

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 11-230**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**15 NOVEMBER 2002**

**Flying Operations**

**INSTRUMENT PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 502 AOS/AOOT (MSgt Michael Hilbert) Certified by: 502 AOS/CC (Col. Kurt S. Grabey)  
Supersedes AFMAN 11-230/PACAF1, Pages: 5  
28 December 1998 Distribution: F

---

This publication does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members unless deployed in support of a PACAF mission. Units forward recommended changes to AFI 11-230 and PACAF Sup 1 to the 502 AOS/AOOT, 900 Hanger Ave, Hanger #2 Rm. 112, Hickam AFB, HI, 96853-5426 on AF Form 847, Recommendation for Change of Publications, through channels.

### ***SUMMARY OF REVISIONS***

This supplement defines responsibilities within the HQ PACAF Terminal Instrument Procedures (TERPS) area of responsibility. It specifies responsibilities for the 502 AOS/AOOT (referred to in the remainder of this supplement as PACAF TERPS) function and the delegated responsibilities of the 611 AOS TERPS function in Alaska. It also specifies consolidation and responsibilities for 51 FW and 8 FW TERPS programs. It clarifies the use of Air Force Terminal Instrument Procedures (AFTERPS), Digital Terrain Elevation Data (DTED) and Digital Vertical Obstruction File (DVOF), formal TERPS training, and Job Qualification Standard (JQS) items. This supplement also outlines intra-PACAF responsibilities between PACAF TERPS and HQ PACAF DOYA.

**AFI 11-230, 1 August 2001, is supplemented as follows:**

1.3.1.2. (Added) HQ PACAF/DOYA responsibilities:

1.3.1.2.1. (Added) Ensure at least one qualified 361 Special Experience Identifier (SEI), Terminal Instrument Procedures Specialist is assigned to each unit authorized. Units select the most qualified candidate from their staff and must advise HQ PACAF/DOYA when training is required. HQ PACAF/DOYA will ensure training allocations to meet mission requirements are obtained as soon as possible.

1.3.1.2.2. (Added) Forward data concerning planned Air Traffic Systems Evaluation Program (ATSEP) inspections, Airfield Operations Board (AOB) minutes reviews, Air Traffic and Landing Systems (ATCALs) report reviews, Staff Assist Visits (SAV), ATSEP final reports, and other pertinent TERPS issues to PACAF TERPS.

1.3.1.3. (Added) PACAF TERPS responsibilities:

1.3.1.3.1. (Added) Will establish PACAF TERPS policy including publishing PACAF supplements to all applicable manuals as required.

1.3.1.3.2. (Added) Coordinate any requested or required changes to the provisions of AFI 11-230, PACAF Supplement 1.

1.3.1.3.3. (Added) Coordinate and forward all required documentation to FAA Flight Inspection Central Office in Oklahoma City for all new and amended procedures. Forward proposed flight inspection dates/times to the applicable AOF/CC.

1.3.1.3.4. (Added) Responsible for all MAJCOM TERPS requirements as defined in AFI 11-230. These include Staff Assistance Visits (SAVs), technical guidance to unit TERPS functions and support of the TERPS portion of the ATSEP.

1.3.1.3.5. (Added) Provide unit level TERPS service to the 51 FW and 8 FW IAW the provisions of AFI 11-230 and all other applicable regulations.

1.3.1.3.6. (Added) Designate a primary TERPS specialist for Osan and Kunsan Air Bases. Provide this information to AOFs and coordinate a mutually acceptable means of rapid contact between the AOF/CC and/or on-site TERPS representative and PACAF TERPS OPR.

1.3.1.3.7. (Added) Maintain master copies of all Osan and Kunsan Air Base instrument procedure packages, maps, obstacle charts and all TERPS related items required by AFI 11-230 in the PACAF TERPS office files.

1.3.1.3.8. (Added) Provide current copies of AF Form 3628, AF Form 3629, and copies of AF Forms 3632/3634/3636/3637 for all TERPS procedures to 51 OSS and 8 OSS when requested.

1.3.1.3.9. (Added) Ensure PACAF TERPS specialists perform site visits to Osan and Kunsan bi-annually. The purpose is to provide on-site support, evaluate vegetation growth, work with local flying organizations on any issues pertaining to instrument procedures, inspect the airfield and local environment, etc. Provide a thorough debrief of TERPS projects/issues to AOF/CC or designated representative prior to departure.

1.3.1.3.10. (Added) Site visits should be at a six month interval from previous visit or as close as possible to the arrival of new unit TERPS specialist (this will be coordinated with the AOF/CC).

1.3.1.3.11. (Added) Some TERPS issues may require the presence of a PACAF TERPS specialist. These will be handled on a case-by-case basis and may be delayed until circumstances permit travel to Korea.

1.3.1.3.12. (Added) A trip report will be written and provided to the affected units and HQ PACAF/DOYA within 30 days of all site-visits except for ATSEPs.

1.3.1.4. (Added) 611 AOS TERPS responsibilities:

1.3.1.4.1. (Added) 611 AOS TERPS will function as unit level TERPS, IAW AFI 11-230, paragraph 1.5, for the Long Range Radar Sites (LRRS), and all other USAF procedures in Alaska with the exception of Elmendorf AFB and Eielson AFBs.

1.3.1.4.2. (Added) 611 AOS TERPS shall perform annual site visits to all locations where it has unit responsibilities. The purpose is to provide on-site support, evaluate vegetation growth, work with local flying organizations on any issues pertaining to instrument procedures, inspect the airfield and local environment, etc.

1.3.1.4.3. (Added) PACAF TERPS has MAJCOM oversight authority for procedures developed by 611 AOS TERPS.

1.3.1.4.4. (Added) 611 AOS TERPS will generate a trip report and forward it to the PACAF TERPS office within 30 days of any site visit.

1.3.1.4.5. (Added) 611 AOS TERPS will maintain liaison with supported units within the Alaskan AOR, the Federal Aviation Administration, and the Department of Defense to ensure consideration of all requirements relating to procedural use of navigational facilities.

1.3.1.4.6. (Added) 611 AOS TERPS specialist may augment PACAF TERPS for SAV and ATSEP support within the PACAF AOR.

1.3.1.4.7. (Added) 611 AOS TERPS will provide technical and procedural development assistance when requested by units within the Alaska AOR or as directed by PACAF TERPS. Requests for specific procedure development or verification of TERPS data submitted by supported units along with obstruction evaluation cases will be accomplished when appropriate.

1.3.1.4.8. (Added) The 611 AOS TERPS will courtesy copy (cc) the 502 AOS/AOOT on all pertinent TERPS actions.

1.3.1.4.9. (Added) 611 AOS TERPS has no FTIP review responsibility. Host nation procedure review action will remain at PACAF TERPS and approval for use remains with the PACAF/DO.

#### 1.6. (Added) **8 OSS AOF/CC and 51 OSS AOF/CC Responsibilities:**

1.6.1. (Added) Designate an OPR to forward the following to PACAF 502 AOS/AOOT:

1.6.1.1. (Added) Forward any airfield changes to runway, taxiways, parking areas, airfield construction to include new obstacles and changes to existing "objects" on the airfield.

1.6.1.2. (Added) Coordinate all airfield construction projects locally and forward to PACAF TERPS.

1.6.1.3. (Added) Provide PACAF TERPS an OPR when NOTAM action is required.

1.6.2. (Added) Ensure unit TERPS liaison is available during PACAF TERPS site visits.

1.6.3. (Added) Assign an additional duty TERPS liaison and forward appointment letter to PACAF TERPS.

1.6.4. (Added) Ensure requests for new procedures, or amendments to existing instrument procedures, are channeled to PACAF TERPS for action.

1.6.5. (Added) Obtain signed copies of AF Form 3637 or 3634 from the flight check crew after the completion of a successful flight check. These forms will be immediately forwarded to PACAF TERPS. PACAF TERPS is the approving authority for use of all procedures which have been successfully flight checked. Once approved by PACAF TERPS, the designated NOTAM OPR will be advised to send a NOTAM authorizing procedure use. Flight inspection for new or revised instrument procedures will be coordinated by PACAF TERPS.

1.6.6. (Added) If necessary, coordination with host nation officials for TERPS related issues shall be facilitated by the AOF/CC and the local TERPS specialist after consulting with the PACAF TERPS OPR for Korea.

#### 1.7. (Added) **8 OSS and 51 OSS Unit TERPS Liaison Responsibilities:**

- 1.7.1. (Added) Conduct annual reviews of all instrument procedures. Provide written correspondence to PACAF TERPS NLT 15 September using AFFSA spreadsheet format. The review shall identify and validate the need for each procedure, ensuring they meet mission requirements, and that all waivers are current and in compliance with AFI 11-230.
- 1.7.2. (Added) Ensure annual review of instrument procedures and any amendments are briefed during Airfield Operations Board (AOB).
- 1.7.3. (Added) Provide PACAF TERPS with copies of any necessary local references (Wing Instructions, etc.) and current CE maps required by AFI 11-230.
- 1.7.4. (Added) Assist PACAF TERPS with the development of Minimum Vectoring Altitude Charts (MVAC), Minimum IFR Altitude Charts (MIFRAC), MSAW/LAAS, and D-BRITE digital mapping requirements to meet facility needs. (These depend upon local ATC requirements, airspace constraints, wing preferences, etc., and wing input is necessary during development).
- 1.7.5. (Added) Maintain reference copies of AF Form 3628, 3629 and copies of AF Forms 3637/3634 for all current instrument procedures. (These packages will be provided by PACAF TERPS.)
- 1.7.6. (Added) Accomplish local coordination i.e., AF Form 3637 Page 5, AF Form 813, AF Form 3992/3993, etc. that require local approval from ATC managers, Senior Operational Commander, and others as required.
- 1.7.7. (Added) Provide notification of instrument procedure revisions to wing civil engineering and airspace management to ensure compatibility with the Air Installation Compatible Use Zone (AICUZ) and provide information to the CATCT/CSE for controller training and ready-reference file update.
- 1.7.8. (Added) Provide any data pertaining to new procedures at adjacent airports (such as new departure procedures or arrival routes), which could impact operations at their respective locations.
- 2.3.1.1. (Added) Submit FAA Form 8260-2 to PACAF TERPS documenting fix names used for navigation at foreign locations.
- 2.11. (Added) When desired, units will request a TERPS SAV through 502d AOS/AOO. Scheduling these visits will be at the discretion of PACAF TERPS.
- 5.1.2.1. (Added) Units will not locally produce instrument procedure plates. Appropriate lead times must be considered and NIMA publication cutoff dates listed in Flight Information Publication (FLIP) General Planning Chapter 11 must be consulted to ensure new or revised procedures are completed in time to meet unit needs. **NOTE:** Units may publish new/revised procedures via NOTAM only after proper written coordination and approval from PACAF TERPS.
- 5.3.1.1. (Added) New and amended procedures that require formal flight inspection. Procedure packages must be properly coordinated and AF Form 3637 Page 5 endorsed by all required agencies with the exception of FAA Flight Check and MAJCOM prior to PACAF review. After PACAF TERPS approval the procedure will be forwarded to FAA Flight Check in Oklahoma City for action. Once the procedure is flight checked and endorsed by the flight check crew, unit TERPS will forward a copy of AF Form 3637 Pages 1 through 5 with signatures, to PACAF TERPS who will in turn send a copy to NIMA for publication. If the procedure had been previously published "effective by NOTAM" unit TERPS will advise PACAF TERPS of the successful flight check results and, with PACAF TERPS concurrence, send a NOTAM placing the procedure into use.

5.7.5. (Added) A copy of the request for procedure deletion coordination package will be forwarded to PACAF TERPS prior to PACAF action to remove the procedure. Coordination will include senior operational commander, all local flying units, FAA/Host Nation facilities (where applicable) or local ATC, and Numbered Air Force. Alaska units will forward requests to 611 AOS TERPS. If 611 AOS TERPS concurs with the request, they will endorse the package and send it to PACAF TERPS for action. (Units should consult FLIP GP Chapter 11 for NIMA publication cycles and cutoff dates).

6.3.1.1.1. (Added) 611 AOS TERPS shall review all procedures within the Alaska AOR except Elmendorf and Eielson AFBs within 10 working days upon receipt.

6.3.1.1.2. (Added) (PACAF). 8 OSS TERPS liaison and 51 OSS TERPS liaison shall review all procedures for their specific base within 10 working days upon receipt.

11.3.2.1. (Added) All updates/changes to a database (location file) shall be forwarded to PACAF TERPS MAJCOM representative via e-mail with an explanation of changes. Attach a copy of the location file within the e-mail. Include justification for additions/deletions. The result of the database modification on all existing instrument procedures will be included in the package forwarded to PACAF TERPS.

11.3.4.1.8. (Added) Round values per FAA 8240.36H. Appendix 22. Transfer these into AFTERPS location file.

11.5.3.2.1. (Added) Unit shall be responsible for establishing their own accounts to receive the most current DTED/DAFIF CD-ROM Series.

11.9.1. (Added) PACAF TERPS will forward via e-mail updated DVOF files monthly to all PACAF units. Unit Specialists shall reply to PACAF TERPS within 10 duty days of DVOF/DTED receipt, reporting impact on their procedures. If none, so state.

12.1.5. (Added) TERPS JQS items will only be deferred after written coordination and approval by PACAF TERPS. All requests must give justification for deferment of each item. Forward request to PACAF TERPS through the unit CATCT.

**NOTE:** Situations may occasionally require extension beyond written and specific terms of a directive. Where safety or practicality of air navigation is a factor, the TERPS specialist cognizant of the situation will take action to remedy the situation.

GARRY R. TREXLER, Major General, USAF  
Director of Air and Space Operations