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AFI 13-203, 26 February 2004, is supplemented as follows:

This supplement applies to AFMC activities that operate or administer an air traffic control (ATC) or navigational aid facility, and includes the operation of a Radar Control Facility (RCF). It does not apply to the Air National Guard or US Air Force Reserve units and members except as outlined in memorandums of understanding. Base-Level supplements to this directive require HQ AFFSA/MAJCOM approval and must be forwarded to HQ AFMC/DOO.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes are too numerous to list individually.

1.3.1.4. All new waiver or renew requests (excluding FAA waivers) shall reach AFMC 60 days prior to expiration/expected implementation date.

1.8.6. (Added) In addition to paragraph 1.8. of this instruction, Air Traffic Control (ATC) Correspondence for HQ AFMC review will follow the following guidelines:

1.8.6.1. (Added) Draft copies of revisions, changes, or new LOPs, LOAs, and OIs should be forwarded by either regular mail or e-mail, not both. E-mail should be sent to the HQ AFMC/DOO mailbox <mailto:hqafmc.doo@wpafb.af.mil> and a courtesy copy to the appropriate DOO functional area manager. If no reply is received within five working days, verify receipt of the e-mail. Allow at least 45 days for staffing on all items sent for review and approval.

1.8.6.2. (Added) All correspondence must include a cover letter that describes the requested action (i.e. review and approval).

1.8.6.3. (Added) After receiving approval forward a final signed copy to HQ AFMC/DOO. In addition, send an updated index, which contains the newly approved correspondence.

1.9. **Implementing LOPs** Document controller familiarization and training of new LOPs on AF Form 1098 in AF Form 623.

2.1. **Tower, RAPCON, GCA, Facility Chief Controller (CCTR).** AFMC does not authorize the establishment of "Complex CCTLRs" at Eglin and Edwards AFBs. Each facility will have a separate CCTLR/Air Traffic Manager (ATM) at SPORT who is responsible/accountable to the AOF/CC for the operation and management of that facility.

2.1.1.2. GS-2152 Air Traffic Controllers cannot serve as "reporting officials" unless officially assigned to a supervisory PD/CPD, or officially detailed or temporarily promoted to such a PD/CPD. When reduced staffing warrants, GS-2152 controllers may "unofficially" perform CCTLR duties if the duties will not exceed 30 days in duration. If performance of CCTLR duties is determined to exceed 30 days, prior coordination with the Civilian Personnel Office (CPO) is required to determine the nature of action to be taken, (e.g., either temporary promotion or detail). Prior approval is also required from HQ AFMC/DOOO.

2.1.2.2. AFMC requires facility CCTLRs to become facility rated or position certified within six months of date arrived station, and maintain proficiency/currency. Tower CCTLRs will be facility rated. Eglin RADAR Control Facility (ERCF) CCTLR will be position certified in approach and arrival control. SPORT RADAR Control Facility (RCF) ATM will be position certified in approach control.

2.2.2.16. May be delegated to other controllers (with CCTLR concurrence) as long as it meets the requirements of Part 3 of this Instruction.

2.2.2.17. May be delegated to other controllers (with CCTLR concurrence) as long as it meets the requirements of Part 3 of this Instruction.

2.5.2. Unless filling a position officially designated as "supervisory" by the PD/CPD, GS-2152 Air Traffic Controllers do not act as primary watch supervisors other than during periods when the designated military watch supervisor is not available (e.g., supervisory duty is not regular and recurring and does not constitute at least 25% of the employee's duty time).

NOTE: GS-2152 Air Traffic Controllers cannot serve as "reporting officials" or supervisors unless officially assigned to a supervisory PD/CPD, or officially detailed or temporarily promoted to such a PD/CPD. When reduced staffing warrants, GS-2152 controllers may "unofficially" perform as the primary watch supervisor if the supervisory duties not exceed 30 days in duration. If performance of supervisory duties is determined to exceed 30 days, prior coordination with the Civilian Personnel Office (CPO) is required to determine the nature of action to be taken, (e.g., either temporary promotion or detail). Prior approval is also required from HQ AFMC/DOOO.

2.7.1.1. Must complete the ATCSS Task Certification Guide within 6 months of initial assignment to ATCSS position.

2.7.1.2. The Eglin AOF/CC will determine the certification requirements of GS-2152 ATCSS personnel.

2.8. **Non-UMD Positions.** Enlisted controllers shall be given first priority when filling these positions. If a GS-2152 volunteers to fill a position, the AOF/CC takes full responsibility for changes to civilian personnel documents and for civilian pay issues.

2.9.1. Towers will develop an OI, or include a section in the existing tower OI, that outlines the single 7-level/watch-supervisor operation and forward to HQ AFMC/DOO for approval prior to allowing any single controller operations.

2.9.3. AOF/CCs will provide HQ AFMC/DOO their facility position information for publication in AFMC Sup 2 (**Attachment 13 (Added)**, AFMC Individual Base Facility Staffing Requirements) to include:

- Weekdays - Each facility's specific positions and specific number of hours required to be staffed.
- Weekends - Each facility's specific positions and specific number of hours required to be staffed.
- "As Needed" will not meet this requirement. AOFs will notify HQ AFMC/DOO immediately when these staffing requirements permanently change.
- At a minimum, AOF/CCs will forward this information in Jan of each year, regardless of any changes.

2.10.1.1. Chief Controllers will develop procedures, which define civilian controller annual physicals and line of duty determinations. All efforts should be exhausted to establish arrangements with the local Flight Surgeon's Office prior to utilizing outside resources.

2.10.1.1.1. (Added) All GS-2152/contract controllers must obtain a Federal Aviation Administration (FAA) Class II medical certificate. This certificate can only be issued by FAA-approved flight surgeons. In the event civilian controllers must use nonmilitary flight surgeons, then the following procedures shall apply:

2.10.1.1.2. (Added) Reimburse GS-2152 Department of Defense (DoD) controllers for physical examination expenses by submitting a Standard Form 1164, **Claim for Reimbursement for Expenditures on Official Business**. The completed form is approved by their supervisor and certified by the unit's resource advisor.

2.10.1.1.3. (Added) Pending GS-2152 DoD new hires are also reimbursed for the expenses of initial physical examination regardless of whether or not they are determined to be qualified.

2.10.1.1.4. (Added) Units shall use non-pay O&M funds from within their current program authority. Cite other purchased services EEIC 592 in the accounting classification.

2.10.1.1.5. (Added) Specific information regarding physical qualifications may be referred to the regional FAA Flight Surgeon Office:

2.10.1.1.5.1. (Added) Southern Regional Flight Surgeon: ASO300 – (400) 305-6150.

2.10.1.1.5.2. (Added) Southwestern Region Flight Surgeon: ASW300 – (817) 222-5300.

2.10.1.1.5.3. (Added) Western Pacific Region Flight Surgeon: AWP300 – (310) 725-3750.

2.10.1.1.5.4. (Added) Northwest Mountain Region Flight Surgeon: ANM300 – (425) 227-2300.

2.10.1.1.5.5. (Added) Great Lakes Region Flight Surgeon: AGL300 – (847) 294-7491.

2.10.2.6. Controllers "On-Call" must be physically prepared to report to their facility and perform air traffic control duties. CCTLRs will establish or include in an existing LOP procedures that cover "On-Call" requirements and forward to HQ AFMC/DOO for approval. As a minimum, this LOP must include response times, activities controllers may or may not engage in, and rest requirements. Controllers must not be too fatigued, inaccessible, or unprepared for duty during their on-Call period.

2.10.4. (Added) Security Clearances. AOF/CC will ensure all newly assigned controllers have at least a SECRET security clearance prior to allowing them to work in ATC facilities.

2.10.4.1. (Added) Consult with unit security manager for controllers who do not possess a valid clearance. Security managers can process interim clearance approval from unit commanders, using established security guidelines.

3.1.3. **AF Form 3616, Daily Record of Facility Operation.** Retain this form for 1 year. This is necessary to show a historical account of manning in the facilities. It is vital WS/SCs fully document when they are unable to open positions because of manning shortfalls. These entries must be specific and show the cause of the manning shortfall (i.e. contingencies, DNICs, assigned facility manning, etc.). The AOF/CC shall initial AF Form 3616 to signify they have reviewed them. SPORT RCF at Edwards AFB may use the FAA Form 7230-4, Daily Record of Facility Operation. If automated, a printed copy must be retained as prescribed herein. Additionally, if any other workstations other than the one located in the air traffic control facility have access to the log, measures must be established to limit access to appropriate AOF staff members to ensure confidentiality and integrity of operations security.

3.1.4. **AF Form 3626, Position Log.** Retain AF Form 3626 for 1 year. The FAA Form 7230-10 Position Log will be used at SPORT RCF, except for CI positions. CI will use the AF Form 3626. If automated, a printed copy must be retained as prescribed herein. Additionally, if any other workstations other than the one located in the air traffic control facility have access to the log, measures must be established to limit access to appropriate AOF staff members to ensure confidentiality and integrity of operations security.

3.1.5. **AF Form 3624, Equipment Outage Log.** Retain AF Form 3624 for 1 year. If automated, a printed copy must be retained as prescribed herein. Additionally, if any other workstations other than the one located in the air traffic control facility have access to the log, measures must be established to limit access to appropriate AOF staff members to ensure confidentiality and integrity of operations security.

3.3.2. CCTLRs will establish procedures to ensure all controllers review each operational item in the recent information file prior to taking an operating position and all other items daily. Define the procedure in a facility operating instruction.

3.3.3. CCTLRs will establish a process to ensure date sensitive materials (e.g. approach plates, excerpts from FAA orders, FLIP information, etc.) contained in position ready reference files are current.

3.3.4.3. Photographs of visibility checkpoints (Day & Night).

4.2. **Consolidating Positions.** During single 7-level tower controller operations do not simulcast on LC, GC, and CD frequencies.

4.9.3. At locations without an installed radar and tower coordination system, establish procedures that ensure tower controllers receive and acknowledge arrival information IAW FAAO 7110.65, paragraphs 2-1-14 and 4-7-6. For towers serviced by FAA TRACONS that provide surveillance approaches to their airports, procedures must also cover the landing clearances, breakout and go-arounds.

4.9.6. When an FAA facility provides approach control service, the Tower shall initiate the cancellation of automatic releases. Include this procedure in an LOP.

4.16. **Interruptions to ATCALs.** The AOF/CC establishes procedures for reporting and coordinating ATCALs interruptions/malfunctions, and maintenance personnel response times/actions in an LOP. ATCALs electromagnetic interference should be reported according to AFI 10-707, *Spectrum Interference Resolution Program*. Preventive maintenance will be in accordance with AFMC ATCALs PMI and Consolidated Hands-on Training (CHOT) Test Policy IAW AFMC/SC Memo 22 Dec 00.

4.17.1. CCTLRs will use AT-E-03 when establishing written procedures/Checklist to instruct controllers on proper steps in cycling the RSIs between primary and standby transmitters

4.17.4. Policy for Correcting Snow Effects on ILS Glide Slopes:

4.17.4.1. (Added) NR and CE Policy. Watch Supervisor will remove the glide slope from service when the snow accumulation exceeds 18 inches.

4.17.4.2. (Added) Sideband Reference Policy. Watch Supervisor will remove the glide slope from service when the snow accumulation exceeds 6 inches. This applies to Hill AFB only. ILS snow removal will be included in the base snow removal plan.

4.18.4. AFMC ATCALs and ATC facilities have reliable auto-start/transfer capability or UPS systems and should not be placed on back-up power for impending severe weather conditions. If there are outages to the auto start/transfer or UPS systems then facilities may be placed on back-up power.

4.18.5.1. AFMC policy prohibits on-load testing of ATCALs generator sites. This testing unnecessarily damages equipment.

4.18.5.2. AFMC policy prohibits on-load testing of ATCALs generator sites. This testing unnecessarily damages equipment.

4.19. **Alternate ATC Facilities.** LOP shall contain limitations on the alternate facility operations, coordination, and alternate facility transfer of operations with adjacent facilities (going to alternate facility and returning back to primary facility). These procedures shall be contained in Letters of Agreement when FAA Radar facilities are involved.

4.20.2.4. (Added) IAW AFI 11-230, circling procedures are not designed for use with Precision IAPs. Aircraft transitioning from a precision approach to a circling approach may not be afforded obstacle protection. Unless specifically required for training and evaluated for obstacles by the TERPS specialist, do not authorize aircraft conducting a precision approach to transition to a circling approach.

4.22. (Added) **AMS-2100 ILS Operating Procedures.**

4.22.1. (Added) General: The RSI display will indicate status for all assigned NAVAIDS on the airfield as well as allow for control (runway change, reset, etc). The display will indicate runway configuration (with ILS critical areas annotated) with colored status blocks located where the actual NAVAIDS are installed on the airfield. The Localizer block has an "L", the Glideslope a "G", the TACAN a "T", the VOR a "V", and the DME a "D." The colors will indicate the following for the ILS:

- GREEN = System is radiating and available for use
- RED = System is off the air
- GREEN with a YELLOW DOT = Communication is lost between the site and the status indicator in the tower, but the system could still be green (use pilot reports)
- GREY = System is not in use or interlocked out

Touching one of the equipment status blocks or the runway in use block (center of the runway), will display pop-up menus for more detailed information and will provide control buttons to turn on/off, reset, change runways, etc. There is an aural alarm silence button and an alarm volume control on the left side of the panel (which will indicate red when the alarm has been completely turned off).

4.22.2. (Added) ILS Reset Procedures.

4.22.2.1. There is no standby transmitter for the AMS-2100 ILS. Once the desired ILS system is selected, green "L" and "G" icons are displayed. If two green icons are displayed, the system is working properly and should be considered available for use.

4.22.2.2. (Added) The system will automatically attempt to reset itself if the signal is interrupted for any reason. (No input is required from the controller, the system will automatically reset itself). The first reset attempt occurs after 30 seconds. If the first reset attempt is unsuccessful, the second attempt will occur 5 minutes later.

4.22.2.3. (Added) If the system is still down after 5 minutes, attempt a manual reset by touching the affected site icon, then touch the "Reset Station." This will cause a manual reset and enable two more automatic resets. If the system fails to remain on after this manual reset and the two subsequent automatic resets, notify the Customer Support Team (CST) and report it out of service, NOTAM, notify other appropriate agencies, etc.

4.22.2.4. (Added) It is possible to have two green lights (indicating the system is usable) and a yellow dot in the bottom right corner of the icon indicating that you have a maintenance alert. If this happens, continue to use the ILS and notify the CST of the icon status – no open job is necessary.

4.22.2.5. If the icon for a site turns completely yellow, this indicates that a communications failure between the site and the remote status indicator has occurred. Refer to AFI 13-203, paragraph 4.17.2 procedures for temporary RSI loss and contact CST for resolution.

4.22.2.6. (Added) Turning off the Localizer or Glideslope. The display also has the capability to turn off the Localizer or Glideslope stations independent of the interlock function.

4.22.2.6.1. (Added) Touch the desired system icon on the display.

4.22.2.6.2. (Added) The pop-up menu will allow you to either turn the system "on" or "off" by touching the appropriate button.

4.22.3. (Added) Changing Runways: If you have ILS systems installed back-to-back on the same runway and they are interlocked, use the following procedures:

4.22.3.1. (Added) To change runways, touch the runway number block in the center of the runway picture. Touch the "Runway Select" button and then touch "OK" to change runways.

4.22.3.2. (Added) It takes approximately 20 seconds for the system to switch over. Once the runway number of the desired runway appears as a steady green, the runway change is complete. The newly selected runway "L" and "G" icons should be green and the previous runway (now the inactive) "L" and "G" icons should be grey.

4.22.4. (Added) Simultaneous ILS Operation: The inactive ILS may be activated under certain circumstances and following the guidelines specified in AFI 13-203, paragraph 5.8.

- Touch the runway selector/status button (in center of runway).

--- Touch the "simultaneous ILS operation" button and then touch "OK."

4.22.5. (Added) ILS Reporting Procedures: When there is an ILS failure (system remains off after the 30 second and 5 minute automatic resets) or an ILS maintenance alert indication, immediately contact the CST using the following means in descending order: PRIMARY COMMERCIAL 850-803-2172, SECONDARY COMMERCIAL 850-803-2174, DSN 872-3610, or E-MAIL

<mailto:afmc.airfieldsystemscustomersupportteam@eglin.af.mil>. Indicate your base name, affected

runway number, system (Localizer or Glideslope), and the nature of the failure (complete system failure or maintenance alert).

4.22.5.1. (Added) The CST will contact the appropriate ATC facility to log the system back in service or identify that the system will remain out of service awaiting parts.

4.22.5.2. (Added) If a part is required, the CST will order the part from the manufacturer and notify the appropriate Airfield Management Operations that a part will be delivered to Airfield Management Operations (with the expected delivery date).

4.22.5.3. (Added) Airfield Management Operations will receive and sign for ILS part/s and store them until a CST member arrives to pick up the part.

4.22.5.4. (Added) Upon arrival at the base by a CST member, they will proceed to Airfield Management Operations prior to going to the ILS equipment site. Airfield Management Operations will provide appropriate airfield briefings to CST personnel and allow airfield access by providing appropriate keys, combinations, flightline passes, etc.

4.22.5.5. (Added) Upon replacement of the part and restoral of the failed system, the CST will contact ATC operations to log the system back in.

4.22.5.6. (Added) The CST member will package the failed part, place the appropriate prepaid shipping label on the container, and attempt to contact FEDEX for pick-up. If the CST is unable to contact FEDEX, they will give the failed part to Airfield Management Operations for return to the manufacturer. Airfield Management Operations will notify FEDEX that there is a pick-up.

4.22.6. (Added) The CST will request scheduled downtime from the AOF/CC at least 48 hours in advance of the requested time. There will not be a requirement for No-NOTAM PMI time. After appropriate coordination and approval, the AOF/CC will notify the CST of approval/disapproval.

4.22.7. (Added) The CST technician will ensure that the identification feature is removed when the Localizer is out of service (either scheduled or unscheduled).

4.22.8. (Added) The CST technician will contact the watch supervisor prior to taking remote control of the ILS facility.

4.22.9. (Added) The CST has 2 hours to respond to a call from ATC operations indicating a system failure or maintenance alert. The CST has 48 hours to respond on-site if necessary (part replacement).

4.22.10. (Added) The AOF/CC is responsible for monitoring periodic flight inspection intervals.

4.22.10.1. (Added) The AOF/CC will notify the CST at least 2 weeks in advance of a periodic flight inspection.

4.22.10.2. (Added) The CST will then coordinate directly with the appropriate Flight Inspection Field Office to arrange for a remote flight inspection of the facility. If on-site presence is required to complete the flight inspection, then the CST will be present to complete the flight inspection.

4.22.10.3. (Added) The AOF/CC will notify the CST of any flight check status or date change.

4.22.10.4. (Added) The CST will coordinate with the AOF/CC for any out of cycle flight inspection requirements.

4.22.11. (Added) When multiple command ILS facilities are out of service simultaneously, the following restoral priority will be followed:

BASE	FACILITY	PRIORITY
Edwards	Localizer (22)	1A
	Glideslope (22)	2A
Eglin	Localizer (19)	1B
	Glideslope (19)	2B
	Localizer (30)	3A
	Glideslope (30)	4A
Duke	Localizer (18)	3E
	Glideslope (18)	4E
Tinker	Localizer (17)	1C
	Glideslope (17)	2C
	Localizer (35)	3B
	Glideslope (35)	4B
	Localizer (12)	5A
	Localizer (30)	5B
Hill	Localizer (14)	1D
	Glideslope (14)	2D
Robins	Localizer (33)	1E
	Glideslope (33)	2E
	Localizer (15)	3C
	Glideslope (15)	4C
Wright-Patterson	Localizer (23)	1F
	Glideslope (23)	2F
	Localizer (05)	3D
	Glideslope (05)	4D

NOTE: These priorities will be followed to every extent possible; however, an active runway ILS system will always take precedence over an inactive runway ILS system.

4.22.12. (Added) VORTAC Status/Control

4.22.12.1. (Added) The new ILS RSI will also display the status of the VOR, TACAN and DME and allow for control for all three sites.

4.22.12.2. (Added) General: The display will indicate the runway configuration (with ILS critical areas annotated) with colored status blocks located where the actual NAVAIDS are installed on the airfield. The

Localizer block will have a "L", the Glideslope will have a "G", the TACAN will have a "T", the VOR will have a "V", and the DME will have a "D." The colors will indicate the following:

4.22.12.2.1. (Added) GREEN = System is radiating and available for use

4.22.12.2.2. (Added) RED = System is off the air

4.22.12.2.3. YELLOW = Monitor Bypass

4.22.12.2.4. (Added) GREY = System is not in use or interlocked out

4.22.13. (Added) Reset procedures. The TACAN, VOR, and DME are single transmitter systems that do not have an automatic reset feature. The status and reset procedures are the same for all three systems.

4.22.14. (Added) If the TACAN/VOR/DME fails (icon goes red), silence the alarm and touch the appropriate icon. To reset the system, press the stop button, wait 20 seconds, then press the start button.

4.22.15. (Added) If the reset is unsuccessful, contact the communications squadron job control to report the TACAN/VOR/DME outage.

4.23. (Added) Use of Electronic Devices in ATC Facilities (television sets, radios, beepers, pagers, computer, personal cellular phones, etc) must be addressed by the CCTLR in the Facility Operating Instruction.

4.24. (Added) **Civil Use of ATC Facilities:** Permit civil aircraft to make low approaches to an Air Force runway if the Operations Group/Air Base Wing Commander concurs. Establish procedures in an LOP.

4.25. (Added) **Jettisoning External Stores.** Controllers may assist aircraft in reaching an external stores drop area. Define controller assistance in an LOP, and limit to:

4.25.1. (Added) A description of the drop area.

4.25.2. (Added) (Radar Only) Radar vectors to the area and an advisory on entering and leaving.

NOTE: Controllers do not determine the exact time or point to release stores.

4.25.3. (Added) Instructions or clearance to the area if radar is not available.

5.4. **Recorders.** Procedures shall include verifying the quality of the recording. Verify all channels after a tape change or maintenance. At the beginning of each shift conduct a random sample of channels. Recording quality of the Primary Crash Alarm System shall be checked daily.

5.8.1. Units with ILS facilities operating on intersecting or parallel runways will have FAA flight check verify and document non-interference. The absence of interference/non-interference on the flight check will not suffice. If interference is present the affected area could be permanently NOTAMed, if there is no mission impact.

5.8.3. CCTLRs will set up procedures to check the status of standby transmitters, if available, on the active ILS.

5.10.5.12. CCTLRs will define these procedures in a LOP.

5.14. **Control Tower Plastic Shades.** Upon discovering defective control tower glass, immediately notify the base civil engineer and submit a work order requesting repair or replacement. If, in the opinion of the AOF/CC, the damage constitutes a potential hazard to flight operations, request the base flying safety officer verify the hazard. Upon verification, the AOF/CC will immediately inform the base civil engineer that a flight safety hazard exists and request glass repair is made in the most expeditious manner.

Make control tower glass problems an agenda item at the first base Airfield Operations Board (AOB) meeting following the damage. Ensure the base AOB monitors the glass problem until repair is completed.

5.15. **Facility Security.** CCTLRs must also secure Tower Simulation System (TSS) shelters/rooms. Install a cipher lock or other suitable locking device at the entrance of the shelter and/or the entrance door to TSS room.

5.17.1. (Added) The tower controller activates the evacuation alarm when an emergency aircraft is approaching to land and for any other condition hazardous to people on the ground. Specific activation times/instances will be contained in an appropriate LOPs or base airfield operation instruction.

6.2. **Takeoff or Landing Direction Determination.** The Control Tower WS/SC is the final authority to change active runways. Coordination with affected facilities, agencies and Supervisor of Flying (SOF) should be taken into consideration when changing runways.

6.5. **Functional Use of Certified Tower Radar Display (CTRD).** Authorization for towers to provide radar separation services, using the Certified Tower Radar Display (CTRD) other than those prescribed in FAAO 7110.65 shall be supported by a staff study prepared by the requesting facility and forwarded to HQ AFMC/DOO for review. HQ AFMC/DOO will forward request to HQ AFFSA/XA for waiver consideration. The staff study must include the following, as a minimum:

- A determination of operational needs
- Why the associated radar facility cannot satisfy the operational need
- Operational impact
- Procedures to be used in the event the CTRD is inoperative
- Radar training
- Maintenance support/restoration requirements
- Additional staffing requirements
- Concurrence of the OG/CC or ABW/CC

The measures taken to ensure the local controller's ability to satisfy the FAA's air traffic responsibilities regarding aircraft operating on the runways or within the surface area is not impaired.

7.15.1.3. (Added) DVAs will be depicted on Radar video maps. Maps shall be used whenever DVA procedures are applied. Loss of DVA maps will prohibit use of DVA procedures.

7.15.1.4. (Added) Forward DVA information to HQ AFMC/DOO for approval prior to implementation.

8.1.3. (Added) Exercises involving the use of combat controllers in AFMC facilities require a Letter of Agreement between the unit and the exercising agency.

8.5. **Reduced Same Runway Separation (RSRS).** AFMC/DO maintains an MOU with all MAJCOMs to authorize RSRS at AFMC Bases. Publish RSRS procedures and criteria in the Airfield Operating Instruction (AOI) along with any local restrictions. **Attachment 12 (Added)** of this supplement defines RSRS criteria. OG/CC or ABW/CC may increase separation standards of RSRS for local use; however, any reduction of the separation standards of **Attachment 12 (Added)** requires approval from HQ AFMC/DO.

8.5.1. Host wings will ensure deployed aircraft are provided detailed briefings on local RSRS procedures prior to local flying.

8.5.2. Deployed aircraft of military organizations not signatories to the RSRS MOU may participate in RSRS with OG/CC concurrence and a MAJCOM-approved Letter of Agreement which defines procedures.

8.5.3. (Added) The OG/CC will ensure assigned military aircrews and supporting air traffic controllers are thoroughly familiar with authorized RSRS standards. Any aircrew or controller may refuse reduced separation. When RSRS is refused, FAAO 7110.65 standards apply.

8.13. (Added) **Use of AFMC ATC Facilities by Federal Law Enforcement or Security Agencies.** Approve written requests by a federal law enforcement or security agency to use AFMC ATC facilities (communications, radar positions, etc.), when possible. HQ AFMC/DOO and Operations Group/ABW OPRs will coordinate specific ATC requirements for drug interdiction support. Define procedures in an LOP.

10.3. **OI Instruction.** The Training OI must be approved by HQ AFMC/DOO prior to implementation.

10.3.11. Tower CCTLRs must ensure a comprehensive Tower Simulation System (TSS) program is developed, administered, and maintained. Outline procedures for TSS in the Training OI. The CCTLR, with CATCT/TSN support, must:

10.3.11.1. (Added) Incorporate scenarios into the appropriate position certification guide.

10.3.11.2. (Added) Develop a sufficient number of realistic scenarios that meet or exceed normal traffic levels and complexity. Stress areas or position tasks controllers are not routinely required to perform.

10.3.12. The Training OI shall identify a specific month that the master training plan shall be reviewed and updated. Document this review in the training review board minutes.

10.3.15. When placing an individual in stop training, except for leave, deployment or other official military duties (i.e., ALS, FTAC, bay orderly), the CCTLR shall document on an AF Form 623a or suitable substitute the following:

10.3.15.1. Date and reason for stop training.

10.3.15.2. All air traffic training related duties expected of the individual to include simulator time, one-on-one with trainers and self-study projects and any applicable goals.

10.3.15.3. Document, bi-weekly, the trainees progress towards the established goals.

10.3.16. (Added) Documents. The master training records and documents contained in the master training plan (para. 10.3.14.) must be continually updated. This is to ensure a facility Master Training Record can be re-created should it be lost or damaged.

10.3.17. (Added) Master Training Plan. CATCTs/TSNs will maintain a Master Training Plan. As a minimum, this plan will contain duty position analysis (task analysis), MTTR, MRI, copies of PCGs & TCGs (may be kept on disk/CD-ROM kept with the master training plan), copies of all forms maintained in the master training record (kept current as in the master training record), Back-up copy of AOF Web, and Training OI.

10.4.6.4. TSS scenarios that support training and serve as a device to measure standards.

10.4.7. Include in the Training OI when the CCTLR will conduct the annual PCG time limit review.

11.1. **Definition.** Position qualification training is for those personnel (includes GS-2152 controllers), who have ATC experience or are prior-rated, that are in position qualification training towards achieving a facility rating.

11.4.2. Radar Apprentice controller position training shall not be conducted when positions are combined; for example, do not conduct apprentice controller training in approach control when combined at arrival or with an assist position.

11.5. **Additional Training Time.** When a CCTLR extension is given, the trainee will be entered into Experiencing Difficulty in Training (EDIT). The trainee will remain in EDIT until finished with the current block of training or current position for trainees who demonstrate a history of difficulty. The AOF/CC will forward requests for MAJCOM training extensions to HQ AFMC/DOO with supporting documentation and training plan for the trainee. MAJCOM may approve additional training time up to 100 percent of the time allotted for the position.

11.6. **Seven-Skills Level Upgrade Training.** Trainees in 7-skill level upgrade training while actively working projects shall maintain a project folder/binder that contains completed projects accomplished during their training. The folder/binder shall be accessible to the trainer, and upon completion of all projects, the CATCT/TSN will maintain this folder/binder until trainee is awarded their 7-skill level.

11.7. **Training Evaluation.** Training evaluations for personnel in upgrade training for an SEI or for position qualification will be accomplished weekly (end of a round of shifts). Daily evaluations will be written on trainees in EDIT. Management/7-level trainees will have evaluations documented no less than every 15 days.

11.7.1.1. In addition, include block of training (if applicable), EDIT (if applicable).

11.7.1.2.1. (Added) GO/NO GO TASK – whether specific tasks covered were “Go” or “No Go.” “Go” is defined as meeting the task objective. “No Go” is when the trainee did not meet the task objective. All specific task covered must be “Go” or “No Go.”

11.7.1.4. Trainer must write specific details of what was accomplished from the previous evaluations “required corrective actions.”

11.7.1.6. “Other comments” are comments pertaining to anything relating to the trainees training not covered in another section.

11.7.1.8.1. (Added) “Required Corrective Actions” – Specific actions trainer and/or trainee will accomplish to help the trainee meet the “No Go” task objective.

11.7.2. Trainees placed in EDIT will remain in EDIT until finished with the current block of training or current position for trainees who demonstrate a history of difficulty. Daily evaluations will be completed on trainees in EDIT.

11.7.2.1. (Added) When placing a controller in EDIT, CCTLRs will write an evaluation that gives detailed corrective actions. These corrective actions will include measurable milestones and courses of action. CCTLRs will write follow-up evaluations when trainees fail to make progress as previously documented.

12.3.1. Only HQ AFMC/DOO can defer AFJQS 1C1X1-002 Section 2, TERMINAL INSTRUMENT PROCEDURES (TERPS) tasks. AOF/CC shall submit a letter to HQ AFMC/DOO requesting deferment and a brief justification of the deferred tasks.

12.8. (Added) **Formal Course Selection Criteria:** Airfield Operations officers and all enlisted controllers, must have completed facility-rating requirements before attending any formal school.

12.8.1. (Added) Joint Aerospace Command and Control Course (JAC2C): Important for all Airfield Operations officers and select enlisted controllers. Limited only by quota assigned the command.

12.8.2. (Added) Airspace Management Course: Priority will be given to those with an active involvement in airspace issues, otherwise open to all officer and enlisted without restriction once facility rating requirements are met.

12.8.3. (Added) Military Airfield Manager Course: Open to all Airfield Operations officers and civilian/enlisted Airfield Managers. Approximately six slots a year.

13.2. **Recurring Training Schedule.** Recurring training for newly assigned controllers should begin the first month after entered into qualification training (i.e. entered training July, first month of Recurring training documentation is August).

13.2.1. CATCTs/TSNs will document specific recurring training requirements on a pre-printed AF Form 1098.

13.2.1.17. (Added) MSAW altitude review - conduct annually. TR: Local data from TERPS.

13.2.1.18. (Added) Precision Approach Critical Areas (Semi-Annually): TR: **FAAO 7110.65**, <http://www.e-publishing.af.mil/pubfiles/af/13/afi13-203/afi13-203.pdf>.

13.2.1.19. (Added) Control Tower Lowering Device (Emergency Evac Equipment, e.g. Baker Life Chute)(Annually): TR: AFI 13-203, Video, Practical use if able (Tower only).

14.4.2. Failure to Maintain Proficiency: If a certified controller fails to maintain position proficiency IAW facility OIs, the CCTLR shall suspend the controllers ratings until a satisfactory special evaluation is accomplished. Controllers shall complete all required monthly proficiency training prior to the special evaluation being conducted. Controllers who return from extended leaves and TDYs must complete all missed training and review all applicable RIF information prior to receiving their special evaluation.

14.6.5. (Added) When conducting special evaluations due to hazard to flying safety or lack of proficiency, the evaluator shall be plugged into the same operating position as the individual being evaluated. Monitoring shall not be completed from the Watch Supervisor or any other position.

15.1. **Withdrawal From ATC Duty.** AOF/CC, CCTLR or ATC examiner will immediately suspend all certifications of a controller who has been recommended for withdrawal from ATC.

A5.5.2.1. OSS Commander's cover letter describing course of action must also include recommendation for retraining or separation IAW AFI 36-2626.

A5.5.2.2. Suspension letter must include written notification to the individual; they may apply for separation under miscellaneous reasons in lieu of retraining IAW AFI 36-2626.

Attachment 12 (Added)**REDUCED SAME RUNWAY SEPARATION (RSRS) STANDARDS**

A12.1. (Added) Reduced Same Runway Separation Standards (RSRS). The following RSRS standards (i.e. less than FAAO 7110.65 standard separation) apply to all AFMC assigned aircraft and aircraft assigned to:

- Air Combat Command (ACC)
- Air Education and Training Command (AETC)
- Air Mobility Command (AMC)
- Air Force Reserve Command (AFRC)
- Air National Guard (ANG)
- Air Force Special Operations Command (AFSOC)
- US Air Forces in Europe (USAFE)
- Pacific Air Forces (PACAF)

A12.2. (Added) Conditions for Application of RSRS Standards.

A12.2.1. (Added) Air traffic controllers must be able to see the aircraft involved and determine distances by reference to suitable landmarks (distance markers, taxiways, etc.) for daytime and nighttime.

A12.2.2. (Added) Any aircrew or air traffic controller may refuse RSRS when safety of flight may be jeopardized. In these cases, apply appropriate separation standard published in FAAO 7110.65.

A12.2.3. (Added) Controllers must provide appropriate traffic advisories to aircraft involved.

A12.2.4. (Added) Aircraft will not overfly aircraft on the runway. Responsibility for separation rests with the pilot. Controllers must provide appropriate traffic advisories to landing aircraft.

A12.2.5. (Added) Pilots are responsible for wake turbulence separation when maintaining visual separation or operating under VFR. Controllers must provide appropriate cautionary wake turbulence advisories in these cases. When operating IFR or under ATC instructions, controllers must ensure standard wake turbulence separation exists.

A12.2.6. (Added) "Same aircraft" means same airframe, (i.e. F-15 behind F-15, T-38 behind T-38/AT-38, K-35 behind R-35, etc).

A12.2.7. (Added) All other fighter and trainer type operations mean not the same airframe, i.e. F-15 behind F-16, F-16 behind A-10, etc.

A12.2.8. (Added) Non-heavy, non-fighter-type aircraft operations mean C-130, C-12, B-737, etc.

A12.2.9. (Added) RSRS between formation full stops (holding hands) are authorized provided all aircraft involved are the same type aircraft (all F-15s, all F-16s, etc.). Separation is measured between the trailing aircraft in the lead formation and the lead aircraft in the trailing formation.

A12.3. (Added) Non-Applicability of RSRS. RSRS separation standards do not apply:

A12.3.1. (Added) To any situation involving an emergency aircraft.

A12.3.2. (Added) To a touch-and-go behind full stop.

A12.3.3. (Added) To a low approach behind a touch-and-go.

A12.3.4. (Added) To any situation involving aircraft "cleared for the option" or "Cleared Stop and Go".

A12.3.6. (Added) To "heavy" aircraft (capable of takeoffs weights of more than 255,000 pounds) other than Fullstop following Fullstop.

A12.3.7. (Added) When RCR is less than 12 (ANG RCR less than 20) or braking action reports of less than "Fair" are reported.

A12.4. (Added) Controllers control formations flights as a single aircraft and do not apply RSRS standards between aircraft within the same formation. Separation between aircraft within the formation is the responsibility of the flight leader and pilots of the other aircraft in the flight (FAAO 7110.65, Pilot/Controller Glossary).

Table A12.1. (Added) Daytime RSRS Standards.

PAIRINGS	FS behind TG	FS behind LA	LA behind LA	FS behind FS	LA behind FS	TG behind TG	TG behind LA
Same Fighter-Type	3,000'	3,000'	3,000'	3,000'	3,000'	3,000'	3,000'
Same Trainer-Type or T-37 Behind T-1/T-38 Aircraft	3,000'	3,000'	3,000'	3,000'	3,000'	3,000'	3,000'
Dissimilar Fighter/ Trainer-Type	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Same Non-Heavy, Tactical Airlift Type (i.e. C-130's)	3,000'	3,000'	3,000'	3,000'	3,000'	3,000'	3,000'
Same-Type Aircraft Formations	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Same Type Heavy, FS Only	*	*	*	8,000'	*	*	*

Table A12.2. (Added) Nighttime RSRS Standards (After civil twilight).

PAIRINGS	FS behind TG	FS behind LA	LA behind LA	FS behind FS	LA behind FS	TG behind TG	TG behind LA
Same Fighter-Type	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Same Trainer-Type	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Dissimilar Fighter/ Trainer-Type	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Same Non-Heavy, Tactical Airlift Type (i.e. C-130's)	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Same-Type Aircraft Formations	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'	6,000'
Same Type Heavy, FS Only	*	*	*	8,000'	*	*	*

NOTE: * Standard FAAO 7110.65 separation will be applied.

Attachment 13 (Added)**MINIMUM STAFFING REQUIREMENTS BY FACILITY POSITION AND BASE**

412 OSS – EDWARDS CONTROL TOWER			
Weekdays	Tower	Watch Supervisor	10 hours
		Local Control	16 hours
		Flight Data	10 hours
		Ground Control	16 hours
		Coordinator	10 hours
Weekends	Tower	Local Control	16 hours
		Ground Control	16 hours

72 OSS – TINKER CONTROL TOWER			
Weekdays	Tower	Watch Supervisor	12 hours
		Local Control	24 hours
		Flight Data	24 hours
		Ground Control	12 hours
		Coordinator	9 hours
Weekends	Tower	Local Control	24 hours
		Flight Data	24 hours

75 OSS – HILL CONTROL TOWER			
Weekdays	Tower	Watch Supervisor	16 hours
		Local Control	24 hours
		Flight Data	24 hours
		Ground Control	16 hours
		Coordinator	10 hours
Weekends	Tower	Watch Supervisor	8 hours
		Local Control	24 hours
		Flight Data	24 hours

78 OSS – ROBINS CONTROL TOWER			
Weekdays	Tower	Watch Supervisor	8 hours
		Local Control	24 hours
		Flight Data	12 hours
		Ground Control	24 hours
Weekends	Tower	Local Control	24 hours
		Ground Control	24 hours

46 OSS – EGLIN CONTROL TOWER			
Weekdays	Tower	Watch Supervisor	14 hours
		Local Control	24 hours
		Flight Data	24 hours
		Ground Control	12 hours
		Coordinator	8 hours
Weekends	Tower	Watch Supervisor	6 hours
		Local Control	24 hours
		Flight Data	24 hours

46 OSS – DUKE FIELD CONTROL TOWER			
Weekdays	Tower	Local Control	24 hours
		Ground Control/ Flight Data	16 hours
Weekends	Tower	Local Control	12 hours
		Ground Control/ Flight Data	12 hours

46 OSS – EGLIN RADAR CONTROL FACILITY (ERCF)			
Weekdays	ERCF	Watch Supervisor	16 hours
		North Approach Asst.	10 hours
		North Approach	12 hours
		South Approach	24 hours
		South Approach Asst.	16 hours
		Arrival Asst.	2 hours
		VPS Arrival	3 hours
		North Arrival Asst.	1 hour

46 OSS – EGLIN RADAR CONTROL FACILITY (ERCF)			
		North Arrival	1 hour
		Flow Coordinator	12 hours
		Arrival Coordinator	2 hours
		Range Director	1 hour
		Clearance Delivery	24 hours
		W-151	16 hours
		W-470	12 hours
		Land Mission	24 hours
Weekends	ERCF	Watch Supervisor	16 hours
		North Approach Asst.	10 hours
		North Approach	12 hours
		South Approach	24 hours
		South Approach Asst.	14 hours
		North Arrival Asst.	1 hour
		North Arrival	1 hour
		Radar Final Control	1 hour
		Flow Coordinator	12 hours
		Range Director	1 hour
		Clearance Delivery	24 hours
		W-151	16 hours
		W-470	16 hours
		Land Mission	16 hours

88 OSS – WRIGHT-PATTERSON CONTROL TOWER			
Weekdays	Tower	Watch Supervisor	8 hours
		Local Control	24 hours
		Flight Data	24 hours
		Ground Control	8 hours
Weekends	Tower	Watch Supervisor	8 hours
		Local Control	24 hours
		Flight Data	24 hours

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