

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN EUROPE**



**AIR FORCE INSTRUCTION 13-203  
UNITED STATES AIR FORCES IN EUROPE  
Supplement 1  
21 OCTOBER 2004**

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

**AIR TRAFFIC CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 13-203, 26 February 2004 is supplemented as follows:** This supplement applies to all United States Air Forces in Europe (USAFE) units. In the USAFE area of responsibility, offices of primary responsibility (OPR) for air traffic control (ATC) are HQ USAFE Airfield Operations Branch (HQ USAFE/A3YF), Third Air Force/Combat Aerospace Management (3AF/A33), and Sixteenth Air Force/Airfield Operations and Airspace Management Branch (16AF/A3A). Location-specific manning requirements are identified in USAFE **Attachment 12 (Added)**. USAFE and numbered Air Force (NAF) interface and responsibilities are identified in USAFE **Attachment 13 (Added)**. This supplement does not apply to US Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. The reporting requirement in this publication is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*. Ensure that all operating instructions and procedures that are created as a result of prescribed processes are in accordance with AFI 33-360V1, *Air Force Content Management Program-Publications*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

### **SUMMARY OF REVISIONS**

This document is substantially revised and should be reviewed in its entirety.

1.2.2. At Lajes Air Base (AB), Aviano AB and Moron AB, host nation Air Force regulations and International Civil Aviation Organization (ICAO) procedures apply to US Air Force controllers who augment these host nation ATC facilities. This is an authorized deviation in accordance with AFI 13-203, para 1.2. The administration of USAF air traffic controllers and USAF controller upgrade training for those air traffic controllers augmenting the host nation ATC facilities at Lajes, Aviano, and Moron will be conducted

according to AFI 13-203, as authorized by host nation regulations. Airfield Operations Flight Commander (AOF/CC) will adhere to AFI 13-203 to the maximum extent possible.

1.2.4. The Air Forces Europe (AFEUR) will oversee operations during contingencies and periods of sustainment after combat operations have ceased.

1.3.1.3. The AOF/CC ensures all waivers are forwarded through their appropriate Numbered Air Force (NAF), which includes references in AFI 13-203, paragraphs 1.3.1.5, 1.3.2, 1.3.3, and 4.20.6.1.4.

1.3.1.4. The AFEUR staff has approval authority in contingency locations.

1.4. The AOF/CC identifies host nation procedural conflicts to the NAF for resolution, clarification, or guidance. The NAF forwards unresolved conflicts to HQ USAFE/A3YF for resolution or inclusion into this supplement.

1.6. Also posted on the HQ USAFE/A3YF web site <https://wwwmil.usafe.af.mil/direct/a3/doy/>.

1.7. Deleted.

1.8. Units submit draft Local Operating Procedures (LOP) (except administrative and facility operating instructions, which address administrative matters only) to the appropriate NAF ATC OPR for review. For LOPs covering a broad range of functional areas, units may forward a reasonable extract. NAFs forward coordinated drafts to HQ USAFE/A3YF for final review and approval. HQ USAFE/A3YF sends approval letters to NAF and unit. Units then forward a copy of the finalized LOP to both the NAF and HQ USAFE/A3YF for file.

2.1.1. Must be appointed by the AOF/CC. Forward appointment letter to NAF and HQ USAFE/A3YF.

2.1.2.2. The AOF/CC determines which position or positions the Chief Controller (CCTLR) will be certified. **NOTE:** CCTLRs are usable bodies and must be used prior to requesting manning assist or 7-level waivers.

2.2.1.5. (Added) Must be appointed by the AOF/CC. Forward appointment letter to HQ USAFE/A3YF.

2.3.1.4. (Added) Must be appointed by AOF/CC as primary or alternate Control Tower Operator (CTO) examiner. The AOF/CC informs HQ USAFE/A3YF, Unit 3050 Box 15, APO AE 09094-5015, and appropriate NAF ATC OPR, by letter, of personnel appointed to the Chief, Standardization and Evaluation or Control Tower Operator (CSE/CTO) examiner. **NOTE:** CSE/CTO examiner appointment letters must include, as a minimum, qualification and experience information.

2.3.2.1. Administer the ATC certification program according to FAAO 7220.1A, *Air Traffic Control Certification Procedures*, paragraph 27 and 28.

2.4.1.5. (Added) Must be appointed by the AOF/CC. Forward appointment letter to HQ USAFE/A3YF.

2.6.2.3. Also advise the CCTLR.

2.6.2.4. Deleted.

2.9. Facility manning requirements are listed in USAFE **Attachment 12 (Added)**. Units must validate facility-manning requirements by 15 July each year. To assist the command functional manager in managing USAFE personnel resources, submit a USAFE Form 870, **Airfield Operations Manning Projection**, to HQ USAFE/ A3YF by the 5th calendar day of each month. Royal Air Force (RAF) Fairford, Chievres Air Base, Lajes Air Base, and Moron Air Base are exempt from this requirement. This reporting requirement is exempt from Report Control Symbol (RCS) licensing procedures according to AFI 37-124, *Infor-*

*mation Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.12.

2.10.2.5. As far in advance as possible, the Operations Group Commander (OG/CC), or equivalent, must advise the Commander (NAF/CC) (through channels) when anticipated manning levels will not support operations for specific periods requiring surge shifts. The NAF ATC OPR advises HQ USAFE/A3YF when surge shifts are directed or rescinded.

2.10.2.6. Specify on-call procedures in a local operating procedure (LOP). Include response time and availability (capability to perform ATC duties) requirements.

3.3.5.6. (Added) Diverse Vector Area Chart.

3.5.1.1. Germany units submit copies of their quarterly traffic count reports to German Federal Armed Forces Air Traffic Services Office via the NAF ATC OPR at the following address: Amt Für Flugsicherung Der Bundeswehr II, Postfach 930208, 60457 Frankfurt. British units must forward a completed Strike Command (STC) Form 1010 (*Host Nation Form*) each month to British Airspace via the NAF ATC OPR at the following address: Headquarters Strike Command, Air Operations Branch, Command Statistics, RAF High Wycombe, Buckinghamshire, HP14 4UE. Commercial Fax: 01494-497575 Commercial Tel: 01494-461461 Ext. 6551. The STC Form 1010 is produced and distributed by the host nation.

4.1.1.3. Deleted.

4.11. Include procedures for both Instrument Flight Rules (IFR) and Visual Flight Rules (VFR) aircraft.

4.19. Whenever an alternate control tower facility is activated for exercise or training purposes, position a tower watch supervisor certified safety observer (exercise non-participant) in the primary control tower. This individual is responsible for a safe transition to alternate facility control, advising the alternate facility of any observed hazardous situations, and discontinuing facility exercise participation if flight safety is compromised.

4.20. CCTLRs ensure all facilities have weather minimums listed in meters.

5.2. Deleted.

5.7.3. During airfield closures, the rotating beacon does not need to be on unless required by host nation through letter of agreement.

5.17. For locations that have emergency warning and evacuation alarms installed, the tower controller activates position "A" of the alarm switch when an emergency aircraft is approaching to land and for any other condition hazardous to people on the ground. This alerts all sites connected to the system to evacuate, except the GCA, MRAPCON and alternate ATC facilities. The tower controller also warns the GCA, MRAPCON and alternate ATC facilities by landline. If an imminent hazard to the Ground Controlled Approach (GCA), Mobile Radar Approach Control (MRAPCON), or alternate ATC facility develops the tower controller immediately activates position "B," which warns all sites. When they receive a warning, personnel not essential to flight safety evacuate. Do not use the position "B" switch if there is time to provide adequate warning by landline. An activation test will be conducted weekly on the "A" and "B" position. Outline procedures in local operating procedures (LOP). Document results on the AF Form 3616, Daily Record of Facility Operation.

5.18. CCTLR will establish procedures to check Certified Tower Radar Display (CTRD) daily.

8.5.3. (Added) Reduced Same Runway Separation (RSRS) may be applied to the following:

8.5.3.1. (Added) Full stop behind a full stop, low approach, or touch-and-go. Touch-and-go behind a touch-and-go or low approach. Low approach behind a low approach. Fighter and attack aircraft. The succeeding aircraft will offset laterally to not over fly the aircraft on the runway.

8.5.3.2. (Added) Low approach behind a full stop, only when the aircraft involved are: Fighter and attack aircraft. The succeeding aircraft will offset laterally to not over fly the aircraft on the runway.

8.5.3.3. (Added) C-130's that are members of the same formation, the succeeding C-130 must maintain at least 500 feet lateral or vertical separation when over flying the C-130 on the runway.

8.5.3.4. (Added) RSRS is not authorized when:

8.5.3.4.1. (Added) Either aircraft is an emergency.

8.5.3.4.2. (Added) Either aircraft is a heavy.

8.5.3.4.3. (Added) Either the succeeding or preceding aircraft is cleared for the option or a stop-and-go. **EXCEPTION:** RSRS is authorized when the succeeding aircraft is cleared for an option or stop-and-go behind a low approach.

8.5.3.4.4. (Added) The runway condition reading (RCR) is less than 12 or breaking action reports of less than "fair" are reported.

8.5.3.5. (Added) The minimum RSRS authorized is:

8.5.3.5.1. (Added) 3,000 feet between same type fighter and attack aircraft, (e.g., F-16 behind an F-16 during daylight hours). **EXCEPTION:** 6,000 feet when reported braking action is "fair".

8.5.3.5.2. (Added) 6,000 feet between:

8.5.3.5.2.1. (Added) Dissimilar fighter and attack aircraft (e.g. F-15 behind an F-16).

8.5.3.5.2.2. (Added) Same type fighter and attack aircraft during nighttime hours.

8.5.3.5.2.3. (Added) A landing (single aircraft or formation) behind a formation landing.

8.5.3.5.2.4. (Added) A formation landing behind a full stop.

8.5.3.5.2.5. (Added) A C-130 and another C-130. **EXCEPTION:** The minimum RSRS authorized between C-130 aircraft that are members of the same formation will be no less than 5,000 feet (IFR) and 15 seconds (VFR).

8.5.3.5.2.6. (Added) Weather must be at or above a 500 feet ceiling and 2,400 meters visibility for nighttime RSRS operations.

8.5.3.5.2.7. (Added) C-130 formations may perform nighttime RSRS operations using the weather minima prescribed by AFI 11-2C-130, Volume 3, *C-130 Evaluation Criteria*.

8.5.3.6. (Added) Reduced same runway separation standards do not apply to non-USAF, or non-US aircraft unless a Letter of Agreement (LOA) is signed between the host OG/CC and the non-USAF, or non-US aircraft unit commander (e.g. Det CC) and approved by Directorate of Air and Space Operations (HQ USAFE/A3), or equivalent during contingency operations. The LOA must be coordinated with NAF/A3 prior to host OG/CC signature. The approval request for HQ USAFE/A3 signature will be routed through Air Operation Command and Control (HQ USAFE/A3Y) and HQ USAFE STAN/EVAL (HQ USAFE/A3TV). **NOTE:** Aircrew or air traffic controllers may refuse RSRS when safety of flight may be

jeopardized. In these cases, the appropriate separation standards published in FAA Order 7110.65, *Air Traffic Control* are applied.

10.3. Forward all training operating instructions to HQ USAFE/A3YF for review/approval prior to implementation.

10.3.11. Tower CCTLRs must ensure a comprehensive static board or Tower Simulator System (TSS) program is developed, administered, and maintained. Outline procedures for tower static board/TSS in the Facility Training OI.

10.4. Due to their unique 7-level manning situation; Fairford, Chievres and Moron AB are authorized to develop a single combined Position Certification Guide (PCG) for local, flight data and ground control. The certification guide must be developed according to AFI 13-203, paragraph 10.4.

10.4.4. Deleted.

10.4.6.4. Deleted.

10.4.7. Include in the facility training OI when the minimum annual PCG time limits will be reviewed.

10.5.1.1. Forward to HQ USAFE/A3YF for review. This review ensures that local directives comply with federal, US Air Force, major command (MAJCOM), and host nation ATC policy.

11.2. Deleted.

11.4.4.7. Deleted.

11.5. Forward all extension requests (beyond those authorized by CCTLR) through the NAF to HQ USAFE/A3YF for review and approval.

11.6. Trainees in 7 skill level training will maintain a project folder or binder that contains completed projects accomplished during 7-level training. Chief, Air Traffic Control Training (CATCT) and Chief, ATC Training and Standardization (TSN) maintain this folder until trainee is awarded their 7-skill level.

11.7.2. Trainees placed into EDIT will remain in EDIT until successfully completing the particular block of training or submitted for withdrawal.

11.8.1. Deleted.

12.2.1. AOF/CC shall ensure a specific training plan is identified in the training OI. ATC officers normally fall into two different categories: 13M3 and prior rated 13M3. The training requirements for each are as follows:

12.2.1.1. (Added) 13M3 officers shall obtain ratings and certifications according to AFI 13-204, *Functional Management of Airfield Operations*.

12.2.1.2. (Added) Prior rated 13M3 officers will obtain the facility rating in which they have not been previously rated in order to meet the standards for upgrade.

12.2.1.3. (Added) Airfield Management Operations. The Chief of Airfield Management (CAM) or designated representative will assign a qualified trainer for the officer trainee.

12.2.1.4. (Added) After completion of facility certification requirements and familiarization training in Airfield Management Operations. AOF officers must maintain proficiency in all required positions in accordance with facility OI's.

12.2.7. (Added) Include Terminal Instrument Procedures/Task Certification Guide (TERPS TCG). Where Air Force training products are available, additional local products are not necessary. CATCTs should use AF Form 797, **Job Qualification Standard Continuation Command JQS**, or append local items to the Air Force product.

12.2.8. (Added) Watch Supervisor. Complete the locally developed Watch Supervisor TCG prior to appointment and document completion on an AF Form 797.

12.3.3. Deleted.

12.6. The CCTLR will coordinate with the local weather unit to define training requirements for weather familiarization and the cooperative weather watch (CWW) programs. Weather personnel will provide initial weather familiarization and CWW training to ATC personnel. Define training requirements according to AFI 13-203, paragraph 12.6, for CWW.

13.2. CATCTs/TSN will conduct a thorough review of newly assigned, prior-rated personnel AF Form 623, **Individual Training Record** to ensure they have completed all recurring training in accordance with the training OI. This ensures all personnel remain current on annual and semi-annual requirements. Since each base has different training schedules controllers may not meet mandatory recurring training requirements.

13.2.1.16. Deleted.

13.2.1.17. (Added) Precision Approach Critical Areas. Conduct annually. TR: FAAO 7110.65 and LOPs.

13.6.4. Deleted.

15.1.5. (Added) USAFE MAJCOM OPR for ATC withdrawals is HQ USAFE/A3YF.

15.3.1. Forward an info copy of the package to HQ USAFE/A3YF.

16.2.2.6. Deleted.

16.3.10. (Added) Developed specific non-radar scenarios to facilitate position certified/facility rated controllers in maintaining proficiency. Problems should be realistic and challenging.

16.3.11. (Added) CCTLR must establish a tower static board proficiency program to aid in maintaining controller proficiency. This intended to be in addition to, not a substitute for, live traffic proficiency requirements.

17.5. USAFE Form 870, **Airfield Operations Manning Projection**.

17.6. STC Form 1010, (*Host Nation Form*).

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

AFI11-2C-130V2, *C-130 Evaluation Criteria*

AFI 13-213, *Airfield Management*

AFI 13-204, *Functional Management of Airfield Operations*

AFI 33-324, *Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 51-701, *Negotiating, Concluding, Reporting and Maintaining International Agreements*

AFI 13-213, USAFE Supplement 1, *Airfield Management*

AFI 51-701, USAFE Supplement 1, *Negotiating, Concluding, Reporting and Maintaining International Agreements*

FAAO 7110.65, *Air Traffic Control*

FAAO 7220.1.A., *Air Traffic Control Certification Procedures*

JSP-318A, *Military Air Traffic Services*

UFC 3-260-01, *Airfield Heliport Planning and Design*

***Abbreviations and Acronyms***

**A3**—Director of Operations

**AB**—Air Base

**ACP**—Airspace control plan

**AEW**—Air expeditionary wing

**AFEUR**—Air Forces Europe

**AFSC**—Air Force specialty code

**AMSC**—Allied military security codes

**CAM**—Chief of Airfield Management

**CE**—Civil Engineer

**CSS**—Computer Systems Squadron

**CTOT**—Calculated takeoff time

**ESL**—Emergency staffing level

**JA**—Judge Advocate

**JFACC**—Joint Force Air Component Commander

**JSP**—Joint service publication

**MRAPCON**—Mobile RAPCON

**NAF/CC**—Numbered Air Force Commander

**NAF**—Numbered Air Force

**NATO**—North Atlantic Treaty Organization

**NCOIC**—Noncommissioned officer in charge

**OG**—Operations Group

**PCAC**—Position Certified Apprentice Controller

**RAF**—Royal Air Force

**RCR**—Runway condition reading

**RSRS**—Reduced same runway separation

**SAV**—Staff assistance visit

**SCBM**—Base Systems Management Flight

**TDSA**—Air Traffic Control Training Device System Administrator

**TSS**—Tower Simulator System

**USAFE**—United States Air Forces in Europe

**UFC**—Unified Facilities Criteria

**WX**—Weather

**XP**—Director of Plans

## Attachment 12 (Added)

## MANNING REQUIREMENTS

**A12.1. (Added)** See **Table A12.1. (Added)** for location-specific manning requirements. *NOTE:* Lajes Air Base is manned according to the Agreement on Cooperation and Defense between the United States of America and Portugal and its subordinate letter of agreement, Combined Portuguese-American Operation of ATC service. Lajes shall not receive unqualified 3-level controllers and will be manned at 100 percent by Specialty Experience Identifier (SEI) for SSgt and above.

**Table A12.1. (Added) Manning Requirements.**

Base	Facility	Number of Positions	Hours
<b>Aviano AB, IT</b>			
Weekdays	Tower	2 positions	24 hours
		1 position	16 hours
		1 position	12 hours
		1 position	8 hours
	RAPCON	3 positions	24 hours
		5 positions	16 hours
Weekends	Tower	2 positions	24 hours
		1 position	16 hours
	RAPCON	3 positions	24 hours
		1 position	16 hours
		1 position	12 hours
		1 position	8 hours
<b>Inçirlik AB, TU</b>			
Weekdays	Tower	4 positions	10 hours
		2 positions	6 hours
		1 position	8 hours
	RAPCON	8 positions	10 hours
		3 positions	6 hours
		2 position	8 hours
Weekends	Tower	4 positions	10 hours

<b>Base</b>	<b>Facility</b>	<b>Number of Positions</b>	<b>Hours</b>
		2 positions	6 hours
		1 position	8 hours
	RAPCON	8 positions	10 hours
		3 positions	6 hours
		2 positions	8 hours
<b>RAF Lakenheath, UK</b>			
Weekdays	Tower	5 positions	14 hours
		2 positions	2 hours
	RAPCON	2 positions	24 hours
		1 position	16 hours
		7 positions	14 hours
		1 position	12 hours
		2 positions	8 hours
Weekends	Tower	2 positions	16 hours
	RAPCON	2 positions	24 hours
		3 positions	12 hours
<b>RAF Mildenhall, UK</b>			
Weekdays	Tower	3 positions	12 hours
		2 positions	16 hours
Weekends		2 positions	24 hours
<b>Ramstein AB, GE</b>			
Weekdays	Tower	4 positions	12 hours
		3 positions	2 hours
		2 positions	2 hours
		1 position	8 hours
	GCA	5 positions	8 hours
		4 positions	2 hours
		3 positions	4 hours

<b>Base</b>	<b>Facility</b>	<b>Number of Positions</b>	<b>Hours</b>
		2 positions	2 hours
Weekends	Tower	3 positions	8 hours
		2 positions	8 hours
		1 position	8 hours
	GCA	2 positions	16 hours
<b>Spangdahlem AB, GE</b>			
Weekdays	Tower	4 positions	10 hours
		2 positions	6 hours
	GCA	6 positions	10 hours
		3 positions	6 hours
Weekends (Saturday)	Tower	2 positions	12 hours
	GCA	3 positions	12 hours
Weekends (Sunday)	Tower	2 positions	8 hours
	GCA	3 positions	8 hours

**Attachment 13 (Added)****FUNCTIONAL RESPONSIBILITIES FOR HQ USAFE AND NAF**

**A13.1. (Added)** HQ USAFE/A3YF staff is responsible for:

A13.1.1. (Added) Developing policy and guidance on ATC, airspace, and airfield management matters.

A13.1.2. (Added) Reviewing and approving LOPs and waiver requests, as required.

A13.1.3. (Added) Functional area management for airfield operations personnel (AFSC 13MX, 1C0X1, and 1C1X1).

A13.1.4. (Added) Conducting the USAF Air Traffic System Evaluation Program (ATSEP).

A13.1.5. (Added) Developing new Air Traffic Control and Landing System (ATCALs) requirements based on mission needs.

A13.1.6. (Added) Monitoring ATCALs program implementation.

A13.1.7. (Added) Conducting and reviewing ATCALs facility review committee meetings.

A13.1.8. (Added) Managing the ATC training, certification, and withdrawal programs.

A13.1.9. (Added) Evaluating hazardous air traffic reports.

A13.1.10. (Added) Coordinating and approving ATC facility and runway closures, reduced airfield operating hours, and airfield restrictions of more than 7 days.

A13.1.11. (Added) Performing staff assistance visits, as required.

**A13.2.** The NAF Airspace and Airfield Operations Management staff is responsible for:

A13.2.1. (Added) Providing staff expertise and acting as advisor to NAF/CC on airspace and airfield operations issues.

A13.2.2. (Added) Evaluating requests for special use airspace or unusual air activities in national and international airspace that may impact on other airspace users.

A13.2.3. (Added) Maintaining functional staff supervision of ATC liaison offices, where assigned.

A13.2.4. (Added) Monitoring airspace and or airfield operations-related planning activities connected with base closures, ATCALs commissioning and decommissioning, or mission changes.

A13.2.5. (Added) Tracking, coordinating, and approving ATC facility and runway closures, reduced airfield operating hours, and holiday closures and restrictions of 72 hours to 7-days.

A13.2.6. (Added) Coordinating with and making a recommendation to HQ USAFE/A3YF on any closures or restrictions of more than 7 days.

A13.2.7. (Added) Working day-to-day airspace and airfield operations operational issues.

A13.2.8. (Added) Providing staff assistance to units as required.

A13.2.9. (Added) Augmenting higher headquarters teams (ATSEP and Staff assistance visits (SAV)) as required.

A13.2.10. (Added) Reviewing and providing recommendations to HQ USAFE/A3YF on draft LOPs.

A13.2.11. (Added) Coordinating with host nation to resolve airspace/airfield operations issues. Additionally, for 16AF, coordinating with NATO, Office of Defense Cooperation, and International Civil Aviation Organization (ICAO) to resolve airspace/airfield operations issues.

A13.2.12. (Added) Coordinating day-to-day activities and developing contingency and wartime ATC, airspace, and airfield management activities.

A13.2.13. (Added) When advised by the unit, inform HQ USAFE/A3YF on either availability or circumstances that will restrict availability of unit personnel for functional temporary duty tasking (exercise and contingency support, manning assistance, etc.).

BOB D. DULANEY, Major General, USAF  
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