inspect military side (aprons, pads, ramps, etc.) of the airfield for FOD, failing pavement, conduct Bird Aircraft Strike Hazard (BASH) habitat control checks, and identify violations of established obstacle clearance criteria and lighting, marking and sign discrepancies. Construction areas are inspected to ensure they do not pose a hazard to aircraft operations or the airfield environment.

##### 3.1.2. AMOPS will:

3.1.2.1. Report discrepancies and hazards to 377th Mission Support Group Civil Engineer (377 MSG/CE) for corrective action.

3.1.2.2. Document actions taken and monitor status until corrected.

3.1.2.3. Maintain required documentation for a minimum of 12 months.

#### 3.2. Airfield Closures.

3.2.1. All military ramp and pad closures will be coordinated through AMOPS and 58 SOW/WOC. AMOPS will notify key agencies and send appropriate NOTAMs.

#### 3.3. Airfield Maintenance.

3.3.1. IAW AFMAN 13-204V2, the Airfield Manager must coordinate and monitor all construction, repair, markings and maintenance activities.

3.3.2. Coordinate and route all work orders using AF Form 332, *Base Civil Engineer Work Request*, for issues relating to the airfield through AM.

#### 3.4. Airfield Sweeper Operations.

3.4.1. The following airfield areas are sweeper priorities:

3.4.1.1. Parking aprons and pads.

3.4.1.2. Taxiways and taxi lanes.

3.4.1.3. Hangars and access areas leading to the flightline.

3.4.1.4. The sweeper operator will contact AMOPS daily to determine sweeping priorities and remain in radio contact for special requests.

3.4.1.5. Agencies shall coordinate sweeping requests with AMOPS.

#### 3.5. Aircraft Arresting Systems.

3.5.1. Arresting gear for all runways has been decommissioned.

#### 3.6. Flight Plan Procedures.

3.6.1. All aircraft departing KAFB must have a flight plan on file with AMOPS IAW AFMAN 13-204V2.

3.6.1.1. Submit DD Form 175, *Military Flight Plan*, to AMOPS at least one hour prior to estimated time of departure. Submit DD Form 1801, *Department of Defense (DOD) International Flight Plan*, to AMOPS at least two hours prior to departure. Failure to submit a flight plan within these time frames may result in departure delays.

3.6.1.2. The 58 SOW is the primary flying unit at KAFB. The 58 SOW maintains organic flight followers who are authorized to submit, amend or cancel flight plans for 58 SOW owned-and-operated aircraft, as well as TDY aircraft that they host. The 58 SOW assumes responsibility for flight following, Search and Rescue (SAR), security and anti-hijacking for those aircraft. The 58 SOW will maintain flight plans IAW Air Force RDS, Table 13-07, Rule 3.00.

3.6.1.3. IAW AFMAN 13-204V2, AMOPS will not accept flight plans via radio. If the flight plan is already on file with AMOPS, the aircrew may contact AMOPS via any means necessary to change, cancel or amend their flight plan.

### 3.7. Declaring Bird Watch Conditions.

3.7.1. The 58 SOW Safety office (58 SOW/SE) is the OPR for the BASH program. The 58 SOW Supervisor of Flying (58 SOW/SOF) is the declaration authority for Bird Watch Conditions at KAFB. AMOPS is the declaration authority when the 58 SOW/SOF is not on duty.

3.7.2. When the 58 SOW/SOF is not on duty, AMOPS will pass bird watch conditions to:

3.7.2.1. 377 ABW/CP.

3.7.2.2. ATCT for bird activity within 5NM of KAFB.

3.7.2.3. Transient TDY aircrews.

3.7.2.4. AMOPS will post the Bird Watch Condition in the Flight Planning Room.

3.7.2.4.1. Bird Watch Conditions are upgraded or downgraded based on ground observations, pilot reports, controller reports, or reports from Ops 60 personnel.

3.7.2.4.2. The following terms will be used to disseminate bird activity information and implement unit operational procedures: Bird Watch Condition Severe, Bird Watch Condition Moderate and Bird Watch Condition Low.

3.7.2.5. **Bird Watch Condition SEVERE.** Heavy concentrations of birds on or immediately above the active runway or other specific locations that represent an immediate hazard to safe flying operations. Supervision and aircrews must thoroughly evaluate mission need before operating in an area under Bird Watch Condition SEVERE. The 58 SOW implements the following restrictions:

3.7.2.5.1. **Traffic pattern.** Only full-stop landings permitted. CCs will delay or divert aircraft as necessary.

3.7.2.5.2. **Aux Field.** With 58th Operations Group (58 OG)/CC, or designated representative approval, an aircraft may be launched to obtain actual conditions at the Aux Field. Restrictions to Aux Field operations will be based on this observation with the concurrence and approval of the 58 OG/CC or designated representative.

- 3.7.2.5.3. **Low Level.** Choose an alternate route if available. If unable, plan to fly 2,000 feet AGL or higher through areas forecast to be severe. The crew must discuss mitigation measures during route study, crew brief, and risk assessment.
- 3.7.2.6. **Bird Watch Condition MODERATE.** Concentration of birds observable in locations that represent a probable hazard to safe flying operations. This condition requires increased vigilance by all agencies and extreme caution by aircrews. The 58 SOW implements the following restrictions:
- 3.7.2.6.1. **Traffic Pattern and Aux Field.** Limit pattern work to the minimum required for mission accomplishment.
- 3.7.2.6.2. **Low Level.** Exercise additional vigilance in scanning for large number of birds. Amend flight altitudes and/or flight path to minimize bird hazards. The crew must discuss mitigation measure during route study, crew brief, and risk assessment.
- 3.7.2.7. **Bird Watch Condition LOW.** Normal bird activity on and above the airfield with a low probability of hazard. No restrictions.

### **3.8. Privately-owned Radio Controlled Aircraft (RCA), Small Unmanned Aircraft System (sUAS) and Unmanned Aircraft System (UAS) Operations.**

- 3.8.1. Privately-owned RCAs, sUASs, and UASs are not authorized to be used, flown, or otherwise operated on KAFB.

### **3.9. Government-Owned or Contracted RCA, sUAS, and UAS Operations.**

- 3.9.1. All RCAs, sUASs, and UASs owned and operated by the US Government and/or its contractors will be operated IAW the FAA Certificate of Authorization (COA) and AFI 11-502, *Small Unmanned Aircraft Systems* and KAFBI 13-212, *Range Planning and Operations*.
- 3.9.2. All RCA, sUAS, and UAS operations by government agencies and contractors will schedule operations with the 377 ABW/XP Range Management Office.

## Chapter 4

### AIRFIELD EMERGENCY RESPONSE

#### 4.1. Emergency Procedures.

4.1.1. AMOPS personnel will not respond to emergencies in the ABQ Sunport movement areas unless assistance is requested by Ops 60.

4.1.2. AMOPS personnel will respond, as needed, to all ground emergencies on military ramps.

#### 4.2. External Stores Jettison Area Procedures. N/A; contact ATCT for procedures.

#### 4.3. Emergency Aircraft Arresting System Procedures.

4.3.1. There are no arresting gear systems installed on the runways at this shared-use facility.

#### 4.4. Crash Alarm Systems.

4.4.1. Primary Crash Alarm System (PCAS) and Secondary Crash Network (SCN) are used to disseminate emergency information critical to aircraft and airfield operations to base support agencies.

#### 4.5. PCAS Authorized Access.

4.5.1. The ATCT activates the PCAS daily at 0900L. In the event that ATCT has not initiated the check, AMOPS personnel will contact them on the landline or hotline and request initiation of the PCAS. The ATCT will ring out the PCAS, but AMOPS will do the actual roll call of all agencies on the circuit. Once complete, AMOPS will initiate the SCN and complete the roll call. Both actions will be documented on AF Form 3616, *Daily Record of Facility Operation*.

4.5.2. PCAS is a telephonic system initiated by the ATCT to relay emergency information.

4.5.3. AMOPS and the fire department will notify the ATCT if they receive emergency information from outside sources.

4.5.4. Access to PCAS is limited to the following agencies: ATCT, AMOPS, 377th Medical Group Flight Surgeon (377 MDG/SGPF), 377 ABW/CP, the fire department, and the ABQ Airport Communications Center.

#### 4.6. SCN Authorized Access.

4.6.1. SCN is a telephonic system initiated by AMOPS to relay aircraft and airfield emergencies to key agencies not included on the PCAS. The following agencies are on the SCN:

**Table 4.1. Secondary Crash Net Roll Call.**

AGENCY	OFFICE SYMBOL
<b>Fire Department</b>	<b>377 MSG/CEF</b>
<b>58 SOW Wing Operations Center</b>	<b>58 SOW/WOC</b>
<b>377th Weapons System Security Squadron</b>	<b>377 WSSS/S3OF</b>
<b>Transient Alert Aircraft Services</b>	<b>377 MXS/MXOT</b>
<b>Explosive Ordnance Disposal</b>	<b>377 MSG/CED</b>
<b>377 ABW Emergency Management</b>	<b>377 MSG/CEX</b>
<b>58 SOW Safety</b>	<b>58 SOW/SE</b>
<b>377th Maintenance Squadron Weather Flight</b>	<b>377 MXS/MXOW</b>
<b>377 ABW Safety</b>	<b>377 ABW/SE</b>
<b>377th Medical Group, Flight Surgeon</b>	<b>377 MDG/SGPF</b>
<b>71st Special Operations Squadron</b>	<b>71 SOS/DOO</b>
<b>377 ABW CP</b>	<b>377 ABW/CP</b>
<b>377th Civil Engineering Service Call</b>	<b>377 MSG/CEO</b>

**4.7. Maintenance of the Crash Alarm Systems.**

4.7.1. The 377th Communications Division will:

4.7.2. Maintain both crash alarm systems on a priority basis.

4.7.3. Support AMOPS on all requests for additions and deletions to the SCN. The Airfield Manager will be the final approval for such requests.

**4.8. Crash Alarm System User and Monitors.**

4.8.1. Crash Alarm System users and monitors will ensure phone extensions have active push-to-talk mechanisms. Personnel responsible for answering the PCAS or SCN will:

4.8.2. Pick up phone immediately upon activation.

4.8.3. Copy all information verbatim.

4.8.4. Save all questions until queried by AMOPS.

4.8.5. Hang up only after directed to secure the line. Do not secure the line prematurely as it will disconnect agencies recording emergency information.

**4.9. Updated and Additional Information.**

4.9.1. AMOPS will reactivate the SCN to relay additional pertinent information received after initial activation of the PCAS or SCN.

4.9.2. When notified by the fire department and/or Crisis Action Team (CAT) of emergency or exercise termination, AMOPS will activate the SCN with the termination time.

## Chapter 5

### KIRTLAND AIRFIELD OPERATIONS BOARD (AOB)

#### 5.1. Purpose.

5.1.1. To provide a forum for discussing, updating, and tracking various activities associated with support of the flying mission.

#### 5.2. Frequency.

5.2.1. The board will convene as needed, but must meet at least quarterly.

#### 5.3. Agenda.

5.3.1. The agenda will contain items identified in AFMAN 13-204V2, any MAJCOM supplements, special interest items, and any other items the board deems applicable.

#### 5.4. Membership.

5.4.1. The board is chaired by the 377 MXG Commander (377 MXG/CC) as a 377 ABW/ Vice Commander (CV)-designated representative.

5.4.2. Board membership shall include the 58 OG/CC, 377 MSG/CC, and representation from flying organizations, 58 SOW, 58 SOW Stan/Eval, 58 SOW Flight Safety, 58th Operations Support Squadron (OSS)/CC, AM, AMOPS staff, ATC, communication units, 377 MSG/CE, FAA representative, base weather, Aero Club Manager, 377 ABW/CP, maintenance supervision, Airspace Manager, and any others deemed necessary by the AOB Chairperson. See [Table 5.1](#), Required AOB Members, for a listing of the required members:

**Table 5.1. Required AOB Members.**

<b>377 MSG/CC</b>
<b>377 MXG/CC</b>
<b>377 MXS/MXO</b>
<b>377 MSG/CE</b>
<b>377 MSG/CEF</b>
<b>377 ABW/XP</b>
<b>377 MXS Weather Flight</b>
<b>377 WSSS/S3OF</b>
<b>377 ABW Safety</b>
<b>377 ABW/CP</b>
<b>58 OG/CC</b>
<b>58 OSS/CC</b>
<b>58 OSS/OSO</b>
<b>58 SOW/SEF</b>
<b>58 SOW/CE</b>
<b>US Air/NNSA</b>
<b>US Customs and Border</b>
<b>Aero Club</b>
<b>Civil Air Patrol</b>
<b>ABQ Sunport Operations</b>
<b>ABQ FAA Tower</b>

**5.5. AOB Minutes.**

5.5.1. Minutes will be maintained on file for a period of one year and forwarded to board members and Headquarters (HQ), AFGSC/A30 within 20 working days. Minutes will include:

5.5.2. A roster of attendees, to include members present, absent, and additional attendees.

5.5.3. Agenda items.

5.5.4. The status of each item (open, closed, information only, etc.).

5.5.5. An OPR for each item.

5.5.6. An estimated completion date for open items.

## Chapter 6

### NOTAM PROCEDURES

**6.1. AMOPS will:** Ensure that all NOTAM actions are completed for military ramps IAW AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System*. ABQ Sunport sends NOTAMs for runways, taxiways, etc.

6.1.1. ABQ Sunport initiates NOTAMs that affect both civil and military aircraft such as runway closures, navigational aid (NAVAID) outages, instrument procedures, etc. These NOTAMs should be coordinated with AMOPS. AMOPS initiates all NOTAMs that affect only military aircraft or military facilities (TAS, PPR, ramp closures, etc.).

6.1.2. In addition to the notifications required by DD Form 2349, *NOTAM Control Log*, the following local agencies, as appropriate, will be advised of NOTAM material IAW AFI 11-208 time limitations: Notifications will be made to the 58 SOW (846-9482); the Aero Club (846-1072); the Civil Air Patrol (846-5420); The U.S. Forest Service (846-7408 in season April through October); the fire department (846-8069); and Security Forces (846-1478).

## Chapter 7

### FLIGHT INFORMATION PUBLICATIONS (FLIP) ACCOUNTS

**7.1. FLIP account managers.** Maintain accounts and are the point of contact for authorizing the establishment of FLIP subscriptions accounts, consolidation, modification, termination and discrepancies. Any changes in quantities and adding or deleting products to a subscription account must be made at least 60 days prior to the product effective date. AMOPS maintains FLIP products in the aircrew flight planning room, evacuation kits, and an allotted 5% overage in a publications file cabinet.

## Chapter 8

### STATUS OF PERMANENT AND TEMPORARY WAIVERS

**8.1. Permanent and temporary waivers are located in.** The Precedent Files within the Airfield Management ERM. All waivers are reviewed annually with CE.

## Chapter 9

### LOCAL FREQUENCIES AND CHANNELIZATION

**9.1. ABQ Ground radio.** VHF 121.9 and UHF 348.6; 58 SOW SOF 349.5; CP 349.4; Pilot-to-Dispatch (PTD) 372.3; METRO 342.3; ABQ Tower 120.3 or 351.9; Approach Control at Aux Field 125.45 or 372.0; ABQ Clearance Delivery 119.2 or 385.6.

DAVID S. MILLER, Colonel, USAF  
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

AFI 11-208, *Department of Defense Notice to Airmen System*, 13 Feb 2018 AFI 11-502, *Small Unmanned Aircraft Systems*, 29 Jul 2019

AFMAN 13-204V1, *Management of Airfield Operations*, 22 July 2020

AFMAN 13-204V2, *Airfield Management*, 22 July 2020

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 Jan 2020

AFI 21-101\_AFGSCSUP, *Aircraft and Equipment Maintenance Management*, 26 October, 2015

KAFBI 13-212, *Range Planning and Operations*, 14 Sep 2017

KAFB IDP 31-101, *Integrated Defense Plan*, 9 March 2016.

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 Jul 2020

UFC 3-260-01, *Airport and Heliport Planning and Design*, 17 Nov 2008

DAFI13-213, *Airfield Driving*, 4 Feb 2020 (including DAFI 13-213 Guidance Memorandum, 7 Dec 2020)

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 3616, *Daily Record of Facility Operation*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

DD Form 175, *Military Flight Plan*

DD Form 1801, *DOD International Flight Plan*

DD 2349, *NOTAM Control Log*

***Acronyms and Abbreviations***

**ABQ**—Albuquerque

**ABW**—Air Base Wing

**ADVON**—Advanced Echelon

**AEG**—Double Eagle II Airport

**AETC**—Air Education and Training Command

**AF**—Air Force  
**AFGSC**—Air Force Global Strike Command  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management Systems  
**AFSOC**—Air Force Special Operations Command  
**AFTO**—Air Force Technical Order  
**AGE**—Aerospace Ground Equipment  
**AGL**—Above Ground Level  
**AM**—Airfield Management  
**AMOPS**—Airfield Management Operations  
**ANG**—Air National Guard  
**AOB**—Airfield Operations Board  
**APU**—Auxiliary Power Unit  
**ASR**—Approach Surveillance Radar  
**ATC**—Air Traffic Control  
**ATCT**—Air Traffic Control Tower  
**Aux**—Auxiliary  
**BASH**—Bird Aircraft Strike Hazard  
**CAT**—Crisis Action Team  
**CC**—Commander  
**CCP**—Wing Protocol  
**CE**—Civil Engineering  
**CED**—CE Explosive Ordnance Disposal  
**CEF**—CE Fire Department  
**CEO**—CE Service Call  
**CEX**—CE Emergency Management  
**CMA**—Controlled Movement Area  
**COA**—Certificate of Authorization  
**CP**—Command Post  
**CV**—Vice Commander

**DOD**—Department Of Defense  
**DOE**—Department of Energy  
**DOO**—Director of Operations  
**DV**—Distinguished Visitor  
**EOD**—Explosive Ordnance Disposal  
**FAA**—Federal Aviation Administration  
**FLIP**—Flight Information Publication  
**FOD**—Foreign Object Damage/Debris  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IDP**—Integrated Defense Plan  
**IFE**—In-Flight Emergency  
**IFR**—Instrument Flight Rules  
**JOAP**—Spectrometric Oil Analysis Program  
**KAFB**—Kirtland Air Force Base  
**LATN**—Low Altitude Tactical Navigation  
**LOA**—Letter of Agreement  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MDG**—Medical Group  
**MOC**—Maintenance Operations Center  
**MSG**—Mission Support Group  
**MSL**—Mean Sea Level  
**MXG**—Maintenance Group  
**MXO**—Maintenance Operations  
**MXOT**—MXS Transient Alert Aircraft Services  
**MXOW**—MXS Base Weather  
**MXS**—Maintenance Squadron  
**NAVAID**—Navigational Aid  
**NM**—Nautical Miles  
**NNSA**—National Nuclear Security Administration  
**NOTAM**—Notice to Airmen

**NVD**—Night Vision Devices  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**OSS**—Operations Support Squadron  
**PA**—Public Affairs  
**PAR**—Precision Approach Radar  
**PCAS**—Primary Crash Alarm System  
**PCN**—Primary Crash Network  
**PPR**—Prior Permission Required  
**PTD**—Pilot-to-Dispatch radio  
**RAPCON**—RADAR Approach Control  
**RCA**—Radio Controlled Aircraft  
**RDS**—Records Disposition Schedule  
**S3OF**—Flightline Constable  
**SAAM**—Special Assignment Airlift Mission  
**SAR**—Search and Rescue  
**SCN**—Secondary Crash Network  
**SE**—Safety  
**SGPF**—Flight Surgeon  
**SOF**—Supervisor of Flying  
**SOW**—Special Operations Wing  
**SSCC**—Site Security Control Center  
**sUAS**—Small Unmanned Aircraft System  
**TACON**—Tactical Control  
**TAS**—Transient Alert Aircraft Services  
**TDY**—Temporary Duty  
**TRACON**—Terminal Radar Approach Control  
**UAS**—Unmanned Aircraft System  
**UFC**—Unified Facilities Criteria  
**VFR**—Visual Flight Rules  
**VORTAC**—Very High Frequency Omnidirectional Range/Tactical Aircraft Control  
**WOC**—Wing Operations Center

**WSSS**—Weapon Systems Security Squadron

**XP**—Plans and Programs

### *Terms*

**Airfield**—The portion of KAFB specially designed for the primary takeoff, landing, and taxi surfaces for aircraft operations, including aircraft maintenance and support facilities. This includes aprons Alpha, Bravo, Charlie, Delta, and Echo located on KAFB.

**Airfield Operations Division**—Airfield Management Operations, Weather, and Transient Alert Aircraft Services form the Airfield Operations Division.

**Base Operations**—The facility which houses Airfield Management, Airfield Management Operations, Weather, and Transient Alert Aircraft Services.

**Airfield Management**—The Airfield Manager and the Deputy Airfield Manager plan and direct airfield operations including maintenance, construction, and use of airfield facilities.

**Airfield Management Operations**—Provides flight planning services, aircraft movement information, and assists the Airfield Manager and Deputy Airfield Manager with airfield operations.

**Aircraft Movement Area**—The active runways, taxiways, Helipads 3, 4 and 5, and authorized areas of the airfield utilized for taxi, takeoff, and landings of aircraft, including helicopter hover taxiing.

**Apron**—A paved surface intended to accommodate aircraft for purposes of loading or unloading, refueling, parking, or maintenance also referred to as a ramp.

**Emergency Response Vehicles**—Government vehicles in response to aircraft or airfield emergencies. When responding to emergencies, if time permits, these vehicles may enter and exit restricted areas at other than entry control points. If time permits, they will inform Security Forces of intentions prior to crossing restricted area lines.

**Notice to Airmen**—Transmitted by Airfield Management. It contains aeronautical information required for safe flying operations, and includes such information as airport or primary runway closures, changes in navigational aid status and other information essential to planned enroute, terminal, or landing operations.

**Taxilane**—A designated route for taxiing aircraft through aprons.

**Taxiway**—A designated route for taxiing aircraft between aprons and runways.

**Vehicle**—Any wheeled device, automobile, golf cart, bicycle, power carts, light carts, etc.





**Attachment 4****AIRFIELD CHECKLIST****A4.1. Airfield After-Hours Operations Checklist.**

**A4.2. 58 SOW, DOE, NNSA, and U.S. Strategic Command's (USSTRATCOM) Reflex Delta aircraft are :** Allowed to operate off the KAFB military ramp after hours.

**A4.3. Secure the following information from the requestor:**

**A4.4. Purpose of the after-hours operations and:.** A detailed copy of their proposed flying schedule. If the requestor is TDY greater than 48 hours, a TDY Reception Plan Checklist must be completed.

**A4.5. The requestor must:.** Provide a ground crew member to block the aircraft in or out of chocks and serve as a fire guard for engine start. Who will accomplish this task?

**A4.6. If fuel is required:** The aircrew or crew member will have to conduct the refueling. Who will accomplish this task?

**A4.7. Notify the requestor:** Upon initial arrival, the aircraft CC or representative must receive an arrival briefing from base ops personnel prior to operating after hours. Who will receive this brief, time, and date?

**A4.8. Notify the aircraft CC or representative:.** They must make a departure and arrival call to 377 ABW/CP on UHF 349.4 with arrival and departure information.

**A4.9. AMOPS personnel send:.** Completed checklist and TDY Reception Plan to the 377 MXS/CC, Operations Officer, and AFM for a go or no-go decision.

**A4.10. If approved, accomplish the following tasks:**

**A4.11. Include an e-copy of the TDY Reception Plan and:.** This checklist to the following agencies: TAS, Security Forces Squadron, Logistics Readiness Squadron, and 377 ABW/CP.

**A4.12. Notify the requestor of the go or no-go decision.****A4.13. AMOPS must brief aircraft CC or representative the following items:**

**A4.14. KAFB is a shared-use facility with:.** The ABQ Sunport, a 24/7 airport. ABQ Sunport has operational responsibility for the FAA controlled runways, taxiways and movement areas. KAFB provides fire, crash, medical, and security support. Sunport provides ATC and the 25th Operational Weather Squadron (25 OWS) at Davis-Monthan AFB, AZ, provides after-hours weather support.

**A4.15. AMOPS on-call personnel are:.** Available after hours and are contacted via Kirtland 377 ABW/CP @846-3777, if required.

**A4.16. 58 SOW Flight Safety Officers:** Who are on-call after hours, will respond in case of a mishap. In addition, 377 ABW/SE personnel are on call 24/7 and will provide support to 58 SOW and/or assume lead for ground mishaps involving transient aircraft. Contact 377 ABW/CP, if required.

**A4.17. Flightline access is secured by:.** Perimeter gates and fences. Security Forces personnel provide roving patrols and respond to security incidents. AMOPS personnel can provide the combinations to the electronic gate entrances.

**A4.18. Aircrews must call ground control prior to start-up.** Aircraft movement is controlled by FAA ground controllers. The risk of a ground mishap is considered minimal; the military ramp is lit and well-marked.

**A4.19. The KAFB Fire Department provides:.** 24/7 coverage with the FAA ATCT activating the primary crash net and 377 ABW/CP activating the secondary crash net when AM is closed. Aircrews can notify the ATCT in case of an emergency.

**A4.20. AM conducts inspections during normal duty hours.** ABQ Sunport conducts daily runway checks and has operational personnel available 24/7.

**A4.21. The 25 OWS provides:.** After-hour weather support to KAFB. They can be contacted at DSN 228-6598/6599/6588, COMM (520) 228-6598/6599/6588, FAX DSN 228-7361.

**A4.22. Flight planning can be accomplished by:.** Contacting Flight Service Station at 1-800-992- 7433 or 525-9963.

**A4.23. Flightline driving briefing will be conducted by AM personnel.**

**A4.24. TAS normal duty hours are:.** Aligned with airfield hours of operation M - F 0700 - 2200L, closed on Saturday, Sunday, federal holidays and KAFB down days.

**A4.25. AGE:** During normal duty hours, contact TAS at 505-846-0264. After normal duty hours, contact the 58 SOW/WOC @ 505-846-0160/0143 or 377 ABW/CP @ 505-846-3777.

**A4.26. Aircraft Deicing:** Normal duty hours contact TAS at 505-846-0264. After duty hours contact 377 ABW/CP at 505-846-3777. **NOTE:** TAS contractor has a 90-minute response time; take this factor into consideration when flight planning.