

Aviation

**Airspace, Airfields/
Heliports, Flight
Activities, Air
Traffic Control, and
Navigational Aids**

Rapid Action Revision (RAR) Issue Date: 16 October 2008

Headquarters
Department of the Army
Washington, DC
10 April 2007

UNCLASSIFIED

SUMMARY of CHANGE

AR 95-2

Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control, and Navigational Aids

This rapid action revision, dated 16 October 2008--

- o Adds responsibilities for the Assistant Chief of Staff for Installation Management (para 1-11).
- o Adds responsibilities for the Chief of Engineers (para 1-12).
- o Provides Department of the Army representative guidance on unmanned aircraft systems certificate of authorization requests (para 5-6).
- o Redefines navigational aid procurement procedures (para 9-2a).
- o Redefines air traffic control facility request procedures (para 9-7).
- o Adds Army airfield and heliport categories (para 13-10, table 13-1, table 13-2).
- o Redefines tactical air traffic control ratings (para 15-1h).
- o Changes executive agent to responsible official (throughout).
- o Changes reference to air traffic services (ATS) to air traffic control (ATC) (throughout).

Effective 10 May 2007

Aviation

Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control, and Navigational Aids

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 16 November 2008. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation covers Army air traffic control general provisions: qualifications and ratings, certification of airfields, airspace, special military operations requirements, terminal instrument procedures, aeronautical information, terminal air navigation and approach facilities.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to all personnel who perform duties in Army air traffic control facilities and support facilities. During mobilization, the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–3/5/7. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activities senior legal officer. All waiver requests will be endorsed by the unit commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation is subject to the requirements of AR 11–2. This regulation contains management control provisions and identifies key management controls that must be evaluated (appendix H).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval of the Deputy Chief of Staff, G–3/5/7, 400 Army Pentagon, Washington, DC 20310–0400.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander,

U.S. Army Aeronautical Services Agency, Fort. Belvoir, VA 22060.

Committee Continuance Approval.

The Department of the Army committee management official concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15–1. Army Regulation 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office (AARP-ZA), 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202–3926. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 95–2, dated 29 December 2006.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation prescribes U.S. Army policy, responsibilities, procedures and rules for airspace, airfields/heliports, flight activities, air traffic control (ATC) and navigational aids (NAVAIDs).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviation and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Responsibilities are listed in chapter 1, section II.

1-5. Waivers and delegation of authority

a. Authority to grant waivers is stated in specific paragraphs of this regulation. This authority may not be delegated. When waiver authority is not specified, send request for waivers to Deputy Chief of Staff, G-3/5/7 (DCS, G3/5/7) (Commander, USAASA) for action. Send request for waivers of Federal Aviation Administration (FAA) publications through channels to the Commander, USAASA.

b. Delegation of authority is as specified in this regulation.

Section II Responsibilities

1-6. Secretary of the Army

The Secretary of the Army or an authorized representative, unless otherwise stated in this regulation, has final authority for decisions concerning U.S. Army airspace, Army air fields (AAF)/Army heliports (AHPs), flight activities, ATC, and NAVAIDs.

1-7. Assistant Secretary of the Army (Installations and Environment)

The Assistant Secretary of the Army (Installations and Environment (ASA(I&E))) or an authorized representative will—

a. Head up general Secretariat oversight of AAF/AHPs utilization, including the formulation, execution, and review of related policies, plans and programs, establishment of objectives, and the appraisal of performance.

b. Assume the additional responsibilities in paragraphs 10-4 and 11-6.

1-8. Deputy Chief of Staff, G-3/5/7

The DCS, G-3/5/7 will—

a. Oversee U.S. Army airspace, AAF/AHPs, flight activities, ATC and NAVAIDs and for developing ATC and flight procedures policy in coordination with other DOD, Federal, State, local, national, and international agencies or individuals.

b. Be the U.S. Army principal member of the DOD Policy Board on Federal Aviation (PBFA) and represents the Department of the Army (DA) to other DOD, Federal, State, local, national and international agencies or individuals.

1-9. Deputy Chief of Staff, G-2

The Deputy Chief of Staff, G-2 (DCS, G-2) will—

a. Oversee foreign representative access to AAF/AHPs and develop Army weather policy.

b. Be responsible for the additional duties listed in paragraph 10-6.

1-10. Chief Information Officer/G-6

The Chief Information Officer/G-6 (CIO/G-6) is the Army proponent for and has staff responsibility for spectrum management, including registration and coordination of air traffic control (ATC) frequencies. The CIO/ G-6 represents the U.S. Army in the Aeronautical Assignment Group and the Military Assignment Group that are part of the structure of the Interdepartmental Radio Advisory Committee.

1–11. The Assistant Chief of Staff for Installation Management

The Assistant Chief of Staff for Installation Management (ACSIM) will have Army Staff (ARSTAF) responsibility for development, integration, and interpretation of standards, policies, and doctrine for planning, execution, and administration of garrison operations.

1–12. The Chief of Engineers

The Chief of Engineers (COE) will serve as the ARSTAF official responsible for formulation, implementation, management, and evaluation of engineering, construction, real property, real estate, and technical support for DA. This includes ARSTAF responsibility for policies and procedures for acquisition, management of title, granting use, and disposal of real property, the engineering and facilities portion of contingency plans and base support development, topographic and construction aspects of space, the Prime Power Program, the Real Estate Relocation Assistance Program, the Commercial Utilities Program (also known as the Army Power Procurement Program of Utilities Contracting Program), and the execution of Military Construction (Army).

1–13. The Commanding General, U.S. Army Corps of Engineers

The Commanding General (CG), U.S. Army Corps of Engineers (USACE) will—

- a. Be the designated specified proponent for AAF/AHPs with respect to design and construction and provides technical support and services to AAF/AHPs and heliports in planning construction, maintenance and repair, environmental support, real estate, research and development, and technology transfer.
- b. Be responsible for the additional duties listed in paragraphs 10–5 and 11–7.

1–14. Army Commands, Army Service Component Commands, and Direct Reporting Units

a. The commanders of Army Commands (ACOMs) will—

- (1) Implement Army policy for airspace, AAF/AHPs, flight activities, ATC, and NAVAIDs.
- (2) Review funding profiles and conduct cyclical budget reviews to ensure safety and continuity of operations
- (3) Develop requirements for installation AAF/AHPs, ATC equipment, and NAVAIDs under their jurisdiction.
- (4) Compile air traffic activity counts for AAF/AHPs under their jurisdiction.
- (5) Develop and implement airfield programs to include, but not limited to, quality assurance, standard levels of service, common levels of support, airfield safety, and standardization.

b. The commander of Army Service Component Commands (ASCCs) (except Surface Deployment and Distribution Command) will—

- (1) Implement Army policy for airspace, AAF/AHPs, flight activities, ATC and NAVAIDs.
- (2) Review funding profiles and conduct cyclical budget reviews to ensure safety and continuity of operations.
- (3) Develop requirements for installation AAF/AHPs, ATC equipment and NAVAIDs under their jurisdiction.
- (4) Compile air traffic activity counts for AAF/AHPs under their jurisdiction.
- (5) Develop and implement airfield programs to include, but not limited to, quality assurance, standard levels of service/common levels of support, airfield safety and standardization.

c. The commanders of Direct Reporting Units (DRUs) (except the Network Enterprise Technology Command, the Criminal Investigation Division Command, USACE, the U.S. Army Acquisition Support Center, and the United States Military Academy) will—

- (1) Implement Army policy for airspace, AAF/AHPs, flight activities, ATC and NAVAIDs.
- (2) Review funding profiles and conduct cyclical budget reviews to ensure safety and continuity of operations.
- (3) Develop requirements for installation AAF/AHPs, ATC equipment and NAVAIDs under their jurisdiction.
- (4) Compile air traffic activity counts for AAF/AHPs under their jurisdiction.
- (5) Develop and implement airfield programs to include, but not limited to, quality assurance, standard levels of service/common levels of support, and airfield safety and standardization.

1–15. The Commanding General, U.S. Army Training and Doctrine Command

The CG, U.S. Army Training and Doctrine Command (TRADOC) will—

- a. Develop/recommend concepts and strategies for ATC force integration.
- b. Oversee the development of applicable doctrine, organization, training, materiel, leadership and education, personnel, and facilities (DOTMLPF) that support AAF/AHPs, flight activities, ATC, and NAVAIDs.

1–16. Chief, Aviation Branch/Commanding General, U.S. Army Aviation Warfighting Center

The Chief, Aviation Branch/CG, U.S. Army Aviation Warfighting Center (USAAWC) will—

- a. Recommend AAF/AHPs and ATC policy.
- b. Develop requirements and serve as user representative for Army ATC equipment and NAVAIDs.
- c. Train Army military air traffic controllers.
- d. Administer the Safe Aviation via Exceptional Service (SAVES) program (see app B).

- e. Develop applicable DOTMLPF that support AAF/AHPs and ATC.
- f. Perform branch responsibilities for AAF/AHPs and ATC.
- g. Administer the ATC Specialist (ATCS) Certificate Program.
- h. Ensure that ATC facility training standards, maintenance technician certification, and controller certification and rating procedures, except control tower operator (CTO), are developed and implemented.
- i. Establish an ATC Evaluation and Standards Program.

1-17. The Commander, U.S. Army Aeronautical Services Agency

The Commander, USAASA will—

- a. Be the ASA(I&E) responsible official for civilian, joint, and shared aircraft use of AAF/AHPs.
- b. Be the DCS, G-3/5/7 responsible official for the U.S. National Airspace System (NAS), AAF/AHPs, and flight procedures policy and aeronautical information. In this capacity, the commander is authorized direct contact with other DA elements, and DOD, Federal, State, local, national, and international agencies or individuals.
- c. Be the functional proponent for AAF/AHPs.
- d. Be the Deputy Chief of Staff, G-2 (DCS, G-2) responsible official for Army aviation weather policy.
- e. Be the DCS, G-3/5/7 principal staff officer on matters pertaining to other national and international airspace issues of interest to the Army.
- f. Act as the U.S. Army working group member to the DOD PBFA and provide other representation as required.
- g. Administer the Army instrument procedure development and flight inspection program under National Agreement (NAT) 127.
- h. Oversee the additional responsibilities listed paragraphs 3-2, 3-4, 8-3, 10-8, and 11-8.

1-18. Commander, Air Traffic Services Command

The Commander, Air Traffic Services Command (ATSCOM) will—

- a. Provide subject matter expertise for planning, development, standardization and evaluation of ATC systems and services.
- b. Assess compliance with established standards and procedures for the operation of Army ATC facilities.
- c. For the CG, USAAWC, develop ATC facility training standards; maintenance technician certification; and controller certification and rating procedures, except CTO.
- d. Advise and assist ACOM/ASCC/DRU commanders (see para 1-12) on the Army certification, rating, and training programs for controllers and ATC maintenance technicians.
- e. For the CG, USAAWC, administer the ATCS Certificate Program, including appointment of ATCS examiners.
- f. Assist the CG, USAAWC in administering the SAVES and other ATC award programs.
- g. For the CG, USAAWC, administer the Army ATC and maintenance technician certification and rating program.
- h. Provide quality assurance and technical assistance for restoral and precommissioning of NAVAIDs.
- i. Provide quality assurance and ATC evaluations for Army ATC facilities and visual flight rules (VFR) landing aids.
- j. On request by ACOM/ASCC/DRU conduct Army installation ATC facility/NAVAID requirement surveys and recommend approval/disapproval of requests.
- k. Coordinate Army personnel attendance for resident, periodic offsite, and exportable FAA Academy training requirements.
- l. For the CG, USAAWC, develop requirements for installation ATC equipment and NAVAIDs.
- m. Administer and maintain DA Form 3479-6-R (ATC Facility and Personnel Status Report), including development, automation, and retention.
- n. Oversee the responsibilities listed in paragraph 8-3.

1-19. Commander, Installation Management Command

a. The Commander, Installation Management Command (IMCOM) will—

- (1) Request assistance from the Commander, USAASA on matters requiring agreements with the FAA and other agencies.
 - (2) Approve or disapprove airfield user requests as authorized (see table 10-1) and will also assign identification numbers to approved requests (see para 10-20).
- b. For additional responsibilities, see paragraph 10-9.

1-20. Installation/garrison commanders

- a. Commanders of installations/garrisons with AAFs or other installation landing areas will—
 - (1) Approve or disapprove Civil Aircraft Landing Permit (CALP) requests as authorized. The approving authority will assign identification numbers per paragraph 10-20 and table 10-1 when requests are approved.

(2) Forward all requests that require higher level approval through channels to the appropriate approving authority with recommendation.

(3) Continually review all user operations to ensure compatibility with DOD, DA and the installation missions.

(4) Delegate their approval authority to the airfield commander/manager or other appropriate Government official when desired.

(5) Forward appropriate copies of papers, letters, reports, and documents through channels to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

(6) Plan for the periodic five-year airfield and NAVAID engineering survey to maintain IFR certification for IFR aircraft operation.

b. Installation/garrison commanders may designate temporary landing/departure areas anywhere on an installation provided the area is capable of safely accommodating the type of activity anticipated. All flight and ground safety issues will be resolved before aircraft operations commence. Examples of potential installation landing/departure sites may be, but not limited to old/closed runways (rwys), roads, football fields, parade grounds, parking lots, and so on. Safety at these temporary landing/departures sites cannot be overstated. Use of temporary landing/departure areas on Army installations will be for short duration activities such as field training exercises, static aircraft displays, and civilian fly-ins and because of aviation necessity.

c. The installation/garrison commanders will appoint an airfield commander or airfield manager for AAF/AHPs under their control.

1-21. Airfield/heliport commanders/managers

AAF/AHP commanders/managers will have responsibility for the operations and maintenance of designated AAF/AHPs in accordance with chapter 13.

Chapter 2 Policy

2-1. General

a. U.S. Army ATC facilities will operate in accordance with FM 3-04.303.

b. The U.S. Army air traffic controller certificate will be given to—

(1) Military personnel awarded an ATC primary military occupational specialty (PMOS) after meeting the requirements outlined in DA Pam 611-21.

(2) Department of the Army Civilians (DACs) (Air Traffic Control Specialist, GS-2152 series) and contract personnel assigned to U.S. Army ATC facilities for the purpose of controlling air traffic will—

(a) Be graduates of DOD components or FAA approved formal ATC schools designed for appointment as an air traffic controller.

(b) Meet and maintain the physical standards set forth in AR 40-501.

(3) Foreign nationals employed by DA in U.S. Army ATC facilities will—

(a) Be a graduate of a formal ATC school recognized by U.S. military Services or the FAA.

(b) Meet and maintain the required physical standards for an air traffic controller in the host country.

c. To be certified as an ATC equipment maintenance technician—

(1) Military personnel will be awarded an equipment maintenance PMOS and meet the requirements outlined in DA Pam 611-21.

(2) DACs, contract personnel, and foreign nationals employed by DA as ATC equipment maintenance personnel will be graduates of ATC equipment maintenance schools or provide documentation equivalent of ATC equipment maintenance experience.

d. The policy for obtaining ATC certificates is as follows:

(1) Control tower operators will obtain FAA CTO certificates in accordance with Section 14, Part 65, Code of Federal Regulations (14 CFR 65) for the facility where assigned.

(2) All U.S. Army ATC personnel, to include DAC, ATC contract, and foreign national personnel, will obtain an ATCS certificate with appropriate facility or tactical rating in accordance with chapter 15 of this regulation.

e. Facility ratings policy is as follows:

(1) All air traffic controllers (military, DAC, contract, and foreign nationals) will be rated in the facility of assignment.

(2) At temporary locations, an individual must successfully demonstrate proficiency to a certified examiner for a tactical ATCS rating.

(3) At temporary tower locations involving civil aircraft an FAA CTO certification is required.

- (4) During joint, interagency, and multinational operations, paragraph 2-1e(2) and (3) applies.
- (5) The Army National Guard (ARNG) or U.S. Army Reserve (USAR) trainee controllers working in an installation facility are not required to obtain facility ratings during annual active duty training. However, the control of live traffic in an installation facility will be under the direct supervision of a facility rated controller. Controllers in a tactical environment will obtain a tactical rating in accordance with chapter 15 of this regulation and FM 3-04.303.
- f. Army air traffic controllers, DA civilian air traffic controllers, contract air traffic controllers, and foreign national air traffic controllers will have the knowledge and skill requirements contained in 14 CFR 65, Subpart B.
- g. DA Form 3479-6-R or a computerized version is an unclassified report. Utilize DA Form 3479-6-R in accordance with FM 3-04.303.

2-2. Deviations

- a. Army Component commanders responsible for ATC operations may deviate (after appropriate risk assessment) from this regulation in a theater of operations when combat operations and the tactical situation make it impractical to comply.
- b. Requirements in paragraph 2-1b of this regulation may not be waived.

Chapter 3 Airspace Requirements

3-1. General

a. This chapter addresses the requirements for airspace. Airspace is a critical national resource that must be shared by numerous users with diverse needs. Increasing numbers of users are making greater demands on existing airspace. This requires more controls imposed by the Federal Aviation Administration (FAA) and host country airspace managers, more cooperation between users, and more effective and efficient utilization of the airspace. Installation/garrison commanders do not own or control the airspace over their installation unless it delegated to them by appropriate authority. The airspace over an installation (if required) must be obtained from FAA, the host country airspace authority, or, in a theater of operation, the combatant unit commander.

b. Unit commanders will ensure that assigned airspace is used efficiently, effectively, and within national directives.

(1) The using agency of special use airspace (SUA), when the Army is the proponent/sponsor of the proposal, will be the installation/garrison commander.

(2) Unit commanders will ensure that SUA is released to the controlling agency when it is no longer needed for its designated purpose.

(3) Activities considered hazardous to nonparticipating aircraft will not be conducted until such airspace is designated by FAA/host country or otherwise arranged for by the appropriate U.S. Army authority. This may require SUA to segregate the activity from other users of the airspace system.

(4) Unit commanders will carefully consider each new requirement for airspace to determine if the activity can be conducted in existing SUA areas before submitting proposals for new or additional airspace.

(5) U.S. Army SUA will be designated joint use with a FAA/host country ATC facility except when it is not in the best interest of national defense or security, or when it detracts from the U.S. Army's ability to accomplish its mission. The U.S. Army must be prepared to justify its position for not permitting joint use. Unit commanders will promptly release joint-use SUA to the controlling agency when it is not being used for the purpose for which it was designated.

Note. When a restricted area is designated as joint/shared use, the using agency will ensure that the time of designation for that restricted area, as stated in FAA regulatory/nonregulatory special use airspace areas and military publications (FLIP, digital aeronautical flight information file, FAA Order (FAAO) 7400.8M, and so on), accurately describes the time of use in the original rulemaking proposal to establish the restricted area and the Final Rule.

(6) U.S. Army using agencies are encouraged to permit shared use of SUA by other DOD agencies or other users when feasible. Such use must be in keeping with the purpose for which the SUA was designated and not detract from the using agency's ability to accomplish its mission. Using agency and the shared user will develop a letter of agreement (LOA) defining procedures to accomplish shared use.

(7) Unit commanders will review their requirements for SUA annually. If necessary, they will take action to change their current designated SUA to accommodate existing requirements. Within the NAS, coordination with the appropriate Department of Army Representative (DAR) is required. Documentation of the review will be retained on file until the next review is completed.

(8) To support SUA, unit commanders will review their frequency requirements annually and review, update and coordinate frequency requirements with the Army Spectrum Manager or designated representative. If changes are proposed, they will be coordinated with the appropriate ACOM/ASCC/DRU (see para 1-12) and or the senior mission

commander; the Commander, IMCOM; the DAR; and the Air Traffic and Airspace (AT&A) officer. Frequency assignments no longer required will be cancelled with the Army Spectrum Manager.

3-2. Coordinating authority

The Commander, USAASA is the DCS, G-3/5/7 responsible official on matters pertaining to the U.S. and host nation airspace systems. In this capacity, the Commander, USAASA will—

- a. Be the central DA coordinating authority for the U.S. Army.
- b. Provide DA interface with FAA and other Government agencies at the international, national, and regional level.
- c. Be responsible for the development, coordination, and implementation of plans, policies, and procedures pertaining to U.S. Army.
- d. Provide DA membership on DOD, FAA, Government, national, and international boards, committees, groups, and panels.
- e. Provide DA representatives for formal or informal public hearings or meetings. Meetings may be held at the local, regional, or national level.
- f. Appoint a DA AT&A Manager to serve as the U.S. Army airspace technical authority.
- g. Will maintain DAR offices at various FAA regional headquarters. These offices will serve as an extension of Headquarters (HQ) USAASA at the FAA regional level.
- h. Maintain the U.S. Army Aeronautical Services Detachment, Europe (USAASD-E) and provide guidance/assistance to the ATC Coordinator's Office, Eighth U.S. Army (EUSA), Korea, as necessary.

Table 3-1
Contact information and areas of responsibility

Address: Commander, US Army Aeronautical Services Agency (USAASA), 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582
Tel: (703) 806-4866, DSN 656-4866.

Area of responsibility: Worldwide

Address: DAR, FAA Eastern Service Area, ATTN: ASO-920, 1701 Columbia Ave, College Park, GA 30337

Tel: (404) 305-6915, DSN 797-5481.

Area of responsibility: FAA Eastern (AEA) and New England (ANE) Regions, Southern (ASO) Region, and Central and South America (AL, CT, DE, DC, FL, GA, KY, MA, ME, MS, MD, NC, NH, NJ, NY, PA, SC, RI, TN, VA, VT, WV, Panama, Puerto Rico and Virgin Islands)

Address: DAR, FAA Central Service Area, ATTN: ASW-920 (Room 161), 2601 Meacham Blvd., Fort Worth, TX 76137-0902

Tel: (817) 222-5920/21/24, DSN 477-2920/21/24

Area of responsibility: FAA Central (ACE) and Great Lakes (AGL) Regions, Southwest (ASW) Region (AR, IA, IL, IN, KS, LA, MI, MN, MO, NE, NM, OH, OK, ND, SD, TX, WI)

Address: DAR, FAA Western Service Area, ATTN: ANM-920, 1601 Lind Avenue, SW Renton, WA 98055-4056

Tel: (425) 227-2952-55, DSN 357-6129

Area of responsibility: FAA Northwest Mountain (ANM) and Alaska Regions Western-Pacific Region (AWP), and the Marshall Islands (AZ, AK, CA, CO, HI, ID, MT, NV, OR, UT, WA, WY, Kwajalein Island, Japan and Korea¹)

Address: Commander, USAASD-E, Unit #29243 APO AE 09102

Tel: 49-6221-178079/6426, Heidelberg Military DSN (314) 373-6426/8079

Area of responsibility: Europe, Africa, the Middle East and South Western Asia

Address: Commander, EUSA, ATTN: EAGC-EA-ATC, Unit #15236, APO AP 96205-0009

Tel: DSN (315) 723-6115/4831/4249, Com. 822-7913-6115/4831/4249, FAX DSN (315) 723-5666/7352

Area of responsibility: Republic of Korea

Notes:

¹ HQ USAASA delegates responsibilities to EUSA by LOA.

3-3. Responsibility within the National Airspace System

a. The DA AT&A Manager specifically has responsibility for the functional areas in paragraph 5-2 within the geographical area of the NAS and, to a limited degree, within foreign countries where U.S. Army elements are based. The DA AT&A Manager will—

(1) Develop and coordinate for approval the plans, policies, and procedures for U.S. Army airspace matters and special military operations requirements within the NAS and then direct and coordinate the U.S. Army position and actions taken in these matters.

(2) Provide DA representation for all AT&A matters elevated to the national level.

(3) Establish, implement, and monitor the U.S. Army AT&A officer training program.

(4) Provide technical guidance and assistance to DA staff elements, DARs, ACOM/ASCC/DRU AT&A officers on matters pertaining to airspace systems.

(5) Provide technical guidance and assistance, as necessary, to USAASD-E and the ATC Coordinator's Office, EUSA, Korea.

b. Each DAR is responsible for the geographical area shown in table 3-1 and will—

(1) Ensure that U.S. Army airspace requirements within their assigned areas are fulfilled in the best interest of the U.S. Army.

(2) Represent HQDA, U.S. Army field commands, and IMCOM within each DAR's geographic area, on airspace actions and terminal instrument procedures affecting the airspace system.

(3) Maintain close liaison with U.S. Army organizations to ensure that—

(a) DA and FAA or host nation policies and procedures are followed.

(b) Problems between the U.S. Army and other airspace users are understood and addressed.

(4) Review airspace proposals processed through their regional offices and keep appropriate U.S. Army organizations advised of critical and conflicting issues.

(5) Correlate, review, and process airspace proposals from the U.S. Army and keep the command informed of the status of the proposals.

(6) Review each Federal Register for notices or proposed airspace rulemaking actions that may conflict with U.S. Army interests and initiate appropriate action.

(7) Participate in the U.S. Army-FAA team visits and meetings concerned with the review and evaluation of airspace assigned for U.S. Army use.

(8) Assist the ACOM/ASCC/DRU commanders/designees, installation commanders, and communication-electronics officers in feasibility studies concerning installation, removal, or modification of ATC facilities.

(9) Assist installations and communications-electronics officers with frequency assignments concerning installing, removing or modifying ATC facilities or equipment.

3-4. Responsibility within host nations

a. The USAASD-E will serve as an extension of HQ USAASA and will provide the focal point for coordination of matters contained in this regulation pertaining to Europe, Africa, the Middle East, and Western Asia.

b. The EUSA ATC Coordinator's Office will perform the functions delegated in the LOA with HQ USAASA and will usually provide the focal point for coordination of matters contained in this regulation as pertains to Korea.

3-5. Army Commands/Army Service Command Components/Direct Reporting Units

ACOM/ASCC/DRU commanders/designees—

a. Monitor all activities pertaining to the U.S. or host government airspace at U.S. Army installations under their control.

b. Assist the USAASA on airspace, aeronautical information, and U.S. Army issues requiring coordination with the FAA and other agencies.

c. Monitor designated and assigned airspace to ensure that it is efficiently used in accordance with Army policy.

d. Designate an AT&A officer (commissioned/warrant officer/DAC) to represent them on matters pertaining to the airspace system. Provide a copy of the appointing memorandum to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582. (See para 3-7 for AT&A officer background and training requirements.)

e. The memorandum appointing the AT&A Officer will contain the following:

(1) Name.

(2) Rank/grade.

(3) Office symbol.

(4) Security clearance.

(5) Date appointed as AT&A officer.

(6) Indicate if AT&A appointee is a voting member of Installation Real Property Planning Board.

(7) Mailing address.

(8) Message address.

(9) E-mail address.

(10) Telephone numbers: DSN, commercial, and FAX.

(11) Remarks.

3-6. Commanders, Army Commands/Army Service Command Components/Direct Reporting Units, State Adjutant Generals, and installation and garrison commanders

Commanders responsible for activities impacting on the airspace system will—

a. Review their airspace requirements and comply with the policy in paragraph 3-1.

b. Designate an AT&A officer to represent them on matters pertaining to the airspace system. Provide a copy of the appointing memorandum to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582. Review designations annually. (See para 3-7 for AT&A officer background and training requirements.)

c. The memorandum appointing the AT&A Officer will contain the same information as in paragraph 3-5e.

3-7. Air traffic and airspace officer background, training, and other requirements

a. The air traffic and airspace (AT&A) officer—

(1) Should be a U.S. Army aviator or DAC with an airspace management and/or air traffic control background.

(2) Will have at least a SECRET security clearance to ensure proper coordination of classified projects/activities.

b. To accomplish the U.S. Army's mission, individuals assigned to coordinate U.S. Army requirements must have a basic understanding of the airspace system. They must—

(1) Know the appropriate airspace system composition; the rules, regulations, and procedures by which it is managed and how the U.S. Army interfaces with the airspace managers (FAA/host country) and other users of the airspace systems.

(2) Identify and define their airspace requirements; develop, coordinate, negotiate, and process proposals to satisfy their requirements; manage their assigned airspace in an efficient and effective manner; maintain appropriate records and submit required reports.

c. To ensure that personnel receive recommended training, unit commanders should provide resources and the opportunity for their AT&A officers and other individuals working with the NAS or other airspace systems to attend the courses shown below. Information on these courses may be obtained from their DAR or the HQDA AT&A Manager—

(1) AT&A officer workshops or seminars hosted periodically by the DAR/HQDA AT&A Manager.

(2) FAA Airspace and Procedures Course at Oklahoma City, OK.

(3) FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) Course at Oklahoma City, OK.

(4) FAA Introduction to the National Environmental Policy Act (NEPA) Course At Oklahoma City, OK.

(5) USAF Airspace Management Course at Keesler Air Force Base (AFB), MS.

3-8. Army Commands/Army Service Command Components/Direct Reporting Units and State Army National Guard air traffic and airspace officers

The AT&A officer will—

a. Serve as the ACOM/ASCC/DRU/State ARNG point of contact for matters pertaining to this regulation.

b. Ensure that all airspace actions are coordinated with the responsible DAR, the Commander, USAASD-E, or the DA AT&A Manager, as appropriate.

c. Monitor all AT&A functions of subordinate elements to include training requirements.

3-9. Installation/garrison air traffic and airspace officers

The AT&A officer—

a. Will be the command point of contact for all matters within the scope of this regulation.

b. Will notify the DAR, the Commander, USAASD-E, or the ATC Coordinator (Korea) of airspace proposals of the other military services in the AT&A officer's area of responsibility.

c. Will prepare notices, proposals, comments and reports on airspace for the command and send copies to the ACOM/ASCC/DRU AT&A officer, and the DAR, USAASD-E, or ATC Coordinator (Korea) in the AT&A officer's area of responsibility.

d. Will maintain current records showing SUA usage.

e. Will review the annual Airspace Utilization Report to ensure the efficient use and management of the airspace.

f. Will maintain liaison with local FAA or host government agencies.

g. Will ensure that all actions affecting the NAS or host government airspace are coordinated properly.

h. Should be a member of the Real Property Planning Board per AR 210-20.

i. Will coordinate functions relating to OE/AAA and provide oversight for the garrison/installation commander.

3-10. Visits and statements

U.S. Army personnel will observe the following rules concerning visits and statements:

a. U.S. Army personnel, military or civilian, will not make an official statement or commitment or render any official Army opinion regarding airspace or other aeronautical matters covered by this regulation unless approved by the DCS, G-3/5/7 or the Commander, USAASA. This does not prevent routine coordination between operating elements of the U.S. Army and the FAA. However, the appropriate DAR will receive copies of all such coordination correspondence.

b. Unit commanders will cooperate with and assist FAA/host country representatives and review teams visiting their installations on official business. The DAR will be invited to take part in these visits.

- c. Army personnel will—
- (1) Coordinate all official visits to FAA National headquarters with the Commander, USAASA.
 - (2) Coordinate all official visits to FAA regional offices with the appropriate DAR office (see table 3-1).
 - (3) Coordinate all official visits to host country airspace management offices with the DAR, the EUSA ATC Coordinator's Office, or the Commander, USAASD-E, as appropriate.

3-11. Waiver of administrative procedures

Sections 551 and 553-559, Title 5, United States Code (5 USC 551, 553-559) (The Administrative Procedures Act) require all proposals that deny or restrict public access to a portion of the NAS to be circularized for public comments. When a delay in obtaining airspace will impair national defense, the Administrator, FAA may waive normal processing requirements at the request of the Secretary of the Army. Requests for waivers will be forwarded to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582. Requests must contain full justification.

3-12. Terminal airspace

Terminal airspace consists of Class B, C, D, and E airspace. Proposals to establish, rescind, or modify terminal airspace require FAA approval via rulemaking action.

- a. A recommended terminal airspace proposal format is provided in figure 3-1.

Figure 3-1 Format for terminal airspace proposals

1. **Title:** Give a short description of what action is proposed.
2. **Purpose:** Explain why the action is proposed.
3. **Airfield or heliport:** Give name and geographic coordinates. Provide names of satellite airfields involved in the proposal.
4. **Aircraft types:** Give the types of aircraft expected to use the airfield.
5. **Controlling agency:** Name the ATC facility that will provide services and the time the service is to be provided.
6. **Communications:** Describe communications facilities per FM 11-486-23, or by services provided to aircraft. Include required frequency requirements to support ATC services.
7. **Weather observation and reporting:** State the times that weather observation or reporting service for terminal airspace is to be available.
8. **Aircraft operations:** List the types of aircraft operations expected VFR, IFR and describe the operations in sufficient detail to support airspace planning. For development of the proper terminal airspace configuration, include copies of established or amended terminal instrument approach and departure procedures or draft instrument approach procedures.
9. **Time designation:** Indicate whether full- or part-time designation is planned. If part time, express in local time.
10. **Record of formal and informal airspace meetings.**
11. **Remarks:** Include any other information, documents, or charts, pertinent to the airspace proposal.

Figure 3-1. Format for terminal airspace proposals

b. U.S. Army terminal airspace requirements will be processed as rulemaking proposals in accordance with paragraph 4-5 of this regulation.

c. U.S. Army comments concerning terminal airspace proposals submitted by other agencies will be processed in accordance with chapter 4 of this regulation.

3-13. Airspace over land or water outside the United States

a. Under the provisions of Executive Order (EO) 10854 the FAA must consult with DOD to ensure that actions affecting airspace over land or water outside the United States are consistent with requirements of national defense. The Commander, USAASA will develop and present the U.S. Army position on these matters.

b. Policy and operating procedures for operating U.S. military aircraft and for firing into airspace over the high seas are contained in the general planning book of the DOD FLIP.

3–14. Environmental evaluations

Environmental impacts will be assessed when considering any airspace action regardless of the location. Establishment or modification of airspace areas, airfields, navigation facilities, terminal instrument procedures, and similar activities will be planned and conducted to reduce or remove adverse environmental effects.

a. The environmental impact of a proposal will be assessed during the planning stage and will be evaluated along with technical and economic factors.

b. After completion of an environmental assessment (EA), the originator of the proposal will determine whether an environmental impact statement (EIS) or a finding of no significant impact is required, both of which will always be required for SUA proposals if—

(1) The floor of the proposal area is fewer than 3,000 feet (ft) above ground level (AGL).

(2) Supersonic flight is anticipated at any altitude.

c. The proposal will—

(1) Identify the installation or activity that serves as the lead agency for complying with NEPA.

(2) Identify by name, address, and telephone number the office of the installation or activity to which comments on environmental aspects may be addressed.

(3) Include documentation detailing NEPA compliance.

d. EAs or EISs will be prepared and processed in accordance with AR 200–2 and Army NEPA implementation procedures. The Army will involve FAA in the preparation of all NEPA documents and include FAA as a cooperating agency for EISs. A copy of the final environmental documentation will be forwarded through channels to the FAA with the airspace proposal.

3–15. Letter of agreement or letter of procedure

a. An LOA or letter of procedure (LOP) is required on many occasions when complying with this regulation (see FAAO 7400.2F and FM 3–04.303). Coordinate all such letters with the appropriate DAR during the development stage or upon modification. Provide copies of the final version of these letters to the appropriate DAR. Units operating in host countries will coordinate each LOA or LOP with the appropriate office in theater; with USAASD–E for its area of responsibility; the EUSA ATC Coordinator’s office for Korea; or with the appropriate AT&A officer.

b. Each LOA or LOP will be reviewed annually by all signatories and documentation of the review will be kept on file in the facility. The DAR; the Commander, USAASD–E; the EUSA ATC Coordinator’s Office (Korea); or the ACOM/ASCC/DRU/installation AT&A officer will participate in these reviews.

Chapter 4

Special Use Airspace Procedures

This chapter outlines unit commanders responsibilities in obtaining SUA to fulfill mission requirements. It also provides guidance on the type of SUA needed, airspace management, records required, reporting requirements, and other responsibilities of the using agency of SUA. These procedures apply where FAA is the airspace authority. Definitions of SUA and procedures may vary outside FAA jurisdiction. Consult HQ USAASA/USAASD–E/EUSA for procedures.

Section I

General

4–1. Safety requirements

For artillery, missile, drone, or similar activity in SUA, unit commanders will comply with the safety criteria cited in AR 385–63 and DA Pam 385–63.

4–2. Annual review of special use airspace

Each year the installation/garrison AT&A officer will submit the SUA utilization report to the appropriate DAR (see paras 4–20 and 3–9).

Section II

Airspace Proposals

4–3. Proposal categories

Airspace proposals fall into the following categories.

a. Rulemaking. These are proposals for which the FAA issues, amends, or repeals rules, regulations, or orders designating airspace and airspace use. Rulemaking actions place a burden on the public and may have punitive liability for a violation of the rule. Military members are subject to the rule unless specifically exempted. The FAA is required to publish the proposal and the final action taken on the proposal in the *Federal Register*.

b. Nonrulemaking. These are proposals for which the FAA has authority to take final action but normally does not issue a rule, regulation, or order. These proposals are usually circularized for public comment/information at the FAA regional level. For specific information refer to FAAO 7400.2F.

4-4. Initiation, development and coordination of proposals

a. Proposals can originate at any level (generally at the installation) within the Army. They progress upward through the appropriate chain of command with continuous coordination and assistance from the DAR.

b. SUA proposals will be developed according to FAA Order (FAAO) 7400.2F.

c. The initiating agency, with DAR assistance, will coordinate the proposal with all affected parties, local civilian communities, individuals, and other military services.

d. A record of this coordination will be included in the proposal.

4-5. Submission of rulemaking proposals

a. The initiating agency will—

(1) Submit the proposal to the ACOM/ASCC/DRU (see para 1-12).

(2) Forward the proposal to the appropriate DAR.

b. The ACOM/ASCC/DRU will forward a copy to HQ USAASA with a recommendation of approval or disapproval.

c. When approval is recommended by the ACOM/ASCC/DRU, and after coordination with other DA elements, HQ USAASA, if appropriate, will instruct the DAR to submit the proposal to the FAA regional headquarters for action.

4-6. Submission of nonrulemaking proposals

a. The initiating agency will—

(1) Submit the proposal to the ACOM/ASCC/DRU.

(2) Forward the proposal to the appropriate DAR.

b. The ACOM/ASCC/DRU will review the proposal and recommend approval or disapproval to the DAR.

c. The DAR will submit a copy of the proposal to the FAA region for action upon notification of approval by the ACOM/ASCC/DRU.

4-7. Controversial proposals

The initiating agency will attempt to resolve, at the lowest level, any dispute or controversy pertaining to a SUA proposal.

a. The HQDA AT&A Manager will be notified immediately when any proposal becomes controversial or attracts the attention of public or political individuals.

b. On request, the DAR or the HQDA AT&A Manager will assist the unit commander to resolve any issues with regard to the proposal. If necessary, meetings will be arranged between all involved parties in an attempt to resolve the differences. At such meetings, the DAR will represent the U.S. Army position to the FAA after coordination with the DA AT&A Manager. If the issue requires the attendance of the HQDA AT&A Manager, he/she will represent the Army.

c. Proposals involving a disagreement between the U.S. Army and another U.S. military department will not be forwarded to the FAA until the matter is resolved. The initiating agency will attempt to resolve the matter first. If unable, the DAR will negotiate for resolution at regional level. If necessary, forward to the HQDA AT&A Manager for resolution at DA or higher level.

d. A proposal involving a disagreement between the U.S. Army and other agencies, activities, or individuals (other than the military departments) may be submitted directly to FAA headquarters by the DA AT&A Manager. The proponent or using agency will not submit airspace proposals directly to the FAA.

4-8. Processing time

The initiating agency must take into account, during the development stage, the time required for processing a proposal. Allow adequate time to process through U.S. Army and FAA channels to meet desired timeframe for implementation:

a. Nonrulemaking proposals usually require the FAA a minimum of 6 months to process from the date received.

b. Rulemaking proposals usually require the FAA a minimum of 12 months to process from the date received.

c. Controversial proposals, both rulemaking and nonrulemaking, may take several years to process.

d. Additional information on processing is provided in FAAO 7400.2F.

4-9. Proposals submitted by other airspace users

Rulemaking proposals are published in the Federal Register. Nonrulemaking proposals are usually circulated by the implementing agency.

- a.* The DAR will continually review these proposals, both rulemaking and nonrulemaking, and forward to appropriate U.S. Army agencies for comment.
- b.* U.S. Army commanders will review these proposals for possible conflict with their requirements. When any conflict exists, the affected U.S. Army installation or activity commander will prepare an objection to the proposal. Objections must be specific, fully justified, and based on valid aeronautical and/or operational criteria.
- c.* Proposal objections submitted by other airspace users will be coordinated with the DAR.

4-10. Submission of objections to proposals

Proposal objections other airspace users that have been published in the Federal Register will be submitted as follows:

- a.* Written objections to proposals must reach the appropriate DAR no later than 10 days before the FAA closing date published in the Federal Register. A U.S. Army commander may request in writing an extension of time to evaluate a rulemaking proposal. In such cases, the request must reach the DAR at least 20 days before the closing date.
- b.* The DAR will submit the objection to the FAA region point of contact except when the objection pertaining to a proposal involves more than one region. When this occurs, the DAR will forward the objection to the HQDA AT&A Manager for action.

Section III

Special Use Airspace

4-11. Requirements for restricted areas

Restricted areas require rulemaking action and are established when it is determined necessary to confine or segregate activities considered noncompatible with, or hazardous to, nonparticipating aircraft. If the area begins at the surface the U.S. Army must own or legally control the surface area under the airspace

4-12. Restricted area proposals

Restricted area proposals will—

- a.* Be initiated in accordance with paragraph 4-5 of this regulation. To determine requirement for buffer zones for other than aircraft operators, refer to AR 385-63 and DA Pam 385-63.
- b.* Be developed and coordinated in accordance with paragraph 4-4 and 4-5 of this regulation and will include coverage for future similar system operations.
- c.* Be submitted to the DAR in accordance with paragraph 4-5 of this regulation.
- d.* Have the same processing time requirements as cited in paragraph 4-8 of this regulation.
- e.* Be considered for shared use during the development process.

4-13. Activities requiring restricted airspace

Activities for which restricted areas are normally designated must be considered noncompatible with or hazardous to nonparticipating aircraft. These activities include, but are not limited to—

- a.* Firing of field artillery, mortars, missiles, rockets, lasers, or similar weapons or other activities.
- b.* Drone or Unmanned Aircraft Systems (UAS) operations when the flight cannot be accomplished with a certificate of authorization (COA) (see para 5-6).
- c.* Certain types of aircraft ordnance delivery and test flights.
- d.* Some types of laser activity; electronic, chemical, and nuclear measures; and various types of research and development efforts.
- e.* Dropping of chaff and some electronic countermeasures.
- f.* Certain ordnance/explosives demolition activities.

Note. To ascertain if the types of activity require SUA, contact the DAR.

4-14. Authorized use

Restricted areas are to be activated only for those activities listed in the proposal for establishment of the area or for those activities approved at a later date.

4-15. Changes

Changes to a restricted area, including modification of size, segmenting, revocation, type of activity conducted, times of use, name of controlling agency, and name of using agency may require rulemaking action. Contact the DAR to determine what action is required.

4-16. Joint use airspace

Joint use is explained in FAAO 7400.2F. It is U.S. Army policy that all restricted areas are joint use. Joint use restricted areas are activated only in accordance with the LOP between the using and controlling agencies. An example of an LOP is provided in FM 3-04.303. A copy of the draft LOP will be forwarded to the appropriate DAR for review.

4-17. Shared use airspace

a. When a military agency, other than the U.S. Army using agency, conducts operations in a restricted area, the area becomes a shared use restricted area. It is U.S. Army policy to permit shared use to the extent feasible.

b. The using agency will ensure that the requesting agency's proposed activities can be supported within the restricted area. If the shared use activity requires a change or modification to the restricted area, rulemaking action will probably be required. The DAR will be contacted for advice if this situation arises. Proposals for such changes will be submitted in accordance with paragraph 4-5 of this regulation.

c. The using agency and the shared user will develop an LOA that explains how the area will be used and how the shared use activity will be recorded. A copy of the LOA will be forwarded to the appropriate DAR for review prior to final signature FM 3-04.303 provides guidance on preparing LOA.

d. The environmental impacts of shared use must be assessed before final determination. These include defining responsibility, liability and costs associated for damage, mitigation or restoral efforts, if necessary.

4-18. Temporary restricted areas

Temporary restricted areas may be designated when necessary to accommodate hazardous activities associated with military exercises, test programs, and so on. Processing of a temporary restricted area is in accordance with FAAO 7400.2F.

4-19. Utilization records

a. The using agency will maintain records of all activities that require the activation of restricted areas or military operations areas (MOA). These records are required to assist in preparing the annual utilization report and to assist in retention of the restricted area and MOA.

b. Restricted area/MOA daily use information includes, but is not limited to the following:

(1) Time that area was activated and deactivated.

(2) Total hours of use. Subdivision of segment will be listed if use is divided.

(3) Type or extent of ground based activity.

(a) Type of activity.

(b) Number of firings, launchings, and so forth.

(c) Number of hours of operation.

(d) Maximum altitude activated.

(4) Type and extent of air operation.

(a) Type of aircraft or aerial vehicle (for example, UAS, attack helicopter, fighter, bomber).

(b) Number of sorties.

(c) Altitudes or flight levels by type aircraft.

(d) Number of hours of aircraft operation.

(5) Type and extent of activity of a nature different from those above.

4-20. Utilization reports (RCS 1412-DOT-AN)

This applies where FAA is the airspace authority.

a. Each using agency will prepare an annual utilization report on the use of its restricted areas and military operations areas (MOA), as required by 14 CFR 73. Failure to describe accurately the use of restricted areas and fully justify their retention may cause loss or modification of the area. For joint use restricted areas, it is of particular importance to furnish accurate information on the amount of time an area is relinquished to the controlling agency.

b. The using agency of each restricted area will prepare an annual utilization report in accordance with FAAO 7400.2 covering the period from 1 October through 30 September. The report will be compiled from daily use records. Using agencies will ensure that use of the restricted area is completely and accurately described. Assistance on this report may be obtained from the DAR.

c. Utilization reports are processed as follows:

(1) Each using agency will forward a draft report to the appropriate DAR (see table 3-1) no later than 15 October each calendar year.

(2) The DAR will review the draft report and return it to the user with comments within 20 days.

(3) Upon receipt of DAR comments, the using agency will finalize the report and forward four copies to the DAR no later than 30 November. Additional copies will be forwarded simultaneously as follows:

(a) Active U.S. Army users will send one copy to the commander/designee of the ACOM/ASCC/DRU.

- (b) ARNG users will send one copy to the National Guard Bureau.
- (c) USAR users will send one copy to Chief, Army Reserve (CAR), ATTN: ARRC-AV.
- (4) The DAR will send two copies of the final report to the HQDA AT&A Manager no later than 31 December.
- (5) The DA AT&A Manager will—
 - (a) Review all reports.
 - (b) Send one copy of each report to the appropriate office in FAA headquarters by 31 January of the next year.
 - (c) Instruct the DAR to provide one copy of each report to the appropriate FAA regional headquarters.
- (6) When a report indicates that the restricted area is larger than required to contain the user's activity, the using agency will initiate action to reduce the size of the area to that size actually required unless full use of the area is planned within the next reporting period. The FAA does not recognize long-range contingency plans as justification for the establishment or continued designation of a restricted area.
- (7) If the information provided in the annual utilization report is insufficient to evaluate the use of restricted area, the FAA may ask the using agency for a supplementary report. The following conditions apply to that request by the FAA:
 - (a) Within 30 days after receiving a request, the using agency will send the additional information to HQ USAASA.
 - (b) Subject to security classification, HQ USAASA will forward the information to the FAA
 - (c) All FAA requests for additional information and the information provided to the FAA as a result of that request will be forwarded through normal channels to HQ USAASA.

4-21. Violations of U.S. Army restricted areas

- a. Nonparticipating aircraft entering a restricted area will be identified, if possible, by the using agency and instructed to leave the area if communication can be established with the pilot.
- b. All alleged violations, military/civilian, will be reported in accordance with AR 95-1.
- c. If the participating aircraft cannot be identified immediately, the using agency will contact the nearest FAA flight service station or ATC facility for assistance. The using agency will give as much information as possible (such as type of aircraft, identification number, color, altitude, direction of flight, time of entry, and entrance point). In coordination with the flight service station or the air traffic facility, the using agency will also send other information on the alleged violation as it becomes known. If the nonparticipating aircraft registration number can be identified, the using agency will then forward the information to the DAR for action.
- d. The using agency will be prepared to assist the FAA with the investigation. This may require offering evidence, witnesses, statements, and copies of records.
- e. Reports of violations of flying regulations are exempt from requirement control in accordance with AR 335-15.

4-22. Prohibited areas

Prohibited areas require rulemaking action and are designated in the best interest of national security and welfare. Only in unusual circumstances will the U.S. Army have a need for a prohibited area. If the need arises, consult the DAR before initiating a proposal. For specific information on prohibited areas, refer to FAAO 7400.2F.

4-23. Warning areas

Warning areas are established in international airspace to contain activity that may be hazardous to nonparticipating aircraft. Consult the DAR before initiating a proposal affecting or requiring warning areas. For specific information on warning areas, refer to FAAO 7400.2F.

4-24. Military operations areas

MOAs are volumes of airspace with specific vertical and lateral limits. These areas are used to separate/segregate certain nonhazardous military activities from IFR traffic and to identify for VFR traffic the area in which these activities are conducted. MOAs do not impose any flight restrictions or communication requirements on nonparticipating VFR aircraft.

- a. Procedures for operating within MOAs are in FAAO 7400.2F and the Aeronautical Information Manual (AIM). The procedures are set forth in an LOP between the using agency and the controlling agency.
- b. MOA proposals are prepared in accordance with FAAO 7400.2F.
- c. Utilization records will be maintained per paragraph 4-20 of this regulation.

4-25. Alert areas

An alert area is established, if requested, when a high volume of pilot training (over 250,000 movements annually) or unusual aeronautical activity is being conducted. Alert area proposals are developed in accordance with paragraphs 4-4 and 4-6 (see FAAO 7400.2F additional information).

4-26. Controlled firing area

A controlled firing area (CFA) is established to contain activities that, if not conducted in a controlled environment,

would be hazardous to nonparticipating aircraft. Proposals for a CFA will be submitted to the DAR according to paragraph 4–6 of this regulation (see FAAO 7400.2F for information on establishment of CFAs).

4–27. National security areas

A national security area (NSA) is established at locations where there is a requirement for increased security of ground facilities. Pilots are requested to voluntarily avoid flying through an NSA. When it is necessary to provide a greater level of security, flight in an NSA may be temporarily prohibited pursuant to the provisions of 14 CFR 99.7. Where there is a need to restrict flight operations in an NSA, the required restriction will be issued by the FAA and disseminated via notice to airmen (NOTAM) (see FAAO 7400.2F for information on establishment of NSAs).

4–28. Small arms range safety areas

Small arms range safety areas (SARSAs) are not SUA but are similar to a CFA. SARSAs are Army-established areas to contain small arms range activities that, if not conducted in a controlled environment, could be hazardous to nonparticipating aircraft. It is the user's responsibility to provide for the safety of persons and property on the surface and in the air. Procedures for establishing and utilizing SARSAs are contained in DA PAM 385–63.

Chapter 5 Special Military Operations

5–1. Airspace Information Center

Management of airspace in cantonment areas, training areas and ranges may be accomplished by establishing an airspace information center (AIC) (see FM 3–04.303). Installation/garrison commanders should review their local airspace management measures, complexity and volume of operations to determine if an AIC is warranted.

5–2. Night vision lights-out operations

a. Requirements for the use of lighted position lights and regulation of the use of anticollision lights in all aircraft operated between sunset and sunrise are found in 14 CFR 91.209(a) and (b). The FAA has granted the Army an partial exemption to this requirement in FAA Exemption No. 3946I, which contains specific requirements for these operations. All pilots must review the exemption prior to conducting lights out training. Nothing in the exemption or Army regulations offer relief from the requirements to conduct flight with an operational anticollision light on, as stated in 14 CFR 91.209(b), with the exception that “anticollision lights need not be lighted when the pilot-in-command determines that, because of operating conditions, it would be in the interest of safety to turn the lights off.”

b. Unit commanders will establish training areas that meet the specific requirements of the exemption. Coordination records pertaining to establishment of these training areas will be maintained in the NAS until the training area is disestablished. Records will be provided to USAASA if requested.

c. Night vision device (NVD) lights-out training within restricted areas will be conducted under the following conditions:

(1) In an approved restricted area that is activated for the purpose of flight operations. Unit commanders will contact the appropriate DAR to determine if aircraft activity is a legitimate purpose for activating a specific restricted area. If required, the unit commander will obtain FAA approval of flight operations within a specific restricted area. The DAR will assist as required.

(2) Restricted area is activated to an altitude of 500 ft above the highest anticipated training altitude.

Note. In outside continental United States (OCONUS) Theater of Operations, when no host nation procedure exists for NVD, the above will be followed. However, coordination with host authorities will be accomplished when airspace is not controlled by the U.S. military.

5–3. Visual flight rules helicopter airborne refueling operations

For specific information on VFR airborne helicopter refueling operations, FAAO 7610.4K and DOD FLIP will provide guidance.

5–4. Altitude reservation procedures

FAAO 7610.4K, provides specific information on altitude reservation procedures. Contact the appropriate DAR for assistance as necessary. Consult DOD FLIP for procedures outside the NAS.

5–5. Exercise planning

The “air element” negotiates for exercise airspace with the FAA or host government. For specific information on exercise planning, see FAAO 7610.4K, chapter 2. The DAR will be contacted during the initial planning stages of an exercise (see table 3–1 for the address of the DAR).

5-6. Unmanned aircraft systems

a. Prior to operating a UAS outside of active restricted airspace within the NAS, a request for a COA must be submitted by the responsible brigade/garrison commander or higher to the DAR (see table 3-1) a minimum of 70 days prior to the first proposed flight. Upon completion of the DAR review, the request will be submitted to the FAA for approval. There are exceptions to the requirement for a COA (for example, a miniature UAS flying under specific parameters may not require a COA). In all cases, the DAR is the best source of information/guidance for operating UAS within the NAS.

b. The DAR office will provide content/format for COA requests.

c. A comprehensive LOA is required between the unit commander, airfield commander/manager and the affected ATC facility chief for UAS operations. All LOAs will be processed in accordance with para 3-15.

d. Manned and unmanned aircraft will not operate in a traffic pattern at the same time at Army airfields. However, a manned aircraft may follow an unmanned aircraft on final, if authorized in a LOA with ATC facility exercising jurisdiction. Mixing of manned and unmanned aircraft at joint-use and civil airfields will be in accordance with the COA.

e. All UAS accidents or incidents will be reported in accordance with AR 385-10.

f. Contact USAASD-E or EUSA, ATC Coordinator's Office for other than combat operations in their AOR.

g. For specific UAS guidance, the following publications will be reviewed before UAS operations commence.

(1) AR 95-23 governs personnel qualification and currency training for those UAS that specifically require military occupational specialty (MOS) 96U operators.

(2) AR 95-20 applies to contractors and their personnel whose duties pertain to the operation, or maintenance of any aircraft for which the Government is assuming some of the risk of loss or damage, and to all Army, Navy/Marine, Air Force, and Defense Contract Management Agency Government flight representatives.

(3) FAA Order 7610.4 contains FAA operational and procedural requirements for operating UAS within the NAS.

5-7. Electronic warfare training

Electronic warfare (EW) training proposals will be processed in accordance with Chairman, Joint Chiefs of Staff Manual (CJCSM) 3212.02 and FAAO 7610.4K. In addition, early contact with the appropriate DAR is necessary to ensure effective and timely coordination with the FAA.

Chapter 6

Terminal Instrument Procedures

Section I

General

6-1. National Agreement

National Agreement 127 (NAT-127) between the Department of the Army and the FAA requires the FAA to execute U.S. Army requirements for facilities flight inspection and terminal instrument procedures development. Technical assistance in an advisory capacity for siting NAVAIDs will be provided on a reimbursable basis upon request by the U.S. Army. The U.S. Army is required to furnish the FAA with estimates of annual requirements for any or all of the above services no later than 1 September of each year in order for FAA to program Army requirements.

6-2. Annual requirements for National Agreement 127 services

ACOMs/ASCCs/DRUs (see para 1-12), except those located within the USAASD-E geographic area of responsibility (Europe, Africa, the Middle East, and Southwest Asia), will consolidate annual requirements for NAT-127 services and forward estimates to the Commander, USAASA not later than 15 August each year. ACOMs/ASCCs/DRUs and other U.S. Army activities within the USAASD-E geographic area of responsibility will forward estimates of their annual requirements to the Commander, USAASD-E, not later than 15 August each year.

Section II

Instrument Approach Procedures

6-3. Geographic area requirements

a. The following procedures are applicable for the establishment of terminal instrument procedures (TERPS). For areas under U.S. Government jurisdiction, TERPS will be established in accordance with FAAO 8260.3. These procedures will be adhered to as follows:

(1) *NAVAID facilities*. All electronic and visual NAVAIDs must meet the flight inspection standards of FAAO 8200.1B, and other appropriate equipment technical manuals.

(2) *Weather information.* Weather reports and approved altimeter setting information will be available for destination airfields when instrument approach minimums are established (see FAAO 8260.3).

(3) *Air-to-ground communications.* This is required for use at the initial approach fix minimum altitude and when an aircraft making a missed approach reaches the missed approach altitude. At lower altitudes, communications are required when essential to ATC. Other suitable point-to-point communications must be established to accommodate ATC communications and to file and close flight plans.

(4) *Alternate airfield weather minimums.* Alternate airfield weather minimums are not authorized unless, terminal weather observation and reporting facilities are available.

b. NAVAIDs are monitored to ensure proper facility operation (see para 6–12 for monitoring categories).

c. For areas outside the jurisdiction of the U.S. Government, the provisions of this paragraph apply if they do not conflict with the rules and regulations of host government or international agreements.

6–4. Terminal instrument procedures development

a. TERPS may be developed—

(1) Before the commissioning of a new or relocated NAVAID, or if commissioning is reasonably assured. If the NAVAID cannot be commissioned by the date the procedure becomes effective, a NOTAM will be issued declaring the facility not in service (see AR 95–10).

(2) When using an existing approved NAVAID. NAVAIDs of another agency may be used with their written agreement.

(3) When servicing an AAF in support of requirements of another agency.

b. Where an airfield or heliport does not qualify for Class D airspace, or a Class E surface area, Class E airspace with a lower limit of 700 ft AGL will be established. In this case, landing minimums may be established below the floor Class E airspace in accordance with FAAO 8260.3. Outside the United States, host nation airspace policy will prescribe the controlled airspace classifications necessary to contain terminal instrument procedures established by the U.S. Army. The establishment of other controlled airspace may require compliance with ATC, communication, and weather requirements more stringent than in the United States or otherwise prescribed by U.S. Army policy.

c. Instrument approach procedures (IAP) are developed by the FAA when requested by the installation/garrison commander and submitted through the Commander, USAASA or USAASD–E.

d. Upon completion of the procedures or amendments, the FAA will provide copies of the procedures and support forms to the Commander, USAASA or USAASD–E for U.S. Army coordination, processing, approval, and publication.

e. When the instrument approach procedure is for restricted use (for example, VFR-only training), a restriction statement will be entered on the instrument approach procedure form. These procedures will be processed in accordance with 6–4c, but no procedure charts will be published in FLIP. Charts will be produced loose-leaf in the standard DOD format.

f. The Commander, USAASA is the final approving authority for U.S. Army TERPS and all procedural waivers. This authority is delegated to the Commander, USAASD–E for procedures in his/her area of responsibility except when a waiver of standards is involved.

6–5. Amendments to procedures

When safety of flight is involved, a corrective amendment to an instrument procedure will be issued immediately in a NOTAM. Coordination is required with the Commander, USAASA or USAASD–E as soon as possible for NOTAMS affecting instrument procedures. This is to ensure that all aspects of ATC and airspace coordination have been completed. When the procedure change is permanent, the procedure amendment will be processed in accordance with paragraph 6–4, so that the change can be removed from the NOTAM system.

6–6. Annual reviews

Airfield commanders/managers, the AT&A officer, and the air traffic facility chief will review annually their terminal instrument procedures to determine the need to retain, amend, cancel, or establish new procedures. The installation/garrison directorate of public works (DPW) will be contacted to conduct the required review and revision of airfield maps or plans (see AR 210–20). Changes in obstacle data will be identified and a complete review will be forwarded through the ACOM/ASCC/DRU to the Commander, USAASA. ACOMs/ASCCs/DRUs or other U.S. Army activities located in Europe, Africa, the Middle East, and Southwest Asia will forward their reviews to USAASD–E.

6–7. Host nation procedures

Unit commanders having an operational need to publish or use host nation terminal instrument procedures will contact the Commander, USAASA or USAASD–E and identify their requirement. The Commander, USAASA or USAASD–E will determine whether a procedure published in the host nation Aeronautical Information Publication (AIP) is adequate for U.S. Army use. Host nation civilian/military instrument procedures must meet the standards established by FAAO 8260.3 and allied publications prior to publication in DOD FLIP. Approved procedures will be—

a. Published in the DOD FLIP terminal instrument approach procedures book.

b. Printed in loose-leaf DOD format and issued directly to the requesting unit.

6–8. U.S. civil procedures in Department of Defense flight information publications

a. The DOD does not publish terminal instrument procedure charts for all civilian airfields that have instrument procedures. The DOD policy for inclusion of instrument approach procedures in FLIP products is to provide those procedures required to meet operational/contingency mission requirements. Civilian instrument approach procedures necessary to satisfy training requirements will not be published in DOD FLIP.

b. The procedures required for training can be obtained from the National Aeronautical Charting Office procedures book. All continental United States (CONUS) military procedures are available in a National Aeronautical Charting Office book.

c. Required procedures may be added to DOD FLIP by contacting the Commander, USAASA.

6–9. Host nation or commercial instrument approach procedures and other data bases

a. DOD policy is that DOD passenger-carrying aircraft will not fly a non-US Government IAP that has not been validated as safe and accurate by the FAA or appropriate US military authority. A non-U.S. Government instrument approach must be validated in accordance with allied publications. Commander, USAASA is U.S. Army approval authority.

b. A memorandum (via fax, mail or e-mail) will be submitted to use non-U.S. Government instrument approaches to the Commander, USAASA or USAASD–E a minimum of 10 working days prior to the requested flight date. Following the review, The Commander, USAASA or USAASD–E will either issue a memorandum authorizing the use of the procedure with appropriate corrections applied to the procedure, as required, or disapprove use of the procedure. The approval will include a termination date. As a minimum, the memorandum will provide—

- (1) Name of airport, country, and four-letter International Civil Aviation Organization (ICAO) identifier.
- (2) Name of procedures to be reviewed.
- (3) Product to be used (host nation AIP or commercial product) by the aircrew.
- (4) A point of contact (POC), phone number, e-mail, and complete mailing address.

c. The Secretary of Defense has granted limited waiver authority for urgent requirements to fly short-notice humanitarian, contingency, medical evacuation, and “special access” and sensitive Department of State missions. The first O–8 flag officer or higher in the chain of command with responsibility for mission risk assessment may waive the requirement for TERPS review for urgent missions. The waiver authority may not further delegate this authority or waive the cockpit instrumentation requirement required to execute a host nation IAP.

d. When a waiver to the Secretary of Defense policy is issued in accordance with paragraph 6–9c, the waiver authority will immediately notify the National Military Command Center’s on-duty Deputy Director for Operations, DSN 225–0098 or commercial (703) 695–0098. As a minimum, include mission identification, time the waiver was granted, and circumstances surrounding the waiver decision.

Section III

Instrument Departure Procedures

6–10. Establishment of departure procedures

Departure procedures (DPs) may be established for any AAF/AHP for which lengthy, complex, or detailed IFR departure procedures are required, or for obstruction clearance purposes. The servicing U.S. Army ATC facility must develop a narrative and hand drawing of the desired procedure and coordinate with affected ATC facilities (foreign or domestic). Once approval is obtained from the ATC facility exercising IFR jurisdiction, the procedure will be forwarded to the Commander, USAASA or USAASD–E or to the EUSA ATC Coordinator Office for further development and processing.

6–11. Amendment and cancellation of terminal instrument procedures

When it becomes necessary to amend or cancel published TERPS for IAPs and DPs, the installation/garrison will notify the Commander, USAASA or USAASD–E and forward changes required via memorandum or message.

Section IV

Support Requirements for Terminal Instrument Procedures

6–12. Monitoring and utilization of navigation facilities

A monitoring system is required for all electronic navigation facilities used in support of instrument flight procedures. Internal monitoring is provided at the facility through the use of executive monitoring equipment, which causes a facility shutdown when performance deteriorates below established tolerances. A remote status indicator may also be provided through the use of a signal-sampling receiver, microwave link, or telephone circuit. Very high frequency omnidirection range (VOR), very high frequency omnidirection range tactical navigation (VORTAC), and instrument

landing system (ILS) facilities, as well as new nondirectional beacons (NDBs) and marker beacons installed by the U.S. Army are provided with an internal monitoring feature. Some NDBs do not have the internal feature and monitoring is accomplished by other means. Navigation facilities are classified in accordance with the manner in which they are monitored. The monitoring categories prescribed in FAA Order 8260.19 are as follows:

a. Category 1: Internal monitoring plus a status indicator installed at control point. (Reverts to a temporary category 3 status when the control point is not manned). Facilities can be used for instrument flight procedures without limitation.

b. Category 2: Internal monitoring with status indicator at control point inoperative but pilot reports indicated facility is operating normally. (This is a temporary situation that requires no procedural action). A temporary condition is not considered in procedures development. ATC is responsible for reporting these facilities out of service when pilot reports indicate facility malfunction.

c. Category 3: Internal monitoring only. Status indicator not installed at control point. Facilities may be used in accordance with the following limitations:

- (1) Alternate minimums are not authorized if the facility is required—
 - (a) To provide final approach course guidance.
 - (b) For the procedure entry.
 - (c) To define the final approach fix (FAF).
 - (d) To provide missed approach guidance.
 - (e) To designate a step-down fix.
- (2) Consideration will be given to denying or adjusting terminal routes requiring reception of succeeding category 3 facilities to avoid obstacles.

d. Category 4: Internal monitor not installed. Remote status indicator provided at control point. This category is applicable only to NDBs. Facilities may be used in accordance with the following limitations:

- (1) Alternate minimums may be authorized when the remote status indicator is located in an U.S. Army ATC facility and then only during periods the control point is attended.
- (2) If the control point is other than an U.S. Army facility, a written agreement will exist whereby an ATC facility is notified of indicated changes in facility status.
- (3) Failure of the category 4 status indicator or closure of the control point will render the facility and the approach procedure unusable during the outage.

6-13. Utilization of 75 megahertz markers

With the following limitations, 75 megahertz (MHz) markers may be utilized as the sole source of identification :

a. Markers may be authorized as missed approach points for nonprecision approaches provided a remote status indicator is installed at an ATC facility.

b. As a nonprecision final approach fix, the marker will be monitored if alternate minimums are authorized. The marker need not have a remote status indicator if collocated located with a compass locator with a remote status indicator.

c. Procedure turns and holding will not be authorized from a 75 MHz marker.

6-14. Airfield/Heliport data requirements for instrument approach procedures

In order to construct instrument approach procedures, engineering plans or other accurate airfield/heliport drawing containing tie points to section corners, benchmark, or other specific geographic or topographic landmarks must be provided in accordance with AR 210-20. As a minimum, the above plans or drawings must contain survey data required for design of instrument approach procedures all distances (in ft) and elevations (in mean sea level) in hundredths of a foot; all latitude and longitude are in hundredths of a second and assumed to be in world grid system-84/North American Datum-83 unless otherwise noted. Do not round values. The following are airfield/heliport data requirements:

- a.* For all rwy/helicopter pad/landing zone instrument procedures—
 - (1) Data contained in the Airfield Obstruction Chart (AOC) Survey (see para 13-5).
 - (2) Airport magnetic variation and year.
 - (3) Type of rwy/pad/zone surface and condition.
 - (4) Type of rwy/pad/zone markings and condition.
 - (5) Type of rwy/pad/zone lights.
 - (6) Type and length of approach lights. If displaced rwy threshold operations are in effect, do the approach lights extend to the displaced rwy threshold?
 - (7) Identify which agency provides the airport weather and state whether the weather station operates 24 hours. If not, identify who will provide airport weather and how it will be reported to air traffic control facilities.
- b.* For ground-base non-precision instrument procedures:
 - (1) Data contained in the AOC report and the type of facility.

- (2) Facility identifier (ICAO).
- (3) Remote monitor location (radar facility, tower, base operations, police station, and so on).
- (4) Facility operating hours (times in Zulu); if fewer than 24 hours, what are the operating hours?
- c. For precision approach radar (PAR)—
 - (1) Data contained in the PAR (ground control approach) data.
 - (2) Desired glide path angle.
- d. For airport surveillance radar (ASR), provide type of radar.
- e. Obstacle data available.
- f. The following general TERPS information:
 - (1) Category (A/B/C/D/E) and type of aircraft/helicopter to fly the procedure.
 - (2) Type of procedure required.
 - (3) Circling authorized? If yes, list any circling area restrictions.
 - (4) Suggested missed approach routes and altitudes.
 - (5) Minimum vectoring altitude chart required when vectoring is provided by the facility. Suggested Final Approach Fix (FAF) Altitude.
 - (6) SUA near the airport.
 - (7) Suggested final approach courses.
 - (8) Airspace for the approach control facility and other nearby ATC facilities.
- g. Are any photographs of airport (surface, air or satellite); maps (scale 1:24000 through 1:500000); airport layout plans; or civil engineering master tabs available? If so, provide copies. If required information is not provided, the best decision for the design of the procedure will be made with the available survey information provided.

Chapter 7

Airports, Navigational Aids, and Obstructions

7-1. Airports, heliports, landing areas, and missile and rocket sites prior notice requirements

- a. The FAA requires notification under 49 USC 44502(c)(1) when—
 - (1) A military airport, heliport, landing area, missile or rocket site is acquired, established, constructed or any rwy layout substantially changed. Army agencies will forward these notifications to the appropriate DAR. The DAR will review the documents and forward them to the FAA.
 - (2) Substantial changes are made to military airports (e.g. relocation of aircraft from one operating area to another), landing areas, missile or rocket sites unless reasonable prior notice is given to the FAA. (Notices to modify or delete, airports, heliports, landing areas, missile sites, or rocket sites will be prepared using FAA Form 7480-1, Notice of Landing Area Proposal. This form is available from the DAR (see table 3-1 for DAR address).
- b. Notices will be processed with cover letter.
 - (1) Notices concerning projects under the annual Military Construction Program are submitted through the ACOM/ASCC/DRU (see para 1-12) to the Commander, USAASA, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582, for submission to FAA headquarters with an information copy to the appropriate DAR.
 - (2) Notices concerning projects that are not part of the annual Military Construction Program are submitted through channels to the appropriate DAR, for submission to the FAA regional office with a copy to HQ USAASA.

7-2. Navigational aids

Commissioning, decommissioning, or alteration of the following NAVAIDs require notification to the FAA: TACAN, VOR, NDB, ILS, visual glide slope indicator, ASR, PAR, distance measuring equipment (DME), approach lights, and rwy lights (see FAAO 7400.2F for specific information). Requests for changes to NAVAIDs will follow the procedures below.

- a. NAS NAVAID proposals will be submitted in accordance with FAAO 7400.2F.
- b. NAS NAVAID requirements will be processed as nonrulemaking proposals in accordance with paragraph 4-6 of this regulation. This is normally accomplished after the requirements of chapters 8 and 9 of this regulation have been satisfied.
- c. FAA regional offices assign all NAS NAVAID frequencies. The formal NAVAID proposal will include a request for a specific frequency assignment will be included in the formal NAVAID proposal. The U.S. Army area frequency manager will also be notified and provided a copy of the NAVAID proposal.
- d. The FAA selects the names for all NAVAIDs and radio fixes. Any request for a specific name will be included in the formal NAVAID proposal.
- e. One request concerning a name change in letter format will be submitted via the DAR to the FAA regional office, providing the NAVAID is not part of the memorial program in accordance with AR 1-33. A request for deactivation or

a name change of a memorialized NAVAID will be submitted in accordance with AR 1–33 prior to submission through channels to FAA.

f. U.S. Army comments on NAVAID proposals submitted by other agencies will be processed in accordance with chapter 9 of this regulation.

g. FAA/host nation airspace authority approval is required before activating VFR training NAVAIDs. This is required to ensure that tactical/temporary VFR NAVAIDs do not interfere with established traffic patterns or the frequencies assigned to permanent facilities.

h. Temporary mobile/tactical radar facilities installed for visual flight rules training will be coordinated with the air traffic agency or agencies responsible for the airspace in which the facility will operate. The facility does not require FAA nonrulemaking action.

i. Units located outside the NAS will contact USAASD–E or the EUSA ATC Coordinators Office or HQ USAASA to determine their local NAVAID processing requirements

7–3. Obstructions

Units commanders must notify the DAR, HQ USAASA and/or USAASD–E/EUSA ATC coordinators office of proposed construction and/or alteration of existing structures on or near military installations that could affect navigable airspace. The following are the required procedures.

a. The DAR will be notified of all proposed construction and/or alteration of existing structures on or near military airfields and heliports that would affect the National Airspace System or airport/approach imaginary surfaces. Facilities located outside the NAS will contact HQ USAASA or USAASD–E/EUSA ATC coordinators office as indicated in paragraph 7–3*b*. Obstructions include but are not limited to constructing buildings, erecting antennas, building roads or railroads near an airfield, allowing trees to grow to an unacceptable height near an airfield/heliport, and temporary obstructions caused by construction equipment.

b. Specific notification criteria are listed in 14 CFR 77. These notices allow the FAA to determine if the proposed construction would have a hazardous effect on air navigation, the need for obstruction marking and lighting, or other measures needed to ensure safe airspace. Units located in Europe, Africa, the Middle East, and Western Asia will forward requests to USAASD–E; units in Korea will forward requests through the EUSA, ATC Coordinators Office; and all others will forward through their ACOM/ASCC/DRU to HQ USAASA.

c. U.S. Army agencies proposing construction that requires notification to the FAA will prepare the notice on FAA Form 7460–1 (Notice of Proposed Construction or Alteration) and forward it to the appropriate DAR for submission to the FAA, with a courtesy copy to HQ USAASA. Forms are available from the DAR (see table 3–1 for address).

d. If the construction is contracted to an outside agency, the contracting officer will ensure the notice concerning construction is forwarded to the appropriate DAR and HQ USAASA at least 90 days prior to beginning construction, unless the military agency has already filed a notice in accordance with paragraph 7–3*a*.

e. Obstruction requirements will be processed, with cover letter, as non-rulemaking proposals in accordance with paragraph 4–6 of this regulation. Specific forms can be obtained from the appropriate DAR.

f. U.S. Army comments on obstruction proposals submitted by others agencies will be forwarded to the DAR for submission into the OE/AAA Program. In overseas locations host nation laws apply.

7–4. Project review and obstructions/engineering criteria waivers

This paragraph outlines the procedures to be used by unit commanders to ensure all construction (maintenance, repair, and/or new construction) at or adjacent to aircraft operational facilities or airfield/heliport/helipad imaginary surfaces meet the criteria in Unified Facilities Criteria (UFC) 3–260–01. Construction that does not meet these requirements requires an approved waiver prior to construction.

a. UFC 3–260–01 will apply to all U.S. Army aircraft operational facilities.

b. The criteria in UFC 3–260–01/02 will be applied by facilities master planners, aviation operational planners, and DPW design engineers when planning for air operations, constructing and/or modifying real property facilities and/or when establishing land uses and constructing facilities within the vicinity of aviation facilities or adjacent ground and airspace. All construction project sites at or adjacent to an Army air operational activity require HQ USAASA approval prior to initiation of programming actions.

c. Project technical review requires the following procedures:

(1) The Director, U.S. Army Corps of Engineers (USACE) Transportation Systems Center (TSC) will provide technical review of all real property facility designs (plans, specifications and design analysis) for the maintenance, repair or construction (military construction or minor construction) of any item related to Army aircraft operational facilities using any type of funding (military construction Army (MCA); military construction Army Reserve; military construction National Guard; operations and maintenance, Army Funds (OMA); base realignment and closures; or other).

(2) Provide two copies of all planning and design documents (project booklet, plans, specifications and design analysis) to: U.S. Army Corps of Engineers, Transportation Systems Center, 12565 West Center Road, Omaha, NE 68144–3869

(3) ACOMs/ASCCs/DRUs are required to reimburse USACE TSC for technical reviews of aircraft operational facility project designs (except MCA). MCA project reviews are funded with MCA design funds. USACE TSC will provide ACOMs/ASCCs/DRUs with a price list annually defining the estimated cost of project review services.

d. Obstructions and engineering criteria waiver requests will follow the process below.

(1) Specific instructions for submitting a waiver to criteria are provided in Attachment 2 of UFC 3–260–01.

(2) The USACE TSC will provide the DA technical engineering review of all requests for waivers to obstructions and engineering criteria for aircraft operational facilities established in UFC 3–260–01.

(3) ACOMs/ASCCs/DRUs are required to reimburse USACE TSC for technical reviews of criteria waivers. USACE TSC will provide ACOMs/ASCCs/DRUs with a price list annually defining the estimated costs of waiver review.

Chapter 8

Airfield and Heliport Operational Requirements

8–1. General

a. Chapters 8 and 9 prescribe policy, procedures, and criteria to establish, alter, terminate, remove or relocate ATC and NAVAIDs for AAF/AHPs, and U.S. Army flight activities (AFAs) that are tenants at other than Army-owned and -operated airfields. For the following terms and definitions refer to Joint Publication (JP) 1–02.

(1) Airfield.

(2) Helipad.

(3) Heliport.

(4) Helicopter landing site.

(5) Helicopter landing zone.

b. A tactical/auxiliary/ landing strip is a prepared or unprepared surface for fixed/rotary wing and/or unmanned aircraft system (UAS) use, not defined/designed as an Army airfield.

8–2. Policy

a. A change in aviation requirements by ACOMs/ASCCs/DRUs (see para 1–12), ARNG, or USAR that requires establishing, altering, terminating, removing, or relocating ATC and NAVAID facilities will be coordinated with the Commander, ATSCOM during the initial planning stages.

b. Standard structures and equipment for ATC and NAVAID facilities are referenced in FM 3–04.303. Requests for new installation ATC equipment or a programmed modification of installation ATC equipment will be coordinated with the Commander, ATSCOM during the initial planning stages.

c. All Army-owned and -operated NAVAIDs must be monitored using appropriate equipment in accordance with paragraph 6–12 of this regulation and FM 3–04.303. A NOTAM must be issued when NAVAIDs are temporarily not monitored or when the monitoring equipment is inoperative.

8–3. Functions

Functions related to establishing, maintaining environmental integrity, altering, terminating, or relocating ATC and NAVAID facilities that support the AAF/AHP mission are as follows:

a. The Commander, ATSCOM is responsible for standardization, evaluation, and requirements development of ATC/NAVAID facilities and ATC services and will—

(1) Initiate requirement documents to reflect top-driven ATC projects such the U.S. Army Aviation Modernization Plan, and FAA Capital Investment Plan.

(2) Assist commanders of ACOMs/ASCCs/DRUs in the accomplishment of their ATC missions.

(3) Coordinate with the program manager (PM) ATC as necessary.

(4) Provide ATC requirement specialists to provide technical assistance in the preparation, data collection and submissions of requests for ATC and NAVAID facilities. These personnel will analyze and validate requirements. The requirements specialists will also identify preliminary site preparation requirements to the installation DPW for cost estimates and subsequent accomplishment.

(5) Provide assistance in preparing for FAA certification and flight inspection of ATC and NAVAID facilities. This includes assisting in correcting equipment problems.

(6) Provide technical assistance and guidance for quality assurance operation and maintenance of ATC and NAVAID facilities and will also coordinate with IMCOM for issues regarding the DPW. DPW is responsible for the maintenance of AAF/AHP lighting systems and real property associated with ATC and NAVAID facilities.

(7) Provide technical assistance and guidance in engineering, installation, acceptance testing, quality assurance, and maintenance of advisory facilities such as pilot-to-dispatcher, pilot-to-forecaster, and AAF/AHP base operations communications.

- (8) Provide for system safety standards and safety acceptance tests for new, rebuilt, and repaired ATC and NAVAID facilities and equipment.
- (9) Provide for ATC evaluations/surveys to ensure the integrity of an ATC facility and NAVAIDs, to include—
 - (a) VFR-only training facilities.
 - (b) Mobile/tactical navigational aids deployed in support of military exercises, contingency operations, or interim mission support worldwide.
 - (c) Conducting NAVAID inspections on an as requested basis.
- b. Installation/garrison commanders with an AAF, AHP, or AFA under their control will—
 - (1) Coordinate with ATSCOM and the appropriate DAR/USAASD-E during initial planning stages of any ATC project.
 - (2) Coordinate through the appropriate ACOM/ASCC/DRU with ATSCOM in the form of a facilities request (see para 9-7) when changes in ATC/NAVAID requirements are identified.
 - (3) Request technical assistance or other aid by sending requests for assistance through ACOM/ASCC/DRU (see para 1-12) to ATSCOM.
 - (4) Plan and coordinate the commissioning of ATC and NAVAID facilities under their control in accordance with chapter 10 of this regulation. After completion of the commissioning flight inspection in accordance with FAAO 8200.1B and this regulation, a commissioning NOTAM will be issued. NOTAM requirements are detailed in AR 95-10.
 - (5) Prepare proposals to establish, rescind, or modify controlled airspace in accordance with chapter 3 of this regulation.
 - (6) Assess the environmental impact of proposed ATC and NAVAID facilities in accordance with chapter 6 of this regulation, AR 200-1, and AR 200-2.
 - (7) Support the planning and programming of real property facilities for installation of ATC and NAVAID systems in accordance with AR 37-49, AR 200-1, AR 200-2, AR 210-20, AR 405-10, AR 415-15, AR 415-28, and AR 420-10.
 - (8) Ensure that new and existing ATC and NAVAID facilities on/off the installation are included in the installation's physical security plan, in accordance with AR 190-51.
 - (9) Ensure that trees, shrubs, or manmade objects causing degradation to operations or affecting performance characteristics of proposed or installed NAVAID facilities are trimmed or removed as necessary. If this cannot be accomplished and the ATC/NAVAID facility does not meet required standards, the facility becomes a candidate for decommissioning, removal, and/or reinstallation at a location where it can be utilized/maintained.
 - (10) Review all configuration management change requests prior to approving and forwarding them through command channels to ATSCOM. The review will verify that there is a necessity for a change, it is cost effective, and it will enhance the mission.
 - (11) Review and validate all frequency assignments that support an AAF, AHP, or AFA. Validation will verify the frequency assigned, equipment parametric, and responsible Army or tenant unit and the frequency currently being used.
- c. The installation/garrison director of plans, training, mobilization, and security or other organization having responsibility for operating and maintaining ATC and NAVAID facilities will—
 - (1) Help plan and support the installation of ATC and NAVAID facilities.
 - (2) Ensure that planning and construction of ATC and NAVAID facilities are coordinated with ATSCOM and that they conform to the following regulations:
 - (a) AR 210-20 for installation master planning.
 - (b) AR 415-15 for MCA projects.
 - (3) Ensure plans and requirements for a new ATC and NAVAID system are approved by the installation/garrison commander.
 - (4) Upon commissioning of a facility, ensure continued operation of that facility, as published, and issue outage notices/NOTAMs.
 - (5) Identify and report any encroachment caused by environmental factors that degrades the signal integrity of NAVAIDs to the installation DPW for correction.
 - (6) Review all configuration management change requests prior to approving and forwarding through command channels to ATSCOM. The review will verify the necessity for a change, that the change is cost effective, and that the change will enhance the mission.

8-4. Air traffic control material development

The Product Manager, Air Traffic Control Systems has been delegated the responsibility, by the Program Executive Officer, Aviation for the central management of assigned Army ATC equipment development programs, to include life-cycle management, and will—

- a. Direct, coordinate, and control the planning, programming, and budgeting of ATC equipment programs and related fiscal activities and ensure effective execution of approved programs.

- b.* Provide management direction and control over those ATC program activities assigned/delegated to other equipment development organizations.
- c.* Maintain continued coordination, direct communication, and interface with the USAAWC Directorate of Combat Developments, ATSCOM, higher headquarters, the other services, industry, and the respective staff elements to keep abreast of user requirements and potential technical solutions.
- d.* Provide new equipment training for any new equipment fielded.
- e.* Assist installation/garrison commanders, ACOMs/ASCCs/DRUs, and ATSCOM in maintaining the readiness of ATC systems.
- f.* Coordinate and support security assistance activities for ATC systems.
- g.* Ensure that financial and manpower requirements to accomplish ATC PM projects are developed and submitted for all program years and that resource requirement requests are compatible at all times with the life cycle of ATC systems.
- h.* Coordinate decisions that impact on program costs through the Program Executive Officer, Aviation and appropriate staff agencies that may be impacted.
- i.* Develop material solutions to ATC mission needs and requirements.
- j.* Coordinate with the Army Material Command for sustainment support of ATC equipment.
- k.* Provide technical assistance for engineering, installation, acceptance testing and quality assurance for ATC equipment.
- l.* Provide configuration management for ATC and NAVAID systems.
 - (1) All requests for changes in ATC/NAVAID software, adding or removing equipment, and changes in physical location of equipment must be coordinated in advance with the Commander, ATSCOM and the PM ATC.
 - (2) The Commander, USAASA will provide on- and offsite assistance/guidance for airspace matters. The U.S. Army Information Systems Engineering Command has the responsibility to maintain plant-in-place drawings of record for facilities and to return revised copies to the appropriate unit commander. Unit commanders with operations and maintenance responsibility will submit approved configuration changes for update of plant-in-place drawings as revisions occur.
 - (3) ACOMs/ASCCs/DRUs will review their requirements and forward approved facilities requests to the Commander, ATSCOM, ATTN: AFATC-CS, Fort Rucker, AL 36362-5265. In addition, they will review all configuration management change requests prior to forwarding to ATSCOM. The review will verify the necessity for change and cost effectiveness and will ensure that the change enhances the mission.

Chapter 9

ATC and NAVAID Facilities Requirements

9-1. Air traffic control and navigational aid services

- a.* Procedures and requirements to establish or decommission ATC and NAVAID services or facilities at AAFs, AHPs, and AFAs are prescribed within this chapter.
- b.* Requirements are established using the following criteria:
 - (1) Air traffic count for the peacetime mission.
 - (2) Mobilization and contingency needs for the installation concerned.
 - (3) Special mission requirements.
 - (4) Predominant climatology.

9-2. Procedures

- a.* When an ATC or NAVAID requirement is identified in a facilities request from an installation or an Army flight activity, it will be sent through channels to the ACOM/ASCC/DRU (see para 1-12) for concurrence. The ACOM/ASCC/DRU will then forward the request to ATSCOM. The facilities request will generate a survey by ATSCOM.
 - (1) A validated requirement is necessary to justify replacing a non-Army procured system and for initial Army NAVAID procurement.
 - (2) If equipment regardless of outside source (another service, government agency or civilian community, and so forth) is offered, a validated requirement is needed to justify the sustainment bill that would ensue from receiving the NAVAID.
- b.* Facilities requests for reduction or termination of ATC and NAVAID facilities will be reviewed by the installation/garrison commander; forwarded to the ACOM/ASCC/DRUs for approval, provide a copy to Commander, USAASA and Commander, ATSCOM. Contact the DAR to determine if nonrulemaking action is required.

9-3. Facilities development

- a.* The Commander, ATSCOM will assist ACOMs/ASCCs/DRUs in determining the need for ATC and/or NAVAID

facilities to satisfy Army requirements. A requirements survey will be conducted to identify equipment, installation sites, airspace needs, ground hazards, environmental impact (actual environmental assessment will be conducted by the requesting installation), cost effectiveness, and weather factors. The requirements survey will provide data that will allow ATSCOM to validate and/or define the requester's needs by—

(1) Determining the type(s) or combination of ATC and NAVAID facilities which may best meet the AAF or AHP operational needs.

(2) Determining actual requirements for ATC and NAVAID facilities by identifying the following:

(a) Possible use of other military or civilian/host nation ATC or NAVAID facilities.

(b) Type of ATC and/or NAVAID facilities that will provide the support requested by the user.

(c) Best location for the facility based on the approved installation master plan, cost, and/or specific parameters of the equipment.

(d) Airspace and obstruction evaluation requirements.

Note. The installation is responsible for preparing and forwarding the necessary documents in accordance with chapter 8 of this regulation.

(3) Determining whether the FAA or foreign government approval is needed to establish an ATC or approach control service in accordance with chapter 8 of this regulation.

b. Installation/garrison commanders having AAFs, AHPs, or aviation flight activities under their control will—

(1) Conduct an environmental assessment in accordance with this regulation and AR 200–1 for the proposed ATC and/or NAVAID facility.

(2) Prepare radio frequency assignment requests for ATC and NAVAID facilities in accordance with AR 5–12.

(3) Ensure coordination with the installation/garrison AT&A officer.

(4) Ensure that present and future ATC and NAVAID facilities are included in the installation master plan in accordance with AR 210–20.

(5) Ensure that project material is received, stored, and secured.

(6) Ensure that construction projects will not interfere with AAF and AHP operations.

(7) Ensure that trees, shrubs, or manmade objects (such as power lines, fences, or towers) will not interfere with the operation of ATC and/or NAVAID facilities. The integrity of each ATC and/or NAVAID site will be maintained after installation to ensure that the above mentioned items do not affect the critical areas of the facility as described in the appropriate manuals.

c. The director of plans, training, mobilization, and security for the installation or other organizations responsible for ATC in concert with the ATC facility chief will—

(1) Prepare and submit a facilities request for each proposed ATC and/or NAVAID project.

(2) Plan and coordinate the commissioning of ATC and/or NAVAID facilities as follows:

(a) Perform the preflight preparations and actions specified in appropriate FAA publications and chapter 8 of this regulation prior to requesting a commissioning flight inspection.

(b) Commissioned facilities will be flight inspected and evaluated in accordance with appropriate FAA publications.

(c) Send requests for commissioning or other flight inspection services in accordance with FAA publications to the Flight Inspection Central Office/International Flight Inspection Central Office, after all preflight preparations are completed.

(d) Send advance information by correspondence (field notices) on the proposed commissioning to USAASA or, if applicable, USAASD–E.

(e) After completing the commissioning flight inspection and when all other related factors are found to be satisfactory, issue the commissioning NOTAM. After the NOTAM is issued, ensure the continued operation of the facility as commissioned. Promptly notify users of outages and changes in status, utilizing NOTAM procedures.

(f) Coordinate possible decommissioning of an ATC and/or NAVAID facility with ATSCOM and the DAR or, if applicable, USAASD–E. The Commander, ATSCOM will conduct a requirements survey to determine the effect of decommissioning.

(g) After establishing a decommissioning date that will allow for accomplishment of the items in the above paragraph, send advance notice (field notice) on the decommissioning in accordance with paragraph 7–2 of this regulation.

(h) Coordinate with local staff weather office on support and services in accordance with AR 115–10.

9–4. Justifying or retaining navigational facilities and equipment

a. The requirement for a precision approach capability, other than radar, may be justified at an AAF/AHP when one or more of the following conditions are met:

(1) IFR air traffic count is 6,000 or more operations annually.

(2) Historical weather data support the need for a precision instrument approach procedure.

(3) Additional factors such as topography and relative location to other precision approaches, such as accessibility to U.S. Army aircraft, are considered,

b. A ground-controlled approach (GCA) may be justified if the IFR air traffic activity count is 3,000 or more operations annually and the additional factors in paragraph 9-4a(3) are met.

c. Terminal very high frequency (VHF) omnidirectional range (TVOR) and NDB equipment may be justified:

(1) If the total AAF/AHP air traffic activity count is 100 or more operations per day.

(2) To support terminal instrument procedures.

(3) DME as an addition to the TVOR will be considered on the basis of the number of aircraft utilizing the TVOR that are DME equipped, or on a special operational requirement basis (TACAN may be authorized on the same basis).

(4) To support airway, air route, and holding requirements in the terminal or approach control area complex.

(5) When additional NAVAIDs are required, and NAVAIDs in the area cannot provide the required service.

d. Airfield lighting and marking requirements will be determined in accordance with standards contained in UFC 3-260-05A and UFC 3-535-01.

9-5. Justifying or retaining air traffic control facilities

a. A U.S. Army Radar Approach Control (ARAC) with ASR, automated radar terminal system, and air traffic control radar beacon system may be justified where the total air traffic activity count in an air traffic complex is 500 or more per day.

b. A nonradar approach control (normally not used because of the availability of modern equipment and adequate radar coverage in most areas) may be justified where the air traffic activity count is more than 200 but fewer than 500 per day; or where significant IFR air traffic delays can be documented as persistent and caused by the lack of an approach control facility.

c. An ATC tower may be justified at AAFs and AHPs by one of the following:

(1) Total air traffic activity count is 20,000 or higher per year or where a seasonal operation exists with an average of more than 120 movements per day. Additional considerations such as mission and climatology will be used in addition to traffic count to justify an ATC tower.

(2) A mix of aircraft of varying speeds and capabilities (for example, prop/jet powered fixed wing, vertical takeoff or landing aircraft, or helicopters) or to increase aviation safety

(3) To meet mobilization, contingency, emergency, or special mission operational requirements.

(4) A requirement in support of scheduled aviation training.

d. A flight following facility may be authorized for airspace management in cantonment areas, training areas, and ranges.

e. Air traffic advisory service equipment may be justified where there is not an operational control tower.

f. Installation/garrison commanders must consider impact on ATC Soldier qualification and proficiency training before final determination.

9-6. Other considerations

a. Commanders/managers of AAF/AHPs/AFAs requiring establishment, relocation, or retention of ATC and/or NAVAID facilities to accomplish their mission but that do not meet the minimum required air traffic activity count will submit mission essential requirements in detail through channels, to the Commander, ATSCOM, ATTN: AFATC-CS, Fort Rucker, AL 36362-5265.

b. Nearby ATC and/or NAVAID facilities may provide satisfactory service for U.S. Army aircraft. These facilities will be considered if they meet the requirements of FAAO 8260.3 and the operating agencies (that is, FAA or other DOD agencies) approval may be obtained.

c. Meteorological support and requirements for weather service at AAF/AHPs are accomplished per AR 115-10.

d. Facilities that fail to meet the guidelines contained in this chapter will be considered for deactivation.

e. All NAVAID facilities certified for IFR procedures will be monitored in accordance with paragraph 6-12 and FM 3-04.303.

9-7. Air traffic control facilities request

a. An ATC facilities request is to provide guidance for the submission and development of ATC installation requirements.

b. This guidance will apply to all ACOMs/ASCCs/DRUs having ATC facilities under their command/control.

c. Installation ATC programs will be initiated using two methods—

(1) *Top driven requirements (HQDA or higher)*. These ATC installation requirements are usually documented by ATSCOM.

(2) *Other than top driven requirements*. For other than top driven requirements, a facilities request is required. Submit facilities request through the appropriate ACOM/ASCC/DRU to ATSCOM.

d. ATC requests are—

(1) New control tower.

(2) ATC facilities specialized equipment, for example, voice recorders, position consoles, and so forth.

- (3) ATC navigational aids and landing systems.
 - (4) Modernization/upgrade of ATC systems.
 - e. A facilities request will be completed as follows:
 - (1) Paragraphs 1 through 10 are filled out by the requesting organization (self-explanatory).
 - (2) Paragraphs 12 through 19 are completed by the appropriate ACOM/ASCC/DRU. This section is self-explanatory except for the facilities request number, which is determined using the following procedure:
 - (a) Example: DA Form 5895-R (ATC Facilities Report), IMC-LEW-0601a.
 - (b) Explanation: IMC identifies the organization as IMCOM; LEW identifies installation as Fort Lewis; 06 identifies the fiscal year that the facilities request was submitted; 01 indicates the first facilities request for that installation; and "a" indicates first change to the facilities request.
 - (3) Paragraphs 21 through 23 are completed by the requesting organization (self-explanatory).
 - (4) Paragraphs 24 and 25 are completed by the ACOM/ASCC/DRU (self-explanatory).
 - f. When submitting an air traffic control facilities request, the requestor will—
 - (1) Submit facility request through command channels to ATSCOM.
 - (2) ATSCOM will assess the request and make a recommendation.
 - (3) If ATSCOM concurs with request, they will forward to appropriate ACOM/ASCC/DRU and copy the requestor.
 - (4) If ACOM/ASCC/DRU concurs with request, they will forward to USAASA and copy the requestor.
 - (5) USAASA will—
 - (a) Staff with, at a minimum, HQDA G-3/5/7 (DAMO-AV/FM/CIC), G-8 (DAPR-FDV).
 - (b) Staff with other appropriate agencies/HQDA staff.
 - (c) Validate or non-concur with the request.
 - (d) Notify the appropriate ACOM/ASCC/DRU.
- Note.* Airfield lighting/visual aids, for example, runway lights, PAPI, rotating Beacon, and so forth, require submission of DD Form 1391, through channels to ASCIM.
- g. Facilities Request's are normally initiated by the ATC facility requesting equipment/service. An ACOM/ASCC/DRU may also submit a facilities request if a requirement exists.
 - h. A facilities request will be forwarded from the initiator to the ACOM/ASCC/DRU for concurrence and sent to the Commander, ATSCOM for processing.

Table 9-1
Radio frequency allocation requirements

Facilities	Radio frequency requirements
ARAC	Emergency VHF and UHF ^{1, 2} Arrival VHF and UHF ^{1, 2} Secondary arrival VHF and UHF ¹ Departure VHF and UHF ^{1, 2} Secondary Departure VHF and UHF ^{1, 2} En route VHF and UHF ^{1, 2} Secondary en route VHF and UHF ¹ PAR VHF and UHF ^{1, 2} ATC speech security VHF/FM requirements survey ⁴ PAR VHF/FM ⁴
GCA	Emergency VHF and UHF ^{1, 3} Primary VHF and UHF ^{1, 2} Secondary VHF and UHF ⁴ ATC speech security VHF/FM ⁴ GCA feeder VHF and UHF ⁴
Control tower	Emergency VHF and UHF ^{1, 2} Primary VHF and UHF ^{1, 2} Secondary VHF and UHF ⁴ Ground Control VHF and UHF ¹ ATC speech security VHF/FM ⁴ Crash/emergency/veh control ¹
Flight following	Emergency VHF and UHF ^{1, 2} Primary VHF and UHF ^{1, 2} Secondary VHF and UHF ⁴ ATC speech security VHF/FM ⁴
Advisory service	Emergency VHF and UHF ^{1, 2} Primary VHF and UHF ¹ Secondary VHF and UHF ⁴

Table 9-1
Radio frequency allocation requirements—Continued

	ATC speech security VHF/FM ⁴
NAVAIDs and radars	
Arrival, departure, and enroute requirements	These may be replaced in some facilities by sector allocation.

Notes:

¹ All frequencies and positions listed above are based on a standard facility concept. A requirements survey will determine actual facility capabilities case by case. Frequency management coordination to use a particular frequency must be processed and approved through the appropriate frequency management agency in accordance with U.S. or host nation provisions. The CONUS frequency management agency is the CE Services Agency, Alexandria, VA, and OCONUS agency is normally the Theater Signal Command.

² Frequencies normally having backup.

³ Normally a shared control tower asset.

⁴ Will be determined by a requirements survey.

Chapter 10

Army Airfield/Heliport Use

Section I

Introduction

10-1. Army airfield/heliport use policy

a. AAF/AHPs are primarily for use by DOD military aircraft. Prior permission requirements to use an Army airfield may be established by the installation/garrison commander or designated representative.

b. Other Federal Government agency aircraft may use AAF/AHPs with prior permission (see 10-22).

Note. A base operations support agreement or other formal coordination may be required.

c. AAF/AHPs located outside the United States may be used by foreign (official) government aircraft if—

(1) Reciprocal government-to-government use agreements exist.

(2) Use is authorized by treaty.

(3) Use is approved by an ASCC/DRU commander/designee after considering applicable laws relating to U.S. defense articles and services being transferred to foreign governments.

d. AAF/AHPs located in foreign countries are not intended to be used by host country/foreign local national civilian aircraft.

e. Civilian aircraft use of AAF/AHP is permitted to the maximum extent feasible when the civilian operations will not interfere with military operations. Army installations and airfields are established to support U.S. military operations and the training required to maintain defense readiness and to provide the operational capacity necessary to defend the United States. DOD requirements take precedence over authorized civil aircraft use.

10-2. Waivers

Waiver requests to the requirements contained in this chapter will be submitted to the Commander, USAASA. When considered in the best interest of the Federal Government, requests are subject to the approval of the Assistant Secretary of the Army (Installations and Environment (ASA(I&E))).

10-3. Information control number

Per 44 USC 3501, Office of Management and Budget No. 0701-0050 has been assigned to the forms and reports that request data from individuals or agencies not in the Federal Government. These forms and reports are referred to in this chapter.

Section II

Program Responsibilities

10-4. Assistant Secretary of the Army (Installations and Environment)

The ASA(I&E) has general Secretariat oversight of AAF/AHP utilization and—

a. Will have final authority over an installation's concept plan request for formal joint use of an installation's airfield.

b. Will direct the USACE to enter joint use negotiations after approving the installations joint use concept plan.

c. May retain final approval authority over the negotiated joint use agreements/lease/license.

d. May grant the Commander, USAASA the authority to issue CALPs and Army aircraft landing authorization numbers (AALANs).

10-5. U.S. Army Corps of Engineers

Following ASA(I&E) approval of the installation concept plan for a extended-term joint use agreement with a nonmilitary Government entity (or other appropriate sponsor), the Commander, USACE will negotiate and issue an appropriate outgrant in accordance with AR 405-80 for the use of land, buildings, and other facilities at AAF/AHPs. USACE will request technical assistance from the Commander, USAASA during the joint use and outgrant negotiations drafting process to ensure Army requirements are protected and appropriate FAA policies and procedures are considered. Within the appropriate documentation for joint use, the Commander, USACE will—

a. Provide the Army and the FAA the authority to inspect civilian operations at joint use AAF/AHPs to ensure compliance with applicable Federal laws and Army regulations.

b. Stipulate in the out grant that—

(1) In addition to requirements specified in AR 405-80, joint use may be suspended or canceled for noncompliance with applicable Federal laws or Army regulations.

(2) The Army reserves the right to suspend or terminate joint use of an AAF/AHP when, as determined by the Army, any one of the following occur:

(*a*) Such use is inconsistent with national defense.

(*b*) A user's liability insurance is canceled or expires.

(*c*) A user is not operating in accordance with agreed to procedures or approved purposes.

(*d*) It is in the best interest of the Army, DOD, or the Government.

c. On request and in coordination with the DCS, G-3/5/7, provide DA guidance concerning operational security implications inherent in installation/facility access by foreign personnel.

d. Grant the Commander, USAASA authority to issue AALANs to foreign governments, after coordination with the U.S. Department of State, Politico-Military International Security Peacekeeping Operations (PM/ISO), 2201 C Street, NW, Room 2422, Washington, DC 20520.

10-6. The Deputy Chief of Staff, G-2

The DCS, G-2 exercises overall Army Staff responsibility for Army interaction with foreign representatives (see para 1-10) and will—

a. Be the approval authority for access to all Army installations or facilities by foreign personnel, less those in the following categories for which approval authority has been delegated to other Army Staff principals, ACOM/ASCC/DRU (see para 1-12) commanders, or local unit commanders:

(1) Those traveling on approved invitational travel orders prepared under provisions of AR 12-15.

(2) Those in a transient status (such as crew rest, remain overnight, loading of official cargo, or procurement of aircraft services).

(3) Those engaged in fulfilling an approved Army contract involving unclassified information.

(4) Those representing foreign media, when traveling under the auspices of AR 360-1.

(5) Those engaged in an approved cross-border movement under the provision of AR 525-16.

(6) Those involved in an approved unit exchange.

(7) Those whose access is exclusively for social or other activities open to the general public.

b. On request, provides guidance concerning the propriety of installation or facility access by nationals of countries whose aims are not in accord with those of the United States.

10-7. Army Commands/Army Service Command Components/Direct Reporting Units

ACOM/ASCC/DRU commanders will—

a. Request assistance from the Commander, USAASA on matters requiring agreements with the FAA and other agencies.

b. Approve or disapprove airfield user requests as authorized (see table 10-1). ACOM/ASCC/DRU (see para 1-12) commanders will also assign identification numbers to approved requests. (See para 10-20).

c. When a CALP is approved or disapproved by the ACOM/ASCC/DRU, forward copies of completed DD Form 2400 (Civil Aircraft Certificate of Insurance), DD 2401 (Civil Aircraft Landing Permit), and DD 2402 (Civil Aircraft Hold Harmless Agreement) to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582.

d. Recommend approval or disapproval of requests for use of AAF/AHPs when approval authority is maintained at a higher approving level.

Table 10–1
Short-term users

Category: 1. U.S. contractor or subcontractor not included as an exempt user.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Authorized to operate corporation, personal, or leased aircraft when fulfilling the terms of a U.S. Government contract or when conducting other Federal Government business. Must provide (1) the contract number and expiration date (2) a brief description of the work being done, and (3) the name, telephone number, and address of the Government (contracting) officer.^{1, 3}

Category: 2. Product displays or demonstrations.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Must be a contractual provision of fulfilling a request by a government representative who has a procurement interest and authorization or certification responsibilities; or, a written invitation from the installation/garrison commander requesting the demonstration or display. DD Form 2401 must contain name, address, and telephone number of the requesting government (contracting) officer.¹

Category: 3. Active duty U.S. military personnel, including Active Duty National Guard, Reserve, or ROTC/cadets.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: May be personally owned or leased aircraft. Access to the installation must be to take part in authorized military functions, drills, or when on TDY. Must show military identification upon request. National Guard, Reserve, and ROTC/cadets must be on active duty or arriving for a drill; and, provide unit commander's endorsement or TDY orders.^{1, 2, 3}

Category: 4. Federal civilian employees.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: May be personally owned or leased aircraft. Use must be to take part in official government business, attend authorized military functions, or when on TDY. Provide TDY orders or other official papers certifying requirement to use the AAF/AHP (see notes 1, 2, and 3).

Category: 5. Retired U.S. military.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Use is to participate in activities which are authorized to retired military members, such as commissary, medical treatment, etc. Includes Active Army or Reserve personnel entitled to retired pay. Provide a copy of retirement orders or other authorized means of identification.^{1, 2, 3}

Category: 6. News media.

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Pertains to when news media representatives are gathering information about a Federal Government operation or event. Authorized on a case-by-case basis when other modes of transportation will preclude meeting a publication schedule or when in the best interest of the U.S. Army. Does not automatically authorize access to restricted or special use airspace. Provide proper news media credentials.^{1, 2, 3}

Category: 7. Members of Congress or heads of Federal departments or agencies.

Lowest level of approving authority: ACOM/ASCC/DRU (see para 1–10) commander or Commander, IMCOM.

User requirement responsibility: Pertains to aircraft either owned or personally chartered for members of Congress and heads of U.S. Federal departments or agencies other than the President or the Vice President. Any request received from or for members of Congress must be reported to the Chief of Legislative Liaison in accordance with AR 1–20. Use must be official Government business and nonpolitically oriented. Proper identification is required.^{1, 2, 3}

Category: 8. Civil fly-ins (not a flying event air show).

Lowest level of approving authority: Installation/garrison commander.

User requirement responsibility: Pertains to US civilian aircraft invited to participate in any Army installation-sponsored aircraft static display activity being held at an Army installation/AAF. This also includes those non aviation activities sponsored by local communities or groups and hosted by an Army installation at which the guests may arrive by aircraft. Foreign civilian aircraft participating in civilian fly-ins will be processed in accordance with Category 11. Applies only during the period of event.^{1, 2, 3}

Category: 9. Weather alternate.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Designated AAFs may be used by scheduled air carriers when unforecast weather conditions require a change from the original destination while in flight. Show on the flight plan and in the request for approval the AAF requested for use as a weather alternate.^{1, 2}

Table 10–1
Short-term users—Continued

Category: 10. Major political candidates.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Pertains to aircraft owned or chartered explicitly for a U.S. presidential candidate. Includes not more than one accompanying news media aircraft. The candidate must be one who is provided Secret Service protection. All flight operations involving AAFs must be coordinated with the Commander, U.S. Army Aeronautical Service Agency, ATTN: Airspace Branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582 (telephone numbers listed in the U.S. Army Flight Information Bulletin). Report changes in schedule, after normal duty hours, to the Army Operations Center (703–697–7551), WASH DC 30210. Fuel may be sold on credit in accordance with AR 70–12. Candidate’s identification must be confirmed and Secret Service security requirements must be satisfied.^{1, 2, 3}

Category: 11. Foreign aircraft operations.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Worldwide; pertains to foreign civil aircraft or foreign government aircraft operating in a commercial mode. U.S. laws concerning, “U.S. defense articles and services transferred to foreign governments or individuals” must be considered. AAFs may be authorized as weather alternate for foreign aircraft in certain instances. Sufficient time is needed prior to intended use date to coordinate with the U.S. State Department, the FAA, and the DCS, G–2 (para 10–6). Authorization to land at an AAF does not take the place of, or constitute, a diplomatic overflight clearance.^{1, 2, 3}

Category: 12. Miscellaneous

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Other categories of users may be considered on a case-by-case basis. Examples include special circumstances or needs of any U.S. civilian, commercial development testing at Army facilities, commercial charters, scheduled air service, and private non-revenue flights that have a desire to use an Army airfield. Provide any agreements or documents indicating justification for landing.^{1, 2, 3, 4}

Category: 13. Civil Reserve Air Fleet (CRAF) Program Participating Aircraft.

Lowest level of approving authority: Commander, USAASA.

User requirement responsibility: Aircraft participating in the CRAF program and authorized by contract to use AAF/AHPs as an alternate airport.^{1, 2, 3}

Notes:

¹ DD Form 2400, DD Form 2401, and DD Form 2402 must be provided to the appropriate approving authority by the potential user. This information is used in determining whether or not to approve the request.

² Landing fees are chargeable but may be waived by the approving authority in the best interest of the Army.

³ Prior permission to land at the destination AAF may be required by the AAF commander even though the operator has an approved CALP.

10–8. Commander, U.S. Army Aeronautical Services Agency

In addition to paragraph 1–15, the Commander, USAASA serves as the DCS, G–3/5/7 responsible official for—

a. DA interface with FAA and other Federal Government agencies at the international, national, and regional level relating to AAF/AHP use.

b. DA membership and participation on DOD, FAA, other Government, national, and international boards, committees, groups and panels.

c. DA participation in public hearings or meetings, either formal or informal, at the local, regional, or national level, on matters pertaining to the NAS.

d. Development, coordination, and implementation of plans, policies, and procedures pertaining to use of AAF/AHPs by other than DOD aircraft.

e. Guidance and assistance to ACOMs/ASCCs/DRUs, installation/garrison commanders, and AAF/AHP commanders/managers on matters pertaining to this regulation.

f. DA operational approval for user requests to operate on Army installations (AAF, AHPs, or onto other landing areas).

10–9. Installation Management Command

The Commander, IMCOM will—

a. When a CALP is approved or disapproved by IMCOM, forward copies of the completed DD Form 2400, DD 2401, and DD 2402 to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582.

b. Recommend approval or disapproval of requests for use of AAF/AHPs when approval authority is maintained at a higher approving level.

Section III

Authorized Civil Use of Army Airfields

10–10. Types of nonjoint use for Army airfields

Authorized use falls into five broad categories.

a. Extended use. Extended use is a term to describe an agreement or contractual process required by the proposed use of Army assets. It is a process to enact real property agreement(s) because use of the airfield or Army assets go beyond normal takeoff, landing, and parking not covered under limited use CALP provisions. Such extended use requires the USACE to negotiate and execute out grants for the use of Army property. It is the nature of the proposed use rather than the duration of the proposed use which determines category of use.

b. Limited use. Limited use requires an approved CALP. Limited use refers to use that does not exceed normal takeoff, landing, and parking. Approving a CALP is appropriate for personnel on official government business or for active duty, retired, or reserve service members and their authorized dependents. However, if exceptional circumstances warrant, other reasons for civilian use may be authorized.

Note. Extended/limited users includes active duty, Reserve, retired, authorized dependents, and other authorized individuals may be considered for access to AAF/AHPs using the same basis normally used to grant access to a military installation using a privately owned vehicle.

c. Use by foreign aircraft.

(1) Use of AAF/AHPs within the United States and its territories requires DA approval. Prior to using an Army airfield located within U.S. territory, foreign government entities must complete all necessary coordination and issued an AALAN by the Commander, USAASA.

(2) U.S. AAF/AHPs located outside the United States may be used by foreign government aircraft if—

(a) Reciprocal government-to-government use agreements exist.

(b) Such use is authorized by treaty.

(c) Such use is approved by a Theater or ACOM/ASCC/DRU commanders after considering applicable laws relating to U.S. defense articles and services being transferred to foreign governments.

(3) Foreign civil aircraft are not normally authorized use of U.S. OCONUS airfields (see table 10–1).

d. Emergency use. Any aircraft experiencing an in-flight emergency may land at any U.S. Army installation. AAF/AHPs may be used to support civilian emergency/natural disaster operations at the discretion of the local unit commander, provided operations are transferred back to civilian facilities at the earliest opportunity after those civilian facilities become available.

e. Humanitarian use. Use for humanitarian flights transporting emergency medicines or human organs needed for emergency situations, or transporting critically ill or critically injured individuals. Air ambulances may use AAF/AHPs on a nonroutine basis when it will ease the suffering of an on-board patient and civilian airports are not readily available. Prior permission requirements (PPR) must be obtained and the DD Form 2400 series completed after the first landing. The intent is to provide humanitarian relief for the patient, not to support commercial ventures.

10–11. Joint use policy

Joint use is a contract/agreement between the Department of the Army and a Government entity eligible to sponsor a public airport. The Army will consider joint use when it does not compromise military response, security, readiness, or safety. Use the format at figure 10–1 to request/propose joint use. When joint use is approved, a part or all of the airfield land and facilities may be turned over to the government entity and contracting parties for exclusive use, subject to the terms and conditions of any lease, outgrant, LOA, or any other document in force between the Army and the parties concerned.

a. Requests/proposals for joint use are usually negotiated between the installation/garrison commander and a local community government agent (but may be negotiated with any sponsor eligible to conduct fixed based operations at the particular AAF). Proposals are considered only when received from a sponsor eligible to sponsor a public airport.

(1) The proposal will be coordinated with the appropriate DAR and submitted through channels to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582.

(2) The Commander, USAASA will ensure that all appropriate principals are provided a copy of the proposal for review. Each principal will consider the criteria in appendix C to determine the feasibility and extent of joint use to be permitted.

SUBJECT: Request for civil/military joint use of (name of AAF)/(name of Army installation) with (city and State)

THRU: (Installation/garrison commander)

THRU: (ACOM/ASCC/DRUs (see para 1-12))

TO: Commander, U.S. Army Aeronautical Services Agency

ATTN: Airspace Branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582

- a. The (name of the sponsor) requests approval of the basic concept plan to negotiate for civil/military joint use of (name of AAF).
- b. Use of the AAF will be reason for request.
- c. Type of operation will be (whether use is for general aviation, commercial aviation, both, or other).
- d. The type and number of aircraft to be located on the AAF.
- e. Other facilities required (list facilities needed such as parking, hangar and terminal space, and land).
- f. Services that will be needed from the Army (list the services the fixed-base operator requests of the Army, such as fuel storage, pipeline use, maintenance, and air traffic control).
- g. An aviation forecast for conceived operations (provide an estimate of the civil aviation activities at the beginning of joint use; and, an estimate of potential activity growth for the requested lease period).
- h. Additional information (other information or justification that applies).

Figure 10–1. Sample format for joint use proposal

b. After the request/proposal/concept plan has been approved by ASA(I&E), the USACE/installation/garrison commander begins negotiations with the sponsor. All outgrants, leases, or licenses involving AAF/AHP assets will be coordinated with the appropriate DAR (or the Commander, USAASD–E or EUSA ATC Office, Korea). A lease or outgrant will be negotiated between the appropriate district engineer office and the sponsor, for a period not to exceed 25 years, with renewable clauses every 5 years (if desired). The document will detail the type of operations proposed and those procedures, restrictions, limitations, responsibilities, and requirements of each party.

c. If an EA or EIS is required, the Army will be the lead agency. The EA or EIS will be prepared according to AR 200–1, AR 200–2, and other required documents. In most cases, the cost will be borne by the Government entity sponsoring the proposal.

10–12. Joint use process

The ASA(I&E) retains approval authority of joint use to ensure civilian oversight as required by law. Joint use is an ASA(I&E) two-part process.

a. Part 1.

(1) A potential user makes a request to the airfield commander/manager. The request will contain a brief concept plan of intended use.

(2) The airfield commander/manager will forward the concept plan and request along with a recommendation to the installation/garrison commander.

(3) The installation/garrison commander will forward the concept plan and request along with recommendations to the ACOM/ASCC/DRU, as applicable.

(4) The ACOM/ASCC/DRU will forward the concept plan and request along with recommendations to the Commander, USAASA.

(5) The Commander, USAASA will forward the concept plan and request along with recommendations to the ASA(I&E).

(6) The ASA(I&E) will approve/disapprove the concept plan.

b. Part 2.

(1) If approved, the ASA(I&E) will instruct the (USACE) and installation/garrison commanders to begin negotiations with the requesting sponsor for the real estate actions and other agreements necessary to complete the joint use action.

(2) The ASA(I&E) will also notify the requester of the approval/disapproval.

(3) Approval authority of the final contracts, leases, or outgrants is retained by ASA(I&E) for the formal signing of documents. (ASA(I&E) may waive this requirement.)

10–13. Commencement of joint use operations

Following the award of joint use agreements or contracts by ASA(I&E) approval, civilian operations may begin. Civilian ramp operations are normally segregated from military operations on an airfield. For example, civilian aircraft are parked/serviced on their own ramp or clearly defined segregated portion of a ramp. Civil base operations are managed independently except the operator/sponsor will ensure compliance with terms and conditions established by the Army for such operations.

- a. Essential Army and DOD traffic is given priority over other traffic except for emergencies.
- b. Civil and other nonexempt aircraft are not required to obtain a DD Form 2401 or PPR unless specifically required by the terms and conditions established in approved joint use documents.
- c. The sponsor/operator is held accountable for any liability resulting from civilian operations at an AAF/AHP.

10–14. Suspension or termination of joint use

The Army reserves the right to suspend or terminate joint use of an AAF/AHP when—

- a. Use is inconsistent with national defense.
- b. A user's liability insurance is canceled or expires.
- c. A user is not operating in accordance with agreed to procedures or approved purposes.
- d. It is in the best interest of the Army, DOD, or the Federal Government.

10–15. Extension or renewal of joint use

Negotiation for extension or renewal of a joint use document is the responsibility of the joint use sponsor. Negotiations of the joint use extension or renewal will begin a minimum of 1 year prior to the end of lease or at a time to allow for completion of the extension or renewal of the contract.

10–16. Prior user agreements or leases

Joint use agreements, user agreements, leases, or similar instruments relating to joint use of an Army airfield in effect before publication of this regulation will remain in force until they expire or are canceled. New agreements, extensions or renewals will be processed in accordance with this regulation.

10–17. DD Form 2401

A DD Form 2401 may be issued by the appropriate approving authority when a request for landing meets the requirements of this regulation. The requesting user completes the front side of DD Form 2401. The approving authority completes the reverse side of DD Form 2401.

a. The form is completed as follows:

- (1) *Block 1a.* Individual or Company Name Block 1b, not used; Block 1c, self-explanatory.

Note. The CALP will be mailed to address provided in this block.

(2) *Block 2.* List the individual airfields of desired use by name, or request a group of airfields, for example, group examples are “All AAF/AHPs CONUS,” “All AAF/AHPs ALASKA,” or “All AAF/AHPs Worldwide.”

(3) *Block 3.* Self-explanatory.

(4) *Block 4.* If the requester is conducting business in support of a government contract, list the contract number and expiration date, contracting officer representative name, address, and phone number. Companies which support many government contracts may state “In support of Government contracts” but are still required to provide contracting officer representative information for at least one prime contract. If the requester is active duty or retired military, provide rank, service number, and the statement, “To participate in (retired) military activities or benefits” or words to that effect. Others will be as specific as possible to justify use.

(5) *Block 5.* Self-explanatory. Companies with large fleets may state, “All aircraft owned and operated by (company name)” if a similar statement is recorded on the DD Form 2400.

(6) *Block 6a.* Self-explanatory; Block 6b, Military (Retired) Pay Grade or Company Title; Block 6c, self-explanatory; Block 6d, an ORIGINAL SIGNATURE (blue ink) is required; Block 6e, date as year, month, day using numbers (for example: 20050128 (January 28, 2005)).

(7) *Section II.* This is completed by the approving authority.

(8) *Block 7.* The “To” date is normally the date listed on DD Form 2400, block 4c. If more than one DD Form 2400 is submitted, the expiration date will be the earliest date contained in block 4c of any DD Form 2400 submitted. If block 4c of DD Form 2400 states, “Until Canceled,” the expiration date entered in block 7b will not exceed 1 year from the date the DD Form 2401 is issued. The CALP automatically expires at 0001 hours on the date the insurance expires or is cancelled.

(9) *Block 8.* This may be “As Required,” a range of dates, or a single date, at the discretion of the approving authority.

(10) *Block 9.* The identification number will be a three-letter location identifier; the two-number category obtained from table 10–1; a two-digit number for the calendar year in which the permit was issued; and a three-digit sequence number of the approving authority (for example, for ASA–01–05–007, ASA is the U.S. Army Aeronautical Services Agency location identifier; 01 is category (1 U.S. or foreign contractor subcontractor obtained from AR 95–2, table 10–1); 05 is the calendar year for 2005; and 007 is the 7th permit issued by USAASA in the 2005 calendar year).

(11) *Block 10.* Not used.

(12) *Block 11a.* The date from block 1 of the DD Form 2400. Block 11b is the date from block 4 on the DD Form 2402.

(13) *Block 12.* Self-explanatory.

(14) *Block 13.* Self-explanatory. Landing fees may be charged at any Army airfield.

(15) *Block 14.* Self-explanatory.

b. ACOM/ASCC/DRUs may issue a DD Form 2401 authorizing operations at more than one AAF/AHP, provided the ACOM/ASCC/DRU has jurisdiction over all of the AAF/AHPs involved.

c. The original of the approved/disapproved form will be returned to the requester; a copy of the approved/disapproved form will be kept on file at the approving authority; and a copy of approved forms will be sent to USAASA, ATTN: Airspace branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582.

Note. Civilian-owned and -operated UAS will be treated the same as manned aircraft with respect to CALPs.

10–18. DD Form 2400

a. DD Form 2400 will be completed by the requester’s insurance company and normally sent directly from the insurance company to USAASA, ATTN: Airspace Branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582. If the insurance company has sent originals to the insured, the insured may submit a DD Form 2400 containing an original signature at the discretion of the approving authority. The form is completed as follows:

(1) *Block 1.* The date is entered by year, month, and day (YYYYMMDD) (for example, 20050128 is January 28, 2005).

(2) *Block 2a.* Name of the insurance company. Block 2b is insurer’s address.

(3) *Block 3a.* Name of the insured person or company. Block 3b is insured’s address.

(4) *Block 4.* Self-explanatory. Date will be in YYYYMMDD format. Block 4e will list all tail numbers or may contain a statement, “All aircraft owned and operated by (Insured).”

(5) *Blocks 5 through 7.* This specifies the insurance coverage provided.

(6) *Block 9.* Self-explanatory. This requires an ORIGINAL SIGNATURE (blue ink).

b. A CALP will not be approved unless the minimum insurance coverage contained in table 12–1 is met or exceeded and noted on a submitted DD Form 2400.

10–19. DD Form 2402

A DD Form 2402 with original signatures (blue ink) is the only acceptable form of a hold harmless agreement authorized for use in issuing a CALP. Other forms of hold harmless agreements are NOT acceptable and are grounds for denial of use. The form is self-explanatory. Individuals only need to complete items 2b and 4; corporations and companies must complete the entire form. Corporations, companies or limited liability companies that have only one corporate officer are required to have their position verified by a notary public.

10–20. Identification numbers

Approving officials named in table 10–1 will develop an identification number system for CALP approvals. Instructions for developing identification numbers are in paragraph 10–17a(10). The identification number will be placed in Block 9 of DD Form 2401.

10–21. Suspension, termination, and renewal of civil aircraft landing permits

a. The Army reserves the right to suspend or terminate a Civil Aircraft Landing Permit when—

(1) Use is inconsistent with national defense.

(2) A user is not operating in accordance with agreed to procedures or approved purposes.

(3) It is in the best interest of the Army, DOD, or the Federal Government.

b. A CALP is terminated when a user’s liability insurance is canceled or expires.

c. CALPs are not renewable. The nonrenewable policy is required to keep information up to date in the event of an aircraft accident.

Note. When the approving authority is notified that liability insurance is canceled or coverage falls below the minimum required by table 12–1, the CALP is terminated and revoked. If the insurance is reinstated, a new CALP must be requested.

10–22. Exempt users

Specific restrictions may be in force and prior permission to use an Army airfield is at the discretion of the installation/garrison AAF/AHP commander or a designated representative. Base operations support agreements may be necessary or established to cause reimbursement for the use of the facilities. Owners and/or operators of aircraft referred to below are normally authorized to land at AAF/AHPs and some are exempt from using the DD Form 2400 series:

- a. The DOD.
- b. Any other Federal Government agency aircraft, clearly marked or identifiable through prior coordination as a Federal Government aircraft when used for official business.
- c. USAF aero clubs. The club operator must provide verification of aero club ownership. Club managers will provide aircraft tail number lists to locations where their club's aircraft frequent.
- d. Local Army flying club when the flying club is established in accordance with AR 215–1. Completion of a DD Form 2400 and a DD Form 2402 is required for each club aircraft. When flying club members utilize aircraft not provided by the local flying club (for example, rental aircraft), those flights in the nonaffiliated aircraft must be processed under limited use procedures.
- e. Members of nonlocal Army flying clubs. Flying club aircraft operators must obtain approval from the appropriate approving authority before landing at transient AAFs. A DD Form 2400 and DD Form 2402 are required. Club managers will provide aircraft tail number lists to locations where the club's aircraft frequent.

10–23. Other users

The Army may make domestic military airfields available for civilian use. Specific restrictions may be in force and prior permission to use an Army airfield is at the discretion of the installation/garrison AAF/AHP commander/manager or a designated representative. CALPs are required for—

- a. Civil aircraft under lease or contractual agreement for exclusive operational use by an agency of the U.S. government that is operated by or for that agency, such as the FAA or Department of Interior. This includes any aircraft under contract to the Air Mobility Command, the Military Traffic Management Command, and other agencies of similar nature. The DOD or other Federal Government agency must declare responsibility for liability of the aircraft on behalf of the owner or the operator must submit a DD Form 2400 issued by an insurance company and have a DD Form 2401 and DD Form 2402 on file with the Army approving authority to operate at an AAF/AHP.
- b. Civil aircraft under lease or contractual agreement to the U.S. Air Force Civil Air Patrol (CAP) for liaison purposes and operated by a U.S. Air Force liaison officer on official business. Completion of DD Form 2400 and DD Form 2402 is required unless the USAF assumes liability responsibility for the aircraft in writing.
- c. Civil aircraft under Civil Air Patrol control for an authorized mission when directed by USAF orders.
- d. Civil aircraft under U.S. Coast Guard (USCG) control for an official administrative or operational mission.
- e. Civil aircraft under U.S. Coast Guard Auxiliary control for an authorized mission when directed by USCG orders.
- f. Civil aircraft under bailment contract if the Federal Government is the insurer for liability.
- g. Representatives of Federal, State, county, or municipal governments when operated in connection with official, nonpolitically related, Federal Government business. A declaration of responsibility for liability or completed DD Form 2400, a completed DD Form 2401, and a completed DD Form 2402 are required.
- h. Contractual agreement to any Federal, State, or local Government agency in support of operations involving safety of life or property because of a natural disaster.

Note. See chapter 11 for foreign state/foreign military aircraft use of AAFs. Foreign civil aircraft are considered on a case-by-case basis.

10–24. Limited use requirements

a. It is Army policy to permit civilian aviation access to AAF/AHPs at the discretion of the AAF commander, provided—

(1) Use is requested in advance by an individual; a company representative; or a representative of a local, State, Federal, or foreign government agency. Use is requested using DD Form 2401. The DD Form 2401 normally will be on file with the approving authority prior to use.

Note. The installation may permit the aircraft to complete the DD 2400 series of forms after the first landing.

- (2) Use will not keep the Army from carrying out its current and future mission.
- (3) Air safety will not be degraded.
- (4) Security will not be compromised.
- (5) The AAF/AHP will be able to support the proposed operation.
- (6) The insurance coverage required by this regulation is in effect during any operation, parking, or storage on an Army installation as evidenced by a completed DD Form 2400.
- (7) A completed DD Form 2402 is on file (or completed immediately after landing) with/by the approving authority.
- (8) Approval is received from the lowest level of approving authority specified in table 10–1.

(9) Access is authorized by the installation/garrison commander or designated local installation approving authority (airfield commander, operations officer, and so on).

Note. Receipt of a CALP from the DA or an ACOM/ASCC/DRU level approving authority does not normally negate local airfield commander authority to deny access.

b. Each user request or proposal will be considered; however, Army and other DOD requirements take precedence over use of AAF/AHPs by others. User requests will be submitted on DD Form 2401 with attached DD Forms 2400 and 2402. Nonmilitary mission and civil aircraft will be denied access to AAF/AHPs when such use is—

- (1) In competition with civilian airports.
- (2) For private enterprise that promotes, benefits, or favors a commercial venture, except as allowed by this regulation.
- (3) For transient aircraft servicing.
- (4) For customs handling purposes.

10–25. Policy for issuing limited-term user permits

The appropriate approving authority specified in table 10–1 may authorize limited-term use of an AAF by completing the reverse side of the DD Form 2401. Approval of a CALP at the Army or ACOM/ASCC/DRU level does not guarantee an aircraft access to an Army airfield listed on the permit. The pilot is required to coordinate with the airfield to obtain prior permission each time the pilot requests to use an airfield. The airfield command may have operations or classified missions occurring that may not be compatible with use of the airfield. The airfield commander/manager is normally the final authority on use of an airfield even after a CALP has been issued. An explanation to the pilot (requestor) as to why use has been denied is not required. An approved CALP at the Army or ACOM/ASCC/DRU level indicates that a certificate of insurance and a completed hold harmless agreement are on file with the approving authority.

a. Table 10–1 lists specific categories of applicants that may be considered eligible to use AAF/AHPs.

b. Prospective users must submit—

- (1) A completed DD Form 2400, DD Form 2401, and DD Form 2402.
- (2) Other information as required by table 10–1.
- (3) A special request when the user is from a foreign country if additional information is required. The approving authority may request additional information to ensure security, safety, or international health or customs processing.

c. On a case-by-case basis, and only under compelling circumstances, installation/garrison commanders, at their discretion and in accordance with table 10–1, may accept and approve a CALP submitted by facsimile or other electronic means. Foreign users must submit requests in sufficient time to allow for required coordination with these DCS, G–2, Department of State, and other principals as necessary.

d. The Army agency receiving the forms cited in 10–25*b*(1) will forward them to the appropriate approval authority as shown in table 10–1.

e. The approving authority will consider the factors in paragraph 10–1 and below in deciding whether to approved the request:

- (1) Current and programmed military activities at the installation.
- (2) Detraction from the ability to perform mission.
- (3) Rwy, taxiway (twy)and other airfield facilities.
- (4) Availability of supplies and maintenance services.
- (5) Volume and type of aircraft traffic.
- (6) Crash/rescue equipment and protection.
- (7) Overall security.
- (8) Other criteria on a case-by-case basis.

f. Operators who request services beyond landing and takeoff must obtain the local airfield commander’s approval in advance.

10–26. Extended-term use

Installation/garrison and airfield commanders will consider the criteria contained in appendix C when responding to extended-term use requests. Extended-term use can vary in the amount of access authorized to civil aircraft. Extended-term use can be as restrictive as an LOA between an operator and the installation allowing specific aircraft to use an airfield, up to a formal contractual process that requires the USACE to process and enact real property agreement(s) allowing any civilian aircraft to use the airfield. The time duration of use is not a specific factor for extended-term use. The requirement for this type of use is a formal lease or agreement instrument normally involving the use of airfield or aviation assets beyond landing, takeoff, and parking.

10–27. Extended-term users

Extended-term users are individuals or companies whose operational requirements can be accommodated only through

an LOA, license, lease, or outgrant agreement negotiated between the appropriate Army agency and the aircraft operator.

a. LOAs may be used to accommodate those operators making frequent landings at an AAF/AHP over a period of time and needing limited use of airfield facilities. Normally no permanent change is made to the airfield.

b. Operators who make more extensive use of AAF/AHPs are required to negotiate a license, lease, or outgrant with the appropriate facility/district engineer office. Examples of such use include those operators who request facilities for parking, maintenance, terminal and passenger operations in existing buildings, and other extensive facility use such as an airline company providing service to an installation for the benefit of Soldiers and their families.

c. Joint use, which is the least restrictive type of joint use for civilian operators, involves cooperation between a government entity and the Army for joint use of an airfield. In most cases, the airfield is open to all civilian traffic. (When the airfield is open to all civilian traffic, the Federal Aviation Administration may make Aviation Trust Fund funds available for airport projects). Contracts are established for maintenance of the facilities. After construction plan approval by the Army, construction of additional airfield facilities potentially could occur.

d. Requests for all types of extended-term use will be coordinated with the appropriate DAR and then submitted through ACOM/ASCC/DRU (see para 1–12) to the Commander, USAASA for review of the operational feasibility of the proposed operation. If the request is operationally feasible, it will be forwarded by the Commander, USAASA to the ASA(I&E) for further action.

Chapter 11

Authorized Use of Army Airfields, Heliports/Helipads, Landing Areas, and Foreign Owned and Operated Aircraft

Section I

General

11–1. Army aircraft landing authorization number

a. All foreign government aircraft operators requesting to land on an Army installation in the United States or its possessions or territories must obtain an AALAN issued by the Army.

b. Foreign government aircraft are not permitted to land at Army installations within the United States, its territories, or Bucholz AAF unless an AALAN is coordinated with the U.S. Department of State, the DCS, G–2 ((DAMI–FL), Commander, USAASA, and the airfield of intended landing.

c. At OCONUS locations, foreign-owned and -operated military aircraft must comply with in-country Army command requirements. All diplomatic flights requesting to use an Army airfield/heliport will coordinate with Commander, USAASA for U.S. Department of State approval.

d. At OCONUS locations, it is not U.S. Army intent to allow foreign government aircraft to utilize U.S. AAF/AHPs. Exception to policy requests for foreign government aircraft to utilize AAF/AHPs will be staffed through ASCCs/DRUs with recommendations to the Commander, USAASA.

11–2. Procedures to obtain an Army aircraft landing authorization number

Prospective users will submit requests for landing authorization, to include the information as follows:

a. For flights requiring DCS, G–2 (DAMI–FL) approval and involving interaction of foreign personnel with Army elements, submit request via the respective foreign military attaché to the DCS, G–2 (DAMI–FL), Washington, DC 20310–1000, a minimum of 30 calendar days prior to the intended landing date. Requests of this nature may be submitted via the respective U.S. Defense Attaché Office, but only if the country in question is not officially represented by a military attaché in Washington, DC.

b. For flights that do not require DCS, G–2 (DAMI–FL) approval and that involve the interaction of foreign personnel with Army organizations, the request may be submitted directly to the Commander, USAASA, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582 or to message address CDR, USAASA ATTN: ATAS–ZP, FORT BELVOIR VA, 22060, a minimum of 4 working days prior to the intended landing date.

c. Specific information required from the embassy military attaché is—

- (1) Type of aircraft.
- (2) Tail number (if known).
- (3) Call sign.
- (4) Name of pilot.
- (5) Total number of personnel in crew.
- (6) Total number of passengers (also, identify any special passengers and any honors or special requests).
- (7) Purpose of use.

- (8) Aircraft itinerary, to include the estimated time of arrival, location, and estimated time of departure for each stop (identify location of U.S. Customs stop).
- (9) Hazardous cargo and number of weapons on board for each leg of flight.
- (10) Requirements for fuel or services at each stop.
- (11) Method of payment for fuel and services.
- (12) Additional remarks or special requirements such as hotel reservations or ground transportation requests.
- (13) Point of contact and telephone number.

11-3. Action addresses

- a.* For requests submitted in accordance with paragraph 11-2*a*, the DCS, G-2 (DAMI-FL) will—
 - (1) Ensure that the Commander, USAASA has received, or is promptly provided, a copy of the request.
 - (2) Process the request to include coordination with USAASA for action as prescribed in 11-3*b*(2) and (3) and with other HQDA agencies as appropriate.
 - (3) Correlate results of coordination and render approval or disapproval notification to the requester and other concerned parties.
- b.* For requests submitted per paragraphs 11-2*b* and *c*, USAASA will—
 - (1) Review the request to ensure that approval by the DCS, G-2 (DAMI-FL) is not required and forward request to the DCS, G-2 (DAMI-FL) if approval is required.
 - (2) Coordinate with the installation/garrison commander to determine whether the AAF is available and can accommodate the request.
 - (3) Contact the U.S. Department of State, Politico-Military International Security Peacekeeping Operations, to determine whether a diplomatic overflight clearance has been issued or is required.
 - (4) Correlate results of coordination and render approval or disapproval notification to the requester and other concerned parties.
 - (5) Notify the embassy of the approval/disapproval.

11-4. Use of Army airfields by foreign aircraft for classified missions

The agency responsible for the classified activity requiring the use of an Army airfield by foreign government aircraft will coordinate directly with the appropriate installation security officer and other essential need-to-know personnel, to ensure the airfield can support the mission. The agency responsible for the classified activity will obtain approval from the U.S. State Department, Politico-Military International Security Peacekeeping Operations, 2201 C Street, NW, Room 2422, Washington, DC 20520, so the aircraft can enter the country. Other coordination may be required with the DCS, G-2, NORAD, Department of Homeland Security and the Department of Transportation (DOT). In most cases, the Commander, USAASA can provide assistance to units coordinating classified operations.

Section II

Civil Reserve Air Fleet/carrier commercial access to military installations for non-Department of Defense operations

11-5. Policy

Where operationally feasible, CRAF carriers will be permitted the use of Army installations as weather alternates, as technical stops not involving the enplaning or deplaning of passengers or cargo, or, in the case of an installation within the United States, for other commercial purposes as stated in DODI 4500.55. Other commercial purposes could involve the enplaning or deplaning of passengers or cargo, but will not involve international operations. Use of Army installations on foreign soil as weather alternates or for technical stops are subject to the terms of individual installation basing rights and other agreements with host nations. The use of military installations in U.S. territories and possessions are to be covered by existing arrangements.

- a.* Army personnel will not solicit companies or individuals for the CRAF/carrier commercial access to military installations (CAMI) use of AAF/AHPs.
- b.* To the maximum extent possible, and within the provisions of law, funds generated through user fees, real estate instruments, percentage of profit from the commercial entity generated on the installation, and so on, will be provided to the servicing installation and available for obligation during the same period of availability that was applicable to the financing appropriation.
- c.* Initial requests received directly from CRAF carriers for the use of an Army installation will be forwarded to the Commander, U.S. Army Transportation Command.

11-6. Assistant Secretary of the Army for Installations & Environment

The ASA(I&E) has general Secretariat oversight of AAF utilization and—

- a.* Has final authority over a CRAF CAMI concept request (carrier's proposal) for use of an installation's airfield prior to authorizing the Secretary of the Air Force the authority granted under 10 USC 9513.

- b. Will direct USACE to enter real property negotiations after approving the concept plan.
- c. May retain final approval authority over the negotiated final agreements/lease/license.

11-7. U.S. Army Corps of Engineers

Following ASA(I&E) approval of the concept plan, USACE will negotiate and issue an outgrant, lease, or license in accordance with AR 405-80 for the use of land, buildings, and other facilities at AAFs. The Commander, USACE will request technical assistance from the Commander, USAASA during the negotiations and lease drafting process to ensure Army interests are protected and appropriate FAA policies and procedures are considered. Within the contract documentation for use, USACE will—

a. Provide the Army and the TSA/FAA the authority to inspect civilian operations at AAF/AHPs to ensure compliance with applicable federal laws and Army regulations.

b. Stipulate within the outgrant, lease, or license that—

(1) In addition to requirements specified in AR 405-80, use may be suspended or canceled for noncompliance with applicable federal laws or Army regulations.

(2) The Army reserves the right to suspend or terminate use of an AAF when—

(a) Such use is inconsistent with national defense.

(b) A user's liability insurance is canceled or expires.

(c) A user is not operating in accordance with agreed to procedures or approved purposes.

(d) It is in the best interest of the Army, DOD, or the Federal Government.

11-8. Commander, U.S. Army Aeronautical Services Agency

In addition to paragraph 1-15, the Commander, USAASA will serve as the DCS, G-3/5/7 responsible official for—

a. Ensuring the development, coordination, and implementation of plans, policies, and procedures pertaining to use of AAFs by other than DOD aircraft.

b. Providing guidance and assistance to ACOMs/ASCCs/DRUs, installation/garrison commanders, and AAF commanders on matters pertaining to CRAF CAMI use.

11-9. Installations commanders/garrison

Commanders of installations with AAFs or other installation landing areas will—

a. Forward all requests that require higher level approval through channels to the appropriate approving authority with a recommendation.

b. Continually review all user operations to ensure compatibility with the installation, DA, and DOD missions.

11-10. Army airfield commanders/managers

The commander of an AAF where CRAF CAMI operation are approved will—

a. Control the administration and security of civil aircraft and passengers while they are on the airfield.

b. Require users schedule or modify their operations to keep from interfering with military activities when desired.

c. Cooperate with Transportation Security Administration, customs, immigration, health, and other appropriate public officials regarding aircraft arrival and departure screening.

d. Submit the following completed documents to the Commander, U.S. Army Aeronautical Services Agency, ATTN: Airspace Branch, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060-5582:

(1) LOAs dealing with civilian use.

(2) Lease agreements associated with CRAF CAMI use.

Chapter 12

User Information

Section I

Insurance and Fees

12-1. Insurance requirements

a. The joint use operator or sponsor, each aircraft owner or operator, and those categories of other operators who are required to have a certificate of insurance will, when operating at an AAF, provide a DD Form 2400 completed by an authorized insurance company representative. A DD Form 2400 containing an original signature must be sent to the appropriate approving authority. Government entities sponsoring joint use may provide a declaration of self insurance liability in amounts equal to or greater than the amounts specified in table 12-1.

Note. The Federal Government indemnifies all DOD and other federally owned aircraft.

b. The amount of insurance carried will equal or exceed the minimum requirements shown in table 12–1. All policies must be current (in force) during the time the AAF is used. When insurance or liability lapses for any reason, civilian use of the airfield will cease and the associated CALP is void.

c. Each user’s policy will provide for the following:

(1) The insurer waives any right of subrogation that the insurer may have against the United States by reason of any payment made under the policy for injury, death, or property damage that might rise out of, or in connection with, the Insured’s use of any AAF.

(2) The insurance afforded by the policy applies to the liability assumed by the insured under DD Form 2400, for the LOA, lease, license, or outgrant as negotiated.

(3) The insurer will send written notice of any intended cancellation or reduction of coverage at least 30 days before the effective date of such action. The policy must reflect this requirement.

d. Air show sponsors will maintain a \$5 million liability insurance policy in force from the time the show begins setup through the end of cleanup operations.

e. Non-U.S. military aircraft parachute operations will contract with 14 CFR 135 carriers when reasonably available. Request for waivers or exception to policy will be submitted through channels to Commander, USAASA.

12–2. Fees

Fees for landing, parking, and storage are collectible at the time of use. All fees collected are deposited with the finance and accounting officer using DD Form 1131 (Cash Collection Voucher) as prescribed by DFAS–IN Regulation 37–1. Guidance and assistance may be obtained from the installation finance and accounting office.

Table 12–1
Minimum aircraft liability coverage requirements for privately owned business or commercial aircraft (including passengers)

Rule no.	A	B	C	D	E
	If the MGTOW is:	Then for:	The minimum for bodily injury is:	The minimum for property damage is:	The minimum liability for passengers is:
1	12,500 pounds (lbs) and under	Each person	\$100,000		\$100,000
2	12,500 lbs. and under	Each accident	\$200,000	\$100,000	\$100,000 x number of passenger seats
3	Over 12,500 lbs.	Each person	\$100,000		\$100,000
4	Over 12,500 lbs.	Each accident	\$1,000,000	\$1,000,000	\$100,000 x 75% number of passenger seats

Notes:

¹ Fees are determined using several factors but are principally based on maximum gross takeoff weight (MGTOW), time the aircraft remains on the AAF, and workload associated with the aircraft. Example: The workload for an unapproved intentional landing is more than for an approved aircraft; therefore table 12–2 indicates a higher fee

² The installation/garrison commander will use table 12–2 to determine the amount due.

³ Joint use and air show sponsors must carry a minimum of \$5,000,000 insurance coverage.

Table 12–2
Landing areas and parking and storage fees

Landing: Authorized landing

Parking and storage fees: U.S. and possessions: \$0.50 per 1000 pounds \$20 minimum
Overseas: \$1.70 per 1000 pounds \$30 minimum

Landing: Unauthorized landing

Parking and storage fees: MGTOW up to 12,500 pounds: \$200
MGTOW 12,500 through 39,999: \$500
MGTOW 40,000 pounds and over: \$1000

Landing: Parking on ramp

Parking and storage fees: Up to 6 hours: No charge
After 6 hours: \$15 per aircraft through 12,499 MGTOW

Table 12-2
Landing areas and parking and storage fees—Continued

Each 24-hour period: \$30 per aircraft 12,500 through 39,999 MGTO
or fraction thereof \$60 per aircraft 40,000 MGTO and above

Landing: Storage in hangar

Parking and storage fees: For each 24 hours, \$30 per aircraft through 12,499 MGTO
period and \$60 per aircraft 12,500 through 39,999 MGTO fraction thereof
\$120 per aircraft 40,000 MGTO and above

12-3. Exemption from fees

Landing, parking and storage fees are not collected for aircraft when aircraft is—

- a. Operated by the following:
 - (1) Active duty U.S. military personnel on official business.
 - (2) DOD civilian personnel on official business.
 - (3) CAP or USCG auxiliary personnel with official orders.
 - (4) National Guard, Reserve, or Reserve Officers' Training Corps (ROTC) members with official orders.
 - (5) Members of U.S. military flying clubs or operators of other aircraft operating in accordance with military flying club regulations and procedures.
- b. Operated in support of official U.S. Government business or for any use for which the U.S. Government is responsible for payment.
- c. Operated under a contract for the Federal Government.
- d. Foreign government owned, when a reciprocal agreement exists between the United States and the foreign government.
- e. Conducting a diplomatic operation, including foreign civil aircraft chartered for use by foreign head of state on official state visits.
- f. A commercial carrier chartered by multinational organizations with which the United States has signed a support agreement.
- g. Otherwise exempt from this regulation or waived by proper authority.

12-4. Waiver of fees

The installation/garrison commander or designee may waive the collection of landing, parking, and storage fees when in the best interests of the government. (Examples include public relations or when collection of the fee would cost more than the amount of the fee collected). There are times it may be necessary to collect fees to avoid litigation associated with unfair competition issues.

Section II

Landing and Services

12-5. Approved landings

- a. In most cases, installation/garrison commanders or their designated representatives are the final authority concerning which aircraft are authorized to use their airfield.
- b. It is Army policy to permit the U.S. Navy (USN), USAF, United States Marine Corps, and USCG to use AAF/AHPs whenever possible.

12-6. Unapproved landings

Unapproved landings are those for which prior approval is not given and fall into categories shown in 12-6a through c. Table 12-3 provides additional information on required actions for unapproved landings.

a. *Emergency landings.* Any aircraft operator who experiences an in-flight emergency may land at any AAF without prior approval. The following will apply:

- (1) The Army will use any method or means necessary to clear aircraft or wreckage from the runway to keep it from interfering with essential Army operations. Removal will be accomplished in a manner that will minimize additional damage to the aircraft.
- (2) The aircraft owner or operator will not be charged a landing fee but will pay all related costs for labor, material, parts, use of equipment, tools, and so forth, including but not limited to—
 - (a) Spreading foam on the runway.
 - (b) Damage to runways, lighting, NAVAIDs, or other facilities.
 - (c) Rescue, crash, and fire control.

- (d) Movement and storage of aircraft or wreckage.
- (e) Aircraft repairs.
- (f) Fuel.

b. Inadvertent landings. An inadvertent landing is one where the aircraft operator has landed due to flight disorientation or has mistaken the AAF for a civilian or an authorized airport. If the inadvertent landing was made by a student pilot, the disoriented student pilot's instructor will be summoned to fly the aircraft off of the Army airfield. Normal landing fees may be charged for this unapproved landing. Any subsequent landing will be assessed and processed as an intentional unapproved landing (see 12-6c).

c. Intentional unapproved landings. Intentional unapproved landings are those made at AAFs by operators not in an exempt category and who have not obtained prior approval.

(1) The airfield commander/manager will classify a landing as intentional unapproved when the civilian aircraft operator has done any of the following:

- (a) Landed without prior approval or does not have an approved DD Form 2401 on board the aircraft.
- (b) Landed for a purpose not approved on DD Form 2401.
- (c) Landed in an aircraft not listed on the approved DD Form 2401.
- (d) Landed in an uninsured/under insured aircraft.
- (e) Landed after being told via radio communications not to land on the airfield or installation.

(2) The airfield commander/manager will charge fees for intentional unapproved landings.

(3) Operators who make two or more intentional unapproved landings will have their aircraft detained at the installation until a security assessment is completed by appropriate military authority, the unapproved landing has been reported to the FAA Flight Standards District Office (FSDO) and HQ USAASA, and other requirements of this regulation have been met. Intentional unapproved landings may result in legal action.

(4) Intentional unapproved landings with the perceived intent to cause harm. If in the opinion of an on site authority, the landing was a deliberate attempt to cause harm, compromise a security operation, or disrupt military operations, military police and/or federal law enforcement personnel will be notified. Action may be initiated under 10 USC and 32 USC and other applicable laws.

12-7. Reporting unapproved landings

a. Table 12-3 lists actions that must be taken for an unapproved landing.

b. In case of an accident, the installation/garrison commander will report the details through channels to Commander, USAASA.

Table 12-3

Responsibilities related to unapproved landings

Required action: Provide help for emergencies.

Responsible person: Installation/garrison commander.

Required action: Inform the aircraft operator of his or her responsibility to report the incident to FAA.

Responsible person: Installation/garrison commander.

Required action: Report the incident to the nearest FAA flight safety district office.

Responsible person: Installation/garrison commander.

Required action: Explain why the unapproved landing took place. (A written record of the explanation will be kept on file).

Responsible person: Aircraft operator.

Required action: Prepare a report of landing by non-DOD aircraft and send a copy to the Commander, USAASA.

Responsible person: Installation/garrison commander.

Required action: Complete and sign a DD Form 2402 prior to departure.

Responsible person: Aircraft operator.

Required action: Provide information on insurance coverage.

Responsible person: Aircraft operator.

Required action: Determine and collect cost or fees due the Federal Government.

Responsible person: Installation/garrison commander.

Required action: Overseas, advise the nearest USDAO.

Responsible person: Installation/garrison commander.

12–8. Fuel, services, and supplies

- a.* Those users who qualify under AR 710–2 may purchase Army fuel and oil on either a cash or credit basis.
- b.* Prices charged for fuel and other supplies are stated in DFAS–IN Regulation 37–1 unless there is an agreement or contract that states otherwise.
- c.* Disposition of funds are stated in AR 710–2 and DFAS–IN Regulation 37–1.
- d.* Authorization and identification required for purchase are stated in AR 710–2.

Note. An identaplate is not a credit card.

Chapter 13 Airfield Management

13–1. Army airfields and heliports

AAF/AHPs will operate and maintain facilities to meet Army mission requirements, including force projection, sustainment and protection support and to meet other operational and training requirements as necessary. AAF/AHPs operating in accordance with DOD (Army) standards and procedures are considered to have met “an equivalent level” in regards to the 14 CFR 139 airport standards required for civilian land airports serving certain air carriers.

13–2. Army airfield commanders and managers

Army airfield commanders and managers are responsible for the operations and maintenance of designated AAF/AHPs in accordance with this chapter.

a. Individuals selected to be Army airfield commanders and managers should have a strong aviation, airfield, airspace, and/or air traffic control background with a minimum of three years experience in airfield operations. Completion of a military or civilian airfield manager’s course and a 14 CFR 139 course is highly recommended.

b. ACOM/ASCC/DRU (see para 1–12) commanders are encouraged to provide airfield commanders and managers opportunities to attend DOD and FAA upper level airfield and airspace management courses/seminars and to promote other continuing education related to airfield management.

c. AAF/AHP commanders and managers are responsible for the overall management of airfield/heliport facilities and services to provide a safe, efficient, and effective airfield environment for aircraft operations. This includes managing the airfield environment to support base, transient, and tenant unit flying operations according to appropriate Army, DOD, FAA publications, and host-tenant agreements (such as North Atlantic Treaty Organization Standardization Agreements and Air and Space Interoperability Committee Air Standards). AAF/AHP commanders and managers will—

(1) Provide guidance/information at installation planning board meetings concerning airfield facilities, operations, and construction.

(2) Coordinate with primary and mission support agencies to correct problems, improve procedures, and increase efficiency of airfield services.

(3) Process CALPS and accomplish appropriate actions (see para 12–6) in the event of an unauthorized civilian aircraft landing.

(4) Coordinate installation-wide operational and contingency plans that affect airfield operations.

(5) Review airfield construction/repair projects for impact to airfield operations.

(6) Annually review all airfield related policies/procedures to include LOAs and waivers.

(7) Coordinate on procedures relating to responsibilities during in-flight/ground emergencies.

(8) Develop procedures outlining airfield management actions in the event of reduced fire/crash rescue response capability.

(9) Conduct daily/annual airfield inspections and checks to ensure a safe airfield environment.

(10) Develop procedures for airfield operations (personnel to accomplish airfield inspections/checks. For an example of the contents for an daily/annual checklist, see appendixes D and E).

(11) Provide representation at installation aviation safety and standardization council meetings.

(12) Establish noise abatement procedures (see AR 95–1).

(13) Ensure physical security at AAF/AHPs.

(14) Develop local policies, procedures and training necessary to implement security control of air traffic and navigational aids.

(15) Maintain liaison with the installation AT&A officer on all airfield construction and related airspace issues.

(16) Establish and maintain a wildlife hazard management plan.

(17) For airfield waivers—

(*a.*) Maintain a copy of approved airfield waiver package and ensure access to all personnel that conduct airfield inspection/checks.

- (b) Coordinate on all waivers that affect airfield/airspace criteria.
- (18) For airfield construction—
 - (a) Coordinate and monitor airfield construction, repair and maintenance activities.
 - (b) Coordinate on all projects that impact airfield operations. Ensure owner/user maintains positive control of all contractors working on or near the airfield.
 - (c) Develop procedures to ensure safe vehicle routes to/from airfield construction areas, site maintenance, daily cleanup, waste control and material/equipment storage.
 - (d) Develop procedures for contractor personnel to receive training on airfield safety and flight-line driving before starting work. Ensure airfield construction contracts contain these procedures and flight-line driving requirements.
 - (e) Participate in final inspection of construction projects prior to accepting project completion. Review UFC 3-260-01, Attachment 15, prior to the start of any construction projects on the airfield for minimum safety guidelines.
- (19) Annually review and coordinate all aircraft parking plans for compliance with planning and design criteria in UFC 3-260-01.
- (20) Coordinate with maintenance on procedures for snow removal around navigational aids.
- (21) Establish a recurring budget and schedule for runway rubber removal and painting.
- (22) Correct deficiencies/outages in airfield lighting systems, markings and signs.
- (23) Remove, top or otherwise control trees penetrating imaginary surfaces or those posing a hazard to safe airfield operations according to UFC 3-260-01, chapter 3.
- (24) Provide accurate runway weight-bearing restrictions and publish these restrictions in FLIP documents based on current pavement evaluation reports and maintain a copy of the current airfield pavement evaluation.
- (25) Oversee the operation and condition of the airfields within the scope of the appointment.
- (26) Manage AAF/AHPs in accordance with applicable Army regulations and UFCs. Applicable FAA Advisory Circulars may be used as guidelines in the absence of specific Army guidance.
- (27) Develop and implement an airfield safety program, in accordance with AR 385-10 and DA Pam 385-90.

13-3. Airfield/heliport operations

All AAF/AHPs will develop and maintain an airfield/heliport operations manual. The purpose of this section is to outline administrative and operational procedures and recommend operations manual provisions:

- a. Records of training completed will be maintained as follows:
 - (1) *Flight operations/dispatch personnel*. Twenty-four consecutive calendar months for personnel training records.
 - (2) *Emergency personnel*. Twenty-four consecutive calendar months for aircraft rescue, firefighting and emergency medical service personnel training records.
 - (3) *Fueling personnel*. Twelve consecutive calendar months for training records of fueling personnel.
 - (4) *Self-inspection*. Twelve consecutive calendar months for self-inspection records.
 - (5) *Movement areas and safety areas*. Twenty-four consecutive calendar months for records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas.
 - (6) *Accident and incident*. Twelve consecutive calendar months for each accident or incident in movement areas and safety areas involving an aircraft and/or ground vehicle.
- b. For personnel, each airfield commander/manager will ensure training and/or familiarization in the following areas:
 - (1) All personnel who access movement areas and safety areas and perform duties on the airport/heliport.
 - (2) Airport marking, lighting, and signs system.
 - (3) Procedures for access to, and operation in, movement areas and safety areas, for example, light gun signals.
 - (4) Airport communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency if there is no air traffic control tower or the tower is not in operation, and procedures for reporting unsafe airport conditions.
 - (5) Self-inspection program.
 - (6) Pedestrians and ground vehicles.
 - (7) Airport condition reporting.
 - (8) Aircraft rescue and firefighting: Operational requirements
 - (9) Handling and storage of hazardous substances and materials
 - (10) Wildlife hazard management.
- c. Airfield commanders/managers must maintain and promptly coordinate for the repair of pavement for each runway, taxiway, loading ramp, and parking area on the airport that is available for aircraft use as follows:
 - (1) The pavement edges must meet UFC criteria.
 - (2) The pavement must have no holes affecting flight safety. Insure NOTAM is issued, if appropriate. Repair all holes as soon as possible.
 - (3) The pavement must be free of cracks and surface variations that could impair directional control of aircraft, including any pavement crack or surface deterioration that produces loose aggregate or other contaminants.

- (4) Mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants must be removed promptly and as completely as practicable.
- (5) Pavement evaluations are conducted in accordance with AR 420-1. Only the U.S. Army Engineer Research and Development Center (ERDC) will conduct structural evaluations. Pavement Condition Index surveys may be performed by qualified architect and engineering personnel case by case (approved by USAASA).
- d.* For unpaved areas, airfield commanders/managers must maintain and promptly coordinate for the repair of each gravel, turf, or other unpaved rwy, twy, or loading ramp and parking area on the airport that is available for aircraft as follows.
- (1) No slope from the edge of the full-strength surfaces downward to the existing terrain must not be steeper than 25:1.
 - (2) The full-strength surfaces must have adequate crown or grade to assure sufficient drainage to prevent ponding.
 - (3) The full-strength surfaces must be adequately compacted and sufficiently stable to prevent rutting by aircraft or the loosening or buildup of surface material, which could impair directional control of aircraft or drainage.
 - (4) The full-strength surfaces must have no holes or depressions that exceed three inches in depth and are of a breadth capable of impairing directional control or causing damage to an aircraft.
 - (5) Debris and foreign objects must be promptly removed from the surface.
 - (6) Maintain assault strips in accordance with Engineering Technical Letter (ETL) 04-7.
 - (7) Grass between 6 and 12 inches discourages flocking species from foraging on the airfield because reduced visibility disrupts inter-flock communication and flock integrity by reducing the ability to detect predators. Grass exceeding 12 inches will attract some bird species and rodents, which in turn attract raptors. For additional guidance refer to TM 5-630.
- e.* Airport/heliport surface areas will be maintained in accordance with UFC 3-260-01. No object may be located in any imaginary surface area, except for those objects fixed by function. Deviations must be approved by waiver. Permissible deviations will be in accordance with UFC 3-260-01, attachment 14.
- f.* Rwy/heliport marking and lighting will be in accordance with UFC 3-535-01 and UFC 3-260-05A.
- g.* Airfields located where snow and icing conditions occur must prepare, maintain, and carry out a snow and ice control plan. The snow and ice control plan required by this section must include, at a minimum, instructions and procedures for—
- (1) Prompt removal or control, as completely as practical, of snow, ice, and slush on the movement area.
 - (2) Positioning snow off the movement area surfaces so all aircraft propellers, engine pods, rotors, and wing tips will clear any snowdrift and snowbank as the aircraft's landing gear traverses any portion of the movement area.
 - (3) Selection and application of authorized materials for snow and ice control to ensure that they adhere to snow and ice sufficiently to minimize engine ingestion.
 - (4) Timely commencement of snow and ice control operations. Snow removed from the airfield must be placed at a safe distance so as not to create snow berms that interfere or impede aircraft operations on rwy, twys, and aprons or which violate airfield/airspace criteria.
- h.* For aircraft rescue and firefighting—
- (1) Each Army airfield must implement a fully coordinated aircraft rescue and fire fighting program, in accordance with AR 420-1.
 - (2) Refer to DA Pam 385-90 regarding preaccident plans.
 - (3) All AAF/AHPs are required to develop a local crash grid map or crash grid overlay in accordance with AR 420-1, DA Pam 385-90, and FM 3.04-300. This map or grid is used by air and ground rescue personnel to locate and reach an aircraft mishap site. All personnel who may aid or assist in the rescue attempt must be familiar with this map and the area depicted.
 - (4) It is recommended that all ground crash rescue vehicles be equipped with global positioning system equipment.
 - (5) The airfield commander or manager will be notified immediately when fire or crash rescue response capability is reduced.
- i.* For guidance regarding handling and storing of hazardous substances and materials, refer to FAA Advisory Circular (AC) 150/5230-4A.
- j.* Traffic and wind direction indicators will be maintained in accordance with UFC 3-535-01.
- k.* An airport emergency plan will be developed and maintained. AC 150/5200-31A provides information on the preparation and implementation of this plan. The preaccident plan is in accordance with DA Pam 385-90, appendix C.
- l.* A training program for safe ground vehicle operations and pedestrian control will be implemented. AC 150/5210-20 may be used as a guide in developing this program.
- m.* A self-inspection program will be conducted.
- n.* Obstruction reporting will be accomplished in accordance with 14 CFR 77 and UFC 3-260-01.
- o.* Airfield commanders/managers will develop procedures to ensure all NAVAIDs are protected in accordance with the manufacturer's specifications.

p. The airfield commander/manager is responsible for establishing an overall airfield security program in accordance with AR 190–11, AR 190–13, AR 190–51, DA Pam 190–51, and FM 3.19.30.

q. When an airfield has an operating control tower, access to the movement area will be prior coordinated with the tower chief or ATC tower shift supervisor on duty. Unless the airfield or specific areas of the movement area are closed via NOTAMs, the movement area of an airfield is under the operational control of the operating control tower, and all access to the movement area will be approved by the control tower.

r. Each airfield commander or airfield manager will develop a security plan or standard operating procedures to prevent rwy/landing area and movement area incursions, which will consider the following:

(1) Control of access to each airfield area, including methods for preventing the entry of unauthorized persons and ground vehicles.

(2) Procedures for promptly detecting and taking action to control each penetration, or attempted penetration, of an airfield by a person whose entry is not authorized in accordance with the security plan or standard operating procedures.

s. Wildlife hazard plans may be developed in accordance with AC 150/5200–33A. Ensure wildlife hazard information is published in DOD FLIP.

t. Airfields will use the Defense Internet NOTAM System for reporting in accordance with AR 95–10.

u. Requirements for lighting and marking construction areas and other unserviceable areas are contained in UFC 3–260–01, attachment 15.

Note. FAA AC 150/5370–2 may be used as a guide when planning and managing construction projects on airfields.

13–4. Airfield obstruction chart survey

Airfield obstruction chart surveys are required to obtain obstruction and topographic data to support development and maintenance of terminal instrument procedures and flight inspections. The Commander, USAASA is responsible for the survey program and will coordinate with the ACOM/ASCC/DRU in establishing the priority for airfield surveys. Obstruction surveys are scheduled on a recurring five-year cycle. AOC surveys are required for AAFs or AHPs that have Army instrument approach procedures. Responsibility for scheduling and funding AOC surveys at joint use facilities is as specified in appropriate joint use agreements. Army topographic units are available to conduct AOC surveys in accordance with the established priority. If U.S. Army topographic engineer assets are not available, the surveys may be contracted to qualified civil engineering firms in accordance with applicable regulations. All AOC surveys are in accordance with FAA Standard No. 405. The USAASD–E and the ATC Coordinator’s Office, Korea coordinate all AOC survey requirements for their geographical areas of responsibility. The funding for AOC surveys is the responsibility of the ACOM/ASCC/DRU. Garrison/installation commanders are responsible for ensuring AOC surveys are completed every five years. Failure to complete AOC surveys when required may mandate (for safety reasons) cancellation of terminal instrument procedures serving that aviation facility until the AOC survey can be completed and evaluated. The following documents and charts are required to be forwarded by the topographical surveyors to HQ USAASA or USAASD–E at the conclusion of an AAF/AHP AOC survey:

- a. Airfield obstruction chart (seven each).
- b. Airfield/heliport/helipad rwy marking chart (seven each).
- c. Compact disk of project.
- d. PAR data sheet (if applicable).
- e. ILS data sheet (if applicable).
- f. Project report and airfield compilation report.

13–5. Pavement evaluations

Pavement evaluations determine pavement allowable aircraft loads and pavement condition analysis. Pavement evaluations are scheduled in accordance with AR 420–72 and classified as a category 1 or category 2 AAF/AHP (see 13–6f(1) and (2)). Pavement evaluation requirements for facilities other than these categories will be established by the Commander, USAASA whenever necessary. Pavement evaluations are conducted by ERDC. They are used to determine the allowable aircraft loads and to determine potential projected useful life of the airfield based on the known airfield mission traffic. ERDC will provide a final report with the following data:

- a. Planning and programming of pavement maintenance, repairs, and structural improvements.
- b. Design of maintenance, repair and construction projects.
- c. Determination of airfield operational capabilities.
- d. Information for aviation flight publications and mission planning.
- e. The USACE TSC will provide technical reviews for all pavement condition surveys, pavement evaluations and charts. The ACOM/ASCC/DRU is responsible for funding the TSC review.
- f. To reduce the cost burden of conducting pavement evaluation surveys, airfields/heliports/helipads are placed in two categories:
 - (1) *Category 1 facilities.*

- (a) Joint use.
- (b) Mobilization/contingency mission.
- (c) Hazardous cargo mission.
- (d) Instrument approach procedures
- (2) *Category 2 facilities.* All others.

13-6. Nonaviation use of Army airfields and Army heliports

- a. Nonaviation use of AAF/AHPs will be kept to a minimum.
- b. When the installation/garrison commander decides to use an airfield for a nonaviation event, a NOTAM will be issued a minimum of 24 hours in advance closing the airfield for a specified time.
- c. Army airfield/Army heliports are expensive facilities designed for aviation purposes. Because of numerous safety/operational issues, runways, taxiways, ramps and airfields should not be used for nonaviation activities such as unit runs, drag racing, open air concerts, drivers training, and so on. Nonaviation use may damage the facility.

13-7. Airshows

Airshows will be in accordance with DODI 5410.19 and DODD 5410.18 and approved by the ACOM/ASCC/DRU/Commander, IMCOM. The installation will coordinate with the DAR/CDR USAASDE/Eighth Army ATC Coordinator, as appropriate, to ensure FAA/host country involvement. Airshows are subject to FAA/host nation inspection to insure public safety. The CALP system may be used to protect Army interests, or the show management can obtain an air show insurance policy to cover the event. General guidance regarding use of Army aviation resources at public events is outlined in AR 360-1.

13-8. Daily airfield inspection

As a minimum, a checklist will be developed using the items in appendix D. Alternate formats and supplementation are authorized. Report discrepancies/hazards to the appropriate agencies for correction. Document actions taken and monitor status until corrected. Maintain documentation for a minimum of 12 months. All personnel performing airfield inspections/checks must be trained in the following areas:

- a. Obstacle clearance criteria and current airfield waivers on file. Must know distance requirements for obstacles (fixed/mobile) in relation to imaginary surfaces, taxiways and parking aprons (see UFC 3-260-01).
- b. Standards for signs and lighting systems (see UFC 3-535-01).
- c. Aircraft restrictions and limitations to include weight/engine-run/wing-tip/rotor tip/taxi as published in FLIP and the airfield pavement report.
- d. Snow removal plan requirements to include priorities, berm heights, and so on.
- e. Bird watch conditions, attractants, and control measures (see AC 150/5200-33A).
- f. Standards for airfield markings.
- g. Airfield pavement conditions, distresses and corrective actions.

13-9. Annual airfield inspection

The airfield commander/manager and safety representatives will conduct an annual airfield inspection. At a minimum, a checklist will be developed using the items in appendix E. Alternate formats and supplementation are authorized. A checklist will be maintained until the next inspection. Representatives from DPW, ATC, airfield, NAVAID maintenance, and weather will participate.

Note. The AAF/AHP self-inspection program serves as a tool for identifying, correcting, and validating whether AAF/AHPs are maintaining the standard for safe operations.

13-10. Army airfield and heliport/pad categories

These categories establish a standard to identify active, ARNG and USAR AAF/AHPs. Tables 13-1 and 13-2 provide a reference for planning and operations based on AAF/AHP classification, capability and mission.

- a. These categories provide metrics for establishing/validating requirements and priorities.
- b. Mission planners/aviators must review the appropriate military/civilian/host nation flight information for operations in or around AAF/AHPs.

**Table 13-1
Army Airfield Categories**

CLASSIFICATION	CAT I	CAT II	CAT III	CAT IV	CAT V	CAT VI	CAT VII
AIRFIELD FUNCTION							
Tactical Strips						X	
Aviation Training Support					X	X	
Power Support Platform				X			
Power Generation Support Platforms			X				
Power Generation Platform		X					
Power Projection Platform	X						
UAS Runway							X
CAPABILITIES							
Heavy Aircraft (see Notes 1, 8)	X						
Medium Aircraft (see Notes 2, 8)	X	X	X	X		X	
Non-Tactical Aircraft (see Note 3)	X	X	X	X	X		
IFR Procedures (see Note 4)	X	X	X	X	O		O
Flight Management Services (see Note 5)	X	X	X	X	X		
Airfield Services (see Note 6)	X	X	X	X	O		
Aircraft Services (see Note 7)	X	X	X	X	O		
ATC Tower	X	X	X	X			
Crash/Rescue	X	X	X	X	O		
Aircraft Refueling	X	X	X	X	O		

Notes:

¹ Heavy Aircraft=Maximum Take-off Weight- 840,000 lbs (C5B-Wartime), Minimum Runway-8300X150 FT.

² Medium Aircraft=Maximum Take-off Weight- 585,000 lbs (C17), Minimum Runway-7740X150 FT.

³ Non-Tactical Aircraft=Capable of landing C12 and below. Minimum Runway-5500X100 FT.

⁴ IFR=At least 1 Runway with a precision/non-precision approach (includes NAVAIDs/NAVAID lighting, AOC Survey, Pavement Survey, WX, Airspace).

⁵ Flight Management Services responsible for providing PPR handling and flight planning services, and so forth.

⁶ Airfield Services passenger and cargo handling.

⁷ Aircraft Services provide services to transient aircraft.

⁸ Runway lengths are for planning purposes only and based on geographical location.

⁹ O=Based on mission requirements.

¹⁰ X=Mandatory.

¹¹ Blank space=Not Applicable.

¹² This table does not take into consideration AAF/AHP HQDA approved waivers or exceptions to policy.

**Table 13-2
Army Heliport/Helipad Categories**

CLASSIFICATION	CAT I	CAT II	CAT III	CAT IV	CAT V
HELIPORT/HELIPAD FUNCTION					
LIMITED USE (see Note 1)					X
HELIPAD			X	X	
HELIPORT	X	X			
CAPABILITIES					
Helicopter Runway (see Note 2)	X				
IFR Procedures (see Note 3)	X		X		

**Table 13-2
Army Heliport/Helipad Categories—Continued**

Flight Management Services (see Note 4)	X	X			
Heliport/Helipad Services (see Note 5)	X	X			
Aircraft Services (see Note 6)	X	X			
ATC Tower	X	X			
Crash/Rescue	X	X			
Aircraft Refueling	X	X			

Notes:

- ¹ Limited Use Helipad: Limited to UH-60 and smaller helicopters.
- ² Minimum Helicopter Runway-1600X75.
- ³ IFR=At least 1 Helipad with a precision/non-precision approach (includes NAVAIDs/NAVAID lighting, AOC Survey, Pavement Survey, WX, Airspace).
- ⁴ Flight Management Services responsible for providing PPR handling and flight planning services, and so forth.
- ⁵ Heliport/Helipad Services passenger and cargo handling.
- ⁶ Aircraft Services provide services to transient aircraft.
- ⁷ Approved lighting is required to conduct night operations.
- ⁸ O=Based on mission requirements.
- ⁹ X=Mandatory.
- ¹⁰ Blank space=Not Applicable.

Chapter 14 Air Traffic Control Facilities Operations, Evaluations and Standardization

Section I Operations

14-1. Operational Agreement

A memorandum of agreement among the DOT, the FAA, and the U.S. Army (see appendix F) contains general policies and conditions under which responsibility is delegated for the operation of military and jointly staffed military and FAA ATC facilities. In areas outside FAA jurisdiction, this agreement may be referenced in negotiating local agreements with authorities that understand the allocation of ATC operational responsibilities. Contact the appropriate ACOM/ASCC/DRU (see para 1-12) or the DAR for guidance.

14-2. Contracting instrument flight rule air traffic control services

a. Army ATC IFR facilities/functions worldwide are core functions and not subject to contracting. This policy ensures the safety of operations, standardization, and host nation compatibility/accountability. Listed below are Army IFR facilities/functions not subject to contracting:

- b. Army radar approach control.
- c. Army approach control (nonradar) (AAC).
- d. Ground controlled approach facility.
- e. Instrument flight rules navigational aid maintenance certification.

Note. Combatant commanders in a Theater of Operations may supplement, modify, or establish their own policy based on operational requirements.

14-3. Establishment of Army air traffic control service

a. Article I, paragraph B, of the agreement in appendix F includes the conditions under which a military service may establish ATC service. Installation/garrison commanders must coordinate the intent to establish ATC service with the appropriate DAR.

b. When the establishment of ATC services at an airfield requires a change in equipment listed in a tables of distribution and allowances (TDA), a new TDA will be prepared.

c. The installation/garrison commander determines required hours of operations for ATC facilities.

d. When establishing new frequency requirements at AAF/AHPs, per AR 5-12 the installation/garrison commander will forward the frequency proposal through technical channels (see table 9-1) to U.S. Army C-E Services Office, 200 Stovall Street, Room 9S65, Alexandria, VA 22332-2200, which will obtain national-level frequency decision.

14-4. Establishment of an Army approach control

a. The policies in the memorandum of agreement (see appendix F) are followed in negotiating with local FAA personnel and preparing recommendations in accordance with Article I, paragraph A, of the memorandum in appendix F.

b. Installation/garrison commanders will prepare recommendations (refer to chapter 9 for requirements) initiated under Article I and send them through channels to HQDA (ATTN: DAMO-AV-A), Washington, DC 20310-0460. Recommendation must be justified and include the proposed equipment and staffing responsibilities to be assumed by each agency. Proposed commitments under Article VI, paragraphs D and F, of the memorandum in appendix F will be specifically identified.

c. When the recommendations require a change in equipment listed in a TDA, a new TDA will be prepared.

d. The DCS, G-3/5/7 will consult with other military services on commitments under the exception provisions in Article VI, paragraphs D and F.

e. The DCS, G-3/5/7 will inform the FAA of plans to deactivate U.S. Army approach control facilities.

f. Unit commanders requesting establishment of an approach control outside of the FAA area of jurisdiction will forward request through proper channels to the Commander, ATCCOM, ATTN: AFOP-TBD, Fort Rucker, AL 36362-5265, for evaluation and recommendation. Provide copy to the Commander, USAASA.

14-5. Establishment of controlled airspace

Procedures to establish, designate, alter or revoke controlled airspace are covered under chapters 3 and 4 of this regulation.

14-6. Standard installation air traffic control facility shift and work week

The shift, workweek and rest periods are as follow.

a. Shift.

- (1) An 8-hour shift is standard.
- (2) A controller will not serve more than 10 consecutive hours of ATC duty.

b. Workweek.

- (1) A 40-hour workweek is standard for performing ATC duties.
- (2) A maximum 50-hour workweek is authorized for a period not to exceed 60 days.

Note. If the installation ATC operations workweek is extended past the standard 40 hours because of emergency manning levels, the procedures in FM 3-04.303 will be followed.

c. Rest periods.

(1) A 15-minute rest period is required after every 4 hours of continuous ATC work, if traffic density and facility operations permit.

(2) An uninterrupted 8-hour rest period is required prior to each shift.

(3) Controllers must be relieved of all duties for 24 consecutive hours at least once during each 7 day period.

Note. The chain of command will establish written risk management procedures to address any deviations (extension) to the above work periods.

14-7. Tactical air traffic control facility shift and work week

Shift and crew endurance procedures are as follow.

a. Shift.

- (1) The installation ATC standards above will be used to the extent possible.
- (2) Maximum duty day will not exceed 16 hours.

b. ATC crew endurance.

(1) Unit commanders will design an ATC crew endurance program tailored to their mission and include it in their standing operating procedures. Unit commanders will consider the advice of the flight surgeon and aviation safety officer in designing their programs.

(2) ATC crew endurance is an integral part of the overall risk management program. It is used to control risk due to sleep deprivation or fatigue and prescribe thresholds to trigger command decisions whether to accept the risk.

Section II

Evaluations and Standardization

14-8. Evaluations

In coordination with ACOMs/ASCCs/DRUs, ATSCOM will conduct an assistance and evaluation program for ATC facilities. Evaluation visits should be conducted every 18 to 24 months whenever possible, in conjunction with ACOM/

ASCC/DRU (see Aviation Resource Management Survey (ARMS) teams. Request assistance visits through appropriate ACOM/ASCC/DRU channels to ATSCOM.

14–9. Standardization

ATSCOM provides for standardization of U.S. Army ATC facilities through rigorous compliance and evaluation inspections, under the provisions of this regulation and FM 3–04.303.

14–10. Safety

Ensuring safe ATC operations is critical to mission effectiveness and will be considered in all evaluation activities. Unit commanders will establish an ATC safety risk management plan for all ATC operations. Guidance on risk management programs is contained in AR 385–10 and FM 3–04.303.

a. The ATSCOM ATC evaluation team chief is authorized to suspend temporarily the facility rating privileges of any controller or the certification of any NAVAID whose performance may result in injury or loss of life or jeopardize aircraft safety. The ATC facility chain of command will be notified immediately for final determination.

b. Army flight inspection assets may conduct preliminary checks of NAVAIDs prior to certification or restoration. Authorization to certify NAVAID equipment for IFR use requires prior approval (control number) from the FAA Flight Inspection Central Office/International Flight Inspection Office. HQ USAASA or USAASD–E will obtain FAA approval and control numbers for ATSCOM flight inspections for all U.S. Army procedures.

14–11. Flight inspection requirements

Upon completion of an ATC facility/NAVAID evaluation, the ATSCOM flight inspection team will assign a NAVAID status classification in accordance with FAAO 8200.1B.

a. All electronic NAVAIDs used for IFR services must pass an FAA authorized flight inspection prior to being placed into service.

b. FAA certified personnel will perform flight inspection of NAVAIDs and instrument flight procedures. Only graduates of an approved FAA flight inspection course are authorized to perform IFR certification of NAVAIDs.

14–12. Air traffic control aircraft accident/incident reporting

When an accident/incident occurs and Army air traffic control may be considered a contributing factor, the unit commander responsible for ATC operations will accomplish the following notifications:

a. Via telephone within 24 hours, furnish all available information, at a minimum, indicate an accident/incident has occurred and provide a point of contact, phone number and email address to—

(1) Commander, U.S. Army Aeronautical Services Agency, Airspace Division, commercial (703) 806–4866/4882 or defense switching network (DSN) 656–4866/4882.

(2) Commander, ATSCOM, commercial (334) 255–3007/3233 or DSN 558–3007/3233.

b. Within three working days, provide accident/incident information by fax on DA Form 7305 (Worksheet For Telephonic Notification of Aviation Accident/Incident) to the Commander, USAASA at commercial FAX (703) 806–4409 or DSN 656–4409, and the Commander, ATSCOM at commercial fax (334) 255–3238 or DSN 558–3238. Complete DA Form 7305 to the fullest extent possible; however, do not delay if all information is not immediately available.

Note. Notify HQ USAASA immediately anytime a civil aircraft is involved in an accident/incident at any Army facility or installation.

Chapter 15 Controller/Maintenance Certification and Facility Rating

15–1. Policy

All controllers, including facility chiefs, shift supervisors, and training noncommissioned officers or supervisors, working in or assigned to an Army ATC facility will be rated in that facility. Shift and/or training supervisors and noncommissioned officers must be rated prior to assuming the duties associated with these positions.

a. ATC chiefs will obtain a rating as follows:

(1) Those with fewer than five years (total) of facility rated experience will obtain a rating in the most complex facility under their supervision or the type facility for which no previous rating was held. They will also complete the first two phases of the Facility Training Program (FTP) for all other facilities.

(2) Those with five or more years of facility rated experience will not be required to obtain a rating when moved to a new location as the ATC chief. As a minimum, they will complete the first two phases of the FTP for all facilities under their supervision within 60 days after becoming the ATC chief.

Note. ATC chiefs obtaining a facility rating and maintaining proficiency is beneficial and encouraged.

(3) A person is not required to meet the requirements of 15-1a(1) or (2) above before assuming ATC chief duties.

b. After the requirements of 15-1a(1) and (2) above have been met, ATC chiefs are not required to maintain currency unless controlling traffic.

c. ATC platoon sergeants will complete both phases of the tactical training program for the most complex facility under their supervision for the type facility for which no previous rating was held. They will also complete Phase I of the training program for all other facilities under their supervision within 60 days after facility rating.

d. Military ATC personnel serving in staff positions whose duties do not include the control of actual air traffic are required to maintain a current flight physical. Civilian controllers in staff positions that do not include the control of actual air traffic are not required to maintain a current flight physical. Unit commanders may use personnel who are temporarily grounded, those who are pending reclassification or other personnel action, or those awaiting results from a medical review board to fill positions not involving controller duties until the individual returns to flight status or the personnel action is complete.

e. Tactical ATC commanders will implement a tactical ATC facility qualification and rating program. The qualification training must comply with applicable portions of FM 3-04.303.

f. A controller returning to a facility at which the controller was previously rated, after an absence of less than 6 months and no interim facility rating was obtained, will be required to immediately (as traffic and personnel availability permits) receive a satisfactory evaluation on DA Form 3479-1-R (Trainee/Controller Evaluation) for all positions applicable to the rating, excluding the facility rating evaluation to regain currency. If an individual fails to meet these requirements, all phases of the FTP, to include the facility rating examination and associated DA Form 3479-1-R evaluations, must be completed.

g. ATCS/CTO installation facility ratings will incorporate these criteria:

(1) *Prerequisites.* Candidates presented for facility ratings will—

(a) Be air traffic controllers as specified in chapter 2.

(b) Possess a current flight physical as prescribed in AR 40-501.

(c) Have successfully completed the first three phases and the pre-CTO/ATCS examination of the FTP.

(d) For initial ATCS control tower rating, complete the initial 6-month experience requirement. All time working in a control tower (installation and/or tactical facilities) may be counted toward the 6-month experience requirement.

(e) When assigned as tower operators, be certified to make limited weather observations per FM 3-04.303.

(2) *Examination.*

(a) The examiner will administer written, oral and practical parts of the facility rating examination. The rating exam will verify the individual's successful performance of the skills required in FAAO 7220.1. Additionally, examinations given for CTO ratings must meet the requirements in 14 CFR 65.

(b) When an ATCS rating is successfully completed, the ATCS examiner will enter the rating on the individual's ATCS certificate (FAA Form 7220-1). Air traffic controllers who receive their tower ATCS rating prior to fulfilling the 6-month experience requirement for an initial CTO rating (14 CFR 65) will not be permitted to exercise the privileges of a CTO without supervision by an 14 CFR 65 rated CTO.

(c) When a CTO rating is successfully completed, the CTO examiner will issue an FAA Form 8060-4 (Temporary Airman Certificate). Prepare an FAA Form 8400-3 (Application for an Airman Certificate and/or Rating) for FAA validation in accordance with FAAO 7220.1.

(d) The results of the facility rating exam will be entered on the controller's training record, DA Form 3479-R (Training and Proficiency Record—Air Traffic Control), and DA Form 3479-1-R in accordance with FM 3-04.303.

h. Tactical ratings will comply with the following:

(1) A tactical certification consists of two parts/phases: Phase 1 certification (equipment familiarization, installation, operation, and maintenance) and Phase 2 qualification ATC (written and oral examination covering both phases and control of air traffic in accordance with FAAO 7110-65). This certification shall be accomplished by the facility chief / platoon sergeant prior to facility rating. This training is part of the facility training program and shall be documented in the DA Form 3479-R, Facility Training Records.

(2) A Tactical rating exam consists of: Qualification and Evaluation of a controller in the airspace designated for use in tactical ATC operations (written and oral examination covering all areas pertinent to the Facility Training Program and control of air traffic in current environment).

(3) Prior to administering a tactical rating exam, the examiner shall review the controller's records to confirm he/she meets the required qualifications.

(4) After determining the adequacy of the applicant's qualifications, the examiner will administer both the written/oral and practical portions of the tactical rating examination. The exam will verify the individual's successful performance of the skills required in FAAO 7220.1, and the current tactical facility training program.

(5) Enter the results of the tactical rating examination on the controller's training record, DA Form 3479-R, in accordance with FM 3-04.303.

(6) When the rating has been successfully completed, the ATCS examiner will so annotate the individual's FAA Form 7220-1.

(a) Enter tactical ratings for the appropriate facility on the individual's ATCS certificate (FAA Form 7220-1) as separate entries, that is, Warrior AAF GCA or ATCT, and so on.

(b) A single entry for each tactical facility rating will be entered.

i. Time limitations are as follows:

(1) An ATCS or CTO rating is required within the time limitations listed in table 15-1. Tactical ratings are required within the time limitations listed in table 15-2. Time limitations will not be exceeded without an approved extension.

**Table 15-1
Time limitations for installation ratings**

Type facility	Training days
AIC	88
GCA	88
Air Traffic Control tower (ATCT)	154
ATCT w/Nonradar approach control Position	198
Army Radar Approach Control (ARAC)	526

Notes:

¹ Training time begins the day after an individual is formally assigned to a facility for duty.

² A controller may be position qualified as soon as training and individual progress permits and may obtain an ATCS facility rating as soon as he or she is position qualified on all positions that apply to the facility rating.

**Table 15-2
Time limitations for tactical ratings**

Phase	Training days
Qualification	90 days
Rating	Not applicable

Notes:

¹ This time limit will be based on the ATCS examiner's judgment after considering available time to evaluate performance in a tactical environment. Rating must be based on demonstrated proficiency.

² Training time begins the day after an individual is formally assigned to a facility for duty.

³ A controller may be position qualified as soon as training and individual progress permits and may obtain an ATCS facility rating as soon as he or she is position qualified on all positions that apply to the facility rating.

(2) Training time extensions will be implemented as follows:

(a) Unit commanders or civilian ATC facility chiefs GS-12 or above may grant an extension to training time limits for installation facility ratings. The training time extension will begin the day after the controller fails to meet time limitations in table 15-1. Unit commanders/facility chiefs will document the extension with a memorandum that will be maintained on file until the controller is rated or ATCS certificate is cancelled. Initial training time extensions for tactical facilities are 30 days. Installation facilities are as follows:

(b) Control tower, 30 days,

(c) GCA, 60 days.

(d) AIC, 30 days.

(e) ARAC, 90 days.

(f) Second or subsequent extension requests will be submitted to ATSCOM for approval/disapproval. Forward request through channels to arrive at least 15 days prior to expiration of initial extension.

(g) A notation in the remarks section of DA Form 3479-6-R will be used to indicate an individual is granted an extension. The notation will specify the expiration date of extension, as follows: "EXP 05 JAN 01."

j. A training day is defined as—

(1) The actual days the facility was open.

(2) A trainee present in the facility for at least 4 hours.

k. Currency requirements will be in accordance FM 3-04.303.

15-2. Use of Army air traffic control facilities for air traffic control training

Army installation ATC facilities (includes Army contract facilities) will be utilized to train Army air traffic controllers assigned to tactical units. These facilities provide essential technical training for certification and proficiency. Installation air traffic density, hours of operation, and internal training requirements will be used to determine the number of military controllers that can be trained in the facility during a given period. A LOA detailing the training program between the respective unit commanders is required.

a. Unit commanders are encouraged to establish supplemental agreements to maintain currency of military controllers.

b. Initial rated military controllers should receive an installation facility rating before being deployed to a combat theater of operations.

c. Army air traffic controllers will be qualified in all positions of a facility prior to being facility rated. Partial facility ratings are not authorized.

d. To ensure the maximum number of well trained (tactically and technically proficient) controllers are available—

(1) Upon assignment to a tactical unit, all controllers not holding a previous ATCS/CTO installation facility rating may receive a special duty assignment to a local installation ATC facility within 30 days for ATCS/CTO facility training and rating. Ratings are required for tactical controllers to ensure they are worldwide deployable.

(2) It is recommended that air traffic controllers who have not received a technical proficiency/rating in the last five years obtain one at their current installation facility. Once rated, they are not required to maintain currency. Periodic facility refresher/proficiency training opportunities will be provided to the extent possible.

15-3. Air traffic control specialist certificate

a. *Issuance of ATCS certificate.* Army personnel will receive an ATCS certificate upon graduation from ATC School and an award of an air traffic control PMOS. All other controllers who meet the criteria outlined in chapter 2 of this regulation will be issued an ATCS certificate when requested on the DA Form 3479-6-R monthly report. ATCS certificates may be requested directly from the Commander, ATSCOM.

b. *Duration of certificate.* The ATCS certificate is valid until canceled. Forward the ATCS certificate and request for cancellation through channels to Commander, ATSCOM when the holder—

(1) Is permanently medically disqualified from ATC duties.

(2) Is relieved of duty for cause because of negligence, character/behavioral disorder, the provisions of AR 600-85, lack of aptitude, and/or apathy.

c. *Suspension.* When a condition exists (see para 15-3b) that warrants suspending a person from ATC duties, the following actions will be implemented:

(1) The ATC or facility chief will—

(a) Suspend the controller from ATC duties and immediately take possession of the persons ATCS certificate and place it with the ATC records of the controller in a secured area. If safety related, the controller will be suspended immediately before a witness.

(b) Within 24 hours, inform the controller, in writing, of the reason and advise him/her of their rights to respond in writing.

(c) Inform the unit commander as soon as possible.

(2) The unit commander will—

(a) Inform the controller of his/her rights to appeal decisions based on unfavorable information in accordance with AR 600-37 or AR 340-21.

(b) In cases that involve drug/alcohol abuse or a character/behavioral disorder, immediately refer him/her to the local flight surgeon and request an evaluation per AR 600-85. Refer to the local provost marshal and consult the local staff/command Judge Advocate General for further advice and guidance.

(c) Notify the controller, in writing, of any charges or other action pending against him/her.

(d) If the results of the investigation do not confirm need for suspension, inform the ATC or facility chief, in writing, and return the controller to duty. If results of the investigation show that continued suspension is warranted, inform the controller, in writing, of the reason(s). This notice will state that receipt must be acknowledged within 7 days and that statements in his/her behalf may be attached.

d. *Reinstatement.* The ATC or facility chief will not reinstate anyone who is suspended until he/she re-qualifies. Remedial training and reexamination will not exceed 50 percent of the time allowed for the same rating from which suspended.

e. *Cancellation.* After the investigation of the controller's suspension is complete and cancellation of his/her ATCS certificate is warranted—

(1) The unit commander will—

(a) Notify the controller, in writing, that cancellation of his/her ATCS certificate is being recommended. State that receipt must be acknowledged within 7 days and that statements on the controller's behalf may be attached.

(b) Prepare and send a memorandum recommending cancellation through channels to the appropriate ACOM/ASCC/DRU (see para 1-12). The ACOM/ASCC/DRU will forward to the Commander, ATSCOM with recommendation and attach copies of all evaluations, investigations, statements, and other supporting documents.

(c) Inform the controller that he/she may submit evidence or statements in his/her behalf directly to the Commander, ATSCOM.

(2) The Commander, ATSCOM will cancel the ATCS certificate when:

(a) An appointed accident investigation board determines that controller negligence, has caused or contributed to an accident or serious hazard and there is just cause to cancel the certificate.

(b) A flight surgeon determines that a permanent medically defined character/behavioral disorder exists that would create a hazard to flying safety.

(c) The unit commander has requested cancellation under the provisions of AR 600-85 or good cause exists which affects flying safety.

(d) The ATC/facility chief determines that the controller is unable to complete the facility training program satisfactorily in the prescribed time because of a lack of aptitude or poor attitude (apathy).

(e) Notification of ATCS certificate cancellation will be made by the Commander, ATSCOM through channels to the controller, ATC or facility chief, and unit commander. This notice will recommend reclassification of the individual or other appropriate action.

f. *Disposition.* A controller's canceled ATCS certificate will be returned to the issuing agency when any condition stated above occurs. The unit commander or designated representative will forward the certificate through channels to Commander, ATSCOM. If the ATCS certificate is not available, a memorandum with the following statement will be forwarded within 15 days after notification of cancellation: "The ATCS certificate (FAA Form 7220-1), (number), issued to (name and grade) is not available. Reason:"

g. *Reclassification.* Military or civilian controllers whose ATCS certificate has been canceled will be reclassified in accordance with applicable civil service regulations. Controllers may be reclassified for cause at any time after graduation from ATC school provided the standards in the civil service regulations are met. Reclassification because of permanent medical disqualification or violation of the standards in AR 600-85 need not be delayed awaiting official cancellation of ATCS certificate.

h. *Replacement of ATCS certificate.* When a unit commander requests replacement of an ATCS certification by memorandum or DA Form 3479-6-R, ATSCOM will replace an active FAA Form 7220-1 that was lost, destroyed, is unserviceable, or requires name change.

15-4. Air traffic control specialists, control tower operator examiners and maintenance certifiers

a. *Control tower operator examiners.*

(1) U.S. Army ATC personnel (military or U.S. civil service) may be appointed as FAA CTO examiners.

(2) Unit commanders/civilian facility managers may nominate CTO examiners.

(3) Normally, CTO examiners appointments are for facilities to which they are rated and assigned. However, appointments may be requested that include facilities to which they are not assigned or facility rated.

(4) Designation requests will be forwarded as indicated below—

(a) CONUS: Department of Army Representative (DAR) serving the FAA Service Area in which the facility is located.

(b) Europe, Africa, and Middle East Asia and Southwest Asia: Commander, USAASD-E, ATTN: ATAS-AD, Unit 29243, APO AE 09102-3162.

(c) Puerto Rico and other areas in the Caribbean: DAR, FAA Southern Region (ASO-920), 1701 Columbus Avenue, College Park, GA 30337.

(d) Alaska: DAR, FAA Northwest Mountain Region, ATTN: ANM-902, 1601 Lind Avenue, SW), Renton, WA 98055-4056.

(e) Hawaii and other Pacific areas: DAR (AWP-920), FAA Western-Pacific Region, P.O. Box 92007, Los Angeles, CA 90009-2007.

(f) Korea: EUSA ATC Office.

(4) A memorandum with the following information will be submitted to request examiner designation:

(a) Name and CTO certificate number of nominee.

(b) Chronological listing of duty stations, duty titles, and facility ratings held within the last three years. List all CTO ratings held.

(c) Statement by the nominee's immediate ATC supervisor verifying the individual's ability and judgment as a controller and supervisor and that he/she meets all requirements in FAA Order 7220.1.

(5) Unit commanders/civilian facility managers are responsible for ensuring CTO examiner designations are rescinded when the individual is no longer performing CTO examiner duties.

b. Air traffic control specialists examiners.

(1) Responsible unit commanders in the grade of lieutenant colonel or higher and civilian facility managers or chiefs in grade GS-13 or higher will appoint ATCS Examiners (U.S. Army or U.S. civil service) for facilities under their control or jurisdiction. This authority may not be delegated.

(2) No more than two ATCS examiners may be appointed per facility.

(3) Air traffic control specialists examiner qualifications (nonwaiverable) will include the following:

(a) Meet and maintain the physical standards set forth in AR 40-501.

(b) Possess, or have held previously, an ATCS facility rating for the same type facility.

(c) Have a minimum of three years facility rated experience.

(4) Copies of appointments of ATCS examiners will be sent through channels to the Commander, ATSCOM, ATTN: AFATC-CS-OP, Fort Rucker, AL 36362-5265. They will indicate the following:

(a) Name, grade, and ATCS certificate number.

(b) A listing, in order of duty stations, duty titles, and facility ratings held in the past three years.

(c) Statement by the nominee's immediate supervisor about the individual's ability and judgment as a controller and supervisor; that he or she meets all requirements of this regulation and FAAO 7220.1.

(5) The appointing authority will rescind the designation when the controller is no longer performing ATCS examiner functions and notify ATSCOM.

(6) ATCS examiner designations are valid only within the organization that issued the designation.

(7) Appointment of ATCS examiners and rescission of appointments will be made via memorandum and will be annotated in the Remarks column of the DA Form 3479-R report. These memorandums will become a permanent part of the individual's DA Form 3479-R.

c. Maintenance certifier.

(1) Responsible unit commanders LTC level or higher, and civilian facility managers or chiefs GS-13 or higher, shall appoint a maintenance certifier for ATC facilities and navigational aids under their control or jurisdiction. Refer to paragraph 14-2 for IFR facilities/equipment. This authority may not be delegated.

(2) Maintenance certifiers must be certified on the system/subsystem/equipment prior to appointment. This is non-waiverable.

(3) Only U.S. military personnel, Department of the Army civilians and foreign nationals working in an overseas location may be appointed as maintenance certifiers. Refer to paragraph 14-2 for IFR facilities/equipment. This is non-waiverable.

(4) Appointment/cancellation of maintenance certifier designations will be made via memorandum and annotated in the remarks column of the DA Form 3479-6-R report. File appointment memoranda as a permanent part of the individual training record.

15-5. Air traffic controller maintenance qualification

Maintenance personnel assigned to an ATC unit or airfield/heliport facility will be certified within the time limits specified in tables 15-3 and 15-4.

Table 15-3
Time limitations for fixed equipment

Equipment	Calendar Days
Radar system, AN/FSQ-84	150
Radar set, AN/FPN-40	120
Radar system, AN/FPN-66	180
Radar system, ASR-8/9/11	240
Radar set, AN/TPN-18/18A	60
Radar set, AN/FPN-67 (FBPAR)	60
NDB	30
Standard Terminal Automation Replacement System	365
VOR	90
ILS	180
Digital bright radar indicator tower equipment	60
Interrogator set, AN/TPX-41/42/44	30

Table 15-3
Time limitations for fixed equipment—Continued

Radio equipment	60
Communications consoles and intercommunications systems	60

Table 15-4
Time limitations for tactical equipment

Equipment	Calendar Days
Landing control central AN/TSQ-71B	90
Radar set, AN/TPN-18A	60
Tactical Airspace Information System, AN/TSQ-221	180
Flight coordination central AN/TSC-61B	30
Air Traffic Navigation Information Coordination System, AN/TPN-31	180
Tactical Terminal Control System, AN/TSQ-198	180
Radio beacon set AN/TRN-30V(1)/(2)	30
Interrogator set AN/TPX-44	30
Air traffic control central, AN/TSW-7A	30
AN/TSQ-70A	30
Mobile Tower System	30
Tactical radio equipment	30

- a. Training time begins the day after an individual is formally assigned to the maintenance section for duty.
- b. Authorized reasons to stop maintenance training are as follows and do not count towards calendar days:
 - (1) Hospitalization/sick leave.
 - (2) Emergency leave.
 - (3) DA-directed school.
 - (4) Deadlined equipment required to conduct training.
 - (5) Awaiting theory and performance examinations.
 - (6) Availability of FAA or externally supported schools.
- c. Requests for waiver of training time will be submitted through channels to the Commander, ATCCOM (AFATC-CS-OP), Fort Rucker, AL 36362-5265.

Chapter 16

Aeronautical Information Programs and Products

16-1. Flight procedures and aeronautical information policy

- a. The Commander, USAASA is the DCS, G-3/5/7 responsible official for operational matters pertaining to flight procedures policy and aeronautical information (AI) and will—
 - (1) Develop and establish U.S. Army policy and criteria for implementing, reviewing, and approving standard instrument approaches, standard terminal arrival routes (STARs), and DPs.
 - (2) Direct, supervise, and coordinate the preparation of U.S. Army terminal instrument approaches and DP and STAR procedures.
 - (3) Collect and provide AAF/AHP facility data to unit commanders and staff, aviation, and charting agencies as required.
 - (4) Coordinate the publication of AI to update existing FLIP by means of a weekly flight information list (FIL) and the FLIP correction worksheet (FCW).
 - (5) Direct, manage, and publish the U.S. Army Aviation Flight Information Bulletin (FIB) Technical Bulletin Aviation (TB AVN) 1.
 - (6) Develop and recommend policy and criteria for U.S. Army flight plan and flight movement message procedures.

- (7) Provide U.S. Army representation to DOD, national and international flight information publication conferences, meetings, working groups and related activities necessary to support U.S. Army requirements.
- (8) Manage and operate U.S. Army AI programs.
- (9) Develop, recommend and implement policies and procedures for distributing Aeronautical and FLIP and the National Geospatial-Intelligence Agency (NGA) Catalog of Maps, Charts, and Related Products.
- (10) Determine and validate requirements to satisfy U.S. Army aeronautical mapping, charting and geodesy (MC&G) needs.
- (11) Coordinate U.S. Army reviews of NGA prototype aviation products.
- (12) Ensure update, validation, and return of automated air facilities information file (AAFIF) printouts to the NGA.
- (13) Develop, recommend, and implement policy for the conduct of engineer surveys to support automated flight inspection, and the automated terminal instrument procedures program
- (14) Review, recommend, and coordinate U.S. Army policy regarding the DOD/FAA Integrated NOTAM System (see AR 95-10). HQ USAASA is the operational authority for all U.S. Army issues regarding the DOD/FAA Integrated NOTAM System.
- (15) Develops and recommends U.S. Army policy for matters pertaining to aviation weather systems and support requirements in coordination with the Office of the DCS, G-2 in accordance with AR 115-10.
 - b.* Commanders/designees of ACOMs/ASCCs/DRUs (see para 1-12) and Chief, National Guard Bureau will—
 - (1) Monitor all activities pertaining to instrument approach, STAR, and DP at U.S. Army activities under their control.
 - (2) Assist USAASA regarding flight procedures and AI issues requiring coordination with the FAA and other national and international agencies.
 - (3) Coordinate and issue aircraft radiotelephony call signs for special missions such as disaster relief or search and rescue. Permanent nontactical aircraft call signs may be requested from HQ USAASA or USAASD-E when justified by operational requirements in accordance with the laws of the United States and applicable international agreements.
 - (4) Assist HQ USAASA in the review of aeronautical MC&G products.
 - (5) Coordinate with appropriate installation DPW to ensure resources are provided for required engineer surveys of U.S. AAF/AHPs and heliports.
 - (6) Review annually the status of terminal instrument procedures established for aviation facilities under their control as required by paragraph 10-7 of this regulation.
 - c.* Unit commanders of Army elements requiring aeronautical information or instrument procedures service will:
 - (1) Prepare field notices (in accordance with paragraph 16-8 of this regulation of proposed commissioning, decommissioning, modification of NAVAIDS, airfield lighting, ATC facilities, VOR test facility, ground VOR checkpoints, airborne VOR checkpoints, or weather facilities and forward to HQ USAASA.
 - (2) Review requirements for terminal instrument approach or DP to ensure the needs of aircraft operations and ATC are met; review these requirements as required by paragraph 10-7 of this regulation.
 - (3) Request establishment or revision of procedures for terminal instrument approaches, DP, and STAR procedures.
 - (4) Provide HQ USAASA aeronautical MC&G requirements.
 - (5) Provide HQ USAASA information to identify and correct aeronautical MC&G products and FLIP documents.
 - (6) Determine and provide HQ USAASA needs for aeronautical and flight information products.
 - (7) Consolidate NGA automatic initial distribution (AID) FLIP accounts whenever possible in accordance with chapter 17 of this regulation.
 - (8) Review DOD FLIP and other miscellaneous aeronautical and flight information publications for accuracy. Submit corrections as described in paragraph 16-9 of this regulation.
 - d.* The Commander, USAASD-E, as an extension of HQ USAASA, within its geographic area of responsibility (Europe, Africa, the Middle East and Western Asia) will—
 - (1) Act as the U.S. Army tasking and monitoring authority to the FAA in accordance with NAT-127 to develop, prepare, edit, review, and approve all instrument approach and DP for which the U.S. Army is responsible.
 - (2) Update, validate, and return AAFIF printouts to NGA.
 - (3) Review requirements for terminal instrument flight procedures and establish, amend, or cancel when required—
 - a*) Terminal instrument approach procedures.
 - b*) DP and STAR procedures.
 - (4) Coordinate with appropriate aviation and MC&G staff to ensure all aviation MC&G requirements are identified.
 - (5) Assist in the preparation of aviation MC&G requirements for submission to HQ USAASA.
 - (6) Assist in the review of prototype aeronautical MC&G products.
 - (7) Coordinate requirements for engineer surveys to support automated flight inspection and automated terminal instrument procedures programs.
 - (8) Collect, evaluate and validate publications that contain aeronautical information needed to plan, conduct and control U.S. Army aviation operations.

(9) Act as the principal contact with all U.S. and foreign sources of flight information within its area of responsibility (sources include civilian, military, and commercial agencies).

(10) Coordinate the publication of AI data to update existing DOD FLIP, as required, by means of a Federal Communications Web and the DOD NOTAM System.

(11) Serves as the USAASA POC for NOTAM policy matters within its area of responsibility.

e. DARs will coordinate and assist with ATC and airspace requirements.

f. EUSA (ATC Coordinator's Office, Korea) will act as—

(1) The USAASA POC for all matters pertaining to the management and distribution of DOD FLIP products within their area of responsibility.

(2) The coordination point for recommended changes to DOD FLIP products. The ATC coordinator's office will review proposed changes and forward approved changes to HQ USAASA for inclusion in appropriate FLIP documents.

(3) The POC for lost shipments and one-time requirements for DOD FLIP publications within its area of responsibility. The EUSA, ATC coordinator's office is authorized direct contact with the NGA Office, Pacific, located at Hickam AFB, Hawaii. The ATC coordinator's office is the approving authority for publication requests needed to support U.S. Army requirements for special operations or one time missions in EUSA.

(4) The USAASA point of contact for developing new aeronautical products needed in support of aviation operations within its area of responsibility.

(5) The Army NOTAM coordinator within EUSA and also provide NOTAMs appropriate for publication in the DOD NOTAM system.

(6) The POC for reviewing the AAFIF and (NGA) annual surveys for FLIP product distribution in accordance with Chapter 12 of this Regulation.

(7) The POC for the development and coordination of terminal instrument procedures for the U.S. Army and host nation facilities required by EUSA.

(8) The POC to ensure that appropriate field notices are forwarded to HQ USAASA when NAVAID and procedural changes occur.

(9) The POC responsible for gathering, compiling and transmitting a FIL in letter form or message as necessary to HQ USAASA.

(10) The coordination authority for flight inspection requirements with the International Flight Inspection Office, Oklahoma City, OK.

16-2. The Mapping, Charting and Geodesy Program

The MC&G Program is a cooperative effort among the NGA, the DCS, G-2, HQ USAASA, U.S. Army topographic units, and the aviation community. U.S. Army topography requirements are set forth in AR 115-11.

16-3. Requesting tailored products and services

The NGA is the source of all standard MC&G products. MC&G standard aviation products and services are listed in NGA Catalog Part 1 - Aerospace Products Volume 1. Databases to support these products and services are developed through U.S. Army and DOD efforts. When a standard topographic product does not meet user special requirements, AR 115-11 specifies methods for obtaining those products or services. For special aviation MC&G products, HQ USAASA is the proponent for special aviation MC&G products at the HQDA level.

16-4. Automated air facilities information files

a. The AAFIF is a program within the DOD for the collection of worldwide aviation facility data. It is designed to meet the needs of the services and combatant commanders and their subordinate component commands for air facility data in contingency planning and for military operations. The NGA, St. Louis, MO. is responsible for maintaining the AAFIF.

b. The USAASA is responsible for providing facility data worldwide to the NGA to update the AAFIF.

c. Two copies of the AAFIF printout are sent from NGA to selected AAF commanders/managers. AAF commanders/managers will update the data, retain one copy, and forward a copy to HQ USAASA for review and validation. Instructions for updating the AAFIF are forwarded with the printouts. Facilities within Korea forward AAFIF printouts through the EUSA ATC Coordinator's Office to HQ USAASA. Facilities within the USAASD-E area of responsibility forward printouts to USAASD-E for review and validation.

16-5. Aircraft nontactical radiotelephony call sign policy

a. For flight operations worldwide, U.S. Army aircraft radiotelephony call signs normally comprise the words "ARMY" or "ARMY COPTER," followed by the last five digits of the aircraft tail number. Special call signs may be authorized for selected aviation units based upon unique justification; for example, medical evacuation flights or priority air transport flights (see DOD FLIP General Planning). Send requests for special call signs through channels to HQ USAASA.

b. Special nontactical radiotelephony call signs for U.S. Army aviation units routinely operating in highly congested

air traffic areas may be authorized for use within a specific geographical area, including foreign airspace. These call signs are authorized only when there is a demonstrated operational advantage to facilitate ATC clearances. The issuance of “vanity” call signs is not authorized. HQ USAASA or USAASD-E, after coordination with the proper authorities, will issue approved special call signs in accordance with the laws of the United States and procedures established by the ICAO and other applicable international agreements. U.S. Army aviation units are not authorized to obtain call signs or enter into call sign agreements with local or regional air traffic control agencies.

- c. Each request for a special nontactical radiotelephony call sign will include the following:
- (1) Mission and type of aircraft.
 - (2) Facts justifying a clear operational advantage for issuing a special non-tactical radiotelephony call sign.
 - (3) Establishment that the unit routinely operates in highly congested or politically sensitive air traffic areas.
 - (4) The geographical limits of the area in which the call sign will be used (for example, CONUS, ENAME, FAA Southern Region, Boston ARTCC, Germany, and so on).
 - (5) The name of a unit point of contact, telephone number, email and message address of the requesting unit.
 - (6) Request for specific word, which will follow these criteria:
 - (a) The word must be easy to pronounce and easily understood.
 - (b) Normally, the word will be found in an English language dictionary. Foreign language words may be used where clearly pronounceable and easy to understand. Limit the length of words to four to six letters.
 - (c) A minimum of three alternate choices in order of preference will be provided.
 - (7) Address requests, through the ACOM/ASCC/DRU to the Commander, USAASA, ATTN: AI Branch, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Units in Europe, Africa, the Middle East, or Southwest Asia will address requests through the ASCC/DRU to the Commander, USAASD-E, Unit 29243, APO AE 09102.
 - (8) Tactical call signs, which are assigned in accordance with applicable operational directives for use in areas of combat operations or in training areas where combat operations are simulated. These call signs will not be used on flight plans submitted for operations in the NAS or host nation airspace or in ATC communications.

16-6. Flight information list and FLIP correction worksheet

a. The FIL and FCW are weekly letters sent to NGA and the FAA notifying them of flight information changes to DOD and FAA aeronautical publications. U.S. Army aviation facility commanders/managers will continually review all flight information publications for omissions, error, deletions, or other problems. Corrections will be forwarded to HQ USAASA or USAASD-E as appropriate for inclusion in the FIL or FCW.

b. Data for the FIL and FCW are received from the U.S. Army aviation community via memorandum or message at least 7 days prior to the published cutoff and must be followed by a memorandum. Published cutoff dates are provided in FLIP General Planning (GP), Chapter 11.

c. All data referring to time will be in Coordinated Universal Time (UTC). All elevations are in ft above or below mean sea level (MSL). If there is a specific need to use AGL, the altitude must be followed by AGL.

d. Abbreviations used in the FIL are those contained in the DOD FLIP. Data may be submitted in clear text.

e. Data submitted in the FIL normally relate to enroute supplement entries and consist of new air facility information, deletions or revisions. Items will be numbered and arranged in the same order and general format as the enroute supplement. Information will be addressed by major captions used in the supplement but not identified by line, page, or other publication specific means.

f. Data submitted through the FCW will be transmitted weekly via electronic means. *Negative inputs are transmitted.* Items will be arranged in alphabetical order under the title of the publication being amended. The contents of each entry will be arranged to coincide with the same order found in the appropriate publication, as indicated in the following examples:

- (1) Example of enroute supplement ENAME.
 - (a) Ansbach AHP (data being changed, added or deleted).
 - (b) Heidelberg AAF (data being changed, added or deleted).
- (2) VFR arrival/departure routes Europe.
 - (a) Wildflecken AHP (data being changed, added or deleted.)
 - (b) Illesheim AAF (data being changed, added or deleted).
- (3) Example of low-altitude IAP: Vol 1, ENAME is Coleman AAF; NDB rwy 27 (data being changed, added or deleted).

g. Data will be written in such a manner as to make it readily usable without reference to FLIP. However, when no supplement corollary exists or when it is particularly expedient, such as a change previously submitted that has been picked up in all but one publication, reference may be made to the specific document addressed. Data received from facilities for which the preparer is not the proponent will be addressed as USA user reports. FLIP or chart errors relative to DOD publications will also be addressed in this manner.

h. Commissioning notices for inclusion in DOD FLIP will follow the format of a field notice (para 16-8). Data incorporating “approximate” or “on or about” effective dates will be confirmed by subsequent letter prior to effective

date. When it becomes apparent that the planned date will not be met, the airfield commander/manager will provide appropriate instructions.

i. When the FCW is used for transmittal of other data (for example, IAP and sketches) the data will be identify the data in the body of the letter and transmitted as a numbered enclosure.

j. Administrative instructions contained in the letter will use the following capitalized action words:

- (1) REVISE.
- (2) DELETE.
- (3) ADD.

k. Words used with prepositions such as TO and FROM are also capitalized; for example, REVISE: rwy 26 TO READ: rwy 35. Extensive changes, including complete sentences and paragraphs, may be abbreviated by selecting the first three words followed by three dots and the last three words of the textual material to be changed; for example, "PPR V236-1110 for all aircraft requiring RON or maint" could be written "PPR V236-1115 for...RON or maint."

16-7. Department of Defense flight information publications revisions

To make changes, revisions, deletions, additions, or comments concerning data in the DOD FLIP, see General Planning, chapter 11.

16-8. Commissioning/decommissioning field notices

a. In the United States, field notices are issued to announce proposed actions. These include the commissioning, decommissioning and modification of NAVAIDs, airfield lighting, ATC, ground VOR checkpoints, airborne VOR checkpoints, weather facilities, other construction/installation or changes to an airfield which may affect airspace, terminal instrument procedures or significantly alter airfield data.

b. Airfield and heliport commanders/managers are responsible for the timely submission of field notices. Timely submission of data is necessary for HQ USAASA/USAASD-E to place appropriate information in DOD FLIP and notify the FAA/host nation. Forward changes to the proposed commissioning date to HQ USAASA/USAASD-E and an information copy of the Field Notice to the installation/garrison AT&A officer. Upon receipt of the field notice, the AT&A officer will initiate appropriate action (for example, TERPS request and nonrulemaking proposals).

c. Field notices are prepared as a memorandum and sent to the Commander, USAASA, with an information copy to the DAR or appropriate point of contact (see table 3-1).

d. The following information is necessary on a field notice when commissioning a navigation facility:

- (1) Type of equipment and nomenclature (for example, VOR/RFN-22A; NDB/URN-5; GCA/FPN-40).
- (2) Location being served.
- (3) Facility name and call sign (for example, Simmons VOR).
- (4) Frequency.
- (5) Identifier (for example, FBG).
- (6) Hours of operation.
- (7) Geographical coordinates. Include all navigation facilities to the nearest second, VOR to plus or minus 4 ft.
- (8) Distance and direction from airport, or prominent location, if no airport (for instrument landing system (ILS) or precision approach radar (PAR), the associated rwy must be indentified).
- (9) Monitoring capability for navigation facilities.
 - (a) Method.
 - (b) Continuous or hours monitored.
 - (c) VOR category.
- (10) Controlling facility.
- (11) Service volume.
- (12) Radio class designation (radio class codes can be found in the Airport/Facility Directory Legend, item 31, within the IFR Supplement (see FLIP publications)).
- (13) NAS functions.
- (14) Proposed commissioning date. (Identify ILS components).
- (15) ILS. In addition to items 1-14, include—
 - (a) Localizer antenna distance from stop end of rwy.
 - (b) Glide slope. Distance of antenna from rwy threshold and distance of antenna abeam rwy centerline.
 - (c) Middle and outer markers and compass locators. Identifiers (compass locators); frequencies (compass locators); voice availability; distance from rwy threshold to markers; name of nondirectional beacon (NDB) used as compass locator.

e. A commissioned ground controlled approach facility, which must include a properly functioning radar set, approved instrument procedure, and sufficient qualified operators.

f. The following information is required on a field notice when commissioning airfield lighting facilities:

- (1) Approach lights.
 - (a) Location.
 - (b) System configuration (state nonstandard lighting).
 - (c) Length in ft.
 - (d) Intensity.
 - (e) Proposed commissioning date.
- (2) Threshold lights.
 - (a) Locations.
 - (b) Proposed commissioning date.
- (3) Rwy lights.
 - (a) Location.
 - (b) Type.
 - (c) Length in ft.
 - (d) Intensity.
 - (e) Proposed commissioning date.
- (4) Visual glide slope indicators.
 - (a) Type system (such as, two-light precision approach path indicator (PAPI)).
 - (b) Location served.
 - (c) Hours of operation.
 - (d) Rwy served and location (for example, rwy 32, left side.)
 - (e) Threshold crossing height (for example, 52 ft).
 - (f) Visual glide angle (such as 3.00 degrees).
 - (g) Proposed commissioning date.
- (5) The following information is required for a field notice when commissioning ATC services and facilities:
 - (a) Location.
 - (b) Airport advisory.
 - (c) Control tower.
 - (d) Approach control (radar/nonradar).
 - (e) Secondary radar availability.
 - (f) Hours of operations.
 - (g) Radio call.
 - (h) Approach control (include sectors) frequency.
 - (i) Local control frequency.
 - (j) Ground control frequency.
 - (k) Clearance delivery frequency.
 - (l) PAR frequency.
 - (m) DF (UHF/VHF) frequency.
 - (n) Advisory frequency.
 - (o) Proposed commissioning date.
- (6) The following information is required on a field notice when decommissioning navigation facilities:
 - (a) Type of equipment.
 - (b) Location.
 - (c) Identifier.
 - (d) Frequency.
 - (e) Radio class designation.
 - (f) Programmed date.
 - (g) Identify instrument procedures affected.
- (7) The following information is required on a field notice when decommissioning airfield lighting facilities:
 - (a) Type of equipment.
 - (b) Location.
 - (c) Programmed date.

16–9. The Department of Defense/Federal Aviation Agency integrated notice to airmen

- a. The DOD NOTAM System is an integral part of the FAA NOTAM System. NOTAMs are prepared and distributed by various electronic or telecommunications systems as outlined in AR 95–10.
- b. NOTAMs are issued—
 - (1) To confirm accomplishment of the proposed commissioning.

(2) For each outage of specific service or equipment associated with navigation facilities, airfield lighting or ATC functions.

(3) To cancel notice of each outage in 16-9b(2) above upon resumption of service.

(4) To revise AI or terminal instrument procedures until the revised information can be processed in the normal manner.

Chapter 17

Requisition and Distribution of Aeronautical Publications

17-1. Account manager

a. Requisition of FLIP and FLIP-related publications is centrally managed by HQ USAASA/USAASD-E for all active Army, ARNG and USAR units and activities.

b. Requests will be submitted to the appropriate account manager listed below.

c. Direct contact with the Defense Logistics Agency (DLA) or NGA is not authorized.

(1) Units located in Europe, Africa, the Middle East, or Western Asia will forward requests to the Commander, USAASD-E, Unit 29243, APO AE 09102. Message address is CDRUSAASDE HEIDELBERG GE//ATAS-AD//; e-mail is usaasde@hq.hqusareur.army.mil.

(2) Units located in Korea will forward routine requests and surveys thru EUSA ATC Office to HQ USAASA.

(a) For one-time issues and shortages in shipments, contact the Commander, Eighth U.S. Army, ATTN: EAGC-EA-ATC, Unit #15236, APO AP 96205-0009.

(b) All other units forward their requests to the Commander, USAASA, ATTN: AI Branch, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Message address is DMS AERO SVCS AGCY; the USAASA Web site is www.USAASA.belvoir.army.mil.

17-2. Establishing accounts

Automatic initial distribution accounts are established using a FLIP-specific, nonrequisitioning DOD Activity Address Code (DODAAC). FLIP-specific DODAACs are issued and maintained by U.S. Army account managers at either HQ USAASA or USAASD-E. The receipt of FLIP and FLIP-related publications requires establishment of an active AID account. AID accounts will remain active as long as the unit's annual customer survey is completed and returned (see para 17-4). All active Army, ARNG, and USAR units or activities will submit written requests for establishing an AID account with the appropriate AID account manager per paragraph 17-1.

a. Consolidate AID accounts whenever feasible for units based at the same location. All elements of a brigade, battalion or squadron at the same location normally will be serviced from one consolidated account. Separate accounts for units not co-located with their parent unit will be considered case by case. Authorization for separate accounts will be endorsed by the unit's chain of command prior to submission to HQ USAASA or USAASD-E.

b. Only one account is authorized for each ARNG or USAR center, activity or facility and will serve all tenants. Elements such as simulator branches, standardization boards or instrument schools will be consolidated into one account through the installation/garrison commander or designee.

c. AID requirements and quantities are based on DLA allowances and their application in a specific theater. The appropriate U.S. Army account manager will be contacted if specific guidance is required.

d. The following information is required to establish an AID account for FLIP and/or FLIP-related aeronautical products. Justification is required for additions or increases to existing AID requirements.

(1) The name of the unit FLIP coordinator plus DSN/COM telephone numbers, e-mail address, and fax numbers.

(2) The exact unit mailing address (not to exceed four lines), which will be used as the FLIP specific DODAAC type address code 1 address.

(3) The number of aircraft, by type, assigned or attached.

(4) The normal geographical limit or area of routine operations.

(5) The name, stock number and quantity of publications required. Two NGA catalogs are used to identify products and their availability: NGA Catalog Part 1, Aerospace Products: Volume 1, Aeronautical Flight Information Publications and Related Products, and NGA Catalog Part 1, Aerospace Products, Semiannual Bulletin Digest.

(6) A completed DLA Form 1832 (RMF Account Data Profile)..

(7) Justification for overseas items requested by a CONUS-based activity.

(8) Justification for CONUS items requested by an overseas activity.

(9) The number of aviators, instrument examiners, standardization officers, and safety officers authorized in the unit. Do not include instrument examiners, standardization officers, or safety officers in the total for aviators.

(10) (For ATC accounts only) The number and type of ATC facilities supported or operated and the total number of controllers that are assigned (military and civilian).

17-3. Account numbers

An established AID account provides the customer with updated editions and issues of all required FLIP and FLIP-related aeronautical MC&G products. The distribution of FLIP and FLIP-related products is the responsibility of DLA. Products printed in cycles are distributed initially to AID accounts from NGA contracted printers. Overprinting provides a limited shelf stock available during any current print cycle. U.S. Army AID account managers at HQ USAASA or USAASD-E serve as central points of contact for U.S. Army customers in their respective areas, monitoring both distribution and customer requirements.

a. AID account numbers are established using FLIP-specific, nonrequisitioning DODAAC account number assigned and maintained by HQ USAASA or USAASD-E. AID account customers must include their assigned DODAAC account numbers and unit FLIP Coordinator in all requests, correspondence, or inquiries to the appropriate U.S. Army AID account manager.

b. Information changes that affect the requirements of paragraph 17-2*d* must be reported. Customers will be responsible for accurate and timely submission of changes. Changes to an AID account will be processed through the appropriate U.S. Army account manager.

c. Change of unit designation, unit address, and account security classification or unit FLIP coordinator will be immediately submitted on DLA Form 1832 or by contacting the U.S. Army FLIP manager. Failure to change account information could effect the automatic distribution of FLIP products.

d. AID is normally received by mail at a consolidated installation receiving point and further distributed by the installation. FLIP have expiration and effective dates for use. FLIP are shipped with packing documents enclosed and with exterior markings as a safety of flight publication that is critical to flying safety and must not be delayed. Unit FLIP coordinators must know how their AID products will be routed when received by the central receiving point at their installations. Unit FLIP coordinators will establish procedures with personnel at consolidated installation receiving points to ensure timely notification of FLIP arrival. Updated FLIP products provided by AID will arrive at the customer 2 days prior to the effective date for that cycle. Report shipment discrepancies to the appropriate U.S. Army account manager as soon as possible. U.S. Army customers in Europe, Africa, the Middle East, and Western Asia will contact the Commander, USAASD-E, ATTN: ATAS-AD, Unit #29243, APO AE 09102, telephone DSN 373-6426, for emergency support and guidance on AID and FLIP support issues. U.S. Army customers in Korea contact the Commander, EUSA, ATTN: EAGC-EA-ATC, Unit #15236 APO AP 96205-0009. U.S. Army customers in all other theaters contact the Commander, USAASA, ATTN: AI Branch, 9325 Gunston Road Suite N319, Fort Belvoir, VA 22060-5582. Direct unit contact with the DLA or use of the GET-A-MAP program is not authorized.

e. AAF/AHP operations are authorized limited shelf stock quantities of FLIP products above the quantities shown in tables 17-1 through 17-3. A variable shelf stock of up to 10 percent above the total operational requirements is authorized. Periodic validation of existing AID quantities is recommended to ensure stocks are adequate and consistent with operational needs. Additional shelf stock is authorized for Army and Joint Training Centers to support operations and redeployment of rotational training units. Units will coordinate exact quantities with the appropriate US Army account manager.

f. Non-DOD FLIP and FLIP-related aeronautical products are defined as any non-US Government host nation government or commercially produced flight information publication not listed in this regulation or the NGA catalog that may be required in addition to DOD products. Submit requests for non-DOD FLIP to the appropriate US Army account manager for validation and approval. Units must have approval to use non-US Government products in accordance with Paragraph 17-9 of this regulation. Justification must accompany each request. Examples of requests that justify additional FLIP support are—

- (1) Presidential flights.
- (2) Mission requirements in areas where DOD FLIP coverage does not exist.
- (3) Requirements where the potential sensitivity of data precludes publication in the standard DOD FLIP.

17-4. Annual validation of accounts

The annual validation of AID accounts process is described below:

a. DLA conducts annual automated reviews for all AID accounts in its database. These reviews generate a survey. The purpose of the survey is to revalidate AID account requirements at least annually. Units are individually responsible for verifying their AID accounts for accuracy. The survey is used by HQ USAASA and USAASD-E U.S. Army FLIP account managers and DLA to—

- (1) Revise, confirm, and delete existing AID requirements.
- (2) Establish new requirements for AID.
- (3) Ensure unit FLIP coordinator's product management and AID account management procedures comply with applicable regulations.

b. Annual surveys are mailed directly to AID customers by the DLA. The annual survey contains a listing of FLIP and FLIP-related products that DLA has in its database for each AID account. The survey requires customers to update all information applicable to the unit's AID requirements (see paragraph 17-2). Units must return annual surveys to ensure a unit's AID account is not deleted from the DLA database. The response suspense date will be stated on the

first page of the correspondence. Survey instructions include the requirement to forward the completed survey (entire original, and one additional copy) to the appropriate US Army account manager for validation. The customer will retain one copy of the completed survey for unit files.

c. U.S. Army customers will contact the appropriate U.S. Army account manager for information regarding the survey if—

- (1) No survey is received (period varies from July through August to December through January).
- (2) Questions arise regarding how to complete and process the survey.
- (3) Guidance on specific problems is needed.

d. No response to the survey initiates automatic deactivation of an active account and AID shipments stop. When an AID account is deactivated, it normally must be reestablished as a new account in accordance with paragraph 17–2.

17–5. Changes

U.S. Army customers with active AID accounts may request modification to their product subscription if an operational requirement exists.

a. Changes must be prepared and forwarded to the appropriate U.S. Army account manager for validation. Changes will be submitted on the FLIP subscription change form that can be obtained from the USAASA Web site (see appendix G) and forwarded to the appropriate U.S. Army account manager.

b. AID subscription changes will be made to accommodate recurring FLIP and/or FLIP- related requirements.

17–6. Requisitions

a. Routine requests augment a unit's normal AID requirements and are used to support training exercises and contingency operations outside the unit's normal operating area.

(1) Requests for routine issue will be made at least 20 days from the required delivery date (RDD); requests within 10 working days of first notice to the U.S. Army account manager may not be filled by the required date.

(2) Routine requests will not be used as a means to overcome recurring AID discrepancies. Requests will be submitted to the appropriate U.S. Army account manager on Standard Form (SF) 344 (Multi-use Standard Requisitioning/Issue System Document). Requests may be submitted via electronic means. An electronic order form is located on the USAASA Web site (see appendix G). Requests will provide the product name, the complete NGA Catalog Stock Number (include Xs when found as part of the stock number), the quantity desired, the desired delivery date and justification.

(3) Timely submission for all requests is critical. Product availability is limited by shelf stockage. The U.S. Army account manager will review/validate and then forward the request to the applicable issuing activity. Normal lead time for permanent AID changes is two full FLIP cycles but may vary by theater. Customers will plan for known future AID requirements and followup on submitted requests.

b. U.S. Army customers with an active AID account may requisition special/one time issues of FLIP and/or FLIP-related aeronautical products or request an increase in AID quantities if a justified requirement exists. A request with justification will be prepared and forwarded to the appropriate U.S. Army account manager for coordination and validation.

c. Emergency requests are for a one-time shipment that a unit's AID does not cover. An emergency request has an RDD of three days or fewer. Requests for emergency issues will be coordinated by direct contact with the appropriate U.S. Army account manager at the earliest time. Requests for emergency issue are only to support contingency operations. As a followup to an emergency request, written justification is required. Requests for products to support scheduled exercises or training will not be processed as an emergency issue. Local procedures are in effect for the different theaters.

17–7. Special requirements

The DLA AID program can provide support for special mission requirements occurring outside of routine mission requirements for aviation operations.

a. Exercise/training support requirements for active Army, ARNG, and USAR units and associated activities and facilities that recur regularly or on a special schedule must be identified to the U.S. Army account manager by the responsible training activity unit FLIP Coordinator at least 6 months prior to start of the exercise or special mission. Because publications are produced/printed in varying cycles, the NGA Customer Service Center and NGA St. Louis support of special AID requirements depends on the timely submission of all special requests. The unit FLIP coordinator must be aware of upcoming exercises and special missions and plan appropriately. To ensure that the quantities of requested publications are available, submit special requests well in advance of publication cycles. Major exercises involving the provision of FLIP or FLIP-related aeronautical products, must be coordinated through established channels. Theater commands will provide specific guidance in preparation for FLIP and FLIP-related product support.

b. Seasonal requirements will be identified to the appropriate US Army account manager at least six months prior to the RDD. The request must include starting and ending dates for the support and must specify complete NGA product

stock numbers and quantities. Include a clear statement that the requirement is seasonal. An example of such a requirement is additional coverage for emergency evacuation from 1 June through 30 November for units located in hurricane areas. An established AID account must exist to support seasonal requirements.

c. Assistance and guidance on a case-by-case basis for special AID requirements will be obtained from the appropriate US Army account manager.

17-8. Distribution to aero clubs

Aero clubs with authorization to operate on U.S. Army installations are permitted to receive specific DOD FLIP—from one to three copies each of en route low-altitude charts, terminal low-altitude instrument approach procedures, en route IFR/VFR supplement, the Flight Information Handbook (see FLIP publications), and tactical pilotage charts; and one copy each of the general planning and area planning publications. DOD FLIP products will be limited to the club's local area of operation. Requisition and distribution requirements are established through the local base operations AID account.

17-9. Basis of issue for special aeronautical information

a. Submit requests for items or assistance in obtaining products not provided by NGA to HQ USAASA or USAASD-E. Refer to tables 17-1, 2, and three products and the basis of issue.

b. Army units are responsible for funding and requisitioning flight progress strips and flight progress strip holders through their local supply support activity. Publication and product description: FAA Form 7230-8 (Flight Progress Strip (Tower)), NSN 7530-01-449-4239, NSN 9905-00-084-2879, NSN 7530-01-449-4344, and NSN 6605-00-485-6649.

c. Basis of Issue for special aeronautical information publications and documents are not specified in distribution tables.

d. Publications issued periodically include the following:

(1) The Technical Bulletin, Aviation 1-series is published electronically as needed. It is available at the USAASA Web site (see app G). The FIB series is for official use and provides up-to-date information about Active Army, ARNG, and USAR aviation activities worldwide.

(2) AVFUEL and AVOIL into Plane Contract Listing is published annually with quarterly corrections. It identifies civilian airports at which U.S. Government contract petroleum services are available. It is issued annually by the Defense Energy Support Center. Distribution is made by the Defense Energy Support Center, ATTN: DFSC-OID, 8725 John J. Kingman Road, Suite 2941, Fort Belvoir, Virginia 22060-6222. State item title and quantity. Publications are also available electronically at www.desc.dla.mil; refer to customer service.

(3) VFR Sectional, Joint Operations Graphics (JOGs), Air Charts, and Tactical Pilotage Charts (TPCs) are issued by DLA as authorized by HQ USAASA to account holders as required. Two copies are authorized per aircraft for chart coverage of local areas as defined in AR 95-1. Additionally, one per 10 percent of total assigned aircraft is authorized for contingency stock at battalion/squadron level and higher. Additional special requirements and exercise stock provided based on one-time requests. Provide NGA stock number and quantity.

(4) National Oceanographic Survey (NOS) Airport Facility Directory is issued by the DLAC based on HQ USAASA authorization, as required. One each for airfield operations or a flight operations office is authorized when detached from an airfield operation. Provide NGA stock number and quantity.

Table 17-1
Basis of issue: NOS instrument approach procedures, by in-flight operation and number of publications authorized

FLIP publication	VFR rated aircraft	IFR rated aircraft	ATC tower	GCA facility	Simulator (fixed wing or rotary wing)	Academic training	Flight training	Army airport operations	Army unit operations	Army aviation staff elements
General Planning					7	7	1 ² , 6, 8	1-4	1-2	1-2
Area Planning (AP) AP/1, AP/2 or AP/3					7	7	1 ² , 6, 8	1-4 ²	1-2 ²	1-2 ²
AP/1B (book & charts)						7	1 ² , 6, 8	1-4 ²	1-2 ²	1-2 ²
AP/1B (book only)						7	1 ² , 6, 8	1-4 ²	1-2 ²	1-2 ²

Table 17-1
Basis of issue: NOS instrument approach procedures, by in-flight operation and number of publications authorized—Continued

AP/1B (chart only)						7	12, 6, 8	1-4 ²	1-2 ²	1-2 ²
AP/1A, AP/ 2A, AP/3A or AP/4A						7	12, 6, 8	1-4 ²	1-2 ²	1-2 ²
IFR/VFR Planning Chart						7	12, 6, 8	1-4	1-2	1-2
Enroute Low Charts		1	1 ²	1 ²	7	7	12, 6, 8	1-4	1-2	1-2
Enroute Area Charts		1	1	1 ²	2	2	12, 6, 8	1-4	1-2	1-2
Enroute IFR-S-U.S.	1	1	1	1	7	7	17, 8	1-4	1-2	1-2
Enroute VFR-S-U.S.	1 ³	1 ³	1	1		7	13, 6, 8	1-4 ³	1-2 ³	1-2
Terminal- Low IAP		1	1 ²	1 ²	7	7	12, 6, 8	1-4	1-2	1-2
Terminal- High IAP		1	1 ²	1 ²		7	11, 2, 6, 8	1-4	1-2	1-2
Terminal- Combined High/Low Level		1	2	1 ²	7	7	2, 10	1-4	1-2	1-2
Standard Instrument departures (SIDs)/ STARs- U.S. civilian		1 ⁴	1 ²	1 ²	7	7	14, 6, 8	1-4	1-2	1-2
SIDs-com- biCned High/Low Level— Bound- Europe		1	1 ⁵	1 ⁵	7	7		1-4 ⁵	1-2 ⁵	1-2 ⁵
Flight Infor- mation Handbook (worldwide use)	1 ¹⁰	1 ¹⁰	1	1	7	7	16,8	1-4	1-2	1-2

Notes:

¹ Authorized only for those aircraft operating in designated high altitude airspace.

² Order only those FLIPs for area of operation.

³ For VFR operations-order only if there is a need to operate into VFR airports contained therein.

⁴ Order only when the requirement exists to depart civilian airports under IFR.

⁵ AID service limited to users within Europe, Africa, and the Middle East area and selected addresses outside the European theater.

⁶ Order only when a requirement exists to arrive at civilian airports under IFR.

⁷ One per instrument flight examiner.

⁸ Use of outdated issues advocated when practicable. Request selectively individual sections on a one time basis or arrange for scheduled distribution either quarterly, semi-annually or annually. Quantity requirements dependent upon student body, but quantities ordered will be held to a minimum.

⁹ U. S. Army Aviation Center, Fort Rucker, AL; one per student pilot, one per instructor pilot and one per assigned ATM aviator.

¹⁰ Issued by DLA based on HQ USAASA authorization and as required. One each for airfield operations or a flight operations office when detached from an airfield operations. Local reproduction of NOS approach charts is authorized for use in the United States. Provide NGA stock and quantity.

Table 17-2

Allowance for European and Pacific areas except Hawaii, by in-flight operation and number of publications authorized

Publica-tion	AAF/AHP	Aviation staff at installation or higher level	Staff of AVN battalion (Bn), AVN group, AFA Bn, or Air Cav Sqdn	Fixed ATC facility: basic reference file	Fixed ATC facility: controller reference file	Fixed ATC facility: study reference file	Table of organiza-tional equipment (TOE) /TDA AVN unit operations (OPS) (company, toorp, battery or detach-ment size)	Installation or activity stands board	Installation or activity instrument training board
FAAO 7110.10 Data Com	1								
FAAO 7110.6 5R ATC	1	1	1 ¹	1	1	2	1	1	1
FAAO 7400.2F Airspace	3	3	3				3		3
FAAO 7610.4K Opns.	1	1							
FAAO 7930.2K NOT AMS	1								
FAAO 8200.1 BFlt inspections	1	1		1					
FAAO 8260.3 TERPS	1	1	1 ¹	1			1	1	1
14 CFR 65	1			1					
14 CFR 77	3	3	3				3		3
14 CFR 91	2	1	1	1		2	1	1	1
14 CFR 105	1								
AIM	1	1	1 ¹	1		2	1	1	1

Notes:

¹ Allowance is also applicable to ATC platoon or section of an TOE unit when not operating a fixed base facility.

² One copy for each four ATC controllers assigned.

³ One copy for each AT&A officer.

⁴ FAA publications not listed above are not routinely issued to Army activities. Such items will be distributed on an case-by-case basis upon submission of requirements and justification to the appropriate publications control point.

Table 17-3

Allowance for CONUS, Alaska, and Hawaii, by in-flight operation and number of publications authorized

Publica- tion	AAF/AHF	ARNG or USAR flight facility or activity OPs	AVN staff at installa- tion or higher level	Staff of AVN Bn, AVN group, AFA Bn, or Air Cav Sqdn	Fixed ATC facility: basic reference file	Fixed ATC facility: controller reference file	Fixed ATC facility: study reference file	TOE /TDA AVN unit opns (compa- ny, troop, battery, or detach- ment size)	Install- ation or activity stands board	Installation or activity instrument training board
FAAO 7110.10 Data Com	2	2								
FAAO 7110.65 ATC	1	1	1	1 ²	1	1	3	1	1	1
FAAO 7400.2F	5	5	5							
FAAO 7610.4K Opns.	1	1	1							
FAAO 7930.2K NOTAMS	2	2								
FAAO 8200.1B Flight in- spections	1	1 ¹	1		1					
FAAO 8260.3B TERPS	1	1	1	1	1			1	1	1
14 CFR 65	1	1			1					
14 CFR 77	5	5	5							
14 CFR 91	2	2	1	1	1	1	2	2	1	1
14 CFR 93	1	1			1			1		
14 CFR 105	1	1								
Airport/facil- ity directory	2	2	1	1				1 ⁶		4
AIM	4	4	1	1 ²	1	1	2	1	1	1
NOTAMs	4	4		1 ²	1	1	4		1	4

Notes:

¹ Issued only when activity has responsibility for NAVIDS.

² Allowance is also applicable to ATC platoon or section of an TOE unit when not operating a fixed base facility.

³ One copy for each four ATC controllers assigned.

⁴ Expired publications will be used for training and familiarization purposes.

⁵ One copy for each AT&A officer.

⁶ Order only those books for area of operation.

⁷ FAA publications not listed above are not routinely issued to Army activities. Such items will be distributed on an case-by-case basis upon submission of requirements and justification to USAASA.

Chapter 18 Boards, Commissions, and Committees

Section I

Department of the U.S. Army Participation on the DOD Policy Board on Federal Aviation

18-1. Scope

a. Department of the U.S. Army participation on the DOD PBFA (see tables 18-1 and 18-2) and requirements for Federal coordination of domestic and international aviation matters are contained in DODD 5030.19 and as described in this chapter. Participation does not apply to the ARNG or the USAR. This chapter applies to the listed agencies and oversight of DOD interface with the FAA, including NAS matters and the Interagency Group on International Aviation (IGIA).

**Table 18-1
Boards and Groups**

Board	Chairperson	Alternate chairperson	Member
PBFA	ASD/N11	ASD/N12	OUSD (Policy) OUSD (Acquisition, Technology and Logistics) OUSD (Comptroller, Chief Financial Officer) OSD (General Counsel) OSD (Director, Operational Test and Evaluation) OSD (Director, Program Analysis and Evaluation) Joint Staff (J-5) HQDA (DCS, G-3/5/7) HQAF (AF/XO) HQDN (N-78)
PBWG	A 30-A		HQMC (Deputy Commandant for Aviation) OUSD (Acquisition, Technology and Logistics) OUSD (Comptroller/Chief Financial Officer) OASD/NII/S3C3 OSD (Director Operational Test and Evaluation) OSD (Director Program Analysis and Evaluation) JCS (J-5) HQDA Commander, USAASA HQDN OPNAV N785F HQMC Aviation Command and Control (APC) HQDAF (HQ, AAFSA/XA) NASRO (ARS-7)
IGIA Working Group	Executive Director DOD PBFA (A 30-A)		DOD OSD General Counsel (DODGCA&L) OASD/NII/S3C3 JCS (J-5) HQDA, HQ USAASA HQDN (N785F)
			HQAF (Deputy National Security Policy Division)

b. Staff support for the DOD Policy Board on Federal Aviation and working groups are provided as follows:

- (1) Legal advisors—Office, Secretary of Defense
- (2) Executive Director—HQ, USAF/XO.

c. Secretary of Defense (49 USC 329 (d) requires the Secretary of Transportation and the Secretary of Defense to maintain cooperative agreements for timely exchange of information on their programs, policies, and requirements related to the duties of the Secretary of Transportation in ensuring air commerce and safety, as those duties are described in 49 USC Part A, Subtitle VII..

d. A presidential memorandum, 11 August 1960 (Interagency Coordination of Aviation Matters), states that the Administrator of the FAA establishes the IGIA, which will develop coordinated interagency recommendations on international aviation matters for the Secretary of the State. The DOD is a member of the IGIA.

18–2. U.S. Army Membership on the DOD Policy Board on Federal Aviation

The DCS, G–3/5/7 is the U.S. Army member and appoints one or more alternate members to each of the working groups.

18–3. Principals

a. *Principal advisor.* The Director, DAMO–AV, serves as principal advisor to the DCS, G–3/5/7 on aviation matters.

b. *U.S. Army Executive Secretariat.* Under the direction of the DCS, G–3/5/7, the Commander, USAASA, serves as the U.S. Army Executive Secretariat to the DOD Policy Board on Federal Aviation. The U.S. Army Executive Secretariat will—

- (1) Assign U.S. Army members to the working groups and supporting elements.
- (2) Maintain records and correspondence files on committee matters.
- (3) Identify (in coordination with U.S. Army staff elements and major commands) the proper action agencies for the matters involved.
- (4) Assign responsibilities accordingly.
- (5) Maintain and issue a roster of the U.S. Army members and alternates of various working groups and support elements.

(6) Process IGIA actions received from the DOD PBFA Executive Director by clearing them with the U.S. Army members or alternates of the working elements.

(7) Provide U.S. Army positions on IGIA actions to the Executive Director PBWG.

c. *DOD Policy Board Working Group.* The Policy Board Working Group responds to the needs of the DOD Policy Board on Federal Aviation. It serves as the direct contact with the FAA and DOD components for information and coordination on specific projects.

d. *IGIA Working Group.* The IGIA Working Group works for the DOD Policy Board on Federal Aviation. It serves as the direct contact with the staff of the FAA and DOD components for information and coordination of IGIA activities.

e. *Members and alternate members.* Members and alternate members of the supporting elements of the Federal Aviation Working Group and the IGIA Working Group will—

- (1) Review and evaluate each case received for action.
- (2) Identify any effect on the U.S. Army.
- (3) Coordinate with other U.S. Army elements or action agencies concerned.
- (4) Prepare and transmit HQDA comments, recommendations and proposals to action officers concerned.

f. *Responsible agencies.* These will furnish qualified people for assignment as U.S. Army members and alternates when requested.

Table 18–2
Agencies responsible for furnishing qualified personnel to serve as members and alternate members on working groups and supporting elements

Responsible agency	Member	Alternate member
Working Group or Supporting Element		
1. Policy Board Working Group	USAASA	USAASA
2. Subgroups of the Policy Board Working Group		
—Airports Subgroup	USAASA	USAASA

Table 18-2**Agencies responsible for furnishing qualified personnel to serve as members and alternate members on working groups and supporting elements—Continued**

—Airspace Subgroup	USAASA	USAASA
—Legal Subgroup	OTJAG	OTJAG
3. Working Group on IGIA Matters	USAASA	USAASA
4. IGIA Functional Area Group Aerodromes and Ground Aids (AGA)	DCS, G-3/5/7	COE
—Aeronautical Satellites(AERO SAT)	CIO, DCS, G-6	DCS G3/5/7
—Accident Investigation (AIG)	USACRC	USACRC
—Aircraft Airworthiness (AIR)	AMCOM	AMCOM
—Aeronautical Information (AIS) & Aeronautical Charts (AC)	USAASA	USAASA
—Civil Aviation Security (CAS)	DOD (USAF)	DOD (USAF)
—North Atlantic Treaty Organization Committees (CEAC)(CAPC)	USAASA	USAASA
—Communications (COM)	CIO/G-6	USAASA
—Dangerous Goods	USAASA	USAASA
—Dimensional Units A/G/A (DIM)	USAASA	USAASA
—Facilities (FAL) DCS	DCS, G-4	DCS, G-4
—Joint Financing (JF) & User Charges (C)	ASAFM	DCS G-3/5/7
—Aviation Legal (LGL)	OTJAG	OTJAG
—Meteorology (MET)	DCS, G-2	USAASA
—North Atlantic Systems DOD (USN) Planning (NASP) Environmental Quality (EQ)	DCS, G-4	DCS, G-4
—Operation of Aircraft (OPS)	USAASA	USAASA
—Personnel Licensing (PEL)	USAASA	USAASA
—Regional Air Navigation (RAN)	USAASA	USAASA
—Aircraft Nationality and Registration Marks (REG)	DCS, G-4	DCS, G-4
—Rules of the Air/Air Traffic Service (RAC)	USAASA	USAASA
—Search and Rescue (SAR)	DCS, G-3/5/7	DCS, G-3/5/7
—Aviation Statistics (STA)	USAASA	USAASA
5. U.S. Army Member on U.S. Advisory Groups Supporting ICAO Panels and Specialized Committee		
—Airworthiness Committee (AIRC)	USMC	USMC
—Review of the General Concept of Separation (RGCS) Obstacle Clearance (OCP)	USAASA	USAASA
—Visual Aids (VAP)	USAASA	DCS G-3/5/7
—All Weather Operation (AWOP)	USAASA	COE

Section II

Processing of Actions

18-4. Phases

Federal aviation matters requiring DOD attention result from proposed changes to domestic or international rules, regulations, equipment and procedures affecting aviation. These actions may be received from FAA or they may originate within DOD or its components. These actions are usually processed in two phases:

a. Phase one. Phase one consists of informal preliminary coordination among the agencies concerned and resolving issues. When solutions are agreed upon at the working level or an impasse is reached, the action enters phase two.

b. Phase two. Phase two consists of a formal agreement among the agencies concerned. If there is disagreement, a meeting is held at a higher level to resolve the disagreement and make a formal agreement.

18-5. Working Groups

The members of the DOD PBWG and the IGIA Working Group receive and process actions in response to the DOD PBFA.

18-6. Subgroups

Subgroups, functional area groups and U.S. advisory groups, working level subgroups, functional area groups and U.S. advisory groups are designated to process certain coordination cases.

a. Subgroups. The chairperson of the subgroups under the PBWG receives cases directly from the Office of the DOD PBFA Executive Director. Chairpersons coordinate the cases with the other members and prepare responses.

b. Functional area groups and U.S. Advisory Groups. The working level members of the functional area groups and members of the U.S. Advisory Groups receive phase one international actions directly from the action agencies and reply back to them. For phase two, the actions are cleared through the IGIA. As a member of IGIA, DOD receives the actions in the Office of the Executive Director DOD, PBFA for coordination with the military Services.

Appendix A References

Section I Required Publications

DOD publications are available at <http://www.dtic.mil/whs/directives>. FAA orders are available at <http://www.faa.gov>. The USC is available at <http://www.gpoaccess.gov/uscode>.

AR 5–12

Army Management of the Electromagnetic Spectrum (Cited in paras 9–3, 14–3.)

AR 37–49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities (Cited in para 8–3.)

AR 40–501

Standard of Medical Fitness (Cited in paras 2–1, 15–1g(1)(b).)

AR 73–1

Test and Evaluation Policy (Cited in para 10–1.)

AR 95–1

Flight Regulations (Cited in para 4–21b.)

AR 95–10/AFJMAN 11–208 (I)/OPNAVINST 2721.20C

Department of Defense Notice to Airmen (NOTAM) System (Cited in paras 13–6*u*, 16–1*a*, 16–9*a*.)

AR 95–20/DCMA INST 8210.1/AFJI 10–220/NAVAIRINST 3710.1F/COMDTINST M13020.3

Contractor’s Flight and Ground Operations (Cited in para 5–6.)

AR 95–23

Unmanned Aircraft System Flight Regulations (Cited in para 5–6.)

AR 115–10/AFJI 15–157

Weather Support for the U.S. Army (Cited in paras 9–3, 9–6*c*, 16–1*a*(15).)

AR 115–11

Geospatial Information and Services (Cited in para 16–2.)

AR 190–11

Physical Security of Arms, Ammunition, and Explosives (Cited in para 13–3.)

AR 190–13

The Army Physical Security Program (Cited in para 13–3.)

AR 190–51

Security of Unclassified Army Property (Sensitive and Nonsensitive) (Cited in paras 3–3, 8–3.)

AR 200–1

Environmental Protection and Enhancement (Cited in paras 8–3, 9–3, 10–1.)

AR 200–2

Environmental Effects of Army Actions (Cited in paras 3–14*d*, 8–3, 10–11.)

AR 210–20

Real Property Master Planning for Army Installations (Cited in paras 3–9*h*, 6–6, 6–14, 8–3, 9–3.)

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 10–22.)

AR 340–21

The Army Privacy Program (Cited in para 15–3.)

AR 385–63/MCO 3570.1B

Range Safety (Cited in paras 4–1, 4–12*a*.)

AR 405–10

Acquisition of Real Property and Interests Therein (Cited in para 8–3.)

AR 415–15

Army Military Construction and Nonappropriated-Funded Constuction Program Development and Execution (Cited in para 8–3.)

AR 415–28

Real Property Category Codes (Cited in para 8–3.)

AR 420–10

Management of Installation Directorate of Public Works (Cited in para 8–3.)

AR 600–37

Unfavorable Information (Cited in para 15–3.)

AR 600–85

Army Substance Abuse Program (ASAP) (Cited in para 15–3.)

AR 710–2

Supply Policy Below the National Level (Cited in para 12–8.)

DA Pam 385–63

Range Safety (Cited in paras 4–1, 4–12*a*, 4–28.)

FM 3–04.300

Flight Operations Procedures (Cited in para 13–6*i*.) (Available from www.army.mil/usapa/doctrine/1_Series_Collection_1.html.)

FM 3–04.303

Air Traffic Control Facility Operations, Training, Maintenance, and Standardization (Cited in paras 2–1, 3–15*a*, 4–16, 4–17*c*, 5–1, 9–6, 14–9, 4–10, 15–1, H–4.) (Available from www.army.mil/usapa/doctrine/1_Series_Collection_1.html.)

UFC 3–260–01

Airfield and Heliport Planning and Design (Cited in paras 7–4, 13–2, 13–3, 13–8, D–1, D–2, E–1, E–2, E–4, E–6, E–7.) (Available from www.wbdg.org/ccb/browse.)

UFC 3–260–05A

Marking of Army Airfield Heliport Operational and Maintenance Facilities (Cited in paras 9–4, 13–3, 13–8, D–1.) (Available from www.wbdg.org/ccb/browse.)

UFC 3–535–01

Visual Air Navigation Facilities (Cited in paras 9–4, 13–3, 13–8, E–5, E–6, E–7.) (Available from www.wbdg.org/ccb/browse.)

FAAO 7400.2G

Procedures for Handling Airspace Matters (Cited in paras 3–15*a*, 4–3*c*, 4–4, 4–8*d*, 4–16, 4–18, 4–20, 4–22, 4–23, 4–24, 4–25, 4–26, 4–27, 7–2, 7–3, 7–4, 17–2*a*.) (Available at <http://www.faa.gov/>.)

FAAO 7400.8P

Special Use Airspace (Cited in para 3–1.) (Available at <http://www.faa.gov/>.)

FAAO 7610.4M

Special Military Operations (Cited in paras 5–3, 5–3, 5–7, 5–6, 5–7.) (Available at <http://www.faa.gov/>.)

FAAO 7930.2K

Notice to Airmen (NOTAMs) (Cited in paras Table 17–2, Table 17–3.) (Available at <http://www.faa.gov/>.)

FLIP

Flight information publications (Cited in paras 3–1, 3–13, 5–3, 5–4, 6–4, 6–7, 6–8, 13–2, 13–3, H-4, Table G–1.) (Available at www.dscr.dla.mil/rmf/.)

5 USC 551

Administrative procedure; definitions (Cited in para 3–11.)

5 USC 553

Rule making (Cited in para 3–11.)

5 USC 554

Adjudications (Cited in para 3–11.)

5 USC 555

Ancillary matters (Cited in para 3–11.)

5 USC 556

Hearings; presiding employees; powers and duties; burden of proof; evidence; record as basis of decision (Cited in para 3–11.)

5 USC 557

Initial decision; conclusiveness; review by agency; submissions by parties; contents of decisions; record (Cited in para 3–11.)

5 USC 558

Imposition of sanctions; determination of application for licenses; suspension, revocation, and expiration of licenses (Cited in para 3–11.)

5 USC 559

Effect on other laws; effect of subsequent statutes (Cited in para 3–11.)

10 USC 9513

Use of military installations by Civil Reserve Air Fleet contractors (Cited in para 11–6.)

44 USC 3501

Public Printing And Documents: Purposes (Cited in para 10–3.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation. AC publications are available at http://www.faa.gov/regulations_policies. CFRs are found at <http://gpoaccess.gov/cfr/>. DOD publications are available at <http://www.dtic.mil/whs/directives>. FAAO publications are available at http://www.faa.gov/regulations_policies/orders_notices/air_traffic_orders. UFC are available at <http://www.acq.osd.mil/ie/irm/index.html>. The USC is available at <http://www.gpoaccess.gov/uscode>.

AR 1–20

Legislative Liaison

AR 1–33

The Army Memorial Program

AR 12–15/SECNAVINST 4950.4A/AFI 16–105

Joint Security Assistance Training (JSAT)

AR 20–1

Inspector General Activities and Procedures

AR 70-1

Army Acquisition Policy

AR 70-12

Fuels and Lubricants Standardization Policy for Equipment Design, Operation, and Logistic Support

AR 95-27/AFJI 11-204

Operational Procedures for Aircraft Carrying Hazardous Materials

AR 335-15

Management Information Control System

AR 360-1

The Army Public Affairs Program

AR 385-10

The Army Safety Program

AR 405-80

Management of Title and Granting Use of Real Property

AR 420-72

Transportation Infrastructure and Dams

AR 525-16

Temporary Cross-Border Movement of Land Forces Between the United States and Canada

AR 570-4

Manpower Management

DA Pam 190-51

Risk Analysis for Army Property

DA Pam 611-21

Military Occupational Classification and Structure

FIB TB AVN 1

U.S. Army Aviation Flight Information Bulletin

FM 3-19.30

Physical Security (Available at http://www.army.mil/usapa/doctrine/Active_FM.html.)

TM 5-630/NAVFACMO-100.1/AFM 126-2

Natural Resources-Land Management (Available from <http://www.army.mil/usapa/eng/index.html>.)

TM 5-820-1/AFM 88-5, Chap 1

Surface Drainage Facilities for Airfields and Heliports (Available from <http://www.army.mil/usapa/eng/index.html>.)

UFC 3-260-02

Pavement Design For Airfields (Available from <http://www.acq.osd.mil/ie/irm/index.html>.)

CJCSM 3212.02B

Performing Electronic Attack in the United States and Canada for Tests, Training, and Exercises (Available from http://www.dtic.mil/cjcs_directives/cjcs/manuals.htm.)

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation (Available from <https://dfas4dod.dfas.mil>.)

DODD 5030.19

DOD Responsibilities on Federal Aviation and National Airspace System Matters

DODD 5410.18

Public Affairs Community Relations Policy

DODI 4500.55

Civil Reserve Air Fleet (CRAF) CARRIER Commercial Access to Military Installation for Non-DOD Operations

DODI 5410.19

Public Affairs Community Relations Policy Implementation

AC 150/5200–28D

Notices to Airmen (NOTAMs) for Airport Operators (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5200–30B

Airport Winter Safety and Operations (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5200–31A

Airport Emergency Plan (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5200–33B

Hazardous Wildlife Attractants on or Near Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5210–5C

Painting, Marking, and Lighting of Vehicles Used on an Airport (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5210–20

Ground Vehicle Operations on Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5210–22

Airport Certification Manual (ACM) (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5230–4A

Aircraft Fuel Storage, Handling, and Dispensing on Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5300–13

Airport Design (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5340–1J

Standards for Airport Markings (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5340–18D

Standards for Airport Sign Systems (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5340–26A

Maintenance of Airport Visual Aid Facilities (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5340–30C

Design and Installation Details for Airport Visual Aids (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5345–27D

Specification for Wind Cone Assemblies (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5370–2E

Operational Safety on Airports During Construction (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150/5370–10C

Standards for Specifying Construction of Airports (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AC 150–5390–2B

Heliport Design (Available at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/index.cfm?=&homepage.)

AIM

Aeronautical Information Manual (Available at <http://www.faa.gov>.)

FAA Exemption No. 3946I

Exemption from Federal Aviation Regulation (FAR) Section 91.73(a) and (b) (Available at <http://aes.faa.gov>.)

FAA No. 405

Standards for Aeronautical Surveys and Related Products (Available at <http://www.ngs.noaa.gov/aero/aerospecs.htm#faa405>.)

FAAO 7110.10T

Flight Services (Available at [http://www.faa.gov/.](http://www.faa.gov/))

FAAO 7110.65S

Air Traffic Controller

FAAO 8200.1B

United States Standard Flight Inspection Manual (Available at [http://www.faa.gov/.](http://www.faa.gov/))

FAAO 8260.3B

United States for Terminal Instrument Procedures (TERPS) (Available at [http://www.faa.gov/.](http://www.faa.gov/))

FAAO 8260.19C

Flight Procedures and Airspace (Available at [http://www.faa.gov/.](http://www.faa.gov/))

NGA Catalog Part 1

Aerospace Products, vol. 1 (Available at <http://www.dscr.dla.mil/rmf>.)

NGA Catalog Part 1

Aerospace Products, Semiannual Bulletin Digest (Available at <http://www.dscr.dla.mil/rmf>.)

ETL 04–7

C–130 and C–17 Landing Zone (LZ) Dimensional, Marking, and Lighting Criteria (Available at <http://www.wbdg.org/ccb/ccb.php>.)

14 CFR 65

Certification: Airmen other than flight crewmembers

14 CFR 73

Special use airspace

14 CFR 77

Objects affecting navigable airspace

14 CFR 91

General operating and flight rules

14 CFR 91.209

Aircraft lights

14 CFR 99.7

Special security instructions

14 CFR 105

Parachute operations

14 CFR 135

Operating Requirements: Commuter and on demand operations and rules governing persons on board such aircraft

14 CFR 139

Certification of airports

EO 10854

Extension of the application of the Federal Aviation Act of 1958 (Available at <http://www.archives.gov/research/index.html>.)

NAT-127

Memorandum of Agreement between Department of the Army and Federal Aviation Administration, June 1979. (Available on AKO under Files, U.S. Army Organizations, TRADOC, Special Activities, USAASA, NAS Documents.)

10 USC

Armed Forces

32 USC

National Guard

49 USC 307

Safety information and intervention in Interstate Commerce Commission proceedings

49 USC 329

Transportation information

49 USC 44502

General facilities and personnel authority

RCS 1412-DOT-AN

Utilization Reports

Section III

Prescribed Forms

The following forms are available on the APD Web site (<http://www.apd.army.mil>) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>). FAA forms are available at <http://forms.faa.gov>.

DA Form 5895-R

ATC Facilities Request. (Prescribed in para 9-7.)

DD Form 2400

Civil Aircraft Certificate of Insurance (Prescribed in para 10-20.)

DD Form 2401

Civil Aircraft Landing Permit (Prescribed in para 10-19.)

DD Form 2402

Civil Aircraft Hold Harmless Agreement (Prescribed in para 10–21.)

Section IV

Referenced Forms

FAA forms are available at <http://forms.faa.gov>.

DA Form 11–2–R

Management Control Evaluation Certification Statement

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3479–R

Training and Proficiency Record—Air Traffic Controller

DA Form 3479–1–R

Trainee/Controller Evaluation

DA Form 3479–6–R

ATC Facility and Personnel Status Report

DA Form 4186

Medical Recommendation for Flying Duty

DA Form 7305

Worksheet for Telephonic Notification of Aviation Accident/Incident

DD Form 1131

Cash Collection Voucher

DLA Form 1832

RMF Account Data Profile (Available at <http://www.dscr.dla.mil/rmf/accounts/1832.htm>.)

FAA Form 7220–1

Air Traffic Control Specialists Certificate

FAA Form 7230–8

Flight Progress Strip

FAA Form 7460–1

Notice of Proposed Construction or Alteration

FAA Form 7480–1

Notice of Landing Area Proposal

FAA Form 8060–4

Temporary Airman Certificate

FAA Form 8400–3

Application for Airman Certificate and/or Rating

SF 344

Multi-use Standard Requisitioning/Issue System Document

Appendix B

Safe Aviation via Exceptional Service Awards

The SAVES award recognizes individuals in the Army ATC community for exceptional service/action leading to the saving of life and or property.

B-1. Criteria

No definition or prerequisites may be given as to what specifically determines SAVES award criteria. Actions that saved lives or property will be considered first. These actions may include—

- a.* Helping an aircraft in distress.
- b.* Responding to an emergency effectively.
- c.* Identifying and averting a hazardous situation unknown to the pilot.
- d.* Any other action taken which clearly shows the saving of lives or property.

B-2. Award nomination and format

a. Unit commanders/directors/managers having assigned ATC personnel (military or civilian) may send nominations through channels to the Commander, ATSCOM.

b. Nominations will be prepared in memorandum format and will include name and grade of nominee, name of nominating unit, and detailed account of SAVES.

c. Supporting data for the nomination will include the following information (if available):

- (1) Statements by the controllers involved.
- (2) Statements by the aviators involved.
- (3) Statements by other personnel, as appropriate.
- (4) Estimated dollar amount of savings realized.
- (5) Any other data that may support the nomination (such as a transcription of a voice recording).

B-3. Selection of awards

a. ATSCOM will convene a selection board to evaluate nominations.

b. Approved awards will be returned through channels.

Appendix C Joint Use Criteria

C-1. General

a. Civilian aircraft use of a military airfield is considered on a case-by-case basis. A proposal is submitted through channels to the appropriate military headquarters by an authorized sponsor. The proposal will include the type of operation, type of aircraft, and estimated annual operations.

b. Joint use must not interfere with national defense requirements, degrade safety, or in any way hamper DOD in carrying out its mission.

c. All agreements will hold the Government harmless for any liability or damage arising from use of Government property and all restrictions and conditions will be part of the agreement. The term of the agreement and/or lease cannot exceed 25 years. The title to real property improvements will pass to the Government at termination of the agreement or will be restored to a condition acceptable to the Government. The Government will have authority to terminate the agreement in a national emergency or when in the best interest of national defense.

d. Proposals will be initially submitted to the installation/garrison commander. In addition to commenting on the proposal, the unit commander will obtain comments from the appropriate DAR at the FAA service area or regional headquarters office before forwarding all documents to the appropriate ACOM/ASCC/DRU (see para 1-12).

e. Specific criteria used to evaluate joint use proposals are in paragraphs C-3 through C-9. Failure of the proposal to meet established joint use criteria will result in joint use being limited, restricted, or prohibited.

C-2. Airspace/air traffic control criteria

Operational consideration will be based on the premise that military aircraft will receive priority handling (except in emergencies) if traffic must be adjusted or resequenced. Funding for manpower increases required in air traffic control or related support activities as a result of the civilian operation will have to be accommodated outside DOD resources. Additional equipment or physical airfield changes must be funded by the civilian sponsor. Specific items considered are as follows:

- a.* Airspace saturation.
- b.* Special use airspace and military training route requirements.
- c.* Traffic flow capability.
- d.* ATC facility capability.

C-3. Traffic mix criteria

The impact of dissimilar operations characteristics or procedures between civilian and military aircraft may increase the potential for accidents or incidents and open DOD to possible litigation. The following items will be considered in evaluating the traffic mix aspect of joint use:

- a. Aircraft weapons.
- b. Helicopter operations.
- c. IFR versus VFR.
- d. High performance aircraft.
- e. Training mission.
- f. Aircraft wake turbulence (see table C-1).
- g. Unmanned Aircraft System.

**Table C-1
Wake turbulence**

If military aircraft are—	And civil aircraft are—	Joint use is—
Heavy	Heavy	Possible
Large	Heavy	Prohibited
Small	Heavy	Prohibited
Heavy	Large	Possible
Large	Large	Possible
Small	Large	Possible
Heavy	Small	Prohibited
Large	Small	Possible
Small	Small	Acceptable

Notes:

¹ Aircraft weight classes are defined in the pilot/controller glossary within various FAA documents

C-4. Military activity criteria for joint use

The following are considered from a mission compatibility perspective:

- a. Joint use is advantageous to the DOD.
- b. Joint use will not adversely impact the DOD mission.
- c. The special material storage or loading area must be identified. (Joint use will not be considered at installations with nuclear storage areas.)
- d. Installations involved in training U.S. military students pilots will not be considered for joint use.
- e. Joint use will not be considered at locations with an alert force mission.
- f. Installations subject to no-notice inspections or frequent exercises will not be considered for joint use.
- g. Joint use must not adversely reduce flexibility for force beddown or other related activity.
- h. Joint use must not impair mobilization activities.

C-5. Civil aircraft equipment and aircrew qualification criteria

The following are recommended for civil aircraft operating in a joint use environment:

- a. IFR-certified aircraft.
- b. IFR-qualified crews.
- c. Two-way radio and transponder.

C-6. Facilities criteria

The majority of land for civilian facilities is located on the perimeter of the military installation with access that does not impact on installation traffic. Federal legislature jurisdiction will be retroceded to the state, particularly in exclusive use and access areas. Military approval is required on siting, design, and construction of civilian facilities. Consider the following items in evaluating the impact of joint use on facilities:

- a. *Civil facilities.*
 - (1) Availability of existing local civilian facilities.

- (2) Practicality of constructing or expanding a civilian airfield.
- b. Rwy and twy.*
 - (1) Pavement strength for wheel loading.
 - (2) Pavement width and length.
 - (3) Capability.
 - (4) Dual or single rwy.
 - (5) Access to rwy from civilian facilities.
- c. Civil facility location.*
 - (1) Availability of non-Government land for twy, terminal, ramp, fuel storage, hangar, maintenance, and so forth.
 - (2) Availability of excess Government-owned land for civilian facilities.
- d. NAVAIDs.* DOD will not provide manpower to install, operate, or maintain navigational equipment for the sole use of civilian aviation. Consideration must be given to the adequacy of existing NAVAIDs for the civilian operation.
- e. Fire, crash, rescue.*
 - (1) Equipage.
 - (2) Manpower.
- f. Noise barriers.*
 - (1) Existing configuration.
 - (2) Civil requirement.
- g. Aircraft arresting systems.* DOD will not install, alter, or remove these for the use or convenience of nonmilitary traffic; therefore, consideration must be given to—
 - (1) Existing configurations.
 - (2) Civil requirements.
- h. Air installation compatible use zone.* The study required in conjunction with airspace analysis must include:
 - (1) Rwys to be used.
 - (2) Traffic distribution.
 - (3) Peak hour use.
 - (4) Schedule of operating hours.
 - (5) Engine signatures.
 - (6) Approach and departure profiles.
 - (7) Climatic data.
- i. Security.* Clear separation of military and civilian activities is essential to avoid increased security cost, and increased threat to priority and sensitive resources. Joint use may increase the possibility for sabotage, terrorism, and vandalism. Joint use will not be considered if military and civilian aircraft will be collocated on a parking ramp, where other than rwy facilities are used, or where non-Government personnel would require access to and routinely transit the base. Specific security aspects to be considered in joint use are—
 - (1) Access of public to military resources.
 - (2) Impact on manpower if increased security is required.

C-7. Manpower criteria

Manpower levels will be logically developed from specific workload requirements that directly derive from missions directed or approved by higher headquarters. In accordance with 10 UCS and DOD directives, it is Army policy to use the least costly mix of manpower (military, civilian, or contractual services support) consistent with military requirements and other needs of the Army. Specific manpower determination processes and procedures will conform with manpower management guidance contained in AR 570-4 that prescribes the responsibilities, procedures and processes approved to determine, acquire, program and use manpower resources. Specific workforce mix determinations must comply with Assistant Secretary of the Army (Manpower and Reserve Affairs) policies and definitions of inherently governmental, exempt from competition and commercial in nature.

C-8. Financial criteria

Any logistical support or utilities provided by the Government are reimbursable. Reimbursable items may include labor, equipment use, and supplies provided. The civilian sponsor must pay a prorated share for property and operation of the Government rwy. All real property outleased will be processed through the Corps of Engineers at fair market rental value. The following must be considered in evaluating joint use proposals:

- a.* There are no cost to DOD appropriations.
- b.* Costs are reimbursable through services in lieu of use fees.
- c.* There are no significant indirect costs.
- d.* The sponsor must have funding available for the civilian facilities.

C-9. Environmental criteria

Analysis will be required if joint use involves new aircraft types or new approach and departure tracks. For fixed-base operator operations, an EA or EIS may also be required. The following items also must be considered in a joint use evaluation:

- a. The sponsor for the civilian operation must pay for preparation of any EA or EIS that may be required.
- b. DOD or the appropriate military service will be the lead agency in the preparation of the EA or EIS.

Appendix D Daily Airfield Inspection Checklist

D-1. Obstacle clearance criteria

Airfields will be inspected for obstacles that violate airfield imaginary surface criteria, such as construction activities (for example, cranes), tree growth, dirt/snow piles, sandbag bunkers. Lateral clearance areas (runways, taxiways and aprons) will be inspected for violations (fixed or mobile). In accordance with UFC 3-260-01/05A, the following areas will be inspected for tree growth, vegetation, dirt/snow piles, ponding, construction, depressions, mobile/fixed obstacles:

- a. Rwy clear zones 1,000 x 3,000 ft (first 1,000 ft must be cleared).
- b. Rwy lateral clearance 500 ft centerline.
- c. Twy lateral clearance 150 ft centerline.
- d. Apron lateral clearance 100 ft Class A, 125 ft Class B.
- e. Construction areas
- f. Perimeter/access roads.
- g. Transition slope (7:1).
- h. Foreign object (FOD) control.
 - (1) Rwy/overruns, twys/shoulders.
 - (2) Infield areas between rwys/twys.
 - (3) Perimeter/access roads (controls).
- i. Signs/markings. (Faded/broken, broken).
 - (1) VFR holding positions.
 - (2) Instrument holding positions.
 - (3) Elevation signs.
 - (4) NAVAID ground receiver checkpoints.
 - (5) Closed areas.
- j. Rwy/twy/apron shoulders.
 - (1) Rwy 50 ft Class A, 200 ft Class B.
 - (2) Twy 25 ft Class A 50 ft Class B.
 - (3) Apron 25 ft Class A, 50 ft Class B.
- k. Construction.
 - (1) Parking.
 - (2) Work site (lighting/marking).
 - (3) Storage.
 - (4) Vehicles lighted/marked.
 - (5) FOD.
- l. Pavement conditions. (Rubber deposits, Cracks, spalling, marking, FOD, paint buildup/chipping).
 - (1) Rwy/overruns.
 - (2) Twys.
 - (3) Parking aprons.
 - (4) Access roads.
- m. Habitat management.
 - (1) Grass height.
 - (2) Ponding effects.
 - (3) Bird/animal survey.
 - (4) Bird condition: low, mod, severe.

D-2. Lighting check

The following lighting areas will be inspected in accordance with UFC 3-535-01 and MIL-HDBK 1023/4:

- a. Rwy edge lights.
- b. Visual glide slope indicator.
- c. Threshold.
- d. ALS.
- e. REILS.
- f. Twy.
- g. Obstruction lights
- h. Rotating beacon
- i. Wind Cones
- j. Navaid Checkpoints
- k. Apron lights.

D-3. Airfield markings, signs, and pavement areas

- a. Construction areas will be inspected to ensure that a high level of safety is maintained. Check siting of barricades, construction lights, equipment parking, stockpiled materials, debris and foreign objects.
- b. Airfield markings will be inspected for peeling, chipping, fading and obscurity due to rubber buildup. Markings will be correct, properly sited, and reflective during hours of darkness. When markings are obscured, U. S. Army Corps of Engineers will be contacted to determine when conditions are no longer adequate for taking credit for lights and provide the results to HQ USAASA.
- c. Airfield signs will be inspected to ensure correct background and legend colors, legibility, clearance of vegetation, dirt, and snow, frangible mounting, and proper illumination, if required, for night operations.
- d. Airfield lighting systems will be inspected to ensure they are frangible mounted and foundations do not extend three inches above the finished surface of surrounding area, and to ensure lighting systems are not obscured.
- e. Pavement areas will be inspected for conditions that could cause ponding, obscure markings, attract wildlife or otherwise impair safe aircraft operations (for example, scaling, spalling, cracks, holes, surface variations such as bumps/low spots, rubber deposits and vegetation growth).
- f. Pavement areas will be inspected for loose aggregate or other foreign objects and contaminants. Foreign objects and contaminants will be removed promptly.

Appendix E

Annual Army Airfield/Heliport Self-Inspection Checklist

E-1. Pavement areas (UFC 3-260-01, AR 420-72) (runways, taxiways, ramps, aprons, and so on)

- a. Does rwy meet design standards in accordance with UFC 3-260-1,chapter 3?
- b. Are rwy shoulder widths in accordance with UFC 3-260-1,table 3.2?
- c. Are rwy overruns in accordance with UFC 3-260-1,table 3.4?
- d. Do rotary-wing rwys, helipads, landing lanes and hover points meet the design standards and requirements of UFC 3-260-1, chapter 4?
- e. Do twys meet design standards and considerations of UFC 3-260-1,chapter 5?
- f. Is there at least a 1½-inch drop off at edge of shoulders (no more than three inches) to allow for proper drainage?
- g. Are primary pavements structurally capable of supporting the mission pavement condition number per UFC 3-260-03, chapter 2?
- h. Is pavement condition index greater than 70? Pavement must have a PCI equal to or greater than 70 to be rated (green) in accordance with AR 420-72.
- i. Is the pavement evaluation current? Is a current copy of the U.S Army Corps of Engineers Research and Development pavement evaluation on file in accordance with AR 420-72, paragraph 2-8?

E-2. Airfield safety clearances and apron areas (UFC 3-260-01)

The inspector must have a current copy of the airfield waiver file, including an obstacle chart survey of the airfield annotated with the airfield imaginary surfaces, as well as all exemptions, wavered items, and permissible deviations. Inspect the following in accordance with current criteria:

- a. Is the rwy lateral clearance zone 500 feet either side of the rwy centerline ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations and wavered items) and graded to the requirements? In addition, any erosion must be noted. Unusual depressions that may indicate collapsed subsurface drainage structures or power ducts and/or rutting, caused by vehicles, or animals.
- b. Is the graded area of the clear zone cleared, grubbed of stumps, and free of abrupt surface irregularities, ditches, and ponding areas?

- c. Is the graded portion of the clear zone free of above ground structures, objects, or roadways?
- d. Are all penetrations to airfield imaginary surfaces documented? Check airfield obstruction maps for accuracy/currency?

Note. Trees must be removed or trimmed to ten feet below the point where they penetrate the imaginary surface.

- e. Are all violations along twys documented?
- f. Do aprons meet the minimum clearance, grade and lateral clearance standard, in accordance with UFC 3-260-1, table 6-1 (fixed wing) and table 6-2 (rotary wing)?
- g. Are accident potential zone I and accident potential zone II in accordance with current criteria?
- h. Are manhole, inlet, and sewer covers in place and is each cover at grade level (no more than three inches high)?

E-3. Airfield markings (UFC 3-260-05A, AC 150/5340-1J)

a. Are the following airfield markings properly depicted and sited in accordance with current criteria, free of peeled, blistered, chipped or faded paint, clearly visible during the day or night, free of excessive rubber deposit buildup:

- (1) Rwys:
 - (a) Centerline?
 - (b) Threshold?
 - (c) Displaced threshold (precision rwy markings)?
 - (d) Designation (such as rwy 15)?
 - (e) Side stripes?
 - (f) Touchdown zone?
 - (g) Overruns?
- (2) Twys:
 - (a) Centerline stripe?
 - (b) Instrument holding positions?
 - (c) VFR rwy holding position?
 - (d) Edge stripes?
 - (e) Taxi lane edge stripes?
- (3) Apron?
- (4) Helipads (perimeter/identification/hospital)?
- (5) Parking ramps?
- (6) Closed pavements:
 - (a) Permanently closed rwys/twys?
 - (b) Temporarily closed rwys/twys?
- (7) Barricades?
- (8) Shoulders (deceptive surface):
 - (a) Rwy?
 - (b) Twy?
 - (c) Apron?
- (9) INS checkpoints?
- (10) Ground receiver checkpoints?
- (11) Compass calibration pad?

b. Vehicle markings must be properly depicted and sited in accordance with FAA A/C 150/5210-5B.

E-4. Airfield signs (UFC 3-535-01)

- a. Are mandatory signs properly sited in accordance with current criteria?
- b. Are informational signs properly sited in accordance with current criteria?
- c. Do all signs have the correct legend and orientation and are they color coded and easy to read and illuminated for night operations?
- d. Are signs mounted on frangible couplings and no broken panels?
- e. Are signs clear of vegetation growth or dirt that may obscure a vehicle operator or pilots view?

E-5. Airfield lighting (UFC 3-535-01, MIL-HDBK 1023/4)

- a. Are lighting systems properly sited in accordance with current criteria?
- b. Are they operable?
- c. Are lighting systems clear of vegetation growth and foreign material that may obscure vehicle operators and pilots view?
- d. Are elevated fixtures mounted on frangible couplings?

- e. Is lens orientation within tolerances? For example, a light unit that appears dimmer or brighter is an indication it may be misaligned.
- f. Are approach lighting systems operational and in accordance with current criteria?
- g. Are runway lighting systems operational and in accordance with current criteria?
- h. Are taxiway lighting systems operational and in accordance with current criteria?
- i. Are obstruction lights operational and in accordance with current criteria?
- j. Are heliport lights operational and in accordance with current criteria?
- k. Are heliport lighting systems operational and in accordance with current criteria?
- l. Is airport beacon operational and in accordance with current criteria?

E-6. Wind indicators (cones) (UFC 3-535-01)

- a. Is wind cone fabric in good condition? Wind cones must be visible from 1000' feet in any direction.
- b. Does the wind cones assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement. Wind cones must extend fully in a fifteen knot wind.
- c. Are wind cones illuminated and are lights operable?
- d. Is the wind cone free of obscuring vegetation?
- e. Are wind cones sited properly? They may not be more than 27 ft AGL and 400 ft from runway centerline.

E-7. Obstructions to air navigation (14 CFR part 77, UFC 3-260-01, UFC 3-535-01)

- a. Are all obstructions documented/lighted, in accordance with UFC 3-535-01?
- b. Are all obstructions removed?
- c. Has an airfield obstruction survey been completed in the last five years?
- d. Does the airfield have a copy of all waivers?

Appendix F

Extract of Memorandum of Agreement Between Department of Transportation, Federal Aviation Administration, and the U.S. Army, the U.S. Navy and the U.S. Air Force

F-1. General

This MOA is between the services and the FAA states that the military will provide airport traffic control service at military airports as determined by DOD (provide service not already provided by FAA, State, and so on).

F-2. Operational responsibilities

The military may establish approach controls at military locations that are mutually agreeable, but the FAA may assign an ATREP to each approach control. Procedures for implementing these services are as follows.

MEMORANDUM OF AGREEMENT BETWEEN DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION, AND THE U.S. ARMY—THE U.S. NAVY—THE U.S. AIR FORCE

WHEREAS, by virtue of Section 307(b)(4) of the Federal Aviation Act of 1958 (49 U.S.C. 1348 (b)(4)), the Administrator of the Federal Aviation Administration (hereinafter referred to as the FAA) is authorized to provide necessary facilities and personnel for the regulation and protection of air traffic.

WHEREAS, by virtue of Section 303(d) of the Federal Aviation Act of 1958 (49 U.S.C. 1344 (d)), the Administrator of the FAA may make such provision as he shall deem appropriate authorizing, with its consent, the performance of any function under Section 307 (b) of the Act by any other Federal department; and

WHEREAS, there are three separate agreements now in effect between the FAA and the Army, Navy, and Air Force, respectively, relating to the operation of air traffic control facilities on military installations; and

WHEREAS, all parties to the three existing agreements wish to supersede such agreements with this separate agreement between the FAA and the three military services;

NOW, THEREFORE, all parties to this agreement mutually agree as follows:

Article I. Determination of Operational Responsibility

A. In keeping with requirements of national defense and with due regard for budgetary, manpower and all other pertinent considerations, the general allocation of responsibility for the operation of each military facility subject to this agreement shall be mutually determined at the national level between the FAA and the appropriate military service. To facilitate the determination of operational responsibility, recommendations concerning the operation of air traffic control facilities will be made at the local level by appropriate FAA and military personnel.

B. Unless agreement is reached to the contrary, the military services shall provide airport traffic control service (visual flight rules) at those military airports where the cognizant military authority deems that such service is required and said airports are not served by an FAA, State, municipal, or other non-Federal tower.

C. When it is mutually agreed to be more advantageous to establish independent military and FAA approach control facilities, the approach control authority for the military terminal area ordinarily will be delegated to the military. Prior to approval by FAA of this delegation of authority, the military facility must be equipped to transmit and receive on all frequencies necessary to control all categories of IFR traffic normally operating in the area. Additionally, a Letter of Agreement relating to the control of air traffic shall be consummated between the appropriate local military authority and the appropriate FAA air route traffic control center.

D. The FAA is authorized to assign an Air Traffic Representative (ATREP) to each military approach control facility covered in Article 1., Section C. The function of the ATREP is set out in detail in Article IV.

E. At all military locations not served by an ATREP, authorized FAA personnel may make evaluations of military approach control facilities and those military towers and military ASR/PAR units that exchange control of air traffic directly with FAA facilities. These evaluations are to be conducted at such times as are mutually agreeable to the FAA and the cognizant local military authority. The purpose of such evaluations is to determine whether equipment performance and staffing are adequate for the service being provided; whether personnel qualifications, Certification and performance meet acceptable standards; and whether procedures utilized are consistent with the agreements provided for in Article I.C and Article V. All deficiencies which may affect flight safety shall be reported to cognizant military authority for timely corrective action.

F. Delegation of approach control authority may be temporarily suspended by a representative of the FAA area manager or the ATREP if such action is deemed necessary in the interest of flight safety. The commanding officer (or his designated representative) of the affected military installation shall be notified prior to the time suspension action is taken and informed of the reasons therefore.

G. Withdrawal of any delegation of authority covered by this agreement shall not be authorized prior to approval of FAA and the appropriate military service at the national level.

Figure F-1A. Memorandum of Agreement

Article II. FAA Operations on Military Installations

A. Where mutually agreed, the FAA will provide exclusive air traffic control services and staffing on military installations. Unless agreed to the contrary, where a military facility is located near an FAA approach control facility, the FAA will perform the approach control function from the FAA facility for both the military and non-military facilities.

B. At jointly-staffed air traffic control facilities located on military installations, unless agreed to the contrary, the FAA will staff the approach control (surveillance radar) function and the military service will staff and be responsible for the precision approach radar (PAR) function.

C. The FAA shall have full authority and responsibility for the operation of its authorized functions.

D. The basic radar system approved for use in the radar approach control function is of the airport surveillance radar (ASR) type. Proposals for use of radar systems other than the ASR shall be submitted to the Washington Office of the FAA for review. This clause shall not affect those terminal facilities currently utilizing other radar systems, nor is it intended to limit the use of ARSR or other slower RPM systems to supplement ASR equipment.

Article III. Cross-Training at Jointly-Staffed ATC Facilities

In the best interest of the FAA and military services, it is essential that organized cross-training be accomplished; accordingly cross-training programs shall be implemented and training shall be conducted to the maximum extent possible.

A. At the request of the responsible local military authority, the FAA will provide on-site approach control training to designated military personnel. Qualification and training shall be carried out in accordance with FAA regulations and procedures. Military personnel who successfully complete the training program and receive appropriate FAA certificates and ratings are not required to maintain currency on approach control positions. However, qualified military controllers, where current by FAA and military supervisors, may be assigned to approach control positions without direct supervision.

B. At the request of the FAA facility Air Traffic Manager the appropriate military authority will provide on-site precision approach radar (PAR) training to designated FAA personnel. Qualification and training shall be carried out in accordance with military regulations and procedures. FAA personnel are not required to maintain currency on PAR positions. However, qualified FAA controllers, when current

by military standards and when agreeable to both military and FAA supervisors, may be assigned to PAR control positions without direct supervision.

Article IV. FAA Air Traffic Representatives

A. The ATREP is responsible to the Area Air Traffic Branch. His function is described as follows:

1. To serve as liaison officer between the military and the FAA and between the military and civil users; to resolve local air traffic problems between military and civil users of the terminal area in order that both are afforded the maximum service possible; and, to conduct frequent liaison with FAA, civil and military personnel to determine the adequacy of ATC service is being rendered.

2. To serve as technical advisor to the military in all phases of air traffic control in order to improve ATC service.

3. To evaluate the amount of airspace required for air traffic control in terminal areas, and to coordinate approval of airport traffic patterns.

4. To continuously review existing air traffic control and communications procedures and practices, and to recommend action for their revision to improve efficiency.

5. To participate in appropriate intra-military meetings in which the FAA has an interest.

6. To encourage lecture and training programs for base pilots and civil air user groups, and to recommend changes, if necessary, to improve the air traffic control facility training program and to obtain maximum utilization of personnel.

7. To administer Control Tower Operator Exams and issue appropriate FAA certificates and ratings.

8. To participate frequently in flights of various types of unit-equipped military aircraft (in which flight as a passenger or crew member is permitted) for the purpose of evaluating, from the pilot's viewpoint, air traffic control services being rendered and the performance characteristics of aircraft employed at the base.

B. The ATREP will be an FAA signatory to agreements made pursuant to Article I., Section C.

Article V. Local Agreements at FAA-Staffed Military Installations

At military installations where FAA staffing is provided in whole or in part, a local memorandum of agreement shall be signed between FAA and appropriate military authority. The purpose of the local agreement is to further implement this agreement. Such agreements should cover details such as oper-

Figure F-1B. Memorandum of Agreement—Continued

ational concepts, staffing, training, maintenance of equipment, utilization of space, parking and janitorial service, and security.

Article VI. Financing

A. Salary, travel and training expenses of FAA Air Traffic Representatives, Air Traffic Controllers, and other personnel furnished by the FAA, pursuant to this Agreement, will be borne by the FAA.

B. Salary, travel and training expenses of military and civilian personnel furnished by the DOD, pursuant to this Agreement, will be borne by the appropriate DOD component.

C. The cost of providing normal support (utilities, office space furniture, parking space, janitorial services and supplies, etc.) to FAA personnel at jointly-staffed air traffic control facilities located on military installations, pursuant to this Agreement, will be borne by the host DOD component authority exercising jurisdiction over the military installation involved.

D. Except as otherwise specifically agreed between the parties concerned, the cost of procuring new equipment and joint facilities to accommodate primarily a military requirement, pursuant to this Agreement, will be borne by the host component of the DOD.

E. The cost of procuring new facilities and equipment to accommodate primarily an FAA requirement, pursuant to this Agreement, will be borne by the FAA.

F. Except as otherwise specifically agreed between the parties concerned, the cost of installing and maintaining equipment will be borne by the party to this Agreement which has the responsibility for the air traffic control function being performed.

G. Agreements which include financing arrangements, other than the three separate agreements referred to in the preamble to this agreement, are not superseded by this article.

Article VII. Miscellaneous Provisions

A. Local military authority will determine the security clearances required of FAA personnel. FAA personnel will be subject to military security requirements and base regulations.

B. The military services shall inform the FAA at the earliest practicable date of plans to deactivate military bases at which FAA personnel are assigned. The FAA shall inform the appropriate military service at the earliest practicable date of plans to reduce services at or to abandon ATC facilities on military installations.

C. Differences which may arise and remain unresolved at the local level will be resolved through appropriate channels of the signatories to this Memorandum of Agreement.

The FAA and the three military services agree to be bound by all provisions of this agreement as indicated by the signature of their duly authorized officials.

UNITED STATES ARMY

By(s) A.S. Collins, Jr.

Title Asst. Chief of Staff for Force Development

Date 10 June 1969

UNITED STATES NAVY

By(s) Thomas F. Connolly

Title Deputy Chief of Naval Operations (Air)

Date 2 June 1969

UNITED STATES AIR FORCE

By(s) John W. Vogt, Maj. Gen. USAF

Asst. Deputy Chief of Staff Plans and Operations

Date 26 June 1969

DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION

By(s) D.D. Thomas

Title Deputy Administrator

Date 17 July 1969

Figure F-1C. Memorandum of Agreement—Continued

Appendix G WWW Addresses

G-1. World Wide Web sites

World Wide Web addresses are provided as a convenient means of referencing publications, forms, and correspondence for users with automation capabilities.

G-2. Addresses

Table G-1 contains pertinent Web sites addresses.

Table G-1
WWW site addresses and referenced material

Agency	WWW address	Material referenced
USAASA	www.usaasa.belvoir.army.mil	Organizational and DAR contacts; Civil Aircraft Landing Permits; FLIP Change & Order Forms; FIB; Military Exemptions; DD Form 2400 Series (CALP Forms), Links
ATSCOM	www.ats.army.mil	Command directory; AIG messages; ARMS schedules; installation and tactical programs; policy updates; ATC and maintenance certification; current events; AAAA Awards, Links
Training and Doctrine Digital Library	www.adtdl.army.mil	Filed manuals; training circulars; TMs
Army Publishing Directorate	www.apd.army.mil	Current ARs; pams; circulars
Defense Technical Information Center	www.dtic.mil	Joint publications; DOD publications; DOD scientific and technical information
FAA	www.faa.gov Use search to find the material referenced	FAA Regulations, Orders, Forms, and Information
Army Home Page	www.army.mil	Installations; Army history; publications; research; administration questions
Defense Link, DOD	www.defenselink.mil	Various defense publications, news, images, and questions
NGA	www.nga.mil Note: AID Account Changes must be made through appropriate US Army Account Manager.	Maps & geodata, imagery, Freedom of Information request, procurement & contacts, safety of navigation, links
US NOTAMS Office	www.notams.jcs.mil	Central area enroute NOTAMS, radius search, flight path search, European Theater, FM immunity, ICAO Look-Up links

Notes:

¹ The WWW addresses listed in table G-1 may be used to access material found in this regulation.

² The referenced material listed is a broad overview of each site; more information may be available at the listed WWW addresses.

Appendix H

Management Control Evaluation Checklist

H-1. Function

The function covered by this checklist is the administration of the ATC, airspace, airfields, flight activities and NAVAIDs management control process.

H-2. Purpose

The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls outlined below. It is not intended to cover all controls.

H-3. Instructions

Answers must be based on actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

H-4. Test questions (HQDA only)

a. Are SUA activities appropriate for the authorized area, compatible with documentation for the purposes designated and consistent with final environmental documentation?

- b.* Is Army policy regarding return of SUA to FAA for public use when no longer needed by the Army being followed?
- c.* Are annual SUA utilization reports, in the proper format, submitted to the DAR, including comments concerning the adequacy of the SUA?
- d.* Are installation/garrison/airfield commanders familiar with and enforcing AALAN and CALP policies?
- e.* Are alleged violations of safety and SUA operation guidance reported and investigated by appropriate personnel per Federal, DOD, and DA guidance?
- f.* Are Army ATC facilities operated in accordance with FM 3–04.303 by air traffic controllers certified to FAA CTO/ATCS standards and maintained by certified ATC equipment maintenance technicians?
- g.* Are all air traffic controllers (military, DAC, contract, and foreign nationals) rated in the facility of assignment? Is the ATC chief or facility chief developing and maintaining an FTP/TTP in accordance with this regulation and FM 3–04.303?
- h.* Is the ACOM/ASCC/DRU and ATSCOM participating in the ARMS team visits to evaluate ATC operations, training, and equipment maintenance?
- i.* Are nomination and selection for U.S. Army ATC and SAVES awards performed following the guidance and policy of this regulation?
- j.* Are air traffic and airspace officers designated in a memorandum by the major subordinate commander, State Adjutant General, or installation/garrison commander, with a copy furnished to the appropriate ACOM/ASCC/DRU, HQ USAASA, DAR, or USAASD–E?
- k.* Is the AT&A officer appointed to the Real Property Planning Board and does he/she have a minimum of a secret clearance?
- l.* Is the U.S. Army ensuring the FAA and USAASA (DAR) are notified of proposed construction or alteration of existing structures that could obstruct navigable airspace?
- m.* Are the unit commanders of the installations/garrison, units, and activities preparing field notices of proposed commissioning, decommissioning, modification of NAVAIDs, airfield lighting, ATC facilities, or weather facilities and forwarding the notices to USAASA?
- n.* Is the funding for airfield, heliport and NAVAID engineering surveys programmed by the appropriate ACOM/ASCC/DRU commander or designee/installation/garrison resource manager when required?
- o.* Is the monitoring of electronic navigation facilities supporting instrument flight procedures performed at the level appropriate for the navigational facility classification?
- p.* Is the automatic distribution account established using a FLIP specific requisitioning DODAAC and has the unit's annual customer survey been completed and returned?
- q.* Are the automatic distribution accounts consolidated appropriately for units/activities based at the same location?
- r.* Is the unit commander reviewing terminal instrument procedures annually to determine the need to retain, amend, or cancel the procedure, or to establish new procedures.
- s.* Do DOD requirements take precedence over authorized civilian aircraft use of the airfield?

H–5. Supersession

No previous management control evaluation checklist exists for this publication.

H–6. Comments

Help make this a better tool for evaluating management controls. Submit comments to the Commander, U.S. Army Aeronautical Services Agency, Airspace Division, 9325 Gunston Road, Suite N319, Fort Belvoir, VA 22060–5582

Glossary

Section I Abbreviations

AAC

Army approach control

AAF

Army airfield

AAFIF

automated air facilities information file

AALAN

Army aircraft landing authorization number

AC

advisory circular

ACOM

Army command

AFA

Army flight activity

AFB

Air Force base

AGL

above ground level

AHP

Army heliport

AI

aeronautical information

AIC

airspace information center

AID

automatic initial distribution

AIG

accident investigation

AIM

Aeronautical Information Manual

AIP

Aeronautical Information Publication

AOC

airfield obstruction chart

AP

area planning

AR

Army regulation

ARAC

Army radar approach control

ARMS

aviation resource management survey

ARNG

Army National Guard

ARSR

air route surveillance radar

ARTCC

air route traffic control center

ARTEP

Army Training and Evaluating Program

ARTS

Automated Radar Terminal System

ASA(I&E)

Assistant Secretary of the Army (Installations and Environment)

ASCC

Army service command component

ASR

airport surveillance radar

AT&A

air traffic & airspace

ATC

air traffic control

ATCS

air traffic control specialist

ATREP

air traffic representative

ATSCOM

Air Traffic Services Command

AVN

Aviation

Bn

battalion

CALP

civil aircraft landing permit

CAMI

carrier commercial access to military installations

CAP

Civil Air Patrol

CFA

control firing area

CFR

Code of Federal Regulations

CG

commanding general

CJCSM

Chairman of the Joint Chiefs of Staff Manual

COA

certificate of authorization

COE

Chief of Engineers

CONUS

continental United States

CRAF

Civil Reserve Air Fleet

CTO

control tower operator

DA

Department of the Army

DACs

Department of Army Civilians

DAR

Department of the Army representative

DASA(I&H)

Deputy Assistant Secretary of the Army for Installations and Housing

DCS, G-2

Deputy Chief of Staff, G-2

DCS, G-4

Deputy Chief of Staff, G-4

DCS, G-3/5/7

Deputy Chief of Staff, G-3/5/7

DLA

Defense Logistics Agency

DME

distance measuring equipment

DOD

Department of Defense

DODAAC

DOD Activity Address Code

DOT

Department of Transportation

DOTMLPF

doctrine, organization, training, materiel, leadership and education, personnel, and facilities

DPs

departure procedures

DPW

director of public works

DRU

Direct Reporting Unit

DSN

Defense Switching Network

EA

environmental assessment

EIS

environmental impact statement

ENAME

European, North Africa, Middle East

ERDC

Engineer Research and Development Center

ETL

engineering technical letter

EUSA

Eighth U.S. Army

FAA

Federal Aviation Administration

FAAO

Federal Aviation Administration order

FAR

Federal Aviation Regulation

FCIP

FLIP correction worksheet

FIB

flight information bulletin

FIL

flight information list

FLIP

flight information publications

FM

field manual

FOD

foreign object

ft

feet

FTP

Facility Training Program

GCA

ground controlled approach facility

GP

General Planning

GS

General Schedule

HQ

Headquarters

IAP

initial approach procedure

ICAO

International Civil Aviation Organization

IFR

instrument flight rules

IGIA

Interagency Group for International Aviation

ILS

instrument landing system

IMCOM

Installation Management Command

lb

pound

LOA

letter of agreement

LOP

letter of procedure

MCA

military construction, Army

MC&G

mapping, charting, and geodesy

MGTOW

maximum gross takeoff weight

MHz

megahertz

MOA

military operations area

MOS

military occupational specialty

MSL

mean sea level

NAS

National Airspace System

NAT

National Agreement

NAVAID

navigational aid

NDB

nondirectional beacon

NEPA

National Environmental Policy Act

NGA

National Geospatial-Intelligence Agency

NOS

National Oceanographic Survey

NOTAM

notice to airmen

NSA

national security area

NSN

national stock number

NVD

night vision device

OCONUS

outside continental United States

OE/AAA

obstruction evaluation/airport airspace analysis

OMA

Operations and Maintenance, Army Funds

OPS

operations

OSD

Office of the Secretary of Defense

PAPI

precision approach path indicator

PAR

precision approach radar

PBFA

Policy Board on Federal Aviation

PBWG

Policy Board Working Group

PM

program manager

PMOS

primary military occupational specialty

POC

point of contact

PPR

prior permission required

RDD

Required Delivery Date

ROTC

Reserve Officers' Training Course

RS

requirements survey

Rwy

runway

SARSA

small arms range safety area

SAVES

Safe Aviation Via Exceptional Service

STAR

standard terminal arrival route

SID

standard instrument departure

SUA

special use airspace

TACAN

tactical air navigation

TB

technical bulletin

TDA

tables of distribution and allowances

TDY

temporary duty

TERPS

terminal instrument procedures

TM

technical manual

TOE

table of organization and equipment

TRADOC

Training and Doctrine Command

TSC

Transportation Systems Center

TTP

Tactical Training Program

TVOR

terminal vhf omnidirectional range

Twy

taxiway

UAS

unmanned aircraft systems

UFC

unified facilities criteria

UHF

ultra-high frequency

USAASA

U.S. Army Aeronautical Services Agency

USAASD-E

United States Army Aeronautical Services Detachment-Europe

USAAWC

U.S. Army Aviation Warfighting Center

USACE

U.S. Army Corps Of Engineers

USAF

U.S. Air Force

USAR

U.S. Army Reserve

USC

U.S. Code

USCG

U.S. Coast Guard

USDAO

U.S. Defense Attaché' Office

USN

U.S. Navy

VFR

visual flight rules

VHF

very high frequency

VOR

very high frequency omnidirection range

VORTAC

very high frequency omnidirection range tactical navigation

Section II**Terms****Using agency**

A military activity for which an SUA has been designated.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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PIN 064645-000

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DOCUMENT: AR 95-2

SECURITY: UNCLASSIFIED

DOC STATUS: REVISION