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AIR FORCE AIRSPACE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It also implements DoD Directive 5030.19, *DoD Responsibilities on Federal Aviation and National Airspace System Matters*, 22 June 1989. It provides guidance and procedures for developing and processing special use airspace (SUA). It covers aeronautical matters governing the efficient planning, acquisition, use, and management of airspace required to support Air Force flight operations. It applies to activities that have operational or administrative responsibility for using airspace. It establishes practices to decrease disturbances from flight operations that might cause adverse public reaction and provides flying unit commanders with general guidance for dealing with local problems.

(AMC) AFI 13-201, 1 April 1998, is supplemented as follows. This is the initial publication of AMC Supplement 1 to AFI 13-201, which implements AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*. It prescribes responsibilities and procedures for developing, coordinating, and managing airspace. It establishes an Airspace and Range Committee (ARC) at the unit and MAJCOM level. It provides guidance for compliance with the environmental impact analysis process. It introduces the Comprehensive Airspace/Range Data System (CARDS) reporting requirements. This supplement does not apply to the US Air Force Reserve or Air National Guard units.

SUMMARY OF REVISIONS

AFI 13-201 has been substantially rewritten to reflect changes in policy concerning development of airspace proposals, as well as changes in responsibilities resulting from Air Force organizational changes. This revision establishes the requirement to form an Airspace and Range Committees (ARCs) at the local, MAJCOM, and USAF management levels. It establishes Regional and National Airspace/Range Executive Councils and Airspace Management Councils. It outlines a new process to review and evaluate proposed airspace and range actions prior to submission as a concept proposal through the Test/Training

Space Need Statement (T/TSNS). It introduces the Comprehensive Airspace/Range Data System (CARDS) and reporting requirements. Two previously required recurring reports have been eliminated: HAF-XO(A)9329, Registered vs. Validated Safety/Environmental Complaints, and HAF-CEV(AR)7601, *Sonic Boom Reporting System*. Finally, it places responsibility for test and training airspace policy and airspace procedures under HQ USAF/XOOR.

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Chapter 1

GENERAL CONCEPTS AND RESPONSIBILITIES

1.1. Background Information. The Department of Defense (DoD) needs airspace to accomplish operational training, research, development, testing, and evaluation missions. Training for Air Force aircrews takes place in airspace; this makes airspace the cornerstone of Air Force combat readiness. Military users compete with civilian and commercial users for limited navigable airspace. To ensure suitable airspace is available for Air Force and USAF-supported flight operations, a well-integrated plan is necessary to identify, articulate, program airspace requirements, and to manage/ document the use of allocated airspace.

1.2. Management Objectives. The objective is to provide airspace in which USAF testing and training missions can be conducted as realistically as possible while minimizing midair collision potential and the impact on other users, surface activities, and the environment. Military users should acquire only that airspace required for mission accomplishment, and return airspace to the National Airspace System (NAS) in a timely manner when not in use or when no longer required. This policy defines effective management of assigned airspace.

1.3. Responsibilities and Command Relationships. HQ USAF, Deputy Chief of Staff, Air and Space Operations, through the Director of Operations and Training, has designated the Ranges and Airspace Division, (HQ USAF/XOOR) as the focal point for USAF airspace management. The Air Force conducts airspace management through the major command (MAJCOM) offices for airspace management, as well as the Federal Aviation Administration (FAA) Headquarters (FAA/AAT-4) and Regional Air Force Representatives (AFREPs). This applies to each MAJCOM functioning as the USAF component of a unified command as outlined in unified command directives and to the Air National Guard (ANG) and Air Force Reserve Command (AFRC).

1.3.1. Responsibilities of HQ USAF/XOOR include:

1.3.1.1. Manages airspace and range policy, programming, and requirements including AF Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management; Readiness Training Range Policy; and Special Use/Combat Airspace Policy*.

1.3.1.2. Chairs Air Staff Airspace and Range Committees.

1.3.1.3. In coordination/cooperation with AFFSA, supports and implements policies, recommendations, and/or decisions of the Policy Board on Federal Aviation (PBFA) IAW DoD Directive 5030.19, DoD Responsibilities on Federal and National Airspace System Matters. AF/XOOR also provides Air Force representation to the Airspace Subgroup of the PBFA.

1.3.1.4. Interfaces with the FAA, through FAA Headquarters and Regional representatives concerning airspace policy matters.

1.3.1.5. Works Congressional issues involving airspace including noise complaints.

1.3.1.6. Serves as the focal point for airspace procedural issues.

1.3.1.7. Interfaces with functional counterparts of sister Services.

1.3.1.8. Coordinates with other public and private interests and agencies as required to support Air Force airspace and range requirements.

1.3.1.9. Provides functional oversight of the Airspace Management School.

1.3.1.10. Provides Air Force input for DoD Airspace Master Plan (if required).

1.3.1.11. Maintains /updates the Air Force portion of FAA Handbooks concerning airspace.

1.3.1.12. In coordination with the Air Force Flight Standards Agency (AFFSA), oversees Air Force airspace and range automated data systems including the Military Airspace Management System (MAMS) and Comprehensive Airspace/Ranges Data System (CARDS).

1.3.2. Responsibilities of the Air Force Representative (AFREP): **Figure 1.1.** and **Table 1.1.** show FAA regional boundaries and AFREP areas of responsibility. Each AFREP represents the Department of the Air Force and USAF commands at all levels through liaison with the HQ FAA and the FAA regions. The Secretary of the Air Force authorizes the AFREP to coordinate, negotiate, and communicate Air Force positions within established policy and guidance, on airspace and air traffic control matters. The AFREPs represent USAF in negotiations with competing aviation and land use interests and guide development of ATC requirements and airspace proposals to satisfy MAJCOM mission needs. The senior AFREP, HQ FAA/AAT-4, serves as the Director of USAF/FAA Interoperations, supervises all AFREPs, administers the DoD/DOT reimbursable program within the FAA, and reports to the Air Force Associate Director for Civil Aviation (AF/XOO-CA).

All AFREPs:

1.3.2.1. Act as liaison officers for HQ USAF/XOOR on matters dealing with FAA at the headquarters and regional levels.

1.3.2.2. Maintain close liaison and coordination with state and local governments regarding civil and general aviation agencies and interests.

1.3.2.3. Provide MAJCOMs and Direct Reporting Units (DRUs) with assistance and advice about proposed or planned airspace actions.

1.3.2.4. Assist and advise commanders in developing and presenting airspace proposals to meet commanders' requirements.

1.3.2.5. Send copies of FAA circulars by cover letter announcing informal airspace meetings to applicable organizations. The letter of transmittal may include additional details internal to the Air Force. Direct contact between the AFREP and unit is encouraged, to include preparatory review prior to the public meeting.

1.3.2.6. Assist commanders, as necessary, in coordinating actions with the FAA regional frequency manager.

1.3.2.7. Assist in convening Regional Airspace and Range Management Councils and RAECs (see **Chapter 2**).

1.3.2.8. Keep AF/XOOR informed of FAA initiatives that may impact USAF terminal air traffic control operations or airspace.

1.3.2.9. Process, through appropriate channels, all alleged USAF pilot deviations. Notify the applicable MAJCOM and unit of a possible pilot deviation as soon as possible so data collection can be accomplished.

1.3.2.10. Advise units through the appropriate MAJCOM of SUA reviews to include local unit requirements.

1.3.2.11. Maintain liaison with appropriate headquarters and regional federal offices of Department of the Interior, Department of Agriculture, and Department of Commerce (i.e., Bureau of Land Management, National Park Service and Forest Service and other agencies as required). Participate in the Interagency Airspace and Natural Resources Coordination Group (IANRCG) meetings and invite representatives from the land management agencies to speak at Regional Airspace and Range Management Councils.

1.3.2.12. Inform commanders at all levels of actions and inquiries that may affect the commander's operations or public affairs initiatives.

1.3.2.13. Coordinate with Department of the Army and Department of the Navy representatives at earliest opportunity to coordinate and deconflict concepts and proposals.

1.3.2.14. Assist MAJCOM and unit safety offices in processing Hazardous Air Traffic Reports and other safety issues, as required.

1.3.2.15. Advise the FAA Headquarters and Regions of military capabilities/requirements during crisis management situations. Participate in FAA crisis management teams, as appropriate.

1.3.2.16. Assist FAA and Air Force units with base closure/realignment issues.

1.3.3. MAJCOM Responsibilities. Each MAJCOM conducting flight operations or operating equipment that restricts or otherwise impairs airspace utilization must:

1.3.3.1. Ensure airspace is used according to the policy and procedures outlined in FARs, FAA handbooks, pertinent USAF and DoD directives, host nation AIPs, ICAO rules and practices, unified and specified command directives, and special letters of agreement for conducting training activities. (A SUA/MTR review checklist is included at [Attachment 5](#).)

1.3.3.2. Appoint an airspace management activity to serve as the focal point for initiating and processing command requirements. This activity should provide a practicable interaction between MAJCOMs and HQ USAF/XOOR, unified or specified commands, other military department airspace related activities, the host country team (US Embassy Defense Attache' Office (USDAO)) or liaison office (where established), and the AFREP to the FAA.

1.3.3.2. (AMC) Within Headquarters AMC, the Operations Management Division, Operations Support Branch (HQ AMC/ DOOO), is responsible for peacetime airspace management policy. This office will develop policy, train, equip, and organize subordinate airspace management functions to meet mission requirements. Additionally, this activity provides coordination and liaison between AMC and USAF Flight Standards Agency, FAA, other military services, lateral command airspace activities, international airspace functions, and AFREPs to FAA Regional Headquarters and will formulate command position on airspace matters of national interest.

1.3.3.2.1. (Added-AMC) The Airfield Operations Division (HQ AMC/DOA) is responsible for combat airspace management policy. This activity will direct, initiate, or assist in development of all planned combat airspace actions and provide airspace expertise and inputs to AMC warplans, OPLANs, EXPLANS, and OPORDS.

1.3.3.3. Track and maintain continuity of all concepts, proposed actions, and formal proposals, and provide status briefings as required.

- 1.3.3.4. Solicit and consolidate ideas and feedback from unit airspace and range managers on a regular basis to be evaluated for future versions of CARDS.
- 1.3.3.5. Ensure the Environmental Impact Analysis Process (EIAP) is or has been followed as required by AFI 32-7061 for airspace and range-related decision making.
- 1.3.3.6. Ensure unit airspace managers are aware of command policies and standards concerning command airspace sizing
- 1.3.3.7. Ensure airspace proposals sent to the AFREPs are complete, properly formulated (in original plus three copies) and justified for presentation to the FAA. Appropriate environmental documentation should accompany all proposals or be mailed separately to join the airspace proposal at the FAA Region.
- 1.3.3.8. Validate subordinate unit justifications for new airspace and ranges. Ensure these units have coordinated with other DoD agencies for use of existing SUA before attempting to establish new airspace.
- 1.3.3.9. Ensure airspace managers at appropriate levels of command actively participate in all range planning initiatives requiring requisition or alteration of SUA and MTRs. Notify AFREPs of such initiatives at the earliest opportunity and include them in planning meetings as appropriate.
- 1.3.3.10. Develop and annually update a 5 year airspace plan that defines, validates and supports future airspace requirements. Provide copies of the plan to HQ USAF/XOOR, AFREPs and other MAJCOMs. (This requirement will be modified once the Automated Airspace Management Support System is functioning.)
- 1.3.3.11. Assist units in the preparation of a Test/Training Space Needs Statement according to **Chapter 2** for all airspace actions.
- 1.3.3.12. Coordinate all matters that may affect airspace management (such as operational change evaluations) with the AFREP in the FAA regional office. Solicit AFREP assistance in negotiating and coordinating resultant airspace and MTR proposals. Provide the AFREP details of any substantial change in the use of a military or joint use airfield, landing area, or missile/rocket site; including any substantial change in the type of air vehicle, concept of operation, traffic pattern flow, volume of activity, and activation or deactivation. In areas overseas, coordinate such information as required by Joint Chiefs of Staff (JCS) directives:

NOTE:

This type of change includes the type of aircraft, operating concept, pattern and number of movements, or deactivation plans. When submitting this data, the MAJCOM must give enough details to permit aeronautical evaluation.

- 1.3.3.13. Ensure units document use of MTRs, MOAs, or ATCAAs for which they have scheduling responsibility. This documentation is critical to the retention of MTRs and special use airspace.

1.3.3.13. (AMC) In addition to documenting monthly airspace utilization, unit airspace managers shall ensure MTRs are reviewed and documented at least annually to ensure currency. Methods of review include flight evaluation, pilot reports of obstacles, notices of construction, and the Chart

Updating Manual (CHUM). The review will include: baseline map date (latest edition), CHUM date, survey date, and date route was last flown.

1.3.3.13.1. (Added-AMC) Flight Evaluations. During route development and during the anniversary month after publication, all MTRs should be flight evaluated (MTR segments with a floor of 1,500 feet AGL or more need not be evaluated). Evaluation flights should be a dedicated mission; the evaluation, however, may be flown in conjunction with a training mission. Failure to meet the yearly suspense may preclude the use of MTRs until evaluation requirements are met. The following guidance is provided:

1.3.3.13.1.1. (Added-AMC) Evaluation aircraft should be either conventional or helicopter (80-200 knots). Use of Civil Air Patrol, aero club, or contract/charter is encouraged. Should such aircraft be unobtainable, the evaluation should be conducted at the slowest operational airspeed consistent with the type of aircraft normally flying the route.

1.3.3.13.1.2. (Added-AMC) The route should be evaluated to ensure obstruction clearance at the minimum altitude that should be used for training.

1.3.3.13.1.3. (Added-AMC) Flight evaluation crewmembers should be familiar with low-altitude flying and evaluation requirements. They should receive a prebrief from and provide a debrief to the airspace manager and/or route schedulers.

1.3.3.13.1.4. (Added-AMC) The airspace manager should prepare necessary charts for evaluation, schedule the evaluation, and inform the AFREP of uncharted obstructions exceeding 200 feet AGL affecting low-altitude navigation or other hazards to air traffic.

1.3.3.13.1.5. (Added-AMC) Routes greater than 5 miles wide may require multiple passes to complete an adequate evaluation. Route centerlines are established for charting and route width measuring purposes only and may not require a direct pass. **EXAMPLE:** A 10 mile wide route in two passes; 2.5 miles from the centerline, over mountainous terrain or terrain with a pronounced upslope, and an additional pass flown on route boundaries.

NOTE:

(AMC) Professional judgement is the key to effective evaluations. Visual acuity may vary greatly and the parameters above are given as guidelines only. Definitive guidelines for evaluation flight procedures cannot be established because of foliage; haze, clouds, fog contrast (light); airspeed/groundspeed, terrain, and task saturation.

1.3.3.13.1.6. (Added-AMC) Evaluations should be updated as new obstacles and noise-sensitive areas become known. All users must be alert for new obstructions/hazards. Aircrews should be briefed to report any observed construction or uncharted obstructions to route schedulers. Information should include latitude and longitude coordinates and estimated height and description of obstructions/hazards.

1.3.3.13.1.7. (Added-AMC) The unit should develop and provide a detailed briefing of published and unpublished obstruction data and noise-sensitive areas to all users. Possible sensitive areas such as hospitals, schools, turkey/mink farms, etc., should also be identified.

1.3.3.14. File SUA utilization reports according to FAR Part 73.19 (see [Attachment 3](#)) and [Chapter 4](#) of this instruction (does not apply in areas outside FAA jurisdiction).

1.3.3.15. Complete FAA Form 7480-1, *Notice of Landing Area Proposal*, (available from AFPDC) and submit when a military airport or facility that affects the NAS is activated or deactivated.

1.3.3.16. Include an airspace management awareness section in MAJCOM or Numbered Air Force (NAF) orientation courses or programs for newly assigned wing, operations group, and flying squadron commanders.

1.3.3.17. Send information to the theater commander, HQ USAF, and other component commanders, when the air component commander develops theater airspace policy that may affect other components or the national position.

1.3.3.18. Provide full coordination with the proper USDAO in establishing an air traffic control and airspace liaison activity with each host-nation agency or facility affecting USAF operations.

1.3.3.19. Provide appropriate guidance to aircrews and airspace managers to ensure operations are conducted according to the DoD speed exemption to FAR 91.117. Document and provide details to the appropriate AFREP of each instance of MAJCOM approval to conduct operations under paragraph [1.8](#).

1.3.3.20. Ensure all alleged pilot deviation packages are completed in a timely and responsible manner by applicable units and forwarded to the AFREP within suspense constraints. Include details of corrective action, if the alleged violation is substantiated.

1.3.3.21. Ensure wing airspace managers participate and coordinate with the wing Airfield Operations Flight Commander and the wing safety officer, effective community relations programs with emphasis on SUA and MTRs in conjunction with existing Mid-Air Collision Avoidance programs.

1.3.3.22. Review the Federal Register for airspace and air traffic actions which impact military flying operations.

1.3.3.23. Use Special Experience Identifiers (SEIs) established for both officer and enlisted personnel to identify and use experienced airspace managers for airspace management assignments (N/A to ANG).

1.3.3.24. Establish on-the-job training programs for newly assigned airspace managers with emphasis on unit specific airspace policies, plans, and procedures. They should complete the training program within the first six months of airspace manager duty and ensure the proper SEI (if applicable) is assigned in the individual's personnel records. See [Attachment 4](#) for suggested program content.

1.3.4. (Added-AMC) Unit Responsibilities. Each wing, squadron, or detachment having a requirement for airspace within which to conduct daily and/or special training shall appoint an Airspace Manager to function as the focal point for all airspace matters. The selectee shall preferably be rated or possess air traffic control experience. Civilian equivalents are acceptable.

1.3.4.1. (Added-AMC) Units with a full-time airspace management authorization on their Unit Manning Document (UMD) must ensure this position is filled with a qualified individual performing primary duties as an airspace manager.

1.3.4.2. (Added-AMC) A copy of the appointment letter to include name, rank, office symbol, and telephone number, shall be forwarded to HQ AMC/DOOO. Appointees should be a graduate of the Military Airspace Management Course (E30ZR11A4X-000) or be scheduled to attend the course within 6 months of assuming airspace management duties. After completion of the course and obtaining 6 months experience, the "OUL" or "350" Special Experience Identifier (SEI) should be awarded and entered into the individuals personnel records. Individuals should remain in the position for at least 18 months after completion of school unless a mission change requires reassignment.

1.3.4.3. (Added-AMC) Subordinate units conducting operations within airspace under FAA jurisdiction as well as in international/foreign areas will:

1.3.4.3.1. (Added-AMC) Ensure that airspace is used in accordance with policy and procedures outlined in FARs, FAA Handbooks, AMC, USAF, and DoD directives, host nation rules and procedures, airman information publications, ICAO rules and practices, and letters of agreement for conducting operational activities.

1.3.4.3.2. (Added-AMC) Initiate airspace actions/proposals as required.

1.3.4.3.3. (Added-AMC) Ensure that procedures established for the development of airspace proposals/assignments are consistent with command policy and developed using appropriate FAA handbooks and this AFI as a reference.

1.3.4.3.4. (Added-AMC) Request assistance/advice concerning planned airspace development from HQ AMC/DOOO and/or the AFREP to the FAA Region as necessary.

1.3.4.3.5. (Added-AMC) Ensure all airspace proposals are coordinated with FAA, other MAJCOMS, sister services, base civil engineers, and other agencies as required. Airspace proposals involving terminal airspace must be coordinated with the local Airfield Operations Flight Commander (AOF/CC).

1.3.4.3.6. (Added-AMC) Comply with the environmental impact analysis process as required by AFI 32-7061.

1.3.4.3.7. (Added-AMC) Ensure airspace use data is maintained and reports are submitted as required.

1.3.4.3.8. (Added-AMC) Comply with all items applicable to wing/subordinate unit level as listed under MAJCOM responsibilities in paragraph **1.3.3.** of this AFI.

1.4. Alleged Military Pilot Deviation Processing. The Air Force must comply with the FAA Act of 1958 regarding alleged military pilot deviations. See AFI 91-202, *Hazardous Air Traffic Report (HATR Program)*. The following provides additional guidance specific to alleged pilot deviations:

1.4.1. Most alleged deviations occur when the pilot is under the control of an FAA air traffic control facility. That facility will initiate the alleged deviation action through FAA Form 8020-17, *Investigation of Pilot Deviation Report*, (available from FAA Forms Officer, 1-800-877-8339) to the appropriate Flight Standards District Office (FSDO) which will conduct the formal investigation. This investigation may result in a concerted effort by the FAA to obtain the name(s) of the aircrew member(s) involved in the incident. Do not release military aircrew member names to the FAA without approval of HQ USAF/XOO.

1.4.2. When the FAA alleges there was a violation of FARs by a military pilot, the FAA will forward the package through FAA channels to the FAA Region Legal Counsel. That office will send the package to the AFREP (with a suspense of 90 days) for investigation by the Air Force. The FAA Flight Standards Service Special Programs Branch (AFS-430) will forward ICAO violations directly to the appropriate AFREP.

1.4.3. The AFREP will send the package to the appropriate MAJCOM/DO/XO for investigation.

1.4.4. MAJCOMs, through units, will investigate the incident to determine if a violation of FARs occurred and, if necessary, take corrective action.

1.4.4. (AMC) HQ AMC/DOOO is the focal point for alleged pilot deviations. DOA will resolve terminal airspace issues/HATRs. DOV and/or DOT will resolve other incidents.

1.4.5. MAJCOMs return the case file to the applicable AFREP along with the results of the investigation and specific corrective action that was taken (if none, so state). The AFREP advises the FAA Region Legal Counsel and other appropriate FAA offices (AFS-430 for ICAO violations) of the disposition of the case in accordance with the FAA Act of 1958. The AFREP forwards a copy of the MAJCOM response to the FAA legal counsel, and to the originating FAA agency. The AFREP retains the case file for a minimum of 1 year from the date the AFREP forwards the response to the FAA.

1.5. International, Foreign National Operations and Combat Airspace. USAF procedures governing operations in international or foreign national airspace must recognize the right of a foreign government to establish and enforce procedures for operations within its sovereign airspace. The Air Force Flight Standards Agency (AFFSA/XN), in cooperation with the HQ Air Force Associate Director of Operations and Training for Civil Aviation (AF/XOO-CA) oversees international and foreign operations.

1.5.1. Host nation laws, regulations, and procedures are usually stated in Aeronautical Information Publications (AIP), International Civil Aviation Organization (ICAO) Rules and Practices, and non-conflicting USAF and DoD directives apply in foreign national airspace.

1.5.2. A designated US military operational command may manage the combat/contingency airspace during times of tension and war/or contingencies. AFFSA/XAW is the office of primary responsibility for combat airspace management procedures. AF/XOOR is responsible for development of related policy and doctrine.

1.5.2. (AMC) Within HQ AMC, DOA is the office of primary responsibility for combat airspace management procedures.

1.6. Joint Use. Airspace should accommodate as many compatible DoD users as possible to prevent proliferation of separate areas. Release Special Use Airspace (SUA) to other users when not needed for military operations. The Air Force encourages the performance of nonhazardous military flight activities in charted restricted airspace during periods when there is no scheduled hazardous activity and a suitable military operations area (MOA) is not reasonably available. Such use enhances safety and benefits the NAS. The USAF encourages the use of military radar units (MRUs) and the provisions of military air traffic services for SUA complexes when such services are available to enhance safety and utility.

NOTE:

The sole responsibility to remain within assigned SUA rests with the pilot, whether flying by instrument flight rules (IFR) or visual flight rules (VFR).

1.7. The Principle of "Due Regard." "Due Regard" applies to government (state) aircraft operating in international airspace (not the territorial airspace of any nation or state, International Straits overlapped by territorial seas, Archipelago Sea Lanes, or Contiguous Zones). It requires that state aircraft must operate in international airspace with due regard to the safety and regularity of all other aircraft. DoD Directive 4540.1, *Use of Airspace by US Military Aircraft and Firings Over the High Seas*, stipulates that DoD aircraft operating in international airspace will comply with ICAO procedures.

1.7.1. Implement "Due Regard" if a circumstance arises where established air traffic procedures prevent mission accomplishment such as military contingencies, classified missions, politically sensitive missions, routine aircraft carrier operations, or other training activities. The aircraft commander now becomes his or her own air traffic agency and is responsible for separation between his or her aircraft and other traffic.

1.7.2. The decision to operate under "Due Regard" is a command and aircraft commander prerogative as defined in DoD Directive 4540.1, *Use of Airspace by US Military Aircraft and Firings Over the High Seas*. "Due Regard" should not indiscriminately be invoked by individual pilots. Additional procedures for operation are in Flight Information Publication (FLIP), General Planning, Chapter 7.

1.7.3. When possible, accomplish prior coordination for "Due Regard" with the agency responsible for providing air traffic services.

1.8. The Military Accepts Responsibility for Separation of Aircraft (MARSA) Concept. MAJCOMs authorize MARSA when they assume responsibility for a separation procedure between participating aircraft. Use MARSA when mission requirements dictate a separation standard between participating IFR aircraft that is less than the standard IFR separation required by air traffic control.

1.8.1. Use MARSA only for required IFR operations. The procedures for MARSA must be specified in letters of agreement or other FAA or military documents. Terms of use will assign responsibility and provide for separation among participating aircraft. Participating aircraft are those military aircraft defined in the specific MARSA procedure. The appropriate authority must pre-brief pilots on separation requirements. In most circumstances, use air traffic control to maintain separation between military aircraft under MARSA and nonparticipating military and civilian aircraft.

1.8.1. (AMC) MARSA is only used for military operations that cannot be conducted using standard IFR separation criteria. Each application of MARSA must meet the following conditions:

1.8.1.1. (Added-AMC) A valid mission requirement exists.

1.8.1.2. (Added-AMC) A procedure for separation between participating military aircraft is devised to use in lieu of standard IFR separation.

1.8.1.3. (Added-AMC) The procedure is documented in either a letter of agreement (LOA) with the air traffic control authority having jurisdiction over the airspace where MARSA operations will be conducted, an FAA handbook, or a military regulation.

1.8.1.4. (Added-AMC) All aircrews participating in the MARSA procedures must be briefed on the procedure, their responsibilities, and any coordination requirements with air traffic control facilities. Wing/group commanders have the responsibility to ensure aircrews are prepared to operate under the MARSA procedure.

1.8.2. MARSA is a MAJCOM prerogative and will not be implemented by individual units or pilots.

1.8.2. (AMC) MARSAs must be approved by a higher headquarters authority (may be delegated to NAF/CCs). Individual units or pilots will not invoke MARSAs without approval.

1.8.3. (Added-AMC) Special Operations in R-2508 (Edwards Complex). Aircrews conducting AR operations in R-2508 must be aware of the special MARSAs agreement between HQ AMC and HQ Air Force Flight Test Center (AFFTC). The agreement provides traffic separation between AMC tankers providing AR support and other aircraft operating MARSAs in R-2508. The agreement establishes a 5-mile lateral and 1000-foot vertical buffer zone around AMC AR operations at Edwards AFB. This buffer zone should travel with the tanker around the AR track. When refueling begins, the RAPCON should broadcast that the AR track is active. Any aircraft approaching the buffer zone should be given a vector from the complex monitoring facility, out of and away from the buffer zone. Because R-2508 is a MARSAs complex, the RAPCON cannot, by FAA regulation, enforce positive separation in accordance with the strictest definition. They can, however, provide advisory vectors to the complex aircraft. Controllers should provide active separation through use of interim altitude advisories and/or vectors to avoid the AMC tanker's buffer zone. Accepting these advisory separations, while not legally enforceable by FAA rules, is the policy for all aircraft cleared into R-2508 MARSAs complex, requiring acceptance of MARSAs by the using command. This agreement authorizes AMC aircrews to accept MARSAs for AR operations in R-2508.

1.9. Exemption to Federal Aviation Regulation (FAR) 91.117 (Speed Waiver). FAR 91.117 states that no person may operate an aircraft below 10,000 feet mean sea level (MSL) at an indicated airspeed of more than 250 knots. Recognizing DoD's aircraft performance requirement exceeds 250 knots, the FAA issued an exemption to this FAR. It is not, however, a blanket waiver. Conditions under which operations are authorized below 10,000 feet MSL at an airspeed over 250 knots indicated airspeed (KIAS) are as follows:

1.9. (AMC) Units having tactical training requirements requiring airspeeds in excess of 250 KIAS below 10,000 feet MSL, shall conduct such training within a restricted/warning area, a military operations area (MOA), or on an MTR.

1.9.1. Within restricted areas.

1.9.2. Within MOAs.

1.9.3. Within large scale exercises or on short term special missions. There must be prior coordination to ensure the nonparticipating flying public is aware of these activities.

NOTE:

Operations conducted under these conditions require MAJCOM approval.

1.9.4. Within DoD/FAA mutually developed and published instrument routes (IRs).

1.9.5. Within DoD developed and published visual routes (VRs).

1.9.6. On an interim basis within a defined area for which an area/route proposal has been coordinated with and concurred by appropriate military/FAA regional authority but not yet published.

1.9.7. To accommodate flight manual speeds, primarily during climbs, descents, and terminal area operations. If a speed range is given, pilots should operate at the lowest speed compatible with safe operations.

1.10. Application of the Federal Aviation Act. Public Law 85-726, *The Federal Aviation Act of 1958*, as amended, created the FAA and charged the FAA Administrator with managing all national airspace under United States jurisdiction, including US Protectorates and designated Flight Information Regions (FIRs). Because DoD airspace requirements often compete with those of commercial and general aviation and may impact public freedom to transit certain airspace, DoD military services have a special interest in presenting credible requirements to the FAA and managing allocated airspace efficiently.

1.11. International Civil Aviation Organization (ICAO) Policy. ICAO documents specify standards and recommend practices for international flight operations and air traffic control. Govern USAF flight operations in international and foreign national airspace by these standards and practices, as supplemented by ICAO member states (nations) Aeronautical Information Publications (AIP), nonconflicting applications of USAF or DoD directives, and special letters of agreement for strategic, tactical readiness, or training operations. See paragraphs [1.13.6.](#) and [1.13.7.](#)

1.12. Requirements of the US Administrative Procedures Act. This act requires public notice before the FAA can carry out certain airspace management actions, including military actions. The FAA notifies the public of an airspace proposal through a Notice of Proposed Rulemaking (NPRM) published in the Federal Register, or by distributing to known interested parties a non-rulemaking circular that describes the proposal. Either of these methods sets forth the proposal and specifies a period of time in which the FAA will receive comments or suggestions. The FAA will publish its final decision, stating whether or not the proposal was modified as a result of the comments or suggestions received. If the FAA's final decision makes minor changes to the original proposal, a second NPRM or circular is not usually required. In all cases, the FAA makes the final decision on SUA proposals.

1.13. Reference Sources. Publications related to this instruction are listed below. [Attachment 1](#) lists other pertinent publications.

1.13.1. ICAO Documents. ICAO Documents 4444/RAC/501, 7030, 8168/OPS/611, and Annexes 2, 6, 11, and 14.

1.13.2. Executive Order 10854. This order extends certain portions of the Federal Aviation Act of 1958 to those areas of land and water, and their overlying airspace, in which the Federal Government of the United States, under international treaty, agreement, or other lawful arrangement, has appropriate jurisdiction or control. This Executive Order also establishes the interrelationship of Department of State, DoD, and FAA in regard to international airspace.

1.13.3. Federal Aviation Regulations (FAR). FAR Parts 1, 11, 71, 73, 75, 77, 91, 93, 101, and 157.

1.13.4. FAA Handbook 7400.2, Procedures for Handling Airspace Matters. This handbook prescribes procedures and criteria used in the assignment, revocation, or review of special use airspace.

1.13.5. FAA Handbook 7610.4, Special Military Operations. This handbook establishes policy and directs US operations within airspace under FAA jurisdiction. Use this handbook as a guide to establish, negotiate, and maintain special training and readiness operations in overseas areas.

1.13.6. DoD Flight Information Publication (FLIP). This publication states the rules and conditions under which US military aircraft may operate in domestic, foreign national, or international airspace.

1.13.7. USAF Foreign Clearance Guide (FCG). This guide outlines foreign government conditions and restrictions on entry and operations of US military aircraft and personnel.

1.14. Visits and Statements. Coordinate all official visits to HQ FAA through the Senior Air Force Representative (HQ FAA/AAT-4). Coordinate all official visits to FAA regional offices through the applicable AFREP. Inform the AFREPs of all issues other than routine operational coordination between the Air Force and applicable FAA offices. MAJCOMs or HQ USAF must approve comments, commitments (LOAs, MOUs, etc.), and opinions regarding airspace or other aeronautical matters covered by this instruction prior to going outside the Air Force. (This does not prevent routine coordination between operating elements of the USAF, FAA, and host nation air traffic control agencies or officials.)

1.14. (AMC) Forward LOAs/MOUs pertaining to airspace management/use, to include interservice or interagency agreements, to HQ AMC DOOO for review/approval. LOAs involving terminal air traffic control airspace will be approved by HQ AMC/DOA.

1.15. Waivers to Federal Aviation Regulations. Send four copies of FAA Form 7711-2, **Application for Certificate of Waiver or Authorization**, (available from FAA Regional Offices) through military command channels to AFFSA/XOF, who sends the original and two copies to the FAA.

NOTE:

Waivers for airshow issues, (speed, minimum safe altitudes, parachute jumping, etc.) should be submitted directly to the local Flight Standards District Office.

1.15. (AMC) The FAA may grant waivers/exemptions on either a permanent or temporary basis. Permanent waivers continue in effect until superseded or rescinded. Temporary waivers are effective for a maximum 5-year period from the date of issue and must be renewed prior to the indicated expiration date. Requests for waivers to FARs will be submitted in accordance with AFI 11-202, Vol 3 and FAR Part 11.

1.16. Obtaining FAA Publications and Forms. Most of the FAA publications and forms referenced in this instruction are available through the unit Publications and Distribution Office. Units having difficulty obtaining publications or needing a publication on short notice or on a one time basis (such as an Advisory Circular) may call the FAA Regional Office (at the addresses listed in [Table 1.1.](#)) or FAA field offices (see [Figure 1.1.](#) and [Table 1.1.](#)).

Figure 1.1. FAA Regional Boundaries.



Table 1.1. Key Addresses and Areas of Responsibilities.

OFFICE	MAILING/ E-MAIL ADDRESS	TEL NUM- BERS	MESSAGE ADDRESS	AD- RESS
HQ USAF/ XOO-CA	HQ USAF/XOO-CA	V (703) 697-6937	HQ USAF WASH- INGTON	Air Staff POC
	1480 Air Force Pen- tagon	V DSN 227-6937	DC//XOO-CA//	DoD PBFA
	Washington, DC 20330-1480	V (703) 614-8047		Civil Aviation
	Last name first initial @af.pentagon.mil	F (703) 697-8313		
HQ USAF/ XOOR	HQ USAF/XOOR	V (703) 697-7920	HQ USAF WASH- INGTON	Air Staff POC
	1480 Air Force Pen- tagon	V DSN 223-0650	DC//XOOR//	Airspace and Ranges
	Washington, DC 20330-1480	F DSN 227-1685		
	Last name first in- tial@af.pentagon.mil	F (703) 697-1685		
FAA HEAD- QUARTERS	HQ FAA/AAT-4	V (202) 267-9427	HQ FAA WASHING- TON	National

OFFICE	MAILING/ E-MAIL ADDRESS AOR	TEL NUM- BERS	NUM- BERS	MESSAGE DRESS	AD-
	800 Independence Ave SW Washington DC 20591 First name.last@faa.dot.gov	V 267-7600 V 267-3197 F 267-5868 V 325-6268 (F) 325-6001	(202) (202) (202)	DC//AAT-4//	
ALASKA	AF Rep, FAA Alaskan Rgn 5800 G. St., Suite 222 Elmendorf AFB, AK 99506-2130 Last name@11AFmail.to pcover.af.mil	V 317-552-2374 V 552-4056 F 552-5715 F 317-552-5715	DSN (907) (907) DSN	611 AOG ELMENDORF AFB AK// AK//AFREP/DOOU//	AK Anchorage Flt Information Region (FIR)
CENTRAL/ GREAT LAKES	AF Rep, FAA Central Rgn, ACE 601 E. 12th Street Kansas City, MO 64106 ACEAFR_at_ACE420@mail.hq.faa.gov	V 426-5736 F 426-3357	DSN (816) (816)	FAA CENTRAL RGN KANSAS CITY MO//AFREP//	IA, KS, NE, MO ND, SD, IL, IN, OH, WI, MN, MI
NEW EN- GLAND/EAST- ERN	AF Rep FAA New England Rgn, ANE-910 12 New England Executive Park Burlington, MA 01803-5299 NAME_at_ANE1@mail.hq.faa.gov	V 238-7900 F 238-7902	DSN 478-4447 (617) (617)	FAA NEW ENGLAND RGN HQ BURLINGTON MA//ANE-910//	CT, DE, MD, NJ VA, MA, NH, PA, NY, WV, RI, VT, ME

OFFICE	MAILING/ E-MAIL ADDRESS AOR	TEL NUM- BERS	MESSAGE DRESS	AD-
NORTHWEST MOUNTAIN	AF Rep, FAA North- west Mtn Rgn, ANM-910 1601 Lind Ave, S.W. Renton, WA 98055-4056 ANM900AirForce_a t_ANM040@mail.hq .faa.gov	V DSN 984-5204 F (206)227-1114	FAA NORTHWEST MOUNTAIN RGN RENTON WA// AFREP/ANM-900//	CO, ID, MT, OR WA, VY, UT
SOUTHERN	AF Rep, FAA South- ern Rgn, ASO-910 1701 Columbia Ave College Park, GA 30337-2745 first name.mi.last- mane@faa.dot.gov	V DSN 797-5481/2 V (404) 305-6900 F (404) 305-6911	FAA SOUTHERN RGN ATLANTA GA/ /AFREP/ //AFREP/ASO-910//	FL, TN, AL, MS NC, SC, GA, KY PR, PM
SOUTHWEST	AF Rep, FAA South- west Rgn, ASW-910 TX 76193-0910 Name@mail.hq.faa.g ov or first name_MI_last@mail .hq.faa.gov	V DSN 477-2910/ 2911/ F (817) 222-5992 F DSN 477-2992	FAA SOUTHWEST RGN FT WORTH TX//ASW-910//	LA, TX, NM, TX//
WESTERN PA- CIFIC	AF Rep, FAA West- ern Pacific Rgn, 15000 Aviation Blvd Rm 2016 Hawthorne, CA 90261 NAME_at_AWP500 @mail.hq.faa.gov	V DSN 833-0481 V.(310) 725-3901 V.(310) 725-3902 F (310) 536-8490	FAA WESTERN PA- CIFIC RGN V HAWTHORNE CA// AWP-910//	AZ, NV, CA, HI, Guam FIR

Chapter 2

AIRSPACE AND RANGE ACTIONS AND THE REGIONAL COUNCIL PROCESS

2.1. Unit/MAJCOM/USAF Airspace and Range Committees and Regional Air space/Range Management/Executive Councils--General. All actions involving use, creation, modification, or transfer of military airspace and ranges have the potential to become controversial. Actions are scrutinized throughout the government and by numerous public and private organizations. The Air Force must be prepared to address concerns raised at the local, regional, or national level during the development of any range or airspace action. To address these challenges and ensure continued access to readiness training ranges, the Air Force has established a two-tiered process of review committees and regional councils designed to:

- 2.1.1. Ensure Air Force offices involved in an airspace/range issue have a common understanding of the objectives, status, key issues, and provide for a thorough review by an interdisciplinary team in place at all management levels.
- 2.1.2. Incorporate interagency involvement and cooperation at the appropriate level and the appropriate time in the airspace process.
- 2.1.3. The two tiers in the process are the Unit/MAJCOM/Air Staff Airspace/Range Committees, and the Regional/National Airspace/Range Councils.

2.2. Unit/MAJCOM/USAF Airspace and Range Committee (ARC). The ARC provides a forum for designing, updating, and tracking proposed airspace and range actions in support of the wing and any tenant unit flying mission(s).

NOTE:

The Air National Guard Battle Management Airspace and Ranges Team (ANG/XOBA) may perform this function for ANG units.

- 2.2.1. ARC membership at each level consists of, as a minimum, representatives from operations, environmental, legal, and public affairs. A senior officer at each level, normally the unit Operations Group commander or equivalent, the MAJCOM DO/XO (or designate), or the AF/XOO (or designate) will chair the ARC.

NOTE:

Unit level ARCs are required only for those units who schedule and/or manage test training airspace and ranges.

- 2.2.1. (AMC) Chief, Operations Management Division, Directorate of Operations, (HQ AMC/DOO) will chair the HQ AMC ARC. Membership will include representatives from CEV, DOO, JAC, and PAD. Other staff offices will be involved as necessary.

NOTE. (AMC) AMC units that do not schedule/manage any Special Use Airspace (SUA) or Airspace for Special Use (ASU) are not required to establish a unit level ARC.

- 2.2.2. The unit-level ARC will convene as required, but at least semi-annually. At installations with more than one Air Force wing, the host and tenant wing commanders will determine the appropriate chair for the ARC. The unit ARCs may be conducted in combination with the Airfield Operations

Board (AOB), where applicable. Wing commanders appoint council members. Other organizations are represented as required. The ARC chairperson approves the agenda and minutes for ARC meetings.

2.2.2. (AMC) If the ARC and AOB are combined, the unit airspace manager should retain primary responsibility for items related to airspace management. Individual responsibilities associated with the combined agenda, scheduling and conduct of the meeting, and minutes must be clearly defined.

2.2.3. Units will designate a recorder for the ARC (Normally the unit/wing airspace manager; if combined with an AOB, the AOB recorder may fill the role). The recorder solicits agenda inputs, prepares the agenda, ensures all participants are aware of meeting time and place, and ensures minutes are taken of each meeting. The agenda should include, but is not limited to, the following items:

2.2.3. (AMC) Forward unit ARC meeting minutes to HQ AMC/DOOO via mail or E-mail.

2.2.3.1. Review of proposed and ongoing airspace and range actions, and initial validation of Test/Training Mission Need Statements.

2.2.3.2. Review of actions by land management agencies and other aviation interests in the area that could impact units flying activities or airspace and range use.

2.2.3.3. Airspace and range scheduling and utilization efficiency.

2.2.3.4. Impact of on-going or potential mission changes to existing airspace and range resources.

2.2.3.5. Special Use Airspace currently being used by wing aircraft. Review whether airspace is being used as stated in its environmental documentation. Identify to MAJCOM any SUA no longer required for the unit's mission.

2.2.3.6. Other items as required. The ARC chairperson should ensure that only those issues directly related to range and airspace management are included in the agenda.

2.2.4. Forward copies of unit ARC meeting minutes to the appropriate MAJCOM DO/XO staff offices NLT 30 days after each meeting.

2.3. MAJCOM and HQ USAF ARCs. The MAJCOM and HQ USAF ARCs review range and airspace actions in a national context. MAJCOMs and HQ USAF are encouraged to develop standing agenda items to ensure thorough review and discussion of proposed actions. MAJCOM and HQ USAF ARCs convene as required, but at least semiannually, and are chaired by the MAJCOM DO/XO (or designate) and AF/XOO (or designate), respectively.

NOTES:

The committee review process is intended to ensure key individuals and offices in the airspace, legal, environmental, and public affairs arenas, throughout the Air Force command structure, are informed of a proposed action. It does not require a formal meeting to be held in order to conduct a review or process an airspace action or initiative. Airspace/range managers at all levels are encouraged to use any available means to facilitate timely review and decision making by the key council members--e-mail, staff coordination processes, etc., are all acceptable methods of accomplishing council reviews. Proponents of airspace initiatives will ensure some form of record for the council review process is maintained. Periodic, formal committee meetings, as defined in this chapter, are encouraged to provide a comprehensive review of current and projected issues, and also serve as a forum to update or define requirements.

AFSOC, because of its organizational characteristics, may combine the unit and MAJCOM ARCs.

2.3. (AMC) The HQ AMC ARC review process will normally be accomplished with a staff package unless a formal meeting is deemed necessary to address complex airspace actions or initiatives.

2.4. Regional and National Airspace/Range Councils . These councils exist regionally and nationally to advise units, MAJCOMs, and HQ USAF on airspace and range issues, and to provide for crossflow of information and lessons learned in airspace and range development. Regional councils are aligned to FAA regions (see [Figure 1.1.](#)), and provide a geographic focus on airspace/range issues. They are open to delegates from all military services, land management agencies, and other interested or concerned parties with which the Air Force should exchange constructive information concerning flight activities in the region. Councils may be hosted by the units, MAJCOMs, and/or Regional AFREPs.

2.4.1. Council Structure. The councils will typically encompass some combination of three distinct, though interrelated sessions: an Executive Session, a DoD Session, and a Management Session. The Councils are co-chaired by one senior active duty officer and one senior ANG officer. Co-chairs have the discretion to convene the council as a single session, or any combination of the three. Senior officers (O-6 and above) responsible for airspace and range management oversight at unit, MAJCOM, or Air Staff are preferred co-chairs. Co-chairs may be elected by the Council or appointed by the AF/XOO or ANG/CF. At the wing commander's discretion, units with minimal range or airspace management responsibility or requirements may elect not to participate in the councils. Commanders who exempt their units from council participation must notify the council chairperson, through the AFREP, in writing. Since cross-communication and cooperation is the ultimate goal of the Councils, agendas should include time for "breakout" meetings to allow individuals needing to work specific issues time to gather.

2.4.1. (AMC) Unit airspace managers are highly encouraged to attend the DoD and Management Sessions of the Airspace/Range Council within their region.

2.4.2. Executive Session: Purpose of the executive session is to provide senior-level oversight of the regional airspace/range process. Membership is limited to one representative from each MAJCOM attending, the AFREP and other milreps, and a senior ANG representative from each state in the region. Other individuals/agencies may be invited at the discretion of the co-chair to address specific issues.

2.4.3. DoD Session: The DoD session is for review of pending and proposed range and airspace actions in its geographic region. Membership includes, as a minimum, the regional AFREP and representatives from the MAJCOM ARC (including airspace managers), unit members, and/or the Operations Group commander or designate. Units wishing to introduce an airspace/range issue or initiative must brief the DoD session prior to any discussion in the management session. Units coordinate presentations through their MAJCOM airspace/range management office.

2.4.4. Management Session: The management session includes, in addition to DoD representatives, representatives from other federal and state government agencies, and those private organizations or special interest groups (AOPA, ATA, etc.) with an active interest in the airspace process, who have been invited by one or both of the co-chairs. The purpose of the management session is to provide a forum for open communication, cooperation, and collaboration among the agencies and concerned parties.

2.4.5. National Airspace/Range Executive Council (NAEC). The NAEC will convene annually to allow senior Air Force leaders to review pending and proposed range and airspace actions from a national perspective and provide feedback to regional councils and MAJCOM and HQ USAF ARCs. The NAEC meeting will also serve as a forum to keep the members informed of national level events and trends affecting airspace and range actions. NAEC membership includes as a minimum, the Chairpersons of each regional councils and the senior officers charged with airspace and range responsibilities from the MAJCOM and Air Staff ARCs. The NAEC is co-chaired by the AF/XOO and an equivalent ANG general officer. All AFREPs and MAJCOM airspace managers are encouraged to attend this meeting.

2.5. Processing Airspace Actions. Develop actions that concern airspace under FAA jurisdiction according to the procedures outlined in FAA Orders 7400.2, Procedures for Handling Airspace Matters, and 7610.4, *Special Military Operations*, and FAAO 98XX, and the DoD-FAA MOU on Airspace Environmental Actions (attachment 7).

NOTE:

Airspace proposals for temporary exercise airspace, provisions for short-term special missions outside of established airspace, or similar actions should be reviewed by the MAJCOM ARC, with an information copy routed through the AFREP to the HQ USAF/XOOR.

2.5. (AMC) Responsibility for initiation of an airspace proposal is normally at wing level. Processing is from the wing to HQ AMC/DOOO. Initial coordination of an airspace proposal with local air traffic control agencies may be accomplished by the unit after advising HQ AMC/DOOO. The AFREP at the FAA Region should be made aware of all anticipated airspace actions. Refer to the following for development of particular types of airspace:

2.5.1. (Added-AMC) Air Refueling (AR) – FAAO 7610.4, Chapter 10; FLIP Planning AP/1B, Chapter 4. AR anchors/tracks are designated for the accomplishment of air refueling and the separation of IFR traffic from refueling activities. AR anchor/track requirements should be coordinated through HQ AMC/DOOO prior to negotiation with the concerned ARTCC. If the area is to be an anchor, AMC/DOOO will also coordinate with the appropriate air defense facility. Random one-time use AR areas should be negotiated by the unit directly with the appropriate ARTCC, after notification of AMC/DOOO.

2.5.1.1. (Added-AMC) AR schedulers must comply with all responsibilities listed in Chapter 10 of FAAO 7610.4.

2.5.1.2. (Added-AMC) AR Airspace Requirements:

2.5.1.2.1. (Added-AMC) Three consecutive altitudes should be requested for rendezvous and air refueling. Normally the tanker should be at the middle altitude and the receiver at the bottom altitude, providing a minimum of 1000 feet between the receiver and the tanker during rendezvous, and 1000 feet above and below the refueling formation once rendezvous is complete. For rendezvous with fighters, request four consecutive altitudes to allow 1000 feet below the fighters and 1000 feet between the receivers and the tankers, and 1000 feet above the fighters for maneuvering.

2.5.1.2.2. (Added-AMC) When rendezvousing and air refueling with tanker/receiver cells or multiple fighter elements, additional altitude should be requested to provide a minimum of

1000 feet between the highest receiver and the lowest tanker, and 1000 feet above and below the refueling formation once rendezvous is completed. If 1000 feet below fighters is not available during rendezvous, the receivers should be notified.

2.5.1.2.3. (Added-AMC) The above procedures do not apply when aircraft are operating on an altitude reservation (ALTRV) or when clearance has been granted for aircraft to operate as an en route cell. In these cases, the altitude block should provide airspace necessary to accommodate the type of formations being used: standard or nonstandard with at least 1000 feet between the highest receiver and lowest tanker during rendezvous and at least 1000 feet below the air refueling formation once the rendezvous is completed.

NOTE 1. (AMC) In Canadian airspace, the tanker orbit pattern must be defined in the tanker ALTRV to include that airspace 25 NM wide (18 NM on the holding side and 7 NM on the non-holding side), 12 NM down track from the holding point and up track toward the air refueling initial point (APIP) sufficient distance to effect rendezvous. If less than 1000, feet notify receivers.

NOTE 2. (AMC) Due to C-130 performance limitations, low altitude air refueling (LAAR) restrictions do not apply. Units providing refueling support to C-130 receivers are authorized to refuel at the receiver's optimum refueling altitude, but not lower than 5000 feet AGL. For KC-135 units, aircraft inspected and meeting LAAR criteria should be used, if available.

2.5.1.2.4. (Added-AMC) The unit requesting the establishment of a track/anchor should assign the responsibility for scheduling all refueling operations on the track or anchor to a specific agency. The scheduling activity should review the track/anchor utilization annually for retention determination.

2.5.2. (Added-AMC) Air Traffic Control Assigned Airspace (ATCAA) – FAAO 7610.4, Chapter 9. ATCAA areas established as a vertical extension for a military operations area (MOA) are included and processed as part of the MOA proposal if it is to be established at the same time as the MOA. The ATCAA proposal should be administratively separated from the MOA proposal since it does not require FAA regional review. ATCAAs are established by letter of agreement (LOA) between the using and controlling agencies and are normally not charted.

2.5.3. (Added-AMC) Military Operations Area (MOA) – FAAO 7400.2, Chapters 27 & 31; FAAO 7610.4, Chapter 9.

2.5.4. (Added-AMC) Military Training Route (MTR) – FAAO 7610.4, Chapter 11. Additional criteria:

2.5.4.1. (Added-AMC) It is essential that route alignment supports mission requirements with minimum impact on terminal and en route IFR operations. Routes should be aligned so that the route perimeter is clear of class B, C, and D airspace, to the extent possible. Routes that penetrate these areas should be covered by a local letter of agreement. Refer to FLIP Planning AP/IB for additional guidance.

2.5.4.2. (Added-AMC) Avoid: All known uncontrolled airports by 3 nautical miles, to the extent possible (routes at or below 1,500 feet AGL). Class B, C, and D airspace, to the extent possible. Nuclear power plants by 3 nautical miles. Prohibited Areas by 3 nautical miles. Known sensitive environmental areas (e.g., hospitals, mink farms, fish hatcheries, large turkey or chicken farms or hatcheries, institutions, etc.) by 1 nautical mile (3 nautical miles when operating below 1,500 feet

AGL in excess of 250 KIAS). All known bird sanctuaries or migratory wildfowl flyways (during migratory seasons) by 3 nautical miles, to the extent possible. Parachute jumping areas, recreation areas, restricted areas, and populated areas, to the extent possible. Routes should not be planned over cities and towns shown as magenta shaded areas on 1:500,000 scale charts.

2.5.4.3. (Added-AMC) VR route widths should not be less than 2 miles nor greater than the width required to conduct operations. IR routes should be the width required to accomplish the mission. The standard route width is 5 NM either side of centerline. The accuracy of the navigation equipment on all aircraft that may be using the route should be considered when establishing the route widths.

2.5.4.4. (Added-AMC) En route altitudes established for all routes should be in accordance with FLIP, AP/1B, AFI 11-206, and the FARs. IRs should be established with the minimum IFR altitude that provides 1,000 feet (2,000 feet in mountainous terrain) obstruction clearance within the route width of each segment.

2.5.4.5. (Added-AMC) All IR, VR, and SR routes should be flight checked prior to submitting to higher headquarters for approval and publication, as applicable. Minimum altitudes that routes can be flown should be stated in route narrative description. SR routes require flight checks unless they are designed in conjunction with special training requirements or AMC ORI tasking where their use should be restricted to one-time flight. Routes should be flight checked in VMC by wing tactics or aircrew standardization/evaluation personnel. VR, IR, and SR routes should be flight checked to the lateral boundaries. The lateral route check requirements should extend from the turning point with a radius of turn incorporated. Route checkers should ensure that the route meets the requirements of paragraph **2.5.4.1. (Added)** above, and the obstacle and terrain clearance is provided to meet the design/climb criteria of the aircraft for which the route is designed. They should also be alert for possible conflicts with other units' uncharted routes or areas of operation.

2.5.4.6. (Added-AMC) Primary and alternate entry/exit points should be designated for IR and VR routes. Any SR route turn point may be used for entry/exit.

2.5.4.7. (Added-AMC) Submit an FAA Form 7110-4 for each proposed route.

2.5.5. (Added-AMC) Restricted Area – FAAO 7400.2, Chapters 27 & 29. Restricted area proposals are normally a joint effort between the unit and AMC/DOOO. Although the unit that will be the primary user must provide justification, the nature of the restriction imposed on nonparticipating aircraft necessitates higher headquarters' concurrence prior to any coordination with FAA or other outside agencies.

2.5.6. (Added-AMC) Slow Route (SR) – AP/1B, Chapter 3. SRs are low altitude training routes used for VFR military air operations at or below 1500' at airspeed of 250 KIAS or less. Publication and FAA coordination are not mandatory but both are highly recommended. The environmental process outlined in AFI 32-7061 is required regardless of whether the route is published or not. If published, processing is the same as any other airspace action. If not published, all route documentation, to include appropriate environmental documentation, should be kept on file at unit level. Forward one copy to HQ AMC/DOOO for review and file. Development should be in accordance with paragraph **2.5.4. (Added)** above.

2.5.7. (Added-AMC) Low Altitude Tactical Navigation Area (LATN). Units with aircraft requiring LATN areas and operating at airspeeds that do not exceed 250 KIAS should establish corridors/areas

of sufficient width to allow random selection of navigation points. Since LATN areas are not published, FAA coordination is not mandatory but is highly recommended. Documentation of the LATN corridors/areas and environmental analysis should be kept on file at unit level. One copy of documentation for each LATN area should be forwarded to HQ AMC/DOOO.

2.5.7.1. (Added-AMC) Units must be aware of the environmental categorical exclusion that allows use of a LATN for flying activities that comply with FARs, and that are dispersed over a wide area and that do not frequently (more than once a day) pass near the same ground points. Random routes must be established to comply with this restriction.

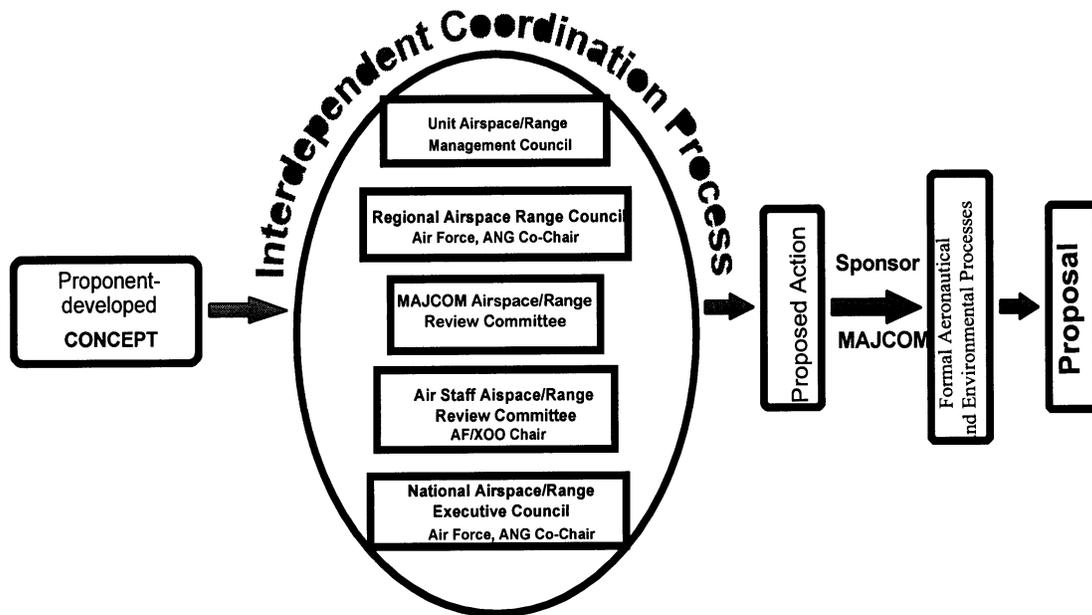
2.6. Preliminary Review Process. The Test/Training Space Needs Statement.

Test/Training Space is defined as air, land, or sea which is specifically used to conduct readiness training activities. All actions to establish, change use, modify, or delete test/training space (including ranges or permanent airspace), except those purely administrative in nature (e.g., modification to the legal description of existing test/training space which does not materially alter the dimensions, altitudes, or times of designation, such as changing the designation of the controlling or using agency, or correction of typographical errors in the published description), will be reviewed by unit, MAJCOM, HQ USAF ARCs. New and ongoing T/TSNSs will also be addressed at the applicable regional councils, for the purpose of providing a regional perspective to ongoing initiatives (see [Figure 2.1.](#)). Proponents describe the concept, action, and alternatives in a Test/Training Space Need Statement (T/TSNS), a brief document, in plain letter and/or outline format, designed to facilitate the airspace review process described below, prior to initiating the formal aeronautical and environmental proposal processes. The T/TSNS is designed to aid the process and outline some of the potential issues associated with proposed test/training space actions. It provides a standard vehicle to obtain MAJCOM and Air Staff review, assistance, and validation early in the process. The T/TSNS is a preliminary step in the Air Force Environmental Impact Analysis Process (EIAP), and once validated, can serve as the starting point for developing the Description of Proposed Action and Alternatives (DOPAA).

2.6.1. Procedures. Development of the T/TSNS will vary depending upon the level of initiation and scope of the need. Units may initiate their own T/TSNS for perceived needs, or MAJCOMs may direct a unit to initiate a T/TSNS for a unit mission change. For example, an F-16 unit may be directed to change their mission from air defense to general purpose, or a fighter unit may be given a new missile with different operating parameters than the current airspace would allow. At a higher level, a MAJCOM may have the need to initiate a significant change in training for a completely new weapon system. Unit or MAJCOM procedures apply as follows:

2.6.1.1. Unit T/TSNS. For unit proponents, the T/TSNS is initially coordinated through the unit ARC membership, and validated by the wing commander (or equivalent). The T/TSNS is then forwarded to the MAJCOM ARC for review, comment, and/or concurrence, as appropriate.

Figure 2.1. Airspace/Range Concept Development.



2.6.1.2. MAJCOM and Air Staff Review. If the MAJCOM concurs with an initiative, MAJCOM will forward the T/TSNS to HQ USAF/XOOR, with an information copy to the AFREP, for Air Staff review and comment (this includes Air National Guard and Air Force Reserve T/TSNSs). The Air Staff ARC (AF/XOOR, AF/ILEV, SAF/MIQ and SAF/GCN) review shall be completed within 30 calendar days of HQ USAF/XOOR receiving the document. The MAJCOM and Air Staff will resolve issues identified during this initial review, to their mutual satisfaction, prior to further MAJCOM processing.

2.6.1.3. MAJCOM T/TSNS. If the T/TSNS is initiated by a MAJCOM, the MAJCOM concurrently forwards it to HQ USAF/XOOR and the AFREP for Air Staff ARC review. A MAJCOM-initiated T/TSNS would be appropriate when a new weapon system or weapon could require a significant change in training space configuration (e.g., F-22, JDAM, etc.). In this case the lead command would validate the training space need and submit it to HQ USAF/XOO for review/comment. Air Staff and AFREP review and comment, as outlined above, will be completed prior to submission to USAF/XOO.

2.6.1.4. Writing the T/TSNS. The T/TSNS, if validated, leads into the EIAP's DOPAA. The T/TSNS shall be as concise as possible, but sufficient in depth and scope to allow a reasonable review and assessment. The suggested size for the T/TSNS is no more than three-to-five pages in length (not including any supporting attachments). The title of the T/TSNS shall be a concise description of the proposed action. Each T/TSNS shall have a unique alphanumeric designation. The T/TSNS should be an "in-house" effort, as opposed to preparation by a contractor. One of the objectives of the T/TSNS is to help the proponent frame training space initiative issues early in the process. The format for T/TSNS is as follows:

2.6.1.4. (AMC) Include the following information in the T/TSNS: A description of the airspace requested by geographical coordinates that clearly defines the area. Minimum and maximum altitude in feet above sea level or flight level. A geographic presentation of the proposal on sectional

aeronautical charts (1:500,000) indicating those areas owned, leased, or controlled by using agency. A detailed list of activities to be conducted by all organizations that will use the area. Average number of hours (daily) that the area will be used and times that daily operations are normally scheduled to begin and end. Average number of days per week, weeks per month, or months per year (as appropriate) the area will be used. Number and type of aircraft that will normally use the area. A statement on whether ground radar will be used during operations (if affirmative, indicate on the chart where the radar coverage is available). Availability of ground and/or airborne communications. A statement if weather conditions are a factor. An explanation on how activity will be confined within the proposed area and procedures for handling malfunctions (e.g., hung load, jumper) will be accomplished. A resume of the coordination accomplished to include military organizations, FAA, and other aviation interests.

2.6.1.4.1. Title: MAJCOM, 2-digit year, 3-digit sequence number (assigned by MAJCOM), unit or proponent, and title of the initiative (Example: ACC-98-007: Anytown AFB F-16 Beddown). Be sure to print on the title page of the T/TSNS the proponent's name and phone number.

2.6.1.4.2. Summary: Set the stage. Open with who the proponent is and a brief summary of the proposed action. State briefly the purpose of the proposed action. Provide an overview map and/or other information needed to establish baseline information (location, mission(s), type aircraft, etc.).

2.6.1.4.3. Operational Requirement: (Purpose and Background) Include: Unit and Mission; other units concerned, if any; weapon systems characteristics; need for new/modified airspace; and coordination accomplished to date.

2.6.1.4.4. Proposed Action: Briefly describe the proposed action (a three dimensional map or diagram may be more helpful than a detailed word explanation). How does the proposed action satisfy the need? If proposed action requires funding, state concept for sourcing.

2.6.1.4.5. Alternatives: Briefly list several alternatives to the proposed action, including a "no action alternative." When developing alternatives, be sure to consider alternatives that may be procedural or nonmaterial in nature (e.g., renegotiation of MOUs with Army, FAA, Navy, or implementation of seasonally based deconfliction procedures during peak use periods.) Always include a "no action alternative." Also assess other stakeholder competing interests. Understanding other stakeholder interests leads to "win-win" alternatives.

2.6.1.4.6. Justification: Is this action the result of MAJCOM, NAF, or WG/CC direction? Are there any outside agencies that either requested or, in your opinion, would support the proposed action (federal, state, local, and/or stakeholder groups)?

2.6.1.4.7. Competing Interest Potential: Briefly state in bullet format whether the proposed action or any of the alternatives may involve any of the following:

NOTE:

Use all available resources (subject matter expertise, previous environmental actions, RAEC inputs, etc.) to make an "in house assessment" of any possible competing interests.

2.6.1.4.7.1. Recreational areas (parks--federal, state, and local)

2.6.1.4.7.2. Native American Reservations, Lands, or areas of special interest

2.6.1.4.7.3. Grazing and/or farming

2.6.1.4.7.4. Endangered species

2.6.1.4.7.5. Wildlife refuges

2.6.1.4.7.6. Hunting and fishing

2.6.1.4.7.7. Archeological sites

2.6.1.4.7.8. Population centers, communities, previously identified or potential noise sensitive areas.

2.6.1.4.7.9. Ongoing litigation which may be impacted

2.6.1.4.7.10. Other training space actions that may be impacted by this initiative

2.6.1.4.7.11. Regional actions by other MAJCOMs or military services

2.6.1.4.7.12. Consultation with other state/federal agencies

2.6.1.4.8. Impact if "no action" is taken--briefly discuss "no action" impacts in bullet format. Impacts include: Quantifiable degradation to training, inability to meet mission objectives or higher headquarters direction, inefficiencies, and/or costs, etc.

2.6.1.4.9. Summary and Conclusion: Brief summary stating merits and potential impacts of proposed action.

2.6.2. Public and Interagency Interaction. Test/training space actions have the potential to raise controversial issues, reaching to the national level, very early in the planning process. For this reason, it is important that Air Force planning and review processes for airspace actions be as thorough as possible, with identification and involvement of concerned parties, public and private, early in the process. Public involvement/notification in/of airspace actions and proposals is not just a legal requirement, but a smart and efficient way to increase the chances of success for a proposal. Air Force proponents should develop a plan early in the process to involve groups with competing interests in the process to achieve the desired airspace.

NOTE:

AFI 32-7061, *The Environmental Impact Analysis Process*, chapters 3 and 4 discuss formal requirements for public notification.

2.7. Airspace Disposition Process. Responsible stewardship of airspace resources also involves identifying those parcels of airspace no longer required by the Air Force. However, the airspace may meet the requirements of another user. Take the following steps, in order, for returning unneeded airspace to the NAS:

2.7.1. Originating activity notifies MAJCOM of intention to return airspace.

2.7.1. (AMC) Units will not return/transfer airspace to the FAA or another MAJCOM without first coordinating with HQ AMC/DOOO to verify that other AMC units do not require the airspace to accomplish mission requirements.

2.7.2. MAJCOMs solicit input from other units to determine if there are other AF units with a need for the airspace. If a requirement is identified, the MAJCOM will notify the Regional AFREP of their intention to reassign the airspace. AFREPs will assist with the FAA process.

NOTE:

Changes in use of airspace, other than administrative in nature, require environmental consideration per the environmental impact analysis process.

2.7.3. If no requirement is identified within the MAJCOM, the MAJCOM will notify AF/XOOR, who will solicit input from other MAJCOMs.

2.7.4. If AF/XOOR determines there is no Air Force requirement, AF/XOOR will notify the Airspace subgroup of the Policy Board on Federal Aviation (PBFA), to determine if there is any other DoD requirement. If another Service has a need for the airspace, that Service would assume the lead for transferring the airspace. If there is no requirement, AF/XOOR will initiate action through the Air Force Liaison to FAA (FAA/AAT-4) to return the airspace to the NAS. FAA/AAT-4 will maintain a listing of airspace returned to the NAS.

2.8. Environmental Analysis. Airspace actions are subject to environmental analysis in order to comply with the National Environmental Policy Act (NEPA) of 1969 as implemented in AFI 32-7061, *The Environmental Impact Analysis Process*. Guidance for Air Force-FAA interface in this process is contained in the FAA-DoD Memorandum of Understanding (MOU) Concerning SUA Environmental Actions, (FAA Order 7610.4). This MOU addresses procedures to implement NEPA during the establishment, designation, and modification of SUA. The FAA will act as a cooperating agency for evaluation of environmental impacts of proposed SUA. Submit USAF airspace actions to the FAA through the appropriate AFREP.

2.8.1. The proponent uses AF Form 813, Request for Environmental Impact Analysis, to initiate the required environmental analysis process. See AFI 32-7061 for instructions on filling out the AF Form 813. The Description of Proposed Action and Alternatives (DOPAA) is important for the successful initiation/completion of the process. To ensure proponents remain actively involved on the development of proposals and alternatives, it is recommended that units do not use contractors for this purpose. If contractors are used, proponent airspace managers must work closely with the contractor to ensure operational mission requirements are identified, airspace elements are specifically addressed, and potential impacts are adequately assessed.

2.8.1. (AMC) Units must comply with the environmental impact analysis process when making airspace proposals for all areas and routes or modifications to existing areas and routes, published or unpublished. Environmental documentation is required for all airspace actions. In the case of actions qualifying for categorical exclusions (CATEX), the approved AF Form 813, Request for Environmental Impact Analysis, serves as the documentation. See AFI 32-7061 for actions that may qualify for a CATEX. For all airspace actions, the proponent submits the AF Form 813 and operational data (e.g., physical airspace boundaries, aircraft type, altitudes, airspeeds, and power settings) to the host base Civil Engineer environmental planning function.

2.8.2. Restricted Area proposals requesting designation from the surface will indicate that the proponent either owns, leases, or by agreement controls the underlying surface.

2.8.3. (Added-AMC) Preparation of the AF Form 813 does not relieve the proponent from further involvement in the environmental impact analysis process. The environmental planner requires assis-

tance from the airspace expert to proceed with the analysis if a CATEX does not apply. Moreover, if it becomes necessary to prepare an Environmental Impact Statement for this action, AFI 32-7061 requires the proponent be a member of the documentation preparation team.

2.8.4. (Added-AMC) Each AMC wing will ensure that their aircraft only operate in SUA/ASU that has been environmentally assessed for their type aircraft. The airspace scheduling authority for AMC owned SUA/ASU will ensure valid environmental analysis documentation is on file for any type aircraft (other AMC or non-AMC) before granting access to AMC airspace.

2.9. Processing Range Actions. Process actions originated by USAF MAJCOMs or units IAW AFI 13-212, *Weapons Ranges*. Ground area of the range must be sufficiently encompassed by restricted airspace to include all hazardous activity. Restricted or MOA airspace associated with the range must be sufficient to contain aircraft activity excluding FAR 91.117(a) airspeeds (250 KIAS below 10,000 feet MSL).

2.10. Reviewing Special Use Airspace Assignments. The FAA SUA Review Program provides for a continuing review of all airspace assignments. To supplement routine airspace programs and the annual review afforded by the restricted area/MOA utilization reports, the FAA may use SUA review teams on an "as required" basis to examine selected areas. These teams coordinate their visits to USAF units with the MAJCOM through the AFREP.

2.10.1. These teams review selected areas, determine needed actions, and recommend a plan for efficient and safe use of airspace. They examine the current and planned use of SUA to minimize conflict with other airspace users. Based on the requirements of each user and actual use of airspace, they evaluate the need to retain, change, revoke, or establish SUA.

2.10.2. MAJCOMs should be prepared to provide the teams detailed documentation about scheduling, utilization times, altitudes, geographical areas used, type of air activities conducted, and future use plans. Address national security requirements at an unclassified level unless team member security clearance authorizations are appropriately verified prior to the team visit. Military participation will be on a case-by-case basis.

2.10.2. (AMC) Unit airspace managers shall compile required airspace data.

2.10.3. After evaluating the team's recommendations, the FAA, with the military's concurrence, may initiate procedural changes or airspace modifications.

2.11. Supersonic Operations. Conduct planned supersonic operations only under the following conditions, and with appropriate consideration /evaluation of environmental impacts:

2.11.1. Over open water areas, above 10,000 feet, and more than 15 NM from any land area.

2.11.2. Over land areas, above 30,000 feet MSL, unless approved by the HQ USAF ARC.

2.11.3. Avoid areas of population concentration and HQ USAF specified critical areas (listed in FLIP, AP/1B).

2.11.4. For supersonic tests/exercises of less than 30 days, or essential mission requirements outside of the above parameters, take action to obtain a waiver. Submit requests through MAJCOM operational channels to HQ USAF/XOOR for approval (with HQ USAF/ILEVP coordination). (For tests/

exercises, submit at least 60 days before the mission requirement start date.) Accompany waiver requests with the appropriate level of formal NEPA assessment and the following information:

2.11.4.1. All known current and projected supersonic mission requirements.

2.11.4.2. How projected supersonic operations will be done.

2.11.4.3. How and where current supersonic needs are now being satisfied.

2.11.4.4. Potential airspace that could be used for supersonic operations (expansion or modification potential).

2.11.4.5. Available alternatives for conducting supersonic training to support mission.

2.11.5. Submit requests for renewal of an existing approved waiver through MAJCOM operational channels to HQ USAF/XOOR for approval with AF/ILEVP coordination at least 90 days before the expiration date unless renewal authority has been delegated. An appropriate EA/FONSI or EIS must accompany each renewal request. The controlling MAJCOM Director of Operations (with Environmental Planning Function coordination) is authorized to approve continuation of existing supersonic operations below 30,000 feet.

2.11.6. While all currently approved supersonic operations below 30,000 feet are permanent, reevaluate need and environmental impacts at 3 year intervals. All requirements imposed by the approval decision remain in effect. Any new supersonic operations, temporary or permanent, shall require HQ USAF/XOOR approval with AF/ILEVP coordination.

2.11.7. Notify HQ USAF/XOOR of MAJCOM Director of Operations approval and MAJCOM Environmental Planning Function coordination on renewals within 30 days of approval.

2.11.8. Evaluation Requirements. The MAJCOM Director of Operations, in coordination with the MAJCOM Environmental Planning Function, must evaluate all approved supersonic flying operations below 30,000 feet at least in 3 year intervals to ensure operations (sortie limits, aircraft types, minimum altitudes, etc.), the affected environment, and the resulting impacts are consistent with environmentally assessed and approved actions. Evaluate all adopted mitigation measures and commitments made in approving the supersonic flying operations for compliance. The MAJCOM Director of Operations shall maintain supporting documents for approval renewals for a minimum of 10 years. MAJCOM operational offices, in coordination with MAJCOM airspace and environmental offices, shall develop and maintain a management system for ensuring compliance and periodic monitoring. Advise HQ USAF/XOOR promptly of any environmental or operational condition warranting reconsideration of the decision approving supersonic flight operations (i.e., a different weapons system or a change in tactics).

2.12. Contents of an Aeronautical Objection. The Air Force may object to the development of an obstruction, airport, etc., which interferes with USAF operations. Forward all objections to the FAA region through the AFREP.

The objection must: Define the problem; show the assumptions; discuss all the facts bearing on the problem; show all practicable solutions; justify the selected solutions; and describe any economic aspects in detail to show their effect on USAF operations. The objection must include as a minimum (as applicable):

2.12.1. Violations of airfield obstruction criteria.

- 2.12.2. Compromise of existing or proposed air traffic control procedures (i.e., airport traffic patterns, routings to/from SUA/MTRs, etc.).
- 2.12.3. Interference with established communication or radar frequencies.
- 2.12.4. Conflict with either existing or proposed NAVAID operations or use.
- 2.12.5. Conflict with existing or proposed operations in SUA or on MTRs.

2.13. (Added-AMC) MTR Airspace Deconfliction. The following deconfliction procedures are provided as guidance:

2.13.1. (Added-AMC) IR from IR. There are several methods of deconflicting crossing/collocated IR route segments. The method used should be published in the flight information publication (FLIP) AP/IB in the special operating procedures.

2.13.1.1. (Added-AMC) Scheduling. Scheduling units are responsible for all activity on a particular route and should coordinate and schedule the routes with the user to ensure at least 10 minutes separation at the crossing point. Suggested FLIP entry, "Scheduling units for route (number) and route (number) should schedule the use of route to preclude convictions at common points and segments."

2.13.1.2. (Added-AMC) See and Avoid. For IRs restricted to visual meteorological conditions (VMC) operation only. FLIP entry should state, "Route crosses IR (number) between point ____ and point ____ and MARSAs is accomplished by 'See and Avoid.' "

2.13.1.3. (Added-AMC) Procedural Separation. When procedural separation is applied, the FLIP should state, "Route crosses IR (number) in the (vicinity) of (point). If instrument meteorological conditions are encountered, IR (number) users should maintain ____ feet MSL and IR (number) users should maintain ____ feet MSL. In VMC, "See and Avoid" applies.

2.13.2. (Added-AMC) IR from VR. When an IR crosses a VR the "See and Avoid" concept should apply since aircraft on the VR must maintain VFR.

2.13.3. (Added-AMC) VR penetrating or transiting a MOA. "See and Avoid" is an acceptable method. FLIP should so indicate and radio broadcast in the blind is appropriate.

Chapter 3

COMMUNITY RELATIONS

3.1. Importance of Effective Community Relations. It is important to the overall efficiency of the Air Force that the public be continually informed about the flying mission. Willingness to define the purpose and need for airspace and aircraft actions, and to describe the mission enhances credibility and increases public understanding and support. Effective community relations dictates mutual respect for, and recognition of, factors affecting or affected by Air Force operations. Mitigating adverse impacts from Air Force operations is a matter of effective community relations. Coordinate all community relations issues with the unit Public Affairs (PA) Office.

3.2. Keeping the Public Informed. Commanders should highlight in their public affairs programs the need for operational readiness and actions that contribute to the state of readiness. Public affairs programs should fully explain all measures taken by the Air Force to avoid or mitigate possible disturbances to civilian communities. Present this information not only to those communities in the immediate vicinity of the facility, but also to those communities situated under or near SUA and/or MTRs.

3.2.1. Operations Versus Readiness Impact. It is important for the Air Force to recognize, and communicate to the public, the difference between an “operational impact” and a “readiness impact.” Because a particular public concern may have an impact on operations (routes, altitudes, turn points, etc.), the potential change to our operations may not impact our readiness. Conversely, a proposed restriction that would, for example, prohibit a bomber wing from dropping training ordinance could clearly affect the readiness of that unit. Recognizing the difference between these two concepts may create an opportunity for cooperation in negotiating or mitigating airspace issues.

3.2.2. Readily available public information can be helpful in gaining public and private support for USAF air operations. Units should:

3.2.2.1. Establish a program to distribute information on mission, MTRs, SUA, and supersonic areas or routes. Ensure coordination with the appropriate FAA facility.

3.2.2.2. Develop an explanatory letter outlining the purpose, routes, areas, altitudes, intensity, day, and time of use of the areas or routes and location of existing operating areas or routes in the vicinity. Use aids such as charts, photographs and film footage for visual clarification. Send the letter and appropriate visual materials through public affairs for release to appropriate community news media. Distribute the letters to airport managers at airports within 20 NM of MTRs, MOAs and restricted areas; within 40 NM of supersonic operations. Send this information to each interested Native American Tribal Council and/or Reservation, MAJCOM, FAA office, local official, affected Air Force Regional Environmental Office, and AFREP.

3.2.2.3. Provide public affairs offices with information to be used in news releases for new areas and routes or major modifications to existing ones. Provide additional information for follow-up news releases as required.

3.2.2.4. Ensure community and news media inquiries on changes to operational areas or routes are answered promptly.

3.3. Noise Complaints and Congressional Inquiries. Because of increasing sensitivity to military airspace, timely and accurate response to Congressional inquiries is paramount. AF/XOOR will be the focal point for inquiries received at the Air Staff (typically from Congressional staffs or the Chief of Staff or Secretary of the Air Force/Defense offices). AF/XOOR will coordinate through the MAJCOM airspace management function for inputs/responses to inquiries. MAJCOMs will establish their own procedures for internal research and response to these inquiries. MAJCOM-designated unit OPRs/OCRs should include airspace and/or range management, stan-eval, public affairs, and airfield operations functions. Regardless of who the MAJCOM designates as OPR or OCR for investigating these inquiries, the airspace management function needs to be an integral part of the process. Aside from possessing the expertise necessary in most cases to adequately respond, the airspace office needs to be sensitive to those areas or routes that are drawing public attention. Avoid referring callers to the Navy, NASA, or other agencies without first attempting to answer questions concerning aircraft noise through all available means. AFREPs can provide considerable assistance regarding noise complaints.

NOTE:

The intent of this paragraph is not to circumvent or supersede the MAJCOM or unit public affairs office role in these issues. If the MAJCOM doesn't directly task PA to respond, at the least responses need to be coordinated with PA, since in many cases, they may receive inquiries directly.

3.3. (AMC) HQ AMC/DOOO is the focal point for noise complaints and congressional inquiries. All replies will be coordinated with CEV, DOA, DOT, DOV, PAD, and XPXPC (Legislative Affairs) as necessary. DOA will reply to issues related to terminal areas/airspace.

3.3.1. (Added-AMC) Response to Air Staff requests for information concerning noise complaints or congressional inquiries normally have a short suspense. Recognizing that staffing is required at both unit and HQ level, efforts must be taken to expedite gathering of specific details and preparation of the response.

3.4. Sonic Boom Events. The characteristics of sonic booms are such that damage to property may result. The Air Force adjudicates sonic boom claims caused by Air Force, AFRC, and ANG aircraft. The staff judge advocate nearest the incident location usually investigates such claims or complaints. Commanders of USAF, AFRC, and ANG units operating aircraft capable of supersonic flight or units that manage airspace used by such aircraft, will establish internal methods to document unplanned flight activities at or above MACH 1, over land or within 15 NM of a coast. (available remarks sections in AFORMS, CARDS, or other internally-developed methods may be used for this purpose). This data is not required for supersonic activity which is part of combat or combat support missions. training or scheduling/utilization tools is acceptable for this purpose) Minimum information to be retained includes:

3.4.1. Callsign/Type Aircraft

3.4.1.1. Unit

3.4.1.2. Location of Supersonic Event

3.4.1.3. Route of Flight

3.4.2. Acknowledgment of unauthorized supersonic activity will be made to the originating/scheduling activity of the airspace. Identifying DoD aircraft causing sonic booms permits the investigating judge advocate to confirm USAF involvement and obtain aircraft and flight data that are useful for computing the approximate magnitude of sonic booms.

3.4.3. If flight data is classified, the pilots should provide the minimum information needed to identify the flight and home base. Prompt acknowledgment of supersonic activity enables the judge advocate to conduct an immediate investigation, helps to promptly resolve pending claims, and enables public affairs officials to respond promptly to community and news media inquiries.

3.5. Protection of Civilian Population and Communities. The Air Force has a responsibility to protect the public to the maximum extent practicable from the hazards and effects associated with flight operations.

3.5.1. Make sure operational planners, pilots, air traffic controllers, ground maintenance crews, and other key personnel are sensitive to Air Force environmental and safety responsibilities and to the concerns of affected communities and aviation interests. Evaluation of flight activities, at least annually, will be an agenda item for Unit ARCs. Minutes of the meeting will serve as a written record of the annual evaluation.

3.5.2. Complete the environmental impact analysis process (EIAP) for new areas or routes and join it with the airspace proposal at the FAA Region before submission for approval and publication. Procedures are covered in [Chapter 2](#).

3.5.3. Review the effects of mission changes. The following operations are likely to cause public concern or comment regarding environmental issues, and require (as a minimum) environmental assessment as prescribed in AFI 32-7061:

3.5.4. Low Altitude Operations. Operations below 3,000 feet must be assessed according to AFI 32-7061. To determine whether operations above 3,000 feet meet categorical exclusion (CATEX) qualifications, see AFI 32-7061, Environmental Impact Analysis Process (EIAP). To identify noise-sensitive areas and avoidance measures, see FAAO 7610.4 and DoD FLIP, Section AP/1B.

3.5.5. Flight in Noise-Sensitive Areas. Avoid noise-sensitive areas to the maximum extent possible. If operations at low altitude are mission essential and justified with a documented requirement, comply with minimum safe altitudes as prescribed in AFI 11-206, General Flight Rules.

3.6. Air Installation Compatible Use Zone (AICUZ). Operations personnel assist CE in establishing and maintaining (where applicable) an active AICUZ program by providing flying operations data required for developing noise contours. Support development of maximum feasible land use compatibility between air installations and neighboring communities according to policy and guidance issued by HQ USAF/ILEV. For specific information on the AICUZ program, see AFI 32-7063, *Air Installation Compatible Use Zone Program*.

Chapter 4

REPORTS

4.1. Need for Reports. Report data is of ever-increasing value to airspace managers at all levels. Accurate reporting is critical in many decisions affecting military airspace--BRAC data collection, environmental impact analysis, and legal actions to name a few. See paragraphs 4.3. and 4.4. for a list of reports that the FAA requires. USAF scheduling agencies may need to provide use data on SUA and/or MTRs on a case-by-case basis; therefore, maintain data on all designated airspace.

4.2. The Comprehensive Airspace and Range Data System (CARDS). CARDS is the automated system for collecting data for analysis to facilitate the decision-making process regarding airspace and range actions. At the unit level, CARDS provides a mechanism to enter information about the descriptions, scheduling, activation, and use of airspace and ranges. All Air Force units with airspace and range scheduling responsibilities will use CARDS to collect and report airspace and range information. Since this information often originates from multiple functional areas, each unit will identify the functional area responsible for maintaining CARDS.

NOTES:

Supersonic activity will be reported to the originating/scheduling activity of the airspace, per section 3.4 above.

Accurate post-flight airspace/range utilization statistics are critical to fully meeting CARDS program objectives. MAJCOMs and unit commanders will ensure post-flight data collection mechanisms are in place at each wing to provide accurate CARDS inputs.

4.2. (AMC) It is recommended that the unit scheduling office serve as the functional area responsible for maintaining CARDS.

4.2.1. Field units submit updated CARDS information for each calendar month's activity. The submission file must arrive at the MAJCOM airspace and range management office by the 10th day of the following month.

4.2.1. (AMC) Submit CARDS data to HQ AMC/DOOO.

4.2.2. MAJCOMs compile data for their units and submit a MAJCOM data file to arrive at HQ AFFSA by the 15th day of each month. HQ AFFSA will forward MAJCOM data files to HQ USAF/XOOR by the 18th day of each month.

4.3. Annual Restricted Area Utilization Report. Each USAF scheduling agency must submit a restricted area use report by 1 December every year (covering the period of 1 October through 30 September, or for any part of the preceding 12-month period ending 30 September). Prepare reports according to FAA Handbook 7400.2 (see [Attachment 3](#)). Submit these reports for all US (including territories and possessions) restricted areas:

4.3.1. Send the restricted area use report through the MAJCOM to the proper regional AFREP (see [Figure 1.1.](#) and [Figure 2.1.](#)). Assign the IRCN: 1412-DOT-AN. Electronically transmit reports whenever possible; in lieu of electronic transmittal, send a disk with the hardcopy report.

4.3.2. ANG units report directly through their State Adjutant General to the regional AFREP with a copy to ANG/XOBA and the gaining MAJCOM.

4.3.3. The AFREP sends one copy to the Manager, Air Traffic Division in the FAA regional office having jurisdiction over the restricted area; one copy to the Manager, Air Traffic Operations, Military Operations and Procedures Branch (ATO-130), HQ FAA, Washington, DC 20591; and one copy to HQ USAF/XOO-CA/AAT-4, 800 Independence Avenue SW, Washington, DC 20591. AF/XOO-CA/AAT-4 will provide an information copy to HQ AF/XOOR.

4.4. Military Operations Area Utilization Report. Each USAF scheduling agency must submit a military operations area utilization report by 1 January every year (covering the period of 1 October through 30 September, or for any part of the preceding 12 month period ending 30 September). Prepare reports according to FAA Handbook 7400.2 (see [Attachment 3](#)). Submit these reports for all US (including territories and possessions) MOAs:

4.4.1. Send this report through MAJCOM to the proper regional AFREP. Assign the IRCN: 1412-DOT- AN. Electronically transmit reports whenever possible; in lieu of electronic transmittal, send a disk with the hardcopy report.

4.4.2. ANG units must report directly through their State Adjutant General to the regional AFREP with a copy to ANGR/XOOS and the gaining MAJCOM.

4.4.3. The AFREP will send one copy to the Manager Air Traffic Division in the FAA regional office having jurisdiction over the MOA; one copy to the Manager, Air Traffic Operations, Military Operations and Procedures Branch (ATO-130), HQ FAA, Washington, DC 20591; and one copy to HQ USAF/XOO-CA/AAT-4, 800 Independence Avenue SW, Washington, DC 20591. AF/XOO-CA/AAT-4 will provide an information copy to HQ AF/XOOR.

4.5. Special Use Airspace (SUA) Denial Report, RCS: HAF-XO(AR)8106. Each USAF using agency should submit SUA denial reports via message, e-mail, or letter as well as, recording denials in CARDS. Airspace proposals initiated because of inadequate airspace due to FAA restrictions (capping, time limitations, etc.) have a much better chance of success when accompanied by denial reports. The report should include denials or restrictions in availability of military training routes, ATCAAs, and aerial refueling tracks/anchors. Forward the report through appropriate channels to HQ USAF/XOO-CA/AAT-4 as required. Reports are submitted as required by event, although MAJCOMs may stipulate other reporting requirements. This report is designated emergency status code D. Discontinue reporting during emergency conditions. Do not report during MINIMIZE. Denial reports should contain the following information:

4.5.1. SUA identification and using agency

4.5.2. Agency denying SUA use

4.5.3. Day/time period of desired use

4.5.4. Reason for denied use

4.5.5. Resulting mission impact

4.5.6. Remarks

PATRICK K. GAMBLE, Lt General, USAF
DCS/Air and Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-701, *Performing Electronic Countermeasures in the United States and Canada*

AFI 10-1001, *Civil Aircraft Landing Permits*

AFI 10-1002, *Joint Use Agreements*

AFI 11-203, *General Flight Rules*

AFI 11-204, *Operational Procedures for Aircraft Carrying Dangerous Materials*

AFI 11-206, *General Flight Rules*

AFI 11-208, *The US Military Notice to Airmen (NOTAM) System*

AFI 11-209, *Air Force Participation in Aerial Events*

AFI 11-217, *Instrument Flying*

AFI 13-209, *Instrument Procedures*

AFI 13-212, *Weapons Ranges*

AFI 13-213, *Airfield Management and Base Operations*

AFI 13-203, *Air Traffic Control Management*

AFI 25-201, *Support Agreements*

AFI 32-7005, *Environmental Protection Committee*

AFI 32-7060, *Interagency and Intergovernmental Coordination*

AFI 32-7061, *Environmental Impact Analysis Process (EIAP)*

AFI 32-7063, *Air Installation Compatible Use Zone Program*

AFI 35-202, *Environmental Community Involvement*

AFI 37-160, Vol 8, *Air Force Forms Management Program*

AFI 51-503, *Investigations of Aircraft and Missile Accidents*

AFI 91-202, *The USAF Mishap Prevention Program*

AFI 91-204, *Safety Investigation and Reports*

AFPD 35-2, *Public Communications*

AIM, *Airman's Information Manual*

DoD Directive 2150.3, *Compliance and Enforcement*

DoD Directive 3200.11, *Major Range and Test Facility Base*

DoD Directive 4540.1, *Use of Airspace by US Military Aircraft and Firings Over the High Seas*

DoD Directive 5000.2, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPS)*

DoD Directive 5030.36, *Plan for Security Control of Air Traffic and Air Navigation Aids (SCAT)*

FAAO 7110.10, *Flight Services Handbook*

FAAO 7110.65, *Air Traffic Control*

FAAO 7210.3, *Facility Orientation and Administration*

FAAO 7350.6, *Location Identifiers*

FAAO 7400.2, *Procedures for Handling Airspace Matters*

FAAO 7400.7, *Compilation of Regulations*

FAAO 7400.8, *Special Use Airspace*

FAAO 7610.4, *Special Military Operations*

FAAO 8260.19, *Flight Procedures and Airspace*

FLIP Flight Information Publication

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFFSA—Air Force Flight Standards Agency

AFREP—Air Force Representative to the FAA

AFRC—Air Force Reserve Command

AGL—Above Ground Level

AICUZ—Air Installation Compatible Use Zone

AIP—Aeronautical Information Publications

ALTRV—Altitude Reservation

ANG—Air National Guard

AOF—Airfield Operations Flight

AR—Air Refueling

ARC—Airspace and Range Council

ARTCC—Air Route Traffic Control Center

ATC—Air Traffic Control

ATCAA—Air Traffic Control Assigned Airspace

ATSC—Air Traffic Services Cell

CARDS—Comprehensive Airspace/Range Data System

CARF—Central Altitude Reservation Function (FAA)

CATEX—Categorical Exclusion

CFA—Controlled Firing Area

DOPAA—Description of Proposed Action and Alternatives
DRU—Direct Reporting Unit
EA—Environmental Assessment
EIAP—Environmental Impact Analysis Process
EIS—Environmental Impact Statement
EPF—Environmental Planning Function
EUCARF—European Central Altitude Reservation Function
FAA—Federal Aviation Administration
FAR—Federal Aviation Regulation
FCG—Foreign Clearance Guide
FIC—Flight Inspection Center
FIRs—Flight Information Regions
FLIP—Flight Information Publications
FONSI—Finding of No Significant Impact
FSDO—Flight Standards District Office (FAA)
HATR—Hazardous Air Traffic Report
ICAO—International Civil Aviation Organization
IFR—Instrument Flight Rules
IGIA—Interagency Group on International Aviation
IR—Instrument Route (MTR)
JCS—Joint Chiefs of Staff
KIAS—Knots Indicated Airspeed
LATN—Low Altitude Tactical Navigation
LOA—Letter of Agreement
LOP—Letter of Procedure
MAJCOM—Major Command
MAMS—Military Airspace Management System
MARSA—Military Assumes Responsibility for Separation of Aircraft
MOA—Military Operations Area
MRU—Military Radar Unit
MSL—Mean Sea Level
MTR—Military Training Route

NAEC—National Airspace/Range Executive Council

NAS—National Airspace System

NATO—North Atlantic Treaty Organization

NAVAID—Navigational Aid

NEPA—National Environmental Policy Act

NGB—National Guard Bureau

NMAC—Near Mid-Air Collision

NOI—Notice of Intent

NPRM—Notice of Proposed Rulemaking

PACMARF—Pacific Military Altitude Reservation Facility

PBFA—Policy Board on Federal Aviation

RAEC—Regional Airspace/Range Executive Council

RPV/UAV—Remotely Piloted Vehicle/Unmanned Aerial Vehicle

SAMS—Special Use Airspace Management System (FAA)

SEI—Special Experience (education) Identifier

SOA—Separate Operating Agency

SR—Slow-Speed Low-Altitude Training Route

SUA—Special Use Airspace

T/TSNS—Test/Training Space Need Statement

USDAO—US Embassy Defense Attachè Office

VR—Visual Route (MTR)

VFR—Visual Flight Rules

Terms

Aeronautical Objection—A written objection to proposed construction, to an airspace proposal, or to a proposed facility that infringes (or is believed to infringe) on the safe, orderly, and expeditious flow of air traffic. See paragraph [2.11](#) for the contents of an aeronautical objection.

Aeronautical Proposal—A written proposal of (but not limited to) construction of any new airport, any manmade obstruction that would extend into the navigable airspace, the establishment or change of SUA (including any special or unusual air traffic control procedures) and the establishment of or change to any new or existing NAVAID. Accomplish the preliminary review process (T/TSNS) IAW [Chapter 2](#) prior to initiating any aeronautical proposal action associated with establishment or change of SUA.

Air Force Representative (AFREP)—An Air Force officer stationed at HQ FAA or a regional office and accredited by the Secretary of the Air Force through the AF/XO to provide USAF representation to the FAA

Airspace Action—The procedural act of designation, redesignation, modification, or revocation of a parcel of airspace.

Special Use Airspace (SUA)— Airspace of defined vertical and lateral dimensions within which the activities must be confined. Certain limitations or restrictions may be placed on nonparticipating aircraft. Except for controlled firing areas, SUA is depicted on aeronautical charts. Additional information on SUA may be found in the following: Federal Aviation Regulation (FAR), Part 73; FAA Handbook 7400.2; *Flight Information Publications (FLIP)*, General Planning (Chapter 2), AP/1A, AP/2A, and AP/3A. The following SUA designations are used for military activity (prohibited areas are categorized by the FAA as SUA but none are used by the military, so they have been excluded from this list):

Alert Area—Airspace designated to inform pilots of a high level of training activity or any unusual activity where prior knowledge would significantly enhance air safety. Examples of alert areas include very busy airports or areas of high density oil rig helicopter traffic. Activity conducted in this airspace is in accordance with FARs (unless waived or exempted). There are no restrictions placed on nonparticipating IFR or VFR aircraft.

Controlled Firing Area (CFA)—An area in which ordnance firing is conducted under controlled conditions so as to eliminate hazard to aircraft in flight. Because the activity is controlled, no restrictions are placed on nonparticipating aircraft. CFAs are not depicted on aeronautical charts.

Military Operations Area (MOA)—Airspace designated for nonhazardous military activity, established outside the Class A airspace (below 18,000 feet) and within US territorial airspace. Activities conducted in MOAs include, but are not limited to, aerobatics, air combat tactics, and formation training. This airspace serves to segregate nonparticipating IFR aircraft from the activity and inform nonparticipating VFR aircraft where these activities are being conducted. VFR aircraft are not restricted from transiting MOAs.

Restricted Area—Designated areas established by appropriate authority over which flight of aircraft is restricted. They are shown on aeronautical charts and published in NOTAMs, and publications of aids to air navigation. Restricted areas are designated rulemaking airspace under FAR Part 73, where restrictions are placed on all nonparticipating aircraft. This airspace is used to contain military activities that are hazardous to non-participating aircraft, and lies within the territorial airspace of the United States. The term "hazardous" implies, but is not limited to, live firing of weapons, and/or aircraft testing.

Warning Area—Airspace of defined dimensions extending from 3 or 12 nautical miles outward from the coast of the United States that contains activity that may be hazardous to nonparticipating aircraft. The purpose of warning areas is to warn nonparticipating pilots of the potential danger. Warning areas may be located over domestic, international waters, or both. They are equivalent to ICAO "danger areas" and exclusively located over the coastal waters of the US and its territories. Activity may be hazardous but international agreements do not provide for prohibition of flight in international airspace so no restriction to flight exists. DoD Directive 4540.1, *Use of Airspace by US Military Aircraft and Firings Over the High Seas*, applies to activities conducted in this airspace. Executive Order 10854 establishes the relationship between the DoD, State Department, and FAA regarding warning areas and military operations within international airspace under the purview of FAA air traffic services. Presidential Proclamation No. 5928 extended the US territorial boundary limit from 3 to 12 miles.

Airspace for Military Special Use Designations—These designations are in either FAA Handbook 7610.4 or in military regulations and documents. None are rulemaking actions and some (contained solely in military documents) do not require coordination with the FAA for establishment.

Air Refueling (AR) Airspace—Airspace developed according to the provisions of FAA Handbook 7610.4 to conduct air refueling. Permanent air refueling airspace is designated as either a track or an anchor, or established via a letter of agreement with the appropriate air traffic control facility responsible for the airspace if associated with MOA/ATCAA airspace. After coordination with air traffic control, refueling routes or anchors are processed through the appropriate AFREP for publication in FLIP. Temporary or special air refueling airspace also may be established by coordination/agreement with the air traffic control facility having purview over the airspace. Because permanent air refueling airspace is not published on aeronautical charts, any air refueling conducted outside Class A airspace should be contained within SUA.

Air Traffic Control Assigned Airspace (ATCAA)—Defined airspace normally within the Class A airspace (above 18,000 feet) and established in accordance with FAA Handbook 7610.4 by a letter of agreement with the air traffic control facility having responsibility for the airspace. Nonparticipating aircraft are separated from the military activity being conducted within the ATCAA by air traffic control. ATCAAs are not published on aeronautical charts.

Altitude Reservation (ALTRV)—Temporary airspace established by approval request (APREQ) in accordance with FAA Handbook 7610.4 procedures. FAA Central Altitude Reservation Function (CARF) has approval authority over ALTRVs within airspace (territorial and international) over which the FAA has purview. The ICAO equivalent is an "airspace reservation" that is the responsibility of the European Central Altitude Reservation Function (EUCARF) and the Pacific Military Altitude Reservation Facility (PACMARF). CARF coordinates ALTRVs with other appropriate facilities in airspace outside FAA purview. ALTRVs may be either moving or fixed and nonparticipating IFR aircraft will be separated from the ALTRV activity.

Maneuver Area—A designated segment of an IR or VR where aircraft may perform various maneuvers dictated by operational requirements. The entire MTR is considered a Corridor/Maneuver Area except where stated otherwise in FLIP. Aircraft vary their route of flight and altitudes in the corridor to avoid obstacles, reduce noise impacts, and achieve IFR or VFR point-to-point navigation and tactical training. Maneuver areas are not substitutes for MOAs. Do not develop maneuver areas in lieu of MOAs. Include details of maneuver area operations in the IR/VR proposal.

Military Training Routes (MTRs)—A low-level, high-speed training route established according to the criteria in FAA Handbook 7610.4. Establish routes as IFR routes (IR) or VFR routes (VR). The speed exemption to FAR 91.117 applies. The FAA has approval authority over IR establishment and the appropriate MAJCOM approves establishment of VRs. Environmental documentation in accordance with AFI 32-7061 is required. VRs are processed through the FAA via the AFREP. MTRs are published in FLIP AP/1B and charted on FAA Sectionals and DoD Low IFR charts. AFREPs assign all route numbers.

MTR Surveys—Units will conduct annual obstacle evaluations of all MTRs with a floor at or below 1,500 feet AGL by the last day of the anniversary month. Units will document evaluations: Bomber MTRs are evaluated at a minimum every 2 years.

Slow-Speed Low-Altitude Training Route (SR)—Slow routes are low-level training routes used for military air operations conducted at or below 1,500 feet above ground level (AGL) and at an airspeed of 250 KIAS or less. MAJCOMs will determine establishment criteria. There is no requirement for coordination with the FAA. SRs are published in FLIP AP/1B; however, they are not published on aeronautical charts. Environmental documentation in accordance with AFI 32-7061 is required.

Low-Altitude Tactical Navigation (LATN) Area—Usually large geographic areas established for

random VFR, low altitude navigation training. Activities are in accordance with all applicable FARs and flown at an airspeed of 250 KIAS or less. MAJCOMs will determine establishment criteria. There is no required coordination with the FAA. LATN areas are not published on aeronautical charts. Environmental documentation in accordance with AFI 32-7061 is required. Send copies of LATN areas to the appropriate AFREP.

Airspace Management—The coordination, integration, and regulation of the use of airspace of defined dimensions. The objective is to meet command requirements through the safe and efficient use of available navigable airspace in a peacetime environment while minimizing the impact on other aviation users and the public.

Airspace Manager—An individual assigned airspace management functions and responsibilities. Special experience identifiers (SEI) have been allocated to identify peacetime airspace managers meeting experience or training criteria in AFI 36-2108/AFMAN 36-2108, Attachment 42 (not applicable to the ANG). The SEIs are OUL and 350 for officers and enlisted personnel, respectfully.

Environmental Impact Analysis Process (EIAP)—The formal process, as outlined in the National Environmental Policy Act (NEPA), used to assess environmental impacts resulting from a proposed action.

Federal Register—An official publication that provides a uniform system for making available to the public regulations and legal notices issued by Federal agencies. These include Presidential proclamations and executive orders, Federal agency documents having general applicability and legal effect, documents required to be published by an Act of Congress and other Federal agency documents of public interest. All rulemaking actions are published in the Federal Register.

Formal Airspace Hearing—The FAA convenes a formal airspace hearing according to procedures in FAA Handbook 7400.2. An official verbatim transcript will be taken by the FAA during the hearing.

Informal Airspace Meeting—A public gathering called and presided over by the FAA to permit persons interested in specific airspace cases to present their views. The FAA airspace handbook does not permit official verbatim minutes or transcripts to be taken at an informal airspace meeting.

Nonrulemaking Actions—Cases relating to FAA decisions or activities affecting airspace for which FAA does not generally issue a rule, regulation, or order. These actions include establishing (or eliminating) FAA or military NAVAIDs as well as designating controlled firing areas, alert areas, MOAs, warning areas, and airports provided the action of one of these items does not impact on a mandatory rulemaking action.

Rulemaking Actions—Procedures where FAA assigns, changes, or rescinds airspace and manages its use by rule, regulation, or order. These actions include establishing (or eliminating) jet routes, airways, restricted areas, prohibited areas, and various classes of airspace (A, B, C, etc).

Attachment 2**LETTER OF AUTHORITY, USAF REPRESENTATIVE TO FAA****Figure A2.1. Air Force Representative Letter of Authority.**

MEMORANDUM FOR (Grade and Name of AFREP)

SUBJECT: Letter of Authority

This letter hereby designates you as the Air Force Representative, FAA (location) and constitutes authority for you to formulate, within established policy and guidance, the Department of the Air Force position on airspace and air traffic control matters which fall within the purview of the FAA (location) Region (or Headquarters).

In executing the duties of your office, you are also the representative of Headquarters, United States Air Force, and within established policy and guidance are authorized to coordinate and negotiate on all matters of mutual interest to the Air Force and the FAA (location) Region (or Headquarters).

FRANK J. COLSON

Associate Director of Operations and Training-

Civil Aviation

Directorate of Operations and Training

Attachment 3**INSTRUCTIONS FOR COMPLETING RESTRICTED AREA OR MOA ANNUAL UTILIZATION REPORT (ICRN: 1412-DOT-AN)**

A3.1. Scheduling Agency. This must be the same designation as the using agency as listed in FAA Order 7400.8, *Special Use Airspace*. Cross check this with the sectional charts and DOD FLIP products to ensure consistency.

A3.2. Restricted Area Number/MOA Name. This must be the same designation as listed in FAA Order 7400.8. If there is more than one area (i.e., R2222A and R2222B or BOZO 1 MOA and BOZO 2 MOA) there must be a separate report for each area. Cross check this with the sectional charts and DOD FLIP products to ensure consistency.

A3.3. Period of Report. This is the period that starts on 1 Oct of last year and goes to 30 Sep of this year (i.e., if today is 17 Nov 96, the period of the report is 1 Oct 95 to 30 Sep 96).

A3.4. Published Hours of Operation. This must be the same times that are listed in FAA Order 7400.8. Cross check this with the charts and DOD FLIP products to ensure consistency. (“Not published” is an incorrect entry.)

A3.5. Altitudes.

A3.5.1. Published Altitudes. This must be the same altitudes that are listed in FAA Order 7400.8. Cross check this with the charts and DOD FLIP products to ensure consistency. Do not include ATCAA airspace. Normally the upper limit will be below FL 180/18000 MSL.

A3.5.2. ATCAA Airspace Associated. This is a yes or no answer.

A3.5.3. ATCAA Altitudes Available per LOA. If you answered no to the previous question, the correct response to this is N/A. If you answered yes to the previous question, then the altitude must agree with the Letter of Agreement (LOA) altitudes.

A3.6. Activities. These sub-paragraphs must agree with your current approved airspace proposal and associated environmental documentation.

A3.6.1. Aircraft Operations.

A3.6.1.1. Aircraft Types. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., F-16). If aircraft types (i.e., B-1B) that are not in the current approved airspace proposal and associated environmental documentation, this is a violation of Federal Law.

A3.6.1.2. Maximum Altitude. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., FL 270). If activities outside the altitudes specified (i.e., releasing bombs at FL 280 and above) in the current approved airspace proposal and associated environmental documentation are being conducted, this is a violation of Federal Law.

A3.6.1.3. Activities Conducted in the Area: This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., BFM). If aircraft operations (i.e., AC&W) not in the current approved airspace proposal and associated environmental documentation are being conducted, this is a violation of Federal Law.

A3.6.1.4. Is Area Used for Supersonic Operations? This is a yes or no answer. This must agree with the current approved airspace proposal and associated environmental documentation.

A3.6.2. Artillery/Mortar/Missile. This is required only for the Restricted Area Report.

A3.6.2.1. Type. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., AMRAAM). If different types of operations (i.e., Sidewinder) not in the current approved airspace proposal associated environmental documentation are being conducted, this is a violation of Federal Law.

A3.6.2.2. Maximum Ordinance. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., 500 pounds). If activities outside the ordinance specified (i.e., 1000 pounds) in the current approved airspace proposal and associated environmental documentation are being conducted, this is a violation Federal Law.

A3.6.2.3. Purpose/Mission. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., Low Altitude Bombing). If activities outside the purpose/mission (i.e., High Altitude Bombing) in the current airspace proposal and associated environmental documentation are being conducted, this is a violation of Federal Law.

A3.6.3. Other Operations. Those operations that do not fit in the two categories above; i.e., tethered balloon operations, laser operations, remotely powered vehicle (RPV) operations, air refueling (AR), etc.

A3.6.3.1. Type. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation. If types of operations not in the current approved airspace proposal and associated environmental documentation are being conducted, this is a violation of Federal Law (i.e., AR Track).

A3.6.3.2. Maximum Altitude. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation (i.e., FL 270). If activities outside the altitudes specified (i.e., at FL 280 and above) in the current approved airspace proposal and associated environmental documentation are being conducted, this is a violation of Federal Law.

A3.6.3.3. Purpose/Mission. This sub-paragraph must agree with your current approved airspace proposal and associated environmental documentation. If activities outside the purpose/mission in the current airspace proposal and associated environmental documentation are being conducted, this is a violation of Federal Law.

A3.7. Area Coverage Available.

A3.7.1. Communications. List all frequencies and telephone lines being used to monitor and/or coordinate area activity. Make sure any frequencies you list are approved for that activity. Your frequency manager can tell you if you have proper authorization to use the frequency and for what purpose; i.e., 123.5/240.6/ voice line between Fort Worth ARTCC and Sheppard Approach.

A3.7.2. Radar Type. State the type of radar being used to monitor area activity. This would be the ARTCC or approach control radar and type; i.e., Fort Worth ARTCC-ASR-8.

A3.7.3. ATC Services Provided. List if the services are providing positive control, flight following, etc., and by what facility. The facility can be ARTCC, TRACON, RAPCON, ATCT, FSS. Make sure you associate the facility with the service provided; i.e., Fort Worth Flight Service--flight following.

A3.8. Utilization. These sub-paragraphs are the ones that are the most critical and the most confusing. Accuracy is of utmost in these sub-paragraphs.

A3.8.1. Total Number of Air Operations for Period of Report. Count ONLY the number of aircraft in the area and enter it here. A single aircraft is one operation, a flight of two is two operations, a flight of four is four operations.

A3.8.2. Total Number of Days Area was Scheduled, Activated, and Utilized.

A3.8.2.1. Scheduled. This is not the published days found in FAA Order 7400.8, FLIP, or Sectionals. This is the actual number of days you told the controlling agency you wanted it scheduled (see Example after A3.8.2.3.).

A3.8.2.2. Activated. This is not the published days found in FAA Order 7400.8, FLIP, or Sectionals. This is not necessarily the number of days scheduled above. This is the actual number of days that the airspace was activated. This number can be higher, equal to, or less than scheduled days above (see Example after A3.8.2.3.). The only way this can be higher is if you have "Other Times By NOTAM."

A3.8.2.3. Utilized. This is not the published days found in FAA Order 7400.8, FLIP, or Sectionals. This is not the number of days scheduled above. This is not necessarily the number of days activated above. This is the actual number of days that aircraft were in the airspace. This number can be equal to or less than activated days above. But, in no case can it be higher than the activated days above (see Example below).

EXAMPLE:

In FAAO 7400.8 the days published are Mon-Fri. This would give you 5 days a week times 52 weeks or 260 days.

Scheduled. The days you have scheduled the SUA is Mon-Fri and one Sat a month. This would give you 5 days a week times 52 weeks or 260 days plus one Sat a month for 12 months or 12 days. This gives you a grand total of 272 days scheduled.

Activated. Five of the Sat missions had to be scrubbed for weather. This gives you 272 days scheduled minus 5 days for weather or a grand total of 267 days activated.

Utilized. On 20 days, after you have activated the airspace, you had some maintenance problems and were not able to get the aircraft into the SUA. So now you have 267 days activated minus 20 days for maintenance problems to give you a grand total of 247 days utilized.

NOTE: If the SUA was scheduled/activated/utilized for even 1 minute, that is considered a day. Do not use fractions of a day.

A3.8.3. Total Number of Hours Area was Scheduled, Activated, and Utilized:

A3.8.3.1. Scheduled. This is not the published hours found in FAA Order 7400.8, FLIP, or Sectionals. This is the actual number of hours you told the controlling agency you wanted it scheduled (see Example after A3.8.3.3.).

A3.8.3.2. Activated. This is not the published hours found in FAA Order 7400.8, FLIP, or Sectionals. This is not necessarily the number of hours scheduled above. This is the actual number of hours that the airspace was activated. This number can be higher, equal to, or less than scheduled hours above (see Example after A3.8.3.3.). The only way this can be higher is if you have "Other Times By NOTAM."

A3.8.3.3. Utilized. This is not the published hours found in FAA Order 7400.8, FLIP, or Sectionals. This is not the number of hours scheduled above. This is not necessarily the number of hours activated above. This is the actual number of hours that aircraft were in the airspace. This number can be equal to or less than activated hours above. But, in no case can it be higher than the activated hours above (see example below).

EXAMPLE:

In the 7400.8 the hours published are 0700-1800. This would give you 11 hours a day times the number of days open during the year or 260 days times 11 equals 2,860 hours.

Scheduled. The hours you have scheduled the SUA are 0700-1900 and 1200-1500 one Sat a month. This would give you 11 hours a day times 260 days, or 2,860 hours, plus 12 days of 3 hours a day, or 36 hours. This gives you a grand total of 2,896 hours scheduled.

Activated. Five of the Sat missions had to be scrubbed for weather. This gives you 2,896 hours scheduled minus 5 days of 3 hours, or 15 hours, for weather or a grand total of 2,881 hours activated.

Utilized. On 20 days, after you have activated the airspace, you had some maintenance problems that resulted in 25 hours being lost. So now you have 2,881 hours activated minus 25 hours for maintenance problems to give you a grand total of 2,856 hours utilized.

NOTE: If the SUA was scheduled/activated/utilized for even 1 minute that is considered an hour. Do not use fractions of an hour.

A3.9. Released to Controlling Agency for Public Use (Joint Use). In these cases, the SUA is published, scheduled, activated, and/or utilized and you no longer required part and/or all of the SUA. The scheduling agency released the non-required SUA to the controlling agency for their use. The scheduling agency and controlling agency must be the same as listed in FAA Order 7400.8.

A3.9.1. Total Number of Hours Area Released for Period Reported. (Figure is based on 24 hours a day/365 days per year (366 days per leap year). This number is derived by taking 8,760 hours (8,784 hours for leap year) and subtract the hours activated; i.e., $8,760 - 2,856$ (hours activated) = 5,904 hours released. This is the number you enter here.

NOTE:

A3.8.2.2. and A3.9.1. should total 8,760 hours (8,784 hours per leap year).

A3.9.2. Number of hours area was active and non-participating aircraft were permitted simultaneous access. For Restricted areas, non-participating aircraft include both IFR and VFR. For MOAs, non-participating aircraft include only IFR. To determine this number take the number of hours activated and non-participating aircraft were allowed into the area; i.e., if you activate the area and ATC requests to bring an airliner across or through the area and you permit that non-participating aircraft transit, this would be the hours entered here.

A3.9.3. Number of Weekdays Area was not Activated. This will be the number of weekdays you scheduled the airspace but never activated the airspace. List weekday holidays in the next sub-paragraph; i.e., a wing safety down day on a Wednesday.

A3.9.4. Number of Weekends/Holiday Days Area was not Activated. This will be the number of weekend and holiday days you scheduled the airspace but never activated the airspace. List weekday holidays in this sub-paragraph; i.e., Christmas is on Tuesday or you stand down on a normal Saturday.

NOTE:

A3.8.2.2. and A3.9.3. and A3.9.4. should total 365 days per year or (366 per leap year).

A3.10. New Chart Submitted or no Change. Submit new chart only if a change to the area has occurred. Ensure FAA Order 7400.8 sectionals and FLIP products are correct. Submit any changes as necessary.

A3.11. Other Pertinent Information. This can include but is not limited to:

Why reports are combined (i.e., high and low areas into one report).

Significant variation in hours/days from published and/or last year's report.

Discrepancies noted from FAA/DOD publications.

EXAMPLE: Airspace coordinates are rounded off in DoD FLIP. FAAO 7400.8 coordinates are not rounded off.

Attachment 4**AIRSPACE MANAGER TRAINING PROGRAM**

A4.1. This attachment provides suggested guidance for a training program for new unit airspace managers.

A4.2. Pertinent publications (see [Attachment 1](#)):

A4.2.1. Read:

A4.2.1.1. AFI 13-201 and appropriate higher headquarters airspace management regulations.

A4.2.1.2. AFI 11-206 as supplemented.

A4.2.1.3. AFI 13-203.

A4.2.1.4. AFI 32-7061.

A4.2.1.5. FAA Handbook 7610.4.

A4.2.1.6. FAA Handbook 7400.2 with emphasis on Part 7 (SUA).

A4.2.2. Review for familiarity:

A4.2.2.1. Other military regulations and publications appropriate to mission.

A4.2.2.2. AIM.

A4.2.2.3. FAA Handbook 7110.10.

A4.2.2.4. FAA Handbook 7110.65.

A4.2.2.5. FAA Handbook 7210.3.

A4.2.2.6. FAA Handbook 8260.19.

A4.3. Read Letters of Procedure and Agreement; and Memorandums of Understanding germane to the mission and airspace.

A4.4. Review all local operating procedures.

A4.5. Review Air Installation Compatible Use Zone (AICUZ).

A4.6. Review office history files.

A4.7. Review documentation/proposals for all ongoing airspace projects.

A4.8. Review environmental documentation for local airspace and procedures.

A4.9. Meet with local airspace management "team" and discuss issues:

A4.9.1. Air Traffic Control Operations Officer

A4.9.2. Flight Safety Officer.

A4.9.3. Environmental Engineer.

A4.9.4. Airfield Manager.

A4.9.5. Current Operations, Scheduling, Range Management, and/or Standardization/Evaluation personnel, and/or other operations personnel.

A4.9.6. Public Affairs representative.

A4.9.7. Legal representative.

A4.10. Meet/contact the applicable AFREP.

A4.11. Visit FAA facilities providing service to local missions, meet key airspace management personnel, and discuss issues.

A4.12. Attend USAF Airspace Management Course (E30ZR11A4X-000) within the first 6 months of assuming airspace manager duties, if possible, and update the proper SEI (if applicable) in individuals personnel records (N/A to ANG).

A4.13. Meet local FBOs (airports where the Air Force mission may conflict or cause concern).

Attachment 5**SUA/MTR REVIEW CHECKLIST**

A5.1. The following is provided as a guide for periodic reviews of airspace. It should be used when questions arise that require background information concerning your airspace.

A5.2. Land Ownership (Restricted Areas):

- A5.2.1. Are all lands inside the airspace boundary owned, leased, or by agreement controlled?
- A5.2.2. Are the safety footprints of each weapon used within the airspace boundary?
- A5.2.3. Are adequate safety measures taken with respect to public/private land?
- A5.2.4. Is the land area within the restricted airspace congested, sparsely populated, or uninhabited?
- A5.2.5. Does SUA allow for aerial access to private and public lands?

A5.3. Intended Use:

- A5.3.1. Does the original intended use match the actual use?
- A5.3.2. Is the airspace adequate for intended use?
- A5.3.3. Is the SUA/MTR shared with other users?
- A5.3.4. Does actual activity justify the type of airspace as designated?
- A5.3.5. Is the activity (restricted areas)
 - A5.3.5.1. Air-to-air?
 - A5.3.5.2. Air-to-ground?
 - A5.3.5.3. Ground-to-ground?
 - A5.3.5.4. Ground-to-air?
 - A5.3.5.5. What mission profiles are utilized?

A5.4. Activation Procedures:

- A5.4.1. Is the SUA/MTR scheduled sufficiently in advance?
- A5.4.2. Is the SUA/MTR coordinated with FAA IAW LOA/LOP?
- A5.4.3. Is the controlling agency properly notified when the scheduled activity is canceled?
- A5.4.4. What are the activation/deactivation procedures?
- A5.4.5. Is there a point of contact (name/phone number) established between using and controlling agencies for coordinating changes?
- A5.4.6. Are "real time use" concepts in daily activities efficiently used?
- A5.4.7. Is the airspace efficiently subdivided so only the minimum required airspace for a particular mission is activated?

A5.5. Letters of Agreement/Letters of Procedure (LOA/LOP):

- A5.5.1. Are LOA/LOPs current and accurate?
- A5.5.2. Are "real time use" procedures incorporated into the LOA/LOPs?
- A5.5.3. Do LOA/LOPs contain provisions for safe operations in case of radar/communication failure?

A5.6. Records:

- A5.6.1. Are utilization records available for the past 2 years?
- A5.6.2. Are records kept of activation changes?
- A5.6.3. Do records describe times and portions of airspace activated?
- A5.6.4. Do records reflect scheduled versus activated times?

A5.7. Weather Observations (Restricted Areas).

- A5.7.1. Is ceiling and visibility information available?
- A5.7.2. What are the weather minima?

A5.8. Communications:

- A5.8.1. What type of air-to-ground communications are available?
- A5.8.2. What type of communications are available to FAA or other agencies?

A5.9. Briefings (To aircrews):

- A5.9.1. Is the SUA/MTR briefing current and are there established procedures for updating the briefing?
- A5.9.2. How are briefings and procedures made available to other users of the SUA/MTR?
- A5.9.3. Are aircrews, especially non-unit aircrews, briefed on environmental hot spots and noise sensitive areas?

A5.10. Environmental:

- A5.10.1. Does the current DOPAA define your operations and if it does, was it used for the latest environmental analysis and supersonic waiver if required?
- A5.10.2. Do you have a copy of the environmental document?
- A5.10.3. Where are the basic environmental analysis and all additional supplementals filed?
- A5.10.4. Do supplementals address cumulative effects?
- A5.10.5. Does the DOPAA include all the shared users of the airspace?
- A5.10.6. List the aircraft authorized by the environmental document to routinely fly in the airspace.
- A5.10.7. List the flares and chaff, by type, authorized to be expended in the airspace.

A5.10.8. What is the date that the environmental office coordinated on your review of the annual utilization review?

A5.10.9. Was a supplemental document required as a result of your annual utilization review?

A5.11. Miscellaneous:

A5.11.1. Does the airspace proposal describe the current requirement for the airspace?

A5.11.2. Is radar available/used for control?

A5.11.3. Are spill-ins/outs recorded and what follow-up action is taken?

A5.11.4. Are public-use airports avoided by 3 NM or 1500' AGL?

A5.11.5. Do aircraft operations within SUA/MTR conform to applicable FARs?

A5.11.6. What impact does the SUA/MTR have upon terminal VFR and IFR operations?

A5.11.7. What impact does the SUA/MTR have upon federal airways and regularly used VFR routes?

A5.11.8. Are there waivers for separation of nonparticipating aircraft from the boundaries of the airspace?

A5.11.9. Are waivers current?

A5.11.10. Have all MTRs been surveyed for obstacles at least annually? (Recommend a slow moving aircraft be used to accomplish the survey.)