

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**



**AIR FORCE INSTRUCTION 13-203**

**AIR NATIONAL GUARD  
Supplement 1**

**15 OCTOBER 2004**

**Space, Missile, Command, and Control**

**AIR TRAFFIC CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Air Force Instruction (AFI) 13-203, *Air Traffic Control*, 26 February 2004, is supplemented as follows and is applicable to the Air National Guard (ANG). This supplement outlines ANG implementation of the requirements of AFI 13-203. Send recommended changes to this supplement to Air National Guard Air Traffic Systems Division (ANG/C4A), 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

**NOTE:** For the purpose of this directive, the OPR for ATC is ANG/C4A. Buckley AFB, CO, Ellington Field, TX, Gabreski Airport, NY, Martinsburg Airport, WV, Otis ANGB, MA, Quonset State Airport, RI, Rickenbacker Airport, OH, and the ATCALs maintenance aspect of Stanly Co Airport, NC are exempt from the requirements of AFI 13-203 except as outlined in the applicable Statement of Work.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1.3.1.3. Send waiver requests through ANG Air Traffic Operations Branch (ANG/C4AA). Include full justification and necessary coordination in waiver packages. For terminal instrument procedure development/maintenance, coordinate waivers requiring senior operational commander approval through the ANG Terminal Instrument Procedures Branch (ANG/C4AT).

1.3.1.4.1. (Added) Approved waivers to Air Force (AF) directives must be made available to all agencies affected by the waiver. This can be accomplished in one of three ways, at the discretion of the waiver requesting office:

1.3.1.4.1.1. (Added) Post a copy of the waiver with the governing directive in accordance with (IAW) AFI 33-360V2, *Content Management Program-Information Management Tool (CMP-IMT)*.

1.3.1.4.1.2. (Added) Develop a base supplement to the governing directive.

1.3.1.4.1.3. (Added) Incorporate the waived procedure in an LOP.

1.3.2. Forward recommended changes to FAA procedures to ANG/C4AA.

1.3.3. Forward Special Use Airspace waivers directly to ANG/C4AA, who will coordinate with ANG Airspace and Ranges Division (ANG/C4R).

1.4. **Conflicting Directives.** Forward a copy of conflicting ATC directives to ANG/C4AA. Include background information on how the directive affects the unit in your cover letter.

1.7. **ATC Publications.** Air Traffic Control Squadrons will determine and maintain a current list of essential publications needed to support wartime taskings/theater responsibilities.

1.8. **Local Operating Procedures (LOP).** These LOPs shall arrive, via e-mail, at ANG/C4AA at least 30 days prior to proposed implementation. Include ANG/C4AA in distribution of final documents.

1.8.4. The use of an airport certification guide containing appropriate requirements fulfills the mandate for a base Airfield Operations Instruction. At joint use/civilian airfields, the local airport certification guide may contain information vital to airport operations. Local airport managers and operational commanders determine use of these documents. Forward airport certification guides serving all or part of this purpose to ANG/C4AA as part of the coordination process.

1.12. (Added) **ANG/C4A Web Site.** This official site is designed to provide ATCALS personnel with an electronic source for downloading and viewing pertinent information and documents. The URL address for the site is <https://web.ang.af.mil/c4/c4a>.

2.1. **Tower, RAPCON, GCA, Facility Chief Controller (CCTLR).** Complex CCTLR assignments will not be applied to any ANG location.

2.1.2.2. Single facility CCTLRs must become facility rated and maintain proficiency within six months of assignment to the CCTLR position.

2.3.1.2. Must be facility-rated, including coordinator positions and WS qualifications, in all facilities, before assuming duties, and maintain proficiency.

2.5.1.1. At locations where the ANG provides ATC services WS/SC must have performed duties in Air Force Specialty Codes 1C1X1/13MX for at least four years (not including instructor duty or Officer Training Program [OTP]), and have one year's experience in type facility to supervise, excluding RFC.

2.5.1.1.1. (Added) "Experience" is defined when a controller completes all training requirements and is awarded his/her initial facility rating. The four years experience will be counted (such as DoD, FAA, contract, etc.) in consecutive days provided the controller maintains his/her facility rating.

2.5.1.3. CCTLRs document watch supervisor certifications, by facility, on the controllers AF IMT 3622, *Air Traffic Control/Weather Certification and Rating Record*.

2.8. **Non-UMD Positions.** The Air Traffic Manager (ATM) shall ensure all appointments to the following positions and responsibilities are documented in writing.

2.8.3.1.3. ACSE personnel must also be WS certified in the facility they support.

2.8.4.1.3. ATSN personnel must also be WS certified in the facility they support.

2.9.2. The "PAR function" referenced above refers to RFC as defined in **Attachment 1**, Terms.

2.10.1.1. **NOTE :** For civilian controllers without a military obligation, FAA medical standards apply (FAR Part 67 and FAAO 3930.3). Where civilian controllers have both a military and civilian ATC obligation, civilian medical standards apply when performing duties in civilian status (Title 5); AFI 48-123 medical standards apply when performing duties in military status (Title 10/32).

2.10.2.2.1. (Added) ANG controllers in Title 32 non-military pay status are considered civilians.

3.2.1. Each ANG ATC function shall retain all voice recorder tapes/cassette and data extraction disc recordings for a minimum of 45 days.

3.2.2. Each ANG ATC function where the ATC automation system has the ability to record operations on the system, shall retain all voice recorder tapes/cassette and data extraction disc recordings for a minimum of 45 days.

3.2.3. DAT cartridges, cleaning cartridges and cassette cleaning cartridges must be stored in a secure location. Use of the Digital Voice Recorder (DVR) rack drawer is acceptable as long as the drawer is secured at all times when not being accessed and the key is secured in a location other than on the rack or in the DVR rack lock.

3.3.3. Include pertinent emergency action checklists in position ready reference files, to include the watch supervisor position. Checklists will be customized to reflect individual position responsibilities. Watch supervisor checklists will contain information as determined by the CCTLR and include as a minimum, facility evacuation procedures, MISHAP/HATR reporting procedures, Readiness, bomb threat, alternate communications, and explosive detection K-9 teams.

3.3.4.1. Off-base crash grid maps are required at tower locations where tower airspace is below the servicing approach control's radar coverage or tower operations are conducted outside the approach control facilities operational hours. Validate the currency of these maps at least annually, and document the method of validation.

3.5.1.1. Facilities operating under the Federal Contract Tower (FCT) Program must submit both FAA and USAF traffic count data.

3.5.2. Units develop local procedures outlining "special use" category operations. Forward these procedures to ANG Air Traffic Requirements Branch (ANG/C4AR) for approval prior to implementation.

3.6.1. Units shall ensure proposed or planned changes are documented in appropriate forums such as Airfield Operations Board, ATCALs Review Boards or within the AF IMT 3215, *IT/NSS Requirements Document*, process.

4.5.2.1. (Added) Facilities using FMQ-13 equipment to provide wind information will issue the wind as "estimated."

4.14. **Emergency Frequencies.** At locations where tower has override on emergency frequencies, check this feature and recording quality during emergency frequency checks.

4.14.1. ATC facilities shall notify only a single base agency if ARTCC notification is delegated to another agency.

4.16. **Interruptions to ATCALs.** The LOP described above shall include response times, PM schedule and a restoration priority listing. Where maintenance is performed by the FAA or contract maintenance personnel, response times may be driven by organizational or contractual requirements but still require OG/CC concurrence.

4.16.4. (Added) The CCTLR of the ATC facility responsible for NAVAID status, in coordination with Chief of Maintenance, shall coordinate with the appropriate local manager on all preventive maintenance inspections (PMIs) and deferrals that will create unscheduled NAVAID outages.

4.17.1. At some joint use/civil airfields, NAVAID monitoring responsibility may be shared with/performed by another agency (i.e., flight service station). Define NAVAID monitoring responsibility and notification procedures in an LOP.

4.18. **Auxiliary Power for ATCALs Facilities.** At locations where no OG/CC exists, an equivalent level of authority will make the reliability determination. Director of Operations for Alpena Combat Readiness Training Center, MI; Volk Combat Readiness Training Center, WI; and 299 Range Control Squadron, UT, Air Traffic Control Squadron Commander for 235 ATCS, NC, 258 ATCS, PA, 259 ATCS, LA, and 297 ATCS, HI; or designated equivalent, shall include procedures in an LOP.

4.19.9. (Added) Develop procedures, in coordination with base personnel, to include the use of SOF or base operations vehicle, combat control assets, etc.

4.19.10. (Added) Additionally, alternate procedures must address the following:

4.19.10.1. (Added) Unique services/functions.

4.19.10.2. (Added) Changes in traffic flow/handling/service limitations (full stops only, no VFR locals, etc.).

4.19.10.3. (Added) Transportation to the alternate facility.

4.19.11. (Added) Units with an alternate service requirement will demonstrate their alternate capability at least semi-annually. Every effort should be made to ensure all personnel take part in the demonstration. Document training on all demonstration of alternate service capabilities on AF IMT 1098, *Special Task Certification and Recurring Training*.

4.20. **Precision Approach Critical Areas.** Publish PAR/ILS/MMLS critical area control procedures in the base Airfield Operations Instruction.

4.20.6.2. (Added) The procedures defined in 4.20.6.1.1.1., may only be employed at Selfridge, Otis, McEntire ANG and Volk CRTC. Should a unit identified above desire a waiver to the procedures, the Wing Commander should complete the actions identified and forward the waiver request to ANG/C4AA. ANG/C4AA will ensure the waiver request is forwarded to the appropriate OPR with final approval authority residing with ANG Director of Operations (ANG/XO). Locations specified above may opt to use FAAO 7110.65 criteria if they desire.

4.20.6.3. (Added) All remaining locations where the ANG provides ATC service (Alexandria, Alpena, Cheyenne, Johnstown, Kalaeloa, Klamath Falls, Meridian, Moffett, Pease, Springfield, and St. Joseph) must use FAAO 7110.65 criteria to protect the critical area(s).

4.22. (Added) **Operating Positions.** Use the following operating positions and abbreviations in ANG operated ATC facilities:

4.22.1. (Added) Radar Facilities:

4.22.1.1. (Added) Assistant Control (AA)

4.22.1.2. (Added) Approach/Departure Control (AC/AD)

4.22.1.3. (Added) Arrival Control (AR)

4.22.1.4. (Added) Radar Final Control

4.22.1.5. (Added) Coordinator (Arrival) (CA) or Coordinator (Radar) (CI)

4.22.1.6. (Added) Clearance Delivery (CD)

4.22.1.7. (Added) Flight Data (FD)

4.22.2. (Added) Control Tower:

4.22.2.1. (Added) Local Control (LC)

4.22.2.2. (Added) Ground Control (GC)

4.22.2.3. (Added) Flight Data

4.22.2.4. (Added) Coordinator (Tower) (CT)

4.22.2.5. (Added) Clearance Delivery

4.23. (Added) **Headset Usage.** CCTLR shall determine the use of headsets and outline the procedures in an LOP.

4.24. (Added) **Bird Watch Code Declaration.** The declaration of a bird condition (low, moderate, and severe) shall not be the responsibility of air traffic control personnel unless in the interest of flight safety they are the only available ANG personnel available to do so. The issuance of bird advisories shall be in accordance with FAAO 7110.65. ATC personnel shall support the local BASH plan and ensure widest dissemination of the bird condition, once declared by competent authority (OG/CC, airfield management, SOF, etc.). See the glossary for definitions of codes.

5.4.4.1. If these functions are performed by maintenance personnel, document that information in an LOP.

5.4.4.3. Locations using a 72-hour rotation cycle shall ensure a minimum of 19 days between initial insertion and reuse.

5.5.1. (Added) When mobile/temporary facilities are operated and circumstances make installation of a PCAS impractical, establish an alternate system and procedures for emergency response and notification. Include these procedures in an LOP signed by the operational commander.

5.6. **Land Mobile Radios (LMR).** Mobile facilities are exempt from this requirement.

5.7.1. Where pilot controlled lighting systems are installed, establish a letter of agreement, as applicable.

5.9. **ILS Equipment Requirements for Operations.** CCTLRs of the NAVAID monitor facility will specify procedures in an LOP.

5.17. **Emergency Warning and Evacuation Alarms.** Install emergency warning and evacuation alarms in each GCA, Mobile Radar Approach Control (MRAPCON), and RSU located 750 feet or less from the runway centerline, or less than 1500 feet from the end of the runway. Runway Supervisory Units (RSU) and Runway Monitoring Units (RMU) are exempt, if immediate communications exist between the control tower and the RSU or RMU, and an LOP addresses alternate notification procedures.

5.17.1. (Added) In addition to GCAs, MRAPCONs and RSUs located 750 feet or less from the runway centerline, or less than 1500 feet from the end of the runway, install an emergency warning evacuation alarm (or establish alerting procedures which provide similar functionality) in each shelter.

5.17.2. (Added) An RSU must be able to activate the warning system the same as a control tower.

5.17.3. (Added) The tower controller activates position "A" of the alarm switch when an emergency aircraft is approaching to land and for any other condition hazardous to people on the ground. This alerts all

sites connected to the system to evacuate, except the GCA, mobile RAPCON (MRAPCON), and RSU. Warn the GCA, MRAPCON, and RSU controllers and maintenance personnel by landline.

5.17.4. (Added) If an imminent hazard to the GCA, RSU, or MRAPCON develops, the tower controller immediately activates position "B", which warns all sites. When they receive a warning, personnel not essential to flight safety, evacuate. Do not use the position "B" switch if there is time to provide adequate warning by landline.

5.17.5. (Added) An activation test will be conducted weekly on the "A" and "B" position. Outline procedures in an LOP.

5.19. (Added) **Unauthorized Devices.** Televisions, video cassette recorders (VCRs), and/or satellite dishes are not authorized in the control facility. Facility CCTLRs shall establish policies governing the use of other devices, such as radios, which could distract controllers while performing assigned duties.

6.4. **Wind Limitations on Control Towers.** For locations without a base civil engineer function, the civilian Airport Manager is responsible to ensure a structural evaluation is on file.

6.5.5. Submit a staff package (AF IMT 1768, *Staff Summary Sheet*, and supporting data) to ANG/C4AA for approval to use the DBRITE beyond the scope of the guidance above. The staff package must include the following, as a minimum: A determination of operational needs, why the associated radar facility cannot satisfy the operational need, operational benefits, operational impact, procedures to be used in the event the DBRITE is inoperative, radar training, maintenance support and restoration requirements, required manning changes, if any, concurrence of the senior operational commander. Forward the staff package a minimum of 60 days prior to proposed implementation date. Consider necessary training/briefing time upon completion of ANG/C4AA validation when determining timing of package submission.

6.8. **Tower Equipment Requirements.** Mobile control towers that cannot meet AFI 13-203 requirements are exempt if their limitations are contained in an LOP, approved by the senior operational commander.

6.8.24. (Added) Radar and NAVAID Emergency Warning and Evacuation Alarm System.

6.9.2. Controllers shall not apply visual separation during IFR conditions.

7.1.2. Outline procedures for remoting radar from a non-ATC agency in a Letter of Agreement.

7.4.1. Radar CCTLRs identify suitable alternate method(s) of runway centerline reference in an appropriate document (i.e., operating instruction, checklist reference, etc).

7.9.2. Radar CCTLRs establish procedures in an operating instruction.

7.12. **Optimum Antenna Tilt.** Radar CCTLRs shall ensure this feature is either disabled or verified periodically and will request the antenna tilt angle be documented in the flight check report.

7.14. **Minimum Safe Altitude Warning (MSAW)/Low Altitude Alerting System (LAAS).** Submit needed changes in site unique PIDP/MSAW data, at least 120 days in advance, except emergency requirements. Submit PIDP site unique data changes to HQ ESC OL-D/E. If the changes are to MSAW data submit them through ANG/C4AT. Each automated system will maintain the following site unique data, as appropriate:

7.14.1. (Added) AF IMT 3645, *PIDP Submission Form*.

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

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

7.14.4. (Added) LAAS data products for TPX-42/980B.

7.14.5. (Added) LAAS data products for TPX-42 only versions of DBRITE.

7.14.6. (Added) DBRITE Digital Map Data (including AF IMT 3643, *Digital Map Request* and AF IMT 3646, *DBRITE Low Altitude Alerting System (LAAS) Data Submission*).

7.14.7. (Added) Radar CCTLRs must ensure the LAAS is operating normally prior to providing radar service. Ensure procedures are established to check the LAAS daily. During temporary outages, ensure increased controller awareness and training on altitude and vectoring techniques.

7.18. **Radar Equipment Requirements. NOTE:** A mobile radar deployed for interim mission support that cannot meet these requirements is exempt, provided limitations are listed in an LOP and approved by the senior operational commander.

7.18.19. (Added) Radar and NAVAID Emergency Warning and Evacuation Alarm System.

7.23. (Added) **GCA Arrival and Departure Service.** The ATM determines the arrival and departure service the GCA can provide after considering equipment limitations, controller staffing, and other pertinent local factors. Include details concerning these procedures in an LOP between the approach control and the GCA facility. Advise the appropriate local manager or senior operational commander, as appropriate.

8.5. **Reduced Same Runway Separation (RSRS).** ANG locations are authorized to use the following minimum RSRS standards between ANG aircraft when air traffic controllers are able to see the aircraft involved and determine distances by references to suitable landmarks. Publish detailed RSRS procedures in the base Airfield Operations Instruction or flying regulation.

8.5.3. (Added) When a wing commander determines more restrictive RSRS (greater separation between aircraft) is required, they may modify RSRS for their location.

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

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

8.5.6. (Added) Pilots are responsible for wake turbulence separation when maintaining visual separation or operating under VFR. When operating IFR or under ATC instructions, controllers must ensure standard wake turbulence separation exists.

8.5.7. (Added) Reduced Same Runway Separation standards are not authorized:

8.5.7.1. (Added) During any situation involving an emergency aircraft.

8.5.7.2. (Added) During any situation involving an aircraft "Cleared for the Option" or "Cleared Stop and Go" (SG).

8.5.7.3. (Added) During any situation involving an aircraft "Cleared Low Approach" (LA) behind a "Touch-and-Go" (TG).

8.5.7.4. (Added) During any situation involving an aircraft "Cleared Touch-and-Go" behind a full stop (FS).

8.5.7.5. (Added) When the runway condition reading (RCR) is less than 20 or braking action reports of less than fair are reported.

8.5.7.6. (Added) To non-ANG/United States (US) military aircraft unless a Letter of Agreement is signed between the host OG/CC and the non-ANG/US military aircraft unit commander (e.g., detachment commander or equivalent) and approved by the MAJCOM Director of Operations or equivalent. Such agreements shall be provided to ANG ATC locations by ANG/C4AO.

8.5.8. (Added) When applying RSRS standards "same aircraft" means same airframe, (i.e., F-15 behind F-15, T-38 behind T-38/AT-38, K-35 behind R-35, etc.) all other fighter and trainer-type operations means not the same airframe, (i.e., F-15 behind F-16, F-16 behind A-10, T-38 behind T-37, etc.)

8.5.9. (Added) Daytime Standards.

8.5.9.1. (Added) 3,000 feet minimum separation for:

8.5.9.1.1. (Added) Same fighter aircraft.

8.5.9.1.2. (Added) Same trainer type aircraft.

8.5.9.1.3. (Added) Formation landings in trail (not holding hands).

8.5.9.1.4. (Added) Same type tactical airlift (non-heavy) such as C-130 behind C-130.

8.5.9.2. (Added) 6,000 feet minimum separation for:

8.5.9.2.1. (Added) All other fighter and trainer-type (not the same airframe)

8.5.9.2.2. (Added) Formation landings (holding hands).

8.5.9.3. (Added) 8,000 feet minimum separation for:

8.5.9.3.1. (Added) Same type heavy class aircraft for full stop operations only.

8.5.9.4. (Added) Exceptions:

8.5.9.4.1. (Added) 3,000 feet minimum separation is authorized for T-37 behind T-1/T-38 aircraft.

8.5.10. (Added) Nighttime Standards.

8.5.10.1. (Added) Controllers must be able to see the aircraft involved and determine distances by references to suitable nighttime landmarks; otherwise, standard FAAO 7110.65 separation will be applied.

8.5.10.2. (Added) 6,000 feet minimum separation for:

8.5.10.2.1. (Added) Same fighter and trainer-type operations.

8.5.10.2.2. (Added) T-37s behind T-1/T-38.

8.5.10.2.3. (Added) Same type tactical airlift aircraft (non-heavy) such as C-130 behind C-130.

8.5.10.2.4. (Added) All other fighter and trainer-type (not the same airframe) formation landings (holding hands), provided all aircraft involved are the same type aircraft (e.g., all F-15s, all C-130s etc.). Separation is measured between the trailing aircraft in the lead flight and the lead aircraft in the trailing flight.

8.5.10.3. (Added) 8,000 feet minimum separation for:

8.5.10.3.1. (Added) For full stop heavy aircraft.

8.7. **Unlawful Seizure of Aircraft.** At joint-use/civil airports, procedures shall support military and civil operations.

10.3. **OI Construction.** Review the training OI annually and make adjustments as required.

10.4.8. No trainee may progress to the next block until they have completed the requirements of the current block of instruction.

10.5.1.1. ANG Training Series. The following Air National Guard Air Traffic Control Training Series are available, and where appropriate, should be included in the training program:

10.5.1.1.1. (Added) ANG-AT-E-08 Mobile Control Tower AN/MSN-7.

10.5.1.1.2. (Added) ANG-AT-E-09 Mobile Approach Control AN/MPN-14K.

10.5.1.1.3. (Added) ANG-AT-G-61 Aviation Routine Weather Report (METAR) Aerodrome Forecast (TAF).

11.4.4. (Added) Regardless of type facility assigned, all controllers assigned to the radar Unit Type Code (UTC) must train to the RAPCON requirement. Accomplish this requirement using live traffic, simulated traffic, or a combination of both.

11.4.5. (Added) Notify ANG/C4AA, within 72 hours (telephonic or email is acceptable), when apprentice controllers enter upgrade/qualification training, receive position certifications, receive training extensions, and complete facility rating training.

11.4.6. (Added) Initial Active Duty Training Process. Units will inform ANG/C4AA via letter, of the requirement to place an apprentice controller in initial upgrade training at least 60 days prior to graduation from the basic ATC course (for pipeline apprentices) or as soon as possible after notification of 3-skill level waiver action by recruiting. Forward the apprentice's name, rank, social security number (SSN), assigned UTC, a statement whether they are prior service or non-prior (regardless of whether the prior service was ATC related or not) and the proposed graduation date from formal technical training. ANG/C4AA shall determine, through coordination with local managers, an appropriate training location.

11.7. **Training Evaluations.** Training evaluations on drill status guardsmen may be written once each month at the end of a Unit Training Assembly (UTA).

11.8.1. Send requests to ANG/C4AA. Include justification for the assignment change.

12.6. **Weather Training.** When initial certification by weather personnel is not possible, only the CSE (TSN) may act as the certifier.

12.6.1. (Added) Those ANG locations that have received an exception to policy allowing controllers to be certified as Limited/Supplemental Aviation Weather Reporting (LAWRS/SAWRS) shall ensure that the following minimum requirements are outlined in your local training operating instruction:

12.6.1.1. (Added) Who (full-time employees, traditional members, or all controllers) shall be required to be LAWRS/SAWRS certified and how facility shift coverage for LAWRS/SAWRS personnel shall be ensured.

12.6.1.2. (Added) Clearly define, IAW Federal Meteorological Handbook No. 1, the process to LAWRS/SAWRS certify controllers and how the certification program will be locally administered.

12.6.1.3. (Added) Define procedures for how collection, dissemination, and storage of weather data shall be handled.

12.6.1.4. (Added) What level of activity (number of observations, reports, amendments, Monthly/quarterly) is required to maintain certification and what process will be used to grade/quality check observations.

12.6.1.5. (Added) Actions to be taken in the event certification(s) lapse and/or annual certification requirement process.

12.6.1.6. (Added) If the LAWRS or SAWRS program is not used to provide local weather familiarization (to include tower visibility certification) to all controllers, then provisions must be made to ensure a separate program is available to satisfy the requirement in AFI 13-203, paragraph 12.6.

13.2.1.17. (Added) Cardio-Pulmonary Resuscitation (CPR) training is mandatory for all 13MX/1C1X1 and GS-2152 personnel. Abide by Air Force Occupational Safety and Health (AFOSH) 91-50, *Communications Cable Antenna and Communications-Electronics Systems*, standards for proficiency.

**14.2. Facility Rating/Position Evaluation Requirements.** The CSE/TSN will develop standardized certification evaluation checklists using FAA Form 8400-3, *Application for an Airman Certificate and/or Rating*, and position certification guides. Any position certification shall include a written test as well as practical application based on the standards identified in the position certification guides.

14.8.1. The annual evaluation, for facility rated controllers, shall include both practical application and the administration of the facility rating examination. The annual evaluation, for position certified controllers, shall include both practical application and the administration of the position certification examination.

15.1.5. (Added) Notify ANG/C4A whenever a controller's ATCS certificate is suspended pending withdrawal. Forward the withdrawal package through host wing training manager, state headquarters (if appropriate), to ANG Personnel Operations Branch (ANG/DPFO), within 30 days of the date of suspension. Address delays in the commander's cover letter.

15.1.5.1. (Added) Forward a copy of the withdrawal package directly to ANG/C4A.

16.3.1.2. Radar CCTLRs shall ensure all controllers assigned to a radar UTC receive comprehensive simulator training to include approach control, departure control, approach/ departure assist, and RFC.

16.3.1.4. Radar CCTLRs, regardless of type facility (RAPCON, GCA, RFC), shall ensure a non-radar training program is developed to meet local requirements and mission needs.

17.2.6. Limit entries to military associated certifications/ratings.

17.2.6.1. (Added) At locations where ANG controllers serve as official weather observers, place the National Weather Service Certificates for SAWRS/LAWRS certifications behind AF IMT 3622.

17.2.6.2. (Added) AF IMT 1042, *Medical Clearance Form*, or suitable substitute.

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

US Air Force

AFI 33-360V2, *Content Management Program-Information Management Tool (CMP-IMT)*

AFOSH 91-50, *Communications Cable Antenna and Communications-Electronics Systems*

***Abbreviations and Acronyms***

**AA**—Assistant Control

**AC/AD**—Approach/Departure Control

**AF**—Air Force

**AFOSH**—Air Force Occupational Safety and Health

**ANG**—Air National Guard

**AR**—Arrival Control

**ATCS**—Air Traffic Control Squadron

**ATM**—Air Traffic Manager

**CA**—Coordinator (Arrival)

**CD**—Clearance Delivery

**CI**—Coordinator (Radar)

**CPR**—Cardio-Pulmonary Resuscitation

**CRTC**—Combat Readiness Training Center

**CT**—Coordinator (Tower)

**DVR**—Digital Voice Recorder

**FD**—Flight Data

**FCT**—Federal Contract Tower

**FS**—Full Stop

**GC**—Ground Control

**IAW**—In Accordance With

**LA**—Low Approach

**LAWRS**—Limited Aviation Weather Reporting System

**LC**—Local Control

**MRAPCON**—Mobile Radar Approach Control

**OTP**—Officer Training Program  
**PMI**—Preventive Maintenance Inspection  
**RCR**—Runway Condition Reading  
**RMU**—Runway Monitoring Unit  
**RSRS**—Reduced Same Runway Separation  
**RSU**—Runway Supervisory Unit  
**SAWRS**—Supplemental Aviation Weather Reporting System  
**SG**—Stop-and-Go  
**SSN**—Social Security Number  
**TIPH**—Taxi Into Position and Hold  
**TG**—Touch-and-Go  
**URL**—Uniform Resource Locator  
**US**—United States  
**UTA**—Unit Training Assembly  
**UTC**—Unit Type Code  
**VCR**—Video Cassette Recorder

### *Terms*

**Bird Watch Condition Codes**—The following terminology is established for rapid communication of bird activity. When communicating, avoid color coded conditions to eliminate confusion with color codes used during exercises, contingencies, and emergencies (i.e., disaster preparedness exercises). Also give bird locations with the condition code.

**Bird Watch Condition SEVERE.** High bird population on or immediately above the active runway or other specific location that represents a high potential for strike. Supervisors and aircrews must thoroughly evaluate mission need before conducting operations in areas under condition severe.

**Bird Watch Condition MODERATE.** Increased bird population in locations which represents an increased potential for strike. This condition requires increased vigilance by all agencies and supervisors and caution by aircrews.

**Bird Watch Condition LOW.** Normal bird activity on and above the airfield with a low probability of hazard.

A5.5.3. Send one copy of withdrawal package to MAJCOM OPR for ATC.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard