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The OPR for this supplement is HQ AFSPC/XORA (MSgt Martha C. Wilkinson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 13-203, ***Air Traffic Control***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to AFSPC subordinate units with air traffic control (ATC) responsibilities. HQ AFSPC/XORA is the MAJCOM OPR for ATC for deviation/waiver requests to all guidance contained herein. This supplement directs management of AFSPC air traffic systems, personnel and facilities. It does not apply to Air Force Reserve Command or Air National Guard units. Upon receipt of this integrated supplement, you may discard the Air Force basic publication.

### **SUMMARY OF REVISIONS**

**This supplement is revised significantly and should be reviewed in its entirety.** This revision separates guidance for providing ATC services and operating ATC facilities from Functional Management responsibilities (Functional Management of Airfield Operations is outlined in AFI 13-204, ***Functional Management of Airfield Operations***, and approved supplements). This revision incorporates interim change (IC) 2003-1 to the basic AFI. See Attachment 10 for the complete IC and rationale. A bar (|) indicates a revision from the previous edition.

1.3.1.4. Forward waiver renewal requests to HQ AFSPC/XORA NLT 45 days prior to expiration of original. When waiver authority is delegated below the MAJCOM (short-term, temporary waivers), an informational copy will be forwarded to HQ AFSPC/XORA.

1.3.3. HQ AFSPC/XORA is the MAJCOM OPR for Airspace Management.

1.7. As a minimum, maintain the following in hard-copy: AFI 10-707, ***Spectrum Interference Resolution Program***, AFI 13-203, AFI 13-204, AFI 13-207, ***Preventing and Resisting Aircraft Piracy (Hijacking)***, FAAO 7110.65, ***Air Traffic Control***, and DoD Flight Information Publications (FLIPS) products.

1.8. For LOPs covering a broad range of functional areas (e.g., OPLANS), units may forward a reasonable extract. Temporary instructions (written or verbal) will be administered as prescribed in AFI

33-360V1, **Publications Management Program**. HQ AFSPC/XORA sends approval letters to the unit. Unit forwards a copy of the finalized LOP to MAJCOM for filing. Final copies may be sent electronically with a FAXed copy of the signature page.

**2.1.2.2. (Thule AB only)** The Complex Chief Controller (CCC) shall be rated in both facilities within two months of arrival and maintain proficiency. The CCC shall perform the duties of the AOF/CC in his/her absence.

**2.4.1.2.1. (Thule AB only)** Must be rated and maintain proficiency in all positions within one month of arrival.

2.9.3. As a minimum, personnel will be available to operate the positions/hours listed below:

2.9.3.3. (Added) Patrick AFB:

**Table 2.1. (Added) Patrick AFB Control Tower.**

Weekdays	4 Positions	8 Hours
	3 Positions	3 Hours
	2 Positions	5 Hours
Weekends/Holidays	3 Positions	8 Hours
	2 Positions	8 Hours

2.9.3.4. (Added) Thule AB staffing is established in accordance with AFMS 13E1 and AFFSA policy and is not determined by position.

2.9.3.5. (Added) Vandenberg AFB ATC facility staffing is civilian contract (FAA).

2.9.4. (Added) Patrick manning requirements are identified in **Table 2.1. (Added)**. Units must validate facility manning requirements by 15 January and 15 July each year. To assist the command functional manager in managing AFSPC personnel resources, submit a spreadsheet (format provided by MAJCOM) projecting airfield operations manning by the 5<sup>th</sup> calendar day of each month.

2.10.2.6. Specify on-call procedures in an LOP. Include response time and availability (capability to perform ATC duties) requirements.

**3.2. (Ascension AAF Only)** Det 2, 45 MXG/CC is the custodian for recorded records of aircraft mishaps, alleged deviations or HATRs. The contractor is custodian for all other recorded records and will maintain IAW **para 3.2.1.** of the basic AFI.

**3.5.1.1. (Ascension AAF Only)** Submit air traffic activity information utilizing Microsoft programming (e.g., Word, Excel, Access). Include applicable data from reportable activities outlined in **para 3.5.3.** MAJCOM will insert data into ATARS and forward to HQ AFFSA/XA.

4.1.1.3.1. (Added) HQ AFSPC/XORA is the approval authority for ATC facility closures exceeding 72 hours. OG/CCs or their designated representative will forward requests a minimum of 10 working days prior to the closure. Include reason for closure, duration and hours of closure, and ATC facilities involved. HQ AFSPC/XORA coordinates as necessary and returns final approval or disapproval to the OG/CC.

**4.2.1. (Added) Operating Positions.** Duties and responsibilities of any operating position(s) outside those of a standard control tower or radar approach control must be described in an OI.

**4.22. (Added) Non-ATC Devices.** Televisions and radios are not permitted in IFR rooms or tower cabs.

4.22.1. (Added) Closed Circuit Television (CCTV) monitors may be used where found operationally advantageous for providing or enhancing ATC services and contributing to facility safety (e.g., obtaining weather data or commander's information such as facility evacuation data).

4.22.2. (Added) Where a CCTV monitor is utilized, CCTLRs must publish procedures in the facility OI outlining specific use. In addition, publish training procedures in the applicable section(s) of the training program.

6.5. Specify additional functions for CTRD equipment in an LOP. Forward to HQ AFSPC/XORA for approval. All requests will include a concept of operation along with the draft LOP describing operations of equipment, coordination, communications and staffing. HQ AFSPC/XORA will obtain HQ AFFSA/XA approval IAW **para 6.5.6.** of this regulation, and forward approval/disapproval to the unit.

7.9.4. ASR approaches are not authorized at Thule AB.

10.3.2. Outline 3-level task evaluation procedures.

10.3.15. (Added) Combat Skills Familiarization Training. Ensure apprentice controllers complete the ATC Combat Skills CBT and local war/mobilization training (chemical warfare, M-16, Self-Aid & Buddy Care, etc.) prior to award of Special Experience Identifier (SEI).

10.4.7. When calculating training times, do not include self-study time in the cumulative total for the evaluation.

11.5. For training extensions beyond the CCTLR level, forward requests to HQ AFSPC/XORA at least 10 days prior to expiration of CCTLR extension. Include copies of all AF Form 623a, **On-The-Job Training Record-Continuation Sheet**, AF Form 1098, **Special Task Certification and Recurring Training**, and AF Form 3622, **Air Traffic Control/Weather Certification and Training Record**.

11.7.1.6. Other comments may include statements of continuous improvement on previously trained tasks, provide additional detail on the daily task(s) or identify/note strengths or weaknesses that are applicable to the position.

12.3. In addition to learning progression, evaluations will include: Name, inclusive dates of evaluation, total training days (document any breaks in training) and a list of projects completed. Review authority and signatories are as listed in **para 11.7.3.**, except the WS need not be included.

12.6. The CCTLR will coordinate with the local weather unit to define training requirements for weather familiarization and the cooperative weather watch (CWW) programs. Weather personnel will provide initial weather familiarization and CWW training to ATC personnel.

12.6.1. (Added) Local weather training should include: CWW observations, limited weather observations, tower visibility observations, local weather phenomenon training, and weather equipment readouts (used to report CWW elements). Outline these requirements in an LOP.

12.6.2. (Added) Ensure a program to familiarize weather personnel with ATC operations is developed. The ATC unit will indoctrinate newly assigned weather personnel on the local ATC mission, effects of weather on the local system, and the importance of timely receipt of weather information.

13.2.1.15. (Added) Traffic Collision Avoidance System (TCAS). Conduct annually.

13.6.2.1. (Added) Document proficiency test scores as a percentage in the appropriate section of AF Form 1098. All scores less than 100% require review training. Define review training and documentation procedures in the Training OI.

14.3. Evaluation documentation will contain the following: name, date(s) of evaluation, type certification (position or facility), results of written examination, amount/complexity of traffic, simulator usage, areas requiring review training and results of evaluation (pass/fail). When review training is required, it will be documented on the evaluation and reviewed/signed by the trainee, trainer, TSN and CCTLR.

14.6.3.4. (Added) Evaluation start and completion times.

14.7. Annual position evaluations shall contain the same information as **para 14.3.** of this supplement.

15.1.2. MAJCOM OPR for ATC withdrawals is HQ AFSPC/XORA.

**16.2.1.1. (Added-Patrick AFB Only)** Tower Static Board Programs. CCTLRs must ensure a comprehensive static simulation program is maintained. Tower Simulation System (TSS) scenarios may be used. This is necessary in order to support continuous training during extended outages of the tower simulation device. The TSN and CCTLR must work closely together to develop and incorporate training materials and scenarios into the training program when such conditions exist.

**16.2.1.1.1. (Added-Patrick AFB Only)** If the tower simulation device is inoperative, trainee controllers should not work live traffic until completing a comprehensive static scenario for the position in which certification/qualification training is being accomplished. The CCTLR approves all exceptions and documents on AF Form 623a, **On-the- Job Training Record Continuation Sheet**, or suitable substitute.

**16.2.6.1. (Added-Patrick AFB Only)** The tower static simulation program may be used to supplement evaluation procedures to evaluate those skills not observed with live traffic (e.g., tasks controllers do not routinely perform).

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