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Space, Missile, Command, and Control

**ALTITUDE RESERVATION (ALTRV)
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt Edward E. Davis)
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Certified by: PACAF AOS/AOO
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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management*. It also implements USCINCPACINST 3710.4E, Pacific Military Altitude Reservation Function, 20 November 1992. It establishes procedures for requesting and coordinating ALTRVs in the US Pacific Command (USPACOM) area of responsibility (AOR) excluding airspace under jurisdiction of the Federal Aviation Administration (FAA). It applies to all United States military units including Air National Guard and US Air Force Reserve. The Pacific Military Altitude Reservation Function (PACMARF) is designated by Commander-in-Chief, USPACOM (USCINCPAC) as the single manager for coordinating US military ALTRVs within USPACOM AOR.

SUMMARY OF REVISIONS

This instruction has been restructured to meet new format requirements. It incorporates changes as a result of the physical relocation of PACMARF. Identifies new operating hours. Deletes information contained in other directives. Identifies new methods of submitting ALTRV requests. Emphasizes the minimum time required to submit ALTRVs and adds the exceptions to the minimum time requirement. Streamlines Project Officer responsibilities. Reflects organizational changes at HQ PACAF. New or revised material is indicated with an (|).

1. Altitude Reservation Approval Requests.

- 1.1. An ALTRV approval request (APREQ) is appropriate when an aircraft must operate:
 - 1.1.1. With less than standard air traffic control (ATC) separation between participating aircraft.
 - 1.1.2. Within prescribed altitudes and/or areas for which special use airspace (SUA) is not established.

1.2. An ALTRV APREQ is not appropriate when the mission can be accomplished through normal flight planning procedures.

1.3. ALTRV APREQs shall minimize the amount of airspace and time required to safely meet mission objectives.

1.4. When two or more units are involved in the same mission, one unit will assume the joint responsibility for submitting an ALTRV APREQ to PACMARF.

1.5. ALTRV APREQs should normally be submitted six to ten days prior to proposed departure time with six being the minimum. The only exceptions to the six-day rule are as follows.

1.5.1. Peacetime national emergency plans, search and rescue, air evacuation, typhoon operations or operations involving the safety of personnel are the exceptions to the six day rule. Inform PACMARF of the specifics of your exception to the time requirement.

1.6. ALTRV APREQs may be submitted in classified format; however, necessary coordination with foreign nations must be accomplished to obtain an ALTRV approval. Classified missions to be coordinated with foreign agencies must reflect explicit declassification instructions, which will allow sufficient time for coordination. Classified ALTRV requests will include the following statement, "_ALTRV information needed by foreign government(s), ATC facilities and/or uncleared individuals for ALTRV coordination purposes is declassified at (date-time-group (DTG) in UTC)". Originators will specify what information is declassified.

1.7. Mission Delays - A one-hour void time (AVANA) will be assigned to each moving ALTRV. Mission delays beyond the approved AVANA timeframes are subject to Area Control Center (ACC)/Air Route Traffic Control Center (ARTCC)/Central Altitude Reservation Facility (CARF) approval.

2. Responsibilities.

2.1. Flying units requesting ALTRVs will assign a project officer and an alternate as their point of contact (POC) for each proposed ALTRV APREQ. These POCs shall be thoroughly familiar with the proposed mission and this regulation and available for contact by PACMARF 24 hours a day.

2.2. The project officer shall:

2.2.1. File ALTRV APREQs originating in FAA controlled airspace IAW FAA Handbook 7610.4, Special Military Operations.

2.2.2. Secure diplomatic clearances as required. An ALTRV approval does not constitute diplomatic clearance to penetrate sovereign airspace.

2.2.3. Coordinate for all special use airspace (SUA) identified in the DOD Flight Information Publication (FLIP) AP-3/3A prior to submission of an ALTRV APREQ.

2.2.4. Ensure there is no conflict between proposed ALTRVs originating from the same organization.

2.2.5. Include dissemination instructions in Item "G" of the ALTRV APREQ.

2.2.6. Keep changes to ALTRV APREQs to the absolute minimum. Changes cause confusion and increase the workload on ATC facilities. Additionally, all changes must be resubmitted to ATC for approval. The security of confirmed airspace is jeopardized with every change.

2.2.7. Ensure aircraft commanders are briefed on the importance of maintaining planned ALTRV en route timing.

2.2.8. Ensure that competent military authority has indicated acceptance of responsibility for separation between aircraft (MARSAs) when less than standard ATC separation standards are employed.

2.2.9. Notify PACMARF immediately of all changes to an approved ALTRV. PACMARF will determine if additional coordination is required.

2.3. PACMARF shall:

2.3.1. Operate 1800Z - 0800Z daily

2.3.2. Review all ALTRV APREQs for accuracy, make changes as required by agreements/understandings with foreign ATC facilities.

2.3.3. Acknowledge all ALTRV APREQs and assign each mission a reservation number.

2.3.4. Attempt resolution of ALTRV conflicts through the mission project officers and or ATC facilities.

2.3.5. Coordinate with host nation ATC agencies when ALTRV airspace is required within their jurisdiction and CARF when the airspace falls under U.S. jurisdiction.

2.3.6. Forward ALTRV APVL(s) via available communications channels in sufficient time to allow for crew briefings, dissemination, and posting of approval flight plan and control information prior to mission launch.

2.3.7. Process requested changes to an ALTRV APREQ as soon as possible to allow for ATC coordination.

2.3.8. Exercise special care when coordinating ALTRVs to preclude indiscriminate blocking of excessive amounts of airspace.

2.3.9. Negotiate memorandum of agreements (MOUs) as required to facilitate the coordination and processing of ALTRVs.

2.3.10. Attempt resolution of alleged ALTRV discrepancies or irregularities received from foreign ATC facilities, at the lowest level possible.

3. Filing Procedures.

3.1. File ALTRV APREQs with PACMARF via:

3.1.1. Mail direct to:

PACAF AOS/AOOA (PACMARF)

900 Hangar Ave.

Hickam AFB HI 96853-5246

3.1.2. Military Teletype (AUTODIN) PHIKYXYZ

3.1.3. Message PACAF AOS HICKAM AFB HI//AOOA//

3.1.4. Facsimile (FAX) Machine: DSN 448-0177, Commercial (808) 448-0177

3.1.5. Electronic mail: Airspace2@cidss.af.mil

3.1.6. Telephone: for coordination only DSN 449-0883, Commercial (808) 449-0883, STU-III 448-7897. All initial APREQs and subsequent changes should be submitted by one of the previously suggested methods.

3.2. Units will prepare ALTRV APREQs indicating mission names in the subject of each message, and forward to PACMARF in the following format. (See [Attachment 2](#)). Stationary ALTRV APREQs may use the short format in [Attachment 2](#).

3.2.1. Item A - Unit voice call sign of **ALL** participating aircraft.

3.2.2. Item B - Number, type of **ALL** participating aircraft.

3.2.3. Item C - Point of departure for **ALL** participating aircraft.

3.2.4. Item D - Route and control information for ALTRV portion of the mission to include:

3.2.4.1. Altitude/flight level and point at which ALTRV begins.

3.2.4.2. Elapsed time from departure to first check point or control point and cumulative elapsed times to each successive point in route of flight.

3.2.4.3. Route of flight defined by fixes or coordinates (LAT/LONG).

3.2.4.4. For climb and descent, indicate where the altitude change will commence and where the level-off point will be reached.

3.2.4.5. In addition to the above, include any special maneuvers within the ALTRV, such as orbits or spacing maneuvers.

3.2.5. Item E - Destination of **ALL** participating aircraft.

3.2.6. Item F - Estimated time of departure (ETD), ADMIS (departure interval) and AVANA (void time

Expressed in UTC) requested. (When applicable, include departure time for each cell.)

3.2.7. Item G - Remarks section. Include the following items when applicable:

3.2.7.1. True airspeed

3.2.7.2. A comment indication that all SUA has been precoordinated with controlling agency.

3.2.7.3. Information regarding the application of MARSAs, the utilization of airspares, limited aircraft equipment capability, etc.

3.2.7.4. Appropriate agencies/units required to receive APVL message.

3.2.7.5. Name of primary/alternate mission project officers, duty, home, Facsimile (FAX), and TDY (if applicable) telephone numbers.

4. Aircraft Reporting Procedures.

4.1. Once an ALTRV approval is received, units shall not depart earlier than the proposed departure time, nor later than the AVANA time. ATC uses the AVANA time to provide separation from other aircraft at each reporting point or fix along the ALTRV route.

4.2. Once established on an ALTRV, changes to routing and/or altitude shall not be requested except in the interest of flight safety.

4.3. The first aircraft in each cell of a formation will make position reports at each reporting point. If aircrews determine they will arrive at an ALTRV point more than three minutes ahead/behind schedule, they must advise the controlling ATC facility as soon as possible of the revised estimate. If unable to contact ATC, aircrews must lose/gain time to arrive at the point within the plus/minus three minute window.

4.4. Exceptions to reporting procedures deemed essential for preserving operations security will be precoordinated with PACMARF. When necessary, escort aircraft may make position reports for aircraft that have limited communications capabilities.

4.5. All aircraft shall contact the appropriate ATC agency ten minutes prior to exiting an ALTRV for ATC clearance beyond the ALTRV.

STEVEN R. POLK, Maj. Gen, USAF
Director of Air and Space Operations

Attachment 1

MOVING ALTRV APREQ EXAMPLE

SUBJ: ALTRV APREQ CORONET WEST 30 LEG 1/8

A.	CELL 1: CLAN 31-36 PRO 61 PRO 71	B.	6/F-16 1/KC-10 1/KC-135	C.	RJSM	RJSM RODN
	CELL 2: CLAN 41-46 PRO 62 PRO 72		6/F-16 1/KC-10 1/KC-135			RJSM RJSM RODN

D. CLIMB RAVEC FL240B260 HPE 0010 LVLOF, SDE 0022, GOC 0035, SWAMP 0038, COMET 0039, KASMI 0041, CVC 0044 PRO 71 (CELL 1) PRO 72 (CELL 2) ENTER ALTRV BEGIN AIRFL, VACKY 0101, SEALS 0112 CLAN 36 (CELL 1) CLAN 46 (CELL 2) EXIT ALTRV, VEPOX 0134, 3510N 15500E 0202 PRO 71 (CELL 1) PRO 72 (CELL 2) EXIT ALTRV, 3435N 16000E 0229, 3345N 16500E 0258, 3245N 17000E 0327, 3127N 17500E 0358, 2955N 18000E 0430, 2810N 17500W 0504, 2610N 17000W 0540, 2357N 16500W 0617, CANON 0635, LILIA 0642, SOK 0657, BOOKE 0705, SHIGI HNL 258/014 0707, HNL 0709 END ALTRV.

E. CLAN 36, 46/RJSM CLAN 31-35, 41-45 AND PRO 61-62, 71, 72/PHNL.

F. ETD CELL 1: 241800Z JUL 93, ADMIS 1 MINUTE, AVANA 241900Z JUL 93.

CELL 2: 241830Z JUL 93, ADMIS 1 MINUTE, AVANA 241930Z JUL 93.

G1. ALL ACFT MARSA, 445 KTAS. CLAN 36, 46 IFPP FROM ALTRV. PRO 71-72 IFPP TO AND FROM ALTRV.

G2. IF FL240B260 IS NOT AVAILABLE FL250B270 OR FL230B250 ARE ACCEPTABLE.

G3. ALL SPECIAL USE AIRSPACE HAS BEEN PRECOORDINATED.

G4. POC IS MAJ POGGI, DSN 366-4210, HOME 671-637-3656, FAX 366-4175.//

Attachment 2

STATIONARY ALTRV APREQ EXAMPLE

SUBJ: ALTRV APREQ MOBILE 8./8//

a. N/A

B. N/A

C. N/A

D. REQUEST STATIONARY ALTRV FL240B310 WITHIN AN AREA BNDD BY 4410N 14125E, 4330N 14125E, 4300N 14220E, 4300N 14330E, 4410N 14330E TO POINT OF ORIGIN.

EFFECTIVE: 100001Z UNTIL 100500Z JUN 93.

E. N/A

F. N/A

G1. ALL ACFT MARSIA IFPPF TO/FROM ALTRV.

G2. POC IS 5AF/DOY CAPT GANISON OR CAPT POPE, DSN 225-2145/4915.