COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management.* It applies to all US Air Force (USAF), Air National Guard (ANG) and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that operate or administer functions in facilities in the airfield operations flight (AOF). At joint, shared-use and

8.4.2. DELETED

8.4.3. DELETED

8.4.4. DELETED

    8.4.4.1. DELETED

    8.4.4.2. DELETED

    8.4.4.3. DELETED

    8.4.4.4. DELETED

    8.4.4.5. DELETED

    8.4.4.6. DELETED

    8.4.4.7. DELETED

    8.4.4.8. DELETED

    8.4.4.9. DELETED

8.4.5. DELETED

    8.4.5.1. DELETED

    8.4.5.2. DELETED

    8.4.5.3. DELETED

    8.4.5.4. DELETED

        8.4.5.4.1. DELETED

        8.4.5.4.2. DELETED

        8.4.5.4.3. DELETED

    8.4.5.5. DELETED

    8.4.5.6. DELETED

    8.4.5.7. DELETED

    8.4.5.8. DELETED

        8.4.5.8.1. DELETED

        8.4.5.8.2. DELETED

        8.4.5.8.3. DELETED

        8.4.5.8.4. DELETED

8.5. Primary Crash Alarm System (PCAS). Define procedures and conditions for activation in the AOI. Limit agencies with two-way telephones to the control tower, AM (or agency responsible for secondary crash net as required), fire department, and the medical center. Additional agencies may have receive-only capability. The tower PCAS should have a visual system indicating when each two-way party on the PCAS picks up the handset. If monitor capability exists, CCTLRs must identify procedures for checking the monitor PCAS in an LOP. During real-world emergencies,

trainees may only activate the PCAS if the trainer/monitor has the capability to monitor and transmit over the PCAS. (T-2)

8.5.1. When mobile/temporary facilities are operated and circumstances make installation of a PCAS impractical, establish an alternate system and procedures for emergency response and notification. Include these procedures in an LOP. (T-2)

8.6. Land Mobile Radios (LMR). Each LMR system supporting ATC and aerodrome operations must terminate in the control tower console if enough transmitter and receiver selection switches and speakers are available. (T-3)

8.6.1. Control towers with digital LMRs will establish an LMR net "Tower Talk Group" dedicated for use between vehicle operators and ATC, solely for the purpose of operating on the CMA. (T-3)

8.6.2. In the event that a Tower Talk Group cannot be established, CCTLRs must establish procedures to eliminate unnecessary transmissions (background noise) in an LOP. (T-3)

8.6.2. **(USAFE)** HN policy and procedures govern LMR procedures at Aviano, Lajes, and Morón. (T-2)

8.7. Airfield Lighting Systems.

8.7.1. Equip the control tower with the capability to operate airport lighting systems and visual aids. Name an agency responsible and define procedures in an LOP for operating the airport lighting when the tower closes. **Note:** Where pilot controlled lighting systems are installed, establish a letter of agreement, as applicable.

8.7.2. DELETED

8.7.3. DELETED

8.8. Multiple Instrument Landing Systems (ILS) Facilities:

8.8.1. ILS facilities installed on intersecting or parallel runways may operate simultaneously, provided the ILS facilities operate on separate, non-interfering frequencies and an operational requirement for simultaneous operation exists. Verify noninterference by FAA flight inspection.

8.8.2. ILS facilities at opposite ends of the same runway must have an interlock to prevent simultaneous operation. Assign distinctly different identifier codes. (T-1)

8.8.2.1. If the facilities are on common frequencies, assume interference (both glide slope and localizer). Do not disable the interlock to allow simultaneous operation. (T-1)

8.8.2.2. If the facilities are on discrete non-interfering frequencies and weather is Visual Meteorological Conditions (VMC), personnel may bypass the interlock to allow simultaneous localizer and or glide slope operations to accommodate facility installation, maintenance restoration, preventive maintenance, or flight inspection. If a flight inspection discovers interference between localizers and documents the location of interference, permit simultaneous localizer radiation during VMC weather and issue a NOTAM that restricts the facility to the in- tolerance portion of the ILS signal. For example: "RUNWAY 32 LOCALIZER UNUSABLE INSIDE MM or 1.5 DME." (T-1)

8.8.2.3. Specify conditions for bypassing interlocks in an LOP with maintenance. (T-1)

15.1.3.3.9.6. Personnel working on the airfield (e.g., grass mowers, snow and ice removal operations, contractors, etc.).

15.1.3.3.10. Develop local procedures for using the AF Form 3616 to record significant incidents/events during each tour of duty. (T-2)

15.1.3.3.10.1. Entries may be handwritten, typed or computer generated.

15.1.3.3.10.2. Each AMOS/AMSL will sign the AF Form 3616 in the appropriate block at the end of his or her shift. (T-2) Their signature certifies the entries are correct and the form contains all required entries. First entry will state name and operating initials of individuals coming on duty. (T-3)

15.1.3.3.10.3. Annotate all actions on the events log. (T-2) Detailed documentation may be maintained on other forms or checklists. Units may specify items requiring documentation. As a minimum, the following items must be annotated on the AF Form 3616: (T-2)

15.1.3.3.10.3.1. Shift changes, opening and closing AMOPS section.

15.1.3.3.10.3.2. Personnel working on the airfield (e.g., grass cutters, contractor construction personnel, CE repair crews etc.) and coordination.

15.1.3.3.10.3.3. Issue, revision and cancellation of NOTAMs.

15.1.3.3.10.3.4. Airfield Inspections/Checks.

15.1.3.3.10.3.5. RSC/RCR.

15.1.3.3.10.3.6. BWC declarations.

15.1.3.3.10.3.7. IFEs/GEs to include aircraft arresting system engagements.

15.1.3.3.10.3.8. CMAVs.

15.1.3.3.10.3.9. PCAS/SCN tests and activations.

15.1.3.3.10.3.10. Active Runway changes.

15.1.3.3.10.3.11. Weather Warning, Watch and Advisories.

15.1.3.3.10.3.12. Closure of aerodrome, runways, taxiways and aprons.

15.1.3.3.10.3.13. NAVAID and airfield lighting outages.

15.1.3.3.10.3.14. Daily inspection of aircraft arresting and airfield lighting systems by CE.

15.1.3.3.10.3.15. Equipment malfunctions/outages (e.g., FAA flight planning system, back-up generator).

15.1.3.3.10.3.16. Reduced Aircraft Rescue and Fire fighting capability.

15.1.3.3.10.3.17. Daily flight planning room checks.

15.1.3.3.10.3.18. SOF calls.

15.1.3.3.10.3.19. Spot checks to enforce and monitor compliance with airfield driving procedures.

Chapter 20

AM FACILITIES AND EQUIPMENT

20.1. AM Facilities. AM Facilities are comprised of the Airfield Manager's office, AMOPS section, Flight Planning Room and Aircrew Lounge. Additional workspace may be required for staff personnel and to support other key AM programs such as airfield drivers classroom training, classified storage, BASH/Wildlife equipment/munitions storage, FLIPs/Navigational Services, etc.

20.1.1. Location. All facility requirements must be located in the same building (e.g., Base Operations or Airfield Operations Center) and within the immediate vicinity of the airfield. (T-2)

20.1.2. Hours of Operation. Publish airfield operating hours in the FLIP when less than 24 hours a day, 7 days a week. (T-3)

20.1.2.1. A normal shift should be 8 hours and must not exceed 12 hours (not including time for shift changes) without AOF/CC approval. (N/A for AFRC locations) (T-1)

20.1.2.2. **(Added-USAFE)** Units will submit requests for approval to change their airfield operating hours through HQ USAFE-AFAFRICA/A3CA to A3/10 for approval. (T-2)

20.2. Airfield Management Operations (AMOPS) Section. This section is primarily responsible for coordinating airfield activities that may affect flying operations such as airfield construction and repair projects, apron, taxiway and runway closures, quiet hours, and snow and ice removal. AMOPS section also provides flight-planning guidance to base and transient aircrews. The AMOPS section must contain the following: (T-2)

20.2.1. Telecommunications or computer equipment with the capability to process flight plan data and other flight movement messages. Develop backup procedures such as a LOA with another AMOPS section agency or DoD Base Operations/Flight Planning Facility to process flight plans and aircraft movement messages. (T-2)

20.2.2. Console Configuration. The console must be configured with suitable direct voice line communications to the Control Tower, RAPCON or GCA facility, ARTCC, Host and Tenant flying units, CP, FD, SF, TA, MOCC and additional administrative lines to make/receive DSN, local and long distance phone calls. (T-3) The console must also include the following: (T-2)

20.2.2.1. A recording device for communication between the AMOPS section and Control Tower, RAPCON or GCA facility, CP, FD, SF, Pilot-to-Dispatch/Ramp Net Radio, SCN and any telephone lines or radio frequencies on which flight plans can be filed, revised or cancelled.

20.2.2.1.1. Units may use telephone lines/radios recorded by other agencies to meet this requirement when a LOA is developed to grant the AFM, DAFM and NAMO access to tapes/recordings as needed. (T-3)

20.2.2.1.2. The LOA must include disposition procedures of tapes according to the AF Records Disposition Schedule in AFRIMS. (T-3)

20.2.2.2. Dual extensions of the PCAS. (T-3)

20.2.2.3. Secondary Crash Net (SCN).   AMOPS section must have SCN activation capability with an additional extension to provide immediate access by other personnel on-duty, monitoring and training purposes. (T-2)

20.2.2.3.1. All agencies on the SCN will be on lines dedicated to the dissemination of emergency information that affects airfield or aircraft operations. (T-2)

20.2.2.3.2. The SCN may be a separate telephone or integrated into a multi-line call center.

20.2.2.3.3. The telephone must be equipped with a visual feature that activates as each two-way party on the SCN picks up the handset. (T-3)

20.2.2.3.4. All agencies on the SCN must use a noise reduction feature such as push-to-talk handsets or Confidencor (Trademark of National Communications Inc.) that filters out background noise. (T-3)

20.2.2.3.5. The SCN is limited to agencies requiring emergency action/response to aircraft incidents/mishaps. As a minimum, the SCN agencies include: (T-3)

20.2.2.3.5.1. Fire Department.

20.2.2.3.5.2. Weather.

20.2.2.3.5.3. CE Readiness.

20.2.2.3.5.4. Hospital/Medical Treatment Facility.

20.2.2.3.5.5. Command Post.

20.2.2.3.5.6. Civil Engineering.

20.2.2.3.5.7. Security Forces.

20.2.2.3.5.8. Maintenance Operations Control Center (MOCC).

20.2.2.3.6. Requests for additions/deletions (excluding those listed in paragraph 20.2.2.3.5.) to SCN must be coordinated through the AFM and forwarded to the OSS/CC for approval/disapproval. (T-3)

20.2.2.3.6.1. Determine talk back or listen only capability for approved additions as warranted in justification.

20.2.2.3.6.2. The total number allowed on the SCN must not exceed the capacity of the system or minimize signal strength and quality. (T-3)

20.2.2.3.7. Test the SCN daily and backup procedures at least quarterly. Document test results on the AF Form 3616. (T-3)

20.2.2.3.7. **(USAFE)** Check the SCN backup monthly. Perform checks on a recurring basis (e.g., second Tuesday of each month) and document checks in the daily events log. (T-2)

20.2.2.3.8. Unless testing, only activate the SCN to relay emergency situations that are critical to the safety and security of airfield/flight operations. Emergency situations requiring activation of the SCN are as follows: (T-3)

20.2.2.3.8.1. Weather warnings.

20.2.2.3.8.2. IFEs.

20.2.2.3.8.3. GEs.

20.2.2.3.8.4. Force Protection Condition (FPCON) levels.

20.2.2.3.8.5. Disaster Response Force (DRF) activations/recalls.

20.2.2.3.8.6. Bomb threats or terrorist activities.

20.2.2.3.8.7. As requested by the EOC Director to support Comprehensive Emergency Management Plan (CEMP) outlined in AFI 10-2501. The installation CEMP 10-2 provides comprehensive guidance for emergency response to physical threats resulting from major accidents, natural disasters, conventional attacks, terrorist attack, and CBRN attacks.

20.2.2.3.9. AMOPS section is the primary activation authority of the SCN.

20.2.2.3.9.1. When mission requirements dictate, an additional SCN may be installed/activated by another agency provided a LOA exists between AM and the other agency.

20.2.2.3.9.2. Operating procedures will be clear, concise on whom the activation authority is, and when the SCN is used. (T-2)

20.2.2.3.9.3. Regardless of activation authority, the SCN will be operated and maintained in accordance with this AFI. (T-2)

20.2.3. An UHF radio transceiver for pilot-to-dispatch. **Note:** A VHF radio should be installed to support local requirements. (T-2)

20.2.4. A base station radio with additional hand-held land mobile radios to communicate with the following base support agencies, as required: (T-2)

20.2.4.1. CE Readiness and/or Disaster Response Force personnel.

20.2.4.2. Barrier Maintenance.

20.2.4.3. Airfield Lighting.

20.2.4.4. Airfield Sweeper.

20.2.4.5. Fire Department.

20.2.4.6. Snow Control Center.

20.2.4.7. Control Tower.

20.2.4.8. Transient Alert.

20.2.4.9. Operations Group Commander.

20.2.4.10. Airfield construction project manager as required.

20.2.4.11. Security Forces.

20.2.4.12. Aircraft Maintenance.