

**1 SEPTEMBER 1997**



**Operations**

**FOREIGN GOVERNMENTAL AIRCRAFT  
LANDINGS AT UNITED STATES AIR FORCE  
INSTALLATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 8  
Distribution: F

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This instruction implements AFPD 10-18, *Policy on Foreign Governmental Aircraft Use of United States Air Force Airfields*. It provides guidance and procedures for foreign governmental aircraft landings at United States Air Force installations. It applies to all personnel involved in coordinating, approving, and supporting foreign governmental aircraft landings at US Air Force installations, use of US Air Force support facilities at foreign airfields and use of US Air Force ramps at civil airports hosting Air National Guard and United States Air Force Reserve units.

**1. Scope.** US Air Force airfields are available for use by foreign governmental aircraft so far as such use does not interfere with military operations or jeopardize the military utility of the installation. Access will be granted on an equitable basis. US Air Force requirements will take precedence over authorized foreign governmental aircraft use. Exceptions to this instruction are not authorized without prior approval from the Disclosure Division, Deputy Under Secretary of the Air Force, International Affairs (SAF/IAD), 1010 Air Force Pentagon, Washington DC 20330-1010. Proposed exceptions and waivers are evaluated as to current and future impact on US Air Force policy and operations.

**2. Responsibilities and Authorities.**

2.1. The US Air Force:

2.1.1. Determines whether foreign governmental aircraft use of US Air Force airfields or US Air Force support facilities at foreign airfields or civil airports is compatible with current and planned military activities.

2.1.2. Authorizes foreign governmental aircraft use of US Air Force airfields and support facilities only in support of officially state-sponsored activity.

2.1.3. Acts as clearing authority for foreign governmental aircraft use of US Air Force airfields and support facilities, subject to the laws and regulations of the United States, and to applicable international agreements with the country in which the US Air Force installation or support facility is located.

2.1.4. Reserves the right to suspend any operation that is inconsistent with US national defense interests or deemed not in the best interests of the US Air Force.

2.1.5. Will terminate authority to use a US Air Force airfield or support facility if the user lands for other than the approved purpose or is otherwise in violation of this instruction.

2.2. Foreign governmental aircraft operators must:

2.2.1. Have an approved aircraft landing authorization number (ALAN), before operating at US Air Force airfields, except for emergency use.

2.2.2. Ensure that pavement load-bearing capacity will support the aircraft to be operated at the US Air Force airfield.

2.2.3. Ensure that aircraft to be operated at US Air Force airfields are equipped with an operating two-way radio capable of communicating with the air traffic control tower.

2.2.4. Obtain final approval for landing from the installation commander or a designated representative (normally base operations) at least 24 hours prior to arrival.

2.2.5. Not assume that the landing clearance granted by an air traffic control tower facility is a substitute for either the approved ALAN or approval from the installation commander or a designated representative.

2.2.6. Obtain required diplomatic and overflight clearances from the Department of State and the Host Government of any US Air Force installation or support facility located on foreign soil.

2.2.7. Pay applicable costs and fees.

2.2.8. File a flight plan for each leg of the flight in accordance with International Civil Aviation Organization or Federal Aviation Administration procedures.

2.3. The installation commander or designated representative:

2.3.1. Exercises administrative and security control over the aircraft, crew and passengers while on the installation.

2.3.2. May require foreign governmental users to delay, reschedule, or reroute aircraft arrivals or departures to preclude interference with military activities.

2.3.3. Cooperates with customs, immigration, health, and other public authorities in connection with foreign governmental aircraft arrival and departure.

2.4. Decision Authority. The authority to grant foreign governmental aircraft use of US Air Force airfields is vested in:

2.4.1. The Office of the Deputy Under Secretary of the Air Force, Disclosure Division (SAF/IAD). SAF/IAD may act on any request for foreign governmental aircraft use of a US Air Force airfield or support facility. Decision authority will not be delegated below SAF except as designated in paragraphs 2.4.2 through 2.4.6.

2.4.2. Commander, US Air Forces in Europe (USAFE). The Commander, USAFE or a designated representative may approve use of USAFE installations by NATO aircraft or governmental aircraft from any NATO country.

2.4.3. Commander, Air Combat Command (ACC). The Commander, ACC or a designated representative may approve use of Howard AFB by any governmental aircraft from North, Central, or South America, and Caribbean nations except Cuba.

2.4.4. US Air Force Installation Commanders for US Air Force Installations on Foreign Soil. Installation commanders or designated representatives for US Air Force installations on foreign soil may approve use of the airfield under their cognizance by governmental aircraft from the Host Nation.

2.4.5. US Air Force Installation Commanders for US Air Force Installations in the United States. Installation commanders or designated representatives for US Air Force installations in the United States may approve use of the airfield under their cognizance by governmental aircraft from Canada except:

- Groups consisting of more than three medium or heavy aircraft or six small aircraft.
- Aircraft carrying munitions or other hazardous cargo.
- Aircraft for which the adequacy of the ground facilities of the USAF installation is in doubt.
- Aircraft that entail political or significant policy issues, such as reconnaissance, combat, and other military operations flights not authorized by US National Command Authority, flights enroute to politically sensitive destinations, and aircraft carrying foreign heads of state or Minister/Secretary level officials.

2.4.6. US Air Force Installation Commanders for US Installations Worldwide. Installation commanders or designated representatives for US Air Force installations worldwide may approve use of the airfield under their cognizance by governmental aircraft from the United Kingdom except:

- Aircraft for which the adequacy of the ground facilities of the USAF installation is in doubt.
- Aircraft that entail political or significant policy issues, such as reconnaissance, combat, and other military operations flights not authorized by US National Command Authority, flights enroute to politically sensitive destinations, and aircraft carrying foreign heads of state or Minister/Secretary level officials.

**3. Conditions for Use of US Air Force Airfields and Support Facilities.** The US Air Force authorizes use of its airfields and support facilities for a specific purpose by a specific foreign government. The authorization cannot be transferred and does not extend to use for other purposes. An approved ALAN does not obligate the US Air Force to provide supplies, equipment, or facilities other than the landing, taxiing, and parking areas and crew transportation (normally base taxi service) to and from quarters. The aircraft crew and passengers are only authorized activities at the installation directly related to the purpose for which use is granted. All foreign governmental users are expected to submit their request at least 5 days before intended use and, except for use as a weather alternate or emergency landing site, must contact the appropriate installation commander or designated representative at least 24 hours before arrival. Failure to comply with either time limit may be used as justification to deny landing rights.

**4. Request Procedures.** All foreign governmental aircraft must have authorization before using US Air Force installations. The foreign government must formally request permission for its aircraft to land at US Air Force installations.

4.1. Except as indicated in paragraph 2.4.2, requests will be submitted in writing, normally through the government's air attachÉ in Washington DC, to SAF/IAD, 1010 Air Force Pentagon, Washington, DC 20330-1010, at least five working days prior to the beginning of the flight. See attachment 1 for instructions and format.

4.2. Permission to land at US Air Force installations in the US or foreign countries does not constitute nor take the place of diplomatic clearance or other overflight clearance requirements. The foreign government is responsible for submitting a request to the Department of State for diplomatic clearance of overflight and landing in the United States as well as to each foreign country which will be overflown or in which a landing is to be made.

**5. Processing a Request for Landing Authorization.** When a request is received the approving authority will determine the availability of the installation and its ability to accommodate the request. The approving authority will also determine that the foreign government has a valid requirement to use US Air Force facilities. Approval will be granted only if there will be no compromise of operations, security, readiness, safety, environment, and quality of life. An aircraft landing authorization number (ALAN) will be assigned to each request approved for landing of foreign governmental aircraft. The approving authority will provide appropriate billing instructions and flight information in a landing authorization message.

## **6. Unauthorized Landings.**

6.1. Unauthorized Landing Procedures. The installation commander or designated representative will identify an unauthorized landing involving foreign governmental aircraft as either an emergency landing, an inadvertent landing, or an intentional landing. An unauthorized landing may be designated as inadvertent or intentional whether or not the operator has knowledge of the provisions of this instruction and whether or not the operator has filed a flight plan identifying the installation as a destination. On all unauthorized landings the aircraft should be limited to minimum ground time. The installation commander or designated representative shall also:

6.1.1. Brief the operator on the requirements of AFI 10-1801.

6.1.2. Advise the operator that the incident will be reported to the FAA and the operator's government.

6.1.3. Direct the operator to depart the installation.

6.1.4. In the US or its possessions, notify the nearest FAA general aviation district office.

6.1.5. Request the appropriate US Defense AttachÉ Office in the country of aircraft origin to notify the government of the incident.

6.1.6. Prepare a report of the landing and submit it to SAF/IAD.

6.2. Emergency Landings. Any aircraft operator who experiences an inflight emergency may land at any US Air Force installation without prior authorization. An inflight emergency is defined as a situation which makes continued flight hazardous.

6.2.1. The US Air Force will use any method or means to clear an aircraft or wreckage from the runway to preclude interference with essential military operations. Removal efforts should minimize damage to the aircraft and wreckage; however, military or other operational considerations are overriding.

6.2.2. A user making an emergency landing pays all costs for labor, material, parts, use of equipment, tools, etc., for activities supporting the emergency landing such as:

- Spreading foam on the runway.
- Damage to runway, lighting and navigation aids.
- Rescue, crash, and fire control services.
- Movement and storage of aircraft.
- Maintenance and repair of aircraft.
- Fuel or oil.

6.2.3. The installation commander or designated representative is responsible for:

6.2.3.1. Documenting the total cost incurred by the US Government.

6.2.3.2. Collecting payment of all charges incurred or arranging billing for charges.

6.2.3.3. Preparing an emergency landing report if there is no survivor to prepare a circumstantial landing report.

6.3. Inadvertent Landings. The installation commander may determine a landing to be inadvertent if the aircraft operator landed due to flight disorientation or mistook the US Air Force installation for a civil airport.

6.4. Intentional Landings. The installation commander may determine a landing to be intentional when substantial evidence demonstrates that the pilot of the foreign governmental aircraft knew the landing was unauthorized or the aircraft landed without an approved ALAN. In addition, the landing may be determined to be intentional even if an approved ALAN is on file under any of the following circumstances:

- The landing is for an unauthorized purpose, not reflected on the ALAN request.
- The aircraft is a different model than reflected on the ALAN request.
- The operator did not request or obtain the required final clearance from the installation commander or a designated representative at least 24 hours in advance.
- The pilot did not obtain landing clearance from the air traffic control tower.
- The operator obtained the ALAN through fraudulent methods.
- The operator requested permission to land from any US Air Force authority, including the control tower, and was denied.

6.5. Detaining an Aircraft. The pilot and passengers aboard an aircraft that made an unauthorized landing will not be detained longer than is necessary for identification and obtaining information required by this instruction. They may be permitted to remain in a lounge or waiting area on the base for this purpose. No person will be detained involuntarily without coordination from the appropriate US attorney, the MAJCOM, and SAF/IAD.

## **7. Support to Foreign Governmental Aircraft.**

7.1. The foreign government is responsible for identifying support requirements as part of its request for aircraft landing authorization. The Air Force is under no obligation to provide services not indicated in the formal request, not approved by the approving authority, or not within the capabilities and priorities of the Air Force installation.

7.2. Billeting. Billeting of foreign aircrews is authorized on a space-available basis only. The crews will be instructed to be prepared to stay on the economy. Installations should provide the same level of service they would provide to a USAF aircrew in transit, such as base taxi service to quarters.

7.3. Cargo. Foreign aircraft crew or freight forwarders are responsible for providing cargo pallets and tiedown material to facilitate loading.

7.4. Base Exchange and Commissary. Absent an agreement that provides otherwise, Base Exchange and Commissary privileges are the prerogative of the installation commander. There is no obligation to provide such privileges to foreign aircrews.

## **8. Fees and Charges.**

8.1. Landing and Parking Fees. Landing and Parking fees will not be charged for foreign governmental aircraft unless directed by SAF/IAD.

8.2. Fuel Charges. Purchases may be paid in cash, using an authorized credit card or other letter of credit or may be billed to the government in question. See AFM 67-1, *Basic Air Force Supply Procedures*, Volume I for guidance.

8.3. Supply and Service Charges:

8.3.1. Supplies and services furnished to a foreign governmental aircraft will be charged as prescribed in AFM 67-1, volume I, AFR 177-102, *Commercial Transactions at Base Level*, AFR 170-3, *Financial Management and Accounting for Security Assistance and International Programs* or other applicable laws and regulations.

8.3.2. Invoicing procedures for terminal services (aircraft loading and unloading) prescribed in AFR 177-102 will be used except when loading and unloading services are chargeable to an FMS case. FMS material will be billed to the FMS case as prescribed in AFR 170-3. AFR 76-28, *Non-US Government and Foreign Military Sales Tariffs*, provides guidance on cargo handling rates.

8.3.3. Communications services are normally provided only for official US Government business. If charges accrue to the US Government, reimbursement must be provided.

JOHN J. JUMPER, Lt General, USAF  
DCS/Air & Space Operations

**Attachment 1**

**FORMAT FOR FOREIGN GOVERNMENTAL AIRCRAFT LANDING REQUEST**

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(date)

SAF/IAD

1010 Air Force Pentagon, Room 4A1088K  
Washington, DC 20330-1010

1. The government of \_\_\_\_\_ requests aircraft landing authorization at United States Air Force installation(s) for the following flight(s):

a. Type of aircraft:

b. Tail Number:

c. Call Sign:

d. Aircraft commander:

e. Total number of crew:

f. Purpose of flight:

2. The itinerary for the flight is as follows (all estimated times of arrival and departure are Greenwich Mean (Zulu) Time):

Date	ETA	ETD	Location	Requirements
(Day/Mo)		(Time)	(Home base)	(Fuel/RON/Cus-toms/etc.)
(Day/Mo)	(Time)	(Time)	(1st stop)	(Fuel/RON/Cus-toms/etc.)
(Day/Mo)	(Time)	(Time)	(Additional stop(s))	(Fuel/RON/Cus-toms/etc.)
(Day/Mo)	(Time)		(Home base)	

3. Servicing requirements:

a. Fuel: (Identify type and quantity)

b. Other requirements: (Identify as necessary)

4. Very Important Persons (VIPs)/Passengers:

- a. VIPs: (Identify by name, rank and position)
  - b. Passengers: (Provide total number, if any. Indicate if any passengers are non-military.)
5. Hazardous cargo:
- a. Type of cargo: (Identify cargo by proper United Nations shipping name)
  - b. UN Hazard Class and Division: (Indicate any cargo which falls into the following classes: 1.1--Mass-Detonating; 1.2--Nonmass Detonating, Fragment Producing; 1.3--Mass Fire; or 1.4--Moderate Fire, No Blast)
  - c. Net Explosive Weight (NEW): (List the net explosive weight of the cargo)
6. Other requirements: (List any special protocol, security, administrative or other requirements)
7. Action is being taken to obtain diplomatic clearance to overfly the United States and other countries where United States Air Force installations listed in the itinerary are located. Separate action is being taken to obtain aircraft landing authorization from the United States Army/Navy for any of their installations listed on the itinerary.
8. We understand that we may communicate directly with the United States Air Force installation(s) after receipt of the aircraft landing authorization number (ALAN) from your office and that this ALAN must be cited in all communications concerning this mission. We also understand that billeting is on a space available basis and that crew members and passengers should be prepared to seek commercial accommodations off base.

(SIGNATURE)

(Name and title of requester)