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***Flying Operations***

**AIRFIELD OPERATIONS AND AIR TRAFFIC  
CONTROL**

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This instruction establishes procedures for airfield and control of air traffic operations in support of flying missions at Incirlik Air Base, Turkey. Commanders of units assigned or deployed to operate out of Incirlik Air Base will ensure that applicable personnel are familiar with this instruction. The procedures in this instruction are directive in nature and are supplemental to AFD 13-2, Air Traffic Control, Airspace, Airfield and Range Management; AFI 13-203, Air Traffic Control; AFI 13-204, Functional Management of Airfield Operations; Federal Aviation Administration Order 7110.65; AFI 13-213, Airfield Management; AFMAN 24-306, Manual for the Wheeled Vehicle Driver; AFOSH Standard 127-66, General Industrial Operations; applicable MAJCOM supplements, and letters of agreement with the host nation. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

***SUMMARY OF REVISIONS***

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

All information contained in this instruction has been completely revised and updated to add many new procedures, policies, references, and responsibilities for airfield operations and air traffic control at Incirlik Air Base.

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## 1. GENERAL INFORMATION

### 1.1. Local Flying Areas.

1.1.1. The Adana Military Terminal Control Area (MTCA) is designated the local flying area and is defined as a 50 NM circle around the Incirlik Tactical Air Navigation (TACAN) System from 1000ft AGL to FL280. **All aircraft must contact Incirlik Approach Control prior to entering the Adana MTCA.** Aircrews receiving clearance to leave an Air Traffic Control (ATC) frequency must continuously monitor guard frequency (243.0/121.5) and report their return back to the assigned ATC frequency. The MTCA is joint use, dual jurisdiction airspace with Turkish Air Force (TuAF) controllers providing ATC services to Turkish aircraft, and USAF controllers providing ATC services to US and NATO aircraft. The integration of multi-national and host-nation aircraft operations within the air traffic control system (including civil commercial air carriers arriving and departing Adana International Airport) make it imperative that all aircrews strictly comply with the procedures in this instruction. Additionally, all pilots should be familiar with host-nation procedures contained in the Turkish Aeronautical Information Publication (AIP) and restricted airspace, as described in IABI 11-103, *Aircrew Operational Procedures*. Non-compliance with any of the above referenced documents may result in a formal report or appropriate actions through national or international channels.

1.1.2. LTD-13 is a TuAF see and avoid, air-to-air range designated as a "DANGER ZONE." Aircrews must contact Incirlik Radar Approach Control (RAPCON) for approval prior to entering or departing LTD-13. Pilots must advise RAPCON if guns will be hot when requesting entry into LTD-13. Aircrews will monitor guard and the assigned control frequency at all times while operating in LTD-13 and will immediately acknowledge and comply with any control instructions. Approval authority for use of LTD-13 rests with RAPCON. TuAF aircraft have priority for use of LTD-13 and at times will invoke that privilege. The airspace may be segmented laterally or vertically to provide for multiple operations. RAPCON will advise aircrew entering LTD-13 of other aircraft operating in the airspace. Simultaneous USAF and TuAF operations in LTD-13 are not allowed unless specifically agreed to with the TuAF controller on duty, or planned and scheduled for joint-training exercises.

1.1.3. The 39th Operations Squadron Airfield Operations Flight (39 OS/OSA) is the primary agency responsible for interaction with Turkish military and civilian ATC agencies concerning ATC issues within the Adana MTCA or as designated by the 39ABG/CC. All units operating from Incirlik experiencing TuAF related ATC issues will inform 39 OS/OSA.

1.1.4. Noise Abatement: Do not over fly the city of Adana below 3000ft Above Ground Level (AGL). Do not fly within 5 NM laterally and less than 5000ft AGL over the city of Mersin. Do not fly circling approaches below 1200ft south of runway 05/23 during VMC for noise abatement over base housing and village. No overhead patterns may be flown during weekends and holidays. Additional restrictions may be found in the Enroute Supplement.

### 1.2. Airfield Data (see [Attachment 2](#)).

1.2.1. Incirlik AB identifier and location: LTAG, N37 00.13 E35 25.5.

1.2.2. Field Elevation: 238ft Mean Sea Level (MSL).

1.2.3. Magnetic Variation: 4 degrees East (June 1997).

1.2.4. Runway: Single 10000ft x 148ft grooved, concrete surface aligned magnetically to 049 (Rwy 05) and 230 (Rwy 23) degrees. Runway 05 overrun is 540ft. Runway 23 overrun is 484ft.

1.2.4.1. Bi-directional BAK-12 aircraft arresting systems are located at 2447ft and 729ft from the departure end of Rwy 05, and at 2076ft and 768ft from the departure end of Rwy 23.

1.2.4.2. Aircraft larger than a C-130 are **NOT** authorized to make 180-degree turns on the runway.

1.2.5. Taxiways: Taxiways A, C, D and E are 75ft wide. The South Parallel Taxiway is 75ft wide. Taxitrack B is available for fighter-sized aircraft from sunrise to sunset (up to A-10 wingspan of 58ft).

1.2.5.1. North Parallel Taxiway (NPT): The NPT is 11000ft x 75ft. A portion of the NPT is designated as an Emergency Landing Surface (ELS) as described in paragraph **8.4**.

1.2.5.2. Taxitrack/Loops: The Golf Loop Taxitrack is 75ft wide with a 46/R/C/W/T PCN. The India Loop is 39ft wide with a 47/R/A/W/T PCN. Hotel Loop Taxitrack is 39ft wide with a 63/R/A/W/T PCN. Victor loop (600 Area) is a TuAF Alert facility and unusable by US aircraft.

1.2.6. Vehicle and personnel movement on the Golf, Hotel and India Loops are not controlled. Portions of the loop areas are not visible from the Tower.

1.2.7. Controlled Movement Area (CMA)(see **Attachment 2 & Attachment 13**): The CMA includes the runway, overruns, all perpendicular taxiways, and grass areas between the NPT and SPT. CMA criteria are applied to the NPT when it is activated as an ELS. Vehicle and personnel movement on all taxiways outside the CMA is uncontrolled except when the NPT is activated as an ELS, see paragraph **8.4**.

1.2.7.1. Access to the CMA is not authorized unless specific approval is obtained from the Tower.

1.2.7.2. Aircraft and personnel will continuously maintain direct radio contact with the Tower while operating in the CMA and will immediately acknowledge and comply with control instructions.

1.2.7.3. Personnel escorting other vehicles or personnel in the CMA will remain with them at all times in the CMA and will ensure they comply with all control instructions. Escort personnel will advise the Tower when all personnel or vehicles are off the CMA.

### 1.3. Airfield Lighting Systems.

1.3.1. Runway 05 (Primary Instrument): Sequenced flashing lights (SFL), high intensity runway lights (HIRL), runway end identifier lights (REILS), NATO standard approach lights (BP), precision approach path indicators (PAPI).

1.3.2. Runway 23: High intensity runway lights (HIRL), runway end identifier lights (REILS), NATO standard approach lights (BP), precision approach path indicators (PAPI).

1.3.3. Airfield lighting shall be set IAW FAAO 7110.65, *Air Traffic Control*, Section 3.4.

### 1.4. Aircraft Ground Movement Areas (see **Attachment 2 & Attachment 13**).

1.4.1. The aircraft ground movement area includes the runway, all taxiways and the loop areas. Excluded are the hardstands, alert area and maintenance areas.

1.4.1.1. Tower (Ground Control) exercises positive control of all taxiing or towed aircraft in the aircraft ground movement area to the maximum extent possible.

1.4.1.2. All vehicles and personnel operating on taxiways and not controlled by the Tower shall give way to taxiing or towed aircraft.

1.4.1.3. Aircraft shall immediately report any observed hazards to Tower or Airfield Management Operations (AMOPS).

1.4.2. Visual Blind Areas are parts of the airfield not totally visible to Tower controllers and include: the Golf Loop, portions of India and Hotel Loops, Delta ramp; and the Victor alert area. Tower personnel are unable to see and separate ground aircraft or vehicle operations in these areas. All personnel should exercise extreme caution when operating in these areas.

## 1.5. Barriers/Arresting Gear Operations (see [Attachment 2](#)).

### 1.5.1. Configuration:

1.5.1.1. Normal: Runway departure end cables will be in place at all times during fighter operations. Unless dictated by mission requirements, the approach end cables will normally be disconnected and removed from the runway.

1.5.1.2. Olive Harvest Recovery Operations: All cables will be removed from the runway in support of an Olive Harvest Recovery. During simultaneous fighter recovery operations, the Tower shall notify the command post who, in-turn, shall notify the 39 OS/CC that the cables are being removed. Tower personnel shall notify landing fighter aircraft that departure end cables are not available. Under normal circumstances, Olive Harvest aircraft should not be allowed to land with cables in place.

1.5.2. Inspections: Barrier maintenance personnel are available 24 hours and shall inspect all arresting systems prior to the first fighter type operation of the day (daily check), after each engagement, and on request from Tower, AMOPS, or the Supervisor of Flying (SOF). Arresting system inspectors will advise AMOPS and Tower of equipment status after each inspection.

1.5.3. Reconfiguration for Runway Change: Barrier Maintenance or Fire Department will dispatch at least two vehicles to assist in arresting cable installation and removal. Arresting cable reconfiguration normally takes 15 minutes to complete.

1.5.3.1. The normal sequence for arresting cable reconfiguration is:

1.5.3.1.1. Installation of departure end BAK-12s for the new runway in use.

1.5.3.1.2. Removal of BAK-12s from approach end of the new runway in use.

1.5.3.2. Approximate time interval required between successive cable engagements is 15 minutes.

1.5.3.3. Tower will notify AM Ops when runway operations are suspended due to barrier maintenance. Runway operations shall be suspended for all USAF aircraft until AMOPS has conducted a post barrier change inspection.

1.6. **Drag Chute Jettison Areas.** Taxiways A and E are designated as drag chute jettison locations. Aircraft will drop drag chutes on either side of the taxiway as dictated by the wind direction. Tower may require that aircraft use areas other than designated locations. Deployed units are responsible for recovery of their drag chutes. Tower personnel may direct Transient Alert or other airfield ground per-

sonnel to recover drag chutes if they impede flying operations. Transient Alert shall be responsible for visually sweeping for and removing drag chutes from the planned taxi route and parking areas of arriving transient aircraft.

**1.7. Runway Selection.** Runway 05 is designated as the calm wind runway. The Tower Watch Supervisor or Senior Controller is responsible for selecting the runway in use. The runway most nearly aligned with the wind will be used when the wind is 5 knots or greater.

1.7.1. The Tower Watch Supervisor or Senior Controller may deviate from the above criteria if they determine that flight safety is not compromised and a mission advantage can be obtained.

1.7.2. The Tower will notify TuAF tower personnel, RAPCON, AMOPS, Barrier Maintenance, Fire Department, and the on-duty SOF, prior to starting runway change procedures. The SOF or AMOPS (if SOF is not in place) is responsible for relaying runway change information to the 39 OS/CC and other base agencies.

1.7.3. The Tower will only notify RAPCON, AMOPS, Weather, Command Post and TuAF Tower upon completion of the runway change.

**1.8. Runway Surface Condition Determination.** The Chief Airfield Management (CAM) or designated representative, is responsible for runway inspections during inclement weather or rapidly deteriorating weather (rain showers in the vicinity or thunderstorms within 10 NM). Inspections are required to determine effects of weather on the runway surface so accurate advisories may be relayed to aircrews and increased separation minima may be applied between aircraft when necessary. Surface conditions will be identified as “Dry” or “Wet.” The runway is grooved to facilitate the dissipation of water from the surface. Airfield Management is not required to maintain calibration equipment to perform Runway Condition Reading (RCR) evaluations.

**1.9. Instrument Hold Lines (see Attachment 2).** Instrument hold lines are established to protect the Instrument Landing System (ILS) localizer and glideslope signals during periods of inclement weather conditions. When the reported ceiling is less than 800ft or visibility is less than 2 miles(3200 meters), all vehicles and aircraft must hold at the instrument hold line when an arriving aircraft is inside the final approach fix. When weather dictates, Tower will broadcast on the ATIS, “INSTRUMENT HOLD PROCEDURES IN EFFECT.” During adverse weather (ceiling less than 200ft or less than 1/2 mile(800 meters) visibility all ground operators on foot or in vehicles must contact Tower via two-way radio and request permission to cross the instrument hold line. If unsure, contact tower and ask if instrument hold procedures are in effect.

1.9.1. Since the NPT and SPT are uncontrolled movement areas for vehicles and personnel; the ILS critical areas may not always be protected within the instrument hold lines. Therefore, the ILS is considered “unprotected” when the ceiling is less than 800ft or the visibility is less than 2 miles. During this period, Tower shall include “ILS CRITICAL AREA NOT PROTECTED” on the ATIS.

**1.10. Air Traffic Control Facilities.** RAPCON and Tower operate 7 days a week, 24 hours per day and are jointly staffed by USAF and TuAF personnel.

1.10.1. RAPCON provides air traffic control services for aircraft within 50 NM of Incirlik AB (excluding Incirlik and Adana Tower airspace), from 1000ft AGL up to FL 280. General services provided are as follows:

1.10.1.1. Sequencing of all aircraft.

1.10.1.2. Separation of IFR aircraft.

1.10.1.3. Separation, traffic advisories and safety alerts between IFR and VFR aircraft.

1.10.1.4. Non radar services are provided when the surveillance radar system is not operational.

1.10.2. Tower provides standard visual flight rules (VFR) operations within 5 NM of Incirlik from the surface up to, and including 3000ft (MSL).

1.11. **Intersection Takeoffs (see Attachment 2).** Intersection takeoffs are authorized as indicated below. Distances depict usable runway length from the intersection to the end of the runway.

1.11.1. Departing Runway 05: Taxiway B - 9000ft remaining.

1.11.2. Departing Runway 05: Taxiway C - 7000ft remaining.

1.11.3. Departing Runway 23: Taxiway D - 8000ft remaining.

1.12. **Local Aircraft Priorities.** ATC services will be prioritized accordingly: The list below represents the jointly agreed aircraft priorities for arriving and departing aircraft to be used by both USAF and TuAF air traffic controllers. Aircraft of equal priority arriving or departing at the same time shall be provided air traffic control service on a “first come, first-serve” basis.

1.12.1. Aircraft Priorities:

1.12.1.1. Actual Air Base Defense Departure.

1.12.1.2. Emergency Aircraft Arrival.

1.12.1.3. Med-Evac declaring priority.

1.12.1.4. Controlled Departure Time.

1.12.1.5. Training Scramble Departure.

1.12.1.6. VIP Departure or Arrival.

1.12.1.7. All other arrivals/departures ( BE-20, Transient TAF Fighters and Cargo Casa, C-130, C-160, etc).

1.12.2. Weapons Training Deployment (WTD) aircraft should be de-conflicted through scheduling. If the aircraft arrive/depart at the same time, ATC services will be provided on a first-come first-served basis.

1.12.3. This priority list is not inclusive. USAF and TuAF air traffic controllers shall jointly exercise sound judgment and consider the traffic conditions when applying these priorities.

1.13. **Airfield Coordination.** All operations on the airfield not addressed in this instruction shall be coordinated through 39 OS/OSA for 39 OS/CC approval.

1.14. **Civil Use of USAF ATCALs or Radar Service.** Civil aircraft may be provided radar service but they are not permitted to make any approaches to the Incirlik runway. DoD or NATO contracted aircraft will be afforded the same service as DoD and NATO military aircraft.

1.15. **NAVAIDS.** DAN TACAN, Ch21, is located 049/1.3NM from the field. ILS and PAR to both runways.

1.15.1. TACAN Checkpoints are located on taxiways Alpha South (225/2.2), Alpha North (230/2.2) and Echo South (222/0.5).

#### 1.16. Local Frequencies.

**Table 1.**

Ground	123.025/337.6	Command Post	380.875
Tower	129.4/376.775	Dispatch	241.625
Approach	128.0/134.1/244.425	Metro	257.75
Emergency Discrete	356.725	AMC Command Post	379.85
ATIS	344.375		

1.17. **Airfield Operations Board (AOB).** This board is chaired by 39 ABG/CC and provides a forum for discussing, updating, and tracking various activities in support of the wing flying mission IAW AFI 13-204, *Functional Management of Airfield Operations*. The Incirlik AOB will convene at least once per quarter.

1.17.1. The following items require an annual/semi-annual review IAW AFI 13-204. The review will be conducted during the quarter indicated and will be discussed at that month's AOB.

1.17.1.1. First quarter: Airspace review (terminal, en route and special use airspace), ATC AND flying procedures (new, revised, rescinded, and seldom used), Terminal instrument procedures (TERPS), Mid-Air Collision Avoidance (MACA) (semiannual).

1.17.1.2. Second quarter: Status of Annual Airfield Waiver Package, LOP Review (base airfield operations instruction, letters of agreement, OPLAN taskings as applicable to the airfield environment, host nation agreements, etc), Air Installation Compatible Use Zone (AICUZ).

1.17.1.3. Third quarter: MACA (semiannual).

1.17.1.4. Fourth quarter: Aircraft parking plan.

1.17.2. The 39 ABG/CC will ensure the required attendance of members, discussion of agenda topics, tracking of open items and documentation of the board meeting.

1.17.2.1. Board membership will include, but is not limited to, personnel from the following agencies:

1.17.2.1.1. 39 ABG/CC.

1.17.2.1.2. 39 OS/CC//OSK/OSW/OSA/OSAT/OSAR/OSAB/OSAP.

1.17.2.1.3. 39 ABG/SE.

1.17.2.1.4. 39 CES/CC/CEC/CEF.

1.17.2.1.5. 39 CS/CC/SCX/SCM.

1.17.2.1.6. TuAF Representatives (as required).

1.17.2.1.7. 728 AMS.

1.17.2.1.8. Deployed flying units (as applicable).

1.17.2.2. Personnel from other agencies with direct interest in Airfield Operations or related to an applicable topic may also attend. The 39 OS/OSA will ensure the appropriateness of attendance by non-members.

1.17.3. 39 OS/OSA will prepare the agenda, document the meeting and distribute the board meeting minutes IAW AFI 13-204.

1.17.3.1. Airfield Operations Board minutes will be marked IAW AFI 13-204, distributed to attendees, other concerned base agencies, command levels through USAFE and HQ AFFSA/XV.

1.18. **Transient Alert.** Transient Alert is available 0400Z to 2200Z. Services available maybe found in the Enroute Supplement.

1.19. **Automatic Terminal Information System (ATIS).** ATIS operating hours are 0400Z-1600Z, excluding base down days and national holidays, and is available on frequency 344.375. Departing aircraft non-UHF equipped may contact Ground Control for latest weather and airfield conditions. Inbound aircraft may contact Tower. ATIS will contain information IAW FAAO 7110.65, *Air Traffic Control*.

1.19.1. Aircraft shall notify ATC on initial contact of which ATIS code they have received.

## 2. FLIGHT-LINE DRIVING

### 2.1. General Responsibilities

#### 2.1.1. Airfield Management Operations (AMOPS)

2.1.1.1. Approves all requests to operate a vehicle on the airfield. Organizations that must operate military or civilian vehicles in direct support of aircraft or airfield operations will be authorized to operate their vehicles provided all certification requirements have been accomplished. Only vehicles deemed necessary to operate on the airfield will be allowed. Public transportation, i.e; bus, carpool should be used to keep vehicular traffic at a minimum on the airfield, these options should be fully exhausted prior to request for flightline certification.

2.1.1.2. Limit the number of personnel authorized to drive on the flightline to an absolute minimum.

2.1.1.3. Ensure the safety of airfield ground vehicle operations through the establishment of a Flight-Line qualification and training program.

2.1.1.4. Review the flightline qualification and training program of assigned and deployed units for compliance on an annual basis.

2.1.1.5. Issue Flightline Driving CD to Unit Flightline Driving Program Manager (UFDPM).

2.1.2. Commanders and Staff Agency Chiefs of personnel requiring flightline-driving privileges (to include deployed units).

2.1.2.1. Ensure a primary and alternate UFDPM is appointed in writing to conduct training for units required to drive on the flightline. Forward a copy of the appointment letter to the Deputy, Chief Airfield Management (DCAM).

2.1.2.2. Ensure UFDPM meets qualification criteria and is provided the required support to complete their duties IAW paragraph [2.9](#).

2.1.2.3. Ensure UFDPM demonstrates sufficient knowledge of flightline operations to include familiarity with the following information:

2.1.2.3.1. Location of entry control points (ECPs), (see [Attachment 13](#)).

2.1.2.3.2. Flightline traffic flow and pattern, (see [Attachment 10](#)).

2.1.2.3.3. Flightline speed limits.

2.1.2.3.4. Parking on the flightline.

2.1.2.3.5. Control of passengers and towed vehicles.

2.1.2.3.6. Radio procedures, discipline and terminology, (see [Attachment 8](#)).

2.1.2.3.7. Controlled Movement Area (CMA) procedures, (see [Attachment 13](#)).

2.1.2.3.8. Foreign Object Damage (FOD) prevention and control (to include off-pavement operations, situations and requirements).

2.1.2.3.9. Taxiway and runway markings, locally unique operations (i.e. North Parallel Taxiway (NPT) activation see section [2.17](#)), situations and requirements.

2.1.2.3.10. Taxiway and ramp designations.

2.1.2.4. Ensure the DCAM, trains their UFDPMs.

2.1.2.5. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission, as a matter of convenience should not be used as justification.

2.1.2.6. Upon suspension/revocation of a unit member's base driving privileges, suspend/revoke the member's flightline driving authorization and notify the unit Flightline Driving Program Manager and DCAM in writing. Request for re-instatement must be processed according to paragraph [2.8](#).

2.1.2.7. Ensures UFDPMs will:

2.1.2.7.1. Use the database provided on the flightline driving CD to track personnel and Government Leased Vehicle/Private Owned Vehicle (GLV/POV) passes. All applicable databases will be forwarded to based on the following guidelines:

2.1.2.7.2. Submit permanent party personnel quarterly on the first duty day of the quarter, based on a calendar year.

2.1.2.7.3. Submit deployed personnel upon arrival.

2.1.2.7.4. Submit permanent party GLV/POVs semi-annually, on the first duty day in January and July, unless changes take place then an updated listing must be provided.

2.1.2.7.5. Conduct annual refresher training and annotate on the back of AF Form 483, **Certificate of Competency**, also place the due date of the next refresher training.

2.1.2.7.6. Restrict issuance of the USAFE Form 449, **POV Flightline Pass**, to mission essential only. Use a bus or carpool if available.

2.1.2.8. Unless runway access is mission essential, restrict personnel to specific areas on the flightline, i.e. loop areas, North parallel taxiway, Bravo ramp, etc. This information will be

placed in the Area Restrictions block on the certification paperwork and annotated on the front of AF Form 483 by a red or green sticker.

2.1.2.9. Provide a listing of radio callsigns to the DCAM. Call signs that will be used in the CMA require approval from the tower chief controller. The request must route through Airfield Management to ensure duplicate callsigns are not being used.

**2.2. The Wing Safety Office will:**

2.2.1. Conduct a safety in-brief for Weapons Training Deployment (WTD) personnel and stress the importance of flightline driving safety and the requirement to be certified before driving on the flightline.

2.2.2. Comply with all training requirements and applicable guidance outlined in this instruction and AFOSHSTD 91-100 paragraph 6.3.3.

**2.3. 39 SFS will:**

2.3.1. Ensure safe and authorized operation of vehicles on the flightline by stopping & reporting personnel seen violating flightline procedures. SF will escort violators to AMOPS before releasing them.

2.3.2. Respond to instances of flightline driving violations as reported by Tower, AMOPS or other agencies.

2.3.3. Ensure privately owned vehicles and government-leased vehicles driving on the flightline display a valid USAFE Form 449. Conduct random checks of USAFE Form 449.

**2.4. Control Tower will:**

2.4.1. Control all ground vehicle and aircraft towing operations within the CMA.

2.4.2. Control all vehicle request to operate on or within 100ft of the Emergency Landing Surface (ELS).

**2.5. Hospital (39 MDS) will:**

2.5.1. Optometry (eye clinic) will conduct a color vision test on individuals requesting flightline driving privileges. Color vision test can be conducted by the home unit prior to deployment.

**NOTE:** Aircrew, air traffic controllers and aircraft maintenance personnel possessing a valid AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, do not need color vision test for flightline driving privileges.

2.5.2. Provide a copy of the SF Form 88, **Report of Medical Examination** to the individual indicating PASS/FAIL upon verification of color vision ability. Letterhead bond paper with the clinic stamp and initials of hospital personnel may be used in lieu of a SF Form 88.

2.5.3. Annotate the results with clinic stamp and initials of hospital personnel on the individual's flightline certification checklist.

2.5.4. Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from the color vision testing portion of the flightline driver's program provided previous test results indicate the member can distinguish between red, green, white, yellow and blue.

## 2.6. Base Agencies Responsible for Host Nation Contractor Activities on the Airfield

### (39 CES; 39 CONS; 39 CS) will ensure:

2.6.1. The below listed items are provided to AMOPS a minimum of 45 days prior to actual date of construction activities on the airfield. All training and associated documentation must be completed prior to contractor personnel driving on the airfield.

2.6.1.1. Name and telephone number of an English speaking construction company point of contact to serve as a flightline program trainer for company personnel working on the airfield. The point of contact will coordinate with AMOPS on:

2.6.1.1.1. Receive training from DCAM or designated representative obtaining flightline driver certification for themselves.

2.6.1.1.2. Obtaining authorization for company vehicles to operate on the airfield, i.e. USAFE Form 449.

2.6.1.1.3. Precautions to prevent FOD hazards to aircraft ground operations.

2.6.2. Clearance and verification of flightline driving privileges is obtained from the DCAM prior to beginning any construction or repair on the flightline.

### 2.7. Flightline Driver will :

2.7.1. Comply with all training requirements and applicable guidance outlined in this instruction. AFMAN 24-306, Chapter 25, and AFOSHSTD 91-100. paragraph 6.3.3.

2.7.2. Sign a disclaimer statement located on the certification paperwork that stipulates: "I will not enter the runway or controlled movement area, under any circumstances without direct approval from Incirlik Ground. I understand that I or my escort is required to have two-way radio contact and approval with Incirlik Ground prior to entering or requesting runway or controlled movement area access."

### 2.8. Flightline Driver Screening:

2.8.1. The unit commander or UFDPM will apply the following criteria to determine if an individual warrants flightline authorization:

2.8.1.1. Requires frequent and continuing airfield access in performance of duties and there is no other means of transportation available to report to work or accomplish the mission, i.e. bus and/or carpool.

2.8.1.2. Possession of a current government (AF Form 2293) or private driver's license and no driving violations that would prevent the individual from driving on base.

2.8.1.3. Qualified to operate the vehicles they will be tasked to drive on the flightline.

2.8.1.4. Ability to pass a color vision test conducted by the hospital.

**NOTE:** See para. 2.5. for further guidance on color vision test.

### 2.9. UFDPM (deployed and permanent party) will:

2.9.1. Contact the DCAM, ext 6-6156/6157, to schedule an appointment to receive flightline driving CD, flightline qualification and certification training. Use this instruction along with the Flightline Driver's Training CD as the primary materials for training.

2.9.1.1. When necessary, designate additional UFDPMs or trainers by letter of appointment signed by the unit commander. Ensure they meet flightline certification and training requirements for Incirlik AB.

2.9.2. Design mandatory restricted route briefing, which identifies routes of travel to and from duty location(s). The routes will be plotted on an airfield map and practical driving exams will be based on this information. Authorized personnel will have a current airfield diagram in their possession while operating a vehicle on the flightline.

2.9.3. Train and certify all personnel according to the following flightline driving lesson plan:

2.9.3.1. Complete Flightline Driving Computer Based Training (CBT) (deployed personnel must provide a copy of CBT score sheet or documented proof CBT has been accomplished).

2.9.3.2. Study section [2.12.-2.17.](#) and associated interim guidance.

2.9.3.3. Study Airfield Diagram noting taxiway, ramp locations, hold and instrument hold lines, runway designations, and arm/dearm areas. (See [Attachment 2](#) & [Attachment 13](#))

2.9.3.4. Study airfield signage. (See [Attachment 14](#))

2.9.3.5. Receive a day and night orientation ride on the flight line. Member will be restricted to “sunrise to sunset”, annotated on AF Form 483, if member fails to receive night orientation.

2.9.3.6. Provide comprehensive training, to include day and night time orientations on the flightline. Brief all personnel on flightline driving and complete a practical (on the road) examination.

2.9.4. Ensure the following paperwork is complete and available when reporting to AMOPS:

2.9.4.1. AF Form 483, **Certificate of Competency**, completed.

2.9.4.2. USAFE Form 25, **Documentation of Flightline Driver Training and Certification**.

2.9.4.3. Take Flightline Driver’s Test, airfield diagram test, and airfield signage tests. Tests are to be administered and scored by AMOPS personnel at Bldg 526, 39 OS Conference room Tuesday and Thursday at 1030.

**NOTE:** Deployed personnel will have their AF Form 483 from home station, USAFE Form 25 (if required) and comply with section [2.8](#).

2.9.5. In addition to AMOPS administered test, UFDPMs may develop additional test questions to satisfy their unique training situation and mission requirements (i.e., cargo, loading and unloading; fueling and de-fueling; tow/tug, etc).

2.9.6. After completion of the flightline driver’s tests with passing scores, the completed AF Form 483, will be signed by the DCAM or designated representative.

**NOTE:** Individuals failing to obtain the minimum passing score will be allowed to retest 30 days after original test date. Anyone requiring retest prior to the 30 day requirement, must have a letter signed by squadron commander stating reason for immediate retest.

2.9.7. Conduct annual refresher training. Always annotate on the back of AF Form 483 when training is complete and the due date for refresher training.

2.9.8. Maintain all USAFE Form 25’s and any additional flightline drivers training certification.

2.9.9. Place Radio Phraseology cards in each vehicle assigned and authorized to drive on the flightline. These cards can be found on the back of USAFE 449 or on the Flightline Driving CD.

2.9.10. Maintain a copy of flightline driving lesson plan, located on Flightline Driving CD, to assist in the training of every individual authorized to drive on the flightline.

2.9.11. Maintain records, associated forms, and a listing of all unit personnel authorized to drive on the flightline.

2.9.12. Notify Unit Commander and DCAM in writing after revoking an individual's flightline driving privileges based upon loss of base driving privileges.

**NOTE:** FDPMs and unit commanders may revoke flightline driving privileges only for personnel assigned to their unit.

2.9.13. Schedule training for replacement UFDPM with the DCAM at least 45 days prior to relinquishing unit duties (permanent party). For deployed personnel schedule training for replacements immediately upon arrival.

#### 2.10. **Airfield Management Representative shall:**

2.10.1. Verify all training requirements have been met:

2.10.1.1. Ensure unit commander or UFDPM signature is present on the individual's USAFE Form 25.

2.10.2. Administer Flightline Driving test. Passing score is 84%.

2.10.2.1. Administer airfield diagram test. Ensure runway, taxiways, aprons, and loop areas are labeled. Passing score is 100%.

2.10.2.2. Administer airfield signage test. Passing score is 100%.

2.10.3. Assign a control number to each new AF Form 483, and mark to show restricted access to the airfield (color coded). This will be done with a sticker placed on the front of the AF Form 483 with appropriate area restriction shown, including the flightline authorized stamp ("FLIGHTLINE AUTHORIZED INCIRLIK AB").

2.10.3.1. Red Sticker- restricted to loop areas, ramp areas, intake, SOCs, NPT, SPT, and all areas except CMA.

2.10.3.2. Green Sticker: No restrictions.

2.10.3.3. Deployed personnel will have their existing AF Form 483 from their home station stamped "Flightline Authorized" and the date of the stamp on the back of their AF Form 483 to ensure annual refresher training has taken place, and marked to show restricted/no restriction access to the airfield.

#### 2.11. **Certification of Contractors.**

2.11.1. Each company's point of contact/trainer will receive training from the CAM or designated representative. The point of contact/trainer will sign "Rules for Operating Vehicles on the Airfield" agreement identifying operating procedures on the airfield, to include his/her responsibilities.

2.11.2. Once trained and certified on flightline driving procedures, he/she will train other company members requiring flightline driving training.

2.11.3. All contractor company personnel requiring flightline driving training will complete all requirements identified and sign the "Rules for Operating Vehicles on the Airfield" agreement.

2.11.4. All certified contractor personnel operating vehicles on the airfield will always have a copy of the completed agreement.

2.11.5. Contractor vehicle operators will not deviate from the access route identified during contract pre-construction meetings.

**NOTE:** If access routes need altering, contact AMOPS for approval.

2.11.6. All contractors requiring access to the airfield must have an English speaking person responsible for radio contact with the tower.

### 2.12. Flightline Speed Limits:

2.12.1. The speed limit on the airfield is 15 MPH/25 KPH with the following exceptions:

2.12.1.1. No vehicle shall operate in excess of 5 MPH/8 KPH when within 25ft of an aircraft.

2.12.1.2. Special purpose vehicles shall not exceed 10 MPH/16 KPH or technical orders recommendations whichever is less, regardless of location on the airfield.

2.12.1.3. Aircraft shall not be towed at speeds greater than 5 MPH/8 KPH at any time.

2.12.1.4. Passing other vehicles is authorized. Do not exceed speed limits when passing.

2.12.1.5. During exercises, flightline rules still apply. Personnel shall exercise extreme caution.

2.12.1.6. General purpose vehicles operating on the North Parallel Taxiway/South Parallel Taxiway (NPT/SPT) will not operate in excess of 25 MPH/40 KPH.

**NOTE:** Time critical "Real World" response teams may exceed the speed limit provided safety considerations are not compromised.

### 2.13. Operators Responsibilities:

2.13.1. Give way to taxiing aircraft. Move to an area at least 25ft from the wingtip of aircraft. Vehicles will not over-take and pass taxiing aircraft. If a vehicle meets a taxiing aircraft, the vehicle will pull off the taxiway and allow the aircraft to pass. If necessary, vehicles will make a 180-degree turn and exit the taxiway, to provide a clear path for an aircraft. If traveling in loop areas you must turn around and go the opposite direction to avoid an aircraft. If traveling on the NPT you may pull over onto the shoulder to avoid fighter aircraft only. If a larger aircraft is on the taxiway, a 180 degree turn must be made and immediately exit the taxiway. Do not enter the CMA from NPT without approval from tower. Only in emergency situations, may vehicles drive off the hard surface. When returning to the pavement, conduct a thorough vehicle FOD check and, if necessary notify, Airfield Management to provide a sweeper.

**NOTE:** Ensure seat belts are used while driving on the airfield.

2.13.2. Give way to emergency vehicles (i.e. Fire Department, Airfield Management, Ambulance, etc.) and bring vehicle to a complete stop. Emergency response vehicles may exceed speed limits

only when responding to an emergency. Emergency lights will be in operation. However, safety and caution are of utmost importance in responding to an emergency. Immediately yield the right-of-way to emergency and fire/crash vehicles with rotating emergency lights in operation. Remain clear of crash roads and runway or taxiway access points until the emergency is terminated. During emergency conditions, the tower shall advise applicable aircraft to hold their position so they will not interfere with emergency vehicle movement. At the discretion of the tower controller, affected aircraft may be taxied to a more suitable parking place or holding area that is clear of all emergency vehicle routes.

2.13.3. "Follow-me" vehicles may be operated in excess of speed limits, when necessary, for efficient accomplishment of their duties and when safety considerations will not be compromised. Tugs will not be used as "follow me" vehicles at any time.

2.13.4. It is expressly forbidden for any vehicle to use the flightline area as a shortcut to any point on or off the flightline that is accessible by roads outside of the flightline area (i.e., perimeter road).

2.13.5. Use the fire lane when driving East and West along Bravo and Charlie ramps. Use the most direct route when traveling from one aircraft to another on Alpha, Bravo and Charlie ramps.

2.13.6. Except for inspecting the runway and emergency response, all vehicles operating on the runway for maintenance reasons will be driven along the edge of the concrete surface, unless crossing or departing.

2.13.7. Vehicles will remain on the extreme right side of the concrete surfaces on all airfield-operating areas to keep any potential FOD materials off the center of the taxiway (see [Attachment 10](#)).

2.13.8. Do not leave vehicles unattended on taxiways or within 200ft from taxiway centerline. No equipment will be left unattended on the flightline unless in compliance with UFC 3-260-01, Airfield and Heliport Planning and Design Criteria.

**NOTE:** Mowers will not be left unattended on the flightline at any time.

2.13.9. Do not park or drive closer than 25ft in front or 200ft to the rear of an aircraft while engines are running or about to be started. Vehicles parked on the side of the aircraft will be located clear of the wingtips and will be clearly visible to personnel in the aircraft cockpit.

2.13.10. Vehicular traffic in and around aircraft parking areas are operated in a "counter-clockwise" pattern. Whenever vehicles approach an aircraft, the operator's side will be nearest the aircraft.

2.13.11. Vehicles will not be driven within 10ft of a parked aircraft, except when the aircraft is being serviced, loaded or off-loaded. Do not drive beneath any portion of aircraft, or back toward aircraft except for servicing vehicles performing loading and off-loading operations. Spotters will be used to guide the vehicle's approach to the aircraft. The spotter will be outside the vehicle and clearly visible to the driver to prevent backing into an aircraft or an obstruction. The spotter will reposition chocks between the aircraft and the approaching vehicle to prevent the vehicle from striking the aircraft. When parked within an aircraft parking area, do not point vehicles toward the aircraft.

2.13.12. Unattended vehicles parked within 25ft of an aircraft will be turned off with the keys left in the ignition. Vehicles with automatic transmission will be placed in park and chocked, and vehi-

cles with manual transmission will be in reverse gear and chocked. Parking brakes will be set. All vehicles requiring the engine to be left running will also have the rear wheels chocked in addition to the above requirements.

2.13.13. During any fueling or de-fueling operations, the area within a radius of 50ft around such operations will be designated a hazardous area. Motor vehicles will not be permitted to operate in this area during fuel transfers.

2.13.14. Vehicle operators performing on-the-job training (OJT) for flightline duties will not operate a vehicle within 50ft of an aircraft. This restriction does not apply to fire-fighting vehicles and equipment, OJT operators who are towing aircraft, loading and unloading materials-handling equipment, and aircraft servicing vehicles. In all cases, drivers on OJT must be qualified to operate the vehicle and the qualified instructor must accompany them.

2.13.15. Government owned bicycles may be operated on the fire lane for official business only.

2.13.15.1. Never use bicycles on runway, parking aprons, NPT or SPT.

2.13.15.2. Give the right-of-way to all aircraft and emergency vehicles.

2.13.15.3. Mopeds or motorcycles are not allowed on the flightline.

2.13.16. Ensure all vehicles, Aerospace Ground Equipment (AGE), Materials Handling Equipment (MHE), or any other supporting material (fire bottles) is not left on the flightline more than 3 hours prior or after an aircraft launch and recovery. These items will be located in an approved marked designated area or no closer than 125ft from any apron or 200ft from any taxiway centerline without Airfield Management approval.

2.13.17. Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known. The headlights of the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion.

**NOTE:** Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on.

2.13.18. Control Tower Visual Blind Areas are parts of the airfield not totally visible to Tower controllers and include: the Golf Loop, portions of India and Hotel Loops, Delta ramp; and the Victor alert area. Tower personnel are unable to see and separate ground aircraft or vehicle operations in these areas. All personnel should exercise extreme caution when operating in these areas. Visual Blind Areas and Radio Blind spots are annotated on [Attachment 2](#), *Airfield Diagram*.

#### 2.14. **Perimeter road.**

2.14.1. The perimeter road around the airfield is designated as the primary route for all traffic to gain access to the areas north and south of the runway. Taxiway and runway crossings will not be used as a convenient access to facilities.

#### 2.15. **Runway and Instrument Hold Lines. (see [Attachment 9](#))**

2.15.1. Runway Hold Lines: Located 100ft from the runway edge. They appear as two broken yellow lines above two solid yellow lines painted with a black background across the full width of the

taxiway, including taxiway shoulders. Remain behind this hold line until authorized by Incirlik Ground to proceed.

2.15.2. Instrument Hold Lines: Appear as two solid yellow lines, connected by pairs of vertical yellow lines painted across the full width of the taxiway, including taxiway shoulders and parking ramps. This hold position is augmented with the letters "INST" on the runway side of the line. When operating in inclement weather, (i.e., thunderstorms, fog, rain, or snow showers) all vehicle operators will remain behind the instrument hold line until authorized by Incirlik Ground to proceed. Instrument hold lines are located on the:

2.15.2.1. SPT near Taxitrack B and on Taxiway E South.

2.15.2.2. NPT across Taxiway A North and the eastern part of NPT, and near Taxiway E North.

2.16. **CMA Access** (see [Attachment 2](#), [Attachment 8](#) & [Attachment 13](#)).

2.16.1. Any vehicular or pedestrian movement from the NPT/SPT parallel towards the runway must be in two-way radio contact with Incirlik Ground on the Ramp Net/Crash Net frequency. Individuals will contact Incirlik Ground prior to turning right or left onto one of the intersecting taxiways (i.e. Alpha/Charlie for permission to enter).

2.16.2. Receiving permission to enter the CMA does not automatically give you permission to enter the runway. The only two authorized crossing points are taxiways Charlie and Delta. Runway access will be handled on a case-by-case basis. If the requestor does not have a mission essential need, access will be denied. The individual's call sign must be registered with AMOPS and the Control Tower.

2.16.3. All personnel operating in the End of Runway (EOR) area will be required to be under the direct supervision of the EOR supervisor. The EOR supervisor will maintain radio contact with Incirlik Ground and provide Incirlik Ground a time frame when crews will be accessing the area (i.e. EOR crews will be operating in the EOR are from 0730L-0930L.) The EOR supervisor will advise Incirlik Ground when the EOR is no longer in use and all personnel are out of the area.

2.16.4. Vehicle drivers will use proper radio phraseology (see [Attachment 8](#)) when communicating with Incirlik Ground. Drivers will repeat Incirlik Ground's directions or instructions to confirm that their message was received and understood correctly. Personnel operating on the airfield shall not use the phrase "clear".

**NOTE: Never proceed unless instructions are clearly understood.**

2.16.5. All vehicle operators authorized on the flightline will be knowledgeable of tower light-gun signals:

2.16.5.1. Steady green light - Cleared to cross, proceed, go.

2.16.5.2. Steady red light - Stop.

2.16.5.3. Flashing red light - Exit runway or taxiway.

2.16.5.4. Flashing white light - Return to starting point on the airport.

2.16.5.5. Red and Green light - General warning signal, exercise extreme caution.

2.16.5.6. Vehicles operating in the CMA must use rotating beacon lights or hazard/warning

flashers.

#### 2.17. **Activation of NPT.**

2.17.1. The NPT may be activated as an (ELS) as deemed appropriate by 39 OS/CC and Turkish Air Force (TuAF).

2.17.2. Incirlik Ground will advise "NPT activation in progress, all personnel and vehicles exit the NPT immediately." AMOPS will use the Secondary Crash Network (SCN) and Incirlik Ground will use the Ramp-Net radio to notify agencies. All personnel and vehicles must immediately and safely exit the NPT. Each intersection and access roads to the NPT have strobe lights and an audible horn that will be activated when ELS is in use.

2.17.3. If not secured, Security Forces will close all airfield access points at: G-51, I-2, I-13, Fox Ramp leading to the NPT, and west access road to NPT.

2.17.4. Contact Incirlik Ground to enter or cross the NPT/ELS during activation.

2.17.5. Upon deactivation of the ELS, agencies will be notified via the same method that was used to activate the ELS. **Do not assume the ELS is deactivated.** Contact Incirlik Ground or AMOPS to verify status.

#### 2.18. **Emergency Removal of Vehicles from Runway.**

2.18.1. Control Tower personnel shall continuously cycle the intensity of runway lights if an emergency situation occurs that requires vehicles to immediately depart the runway. Control Tower shall transmit on Ramp-Net radio for all personnel and equipment to exit the runway.

#### 2.19. **Removal of Disabled Vehicle.**

2.19.1. If a vehicle cannot be driven or pushed off the runway, taxiway, or any movement area, and the radio does not work, activate emergency flashers and stand in front of the vehicle. Wave arms overhead in a crisscross manner until an acknowledgment from the tower is received in the form of a steady red light. At night, blink the vehicle lights or blink a flashlight. In either case, tower personnel will notify AMOPS, who will have vehicle maintenance remove the disabled vehicle. This will be a number one priority and vehicle maintenance will respond immediately. In an emergency, AMOPS may direct the fire department to move the stalled vehicle off the runway.

2.19.1.1. When a vehicle has a malfunction which prevents operation under its own power, every means will be used to alert taxiing aircraft. As a minimum, the vehicle operator will leave the vehicle parking lights or emergency flashers ON if the malfunction occurs during hours of darkness.

2.19.1.2. If the vehicle has two-way radio capability, make the following transmission: "All parties BREAK, BREAK- This is (call sign) with an emergency for AMOPS, Incirlik Ground, and Maintenance Operations Center." State the nature of the problem and your position on the airfield.

2.19.1.3. Operators of other radio-equipped vehicles (security police, civil engineering, transportation, etc.) will contact their control center and have the information relayed to the AMOPS Dispatcher for relay to the tower.

2.19.1.4. If a vehicle is not equipped with a radio, stay with the vehicle and continue attempts to get the attention of the taxiing aircraft.

## 2.20. Flightline Driving Violations.

2.20.1. Flightline driving safety is paramount and violations will not be tolerated. The CAM is the governing authority concerning flightline driving violations and will determine appropriate actions based on the seriousness of the violation. Repeated flightline violations could result in permanent loss of flightline driving privileges.

## 2.21. CMA/Runway Intrusion Violations.

2.21.1. If a CMA violation occurs or is suspected, the individual involved will be brought to the Airfield Management Office via Security Forces or AMOPS personnel.

2.21.2. Personnel identifying a CMA or runway intrusion violation will supply information to AMOPS for report. For runway intrusions that had an adverse impact on flight operations arrivals, departures, etc.) an AF Form 651, **Hazardous Air Traffic Report**, must be submitted to Wing Safety. For specific incidents of runway intrusions and other CMA violations that did not impact aircraft operations, the AF Form 457, **USAF Hazard Report**, will be used and reported to the CAM to take immediate action to correct the problem or apply interim control measures. When circumstances surrounding the incident cannot be corrected immediately, report the incident to the Wing Safety Office by AF Form 457, **USAF Hazard Report**, by telephone or in person. (See AFI 91-202, *US Air Force Mishap Prevention Program*.) Ensure the report defines who, what, when, where, and how the event occurred and report in the AOB for trend analysis.

2.21.3. The party involved will submit a full written statement to the DCAM.

2.21.4. All CMA violations will require refresher training on proper CMA operating procedures prior to reinstatement.

2.21.5. CMA violations that do not intrude on the runway surface, the CAM or DCAM will determine severity of the incident and may suspend flightline driving privileges up to 5 days. All CMA violations will require refresher training on proper CMA operating procedures prior to reinstatement.

2.21.6. CMA violations that involve crossing the runway hold line, but not touching the actual runway surface, may result in the suspension of flightline driving privileges up to 30 days as determined by the CAM. When any part of a vehicle/aircraft or pedestrian crosses a runway hold line they are considered to be on the runway.

2.21.7. CMA violations that involve crossing the runway hold line and touching the landing surface, will result in the individual's flightline driving privileges being suspended 30 days for the first offense, and 6 months for the second. A third offense will result in flightline driving privileges being revoked for the remainder of the individual's assignment at Incirlik.

2.21.8. Retraining and re-certification procedures will not begin until after the suspension period and any disciplinary action is completed. Re-instatement of flightline driving privileges will be at the discretion of the CAM or designated representative, and upon recommendation of the unit commander. Re-certification procedure require completion of items in para 2.8. A new license must be issued.

2.21.9. The DCAM will notify the individual's UFDPM of the incident, investigation results and determination of findings.

2.21.10. Upon suspension or revocation of base driving privileges, the 39 Mission Support Commander (MS/CC) can authorize re-instatement of flightline driving privileges to perform critical mission essential duties.

## 2.22. Foreign Object Damage (FOD) Program:

2.22.1. In order to prevent FOD, the following precautions will be taken:

2.22.1.1. Inspect vehicles and remove any potential FOD material prior to entering the flightline and upon leaving construction areas. All vehicles that routinely operate on the airfield will have a FOD can or container to deposit any potential FOD materials.

2.22.1.2. Pick up potential FOD material on the flightline. Contact AMOPS if a sweeper is needed.

2.22.1.3. Vehicles will be operated on hard surfaces only. Certain essential flightline maintenance and security operations are excluded from this restriction. In the event of leaving the paved surfaces, check the tires and undercarriage of the vehicle and remove rocks and other material which could create a FOD hazard.

2.22.1.4. Close truck doors, tailgates and tool compartments prior to entering the flightline (this includes all 4-wheel-drive vehicles).

2.22.1.5. Maintain a neat work area and thoroughly clean area when work is complete.

2.22.1.6. Contractor/construction personnel will remove any potential FOD material prior to departing the construction area for the day.

2.22.2. Anyone observing a violation of these FOD procedures will report the violator's name or vehicle identification number to AMOPS for appropriate action.

2.22.3. Units will ensure that their FOD prevention program thoroughly covers vehicle operations on the flightline.

2.22.4. When conducting a FOD check of any vehicle, turn off the engine.

2.22.5. If broken concrete or asphalt, broken taxiway/runway lights, etc. are seen advise AMOPS at 6-6156/6157.

## 2.23. Controlled Area Restrictions.

2.23.1. The flightline is considered a controlled area. Only authorized personnel are granted unescorted entry to the flightline. All others must be escorted.

2.23.2. Flow of traffic to the NPT.

2.23.2.1. Traffic will enter the NPT using the NPT access road near G-51. No left turns are allowed or entering the loops areas via any aircraft gate along the NPT.

2.23.3. Flow of traffic in and out of Golf, Hotel and India Loops.

2.23.3.1. Traffic will enter and exit loop areas via the ECP at G-51 or SOC 3.

2.23.3.2. There are only two authorized areas to "break red", G-83 and I-13. This action requires the requestor to contact Central Security Center (CSC) through MOC and request permission to break red using the following terminology: "Request permission to break red at G-83 inbound/outbound # of vehicles and # of personnel."

#### 2.24. **Government Leased Vehicles.**

2.24.1. All GLVs requiring to operate on the flightline must have a USAFE Form 449, **POV/GLV Flightline Pass**, issued for that vehicle. This will be done on a case-by-case basis.

2.24.2. GLVs will not be driven on or across the runway.

2.24.3. The UFDPM will submit a letter of justification to AMOPS for issue of GLV passes. The number of GLV passes issued will be held to an absolute minimum.

2.24.4. Each GLV pass will be assigned to one specific vehicle.

2.24.5. The UFDPM will be responsible to ensure that GLVs used to operate on the flightline have a GLV pass assigned.

2.24.5.1. GLV passes will be displayed on the inside of the driver-side windshield, when operating on the flightline. If the pass is not properly displayed the vehicle will be escorted off the flightline.

2.24.6. When no longer required, the USAFE Form 449 will be returned to AMOPS.

#### 2.25. **Privately Owned Vehicle.**

2.25.1. The CAM/DCAM is the approving authority for use of POVs on the flightline. POVs on the flightline will be kept to an absolute minimum. Commanders will ensure POV requests are for mission essential operations only when a GOV or GLV is not available.

2.25.2. POVs are not authorized on or allowed to cross the runway.

#### 2.26. **USAFE Form 449, POV/GLV Flightline Pass.**

2.26.1. To obtain a POV/GLV Flightline Pass, the driver must have a valid flightline driving permit for Incirlik AB. A letter requesting a pass from the driver's unit commander, addressed to the CAM/DCAM, is required. The letter must include justification, vehicle description, license plate number, name, grade, duty phone, and the DEROS of the driver.

2.26.2. Passes expire no later than 30 June and 31 December of the current year. If the pass is still required, it will be reissued on the first duty day in July and January. Procedures for reissue will be identical to those outlined in this section. If the pass is lost, the DCAM must be notified and a letter of justification will be reaccomplished before another pass will be reissued.

2.26.2.1. A flightline pass only authorizes access to the areas highlighted on the pass.

2.26.2.2. The following individuals do not require justification for issue of a POV flightline pass:

2.26.2.2.1. 39th Air Base Group and Vice Commander.

2.26.2.2.2. 39th Operations Squadron Commander and Deputy Commander.

2.26.2.2.3. 39th Maintenance Group Commander and Deputy Commander.

2.26.2.2.4. 39th Mission Support Group Commander and Deputy Commander.

2.26.2.2.5. 39th Medical Squadron Commander and Deputy Commander.

2.26.2.2.6. Any of the designated Disaster Control Group On-Scene Commanders in a declared emergency or exercise.

2.26.3. When no longer required, USAFE Form 449 will be returned to AMOPS.

2.26.3.1. If a POV pass is used for any purpose other than for which it was intended, the pass will be confiscated.

### 3. AIRFIELD OPERATIONS

3.1. **Aircraft Taxiing/Towing Procedures.** For safety and anti-theft/hijack procedures, all taxiing/towing aircraft must maintain radio contact with Ground Control. Heavy jets should avoid using out-board engines for thrust to the maximum extent possible to minimize FOD. High FOD potential exists on taxiways Alpha and Echo when heavy aircraft take the active runway.

3.1.1. All tow operators will coordinate tows and follow the established procedures. For deployed units, tow operators will coordinate with their deployed Maintenance Operations Center (MOC). 728 AMS MOC is responsible for AMC aircraft. All other aircraft shall be the responsibility of Transient Alert.

3.1.1.1. The MOC will:

3.1.1.1.1. Coordinate all tow operations with the Tower via landline. Information will include: type aircraft, parking location, destination and tail number.

3.1.1.2. Tow operators will:

3.1.1.2.1. Coordinate and obtain tow approval from Tower by establishing direct radio contact with Ground Control (337.6/123.025) prior to moving the aircraft. Re-state call-sign, intent to tow, type aircraft and tail number, tow route, and destination. Maintain radio contact with Tower on the ramp net or Ground Control frequency throughout the operation.

**NOTE:** Final authority to postpone or discontinue towing operations rests with Tower based on aircraft ground movements, coordination, anti-theft/hijack procedures, or safety.

3.2. **Engine Runs.** Engine runs shall be conducted IAW IAB Sup 1 to USAFE 21-101, *Maintenance Management of Aircraft*, and the following procedures.

3.2.1. Quiet hours at Incirlik are daily from 2200-0600L and Fridays between 1630-1715L for TuAF retreat.

3.2.2. NORTHSIDE ENGINE RUNS:

Quiet hours: 2200L - 0600L. No mil power or greater engine runs authorized during this period.

Idle engine runs: Approved 24 hours a day

Mil power or greater engine runs: Approved on Hardstands (HS) 8A/B, 9A/B, 11A & 15A/B 0600L - 2200L. Echo and Foxtrot Ramps may be utilized if necessary.

3.2.3. SOUTHSIDE ENGINE RUNS:

Quiet Hours: 1700L - 0600L.

Friday: Not authorized 1630L - 1715L (TuAF Retreat).

Idle Engine Runs: Approved 0600L - 1700L.

Mil power or greater engine runs: Not approved.

3.2.4. Mil power or greater engine runs are authorized on Alpha, Bravo and Delta ramps under special circumstances due to mission requirements. Runs during normal hours are coordinated with AMOPS. For runs that do not meet requirements in 3.2.2. or 3.2.3., coordination must be accomplished through 39 OS/OSA, who in turn shall coordinate with the TuAF. Tower will not approve engine runs unless notified by AMOPS.

**NOTE:** Hardstand parking spots 7A & 11B are tow-in/tow-out spots only.

3.2.5. AMC MOC, the deployed units MOC, or TA, as appropriate, shall contact AMOPS on landline and pass engine run information. This shall include aircraft tail number, type aircraft, and parking location.

3.2.6. After receiving engine run clearance from appropriate MOC, aircraft and ground crew will, prior to running engines, contact Ground Control (337.6/123.025) and request engine run approval. Provide aircraft tail number, and parking location. The maintenance run crew will monitor Ground Control frequency during the entire operation. Immediately following engine shutdown, notify ground control and appropriate MOC of termination.

3.2.7. Terminate all ground engine run operations immediately when lightning is within five nautical miles of the airfield. Do not resume operations until the warning is terminated.

3.3. **Aircraft Parking Plan.** All aircraft parking at Incirlik AB will be assigned by mutual agreement of the 39 OS/CC and the Turkish Operations Group Commander. Subject to their further direction and guidance, the following offices will provide day to day management of available ramp space:

3.3.1. Ramp Space is as follows.

3.3.1.1. Alpha Ramp 1750ft x 300ft.

3.3.1.2. Bravo Ramp 1275ft x 725ft.

3.3.1.3. Charlie Ramp 1485ft x 215ft.

3.3.1.4. Delta Ramp 720ft x 270ft.

3.3.1.5. USAF controls Ramps Alpha and Bravo spots 1-6, which can accommodate all strategic airlift and hardstands 7-15, which can accommodate KC135 & C130 aircraft. TuAF controls Hardstand 20, Bravo Ramp spots 7-9, Victor Loop, Charlie Ramp, and Delta Ramp.

3.3.2. Any areas designated as restricted or that change in status should be coordinated with Central Security Control (CSC) so security forces can be modified as necessary.

3.3.3. Airfield Management will participate with concerned agencies in the development of long/short-term aircraft parking plans for distinguished visitors, contingencies, exercises, static displays, air shows and other special airfield projects.

3.3.3.1. Participate with concerned agencies in the development of areas designated for loading, unloading, arming and de-arming of aircraft with hazardous cargo or live armament (guns, missiles and bombs).

3.4. **Pantograph Refueling.** Hardstands 7 & 11, Echo, Fox, Delta Ramps and Alpha Ramp are equipped with aircraft refueling pantographs. Most HAS's are also equipped with pantographs.

3.5. **Dangerous/Hazardous Cargo.** Upon notification of an inbound aircraft with dangerous/hazardous cargo, AMOPS will notify Tower, RAPCON, Fire Department, Readiness, Transient Alert, and, if necessary, AMC.

3.6. **Parking of Aircraft with Explosives or Hazardous Cargo.** The following parking areas are authorized for explosive/hazardous cargo. 20mm Gun systems will always be kept in the "safe" condition and aircraft shall be positioned to present the minimum hazard to personnel and resources in the event of a mishap. Don't unnecessarily stand or park vehicles in front of, or behind, these munitions when power is applied to the aircraft. IAW AFMAN 91-201, *Explosives Safety Standards*.

3.6.1. Hardstands 7 through 15 are designated aircraft parking areas. The explosive limits are as follows:

**Table 2.**

<b>Facility</b>	1.2.2	1.2.3	1.3	1.4
HS 7	5000	5000	5000	5000
HS 8	200	5000	5000	5000
HS 9	5000	5000	5000	5000
HS 10	5000	5000	5000	5000
HS 11	5000	5000	5000	5000
HS 12	5000	5000	5000	5000
HS 13	5000	5000	5000	5000
HS 14	5000	5000	5000	5000
HS 15	5000	5000	5000	5000

**NOTE:** Any Hazard Class/Division not listed is not authorized.

3.6.2. "F" (primary) and "E" (secondary) Ramps are designated, hot cargo pads. Alpha and Bravo ramp are alternate locations, net explosives weights are as follows:

**Table 3.**

<b>Facility</b>	1.1	MCE	>1.2.1	<=1.2.1	1.2.2	1.2.3	1.3	1.4
E Ramp	20,200	334	12,650	12,650	20,000	58,000	58,000	500,000
F Ramp	20,200	450	41,000	41,000	50,000	50,000	50,000	500,000
A Ramp							<100	No Limit
B Ramp							<100	No Limit

3.7. **Arm/De-Arm Areas.** Taxiway A North and E North are authorized as the primary arm/de-arm areas. (See [Attachment 2](#) and [Attachment 3](#))

3.8. **Munitions Disposal Range.** The munitions disposal range is located on the installation between the golf course and the new munitions area. The munitions disposal range (sited for 50 lbs Net Explosive Weight) is approximately 8900ft from the Tower on an azimuth of 289 degrees. The following range procedures apply:

3.8.1. Munitions disposal team will advise Tower when the range is active or inactive and provide advance notification prior to detonation.

3.8.2. Tower will inform aircrews when the range is active and aircraft will not over fly the range below 2800ft MSL when the range is active or a detonation is planned.

3.9. **Wear of Hats on the Flightline.** Flight hats, unit baseball type caps, or other head gear not specifically required for aircraft ground operations will not be worn on the airfield, aircraft parking ramps, arming or de-arming areas, or anywhere near aircraft running engines. The only exceptions are for military protocol (arrival or departure of dignitaries or VIPs) or Security Forces (SF). SF will remove and secure their headgear anytime an aircraft is running engines within 200ft of the SF vehicle or guard post. If SFs are wearing Kevlar Helmets, the chinstraps will be secured. During inclement weather, hoods firmly attached to a coat/jacket, cold weather hats/woolen caps with chinstraps fastened with Velcro may be worn. Hats with metal snaps or fasteners will not be worn.

**NOTE:** It is recommended that pin on rank not be worn on the flightline at all. If personnel regularly operate on the airfield, they should use sewn on cloth rank.

3.10. **Smoking on the flightline.** Smoking on the airfield is only permitted at the following locations. Further guidance is found in Incirlik Policy Letter 2001-10, *Designated Flight Line Smoking and Grilling Areas*. G-51 (rear), G-55 (side), G-58 (side), G-73 (side), G-74 (side), G-75 (rear), G-82 (side), G-83 (side), Bldg 89 (side), Bldg 95 (side), Bldg 526 (ramp side), Bldg 590 (side), V-604 (rear), Bldg 626 (side), Bldg 627 (side), Bldg T2114 (side), Bldg 2115 (side), Bldg 2208 (side), Bldg 2209 (side), Hangar 5 (ramp and street side).

3.11. **Bird Aircraft Strike Hazard (BASH) Procedures.** Specific responsibilities and guidelines for tasked organizations are outlined in 39th ABG OPLAN 91-212, *Bird Aircraft Strike Hazard "BASH" Reduction Plan*. 39th ABG Safety is the OPR for the local BASH program. All actions will be IAW OPLAN 91-212.

3.12. **Airfield Construction.** IAW UFC 3-260-01, Airfield Management will establish a construction-phasing plan with guidelines and constraints contractors must follow during construction.

3.12.1. Airfield Management will:

3.12.1.1. Attend pre-construction meetings that affect airfield operations, and participate in the project from planning phase through completion.

3.12.1.1.1. Brief contractors during airfield pre-construction meetings, prior to the start of any construction projects on the airfield, on minimum safety guidelines.

3.12.1.2. Ensure owner or user maintains positive control of all contractors working on or near the airfield, that impact airfield operations.

3.12.1.3. Participate in final inspection of construction projects prior to accepting project completion.

3.13. **Weather dissemination and coordination.**

3.13.1. The 39 OS/OSW weather flight is responsible for disseminating weather information to ATC services via the Local Weather Notification System (LWNS). The tower makes a new ATIS whenever a new observation is received, and forwards the new ATIS identifier to RAPCON in addition to making a blanket broadcast over frequencies.

3.13.2. Weather warnings (WW) and weather advisories (WA) are also passed via the LWNS. Weather observers contact the ATC facility verbally to verify receipt of the WW or WA.

3.13.3. Incirlik AB participates in the Cooperative Weather Watch program as outlined in 39 OS OI 15-1, *Cooperative Weather Watch*. The 39 OS/OSW ensures tower personnel receive limited weather observation and visibility training and certification.

#### 3.14. Air Evac Arrivals.

3.14.1. AMOPS shall provide the Control Tower, Hospital, Fire Department, and AMCC with notification of an inbound Air Evac aircraft as soon as information is received.

3.14.2. Tower shall notify Fire Department with a 15 flying mile check.

3.14.3. Fire Department shall provide a fire truck to stand-by during its ground time while patients remain on the aircraft.

3.14.4. Departing aircraft shall have a fire truck coverage available prior to loading of patients until they take the runway for departure.

### 4. VISUAL FLIGHT RULES (VFR) PROCEDURES

4.1. **VFR Operations.** All aircraft must contact Incirlik Approach before entering the Adana MTCA (50 NM circle) and proceed as cleared. Unless issued an IFR clearance to include a clearance limit, e.g. destination airport or other fix, all aircraft are considered VFR and will conduct operations in VMC. Aircrews unable to maintain VMC will immediately advise ATC. All VFR aircraft within the MTCA will be on an ATC frequency and will be provided air traffic services, which include issuance of traffic information, sequencing, vectoring, and altitude assignment when necessary. All aircraft will automatically receive this service unless the pilot specifically states VFR radar service is not desired. **Aircraft declining radar service are still required to maintain an ATC frequency watch, within ATC radar and radio coverage, and report moving (entry and exit) from one working area to another.** Radar service is automatically terminated when VFR aircraft are instructed to contact Tower. VFR flights requiring drag procedures for straight in landings will advise ATC and begin the drag separation at the VFR entry point unless prior approval for the maneuver is obtained from ATC.

4.2. **VFR Weather Minima.** VFR flight within the local area is authorized from 30 minutes prior to sunrise until 30 minutes after sunset, unless otherwise coordinated with TuAF officials. The ceiling and visibility must be at or above 1000ft above ground level (AGL) and 5000 meters.

4.3. **Radar Vectors to Initial.** Aircraft requesting radar vectors to initial will be vectored to a point on final no closer than 5 NM from the runway, not lower than 2500ft mean sea level (MSL). After the pilot reports the runway in sight, the aircraft will be transferred to Tower. To ensure a smooth transition, pilots will not switch to Tower frequency until transferred by RAPCON.

#### 4.4. VFR Traffic Patterns.

4.4.1. Conventional Rectangular Traffic Patterns (see [Attachment 4](#)): Pattern altitude is 1200ft MSL, and is available Monday through Friday 0800L-2200L, except Turkish Holidays. Left traf-

fic for runway 23 and right traffic for runway 05. A 1800ft ceiling and visibility of 5000 meters, are minimum weather requirements. The Tower watch supervisor (WS) ultimately makes the decision as to whether the pattern is usable.

4.4.2. Overhead/Fighter Closed Traffic Patterns (see [Attachment 4](#)). The overhead pattern is open to local traffic Monday through Friday, from 0800L to sunset, except on Turkish holidays,. Overhead pattern altitude is 2000ft MSL. Right breaks for runway 23 and left breaks for runway 05 are standard. Fighter closed traffic pattern altitude is 2000ft. MSL with right traffic for runway 23 and left traffic for runway 05. A 2800ft ceiling and visibility of 5000 meters, are minimum weather requirements. The Tower WS ultimately makes the decision as to whether the pattern is usable.

4.4.3. Helicopter patterns. Pattern altitude and direction shall be as instructed by tower.

4.5. **VFR Entry Points.** USAF and TuAF ATC use three VFR reporting points; Eagle, Tiger and Falcon. Runway 23: Tiger - DAN 038/12 and Falcon - DAN 072/12. Runway 05: Eagle - DAN 210/09.

**NOTE:** The entry altitude is 2500ft MSL for initial and 2000ft MSL for straight-ins.

- a. At 5 NM aircraft proceeding to initial will descend to 2000ft MSL.
- b. Aircraft proceeding for a straight-in approach shall descend after departing the VFR reporting point so as to cross 5 NM at 1500ft MSL.

#### 4.6. **Reduced Same Runway Separation (RSRS).**

4.6.1. RSRS standards apply to USAF military aircraft when air traffic controllers are able to see the aircraft involved and can determine distances by references to suitable landmarks, i.e. distance remaining markers. Either controllers or pilots may refuse RSRS when safety of flight may be jeopardized.

4.6.2. RSRS operations shall be conducted IAW AFI 13-203, *Air Traffic Control*, and AFI 13-203, USAFE Supplement, and written Letter of Agreement between the military ATC facility and flying unit.

#### 4.7. **Additional Procedures.**

4.7.1. Pilots desiring a closed traffic pattern must obtain approval from Tower.

4.7.2. Pilots must not initiate a closed or crosswind turn prior to departure end of runway, without approval from Tower.

4.7.3. Pilots desiring maximum performance climbs on departure must state intentions with Tower prior to takeoff so Tower can ensure deconfliction with airborne traffic.

4.7.4. Prior coordination with Tower is required if variations to the published traffic pattern altitudes are required.

### 5. **INSTRUMENT FLIGHT RULES (IFR) PROCEDURES**

5.1. **IFR Operations.** All aircraft must contact Incirlik Approach before entering the Adana MTCA (50 NM circle) and proceed as cleared.

5.1.1. **Airspeed.** Except for North Practice Area (NPA) and South Practice Area (SPA) operations, all aircraft will maintain no greater than 250 KIAS inside the MTCA unless another airspeed is coordinated or assigned by ATC.

**5.2. Military Assumes Responsibility for Separation of Aircraft (MARSA) Operations .**

MARSA operations are not authorized in Turkey.

**5.3. Radar Trail Departure/Recovery Procedures.** Radar trail procedures, considered a non-standard procedure, are authorized for aircraft deployed to Incirlik AB under the following conditions:

- 5.3.1. Operable airborne radar for each aircraft, except for lead aircraft, is required.
- 5.3.2. Flight leads will advise ATC the flight is "Radar Trail Departure" or "Radar Trail Recovery" prior to clearance on the runway or on initial contact for arrivals.
- 5.3.3. Radar Trail Recoveries are limited to four aircraft during IMC.
- 5.3.4. Three and four ship recoveries will maintain a maximum of 6 miles spacing between lead and the last aircraft. Two ship recoveries will maintain a maximum of 2 miles spacing between aircraft.
- 5.3.5. For all flight recoveries, the first and last aircraft will squawk assigned Mode III/C code during the procedure; all others will squawk standby.
- 5.3.6. PAR approach not authorized for non-standard formations.
- 5.3.7. ATC instructions for the flight will be directed to the lead aircraft. All ATC instructions (clearance, climb outs, break-outs, go-arounds, missed approach, etc.) given to the lead aircraft pertain to the entire flight unless otherwise specified.
- 5.3.8. Once established on a segment of the approach, each aircraft will comply with all published restrictions including altitudes. All aircraft will report the final approach fix and a gear down check.
- 5.3.9. Aircraft experiencing communication failure will squawk 7600 and continue with the procedure or approach. ATC will inform the other aircraft in the flight of the aircraft with lost communications.
- 5.3.10. Missed approach procedures when the field is VFR and no climb out instructions have been issued are to climb, maintain 1500ft until the departure end of runway and maintain VFR, contact Tower.
- 5.3.11. Radar final controller must not monitor more than two single aircraft or flights simultaneously IAW AFI 13-203.

**5.4. Precision Approach Radar Requirements.** RAPCON will maintain hours of PAR service as specified by 39 OS/CC. Additional requirements for holidays, weekends, or night flying should be coordinated with 39 OS/OSA on an individual basis at least 3 days in advance. Incirlik's PAR service capability is based on manning.

**5.5. Multiple Approach Climb out Instructions.**

- 5.5.1. Runway 05/23: After completing low approach or touch-and-go, fly runway heading, cross departure end at or below 1500ft, climb and maintain 4000ft, contact Incirlik RAPCON on assigned frequency.
- 5.5.2. Abbreviated climb out instructions: ATC may abbreviate climb out instructions by issuing: "EXECUTE LOCAL CLIMBOUT" to locally assigned aircraft conducting multiple approaches.

**5.6. Standard Go-Around/Breakout Procedures.**

5.6.1. Go-around instructions apply to those aircraft inside 6 miles on final approach below the Minimum Vectoring Altitude (MVA).

5.6.1.1. Unless otherwise coordinated, go-around instructions are: “FLY RUNWAY HEADING, CROSS DEPARTURE END AT OR BELOW 1500, CLIMB AND MAINTAIN 4000. CONTACT DEPARTURE CONTROL ON (assigned frequency)”

5.6.1.2. For locally assigned aircraft, an abbreviated version may be used: “EXECUTE LOCAL CLIMBOUT”.

5.6.2. Breakout instructions apply to those aircraft outside 6 miles on final approach above the MVA.

5.6.2.1. Unless otherwise coordinated, aircraft broken out shall be instructed to “CLIMB AND MAINTAIN 4000, TURN LEFT/RIGHT HEADING 140. CONTACT DEPARTURE CONTROL ON (assigned frequency).”

5.6.3. IFR aircraft inside the final approach fix must reach the MVA (2300ft MSL) prior to being issued any turn that takes them out of the approach corridor. Tower/RAPCON controllers shall not issue instructions that violate this requirement.

5.7. **Opposite Direction Traffic.** Opposite direction runway operations are approved when an operational necessity exists. These procedures apply to both IFR and VFR aircraft. Use the following criteria for opposite direction operations:

5.7.1. Arrival versus Arrival. The succeeding aircraft will be no closer than 10-mile final when the preceding aircraft (full stop) is over the landing threshold.

5.7.2. Departure/Low Approach versus Arrival. The departing/low approach aircraft must be airborne and turned to avert conflict prior to the arriving aircraft reaching a point no closer than 10-mile final.

5.7.3. Opposite Direction Traffic Involving VFR Pattern Aircraft. Aircraft in the VFR traffic pattern will not be allowed to extend downwind or turn normal base leg until the departing IFR/VFR aircraft is airborne and beyond the VFR pattern base leg.

5.8. **Protection of the Overhead Pattern.** All departures not on a SID/DP will be advised to maintain at or below 1500ft until departure end for protection of the overhead pattern.

## 6. AIR TRAFFIC CONTROL AND LANDING SYSTEMS (ATCALs)

6.1. **Airfield/ATCALs Operational Status.** Incirlik RAPCON is the primary NOTAM monitoring facility for Air Traffic Control and Landing Systems (ATCALs) issues. AMOPS is the central focal point for all airfield issues, and is responsible for disseminating all NOTAM information. Base agencies will contact Incirlik RAPCON to coordinate scheduled ATCALs outages, and AMOPS for all runway/taxiway closures. RAPCON and AMOPS will coordinate all status changes/requests with the 39 OS Airfield Operations Flight Commander (AOF/CC) or designated representative.

**NOTE:** 39 CS will coordinate all scheduled ATCALs outages with the RAPCON Chief Controller/Watch Supervisor **prior** to actually taking a system off the air.

6.2. **Requests for Unscheduled ATCALs Downtimes.**

6.2.1. 39 CS Maintenance personnel encountering difficulties during scheduled Preventive Maintenance Inspections (PMIs), will contact the RAPCON Chief Controller/Watch Supervisor and provide reason for delay and request an extension, with impact if not approved.

6.2.2. **During normal duty hours Monday through Friday**, 39 CS Maintenance will contact the AOF/CC, RAPCON or designated representative for ATCALs downtime, for other than what is published in the DoD Enroute Supplement. Specify the requested time, alternate times (if possible), reason for the request, and impact if work is not accomplished. RAPCON will coordinate with AOF/CC.

6.2.2.1. The AOF/CC or designated representative will coordinate all maintenance requests with RAPCON, Tower, TuAF/ATC, Air Mobility Coordination Center (AMCC), 39 OS/OSK who coordinates with the flying units, and the 39 OS/CC.

6.2.2.1.1. If approved by the 39 OS/CC, the AOF/CC will notify 39 CS Maintenance, RAPCON, Tower and AMOPS (for NOTAM action as required).

6.2.2.1.2. If disapproved by the 39 OS/CC, the AOF/CC will notify 39 CS Maintenance, RAPCON and Tower.

6.2.3. **After normal duty hours Monday through Friday and on weekends**, 39 CS Maintenance will contact the RAPCON watch supervisor for ATCALs downtime, other than what is published in the Enroute Supplement. Specify the requested time, alternate times (if possible), reason for the request, and impact if work is not accomplished.

6.2.3.1. The RAPCON watch supervisor will evaluate the impact on current and projected traffic by coordinating with TuAF/ATC and Tower, considering such factors as inbound/outbound traffic, weather, etc. The watch supervisor will either disapprove the request (based on impact), or coordinate with the 39OS/CC for approval of the ATCALs downtime request.

6.2.3.1.1. If approved, the watch supervisor will notify 39 CS Maintenance, TuAF/ATC, Tower and AMOPS (for NOTAM action as required). The watch supervisor will also make a courtesy call to AMCC if ATCALs are released, and notify the RAPCON Chief Controller of release/return to service times. Watch Supervisors will not release more than one ATCALs asset at a time.

### 6.3. NOTAM Requirements for ATCALs Equipment.

6.3.1. The RAPCON will:

6.3.1.1. Act as the reporting center to AMOPS for all outages and malfunctions of USAF/TuAF operated and maintained ATC facilities and ATCALs. Each report will contain an estimated time of return to operational status if known.

6.3.1.2. Act as the ATC NOTAM monitor facility.

6.3.1.3. Verify current NOTAMs daily with AMOPS or via the internet and notify AMOPS when equipment previously NOTAMed out returns to service.

6.3.1.4. Advise Tower and TuAF/ATC of NOTAMs pertaining to USAF facilities and equipment.

6.3.2. AMOPS will notify RAPCON, Tower, Command Post and AMCC, of all NOTAMs and airfield advisories. TuAF AMOPS will be notified of NOTAMs and airfield advisories by the CAM or designated representative.

6.3.3. Command Post will notify Squadron Operations Centers (SOCs) when active.

6.4. **Airport Surveillance Radar (ASR) Wind Limitations.** Traffic permitting, the RAPCON will turn the ASR antenna off and notify the 39 CS Job Control when the wind velocity reaches, or is forecast to reach 65 knots. Turning the antenna off will allow it to freewheel.

6.5. **ATCALs Review Board.** The ATCALs Review Board's purpose is to discuss and make recommendations concerning various ATCALs programs, projects and issues affecting air traffic control related equipment.

6.5.1. The board will convene quarterly.

6.5.2. Board Members (participation is mandatory):

6.5.2.1. AOF/CC.

6.5.2.2. ATCALs System Manager (39 CS).

6.5.2.3. METNAV Maintenance (39 CS).

6.5.2.4. Radar Maintenance (39 CS).

6.5.2.5. Radio Maintenance (39 CS).

6.5.2.6. Civil Engineering Plans.

6.5.2.7. Airfield Lighting (39 CES).

6.5.2.8. Plans and Programs (39 CS).

6.5.2.9. Airfield Management.

6.5.2.10. ATC Facility Managers.

6.5.3. Agenda Items:

6.5.3.1. Facilities Commissioned/Decommissioned.

6.5.3.2. Repair Schedules.

6.5.3.3. Active and proposed communications-computer projects.

6.5.3.4. Modification programs and schedules.

6.5.3.5. Allied support status for ATCALs installations.

6.5.3.6. Special problem facility or areas.

6.5.3.7. Funding issues.

6.5.3.8. National Airspace System Plan and associated ATCALs issues.

6.5.3.9. Status of implementation programs.

6.5.3.10. ATCALs evaluation results.

6.5.4. ATCALs review board minutes will show open and closed items, estimated completion dates, and OPRs for each topic. Minutes will be forwarded to USAFE electronically at <mailto:usafe.doyf@ramstein.af.mil>. A hard copy of the minutes will be mailed to HQ USAFE/DOYF, HQ 16 AF/A3A and USAFE CSS/SCBM (Unit 3325, Box 125, APO AE 09094-3325), within 30 days of the meeting.

## 6.6. ATCALs Backup Power

6.6.1. Civil engineering power production shall:

6.6.1.1. Physically inspect all generators at ATCALs facilities twice a month for fuel, water, and oil. Correct any discrepancies immediately and inform appropriate facility manager of maintenance performing or pending.

6.6.1.2. Once each month, after 24 hours prior coordination and approval from each facility chief, load test each ATCALs generator by shutting off primary commercial power and, without any special adjustments to the auxiliary power system, run the generator for a minimum of one hour under full-load.

6.6.1.3. Obtain approval from the tower watch supervisor prior to any power change to the generator at the control tower.

6.6.1.4. Dispatch qualified personnel if tower generator fails. Response time will be within 15 minutes after notification.

## 7. SPECIAL OPERATIONS AND PROCEDURES

### 7.1. Alternate ATC Procedures.

7.1.1. Alternate Tower procedures. Due to equipment/facility limitations, there is no alternate facility for the USAF control tower at Incirlik. Should USAF controllers evacuate the tower, air-space control shall be assumed by the TuAF controllers. In the event all personnel evacuate, see para **7.1.3**.

7.1.2. Alternate RAPCON procedures. The designated alternate RAPCON for Incirlik AB is the Tower. If the Tower is evacuated, no alternate RAPCON facilities exist.

7.1.2.1. Capabilities:

7.1.2.1.1. Primary radios include: 244.425, 356.725, 128.0, two VHF and two UHF multi-channel radios

7.1.2.1.2. Direct landlines available in the Tower.

7.1.2.1.3. Two class "C" telephones.

7.1.2.2. Limitations:

7.1.2.2.1. PAR and ILS/TACAN approach monitoring/flight following not available.

7.1.2.2.2. Services limited to mission essential. No multiple IFR approaches.

7.1.2.2.3. Tape recordings may or may not be available, dependent on reason for evacuation.

7.1.2.2.4. All IFR aircraft must use published non-radar procedures when departing, arriv-

ing, or executing a missed approach.

7.1.2.2.5. Remote monitoring of NAVAIDS not available. Internal monitoring will be used.

7.1.2.3. Operations:

7.1.2.3.1. Minimum staffing includes one 1C171 (watch supervisor-qualified) and one 1C151.

7.1.2.3.2. All landlines available to Tower will be available on a shared basis.

7.1.2.3.3. Weather/NOTAM/Airfield Advisory information will be shared.

7.1.2.3.4. All required publications will be available in the flyaway kit.

7.1.3. Tower Evacuation. Controllers will evacuate the Tower when the maximum safe wind velocity exceeds 70 knots (sustained or gusts) and when other disastrous situations dictate. When evacuating due to fire, controllers should attempt to evacuate out of the tower through the main entrance on the ground floor. If the fire is blocking the route, controllers will proceed to the catwalk and await rescue by the fire department.

7.1.3.1. When the WS/SC determines it is necessary to evacuate, the Tower shall, time permitting:

7.1.3.1.1. Activate the PCAS and announce intent to evacuate and reason.

7.1.3.1.2. Broadcast evacuation intent on all published frequencies to include emergency frequencies and ATIS. Aircraft unable to maintain VFR will be instructed to contact RAPCON on 128.0/244.425.

7.1.3.1.3. Notify RAPCON.

7.1.3.1.4. Secure all classified.

7.1.3.1.5. Set airfield lighting for current or forecast weather. If unable or conditions require a change in setting, contact airfield lighting for manual operations.

7.1.3.1.6. Controllers shall proceed to a safe location. For high winds, evacuate to AMOPS or RAPCON. In case of fire, evacuate outside the building and into the parking lot.

7.1.3.2. When the primary Tower is returned to service, the PCAS shall be activated to inform all concerned agencies.

7.1.3.3. RAPCON shall:

7.1.3.3.1. Monitor Tower local control frequencies and provide airport advisory service until Tower resumes control.

7.1.3.3.2. Notify AMOPS and Command Post.

7.1.3.3.3. Attempt to notify the Tower Chief Controller. If unable, notify the AOF/CC or 39 OS/CC.

7.1.3.4. AMOPS shall:

7.1.3.4.1. Activate the secondary crash phone, announce the Tower evacuation, and their

intentions.

7.1.3.4.2. Format, transmit, and circulate NOTAM/Airfield Advisories to: Command Post, AMCC Command Post, Fire Department, Central Security Control, and Transient Alert.

7.1.3.4.3. When notified via PCAS, activate the secondary crash phone and announce that operations have resumed from the primary Tower.

7.1.4. RAPCON Evacuation. When the WS/SC determines it necessary to evacuate, RAPCON shall, time permitting:

7.1.4.1. Follow evacuation procedures contained in the RAPCON Quick Reaction Checklist and this instruction.

7.1.4.2. Advise all aircraft under their control to maintain VFR and contact Tower. Aircraft unable to maintain VFR will be cleared to a holding fix until non-radar services can be provided from the Tower.

7.1.4.3. Notify TuAF controllers, Ankara Center, Tower, 39 CS Help Desk, and the Chief Controller.

7.1.4.4. Secure all classified.

7.1.4.5. Proceed to the alternate RAPCON; if not feasible, then to any safe location.

7.1.4.6. Tower shall:

7.1.4.6.1. Activate the PCAS and announce RAPCON is evacuating.

7.1.4.6.2. Advise IFR aircraft on Tower frequency that IFR services are unavailable.

7.1.4.6.3. If possible, set up two control positions for use by RAPCON personnel.

7.1.4.6.4. When requested, notify agencies in paragraph 7.1.8.3.

7.1.4.6.5. When nonradar approach control service begins from the Tower, activate the PCAS and announce nonradar approach control service is being provided from the Tower.

7.1.4.6.6. After operations resume from the primary RAPCON, activate the PCAS and announce normal operations have resumed from the RAPCON.

7.1.4.7. AMOPS shall:

7.1.4.7.1. Activate the secondary crash phone, announce the RAPCON evacuation and their intentions.

7.1.4.7.2. Format, transmit and circulate applicable NOTAMs/Airfield Advisories to: Tower, Command Post, AMCC Command Post, Central Security Control, Fire Department, and Transient Alert.

7.1.4.7.3. When notified via PCAS, activate the secondary crash phone and announce that nonradar approach control service is being provided from the Tower.

7.1.4.7.4. When notified via PCAS, activate the secondary crash phone and announce that operations have resumed from the primary RAPCON.

7.2. **ATC Handling of Special Reports.** ATC facilities receiving special reports (CIRVIS-Communications Instructions for Vital Intelligence Sightings, Glass Eye Reports) will immediately forward such information to the command post.

7.3. **Distinguished Visitor (DV) Notifications.** DV notifications will be made in accordance with current, approved, ABG OPlans. Upon notification from command post of DV flight inbounds, ATC (RAPCON) will make a single call to AMOPS when the DV aircraft reaches 40 flying miles from the base. AMOPS shall contact Command post who will notify appropriate agencies of this information as soon as possible. This duty is secondary to providing ATC services and will be accomplished as duty limitations permit.

7.3.1. If at any time the aircraft commander requests no DV privileges for A60 and above, the controlling facility shall notify AMOPS.

7.4. **Unscheduled Aircraft Arrivals.** ATC will relay information on unscheduled aircraft arrivals to AMOPS who will contact: Command Post, AMCC Command Post, Transient Alert, to confirm landing approval. If above agencies cannot confirm the inbound aircraft, AMOPS will contact Command Post personnel to have them initiate the Anti-Hijack procedures checklist. If aircraft is allowed to land, Transient Alert will be notified to meet aircraft and escort to a predetermined location. If the inbound aircraft requires DV notification, comply with paragraph 7.3.

7.5. **No Light Approach Minima.** Approach minima are adjusted and NOTAM action accomplished by AMOPS IAW AFJAM 11-226, *US Standard for Terminal Instrument Procedures*, when approach lights, and/or runway lights become inoperative. The minima in the Flight Information Publications apply.

7.6. **Decontamination (DECON) Procedures.** Tower will activate the PCAS and direct contaminated aircraft to hardstand 9 or hardstand 20 (see [Attachment 2](#)). Aircraft too large for these hardstands will be directed to Foxtrot Ramp or another site as determined by AMOPS and or 728 AMC MOC.

7.7. **Reconnaissance Mission Procedures.** The ATC facility in radio contact with a reconnaissance mission aircraft will notify command post when the aircraft requests landing at Incirlik AB and initiate facility Quick Reaction Checklists as applicable.

7.8. **Controlled Departure Times.** Certain aircraft are issued or require controlled departure times (CDT) to accomplish their mission, comply with ATC enroute flow control timing, rendezvous at an air refueling contact point, or meet range times. When a CDT is issued or required, the following procedures apply.

7.8.1. AMOPS or RAPCON will promptly notify Tower of the CDT as received from Euro Flow Control in Brussels.

7.8.1.1. Tower will advise the aircraft of CDT as soon as possible.

7.8.2. Aircraft requiring a CDT for mission requirements shall make the request with the ground controller as soon as possible.

7.9. **Unusual Maneuvers.** Unusual maneuvers, other than those contained in this instruction and other local operating procedures, require 39 OS/CC or 39 ABG/CC approval. Forward requests through appropriate channels.

7.10. **Review of ATC Tape Recordings.** IAW AFI 13-204, the AOF/CC is the custodian for tape recordings in USAF ATC facilities and serves as approval authority for all requests related to review of ATC tapes.

7.11. **Air Base Defense.** Host Nation is responsible for Incirlik Air Base defense. ATC support of Short Range Air Defense (SHORAD) operations will be limited to providing access to RAPCON and associated equipment. At no time will controllers be tasked to perform primary SHORAD duties.

#### 7.12. **Comm. Out Procedures**

7.12.1. Radar Traffic Pattern. If no transmissions are received for 1 minute in the pattern, squawk 7600, attempt contact on guard frequencies. If no contact, climb to the MSA, proceed to the initial approach fix for the TACAN or ILS approach and commence approach. Once established on the approach, contact Tower or be observant for landing clearance with light gun signals.

7.12.2. If no transmissions received for 5 seconds on PAR final, squawk 7600, attempt contact on guard frequencies. If no contact, intercept TACAN or ILS final approach course, or proceed VFR, or as instructed by ATC. Once established on the approach, contact Tower or be observant for landing clearance with light gun signals.

7.12.3. VFR Traffic Pattern: Fighter aircraft will fly the overhead pattern at 2000ft to the active runway; rocking wings while at initial. Aircraft will break at the approach end of runway. Tower will issue appropriate light gun signal as aircraft turns base leg to final. Conventional aircraft will fly the rectangular pattern at 1200ft to the active runway; rocking wings or at night, flashing navigation/landing lights. Tower will issue the appropriate light gun signal as the aircraft turns base leg to final.

#### 7.13. **Functional Check Flights (FCF)**

7.13.1. Primary areas for FCF are the SPA/LTD-13 and Area 10. Weather minimums are 8000ft ceiling and 5000m visibility.

7.13.2. Coordination should be accomplished with 39 OS/OSC NLT 1000L the day prior to the scheduled flight.

## 8. **EMERGENCY PROCEDURES**

### 8.1. **Declaration of Emergencies.**

8.1.1. The aircrew is primarily responsible for declaring ground or in-flight emergencies. Emergencies may also be declared by air traffic control personnel, or officials responsible for the operation of the aircraft, e.g. Supervisor of Flying (SOF), 39ABG/CC/CD, 39 OS/CC, 728 AMS/CC/CD/AMCC, and mission director. The agencies listed above will not normally declare emergencies without concurrence of the aircrew, unless circumstances require immediate action.

8.1.2. Individuals, other than those mentioned in paragraph **8.1.1.**, who become aware of aircraft emergency situations will use any means available to relay the necessary information to any agency capable of initiating emergency procedures (Tower, SOF, Radar Approach Control, Fire Department, Command Post, AMOPS, etc.).

8.1.3. Persons declaring emergencies (ground or in-flight) should provide the following information:

- 8.1.3.1. Aircraft identification and type.
- 8.1.3.2. Nature of emergency.
- 8.1.3.3. Pilot's desires and intentions.
- 8.1.3.4. Aircraft altitude, position and estimated time of arrival (ETA), or location on airfield for ground emergencies.
- 8.1.3.5. Number of persons on board.
- 8.1.3.6. Fuel remaining (in-flight emergencies only).
- 8.1.3.7. Number and type of ordnance on board.

8.1.4. Ultimately, emergency information must be passed to Tower to activate the PCAS. If unable to contact Tower, notify RAPCON or AMOPS. AMOPS shall activate the Secondary Crash Net then notify Tower by landline.

**8.2. Primary Crash Alarm System (PCAS).** Tower will activate the PCAS for:

- 8.2.1. Airborne or ground emergencies.
- 8.2.2. An actual or suspected unlawful seizure or unauthorized aircraft movement.
- 8.2.3. IAW facility Quick Reaction Checklists or as deemed necessary by WS/SC.
- 8.2.4. Daily PCAS test conducted between 0745L and 0800L.

**NOTE:** In the event AMOPS receives ground emergency information by landline or telephone, AMOPS will activate the secondary crash phone. (All primary agencies are on the secondary crash phone except for Tower.) AMOPS will subsequently notify Tower of the emergency situation.

**8.3. Suspending Runway Operations.** This terminology is distinct from opening and closing the runway, which can only be done by the CAM.

8.3.1. The following officials are authorized to suspend or resume runway operations:

- 8.3.1.1. Airfield Operations Flight Commander (AOF/CC).
- 8.3.1.2. CAM, AMOPS, or designated representative.
- 8.3.1.3. Tower Watch Supervisor/Senior Controller.

8.3.2. If an inspection of the runway is required prior to resuming operations, it will be accomplished by the Chief of Airfield Management (or designated representative), the Fire Chief, or Transient Alert (TA).

8.3.3. If a runway inspection is required following an emergency situation, no aircraft will be allowed to land prior to inspecting the runway, except by direction of the 39 OS/CC or designated representative.

8.3.4. During a runway change, runway operations are suspended for a barrier configuration. AMOPS shall accomplish a runway check and notify tower prior to any USAF aircraft landing on or taking off from the runway.

**NOTE:** See IABI 11-101, *Aircraft Emergency/Crash Recovery Responsibilities and Procedures*, for detailed guidance.

**8.4. Emergency Landing Surface (ELS) Activation/Deactivation.** Emergency Landing Surface (ELS) Activation/Deactivation. When the primary runway is closed and at the direction of the 39 OS/CC or the SOF, the North Parallel Taxiway (NPT) may be activated as an ELS for emergency fighter or cargo/transport aircraft, not to exceed C-130 size or weight bearing capacity. ELS 05 has 9700ft of usable surface with touch down point just East of taxiway Alpha North. ELS 23 has 9300ft usable surface beginning abeam the western most entrance to Foxtrot Ramp. Operations are limited to recovery of aircraft and will only be conducted during VMC conditions and weather is reported as a minimum ceiling 3000ft and visibility 5 miles. There are no instrument approaches to the ELS. The ELS is not an operational runway and ATC will only provide safety advisories. Pilots opting to land on the ELS will exercise extreme caution. Landing on the NPT after official sunset requires specific approval by the 39 OS/CC.

**NOTE:** To eliminate confusion, the term “Emergency Landing Surface” is identified as the standardized name to use in all communications when referring to the NPT, when activated and until deactivation.

**8.4.1. Supervisor of Flying (SOF) or 39 OS/CC will:**

8.4.1.1. Notify Tower Watch Supervisor when the ELS is to be activated or deactivated.

8.4.1.2. If SOF is on duty and an ELS barrier engagement is expected, review specific hazards, touchdown locations, barrier locations and availability, post-landing communications procedures, and brief aircrews as necessary.

**8.4.2. Tower Watch Supervisor will:**

8.4.2.1. Activate the primary crash network and announce the Emergency Landing Surface has been activated and state the reason (primary runway closed due to disabled aircraft/cable engagement, etc).

8.4.2.2. Notify barrier maintenance personnel of ELS activation and, if necessary, direct them to the appropriate barrier site.

8.4.2.3. Notify CSC, and request their assistance in securing the ELS.

8.4.2.4. Advise airborne aircraft and RAPCON that the ELS is ready for operations upon notification from AMOPS that the ELS is secure.

8.4.2.5. Advise landing aircraft of any safety advisories to the greatest extent possible, and that “LANDING WILL BE AT YOUR OWN RISK.”

8.4.2.6. After official sunset operations, contact AMOPS for light carts and advise pilots of the lighting carts location.

8.4.2.7. Ensure all lights (including runway lights, approach lights, and PAPIs) to primary runway are turned off to preclude the possibility of aircraft mistakenly landing on closed runway.

8.4.2.8. Advise RAPCON to cycle off the ILS to the closed runway.

**8.4.3. Airfield Management will:**

**8.4.3.1. For activation of the ELS:**

8.4.3.1.1. Upon notification from Tower, activate the secondary crash network and announce, “The NPT is being activated as an Emergency Landing Surface” and state the

reason (primary runway closed due to disabled aircraft or cable engagement, etc).

8.4.3.1.2. Proceed to the NPT, Bldg 5065 (Hardstand 12) and turn on ELS activation lights and sirens for hardstand, apron, access road exits, and taxiways. Then assist Security Forces personnel with clearing vehicles, personnel, and equipment.

8.4.3.1.3. Ensure all contractors and other CE personnel working are off the ELS and informed of ELS activation.

8.4.3.1.4. Conduct Foreign Object Damage (FOD) inspection on entire ELS.

8.4.3.1.5. Advise tower when the ELS is secure.

8.4.3.1.6. Activate the secondary crash network and announce, "the ELS is active."

8.4.3.1.7. Actively monitor ELS activities for safety violations and hazards.

8.4.3.1.8. During hours of darkness, coordinate with 39 MXS to place portable lights. For 05 ELS position two light carts 164ft from taxiway centerline, adjacent to the eastern edge of A-North taxiway. For 23 ELS position two light carts 164ft from taxiway centerline, 953ft from east end of North Parallel Taxiway edge. Lights will be positioned in a manner to illuminate the landing threshold.

8.4.3.2. For deactivation of the ELS.

8.4.3.2.1. Upon notification from Tower, activate the secondary crash network notifying agencies, "The ELS is deactivated, the NPT is returned to normal operations."

8.4.3.2.2. Proceed to Bldg 5065 (Hardstand 12), and turn off ELS activation lights and sirens.

8.4.3.3. Highlight NPT/ELS operations in the Flight-line Drivers' Training Program.

8.4.4. The Security Forces will:

8.4.4.1. Restrict traffic flow at the northeast perimeter road entrance to the NPT, and Golf, Hotel and India Loop entry control points, if manned.

8.4.4.2. Dispatch personnel to the NPT and clear away vehicles, personnel, and equipment from the NPT.

8.4.4.3. Notify AMOPS when actions in paragraph **8.4.4.1.** and **8.4.4.2.** are completed, or if unable to support required actions.

8.4.4.4. Monitor ELS activities for intrusions or safety violations.

8.4.4.5. Upon notification from AMOPS, transmit deactivation information to affected patrols, reopen gates and release vehicle traffic.

8.4.5. The Senior Fire Officer will:

8.4.5.1. Dispatch emergency vehicles to standby positions.

8.4.5.2. Transmit ELS activation information to all fire-fighting vehicles.

8.4.5.3. Proceed onto the runway or ELS, only when approved by the Tower.

8.4.5.4. Ensure fire-fighting vehicles are removed from the runway and ELS when no longer required.

8.4.5.5. Transmit ELS deactivation information to fire-fighting vehicles when received from Tower or AMOPS.

8.4.6. Barrier Maintenance will:

8.4.6.1. Respond to arresting system site as directed by Tower.

8.4.6.2. Prepare requested systems for possible engagement.

8.4.6.3. Monitor crash net/frequency for ELS activation information.

8.4.6.4. Time permitting, inspect ELS arresting systems.

8.4.6.5. Return arresting systems to normal configuration upon termination of emergency or ELS deactivation.

8.4.7. 39th Maintenance Squadron, Maintenance Operations Center (MXS/MOC) will:

8.4.7.1. Transmit emergency information on all available frequencies. This will include ELS activation/deactivation information when received from AMOPS.

8.4.7.2. Dispatch maintenance assets (i.e. tugs, tow bars, etc.) as requested by the on-scene commander, senior fire officer, AMOPS, Crash Super, or Tower.

**NOTE:** Non-radio equipped AGE vehicles will not proceed across the NPT when activated as an ELS or onto the runway without radio contact with Tower.

8.4.7.3. During night operations, ensure one mobile light cart is positioned on each side of the NPT approach end threshold, 62ft from the NPT centerline, to light the landing area. Inform Tower of light cart positions (distance from NPT edges).

8.4.8. 39 MXS/MXMGS (AGE Servicing Section) will:

8.4.8.1. When MOC is not available, transmit emergency information via all available frequencies. This will include ELS activation/deactivation information when received from AMOPS.

8.4.8.2. During night operations ensure one mobile light cart is positioned on each side of the NPT approach end threshold, 62ft from the NPT centerline, to light the landing area. Inform Tower of light cart positions (distance from NPT edges).

8.4.9. 39 MXS/QA (Quality Assurance) will:

8.4.9.1. Conduct periodic spot inspections of vehicles and equipment that may operate on the ELS to ensure control center frequencies are being monitored.

8.4.10. ABG Command Post will broadcast ELS activation/deactivation information over the Giant Voice system upon receipt via the secondary crash net, to aid in maximum dissemination to all affected personnel. During non-duty hours, they shall contact 39 MXS/MXMGS stand-by personnel.

8.5. **Jettison Area and Procedures.** Pilots must advise ATC that a drop is intended and proceed to the DAN 185/38 within LTD-13 (TuAF approval required). Advise ATC when the drop is complete. RAPCON will notify Command Post of jettison.

8.6. **Controlled Bailout Procedures.** Pilots will fly outbound on the DAN 145 degree radial and eject between 5 and 10 DME at 10000ft MSL. Beyond 10 NM, the terrain elevation rises rapidly.

8.7. **Fuel Dump Area.** Fuel dumping is not authorized over land in Turkey. Aircraft should dump fuel at or above FL200 in LTD-13. If LTD 13 is not available, fly southbound over water at or above FL200. Advise RAPCON of the required fuel dump, start time, and upon completion. Aircraft must get RAPCON approval prior to entering LTD-13 and must maintain radio contact with RAPCON.

8.8. **Hot Brake Area and Procedures.** Notify Tower and park in one of the hot brake areas (see [Attachment 2](#)) or in an isolated area with nose pointed into the wind. Shut down at the direction of the Fire Chief. The primary hot brake areas for aircraft are taxiways Echo North and Alpha North. Tower will activate the PCAS and pass all information.

8.9. **Emergency Locator Transmitter (ELT) Signals.** Tower will relay information regarding the receipt of an unscheduled ELT to RAPCON and AMOPS. AMOPS will notify Command Post, Maintenance Control, and the AMS MOC. RAPCON will relay information regarding an ELT to Tower and Ankara Center. ELT tests are authorized within the first five minutes of the hour, for no more than three audio sweeps.

8.10. **F-16 Emergency Power Unit (EPU)/Hydrazine Incidents.** Tower will activate the PCAS and direct the aircraft to either Taxiway A South or Taxiway D South. Aircraft shall point the nose into the wind.

8.11. **Hung Ordnance or Hot Gun.** Procedures are in IABI 11-103. Tower will activate the PCAS and direct the aircraft to the designated de-arming area (Runway 05: Taxiway E North; Runway 23: Taxiway A North).

8.12. **Emergency Evacuation Alarm Procedures.** These procedures are in place to alert personnel working in shelters located in close proximity to the runway (Glideslope, Localizer, PAR site and Runway Supervisory Unit (RSU) shelters), of inbound emergency aircraft which may present a potential hazard.

8.12.1. Tower will:

8.12.1.1. Immediately notify RSU, glide slope and localizer shelters by landline (if occupied), of any inbound aircraft emergency.

8.12.1.2. Activate the Evacuation Alarm when an emergency aircraft reaches 10 flying miles from the runway.

**NOTE:** RSU 23 is not equipped with an Evacuation Alarm.

8.12.1.3. Silence the alarm after the aircraft lands and no longer poses a potential hazard.

8.12.1.4. Notify RSU, PAR site glide slope, and localizer shelters when the emergency is terminated.

8.13. **Explosive Detection K-9 Teams.** Controllers shall relay military/contract pilot requests for the location of the nearest explosive detection K-9 team to the command post. Requests received from civilian pilots will be handled IAW FAAO 7110.65.

8.14. **Cracked Ordnance Procedures.** Radiation patterns of the airport surveillance radar (ASR) and the precision approach radar (PAR) emit "Echo" and "India" bands, and do not present any significant potential for electromagnetic detonation of cracked ordnance. Normally, the ASR and PAR will not be turned off for cracked ordnance incidents.

8.15. **Stop Alert Procedures.** Aircraft that land or move on Incirlik without clearance will be handled IAW Stop Alert procedures. The command post will immediately notify Local TuAF officials (TuAF/CC has responsibility and authority) for response coordination. Tower will activate the primary crash alarm system whenever an unauthorized aircraft lands. The aircraft will be immediately secured by base security forces after exiting the active runway or as soon as the aircraft stops. This will be determined by the on-scene commander. At no time will the pilot be allowed to taxi the aircraft around the airfield except when exiting the active runway. Any movement of the aircraft off the runway will be handled by Transient Alert tow crew personnel. The aircraft will be towed to the north side of the airfield, parked and quarantined on Foxtrot ramp. Further movement of the aircraft will be at the discretion of the TuAF Base Commander. USAF personnel support will only involve towing the aircraft to a designated parking area, crash response support, and initial security, unless any or all of these are specifically declined by the TuAF Base Commander. **A Stop Alert will be initiated on unauthorized aircraft taxi, tow, or observed engine run when identification and/or departure authorization cannot be immediately established or verified.**

8.16. **Emergency Response.** All emergency response guidance may be found in 39 ABG OPLAN 91-911, *Major Mishap Response Plan for Flight, Ground, and Weapons Mishaps*.

8.16.1. IAW OPLAN 91-911, on-base incidents will be handled jointly by USAF and TuAF base agencies. In the event of an off-base incident, the 39 ABG/CC shall coordinate with Republic of Turkey military and civilian agencies. US personnel shall not be dispatched off the installation until approval from said agencies is received.

## 9. Contingency and Weapons Training Deployment Operations

### 9.1. Helicopter Procedures.

9.1.1. Helicopter traffic patterns will be as coordinated with Tower. Pilots from deployed units may not operate helicopters at any time within "Golf", "Hotel", and "India" Loop areas. Other helicopter operations on the airfield must ensure compliance with minimum distance requirements between helicopter and obstructions outlined in AFI 11-218, *Aircraft Operations and Movement on the Ground*. The runway is normally the only designated arrival/departure point for helicopters. Requests for arrival/departure to/from other surfaces on the airfield will be handled on an individual basis IAW FAAO 7110.65.

9.1.2. The following procedures shall be used to ensure a clear landing area for helicopter operations between sunset and sunrise on taxiways Alpha North and Charlie North:

9.1.2.1. All helicopter crews taking off and landing shall operate without Night Vision Goggle (NVGs) to ensure the greatest visual acuity of the landing environment.

9.1.2.2. Helicopter maintenance crews shall monitor ramp net during helicopter operations on taxiways Alpha North and Charlie North.

9.1.2.3. Control Tower shall inform the helicopter crew, "Departing/landing from/to taxiway Alpha North/Charlie North will be at your own risk, wind ---/--".

9.2. **Simulated Flameout (SFO) Pattern Procedures (see Attachment 12).** SFO operations (overhead and straight-in) are authorized for F-16.

**NOTE:** IAW FAAO 7110.65, para. 3-10-13, a Letter of Agreement must be in effect between the affected ATC facility and the military flying unit prior to SFO operations.

9.2.1. SFOs are authorized between sunrise and sunset at the end of scheduled training sorties only. SFOs may be disapproved by Tower due to traffic or other safety reasons, before or after the start of the maneuver. Minimum weather requirements are a ceiling of 1000ft above the requested high key altitude and 8000 meters flight and ground visibility.

9.2.2. Overhead SFO. Overhead SFO patterns will be flown right traffic for both runways. Climbing turns to the south will be made from the Tower pattern for multiple, overhead SFO patterns. Pilots shall request a High Key altitude of 7000ft-15000ft MSL. Low Key will be 3000ft-5000ft MSL. Mandatory report calls are "30 seconds to High Key", "High Key", "Low Key", "Base Key", and "Gear Check".

9.2.3. Straight -In SFO. Pilots will notify ATC of SFO request on initial contact. If requesting a straight-in SFO, pilots must specifically state: "STRAIGHT-IN SFO." A straight-in SFO approach will commence at 10 NM for both runways. SFOs will commence at the altitude requested by the pilot, or as coordinated with ATC, between 11800ft-18000ft MSL. Mandatory report calls are "10 NM Straight-in SFO", "5NM Straight-in SFO" and gear check.

9.2.4. Tower's approval of a SFO does not absolve the pilot of responsibilities to comply with applicable FARs, FAR subparts, and/or military/host nation directives.

9.2.5. Tower will:

9.2.5.1. Approve the pilot's request for SFO maneuvers at the coordinated altitude, or issue alternate control instructions when the pilot reports "High Key" (Overhead SFO) or "10 mile Straight-In SFO Final".

9.2.5.2. Clear SFO aircraft for low approach or issue alternate control instructions when the pilot reports "Low Key" (Overhead SFO) or "5 mile Straight-In SFO Final".

9.2.5.3. Issue gear check at Low Key or 5 mile Straight-In SFO Final if not previously reported by the pilot.

9.2.5.4. Direct SFO aircraft, which require breakout after leaving Low Key or 5 NM (Straight-In SFO) to: "Proceed to initial at and maintain 2500ft, then to an outside downwind for pattern re-entry" (Permit descent to normal overhead pattern altitude ASAP).

9.2.5.5. Advise RAPCON of SFO requests from aircraft in the VFR pattern and coordinate for use of the overhead SFO pattern airspace. **NOTE:** When multiple overhead SFOs are being flown, the pattern will remain active until no longer needed. Straight in SFOs require individual coordination.

9.2.5.6. Inform RAPCON when the SFO pattern is no longer active.

9.2.6. RAPCON will:

9.2.6.1. Coordinate SFO requests for inbound aircraft with Tower prior to the SFO aircraft reaching 15 flying miles from the runway.

9.2.6.2. Change the SFO aircraft to Tower frequency prior to the aircraft reaching High Key.

9.2.6.3. Advise Tower of known traffic and deconflict traffic under RAPCON control from the SFO airspace until advised by Tower that the SFO pattern is inactive.

### 9.3. Parachute Operations.

9.3.1. Parachute Drop Zone (DZ). Para-rescue jumpers target the grassy area immediately east of RWY 23 (DAN DZ). Jump times must be coordinated with the 39 OS/OSK for inclusion into the daily schedule. Jump times will be de-conflicted with flying operations.

9.3.2. Para-drop Training. MH/HH-60 aircraft may perform day or night para-drops in the "DAN" area once per week. There will be no paradrop training done with MC/KC/HC-130 aircraft.

9.3.3. Parachute operations will utilize DAN Drop Zone (DAN DZ). The center of DAN DZ is located on UTM coordinates 1752/9918. The drop zone is oriented 90 degrees from the approach end of RWY 23 within an area 1000 meters (3281ft) in circumference. The runway's threshold and the TACAN mark the outer borders of the drop zone.

9.3.4. DZ frequencies are: Primary UHF 236.0, back-up UHF 233.4, and VHF 138.5.

9.3.5. Minimum weather requirements are VMC conditions and a ceiling of 1000ft above the aircraft's requested operational altitude. Additionally, the jumpmaster must be able see the drop zone and exit point.

9.3.6. Air Traffic Control may discontinue or delay the operations at anytime prior to the time on target (TOT) dependent upon traffic.

9.3.7. If jumpers land on the underrun/overrun (500ft extended runway), they shall immediately collect their chutes and proceed diagonally away from the runway until at least 100ft from the underrun/overrun. If the jumper lands on the runway, the exit will be in the direction that expedites a safe distance (at least 100ft) from the runway.

9.3.8. Types of Drops.

9.3.8.1. STATIC LINE: Normally conducted at or below 3000ft MSL. When the aircraft commander calls "jumpers away," parachutes will open immediately upon exiting the aircraft. Time over the drop zone will not normally take longer than 10 minutes, with a maximum of 10 jumpers.

9.3.8.2. HIGH ALTITUDE, LOW OPENING: Normally conducted at or below FL250, but usually at or below FL180. When the aircraft commander calls "jumpers away," jumpers will free-fall to approximately 4000ft before their parachutes open. Time over the drop zone will not normally take longer than 10 minutes, with a maximum of 10 jumpers.

9.3.8.3. HIGH ALTITUDE, HIGH OPENING: Normally conducted at or below FL250. When the aircraft commander calls "jumpers away," jumpers will normally free-fall 1000ft and then open parachutes. Time over the drop zone could take as long as 45 minutes, with a maximum of 10 jumpers.

9.3.9. User takes responsibility for damage or injury to equipment or personnel and will station road guards as necessary for safety. All operations will be approved or disapproved based on traffic conditions. Communication and transfer of control from the RAPCON to Tower will normally be accomplished when the helicopter between 10 and 15 miles from the airfield, unless otherwise coordinated.

9.3.10. The DZ Control Party will contact ground control on 337.6 (UHF)/123.025 (VHF) to open the DZ and confirm duration of event at least 30 minutes prior to drop window. Maintain contact with ground control until the last jumper is accounted for on the ground. Without constant contact, Tower will discontinue or delay the jump operations for the safety of both jumpers and aircraft.

Pass drop zone clearance and surface wind information to the drop aircraft NLT 1 minute prior to para-drop. The DZ Control Party may request the Tower to help survey the airfield and site the jumpers during daytime operations. Once the DZSO has confirmed para-drop operations are complete, Tower will resume normal operations.

9.3.11. The drop helicopter will remain within a 5 NM radius of the airfield at all times during the para-drop operation. Advise air traffic control of intended DZ, type of drop, altitude, and number of jumpers. Maintain contact with Tower during para-drop operations. Notify Tower 2 minutes prior to para-drop, and when “jumpers away”.

9.3.12. Air Traffic Control will approve parachute jumping with respect to known, anticipated, or observed traffic. Issue advisory information to the jump aircraft and to non-participating aircraft, as necessary, for the safe conduct of the jump operation. Sterilize the lateral limits of the ATC Zone up to and including the altitude that the aircraft will perform its HALO/HAHO/Static Line operations. Advise drop aircraft of any anticipated delays and when to expect drop operations to be approved. Tower will advise RAPCON when the jumpers are on the ground and again when normal operations resume.

9.3.13. When Dan DZ is active, Tower will suspend all aircraft movements and terminate engine runs on the North and South parallel taxiways and the active runway from a point abeam the tower to the approach end of RWY 23.

**NOTE:** Include Echo and Foxtrot ramps and slots 4, 5, and 6 on the Alpha ramp.

9.3.14. Base Ops will issue a NOTAM no later than 1200L the day prior to the scheduled para-drop event, which restricts airfield activities for para-drop operations. Complete a FOD check in the event any jumpers land on either the underrun/overrun or the runway.

9.3.15. Survivor Rescue Training. Live survivor rescue training may be conducted in DAN area a maximum of 10 times per month. Turkish personnel may accompany the ground party. The area will be vacated no later than 3.0 hours after sunset.

9.3.16. Miscellaneous CSAR Restrictions.

9.3.16.1. LNOs will be provided flight equipment during the flight.

9.3.16.2. For bona fide flight violations, the LNO may request the flight RTB for a full-stop landing.

9.3.16.3. The preferred instrument approach to Incirlik AB for MH/HH-60s is to RWY 05; request permission for instrument approaches to RWY 23 through RAPCON.

9.3.16.4. CSAR training will be limited to CSAR crews and LNOs unless approved by the 39 OS/CC or 39 ABG/CC.

#### 9.4. SUPERVISOR OF FLYING (SOF)

9.4.1. General. The SOF will normally be located in the Tower to provide operational supervision of wing flying activities. The SOF shall not perform ATC or Airfield Management duties or transmit ATC instructions or clearances (i.e. managing traffic patterns, aircraft sequencing or separation, determining IFR/VFR field status or runway surface condition, etc). If the situation dictates, the SOF may transmit on an ATC frequency with prior approval from the Tower or RAPCON Watch Supervisor (WS).

9.4.1.1. The SOF reports directly to the 39 OS/CC. For the SOF to effectively accomplish his/her required duties, the flow of information on operational issues and decisions will be through the 39 OS/CC, unless approved otherwise.

9.4.1.2. The Tower WS will brief the SOF on pertinent airport conditions (advisories and NOTAMs), current weather, traffic information, and explain coordination procedures and operation of communications equipment. Requests for SOF equipment such as binoculars, headsets, earpieces, pens, paper, publications, etc., must be referred to the SOF Program Manager (39 OS/OSK).

9.4.2. Tower Access. The SOF Program Manager will provide the Tower Chief Controller with a current SOF roster.

9.4.3. Use of Headsets. The SOF shall use a headset to help reduce excessive noise levels, while on duty in the Tower. The SOF should monitor control positions for traffic information, arrival/departure times, etc.

9.4.4. Coordination. In order to maintain an organized, professional environment, all questions and coordination must be accomplished between the SOF and Tower/RAPCON WS. SOF will not coordinate directly with USAF or TuAF controllers.

9.4.4.1. The Tower WS will initially brief each oncoming SOF and keep the SOF advised of status changes to the runway, arresting systems, NAVAIDS, air traffic, and any other situation affecting flight operations.

9.4.4.2. The SOF will inform the Tower WS of the designated primary/alternate divert bases as required.

9.4.5. Emergencies and Special Conditions. Whenever ATC declares an emergency or is notified of an emergency situation (ground or in-flight), the SOF will be advised of all available information as soon as possible. Relaying information to the SOF, including emergency information, does not take priority over performance of required ATC duties.

9.4.5.1. If the SOF declares an emergency or is notified of an emergency situation (ground or in-flight), he will advise ATC of all available information as soon as possible.

9.4.5.2. Normally, emergency fighter aircraft will be switched to discrete frequency 356.725 (channel 11), and the SOF will pass emergency information to aircraft by relay through Tower or RAPCON controllers (via the watch supervisor). ATC will relay messages verbatim and preface transmissions with “**SOF advises/directs.**”

9.4.5.3. If the SOF feels the information is too technical or an undue delay may occur, he may coordinate with ATC, to communicate directly with the aircraft involved on the discrete frequency. When this occurs, advisory instructions must be limited to minimum necessary for prevention of a mishap. SOFs will not use any ATC frequencies, without prior ATC approval.

9.4.5.4. For routine changes such as a schedule change, a change in alternate base, or other non-ATC matters, the aircraft will be instructed to contact the SOF. If ATC needs to issue instructions while aircraft are on SOF frequency, the SOF will immediately instruct the aircraft to return to the ATC frequency.

9.4.5.5. If the communications console malfunctions, the SOF may coordinate use of available tower equipment not needed for ATC purposes. The SOF may use an available radio for

monitoring and providing guidance on the SOF frequency only.

9.4.5.6. SOF Upgrade Training. SOF upgrade training will be limited to one individual at a time, due to space and noise constraints in the tower. When two or more individuals desire simultaneous upgrade training, prior approval must be obtained from the Tower WS. The watch supervisor's decision will be based on current and projected traffic, number of people already in the tower cab, etc. The WS has the authority to deny entry, if necessary, when these procedures are not followed.

9.4.5.7. If the SOF determines a runway inspection is not required (SOF's call) for in-flight or ground emergencies, or for FOD checks after wide body aircraft (C-5, C-141, C-17, D/KC-10, B747, E-4, L1011 and others as directed) lands, the SOF will advise the tower WS/SC who will then notify Airfield Management Operations (AMOPS) not to respond. All notifications will be documented in the AMOPS events log.

## **10. Airfield Management Operations (AMOPS)**

### **10.1. Airfield Management**

10.1.1. Airfield Management is required to conduct airfield operations IAW AFI 13-213, *Airfield Management* and maintain its facilities with coordination with base support agencies. Certain situations (e.g., exercises, sensitive weapons/aircraft movements, etc.) require the CAM to be notified and designated as a trusted agent.

10.1.2. A joint airfield inspection comprised of representatives from Airfield Management, ATC (controller/TERPS), Safety (flight and ground), (SOF (host/tenant), CE (waivers/pavements) and Security Forces will be conducted quarterly and results briefed at the AOB.

10.1.3. Airfield Management will conduct and document an inspection, with representatives from CE and Wing Safety, before and after completion of any major runway/taxiway/apron construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. Emphasis will be waiver impact of affected area(s).

10.1.4. The CAM, CE, TERPS, ATCALs maintenance, Weather, Security Forces and Safety representatives will conduct an annual airfield inspection in conjunction with the airfield and airspace waiver review using the AIRFIELD CERTIFICATION/SAFETY INSPECTION CHECKLIST to document violations and unsatisfactory conditions on the airfield. Disposition will be IAW, AFI 13-213, Attachment 3.

10.1.5. Airfield Management will conduct airfield inspections and checks IAW AFI 13-213, *Airfield Management*.

10.1.6. Airfield escort duties will be coordinated through CE or other agency responsible for the contract or operation.

### **10.2. Airfield Maintenance**

10.2.1. Civil Engineering will dedicate a flightline authorized airfield maintenance team to monitor pavement deterioration and perform required maintenance and repair activities.

10.2.2. Civil Engineering will supply airfield management with the current Airfield Pavement Structural Evaluation, Runway Friction Characteristics Evaluation and Airfield Pavement Condition Survey reports.

10.2.3. Airfield lighting will inspect/report airfield lighting systems reliability and outages to AMOPS. Coordinate with AMOPS prior to inspection for prior night's lighting check discrepancies and report inspection results to AMOPS.

10.2.4. Barrier maintenance will perform inspection, maintenance and certification of aircraft arresting systems (see T.O. 35E8-2-1-101, *Operation and Service Instructions, USAF Aircraft Arresting Systems*).

10.2.4.1. Report system status AMOPS.

10.2.4.2. Provide AMOPS with copy of all certification reports.

10.2.5. Civil Engineering will notify Airfield Management of facility planning board meetings concerning airfield facilities, operations, and construction.

10.2.6. Civil Engineering will notify Airfield Management of all airfield construction, repair, and maintenance activities.

10.2.7. Civil Engineering will notify Airfield Management of all design, pre-construction, and construction meetings from pre design through project acceptance.

10.2.8. Civil Engineering will notify Airfield Management of all projects that impact airfield operations.

10.2.9. Civil Engineering will ensure the CAM coordinates on all airfield designs involving the airfield.

10.2.10. Civil Engineering will review the UFC 3-260-01, Attachment 15, prior to the start of any construction projects on the airfield for minimum safety guidelines.

10.2.11. Civil Engineering will ensure construction areas are marked for day and night operations and barricades are IAW Engineering Technical Letter (ETL) 94-01, Standard Airfield Pavement Marking Schemes, and UFC 3-260-01.

10.2.12. Civil Engineering will maintain a recurring budget and schedule for runway rubber removal and painting.

10.2.13. Civil Engineering will develop procedures for removal or control of bird attractants and a long range program in conjunction with all base improvements and modifications to make the airfield unattractive to birds IAW 39 ABG OPLAN 91-212, *Bird Aircraft Strike Hazard "BASH" Reduction Plan*.

10.2.13.1. Civil Engineering will control vegetation with mowing operations. Mow airfield grass IAW AFI 91-202. Cut grass before it goes to seed to discourage seed eating birds from using the airfield. Maintain grass height between 7-14 inches. Grass between 7-14 inches discourages flocking species from entering the airfield because reduced visibility disrupts inter-flock communication and flock integrity and also prevents predator detection. Grass exceeding 14 inches (36 cm) will attract some bird species and rodents, which in turn attract raptors. Begin mowing adjacent to the runway and finish in the infield or outer most grass areas. This causes insects and other animals to move away from aircraft takeoff and landing areas.

### 10.3. Flight Planning

10.3.1. All aircraft departing Air Force installations must have a flight plan on file with AMOPS prior to takeoff.

10.3.2. Aircrews will use the DD Form 1801, **DoD International Flight Plan**, or other authorized forms according to AFI 11-202 Volume 3, *General Flight Rules* and FLIP General Planning. Original flight plans will not be accepted via radio. Locally filed flight plans can be amended via any means provided an original flight plan is on file at the departure AMOPS.

10.3.3. An aircraft commander on a stopover flight or divert (weather or maintenance) flight plan, may re-file or amend the flight plan with AMOPS via any means (radio, telephone, etc.) provided AMOPS personnel verify an original flight plan clearance was filed. AMOPS may verify original flight plans by contacting the original departure location via telephone or flight plan processing computer.

10.3.4. Flight plans must be filed in person.

10.3.5. Local flying organizations (including deployed units) and Air Mobility Squadron supported aircrews may file under the following procedures:

10.3.5.1. Fax flight plans to AMOPS.

10.3.5.2. Contact AMOPS via direct landline for receipt confirmation. Flight plan will not be submitted into the ATC system until confirmation is received.

10.3.5.3. Unit will maintain the original flight plan according to AFMAN 37-139, *Records Disposition Schedule*.

10.3.5.4. Flight plans may be processed by a MAJCOM approved Flight Planning Cell provided a MAJCOM directive or supplement outlines the flight planning process, security requirements and airfield management notifications at departure and destination airfields. Flight planning cells must ensure AMOPS receives a copy of proposed flight plans departing and or arriving their station. Coordinate procedures through AFFSA/XA/XO prior to implementation.

10.3.6. Units will provide the following items for their aircrews.

10.3.6.1. Flight planning room IAW AFI 13-213, *Airfield Management*, paragraph, 3.3.

10.3.6.2. Airfield status display IAW AFI 13-213, *Airfield Management*, paragraph, 3.4.

#### 10.4. **Classified Material**

10.4.1. AMOPS will direct aircrews with classified material to the command post for storage.

#### 10.5. **Flight Information Publications (FLIPS)**

10.5.1. Each flying unit will maintain an individual FLIP account.

10.5.2. Airfield management will maintain FLIPs for required base support functions IAW the National Imagery and Mapping Agency catalog.

#### 10.6. **Secondary Crash Network (SCN)**

10.6.1. The SCN agencies are limited to agencies requiring emergency action/response to aircraft incidents or mishaps. The SCN stations include:

10.6.1.1. Fire Department.

- 10.6.1.2. Weather station.
- 10.6.1.3. CE Readiness.
- 10.6.1.4. Medical treatment facility.
- 10.6.1.5. Command Post.
- 10.6.1.6. CE.
- 10.6.1.7. Security Forces.
- 10.6.1.8. Explosive Ordinance Demolition.
- 10.6.1.9. Transient Alert.
- 10.6.1.10. Air Mobility Squadron Operations.
- 10.6.1.11. Safety.
- 10.6.1.12. Maintenance AMMO Section.

10.6.2. Requests for additions or deletions to SCN must be coordinated through the CAM and forwarded to the Operations Squadron Commander (OS/CC) for approval or disapproval. Determine talk back or listen only capability for approved additions as warranted in justification.

**NOTE:** The total number allowed on the net must not exceed the capacity of the system or minimize signal strength and quality.

10.6.3. All stations on the SCN will be on dedicated lines and if talk back capability will be equipped with noise reduction feature push-to-talk handsets or a feature such as a device that filters out background noise. These devices will be used for all SCN activations.

10.6.4. Only use the SCN to relay information critical to aircraft and airfield operations: (e.g., hazardous weather warnings, in-flight emergencies (IFEs), ground emergencies (GEs), Force Protection Condition (FPCON) levels, DCG activations/recalls, bomb threats or terrorist activities). Use other forms of communication to relay non-critical information.

## 10.7. Fire Crash Capabilities

- 10.7.1. AMOPS will confirm fire crash capabilities daily with the fire department.
- 10.7.2. The fire department will contact AMOPS with any change to the capabilities.
- 10.7.3. AMOPS will contact:
  - 10.7.3.1. AOF/CC.
  - 10.7.3.2. Command Post.
  - 10.7.3.3. SOF (if available).
  - 10.7.3.4. ATC Facilities.
  - 10.7.3.5. Air Mobility Squadron.
  - 10.7.3.6. Deployed flying units.

## 10.8. Sweeper Operations

Table 4.

	<b>SWEEPER 1</b>	<b>SWEEPER 2</b>
<b>MONDAY</b>	Alpha, Bravo, Charlie ramp and access road	Runway and intersecting taxiways
<b>TUESDAY</b>	Delta, Alpha North Arm/ De-arm pad, HS 7-15	Golf, Hotel, India loop and access roads
<b>WEDNESDAY</b>	Echo, Foxtrot, East Arm/ De-arm pad (to include access roads)	Alpha, Bravo, Charlie ramp and access roads
<b>THURSDAY</b>	Gold, Hotel, India loops and access roads	Delta, Alpha North, Arm/ De-arm pad, HS 7-15
<b>FRIDAY</b>	Runway and intersecting taxiways	Echo, Foxtrot, East Arm/ De-arm pad including access roads
<b>SATURDAY</b>	Alpha, Bravo, Charlie ramp and access roads	Golf, Hotel, India loops and access roads
<b>SUNDAY</b>	Echo, Foxtrot, East Arm/ De-arm to include access roads	Delta, Alpha North, Arm/ De-arm pad

All associated taxiways should be done while in the area. Sweepers will remain on call for priority areas.

#### 10.9. Aircraft Parking Plan (see sect. 3.3.)

#### 10.10. Evacuation of AMOPS

10.10.1. AMOPS will evacuate to building 89 in the Golf Loop.

10.10.2. AMOPS will notify ATC facilities, TuAF base operations, weather, and announce the evacuation over the secondary crash net utilizing local QRC. A cell phone number will be issued to these agencies.

10.10.3. After arrival at relocation site, AMOPS will test the alternate secondary crash net, ramp net, and telephone systems.

10.10.4. AMOPS will coordinate NOTAM consolidation procedures

#### 10.11. Opening and Closing of Runway

10.11.1. Runway opening and closure procedures are IAW, AFI 13-213, *Airfield Management* and USAF Supplement 1.

#### 10.12. Photography and Videography

10.12.1. Photography and videography will be conducted IAW, 39 ABG/CC Policy 25.

**11. Forms or IMTs Adopted. DD Form 1801, DoD International Flight Plan, SF Form 88, Report of Medical Examination, AF Form 457, USAF Hazard Report, AF Form 483, Certificate of Competency, AF Form 651, Hazardous Air Traffic Report, AF Form 1042, Medical Recommendation for**

**Flying or Special Operational Duty**, AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, USAFE Form 25, **Documentation of Flightline Driver Training and Certification**, and USAFE Form 449, **POV Flightline Pass**.

WILLIAM E. MACLURE, Colonel, USAF  
Commander

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

IABI 11-101, *Aircraft Emergency/Crash Recovery Responsibilities and Procedures*  
AFI 11-202 Volume 3, *General Flight Rules*  
AFI 11-218, *Aircraft Operations and Movement on the Ground*  
AFJAM 11-226, *US Standard for Terminal Instrument Procedures*  
AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*  
AFI 13-203, *Air Traffic Control*  
AFI 13-204, *Functional Management of Airfield Operations*  
AFI 13-213, *Airfield Management*  
AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*  
AFI 32-1026, *Planning and Design of Airfields*  
AFMAN 37-139, *Records Disposition Schedule*  
AFMAN 91-201, *Explosives Safety Standards*  
AFOSH Standard 127-66, *General Industrial Operations*  
T.O 35E8-2-1-101, *Operation and Service Instructions, USAF Aircraft Arresting Systems*  
Engineering Technical Letter (ETL) 94-01, *Standard Airfield Pavement Marking Schemes*  
Federal Aviation Administration Order 7110.65, *Air Traffic Control*  
UFC 3-260-01, *Unified Facilities Criteria (UFC), Airfield and Heliport Planning and Design*  
IABI 11-103, *Aircrew Operational Procedures*  
39 OS OI 15-1, *Cooperative Weather Watch*  
IAB Supplement 1, USAFE 21-101, *Maintenance Management of Aircraft*  
39 ABG OPLAN 91-911, *Major Mishap Response Plan for Flight, Ground, and Weapons Mishaps*  
39 ABG OPLAN 91-212, *Bird Aircraft Strike Hazard "BASH" Reduction Plan*

***Abbreviations and Acronyms***

**Adana MTCA**—Adana Military Terminal Control Area  
**AGL**—Above ground level  
**AICUZ**—Air Installation Compatible Use Zone  
**AIP**—Aeronautical Information Publication  
**AMCC**—Air mobility coordination center

**AMOPS**—Airfield Management Operations  
**AOB**—Airfield operations board  
**ASR**—Airport surveillance radar  
**ATC**—Air Traffic Control  
**ATCAL**S—Air Traffic Control and Landing Systems  
**ATIS**—Automated Terminal Information Service  
**BASH**—Bird Aircraft Strike Hazard  
**BWC**—Bird Watch Condition  
**CAM**—Chief Airfield Management  
**CBT**—Computer based training  
**CDT**—Controlled departure time  
**CMA**—Controlled movement area  
**CSC**—Central Security Center  
**DCAM**—Deputy, Chief Airfield Management  
**ECP**—Entry control points  
**ELS**—Emergency landing surface  
**ETA**—Estimated time arrival  
**ETD**—Estimated time departure  
**ELT**—Emergency locator transmitter  
**EOR**—End of runway  
**EPU**—Emergency power unit  
**FOD**—Foreign object damage  
**GLV**—Government Leased Vehicles  
**HF**—High frequency  
**IFR**—Instrument Flight Rules  
**ILS**—Instrument landing system  
**IMC**—Instrument metrological conditions  
**LOP**—Letter of Procedure  
**LOA**—Letter of Agreement  
**LWNS**—Local Weather Notification System  
**MACA**—Mid-Air collision avoidance  
**MARSA**—Military assumes responsibility for separation of aircraft

**MOC**—Maintenance Operations Center  
**MSA**—Minimum safe altitude  
**MSL**—Mean sea level  
**MVA**—Minimum vectoring altitude  
**NATO**—North Atlantic Treaty Organization  
**NOTAM**—Notice to Airman  
**NPA**—North practice area  
**NPT**—North parallel taxiway  
**OJT**—On-the-job training  
**PAR**—Precision approach radar  
**PCAS**—Primary Crash Alarm System  
**PMI**—Preventive maintenance inspection  
**POV**—Privately owned vehicles  
**RAPCON**—Radar Approach Control  
**RCR**—Runway condition reading  
**RSRS**—Reduced same runway separation  
**RSU**—Runway supervisory unit  
**SOC**—Squadron operations center  
**SC**—Air Traffic Control Senior Controller  
**SCN**—Secondary crash network  
**SHORAD**—Short Range Air Defense  
**SPA**—South practice area  
**SPT**—South parallel taxiway  
**SOF**—Supervisor of flying  
**TACAN**—Tactical air navigation  
**TuAF**—Turkish Air Force  
**TERPS**—Terminal instrument procedures  
**USAF**—United States Air Force  
**USAFE**—United States Air Forces Europe  
**UFDPM**—Unit Flightline Driving Program Manager  
**UHF**—Ultra high frequency  
**VFR**—Visual Flight Rules

**VMC**—Visual Metrological Conditions

**VHF**—Very high frequency

**WS**—Air Traffic Control Watch Supervisor

**WTD**—Weapons Training Deployment

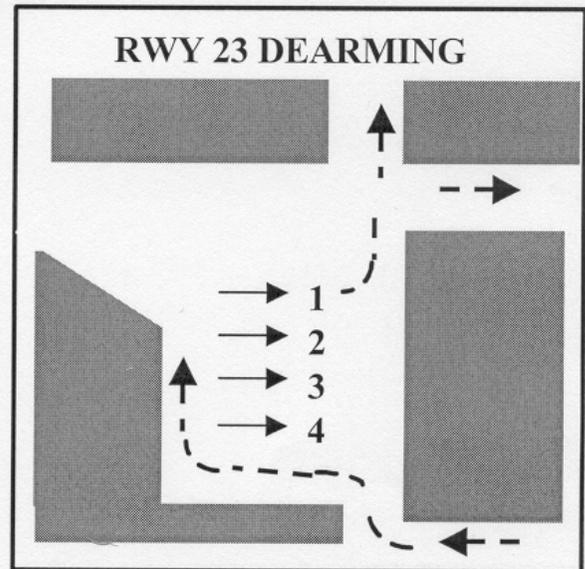
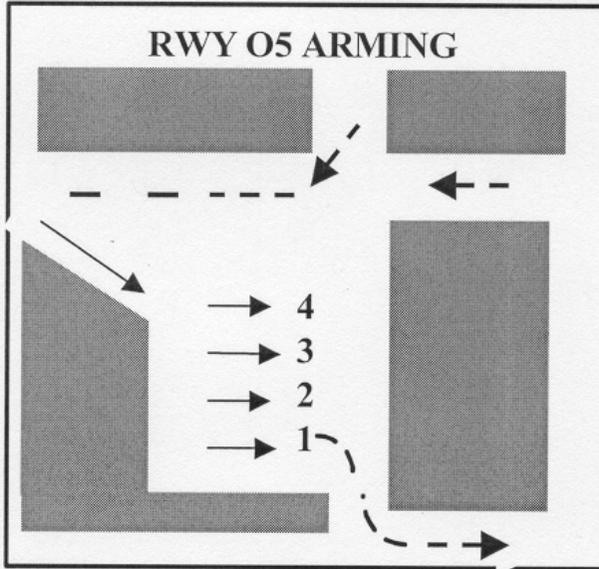


Attachment 3

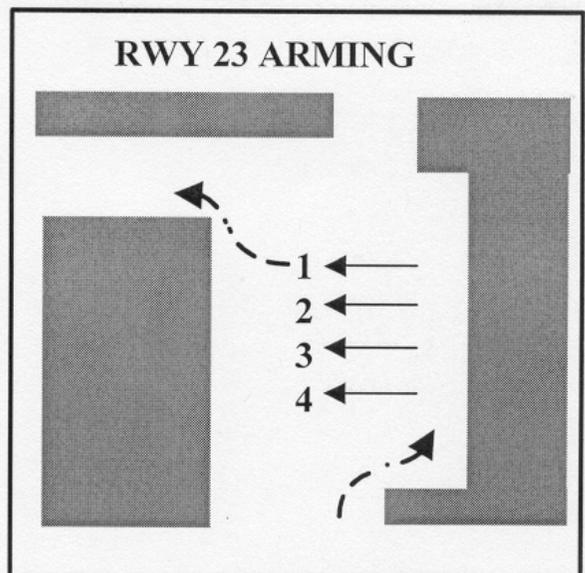
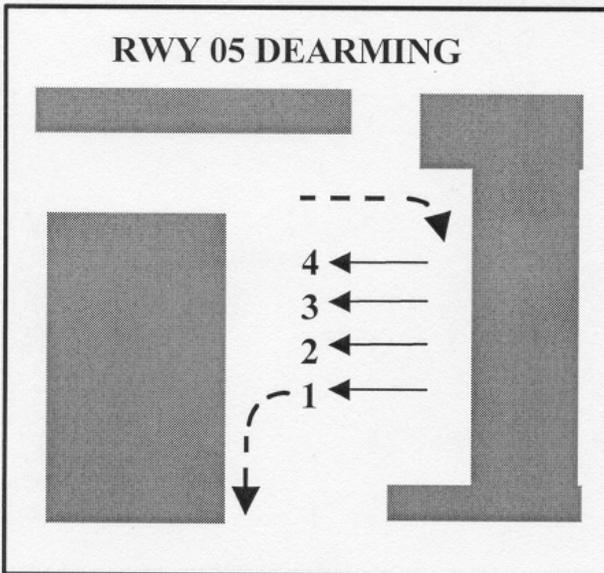
ARM/DE-ARM AREA

# ARM/DE-ARM

## ALPHA NORTH ARM/DE-ARM AREA



## ECHO NORTH ARM/DEARM AREA



05

23

Attachment 4

LOCAL VFR TRAFFIC PATTERNS

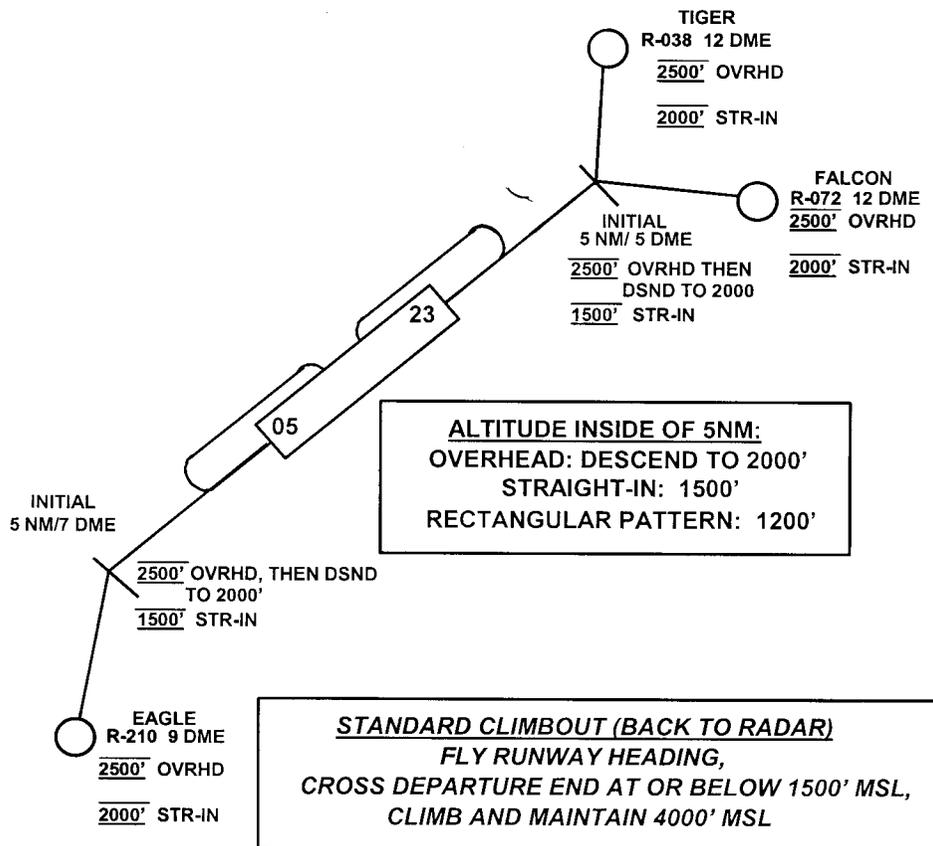
Overhead: Pattern altitude is 2000' MSL. VFR Entry Point altitude is 2,500 feet MSL. Descend to 2,000 feet MSL inside of 5 NM. Right Break RWY 23; Left Break RWY 05. After the commencing the break, breakout procedures shall be as issued by tower.

Straight-in: 2000' MSL at VFR Entry Point. Descend to 1500' MSL by 5 NM.

Rectangular/Closed: Pattern altitude is 1200' MSL for non-fighter aircraft, 2000' MSL for fighter aircraft. Left traffic on RWY 23 and Right traffic on RWY 05.

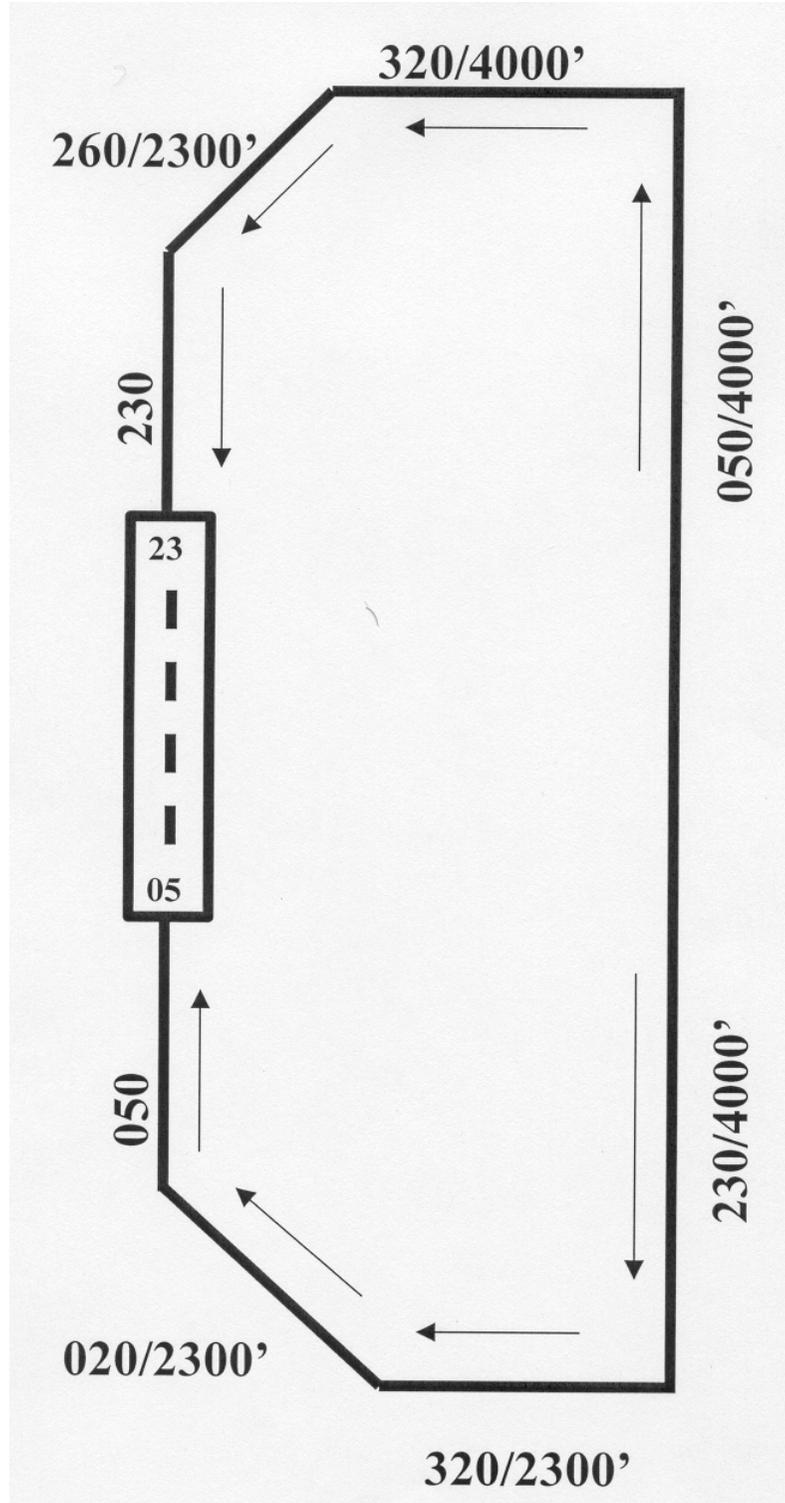
VFR Breakout: Initial climb to 2500' MSL, flow through and re-enter per tower instructions. Re-entry will be to the south.

Avoid Adana.



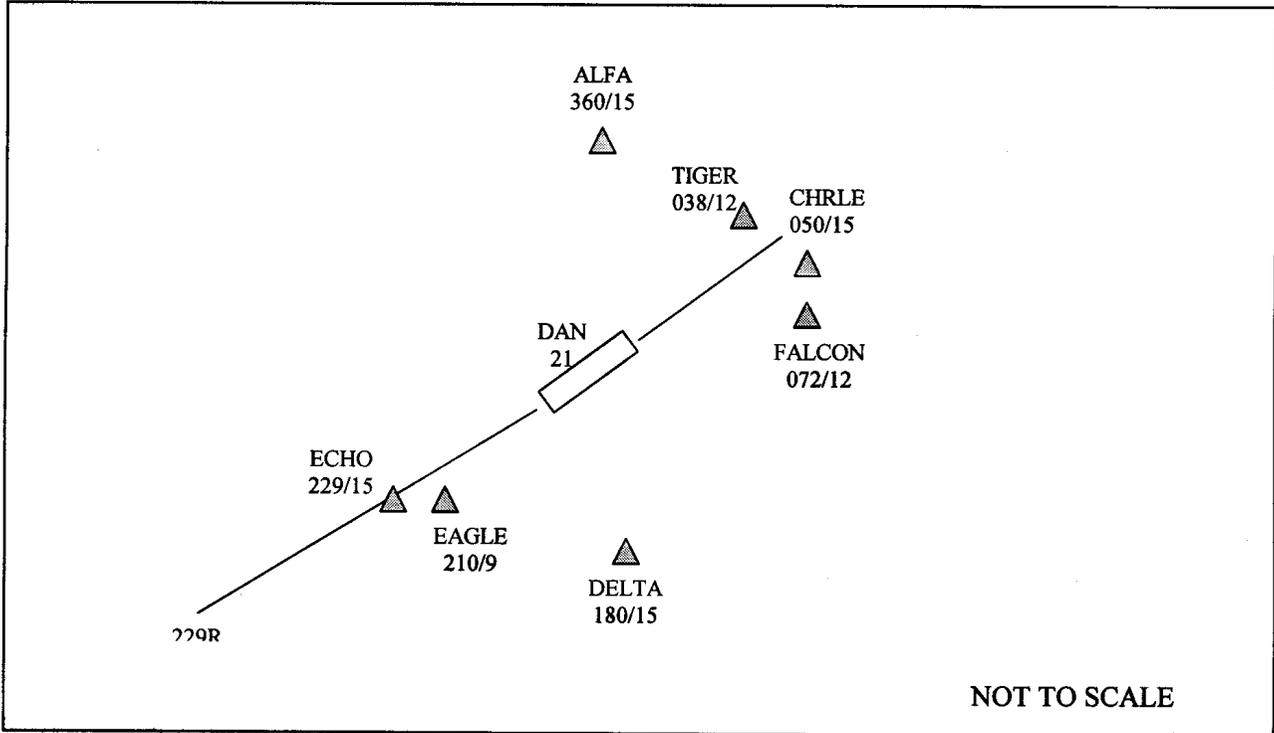
Attachment 5

RADAR TRAFFIC PATTERN



## Attachment 6

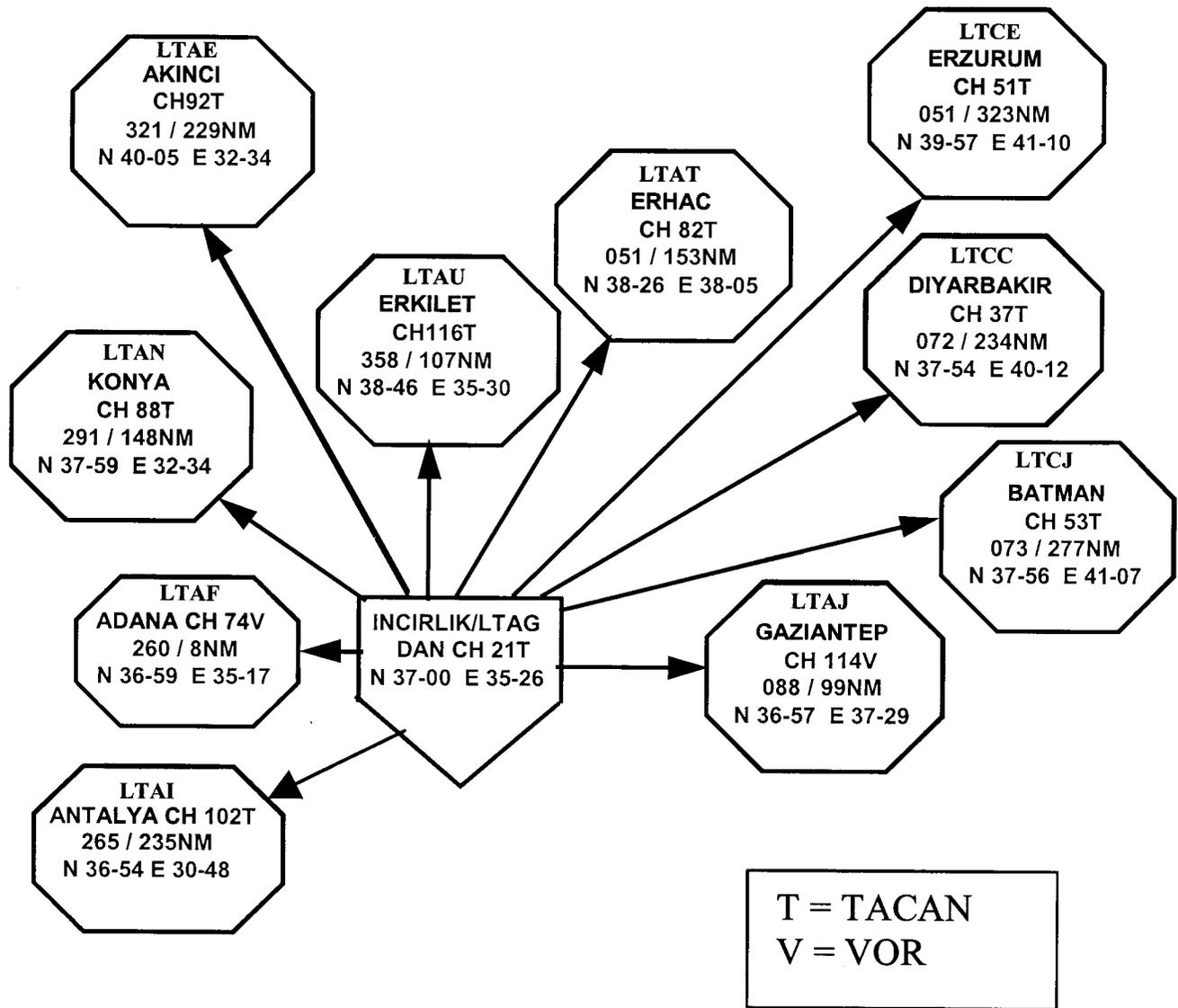
## LOCAL AREA NAVIGATION POINTS



FIX NAME	LAT	LONG	DAN RADIAL/DME
DAN	N 3700.93	E 3526.88	
ALFA	N 3715.92	E 3528.19	360/15
CHRLE	N 3709.75	E 3542.06	050/15
DELTA	N 3645.95	E 3525.58	180/15
EAGLE	N 3653.46	E 3520.61	210/09
ECHO	N 3651.88	E 3511.95	229/15
FALCON	N 3703.83	E 3541.43	072/12
TIGER	N 3709.86	E 3536.93	038/12

Attachment 7

LOCAL AREA DIVERT BASES



**Attachment 8****AIRFIELD RADIO PHRASEOLOGY**

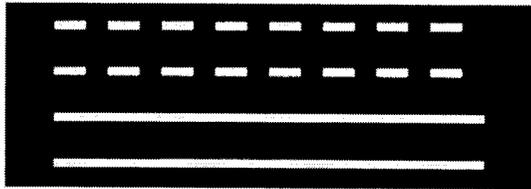
The proper radio phraseology to be used to gain access into the CMA will be as follows:

VEHICLE:	INCIRLIK GROUND, OPS-1
INCIRLIK GROUND:	OPS-1, INCIRLIK GROUND
VEHICLE	INCIRLIK GROUND, OPS-1 request permission to enter _____ taxiway (i.e.Charlie South, Delta North, etc) with intentions to enter/cross runway.
INCIRLIK GROUND:	OPS-1, GROUND enter/hold short of _____ taxiway (Charlie North, Delta South, etc) and proceed across/enter runway/hold short of runway
VEHICLE:	INCIRLIK GROUND, OPS-1 holding short on south/north parallel taxiway near _____ taxiway (Charlie North, Delta North, etc) or proceeding across or enter runway via _____ taxiway (Charlie North, Delta North, etc)
VEHICLE:	INCIRLIK GROUND, OPS-1 off runway at (Location)
INCIRLIK GROUND:	OPS-1, GROUND Roger
VEHICLE:	INCIRLIK GROUND, OPS-1 has exited _____ taxiway (Charlie North, Delta South , etc)
INCIRLIK GROUND:	OPS-1, GROUND Roger

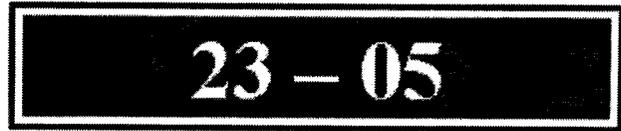
Attachment 9

AIRFIELD MARKING AND SIGNS

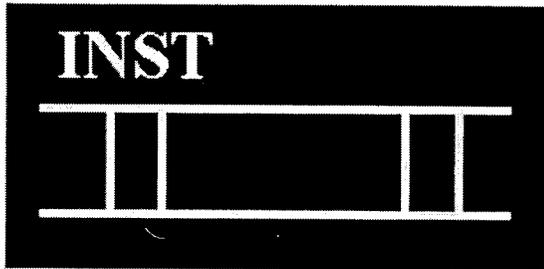
# AIRFIELD SIGNAGE



HOLD LINE



MANDATORY GUIDANCE SIGN



INSTRUMENT HOLD LINE



INFORMATIONAL GUIDANCE SIGN



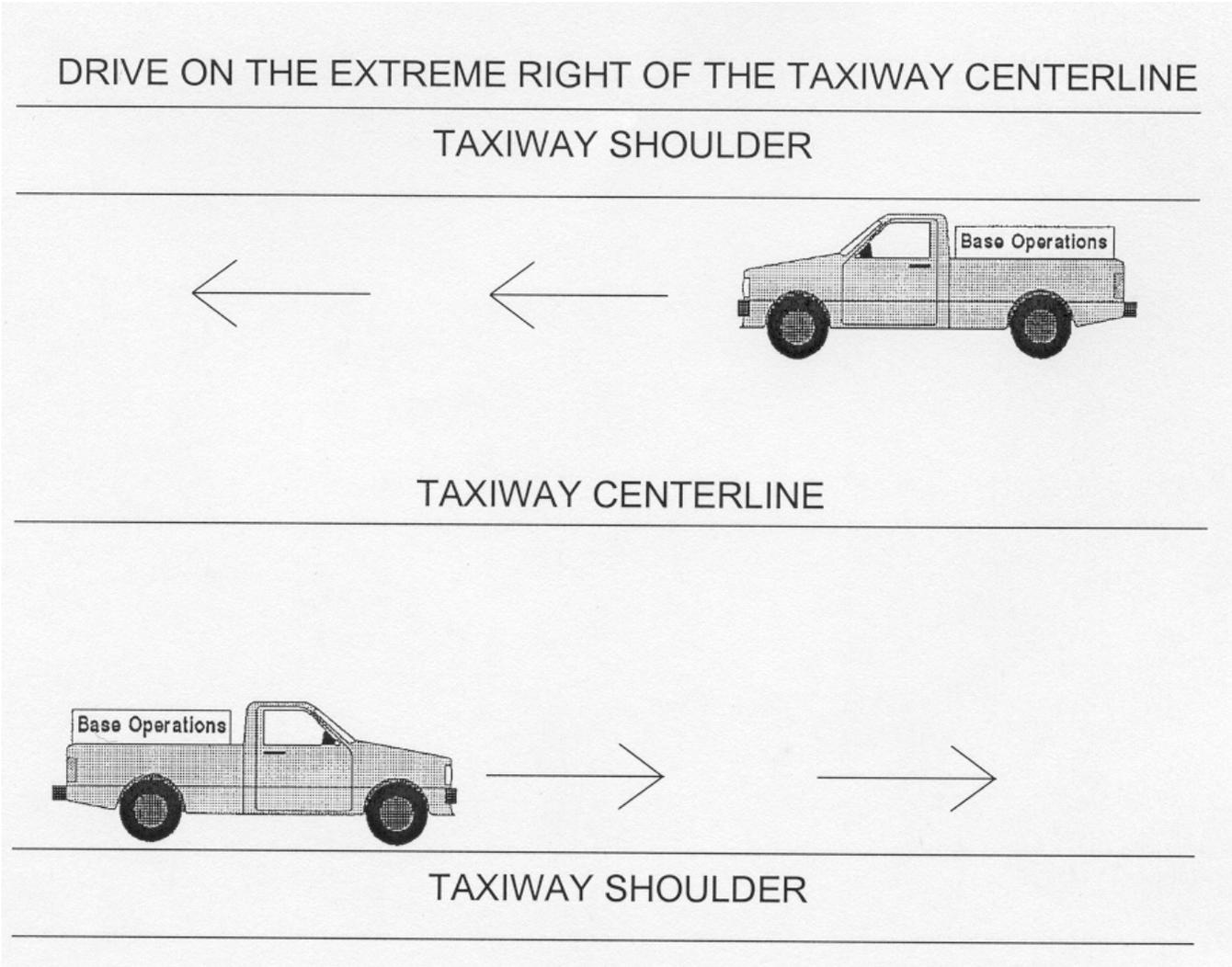
RESTRICTED LINE



RESTRICTED LINE W/ECF

Attachment 10

TAXIWAY TRAFFIC FLOW



**Attachment 11**

**SAMPLE UNIT FLIGHTLINE DRIVING PROGRAM MANAGER APPOINTMENT LETTER**

MEMORANDUM FOR 39 OS/OSAB

FROM: (YOUR UNIT)

SUBJECT: Appointment Letter for Unit Flightline Driving Program Manager (UFDPM)

1. The following individuals are appointed as Flightline Driving Program Managers for (your unit) IAW AFI 13-213 sect 4.2.1.

PRIMARY

Name:

Rank:

Office:

Duty Phone:

Competency card #:

Security Clearance:

Deros:

ALTERNATE:

Name:

Rank:

Office:

Duty Phone:

Competency card #:

Security Clearance:

Deros:

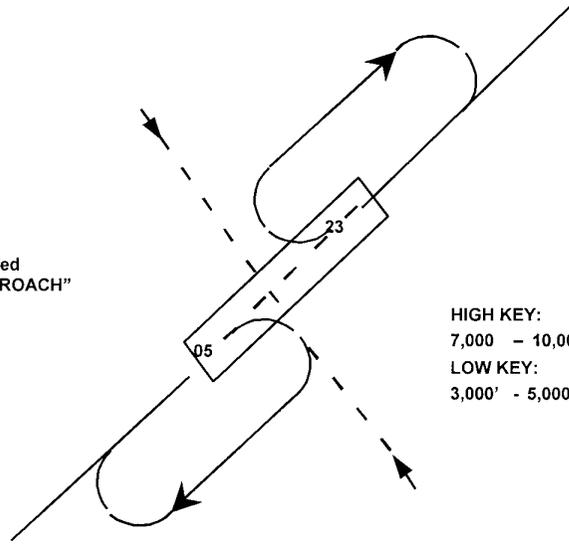
2. Notify the Airfield Management when you individuals are within 45 days of PCS/PCA. This letter supercedes previous letter dated.

**Attachment 12**  
**SFO PATTERNS**

**OVERHEAD / RANDOM SFO PATTERN**  
**RWY 05/23: RIGHT BASE**

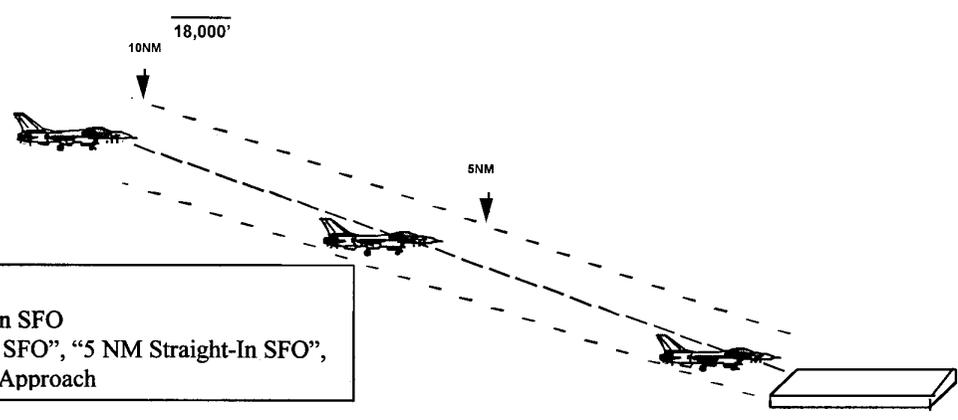
**REQUIRED CALLS:**

- "30 SECONDS TO HIGH
- "HIGH KEY"
- "LOW KEY"
- "BASE KEY" and as needed
- "GEAR DOWN, LOW APPROACH"



HIGH KEY:  
7,000 - 10,000 MSL  
LOW KEY:  
3,000' - 5,000' MSL

**Straight - In SFO Pattern**  
**11 - 17 degree glide angle**



**Required Calls:**  
- Request Straight - In SFO  
- "10 NM Straight-In SFO", "5 NM Straight-In SFO",  
"Gear Down", "Low Approach"

**NOTE: PRACTICE SFO PATTERNS MAY BE FLOWN AT THE END OF SCHEDULED TRAINING SORTIES ONLY.**



Attachment 14  
AIRFIELD SIGNS

Figure A14.1. ECP and Restricted Area Markings



Figure A14.2. Informational Sign



Figure A14.3. Mandatory Sign



Figure A14.4. VFR Hold Line



Figure A14.5. Instrument Hold Line

