

Army Regulation 95–2

Aviation

**Air Traffic Control,
Airfield/Heliport,
and Airspace
Operations**

**Headquarters
Department of the Army
Washington, DC
31 March 2016**

UNCLASSIFIED

SUMMARY of CHANGE

AR 95-2

Air Traffic Control, Airfield/Heliport, and Airspace Operations

This major revision, dated 31 March 2016--

- o Changes the title from Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control, Navigational Aids to Air Traffic Control, Airfield/Heliport, and Airspace Operations (cover).
- o Updates Secretary of the Army responsibilities (para 1-8).
- o Clarifies policy for air traffic control facility types (para 2-3).
- o Updates radio frequency allocation requirements (para 2-12).
- o Clarifies policy for unmanned aircraft system airspace integration into the National Airspace System (implements Army Directive 2012-02) (para 7-6).
- o Revises policy for air traffic control equipment maintenance (chap 8).
- o Clarifies policy for quality assurance evaluation programs (para 10-7).
- o Revises frequency requirements for assistance and compliance evaluations (para 10-7e).
- o Updates procedures for establishing, maintaining, and validating flight information publication accounts (paras 13-10 through 13-16).
- o Adds post construction airfield/heliport certification and safety verification example checklist (app E).
- o Revises policy for air traffic control operations (throughout).

Effective 30 April 2016

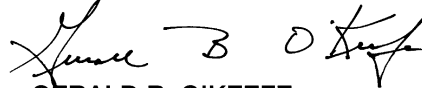
Aviation

Air Traffic Control, Airfield/Heliport, and Airspace Operations

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation provides administrative and operational policy and procedures for all Army organizations providing air traffic control, airfield/heliport, and airspace operations worldwide.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to all personnel who perform duties in Army air

traffic control facilities and support facilities.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activities' senior legal officer. All waiver requests will be endorsed by the unit commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix H).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of the Deputy Chief of Staff, G–3/5/7 (DAMO–AV–A), 400 Army Pentagon, Washington, DC 20310–0400.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army (DAMO–AV–A), 400 Army Pentagon, Washington, DC 20310–0400.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation prescribes Army policy, responsibilities, procedures, and rules for air traffic services (ATS), Army airfields/heliports (AAFs/AHPs), and airspace operations. Navigational aids (NAVAIDs), flight activities, nonmilitary aircraft operations, and other related functions are also covered within the applicable portions of this regulation.

1-2. References

See appendix A.

1-3. Explanation of abbreviation and terms

See glossary.

1-4. Responsibilities

See section II of this chapter.

1-5. Waivers and delegation of authority

a. Authority to grant waivers is stated in specific paragraphs of this regulation. This authority may not be delegated. When waiver authority is not specified, send request for waivers to Deputy Chief of Staff, G-3/5/7 (DCS, G-3/5/7) (DAMO-AV-A) (Commander, U.S. Army Aeronautical Services Agency (USAASA)) for approval or further action. Send requests for waivers of Federal Aviation Administration (FAA) publications through channels to the Commander, USAASA.

b. Delegation of authority is as specified in this regulation.

1-6. Application in combat operations

Army service component command (ASCC) commanders responsible for air traffic control (ATC) operations may deviate (after appropriate risk assessment) from this regulation in a theater of operations when combat operations and the tactical situation make it impractical to comply. When a Joint Task Force is established in combat operations and tactical situations, the Army component commander is the authority for deviations from the regulations. Notify Commander, USAASA of deviations within 30 days of implementation. Requirements in paragraph 5-1c may not be waived.

1-7. Federal Aviation Administration and host nation coordination

U.S. Army personnel will observe the following rules concerning visits and statements:

a. U.S. Army personnel, military or civilian, will not make an official statement or commitment or render any official Army opinion regarding airspace, ATC, AAF/AHP, or other aeronautical matters covered by this regulation unless approved by the DCS, G-3/5/7 or the Commander, USAASA. Routine coordination between operating elements of the U.S. Army and FAA should include the appropriate Department of the Army Representative (DAR) office. All formal correspondence must be copy furnished to the DAR for record.

b. Unit commanders will cooperate with and assist FAA and host country representatives and review teams visiting their installations on official business. The DAR will be invited to take part in these visits.

c. Army personnel—

(1) Coordinate all official visits to FAA national headquarters (HQ) with the Commander, USAASA.

(2) Coordinate all official visits to FAA regional offices with the appropriate DAR office (see table 1-1).

(3) Coordinate all official visits to host country airspace management offices with the DAR, the Eighth U.S. Army (EUSA) ATC Coordinator's Office, or the Commander, U.S. Army Aeronautical Services Detachment, Europe (USAASD-E), as appropriate.

Section II Responsibilities

1-8. Secretary of the Army

The Secretary of the Army or an authorized representative, unless otherwise stated in this regulation, has final authority for decisions concerning U.S. Army airspace, AAF/AHP, and ATC.

1–9. Assistant Secretary of the Army (Acquisition, Logistics and Technology)

a. The ASA (ALT) has delegated responsibility for central management of assigned Army ATC equipment development programs and life-cycle management to the Product Manager, Air Traffic Control (PM–ATC) Systems under the Program Executive Office, Aviation. The PM–ATC will—

b. Direct, coordinate, and control the planning, programming, and budgeting of ATC equipment programs and related fiscal activities and ensure effective execution of approved programs in accordance with validated Army requirements.

c. Provide management direction and control over those ATC program activities assigned or delegated to other equipment development organizations.

d. Maintain continued coordination, direct communication, and interface with the United States Army Aviation Center of Excellence (USAACE) Capability Development and Integration Directorate, Air Traffic Services Command (ATSCOM), higher HQ, the other services, industry, and the respective staff elements to keep abreast of user requirements and potential technical solutions.

e. Provide new equipment training for any new equipment fielded.

f. Assist installation/garrison commanders, ASCCs, Army commands (ACOMs), direct reporting units (DRUs), Army National Guard (ARNG), and ATSCOM in maintaining the readiness of ATC systems.

g. Coordinate and support security assistance activities for ATC systems.

h. Ensure that financial and manpower requirements to accomplish PM–ATC projects are developed and submitted for all program years and that resource requirement requests are compatible at all times with the life-cycle of ATC systems.

i. Coordinate decisions that impact on program costs through the Program Executive Officer, Aviation and appropriate staff agencies that may be impacted.

j. Develop material solutions to Headquarters, Department of the Army (HQDA)-validated ATC mission requirements.

k. Coordinate with the CG, U.S Army Materiel Command (AMC) for sustainment support of ATC equipment.

l. Provide technical assistance for engineering, installation, acceptance testing and quality assurance for ATC equipment.

m. Ensure appropriate configuration management for all programs of record Army ATC and NAVAID systems.

n. Ensure new equipment fielded contains standard line item numbers.

1–10. Assistant Secretary of the Army (Installations, Energy and Environment)

The ASA (IE&E) will—

a. Maintain general Secretariat oversight of AAF/AHP utilization, including the formulation, execution, and review of related policies, plans and programs, establishment of objectives, and the appraisal of performance.

b. Be the final authority over an installation's concept plan request for formal joint use of an installation's airfield.

c. Direct the U.S. Army Corps of Engineers (USACE) to enter joint use negotiations or real property negotiations after approving the installation's joint use or real property concept plan(s).

d. Retain final approval authority over the negotiated joint use agreement, lease, or license.

e. May retain final approval authority over the negotiated agreement, lease, or license.

1–11. Assistant Secretary of the Army (Manpower and Reserve Affairs)

Per AR 690–950, the ASA (M&RA) sets the strategic direction for life-cycle career management of Army aviation civilian employees through the Assistant G–1 for civilian personnel who will—

a. Conduct analytical assessments of enterprise-wide trends for strategic human capital planning to include workforce demographics, projected accession and retention requirements, and other workforce issue areas that need to be addressed to maintain readiness and balance.

b. Identify and validate the training and development requirements for life-cycle career management of Army civilian aviation employees in coordination with the Career Program 64 (CP 64) functional chief, functional chief representative, and the CP 64 aviation pronopency office.

1–12. Deputy Chief of Staff, G–2

The DCS, G–2 will—

a. Exercise overall Army Staff (ARSTAF) responsibility for Army interaction with foreign representatives.

b. Oversee foreign representative access to AAF/AHPs.

c. Develop Army weather policy and coordinate aviation weather policy and airfield and heliport weather related issues with USAASA.

d. Be the approval authority for access to all Army installations or facilities by foreign personnel, less those in the following categories for which approval authority has been delegated to other ARSTAF principals, ACOM, ASCC, DRU, or ARNG commanders, or local unit commanders:

(1) Those traveling on approved invitational travel orders prepared under provisions of AR 12–15/SECNAVINST 4950.4B/AFI 16–105.

(2) Those in a transient status (such as crew rest, remain overnight, loading of official cargo, or procurement of aircraft services).

(3) Those engaged in fulfilling an approved Army contract involving unclassified information.

(4) Those representing foreign media, when traveling under the auspices of AR 360–1.

(5) Those involved in an approved unit exchange.

(6) Those whose access is exclusively for social or other activities open to the general public.

e. On request, provide guidance concerning the propriety of installation or facility access by nationals of countries whose aims are not in accord with those of the United States.

f. On request and in coordination with the DCS, G–3/5/7 provides HQDA guidance concerning operational security implications inherent in installation or facility access by foreign personnel.

1–13. Deputy Chief of Staff, G–3/5/7

The DCS, G–3/5/7 will—

a. Provide ARSTAF oversight to U.S. Army ATC, AAF/AHPs, and airspace operations.

b. In accordance with DODD 5030.19, serves as the U.S. Army principal member of the Department of Defense (DOD) Policy Board on Federal Aviation.

1–14. Chief Information Officer/G–6

The CIO/G–6 is the ARSTAF proponent for spectrum management, including registration and coordination of ATC frequencies and accrediting ATC systems on installation infrastructure network. The CIO/G–6 represents the U.S. Army in the Aeronautical Assignment Group and the Military Assignment Group which are part of the structure of the Interdepartmental Radio Advisory Committee.

1–15. Assistant Chief of Staff for Installation Management

The ACSIM will have ARSTAF responsibility for development, integration, and interpretation of standards, policies, and doctrine for planning, execution, and administration of installation operations.

1–16. Chief of Engineers

The COE is the ARSTAF principal responsible for formulation, implementation, management, and evaluation of engineering, construction, topographic, real property, real estate, and technical support for HQDA on force structure development, materiel life-cycle, research, Army doctrine, space, and strategy applications. This includes ARSTAF responsibility for policies and procedures for acquisition, management of title, granting use, and disposal of real property, and the execution of military construction, Army (MCA).

1–17. Commanding General, U.S. Army Corps of Engineers

The CG, USACE will—

a. Be the designated specified proponent for AAF/AHPs with respect to design and construction and provides technical support and services to AAF/AHPs and heliports in planning construction, maintenance and repair, environmental support, real estate, research and development, and technology transfer. Responsible for the development, publication, and implementation of Joint and Army standards, designs, and criteria to support construction.

b. Following ASA (IE&E) approval of the installation concept plan for an extended-term, joint use agreement with a nonmilitary Government entity (or other appropriate sponsor), the Commander, USACE will negotiate and issue an appropriate outgrant in accordance with AR 405–80 for the use of land, buildings, and other facilities at AAF/AHPs. USACE will request technical assistance from the Commander, USAASA during the joint use and outgrant negotiations drafting process to ensure Army requirements are protected and appropriate FAA policies and procedures are considered. Within the appropriate documentation for joint use, the Commander, USACE will—

(1) Provide the Army and the FAA the authority to inspect civilian operations at joint use AAF/AHPs to ensure compliance with applicable Federal laws and Army regulations.

(2) Stipulate in the out grant that, in addition to requirements specified in AR 405–80, joint use may be suspended or cancelled for noncompliance with applicable Federal laws or Army regulations.

1–18. Army commands, Army service component commands, direct reporting units, and Army National Guard

a. The commanders of ACOMs, ASCCs, DRUs, and ARNG will—

b. Implement Army policy for airspace, AAF/AHPs, and ATC.

c. Review funding profiles and conduct cyclical budget reviews to ensure safety and continuity of operations.

d. Develop requirements for installation AAF/AHPs, ATC equipment, and NAVAIDs under their jurisdiction.

- e.* Develop and implement airfield programs to include, but not limited to, quality assurance, standard levels of service, common levels of support, airfield safety, and standardization.
- f.* Review airspace requirements.
- g.* Provide oversight for all activities pertaining to the U.S. or host government airspace managed by a subordinate organization.
- h.* Assist USAASA on airspace, aeronautical information, and U.S. Army issues requiring coordination with the FAA and other agencies.
- i.* Provide oversight for designated and assigned airspace to ensure that it is efficiently used in accordance with Army policy.
- j.* Request assistance from the Commander, USAASA on matters requiring agreements with the FAA and other agencies.
- k.* Approve or disapprove airfield user requests as authorized (see table 9–1). ACOM, ASCC, DRU, and ARNG commanders will also assign identification numbers to approved requests (see para 9–12).
- l.* Recommend approval or disapproval of requests for use of AAF/AHPs when approval authority is maintained at a higher approving level.
- m.* Review all airfield and heliport military construction, sustainment, renovation, and modernization projects to ensure all required surveys (engineering and ATC facility requests) have been completed prior to submission to HQDA for prioritization and resourcing.
- n.* Designate an Air Traffic and Airspace (AT&A) officer (commissioned officer, warrant officer, or Department of the Army Civilian (DAC) to represent them on matters pertaining to the airspace system. Provide a copy of the appointing memorandum to the Commander, U.S. Army Aeronautical Services Agency (Air Traffic and Airspace Manager), (DAMO–AV–A), 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582. See paragraph 11–1 for AT&A officer background and training requirements.
- o.* Submit prioritized request for DOD and FAA Academy training requirements to Commander, Air Traffic Services Command, (AFATC–CS–OP), Fort Rucker, AL 36362–5265, no later than 31 December each year.

1–19. Commanding General, U.S. Army Materiel Command

The CG, AMC has delegated the responsibility to the U.S. Army Information Systems Engineering Command under the U.S. Army Communications-Electronics Command for maintaining plant-in-place drawings of record for facilities and returning revised copies to the appropriate unit commander. Unit commanders with operations and maintenance responsibility will submit approved configuration changes for update of plant-in-place drawings as revisions occur.

1–20. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will—

- a.* Develop and recommend concepts and strategies for ATC, AAF/AHP, and contingency airspace operations force integration.
- b.* Oversee the development of applicable doctrine, organization, training, materiel, leadership and education, personnel, and facilities that support AAF/AHPs, airfield management, flight activities, ATC, and NAVAIDs.

1–21. Commanding General/Chief, Aviation Branch, U.S. Army Aviation Center of Excellence

The CG/Chief, Aviation Branch/CG, USAACE will—

- a.* Serve as the force modernization proponent for aviation in accordance with AR 5–22.
- b.* Develop requirements and serve as user representative for Army ATC equipment and NAVAIDs.
- c.* Recommend AAF/AHP and ATC policy.
- d.* Train Army AAF/AHP managers and commanders and Army military air traffic controllers.
- e.* Provide systematic training and development of Army aviation career civilians through Army Civilian Training, Education, and Development System Plan Career Program 64 (Aviation). Collaborate with USAASA and commands on CP 64 education, training, development, and personnel initiatives and actions.
- f.* Administer the Safe Aviation via Exceptional Service (SAVES) program (see para 3–8).
- g.* In coordination with USAASA, develop applicable doctrine, organization, training, materiel, leadership and education, personnel, and facilities for AAF/AHPs and ATC.
- h.* Administer the ATC Specialist (ATCS) Certificate Program.
- i.* Ensure that maintenance technician and controller certification and rating procedures, except control tower operator (CTO), are developed and implemented to supplement ATC training standards in chapter 5.
- j.* Establish an ATC Evaluation and Standards Program.

1–22. Commander, U.S. Army Aeronautical Services Agency

The Commander, USAASA will—

- a.* Be the DCS, G–3/5/7 responsible official for U.S. Army regulatory policy concerning ATC, AAF/AHP, and

airspace operations. Represents HQDA to other DOD, Federal, State, local, national, and international agencies or individuals in these areas.

- b.* Serve as the force modernization proponent for AAF/AHP specialty function in accordance with AR 5–22.
- c.* Be the DCS, G–3/5/7 principal staff officer on matters pertaining to national and international airspace issues of interest to the Army.
- d.* Be responsible for developing and maintaining instrument flight procedures in coordination with other DOD, Federal, State, local, national, and international agencies or individuals.
- e.* Be the ASA (IE&E) responsible official for civilian, joint and shared aircraft use of AAF/AHPs.
- f.* Be the DCS, G–3/5/7 responsible official for developing aviation weather policy in coordination with DCS, G–2.
- g.* Ensure the development, coordination, and implementation of plans, policies, and procedures pertaining to use of U.S. Army AAF/AHPs by other than DOD aircraft.
- h.* Provide HQDA interface with FAA and other Government agencies at the international, national, and regional level.
- i.* Provide HQDA membership on DOD, FAA, Government, national, and international boards, committees, groups, and panels.
- j.* Provide HQDA representatives for formal or informal public hearings or meetings. Meetings may be held at the local, regional, or national level.
- k.* Appoint a HQDA AT&A manager to serve as the U.S. Army ATC and airspace technical authority.
- l.* Maintain DAR offices at various FAA regional HQ. These offices will serve as an extension of HQ USAASA at the FAA regional level.
- m.* Maintain the USAASD–E and provide guidance and assistance to the ATC Coordinator’s Office, EUSA, Korea, as necessary.
- n.* Act as the U.S. Army working group member to the DOD Policy Board on Federal Aviation and provide other representation, as required.
- o.* Administer the Army instrument procedure development and flight inspection program under National Agreement (NAT) 127.
- p.* Serve as the management decision package manager for AAF/AHPs.
- q.* For the DCS, G–3/5/7, approve all supplemental policy to this regulation.
- r.* Promulgate AAF/AHP quality assurance checklist.
- s.* Formulates a consolidated position on Army operational airfield/airspace criteria and makes the final determination on all waiver requests.

1–23. Commander, Air Traffic Services Command

The Commander, ATSCOM will—

- a.* Provide subject matter expertise for ATC requirements planning and development, and standardization and evaluation of ATC systems and services.
- b.* Provide quality assurance and ATC evaluations for Army ATC facilities and visual flight rules (VFR) landing aids to evaluate and assess compliance with established standards and procedures associated with the operation of Army ATC facilities.
- c.* Advise and assist ACOM, ASCC, DRU, and ARNG commanders (see para 1–17) on the Army certification, rating, and training programs for controllers and ATC equipment maintenance technicians.
- d.* For the CG, USAACE, administer the ATCS Certificate Program, including appointment of ATCS examiners.
- e.* Assist the CG, USAACE in administering the SAVES and other ATC award programs.
- f.* For the CG, USAACE, develop ATC facility training standards, and administer the Army ATC and ATC equipment maintenance technician certification and rating programs.
- g.* Provide quality assurance and technical assistance for restoral and pre-commissioning of NAVAIDs.
- h.* Conduct Army installation ATC facility and NAVAID requirement surveys in support of facility requests outlined in paragraph 2–10, and recommend approval or disapproval of associated facility requests to the HQDA Facility Validation Board.
- i.* Coordinate Army personnel attendance for resident, periodic offsite, and exportable DOD and FAA Academy training requirements.
- j.* For the CG, USAACE, develop requirements for installation ATC equipment and NAVAIDs.
- k.* Administer and maintain DA Form 3479–6 (ATC Facility and Personnel Status Report), including development, automation, and retention.
- l.* Oversee responsibilities related to establishing, maintaining environmental integrity, altering, terminating, or relocating ATC and NAVAID facilities that support the AAF/AHP mission.
- m.* Initiate requirement documents to reflect top-driven ATC projects such the U.S. Army Aviation Modernization Plan and FAA Capital Investment Plan.

- n.* Assist commanders of ACOMs, ASCCs, DRUs, and ARNG in the accomplishment of their ATC missions.
- o.* Coordinate with PM-ATC as necessary.
- p.* Provide ATC requirement specialists to provide technical assistance in the preparation, data collection, and submission of requests for ATC and NAVAID facilities. These personnel will analyze requirements and provide endorsement on all requests. The requirements specialists will also identify preliminary site preparation requirements to the installation Director of Public Works (DPW) for cost estimates and subsequent accomplishment.
- q.* Provide assistance in preparing for FAA certification and flight inspection of ATC and NAVAID facilities. This includes assisting in correcting equipment problems.
- r.* Provide technical assistance and guidance for quality assurance operation and maintenance of ATC and NAVAID facilities and also coordinate with the U.S. Army Installation Management Command (IMCOM) for issues regarding the DPW. DPW is responsible for the maintenance of AAF/AHP lighting systems and real property associated with ATC and NAVAID facilities. For ARNG managed AAF/AHP, coordination will be made with the construction and facilities management officer.
- s.* Provide technical assistance and guidance in requirements development, engineering, installation, acceptance testing, quality assurance, and maintenance of advisory facilities such as pilot-to-dispatcher, pilot-to-forecaster, and AAF/AHP base operations communications.
- t.* Provide for system safety standards and safety acceptance tests for new, rebuilt, and repaired ATC and NAVAID facilities and equipment.

1-24. Installation/garrison commanders

- a.* Installation/garrison commanders will—
 - (1) Coordinate with mission, senior, and tenant commanders to determine required AAF/AHP services and hours of operations.
 - (2) Approve or disapprove applicable civil aircraft landing permits (CALP) requests for airfields, heliports, and other landing areas on the installation in accordance with table 9-1. The approving authority will assign identification numbers per paragraph 9-12 when requests are approved.
 - (3) Forward all requests that require higher-level approval through channels to the appropriate approving authority with recommendation.
 - (4) Continually review all user operations to ensure compatibility with DOD, HQDA, and the installation missions.
 - (5) Delegate their approval authority to the airfield commander/manager or other appropriate Government official when desired.
 - (6) Coordinate for and ensure Airfield Obstruction (AO) surveys are conducted every 5 years. These surveys are required to maintain instrument flight rules (IFR) certification for IFR flight operations.
 - (7) Support the planning, programming, and siting of real property facilities for installation of ATC and NAVAID systems per AR 37-49, AR 200-1, AR 210-20, AR 405-10, AR 415-28, AR 420-1, and applicable Unified Facilities Criteria (UFC) and Engineering Technical Letters (ETL).
 - (8) Ensure that new and existing ATC and NAVAID facilities, on and off the installation, are included in the installation's physical security plan in accordance with AR 190-13.
 - (9) Review and validate all frequency assignments that support an AAF/AHP. Validation will verify frequency assignment, equipment parametric, responsible Army or tenant unit, and the frequency currently being used. Coordinate with mission, senior, and tenant commanders to determine mission priorities whenever mission overlaps occur between units operating in the same area. Examples of mission overlaps include, but are not limited to: time, location, distance, terrain, and spectrum availability considerations.
 - (10) Review airspace requirements.
 - (11) Designate an AT&A officer and provide a copy of the appointing memorandum through channels to the Commander, U.S. Army Aeronautical Services Agency, (Air Traffic and Airspace Manager) 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582. Review designations annually (see chap 11, sec I for AT&A officer roles, responsibilities, and training requirements.)
 - (12) Appoint an airfield commander or airfield manager for AAF/AHPs under their control.
 - (13) Determine procurement and maintenance of weather sensing equipment in accordance with AR 5-25 and AR 115-10.
 - (14) Ensure Army installation ATC facilities (includes Army contract facilities) are available to train Army air traffic controllers assigned to tactical units.
- b.* Installation/garrison commanders may designate temporary landing and departure areas anywhere on an installation provided the area is capable of safely accommodating the type of activity anticipated. All flight and ground safety issues will be resolved before aircraft operations commence. Examples of potential installation landing and departure areas may include, but are not limited to: old or closed runways, roads, football fields, parade grounds, or parking lots. Safety at these temporary landing and departure areas cannot be overstated. Use of temporary landing and departure areas on Army installations will be for short duration activities such as field training exercises, static aircraft displays,

and civilian fly-ins and because of aviation necessity.

Note. Throughout this document, the use of installation/garrison commander does not imply that either one is responsible for the listed requirements. At IMCOM managed installations, the garrison commander will be the responsible official. At non-IMCOM managed installations, the installation commander will be the responsible official. If policy requires otherwise, either the installation or garrison commander will be listed exclusively.

1–25. State Adjutant Generals

The State AGs will—

- a. Review airspace requirements.
- b. Designate an AT&A officer to represent state aviation offices on matters pertaining to the airspace system; provide a copy of the appointing memorandum to the Commander, U.S. Army Aeronautical Services Agency, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582 and review designations annually. (See para 11–1 for AT&A officer background and training requirements.)
- c. Establish and approve AAF/AHP mission requirements.
- d. Approve AAF/AHP master plans.

1–26. Additional responsibilities

There are additional responsibilities in chapters 10, 11, 12, and 13.

Table 1–1
Contact information and areas of responsibility

Address: Commander, U.S. Army Aeronautical Services Agency, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582

Tel: (703) 806–4866, Defense Switched Network (DSN) 656–4866.

Area of responsibility: Worldwide

Address: Department of the Army Representative, Federal Aviation Administration Eastern Service Area, (AJR–02), 1701 Columbia Ave, College Park, GA 30337–0631

Tel: (404) 305–6916/19, DSN 797–5481.

Area of responsibility: FAA Eastern (AEA) and New England (ANE) Regions, Southern (ASO) Region, and Central and South America (AL, CT, DE, DC, FL, GA, KY, MA, ME, MS, MD, NC, NH, NJ, NY, PA, SC, RI, TN, VA, VT, WV, Panama, Puerto Rico and Virgin Islands)

Address: Department of the Army Representative, Federal Aviation Administration Central Service Area, (ASW–920) Room 161, 2601 Meacham Blvd, Fort Worth, TX 76137–0902

Tel: (817) 222–5920/21/24, DSN 477–2920/21/24

Area of responsibility: FAA Central (ACE) and Great Lakes (AGL) Regions, Southwest (ASW) Region (AR, IA, IL, IN, KS, LA, MI, MN, MO, NE, NM, OH, OK, ND, SD, TX, WI)

Address: Department of the Army Representative, Federal Aviation Administration Western Service Area, (ANM–902), 1601 Lind Avenue SW, Renton, WA 98055–4056

Tel: (425) 227–2952/53/55, DSN 357–6129; Alaska (907) 271–5366

Area of responsibility: FAA Northwest Mountain (ANM) and Alaska Regions Western–Pacific Region (AWP), and the Marshall Islands (AZ, AK, CA, CO, HI, ID, MT, NV, OR, UT, WA, WY, Kwajalein Atoll, Japan and Korea)

Address: Commander, U.S. Army Aeronautical Services Detachment, Europe, Unit #29243 APO AE 09136

Tel: 49–6302–67–8005/8002, Sembach Military DSN (314) 496–8005/8002

Area of responsibility: Europe, Africa, the Middle East and South Western Asia

Address: Commander, Eighth U.S. Army, (EAGC–EA–ATC), Unit #15236, APO AP 96205–0009

Tel: DSN (315) 723–6115/4831/4249, commercial 822–7913–6115/4831/4249, fax DSN (315) 723–5666/7352

Area of responsibility: Republic of Korea

Notes:

¹ HQ USAASA delegates responsibilities to EUSA by letter of agreement (LOA).

Chapter 2 Air Traffic Control Facilities and Services

Section I U.S. Army Air Traffic Control

2-1. Mission

The mission of Army ATC is to provide for the safe, orderly, and expeditious movement of air traffic. This includes aircraft movements on the airport surface and within airspace where control jurisdiction has been delegated.

2-2. Air traffic control authority

The qualified air traffic controller at the control position has final authority for applying separation criteria to control air traffic. Advice or instructions by other than ATC personnel may be issued through the air traffic controller, but controller authority for approval or denial of procedures as they pertain to separation of air traffic will not be interfered with or abridged except by qualified ATC supervisory personnel. Army air traffic controllers will perform their duties in accordance with requirements contained in FAAO JO 7110.65.

2-3. Air traffic control facilities

Army ATC facilities will operate in accordance with this regulation, non-conflicting policy promulgated in TC 3-04.81, and appropriate FAA orders and directives. Army ATC facilities are classified as terminal or enroute facilities. Army ATC facilities are designated as Army radar approach control (ARAC), ATC towers, ground controlled approach (GCA) facilities, and flight following facilities. ATS include services that involve issuing an ATC instruction that directs an aircraft or ground vehicle to take a certain action. A description of each of these facilities and services typically provided by each is provided below:

a. Army radar approach control. Provides air traffic approach, arrival control, and departure control services in accordance with established Army and FAA guidance. ARAC facilities may offer approach control service in support of multiple airfields and originate IFR and special VFR clearances.

b. Air traffic control tower. Provides safe, orderly, and expeditious airport traffic control services within airspace serving an airport, and manages ground movement of aircraft and vehicles on the airfield in accordance with established Army, FAA, and host nation guidance.

c. Ground controlled approach. Provides final approach control services and permits aircraft to be recovered when ceiling and/or visibility are less than the prescribed minimums for non-precision instrument approaches. Services may include precision approach radar (PAR) approaches, airport surveillance radar (ASR) approaches, flight following, and final approach course monitoring. The facility may also offer arrival services if they have been given airspace for that purpose via LOA with the controlling agency. Departure control services are not normally provided unless coordinated through LOA. A GCA will not originate IFR clearances unless otherwise coordinated through LOA with the parent IFR facility.

d. Flight following facility. Flight following facilities are inclusive of all tactical airspace information centers that provide terminal area ATS in a contingency environment and those airspace information centers, radios, and flight operations centers validated to support fixed-base ATS missions. Provides terminal area control services. Controllers provide flight following services normally augmenting procedural controls the installation has established for the local flying area for participating aircraft. Flight following facility services include, but are not limited to: relaying clearances, weather information, airport information, position location as reported by the aircraft, and traffic advisories of reported traffic. When augmented with pre-existing, certified, and FAA flight-inspected sensory systems such as radar, controllers may provide traffic advisories and updates on observed traffic as well. A flight following facility operating in controlled airspace must have been granted the authority by the controlling agency who has ATC jurisdiction to issue clearances and instructions and provide separation of the aircraft.

Note. The Army does not perform FAA flight service station functions. Personnel performing airfield flight management, dispatch, or base operations functions do not meet ATC qualification requirements in accordance with FAA/Code of Federal Regulations (CFR) and will not be classified as or assigned to a general schedule (GS)-2152 series. Use the appropriate Office of Personnel Management (OPM) classification, that is, GS-2150, and so forth, for those personnel.

Section II Establishing, retaining, and decommissioning air traffic control facilities and navigational aids

2-4. Policy

a. This section prescribes policy, procedures, requirements, and criteria to establish, alter, terminate, remove or relocate ATC and NAVAIDS services and facilities at AAF/AHP and U.S. Army flight activities (AFAs) that are tenants at other than Army-owned and operated airfields. Requirements are established using the following criteria:

- (1) Air traffic count for the peacetime mission.
- (2) Mobilization and contingency needs for the installation concerned.

- (3) Special mission requirements.
- (4) Predominant climatology.

b. A change in aviation requirements by the ACOM, ASCC, DRU, or ARNG (see para 1–17), that requires establishing, altering, terminating, removing, or relocating ATC and NAVAID facilities will be coordinated with the Commander, ATSCOM during the initial planning stages.

c. All Army-owned and operated NAVAIDs must be monitored using appropriate equipment in accordance with paragraph 6–11 and TC 3–04.81. A Notice to Airmen (NOTAM) must be issued when NAVAIDs are temporarily not monitored or when the monitoring equipment is inoperative.

d. Contact the DAR to determine if nonrulemaking action is required.

e. HQDA approval is required for all ATC facilities through the facility validation process in paragraph 2–10.

2–5. Facilities development

a. Requirements overview—

(1) Facility requests are typically initiated for an ATC facility requiring equipment or service in support of an ATC mission. An ACOM, ASCC, DRU, or ARNG may also submit a facility request if a requirement exists. Submit facility requests in accordance with paragraph 2–10.

(2) A validated requirement is necessary to justify replacing a non-Army procured system and for initial Army NAVAID procurement.

(3) If equipment is offered to an Army facility, regardless of outside source (another Service, Government agency, or civilian community, and so forth), a validated requirement is needed to justify the sustainment bill that would ensue from receiving the equipment/NAVAID.

(4) All requests for changes in ATC/NAVAID software, adding or removing equipment, and changes in physical location of equipment must be coordinated via the facility request process outlined in paragraph 2–10.

(5) All validated ATC facilities will be reviewed by the responsible ACOM, ASCC, DRU, or ARNG on a 5-year cyclic basis to ensure a valid ATS need still exists.

(6) Facility requests to reduce or terminate ATC or NAVAID facilities will be reviewed by the installation/garrison commander and submitted to the ACOM, ASCC, DRU, or ARNG responsible for providing ATS for approval. The ACOM, ASCC, DRU, or ARNG will forward copies of approved requests to Commander, USAASA and Commander, ATSCOM. Contact the DAR to determine if nonrulemaking action is required.

b. Installation/garrison commanders planning or implementing facilities—

(1) Ensure coordination with the installation/garrison AT&A officer.

(2) Conduct an environmental assessment in accordance with this regulation and AR 200–1 for the proposed ATC and/or NAVAID facility.

(3) Prepare radio frequency assignment requests for ATC and NAVAID facilities in accordance with AR 5–12.

(4) Ensure that present and future ATC and NAVAID facilities are included in the installation master plan in accordance with AR 210–20.

(5) Ensure that construction, renovation, or modernization activities to execute facility projects will not interfere with AAF/AHP operations.

(6) Ensure that trees, shrubs, or manmade objects (such as power lines, fences, or towers) will not interfere with the operation of ATC and/or NAVAID facilities. The integrity of each ATC and/or NAVAID site will be maintained after installation to ensure that the above mentioned items do not affect the critical areas of the facility as described in the appropriate manuals.

(7) Prepare and submit a facilities request for each proposed ATC and/or NAVAID project.

(8) Plan and coordinate the commissioning of ATC and/or NAVAID facilities as follows:

(a) Perform the preflight preparations and actions specified in appropriate FAA publications prior to requesting a commissioning flight inspection.

(b) Commissioned facilities will be flight inspected and evaluated in accordance with appropriate FAA publications.

(c) Send requests for commissioning or other flight inspection services in accordance with FAA publications to the flight inspection central office/international flight inspection central office, after all preflight preparations are completed.

(d) Send advance information by correspondence (field notices) on the proposed commissioning to USAASA or, if applicable, USAASD–E.

(e) After completing the commissioning flight inspection and when all other related factors are found to be satisfactory, issue the commissioning NOTAM. After the NOTAM is issued, ensure the continued operation of the facility as commissioned. Promptly notify users of outages and changes in status, utilizing NOTAM procedures.

(f) Coordinate possible decommissioning of an ATC and/or NAVAID facility with ATSCOM and the DAR or, if applicable, USAASD–E. The Commander, ATSCOM will conduct a requirements survey to determine the effect of decommissioning.

(g) After establishing a decommissioning date that will allow for accomplishment of the items in the above paragraph, send advance notice (field notice) on the decommissioning in accordance with paragraph 13–8.

(h) Coordinate with local staff weather office on support and services in accordance with AR 115–10/AFJI 15–157 (IP).

2–6. Justifying or retaining air traffic control facilities

a. An ARAC with ASR, Automated Radar Terminal System, and ATC radar beacon system may be justified where the total air traffic activity count in an air traffic complex is 500 or more per day.

b. A nonradar approach control (normally not used because of the availability of modern equipment and adequate radar coverage in most areas) may be justified where the air traffic activity count is more than 200 but fewer than 500 per day; or where significant IFR air traffic delays can be documented as persistent and caused by the lack of an approach control facility.

c. A GCA may be justified if the IFR air traffic activity count is 3,000 or more operations annually and the additional factors in paragraph 2–7a(3) are met.

d. An ATC tower may be justified at an AAF/AHP by one of the following:

(1) Total air traffic activity count is 20,000 or higher per year or where a seasonal operation exists with an average of more than 120 movements per day. Additional considerations such as mission and climatology will be used in addition to traffic count to justify an ATC tower.

(2) A mix of aircraft of varying speeds and capabilities (for example, prop/jet powered fixed wing, vertical takeoff or landing aircraft, or helicopters) or to increase aviation safety.

(3) To meet mobilization, contingency, emergency, or special mission operational requirements.

(4) A requirement in support of scheduled aviation training.

e. Installation/garrison commanders must consider impact on ATC Soldier qualification and proficiency training before final determination.

2–7. Justifying or retaining navigational facilities and equipment

a. The requirement for a precision approach capability, other than radar, may be justified at an AAF/AHP when one or more of the following conditions are met:

(1) IFR air traffic count is 6,000 or more operations annually.

(2) Historical weather data supports the need for a precision instrument approach procedure (IAP).

(3) Additional factors such as topography and relative location to other precision approaches, such as U.S. Army aircraft accessibility, are considered.

b. Terminal very high frequency (VHF) omnidirectional range (VOR) and nondirectional beacon (NDB) equipment may be justified:

(1) If the total AAF/AHP air traffic activity count is 100 or more operations per day.

(2) To support terminal instrument procedures (TERPS).

(3) Distance measuring equipment (DME) as an addition to the VOR will be considered on the basis of the number of aircraft utilizing the terminal VOR that are DME equipped, or on a special operational requirement basis. Tactical air navigation (TACAN) may be authorized on the same basis.

(4) To support airway, air route, and holding requirements in the terminal or approach control area complex.

(5) When additional NAVAIDs are required, and NAVAIDs in the area cannot provide the required service.

2–8. Establishment of Army air traffic control service

a. Conditions under which a Military Service may establish ATC services are identified in Article 1, paragraph B, of the multi-Service agreement found in appendix F. Installation/garrison commanders must coordinate the intent to establish ATC service with the appropriate DAR if located in continental United States (CONUS) or USAASD–E if located in Europe, Africa, or the Middle East.

b. When the establishment of ATC services at an airfield requires a change in equipment listed in tables of distribution and allowances (TDA), a new TDA will be prepared.

c. The installation/garrison commander determines required hours of operations for ATC facilities. Changes to operating hours require validation by the ACOM, ASCC, DRU, or ARNG responsible for management of the facility.

d. When establishing frequency requirements at AAF/AHPs, per AR 5–12, the installation/garrison commander will forward the frequency proposal through technical channels to U.S. Army Spectrum Management Office, 6916 Cooper Avenue, Fort Meade, MD 20755–7901, which will obtain a national-level frequency decision.

e. When operating at outside the continental United States (OCONUS) locations or in a theater of operations, frequency proposals will be forwarded through appropriate military frequency manager to gain host nation approval.

2–9. Establishment of an Army approach control

a. Installation/garrison commanders will prepare requests in accordance with policy found in paragraphs 2–6, 2–10,

and Article 1, paragraph C, of the multi-Service agreement found in appendix F. Requests must be justified and include the proposed equipment and staffing responsibilities to be assumed by each agency. Proposed commitments under Article VI, paragraphs D and F of the multi-Service agreement found in appendix F will be specifically identified.

- b. When requests require a change in equipment listed in a TDA, an updated TDA will be prepared.
- c. Commander, USAASA will consult with other military services on commitments under the exception provisions in Article VI, paragraphs D and F of the multi-Service agreement in appendix F.
- d. Unit commanders requesting establishment of an approach control outside of the FAA area of jurisdiction will forward request utilizing the facility request process in paragraph 2-10.
- e. Commander, USAASA will inform the FAA of plans to deactivate U.S. Army approach control facilities.

2-10. Facilities requests

- a. Facilities requests are used for development and submission of installation ATC requirements.
- b. This guidance applies to all ACOMs, ASCCs, DRUs, and ARNG having ATC facilities under their command and/or control.
- c. Installation ATC programs are initiated using one of two methods:
 - (1) *Top driven requirements (Headquarters, Department of the Army or higher)*. These ATC installation requirements are validated by Commander, USAASA, documented by ATSCOM and managed by the appropriate program manager.
 - (2) *Other than top driven requirements*. For other than top driven requirements, comply with paragraphs 2-10d through f.
- d. Facility requests are required for:
 - (1) Establishment of installation ATC services defined in paragraph 2-3.
 - (2) Replacement, upgrade, modernization, reduction, or termination of existing ATC facilities or specialized ATC equipment.
 - (3) ATC NAVAIDs and landing systems.
 - (4) Configuration management requests or changes.
- e. Facilities requests will be submitted via official memorandum including the following:
 - (1) Installation name and type facility.
 - (2) Installation and ACOM, ASCC, DRU, or ARNG points of contact, including name, phone number, and email address.
 - (3) Equipment or capability requested.
 - (4) Justification.
 - (5) Operational impact if not provided.
 - (6) Weather data.
 - (7) Traffic count (for most recent 1 year period).
 - (8) Number and type of instrument approaches (if applicable).
 - (9) Number and type of assigned and transient aircraft.
 - (10) Additional pertinent information.
- f. The process for submitting a facilities request is as follows:
 - (1) Requestor submits facilities request to the ACOM, ASCC, DRU, or ARNG responsible for management of the ATS.
 - (2) The ACOM, ASCC, DRU, or ARNG will return disapproved requests to the requestor. All others will be forwarded to ATSCOM.
 - (3) ATSCOM will assess the request and conduct a requirements/site survey to identify equipment, installation sites, airspace needs, ground hazards, environmental impact (actual environmental assessment will be conducted by the requesting installation), cost effectiveness, and weather factors. Requirements surveys will only be conducted for requirements supporting approved ATC services listed in paragraph 2-3. The requirements survey will provide data that will enable ATSCOM to make a definitive recommendation and define the requester's needs by determining:
 - (a) Type(s) or combination of ATC and NAVAID facilities, which may best meet operational needs.
 - (b) Possible use of other military or civilian/host nation ATC or NAVAID facilities.
 - (c) Best location for the facility based on the approved installation master plan, cost, and/or specific parameters of the equipment.
 - (d) Airspace and obstruction evaluation requirements.
 - (e) Whether the FAA or foreign government approval is needed to establish an ATC or approach control service in accordance with FAA or host nation procedures.
 - (4) ATSCOM will send their recommendation back through the ACOM, ASCC, DRU, or ARNG to the original requestor.

(5) The responsible ACOM, ASCC, DRU, or ARNG will review the ATSCOM recommendation, and then if the facilities request is endorsed, forward to HQ, USAASA.

(6) Commander, USAASA—

(a) Staffs with the DCS, G-3/5/7 (DAMO-AV/FM/CIC) and the DCS, G-8 (DAPR-FDV).

(b) Staffs with other agencies/HQDA staff, as appropriate.

(c) Conducts a Facilities Validation Board and validates, invalidates, or nonconcur with the request.

(d) Notifies the appropriate ACOM, ASCC, DRU, or ARNG of the final determination of the Facilities Validation Board.

Note. The facility request process is not used for airfield lighting/visual aids (that is, runway lights, precision approach path indicators, rotating beacons, and so forth). These items are requested by submitting DD Form 1391 (FY_Military Construction Project Data) through channels to ACSIM.

2-11. Navigational aids

Commissioning, decommissioning, or alteration of the following NAVAIDs requires notification to the FAA: TACAN, VOR, NDB, instrument landing system (ILS), visual glide slope indicator, ASR, PAR, DME, approach lights, and runway lights (see FAAO JO 7400.2 for specific information). Requests for changes to NAVAIDs:

a. National Airspace System (NAS) NAVAID requirements will be submitted in accordance with FAAO JO 7400.2.

b. NAS NAVAID requirements will be processed as nonrulemaking proposals in accordance with paragraph 11-10.

c. FAA regional offices assign all NAS NAVAID frequencies. The formal NAVAID proposal will include a request for a specific frequency assignment. The U.S. Army area frequency manager will also be notified and provided a copy of the NAVAID proposal.

d. The FAA selects the names for all NAVAIDs and radio fixes. Any request for a specific name will be included in the formal NAVAID proposal.

e. A request concerning a name change in letter format will be submitted via the DAR to the FAA regional office, providing the NAVAID is not part of the memorial program in accordance with AR 1-33. A request for deactivation or a name change of a memorialized NAVAID will be submitted in accordance with AR 1-33 prior to submission through channels to FAA.

f. U.S. Army comments on NAVAID proposals submitted by other agencies will be processed in accordance with paragraph 11-11.

g. FAA/host nation airspace authority approval is required before activating VFR training NAVAIDs. This is required to ensure that tactical/temporary VFR NAVAIDs do not interfere with established traffic patterns or the frequencies assigned to permanent facilities.

h. Temporary mobile/tactical radar facilities installed for VFR training will be coordinated with the air traffic agency or agencies responsible for the airspace in which the facility will operate. The facility does not require FAA rulemaking or nonrulemaking actions.

i. Units located outside the NAS will contact USAASD-E, the EUSA ATC Coordinators Office, or HQ, USAASA to determine their local NAVAID processing requirements.

2-12. Radio frequency allocations

a. Position/function requirements are based on a standard facility concept. A requirements survey will determine actual facility position/function requirements.

b. At a minimum, the ATC facility should have at least one tunable VHF/ultra-high frequency (UHF) radio within the facility. This is in addition to any pre-tuned back-up radios. Facilities with an operational requirement of more than twenty pre-tuned radios should be equipped with one additional tunable VHF/UHF radio for every increment of twenty pre-tuned radios.

**Table 2-1
Radio frequency allocation requirements**

Type facility	Frequency requirements	Frequencies requiring pre-tuned back-up radios	Positions requiring secondary frequencies
ARAC	Emergency VHF and UHF Arrival control VHF and UHF ¹ Departure control VHF and UHF ¹ En route VHF and UHF ¹ PAR VHF and UHF ¹ PAR VHF/frequency modulation ATC speech security VHF/frequency modulation ⁴	Arrival control primary VHF and UHF ¹ Departure control primary VHF and UHF ¹ En route primary VHF and UHF ¹ PAR primary VHF and UHF ¹	Arrival control VHF and UHF ¹ Departure control VHF and UHF ¹ En route VHF and UHF ¹

Table 2-1
Radio frequency allocation requirements—Continued

Type facility	Frequency requirements	Frequencies requiring pre-tuned back-up radios	Positions requiring secondary frequencies
GCA	Emergency VHF and UHF Feeder position VHF and UHF ¹ Finals position VHF and UHF ¹ Finals position VHF/frequency modulation ATC speech security VHF/frequency modulation ⁴	Feeder position primary VHF or UHF ^{1,3} Final position primary VHF or UHF ^{1,3}	Feeder position VHF and UHF ¹
Control tower ²	Emergency VHF and UHF Local control VHF and UHF ¹ Ground control VHF and UHF ¹ Airfield vehicle control frequency modulation Crash/fire/rescue frequency modulation ATC speech security VHF/frequency modulation ⁴	Local control primary VHF or UHF ^{1,3}	Local control VHF and UHF ¹
Flight following	Emergency VHF and UHF flight advisory VHF and UHF ¹ ATC speech security VHF/frequency modulation ⁴	Flight advisory primary VHF or UHF ^{1,3}	

Notes:

¹ All control positions/sectors.

² Crash network VHF/frequency modulation should be provided by the installation in accordance with AR 420-1.

³ Primary frequency of use should be determined by local ATC management based upon operational requirements and should be limited to one frequency band per airborne control position.

⁴ ATC speech security refers to secure speech or ciphony for the encryption of voice communications.

Chapter 3

Air Traffic Control Facility Operations, Evaluations, and Standardization

3-1. Operational agreement

A memorandum of agreement among the Department of Transportation (DOT), the FAA, and the U.S. Army (see app F) contains general policies and conditions under which responsibility is delegated for the operation of military and jointly staffed military and FAA ATC facilities. In areas outside FAA jurisdiction, this agreement may be referenced in negotiating local agreements with authorities that understand the allocation of ATC operational responsibilities. Contact the appropriate ACOM, ASCC, DRU, or ARNG or the DAR for guidance.

3-2. Standard installation air traffic control facility shift and work week

The shift, work week and rest periods are as follows:

a. Shift.

- (1) An 8-hour continuous shift is standard.
- (2) Maximum duty day will not exceed 10 hours for nonstandard shifts.

b. Work week.

- (1) A 40-hour work week is standard for performing ATC duties.
- (2) A maximum 50-hour work week is authorized for a period not to exceed 60 days.

Note. See paragraph 4-3 for emergency manning level requirements.

c. Rest periods.

- (1) A 15-minute rest period is required after every 4 hours of continuous ATC work, if traffic density and facility operations permit.
- (2) An uninterrupted 8-hour rest period is required prior to each shift.
- (3) Controllers must be relieved of all duties for 24 consecutive hours at least once during each 7-day period.

Note. The chain of command will establish written risk management procedures to address any deviations (extension) to the above work periods.

3-3. Tactical air traffic control facility shift and work week

Shift and crew endurance procedures are as follows:

a. Shift.

(1) The installation ATC standards above will be used to the extent possible.

(2) Maximum duty day will not exceed 16 hours.

b. ATC crew endurance.

(1) Unit commanders will design an ATC crew endurance program tailored to their mission and include it in their standing operating procedures. Unit commanders will consider the advice of the flight surgeon and aviation safety officer in designing their programs.

(2) ATC crew endurance is an integral part of the overall risk management program. It is used to control risk due to sleep deprivation or fatigue and prescribe thresholds to trigger command decisions whether to accept the risk.

3-4. Inspections

a. ATSCOM will conduct assistance visits and compliance inspections for all Army ATS units and ATS facilities in coordination with the ACOM, ASCC, DRU, or ARNG, under the provisions of this regulation and TC 3-04.81. Compliance inspections will be conducted every 24 to 36 months in conjunction with the ACOM, ASCC, DRU, or ARNG command inspection programs when possible.

b. ATSCOM should provide a copy of unsatisfactory inspection results to the ACOM, ASCC, DRU, or ARNG and Commander, USAASA within 30 days of the inspection. Requests for assistance visits will be sent through appropriate ACOM, ASCC, DRU, or ARNG channels to ATSCOM. The compliance inspections and internal assessments will consist of all applicable sections of the ATSCOM inspection checklist.

c. All ATS units and ATS facilities will conduct internal assessments of their ATS using the ATSCOM inspection checklist once each fiscal year. A minimum of 6 months is required between assessments. The result will be reported to the appropriate ACOM, ASCC, DRU, or ARNG before 30 September each fiscal year.

3-5. Standardization

ATSCOM provides for standardization of U.S. Army ATC facilities through compliance and evaluation inspections, under the provisions of this regulation and TC 3-04.81.

3-6. Safety

Ensuring safe ATC operations is critical to mission effectiveness and will be considered in all evaluation activities. Unit commanders will establish an ATC safety risk management plan for all ATC operations. Guidance on risk management programs is contained in AR 385-10 and TC 3-04.81.

a. The ATSCOM ATC evaluation team chief is authorized to suspend temporarily the facility rating privileges of any controller or the certification of any NAVAID whose performance may result in injury, loss of life, or jeopardize aircraft safety. The ATC facility chain of command will be notified immediately for final determination.

b. Army flight inspection assets may conduct preliminary checks of NAVAIDs prior to certification or restoration. Authorization to certify NAVAID equipment for IFR use requires prior approval (control number) from the FAA flight inspection central office/international flight inspection office. HQ, USAASA or USAASD-E will obtain FAA approval and control numbers for ATSCOM flight inspections for all U.S. Army procedures.

3-7. Flight inspection requirements

Upon completion of an ATC facility or NAVAID evaluation, the ATSCOM flight inspection team will assign a NAVAID status classification in accordance with FAAO 8200.1.

a. All electronic NAVAIDs used for IFR services must pass an FAA-authorized flight inspection prior to being placed into service.

b. FAA certified personnel will perform flight inspection of NAVAIDs and instrument flight procedures. Only graduates of an approved FAA flight inspection course are authorized to perform IFR certification of NAVAIDs.

c. All installation ATC facilities used for IFR services must pass an FAA-authorized flight inspection prior to being placed into service.

d. Tactical ATC facilities instrument recovery procedures will be developed for aircraft in a combat theater of operations. The first colonel/0-6 in the chain of command with mission risk approval authority must approve the NAVAID procedure for use by unit assigned aircraft under their operational control until FAA developed IAPs are approved and flight inspected by FAA. This authority will not be further delegated.

3-8. Safe aviation via exceptional service awards

The SAVES award recognizes individuals in the Army ATC community for exceptional service or action leading to the saving of life and or property.

a. Criteria: No definition or prerequisites may be given as to what specifically determines SAVES award criteria. Actions that saved lives or property will be considered first. These actions may include:

(1) Helping an aircraft in distress.

(2) Responding to an emergency effectively.

(3) Identifying and averting a hazardous situation unknown to the pilot.

(4) Any other action taken which clearly shows the saving of lives or property.

b. Award nomination and format:

(1) Unit commanders having assigned ATC personnel (military or civilian) may send nominations through channels to the Commander, ATSCOM.

(2) Nominations will be prepared in memorandum format and will include name and grade of nominee, name of nominating unit, and detailed account of SAVES.

(3) Supporting data for the nomination will include the following information (if available):

(a) Statements by the controllers involved.

(b) Statements by the aviators involved.

(c) Statements by other personnel, as appropriate.

(d) Estimated dollar amount of savings realized.

(e) Any other data that may support the nomination (such as a transcription of a voice recording).

c. Selection of awards:

(1) ATSCOM will convene a selection board to evaluate nominations.

(2) Approved awards will be returned through channels.

3-9. Contracting air traffic control services

The following Army ATC facilities/functions worldwide are inherently governmental functions and not authorized for contracting.

a. ARAC.

b. Army approach control (nonradar).

c. GCA facility.

d. NAVAID maintenance certification.

Chapter 4

Air Traffic Control Facility Management

The policy within this chapter details the requirements for ATC facility management. Supplemental guidance is listed in TC 3-04.81.

4-1. Multiple ratings

A controller with multiple ratings is one who holds ratings from two or more different facilities at the same location. Controllers with multiple ratings must meet currency requirements in accordance with this regulation and supplemental guidance in TC 3-04.81.

4-2. Currency requirements

a. Fixed-base facility chiefs and training supervisors are required to rotate through all facility positions for a minimum of 24 hours each calendar month. Training supervisors will be designated in writing by facility memorandum and reflected in section 1 of DA Form 3479. Controllers holding multiple ratings are required to rotate through all positions within those facilities for a minimum of 24 hours for each facility, each calendar month. Facility chiefs and training supervisors holding multiple ratings are required to rotate through all positions for a total of 16 hours in each facility, each calendar month. No more than 50 percent of hours spent providing direct supervision may be used to satisfy currency requirements.

b. All other controllers, except GCA controllers, are required to rotate through all facility positions for a minimum of 40 hours each calendar month.

c. Fixed-base GCA controllers are required to complete ten approaches each month, five of which may be conducted through simulation and one of which must be an emergency or no-gyro approach. At facilities where controllers have multiple ratings and rotate between facilities, controllers will complete five live approaches, one of which must be an emergency or no-gyro approach.

d. All controllers in operational facilities regardless of equipment type or location must meet these currency requirements.

e. All others are required to maintain tactical proficiency as described in TC 3-04.81.

4-3. Emergency manning level

Emergency manning level represents the minimum number of facility-rated and position-qualified controllers necessary to support the mission for limited periods. If personnel actions taken have not alleviated the adverse conditions and the facility remains at emergency manning level at the end of the 60-day period, facilities must reduce services or curtail operating hours. If corrective action cannot be taken in time to avoid the curtailment, the installation/garrison commander will be notified of the anticipated reduction in ATC hours of operation or services and the date normal

operations will resume. ACOM, ASCC, ARNG, or DRU will validate emergency manning level standards for facilities managed by subordinate organizations in accordance with TC 3-04.81 and TB 002-11. Notification that services or hours of operation have been curtailed is sent through the airfield division chief/commander/manager to the installation commander; ACOM, ASCC, ARNG, or DRU; and ATSCOM using standard memorandum format in accordance with AR 25-50.

4-4. Medical standards for air traffic control personnel

All Army air traffic controllers, to include contractors, will meet the same medical qualification standards as outlined in AR 40-501. ATC contract employees may be required by their contractor employer to maintain a 2nd Class FAA medical certification, but this is not required by HQDA. Any DAC or civilian contract ATC who pursues an FAA certificate does so at their own expense unless specifically covered by their contract. DA controllers will not perform ATC duties until declared fit in accordance with AR 40-501.

4-5. Information release

No personnel may give interviews, make statements, or release any written or recorded information to news agencies or unauthorized personnel or organizations without proper authorization. The identity of personnel involved will be treated as restricted information. The installation commander may approve the release of information to Army organizations and Army press releases after consultation with the Public Affairs Office and the Staff Judge Advocate. The DCS, G-3/5/7 is the release or denial authority for Freedom of Information Act requests.

4-6. Air traffic controller weather observation training

Air Force weather personnel will train air traffic controllers as limited weather observers in accordance with AR 115-10. If Air Force weather personnel are not available, the facility chief will contact the DAR to secure certified training materials from the FAA and conduct internal facility training.

Chapter 5

Air Traffic Control Training and Certification

5-1. Army air traffic controller certification/designation

a. Only ATC personnel awarded a U.S. Army recognized ATCS are authorized to perform ATS in support of the Army.

b. The U.S. Army air traffic controller certificate will be given to—

(1) *Military.* Military personnel awarded an ATC primary military occupational specialty after meeting the requirements outlined in DA Pam 611-21.

(2) *Civilians.* ATCS (GS-2152 series) DACs and contract personnel assigned to U.S. Army ATC facilities for the purpose of controlling air traffic will—

(a) Be graduates of DOD component or an FAA approved formal ATC school designed for appointment of air traffic controllers.

(b) Meet and maintain the physical standards set forth in paragraph 4-4.

(3) *Foreign nationals.* Foreign nationals employed by DA in U.S. Army ATC facilities will—

(a) Be graduates of a U.S. military service school, FAA academy, or host nation (that is, where the individual will be employed) recognized school that is designed for appointment of air traffic controllers.

(b) Must be in possession of a current ATC certificate or license (or other host nation recognized document) that indicates qualification as an air traffic controller in the host country where the individual will be employed. The host nation ATC authority (where the individual will be employed) must verify the ATC certificate or license (or other host nation recognized document) and identify any limitations or restrictions applied to the certificate or license (for example, tower only, radar only, or no restriction).

(c) Meet and maintain the physical standards prescribed in paragraph 4-4. Flight physical examination will be conducted by a flight surgeon or aeromedical examiner from the U.S. Armed Forces.

c. The policy for obtaining an ATC certification is as follows:

(1) Control tower operators will obtain FAA CTO certificates in accordance with 14 CFR 65 for the facility where assigned.

(2) All U.S. Army ATC personnel, to include DACs, ATC contractors, and foreign national personnel, will obtain an ATCS certificate with appropriate facility or tactical rating in accordance with chapter 5.

(3) Facility ratings policy is as follows:

(a) All air traffic controllers (military, DAC, contract, and foreign nationals) will be rated in the fixed-base or tactical facility of assignment.

(b) The ARNG or U.S. Army Reserve (USAR) trainee controllers working in an installation facility are not required

to obtain facility ratings during annual active duty training. However, the control of live traffic in an installation facility will be under the direct supervision of a facility-rated controller. Controllers in a tactical environment will obtain a tactical rating in accordance with chapter 5 and TC 3-04.81.

d. DA Form 3479-6 or a computerized version is an unclassified report. Utilize DA Form 3479-6 in accordance with TC 3-04.81.

5-2. Ratings

All controllers, including facility chiefs, shift supervisors, and training supervisors, working in or assigned to an Army ATC facility will be enrolled in or have completed a rating program in that facility. Facility chiefs, shift and/or training supervisors must be rated prior to assuming the duties associated with these positions.

a. ATC chiefs will obtain a rating as follows:

(1) Those with fewer than 5 years (total) of facility-rated experience will obtain a rating in the most complex facility under their supervision or the type facility for which no previous rating was held. They will also complete the first two phases of the facility training program (FTP) for all other facilities.

(2) Those with 5 or more years of facility-rated experience will not be required to obtain a rating when moved to a new location as the ATC chief. As a minimum, they will complete the first two phases of the FTP for all facilities under their supervision within 60 calendar days after becoming the ATC chief.

Note. ATC chiefs obtaining a facility rating and maintaining proficiency is beneficial and encouraged.

(3) A person is not required to meet the requirements of paragraphs 5-1a(1) or (2) before assuming ATC chief duties.

b. ATC platoon sergeants will complete both phases of the tactical training program for the most complex facility under their supervision for the type facility for which no previous rating was held. They will also complete Phase I of the training program for all other facilities under their supervision within 60 calendar days after facility rating.

c. Military ATC personnel serving in staff positions whose duties do not include the control of actual air traffic are required to maintain a current flight physical. Civilian controllers in staff positions that do not include the control of actual air traffic are not required to maintain a current flight physical. Unit commanders may use personnel who are temporarily grounded, those who are pending reclassification or other personnel action, or those awaiting results from a medical review board to fill positions not involving controller duties until the individual returns to flight status or the personnel action is complete.

d. Tactical ATC commanders will implement a tactical ATC facility qualification and rating program. The qualification training must comply with applicable portions of TC 3-04.81.

e. A controller returning to a facility at which the controller was previously rated, after an absence of less than 6 months and no interim facility rating was obtained, will be required to immediately (as traffic and personnel availability permits) receive a satisfactory evaluation on DA Form 3479-1 for all positions applicable to the rating, excluding the facility rating evaluation to regain currency. If an individual fails to meet these requirements, all phases of the FTP, to include the facility rating examination and associated DA Form 3479-1 evaluations must be completed.

f. ATCS facility ratings will incorporate these criteria:

(1) *Prerequisites.* Candidates presented for facility ratings will—

(a) Be air traffic controllers as specified in paragraph 5-1.

(b) Possess a current flight physical as prescribed in paragraph 4-4.

(c) Have successfully completed all FTP or air traffic-training program, testing, and position qualification requirements for the facility rating.

(d) When assigned as tower operators, be certified to provide tower visibility observations per TC 3-04.81

(2) *Examination.*

(a) The examiner will administer written, oral, and practical parts of the facility rating examination. The rating exam will verify the individual's successful performance of the skills required in FAAO 7220.1. Additionally, examinations given for CTO ratings must meet the requirements in 14 CFR 65.

(b) When an ATCS rating is successfully completed, the ATCS examiner will enter the rating on the individual's ATCS certificate (FAA Form 7220-1 (Air Traffic Control Specialists Certificate)).

(c) The results of the facility rating examination will be entered on the controller's training record, DA Form 3479, and DA Form 3479-1 in accordance with TC 3-04.81.

g. CTO facility ratings will incorporate these criteria:

(1) *Prerequisites.* Candidates presented for facility ratings will—

(a) Be air traffic controllers as specified in paragraph 5-1.

(b) Possess a current flight physical as prescribed in paragraph 4-4.

(c) Have successfully completed all FTP or air traffic-training program, testing, and position qualification requirements for the facility for which the rating is sought.

(d) For initial CTO rating, has satisfactorily served as an ATC tower operator for at least 6 months in accordance with 14 CFR 65.

(e) When assigned as tower operators, be certified to provide visibility observations per TC 3-04.81.

(2) *Examination.*

(a) The examiner will administer written, oral, and practical parts of the facility rating examination. The rating exam will verify the individual's successful performance of the skills required in FAAO 7220.1 and meet the requirements in 14 CFR 65.

(b) Air traffic controllers who receive their tower ATCS rating prior to fulfilling the 6-month experience requirement for an initial CTO rating (14 CFR 65) will not be permitted to exercise the privileges of a CTO without direct supervision by a CTO rated controller.

(c) When a CTO rating is successfully completed, the CTO examiner will issue an FAA Form 8060-4 (Temporary Airman Certificate) and prepare an FAA Form 8400-3 (Application for an Airman Certificate and/or Rating) for FAA validation in accordance with FAAO 7220.1.

(d) The results of the facility rating exam will be entered on the controller's training record, DA Form 3479 and DA Form 3479-1 in accordance with TC 3-04.81

h. Tactical ratings will comply with the following:

(1) A tactical qualification consists of two parts/phases: Phase 1 - qualification (equipment familiarization, installation, operation, and maintenance) and Phase 2 - rating (written and oral examination covering both phases and control of air traffic in accordance with FAAO JO 7110.65). This training is part of the FTP and should be documented in the DA Form 3479.

(2) A tactical rating exam consists of: Qualification and evaluation of a controller in the airspace designated for use in tactical ATC operations (written and oral examination covering all areas pertinent to the FTP and control of air traffic in current environment).

(3) Prior to administering a tactical rating exam, the examiner will review the controller's records to confirm they meet the required qualifications.

(4) After determining the adequacy of the applicant's qualifications, the examiner will administer both the written/oral and practical portions of the tactical rating examination. The exam will verify the individual's successful performance of the skills required in FAAO 7220.1, assess the knowledge required to hold the rating, and validate the completion of tasks reflected on the commander's task list.

(5) Enter the results of the tactical rating examination on the controller's training record, DA Form 3479, in accordance with TC 3-04.81.

(6) When the rating has been successfully completed, the ATCS examiner will so annotate the individual's FAA Form 7220-1.

(a) Enter tactical ratings for the appropriate facility on the individual's ATCS certificate (FAA Form 7220-1) as separate entries, in accordance with TC 3-04.81.

(b) A single entry for each tactical facility rating will be entered.

i. Time limitations are as follows:

(1) An ATCS or CTO rating is required within the time limitations listed in table 5-1. Time limitations will not be exceeded without an approved extension.

Table 5-1
Time limitations for facility ratings

Type facility	Training days
Flight following facility	88
GCA	88
ATC tower	154
ATC tower with nonradar approach control Position	198
ARAC	526

Notes:

¹ Training time begins the day after an individual is formally assigned to a facility for duty.

² A controller may be position qualified as soon as training and individual progress permits and may obtain an ATCS facility rating as soon as he or she is position qualified on all positions that apply to the facility rating.

(2) Training time extensions will be implemented as follows:

(a) Unit commanders or civilian ATC facility chiefs may grant an extension to training time limits for facility ratings. The training time extension will begin the day after the controller fails to meet time limitations in table 5–1. Unit commanders/facility chiefs will document the extension with a memorandum that will be maintained on file until the controller is rated or ATCS certificate is cancelled. Extensions are as follows:

(b) Flight following, 30 days.

(c) Control tower, 30 days.

(d) GCA, 60 days.

(e) ARAC, 90 days.

(f) Second or subsequent extension requests will be submitted to ATSCOM for approval/disapproval. Forward request through channels to arrive at least 15 days prior to expiration of initial extension.

(g) A notation in the remarks section of DA Form 3479–6 will be used to indicate an individual is granted an extension. The notation will specify the expiration date of extension, as follows: “EXP 05 JAN 01.”

(h) A training day is defined as actual days the facility was open where the trainee is present in the facility for at least 4 hours.

(j) Tactical qualifications must be completed within 90 days.

5–3. Use of Army air traffic control facilities for air traffic control training

a. Army fixed-base ATC facilities (includes Army contract facilities) will be utilized to train Army air traffic controllers assigned to tactical units. Fixed-base ATC facilities will incorporate military air traffic controllers into FTPs as these facilities provide the single-best technical training resource to ensure military controller qualification and proficiency. Fixed-base ATC facility managers should make every effort to ensure military controllers are provided the opportunity to obtain a qualification on each ATC position in that facility. An LOA detailing the training support agreement between the fixed-base ATC facility manager and the respective unit commander is required.

b. Military air traffic controllers will receive a fixed-base ATC facility rating before being deployed to a combat theater of operations. If unit commander anticipates deployment to a combat theater of operations within 6 months, the brigade or group commander may waive this requirement.

c. Army air traffic controllers will be qualified in all positions of a facility prior to being facility rated. Partial facility ratings are not authorized.

d. To ensure the maximum number of well-trained (tactically and technically proficient) controllers are available—

(1) Upon assignment to a tactical unit, all controllers not holding a previous ATCS/CTO installation facility rating may receive a special duty assignment to a local installation ATC facility for ATCS/CTO facility training and rating within 60 days for active component and 1 year for reserve component. Ratings are required for tactical controllers to ensure they are worldwide deployable. The tactical ATS unit commander may delay the assignment if the tactical unit or installation facility has more controllers than the training program can accommodate. However, the ATC unit should have at least 10 percent of their controllers in the installation ATC facility. If the unit commander delays this requirement, a signed waiver from the brigade or group commander must be obtained. A copy of the waiver is maintained in the Soldiers facility training records.

(2) It is recommended that air traffic controllers who have not received a technical proficiency/rating engaged in controlling air traffic in the last 5 years will obtain an installation ATC facility rating. If unit commander anticipates deployment to a combat theater of operations within 6 months, the brigade or group commander may waive this requirement.

(3) Commanders will use accredited ATC simulations in all phases of the ATC training plan.

(4) Once rated, Soldiers are not required to maintain currency. Periodic facility refresher/proficiency training opportunities will be provided to the extent possible.

5–4. Air traffic control specialist certificate

a. *Issuance of air traffic control specialist certificate.* Army personnel will receive an ATCS certificate upon graduation from ATC school and an award of an ATC primary military occupational specialty. All other controllers who meet the criteria outlined in chapter 2 of this regulation will be issued an ATCS certificate when requested on the DA Form 3479–6 monthly report. ATCS certificates may be requested directly from the Commander, ATSCOM.

b. *Duration of certificate.* The ATCS certificate is valid until cancelled. Forward the ATCS certificate and request for cancellation through channels to Commander, ATSCOM when the holder—

(1) Is permanently, medically disqualified from ATC duties in accordance with AR 40–501.

(2) Is relieved of duty for cause because of negligence, character/behavioral disorder, the provisions of AR 600–85, lack of aptitude, and/or apathy.

c. *Suspension.* When a condition exists (see para 5–4b) that warrants suspending a person from ATC duties, the following actions will be implemented:

(1) The ATC or facility chief will—

(a) Suspend the controller from ATC duties and immediately take possession of the person's ATCS certificate and place it with the ATC records of the controller in a secured area. If safety related, the controller will be suspended immediately before a witness.

(b) Within 24 hours, inform the controller, in writing, of the reason and advise them of their rights to respond in writing.

(c) Inform the unit commander as soon as possible.

(2) The unit commander will—

(a) Inform the controller of their right to appeal decisions based on unfavorable information in accordance with AR 600–37 or AR 340–21.

(b) In cases that involve drug/alcohol abuse or a character/behavioral disorder, immediately refer him or her to the local flight surgeon and request an evaluation per AR 600–85. Refer to the local provost marshal and consult the local staff/command Judge Advocate General for further advice and guidance.

(c) Notify the controller, in writing, of any charges or other action pending against him or her.

(d) If the results of the investigation do not confirm need for suspension, inform the ATC or facility chief, in writing, and return the controller to duty. If results of the investigation show that continued suspension is warranted, inform the controller, in writing, of the reason(s). This notice will state that receipt must be acknowledged within 7 days and that statements on their behalf may be attached.

d. Reinstatement. The ATC or facility chief will not reinstate anyone who is suspended until they re-qualify. Remedial training and reexamination will not exceed 50 percent of the time allowed for the same rating from which suspended.

e. Cancellation. After the investigation of the controller's suspension is complete and cancellation of their ATCS certificate is warranted—

(1) The unit commander will—

(a) Notify the controller, in writing, that cancellation of his or her ATCS certificate is being recommended. State that receipt must be acknowledged within 7 days and that statements on the controller's behalf may be attached.

(b) Prepare and send a memorandum recommending cancellation and copies of all evaluations, investigations, statements, and other supporting documents through channels to the appropriate ACOM, ASCC, DRU, or ARNG. The ACOM, ASCC, DRU, or ARNG will forward to the Commander, ATSCOM with recommendation.

(c) Inform the controller that they may submit evidence or statements on their behalf directly to the Commander, ATSCOM.

(2) The Commander, ATSCOM will cancel the ATCS certificate when—

(a) An appointed accident investigation board determines that controller negligence has caused or contributed to an accident or serious hazard and there is just cause to cancel the certificate.

(b) A flight surgeon determines that a permanent medically defined character/behavioral disorder exists that would create a hazard to flying safety.

(c) The unit commander has requested cancellation under the provisions of AR 600–85 or good cause exists which affects flying safety.

(d) The ATC/facility chief determines that the controller is unable to complete the FTP satisfactorily in the prescribed time because of a lack of aptitude or poor attitude (apathy).

(e) Notification of ATCS certificate cancellation will be made by the Commander, ATSCOM through channels to the controller, ATC or facility chief, and unit commander. This notice will recommend reclassification of the individual or other appropriate action.

f. Disposition. A controller's cancelled ATCS certificate will be returned to the issuing agency when any condition stated above occurs. The unit commander or designated representative will forward the certificate through channels to Commander, ATSCOM. If the ATCS certificate is not available, a memorandum with the following statement will be forwarded within 15 days after notification of cancellation: "The ATCS certificate (FAA Form 7220–1), (number), issued to (name and grade) is not available. (Reason)."

g. Reclassification. Military or civilian controllers whose ATCS certificate has been cancelled will be reclassified in accordance with applicable service regulations. Controllers may be reclassified for cause at any time after graduation from ATC school provided the standards in the service regulations are met. Reclassification because of permanent medical disqualification or violation of the standards in AR 600–85 need not be delayed awaiting official cancellation of ATCS certificate.

h. Replacement of air traffic control specialist certificate. When a unit commander requests replacement of an ATCS qualification by memorandum or DA Form 3479–6, ATSCOM will replace an active FAA Form 7220–1 that was lost, destroyed, is unserviceable, or requires name change.

5–5. Air traffic control specialist examiners and control tower operator examiners

a. Control tower operator examiners.

(1) U.S. Army ATC personnel (military or U.S. civil service) may be appointed as FAA CTO examiners.

- (2) Unit commanders/civilian facility managers may nominate CTO examiners.
- (3) Normally, CTO examiner appointments are for facilities to which they are rated and assigned. However, appointments may be requested that include facilities to which they are not assigned or facility rated.
- (4) Designation requests will be forwarded as indicated below—
 - (a) CONUS: DAR serving the FAA Service Area in which the facility is located.
 - (b) Europe, Africa, and Middle East Asia and Southwest Asia: Commander, U.S. Army Aeronautical Services Detachment, Europe (ATAS-AD), Unit 29243, APO AE 09136-9243.
 - (c) Puerto Rico and other areas in the Caribbean: Department of the Army Representative, Federal Aviation Administration Eastern Service Area (AJR-02), 1701 Columbia Avenue, College Park, GA 30337-0631.
 - (d) Alaska, Hawaii and other Pacific areas: Department of the Army Representative, Federal Aviation Administration Western Service Area (ANM-902), 1601 Lind Avenue SW, Renton, WA 98055-4056.
 - (e) Korea: EUSA ATC Office.
- (5) A memorandum with the following information will be submitted to request examiner designation:
 - (a) Name and CTO certificate number of nominee.
 - (b) Chronological listing of duty stations, duty titles, and facility ratings held within the last 3 years. List all CTO ratings held.
 - (c) Statement by the nominee's immediate ATC supervisor verifying the individual's ability and judgment as a controller and supervisor and that he/she meets all requirements in FAAO 7220.1.
- (6) Unit commanders/civilian facility managers are responsible for ensuring CTO examiner designations are rescinded when the individual is no longer performing CTO examiner duties.
 - b. Air traffic control specialist examiners.*
 - (1) Responsible unit commanders in the grade of lieutenant colonel or higher and civilian facility managers or chiefs in grade GS-13 or higher will appoint ATCS examiners (U.S. Army or U.S. civil service) for facilities under their control or jurisdiction. This authority may not be delegated.
 - (2) No more than two ATCS examiners may be appointed per facility.
 - (3) ATC specialist examiner qualifications (nonwaiverable) will include the following:
 - (a) Meet and maintain the physical standards set forth in AR 40-501.
 - (b) Possess, or have held previously, an ATCS facility rating for the same type facility.
 - (c) Have a minimum of 3 years facility-rated experience.
 - (4) Copies of appointments of ATCS examiners will be sent through channels to the Commander, Air Traffic Services Command, (AFATC-CS-OP), Fort Rucker, AL 36362-5265. They will indicate the following:
 - (a) Name, grade, and ATCS certificate number.
 - (b) A listing, in order of duty stations, duty titles, and facility ratings held in the past 3 years.
 - (c) Statement by the nominee's immediate supervisor about the individual's ability and judgment as a controller and supervisor; that he or she meets all requirements of this regulation and FAAO 7220.1.
 - (5) The appointing authority will rescind the designation when the controller is no longer performing ATCS examiner functions and notify ATSCOM.
 - (6) ATCS examiner designations are valid only within the organization that issued the designation.
 - (7) Appointment of ATCS examiners and rescission of appointments will be made via memorandum and will be annotated in the remarks column of DA Form 3479. These memorandums will become a permanent part of the individual's DA Form 3479. Commanders may authorize external, unassigned examiners to perform duties within their organization if they do not have assigned, qualified personnel to perform this task.

Chapter 6

Terminal Instrument Procedures

Section I

Instrument Procedures

6-1. National Agreement 127

NAT 127 between HQDA and the FAA requires the FAA to execute U.S. Army requirements for facility flight inspections and TERPS. The U.S. Army is required to furnish the FAA with estimates of annual requirements for any or all of the above services no later than 1 September of each year in order for FAA to program Army requirements.

6-2. Geographic area requirements

- a.* The following procedures are applicable for the establishment of TERPS. For areas under U.S. Government

jurisdiction, TERPS will be established in accordance with FAAO 8260.3. These procedures will be adhered to as follows:

(1) *Navigational aid facilities.* All electronic and visual NAVAIDs must meet the flight inspection standards of FAAO 8200.1, and other appropriate equipment technical manuals.

(2) *Weather information.* Weather reports and approved altimeter setting information will be available for destination airfields when instrument approach minimums are established (see FAAO 8260.3).

(3) *Air-to-ground communications.* This is required for use at the initial approach fix minimum altitude and when an aircraft making a missed approach reaches the missed approach altitude. At lower altitudes, communications are required when essential to ATC. Other suitable point-to-point communications must be established to accommodate ATC communications and to file and close flight plans.

(4) *Alternate airfield weather minimums.* Alternate airfield weather minimums are not authorized unless terminal weather observation and reporting facilities are available.

b. NAVAIDs are monitored to ensure proper facility operation (see para 6–11 for monitoring categories).

c. For areas outside the jurisdiction of the U.S. Government, the provisions of this paragraph apply if they do not conflict with the rules and regulations of host government or international agreements.

6–3. Terminal instrument procedures development

a. TERPS may be developed—

(1) Before the commissioning of a new or relocated NAVAID, or if commissioning is reasonably assured. If the NAVAID cannot be commissioned by the date the procedure becomes effective, a NOTAM will be issued declaring the facility not in service (see AR 95–10).

(2) When using an existing approved NAVAID. NAVAIDs of another agency may be used with their written agreement.

(3) When servicing an AAF/AHP in support of requirements of another agency.

b. Where an airfield or heliport does not qualify for Class D airspace, or a Class E surface area, Class E airspace with a lower limit of 700 feet (ft) above ground level (AGL) will be established. In this case, landing minimums may be established below the floor Class E airspace in accordance with FAAO 8260.3. Outside the United States, host nation airspace policy will prescribe the controlled airspace classifications necessary to contain TERPS established by the U.S. Army. The establishment of other controlled airspace may require compliance with ATC, communication, and weather requirements more stringent than in the United States or otherwise prescribed by U.S. Army policy.

c. Installation/garrison commanders will submit requests for IAPs to Commander, USAASA or USAASD–E.

d. When the IAP is for restricted use (for example, VFR-only training), a restriction statement will be entered on the IAP form. These procedures will be processed in accordance with paragraph 6–3c, but no procedure charts will be published in flight information publications (FLIP). Charts will be produced loose-leaf in the standard DOD format.

e. The Commander, USAASA is the final approving authority for U.S. Army TERPS and all procedural waivers. This authority is delegated to the Commander, USAASD–E for procedures in his or her area of responsibility except when a waiver of standards is involved.

6–4. Establishment of departure procedures

When required, IFR obstacle departure procedures are automatically developed for AAF/AHP wherever IAPs are implemented. If the local flying mission or ATC requires additional departure procedures, airfield/ATC management should coordinate with locally affected ATC facilities, then forward a request to the Commander, USAASA or USAASD–E or to the EUSA ATC Coordinator Office for development and processing, and forward a courtesy copy of the request to the DAR.

6–5. Amendments to procedures

When safety of flight is involved, a corrective amendment to an instrument procedure will be issued immediately in a NOTAM. Coordination is required with the Commander, USAASA or USAASD–E as soon as possible for NOTAMS affecting instrument procedures. This is to ensure that all aspects of ATC and airspace coordination have been completed. When the procedure change is permanent, the procedure amendment will be processed in accordance with paragraph 6–3, so that the change can be removed from the NOTAM System (NOTAMS).

6–6. Amendment and cancellation of terminal instrument procedures

When it becomes necessary to amend or cancel published TERPS for IAPs and departure procedures, the installation/garrison will notify the Commander, USAASA or USAASD–E and forward changes required via memorandum.

6–7. Annual terminal instrument procedure reviews

Airfield commanders/managers, the AT&A officer, and the air traffic facility chief will review annually their TERPS to determine the need to retain, amend, cancel, or establish new procedures. The installation/garrison DPW will be contacted to conduct the required review and revision of airfield maps or plans (see AR 210–20). Changes in obstacle

data identified or request to cancel and or establish new procedures will be forwarded through the ACOM, ASCC, DRU, or ARNG to the Commander, USAASA. ACOM, ASCC, DRU, or other U.S. Army activities located in Europe, Africa, the Middle East, and Southwest Asia will forward their reviews to USAASD-E.

6-8. Host nation procedures

Unit commanders having an operational need to publish host nation TERPS will contact the Commander, USAASA or USAASD-E and identify their requirement. The Commander, USAASA or USAASD-E will determine whether a procedure published in the host nation aeronautical information publication is adequate for U.S. Army use. Host nation civilian/military instrument procedures must meet the standards established by FAAO 8260.3; DOC 8168 OPS/611, Volume II; or allied publications prior to publication in DOD FLIP. Approved procedures will be published in the DOD FLIP terminal IAP book, or printed in loose-leaf DOD format and issued directly to the requesting unit.

6-9. U.S. civil procedures in Department of Defense flight information publications

a. The DOD does not publish TERPS charts for all civilian airfields that have instrument procedures. The DOD policy for inclusion of IAPs in FLIP products is to provide those procedures required to meet operational/contingency mission requirements. Civilian IAPs necessary only to satisfy training requirements will not be published in DOD FLIP.

b. Civil procedure publications may be obtained from the U.S. Army FLIP manager USAASA. All CONUS military procedures are available in a FAA Aeronautical Navigation Products publication.

c. Required procedures may be added to DOD FLIP by contacting the Commander, USAASA.

6-10. Host nation or commercial instrument approach procedures and other data bases

a. DOD policy is that DOD passenger-carrying aircraft will not fly a non-U.S. government IAP unless it has been validated as safe and accurate by the FAA or appropriate U.S. military authority. A non-U.S. government instrument approach must be validated in accordance with allied publications. Commander, USAASA is U.S. Army approval authority.

b. The use of commercial/non-U.S. government IAP, departure procedures, standard instrument departure, standard terminal arrival route and enroute procedures in Army aircraft when operating in the U.S., U.S. territories, or at U.S. military facilities overseas is authorized. A compliance review is not required.

c. The use of commercial/non-U.S. government aeronautical procedures in Army aircraft outside the U.S., U.S. territories, or U.S. military facilities is restricted to standard terminal arrival route and enroute navigational products only. In this case, a compliance review is required for all non-U.S. government IAPs, departure procedures, and standard instrument departures. Commander, USAASA is U.S. Army approval authority.

d. Request for compliance reviews of foreign TERPS or use of commercial products must be submitted via memorandum in writing (via fax, mail, or email) and signed by the unit commander or their designated risk assessment authority. Request will be sent to the Commander, USAASA or USAASD-E a minimum of 10 working days prior to the requested flight date. Following the review, the Commander, USAASA or USAASD-E will either issue a memorandum authorizing the use of the procedure with appropriate corrections applied to the procedure, as required, or disapprove use of the procedure. The approval will include a termination date. At a minimum, the requesting memorandum will provide:

(1) Name of airport, country, and four-letter International Civil Aviation Organization (ICAO) identifier and date needed for mission.

(2) Name of the specific procedure(s) in order of priority of intended use.

(3) Product to be used (host nation aeronautical information publication or commercial product).

(4) A point of contact (POC), phone number, email, and complete mailing address.

e. The Secretary of Defense has granted limited waiver authority for urgent requirements to fly short-notice humanitarian, contingency, medical evacuation, and "special access" and sensitive Department of State missions. The first O-8 (major general) flag officer or higher in the chain of command with responsibility for mission risk assessment may waive the requirement for TERPS review for urgent missions. The waiver authority may not further delegate this authority or waive the cockpit instrumentation requirements required to execute a host nation IAP.

f. When a waiver to the Secretary of Defense policy is issued in accordance with paragraph 6-10*e*, the waiver authority will immediately notify the National Military Command Center's on-duty Deputy Director for Operations, DSN 225-0098 or commercial (703) 695-0098. At a minimum, include mission identification, time the waiver was granted, and circumstances surrounding the waiver decision.

Section II

Support Requirements for Terminal Instrument Procedures

6-11. Monitoring and utilization of navigation facilities

A monitoring system is required for all electronic navigation facilities used in support of instrument flight procedures.

Internal monitoring is provided at the facility through the use of executive monitoring equipment which causes a facility shutdown when performance deteriorates below established tolerances. A remote status indicator may also be provided through the use of a signal-sampling receiver, microwave link, or telephone circuit. VOR, TACAN, very high frequency omnidirectional range tactical air navigation (VORTAC), and ILS facilities, as well as new NDBs and marker beacons installed by the U.S. Army are provided with an internal monitoring feature. Some NDBs do not have the internal feature and monitoring is accomplished by other means. Navigation facilities are classified in accordance with the manner in which they are monitored. The monitoring categories prescribed in FAAO 8260.19 are as follows:

a. Category 1: Internal monitoring plus a status indicator installed at control point. (Reverts to a temporary category 3 status when the control point is not manned). Facilities can be used for instrument flight procedures without limitation.

b. Category 2: Internal monitoring with status indicator at control point inoperative but pilot reports indicated facility is operating normally. (This is a temporary situation that requires no procedural action). A temporary condition is not considered in procedures development. ATC is responsible for reporting these facilities out of service when pilot reports indicate facility malfunction.

c. Category 3: Internal monitoring only. Status indicator not installed at control point. Facilities may be used in accordance with the following limitations:

(1) Alternate minimums are not authorized if the facility is required—

(a) To provide final approach course guidance.

(b) For the procedure entry.

(c) To define the final approach fix.

(d) To provide missed approach guidance.

(e) To designate a step-down fix.

(2) Consideration will be given to denying or adjusting terminal routes requiring reception of succeeding category 3 facilities to avoid obstacles.

d. Category 4: Internal monitor not installed. Remote status indicator provided at control point. This category is applicable only to NDBs. Facilities may be used in accordance with the following limitations:

(1) Alternate minimums may be authorized when the remote status indicator is located in an U.S. Army ATC facility and then only during periods the control point is attended.

(2) If the control point is other than an U.S. Army facility, a written agreement will exist whereby an ATC facility is notified of indicated changes in facility status.

(3) Failure of the category 4 status indicator or closure of the control point will render the facility and the approach procedure unusable during the outage.

6-12. Utilization of 75 megahertz markers

75 megahertz (MHz) markers may be utilized as the sole source of identification with the following limitations:

a. Missed approach point. Markers may be authorized as missed approach points for non-precision approaches provided a remote status indicator is installed at an ATC facility.

b. Final approach fix. As a non-precision final approach fix, the marker must be monitored if alternate minimums are authorized. The marker need not have a remote status indicator if collocated with a compass locator with a remote status indicator.

c. Course reversals. Procedure turns and holding must not be authorized from a 75 MHz marker.

d. Breaks in minimum enroute altitude. The 75 MHz markers must not be used to define the point where an en route climb to a higher altitude is required (may be used as a break to a lower altitude).

e. Departure procedures turn points. The 75 MHz markers must not be used to identify turn points on departure procedures. See FAAO 8260.46.

6-13. Airfield/heliport data requirements for instrument approach procedures

In order to construct IAPs, engineering plans or other accurate airfield/heliport drawing containing tie points to section corners, benchmark, or other specific geographic or topographic landmarks must be provided in accordance with AR 210-20. At a minimum, the above plans or drawings must contain survey data required for design of IAPs with all distances (in ft) and elevations (in mean sea level) in hundredths of a foot; all latitude and longitude are in hundredths of a second and assumed to be in World Grid System-84/North American Datum-83 and North American Vertical Datum-88 unless otherwise noted. Do not round values. The following are airfield/heliport data requirements:

a. For all runway/helicopter pad/landing zone instrument procedures—

(1) Data contained in the AO survey (see para 10-16).

(2) Airport magnetic variation and epoch year.

(3) Type of runway/pad/zone surface and condition.

(4) Type of runway/pad/zone markings and condition.

(5) Type of runway/pad/zone lights.

(6) Type and length of approach lights. If displaced runway threshold operations are in effect, do the approach lights extend to the displaced runway threshold?

(7) Identify which agency provides the airport weather and state whether the weather station operates 24 hours. If not, identify who will provide airport weather and how it will be reported to ATC facilities.

b. For ground-based non-precision instrument procedures—

(1) Data contained in the AO survey report and the type of facility.

(2) Facility identifier (ICAO).

(3) Remote monitor location (radar facility, tower, base operations, police station, and so forth).

(4) Facility operating hours (times in Zulu).

c. For PAR—

(1) Data contained in the PAR (ground control approach) data.

(2) Desired glide path angle.

d. For ASR, provide type of radar.

e. Obstacle data available.

f. The following general TERPS information:

(1) Category (A/B/C/D/E) and type of aircraft/helicopter to fly the procedure.

(2) Type of procedure required.

(3) Circling authorized? If yes, list any circling area restrictions.

(4) Suggested missed approach routes and altitudes.

(5) Minimum vectoring altitude chart required when vectoring is provided by the facility. Suggested final approach fix altitude.

(6) Special use airspace (SUA) near the airport.

(7) Suggested final approach courses.

(8) Airspace for the approach control facility and other nearby ATC facilities. Photographs of airport (surface, air, or satellite); maps (scale 1:24000 through 1:500000); airport layout plans; or civil engineering master tabs available?

Chapter 7

Special Military Operations

7-1. Emergency security control of air traffic

The Emergency Security Control of Air Traffic (ESCAT) is an emergency preparedness plan that prescribes the joint action to be taken by appropriate elements of the DOD, the DOT and the Department of Homeland Security in the interests of national security to control air traffic under emergency conditions. Detailed responsibilities and conditions for implementation of ESCAT are contained in 32 CFR Part 245. The appropriate military authority will take the following actions:

a. Notify or coordinate, as appropriate, the extent or termination of ESCAT implementation with DOT and Department of Homeland Security.

b. Disseminate the extent of ESCAT implementation through the Noble Eagle Conferences and the FAA Domestic Event Network.

c. Specify what restrictions are to be implemented. Some examples of restrictions to be considered include:

(1) Define the affected area.

(2) Define the type of aircraft operations authorized.

(3) Define the routing restrictions on flights entering or operating within appropriate portions of the affected area.

(4) Define restrictions for the volume of air traffic within the affected area using the ESCAT air traffic priority list (FAAO JO 7610.4) and security control authorizations, as required.

(5) Set altitude limitations on flight operations in selected areas.

d. Restrict operations to aircraft operators regulated under specified security programs such as:

(1) Aircraft operator standard security program and the domestic security integration program.

(2) Revise or remove restrictions on the movement of air traffic as the tactical situation permits.

(3) Air Traffic Control System Command Center directs appropriate air route traffic control centers (ARTCCs) and combined/center radar approach controls to implement ESCAT restrictions as specified by the appropriate military authority.

e. ARTCC and combined/center radar approach controls will take the following actions when directed to implement ESCAT:

(1) Provide the appropriate military authority feedback through the Air Traffic Control System Command Center on the impact of restrictions and when the restrictions have been imposed.

- (2) Impose restrictions on air traffic as directed.
- (3) Disseminate ESCAT implementation instructions to U.S. civil and military ATC facilities and advise adjacent ATC facilities.
 - f. U.S. civil and military ATC facilities—
 - (1) Maintain current information on the status of restrictions imposed on air traffic.
 - (2) Process flight plans in accordance with current instructions received from the ARTCC. All flights must comply with the airspace control measures in effect, the air traffic priority list, or must have been granted a security control authorization.
 - (3) Disseminate instructions and restrictions to air traffic as directed by the ARTCC.

7-2. Night vision lights-out operations

a. Requirements for the use of position lights and regulation of the use of anti-collision lights in all aircraft operated between sunset and sunrise are found in 14 CFR 91.209(a) and (b). The FAA has granted the Army a partial exception to this requirement in FAA Exemption No. 9835, which contains specific requirements for these operations. All pilots must review the exemption prior to conducting lights-out training. Nothing in the exemption or Army regulations offer relief from the requirements to conduct flight with an operational anti-collision light on, as stated in 14 CFR 91.209(b), with the exception that “anti-collision lights need not be lighted when the pilot-in-command determines that, because of operating conditions, it would be in the interest of safety to turn the lights off.”

b. Unit commanders will establish training areas that meet the specific requirements of the exemption. Coordination records pertaining to establishment of these training areas in the NAS will be maintained until the training area is disestablished. Records will be provided through the AT&A officer to USAASA upon request.

- (1) Night vision device lights-out training within restricted areas will be conducted under the following conditions:
 - (2) In an approved restricted area that is activated for the purpose of flight operations. Unit commanders will contact the appropriate AT&A and DAR to determine if the requested aircraft activity is a legitimate purpose for activating a specific restricted area. If required, the unit commander will request FAA approval of flight operations within a specific restricted area. The DAR will assist as required.
 - (3) Restricted area is activated to an altitude of 500 ft above the highest anticipated training altitude.

Note. In OCONUS theater of operations, when no host nation procedure exists for night vision device, the above will be followed. However, coordination with host authorities will be accomplished when airspace is not controlled by the U.S. military.

7-3. Visual flight rules helicopter airborne refueling operations

For specific information on VFR airborne helicopter refueling operations, FAAO JO 7610.4 and DOD FLIP provide guidance.

7-4. Altitude reservation procedures

FAAO JO 7610.4 provides specific information on altitude reservation procedures. Contact the appropriate DAR for assistance as necessary. Consult DOD FLIP for procedures outside the NAS.

7-5. Exercise planning

The “air element” negotiates for exercise airspace with the FAA or host government. For specific information on exercise planning, see FAAO JO 7610.4. The DAR will be contacted during the initial planning stages of an exercise (see table 1-1 for the address of the DAR).

7-6. Unmanned aircraft systems

Prior to operating an unmanned aircraft system (UAS) outside of an active restricted area, within the NAS, a request for a certificate of waiver or authorization (COA) must be submitted to the DAR (see table 1-1) a minimum of 90 days prior to the first proposed flight. Upon completion of the DAR review, the request will be submitted to the FAA for approval. The FAA will complete processing the requests for new COAs within 60 business days of receipt of a submitted application. COAs and Class D and G notifications are valid for up to 24 months. In all cases, the DAR is the best source of information and guidance for operating UAS within the NAS. The DAR office will provide content and format for COA requests.

- a. Request for FAA COA.
 - (1) UAS operations outside of restricted or warning areas require an FAA approved COA, except for some operations in Class G airspace (see para 7-6d).
 - (2) To submit a request for a COA:
 - (a) Complete the checklist application for the COA via the FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) Web site (<https://ioeaaa.faa.gov/>). Contact the FAA Service Area DAR for Web site access and questions.
 - (b) Requests must be submitted through the garrison commander to the DAR by an O-6 (colonel)/civilian equivalent or higher in the unit's chain of command a minimum of 90 days before the requested commencement of UAS operations. Earlier submission is recommended to ensure adequate processing time for the COA.

(3) COAs normally apply to one UAS type and concept of operations. The current DOD/FAA UAS memorandum of agreement authorizes DOD access to Class D airspace through either a COA or a Class D COA via notification. A Class D COA via notification is a notification to the FAA of DOD intent to operate UAS in a specific Class D airspace at a DOD airfield. This notification may be used to operate multiple UAS types in multiple locations within specified Class D airspace. ATC leadership will develop local procedures to comply with existing local traffic patterns, arrival and departure procedures, noise abatement procedures, and airfield operating rules. Local procedures are supplementary, but cannot waive or replace the procedures for DOD non-joint-use airfields with associated Class D airspace.

b. Local procedures must be approved by the ATC facility chief before implementation and will be published and maintained in the ATC facilities. Contact the DAR to determine if you may initiate a UAS memorandum of agreement Class D COA for your facility. Complete the COA checklist and provide it to the DAR for submission to the FAA. The DAR will inform the requesting organization of the status. Once the COA is approved, provide any changes to local procedures, UAS, and airworthiness release to the DAR. The DAR will notify HQ, USAASA (Airspace Branch) of any additional UAS type added to the approved memorandum of agreement Class D COA.

c. Operation of small UAS in Class G airspace without a COA.

(1) The DOD/FAA UAS memorandum of agreement authorizes a Class G airspace notification in lieu of a COA for UAS weighing 55 pounds or less (except where limited to 20 pounds or less) operating below 1,200 ft AGL in Class G airspace over military bases, reservations, or land protected by purchase, lease or with express written permission of the landowner. This is not applicable to airspace identified in 14 CFR 91.215 (Mode C veil within 30 miles of major airports depicted on VFR sectional charts by a solid magenta line). The small UAS must remain more than five nautical miles from any civil use (public or private) airport or heliport and within clear visual range of the operator or certified observer in contact with the operator.

(2) The UAS unit representative will contact the DAR to determine if this notification applies to proposed small UAS operation. Upon verification, the first 0–6 (colonel) or civilian equivalent in the chain of command submits the Class G airspace memorandum, along with the current airworthiness release, to the DAR before conducting planned operations. The DAR will make the official notification to the FAA and inform the requesting unit when notification procedures are complete.

(3) The UAS commander will ensure that a NOTAM is issued 24 hours (or as specified in the COA) in advance to alert nonparticipating aircraft of the operation. The UAS commander will verify that a NOTAM was issued before commencing operations. Contact your AT&A officer if you require assistance submitting a NOTAM.

d. A LOA is required between the unit commander, airfield commander/manager and the affected ATC facility chief for UAS operations. All LOAs will be processed in accordance with paragraph 11–18.

e. The mixing of military manned and unmanned aircraft in Class D airspace should be between participating military aircraft in accordance with an approved COA and LOA between UAS unit commander, participating (manned) aircraft unit commander, airfield commander/manager and the affected ATC facility chief. Procedures for deconfliction of UAS and other nonparticipating aircraft (including transient aircraft) will be as specified in the COA and LOA or letter of procedure (LOP).

f. Armed UAS flights outside restricted and warning areas are prohibited unless specifically authorized in the FAA COA.

g. Contact USAASD–E or EUSA, ATC Coordinator’s Office for other than combat operations in their area of responsibility.

h. For specific UAS guidance, the following publications will be reviewed before UAS operations commence:

- (1) AR 95–23.
- (2) AR 95–20.
- (3) FAAO JO 7610.4.
- (4) FAAO JO 7210.3
- (5) Supplemental policy to AR 95–23 and UFC 3–260–01/02.

i. Waiver requests to the requirements contained in this chapter will be submitted by the airfield commander/manager through the appropriate installation chain of command and ACOM, ASCC, DRU, or ARNG to Commander, USAASA. All requests must provide full justification and include the following supplemental documents:

- (1) FAA COA (if applicable, must support waiver request).
- (2) LOAs or LOPs.
- (3) Risk analysis endorsed by installation/garrison commander.

7–7. Electronic warfare training

Electronic warfare training proposals will be processed in accordance with CJCSM 3212.02 and FAAO JO 7610.4. In addition, early contact with the appropriate DAR is necessary to ensure effective and timely coordination with the FAA.

Chapter 8

Air Traffic Control Equipment Maintenance

8-1. Policy

Fixed-base ATC facilities (includes Army contract facilities) should be utilized to train Army ATC equipment repairers assigned to tactical units when tactical unit equipment is not available for training. Fixed-base ATC maintenance managers should make every effort to ensure military ATC equipment repairers are provided the opportunity to train on the installation ATC equipment. An LOA detailing the training support agreement between the fixed-base ATC maintenance manager and the respective unit commander is required.

8-2. Maintenance personnel certification criteria

All ATC equipment maintenance personnel, including maintenance chiefs, maintenance supervisors, and examiners, working in or assigned to an Army ATC facility (fixed-base or tactical) will be certified (Federal personnel) or verified (non-Federal personnel) on all ATC equipment assigned to the installation facility or military unit. To be certified as an ATC equipment maintenance technician or equipment repairer—

a. Military personnel must have been awarded primary military occupational specialty 94D, ATC equipment repairer or other equivalent military service branch specialty and meet the requirements outlined in DA Pam 611-21.

b. DAC, per OPM guidelines, and foreign nationals employed by DA as ATC equipment maintenance personnel will be graduates of accredited ATC equipment maintenance schools or provide documentation equivalent of ATC equipment maintenance training and experience. Non-Federal/contractor ATC equipment maintenance personnel must meet the same prerequisites as DAC and foreign national personnel.

c. ATC equipment maintenance personnel certification is completed through an accepted course of study that meets or exceeds the objectives required to certify equipment to the standards contained in Army technical manuals and applicable FAA maintenance orders. Non-Federal/contractor ATC equipment maintenance technician verification is completed through an accept course of study that meets or exceeds the objectives required to verify equipment to the standards contained in Army technical manuals and applicable FAA maintenance orders. Acceptable course providers include:

(1) FAA.

(2) Unit and facility certification programs administered in accordance with TC 3-04.81.

(3) DOD (excluding initial military occupational specialty producing schools).

d. Forward memorandum requests for certification to Commander, Air Traffic Services Command, (AFAT-ATS-DM), Fort Rucker, AL 36362-5265.

e. For revocation of certification authority, forward the request for revocation through command channels to the Commander, ATSCOM when the technician—

(1) Is permanently medically disqualified from ATC maintenance duties.

(2) Is relieved of duty for cause because of negligence, character/behavioral disorder, the provisions of AR 600-85, lack of aptitude, and/or apathy.

(3) An appointed accident investigation board determines that technician's negligence has caused or contributed to an accident or serious hazard and there is just cause to cancel the certification designation.

(4) Technician shows just cause exists which affects flying safety.

8-3. Air traffic control equipment maintenance examiner

a. Commanders, O-5 (lieutenant colonel) level or higher, and civilian facility managers or chiefs GS-13 or higher, will appoint an ATC equipment maintenance examiner for ATC facilities and NAVAIDs under their control or jurisdiction. This authority may not be delegated.

b. ATC equipment maintenance examiners must be certified on the system, subsystem, and equipment prior to appointment. ATC equipment maintenance examiners will administer theory and performance examinations, maintain ATC equipment maintenance certification records and must possess the ability to certify ATC equipment for which they are responsible. Requirements for appointing ATC equipment maintenance examiners are nonwaiverable.

c. Only U.S. military personnel, DACs per OPM guidelines and foreign nationals working in an overseas location and meeting the eligibility requirements of paragraph 8-2 may be appointed as ATC equipment maintenance examiners. Requirements for DACs and foreign nationals' certification are nonwaiverable. Certification responsibilities for ATC equipment and services are inherently governmental; no certification authority will be issued to non-Federal/contractor personnel.

d. The ATC equipment maintenance examiner designation is valid until the technician is assigned to another unit, facility, or cancelled by the designated authority.

e. Appointment/revocation of ATC equipment maintenance examiner designation will be made via memorandum and annotated in the comments column of the DA Form 3479-10 (Responsibility Assignment). Training records custodians will file appointment memorandums as a permanent part of the individual ATC equipment maintenance training record. For revocation of an ATC equipment maintenance examiner designation, the designated authority

(noted in para 8-3a) will state in the memorandum of revocation the cause for revocation when the technician or repairer:

- (1) Is permanently medically disqualified from ATC equipment maintenance duties.
- (2) Is relieved of duty for cause because of negligence, character or behavioral disorder, the provisions of AR 600-85, lack of aptitude, apathy, or shows good cause exists which affects flying safety.
- (3) Has through negligence caused or contributed to an accident or serious hazard, as determined by an appointed accident investigation board, and there is just cause to cancel the examiner designation.

8-4. Air traffic control equipment maintenance personnel certification

a. ATC equipment maintenance personnel assigned to an ATC unit or airfield/heliport facility will be certified within the time limits specified in tables 8-1 and 8-2 for ATC equipment assigned to the technician/repairer on DA Form 3479-10.

b. ATC equipment maintenance personnel are progressed in their training and certified within established time lines.

(1) Progression training begins the day after an individual is formally assigned to the maintenance section for duty. Progression time lines are outline in tables 8-1 and 8-2.

(2) Progression delays that do not count toward required calendar days include:

- (a) Hospitalization/sick leave.
- (b) Emergency leave.
- (c) DA-directed school.
- (d) Non-operational equipment required to conduct training.
- (e) Awaiting theory and performance examinations.
- (f) Availability of FAA or externally supported schools.
- (g) Military duty in excess of 48 hours.

c. Training time extensions will be implemented as follows. Commanders, O-5 (lieutenant colonel) level or higher, and civilian facility managers or chiefs, GS-13 or higher, may grant a 30-day extension to training time limits and will document the extension with a memorandum maintained in the technician/repairer's training/certification record folder.

d. Second or subsequent extension requests will be submitted through command channels to the Commander, Air Traffic Services Command (AFAT-ATS-DM), Fort Rucker, AL 36362-5265 for approval/disapproval.

e. Records custodian will annotate extension approvals in the remarks section of DA Form 3479-6. This annotation will specify the expiration date, as follows: "EXP 05 JAN 14."

8-5. Air traffic control equipment certification

a. ATC equipment certification is the form of quality control used by facility maintenance personnel to ensure ATC facilities and equipment operate within prescribed standards. Verification is the process by which non-Federal personnel (as defined in FAAO 6700.20A) perform a similar quality control function. Government ATC facility maintenance personnel are responsible for overseeing the verification process. Certification responsibilities for ATC equipment and services are inherently governmental; no certification authority will be issued to non-Federal personnel.

b. Personnel listed in paragraphs 8-2a and 8-2b with specific written certification authority and responsibility on the subject ATC facility or equipment will perform certification of the equipment. Personnel without certification authority may perform maintenance and logging duties. These activities will either be confined to non-certification parameters or immediately followed with the appropriate certification of the equipment by a fully qualified system specialist with specific written certification authority and responsibility on the subject ATC facility or equipment.

c. All ATC systems, subsystems, and equipment requiring certification in accordance with FAA orders or Army guidance will be certified for use in the NAS and OCONUS to meet host nation and ICAO requirements.

Table 8-1
Training time limitations for fixed equipment

Equipment	Calendar days
Radar system, AN/FSQ-84	180
Radar set, AN/FPN-40	120
Radar system, ASR-8/9/11	240
Radar set, AN/FPN-67 (FBPAR)	60
Nondirectional beacon	30
Standard Terminal Automation Replacement System (STARS), AN/FSQ-204	180

Table 8-1
Training time limitations for fixed equipment—Continued

Standard Terminal Automation Replacement System-Local Integrated Terminal Equipment (STARS-LITE)	90
Automated Radar Terminal System	180
VHF VOR	90
TACAN	90
DME	60
ILS	180
Digital bright radar indicator tower equipment	60
Interrogator set, AN/TPX-41/42/44	60
Air traffic control beacon interrogator	90
Radio equipment	60
Digital recording equipment	60
Digital automatic terminal information service	30
Visual glide slope indicators	60
Approach lighting systems	60
Communications consoles and intercommunications systems	60

Table 8-2
Time limitations for tactical equipment

Equipment	Calendar days
Tactical Airspace Information System (TAIS), AN/TSQ-221A	180
Air Traffic Navigation Information Coordination System, AN/TPN-31(V)	180
Tactical Terminal Control System, AN/TSQ-198A	30
Radio beacon set AN/TRN-30V(1)	30
Interrogator set AN/TPX-56, AN/TPX-57	30
Air traffic control central, AN/TSW-7A	30
Mobile Tower System (MOTS), AN/MSQ-135	30
Airfield lighting system	30
Tactical radio equipment	30
Communications consoles and intercommunications systems	60

Chapter 9

Airfield and Heliport Operations

Section I

Airfield and heliport use

9-1. Army airfield and heliport use policy

a. AAF/AHPs are primarily for use by DOD military aircraft. Prior permission requirements to use an AAF/AHP may be established by the installation/garrison commander or designated representative.

b. Other Federal or State Government agency aircraft may use AAF/AHPs with prior permission in accordance with paragraph 9-14.

c. AAF/AHPs located outside the United States may be used by foreign (official) government aircraft if—

(1) Reciprocal government-to-government use agreements exist,

(2) Use is authorized by treaty, and,

(3) Use is approved by an ACOM, ASCC, DRU, or ARNG commander or designee after considering applicable laws relating to U.S. defense articles and services being transferred to foreign governments.

d. AAF/AHPs located in foreign countries are not intended to be used by host country or foreign local national civilian aircraft.

e. Civilian aircraft use of AAF/AHP is permitted to the maximum extent feasible when the civilian operations will not interfere with military operations. Army installations and airfields are established to support U.S. military operations and the training required to maintain defense readiness and to provide the operational capacity necessary to defend the United States. DOD requirements take precedence over authorized civil aircraft use.

9-2. Waivers

Waiver requests to the requirements contained in this chapter will be submitted through the ACOM, ASCC, DRU, or ARNG to the Commander, USAASA. When considered in the best interest of the Federal Government, requests are subject to the approval of the ASA (IE&E).

9-3. Information control number

Per 44 USC 3501, Office of Management and Budget has been assigned to the forms and reports that request data from individuals or agencies not in the Federal Government. These forms and reports are referred to in this chapter.

Section II

Authorized Civil Use of Army Airfields

9-4. Joint use policy

Joint use is a contract or agreement between the DA and a government entity eligible to sponsor a public airport. Joint use is the least restrictive use of AAF/AHPs by civilian operators. In most cases, the airfield is open to all civilian traffic. The Army will consider joint use when it does not compromise military response, security, readiness, or safety. When joint use is approved, a part or all of the airfield land and facilities may be turned over to the government entity and contracting parties for exclusive use, subject to the terms and conditions of any lease, outgrant, LOA, or any other document in force between the Army and the parties concerned. (When the airfield is open to all civilian traffic, the FAA may make Aviation Trust Fund funds available for airport projects). Contracts are established for maintenance of the facilities. After construction plan approval by the Army, additional airfield facilities may be constructed.

9-5. Joint use process

The two-part process for joint use approval is as follows:

a. Part 1.

(1) Requests/proposals for joint use should be coordinated with the airfield commander/manager. The proposal must contain the following:

(a) A brief concept plan of intended use.

(b) The (name of the sponsor) requests approval of the basic concept plan to negotiate for civil/military joint use of (name of AAF/AHP).

(c) Use of the AAF/AHP will be reason for request.

(d) Type of operation will be (whether use is for general aviation, commercial aviation, both, or other).

(e) The type and number of aircraft to be located on the AAF/AHP.

(f) Other facilities required (list facilities needed such as parking, hangar and terminal space, and land).

(g) Services that will be needed from the Army (list the services the fixed-base operator requests of the Army, such as fuel storage, pipeline use, maintenance, and ATC).

(h) An aviation forecast for conceived operations (provide an estimate of the civil aviation activities at the beginning of joint use, and an estimate of potential activity growth for the requested lease period).

(i) Security plan.

(2) The airfield commander/manager will forward the proposal along with a recommendation to the installation/garrison commander. Proposals are considered only when received from a sponsor eligible to sponsor a public airport. Proposals are usually negotiated between the installation/garrison commander and a local community government agent (but may be negotiated with any sponsor eligible to conduct fixed based operations at the particular AAF/AHP).

(3) The installation/garrison commander will coordinate the proposal with the DAR and submit through the ACOM, ASCC, DRU, or ARNG.

(4) ACOM, ASCC, DRU, and ARNG will assess and forward approved requests to Commander, USAASA.

(5) The Commander, USAASA will ensure that all appropriate principals are provided a copy of the proposal for review. Each principal will consider the criteria in appendix C to determine the feasibility and extent of joint use to be permitted.

(6) The Commander, USAASA will forward the proposal and concept plan, along with recommendations, to ASA (IE&E). ASA (IE&E) retains approval authority for joint use airfields to ensure civilian oversight, as required by law.

b. Part 2.

(1) ASA (IE&E) will notify the requester if the request is approved or disapproved.

(2) If approved, the ASA (IE&E) will instruct USACE and installation/garrison commander to begin negotiations with the requesting sponsor for the real estate actions and other agreements necessary to complete the joint use action.

(3) All outgrants, leases, or licenses involving AAF/AHP assets will be coordinated with the DAR (or the Commander, USAASD-E or EUSA ATC Office, Korea). A lease or outgrant will be negotiated between the district engineer office and the sponsor, for a period not to exceed 25 years, with renewable clauses every 5 years (if desired). The document will detail the type of operations proposed and those procedures, restrictions, limitations, responsibilities, and requirements of each party.

(4) If an environmental assessment or environmental impact statement (environmental impact statement) is required, the Army will be the lead agency. The environmental assessment or environmental impact statement will be prepared according to AR 200-1, and other required documents. In most cases, the cost will be borne by the Government entity sponsoring the proposal.

(5) Approval authority of the final contracts, leases, or outgrants is retained by ASA (IE&E) for the formal signing of documents (ASA (IE&E) may waive this requirement).

9-6. Commencement of joint use operations

Following the award of a joint use agreement or contract by ASA (IE&E), civilian operations may begin. Civilian ramp operations are to be segregated from military operations on an airfield. For example, civilian aircraft must be parked and serviced on their own ramp or clearly defined segregated portion of a ramp. Civil base operations are managed independently, except the operator or sponsor will ensure compliance with terms and conditions established by the Army for such operations.

a. Essential Army and DOD traffic is given priority over other traffic except for emergencies.

b. Civil and other nonexempt aircraft must obtain a DD Form 2401 (Civil Aircraft Landing Permit) or prior permission required (PPR) if parked or serviced on the military portion of the airfield, unless otherwise stated in the joint use agreement.

c. The operator or sponsor is held accountable for any liability resulting from civilian operations at an AAF/AHP.

9-7. Suspension or termination of joint use

The Army reserves the right to suspend or terminate joint use of an AAF/AHP when—

a. Use is inconsistent with national defense.

b. A user's liability insurance is cancelled or expires.

c. A user is not operating in accordance with agreed to procedures or approved purposes.

d. It is in the best interest of the Army, DOD, or the Federal Government.

9-8. Extension, renewal or changes to joint use agreements

Negotiation for extension or renewal of a joint use document is the responsibility of the joint use sponsor. Negotiations of the joint use extension or renewal will begin a minimum of one year prior to the end of lease or at a time to allow for completion of the extension or renewal of the contract. Extensions or renewals to initial joint use agreements must be reviewed and approved by the ACOM, ASCC, DRU, or ARNG, and Commander, USAASA.

9-9. Prior use agreements or leases

Joint use agreements, user agreements, leases, or similar instruments relating to joint use of AAF/AHP effective before publication of this regulation will remain in force until they expire or are cancelled. New agreements, extensions, or renewals will be processed in accordance with this regulation.

9-10. Types of non-joint use for Army airfields

Authorized use of non-joint use airfields falls into five broad categories.

a. Extended use.

(1) Extended use is a term to describe an agreement or contractual process required by the proposed use of Army assets. It is a process to enact real property agreement(s) because use of the airfield or Army assets go beyond normal takeoff, landing, and parking not covered under limited use CALP provisions. Such extended use requires USACE to negotiate and execute out grants for the use of Army property. It is the nature of the proposed use rather than the duration of the proposed use which determines category of use.

(2) Installation/garrison and airfield commanders will consider the criteria contained in appendix B (Joint Use Criteria) when responding to extended use requests. Extended use can vary in the amount of access authorized to civil aircraft. Extended use can be as restrictive as an LOA between an operator and the installation allowing specific aircraft to use an airfield, up to a formal contractual process that requires USACE to process and enact real property agreement(s) allowing any civilian aircraft to use the airfield. The time duration of use is not a specific factor for

extended use. The requirement for this type of use is a formal lease or agreement instrument normally involving the use of airfield or aviation assets beyond landing, takeoff, and parking.

(3) Extended use policy. Extended use may be approved for individuals or companies whose operational requirements can be accommodated only through an LOA, license, lease, or outgrant agreement negotiated between the appropriate Army agency and the aircraft operator.

(a) LOAs may be used to accommodate those operators making frequent landings at an AAF/AHP over a period of time and needing limited use of airfield facilities. Normally no permanent change is made to the airfield.

(b) Operators who make more extensive use of AAF/AHPs are required to negotiate a license, lease, or outgrant with the facility/district engineer office. Examples of such use include those operators who request facilities for parking, maintenance, terminal and passenger operations in existing buildings, and other extensive facility use such as an airline company providing service to an installation for the benefit of Soldiers and their families.

(c) Requests for all types of extended use will be coordinated with the DAR and then submitted through the ACOM, ASCC, DRU, or ARNG to the Commander, USAASA for review of the operational feasibility of the proposed operation. If the request is operationally feasible, it will be forwarded by the Commander, USAASA to the ASA (IE&E) for further action.

b. Limited use.

(1) Limited use requires an approved CALP and refers to use that does not exceed normal takeoff, landing, and parking.

(2) Limited use requirements: It is Army policy to permit civilian aviation access to AAF/AHPs at the discretion of the AAF/AHP commander, provided—

(a) Use is requested in advance by an individual, a company representative, or a representative of a local, State, Federal, or foreign government agency.

(b) Use will not keep the Army from carrying out its current and future mission.

(c) Air safety will not be degraded.

(d) Security will not be compromised.

(e) The AAF/AHP will be able to support the proposed operation.

(f) The insurance coverage required by this regulation is in effect during any operation, parking, or storage on an Army installation.

(g) Approval is received from the lowest level of approving authority specified in table 9–1.

(h) Access is authorized by the installation/garrison commander or designated local installation approving authority (airfield commander or operations officer).

Note. Receipt of a CALP from the HQDA or an ACOM, ASCC, DRU, or ARNG -level approving authority does not normally negate local airfield commander authority to deny access.

(3) Prospective users must submit—

(a) Request for use, proof of insurance and hold harmless agreements (DD Forms 2400 (Civil Aircraft Certificate of Insurance), 2401, and 2402 (Civil Aircraft Hold Harmless Agreement)). These forms are normally submitted in advance; however, the installation may permit the aircraft operator to complete the DD Form 2400 series of forms after the first landing.

(b) Other information as required by table 9–1.

(c) A special request when the user is from a foreign country if additional information is required. The approving authority may request additional information to ensure security, safety, or international health or customs processing.

(4) Each user request or proposal will be considered; however, Army and other DOD requirements take precedence over use of AAF/AHPs by others. Nonmilitary mission and civil aircraft will be denied access to AAF/AHPs when such use is—

(a) In competition with civilian airports.

(b) For private enterprise that promotes, benefits, or favors a commercial venture, except as allowed by this regulation.

(c) For transient aircraft servicing.

(d) For customs handling purposes.

(5) Policy for issuing limited use permits. The approving authority specified in table 9–1 may authorize limited use of an AAF/AHP by completing the reverse side of the DD Form 2401. Approval of a CALP at the Army or ACOM, ASCC, DRU, or ARNG -level does not guarantee an aircraft access to an AAF/AHP listed on the permit. The pilot is required to coordinate with the airfield to obtain prior permission each time the pilot requests to use an airfield. There may be operations or classified missions occurring that prevent civil use of the airfield. The airfield commander/manager is normally the final authority on use of an airfield even after a CALP has been issued. An explanation to the pilot (requestor) as to why use has been denied is not required. An approved CALP at the Army or ACOM, ASCC, DRU, or ARNG -level indicates that a certificate of insurance and a completed hold harmless agreement are on file with the approving authority.

(6) Table 9–1 lists specific categories of applicants that may be considered eligible to use AAF/AHPs.

(7) On a case-by-case basis, and only under compelling circumstances, installation/garrison commanders, at their discretion and in accordance with table 9–1, may accept and approve a CALP submitted by facsimile or other electronic means. Foreign users must submit requests in sufficient time to allow for required coordination with DCS, G–2, Department of State, and other principals as necessary.

(8) The Army agency receiving the forms cited in paragraph 9–10b(3) will forward them to the approval authority as shown in table 9–1.

(9) The approving authority will consider the factors in paragraph 9–1 and below in deciding whether to approve the request:

- (a) Current and programmed military activities at the installation.
- (b) Detraction from the ability to perform mission.
- (c) Runway, taxiway, and other airfield facilities.
- (d) Availability of supplies, fuel and maintenance services.
- (e) Volume and type of aircraft traffic.
- (f) Crash/rescue equipment and protection.
- (g) Overall security.
- (h) Other criteria on a case-by-case basis.

(10) Operators who request services beyond landing and takeoff must obtain the local airfield commander's approval in advance.

Note. Extended and limited users include active duty, reserve, retired, and authorized dependents. Other authorized individuals may be considered for access to AAF/AHPs using the same basis normally used to grant access to a military installation using a privately owned vehicle.

c. Use by foreign aircraft.

(1) Use of AAF/AHPs within the United States and its territories requires HQDA approval. Prior to using an AAF/AHP located within U.S. territory, foreign government entities must complete all necessary coordination and issued an Army aircraft landing authorization number (AALAN) by the Commander, USAASA.

(2) AAF/AHPs located outside the United States may be used by foreign government aircraft if—

- (a) Reciprocal government-to-government use agreements exist.
- (b) Such use is authorized by treaty.
- (c) Such use is approved by a theater or ACOM, ASCC, DRU, or ARNG commander after considering applicable laws relating to U.S. defense articles and services being transferred to foreign governments.

(3) Foreign civil aircraft are not normally authorized use of OCONUS AAF/AHP (see table 9–1).

d. Emergency use. Any aircraft experiencing an in-flight emergency may land at any U.S. Army installation. AAF/AHPs may be used to support civilian emergency or natural disaster operations at the discretion of the local unit commander, provided operations are transferred back to civilian facilities at the earliest opportunity after those civilian facilities become available.

e. Humanitarian use. Use for humanitarian flights transporting emergency medicines or human organs needed for emergency situations, or transporting critically ill or critically injured individuals. Air ambulances may use AAF/AHP on a nonroutine basis when it will ease the suffering of an on-board patient and civilian airports are not readily available. PPRs must be obtained and the DD Form 2400 series completed after the first landing. The intent is to provide humanitarian relief for the patient, not to support commercial ventures.

Table 9–1
Short-term users and approving authority

Category: 1. U.S. contractor or subcontractor not included as an exempt user.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Authorized to operate corporation, personal, or leased aircraft when fulfilling the terms of a U.S. Government contract or when conducting other Federal Government business. Must provide (1) the contract number and expiration date, if applicable (2) a brief description of the work being done, and (3) the name, telephone number, and address of the Government (contracting) officer. ^{1, 3, 4}

Category: 2. Product displays or demonstrations.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Must be a contractual provision of fulfilling a request by a Government representative who has a procurement interest and authorization or certification responsibilities; or, a written invitation from the installation/garrison commander requesting the demonstration or display. DD Form 2401 must contain name, address, and telephone number of the requesting government (contracting) officer. ^{1, 4}

Table 9–1
Short-term users and approving authority—Continued

Category: 3. Active duty U.S. military personnel, including Active Duty National Guard, Reserve, or Reserve Officers' Training Corps (ROTC)/cadets.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: May be personally owned or leased aircraft. Must show military identification upon request. National Guard, Reserve, and ROTC/cadets must be on active duty or arriving for a drill; and, provide unit commander's endorsement or temporary duty (TDY) orders. ^{1, 2, 3, 4}

Category: 4. Federal civilian employees.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: May be personally owned or leased aircraft. Use must be to take part in official Government business, attend authorized military functions, or when on TDY. Provide TDY orders or other official papers certifying requirement to use the AAF/AHP. ^{1, 2, 3, 4}

Category: 5. Retired U.S. military.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Use is to participate in activities which are authorized to retired military members, such as commissary, medical treatment, and so forth. Includes Active Army or Reserve personnel entitled to retired pay. Provide a copy of retirement orders or other authorized means of identification. ^{1, 2, 3, 4}

Category: 6. News media.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Pertains to when news media representatives are gathering information about a Federal Government operation or event. Authorized on a case-by-case basis when other modes of transportation will preclude meeting a publication schedule or when in the best interest of the U.S. Army. Does not automatically authorize access to restricted or SUA. Provide proper news media credentials. ^{1, 2, 3, 4}

Category: 7. Members of Congress or heads of Federal departments or agencies.

Lowest level of approving authority: Installation/garrison commander. Notify the ACOM, ASCC, DRU, or ARNG.

User requirement responsibility: Pertains to aircraft either owned or personally chartered for members of Congress and heads of U.S. Federal departments or agencies other than the President or the Vice President. Any request received from or for members of Congress must be reported to the Chief of Legislative Liaison in accordance with AR 1–20. Use must be official Government business and nonpolitically oriented. Proper identification is required. ^{1, 2, 3, 4}

Category: 8. Civil fly-ins.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Pertains to U.S. civilian aircraft invited to participate in any Army installation-sponsored aircraft static display activity being held at an Army installation or AAF/AHP. This also includes those non-aviation activities sponsored by local communities or groups and hosted by an Army installation at which the guests may arrive by aircraft. Foreign civilian aircraft participating in civilian fly-ins will be processed in accordance with Category 11. Applies only during the period of event. ^{1, 2, 3, 4}

Category: 9. Weather alternate.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Designated AAFs may be used by scheduled air carriers when unpredictable weather conditions require a change from the original destination while in flight. Show on the flight plan and in the request for approval the AAF requested for use as a weather alternate. ^{1, 2}

Category: 10. Major political candidates.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Pertains to aircraft owned or chartered explicitly for a U.S. presidential candidate. Includes not more than one accompanying news media aircraft. The candidate must be one who is provided Secret Service protection. Report changes in schedule, after normal duty hours, to the Army Operations Center (703–697–7551), Washington, DC 30210–0400. Fuel may be sold on credit in accordance with AR 70–12. Candidate's identification must be confirmed and Secret Service security requirements must be satisfied. ^{1, 2, 3}

Category: 11. Foreign aircraft operations.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Worldwide; pertains to foreign civil aircraft or foreign government aircraft operating in a commercial mode. U.S. laws concerning, "U.S. defense articles and services transferred to foreign governments or individuals" must be considered. AAF/AHPs may be authorized as weather alternate for foreign aircraft in certain instances. Sufficient time is needed prior to intended use date to coordinate with the U.S. State Department, the FAA, and the DCS, G–2 (see para 9–16). Authorization to land at an AAF/AHP does not take the place of, or constitute, a diplomatic overflight clearance. ^{1, 2, 3}

Table 9–1
Short-term users and approving authority—Continued

Category: 12. Miscellaneous

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Other categories of users may be considered on a case-by-case basis. Examples include special circumstances or needs of any U.S. civilian, commercial development testing at Army facilities, commercial charters, scheduled air service, and private non-revenue flights that have a desire to use an AAF/AHP. Provide any agreements or documents indicating justification for landing. ^{1, 2, 3, 5}

Category: 13. CRAF program participating aircraft.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Aircraft participating in the CRAF program and authorized by contract to use AAF/AHPs as alternate airfields. ^{1, 2, 3}

Notes:

¹ DD Form 2400, DD Form 2401, and DD Form 2402 must be provided to the appropriate approving authority by the potential user. This information is used in determining whether or not to approve the request.

² Landing fees are chargeable but may be waived by the approving authority in the best interest of the Army.

³ Prior permission to land at the destination AAF/AHP may be required by the AAF/AHP commander even though the operator has an approved CALP.

⁴ The approval authority for U.S. Army Test and Evaluation Command (ATEC) airfields is the ATEC O–6 (colonel) commander exercising operational control of the airfield.

⁵ The approval authority for commercial development testing at ATEC airfields is the ATEC O–6 (colonel) commander exercising operational control of the airfield.

9–11. Required forms for civil use of Army airfields

a. DD Form 2400 will be completed by the requester’s insurance company and normally sent directly from the insurance company to the approval authority in accordance with table 9–1. If the insurance company sends the originals to the insured, the insured may submit a DD Form 2400 containing an original signature at the discretion of the approving authority. The form is completed as follows:

(1) *Block 1.* The date is entered by year, month, and day (YYYYMMDD) (for example, 20050128 is January 28, 2005).

(2) *Block 2a.* Name of the insurance company. Block 2b is insurer’s address.

(3) *Block 3a.* Name of the insured person or company. Block 3b is insured’s address.

(4) *Block 4.* Self-explanatory. Date will be in YYYYMMDD format. Block 4e will list all tail numbers or may contain a statement, “All aircraft owned and operated by (Insured).”

(5) *Blocks 5 through 7.* This specifies the insurance coverage provided. For CALP requests that have multiple aircraft listed on the DD Form 2401, the insurance requirement must meet or exceed the amount required for the aircraft with the highest requirement if only one aircraft on the DD Form 2401 will be flown at any given time.

(6) *Block 9.* Self-explanatory. This requires an original signature (blue ink). A CALP will not be approved unless the minimum insurance coverage contained in table 9–2 is met or exceeded and noted on a submitted DD Form 2400.

b. DD Form 2401 may be issued by the approving authority when a request for landing meets the requirements of this regulation. The requesting user completes the front side of DD Form 2401. The approving authority completes the reverse side of DD Form 2401. The form is completed as follows:

(1) *Block 1a.* Individual or company name block 1b, not used. Block 1c, self-explanatory.

Note. The CALP will be mailed to address provided in this block.

(2) *Block 2.* List the individual airfields of desired use by name, or request a group of airfields, for example, group examples are “All AAF/AHPs CONUS,” “All AAF/AHPs ALASKA,” or “All AAF/AHPs Worldwide.”

(3) *Block 3.* Self-explanatory.

(4) *Block 4.* If the requester is conducting business in support of a Government contract, list the contract number and expiration date, contracting officer representative name, address, and phone number. Companies which support many Government contracts may state “In support of Government contracts” but are still required to provide contracting officer representative information for at least one prime contract. If the requester is active duty or retired military, provide rank, service number, and the statement, “To participate in (retired) military activities or benefits” or words to that effect. Others will be as specific as possible to justify use.

(5) *Block 5.* Self-explanatory. Companies with large fleets may state, “All aircraft owned and operated by (company name)” if a similar statement is recorded on the DD Form 2400.

(6) *Block 6a.* Self-explanatory; Block 6b, military (retired) pay grade or company title; Block 6c, self-explanatory; Block 6d, an original signature (blue ink) is required; Block 6e, date as year, month, day using numbers (for example: 20050128 (January 28, 2005)).

(7) *Section II.* This is completed by the approving authority.

(8) *Block 7.* The “To” date is normally the date listed on DD Form 2400, block 4c. If more than one DD Form 2400 is submitted, the expiration date will be the earliest date contained in block 4c of any DD Form 2400 submitted. If block 4c of DD Form 2400 states, “Until Cancelled,” the expiration date entered in block 7b will not exceed 1 year from the date the DD Form 2401 is issued. The CALP automatically expires at 0001 hours on the date the insurance expires or is cancelled.

(9) *Block 8.* This may be “As Required,” a range of dates, or a single date, at the discretion of the approving authority.

(10) *Block 9.* The identification number will be a three-letter location identifier; the two-number category obtained from table 9–1; a two-digit number for the calendar year in which the permit was issued; and a three-digit sequence number of the approving authority (for example, for ASA–01–05–007, ASA is the U.S. Army Aeronautical Services). (For example, agency location identifier; 01 is category (1 U.S. or foreign contractor subcontractor obtained from table 9–1); 05 is the calendar year for 2005; and 007 is the 7th permit issued by USAASA in the 2005 calendar year).

(11) *Block 10.* Not used.

(12) *Block 11a.* The date from block 1 of the DD Form 2400. Block 11b is the date from block 4 on the DD Form 2402.

(13) *Block 12.* Self-explanatory.

(14) *Block 13.* Self-explanatory. Landing fees may be charged at any AAF/AHP.

(15) *Block 14.* Self-explanatory.

c. ACOM, ASCC, DRU, and ARNG may issue a DD Form 2401 authorizing operations at more than one AAF/AHP, provided the ACOM, ASCC, DRU, or ARNG has jurisdiction over all of the AAF/AHPs involved. The original of the approved or disapproved form will be returned to the requester; a copy of the approved or disapproved form will be kept on file at the approving authority; and a copy of approved or disapproved forms will be sent to Commander, U.S. Army Aeronautical Services Agency (Airspace branch), 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582.

Note. Civilian-owned UAS will be treated the same as manned aircraft with respect to CALPs.

d. DD Form 2402 with original signatures (blue ink) is the only acceptable form of a hold harmless agreement authorized for use in issuing a CALP. Other forms of hold harmless agreements are not acceptable and are grounds for denial of use. The form is self-explanatory. Individuals only need to complete items 2b and 4; corporations and companies must complete the entire form. Corporations, companies, or limited liability companies that have only one corporate officer are required to have their position verified by a notary public.

9–12. Identification numbers

Approving officials named in table 9–1 will develop an identification number system for CALP approvals. Instructions for developing identification numbers are in paragraph 9–11b(10). The identification number will be placed in DD Form 2401, block 9.

9–13. Suspension, termination, and renewal of civil aircraft landing permits

a. The Army reserves the right to suspend or terminate a CALP when—

(1) Use is inconsistent with national defense.

(2) A user is not operating in accordance with agreed to procedures or approved purposes.

(3) It is in the best interest of the Army, DOD, or the Federal Government.

b. A CALP is terminated when a user’s liability insurance is cancelled or expires.

c. CALPs are not renewable. The nonrenewable policy is required to keep information up-to-date in the event of an aircraft accident.

9–14. Exempt users

Owners and/or operators of aircraft referred to below are normally authorized to land at AAF/AHPs and some are exempt from using the DD Form 2400 series. Inter-Service support agreements may be necessary or established to cause reimbursement for the use of the facilities.

a. The DOD.

b. Any other Federal or State Government agency aircraft, clearly marked or identifiable through prior coordination as a Federal or State Government aircraft when used for official business.

c. U.S. Air Force aero clubs. The club operator must provide verification of aero club ownership. Club managers will provide aircraft tail number lists to locations where their club’s aircraft frequent.

d. Local Army flying club when the flying club is established in accordance with AR 215–1. Completion of a DD Form 2400 and a DD Form 2402 is required for each club aircraft. When flying club members utilize aircraft not provided by the local flying club (for example, rental aircraft), those flights in the nonaffiliated aircraft must be processed under limited use procedures.

e. Members of nonlocal Army flying clubs. Flying club aircraft operators must obtain approval from the appropriate approving authority before landing at transient AAF/AHPs. A DD Form 2400 and DD Form 2402 are required. Club managers will provide aircraft tail number lists to locations where the club's aircraft frequent.

9-15. Other users

The Army may make domestic military airfields available for civilian use. Specific restrictions may be in force and prior permission to use an AAF/AHP is at the discretion of the installation/garrison AAF/AHP commander/manager or a designated representative. CALPs are required for:

a. Civil aircraft under lease or contractual agreement for exclusive operational use by an agency of the U.S. Government that is operated by or for that agency, such as the FAA or Department of the Interior. This includes any aircraft under contract to the Air Mobility Command, the Military Traffic Management Command, and other agencies of similar nature. The DOD or other Federal Government agency must declare responsibility for liability of the aircraft on behalf of the owner or the operator must submit a DD Form 2400 issued by an insurance company and have a DD Form 2401 and DD Form 2402 on file with the Army approving authority to operate at an AAF/AHP.

b. Civil aircraft under lease or contractual agreement to the U.S. Air Force Civil Air Patrol for liaison purposes and operated by a U.S. Air Force liaison officer on official business. Completion of DD Form 2400 and DD Form 2402 is required unless the U.S. Air Force assumes liability responsibility for the aircraft in writing.

c. Civil aircraft under Civil Air Patrol control for an authorized mission when directed by U.S. Air Force orders.

d. Civil aircraft under U.S. Coast Guard control for an official administrative or operational mission.

e. Civil aircraft under U.S. Coast Guard auxiliary control for an authorized mission when directed by U.S. Coast Guard orders.

f. Civil aircraft under bailment contract if the Federal Government is the insurer for liability.

g. Contractual agreement to any Federal, State, or local government agency in support of operations involving safety of life or property because of a natural disaster.

Section III

Operations at Army Airfields/Heliports by Foreign Owned and/or Operated Aircraft

9-16. Landing authorization requests

a. All foreign government aircraft operators requesting to land on an Army installation in the United States or its possessions or territories must obtain an AALAN issued by the Army.

b. Foreign government aircraft are not permitted to land at Army installations within the United States, its territories, or Bucholz AAF unless an AALAN is coordinated with the U.S. Department of State, the DCS, G-2 (DAMI-FL), Commander, USAASA, and the airfield of intended landing.

c. At OCONUS locations, foreign-owned and -operated military aircraft must comply with in-country Army command requirements. All diplomatic flights requesting to use an AAF/AHP will coordinate with Commander, USAASA for U.S. Department of State approval.

d. At OCONUS locations, it is not U.S. Army intent to allow foreign government aircraft to utilize U.S. AAF/AHPs. Exception to policy requests for foreign government aircraft to utilize AAF/AHPs will be staffed through the ACOM, ASSC, DRU, or ARNG with recommendations to the Commander, USAASA.

9-17. Procedures to obtain an Army aircraft landing authorization number

Prospective users will submit requests for landing authorization, to include the information as follows:

a. For flights requiring DCS, G-2 (DAMI-FL) approval and involving interaction of foreign personnel with Army elements, submit request via the respective foreign military attaché to the DCS, G-2 (DAMI-FL), Washington, DC 20310-1000, a minimum of 30 calendar days prior to the intended landing date. Requests of this nature may be submitted via the respective U.S. Defense Attaché Office, but only if the country in question is not officially represented by a military attaché in Washington, DC.

b. For flights that do not require DCS, G-2 (DAMI-FL) approval and that involve the interaction of foreign personnel with Army organizations, the request may be submitted directly to the Commander, U.S. Army Aeronautical Services Agency, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582 or email usarmany.belvoir.tradoc.list.usaasaops@mail.mil, a minimum of 4 working days prior to the intended landing date.

c. Specific information required from the embassy military attaché is—

(1) Type of aircraft.

(2) Tail number (if known).

(3) Call sign.

(4) Name of pilot.

(5) Total number of personnel in crew.

(6) Total number of passengers (also, identify any special passengers and any honors or special requests).

- (7) Purpose of use.
- (8) Aircraft itinerary, to include the estimated time of arrival, location, and estimated time of departure for each stop (identify location of U.S. Customs stop).
- (9) Hazardous cargo and number of weapons on board for each leg of flight.
- (10) Requirements for fuel or services at each stop.
- (11) Method of payment for fuel and services.
- (12) Additional remarks or special requirements such as hotel reservations or ground transportation requests.
- (13) POC and telephone number.

9–18. Action addresses

- a.* For requests submitted in accordance with paragraph 9–17*a*, the DCS, G–2 (DAMI–FL) will—
 - (1) Ensure that the Commander, USAASA has received, or is promptly provided, a copy of the request.
 - (2) Process the request to include coordination with USAASA for action as prescribed in paragraphs 9–18*b* (2) and (3) and with other HQDA agencies, as appropriate.
 - (3) Correlate results of coordination and render approval or disapproval notification to the requester and other concerned parties.
- b.* For requests submitted per paragraphs 9–17*b* and *c*, USAASA will—
 - (1) Review the request to ensure that approval by the DCS, G–2 (DAMI–FL) is not required and forward request to the DCS, G–2 (DAMI–FL) if approval is required.
 - (2) Coordinate with the installation/garrison commander to determine whether the AAF/AHP is available and can accommodate the request.
 - (3) Contact the U.S. Department of State, Politico-Military International Security Peacekeeping Operations, to determine whether a diplomatic overflight clearance has been issued or is required.
 - (4) Correlate results of coordination and render approval or disapproval notification to the requester and other concerned parties.
 - (5) Notify the embassy of the approval or disapproval.

9–19. Use of Army airfields by foreign aircraft for classified missions

The agency responsible for the classified activity requiring the use of an AAF/AHP by foreign government aircraft will coordinate directly with the appropriate installation security officer and other essential need-to-know personnel, to ensure the airfield can support the mission. The agency responsible for the classified activity will obtain approval from the U.S. State Department, Politico-Military International Security Peacekeeping Operations, 2201 C Street, NW, Room 2422, Washington, DC 20520–2422, so the aircraft can enter the country. Other coordination may be required with the DCS, G–2, NORAD, Department of Homeland Security and the DOT. In most cases, the Commander, USAASA can provide assistance to units coordinating classified operations.

Section IV

Operations at Army Airfields/Heliports by Civil Reserve Air Fleet and Carrier Commercial Access to Military Installations Policy

9–20. Civil Reserve Air Fleet operations

Where operationally feasible, CRAF carriers will be permitted the use of Army installations as weather alternates, as technical stops not involving the enplaning or deplaning of passengers or cargo, or, in the case of an installation within the United States. Other commercial purposes could involve the enplaning or deplaning of passengers or cargo, but will not involve international operations. Use of Army installations on foreign soil as weather alternates or for technical stops are subject to the terms of individual installation basing rights and other agreements with host nations. The use of military installations in U.S. territories and possessions are to be covered by existing arrangements.

- a.* Army personnel will not solicit companies or individuals for the CRAF or CAMI use of AAF/AHPs.
- b.* To the maximum extent possible, and within the provisions of law, funds generated through user fees, real estate instruments, percentage of profit from the commercial entity generated on the installation will be provided to the servicing installation and available for obligation during the same period of availability that was applicable to the financing appropriation.
- c.* Initial requests received directly from CRAF carriers for the use of an Army installation will be forwarded to the Commander, U.S. Army Transportation Command.

9–21. Army airfield/heliport commanders/managers

The commander of an AAF where CRAF or CAMI operations are approved—

- a.* Control the administration and security of civil aircraft and passengers while they are on the airfield.
- b.* Require users schedule or modify their operations to keep from interfering with military activities when desired.

c. Cooperate with Transportation Security Administration, customs, immigration, health, and other appropriate public officials regarding aircraft arrival and departure screening.

d. Submit the following completed documents to the Commander, U.S. Army Aeronautical Services Agency (Operations Branch), 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582:

- (1) LOAs dealing with civilian use.
- (2) Lease agreements associated with CRAF or CAMI use.

Section V
Army Airfield/Heliport User Information

9-22. Insurance requirements

a. The joint use operator or sponsor, each aircraft owner or operator, and those categories of other operators who are required to have a certificate of insurance will, when operating at an AAF/AHP, provide a DD Form 2400 completed by an authorized insurance company representative. A DD Form 2400 containing an original signature must be sent to the appropriate approving authority. Government entities sponsoring joint use may provide a declaration of self insurance liability in amounts equal to or greater than the amounts specified in table 9-2.

Note. The Federal Government indemnifies all DOD and other federally owned aircraft.

b. The amount of insurance carried will equal or exceed the minimum requirements shown in table 9-2. All policies must be current during the time the AAF/AHP is used. When insurance or liability lapses for any reason, civilian use of the airfield will cease and the associated CALP is void.

c. Each user’s policy will provide for the following:

(1) The insurer waives any right of subrogation the insurer may have against the United States by reason of any payment under the policy(ies) for damage or injury which might arise out of or in connection with the insured’s use of any military installation or facility.

(2) The insurance afforded by the policy(ies) encompasses the liability assumed by the insured under DD Form 2402.

(3) The insurer will send written notice of any intended cancellation or reduction of coverage at least 30 days before the effective date of such action. The policy must reflect this requirement. Air show sponsors will maintain a \$5 million liability insurance policy in force from the time the show begins setup through the end of cleanup operations.

d. Non-U.S. military aircraft parachute operations will contract with 14 CFR 135 carriers when reasonably available.

e. Request for waivers or exception to policy will be submitted through channels to Commander, USAASA.

Table 9-2
Minimum aircraft liability coverage requirements for privately owned business or commercial aircraft (including passengers)

Rule no.	If the maximum gross takeoff weight (MGTOW) is:	Then coverage for:	The minimum for bodily injury is:	The minimum for property damage is:	The minimum liability is:
1	12,500 pounds and under	Each person	\$100,000		\$100,000 per passenger
2	12,500 pounds and under	Each accident	\$300,000	\$100,000	\$100,000 x number of passenger seats
3	Over 12,500 pounds	Each person	\$100,000		\$100,000 per passenger
4	Over 12,500 pounds	Each accident	\$1,000,000	\$1,000,000	\$100,000 x 75 percent number of passenger seats

Notes:

¹ Joint use and air show sponsors must carry a minimum of \$5,000,000 insurance coverage.

² For aircraft carrying multiple paratroopers, where seating has been removed to allow for the paratroopers, use the number of passenger seats from the original configuration for liability.

Table 9-3
Landing areas and parking and storage fees

Landing: Authorized landing

Parking and storage fees: U.S. and possessions: 0.50 per 1000 pounds, \$20 minimum
Overseas: \$1.70 per 1000 pounds, \$30 minimum

Landing: Unauthorized landing

Parking and storage fees: MGTOW up to 12,500 pounds: \$200

MGTOW 12,500 through 39,999: \$500

MGTOW 40,000 pounds and over: \$1000

Landing: Parking on ramp

Parking and storage fees: Up to 6 hours: No charge

After 6 hours: \$15 per aircraft through 12,499 MGTOW

Each 24-hour period or fraction thereof: \$30 per aircraft 12,500 through 39,999 MGTOW

\$60 per aircraft 40,000 MGTOW and above

Landing: Storage in hangar

Parking and storage fees: For each 24 hours period and fraction thereof:

\$30 per aircraft through 12,499 MGTOW

\$60 per aircraft 12,500 through 39,999 MGTOW

\$120 per aircraft 40,000 MGTOW and above

Notes:

¹ Fees are determined using several factors but are principally based on MGTOW, time the aircraft remains on the AAF, and workload associated with the aircraft. For example, the workload for an unapproved intentional landing is more than for an approved aircraft; therefore table 9-3 indicates a higher fee.

² The installation/garrison commander will use table 9-3 to determine the amount due.

9-23. Fees

Fees for landing, parking, and storage are collectible at the time of use. All fees collected are deposited with the finance and accounting officer using DD Form 1131 (Cash Collection Voucher) as prescribed by DFAS-IN Regulation 37-1. Guidance and assistance may be obtained from the installation finance and accounting office.

9-24. Exemption from fees

Landing, parking, and storage fees are not collected for aircraft when aircraft is—

a. Operated by the following:

(1) Active duty U.S. military personnel on official business.

(2) DOD Civilian personnel on official business.

(3) Civil Air Patrol or U.S. Coast Guard auxiliary personnel with official orders.

(4) National Guard, Reserve, or ROTC members with official orders.

(5) Members of U.S. military flying clubs or operators of other aircraft operating in accordance with military flying club regulations and procedures.

b. Operated in support of official U.S. Government business or for any use for which the U.S. Government is responsible for payment.

c. Operated under a contract for the Federal Government.

d. Foreign government owned, when a reciprocal agreement exists between the United States and the foreign government.

e. Conducting a diplomatic operation, including foreign civil aircraft chartered for use by foreign head of state on official state visits.

f. A commercial carrier chartered by multinational organizations with which the United States has signed a support agreement.

g. Otherwise exempt from this regulation or waived by proper authority.

9-25. Waiver of fees

The installation/garrison commander or designee may waive the collection of landing, parking, and storage fees when in the best interests of the government. (Examples include public relations or when collection of the fee would cost more than the amount of the fee collected). There are times it may be necessary to collect fees to avoid litigation associated with unfair competition issues.

Section VI Landing and Services

9–26. Approved landings

a. In most cases, installation/garrison commanders or their designated representatives are the final authority concerning which aircraft are authorized to use their airfield.

b. It is Army policy to permit the U.S. Navy, U.S. Air Force, U.S. Marine Corps, and U.S. Coast Guard to use AAF/AHPs whenever possible.

9–27. Unapproved landings

Unapproved landings are those for which prior approval is not given and fall into categories shown in paragraphs 9–27a through c. Table 9–4 provides additional information on required actions for unapproved landings.

a. *Emergency landings.* Any aircraft operator who experiences an in-flight emergency may land at any AAF/AHP without prior approval. The following will apply:

(1) The Army will use any method or means necessary to clear aircraft or wreckage from the runway to keep it from interfering with essential Army operations. Removal will be accomplished in a manner that will minimize additional damage to the aircraft.

(2) The aircraft owner or operator will not be charged a landing fee but will pay all related costs for labor, material, parts, use of equipment, tools, and so forth, including but not limited to:

- (a) Spreading foam on the runway.
- (b) Damage to runways, lighting, NAVAIDs, or other facilities.
- (c) Rescue, crash, and fire control.
- (d) Movement and storage of aircraft or wreckage.
- (e) Aircraft repairs.
- (f) Fuel.

b. *Inadvertent landings.* An inadvertent landing is one where the aircraft operator lands due to flight disorientation or has mistaken the AAF/AHP for a civilian or an authorized airport. If the inadvertent landing was made by a student pilot, the disoriented student pilot's instructor will be summoned to fly the aircraft off of the AAF/AHP. Normal landing fees may be charged for this unapproved landing. Any subsequent landing will be assessed and processed as an intentional unapproved landing (see para 9–27c).

c. *Intentional unapproved landings.* Intentional unapproved landings are those made at AAF/AHPs by operators not in an exempt category and who have not obtained prior approval.

(1) The airfield commander/manager will classify a landing as intentional unapproved when the civilian aircraft operator has done any of the following:

- (a) Landed without prior approval or does not have an approved DD Form 2401 on board the aircraft.
- (b) Landed for a purpose not approved on DD Form 2401.
- (c) Landed in an aircraft not listed on the approved DD Form 2401.
- (d) Landed in an uninsured or under insured aircraft.
- (e) Landed after being told via radio communications not to land on the airfield or installation.

(2) The airfield commander/manager will charge fees for intentional unapproved landings.

(3) Operators who make two or more intentional unapproved landings will have their aircraft detained at the installation until a security assessment is completed by appropriate military authority, the unapproved landing has been reported to the FAA Flight Standards District Office and HQ, USAASA, and other requirements of this regulation have been met. Intentional unapproved landings may result in legal action.

(4) Intentional unapproved landings with the perceived intent to cause harm. If in the opinion of an onsite authority, the landing was a deliberate attempt to cause harm, compromise a security operation, or disrupt military operations, military police and/or federal law enforcement personnel will be notified. Action may be initiated under 10 USC and 32 USC and other applicable laws.

9–28. Reporting unapproved landings

a. Table 9–4 lists actions that must be taken for an unapproved landing.

b. Procedures for aircraft accidents and incidents are addressed in paragraph 10–9.

Table 9–4
Responsibilities related to unapproved landings

Required action: Provide help for emergencies.

Responsible person: Installation/garrison commander.

Table 9-4
Responsibilities related to unapproved landings—Continued

Required action: Inform the aircraft operator of his or her responsibility to report the incident to FAA.

Responsible person: Installation/garrison commander.

Required action: Report the incident to the nearest FAA flight safety district office.

Responsible person: Installation/garrison commander.

Required action: Explain why the unapproved landing took place. (A written record of the explanation will be kept on file.)

Responsible person: Aircraft operator.

Required action: Prepare a report of landing by non-DOD aircraft and send a copy to the Commander, USAASA.

Responsible person: Installation/garrison commander.

Required action: Complete and sign a DD Form 2402 prior to departure.

Responsible person: Aircraft operator.

Required action: Provide information on insurance coverage.

Responsible person: Aircraft operator.

Required action: Determine and collect cost or fees due the Federal Government.

Responsible person: Installation/garrison commander.

Required action: Overseas, advise the nearest U.S. Defense Attaché Office.

Responsible person: Installation/garrison commander.

9-29. Fuel, services, and supplies

a. Those users who qualify under AR 710-2 may purchase Army fuel and oil on either a cash or credit basis.
b. Prices charged for fuel and other supplies are stated in DFAS-IN Regulation 37-1 unless there is an agreement or contract that states otherwise.

c. Disposition of funds are stated in AR 710-2 and DFAS-IN Regulation 37-1.

d. Authorization and identification required for purchase are stated in AR 710-2.

Note. An identaplate is not a credit card.

Chapter 10 **Airfield and Heliport Management**

10-1. Functional organization

AAF/AHP will operate in accordance with this regulation, non-conflicting policy or standards promulgated in FM 3-04.300 and appropriate Army/DOD directives in support of the Army Management Structure (Base Support) as described in DFAS-IN Manual 37-100-14, Airfield Operations program element. A typical airfield division is aligned under the installation/garrison Directorate of Plans, Training, Mobilization, and Security and is comprised of the following functions—

a. Airfield management. The airfield division chief is the primary AAF/AHP commander or manager. At locations with more than one AAF/AHP, a secondary AAF/AHP commander or manager may be assigned.

b. Airfield safety. The airfield safety officer manages the airfield safety program and advises and assists the airfield division chief on all AAF/AHP safety matters. Responsibilities include, but are not limited to—

- (1) AAF/AHP pre-accident plan.
- (2) Wildlife hazard management plan.
- (3) Flight-line driving training program.
- (4) Foreign object damage (FOD) prevention program.
- (5) Risk management and analysis processes.
- (6) Hazard tracking and log management.
- (7) Conduct AAF/AHP inspections and checks.

c. Airfield operations. The airfield operations officer manages AAF/AHP operations and advises and assists the airfield division chief on all AAF/AHP operational issues. Airfield operations functions include flight operations support, airfield, and aircraft services. Responsibilities include, but are not limited to:

- (1) Process flight plans.
- (2) Initiate and disseminate NOTAM.

- (3) Process PPR, CALP, and AALAN requests.
- (4) Coordinate for aircraft support for transportation, customs, immigration, homeland security, and agriculture inspections.
- (5) Provide AAF/AHP command and control information.
- (6) Provide airfield advisory services including AAF/AHP status, traffic, limited weather information, and so forth.
- (7) Maintain FLIP.
- (8) Initiate overdue aircraft procedures.
- (9) Activate secondary crash alarm systems.
- (10) Conduct AAF/AHP inspections and checks.
- (11) Provide aircraft marshalling, parking, and towing support.
- (12) Aircraft de-icing.
- (13) Lox/Nox (oxygen).
- (14) Aircraft fueling (hot and cold) and defueling.
- (15) Operate aerospace and material handling equipment for transient and locally assigned aircraft.
- (16) Coordinate and monitor AAF/AHP security.
- (17) Coordinate and monitor daily AAF/AHP construction activities.
- d. Air traffic control.* See chapter 2.
- e. Air traffic control maintenance.* See chapter 8.

10-2. Operating hours

- a.* The airfield division will provide services and support during AAF/AHP operating hours established by the installation/garrison commander (see para 1-24a(1)).
- b.* During published AAF/AHP operating hours and/or when the ATC tower (if available) is open, the installation/garrison commander will ensure AAF/AHP services and support are available to conduct emergency response, command and control functions, and airfield inspections and checks.

10-3. Army airfields and heliports

- a.* Airfield division chiefs will operate and maintain facilities to meet Army mission requirements, including force projection, sustainment and protection support and to meet other operational and training requirements as necessary. AAF/AHP operating in accordance with DOD standards and procedures are considered to have met “an equivalent level” in regards to the 14 CFR 139 airport standards required for civilian land airports serving certain air carriers.
- b.* AAFs that serve civilian commercial carrier operations are exempt from obtaining a 14 CFR 139 FAA Airport Operating Certificate. 14 CFR 121 permits air carriers to use DOD operated airports that are not certificated under 14 CFR 139 if these airports provide an equivalent level of safety.
- c.* All AAFs operating within established DOD and U.S. Army procedures and policies are considered to have met an equivalent level of safety for 14 CFR 139 operations. At joint locations if the civilian authority controls any portion of a ramp, aircraft parking area, taxiway, or runway used by applicable air carriers, the civilian authority is responsible for maintaining these areas to 14 CFR 139 standards.
- d.* Designation, redesignation or non-base realignment and closure of AAF/AHP, helipads, and landing zones must be coordinated with HQ, USAASA and approved by DCS, G-3/5/7.

10-4. Army airfield/heliport commanders and managers

- a.* Individuals selected to be airfield division chiefs should have a strong aviation, airfield, airspace, and/or ATC background with a minimum of 3 years experience in airfield operations. Completion of a military or civilian airfield manager’s course and a 14 CFR 139 course is highly recommended.
- b.* ACOM, ASCC, DRU, and ARNG commanders are encouraged to provide airfield commanders and managers opportunities to attend DOD and FAA upper level airfield and airspace management courses/seminars and to promote other continuing education related to airfield management.

10-5. Airfield/heliport management

Airfield division chiefs are responsible for the overall management of airfield/heliport facilities and services to safely and effectively meet the standards and operational requirements of this regulation and FM 3-04.300. This includes managing the airfield environment to support garrison, transient, and tenant unit flying operations according to applicable Army, DOD, FAA publications, and host-tenant agreements (such as North Atlantic Treaty Organization Standardization Agreements and Air and Space Interoperability Committee Air Standards). Airfield division chiefs—

- a.* Oversee the operation and condition of the airfields within the scope of the appointment.
- b.* Manage AAF/AHPs in accordance with applicable Army regulations, UFCs, and ETLs. Applicable FAA advisory circulars may be used as guidelines in the absence of specific Army guidance.

- c. Use the Defense Internet NOTAMS for reporting the establishment of, condition of, or change in any airfield facility, service, procedure, or hazard in accordance with AR 95–10.
- d. Develop and implement an airfield/heliport operations manual to address local operating procedures and requirements.
- e. Provide guidance and information at installation planning board meetings concerning airfield facilities, operations, and construction.
- f. Provide representation at installation aviation safety and standardization council meetings.
- g. Develop and implement an airfield/heliport safety program.
- h. Coordinate with primary and mission support agencies to correct problems, improve procedures, and increase efficiency of airfield services.
- i. Process CALPs and accomplish appropriate actions (see para 9–27) in the event of an unauthorized civilian aircraft landing.
- j. Coordinate installation-wide operational and contingency plans that affect airfield operations. This includes conducting semi-annual installation updates to discuss airfield support issues with garrison and installation personnel.
- k. Annually review all airfield related policies and procedures to include LOAs, memorandums of agreement, and memorandums of understanding.
- l. Conduct daily and annual airfield inspections to ensure a safe airfield environment. See appendixes C and D for example checklists.
- m. Conduct an annual quality assurance self-assessment to ensure compliance with applicable directives and safe airfield operations.
- n. Coordinate with DPW for the maintenance and repair of runways, landing zones, taxiways, loading ramps, and parking areas on the airfield. Maintain unpaved areas in accordance with UFC 3–260–01.
- o. Develop and conduct an annual review of aircraft parking plans to ensure compliance with UFC 3–260–01.
- p. Coordinate all waivers that affect airfield and airspace criteria. Maintain a copy of approved airfield waiver package and ensure access to all personnel that conduct daily and annual AAF/AHP inspections. Annually review airfield and airspace waivers to ensure they are still applicable, accurate and current.
- q. Develop and implement a flight-line driving training program. At AAFs/AHPs with operational control towers, access to the movement area will be prior coordinated with the tower chief or ATC tower shift supervisor on duty. Unless the airfield or specific areas of the movement area are closed via NOTAMS, the movement area of an airfield is under the operational control of the operating control tower, and all access to the movement area will be approved by the control tower.
- r. Establish noise abatement procedures (see AR 95–1).
- s. Determine if an AAF/AHP is fully mission capable following a significant construction project by conducting a post construction certification/safety verification inspection using checklist in appendix E.
- t. Develop and implement an airfield operations training program.

10–6. Airfield operations training

- a. Airfield division chiefs will develop and implement an airfield operations training program to establish local training requirements and responsibilities. The training program should address qualification, recurring, local or unique, professional development, and functional training requirements.
- b. Training records for all AAF/AHP personnel will be maintained as follows:
 - (1) Initial training records for duration of assignment.
 - (2) Recurring training records for 24 months.
- c. Training requirements include, but are not limited to:
 - (1) AAF/AHP organization, roles, and responsibilities.
 - (2) Physical security.
 - (3) Airfield criteria (pavement, signs, lighting, markings, obstructions, imaginary surfaces).
 - (4) Procedures for conducting airfield inspections and checks.
 - (5) AAF/AHP construction management.
 - (6) FOD prevention.
 - (7) AAF/AHP hazard analysis and risk management.
 - (8) AAF/AHP condition reporting.
 - (9) Aircraft rescue and firefighting operational requirements.
 - (10) Handling hazardous materials.
 - (11) Snow and ice control (where applicable).
 - (12) Wildlife hazard management.

10-7. Quality assurance evaluation program

a. ACOM, ASCC, DRU, and ARNG will establish a quality assurance evaluation (QAE) program to maintain safe, efficient, and effective AAF/AHPs and ensure enforcement of standards and compliance with DOD, DA, FAA and other requirements. The QAE program is designed to assist the installation/garrison commander in assessing the management, safety, effectiveness, and operation of AAF/AHPs, and identify internal and systemic issues for resolution.

b. QAE teams will be composed of subject matter experts selected based upon their years of experience, judgment, demonstrated knowledge of the subject area, and team leader's discretion. Each ACOM, ASCC, DRU, or the ARNG will field their own teams or coordinate with another agency to conduct the QAE for them. QAE teams may be augmented by subject matter experts from subordinate units to complement the evaluation.

c. ACOM, ASCC, DRU, and ARNG will maintain a QAE checklist that outlines all applicable functional areas to be evaluated. As a minimum, the areas to be evaluated will include:

- (1) Airfield management/operations.
- (2) Airfield safety.
- (3) Airfield Infrastructure.
- (4) Aircraft/airfield services.
- (5) AT&A management.

d. It is highly recommended subject matter experts from public works, petroleum operations, fire and emergency services, and environmental participate in the QAE.

e. QAEs will be conducted every 24 to 36 months. Units may be surveyed more frequently based on location, mission, or as directed by HQDA, or the ACOM, ASCC, DRU, or the ARNG.

f. QAE findings are "For Official Use Only" and will not be released outside official Army channels. Findings will be provided to the evaluated units upon completion and an executive summary of the survey results will be forwarded to the unit through command channels. Results will be made available upon request to HQDA. Overall QAE findings and trends will be presented to the Airfield/Heliport Council of Colonels annually. Release of specific unit results will be based on ACOM, ASCC, DRU, or ARNG policy.

10-8. Flight-line driving training program

a. The flight-line driving training program provides guidance for safe ground vehicle operations and pedestrian control on AAF/AHPs. Flight-line driving training prevents runway incursions, property damage, and personnel injury. FAA AC 150/5210-20A may be used as a guide in developing this program.

b. Airfield division chiefs will designate a flight-line driving training program manager and outline responsibilities. Flight-line driving training will address, at minimum, the following:

- (1) Definitions and descriptions of local movement and safety areas.
- (2) Procedures for entering and exiting movement and safety areas.
- (3) Two-way radio communications with control tower and approved phraseology.
- (4) Runway incursion prevention.
- (5) Airfield signs, lighting, and markings.
- (6) Speed limits.
- (7) Vehicle lighting and marking requirements.
- (8) ATC light gun signals.
- (9) Vehicle operations in the vicinity of aircraft.
- (10) FOD prevention.
- (11) Obstacle clearances.
- (12) Rotor wash, jet blast, or wake turbulence hazards.

c. The flight-line driving training program manager will provide training for all personnel who operate vehicles on the AAF/AHP and maintain training records and exams for personnel who have completed the training for the duration of their assignment.

d. It is recommended that the flight-line driving training manager develop and implement a certification exam, issue a locally developed certificate or license to authorized drivers, and provide annual refresher training for authorized drivers.

10-9. Aircraft accident and incident reporting

In addition to AR 385-10 requirements, when a manned or unmanned aircraft accident or incident occurs and Army ATC may be considered a contributing factor, the airfield division chief will accomplish the following notifications:

a. Via telephone within 24 hours, furnish all available information, at a minimum, indicate an accident or incident has occurred and provide a POC, phone number, and email address to—

- (1) Commander, USSASA, commercial (703) 806-4868/0687 or DSN 656-4868/0687.
- (2) Commander, ATSCOM, commercial (334) 255-8115/8940 or DSN 558-8115/8940.

b. Within 3 working days, provide accident or incident information by fax on DA Form 7305 (Worksheet for Telephonic Notification of Aviation Accident or Incident) to the Commander, USAASA at commercial FAX (703) 806-4409 or DSN 656-4409, or email: usarmy.belvoir.tradoc.list.usaasaops@mail.mil and the Commander, ATSCOM at commercial fax (334) 255-8147 or DSN 558-8147. Complete DA Form 7305 to the fullest extent possible; however, do not delay if all information is not immediately available.

Note. Notify HQ, USAASA immediately anytime a civil aircraft is involved in an accident or incident at any Army facility or installation.

10-10. Unmanned aircraft systems accident and incident reporting

Accident and incident reporting. In addition to requirements in AR 95-23, AR 385-10, and DA Pam 385-40, the UAS unit commander will provide the initial report of all UAS accidents or incidents to the appropriate DAR within 24 hours. Comply with additional notification requirements established in the COA (when applicable).

10-11. Pre-accident plan

Airfield division chiefs will develop and implement a fully coordinated airfield pre-accident plan, in accordance with AR 385-10, DA Pam 385-90, and AC 150/5200-31C.

- a. Identify responsibilities for in-flight and ground emergencies.
- b. Develop procedures outlining airfield management actions in the event of reduced fire/crash rescue response capability. The airfield commander or manager must be notified immediately when fire or crash rescue response capability is reduced.
- c. Maintain aircraft accident and incident records for 12 consecutive calendar months for each accident or incident in movement areas and safety areas involving an aircraft and/or ground vehicle.
- d. Ensure ATC and flight operations facilities have a current crash grid map overlay conspicuously posted. This map or grid is used by air and ground rescue personnel to locate and reach an aircraft mishap site. All personnel who may aid or assist in the rescue attempt must be familiar with this map and the area depicted.

Note. For guidance regarding handling and storing of hazardous substances and materials, refer to AR 385-10.

10-12. Physical security plan

Airfield division chiefs will ensure physical security and hijack prevention at AAF/AHPs by coordinating the development of an airfield security and anti-hijacking plan in accordance with AR 190-13, AR 190-51, and FAAO JO 7610.4. The plan should address, at minimum, the following:

- a. Prevention of runway, landing area, and movement area incursions.
- b. Control of access to each airfield area, including methods for preventing the entry of unauthorized persons and ground vehicles.
- c. Procedures for promptly detecting and taking action to control each penetration, or attempted penetration, of an airfield or aircraft by a person whose entry is not authorized in accordance with the security plan or standard operating procedures.
- d. Policies, procedures, and training necessary to implement security control of air traffic and NAVAIDs.

10-13. Snow and ice control plan

At airfields where snow and icing conditions occur, airfield division chiefs will coordinate with DPW to include airfield snow and ice control in the Garrison/Installation's Snow and Ice Control Plan. The plan must address, at minimum, procedures for the following:

- a. Prompt removal or control, as completely as practical, of snow, ice, and slush on the movement area.
- b. Positioning snow off the movement area surfaces so all aircraft propellers, engine pods, rotors, and wing tips will clear any snowdrift and snow bank as the aircraft's landing gear traverses any portion of the movement area.
- c. Selection and application of authorized materials for snow and ice control to ensure that they adhere to snow and ice sufficiently to minimize engine ingestion.
- d. Timely commencement of snow and ice control operations. Snow removed from the airfield must be placed at a safe distance so as not to create snow berms that interfere or impede aircraft operations on runways, taxiways, and aprons or which violate airfield and airspace criteria.
- e. Snow removal around NAVAIDs.
- f. Determining and reporting runway surface conditions and runway condition reading.

10-14. Wildlife hazard management plan

Airfield division chiefs will implement a Wildlife Hazard Management Plan and will coordinate with other agencies (DPW, Environmental, U.S. Department of Agriculture, and so forth on and off post to actively reduce wildlife attractants to the absolute minimum. Elevated risk concerning wildlife attractants will be immediately raised to the attention of the chain of command.

a. Airfield division chiefs will coordinate with DPW (Environmental) to develop and implement an airfield/heliport wildlife hazard management plan. At minimum, the plan should inform personnel of local hazards, identify local conditions on the airfield attractive to wildlife, and cite measures to reduce these attractions.

b. Local conditions that enhance the potential for wildlife aircraft strikes vary at each installation. Refer to AC 150/5200-33B for additional information on hazardous wildlife attractants on or near airports.

c. Wildlife hazard control methods may include (but are not limited to)—

(1) Active methods: pyrotechnics, bioacoustics, depredation, propane gas cannons, falconry, dogs, radio controlled crafts, and all terrain vehicles.

(2) Passive methods: grass and vegetation management, landscaping, drainage control, landfill management, fencing, netting, and use of polyvinyl chloride pipes in hangar rafters.

d. Ensure wildlife hazard information is published in DOD FLIPs.

10-15. Airfield/heliport construction

Airfield division chiefs will coordinate and monitor airfield construction, repair, and maintenance activities.

a. Maintain liaison with the installation AT&A officer on all airfield construction and related airspace issues.

b. Ensure owner and/or user maintains positive control of all contractors working on or near the airfield.

c. Develop procedures to ensure safe vehicle routes to and from airfield construction areas, site maintenance, daily cleanup, waste control, and material and equipment storage.

d. Develop procedures for contractor personnel to receive training on airfield safety and flight-line driving before starting work. Ensure airfield construction contracts contain these procedures and flight-line driving requirements.

e. Review UFC 3-260-01, AR 420-1, and specific Army standards relating to AAF/AHP requirements prior to the start of any construction projects on the airfield for minimum safety guidelines. Identify any potential impacts to airfield operations.

f. Ensure a construction phasing plan is developed that establishes guidelines and constraints the contractor must follow during construction.

g. Participate in final inspection of construction projects prior to accepting project completion.

10-16. Airfield obstruction survey

AO surveys are required to obtain obstruction and topographic data to support development and maintenance of TERPS and flight inspections.

a. The Commander, USAASA is responsible for the survey program and will coordinate with the ACOM, ASCC, DRU, or ARNG in establishing the priority for airfield surveys.

b. Obstruction surveys are scheduled on a recurring 5-year cycle. AO surveys are required for AAF/AHPs that have Army IAPs. Responsibility for scheduling and funding AO surveys at joint use facilities will be specified in appropriate joint use agreements.

c. A limited number of Army topographic units are available to conduct AO surveys. If U.S. Army topographic engineer assets are not available, the surveys may be contracted to qualified civil engineering firms in accordance with applicable regulations. USACE Transportation Systems Center (TSC) has architect-engineer contracts available to conduct AO surveys. More information on use of architect-engineer contracts is available at U.S. Army Corps of Engineers, Transportation Systems Center (CENWO-ED-TX), 1616 Capital Ave, Omaha, NE 68102-4901 or TSC Web site: <https://transportation.erdc.dren.mil/tsmex>.

d. National Geospatial-Intelligence Agency (NGA) can be used to conduct these surveys. When using the NGA for this service, make requests in accordance the U.S. Army Survey Request Procedures in AR 115-11. AO surveys will be conducted in accordance with the Airfield Survey Specifications Document for the Terminal Aeronautical Geodetic Survey Program, DOD services survey requirements, and UFC 3-260-01.

e. USAASD-E and the ATC Coordinator's Office, Korea coordinate all AO survey requirements for their geographical areas of responsibility.

f. The funding for AO surveys is the responsibility of the ACOM, ASCC, DRU, or ARNG.

g. Installation/garrison commanders are responsible for ensuring AO surveys are completed every 5 years. Failure to complete AO surveys when required may mandate (for safety reasons) cancellation of TERPS serving that aviation facility until the AO survey can be completed and evaluated.

h. The following documents and charts are required to be forwarded by the topographical surveyors to HQ, USAASA or USAASD-E at the conclusion of an AAF/AHP AO survey:

(1) Electronic or digital copy of project.

(2) PAR and/or ILS data sheet (if applicable).

(3) Project report and airfield compilation report.

10-17. Pavement evaluations

a. Pavement evaluations are scheduled and conducted in accordance with AR 420-1. Only the U.S. Army Engineer

Research and Development Center will conduct structural evaluations. Pavement evaluations determine pavement allowable aircraft loads and pavement condition analysis, and to determine potential projected useful life of the airfield based on the known airfield mission traffic. U.S. Army Engineer Research and Development Center will provide a final report with the following data:

- (1) Planning and programming of pavement maintenance, repairs, and structural improvements.
 - (2) Design of maintenance, repair, and construction projects.
 - (3) Determination of airfield operational capabilities.
 - (4) Information for aviation flight publications and mission planning.
- b.* Based on the most recent pavement evaluation, AAF/AHP commanders and managers will conduct the following:
- (1) Prioritize airfield pavement repairs in coordination with DPW and mission requirements.
 - (2) Publish the runway pavement classification number in FLIP documents.
 - (3) Maintain a copy of current pavement evaluation and make available to personnel performing inspections.

10-18. Non-aviation use of Army airfields and Army heliports

- a.* Non-aviation use of AAF/AHPs will be kept to a minimum.
- b.* When the installation/garrison commander decides to use an airfield for a non-aviation event, a NOTAM will be issued a minimum of 24 hours in advance closing the airfield for a specified time.
- c.* AAF/AHP are expensive facilities designed for aviation purposes. Because of numerous safety and operational issues, runways, taxiways, ramps, and airfields should not be used for non-aviation activities such as unit runs, drag racing, open air concerts, drivers' training, and so forth. Non-aviation use may damage the facility.

10-19. Airshows

Airshows will be in accordance with DODI 5410.19 and DODD 5410.18 and approved by the ACOM, ASCC, DRU, or ARNG commander. The installation will coordinate with the DAR, Commander USAASD-E or EUSA ATC coordinator, as appropriate, to ensure FAA/host country involvement. Airshows are subject to FAA/host nation inspection to ensure public safety. The CALP system may be used to protect Army interests, or the show management can obtain an air show insurance policy to cover the event. General guidance regarding use of Army aviation resources at public events is outlined in AR 360-1.

10-20. Daily airfield/heliport inspection

The airfield commander/manager must develop a daily airfield inspection checklist. Minimum areas to be inspected are contained in the sample checklist in appendix C. Alternate formats and supplementation are authorized. Report discrepancies and/or hazards to the appropriate agencies for correction. Document actions taken and monitor status until corrected. Maintain documentation for a minimum of 12 months.

10-21. Annual airfield/heliport inspection

The airfield division chief must develop an annual airfield inspection checklist. Minimum areas to be inspected are contained in the sample checklist in appendix D. Alternate formats and supplementation are authorized. Representatives from DPW, Safety, ATC, airfield, refueling, ATC equipment maintenance, Environmental, Director of Logistics, Physical Security/Anti-Terrorism and weather should participate. Maintain documentation for a minimum of 12 months. A summary of the inspection will be provided to the installation/garrison commander.

10-22. Airfields, heliports, landing areas, and missile and rocket sites prior notice requirements

Prior notice must be provided to the FAA in accordance with 49 USC 44502(c)(1) when a military airfield, heliport, landing area, or missile or rocket site is acquired, established, constructed, or any runway layout is substantially changed. Army agencies will prepare FAA Form 7480-1 (Notice of Landing Area Proposal) and forward through the ACOM, ASCC, DRU, or ARNG to the appropriate DAR. The DAR will review the documents and forward them to the FAA.

10-23. Obstructions

Installation/garrison commanders must notify the DAR; HQ, USAASA; and/or USAASD-E or EUSA ATC Coordinator's Office of proposed construction and/or alteration of existing structures on or near military installations that could affect navigable airspace. The following are the required procedures:

- a.* The DAR will be notified of all proposed construction and/or alteration of existing structures on or near military airfields and heliports that would affect the NAS or airfield/approach imaginary surfaces. Facilities located outside the NAS will contact HQ USAASA or USAASD-E or EUSA ATC coordinators office for further guidance and information. Obstructions include but are not limited to constructing buildings, erecting antennas, building roads or railroads near an airfield, allowing trees to grow to an unacceptable height near an airfield/heliport, and temporary obstructions caused by construction equipment.
- b.* Specific notification criteria are listed in 14 CFR 77. These notices allow the FAA to determine if the proposed

construction would have a hazardous effect on air navigation, the need for obstruction marking and lighting, or other measures needed to ensure safe airspace. Units located in Europe, Africa, the Middle East, and Western Asia will forward requests to USAASD-E; units in Korea will forward requests through the EUSA, ATC Coordinators Office; and all others will forward through the ACOM, ASCC, DRU, or ARNG to HQ USAASA.

c. U.S. Army agencies proposing construction that requires notification to the FAA will prepare the notice on FAA Form 7460-1 (Notice of Proposed Construction or Alteration) for submission to the FAA. Forms are available on the FAA OE/AAA Internet Web site or from the DAR (see table 1-1 for address).

d. If the construction is contracted to an outside agency, the contracting officer will ensure the notice concerning construction is forwarded to the appropriate DAR and HQ USAASA at least 90 days prior to beginning construction, unless the military agency has already filed a notice in accordance with paragraph 13-8.

e. Obstruction requirements will be processed, with cover letter, as nonrulemaking proposals in accordance with paragraph 11-10. Specific forms can be obtained from the appropriate DAR.

f. U.S. Army comments on obstruction proposals submitted by others agencies will be forwarded to the DAR for submission into the OE/AAA Program. In overseas locations, host nation laws apply.

g. Objections to proposed construction projects in CONUS will be processed through the DOD Siting Clearing House.

10-24. Project review and obstruction/engineering criteria waivers

This paragraph outlines the procedures to be used by garrison and unit commanders, project managers, and site supervisors to ensure all construction (maintenance, repair, and/or new construction) at or adjacent to aircraft operational facilities or airfield/heliport/helipad imaginary surfaces meet the criteria in applicable UFCs, ETLs, engineering and construction bulletins (ECB), and Army standards. All construction projects at or adjacent to an Army air operational activity that do not meet applicable UFC criteria require a HQ, USAASA waiver prior to final design approval. Waiver requests to airfield design criteria will be submitted through the ACOM, ASCC, DRU, or ARNG to the Commander, USAASA. Items listed in UFC 3-260-01, Appendix B, Section B13-2 are adopted as permissible deviations. Army ATC towers are not considered permissible deviations and should be sited to conform to airfield and airspace criteria in UFC 3-260-01, Chapters 3 and 4.

a. The criteria in applicable UFCs, ETLs, ECBs, and Army standards will be applied by facilities master planners, aviation operational planners, and DPW design engineers when planning for air operations, constructing and/or modifying real property facilities and/or when establishing land uses and constructing facilities which could impact aviation activities.

b. Project technical reviews.

(1) The Director, USACE TSC will provide a preliminary (30 percent) and a final (90 percent) technical review of all real property facility designs (plans, specifications and design analysis) for the maintenance, repair or construction (military construction or minor construction) of any item related to Army aircraft operational facilities using any type of funding (MCA, MCA Reserve, MCA National Guard, operations and maintenance, Army Funds, base realignment and closure, or other).

(2) Provide two copies of all planning and design documents (project booklet, plans, specifications, and design analysis) for each phase of the design to: U.S. Army Corps of Engineers, Transportation Systems Center, 1616 Capitol Ave, Omaha, NE 68102-4901.

Note. ACOM, ASCC, DRU, and ARNG are required to reimburse USACE TSC for technical reviews of aircraft operational facility project designs (except MCA). MCA project reviews are funded with MCA design funds. USACE TSC will provide ACOM, ASCC, DRU, and ARNG with a price list annually defining the estimated cost of project review services. Obstructions and engineering criteria waiver requests will follow the process in UFC 3-260-01, Appendix B, Section 1.

10-25. Operational waivers

Establish operational waivers when a particular aircraft operation is required to operate on existing facilities that do not meet current airfield design criteria. Ensure a risk assessment is performed on all proposed operational waiver requests prior to submitting to the approval authority. All operational waiver requests must have the aviation mission commander's endorsement.

Chapter 11

Air Traffic and Airspace Program

Section I

Air Traffic and Airspace Officers

11-1. Air traffic and airspace officer qualifications

a. The AT&A officer—

(1) Will be military or civilian personnel with airspace management and/or ATC background. Contractors and foreign nationals may not be appointed as AT&A officers due to inherently governmental duty requirements.

(2) Will have at least a secret security clearance to ensure proper coordination of classified projects and activities.

b. To accomplish the U.S. Army's mission, individuals assigned to coordinate U.S. Army requirements must have a basic understanding of the airspace system. They must—

(1) Know the appropriate airspace system composition; the rules, regulations, and procedures by which it is managed and how the U.S. Army interfaces with the airspace managers (FAA/host country) and other users of the airspace systems.

(2) Identify and define their airspace requirements; develop, coordinate, negotiate, and process proposals to satisfy their requirements; manage their assigned airspace in an efficient and effective manner; maintain appropriate records and submit required reports.

c. To ensure that personnel receive recommended training, unit commanders should provide resources and the opportunity for their AT&A officers and other individuals working with the NAS or other airspace systems to attend the courses shown below. Information on these courses may be obtained from their DAR or the HQDA AT&A manager—

(1) AT&A officer workshops or seminars hosted periodically by the DAR and/or HQDA AT&A manager.

(2) FAA Airspace and Procedures Course at Oklahoma City, OK.

(3) FAA Obstruction Evaluation/Airport Airspace Analysis Course at Oklahoma City, OK.

(4) U.S. Air Force Airspace Management Course at Keesler Air Force Base, MS.

11-2. Air traffic and airspace manager

a. The HQDA AT&A manager specifically has responsibility within the geographical area of the NAS and, to a limited degree, within foreign countries where U.S. Army elements are based. The HQDA AT&A manager will—

b. Develop and coordinate for approval the plans, policies, and procedures for U.S. Army airspace matters and special military operations requirements within the NAS and then direct and coordinate the U.S. Army position and actions taken in these matters.

c. Provide HQDA representation for all AT&A matters elevated to the national level.

d. Establish, implement, and monitor the U.S. Army AT&A officer training program.

e. Provide technical guidance and assistance to HQDA staff elements, DARs, ACOM, ASCC, DRU, or ARNG AT&A officers on matters pertaining to airspace systems.

f. Provide technical guidance and assistance, as necessary, to USAASD-E and the ATC Coordinator's Office, EUSA, Korea.

11-3. Department of the Army representative

Each DAR is responsible for the geographical area shown in table 1-1 and will—

a. Ensure that U.S. Army airspace requirements within their assigned areas are fulfilled in the best interest of the U.S. Army.

b. Represent ACOM, ASCC, DRU, and ARNG within each DAR's geographic area, on airspace actions and TERPS affecting the airspace system.

c. Maintain close liaison with U.S. Army organizations to ensure that—

(1) HQDA and FAA or host nation policies and procedures are followed.

(2) Problems between the U.S. Army and other airspace users are understood and addressed.

d. Review airspace proposals processed through their regional offices and keep appropriate U.S. Army organizations advised of critical and conflicting issues.

e. Correlate, review, and process airspace proposals from the U.S. Army and keep the command informed of the status of the proposals.

f. Review each Federal Register for notices or proposed airspace rulemaking actions that may conflict with U.S. Army interests and initiate appropriate action.

g. Participate in the U.S. Army-FAA team visits and meetings concerned with the review and evaluation of airspace assigned for U.S. Army use.

h. Assist ACOM, ASCC, DRU, and ARNG commanders or designees, installation commanders, and communication-electronics officers in feasibility studies concerning installation, removal, or modification of ATC facilities.

i. Assist installations and communications-electronics officers with frequency assignments concerning installing, removing, or modifying ATC facilities or equipment.

11-4. Army commands, Army service component commands, direct reporting units, and State Army National Guard air traffic and airspace officers

The AT&A officer will—

a. Serve as the ACOM, ASCC, DRU, or State ARNG initial POC for matters within the scope of this regulation.

- b. Ensure that all airspace actions are coordinated with the responsible DAR, the Commander, USAASD–E, or the HQDA AT&A manager, as appropriate.
- c. Monitor all AT&A functions of subordinate elements to include training requirements.

11–5. Installation/garrison air traffic and airspace officers

The AT&A officer—

- a. Will be the installation/garrison initial POC for matters within the scope of this regulation.
- b. Will notify the DAR, USAASD–E, or the EUSA ATC Coordinator of airspace proposals of the other military services in the AT&A officer's area of responsibility.
- c. Will prepare notices, proposals, comments and reports on airspace for the command and send copies to the ACOM, ASCC, DRU, or ARNG AT&A officer, and the DAR, USAASD–E or EUSA ATC Coordinator in the AT&A officer's area of responsibility.
- d. Will maintain current records showing SUA usage.
- e. Will review the Restricted Area and Military Operations Area Annual Utilization Report to ensure the efficient use and management of the airspace.
- f. Will maintain liaison with local FAA or host government agencies.
- g. Will ensure that all actions affecting the NAS or host government airspace are coordinated properly.
- h. Should be a member of the Real Property Planning Board (refer to AR 210–20).
- i. Will coordinate functions relating to OE/AAA and provide oversight for the installation/garrison commander.

Section II

Airspace Proposals

11–6. General

The airspace over an installation (if required) must be obtained from FAA, the host country airspace authority, or, in a theater of operation, the combatant unit commander. See chapter 2 for procedures and requirements to establish ATC services or facilities at AAF/AHPs. Installation/garrison commanders will ensure that assigned airspace is used efficiently, effectively, and within national directives.

11–7. Proposal categories

Airspace proposals fall into the following categories:

- a. *Regulatory (rulemaking)*. These are proposals for which the FAA issues, amends, or repeals rules, regulations, or orders designating airspace and airspace use. Rulemaking actions place a burden on the public and may have punitive liability for a violation of the rule. Military members are subject to the rule unless specifically exempted. The FAA is required to publish the proposal and the final action taken on the proposal in the Federal Register.
- b. *Other than regulatory (nonrulemaking)*. These are proposals for which the FAA has authority to take final action but normally does not issue a rule, regulation, or order. These proposals are usually circularized for public comment and information at the FAA regional level. For specific information refer to FAAO JO 7400.2.

11–8. Initiation, development, and coordination of proposals

- a. Proposals can originate at any level (generally at the installation) within the Army. They progress upward through the appropriate chain of command with continuous coordination and assistance from the DAR.
- b. SUA proposals will be developed according to FAAO JO 7400.2.
- c. The initiating agency, with DAR assistance, will coordinate the proposal with all affected parties, local civilian communities, individuals, and other military services.
- d. A record of this coordination will be included in the proposal.

11–9. Submission of rulemaking proposals

- a. The initiating agency will submit the proposal to the ACOM, ASCC, DRU, or ARNG and furnish a copy to the DAR.
- b. The ACOM, ASCC, DRU, or ARNG will forward a copy to HQ, USAASA with their endorsement. HQ, USAASA will review and ensure the proposal is complete and complies with regulatory requirements of FAAO JO 7400.2.
- c. After coordination with other HQDA elements, HQ USAASA, if appropriate, will endorse the proposal and instruct the DAR to submit the proposal to the FAA regional/service area HQ for action.

11–10. Submission of nonrulemaking proposals

- a. The initiating agency will submit the proposal to the ACOM, ASCC, DRU, or ARNG.
- b. The ACOM, ASCC, DRU, or ARNG will review the proposal and forward it to the appropriate DAR with their endorsement.

c. The DAR will submit a copy of the proposal to the FAA region/service area for action after ensuring the proposal is complete and all requirements of FAAO JO 7400.2 have been addressed.

11–11. Controversial proposals

The initiating agency will attempt to resolve, at the lowest level, any dispute or controversy pertaining to a SUA proposal.

a. The HQDA, AT&A manager will be notified immediately when any proposal becomes controversial or attracts the attention of public or political individuals.

b. On request, the DAR or the HQDA AT&A manager will assist the unit commander to resolve any issues with regard to the proposal. If necessary, meetings will be arranged between all involved parties in an attempt to resolve the differences. At such meetings, the DAR will represent the U.S. Army position to the FAA after coordination with the HQDA AT&A manager. If the issue requires the attendance of the HQDA AT&A manager, they will represent the Army.

c. Proposals involving a disagreement between the Army and another U.S. military department will not be forwarded to the FAA until the matter is resolved. The initiating agency will attempt to resolve the matter first. If unable, the DAR will negotiate for resolution at region/service area level. If necessary, forward to the HQDA, AT&A manager for resolution at HQDA or higher level.

d. A proposal involving a disagreement between the Army and other agencies, activities, or individuals (other than the military departments) may be submitted directly to FAA HQ by the HQDA, AT&A manager. The proponent or using agency will not submit airspace proposals directly to the FAA.

11–12. Processing time

The initiating agency must take into account, during the development stage, the time required for processing a proposal. Allow adequate time to process through U.S. Army and FAA channels to meet desired timeframe for implementation:

a. For nonrulemaking proposals, the FAA usually requires a minimum of 6 months to process from the date received.

b. For rulemaking proposals, the FAA usually requires a minimum of 12 months to process from the date received.

c. Controversial proposals, both rulemaking and nonrulemaking, may take several years to process.

d. Additional information on processing is provided in FAAO JO 7400.2.

11–13. Proposals submitted by other airspace users

Rulemaking proposals are published in the Federal Register. Nonrulemaking proposals are usually circulated by the implementing agency.

a. The DAR will continually review these proposals, both rulemaking and nonrulemaking, and forward to appropriate U.S. Army agencies for comment.

b. U.S. Army commanders will review these proposals for possible conflict with their requirements. When any conflict exists, the affected U.S. Army installation or activity commander will prepare an objection to the proposal. Objections must be specific, fully justified, and based on valid aeronautical and/or operational criteria. Proposal objections submitted by other airspace users will be coordinated with the DAR.

c. Objections to proposals submitted by other airspace users will be submitted as follows:

(1) Written objections to proposals must reach the appropriate DAR no later than 10 days before the FAA closing date published in the Federal Register. A U.S. Army commander may request in writing an extension of time to evaluate a rulemaking proposal. In such cases, the request must reach the DAR at least 20 days before the closing date.

(2) The DAR will submit the objection to the FAA region/service area POC except when the objection pertaining to a proposal involves more than one region/service area. When this occurs, the DAR will forward the objection to the HQDA AT&A manager for action.

11–14. Waiver of administrative procedures

Proposals that deny or restrict public access to a portion of the NAS are required to be circularized for public comments in accordance with 5 USC 551 and 553 through 559. When a delay in obtaining airspace will impair national defense, the Administrator, FAA may waive normal processing requirements at the request of the Secretary of the Army. Requests for waivers will be forwarded to the Commander, U.S. Army Aeronautical Services Agency, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582. Requests must contain full justification.

11–15. Terminal airspace

Terminal airspace consists of Class B, C, D, and E airspace. Proposals to establish, rescind, or modify terminal airspace require FAA approval via rulemaking action.

a. A recommended terminal airspace proposal format is provided in table 11–1.

b. U.S. Army terminal airspace requirements will be processed as rulemaking proposals in accordance with paragraph 11–9.

c. U.S. Army comments concerning terminal airspace proposals submitted by other agencies will be processed in accordance with paragraph 11–13.

Table 11–1
Format for terminal airspace proposals

1.	Title: Give a short description of what action is proposed.
2.	Purpose: Explain why the action is proposed.
3.	Airfield or heliport: Give name and geographic coordinates. Provide names of satellite airfields involved in the proposal.
4.	Aircraft types: Give the names of aircraft expected to use the airfield.
5.	Controlling agency: Name the ATC facility that will provide services and the time the service is to be provided.
6.	Communications: Describe communications facilities by services provided to aircraft. Include required frequency requirements to support ATC services.
7.	Weather observation and reporting: State the times that weather observation or reporting service for terminal airspace is to be available.
8.	Aircraft operations: List the types of aircraft operations expected (VFR, IFR) and describe the operations in sufficient detail to support airspace planning. For development of the proper terminal airspace configuration, include copies of established or amended terminal instrument approach and departure procedures or draft IAPs.
9.	Time designation: Indicate whether full- or part-time designation is planned. If part-time, express in local time.
10.	Record of formal and informal airspace meetings.
11.	Remarks: Include any other information, documents, or charts pertinent to the airspace proposal.

11–16. Airspace over land or water outside the United States

a. Under the provisions of EO 10854 the FAA must consult with DOD to ensure that actions affecting airspace over land or water outside the United States are consistent with requirements of national defense. The Commander, USAASA will develop and present the U.S. Army position on these matters.

b. Policy and operating procedures for operating U.S. military aircraft and for firing into airspace over the high seas are contained in the general planning book of the DOD FLIP.

11–17. Environmental evaluations

Environmental impacts will be assessed when considering any airspace action regardless of the location. Establishment or modification of airspace areas, airfields, navigation facilities, TERPS, and similar activities will be planned and conducted to reduce or remove adverse environmental effects. The environmental impact of a proposal will be assessed during the planning stage and will be evaluated along with technical and economic factors. Airspace proposals are subject to both National Environmental Policy Act (NEPA) and aeronautical processing requirements. The originator should notify the DAR early in the development process to request cooperating agency status with the FAA.

a. After completion of an environmental assessment, the originator of the proposal will determine whether an environmental impact statement or a finding of no significant impact is required, both of which will always be required for SUA proposals if—

- (1) The floor of the proposal area is below 3,000 ft AGL.
- (2) Supersonic flight is anticipated at any altitude.

b. The proposal will—

- (1) Identify the installation or activity that serves as the lead agency for complying with NEPA.
- (2) Identify by name, address, and telephone number the office of the installation or activity to which comments on environmental aspects may be addressed.
- (3) Include documentation detailing NEPA compliance.

c. Environmental assessments or environmental impact statements will be prepared and processed in accordance with Army NEPA implementation procedures in 32 CFR Part 651 and AR 200–1. The Army will involve FAA in the preparation of all NEPA documents and include FAA as a cooperating agency for environmental impact statements. A copy of the final environmental documentation will be forwarded through channels to the FAA with the airspace proposal.

11–18. Letter of agreement or letter of procedure

a. An LOA or LOP is required on many occasions when complying with this regulation (see FAAO JO 7400.2 and TC 3–04.81). Coordinate all such letters with the appropriate DAR during the development stage or upon modification. Provide copies of the final version of these letters to the appropriate DAR. Units operating in host countries will coordinate each LOA or LOP with the appropriate office in theater; with USAASD–E for its area of responsibility; the EUSA ATC Coordinator’s office for Korea; or with the appropriate AT&A officer.

b. Each LOA or LOP will be reviewed annually by all signatories and documentation of the review will be kept on file in the facility. The DAR; the Commander, USAASD–E; the EUSA ATC Coordinator’s Office (Korea); or the ACOM, ASCC, DRU, or ARNG and installation AT&A officer will participate in these reviews.

Chapter 12 Special Use Airspace

12–1. General

a. SUA is airspace of defined dimensions wherein activities must be confined because of their nature, or wherein limitations may be imposed upon aircraft operations that are not a part of those activities. This chapter outlines commanders’ responsibilities in obtaining SUA to fulfill mission requirements. It also provides guidance on the type of SUA needed, airspace management, records required, reporting requirements, and other responsibilities of the using agency of SUA. Within the NAS, the procedures apply where FAA is the airspace authority. Definitions of SUA and procedures may vary outside FAA jurisdiction. Consult HQ, USAASA, USAASD–E, or EUSA for procedures.

b. The installation/garrison commander will be the using agency for SUA.

c. Installation/garrison commanders will carefully consider each new requirement for airspace to determine if the activity can be conducted in existing SUA areas before submitting proposals for new or additional airspace.

12–2. Range and training area airspace management

A range is defined as designated land, water, or airspace designated for military use and used for force on target (live fire) and force on force (maneuver) training and testing activities. Range management authority will ensure safe manned/unmanned aerial platform operations in accordance with AR 385–63 and DA Pam 385–63. Effective coordination between installation air traffic control and range operations is critical to safe operations. Army ATC agencies and range management authority will ensure coordination procedures and methodologies are established to facilitate safe training operations for participating aircraft. Emerging range management mission requirements will be submitted and adjudicated in accordance with established range modernization processes.

12–3. Safety requirements

a. Activities considered hazardous to nonparticipating aircraft will not be conducted until such airspace is designated by FAA and/or host country or otherwise arranged for by the appropriate U.S. Army authority. This may require SUA to segregate the activity from other users of the airspace system.

b. For artillery, missile, or similar activity in SUA, unit commanders will comply with the safety criteria cited in AR 385–63 and DA Pam 385–63.

12–4. Annual review of special use airspace

a. Installation/garrison commanders will review their requirements for SUA annually. If necessary, they will take action to change their current designated SUA to accommodate existing and future requirements. Within the NAS, coordination with the appropriate DAR is required. Documentation of the review will be retained on file until the next review is completed.

b. Each year the installation/garrison AT&A officer will submit the Restricted Area and Military Operations Area Annual Utilization Report to the appropriate DAR (see para 11–5e and table 1–1).

c. To support SUA, installation/garrison commanders will review their frequency requirements annually and review, update and coordinate frequency requirements with the Army spectrum manager or designated representative. If changes are proposed, they will be coordinated with the appropriate ACOM, ASCC, DRU, or ARNG. Frequency assignments no longer required will be cancelled with the Army spectrum manager.

12–5. Requirements for restricted areas

Restricted areas require rulemaking action and are established when it is determined necessary to confine or segregate activities considered incompatible with, or hazardous to, nonparticipating aircraft. These activities include, but are not limited to the following:

a. Firing of field artillery, mortars, missiles, rockets, lasers, or similar weapons or other activities.

b. UAS operations when the flight cannot be accomplished with a COA (see para 7–6).

- c.* Certain types of aircraft ordnance delivery and test flights.
- d.* Some types of laser activity; electronic, chemical, and nuclear measures; and various types of research and development efforts.
- e.* Dropping of chaff and some electronic countermeasures.
- f.* Certain ordnance and explosives demolition activities. To ascertain if a type of activity requires restricted airspace, contact the DAR. If the area begins at the surface the U.S. Army must own or legally control the surface area under the airspace.

12-6. Restricted area proposals

Restricted area proposals will—

- a.* Be initiated in accordance with paragraph 11-8. To determine requirement for buffer zones for other than aircraft operators, refer to AR 385-63 and DA Pam 385-63.
- b.* Be developed and coordinated in accordance with paragraph 11-8 and 11-9 and will include coverage for future similar system operations.
- c.* Be submitted to the DAR in accordance with paragraph 11-9.
- d.* Have the same processing time requirements as cited in paragraph 11-12.
- e.* Be considered for shared use during the development process.

12-7. Authorized use

- a.* Restricted areas are to be activated only for those activities listed in the proposal for establishment of the area or for those activities approved at a later date. Prior to any civil manned or unmanned aircraft participating in operations in a restricted area, a DD Form 2402 must be filed with the using agency.
- b.* Installation/garrison commanders will ensure that SUA is released to the controlling agency when it is no longer needed for its designated purpose.
- c.* Using agencies will not schedule or activate SUA for exclusive use by non-Armed Forces (civil or public) activities unless they are designated a major range and test facility base as identified in DODD 3200.11. Non-Armed Forces (civil or public) activity is defined as any activity within SUA that does not fall under an Armed Forces/DOD contract or partnership nor in direct support of Armed Forces/DOD requirements.

12-8. Changes to airspace

Changes to a restricted area, including modification of size, segmenting, revocation, type of activity conducted, times of use, name of controlling agency, and name of using agency may require rulemaking action. Contact the DAR to determine what action is required.

12-9. Joint use airspace

- a.* Joint use is explained in FAAO JO 7400.2. U.S. Army SUA will be designated joint use with an FAA and/or host country ATC facility except when it is not in the best interest of national defense or security or when it detracts from the U.S. Army's ability to accomplish its mission. The U.S. Army must be prepared to justify its position for not permitting joint use. Installation/garrison commanders will promptly release joint-use SUA to the controlling agency when it is not being used for the purpose for which it was designated.
- b.* Joint use restricted areas are activated only in accordance with the LOP between the using and controlling agencies. An example of an LOP is provided in TC 3-04.81. A copy of the draft LOP will be forwarded to the appropriate DAR for review.

12-10. Shared use airspace

- a.* When Armed Forces or DOD agencies, other than the U.S. Army using agency, conduct operations in a restricted area, the area becomes a shared use restricted area. It is U.S. Army policy to permit shared use to the extent feasible. Such use must be in keeping with the purpose for which the SUA was designated and not detract from the using agency's ability to accomplish its mission.
- b.* The using agency will ensure that the requesting agency's proposed activities can be supported within the restricted area. If the shared use activity requires a change or modification to the restricted area, rulemaking action may be required. The DAR will be contacted for advice if this situation arises. Proposals for such changes will be submitted in accordance with paragraph 11-9.
- c.* Using agencies are only authorized to schedule concurrent use to support non-Armed Forces (civil or public) activities in restricted areas as follows:
 - (1) Under the provisions of DODD 3200.11 as a major range and test facility base.
 - (2) Under the provisions of DODD 3025.18 for defense support to civil authorities and for hazardous recurring and contingency training activities in support of Armed Forces partner organizations for emergency response.
- d.* The using agency and the shared user will develop an LOA that explains how the area will be used and how the

shared use activity will be recorded. A copy of the LOA will be forwarded to the appropriate DAR for review prior to final signature. TC 3–04.81 provides guidance on preparing LOA.

e. The environmental impacts of shared use must be assessed before final determination. These include defining responsibility, liability and costs associated for damage, mitigation or restoral efforts, if necessary.

12–11. Temporary restricted areas

Temporary restricted areas may be designated when necessary to accommodate hazardous activities associated with military exercises, test programs, and so forth. Processing of a temporary restricted area is in accordance with FAAO JO 7400.2.

12–12. Utilization records

a. The using agency will maintain records of all activities that require the activation of restricted areas or military operating areas (MOA). These records are required to assist in preparing the annual utilization report and to assist in retention of the restricted area and MOA.

b. Restricted area and MOA daily use information includes, but is not limited to the following:

- (1) Time that area was activated and deactivated.
- (2) Total hours of use. Subdivision of segment will be listed if use is divided.
- (3) Type or extent of ground-based activity.
- (4) Type of activity.
- (5) Number of firings, launchings, and so forth.
- (6) Number of hours of operation.
- (7) Maximum altitude activated.
- (8) Type and extent of air operation.
- (9) Type of aircraft or aerial vehicle (for example, UAS, attack helicopter, fighter, bomber).
- (10) Number of sorties.
- (11) Altitudes or flight levels by type aircraft.
- (12) Number of hours of aircraft operation.
- (13) Type and extent of activity of a nature different from those above.

12–13. Utilization reports

This applies where FAA is the airspace authority.

a. Each using agency will prepare a Restricted Area and Military Operations Area Annual Utilization Report on the use of its restricted areas and MOAs, as required by 14 CFR Part 73. Failure to describe accurately the use of restricted areas and fully justify their retention may cause loss or modification of the area. For joint use restricted areas, it is of particular importance to furnish accurate information on the amount of time an area is relinquished to the controlling agency.

b. The using agency of each restricted area will prepare an annual utilization report in accordance with FAAO JO 7400.2 covering the period from 1 October through 30 September. The report will be compiled from daily use records. Using agencies will ensure that use of the restricted area is completely and accurately described. Assistance on this report may be obtained from the DAR.

c. Utilization reports are processed as follows:

- (1) Each using agency will forward a draft report to the appropriate DAR (see table 1–1) no later than 15 October each calendar year.
- (2) The DAR will review the draft report and return it to the user with comments within 20 days.
- (3) Upon receipt of DAR comments, the using agency will finalize the report and forward four copies to the DAR no later than 30 November. Additional copies will be forwarded simultaneously as follows:
 - (a)* Active U.S. Army users will send one copy to the ACOM, ASCC, DRU, or ARNG commander.
 - (b)* ARNG users will send one copy to the Chief, National Guard Bureau (ARNG–AV), 111 South George Mason Drive, Arlington, VA 22204–1382.
 - (c)* USAR users will send one copy to Chief, Army Reserve (ARRC–AV), 2400 Army Pentagon, Washington, DC 20310–2400.
- (4) The DAR will send two copies of the final report to the HQDA AT&A manager no later than 31 December.
- (5) The HQDA AT&A manager will—
 - (a)* Review all reports.
 - (b)* Send one copy of each report to the appropriate office in FAA HQ by 31 January of the next year.
 - (c)* Instruct the DAR to provide one copy of each report to the appropriate FAA regional HQ.
- (6) When a report indicates that the restricted area is larger than required to contain the user’s activity, the using agency will initiate action to reduce the size of the area to that size actually required unless full use of the area is

planned within the next reporting period. The FAA does not recognize long-range contingency plans as justification for the establishment or continued designation of a restricted area.

(7) If the information provided in the annual utilization report is insufficient to evaluate the use of restricted area, the FAA may ask the using agency for a supplementary report. The following conditions apply to that request by the FAA:

- (a) Within 30 days after receiving a request, the using agency will send the additional information to HQ, USAASA.
- (b) Subject to security classification, HQ, USAASA will forward the information to the FAA
- (c) All FAA requests for additional information and the information provided to the FAA as a result of that request will be forwarded through normal channels to HQ USAASA.

12–14. Violations of U.S. Army restricted areas

a. Nonparticipating aircraft entering a restricted area will be identified, if possible, by the using agency and instructed to leave the area if communication can be established with the pilot.

b. All alleged violations, military or civilian, will be reported in accordance with AR 95–1, AR 95–23, and ACOM, ASCC, DRU, and ARNG supplemental policies.

c. If the participating aircraft cannot be identified immediately, the using agency will contact the nearest FAA flight service station or ATC facility for assistance. The using agency will give as much information as possible (such as type of aircraft, identification number, color, altitude, direction of flight, time of entry, and entrance point). In coordination with the flight service station or the air traffic facility, the using agency will also send other information on the alleged violation as it becomes known. If the nonparticipating aircraft registration number can be identified, the using agency will then forward the information to the DAR for action.

d. The using agency will be prepared to assist the FAA with the investigation. This may require offering evidence, witnesses, statements, and copies of records.

e. Reports of violations of flying regulations are exempt from requirement control in accordance with AR 335–15.

12–15. Prohibited areas

Prohibited areas require rulemaking action and are designated in the best interest of national security and welfare. Only in unusual circumstances will the U.S. Army have a need for a prohibited area. If the need arises, consult the DAR before initiating a proposal. For specific information on prohibited areas, refer to FAAO JO 7400.2.

12–16. Warning areas

Warning areas are established in international airspace to contain activity that may be hazardous to nonparticipating aircraft. Consult the DAR before initiating a proposal affecting or requiring warning areas. For specific information on warning areas, refer to FAAO JO 7400.2.

12–17. Military operations areas

MOAs are volumes of airspace with specific vertical and lateral limits. These areas are used to separate and segregate certain nonhazardous military activities from IFR traffic and to identify for VFR traffic the area in which these activities are conducted. MOAs do not impose any flight restrictions or communication requirements on nonparticipating VFR aircraft.

a. Procedures for operating within MOAs are in FAAO JO 7400.2 and the Aeronautical Information Manual (AIM). The procedures are set forth in an LOP between the using agency and the controlling agency.

b. MOA proposals are prepared in accordance with FAAO JO 7400.2.

c. Utilization records will be maintained per paragraph 12–12.

12–18. Alert areas

An alert area is established, if requested, when a high volume of pilot training (over 250,000 movements annually) or unusual aeronautical activity is being conducted. Alert area proposals are developed in accordance with paragraphs 11–8 and 11–10 (see FAAO JO 7400.2 additional information).

12–19. Controlled firing area

A controlled firing area (CFA) is established to contain activities that, if not conducted in a controlled environment, would be hazardous to nonparticipating aircraft. Proposals for a CFA will be submitted to the DAR according to paragraph 11–8 (see FAAO JO 7400.2 for information on establishment of CFAs).

12–20. National security areas

A national security area (NSA) is established at locations where there is a requirement for increased security of ground facilities. Pilots are requested to voluntarily avoid flying through an NSA. When it is necessary to provide a greater level of security, flight in an NSA may be temporarily prohibited pursuant to the provisions of 14 CFR Part 99.7.

Where there is a need to restrict flight operations in an NSA, the required restriction will be issued by the FAA and disseminated via NOTAM (see FAAO JO 7400.2 for information on establishment of NSAs).

12–21. Small arms range safety areas

Small arms range safety areas (SARSAs) are not SUA but are similar to a CFA. SARSAs are Army-established areas to contain small arms range activities that, if not conducted in a controlled environment, could be hazardous to nonparticipating aircraft. It is the user's responsibility to provide for the safety of persons and property on the surface and in the air. Procedures for establishing and utilizing SARSAs are contained in DA Pam 385–63. SARSAs will be renewed every 24 months or whenever the signatory authority departs, whichever is sooner.

Chapter 13 Aeronautical Services in Support of Army Aviation

Section I Aeronautical Information Programs and Products

13–1. Flight procedures and aeronautical information policy

a. The Commander, USAASA is the DCS, G–3/5/7 responsible official for operational matters pertaining to flight procedures policy and aeronautical information (AI) and will—

(1) Develop and establish U.S. Army policy and criteria for implementing, reviewing, and approving standard IAPs, standard terminal arrival routes, and departure procedures.

(2) Direct, supervise, and coordinate the preparation of U.S. Army terminal instrument approaches and departure procedures and standard terminal arrival route procedures.

(3) Collect and provide AAF/AHP facility data to unit commanders and staff, aviation, and charting agencies, as required.

(4) Coordinate the publication of AI to update existing FLIP by means of a weekly flight information list (FIL) and the FLIP correction worksheet.

(5) Direct, manage, and publish the U.S. Army Aviation Flight Information Bulletin (FIB) Technical Bulletin Aviation (TB AVN).

(6) Develop and recommend policy and criteria for U.S. Army flight plan and flight movement message procedures.

(7) Provide U.S. Army representation to DOD, national and international flight information publication conferences, meetings, working groups, and related activities necessary to support U.S. Army requirements.

(8) Manage and operate U.S. Army AI programs.

(9) Develop, recommend, and implement policies and procedures for distributing Aeronautical and FLIP and the NGA Catalog of Maps, Charts, and Related Products.

(10) Determine and validate requirements to satisfy U.S. Army aeronautical mapping, charting and geodesy (MC&G) needs.

(11) Coordinate U.S. Army reviews of NGA prototype aviation products.

(12) Ensure update, validation, and return of automated air facilities information file (AAFIF) printouts to the NGA.

(13) Develop, recommend, and implement policy for the conduct of engineer surveys to support automated flight inspection, and the automated TERPS program.

(14) Review, recommend, and coordinate U.S. Army policy regarding the DOD/FAA Integrated NOTAMS (see AR 95–10). HQ, USAASA is the operational authority for all U.S. Army issues regarding the DOD/FAA Integrated NOTAMS.

(15) Develops and recommends U.S. Army policy for matters pertaining to aviation weather systems and support requirements in coordination with the Office of the DCS, G–2 in accordance with AR 115–10/AFJI 15–157 (IP).

b. Commanders or designees of ACOMs, ASCCs, DRUs, and ARNG will—

(1) Monitor all activities pertaining to instrument approach, standard terminal arrival route, and departure procedures at U.S. Army activities under their control.

(2) Assist USAASA regarding flight procedures and AI issues requiring coordination with the FAA and other national and international agencies.

(3) Coordinate and issue aircraft radiotelephony call signs for special missions such as disaster relief or search and rescue. Permanent nontactical aircraft call signs may be requested from HQ USAASA or USAASD–E when justified by operational requirements in accordance with the laws of the United States and applicable international agreements.

(4) Assist HQ USAASA in the review of aeronautical MC&G products.

(5) Coordinate with appropriate installation DPW to ensure resources are provided for required engineer surveys of U.S. AAF/AHPs.

- (6) Review annually the status of TERPS established for aviation facilities under their control as required by paragraph 6–7.
- c.* Unit commanders of Army elements requiring AI or instrument procedures service will—
- (1) Prepare field notices (in accordance with para 13–8) of proposed commissioning, decommissioning, modification of NAVAIDs, airfield lighting, ATC facilities, VOR test facility, ground VOR checkpoints, airborne VOR checkpoints, or weather facilities and forward to HQ USAASA.
 - (2) Review requirements for terminal instrument approach or departure procedures to ensure the needs of aircraft operations and ATC are met; review these requirements as required by paragraph 6–7.
 - (3) Request establishment or revision of procedures for terminal instrument approaches, departure procedures, and standard terminal arrival route procedures.
 - (4) Provide HQ, USAASA aeronautical MC&G requirements.
 - (5) Provide HQ, USAASA information to identify and correct aeronautical MC&G products and FLIP documents.
 - (6) Determine and provide HQ, USAASA needs for aeronautical and flight information products.
 - (7) Consolidate NGA automatic initial distribution (AID) FLIP accounts whenever possible in accordance with paragraph 13–11.
 - (8) Review DOD FLIP and other miscellaneous aeronautical and FLIPs for accuracy. Submit corrections as described in paragraph 13–7.
- d.* The Commander, USAASD–E, as an extension of HQ USAASA, within its geographic area of responsibility (Europe, Africa, the Middle East and Western Asia) will—
- (1) Act as the U.S. Army tasking and monitoring authority to the FAA in accordance with NAT 127 to develop, prepare, edit, review, and approve all instrument approach and departure procedures for which the U.S. Army is responsible.
 - (2) Update, validate, and return AAFIF printouts to NGA.
 - (3) Review requirements for terminal instrument flight procedures and establish, amend, or cancel when required—
 - (4) Terminal IAPs.
 - (5) Departure procedures and standard terminal arrival route procedures.
 - (6) Coordinate with appropriate aviation and MC&G staff to ensure all aviation MC&G requirements are identified.
 - (7) Assist in the preparation of aviation MC&G requirements for submission to HQ, USAASA.
 - (8) Assist in the review of prototype aeronautical MC&G products.
 - (9) Coordinate requirements for engineer surveys to support automated flight inspection and automated TERPS programs.
 - (10) Collect, evaluate and validate publications that contain AI needed to plan, conduct and control U.S. Army aviation operations.
 - (11) Act as the principal contact with all U.S. and foreign sources of flight information within its area of responsibility (sources include civilian, military, and commercial agencies).
 - (12) Coordinate the publication of AI data to update existing DOD FLIP, as required, by means of a Federal Communications Web and the DOD NOTAMS.
 - (13) Serves as the USAASA POC for NOTAM policy matters within its area of responsibility.
- e.* DARs will coordinate and assist with ATC and airspace requirements.
- f.* EUSA (ATC Coordinator’s Office, Korea) will act as—
- (1) The USAASA POC for all matters pertaining to the management and distribution of DOD FLIP products within their area of responsibility.
 - (2) The coordination point for recommended changes to DOD FLIP products. The ATC Coordinator’s Office will review proposed changes and forward approved changes to HQ USAASA for inclusion in appropriate FLIP documents.
 - (3) The POC for lost shipments and one-time requirements for DOD FLIP publications within its area of responsibility. The EUSA, ATC Coordinator’s Office is authorized direct contact with the NGA Office, Pacific, located at Hickam Air Force Base, Hawaii. The ATC Coordinator’s Office is the approving authority for publication requests needed to support U.S. Army requirements for special operations or one-time missions in EUSA.
 - (4) The USAASA POC for developing new aeronautical products needed in support of aviation operations within its area of responsibility.
 - (5) The Army NOTAM coordinator within EUSA and also provide NOTAM appropriate for publication in the DOD NOTAMS.
 - (6) The POC for reviewing the AAFIF and NGA annual surveys for FLIP product distribution in accordance with this regulation.
 - (7) The POC for the development and coordination of TERPS for the U.S. Army and host nation facilities required by EUSA.
 - (8) The POC to ensure that appropriate field notices are forwarded to HQ USAASA when NAVAID and procedural changes occur.

(9) The POC responsible for gathering, compiling and transmitting a FIL in letter form or message as necessary to HQ USAASA.

(10) The coordination authority for flight inspection requirements with the International Flight Inspection Office, Oklahoma City, OK.

13-2. The Mapping, Charting and Geodesy Program

The MC&G Program is a cooperative effort among the NGA; the DCS, G-2; HQ, USAASA; U.S. Army topographic units; and the aviation community. U.S. Army topography requirements are set forth in AR 115-11.

13-3. Requesting tailored products and services

The NGA is the source of all standard MC&G products. MC&G standard aviation products and services are listed in NGA Catalog Part 1 - Aerospace Products Volume 1. Databases to support these products and services are developed through U.S. Army and DOD efforts. When a standard topographic product does not meet user special requirements, AR 115-11 specifies methods for obtaining those products or services. For special aviation MC&G products, HQ, USAASA is the proponent for special aviation MC&G products at the HQDA level.

13-4. Automated air facilities information files

a. The AAFIF is a program within the DOD for the collection of worldwide aviation facility data. It is designed to meet the needs of the services and combatant commanders and their subordinate component commands for air facility data in contingency planning and for military operations. The NGA, St. Louis, MO is responsible for maintaining the AAFIF.

b. USAASA is responsible for providing facility data worldwide to the NGA to update the AAFIF.

c. Two copies of the AAFIF printout are sent from NGA to selected AAF/AHP commanders and/or managers. AAF/AHP commanders and/or managers will update the data, retain one copy, and forward a copy to HQ USAASA for review and validation. Instructions for updating the AAFIF are forwarded with the printouts. Facilities within Korea forward AAFIF printouts through the EUSA ATC Coordinator's Office to HQ USAASA. Facilities within the USAASD-E area of responsibility forward printouts to USAASD-E for review and validation.

13-5. Aircraft nontactical radiotelephony call sign policy

a. For flight operations worldwide, U.S. Army aircraft radiotelephony call signs normally comprise the words "Army" or "Army Copter," followed by the last five digits of the aircraft tail number. Special call signs may be authorized for selected aviation units based upon unique justification; for example, medical evacuation flights or priority air transport flights (see DOD FLIP General Planning). Send requests for special call signs through channels to HQ, USAASA.

b. Special nontactical radiotelephony call signs for U.S. Army aviation units routinely operating in highly congested air traffic areas may be authorized for use within a specific geographical area, including foreign airspace. These call signs are authorized only when there is a demonstrated operational advantage to facilitate ATC clearances. The issuance of "vanity" call signs is not authorized. HQ, USAASA or USAASD-E, after coordination with the proper authorities, will issue approved special call signs in accordance with the laws of the United States and procedures established by the ICAO and other applicable international agreements. U.S. Army aviation units are not authorized to obtain call signs or enter into call sign agreements with local or regional ATC agencies.

c. Each request for a special nontactical radiotelephony call sign will include the following:

- (1) Mission and type of aircraft.
- (2) Facts justifying a clear operational advantage for issuing a special nontactical radiotelephony call sign.
- (3) Establishment that the unit routinely operates in highly congested or politically sensitive air traffic areas.
- (4) The geographical limits of the area in which the call sign will be used (for example, CONUS, European, North Africa, Middle East, FAA Southern Region, Boston ARTCC, and Germany).
- (5) The name of a unit POC, telephone number, email and message address of the requesting unit.
- (6) Request for specific word, which will follow these criteria:
 - (a) The word must be easy to pronounce and easily understood.
 - (b) Normally, the word will be found in an English language dictionary. Foreign language words may be used where clearly pronounceable and easy to understand. Limit the length of words to four to six letters.
 - (c) A minimum of three alternate choices in order of preference will be provided.
- (7) Address requests, through the ACOM, ASCC, DRU, or ARNG to the Commander, U.S. Army Aeronautical Services Agency, (Operations Branch), 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Units in Europe, Africa, the Middle East, or Southwest Asia will address requests through the ACOM, ASCC, DRU, or ARNG to the Commander, U.S. Army Aeronautical Services Detachment, Europe, Unit 29243, APO AE 09136.
- (8) Tactical call words and call signs are assigned in accordance with applicable directives for use within operational

and training environments in support of the full range of military operations. These call signs will not be used on flight plans submitted for operations in the NAS or host nation airspace or in ATC communications.

13–6. Flight information list and flight information publication changes

a. The FIL and FLIP correction worksheet are weekly outputs sent to NGA and the FAA notifying them of flight information changes to DOD and FAA aeronautical publications. U.S. Army aviation facility commanders and/or managers will continually review all FLIPs for omissions, error, deletions, or other problems. Corrections will be forwarded to HQ, USAASA, EUSA, or USAASD–E, as appropriate for inclusion in the FIL or FLIP.

b. Data for the FIL and FLIP are received from the U.S. Army aviation community via the FAA National Flight Data Center Web site (<https://nfdc.faa.gov>) at least 7 days prior to the published cutoff.

c. FIL and FLIP change procedures and published cutoff dates are provided in FLIP General Planning, chapter 11.

13–7. Department of Defense flight information publications revisions

To make changes, revisions, deletions, additions, or comments concerning data in the DOD FLIP, see FLIP General Planning, chapter 11.

13–8. Field notices

a. In the United States, field notices are issued to announce proposed actions. These include the commissioning, decommissioning, and modification of NAVAIDs, airfield lighting, ATC, ground VOR checkpoints, airborne VOR checkpoints, weather facilities, other construction/installation or changes to an airfield which may affect airspace, TERPS, or significantly alter airfield data.

b. Airfield and heliport commanders/managers are responsible for the timely submission of field notices. Timely submission of data is necessary for HQ, USAASA/USAASD–E to place appropriate information in DOD FLIP and notify the FAA/host nation. Forward changes to the proposed commissioning date to HQ USAASA/USAASD–E and an information copy of the field notice to the installation/garrison AT&A officer. Upon receipt of the field notice, the AT&A officer will initiate appropriate action (for example, TERPS request and nonrulemaking proposals).

c. Field notices are prepared as a memorandum and sent to the Commander, USAASA, with an information copy to the DAR or appropriate POC (see table 1–1).

d. The following information is necessary on a field notice when commissioning a navigation facility:

- (1) Type of equipment and nomenclature (for example, VOR/RFN–22A; NDB/URN–5; GCA/FPN–40).
 - (2) Location being served.
 - (3) Facility name and call sign (for example, Simmons VOR).
 - (4) Frequency.
 - (5) Identifier (for example, FBG).
 - (6) Hours of operation.
 - (7) Geographical coordinates. Include all navigation facilities to the nearest second, VOR to plus or minus 4 ft.
 - (8) Distance and direction from airfield, or prominent location, if no airfield (for ILS or PAR, the associated runway must be identified).
 - (9) Monitoring capability for navigation facilities.
 - (a) Method.
 - (b) Continuous or hours monitored.
 - (c) VOR category.
 - (10) Controlling facility.
 - (11) Service volume.
 - (12) Radio class designation (radio class codes can be found in the Airport/Facility Directory Legend, item 31, within the IFR supplement (see FLIP publications).
 - (13) NAS functions.
 - (14) Proposed commissioning date. (Identify ILS components.)
 - (15) ILS. In addition to paragraphs 13–8*d*(1) through (14) include—
 - (a) Localizer antenna distance from stop end of runway.
 - (b) Glide slope. Distance of antenna from runway threshold and distance of antenna abeam runway centerline.
 - (c) Middle and outer markers and compass locators. Identifiers (compass locators); frequencies (compass locators); voice availability; distance from runway threshold to markers; name of NDB used as compass locator.
- e.* The following information is required on a field notice when commissioning airfield lighting facilities:
- (1) Approach lights.
 - (a) Location.
 - (b) System configuration (state nonstandard lighting).
 - (c) Length in ft.

- (d) Intensity.
- (e) Proposed commissioning date.
- (2) Threshold lights.
 - (a) Locations.
 - (b) Proposed commissioning date.
- (3) Runway lights.
 - (a) Location.
 - (b) Type.
 - (c) Length in ft.
 - (d) Intensity.
 - (e) Proposed commissioning date.
- (4) Visual glide slope indicators.
 - (a) Type system (such as, two-light precision approach path indicator).
 - (b) Location served.
 - (c) Hours of operation.
 - (d) Runway served and location (for example, runway 32, left side).
 - (e) Threshold crossing height (for example, 52 ft).
 - (f) Visual glide angle (such as 3.00 degrees).
 - (g) Proposed commissioning date.
- f. The following information is required for a field notice when commissioning ATC services and facilities:
 - (1) Location.
 - (2) Airfield advisory.
 - (3) Control tower.
 - (4) Approach control (radar/nonradar).
 - (5) Secondary radar availability.
 - (6) Hours of operations.
 - (7) Radio call.
 - (8) Approach control (include sectors) frequency.
 - (9) Local control frequency.
 - (10) Ground control frequency.
 - (11) Clearance delivery frequency.
 - (12) PAR frequency.
 - (13) Direction finder (UHF/VHF) frequency.
 - (14) Advisory frequency.
 - (15) Proposed commissioning date.
- g. The following information is required on a field notice when decommissioning navigation facilities:
 - (1) Type of equipment.
 - (2) Location.
 - (3) Identifier.
 - (4) Frequency.
 - (5) Radio class designation.
 - (6) Programmed date.
 - (7) Identify instrument procedures affected.
- h. The following information is required on a field notice when decommissioning airfield lighting facilities:
 - (1) Type of equipment.
 - (2) Location.
 - (3) Programmed date.

13–9. The Department of Defense/Federal Aviation Agency integrated notice to airmen

- a. The DOD NOTAMS is an integral part of the FAA NOTAMS. NOTAMS are prepared and distributed by various electronic or telecommunications systems as outlined in AR 95–10.
- b. NOTAMS are issued—
 - (1) To confirm accomplishment of the proposed commissioning.
 - (2) For each outage of specific service or equipment associated with navigation facilities, airfield lighting, or ATC functions.
 - (3) To cancel notice of each outage in paragraph 13–9b(2) upon resumption of service.

- (4) To revise AI or TERPS until the revised information can be processed in the normal manner.

Section II

Requisition and Distribution of Aeronautical Publications

13–10. Account manager

a. Requisition of FLIP and FLIP-related publications is centrally managed by HQ, USAASA/USAASD–E for all Active Army, ARNG, and USAR units and activities.

b. Direct contact with the Defense Logistics Agency (DLA) or NGA is not authorized.

c. Requests will be submitted to the appropriate account manager listed below.

(1) Units located in Europe, Africa, the Middle East, or Western Asia will forward requests to the Commander, USAASD–E, Unit 29243, APO AE 09136. Email is usarmy.sembach.hqda.mbx.usaasd-e@mail.mil.

(2) Units located in Korea will forward routine requests and surveys thru EUSA ATC Office to HQ, USAASA. For one-time issues and shortages in shipments, contact the Commander, Eighth U.S. Army (EAGC–EA–ATC), Unit #15236, APO AP 96205–0009.

(3) All other units forward their requests to the Commander, U.S. Army Aeronautical Services Agency (Operations Branch), 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060–5582. Email is usarmy.belvoir.tradoc.list.usaasaops@mail.mil.

13–11. Establishing accounts

AID accounts are established using a FLIP-specific, nonrequisitioning DOD activity address code (DODAAC). FLIP-specific DODAACs are issued and maintained by U.S. Army account managers at either HQ, USAASA or USAASD–E. The receipt of FLIP and FLIP-related publications requires establishment of an active AID account. AID accounts will remain active as long as the unit's annual account validation is completed online using the Mapping Enterprise Business System (MEBS). All Active Army, ARNG, and USAR units or activities will submit written requests for establishing an AID account with the appropriate AID account manager per paragraph 13–12.

a. Consolidate AID accounts whenever feasible for units based at the same location. All elements of a brigade, battalion, or squadron at the same location normally will be serviced from one consolidated account. Separate accounts for units not co-located with their parent unit will be considered case-by-case. Authorization for separate accounts will be endorsed by the unit's chain of command prior to submission to HQ, USAASA or USAASD–E.

b. Only one account is authorized for each ARNG or USAR center, activity, or facility and will serve all tenants. Elements such as simulator branches, standardization boards, or instrument schools will be consolidated into one account through the installation/garrison commander or designee.

c. AID requirements and quantities are based on DLA allowances and their application in a specific theater. The appropriate U.S. Army account manager will be contacted if specific guidance is required.

d. The following information is required to establish an AID account for FLIP and/or FLIP-related aeronautical products. Justification is required for additions or increases to existing AID requirements.

(1) The name of the unit FLIP coordinator plus DSN and commercial telephone numbers, email address, and fax numbers.

(2) The exact unit mailing address (not to exceed four lines), which will be used as the FLIP-specific DODAAC type address code 1 address.

(3) The number of aircraft, by type, assigned, or attached.

(4) The normal geographical limit or area of routine operations.

(5) The name, stock number, and quantity of publications required. Two NGA catalogs are used to identify products and their availability: NGA Catalog Part 1, Aerospace Products: Volume 1, Aeronautical FLIPs and Related Products, and NGA Catalog Part 1, Aerospace Products, Semiannual Bulletin Digest.

(6) A completed Account Management and Provisioning System (AMPS) application and MEBS registration.

(7) Justification for overseas items requested by a CONUS-based activity.

(8) Justification for CONUS items requested by an overseas activity.

(9) The number of aviators, instrument examiners, standardization officers, and safety officers authorized in the unit. Do not include instrument examiners, standardization officers, or safety officers in the total for aviators.

(10) The number and type of ATC facilities supported or operated and the total number of controllers that are assigned (military and civilian) (for ATC accounts only).

13–12. Account numbers

An established AID account provides the customer with updated editions and issues of all required FLIP and FLIP-related aeronautical MC&G products. The distribution of FLIP and FLIP-related products is the responsibility of DLA. Products printed in cycles are distributed initially to AID accounts from NGA contracted printers. Overprinting provides a limited shelf stock available during any current print cycle. U.S. Army AID account managers at HQ,

USAASA or USAASD-E serve as central points of contact for U.S. Army customers in their respective areas, monitoring both distribution and customer requirements.

a. AID account numbers are established using FLIP-specific, nonrequisitioning DODAAC account number assigned and maintained by HQ, USAASA or USAASD-E. AID account customers must include their assigned DODAAC account numbers and unit FLIP coordinator in all requests, correspondence, or inquiries to the appropriate U.S. Army AID account manager.

b. Information changes that affect the requirements of paragraph 13-11*d* must be reported. Customers will be responsible for accurate and timely submission of changes. Changes to an AID account will be processed through the appropriate U.S. Army account manager.

c. Change of unit designation, unit address, account security classification, or unit FLIP coordinator will be immediately updated in the AMPS system and by contacting the U.S. Army FLIP manager. Failure to change account information could affect the automatic distribution of FLIP products.

d. AID is normally received by mail at a consolidated installation receiving point and further distributed by the installation. FLIP have expiration and effective dates for use. FLIP are shipped with packing documents enclosed and with exterior markings as a safety of flight publication that is critical to flying safety and must not be delayed. Unit FLIP coordinators must know how their AID products will be routed when received by the central receiving point at their installations. Unit FLIP coordinators will establish procedures with personnel at consolidated installation receiving points to ensure timely notification of FLIP arrival. Updated FLIP products provided by AID will arrive at the customer 2 days prior to the effective date for that cycle. Report shipment discrepancies to the appropriate U.S. Army account manager as soon as possible. U.S. Army customers in Europe, Africa, the Middle East, and Western Asia will contact the Commander, U.S. Army Aeronautical Services Detachment, Europe (ATAS-AD), Unit #29243, APO AE 09136, telephone DSN 314-496-8002, for emergency support and guidance on AID and FLIP support issues. U.S. Army customers in Korea contact the Commander, Eighth U.S. Army (EAGC-EA-ATC), Unit #15236 APO AP 96205-0009. U.S. Army customers in all other theaters contact the Commander, U.S. Army Aeronautical Services Agency (DAMO-AV-A), 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Direct unit contact with DLA or use of the GET-A-MAP program is not authorized and replace with "Direct unit contact with DLA or use of the electronic Mall (EMALL) or Web Requisition (WEBREQ) programs to obtain publications is not authorized".

e. AAF/AHP operations are authorized limited shelf stock quantities of FLIP products above the quantities shown in tables 13-1 through 13-3. A variable shelf stock of up to 10 percent above the total operational requirements is authorized. Periodic validation of existing AID quantities is recommended to ensure stocks are adequate and consistent with operational needs. Additional shelf stock is authorized for Army and Joint Training Centers to support operations and redeployment of rotational training units. Units will coordinate exact quantities with the appropriate U.S. Army account manager.

f. Non-DOD FLIP and FLIP-related aeronautical products are defined as any non-U.S. Government host nation government or commercially produced FLIP not listed in this regulation or the NGA catalog that may be required in addition to DOD products. Submit requests for non-DOD FLIP to the appropriate U.S. Army account manager for validation and approval. Units must have approval to use non-U.S. Government products in accordance with this regulation. Justification must accompany each request. Examples of requests that justify additional FLIP support are—

- (1) Presidential flights.
- (2) Mission requirements in areas where DOD FLIP coverage does not exist.
- (3) Requirements where the potential sensitivity of data precludes publication in the standard DOD FLIP.

13-13. Annual validation of accounts

The annual validation of AID accounts process is described below:

a. Unit account custodians are directly responsible for verifying and validating their map accounts on a yearly basis for accuracy. DLA conducts annual automated reviews for all AID accounts in its database. If an AID account is overdue for validation, it will be immediately suspended. AID accounts will be cancelled if left in a suspended status for 90 days without validation. Exceptions for validation will only occur if the account is placed in a suspended status through prior coordination through the U.S. Army FLIP manager. Account custodians will verify their map accounts using MEBS at <https://mebs.dla.mil>. This validation is used by U.S. Army FLIP account managers and DLA to—

- (1) Revise, confirm, and delete existing AID requirements.
- (2) Establish new requirements for AID.
- (3) Ensure unit FLIP coordinator's product management and AID account management procedures comply with applicable regulations.

b. Validation reminders are sent via email to AID customers by the DLA. The email instructs custodians to verify and update all information applicable to the unit's AID requirements (see para 13-11). Units must complete annual validation to ensure a unit's AID account is not suspended or cancelled from the DLA database. The response suspense date to complete validation will be stated in the email; however it is the responsibility of the individual custodian to complete verification no later than the date annotated in MEBS.

c. U.S. Army customers will contact the appropriate U.S. Army account manager for information regarding the validation process if—

- (1) Questions arise regarding how to complete and process the AMPS validation.
- (2) Guidance on specific problems is needed.

d. No response to the AMPS validation requirement initiates automatic suspension of an active account and AID shipments stop. When an AID account is suspended for 90 days without validation, the account will be placed in a cancelled status. When an account is cancelled, it must be re-established as a new account in accordance with paragraph 13–11.

e. Unit account custodians of temporary theater accounts are directly responsible for notifying the USAASD–E account manager 60 days prior to redeployment to coordinate closure of their account.

13–14. Changes

U.S. Army customers with active AID accounts may request modification to their product subscription if an operational requirement exists.

a. Changes must be prepared and forwarded to the appropriate U.S. Army account manager for validation. Changes will be submitted on the FLIP subscription change form that can be obtained from the USAASA Web site (see app G) and forwarded to the appropriate U.S. Army account manager.

b. AID subscription changes will be made to accommodate recurring FLIP and/or FLIP- related requirements.

13–15. Requisitions

a. Routine requests will not be used as a means to overcome recurring AID discrepancies. Requests will be submitted to the appropriate U.S. Army account manager on a FLIP subscription form. Requests may be submitted via email or fax. The FLIP subscription form is located on the USAASA Web site (see app G). Requests must include product name, complete NGA catalog stock number (include Xs when found as part of the stock number), quantity desired, desired delivery date, and justification.

(1) Requests for routine issue will be made at least 20 days from the required delivery date (RDD); requests within 10 working days of first notice to the U.S. Army account manager may not be filled by the required date.

(2) Routine requests will not be used as a means to overcome recurring AID discrepancies. Requests will be submitted to the appropriate U.S. Army account manager on Standard Form (SF) 344 (Multi-use Standard Requisitioning/Issue System Document). Requests may be submitted via electronic means. An electronic order form is located on the USAASA Web site. Requests will provide the product name, the complete NGA catalog stock number (include Xs when found as part of the stock number), the quantity desired, the desired delivery date, and justification.

(3) Timely submission for all requests is critical. Product availability is limited by shelf stockage. The U.S. Army account manager will review/validate and then forward the request to the applicable issuing activity. Normal lead time for permanent AID changes is two full FLIP cycles but may vary by theater. Customers will plan for known future AID requirements and follow-up on submitted requests.

b. U.S. Army customers with an active AID account may requisition special/one-time issues of FLIP and/or FLIP-related aeronautical products or request an increase in AID quantities if a justified requirement exists. A request with justification will be prepared and forwarded to the appropriate U.S. Army account manager for coordination and validation.

c. Emergency requests are for a one-time shipment that a unit's AID does not cover. An emergency request has an RDD of 3 days or fewer. Requests for emergency issues will be coordinated by direct contact with the appropriate U.S. Army account manager at the earliest time. Requests for emergency issue are only to support contingency operations. As a follow-up to an emergency request, written justification is required. Requests for products to support scheduled exercises or training will not be processed as an emergency issue. Local procedures are in effect for the different theaters.

13–16. Special requirements

a. The DLA AID program can provide support for special mission requirements occurring outside of routine mission requirements for aviation operations. Exercise/training support requirements for Active Army, ARNG, and USAR units and associated activities and facilities that recur regularly or on a special schedule must be identified to the U.S. Army account manager by the responsible training activity unit FLIP coordinator at least 6 months prior to start of the exercise or special mission. Because publications are produced and printed in varying cycles, the NGA Customer Service Center and NGA St. Louis support of special AID requirements depends on the timely submission of all special requests. The unit FLIP coordinator must be aware of upcoming exercises and special missions and plan appropriately. To ensure that the quantities of requested publications are available, submit special requests well in advance of publication cycles. Major exercises involving the provision of FLIP or FLIP-related aeronautical products, must be coordinated through established channels. Theater commands will provide specific guidance in preparation for FLIP and FLIP-related product support.

b. Seasonal requirements will be identified to the appropriate U.S. Army account manager at least 6 months prior to

the RDD. The request must include starting and ending dates for the support and must specify complete NGA product stock numbers and quantities. Include a clear statement that the requirement is seasonal. An example of such a requirement is additional coverage for emergency evacuation from 1 June through 30 November for units located in hurricane areas. An established AID account must exist to support seasonal requirements.

c. Assistance and guidance on a case-by-case basis for special AID requirements will be obtained from the appropriate U.S. Army account manager.

13-17. Distribution to aero clubs

Aero clubs with authorization to operate on U.S. Army installations are permitted to receive specific DOD FLIP—from one to three copies each of en route low-altitude charts, terminal low-altitude IAPs, en route IFR/VFR supplement, the flight information handbook (see FLIP publications), and tactical pilotage charts; and one copy each of the general planning and area planning publications. DOD FLIP products will be limited to the club's local area of operation. Requisition and distribution requirements are established through the local base operations AID account.

13-18. Basis of issue for special aeronautical information

a. Submit requests for items or assistance in obtaining products not provided by NGA to HQ USAASA or USAASD-E. Refer to tables 13-1 through 13-3 for products and the basis of issue.

b. Army units are responsible for funding and requisitioning flight progress strips and flight progress strip holders through their local supply support activity. Publication and product description: FAA Form 7230-8 (Flight Progress Strip (Tower)), national stock number (NSN) 7530-01-449-4239, NSN 9905-00-084-2879, NSN 7530-01-449-4344, and NSN 6605-00-485-6649.

c. Basis of issue for special AI publications and documents are not specified in distribution tables.

d. Publications issued periodically include the following:

(1) The FIB TB, Aviation 1-series is published electronically, as needed. It is available at the USAASA Web site (see app G). The FIB series is for official use and provides up-to-date information about Active Army, ARNG, and USAR aviation activities worldwide.

(2) The AVFUEL and AVOIL into Plane Contract Listing is published annually with quarterly corrections. It identifies civilian airports at which U.S. Government contract petroleum services are available. It is issued annually by the Defense Energy Support Center. Distribution is made by the Defense Energy Support Center (DFSC-OID), 8725 John J. Kingman Road, Suite 2941, Fort Belvoir, VA 22060-6222. State item title and quantity. Publications are also available electronically at <http://www.desc.dla.mil>; refer to customer service.

(3) VFR sectional, joint operations graphics, air charts, and tactical pilotage charts are issued by DLA as authorized by HQ USAASA to account holders, as required. Two copies are authorized per aircraft for chart coverage of local areas as defined in AR 95-1. Additionally, one per 10 percent of total assigned aircraft is authorized for contingency stock at battalion/squadron level and higher. Additional special requirements and exercise stock provided based on one-time requests. Provide NGA stock number and quantity.

(4) The National Oceanographic Survey Airport Facility Directory is issued by DLA based on HQ USAASA authorization, as required. One each for airfield operations or a flight operations office is authorized when detached from an airfield operation. Provide NGA stock number and quantity.

Table 13-1
Basis of issue: National Oceanographic Survey instrument approach procedures, by in-flight operation and number of publications authorized

FLIP publication	VFR rated aircraft	IFR rated aircraft	ATC tower	GCA facility	Simulator (fixed wing or rotary wing)	Academic training	Flight training	Army airfield operations	Army unit operations	Army aviation staff elements
General planning					*7	*7	1 ² , 6, 8	1-4	1-2	1-2
Area planning (AP) AP/1, AP/2 or AP/3					**7	*7	1 ² , 6, 8	1-4 ²	1-2 ²	1-2 ²
AP/1B (book and charts)						*7	1 ² , 6, 8	1-4 ²	1-2 ²	1-2 ²
AP/1B (book only)						*7	1 ² , 6, 8	1-4 ²	1-2 ²	1-2 ²

Table 13-1

Basis of issue: National Oceanographic Survey instrument approach procedures, by in-flight operation and number of publications authorized—Continued

FLIP publication	VFR rated aircraft	IFR rated aircraft	ATC tower	GCA facility	Simulator (fixed wing or rotary wing)	Academic training	Flight training	Army airfield operations	Army unit operations	Army aviation staff elements
AP/1B (chart only)						*7	12, 6, 8	1-4 ²	1-2 ²	1-2 ²
AP/1A, AP/2A, AP/3A, or AP/4A						*7	12, 6, 8	1-4 ²	1-2 ²	1-2 ²
IFR/VFR planning chart						*7	12, 6, 8	1-4	1-2	1-2
Enroute low charts		1	1 ²	1 ²	*7	*7	12, 6, 8	1-4	1-2	1-2
Enroute area charts		1	1	1 ²	2	2	12, 6, 8	1-4	1-2	1-2
Enroute IFR-S-U.S.	1	1	1	1	*7	*7	17, 8	1-4	1-2	1-2
Enroute VFR-S-U.S.	1 ³	1 ³	1	1		*7	13, 6, 8	1-4 ³	1-2 ³	1-2
Terminal-low IAP		1	1 ²	1 ²	*7	*7	12, 6, 8	1-4	1-2	1-2
Terminal-high IAP		1	1 ²	1 ²		*7	11, 2, 6, 8	1-4	1-2	1-2
Terminal-combined high/low level		1	2	1 ²	*7	*7	2, 9	1-4	1-2	1-2
Standard instrument departure/standard terminal arrival route-U.S. civilian		1 ⁴	1 ²	1 ²	*7	*7	14, 6, 8	1-4	1-2	1-2
Standard instrument departures-combined high/low level-bound Europe		1	1 ⁵	1 ⁵	*7	*7		1-4 ⁵	1-2 ⁵	1-2 ⁵
Flight information handbook (worldwide use)	1 ⁹	1 ⁹	1	1	*7	*7	16, 8	1-4	1-2	1-2

Notes:

¹ Authorized only for those aircraft operating in designated high altitude airspace.

² Order only those FLIPs for area of operation.

³ For VFR operations-order only if there is a need to operate into VFR airfields contained therein.

⁴ Order only when the requirement exists to depart civilian airports under IFR.

⁵ AID service limited to users within Europe, Africa, and the Middle East area and selected addresses outside the European theater.

⁶ Order only when a requirement exists to arrive at civilian airports under IFR.

⁷ One per instrument flight examiner.

⁸ Use of outdated issues advocated when practicable. Request selectively individual sections on a one-time basis or arrange for scheduled distribution either quarterly, semi-annually, or annually. Quantity requirements dependent upon student body, but quantities ordered will be held to a minimum.

⁹ Issued by DLA based on HQ USAASA authorization and as required. One each for airfield operations or a flight operations office when detached from airfield operations. Local reproduction of National Oceanographic Survey approach charts is authorized for use in the United States. Provide NGA stock and quantity.

¹⁰ U.S. Army Aviation Center, Fort Rucker, AL; one of each FLIP publication per student pilot, instructor pilot, and assigned ATM aviator.

**Table 13–2
Allowance for European and Pacific areas except Hawaii, by in-flight operation and number of publications authorized**

Publication	AAF/AHP	Aviation staff at installation or higher level	Staff of aviation battalion, aviation group, AFA battalion, or Air cavalry squadron	Fixed ATC facility: basic reference file	Fixed ATC facility: controller reference file	Fixed ATC facility: study reference file	Table of organization equipment (TOE)/ TDA aviation unit operations (company, toorp, battery or detachment size)	Installation or activity stands board	Installation or activity instrument training board
FAAO JO 7110.10 Data Com	1								
FAAO 7110.6 5 ATC	1	1	1 ¹	1	1	*2	1	1	1
FAAO JO 7400.2 Airspace	*3	*3	*3				*3		*3
FAAO JO 7610.4 Operations	1	1							
FAAO JO 7930.2 NOTAM	1								
FAAO 8200.1 Flight inspections	1	1		1					
FAAO 8260.3 TERPS	1	1	1 ¹	1			1	1	1
14 CFR 65	1			1					
14 CFR 77	*3	*3	*3				*3		*3
14 CFR 91	2	1	1	1		2	1	1	1
14 CFR 105	1								
AIM	1	1	1 ¹	1		2	1	1	1

Notes:

¹ Allowance is also applicable to ATC platoon or section of a table of organization and equipment (TOE) unit when not operating a fixed-base facility.

² One copy for each four ATC controllers assigned.

³ One copy for each AT&A officer.

⁴ FAA publications not listed above are not routinely issued to Army activities. Such items will be distributed on a case-by-case basis upon submission of requirements and justification to the appropriate publications control point.

Table 13–3
Allowance for continental United States, Alaska, and Hawaii, by in-flight operation and number of publications authorized

Publication	AAF/AHF	ARNG or USAR flight facility or activity OPs	Aviation staff at installation or higher level	Staff of aviation battalion, aviation group, AFA battalion, or air cavalry squadron	Fixed ATC facility: basic reference file	Fixed ATC facility: controller reference file	Fixed ATC facility: study reference file	TOE/TDA aviation unit OPs (company, troop, battery, or detachment size)	Installation or activity stands board	Installation or activity instrument training board
FAAO JO 7110.10 Data communications	2	2								
FAAO JO 7110.65 ATC	1	1	1	1 ²	1	1	3	1	1	1
FAAO JO 7400.2	*5	*5	*5							
FAAO JO 7610.4 Operations	1	1	1							
FAAO JO 7930.2 NOTAM	2	2								
FAAO 8200.1 Flight inspections	1	1 ¹	1		1					
FAAO 8260.3 TERPS	1	1	1	1	1			1	1	1
14 CFR 65	1	1			1					
14 CFR 77	*5	*5	*5							
14 CFR 91	2	2	1	1	1	1	2	2	1	1
14 CFR 93	1	1			1			1		
14 CFR 105	1	1								
Airport/facility directory	2	2	1	1				1 ⁶		*4
AIM	4	4	1	1 ²	1	1	2	1	1	1
NOTAM	4	4		1 ²	1	1	4		1	*4

Notes:

¹ Issued only when activity has responsibility for NAVIDs.

² Allowance is also applicable to ATC platoon or section of a TOE unit when not operating a fixed-base facility.

³ One copy for each four ATC controllers assigned.

⁴ Expired publications will be used for training and familiarization purposes.

⁵ One copy for each AT&A officer.

⁶ Order only those books for area of operation.

⁷ FAA publications not listed above are not routinely issued to Army activities. Such items will be distributed on a case-by-case basis upon submission of requirements and justification to USAASA.

Appendix A References

Section I Required Publications

DOD publications are available at <http://www.dtic.mil/whs/directives>. FAA orders are available at <http://www.faa.gov>. The USC is available at <http://www.gpoaccess.gov/uscode>.

AR 5–12

Army Use of the Electromagnetic Spectrum (Cited in para 2–5*b*(3).)

AR 5–22

The Army Force Modernization Proponent System (Cited in para 1–21*a*.)

AR 5–25

Army Weather Functional Activities (Cited in para 1–24*a*(13).)

AR 37–49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities (Cited in para 1–24*a*(7).)

AR 40–501

Standard of Medical Fitness (Cited in para 4–4.)

AR 95–1

Flight Regulations (Cited in para 10–5*r*.)

AR 95–10/AFJMAN 11–208 (I)/OPNAVINST 2721.20C

Department of Defense Notice to Airmen (NOTAM) System (Cited in para 6–3*a*(1).)

AR 95–20/DCMA INST 8210.1/AFJI 10–220/NAVAIRINST 3710.1F/COMDTINST M13020.3

Contractor’s Flight and Ground Operations (Cited in para 7–6*i*(2).)

AR 95–23

Unmanned Aircraft System Flight Regulations (Cited in para 7–6*i*(1).)

AR 115–10/AFJI 15–157 (IP)

Weather Support and Services for the U.S. Army (Cited in para 1–24*a*(13).)

AR 115–11

Geospatial Information and Services (Cited in para 10–16*d*.)

AR 190–13

The Army Physical Security Program (Cited in para 1–24*a*(8).)

AR 190–51

Security of Unclassified Army Property (Sensitive and Nonsensitive) (Cited in para 10–12.)

AR 200–1

Environmental Protection and Enhancement (Cited in para 1–24*a*(7).)

AR 210–20

Real Property Master Planning for Army Installations (Cited in para 1–24*a*(7).)

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 9–14.)

AR 340–21

The Army Privacy Program (Cited in para 5–4*c*(2)(a).)

AR 385–63/MCO 3570.1B

Range Safety (Cited in para 12–2.)

AR 405–10

Acquisition of Real Property and Interests Therein (Cited in para 1–24a(7).)

AR 415–28

Real Property Category Codes (Cited in para 1–24a(7).)

AR 420–1

Army Facilities Management (Cited in para 1–24a(7).)

AR 600–37

Unfavorable Information (Cited in para 5–4c(2)(a).)

AR 600–85

Army Substance Abuse Program (Cited in para 5–4b(2).)

DA Pam 385–40

Army Accident Investigations and Reporting (Cited in para 10–10.)

DA Pam 385–63

Range Safety (Cited in para 12–2.)

DA Pam 385–90

Army Aviation Accident Prevention Program (Cited in para 10–11.)

FAAO JO 7400.2

Procedures for Handling Airspace Matters (Cited in para 2–11.) (Available at <http://www.faa.gov/>.)

FAAO JO 7610.4

Special Military Operations (Cited in para 7–1c(4).) (Available at <http://www.faa.gov/>.)

FAAO JO 7930.2

Notice to Airmen (NOTAM) (Cited in para 13–2.) (Available at <http://www.faa.gov/>.)

FLIP

Flight information publications (Cited in para 6–3.) (Available at www.dscr.dla.mil/rmf/.)

FM 3–04.300

Airfield and Flight Operations Procedures (Cited in para 10–1.) (Available from www.army.mil/usapa/doctrine/1_Series_Collection_1.html.)

UFC 3–260–01

Airfield and Heliport Planning and Design (Cited in para 7–6.) (Available from <http://www.wbdg.org/ccb/ccb.php>.)

UFC 3–260–05

Marking of Army Airfield Heliport Operational and Maintenance Facilities (Cited in para D–3.) (Available from <http://www.wbdg.org/ccb/ccb.php>.)

UFC 3–535–01

Visual Air Navigation Facilities (Cited in para C–3.) (Available from <http://www.wbdg.org/ccb/ccb.php>.)

TB 002–11

Emergency Manning Levels (EML) Determination (Cited in para 4–3.) (Available at <https://ats.army.mil/taog/default.aspx?cmd=taogCmdG>.)

TC 3–04.81

Air Traffic Control Facility Operations, Training, Maintenance, and Standardization (Cited in para 2–3.) (Available from www.army.mil/usapa/doctrine/1_Series_Collection_1.html. AKO login required.)

5 USC 551

Administrative procedure; definitions (Cited in para 11–14.)

5 USC 553

Rule making (Cited in para 11–14.)

5 USC 554

Adjudications (Cited in para 11–14.)

5 USC 555

Ancillary matters (Cited in para 11–14.)

5 USC 556

Hearings; presiding employees; powers and duties; burden of proof; evidence; record as basis of decision (Cited in para 11–14.)

5 USC 557

Initial decision; conclusiveness; review by agency; submissions by parties; contents of decisions; record (Cited in para 11–14.)

5 USC 558

Imposition of sanctions; determination of application for licenses; suspension, revocation, and expiration of licenses (Cited in para 11–14.)

5 USC 559

Effect on other laws; effect of subsequent statutes (Cited in para 11–14.)

44 USC 3501

Public Printing and Documents: Purposes (Cited in para 9–3.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation. AC publications are available at http://www.faa.gov/regulations_policies. CFRs are found at <http://gpoaccess.gov/cfr/>. DOD publications are available at <http://www.dtic.mil/whs/directives>. FAAO publications are available at http://www.faa.gov/regulations_policies/orders_notices/air_traffic_orders. UFC are available at <http://www.acq.osd.mil/ie/irm/index.html>. The USC is available at <http://www.gpoaccess.gov/uscode>.

AC 150/5200–28D

Notices to Airmen (NOTAM) for Airport Operators (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?homepage.)

AC 150/5200–30C

Airport Winter Safety and Operations (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?homepage.)

AC 150/5200–31C

Airport Emergency Plan (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?homepage.)

AC 150/5200–33B

Hazardous Wildlife Attractants on or Near Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?homepage.)

AC 150/5210–5D

Painting, Marking, and Lighting of Vehicles Used on an Airport (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?homepage.)

AC 150/5210–20A

Ground Vehicle Operations to include Taciing or Towing an Aircraft on Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5210–22

Airport Certification Manual (ACM) (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5230–4B

Aircraft Fuel Storage, Handling, and Dispensing on Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5300–13A

Airport Design (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5340–1L

Standards for Airport Markings (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5340–18F

Standards for Airport Sign Systems (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5340–26C

Maintenance of Airport Visual Aid Facilities (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5340–30H

Design and Installation Details for Airport Visual Aids (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5345–27E

Specification for Wind Cone Assemblies (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5370–2F

Operational Safety on Airports During Construction (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150/5370–10G

Standards for Specifying Construction of Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AC 150–5390–2C

Heliport Design (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=/homepage.)

AFI 32–1024

Standard Facility Requirements

AFI 32–1042

Standards for Making Airfields

AFI 32–1043

Managing, Operating, and Maintaining Aircraft Arresting Systems

AFMAN 32–1084

Facility Requirements

AIM

Aeronautical Information Manual (Available at <http://www.faa.gov>.)

AR 1–20

Legislative Liaison

AR 1–33

The Army Memorial Program

AR 12–15/SECNAVINST 4950.4B/AFI 16–105

Joint Security Cooperation Education and Training

AR 20–1

Inspector General Activities and Procedures

AR 25–50

Preparing and Managing Correspondence

AR 70–1

Army Acquisition Policy

AR 70–12

Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support

AR 73–1

Test and Evaluation Policy

AR 95–27/AFJI 11–204

Operational Procedures for Aircraft Carrying Hazardous Materials

AR 190–16

Physical Security

AR 335–15

Management Information Control System

AR 360–1

The Army Public Affairs Program

AR 385–10

The Army Safety Program

AR 405–80

Management of Title and Granting Use of Real Property

AR 570–4

Manpower Management

AR 690–950

Career Management

AR 710–2

Supply Policy Below the National Level

AVFUEL and AVOIL into Plane Contract Listing

(Available at <http://www.desc.dla.mil>.)

CJCSM 3212.02B

Performing Electronic Attack in the United States and Canada for Tests, Training, and Exercises (Available from http://dtic.mil/cjcs_directives/support/cjcs/cjcscurrent.pdf.)

DA Pam 385-90

Army Aviation Accident Prevention Program

DA Pam 420-1-3

Transportation Infrastructure and Dams

DA Pam 611-21

Military Occupational Classification and Structure

DFAS-IN Manual 37-100-14

Army Management Structure Codes (Available from <https://dfas4dod.dfas.mil>.)

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation (Available from <https://dfas4dod.dfas.mil>.)

DOC 8168 OPS/611, Volume II

Construction of Visual and Instrument Flight Procedures (Available from http://code7700.com/pdfs/icao_doc_8168_vol2.pdf.)

DODD 3025.18

Defense Support of Civil Authorities (DSCA)

DODD 3200.11

Major Range and Test Facility Base (MRTFB)

DODD 5030.19

DOD Responsibilities on Federal Aviation

DODD 5410.18

Public Affairs Community Relations Policy

DODI 5410.19

Public Affairs Community Relations Policy Implementation

EO 10854

Extension of the application of the Federal Aviation Act of 1958 (Available at <http://www.archives.gov/research/index.html>.)

ETL 09-6

C-130 and C-17 Landing Zone (LZ) Dimensional, Marking, and Lighting Criteria (FOUO) (May be requested online at http://www.wbdg.org/ccb/browse_cat.php?o=33&c=125)

ETL 1110-3-510

Aviation Complex Planning and Design Criteria for Unmanned Aircraft Systems (UAS) (Available at <http://www.publications.usace.army.mil>.)

ETL 1110-3-511

Army Airfield/Heliport Planning and Design Changes (Available at <http://www.publications.usace.army.mil>.)

FAA Exemption No. 9835

Exemption from Federal Aviation Regulation (FAR) Section 91.209(a)(2) and (b)(2) (Available at <http://aes.faa.gov>.)

FAA Exemption No. 3946J

Exemption from Federal Aviation Regulation (FAR) Section 91.73(a) and (b) (Available at <http://aes.faa.gov>.)

FAAO JO 7110.10

Flight Services (Available at <http://www.faa.gov/>.)

FAAO JO 7110.65

Air Traffic Control (Available at <http://www.faa.gov/>.)

FAAO JO 7210.3

Facility Operation and Administration (Available at <http://www.faa.gov/>.)

FAAO 7220.1B

Certification and Rating Procedures for Department of Defense (DOD) Personnel (Available at <http://www.faa.gov/>.)

FAAO JO 7400.8

Special Use Airspace (Available at <http://www.faa.gov/>.)

FAAO 8200.1D

United States Standard Flight Inspection Manual (USSFIM) (Available at <http://www.faa.gov/>.)

FAAO 8260.3B

United States Standard for Terminal Instrument Procedures (TERPS) (Available at <http://www.faa.gov/>.)

FAAO 8260.19G

Flight Procedures and Airspace (Available at <http://www.faa.gov/>.)

FAAO 8260.46E

Departure Procedure (DP) Program (Available at <http://www.faa.gov/>.)

FIB TB AVN 1-XXXX

U.S. Army Aviation Flight Information Bulletin (Available at <http://www.usaasa.tradoc.army.mil/>. Note. The TB is a recurring issuance, three times per year.)

Federal Highway Administration

Manual on Uniform Traffic Control Devices for Streets and Highways (Available at <http://mutcd.fhwa.dot.gov/>.)

NGA Catalog Part 1

Aerospace Products, Volume 1 (Available at <http://www.dscr.dla.mil/rmf>. Note. Not available to external users.)

NGA Catalog Part 1

Aerospace Products, Semiannual Bulletin Digest (Available at <http://www.dscr.dla.mil/rmf>. Note. Not available to external users.)

NAT-127

Memorandum of Agreement between Department of the Army and Federal Aviation Administration, June 1979. (Available on AKO under Files, U.S. Army Organizations, TRADOC, Special Activities, USAASA, NAS Documents.)

TM 5-630/NAVFACMO-100.1/AFM 126-2

Natural Resources - Land Management (Available from <http://www.army.mil/usapa/eng/index.html>.)

UFC 3-260-02

Pavement Design For Airfields (Available from <http://www.acq.osd.mil/ie/irm/index.html>.)

UFC 3-260-03

Airfield Pavement Evaluation (Available from <http://www.acq.osd.mil/ie/irm/index.html>.)

14 CFR 65

Certification: Airmen other than flight crewmembers

14 CFR 73

Special use airspace

14 CFR 77

Objects affecting navigable airspace

14 CFR 91

General operating and flight rules

14 CFR 91.209

Aircraft lights

14 CFR 91.215

ATC transponder and altitude reporting equipment and use

14 CFR 99.7

Special security instructions

14 CFR 105

Parachute operations

14 CFR 121

Air Carrier Certification

14 CFR 135

Operating Requirements: Commuter and on demand operations and rules governing persons on board such aircraft

14 CFR 139

Certification of airports

32 CFR Part 651

Environmental Analysis of Army Actions

10 USC

Armed Forces

32 USC

National Guard

49 USC 307

Safety information and intervention in Interstate Commerce Commission proceedings

49 USC 329

Transportation information

49 USC 44502

General facilities and personnel authority

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

DD Form 2400

Civil Aircraft Certificate of Insurance (Prescribed in para 9–10.)

DD Form 2401

Civil Aircraft Landing Permit (Prescribed in para 9–10.)

DD Form 2402

Civil Aircraft Hold Harmless Agreement (Prescribed in para 9–10.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>); SFs are available on the U.S. General Services Administration Web site (<http://www.gsa>).

gov/portal/forms/type/GSA); and FAA forms are available at the Federal Aviation Administration Web site (<http://www.faa.gov/forms>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3479

Training and Proficiency Record-Air Traffic Controller

DA Form 3479-1

Trainee/Controller Evaluation

DA Form 3479-6

ATC Facility and Personnel Status Report

DA Form 3479-10

Responsibility Assignment

DA Form 7305

Worksheet for Telephonic Notification of Aviation Accident/Incident

DD Form 1391

FY__Military Construction Project Data

DD Form 1131

Cash Collection Voucher

FAA Form 7220-1

Air Traffic Control Specialists Certificate (Only issued locally)

FAA Form 7230-8

Flight Progress Strip (Tower)

FAA Form 7460-1

Notice of Proposed Construction or Alteration

FAA Form 7480-1

Notice of Landing Area Proposal

FAA Form 8060-4

Temporary Airman Certificate (Only issued locally)

FAA Form 8400-3

Application for Airman Certificate and/or Rating

SF 344

Multi-use Standard Requisitioning/Issue System Document

Appendix B Joint Use Criteria

B-1. General

Civilian aircraft use of a military airfield is considered on a case-by-case basis. A proposal is submitted through channels to the appropriate military HQ by an authorized sponsor. The proposal will include the type of operation, type of aircraft, and estimated annual operations.

a. Joint use must not interfere with national defense requirements, degrade safety, or in any way hamper DOD in carrying out its mission.

b. All agreements will hold the Government harmless for any liability or damage arising from use of Government property and all restrictions and conditions will be part of the agreement. The term of the agreement and/or lease cannot exceed 25 years. The title to real property improvements will pass to the Government at termination of the agreement or will be restored to a condition acceptable to the Government. The Government will have authority to terminate the agreement in a national emergency or when in the best interest of national defense.

c. Proposals will be initially submitted to the installation/garrison commander. In addition to commenting on the proposal, the unit commander will obtain comments from the appropriate DAR at the FAA service area or regional HQ office before forwarding all documents to the appropriate ACOM, ASCC, DRU, or ARNG.

d. Specific criteria used to evaluate joint use proposals are in paragraphs B-3 through B-9. Failure of the proposal to meet established joint use criteria will result in joint use being limited, restricted, or prohibited.

B-2. Airspace and air traffic control criteria

Operational consideration will be based on the premise that military aircraft will receive priority handling (except in emergencies) if traffic must be adjusted or resequenced. Funding for manpower increases required in ATC or related support activities as a result of the civilian operation will have to be accommodated outside DOD resources. Additional equipment or physical airfield changes must be funded by the civilian sponsor. Specific items considered are as follows:

- a. Airspace saturation.
- b. SUA and military training route requirements.
- c. Traffic flow capability.
- d. ATC facility capability.

B-3. Traffic mix criteria

The impact of dissimilar operations characteristics or procedures between civilian and military aircraft may increase the potential for accidents or incidents and open DOD to possible litigation. The following items will be considered in evaluating the traffic mix aspect of joint use:

- a. Aircraft weapons.
- b. Helicopter operations.
- c. IFR versus VFR.
- d. High performance aircraft.
- e. Training mission.
- f. Aircraft wake turbulence (see table B-1).
- g. UAS.
- h. Aircraft conducting nonstandard maneuvers.

**Table B-1
Wake turbulence**

If military aircraft are—	And civil aircraft are—	Joint use is—
Heavy	Heavy	Possible
Large	Heavy	Prohibited
Small	Heavy	Prohibited
Heavy	Large	Possible
Large	Large	Possible
Small	Large	Possible
Heavy	Small	Prohibited
Large	Small	Possible
Small	Small	Acceptable

Note.
Aircraft weight classes are defined in the pilot/controller glossary within various FAA documents

B-4. Military activity criteria for joint use

The following are considered from a mission compatibility perspective:

- a. Joint use is advantageous to the DOD.
- b. Joint use will not adversely impact the DOD mission.
- c. The special material storage or loading area must be identified. (Joint use will not be considered at installations with nuclear storage areas.)
- d. Installations involved in training U.S. military student pilots will not be considered for joint use.
- e. Joint use will not be considered at locations with an alert force mission.
- f. Installations subject to no-notice inspections or frequent exercises will not be considered for joint use.
- g. Joint use must not adversely reduce flexibility for force beddown or other related activity.
- h. Joint use must not impair mobilization activities.

B-5. Civil aircraft equipment and aircrew qualification criteria

The following are recommended for civil aircraft operating in a joint use environment:

- a. IFR-certified aircraft.
- b. IFR-qualified crews.
- c. Two-way radio and transponder.

B-6. Facilities criteria

The majority of land for civilian facilities is located on the perimeter of the military installation with access that does not impact on installation traffic. Federal legislature jurisdiction will be retroceded to the state, particularly in exclusive use and access areas. Military approval is required on siting, design, and construction of civilian facilities. Consider the following items in evaluating the impact of joint use on facilities:

- a. *Civil facilities.*
 - (1) Availability of existing local civilian facilities.
 - (2) Practicality of constructing or expanding a civilian airfield.
- b. *Runway and taxiway.*
 - (1) Pavement strength for wheel loading.
 - (2) Pavement width and length.
 - (3) Capability.
 - (4) Dual or single runway.
 - (5) Access to runway from civilian facilities.
- c. *Civil facility location.*
 - (1) Availability of non-Government land for taxiway, terminal, ramp, fuel storage, hangar, maintenance, and so forth.
 - (2) Availability of excess Government-owned land for civilian facilities.
- d. *Navigational aids.* DOD will not provide manpower to install, operate, or maintain navigational equipment for the sole use of civilian aviation. Consideration must be given to the adequacy of existing NAVAIDs for the civilian operation.
- e. *Fire, crash, rescue.*
 - (1) Equipage.
 - (2) Manpower.
- f. *Noise barriers.*
 - (1) Existing configuration.
 - (2) Civil requirement.
- g. *Aircraft arresting systems.* DOD will not install, alter, or remove these for the use or convenience of nonmilitary traffic; therefore, consideration must be given to—
 - (1) Existing configurations.
 - (2) Civil requirements.
- h. *Air installation compatible use zone.* The study required in conjunction with airspace analysis must include:
 - (1) Runways to be used.
 - (2) Traffic distribution.
 - (3) Peak hour use.
 - (4) Schedule of operating hours.
 - (5) Engine signatures.
 - (6) Approach and departure profiles.
 - (7) Climatic data.

i. Security. Clear separation of military and civilian activities is essential to avoid increased security cost, and increased threat to priority and sensitive resources. Joint use may increase the possibility for sabotage, terrorism, and vandalism. Joint use will not be considered if military and civilian aircraft will be collocated on a parking ramp, where other than runway facilities are used, or where non-Government personnel would require access to and routinely transit the base. Specific security aspects to be considered in joint use are—

- (1) Access of public to military resources.
- (2) Impact on manpower if increased security is required.

B-7. Manpower criteria

Manpower levels will be logically developed from specific workload requirements that directly derive from missions directed or approved by higher HQ. In accordance with 10 UCS and DOD directives, it is Army policy to use the least costly mix of manpower (military, civilian, or contractual services support) consistent with military requirements and other needs of the Army. Specific manpower determination processes and procedures will conform to manpower management guidance contained in AR 570-4 that prescribes the responsibilities, procedures and processes approved to determine, acquire, program and use manpower resources. Specific workforce mix determinations must comply with ASA (M&RA) policies and definitions of inherently governmental, exempt from competition and commercial in nature.

B-8. Financial criteria

Any logistical support or utilities provided by the Government are reimbursable. Reimbursable items may include labor, equipment use, and supplies provided. The civilian sponsor must pay a prorated share for property and operation of the Government runway. All real property outleased will be processed through USACE at fair market rental value. The following must be considered in evaluating joint use proposals:

- a.* There is no cost to DOD appropriations.
- b.* Costs are reimbursable through services in lieu of use fees.
- c.* There are no significant indirect costs.
- d.* The sponsor must have funding available for the civilian facilities.

B-9. Environmental criteria

Analysis will be required if joint use involves new aircraft types or new approach and departure tracks. For fixed-base operator operations, an environmental assessment or environmental impact statement may also be required. The following items also must be considered in a joint use evaluation:

- a.* The sponsor for the civilian operation must pay for preparation of any environmental assessment or environmental impact statement that may be required.
- b.* DOD or the appropriate military service will be the lead agency in the preparation of the environmental assessment or environmental impact statement.

Appendix C

Daily Airfield/Heliport Inspection Checklist

C-1. Obstacle clearance criteria

Airfields will be inspected for obstacles that violate airfield imaginary surface criteria, such as construction activities (for example, cranes), tree growth, dirt/snow piles, sandbag bunkers. Lateral clearance areas (runways, taxiways, and aprons) will be inspected for violations (fixed or mobile). In accordance with UFC, ETL, and ECB criteria, the following areas will be inspected for tree growth, vegetation, dirt or snow piles, ponding, construction, depressions, mobile and fixed obstacles:

- a.* Runway clear zones 1,000 x 3,000 ft (first 1,000 ft must be cleared).
- b.* Runway lateral clearance 500 ft centerline.
- c.* Taxiway lateral clearance 150 ft centerline.
- d.* Apron lateral clearance 100 ft Class A, 125 ft Class B.
- e.* Rotary wing runways clear zone 400 ft VFR and IFR.
- f.* Rotary wing runways lateral clearance 150 ft centerline VFR.
- g.* Rotary wing runways lateral clearance 375 ft centerline IFR.
- h.* Hoverpoints, VFR and standard IFR helipads length of clear zone 400 ft.
- i.* Hoverpoint and IFR same direction length of clear zone ingress/egress 825 ft.
- j.* Hoverpoints and VFR limited use helipads width of clear zone 150 ft.
- k.* Standard VFR helipad and same direction ingress/egress width of clear zone 300 ft.
- l.* Standard IFR helipad width of clear zone 750 ft.

- m.* Rotary wing landing lane length of clearance zone 400 ft.
- n.* Rotary wing landing lane width of clearance zone 300 ft.
- o.* Rotary wing landing lane lateral clearance zone VFR 150 ft.
- p.* Rotary wing landing lane lateral clearance zone IFR 375 ft.
- q.* Construction areas.
- r.* Perimeter/access roads.
- s.* Transition slope (7:1).
- t.* FOD control.
 - (1) Runways/overruns, taxiways/shoulders.
 - (2) Infield areas between runways/taxiways.
 - (3) Perimeter/access roads (controls).
- u.* Signs/markings (faded/broken).
 - (1) VFR holding positions.
 - (2) Instrument holding positions.
 - (3) Elevation signs.
 - (4) NAVAID ground receiver checkpoints.
 - (5) Closed areas.
- v.* Runway/taxiway/apron shoulders.
 - (1) Runway 50 ft Class A, 200 ft Class B.
 - (2) Taxiway 25 ft Class A, 50 ft Class B.
 - (3) Apron 25 ft Class A, 50 ft Class B.
- w.* Construction.
 - (1) Parking.
 - (2) Work site (lighting/markings).
 - (3) Storage.
 - (4) Vehicles (lighted/marked).
 - (5) FOD.
- x.* Pavement conditions (rubber deposits, cracks, spalling, marking, FOD, paint build up/chipping).
 - (1) Runway/overruns.
 - (2) Taxiways.
 - (3) Parking aprons.
 - (4) Access roads.

C-2. Habitat management

- a.* Airfield/heliport turf.
- b.* Bare areas and old surfaces.
- c.* Trees and landscaping.
- d.* Perch and nest sites.
- e.* Waste management.
- f.* Ponding effects.
- g.* Bird/animal survey.
- h.* Maintaining drainage ditches.
- i.* Perimeter fence and gates.
- j.* Bird watch condition: low, mod, severe.

C-3. Lighting check

The following lighting areas will be inspected in accordance with UFC 3-535-01, FAAO 6850.5, and FAA AC 150/5340-26C:

- a.* Approach lighting systems.
- b.* Runway edge lights.
- c.* Helipad lights.
- d.* Visual glide slope indicator lights.
- e.* Threshold lights.
- f.* Runway end lights.
- g.* Runway distance marker lights.
- h.* Runway end identifier lights.
- i.* Taxiway lights.

- j.* Airfield signs.
- k.* Obstruction lights.
- l.* Rotating beacon.
- m.* Wind cones.
- n.* NAVAID checkpoints.
- o.* Apron lights.
- p.* Percentage of operational lights (refer to FAA AC 150/5340-26C for tolerance and allowable outages).

C-4. Airfield markings, signs, and pavement areas

- a.* Construction areas will be inspected to ensure that a high level of safety is maintained. Check siting of barricades, construction lights, equipment parking, stockpiled materials, debris, and foreign objects.
- b.* Airfield markings will be inspected for peeling, chipping, fading, and obscurity due to rubber buildup. Markings will be correct, properly sited, and reflective during hours of darkness.
- c.* Airfield signs will be inspected to ensure correct background and legend colors, legibility, clearance of vegetation, dirt, and snow, frangible mounting, and proper illumination, if required, for night operations.
- d.* Airfield lighting systems will be inspected to ensure they are frangible mounted and foundations do not extend 3 inches above the finished surface of surrounding area, and to ensure lighting systems are not obscured.
- e.* Pavement areas will be inspected for conditions that could cause ponding, obscure markings, attract wildlife or otherwise impair safe aircraft operations (for example, scaling, spalling, cracks, holes, surface variations such as bumps/low spots, rubber deposits and vegetation growth).
- f.* Pavement areas will be inspected for loose aggregate or other foreign objects and contaminants. Foreign objects and contaminants will be removed promptly.

Note. Grass between 6 and 12 inches discourages flocking species from foraging on the airfield because reduced visibility disrupts inter-flock communication and flock integrity by reducing the ability to detect predators. Grass exceeding 12 inches will attract some bird species and rodents, which in turn attract raptors.

Appendix D Annual Airfield/Heliport Inspection Checklist

D-1. Pavement areas (UFC 3-260-01, ETL 1110-3-511, AR 420-1) (runways, taxiways, ramps, and aprons)

- a.* Do runways, taxiways, ramps and aprons meet design standards in accordance with UFC 3-260-1, chapter 3?
- b.* Are runway shoulder widths in accordance with UFC 3-260-1?
- c.* Are runway overruns in accordance with UFC 3-260-1?
- d.* Do rotary-wing runways, helipads, landing lanes and hover points meet the design standards and requirements of UFC 3-260-1?
- e.* Is there at least a 1½-inch drop off at edge of shoulders (no more than 3 inches) to allow for proper drainage?
- f.* Are primary pavements structurally capable of supporting the mission pavement classification number per UFC 3-260-03?
- g.* Is the pavement condition index > 70 for the runway, ≥ 60 for the primary taxiway, and > 55 for the apron and secondary taxiway? Pavement must have a pavement condition index at or above these numbers to be rated (green) in accordance with AR 420-1.
- h.* Is the pavement evaluation current? Is a current copy of the USACE research and development pavement evaluation on file in accordance with AR 420-1?

D-2. Airfield safety clearances and apron areas (UFC 3-260-01, ETL 1110-3-511, and ETL 1110-3-510)

The inspector must have a current copy of the airfield waiver file, including an obstacle chart survey of the airfield annotated with the airfield imaginary surfaces, as well as all exemptions, wavered items, and permissible deviations. Inspect the following in accordance with current criteria:

- a.* Is the runway lateral clearance zone 500 ft either side of the runway centerline ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations, and wavered items) and graded to the requirements? In addition, any erosion must be noted. Unusual depressions that may indicate collapsed subsurface drainage structures or power ducts and/or rutting, caused by vehicles, or animals.
- b.* Is the graded area of the clear zone cleared, grubbed of stumps, and free of abrupt surface irregularities, ditches, and ponding areas?
- c.* Is the graded portion of the clear zone free of above ground structures, objects, or roadways?
- d.* Are all penetrations to airfield imaginary surfaces documented? Check AO maps for accuracy/currency?

Note. Trees must be removed or trimmed to 10 ft below the point where they penetrate the imaginary surface.

- e. Are all violations along taxiways documented?
- f. Do aprons meet the minimum clearance, grade and lateral clearance standard, in accordance with UFC 3-260-1, table 6-1 (fixed wing) and table 6-2 (rotary wing)?
- g. Are accident potential zone I and accident potential zone II in accordance with current criteria?
- h. Are manhole, inlet, and sewer covers in place and is each cover at grade level (no more than 3 inches high)?

D-3. Airfield markings (UFC 3-260-05, AC 150/5340-1L, and applicable ECB)

Are the following airfield markings properly depicted and sited in accordance with current criteria, free of peeled, blistered, chipped or faded paint, clearly visible during the day or night, free of excessive rubber deposit buildup:

- a. Runways:
 - (1) Centerline?
 - (2) Threshold?
 - (3) Displaced threshold?
 - (4) Precision runway markings?
 - (5) Designation (such as runway 15)?
 - (6) Side stripes?
 - (7) Touchdown zone?
 - (8) Overruns?
- b. Taxiways:
 - (1) Centerline stripe?
 - (2) Instrument holding positions?
 - (3) VFR runway holding position?
 - (4) Edge stripes?
- c. Parking apron?
- d. Helipads (perimeter/identification/hospital)?
- e. Closed pavements:
 - (1) Permanently closed runways/taxiways?
 - (2) Temporarily closed runways/taxiways?
- f. Barricades?
- g. Shoulders (deceptive surface):
 - (1) Runway?
 - (2) Taxiway?
 - (3) Apron?
- h. Inertial navigation system checkpoints?
- i. Ground receiver checkpoints?
- j. Compass calibration pad?
- k. Vehicle access routes must be properly depicted and sited in accordance with FAA A/C 150/5340-1L and DOT, Federal Highway Administration's Manual on Uniform Traffic Control Devices for Streets and Highways.

D-4. Airfield signs (UFC 3-535-01)

- a. Are mandatory signs properly sited in accordance with current criteria?
- b. Are informational signs properly sited in accordance with current criteria?
- c. Do all signs have the correct legend and orientation and are they color coded and easy to read and illuminated for night operations?
- d. Are signs mounted on frangible couplings and no broken panels?
- e. Are signs clear of vegetation growth or dirt that may obscure a vehicle operator or pilots view?

D-5. Airfield lighting (UFC 3-535-01)

- a. Are lighting systems properly sited in accordance with current criteria?
- b. Are they operable?
- c. Are lighting systems clear of vegetation growth and foreign material that may obscure vehicle operators and pilots view?
- d. Are elevated fixtures mounted on frangible couplings?
- e. Is lens orientation within tolerances? For example, a light unit that appears dimmer or brighter is an indication it may be misaligned.
- f. Are approach lighting systems operational and in accordance with current criteria?

- g. Are runway lighting systems operational and in accordance with current criteria?
- h. Are taxiway lighting systems operational and in accordance with current criteria?
- i. Are obstruction lights operational and in accordance with current criteria?
- j. Are helipad lights operational and in accordance with current criteria?
- k. Are heliport lighting systems operational and in accordance with current criteria?
- l. Is airfield beacon operational and in accordance with current criteria?

D-6. Wind indicators (cones) (UFC 3-535-01)

- a. Is wind cone fabric in good condition? Wind cones must be visible from 1,000 ft in any direction.
- b. Does the wind cones assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement. Wind cones must extend fully in a fifteen knot wind.
- c. Are wind cones illuminated and are lights operable?
- d. Is the wind cone free of obscuring vegetation?
- e. Are wind cones sited properly? They may not be more than 27 ft AGL and 400 ft from runway centerline.

D-7. Obstructions to air navigation (14 CFR Part 77, UFC 3-260-01, and UFC 3-535-01)

- a. Are all obstructions documented and lighted, in accordance with UFC 3-535-01?
- b. Are all obstructions removed?
- c. Has an AO survey been completed in the last 5 years?
- d. Does the airfield have a copy of all waivers?

Appendix E

Post Construction Airfield/Heliport Certification and Safety Verification Checklist

Document AAF/AHP name, inspection date, AAF/AHP Class (I, II, III, IV or V), and project name. Inspect all items unless a facility is not available.

E-1. Pavement areas (UFC 3-260-01, AR 420-1, and DA Pam 420-1-3) (runways, taxiways, ramps, and aprons)

- a. Are pavement areas free of depressions and drain sufficiently to prevent ponding that obscures markings, attracts wildlife, or otherwise impairs safe aircraft operations?
- b. Are pavements free of excessive rubber deposits, loose aggregate, contaminants, or other foreign objects?
- c. Are pavement areas free of scaling, spalling, cracks, and surface variations such as bumps, and low spots that could cause damage to aircraft or cut tires? (No longitudinal surface deviations of + or - 1/8 inch in 12 ft within 200 ft either side of an arresting cables - if installed)?
- d. Are runway, taxiway, apron edges, and pavement joints free of vegetation growth that impedes drainage or causes premature pavement deterioration?
- e. Are pavements free of holes that could impair directional control of aircraft or possibly damage a tire?
- f. Are the pavement lips (the area between full-strength pavement and runway/taxiway/apron shoulders areas) no greater than necessary to allow water to drain off the pavement?
- g. Are primary pavements structurally capable of supporting the mission? (Review latest pavement evaluation report.)
- h. Is pavement condition index adequate? (All runways > 70; primary taxiways ≥ 60; aprons and secondary taxiways > 55) (see latest pavement condition report).

E-2. Airfield, heliport, and helipad safety clearances (UFC 3-260-01)

- a. Are the runway lateral clearance zone (500 ft either side of the runway centerline; 150 ft either side of centerline for VFR rotary wing runway/helipad; 375 ft either side of centerline for IFR rotary wing runway/helipad; 75 ft either side of centerline for limited use helipads) ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations and waived items) and graded to the requirements of table 3-2, items 13 and 14; table 4-1; or table 4-2? In addition, note any erosion, unusual depressions that may indicate collapsed subsurface drainage structures, power ducts or other utility crossings and/or rutting, caused by vehicles, or animals.
- b. Is the graded area of the clear zone cleared, grubbed of stumps and free of abrupt surface irregularities, ditches and ponding areas? For additional information, see tables 3-5, 4-2, or 4-6.
- c. Is the graded portion of the clear aone free of above ground structures, objects, or roadways with exception to those items listed as permissible deviations within UFC 3-260-01, Appendix B, Section 13?
- d. Are all penetrations to airfield imaginary surfaces documented? Check AO maps for accuracy/currency. See tables

3-7, 4-7, or 4-8 for dimensions and slopes.

Note. Trees must be removed or trimmed to 10 ft below the point where they penetrate the imaginary surface.

e. Are all violations along the taxiways documented? (The required clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line) is 150 ft (airfields) and 100 ft (heliports). This area is to be clear of all fixed and mobile obstacles except as noted in UFC 3-260-01, Appendix B, Section 13.

f. Are all violations along the apron edges documented? (The required clearance from the apron boundary (which is normally the apron edge but not always) is 100 ft (airfields with Class A runway); 125 ft (airfields with Class B runway); and 75 ft (heliports). This distance is to be clear of all fixed and mobile obstacles except as specifically noted in Appendix B, Section 13. See UFC 3-260-01, table 6-1 for additional information (airfields) or table 6-2 (heliports).

g. Are storm sewer system inlets and drainage channels free of debris? Note any standing water.

h. Are manhole, hand hole, inlet and sewer covers in place? Is each cover at grade level (no more than 3 inches above the surrounding surface grade)?

E-3. Airfield markings (UFC 3-260-05A)

Are the following airfield markings properly depicted and sited in accordance with current criteria? Are markings free of peeled, blistered, chipped, or faded paint? Are markings clearly visible during the day or night? Are runway markings free of excessive rubber deposit build up?

a. Runways.

- (1) Centerline.
- (2) Threshold.
- (3) Displaced threshold.
- (4) Designation (for example, "RWY 18").
- (5) Side stripes.
- (6) Touchdown zone.
- (7) Fixed distance.
- (8) Aircraft arresting system warning.
- (9) Overruns.

b. Taxiways.

- (1) Centerline stripe.
- (2) Instrument holding positions.
- (3) VFR runway holding position.
- (4) Edge stripes.
- (5) Taxi lane edge stripes.

c. Apron.

d. Helipads (perimeter, identification, hospital).

e. Parking ramps.

f. Closed pavements.

- (1) Permanently closed runways/taxiways.
- (2) Temporarily closed runways/taxiways.
- (3) Aprons.

g. Barricades.

h. Shoulders (deceptive surface).

- (1) Runway.
- (2) Taxiway.
- (3) Apron.

i. Inertial navigation system checkpoints.

j. Ground receiver checkpoints.

k. Compass calibration pad.

l. Expedient airfield markings.

- (1) Landing zone.
- (2) Taxiway.

m. Flight-line vehicular access roads.

- (1) Do vehicle access roads leading to the runway have a white stop bar?
- (2) Do vehicle roads on aprons and taxiways ensure wingtip clearance requirements are met?

E-4. Airfield signs (UFC 3-535-01)

a. Are mandatory signs properly sited in accordance with current criteria?

- b. Are informational signs properly sited in accordance with current criteria?
- c. Do all signs have the correct legend and orientation? Color coding? Easy to read? Illuminated for night operations?
- d. Are signs mounted on frangible couplings? Note any broken panels.
- e. Are signs clear of vegetation growth or dirt that obscures a vehicle operator or pilots view?
- f. Are new signs required as a result of construction?
- g. Are signs associated with closed runways, taxiways, and aprons removed?

E-5. Airfield lighting (UFC 3-535-01)

Are the following lighting systems properly sited in accordance with current criteria? Are they operable if installed? Are light systems clear of vegetation growth/foreign material that obscures driver's or pilot's view? Are elevated fixtures mounted on frangible couplings? Is the orientation of all lenses within tolerances?

Note. A light unit that appears dimmer or brighter is an indication they may be misaligned.

- a. Approach lighting systems.
 - (1) Approach Lighting System with Sequence Flashing Lights (ALSF)-1.
 - (2) ALSF-2.
 - (3) Short Approach Lighting System (SALS) (Short Approach Lighting System with Sequenced Flashing Lights (SALSF)).
 - (4) Simplified Short Approach Lighting System with Runway Alignment Indicator (SSALR).
 - (5) Medium-Intensity Approach Lighting System with Runway Alignment Indicator (MALSR).
 - (6) Runway end identifier lights (REIL).
 - (7) Precision approach path indicator.
 - (8) Omni Directional Approach Lighting System (ODALS).
- b. Runway lighting systems.
 - (1) High intensity runway light (HIRL).
 - (2) Medium-intensity runway light (MIRL).
 - (3) Threshold lights.
 - (4) Lights with displaced threshold.
 - (5) Runway end lights.
- c. Taxiway lighting.
 - (1) Edge lights.
 - (2) Runway exit lights.
 - (3) Taxiway hold lights/stop bar.
 - (4) Hold position edge lights (runway guard lights).
- d. Obstruction lights.
- e. Helipad lights.
 - (1) Perimeter lights.
 - (2) VFR landing direction lights and approach lights.
 - (3) Floodlights.
 - (4) Approach slope indicator.
 - (5) Identification beacon.
 - (6) Wind direction indicators.
- f. Heliport lights.
 - (1) Heliport.
 - (2) Rotary wing landing lanes.
 - (3) Refueling area lights.
 - (4) Hover lane lights.
- g. Miscellaneous lighted visual aids.
 - (1) Airport/heliport beacon.
 - (2) Runway/taxiway retro-reflective markers.
 - (3) Other auxiliary lights.
 - (4) Apron/security.

E-6. Wind indicators (UFC 3-535-01 and UFC 3-260-01)

- a. Are wind cone fabrics in good condition?

Note. Wind cone fabric must not be badly worn, rotted, faded, or soiled.

- b. Does the wind cone assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement.
- c. Are wind cones illuminated? If so, are lights operable?
- d. Is the wind cone free of obscuring vegetation?
- e. Are wind cones sited properly?
- f. Are wind cones configured properly?

E-7. Obstructions to air navigation (CFR Part 77 and UFC 3-260-01)

- a. Are all obstructions documented?

Note. Assistance from TERPS specialist may be required to determine.

- b. Are all obstructions removed, marked, or lighted?
- c. Have all construction barriers, barricades, lights, equipment, debris, stockpiled materials, and debris been removed?

E-8. Air traffic control/airspace (FAAO JO 7400.2)

- a. Has construction affected any established instrument procedures? Have new procedures been requested, if required? Have new procedures been approved?
- b. Did construction affect information in DOD and/or FAA FLIPs? Have changes been processed to correct flight publications?
- c. Will NOTAMs be required until changes are published in FLIP? Have NOTAMs been submitted?
- d. Did construction affect procedures and if so have standing operating procedures and publications been updated?
- e. If new VFR and/or IFR procedures, have changes been incorporated into the facility training manual for each ATC facility?
- f. Have all controllers in all facilities received training on the new procedures?

E-9. Physical security (AR 190-13 and AR 190-16)

- a. Does new construction require changes to the Installation Physical Security Plan?
- b. Has the Airfield/Heliport Security Plan been updated?

E-10. Firefighting and crash rescue (AR 420-1 and DA Pam 385-90)

- a. Does new construction require changes/updates to fire department standing operating procedures and training requirements?
- b. Does construction require additional flight-line fire extinguishers? If so, how many and what type? Are they in place?
- c. Has the airfield pre-accident plan been updated?
- d. Did any changes affect the crash grid map or airfield diagram?

E-11. Arresting systems (if installed) (AFI 32-1043, T.O. 35E8-2-5-1, AFMAN 32-1084, UFC 3-260-01)

- a. Are unidirectional systems and nets located closer than 35 ft from the threshold of the runway?

Note. Runway threshold markings begin 20 ft inboard of the full-strength pavement; therefore, do not install a unidirectional system within 55 ft of the threshold markings.)

- b. Are energy absorbers (except Barrier Arresting Kit (BAK)-13 and ships' anchor chains) located below grade or at least 275 ft from the centerline of the runway pavement? BAK-13 installations may be as close as 150 ft from runway edge if installed in a semi-permanent configuration. These systems require 290 meters (950 ft) plus the length of the aircraft for maximum run out.
- c. Are paved transitions and buried crushed stone ramps provided around the arresting system components located on the runway shoulders? Is the area over the fairlead tube finished to a grade of 1V: 30H or flatter? (See AFI 32-1024 for additional information.)
- d. Do frameless protective shelters used for above-grade systems comply with the frangibility requirement in AFI 32-1043 and the typical installation drawings?
- e. Is the minimum effective pendant height greater than 1.5 inches? If the effective pendant height is 1.75 inches or less has a repair action been initiated? If the effective pendent height is less than 1.5 inches, has an emergency repair been initiated?
- f. Do arresting systems meet location and design specifications?
- g. Do arresting system cables have proper tension, doughnut spacing, and tie-downs? Note any broken tie-downs.
- h. Is the pavement type the same in the critical area (within 200 ft on either side of the cable)? Exception: This does not apply to installation of sacrificial polyethylene panels or to emergency systems located within the overrun.

i. Is the pavement within 200 ft either side of the cable clear of excessive paint build up that could cause a tail hook skip?

Appendix F

Extract of Memorandum of Agreement Between Department of Transportation, Federal Aviation Administration, and the U.S. Army, the U.S. Navy and the U.S. Air Force

F-1. General

This memorandum of agreement is between the Services and the FAA states that the military will provide airport traffic control service at military airfields as determined by DOD (provide service not already provided by FAA or State).

F-2. Operational responsibilities

The military may establish approach controls at military locations that are mutually agreeable, but the FAA may assign an air traffic representative (ATREP) to each approach control. For procedures implementing these services see fig F-1.

**MEMORANDUM OF AGREEMENT BETWEEN DEPARTMENT OF
TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION,
AND THE U.S. ARMY—THE U.S. NAVY—THE U.S. AIR FORCE**

WHEREAS, by virtue of Section 307(b)(4) of the Federal Aviation Act of 1958 (49 U.S.C. 1348(b)(4)), the Administrator of the Federal Aviation Administration (hereinafter referred to as the FAA) is authorized to provide necessary facilities and personnel for the regulation and protection of air traffic.

WHEREAS, by virtue of Section 303(d) of the Federal Aviation Act of 1958 (49 U.S.C. 1344 (d)), the Administrator of the FAA may make such provision as he shall deem appropriate authorizing, with its consent, the performance of any function under Section 307 (b) of the Act by any other Federal department; and

WHEREAS, there are three separate agreements now in effect between the FAA and the Army, Navy, and Air Force, respectively, relating to the operation of air traffic control facilities on military installations; and

WHEREAS, all parties to the three existing agreements wish to supersede such agreements with this separate agreement between the FAA and the three military services;

NOW, THEREFORE, all parties to this agreement mutually agree as follows:

Article I. Determination of Operational Responsibility

A. In keeping with requirements of national defense and with due regard for budgetary, manpower and all other pertinent considerations, the

general allocation of responsibility for the operation of each military facility subject to this agreement shall be mutually determined at the national level between the FAA and the appropriate military service. To facilitate the determination of operational responsibility, recommendations concerning the operation of air traffic control facilities will be made at the local level by appropriate FAA and military personnel.

B. Unless agreement is reached to the contrary, the military services shall provide airport traffic control service (visual flight rules) at those military airports where the cognizant military authority deems that such service is required and said airports are not served by an FAA, State, municipal, or other non-Federal tower.

C. When it is mutually agreed to be more advantageous to establish independent military and FAA approach control facilities, the approach control authority for the military terminal area ordinarily will be delegated to the military. Prior to approval by FAA of this delegation of authority, the military facility must be equipped to transmit and receive on all frequencies necessary to control all categories of IFR traffic normally operating in the area. Additionally, a Letter of Agreement relating to the control of air traffic shall be consummated between the appropriate local military authority and the appropriate FAA air route traffic control center.

D. The FAA is authorized to assign an Air Traffic Representative (ATREP) to each military approach control facility covered in Article I,

Figure F-1. Memorandum of agreement

Section C. The function of the ATREP is set out in detail in Article IV.

E. At all military locations not served by an ATREP, authorized FAA personnel may make evaluations of military approach control facilities and those military towers and military ASR/PAR units that exchange control of air traffic directly with FAA facilities. These evaluations are to be conducted at such times as are mutually agreeable to the FAA and the cognizant local military authority. The purpose of such evaluations is to determine whether equipment performance and staffing are adequate for the service being provided; whether personnel qualifications, Certification and performance meet acceptable standards; and whether procedures utilized are consistent with the agreements provided for in Article I.C. and Article V. All deficiencies which may affect flight safety shall be reported to cognizant military authority for timely corrective action.

F. Delegation of approach control authority may be temporarily suspended by a representative of the FAA area manager of the ATREP if such action is deemed necessary in the interest of flight safety. The commanding officer (or his designated representative) of the affected military installation shall be notified prior to the time suspension action is taken and informed of the reasons therefore.

G. Withdrawal of any delegation of authority covered by this agreement shall not be authorized prior to approval of FAA and the appropriate military service at the national level.

Article II. FAA Operations on Military Installations

A. Where mutually agreed, the FAA will provide exclusive air traffic control services and staffing on military installations. Unless agreed to the contrary, where a military facility is located near an FAA approach control facility, the FAA will perform the approach control function from the FAA facility for both the military and non-military facilities.

B. At jointly-staffed air traffic control facilities located on military installations, unless agreed to the contrary, the FAA will staff the approach control (surveillance radar) function and the military service will staff and be responsible for the precision approach radar (PAR) function.

C. The FAA shall have full authority and responsibility for the operation of its authorized functions.

D. The basic radar system approved for use in the radar approach control function is of the airport surveillance radar (ASR) type. Proposals for use of radar systems other than the ASR shall be submitted to the Washington Office of the FAA for review. This clause shall not affect those terminal facilities currently utilizing other radar systems, nor is it intended to limit the use of ARSE or other slower RPM systems to supplement ASR equipment.

Article III. Cross-Training at Jointly-Staffed ATC Facilities

In the best interest of the FAA and military services, it is essential that organized cross-training be accomplished; accordingly cross-training programs shall be implemented and training shall be conducted to the maximum extent possible.

Figure F-1. Memorandum of agreement—(Continued)

A. At the request of the responsible local military authority, the FAA will provide on-site approach control training to designated military personnel. Qualification and training shall be carried out in accordance with FAA regulations and procedures. Military personnel who successfully complete the training program and receive appropriate FAA certificates and ratings are not required to maintain currency on approach control positions. However, qualified military controllers, where current by FAA and military supervisors, may be assigned to approach control positions without direct supervision.

B. At the request of the FAA facility Air Traffic Manager the appropriate military authority will provide on-site precision approach radar (PAR) training to designated FAA personnel. Qualification and training shall be carried out in accordance with military regulations and procedures. FAA personnel are not required to maintain currency on PAR positions. However, qualified FAA controllers, when current by military standards and when agreeable to both military and FAA supervisors, may be assigned to PAR control positions without direct supervision.

Article IV. FAA Air Traffic Representatives

A. The ATREP is responsible to the Area Air Traffic Branch. His function is described as follows:

1. To serve as liaison officer between the military and the FAA and between the military and civil users; to resolve local air traffic problems between military and civil users of the terminal area in order that both are afforded the maximum service

possible; and, to conduct frequent liaison with FAA, civil and military personnel to determine the adequacy of ATC service is being rendered.

2. To serve as technical advisor to the military in all phases of air traffic control in order to improve ATC service.

3. To evaluate the amount of airspace required for air traffic control in terminal areas, and to coordinate approval of airport traffic patterns.

4. To continuously review existing air traffic control and communications procedures and practices, and to recommend action for their revision to improve efficiency.

5. To participate in appropriate intra-military meetings in which the FAA has an interest.

6. To encourage lecture and training programs for base pilots and civil air user groups, and to recommend changes, if necessary, to improve the air traffic control facility training program and to obtain maximum utilization of personnel.

7. To administer Control Tower Operator Exams and issue appropriate FAA certificates and ratings.

8. To participate frequently in flights of various typed of unit-equipped military aircraft (in which flight as a passenger or crew member is permitted) for the purpose of evaluating, from the pilot's viewpoint, air traffic control services being rendered and the performance characteristics of aircraft employed at the base.

B. The ATREP will be an FAA signatory to agreements made pursuant to Article I., Section C.

Article V. Local Agreements at FAA-Staffed Military Installations

Figure F-1. Memorandum of agreement—(Continued)

At military installations where FAA staffing is provided in whole or in part, a local memorandum of agreement shall be signed between FAA and appropriate military authority. The purpose of the local agreement is to further implement this agreement. Such agreements should cover details such as operational concepts, staffing, training, maintenance of equipment, utilization of space, parking and janitorial service, and security.

Article VI. Financing

A. Salary, travel and training expenses of FAA Air Traffic Representatives, Air Traffic Controllers, and other personnel furnished by the FAA, pursuant to this Agreement, will be borne by the FAA.

B. Salary, travel and training expenses of military and civilian personnel furnished by the DOD, pursuant to this Agreement, will be borne by the appropriate DOD component.

C. The cost of providing normal support (utilities, office space furniture, parking space, janitorial services and supplies, etc.) to FAA personnel at jointly-staffed air traffic control facilities located on military installations, pursuant to this Agreement, will be borne by the host DOD component authority exercising jurisdiction over the military installation involved.

D. Except as otherwise specifically agreed between the parties concerned, the cost of procuring new equipment and joint facilities to accommodate primarily a military requirement, pursuant to this Agreement, will be borne by the host component of the DOD.

E. The cost of procuring new facilities and equipment to accommodate primarily an FAA requirement, pursuant to this Agreement, will be borne by the FAA.

F. Except as otherwise specifically agreed between the parties concerned, the cost of installing and maintaining equipment will be borne by the party to this Agreement which has the responsibility for the air traffic control function being performed.

G. Agreements which include financing arrangements, other than the three separate agreements referred to in the preamble to this agreement, are not superseded by this article.

Article VII. Miscellaneous Provisions

A. Local military authority will determine the security clearances required of FAA personnel. FAA personnel will be subject to military requirements and base regulations.

B. The military services shall inform the FAA at the earliest practicable date of plans to deactivate military bases at which FAA personnel are assigned. The FAA shall inform the appropriate military service at the earliest practicable date of plans to reduce services at or to abandon ATC facilities on military installations.

C. Differences which may arise and remain unresolved at the local level will be resolved through appropriate channels of the signatories to this Memorandum of Agreement.

The FAA and the three military services agree to be bound by all provisions of this agreement as indicated by the signature of their duly authorized officials.

Figure F-1. Memorandum of agreement—(Continued)

UNITED STATES ARMY
 By(s) A.S. Collins, Jr.
 Title Asst Chief of Staff for Force Development
 Date 10 June 1969

UNITED STATES NAVY
 By(s) Thomas F. Connolly
 Title Deputy Chief of Naval Operations (Air)
 Date 2 June 1969

UNITED STATES AIR FORCE
 By(s) John W. Vogt, Maj. Gen. USAF
 Asst Deputy Chief of Staff Plans and Operations
 Date 26 June 1969

DEPARTMENT OF TRANSPORTATION,
 FEDERAL AVIATION ADMINISTRATION
 By(s) D.D. Thomas
 Title Deputy Director
 Date 17 July 1969

Figure F-1. Memorandum of agreement—(Continued)

Appendix G World Wide Web Addresses

G-1. World Wide Web sites

World Wide Web addresses are provided as a convenient means of referencing publications, forms, and correspondence for users with automation capabilities.

G-2. Addresses

Table G-1 contains pertinent Web site addresses.

Table G-1
 World Wide Web site addresses and referenced material

Agency	World Wide Web address	Material referenced
USAASA	http://www.usaasa.tradoc.army.mil	Organizational and DAR contacts; civil aircraft landing permits; FLIP change and order forms; FIB; military exemptions; DD Form 2400 series (CALP forms), Web links
ATSCOM	https://ats.army.mil/	Command directory; accident investigation messages; aviation resource management survey schedules; installation and tactical programs; policy updates; ATC and maintenance certification; current events; Army Aviation Association of America awards, Web links

Table G-1
World Wide Web site addresses and referenced material—Continued

Training and Doctrine Digital Library	http://www.adtdl.army.mil	Filed manuals; training circulars; technical manuals
Army Publishing Directorate	http://www.apd.army.mil	Current ARs; DA Pams; circulars
Defense Technical Information Center	http://www.dtic.mil	Joint publications; DOD publications; DOD scientific and technical information
FAA	http://www.faa.gov (use search to find the material referenced)	FAA regulations, orders, forms, and information
Army Home Page	http://www.army.mil	Installations; Army history; publications; research; administration questions
Defense Link, DOD	http://www.defenselink.mil	Various defense publications, news, images, and questions
NGA	http://www.nga.mil <i>Note. AID account changes must be made through appropriate U.S. Army account manager.</i>	Maps and geodata, imagery, Freedom of Information request, procurement and contacts, safety of navigation, Web links
U.S. NOTAMS Office	http://www.notams.jcs.mil	Central area enroute NOTAM, radius search, flight path search, European theater, frequency modulation immunity, ICAO look-up links

Appendix H Internal Control Evaluation

H-1. Function

The function covered by this evaluation is the administration of the ATC, airspace, airfields, flight activities, and NAVAIDs internal control process.

H-2. Purpose

The purpose of this evaluation is to assist assessable unit managers and internal control administrators in evaluating the key internal controls outlined below. It is not intended to cover all controls.

H-3. Instructions

Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

H-4. Test questions (Headquarters, Department of the Army only)

- a. Are SUA activities appropriate for the authorized area, compatible with documentation for the purposes designated and consistent with final environmental documentation?
- b. Is Army policy regarding return of SUA to FAA for public use when no longer needed by the Army being followed?
- c. Are annual SUA utilization reports, in the proper format, submitted to the DAR, including comments concerning the adequacy of the SUA?
- d. Are installation/garrison and airfield commanders familiar with and enforcing AALAN and CALP policies?
- e. Are alleged violations of safety and SUA operation guidance reported and investigated by appropriate personnel per Federal, DOD, and DA guidance?
- f. Are Army ATC facilities operated in accordance with TC 3-04.81 by air traffic controllers certified to FAA CTO/ATCS standards and maintained by certified ATC equipment maintenance technicians?
- g. Are all air traffic controllers (military, DAC, contract, and foreign nationals) rated in the facility of assignment? Is the ATC chief or facility chief developing and maintaining an FTP/TTP tactical training program in accordance with this regulation and FM 3-04.300?
- h. Is the ACOM, ASCC, DRU, or ARNG and ATSCOM participating in the aviation resource management survey team visits to evaluate ATC operations, training, and equipment maintenance?

- i.* Are nomination and selection for U.S. Army ATC and SAVES awards performed following the guidance and policy of this regulation?
- j.* Are AT&A officers designated in a memorandum by the major subordinate commander, State Adjutant General, or installation/garrison commander, with a copy furnished to the appropriate ACOM, ASCC, DRU, or ARNG, HQ USAASA, DAR, or USAASD-E?
- k.* Is the AT&A officer appointed to the Real Property Planning Board and does he or she have a minimum of a secret clearance?
- l.* Is the U.S. Army ensuring the FAA and USAASA (DAR) are notified of proposed construction or alteration of existing structures that could obstruct navigable airspace?
- m.* Are the unit commanders of the installations/garrison, units, and activities preparing field notices of proposed commissioning, decommissioning, modification of NAVAIDs, airfield lighting, ATC facilities, or weather facilities and forwarding the notices to USAASA?
- n.* Is the funding for airfield, heliport, and NAVAID engineering surveys programmed by the appropriate ACOM, ASCC, DRU, or ARNG commander or designee/installation/garrison resource manager when required?
- o.* Is the monitoring of electronic navigation facilities supporting instrument flight procedures performed at the level appropriate for the navigational facility classification?
- p.* Is the automatic distribution account established using a FLIP specific requisitioning DODAAC and has the unit's annual customer survey been completed and returned?
- q.* Are the automatic distribution accounts consolidated appropriately for units/activities based at the same location?
- r.* Is the unit commander reviewing TERPS annually to determine the need to retain, amend, or cancel the procedure, or to establish new procedures?
- s.* Do DOD requirements take precedence over authorized civilian aircraft use of the airfield?

H-5. Supersession

No previous internal control evaluation exists for this publication.

H-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Commander, U.S. Army Aeronautical Services Agency (DAMO-AV-A), 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

Glossary

Section I Abbreviations

AAF

Army airfield

AAFIF

automated air facilities information file

AALAN

Army aircraft landing authorization number

AC

advisory circular

ACOM

Army command

ACSIM

Assistant Chief of Staff for Installation Management

AFA

Army flight activity

AGL

above ground level

AHP

Army heliport

AI

aeronautical information

AID

automatic initial distribution

AIG

accident investigation

AIM

Aeronautical Information Manual

AMC

Army Materiel Command

AMPS

Account Management and Provisioning System

AO

airfield obstruction

AP

area planning

AR

Army regulation

ARAC

Army radar approach control

ARNG

Army National Guard

ARSTAF

Army Staff

ARTCC

air route traffic control center

ASA (IE&E)

Assistant Secretary of the Army (Installations, Energy and Environment)

ASCC

Army service component command

ASR

airport surveillance radar

AT&A

air traffic and airspace

ATC

air traffic control

ATEC

U.S. Army Test and Evaluation Command

ATCS

air traffic control specialist

ATS

air traffic services

ATREP

air traffic representative

ATSCOM

Air Traffic Services Command

CALP

civil aircraft landing permit

CAMI

carrier commercial access to military installations

CFA

control firing area

CFR

Code of Federal Regulations

CG

commanding general

CIO/G-6

Chief Information Officer/G-6

COE

Chief of Engineers

COA

certificate of authorization

CONUS

continental United States

CRAF

Civil Reserve Air Fleet

CTO

control tower operator

DA

Department of the Army

DACs

Department of the Army Civilians

DAR

Department of the Army representative

DCS

Deputy Chief of Staff

DLA

Defense Logistics Agency

DME

distance measuring equipment

DOD

Department of Defense

DODAAC

Department of Defense Activity Address Code

DOT

Department of Transportation

DPW

director of public works

DRU

Direct Reporting Unit

DSN

Defense Switching Network

EO

executive order

ECB

engineering and construction bulletin

ESCAT

emergency security control of air traffic

ETL

engineering technical letter

EUSA

Eighth U.S. Army

FAA

Federal Aviation Administration

FAAO

Federal Aviation Administration order

FAR

Federal Aviation Regulation

FIB

flight information bulletin

FIL

flight information list

FLIP

flight information publications

FM

field manual

FOD

foreign object damage

ft

feet

FTP

facility training program

GCA

ground controlled approach

GS

general schedule

HQ

Headquarters

HQDA

Headquarters, Department of the Army

IAP

instrument approach procedure

ICAO

International Civil Aviation Organization

IFR

instrument flight rules

ILS

instrument landing system

IMCOM

Installation Management Command

LOA

letter of agreement

LOP

letter of procedure

MCA

military construction, Army

MC&G

mapping, charting, and geodesy

MGTOW

maximum gross takeoff weight

MHz

megahertz

MOA

military operating area

NAS

National Airspace System

NAT

national agreement

NAVAID

navigational aid

NDB

nondirectional beacon

NEPA

National Environmental Policy Act

NGA

National Geospatial-Intelligence Agency

NOTAM

notice to airmen

NOTAMS

NOTAM System

NSA

national security area

NSN

national stock number

OCONUS

outside continental United States

OE/AAA

Obstruction Evaluation/Airport Airspace Analysis (Web site)

OPM

Office of Personnel Management

PAR

precision approach radar

PM-ATC

product manager, air traffic control

POC

point of contact

PPR

prior permission required

QAE

quality assurance evaluation

RDD

required delivery date

ROTC

Reserve Officers' Training Course

SARSA

small arms range safety area

SAVES

safe aviation via exceptional service

SUA

special use airspace

TACAN

tactical air navigation

TB

technical bulletin

TC

training circular

TDA

tables of distribution and allowances

TDY

temporary duty

TERPS

terminal instrument procedures

TM

technical manual

TOE

table of organization and equipment

TSC

Transportation Systems Center

UAS

unmanned aircraft system

UFC

unified facilities criteria

UHF

ultra-high frequency

USAASA

U.S. Army Aeronautical Services Agency

USAASD-E

U.S. Army Aeronautical Services Detachment-Europe

USAACE

U.S. Army Aviation Center of Excellence

USACE

U.S. Army Corps of Engineers

USAR

U.S. Army Reserve

USC

United States Code

VFR

visual flight rules

VHF

very high frequency

VOR

very high frequency omnidirectional range

Section II**Terms****Airfield**

An area prepared for the accommodation (including any buildings, installations, equipment, runways, taxiways and aprons), of landing and takeoff of aircraft. The term “airport” refers to a civil or municipal airfield.

Helipad

A prepared area designated and used for takeoff and landing of helicopters (includes touchdown, hoverpoint, and landing lanes).

Heliport

A facility designed for the exclusive operating, basing, servicing and maintaining of rotary-wing aircraft (helicopters). The facility may contain a rotary-wing runway and/or helipads.

Landing zone

A prepared, semi-prepared (unpaved) or unprepared surface for use by fixed wing, rotary wing, and UAS to conduct operations in an environment similar to forward operating locations.

Movement area

Runways, taxiways, and other areas of AAF/AHP utilized for taxiing, hover taxiing, air taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas. At AAF/AHP with an ATC tower, specific approval for entry onto the movement area must be obtained from ATC.

Safety area

A defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for

reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from taxiway.

Using agency

A military activity for which an SUA has been designated.

**Section III
Special Abbreviations and Terms**

ALSF

Approach Lighting System with Sequence Flashing Lights

AVFUEL

aviation fuel

AVOIL

aviation oil

BAK

Barrier Arresting Kit

EMALL

electronic Mall

HIRL

high intensity runway light

MALSR

Medium-Intensity Approach Lighting System with Runway Alignment Indicator

MEBS

Mapping Enterprise Business System

MIRL

Medium intensity runway light

MOTS

Mobile Tower System

O-5

lieutenant colonel

ODALS

Omni Directional Approach Lighting System

REIL

runway end identifier lights

SALS

Short Approach Lighting System

SALSF

Short Approach Lighting System with Sequenced Flashing Lights

SSALR

Simplified Short Approach Lighting System with Runway Alignment Indicator

STARS

Standard Terminal Automation Replacement System

STARS-LITE

Standard Terminal Automation Replacement System-Local Integrated Terminal Equipment

TAIS

Tactical Airspace Information System

TB AVN

technical bulletin aviation

VORTAC

very high frequency omnidirectional range tactical air navigation

WEBREQ

Web Requisition

UNCLASSIFIED

PIN 064645-000