

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTIONS 13-203

**AIR FORCE RESERVE COMMAND
Supplement 1**

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Space, Missile, Command, and Control

AIR TRAFFIC CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 13-203, 13 February 1998. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

1.1. AFRC is authorized to use the following personnel titles (see attachment 21): Airfield Operation Manager (AOM); Air Traffic Manager (ATM); Controller-in-Charge (CIC); and TERPS, Training and Standardization Manager (TTSM).

1.1.1.1.8. The AOM completes AT-M-10 prior to attending the Military Airfield Manager Course (E3AZR1C091000, PDS Code 200).

1.1.1.2.1. At AFRC locations, a normal airfield operations flight consists of weather, airfield management, and air traffic control.

1.1.1.2.10. The AOM or ATM coordinates with the local weather reporting agency to develop a Cooperative Weather Watch Program to provide initial indoctrination training to newly assigned ATC personnel. This program includes a review of Cooperative Weather Watch responsibilities, tower visibility reporting procedures, METAR and TAF weather coding, local weather dissemination for ATC agencies, and local, seasonal weather phenomena. HQ AFRC /DONA Weather Operations Section reviews training material developed by the local base weather unit for completeness.

1.1.1.2.26. (Added) Participates in quarterly airfield inspection with airfield management.

1.1.1.2.27. (Added) AOM or ATM, as appropriate, establishes written procedures in a letter of procedure (LOP), which ensures a timely flow of information regarding current medical qualifications and/or limitations of assigned controllers. This LOP also includes procedures to ensure compliance with paragraph 1.7.

1.1.4.2.1. ATMs at locations with both tower and radar facilities manage the operations at both facilities. Internal management responsibilities of a single ATC facility (CCTLR duties) may be delegated to an ATC supervisor and must be defined in a LOP. If no AOM is assigned, the ATM assumes all ATC responsibilities normally assigned to the AOM.

1.1.4.2.1.4. Detailed radar and video map and alignment procedures must be included in the appropriate ready reference file and/or equipment checklist to include:

1.1.4.2.1.4.1. (Added) Method for checking range/azimuth of permanent echoes, T-shaped symbols, and symbols depicting permanent echoes (carrots).

1.1.4.2.1.4.2. (Added) Azimuth and distance values of permanent echoes (as they appear on commissioning/special flight check report).

1.1.4.2.1.4.3. (Added) Tolerance for T-shaped symbols as defined in facility operating instructions. See applicable "technical orders (TO)."

1.1.4.2.1.4.4. (Added) Tolerance values for symbols depicting permanent echoes carrots as defined in facility operating instruction. (See AFMAN 13-215; tolerance is 1.7 degrees.).

1.1.4.2.1.4.5. (Added) Designed range scale of each video map.

NOTE:

Alignment of T-shaped symbols are primarily used by maintenance personnel for initial map alignment. Controllers consider maps to be correctly aligned only when permanent echoes and carrots align according to local directives and AFMAN 13-215. AFMAN 13-215 does not allow a range tolerance for permanent echoes.

1.1.5. The duty title at all AFRC locations is TERPS, Training and Standardization Manager. Qualifications are the same as listed in paragraph 1.1.13.1 and paragraph 1.1.14.

1.1.7. The duty title at all AFRC locations is TERPS, Training and Standardization Manager. Qualifications are the same as listed in paragraph 1.1.13.1 and paragraph 1.1.14.

1.1.8.2.3. The following is an explanation of how these positions should be manned and how a controller responsible for the watch shall sign on the AF Form 3616, **Daily Record of Facility Operation**:

1.1.8.2.3.1. (Added) Watch Supervisor (WS): Any qualified controller responsible for his or her watch who meets the qualifications in paragraph 1.1.8.1.4 and who is not working an operating position shall sign on the AF Form 3616 as WS. **NOTE:** The person in charge of the facility signs on the AF Form 3616 as WS regardless of their GS level.

1.1.8.2.3.2. (Added) Senior Controller/Controller-in-Charge (SC/CIC) Any controller responsible for his or her watch who meets the qualifications in paragraph 1.1.8.1.4. and who is simultaneously working an operating position signs on the AF Form 3616 as SC or CIC. **NOTE:** The person in charge of the facility signs on the AF Form 3616 as SC or CIC regardless of their GS level.

1.1.13. Forward appointment letter with name and duty phone number for the primary and alternate (if applicable) TERPS specialist to HQ AFRC/DONA. Update as necessary. AOM request TERPS school slots by name to HQ AFRC/DONA.

1.1.13.2.23. (Added) Computes revised minima for approach light out conditions and ensures they are published on the approach plates.

1.2. Personnel appointed as assistants must meet the qualification requirements of the primary position.

1.2.5. (Added) The AOM appoints an alternate TERPS specialist and includes duties and responsibilities in the appointment letter. Forward to HQ AFRC/DONA. Qualifications are the same as listed in paragraph 1.1.13.

1.5. The watch supervisor position shall be scheduled during each shift for which a watch supervisor position is earned and authorized. This position shall be manned to support wing flying or other special operations to the maximum extent possible.

1.5.1. Control Tower and GCA: During periods of one controller operations, limit control to no more than three aircraft at a time. **NOTE:** Before anyone other than an AFRC controller provides ATC services from an AFRC facility, an approved LOP between the ATC unit and the outside agency must exist. HQ AFRC/DONA is the approving authority.

1.5.6. AFRC ATC facility manning requirements are:

Dobbins ARB

Weekdays	Tower	4 Positions	8 hours
		3 Positions	8 hours
	GCA	4 Positions	8 hours
		3 Positions	8 hours
Weekends	Tower	4 Positions	8 hours
		3 Positions	8 hours
	GCA	4 Positions	8 hours
		3 Positions	8 hours

Grissom ARB

Weekdays	Tower	3 Positions	8 hours
		3 Positions	8 hours
	RAPCON	4 Positions	8 hours
		3 Positions	8 hours
Weekends	Tower	2 Positions	8 hours
		2 Positions	8 hours
	RAPCON	4 Positions	8 hours
		3 Positions	8 hours

Homestead ARS

Weekdays	Tower	3 Positions	8 hours
		4 Positions	8 hours
		1 Positions	8 hours
	GCA	3 Positions	16 hours
Weekends	Tower	3 Positions	16 hours
		1 Positions	8 hours
	GCA	2 Positions	16 hours

March ARB

Weekdays	Tower	4 Positions	6 hours
		3 Positions	10 hours
		1 Positions	8 hours
	GCA	2 Positions	7 hours
		3 Positions	9 hours
Weekends	Tower	4 Positions	6 hours
		3 Positions	10 hours
		1 Position	8 hours
	GCA	2 Positions	7 hours
		3 Positions	9 hours

Westover ARB

Weekdays	Tower	1 Position	8 hours
		2 Position	8 hours
		3 Positions	8 hours
Weekends	Tower	1 Position	8 hours
		2 Position	8 hours
		3 Positions	8 hours

1.6. Include procedures for reporting ATCALs interruptions, malfunctions, and maintenance personnel response times in the LOP.

1.7.1. GS-2152 personnel must meet FAA medical standards.

1.11. (Added) Operating Positions and Responsibilities. The responsibilities of the operating positions below describe the various functions performed. ATMs must describe in an operating instruction (OI) the duties and responsibilities for any operating positions not covered below.

1.11.1. (Added) Radar Facilities:

1.11.1.1. (Added) Clearance Delivery (Position CD). Receives and relays aircraft movement information on flight progress strips. Transfers these strips to the proper control position and coordinates with other positions or facilities. Issues departure clearances to aircraft or control tower as necessary.

1.11.1.2. (Added) Assistant Controller (Position AA). Assists the controller in the control of air traffic.

1.11.1.3. (Added) Approach-Departure Controller (Position AC/AD) and Arrival Controller (Position AR). Formulates and issues clearances and control instructions to provide separation between known aircraft under jurisdiction of this position by applying radar and/or nonradar separation standards. Effects coordination with appropriate positions of operation and other facilities. Provides advisory service. Marks flight progress strips to ensure they reflect an aircraft's progress in the ATC system.

1.11.1.4. (Added) Radar Final Controller (Position RFC). Uses precision and/or surveillance radar to guide pilots to the runway, monitors instrument approaches, provides advisory service, and coordinates with other positions and facilities.

1.11.1.5. (Added) Coordinator (Position CA). The ATM determines qualifications. Duties include coordinating with the control tower for arrival and departure sequences.

1.11.1.6. (Added) Coordinator (Position CI). Must possess RAPCON and RFC facility ratings. Duties include coordinating and regulating flow of traffic between operating positions within the facility.

1.11.2. (Added) Control Tower:

1.11.2.1. (Added) Flight Data (Position FD). Posts and relays aircraft movement information, operates alarm system, prepares and broadcasts Automatic Terminal Information Service (ATIS) messages, and coordinates aircraft movement information with other facilities and positions.

1.11.2.2. (Added) Local Controller (Position LC). Maintains visual surveillance of the airport traffic area and airport movement area. Formulates and issues clearances and control instructions to provide separation between aircraft and between aircraft and vehicular traffic operating under the jurisdiction of the position. Effects coordination with appropriate positions of operation and other facilities; uses Digital Bright Radar Indicator Tower Equipment (DBRITE) system. Provides flight assistance service to aircraft and operates aircraft arresting barrier controls.

1.11.2.3. (Added) Ground Controller (Position GC). Exercises visual surveillance of the movement area, formulates and issues ground movement clearances, transmits current weather and field conditions to departing aircraft, and coordinates with other positions of operation and facilities.

1.11.2.4. (Added) Coordinator (Position CT). Must possess a CTO facility rating. Duties include coordinating arrival and departure sequences with terminal radar facility and coordinating activities of the local control position.

1.11.2.5. (Added) Clearance Delivery (Position CD). Delivers ATC clearances to ATC facilities or departing aircraft and operates flight data equipment. **NOTE:** CI, CA, and CT certifications are not part of the facility rating; however, they do require position certification. ATMs select individuals for certification.

2.1.1. During standby operations, perform hourly equipment checks and document completion of the checklist on AF Form 3616.

2.1.3. AOM notifies HQ AFRC/DONA (DSN 497-0309/1144) of all temporary closures of ATC facilities.

2.6. Install emergency warning and evacuation alarms in each shelter located 750 feet or less from the runway centerline, or less than 1500 feet from the end of the runway. Runway arresting gear and barrier shelters are exempt from this requirement.

2.6.5. (Added) When activating position "A" or "B", leave switch on until the hazard no longer exists.

2.7.3. (Added) ATMs establish procedures for recorder operations in a LOP. Procedures must identify responsibilities for changing tapes and performing operational checks. Check tapes periodically for wear and recording quality and replace as necessary. Additionally, establish alternate procedures for recording time when the primary time source is inoperative.

2.11.1.1. At tower facilities without a radar/tower coordination system, establish procedures that ensure tower controllers receive this information, normally 15 flying miles from the runway.

2.13.1. Opposite direction cutoff points must also be defined for departure vs. arrival.

2.20.5. (Added) Report electromagnetic interference to ATCALs according to AFI 10-707, *Spectrum Interference Resolution Program*.

2.26. FAA criteria contained in FAAO 6750.16 may be used in lieu of the Air Force criteria (according to HQ AFFSA/XA Memo, dtd 20 Feb 98). If selected, FAA criteria must be applied to both the glideslope

and localizer criteria for that ILS. Additionally, FAA weather minimums shall apply. *NOTE:* FAA criteria is not waivable.

3.5.3. (Added) Authorization for towers to provide additional functions using the BRITE/DBRITE other than those prescribed in FAAO 7110.65 shall be supported by a staff study prepared by the requesting facility and forwarded to HQ AFRC/DONA for approval (Ref. FAAO 7210.3). The staff study must include the following, as a minimum:

3.5.3.1. (Added) A determination of operational needs.

3.5.3.2. (Added) Why the associated radar facility cannot satisfy the operational need.

3.5.3.3. (Added) Operational benefits.

3.5.3.4. (Added) Operational impact.

3.5.3.5. (Added) Procedures to be used in the event the BRITE/DBRITE is inoperative.

3.5.3.6. (Added) Radar training requirements.

3.5.3.7. (Added) Maintenance support/restoration requirements.

3.5.3.8. (Added) Required manning changes.

3.5.3.9. (Added) Concurrence of the senior operational commander.

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

4.1.3. (Added) ATMs develop and maintain local procedures to provide continuity of required services during emergency conditions, equipment outages, or maintenance shutdown of critical system components. Procedures should consider or provide for:

4.1.3.1. (Added) The safe and quick transition of air traffic responsibility to an operating facility.

4.1.3.2. (Added) LOAs between contiguous center or terminal facilities specifying operational control and responsibility should a facility become inoperative or significantly handicapped because of equipment outages.

4.1.3.3. (Added) Alternate means for contacting appropriate facilities should transfer of operations occur.

4.1.3.4. (Added) Interim non-radar procedures used until equipment is restored or aircraft have been transferred to another ATC agency. Ensure all non-radar training is conducted according to AFI 13-203 paragraph 6.8.

4.2.4. (Added) Production of map overlays and video maps must conform to standard design as specified in AFMAN 13-215.

4.15.2. (Added) Submit changes in site-unique PIDP/MSAW data at least 120 days in advance, except emergency requirements. Submit PIDP site-unique changes to HQ ESC/OL-D/E/TG/3S/SDPS. If the changes are to MSAW data, submit them through HQ AFRC/DONA TERPS Office. Each unit maintains the following site-unique automated system data, as appropriate:

4.15.2.1. (Added) AF Form 3645, **PIDP Submission Form**.

4.15.2.2. (Added) Current 15 and 60 NM MSAW charts and data.

4.15.2.3. (Added) Reflection discrimination data, if used.

4.15.2.4. (Added) DBRITE digital map data (including AF Forms 3643 and 3646).

5.9. (Added) Civil Use of ATC Facilities. Permit civil aircraft to make low approaches to an Air Force runway if the OG/CC or WG/CC concurs. Publish procedures in the base airfield operations instruction (AOI).

5.10. (Added) Simulated Flameout (SFO) Approaches. At locations with SFO requirements, OG/CCs develop and publish SFO/Straight In-SFO (SI-SFO) and/or Alternate-Entry SFO pattern procedures in the base airfield operations instruction. Alternate-Entry Overhead/SI-SFO is defined as an SFO approach that commences at a point other than high key or aligned with the runway and intercepts the normal overhead SFO pattern prior to base key or the SI-SFO pattern prior to short final (no closer than three miles)[Ref. ACC Msg. Dtg 041300Z Aug 97]. The following items must be addressed:

5.10.1. (Added) SFO/SI-SFO/Alternate-Entry SFO Cut-off Points (that is, the point where no aircraft using the same runway will be allowed to be on final or depart in front of the SFO). In no case will the cut-off point be less than 5 NM or DME equivalent from approach end of runway.

5.10.2. (Added) SI-SFO aircraft must be aligned with the runway centerline +/- 5 degrees from the established cutoff point to the runway. The provisions to allow an aircraft to be + or - 5 degrees from centerline results in the following offset distances:

10 miles	5,302 feet
5 miles	2,651 feet
4 miles	2,120 feet
3 miles	1,590 feet
2 miles	1,060 feet
1 mile	530 feet

5.10.3. (Added) Tower controllers must have visual contact or see the aircraft on the tower radar display by 3 NM or the SI-SFO will be broken out to include aircraft conducting an Alternate-Entry SFO to a SI-SFO.

5.10.4. (Added) Standard controller and pilot SFO phraseology.

5.10.5. (Added) Units determine the maximum number of aircraft allowed under tower control during SFO operations. When determining maximum number of aircraft, include both VFR and IFR operations, (that is, aircraft on tower frequency) to include the first aircraft released and holding for departure, aircraft on the go, aircraft on instrument final on the R&A system or within 15 miles, regardless of frequency, overflights within the surface area regardless of frequency, etc.

5.10.6. (Added) In addition to requirements in FAAO 7610.4, the following items, as applicable, must be addressed in the base airfield operations instruction:

5.10.6.1. (Added) Use of cutoff points.

5.10.6.2. (Added) SFO patterns (altitude and alignment).

5.10.6.3. (Added) Breakout/Go-Around and ATC hand-off/transfer of control procedures.

5.10.6.4. (Added) The maximum number of aircraft allowed under control during SFO operations.

5.10.6.5. (Added) Pictorial view of SFO profiles.

5.10.7. (Added) The OG/CC provides controllers with basic Flight Manual SFO procedures, SFO pattern and procedures, potential traffic conflicts and breakout procedures, use of cutoff points, and hand-off/transfer of control procedures. The CCTLR ensures an instructor pilot accomplishes initial academic training, designated by the OG/CC, as appropriate.

5.10.8. (Added) Controller (hands-on) tower training.

5.10.8.1. (Added) Designate highly experienced IP or FCF pilot to fly Alternate-Entry and SI-SFO patterns for initial controller certification, and new or significantly revised procedures.

5.10.8.3. (Added) Sanitize the pattern to minimize potential conflicts during tower crew certification.

5.10.8.3. (Added) The TTSM certifies tower controllers for initial SFO operations. New/revised SFO procedures require all tower controllers to be exposed to new profiles through live training. This allows all controllers to acquire a visual concept of profiles and procedures. Controllers may not have controlled all profiles prior to certification, however, as a minimum, they must have visually observed profiles being flown prior to controlling them.

5.10.8.4. (Added) This certification must be completed for each controller and recorded in applicable training records.

5.10.9. (Added) Simultaneous SFO operations. No more than two aircraft will be allowed to execute SFO procedures simultaneously. The minimum separation standard between successive SFO aircraft is the second aircraft may not be cleared out of high key until the preceding aircraft reports low key.

5.10.10. (Added) Simultaneous operations will not be conducted to parallel runways when an aircraft is conducting a SI-SFO.

5.10.11. (Added) Alternate-Entry SFO/SI-SFO approaches will have a locally defined starting range and altitude/altitude blocks (EXAMPLE: Northwest entry, 330 degree radial thru 360 degree radial, 15 nautical miles, 6,000 to 9,000 feet). The locally defined starting range and altitude/altitude block ensures Alternate-Entry approaches can be executed within the constraints of the servicing ATC facility and do not conflict with existing operating procedures and airspace restrictions. Starting range is constant. Limit alternate entry SFO profiles to the absolute minimum necessary to mission accomplishment. Recommend no more than 3 per runway.

5.11. (Added) Rescue Protection for Aeromedical Airlift Aircraft. ATC facilities advise a single base agency of arriving aeromedical airlift aircraft as soon as possible and relay information requested by the pilot. Identify agency in base AOI.

5.12. (Added) Jettisoning External Stores/Fuel Dumping. Controllers may assist aircraft in reaching an external stores drop/fuel dump area. Controllers do not determine the exact time or point to release stores/dump fuel. Define procedures in the AOI. As a minimum include:

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

5.12.2. (Added) Controller procedures.

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

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

5.13. (Added) Unusual Maneuvers. The base AOI identifies all unusual maneuvers authorized and identifies the base approval authority. If no unauthorized maneuvers are authorized for your base, state "no unusual maneuvers are authorized" in the base AOI.

5.14. (Added) Air-Ground Radio Operations. Final approach, touchdown, landing roll, takeoff, and initial climb are critical phases of flight requiring the full attention of the aircrew. Except for necessary ATC instructions, controllers *should not* transmit to aircraft during these phases of flight. Transmit safety of flight information, including airfield conditions, in a timely and useful manner.

5.15. (Added) Airfield Flight Operations. When a military control tower is closed at a location where airfield hours are less than 24 hours, no flight activity (arrivals/departures) will be conducted except bonified emergencies or as authorized by AFI 13-213, paragraph 6.5.2.

5.16. (Added) Night Vision Device (NVD) Operations:

5.16.1. (Added) Simultaneous operations between NVD aircraft and non-participating aircraft are not authorized in Class D or C surface areas.

5.16.2. (Added) Notify the NVD aircraft prior to turning on airfield lighting.

5.16.3. (Added) NVD operations receive the lowest priority.

5.16.4. (Added) At no time shall air traffic controllers use NVD to control aircraft.

5.16.5. (Added) A HQ AFRC approved LOP must be in effect covering all aspects of NVD operations according to HQ AFFSA message, Dtg 111103Z MAR 99, prior to conducting any NVD operations.

6.1. Review Controller Development Program (CDP), Position Certification Guides (PCG), and training OIs annually. Document review in Training Review Board minutes and make adjustments as required.

6.2. Forward CDP OIs to HQ AFRC/DONA for approval 30 days prior to implementation.

6.7.1. Forward letter of appointment for the primary and alternate Air Traffic Control Training Device System Administrator (TDSA) to HQ AFRC/DONA. Update as necessary.

6.8.6. (Added) At locations where the FAA assumes responsibility for the radar facility's airspace, controllers must be trained to provide initial non-radar separation until such time that responsibility can be transferred.

6.12.11. Conduct annually. TR: AFI 91-202, FAA0 7110.65, LOPs, CATT-G-24.

6.12.14. (Added) Vehicle Control. Conduct annually. TR: LOPs

6.12.15. (Added) Simulated Flameout Approaches (if applicable). Conduct annually. TR: CBT-G-7, LOPs.

6.12.16. (Added) Generator Training (if required). Conduct annually. TR: LOPs.

6.13. The ATM coordinates with the local weather unit to define training requirements for weather familiarization and the cooperative weather watch programs. Weather personnel provide initial weather familiarization and cooperative weather watch training to ATC personnel. Additionally, ATC agencies will a facility tour to newly assigned weather personnel as coordinated by the local weather unit.

6.15. Tower and radar facilities maintain a master JQS accessible to all controllers and include as a minimum: Master Technical and Task Reference (MTTR) developed from all applicable JQSs; AF Form 1098 documented to show all recurring and supplemental training; and sample training evaluations.

6.16. Units conduct training review boards at least monthly. Forward minutes to HQ AFRC/DONA for review.

8.6. Notify HQ AFRC/DONA when canceling or suspending a controller's certification.

10.2.1. The OG/CC forwards waiver requests concerning air traffic control and TERPS to HQ AFRC/DONA. Waiver extension requests shall reach HQ AFRC/DONA NLT 90 days prior to expiration. Waiver extensions must address why the waiver is still needed and what actions are being taken to satisfy the waived requirement. **NOTE:** 60 days for HQ AFFSA/FAA processing and 30 days for HQ AFRC/DONA review and coordination. Include full justification in waiver packages and address the following as a minimum:

10.2.1.1. (Added) What is the mission impact if the waiver is disapproved?

10.2.1.2. (Added) WG/CC or OG/CC concurrence of the waiver request?

10.2.1.3. (Added) What equivalent level of safety will be maintained in lieu of the standard procedure?

10.2.1.4. (Added) Length of time the waiver will be required and what actions have been initiated to alleviate the condition requiring the waiver?

10.2.1.5. (Added) Develop a base supplement to the governing directive or incorporate the waived procedures in an LOP.

10.4. ATMs designate in a LOP publications for use in respective facilities. As a minimum, ATMs must include publications identified in attachment 19.

10.5. Ensure all local coordination is completed prior to sending final draft to HQ AFRC/DONA. Forward LOAs and other forms of agreement with agencies outside the Department of the Air Force to HQ AFRC/DONA for approval *45 days* prior to estimated implementation.

10.6. Forward all indexes not later than 30 June of each year.

11.1. TERPS maintains the forms listed in attachment 20.

11.1.3.5. ATMs determine whether to use one form per day or one form per shift, based on what is advantageous for their operation. AOM and ATM must review and initial each form. Provide written comments on the form or, if appropriate, attach a memorandum for record (MFR) to the form citing entries that require follow-up action.

11.3. Include pertinent emergency action checklists in position ready reference files, to include the watch supervisor position.

11.5.3. (Added) The AOM (or equivalent) or designated representative provides the following information to HQ AFRC/DONA:

11.5.3.1. (Added) During normal duty hours, telephonically notify HQ AFRC/DONA (DSN 497-0305/1144/0309, Commercial (912) 327-0305/1144/0309) Fax DSN 497-0408, Commercial (912) 327-0408, using the format in attachment 18, of all military and civil aircraft mishaps which:

11.5.3.1.1. (added) Occurred while the mishap aircraft was under the control of, or in communications with, an AFRC Air Traffic Control (ATC) facility.

11.5.3.1.2. (Added) Occurred within airspace under AFRC ATC jurisdiction.

11.5.3.1.3. (Added) Occurred while the mishap aircraft was using, or if mishap aircraft caused damage to, AFRC Air Traffic Control and Landing Systems (ATCALs).

11.5.3.2. (Added) After normal duty hours: Telephonically notify and Fax, using the format in attachment 18, the next duty day to HQ AFRC/DONA, DSN 497-0305/1144/0309, Commercial (912) 327-0305/1144/0309, Fax DSN 497-0408, Commercial (912) 327-0408.

11.5.3.3. (Added) Make telephonic reports to HQ AFRC/DONA when additional factual information becomes available.

11.5.4. (Added) If HQ AFRC/DONA determines the need for additional information relative to an aircraft mishap, the AOM (or equivalent) or designated representative, is responsible for gathering and submitting the information.

11.15.1. OG/CCs forward proposed mission changes to HQ AFRC/DONA.

12.2.1. These evaluations should also concentrate on identifying nonstandard practices and inadequacies in facility or system performance. ATM establish the program in a LOP.

12.5.3.6. Also include airfield lighting and construction projects.

12.5.5. Also forward an electronic copy of AOB minutes to HQ AFRC/DONA. Add the following agencies to your distribution list: HQ AFRC/SCMB; HQ AFRC/CEPR; NAF/DO; and if appropriate, ANG/DO.

15.1.1. The AOM completes these requirements.

Attachment 17 (Added)**AIRCRAFT MISHAP REPORTING CHECKLIST**

Location.

Date/Local time.

Aircraft type/call sign, and command ownership (if known).

Air Traffic Services used (e.g., Tower, RAPCON, GCA, PAR, TACAN, ILS, etc.).

Current status of equipment and/or NAVAIDS (e.g., ILS NOTAMED Out of Service (OTS), Primary Radar OTS, etc.).

Reported weather at time of mishap.

Brief narrative of event.

Were control instructions recorded and readable?

Number of personnel injuries/fatalities (if known).

Additional information, as noted on daily record of facility operation, which may be useful.

Attachment 18 (Added)

REQUIRED PUBLICATIONS FOR AFRC ATC FACILITIES

The following is a list of required publications for AFRC control towers and radar facilities. This is the minimum requirement.

AFI 13-203, *Air Traffic Control*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*

Airfield Operations Instructions (AOI)

FAAO 7110.65, *Air Traffic Control*

FAAO 7340.1, *Contractions*

FAAO 7350.6, *Location Identifiers*

Airman's Information Manual (AIM)

DOD Flight Information Handbook

High and Low Altitude Instrument Approach Procedures

High and Low Altitude Charts

VFR/IFR Supplements

Attachment 19 (Added)**TERMINAL INSTRUMENT PROCEDURES (TERPS) FORM REQUIREMENTS**

Each TERPS program maintains copies of the following forms, either in electronic or paper format:

AF Form 813, **Request For Environmental Impact Analysis**

AF Form 3628, **TERPS Automation Data Summary**

AF Form 3629, **Obstruction Data**

AF Form 3632, **Minimum Vectoring Altitude Chart**

AF Form 3633, **Minimum Vectoring Altitude Computations**

AF Form 3634, **Departure Procedures (DP)**

AF Form 3635, **Application of Departure Route Criteria**

AF Form 3636, **Application of Diverse Departure Criteria**

AF Form 3637, **Instrument Approach Procedures**

AF Form 3638, **Instrument Departure Procedure**

AF Form 3639, **Precision Computations**

AF Form 3640, **Non-Precision Computations**

AF Form 3641, **VDP Computation Worksheet**

AF Form 3642, **Circling Computations**

AF Form 3643, **Digital Map Request**

AF Form 3645, **PIDP Submission**

AF Form 3979, **MMLS TERPS Computations**

AF Form 3980, **Instrument Procedure Waiver**

AF Form 3981, **GPS/RNAV Descent Angle and Surface Evaluation**

AF Form 3982, **GPS/RNAV Combination Straight and Turning Missed Approach Length of Section**

AF Form 3992, **Instrument Procedure Flyability Check, Instrument Approach Procedure (IAP)**

AF Form 3993, **Instrument Procedure Flyability Check, Standard Instrument Departure Procedure (SID)**

Attachment 21

DUTY TITLE EQUIVALENCY CHART

AFRC Duty Titles	AFI 13-203 Duty Titles
Airfield Operation Manager (AOM)	Airfield Operations Flight Commander (AOF/CC)
Air Traffic Manager (ATM)	CCTLR (at locations without an AOM, the ATM is also responsible for AOM ATC responsibilities)
Controller-in-Charge (CIC)	Senior Controller (SC)
TERPS, Training and Standardization Manager (TTSM)	Chief, ATC Training and Standardization (TSN)

JAMES E. SHERRARD III , Maj Gen, USAF
Commander